MASTER CONTRACT

SMALL COMMUNITY.
BIG OPPORTUNITIES.

Terms of Agreement
Metropolitan School District of Steuben County
July 1, 2025, to June 30, 2027

Public Hearing — September 10, 2025
Tentative Agreement — October 09, 2025
MSD of Steuben Tentative Agreement Meeting — October 21, 2025
Angola Classroom Teachers Ratified Contract — October 27, 2025
MSD of Steuben Ratification Meeting — October 30, 2025

TABLE OF CONTENTS

This Master Contract is entered into by and between the Metropolitan School District of Steuben County Board of Trustees, hereinafter called the "Board," and the Angola Classroom Teachers Association, hereinafter called the "Association."

This contract supersedes and cancels all previous agreements, whether verbal or written, between the Board and the Association.

The Board and the Association agree that the School District will comply with all Federal and State laws that apply to Indiana Public Schools.

ARTICLE I
RECOGNITION

The Board hereby recognizes the Angola Classroom Teachers Association as the exclusive representative of all teachers in the School Corporation.

ARTICLE II
DEFINITIONS

Section 1: The term "teacher," when used in this Master Contract, shall refer to all certified personnel employed by the board except the Superintendent, Assistant Superintendent, Chief Operating Officer, Elementary Director, Technology Director, Technology Coordinator, Special Education Coordinator, English Learner Coordinator, Principals, Assistant Principals, Athletic Director, and Guidance Director.

Section 2: The terms "Board" and "Association" shall include authorized officers, representatives, and agents.

Section 3: The term "School Corporation," when used in this Master Contract, shall refer to the Metropolitan School District of Steuben County in the State of Indiana.

Section 4: The term "immediate family" when used in this Master Contract, shall refer to father, step father, mother, step mother, brother, step brother, sister, step sister, wife, husband, child, step child, son-in-law, daughter-in-law, foster child, grandparent, step grandparent, grandchild, step grandchild, father-in-law, step father-in-law, mother-in-law, step mother-in-law, brother-in-law, step brother-in-law, sister-in-law, step sister-in-law, step grandparent-in-law, grandparent-in-law, or persons residing in the household for whom the teacher is legally responsible. This list is not necessarily "all-inclusive" as individual situations vary. Additions to this list may be made by the Superintendent on an as-needed basis upon a teacher's written request for this consideration. This definition of immediate family applies only to the Master Contract and is not for insurance purposes.

Section 5: The term "Full-Time Teacher" is defined as a teacher working 8 hours per day for 185 days, a 1.0 FTE.

Section 6: The term "Paid Time Off" (PTO) is the time that employees can take off work while being paid regular wages. PTO can be used in half-day or full-day units.

Section 7: The term "Sick Day" is the time that employees can take off work while being paid regular pay for reasons under Article Ill, Section 1, A-C, after all PTO has been used for the current year. Unused PTO days convert to sick days at the end of each school year. Sick days accumulate up to 150 days.

Section 8: The term "Family Medical Leave Act" (FMLA) is the entitlement for eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. MSD of Steuben County will adhere to the Family Medical Leave Act (FMLA) policies as outlined in state and federal law.

ARTICLE III
SHORT-TERM LEAVES

Section 1: All leave time will follow federal and state guidelines and regulations.

During each year of this agreement, teachers in their first year of teaching will be granted twelve (12) PTO days. All other teachers will be granted ten (10) PTO Days. New hires to MSDSC shall have their PTO prorated based on the hire date. Teachers working less than a 1.0 FTE will receive proportional PTO. All leaves must be entered into the district's approved sub-service. Each teacher may be absent from work for a total number of ten (10) days, or twelve (12) days for teachers in their first year of teaching, without loss of compensation for the following purposes:

A. Personal illness of the certified employee: A teacher who is absent for more than three (3) consecutive days in any school year will be required to produce a medical statement after the third (3rd) day of absence. It will be the teacher's responsibility to notify the building principal or their designee of all preplanned absences.

B. Illness or quarantine of a member of the certified employee's "immediate" family, as defined in Article II, Section 4 above.

C. Medical or dental appointments.

D. The transaction of personal business and/or the conduct of personal or civic affairs

Section 2: PTO Restrictions: The use of PTO shall be subject to the following restrictions.

A. When a planned leave is taken for any reason outlined in item D. above for more than three (3) consecutive days, the teacher shall submit to the building principal a written request for the extended absence at least three (3) days in advance. The teacher will subsequently be notified of the approval or disapproval of such leave, within 48 hours of the request.

B. If PTO is taken on a regular contract day immediately before or after a school vacation, the teacher must provide a written request to the building principal documenting the need for such leave. The teacher will subsequently be notified of the approval or disapproval of the request.

C. Each employee must exhaust all PTO days before using any of the employee's accumulated sick leave.

D. PTO days shall be charged in full or half-day units.

Section 3: Unused PTO: Up to twelve (12) unused PTO days will convert to sick days in each year of this agreement, which will be added to the teacher's accumulated sick days up to a maximum of 150 days.

Section 4: Sick Days: Accumulated sick days can be used after a teacher has exhausted their PTO each year. Sick days can be used for any reason listed in section l, A-C.

A. A teacher who is new to the MSD of Steuben County, upon the date of their hire, may transfer up to 60 accumulated sick days to the MSD of Steuben County from their previous school district, provided the previous school district submits written verification of the teacher's accumulated days.

Section 5: Additional Personal Illness Days: In the event any teacher shall have used his/her allotment of PTO days in a given year and due to an extended illness has exhausted his/her accumulated sick days, the Superintendent may grant a maximum of thirty (30) additional personal illness days to cover school days missed by the teacher at the written request of the teacher when supported by a medical statement to be used in accordance to those restrictions defined in Section 1, A and B.

Section 6: Bereavement Leave: Each employee shall be permitted to be absent from work for a death in the immediate family for a period of not more than five (5) consecutive school days following the death without loss of compensation. If arrangements are to be deferred, please notify Human Resources of the need to use the bereavement leave at a later time within 12 months or if days need to be reserved to deal with the settlement of the estate. In the event of unusual circumstances requiring additional bereavement leave, the employee may submit an application to the Superintendent for additional paid bereavement leave.

In the event of the death of a person who does not fall into the category of "immediate family," the teacher will be granted up to one (1) day of leave per occurrence to attend the funeral. The teacher may be granted up to a maximum of two (2) bereavement leave days per year to attend the funeral(s) of people who are not considered "immediate family." Additional days may be granted upon the approval of the building principal and superintendent. Additional days will be charged as PTO until proper evidence is provided.

Section 7: Professional Association Leave with pay shall be granted to the official representative of the Association, as designated by the Association president, to attend to official Association business up to a collective maximum of five (5) school days per calendar year. The Association will reimburse the school district for all substitute teacher costs for each day. Additional days may be granted upon the Superintendent's approval. These days shall not be counted against the teacher's PTO days, nor shall they be considered in the percentage of absences a teacher has in any given contract year. The maximum number of teachers out per day shall not exceed three (3).

Section 8: Professional Development Days:

1. **Teacher-Initiated Professional Development:** Teachers may request **professional leave days**-for their own professional development activities. These days are separate from both PTO and Accumulated Sick leave and will not affect a teacher's attendance record.

   The District may approve a professional leave request in one of three ways at the discretion of the Superintendent or designee.

   - **District-funded professional development**: The district will approve the leave and cover all associated expenses, such as registration fees, mileage, lodging, and meals.
   - **Partially funded professional development**: The district will approve the leave but only cover certain expenses, such as mileage and/or registration fees. The teacher is responsible for any remaining costs. The teacher will be notified of which expenses will be covered and which will be the teacher's responsibility, should they choose to take the Professional Development Leave.
   - **Unfunded professional development**: The district will approve the leave, but the teacher will be responsible for all expenses, except the substitute's fee.

   All requests for teacher-initiated professional leave must be submitted at least fifteen (15) school days prior to the anticipated absence for approval and must receive approval from the principal and Superintendent or designee before the teacher participates.

Administration-Initiated Professional Development: Professional development activities mandated by the administration for all or a defined group of teachers shall be separate and distinct from the individual teacher's annual allotment of professional development days and shall not be deducted from that allotment. The district agrees to cover all expenses related to this type of Professional Development Leave.

2. Special Education Teachers will be given one (1) release day per semester to assist with preparing paperwork for annual case conferences, and a substitute teacher will be provided. These days shall not be counted against the teacher's PTO days, nor will they be considered in the percentage of absences a teacher has in any given contract year.

Section 9: Jury Duty Leave: When a teacher is absent from work because of jury duty, the employee shall be paid the difference between the employee's daily wage and the per diem provided for jury service. The employee will be charged a PTO day until proper documentation is provided.

Section 10: Court Leave: Court leave with pay shall be granted to teachers for the time necessary to testify in court as a witness in a case in which the employee is not personally involved or make appearances in any court proceedings resulting from good faith activities relating to the teacher's employment with the School Corporation. The employee will be charged a PTO day until proper evidence is provided to support their absence. Court leave with pay shall not be granted to teachers to testify in matters filed by the Association against the School Corporation or filed by the School Corporation against the Association. A teacher, however, shall be allowed to use PTO days to testify in either situation. Association officers may use Professional Association Leave days.

Section 11: Compensation for Unused Annual Leave Days: Annual leave days granted but unused by the end of the school year shall be permitted to accumulate as "sick days" up to a maximum of one hundred fifty (150) days. Accumulated sick days may be used only for reasons under Section l, A-C. A teacher may, at the Superintendent's discretion, be required to produce a medical statement documenting the need for such leave. After a teacher accumulates one hundred fifty (150) sick days, the eligible teacher will receive, at the end of the school year, an amount equal to the certified substitute teacher rate (hourly rate x 8) for unused PTO days in excess of the one hundred fifty sick days.

Section 12: Short-Term Leave Process: To ensure consistency and clarity in the process for utilizing short-term leaves, the following outlined procedure shall be implemented across all buildings within the school district:

1. Leave Request Form:
    - Teachers shall use the "Short-Term Leave Form," which will be available at the main office of each building and on the district website.
    - The form shall, at a minimum, require the following information:
        - Teacher's Name
        - Building
        - Date of Request
        - Type of Leave being used (PTO, sick leave, Other [specify])
        - Date(s) of Leave
        - Reason for Leave (brief explanation required for sick leave and other specific leave types as per policy)
        - Signature of Teacher

2. Submission of Form:
   - The completed Short-Term Leave Form shall be submitted by the teacher to their building principal or designee at least three (3) school days before the leave, except in cases of unforeseen emergency. Emergency short-term leave forms shall be submitted as soon as reasonably practicable. Emergency leave may be used on a day immediately preceding or following a scheduled school break, and documentation of the need for the Emergency leave shall be provided to the building administration and forwarded to the Superintendent or designee as soon as practicable.

3. Principal/Administrator Review and Approval:
   - When Administrator approval is required, upon receipt of the Short-Term Leave Form, the building principal or designated administrator shall review the request, considering factors such as staffing needs, impact on instruction, and adherence to applicable leave policies.
   - The principal/administrator shall indicate their decision (Approved or Denied) on the Leave Request Form. A copy of the form shall be sent to the Superintendent or designee for final approval.
   - If the request is denied, the principal/administrator shall provide a brief written reason for the denial on the form. A copy of the form shall be sent to the Office of Human Resources.

4. Notification to Teacher:
   - The building principal or designated administrator shall return a copy of the signed and dated Short-Term Leave Form indicating the approval or denial to the requesting teacher within three (3) school days of receiving the request (or as soon as reasonably practicable for emergency requests).

5. Record Keeping:

The building administration shall retain the original signed Leave Request Form for record-keeping purposes.

6. Consistency:

This standardized process shall be the exclusive method for the utilization of short-term leaves (PTO, accumulated sick leave, personal leave, etc.) across all district buildings.

Section 14: Excess Absence and Contract Revisions/Disciplinary Action

1. Definition of Excess Absence

For this Agreement, "Excess Absence" shall be defined as any absence beyond the total number of paid time off (PTO) days and accumulated sick leave days available to the Teacher under the terms of this Agreement and applicable District policy, which does not have or subsequently receive Administrative approval.

2. Notification and Documentation

- Teacher Responsibility: The Teacher shall promptly notify their immediate supervisor of any absence and the anticipated duration, in accordance with District policy.
- District Notification: If a teacher exceeds their available PTO and accumulated sick leave, the District shall provide written notification to the Teacher outlining the number of excess absence days.
- Documentation: The District may require the Teacher to provide reasonable documentation for excess absences, particularly for absences exceeding three (3) consecutive days or for a pattern of recurring excess absences. Acceptable documentation may include, but is not limited to, a physician's note, court documentation, or other relevant official records. The District will consider the nature of the absence and applicable privacy laws when requesting documentation.

3. Revision of Individual Contract Terms

   a. Unpaid Leave: All Excess Absence days shall be considered unpaid leave. The amount of Excess Absence shall reduce the Teacher's salary for each day of Excess Absence.

   b. Impact on Benefits: The District will review the impact of unpaid leave on the Teacher's benefits, including but not limited to health insurance, retirement contributions, and life insurance. The District will notify the Teacher in writing of any changes to their benefits coverage or costs due to the unpaid leave, consistent with applicable law and benefit plan documents.

   c. Continued Employment Considerations: The District reserves the right to review the Teacher's continued employment status in cases of significant or recurring Excess Absence. Factors to be considered include the following:

      i. The total number of Excess Absence days.

      ii. The reasons for the Excess Absence and the documentation provided.

      iii. The Teacher's overall attendance record.

      iv. The impact of the absences on students and the educational program.

      iv. The Teacher's performance evaluations and disciplinary history.

      v. Any applicable federal or state laws, such as the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA).

4. Potential Disciplinary Action

   a. Grounds for Discipline: Excessive Absence, particularly when undocumented, without reasonable justification, or when it negatively impacts the educational environment, may be grounds for disciplinary action, up to and including termination of employment.

b. Progressive Discipline: The District shall generally follow a principle of progressive discipline in addressing Excessive Absence, which may include:

  i. Written reprimand

  ii. Performance Improvement Plan (PIP) focused on attendance

  iii. Forfeiture of salary increase during the next contract year

  iv. Termination of employment

c. Factors in Determining Discipline: The District will consider the following factors when determining the appropriate disciplinary action:

  i. The frequency and duration of the Excess Absence

  ii. The reasons for the Excess Absence and the documentation provided

  iii. The Teacher's prior attendance record

  iv. The impact of the absences on students and the educational program

  v. The Teacher's overall performance and disciplinary history

  vi. Whether the Teacher has made reasonable efforts to improve attendance

  vii. Any applicable federal or state laws, such as the FMLA or the ADA, and the District's obligations thereunder

d. Due Process: All disciplinary action shall be subject to the due process provisions outlined in this Agreement and applicable law, including the right to notice, an opportunity to be heard, and the right to appeal.

5. Interplay with Leave Laws

Nothing in this Article shall be interpreted to supersede or diminish the Teacher's rights or the District's obligations under applicable federal or state leave laws, such as the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), or state-specific leave laws. Absences covered by such rules shall be administered in accordance with those laws.

6. Confidentiality

All information and documentation related to a Teacher's absences shall be kept confidential in accordance with applicable privacy laws.

ARTICLE IV
TEACHER DISABILITY

Absence due to injury and/or disability as a result of an assault by students or nonstudents or other on-the-job injuries on school property or off school property when the teacher is on school business shall not be charged against the teacher's PTO or sick leave days. The Board shall pay the teachers the difference between their regular salary and Workman's Compensation benefits until the disability insurance of the corporation takes over. Teachers not covered by long-term disability insurance will be covered by the above for a period of time not to exceed sixty (60) calendar days.

ARTICLE V
TEACHER COMPENSATION

Section 1: The Superintendent may hire new teachers at compensation levels that reflect specialized skills, certifications, or experience deemed necessary to address specific district needs. The Superintendent may then place new hires on the salary schedule at a level determined by the Superintendent. The salary of the newly hired teacher shall not exceed the salary of the highest-paid teacher. The Superintendent will prioritize transparency in the hiring process.

Section 2: The Board reserves the right to provide individual or group stipend bonuses at any time based on the performance and/or duties of Effective and Highly Effective teachers, with the recommendation of the Superintendent. The Superintendent shall have the discretion to pay a stipend amount based on academic needs and/or performance.

Section 3: The salaries of teachers employed on a supplemental service contract during the summer shall be determined by the Superintendent.

Section 4: The mandatory payment to the Indiana Public Retirement System (INPRS) as set by the INPRS Board shall be paid by the MSD of Steuben County.

Section 5: Teachers are responsible for providing their current teaching licenses and the required annual documents to the Human Resources Department. This includes appropriate records as may be necessary to substantiate professional qualifications and entitlement to compensation. Failure to provide required records or to maintain a current license may result in the School Corporation voiding the teacher's employment and/or reducing compensation to substitute teacher pay.

Section 6: A stipend of $500.00 per course (not class) per year will be paid to teachers teaching Dual Credit courses. At the Superintendent's discretion, the stipend may be increased.

ARTICLE VI
EXTRA COMPENSATION

Section 1: Extra Duty Compensation:

A. Teachers shall be paid $23.00 per hour for approved curriculum writing, grant activities, participation in training, and student tutoring, provided that prior approval is obtained from the building principal.

B. Class Coverage:

1. Should the need arise for teachers to perform substitute teaching during their preparation time, compensation will be provided as follows: teachers may perform this service in whole periods at the secondary level or in half hours at the elementary level. The teacher shall be paid $15.00 per period/per hour.

2. If a teacher is asked to have additional students in their class to cover a substitute (i.e., splitting a class), the teacher shall be paid $15.00 per period/per hour. If two or more teachers are covering for a single substitute, they will split the $15.00 per period/per hour.

3. A timesheet signed by the teacher and principal for compensation for class coverage must be submitted to the building administrator, then signed, before being forwarded to payroll at the end of each pay period.

ARTICLE VII
Section 401(a) I Section 403(b) Annuity Plan

A. All teachers shall have the option of investing in the MSD of Steuben County 403(b) plan up to the maximum allowable under Federal Law.

B. The Board will deposit 2.0% of a teacher's base contract salary into the Section 401 (a) account maintained by the Board on behalf of the teacher.

C. All teachers will be fully vested in the 401(a) plans after five (5) consecutive years of service.

D. Teachers may contribute to an individual 403(b) account of their choice. Such deposits shall be made in accordance with current practice.

ARTICLE VIII
INSURANCE

Section 1: Insurance Coverage: Insurance coverage begins as stipulated by the School Corporation's policy. If a teacher new to the system wishes to be covered for the period between his/her initial contract date and the anniversary date of the desired insurance, the employee may do so by paying the premiums for that time period.

Section 2: Health Insurance: All health insurance contributions by the MSD of Steuben County are for full-time employees who elect to participate in the school corporation's health insurance plan. The school corporation will contribute $7,250 toward the premium of a single plan of the teacher's choice and $14,500 toward the premium of the family plan of the teacher's choice in the School Corporation medical plan. Where both spouses of a married couple are employed full-time by the MSD of Steuben County, the school corporation shall pay up to the combined amount of $7,250 and family plan contribution toward the premium of the family plan of the employees' choice in the School Corporation medical plan. The additional $7,250 marital contribution will apply only to teachers employed by the MSD of Steuben County during or prior to the 2021-22 school year, for the duration of their employment at MSDSC, as long as both parties remain in full-time employment. This benefit will no longer be offered to married employees after January 1, 2022.

Upon retirement, a teacher who will have reached fifty-five (55) years of age on or before the teacher's retirement date but who will not be eligible for Medicare coverage and who will have completed twenty (20) years of creditable employment with a public employer on or before the employee's retirement date, ten (10) years of which must have been completed at the school corporation immediately preceding the retirement date, and who has completed at least fifteen (15) years of participation in the retirement plan of which the teacher is a member on or before the teacher's retirement date, and who within ninety (90) days after the teacher's retirement date files a written request with the employer for insurance coverage, may continue on the MSD of Steuben County health, dental, and vision insurance plan of his/her choice. The teacher must pay an amount equal to the total of the employer's and employee's premiums for the selected insurance plan for an active employee.

Section 3: Dental Insurance; The Board agrees to provide a group dental insurance plan for all full-time certified employees if they choose to participate in the school corporation's dental insurance plan. The board agrees to pay all but $1 per year, up to a maximum of $264 of the single plan premium or $450 of the family plan premium, for the School Corporation dental plan. Where the School Corporation employs both spouses of a married couple, the Board agrees to pay all but a dollar per year, up to a maximum of $528, for the family dental plan if requested through the School Corporation's dental insurance plan.

Section 4: Vision Insurance: The Board agrees to provide a group vision insurance plan to all certified employees who elect to participate in the school corporation's plan, as long as a plan is available. The entire premium for the vision insurance plan as offered by the School Corporation is at the teacher's expense.

Section 5: Group Life Insurance: The Board shall provide Group Life Insurance protection of $50,000, payable to the teacher's designated beneficiary. The group insurance contract will include standard conversion provisions. The Board agrees to pay all but one cent ($.01) of the monthly premium per teacher. Upon retirement, retirees from MSD of Steuben County may elect to continue this coverage until age 65 at their own expense, if this option is available through the insurance company.

Section 6: Long-Term Disability Insurance: The Board shall provide Long-Term Disability Insurance for each teacher. Benefits shall begin upon termination of a sixty (60) calendar day elimination period and continue at sixty-six and two-thirds percent (66 2/3%) to age sixty-five (65), and should include the following features:

1. Monthly maximum of $5,000
2. Social Security Freeze
3. Primary and family Social Security Offset
4. 03/06/12 pre-existing exclusion for add-ons
5. Maximum recurrent disability clause is six (6) months

The Board agrees to pay all but one cent ($.01) of the monthly premium per teacher.

Section 7: Section 125: The benefits available to employees by Section 125 of the Revenue Act of 1978 shall be made available to any teacher so requesting. The Board shall select the administrator of this plan, set maximum amounts for salary set-asides, and pay the administrative fees.

Section 8: Benefit Liability: All liability for the above benefits is with the third-party administrator or insurance company. Neither the Angola Classroom Teachers Association nor the Metropolitan School District of Steuben County has any liability for these benefits beyond those provided by the third-party administrator or insurance company.

Section 9: Benefits Beyond FMLA Coverage: The School Corporation shall provide full insurance benefits according to the current Master Contract if the teacher elects to do so. Once a teacher has used all eligible benefit days, the teacher will pay 100% of all insurance premiums.

Section 10: Expanded Criminal History Background Checks: MSD of Steuben County follows state and Board policy regarding expanded criminal history background checks. The school corporation shall reimburse all currently employed teachers for the cost of all expanded criminal history checks and expanded child protection index checks that are required by the school corporation per l.c. 20-26-5-10 (f) and (g).

ARTICLE IX
STATEMENT OF AGREEMENT

Section 1: Terms of Master Contract: The effective date of this contract is July 1, 2025, to June 30, 2027.

Section 2: This Master Contract is made and entered into at Angola, Indiana, on October 30, 2025, by and between the Board of Trustees of the Metropolitan School District of Steuben County, heretofore referred to as the "Board," and the Angola Classroom Teachers Association, affiliated with the Indiana State Teachers Association and National Education Association, heretofore referred to as the "Association."

APPENDIX A
2004 RETIREMENT BUYOUT

Section 1: Entitlement to Retirement Severance Benefits. Vesting Requirements:
Upon retirement from MSD of Steuben County ("School Corporation"), a teacher who was eligible to participate in the 2004 Pension Buyout shall be fully vested in the 401 (a) and VEBA retirement benefits covered in this Article if he or she has satisfied the following requirements:

1. The School Corporation must have employed the retiring teacher on or before July 1, 2004.

2. Immediately before retirement, the teacher must have completed his or her twentieth (20^{th}) year of teaching at Metropolitan School District of Steuben County and must have been employed by the Metropolitan School District of Steuben County for at least ten (10) consecutive years at the time of retirement.

3. The retiring teacher must have reached eligibility for full retirement benefits under the Indiana State Teachers Retirement Fund.

4. The retiring teacher must submit a written, unconditional, and irrevocable letter of resignation to the Superintendent no later than May 1 of the school year in which the teacher wishes to retire. However, suppose a teacher is unable to give the required notice due to an accident, ill health, or another unforeseen reason. In that case, the teacher may petition the Board for the remainder of his/her entitlement under this agreement.

5. The retiring teacher must provide written proof that he or she has applied for and been accepted by the Indiana State Teachers' Retirement Fund and will be officially retired from the teaching profession, as covered by the I.S.T.R.F.

6. Vesting. Until such time as a teacher has retired and satisfied the eligibility requirements outlined in this Article, the teacher shall have no access to the assets held in his or her separate 401(a) Plan account.

7. Forfeiture. If a teacher retires or otherwise terminates employment before satisfaction of the requirements outlined in this Article, for any reason, the terminated teacher's 401 (a) Plan account shall be forfeited. The forfeited amounts shall not be returned to the School Corporation. Instead, forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate 401 (a) Plan accounts in equal amounts.

8. Distributions. Following retirement and the satisfaction of the requirements outlined in this Article, a retired teacher may elect to commence distributions from his 401 (a) Plan account. Suppose a teacher shall die after having satisfied the requirements of this Article. In that case, the deceased teacher's 401 (a) Plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made. (At no time may a participant borrow from his 401 (a) Plan account.)

9. Costs. The School Corporation shall not be paid any compensation for its services performed on behalf of the 401 (a) Plan. All expenses incurred in the administration of the 401 (a) Plan and investment fees shall be paid from the School Corporation funds.

10. Additional Plans. The School Corporation may establish other qualified plans as described in section 401 (a) of the Code, subject to such terms and conditions as the School Corporation shall determine, in its sole discretion, to be appropriate. Such additional plans may be maintained separately from the 401(a) Plan or, for administrative convenience, as part of the 401(a) Plan.

Section 2: VEBA:

1. Vesting. Until an employee has retired and satisfied the eligibility requirements outlined in this Article, the employee shall have no access to the assets held in his or her separate VEBA account.

2. Forfeiture. If an employee retires or otherwise terminates employment before satisfaction of the requirements outlined in this Article for any reason, the terminated employee's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts in equal amounts.

3. Distributions. Following retirement and the satisfaction of the requirements outlined in this Article, a retired employee may use the amounts held in his/her separate VEBA account to pay health insurance premiums, term life insurance premiums, and unreimbursed medical expenses of the employee, spouse, and dependents. Furthermore, following the death of the employee who had otherwise satisfied the requirements of this Article, any amounts remaining in the deceased employee's VEBA account may continue to be used to pay these premiums and expenses of the employee's spouse and dependents. Any amounts not distributed to or for the benefit of the employee, spouse, and/or dependents will be forfeited and reallocated among the remaining separate VEBA accounts. (At no time may the VEBA make loans to an employee, his/her spouse, or dependents.)

APPENDIX B
GRIEVANCE PROCEDURE

Section 1: Definitions:

1. A "grievance" is an alleged violation or claimed misinterpretation of a specific article or section of the collective bargaining agreement between the MSD Steuben County Board of School Trustees and the Angola Classroom Teachers Association ("Master Contract").

2. The terms "teacher" and "grievant" include any individual or group of individuals in the bargaining unit.

3. The term "day" when used in this procedure shall mean weekdays (Monday through Friday).

Section 2: Grievant and Representation: An individual teacher, or group of teachers, may present a grievance and may do so through the exclusive representative, if the teacher(s) choose to involve the exclusive representative, and the exclusive representative may thus be allowed to be present at all stages of the grievance machinery. The adjustment of all grievances shall not be inconsistent with the terms of the Master Contract.

Section 3: Procedure:

Step One: A grievance may be initiated in one of the following ways:

1. The teacher shall meet with the building principal concerned and discuss the matter on his/her own behalf.

2. The teacher may request that a representative of the Association accompany the teacher. In such a case, the building principal shall not initiate any consultation with the grievant prior to any scheduled meeting at which the representative is to

3. A grievance must be presented to the building principal within twenty (20) days of the date the grievant knew or should have known of the facts giving rise to the grievance. Failure to present the grievance promptly constitutes a waiver of the right to grieve the alleged contract violation or misapplication.

4. Should an Administrator require a meeting with individual staff members called for reprimand or disciplinary action and two or more administrators (i.e., Principal, Assistant Principal, and/or Human Resources) are to be present, the teacher must be notified in advance of the nature of the meeting and who else would be in attendance, and given opportunity to secure representation of their choice (e.g., Association Representative, Legal counsel) should they choose.

Step Two:

1. If the grievance is not resolved in Step One, the grievant may file a formal grievance in writing with the building principal. The grievance form shall be filed in quadruplicate, with one (1) copy for the Association, the grievant, the building principal, and the school central office.

2. The grievance form shall (1) name the teacher(s) involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of this Master Contract alleged to have been violated or misinterpreted, (4) state facts giving rise to grievance, (5) indicate the specific relief requested, and (6) be signed by the teacher(s).

3. The grievance form should be filed as soon as possible. Any grievance not presented in writing in Step Two within ten (10) days following the completion of Step One shall be deemed waived and will not be processed.

4. The teacher may request a meeting with the building principal, and the Association representative may accompany the grievant. In such a case, the building principal shall not initiate any consultation with the grievant before any scheduled meeting at which the representative is to be present. In the event the principal does not meet with the grievant and his/her Association representative, the principal must provide a written response to the grievant within five (5) days after receiving the written grievance. In the event the principal meets with the grievant and the grievant's Association representative, the principal must provide a written response to the grievant within five (5) days of the meeting date.

Step Three:

1. Suppose the grievance is not resolved in Step Two. In that case, the teacher may, within five (5) days of receipt of the building principal's answer, appeal to the Superintendent by filing the grievance and the principal's answer, along with the teacher's written response, if desired, attached to the grievance.

2. The Superintendent may, within ten (10) school days of receiving the grievance, hold a meeting to investigate facts, allegations, exhibits, and remedies requested. Within ten (10) school days of such a meeting, the Superintendent shall respond and answer the grievance submitted. An informational meeting is held at the Superintendent's Step, the Superintendent shall respond within ten (10) school days of the filing at his Step.

3. Suppose the grievant is not satisfied with the Superintendent's response at Step Three. In that case, the employee must file a written appeal with the Board within ten (10) days after receiving the Superintendent's response. The Board-level grievance shall be heard in executive session on the day of a regularly scheduled Board meeting if such meeting is to be held within thirty (30) days and appropriate public notice can be given in advance. Suppose such a meeting is not held within such a timeline. In that case, the Board or its designated representative, the Association Representative, and the Grievant(s) shall mutually establish a date and time for such hearings within thirty (30) days. The Board or its designated representatives' written answer shall be transmitted to the grievant and the Association within ten (10) days after the meeting and attached to the grievance. The Board's decision shall be final and binding.

Section 4: Other Provisions Relating to the Grievance Procedure:

1. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.

2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants(s) and are not valid bases for evaluations.

3. Time limits herein may be extended only by mutual agreement, in writing and signed by the parties.

4. Time limits herein apply to a teacher on a leave of absence, other than sick leave, as if such teacher were present and working.

5. All steps of the grievance procedure shall be conducted outside of hours when students are in attendance, excluding situations mutually agreed upon.

6. Any grievance not advanced from one step to the next within the time limits shall be deemed resolved by the answer at the previous step.

APPENDIX C

2025-26 Compensation Plan - Year 1

Eligibility: All first-year teachers, along with those teachers who have received an evaluation rating of either Highly Effective or Effective and have been employed with a school corporation for at least 120 days, shall be eligible for a base salary increase.

I. **Salary Range**
   A. Before increases: $45,000 to $74,200.
   B. The new starting salary will be $47,500.
   C. Should a teacher's compensation, after application of the factors and distribution described below, exceed the maximum salary ($76,700), the excess compensation will be paid as a stipend.

II. **Additional Base Salary Increase**
   A. **Factors and Definitions**
      1. Evaluation Rating: Highly Effective or Effective rating for the 2024-25 school year
      2. Academic Needs is defined as either:
         a) A teacher possessing a literacy endorsement under IC 20-28-5-19.7
            i. It is the teacher's responsibility to present proof of endorsement added to the teacher's license to Human Resources.
            ii. Review of eligibility for 2025-26 will be determined by January 1, 2026. Review of eligibility for 2026-27 will be determined by July 1, 2026.
         b) A teacher instructing students in one of the following high needs areas (must be actively teaching in that content area):
            i. Special Education (all grades)
            ii. Middle School / High School Science
            iii. Middle School / High School Math

   B. **Distribution:** Amounts to be added to a teacher's base salary
      1. Evaluation Rating - $2,500
      2. Academic Needs (up to $500 - $250 for each definition of Academic Needs, i.e., $250 for a literacy endorsement and $250 for teaching in high needs areas)

   C. **Itemized Compensation Requirements**
      1. Total Possible Base Salary Increase available to teachers under the compensation plan - $3,000
      2. 50% of Maximum - There is no increase for education or experience in Year 1 (0%)
      3. 10% of Minimum - Academic Needs accounts for more than 10% of the salary increase calculation ($500/$3,000 = 16.7%)
      4. Differentiated salary increase for literacy endorsement is included in the total possible increase

   D. **New Hire Salaries**
      1. The Superintendent will determine the starting salary of newly hired teachers per Article V, Section 1

2026-2027 Compensation Plan - Year 2

I. Eligibility, Factors, and Definitions.

A. Eligibility for a salary increase and the Definitions and Factors remain the same as for the 2025 – 2026 school year, with the exception of a new Educator Factor and an increase in the maximum salary.

B. The Education Factor is defined as possession of a Master's Degree in a content area as defined by the IDOE.

C. The maximum salary is increased to $78,700. Should a teacher's compensation, after application of the Factors and Distribution described below, exceed the maximum salary, the excess compensation will be paid as a stipend.

II. Distribution, Itemized Compensation, and New Hires Salaries

A. Distribution:

1. Each point value is $250.00
2. Salary Increase Amounts are determined by multiplying each teacher's points by the value per point (Example - 8 points x $250.00 = $2000)
3. The maximum number of points a teacher can earn = 8 points
4. Points awarded for each factor:
   - a. **Evaluation Rating**
     - i. Highly Effective - 5 points
     - ii. Effective - 4 points
   - b. **Academic Needs**
     - i. Literacy endorsement - 1 point
     - ii. Teaching in high needs area - 1 point
   - c. **Education** - 1 point

B. Itemized Compensation Requirements

1. Total Possible Base Salary Increase available to teachers under the compensation plan - $2,000
2. 10% Minimum - Academic Needs factor accounts for 25% of the total possible increase (2pt/8pt)
3. 50% Maximum - Education accounts for 12.5% of the total possible increase (1pt/8pt)
4. Differentiated salary increase for literacy endorsement is included in the total possible increase

C. New Hire Salaries

1. The Superintendent will determine the starting salary of newly hired teachers per Article V, Section 1

APPENDIX D

Reopener Language

"In the event of a verified decline in student enrollment for the 2026-27 school year, or an increase in state tuition support that materially impacts financial resources, either party may reopen negotiations on relevant provisions of this Agreement limited strictly to teacher wage."

The parties agree that this contract can be reopened based on the following conditions:

- Declining enrollment of more than 40 from the 2025-26 school year to the 2026-27 school year based on verified official State enrollment numbers as determined by the October ADM.

APPENDIX E
IC 20-29-6-6 (b) – Public Hearing/Public Comment

This subsection applies to a collective bargaining agreement ratified after June 30, 2025. A ratified collective bargaining agreement shall include a provision specifying the date on which the public hearing described in section 1 (b) of this chapter and the public meeting described in section 19 of this chapter occurred as well as an attestation signed by both parties attesting that the public hearing described in section 1 (b) of this chapter and the public meeting described in section 19 of this chapter occurred on the dates specified in the ratified collective bargaining agreement. The governing body shall indicate as part of the attestation whether governing body members or members of the public were allowed to participate in the public hearing or public meeting by means of electronic communication.

Article 1

On the 10th day of September 2025 at 5:00 p.m., a public hearing as described in IC 20-29-6-1 (b) was held at the Metropolitan School District of Steuben County's Central Office board room located at 400 South Martha Street, Angola, Indiana 46703.

Article 2

During the public hearing held on the 10th day of September at 5:00 p.m., governing body members were not allowed to participate in the public hearing by means of electronic communication. During the public hearing held on the 10th day of September 2025, members of the public were not allowed to participate in the public hearing by means of electronic communication.

Article 1 is attested to by the Board and Association representatives whose signatures appear below. **Article 2** is attested by the Board representatives whose signatures appear below.

Attested on this the 10th day of September 2025.

Board President	E Fuller Association President
Board Vice President	Association Vice President

APPENDIX F
IC 20-29-6-6 (b) – Tentative Agreement – Public Hearing

This subsection applies to a collective bargaining agreement ratified after June 30, 2025. A ratified collective bargaining agreement shall include a provision specifying the date on which the public hearing described in section 1 (b) of this chapter and the public meeting described in section 19 of this chapter occurred as well as an attestation signed by both parties attesting that the public hearing described in section 1 (b) of this chapter and the public meeting described in section 19 of this chapter occurred on the dates specified in the ratified collective bargaining agreement. The governing body shall indicate as part of the attestation whether governing body members or members of the public were allowed to participate in the public hearing or public meeting by means of electronic communication.

Article 1

On the 21st day of October, 2025, at 6:00 p.m., a public hearing as described in IC 20-29-6-1 (b) was held at the Metropolitan School District of Steuben County's Central Office board room located at 400 South Martha Street, Angola, Indiana 46703.

Article 2

During the public hearing held on the 21st day of October, 2025, at 6:00 p.m., governing body members were not allowed to participate in the public hearing by means of electronic communication. During the public hearing held on the 21st day of October, 2025, members of the public were not allowed to participate in the public hearing by means of electronic communication.

Article 1 is attested to by the Board and Association representatives whose signatures appear below. **Article 2** is attested by the Board representatives whose signatures appear below.

Attested on this the 21st day of October 2025.

Board President	E Fulton Association President
Board Vice President	Association Vice President
Becky Mcgrail Board Secretary	Haley Billow Association Secretary

APPENDIX G
IC 20-29-6-6 (b) – Ratification – Public Hearing/Public Comment

This subsection applies to a collective bargaining agreement ratified after June 30, 2025. A ratified collective bargaining agreement shall include a provision specifying the date on which the public hearing described in section 1 (b) of this chapter and the public meeting described in section 19 of this chapter occurred as well as an attestation signed by both parties attesting that the public hearing described in section 1 (b) of this chapter and the public meeting described in section 19 of this chapter occurred on the dates specified in the ratified collective bargaining agreement. The governing body shall indicate as part of the attestation whether governing body members or members of the public were allowed to participate in the public hearing or public meeting by means of electronic communication.

The terms and conditions of this agreement shall become effective on July 1, 2025, and shall continue in effect through June 30, 2027, with all issues having been considered and agreed upon.

Therefore, this agreement is made and entered into this 30th day of October, 2025, by and between the Board and the Association, as defined herein, and is attested to by the representatives whose signatures appear below. The Board ratified the CBA on October 30, 2025, and is attested to by the respective representatives whose signatures appear below.

Article 1: On the 10th day of September 2025 at 5:00 p.m., a public hearing as described in IC 20-29-6-1 (b) was held at the Metropolitan School District of Steuben County's Central Office board room located at 400 South Martha Street, Angola, Indiana 46703.

Article 2: During the public hearing held on the 21st day of October, 2025, at 6:00 p.m., governing body members were not allowed to participate in the public hearing by means of electronic communication. During the public hearing held on the 21st day of October, 2025, members of the public were not allowed to participate in the public hearing by means of electronic communication.

Article 1 is attested to by the Board and Association representatives whose signatures appear below. **Article 2** is attested by the Board representatives whose signatures appear below.

Attested on this the 30th day of October, 2025.

Board President	E Fulton Association President
Board Vice President	Association Vice President
Becky Maggart Board Secretary	Haley Billow Association Secretary

APPENDIX H

IN WITNESS WHEREOF, the parties have executed this agreement on October 30, 2025.

For the Exclusive Representative	*For the Governing Board*
James Savage, Chairperson	Cory Archbold, President
Erin Fulton	Kevin Beard, Vice President
Haley Billow	Becky Maggart, Secretary
Orry Moughler	Scott Poor, Member
Heather Robertson	Mark Ridenour, Member
Matt Newhard	Tom Caswell, Member
	Leroy Steury, Member