MANCHESTER
COMMUNITY SCHOOLS

COLLECTIVE BARGAINING AGREEMENT

**Between the Manchester Teachers Association and the
Board of School Trustees of Manchester Community Schools**

July 1, 2025 - June 30, 2027

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MANCHESTER COMMUNITY SCHOOLS
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I. RECOGNITION

The Manchester Teachers Association, the Exclusive Representative, is hereby recognized by the Board of School Trustees of the Manchester Community Schools, the School Employer, as the bargaining agent for the certified staff members, except Superintendent, Business Manager, Comptroller, Curriculum Director, Principals, Assistant Principals, Athletic Directors, Assistant Superintendents, Social Services Personnel and Substitute Teachers.

It is understood by both parties that this agreement sets forth the terms and conditions to which each part agrees to be bound, and that such agreement has been reached voluntarily without undue or unlawful coercion of force by either party.

II. TERMS OF AGREEMENT

The terms of this agreement shall be in full force and effect from July 1, 2025 through June 30, 2027. Individuals on extended contracts shall be paid according to the individual's contract as executed.

III. LEAVES OF ABSENCE

A. PERSONAL INJURY

Any absence due to injury incurred in the course and scope of the Teacher's employment shall not be charged against any of the Teacher's sick leave days or affect his or her contract rights.

Once the waiting period for the Board approved long-term disability insurance is met, that benefit will pay the Teacher according to the schedule in effect and the Board will not be liable for additional payment.

B. GRADUATE STUDY

The Board of School Trustees will grant, upon request, a maximum number of Leaves of Absence for Graduate Study that would equal five percent (5%) of the total certificated staff. Requests for leave must be submitted to the Board on or before April 1 of the calendar year the leave is to commence, and the Board must be informed on or before April 1 of the calendar year of the Teacher's intent to return to staff. A Teacher may request a renewal of the Leave of Absence for a second consecutive year after April 1 provided the Board has been informed that an application has been made for a second year of graduate student prior to April 1.

A committee composed of Administrators and Manchester Teachers Association members shall be appointed and make recommendations to the Board when requests from one building or a department might impair the educational program of that department or building.

C. FAMILY, PERSONAL ILLNESS AND PERSONAL DAYS

Each Teacher shall have ten (10) days their first two years and eight (8) each year thereafter to use for personal illness and family illness. Family is defined as the Teacher's spouse, children, grandchildren, stepchildren, parents or stepparents, wards (children from whom the Teacher is the legal guardian), or grandparents. The family also includes in-laws living in the home of the Teacher. Unused days will continue to accumulate. Each Teacher will have three (3) days their first two years and five (5) days each year thereafter for personal leave. These days do not accumulate. Any unused personal days will roll-over into accumulated sick days.

D. SICK LEAVE BANK

1. Purpose: To provide additional sick, accidental, or bereavement benefits beyond the normal leave for staff members who are unable to perform their normal duties.

2. Participants: All certified staff members unless exceptions are requested in writing.

3. Structure:
   a. Beginning with the 1994-1995 school year, any certified staff member new to Manchester Community Schools will place one-half (.5) day in the Bank and become a member of the Bank at the time a contract is signed with Manchester Community Schools. The Board of School Trustees shall place in the Bank the same number of days as the total number contributed by all certified staff members. Anyone who does not want to become a member will have to notify the Superintendent in writing at the time the contract is signed. These days shall be used for the purpose of providing a bank of days upon which certified staff members may borrow in cases of extended medical leave.

   b. A Sick Leave Bank Committee shall be composed proportionally of persons appointed by the Superintendent and persons appointed by the President of the Manchester Teachers Association per current State state governing commit membership.

   c. To begin the 1987-1988 school year, the Bank shall have 150 days for loan, and will accumulate new days only as new members join.

4. Procedures for Illness:

   a. All sick leave days accumulated by the individual must be exhausted.

   b. Application shall be made to the Sick Leave Bank Committee. The Committee shall make recommendations to the Superintendent for approval of loans. Applicants who are denied approval by either the Committee or the Superintendent shall have the right to the Board of School Trustees.

   c. Application shall be made in writing to the Superintendent and shall be accompanied by a physician's statement describing the nature of the disability, the treatment being rendered, and the prognosis for a return to work. Application for a loan may be made by a personal representative in cases where the individual staff member is unable to do so.

   d. A maximum of fifteen (15) teacher days will be allowed for any one individual annually.

   e. Following a return to work, all earned sick days remaining at the end of each school year to the borrower's credit shall be paid back to the Bank until the loan has been repaid.

f. The Sick Leave Bank Committee may recommend to the Superintendent a waiver of any of the above criteria.

g. The Corporation shall be responsible for maintaining the Bank records from year to year.

5. Procedures for Bereavement:

a. Application shall be made to the Sick Leave Bank Committee. The Committee shall make recommendations to the Superintendent for approval of loans. Applicants who are denied approval by either the Committee or the Superintendent shall have the right to the Board of School Trustees.

b. Application shall be made in writing to the Superintendent and shall be accompanied by a physician's statement describing the nature of the disability, the treatment being rendered, and the prognosis for a return to work. Application for a loan may be made by a personal representative in cases where the individual staff member is unable to do so.

c. A maximum of fifteen (15) teacher days will be allowed for any one individual annually.

d. Following a return to work, all earned sick days remaining at the end of each school year to the borrower's credit shall be paid back to the Band until the loan has been repaid.

e. The Sick Leave Bank Committee may recommend to the Superintendent a waiver of any of the above criteria.

f. The Corporation shall be responsible for maintaining the Bank records from year to year.

If an individual leaves Manchester Community Schools prior to repaying the days borrowed from the Bank, the individual will have the amount paid for the substitute teachers for the days remaining unpaid deducted from his/her last payroll check and those repaid days will then be credited to the total days remaining in the sick leave bank.

E. Bereavement Leave

The Board shall grant each staff member, without loss of pay, five (5) school days per year for each death in the immediate family (spouse of the teacher, the Teacher's or spouse's parent, grandparent, child or child's spouse, miscarriage/still birth, brother, sister, or grandchild).

The Board shall grant each staff member, without loss of pay, two (2) days per year for death other than immediate family.

F. Maternity Leave

A teacher who is pregnant shall be entitled, upon request, to a leave of absence to begin at any time between the commencement of her pregnancy and one (1) year after a child is born to her.

A teacher who elects to extend a maternity leave beyond twelve weeks is responsible for the payment of their health insurance premiums (employer cost + employee cost) beginning with the 13th week of maternity leave. The employee is also responsible for payment of any additional premiums for dental and eye care at the beginning of the 13th week of maternity leave.

1. Said Teacher shall notify the Superintendent, in writing, of her desire to take such leave, the expected duration of the leave, and, if possible, shall give such notice at least thirty (30) days prior to the date of which her leave is to begin. She shall include with such notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of her child, whichever is applicable. A Teacher who is pregnant may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform her regular teaching duties. All or any portion of a leave taken by a Teacher because of a medical disability connected with , or resulting from her pregnancy may, at her option, be changed to her sick leave days. Her intentions to use her accumulated sick days shall be included with her notice and the physician's statement.

    a. Upon return to work, the Teacher shall be assigned to the same position which she held at the time the leave commenced or to a substantially equivalent position.

    b. It is the intent of the School Board that this policy comply with State and Federal Laws. Accordingly, should there be any change in the State of Federal Laws, then this policy shall automatically incorporate by reference, said changes without the necessity for the Board of School Trustees to amend the policy.

G. Paternity / Adoptive Leave

A teacher will be granted a leave of absence, upon request, without pay not to exceed twelve (12) weeks up to one year after the child is born / adopted. The teacher shall notify the Superintendent, in writing, of his / her desire to take sick leave, the expected duration of the leave, and, if possible, shall give such a notice at least thirty (30) days prior to the date on which the leave is to begin.

H. Paid Leave during Maternity / Paternity / Adoptive Leave

A teacher who has been employed with MCS for a year prior to taking a maternity / paternity / adoptive leave can take up to ten (10) days of paid leave (in addition to sick days, when applicable). These days must be taken within the first twelve (12) weeks following the birth / adoption of the child. These days will be paid at the teacher's daily rate.

I. Legal Leave

A teacher called for jury duty or subpoenaed, as a witness will be paid the Teacher's regular daily salary. Any payment (not including mileage, meals, and ledging) received shall be remitted to Manchester Community Schools.

J. Professional Leave / Meetings / Workshops

1. Professional leave days with pay may be granted for the following purposes:

    a. Attending and / or participating in professional meetings related to education, such as workshops, seminars or conferences sponsored by industry, subject matter groups, colleges, universities or governmental agencies concerned with public school matters.

    b. Visitation to other school corporations or educational institutions for the purpose of Observing instructional techniques or other instructional oriented programs.

2. The board will pay the Teacher's registration fees, mileage, and lodging for approved professional leaves.

    a. The board will pay up to $50.00 per day meal allowance when the teacher attends the activities listed in paragraphs (a) and (b) above. A day conference where where lunch is not provided will be reimbursed at $15.00 for lunch.

    b. To qualify for any meal allowance the professional leave must involve overnight attendance. The only exception to this qualifier will be where a teacher was asked to attend a professional meeting on a non-work day and/or meals were not included in the fees.

IV. INSURANCE BENEFITS

A. Board Contribution Toward Annual Premiums

The Corporation sponsored Health Insurance Plan will have three options:

<u>Option B:</u> Traditional PPO Plan

<u>Option C:</u> High Deductible Plan

<u>Option D:</u> High Deductible Plan

Both options will include the following service components: medical, prescription, dental, and vision. Married employees may select different plan options. However, no employee and/or dependent(s) may be covered dependents on both plan options.

The Board's contribution toward the annual premium cost of the traditional plan will be 70% for all insurance plans.

2026 and 2027 HSA Total Corporation Contribution Plan C	
Single	$750.00
Employee + Spouse	$1,500.00
Employee + Child(ren)	$1,500.00
Family	$2,000.00

Contributions will be made quarterly.

2026 and 2027 HSA Total Corporation Contribution Plan D	
Single	$1,500.00
Employee + Spouse	$3,000.00
Employee + Child(ren)	$3,000.00
Family	$4,000.00

Contributions will be made quarterly.

Any employee electing not to choose either B, C, or D will be compensated at zero ($0) dollars.

If any part of the Health Insurance Plan and/or its related expenses violates State Law, this section will be immediately opened for renegotiation upon written notice by the Corporation to the Association. The contract will be opened to negotiate this Article only.

B. Long-Term Disability and Term Life

The Board will pay all but $1.00 of the cost of a Long-Term Disability program and all but $1.00 toward the cost of a $40,000.00 Term Life policy until the teacher reaches the age 65. At that time, the subject benefit amount will be reduced in accordance with the reduction schedule set forth in the current Long-Term Disability program and Term Life policy.

C. Board Contribution Toward Annual Premiums for Less Than Full-Time Teachers

The Board will pay for the cost of health insurance premiums in Article IV (A) for any teacher who meets or exceeds 30 hours per week.

D. Section 125 Generation II

The paragraph IV (B) will apply only to employees new to the Manchester Community Schools Beginning with the 1992-1993 year.

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to any Teacher who is eligible to participate. An amount of the individual's salary, not to exceed the IRS guidelines, may be set aside by the employee for the selection of benefits under Section 125 of the Internal Revenue Code, which are non-taxable benefits of major medical and dependent care. This plan shall be administered by a vendor recommended to the School Board by the Insurance Committee. All administration fees will be paid by the Board.

Those electing Option B, high deductible plan, are prohibited by the IRS Guidelines from participating in a Section 125 plan.

V. RETIREMENT BENEFITS

A. Regular Retirement Benefits

1. The section applies to teachers employed for the 2003/2004 school year.

2. The net present value of each eligible teacher's buy-out of regular retirement benefits will be calculated using the following:

   a. Use actual years of teaching experience in the Manchester Community Schools as of June 1, 2003, and projected years of teaching experience to assumed retirement age.

   b. Use projected daily rate of pay with a 3% salary inflation factor.

c. Use a formula equal to:

- Projected daily rate of pay times the number of accumulated sick and personal leave days at assumed retirement date (using the individual teacher's accumulated rate of June 30, 2003 as that teacher's projected accumulated rate) times 15% **PLUS**

- Projected daily rate of pay times the years of teaching experience in the Manchester Community Schools as assumed retirement date.

d. Assume retirement date at later of attainment of age 60 and completion of ten or more years of employment with Manchester Community Schools, but in no event earlier than when eligible for an unreduced TRF benefit.

e. Use discount rate of 4% for first two years and 7% thereafter.

f. Subtract 7.65% from gross present value to obtain benefit net of FICA taxes.

g. The current daily rate of pay for all teachers not on extended contract is figured by dividing the current contractual salary by the number of teacher attendance days in the school calendar.

h. If a teacher has an extended contract, the current daily rate of pay will be the summation of:

- The amount derived by dividing the current contractual salary minus the extra-curriculum and hour remuneration by the number teacher attendance days on the teacher's contract **PLUS**

- The amount derived by dividing the contractual remuneration for extra-curricular sponsorships and hours by the number of teacher attendance days in the school calendar.

3. The net present value, discounted for expected years until assumed retirement date and adjusted for any offset for on-going contributions in Section C below, will be deposited for that teacher in 2004 as follows:
   a. 50% into a 401 (a) plan account, and

   b. 50% into an individual VEBA account

4. The 401 (a) plan account and the VEBA account will vest at the completion of ten (10) years of teaching service with Manchester Community Schools and attainment of age fifty-five (55).

5. Upon the death of a teacher while employed at Manchester Community Schools, the teacher's 401 (a) account and VEBA account created under this Section will be 100% vested. The vested accounts will be payable respectively to the teacher's designated beneficiary under the 401 (a) plan and to the teacher's spouse and dependent under the VEBA.

6. Upon the qualification of a teacher for disability benefits (regular of classroom) under the Indiana State Teachers' Retirement Fund, the teacher's 401 (a) account and VEBA account will be 100% vested.

B. Buy-Out of Early Retirement Plan

1. The section applies only to teachers employed for the 2003/2004 school year. Eligible teachers chose either Plan 1 or Plan II within 30 days after they were employed at Manchester Community Schools, or by August 20, 2001 if later.

2. For each teacher who selected Plan 1 or Plan II, the net present value of each eligible teacher's buy-out of the bridge benefit will be calculated using the following:

    a. Use 16% of the teacher's projected last annual contract salary at assumed retirement date.

    b. Assume retirement date at attainment of age 60 and completion of ten of more years of employment with Manchester Community Schools, but in no event earlier than when eligible for unreduced TRF benefit.

    c. Use discount rate of 4% for first two years and 7% thereafter.

    d. Subtract 7.65% from gross present value to obtain benefit net of FICA taxes.

3. The net present value, discounted for expected years until assumed retirement date and adjusted for any offset for on-going contributions in Section C below, will be deposited for that teacher in 2004 as follows:

    a. 50% into a 401 (a) plan account, and

    b. 50% into an individual VEBA account.

4. The 401(a) plan account and VEBA account will vest at the completion of ten (10) years of teaching service with Manchester Community Schools and attainment of age fifty-five (55).

5. Upon the death of a teacher while employed by Manchester Community Schools, the teacher's

401 (a) account and VEBA account created under this Section will be 100% vested. The vested accounts will be payable respectively to the teacher's designated beneficiary under the 401 (a) plan and to the teacher's spouse and dependents under the VEBA.

6. Upon the qualification of a teacher for disability benefits (regular or classroom) under the Indiana State Teacher's Retirement Fund, the teacher's 401(a) account and VEBA account will be 100% vested.

C. On-Going Contributions

1. This section applies to all teachers.

2. By the completion of the 2004/2005 school year, Manchester Community Schools shall contribute 1% of the teachers' contractual salary for that school year as follows:

   a. 50% into a 401(a) plan account, and

   b. 50% into an individual VEBA account.

3. By the completion of each school year beginning with the 2005/2006 school year, Manchester Community Schools shall contribute 3.75% of the teacher's contractual salary for that school year divided up as follows:

   a. 3% into a 401(a) plan account, and

   b. A contribution of 0.75% into an individual VEBA account.

4. The 401(a) plan account and the VEBA account will be vested upon the completion of five (5) years of teaching service with Manchester Community Schools.

5. Upon the death of a teacher while employed by Manchester Community Schools, the teacher's 401(a) account and VEBA account created under this section will be 100% vested. The vested accounts will be payable respectively to the teacher's designated beneficiary under the 401(a) plan and to the teacher's spouse and dependents under the VEBA.

6. Upon the qualification of a teacher for disability benefits (regular or classroom) under the Indiana State Teachers' Retirement Fund, the teacher's 401(a) account and VEBA account will be 100% vested.

7. Each teacher shall have the option of investing, by a salary reduction agreement in a 403(b) annuity plan established and maintained by the School Corporation per Internal Revenue Service (IRS) regulations. Each teacher exercising this option may invest to the maximum amount allowed by law. The 403(b) annuity plan accounts will be 100% vested.

D. Plan I Protection

1. For each teacher who chose Plan 1, at that teacher's actual retirement after attaining age 55 and completing ten (10) years of teaching service with Manchester Community Schools, the Manchester Community Schools will calculate an amount (if any) equal to 16% of the teacher's last annual contract salary for each whole year(but limited to a maximum of two years) by which the teacher actually retired prior to age sixty (60).

That amount will be deposited as follows:

a. 50% into a 401(a) plan account, and

b. 50% into an individual VEBA account

2. Those amounts will be 100% vested.

VI.

Grievance Procedure
Definition

A grievance is an alleged violation or misinterpretation of a specific article or section of this Agreement. A teacher, group of teachers, or the exclusive representative may be the grievant. The term "day" when used in this Article shall mean working days. During the summer recess, the term shall mean weekday (any day excluding weekends and holidays that the Corporation office is open).

Grievance and Representative

An individual teacher or group of teachers may present a grievance and may do so through the exclusive representative, and the exclusive representative may thus be given an opportunity to be present at all stages of the grievance. The adjustment of all grievances shall not be inconsistent with the terms of this Contract after all other avenues have been exhausted, including meeting with building level administration.

Procedure Step 1: Oral Report

No later than thirty (30) days of the time that the grievant knew or reasonably should have known of the grievance, the grievant shall meet with and orally present the grievance to the superintendent. No later than five (5) days after presentation of the grievance, the superintendent shall orally answer the grievant.

Step 2: Written

No later than ten (10) days of the oral answer, if the grievance is not resolved to the satisfaction of the grievant, the grievant shall present in writing to the superintendent using the appropriate form in Appendix. The written grievance shall: (1) name the employee involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of this Agreement alleged to be violated, (4) state the position of the grievant with respect to the grievance, and (5) indicate the specific relief requested. No later than five (5) days after receiving the written grievance, the superintendent shall communicate the disposition in writing to the grievant.

Step 3: School Board

No later than ten (10) days after receiving the disposition of the Superintendent, the grievant may appeal the decision to the Board. The Board shall hold an evidentiary hearing and render its disposition in writing to the grievant no later than thirty (30) days of after the hearing. Hearings shall be conducted at a time and place that will afford a fair and reasonable opportunity for all people, including witnesses, entitled to be present to attend. The decision of the Board of Trustees shall be final.

Time limits herein may be extended only by mutual agreement signed by the parties. If there is a failure at any step to communicate the decision on a grievance within the specified time limit by the superintendent or the school board, the grievant shall then have the right to appeal at the next step of the procedure. Any grievance not advanced from one step to the next within the time limits by the grievant,-shall be deemed resolved by the answer at the previous step.

Nothing contained herein shall deny any employee rights under State or Federal laws.

VII. PROFESSIONAL COMPENSATION

A. Extra-Curricular Pay Schedule

The Extra-Curricular Pay Schedule shall be administered as shown in Exhibit B. The base salary for the extra-curricular pay schedule is $41,700.00.

The parties did not bargain the following language. Instead, it is included for informational purposes only. ECA stipends will be paid in twenty-six (26/27) installments for certificated employees, all other ECA's will be paid in two (2) installments. An ECA committee will be formed to conduct an in-depth review of the ECA schedule and make a recommendation to the bargaining teams before the next round of bargaining.

If a sport or activity listed on the Extra-Curricular Pay Schedule is suspended or canceled at any time for any reason by any local, state, or federal governmental entity or any organization or association that conducts, organizes, sanctions, or sponsors the sport/activity, MTA and MCS will meet to consider the situation.

B. Credit Reimbursement

1. The School Board will reimburse teachers who are seeking advance degrees or certifications up to $300.00 a credit hour under the following conditions:

   a. The teacher submits a course of study and a timeline of completion to the Superintendent for approval prior to enrollment.

   b. Any changes to this course of study has to be pre-approved by the Superintendent.

   c. Coursework will directly benefit the school corporation and students of whom we serve.

   d. The teacher must receive a grade of 3.0 or higher on a 4.0 scale.

   e. Reimbursement will occur at the end of the course when the grade is submitted to the superintendent.

   f. Upon completion of a master degree, the employee will move to the master salary schedule. The advancement will be prorated if the degree is completed during the school year.

   g. The teacher must remain with the school corporation for at least four (4) years after completing the course of study or earning the degree. Failure to complete the four (4) years will require the teacher to reimburse the School Corporation based on the following criterion:

      I. Leave in year 1 - 100% reimbursement
      II. Leave in year 2 - 75% reimbursement
      III. Leave in year 3 - 50% reimbursement
      IV. Leave in Year 4 - 25% reimbursement

   Extenuating circumstances must be submitted to the Superintendent in writing for consideration of an exception to the four (4) year period. Examples might include but are not limited to..(medically unable to complete, spouse job change requiring relocation)

C. Salary of Existing Teachers

The salary of existing Teachers covered by this contract shall be determined as described in the Compensation Model (Exhibit A) included within this contract.

The employer shall also pay the 3% teacher contribution to the Teacher Retirement Fund administered by the State of Indiana.

The salary range for returning teachers prior to adjustments to the New Teacher Salary Schedule for the 2025-2026 school range from $41,700 to $72,500. The salary range for teachers after adjustments to the New Teacher Salary Schedule for the 2025-2026 school year is $45,000 - $76,250.

Per Contract Year 2026-2027 there will be no increase in base salary.

D. Recognition of Teacher Experience

Experience will be evaluated and credit will be allowed for each year of prior teaching experience in an accredited PreK - 12 school and/or college or university teaching experience will also be allowed from an accredited institution. Up to 75% credit for experience in an area directly related to the teacher's teaching assignment may be given. The Superintendent may place a teacher on the salary schedule no more than 1 level higher than a teacher with similar experience and education. The salary may not exceed the top of the scale on the New Teacher Salary Schedule.

E. Method of Pay

A bargaining unit member shall be paid in twenty-six or twenty-seven (26 or 27) equal installments depending on the calendar year, on a bi-weekly schedule by direct deposit. Any bargaining unit member may opt out of the wage payment agreement at the start of the school year by notifying the payroll department by August 1.

A bargaining unit member separating from employment with the corporation during a school year shall receive all earned and unpaid wages no later than the next regular pay date. A teacher separating from employment after the last teacher work day shall receive all earned and unpaid wages in a lump sum on the next regular pay date.

Pay dates for 2025-2026 school year shall be:

Pay Period Beginning Date 2025-2026	Pay Period Ending Date 2025-2026	Pay Date 2025-2026
7/26/2025	8/8/2025	8/15/2025
8/9/2025	8/22/2025	8/29/2025
8/23/2025	9/5/2025	9/12/2025
9/6/2025	9/19/2025	9/26/2025
9/20/2025	10/3/2025	10/10/2025

Pay dates for 2026-2027 school year shall be:

Pay Period Beginning Date 2026-2027	Pay Period Ending Date 2026-2027	Pay Date 2026-2027
8/8/2026	8/21/2026	8/28/2026
8/22/2026	9/4/2026	9/11/2026
9/5/2026	9/18/2026	9/25/2026
9/19/2026	10/2/2026	10/9/2026
10/3/2026	10/16/2026	10/23/2026

10/4/2025	10/17/2025	10/24/2025	10/17/2026	10/30/2026	11/6/2026
10/18/2025	10/31/2025	11/7/2025	10/31/2026	11/13/2026	11/20/2026
11/1/2025	11/14/2025	11/21/2025	11/14/2026	11/27/2026	12/4/2026
11/15/2025	11/28/2025	12/5/2025	11/28/2026	12/11/2026	12/18/2026
11/29/2025	12/12/2025	12/19/2025	12/12/2026	12/25/2026	1/1/2026
12/13/2025	12/26/2025	1/2/2026	12/26/2026	1/8/2027	1/15/2027
12/27/2025	1/9/2026	1/16/2026	1/9/2027	1/22/2027	1/29/2027
1/10/2026	1/23/2026	1/30/2026	1/23/2027	2/5/2027	2/12/2027
1/24/2026	2/6/2026	2/13/2026	2/6/2027	2/19/2027	2/26/2027
2/7/2026	2/20/2026	2/27/2026	2/20/2027	3/5/2027	3/12/2027
2/21/2026	3/6/2026	3/13/2026	3/6/2027	3/19/2027	3/26/2027
3/7/2026	3/20/2026	3/27/2026	3/20/2027	4/2/2027	4/9/2027
3/21/2026	4/3/2026	4/10/2026	4/3/2027	4/16/2027	4/23/2027
4/4/2026	4/17/2026	4/24/2026	4/17/2027	4/30/2027	5/7/2027
4/18/2026	5/1/2026	5/8/2026	5/1/2027	5/14/2027	5/21/2027
5/2/2026	5/15/2026	5/22/2026	5/15/2027	5/28/2027	6/4/2027
5/16/2026	5/29/2026	6/5/2026	5/29/2027	6/11/2027	6/18/2027
5/30/2026	6/12/2026	6/19/2026	6/12/2027	6/25/2026	7/2/2027
6/13/2026	6/26/2026	7/3/2026	6/26/2027	7/9/2027	7/16/2027
6/27/2026	7/10/2026	7/17/2026	7/10/2027	7/23/2027	7/30/2027
7/11/2026	7/24/2026	7/31/2026	7/24/2027	8/6/2027	8/13/2027
7/25/2026	8/7/2026	8/14/2026			

VIII. ANCILLARY DUTIES

A. Certification and Compensation Summer School

Teachers employed for the instruction of summer school classes must be certified by the Indiana Department of Education and will be issued a Supplemental Service Teacher's contract. The Teacher will be paid at a rate of $40.00 per hour.

B. Friday Night Schools

Certified staff shall be paid $40.00 per hour for Friday Night Schools supervision.

C. After School Tutoring

Certified staff shall be paid $40.00 per hour for After School Tutoring

D. Before School Supervision

Certified Staff, upon request from administration, shall be paid $20.00 per half hour for before school supervision. Supervision will not begin before 7:30 a.m. No more than two (2) certified staff may be assigned to morning supervision on any given day.

E. Prep Coverage

Certified staff shall be paid $35.00 per class period when covering for another teacher's class during his/her prep period. This is only paid when an adequate substitute was unable to be acquired. The rate is calculated as follows: New Teacher Starting Salary $45,000 / 183 = 245 / 7 = $35.00 per period.

EXHIBIT A

2025 - 2027 COMPENSATION PLAN

Teacher Retention Catch-Up by Increasing Current Teacher Salary Up to the Starting Salary of Newly Hired Teachers with the Same Qualifications Using the New Teacher Salary Schedule

A. Salary Range

The salary range for returning teachers prior to adjustments to the New Teacher Salary Schedule for the 2025-2026 school range from $41,700 to $72,500. The salary range for teachers after adjustments to the New Teacher Salary Schedule for the 2025-2026 school year is $45,000 - $76,250.

There will be no BASE increase for the 2026-2027 school year.

B. Base Salary Increases

1. General Eligibility

   To be eligible for a salary increase, a teacher must not have received a rating of ineffective or improvement necessary in the prior school year. A teacher who received a rating of ineffective or improvement necessary remains at their prior year salary.

2. Factors and Definitions
   a. Evaluation Rating - The teacher received a highly effective or effective rating for the 2024-2025 school year.
   b. Academic Needs - The need to retain teachers with one or more years' experience by adjusting the salary of current teachers up to the amount identified on the New Hire Salary Schedule (Appendix A) for a new teacher with equivalent experience and education.
   c. Instructional Leadership - Attainment of Literacy Endorsement

C. Distribution

a. Evaluation Rating = $100
b. Academic Needs - **The salary increase for academic needs is a teacher retention catch-up.** If, after receiving the $100 increase for evaluation rating, a current teacher's salary is less than the amount a new teacher with comparable experience and education would receive based on the New Teacher Salary Schedule, an additional increase up to the amount of the difference will be provided. The maximum increase for this factor is $8,900.00.
c. Instructional Leadership = $250 for newly attained Literacy Endorsement on New Hire Literacy Endorsement Salary Schedule.

D. Redistribution

Any funds otherwise allocated for teachers who were rated ineffective or improvement necessary will be equally redistributed to all teachers rated effective or highly effective. The redistribution will be in the form of a stipend that will be paid at the end of the school year.

E. New Teacher Salary

Newly hired teachers will be placed onto the New Hire Salary Schedule (Appendix A) in the row that matches the years of documented teaching experience and in the column (Bachelor, Bachelor + Literary Endorsement, Master, or Master with Literacy Endorsement) that matches the level of educational attainment.

APPENDIX A

New Teacher Salary Schedule

	Bachelor Salary Scale $1000 Increments	Bachelor Salary Scale w/Lit Endorse	Master Salary Scale $1000 Increments	Master Salary Scale w/Lit Endorse
0	$45,000.00	$45,250.00	$47,000.00	$47,250.00
1	$46,000.00	$46,250.00	$48,000.00	$48,250.00
2	$47,000.00	$47,250.00	$49,000.00	$49,250.00
3	$48,000.00	$48,250.00	$50,000.00	$50,250.00
4	$49,000.00	$49,250.00	$51,000.00	$51,250.00
5	$50,000.00	$50,250.00	$52,000.00	$52,250.00
6	$51,000.00	$51,250.00	$53,000.00	$53,250.00
7	$52,000.00	$52,250.00	$54,000.00	$54,250.00
8	$53,000.00	$53,250.00	$55,000.00	$55,250.00
9	$54,000.00	$54,250.00	$56,000.00	$56,250.00
10	$55,000.00	$55,250.00	$57,000.00	$57,250.00
11	$56,000.00	$56,250.00	$58,000.00	$58,250.00
12	$57,000.00	$57,250.00	$59,000.00	$59,250.00
13	$58,000.00	$58,250.00	$60,000.00	$60,250.00
14	$59,000.00	$59,250.00	$61,000.00	$61,250.00
15	$60,000.00	$60,250.00	$62,000.00	$62,250.00
16	$61,000.00	$61,250.00	$63,000.00	$63,250.00
17	$62,000.00	$62,250.00	$64,000.00	$64,250.00
18	$63,000.00	$63,250.00	$65,000.00	$65,250.00
19	$64,000.00	$64,250.00	$66,000.00	$66,250.00
20	$65,000.00	$65,250.00	$67,000.00	$67,250.00
21	$66,000.00	$66,250.00	$68,000.00	$68,250.00

22	$67,000.00	$67,250.00	$69,000.00	$69,250.00
23	$68,000.00	$68,250.00	$70,000.00	$70,250.00
24	$69,000.00	$69,250.00	$71,000.00	$71,250.00
25	$70,000.00	$70,250.00	$72,000.00	$72,250.00
26	$71,000.00	$71,250.00	$73,000.00	$73,250.00
27	$72,000.00	$72,250.00	$74,000.00	$74,250.00
28	$73,000.00	$73,250.00	$75,000.00	$75,250.00
29	$74,000.00	$74,250.00	$76,000.00	$76,250.00
30	$75,000.00	$75,250.00	$76,000.00	$76,250.00
31	$76,000.00	$76,250.00	$76,000.00	$76,250.00

EXHIBIT B

	ECA		
Maximum Number of Sponsors that may be Hired	**TEAM SPORT**	**Base** **$41,700**	**Pay**
	H.S. Athletics (Boys)		
1	Head Football	0.248	$10,342
3	Asst. Football	0.114	$4,754
1	Head Basketball	0.24	$10,008
2	Asst. Basketball	0.114	$4,754
1	Head Baseball	0.12	$5,004
2	Asst. Baseball	0.054	$2,252
1	Head Soccer	0.12	$5,004
1	Asst. Soccer	0.036	$1,501
1	Head Tennis	0.12	$5,004
1	Asst. Tennis	0.036	$1,501
1	Head Golf	0.12	$5,004
1	Asst. Golf	0.036	$1,501
1	Head Wrestling	0.12	$5,004

1	Asst. Wrestling	0.036	$1,501
	H.S. Athletics (Boys/Girls)		
1	Head Cross Country	0.144	$6,005
2	Asst. Cross Country	0.036	$1,501
1	Head Swimming	0.18	$7,506
2	Asst. Swimming	0.054	$2,252
1	Head Track	0.144	$6,005
4	Asst. Track	0.054	$2,252
1	Unified Sport Director	0.032	$1,334
1	Unified Sport Assistant	0.018	$751
1	Athletic Support/Supervision ($883 per season)	0.024	$1,001
	H.S. Athletics (Girls)		
1	Head Basketball	0.24	$10,008
2	Asst. Basketball-JV	0.114	$4,754
1	Head Volleyball	0.12	$5,004
2	Asst. Volleyball	0.054	$2,252
1	Head Soccer	0.12	$5,004
1	Asst. Soccer	0.036	$1,501
1	Head Softball	0.12	$5,004
2	Asst. Softball	0.054	$2,252
1	Head Golf	0.12	$5,004
1	Asst. Golf	0.036	$1,501
1	Head Tennis	0.12	$5,004
1	Asst. Tennis	0.036	$1,501
1	Head Cheerleading	0.072	$3,002
1	Asst. Cheerleading	0.036	$1,501

1	Asst. Wrestling	0.036	$1,501
	H.S. Other Positions		
1	Drama Director	0.042	$1,751
1	Asst. Director - Drama	0.018	$751
1	Musical Director	0.054	$2,252
2	Asst. Director - Musical	0.032	$1,334
1	Instrumental Musical Director	0.032	$1,334
1	Yearbook	0.09	$3,753
1	Academic Club	0.012	$500
2	Senior Class Sponsor	0.024	$1,001
2	Junior Class Sponsor	0.018	$751
1	After Prom	0.012	$500
1	National Honor Society Sponsor	0.018	$751
1	Key Club Sponsor	0.018	$751
2	Student Council Sponsor	0.018	$751
1	HS Robotics	0.018	$751
1	e-Sports Season 1 Coach	0.018	$751
1	e-Sports Season 1 Coach	0.018	$751
1	e-Sports Season 1 Assistant	0.012	$500
1	e-Sports Season 2 Assistant	0.012	$500
1	Head Science Olympiad	0.054	$2,252
2	Assistant Science Olympiad	0.032	$1,334
1	Diversity Council Sponsor	0.018	$751
1	Speech	0.018	$751
1	Academic Super Bowl	0.018	$751
1	Curricular-Related Club Sponsor	0.012	$500

2	Icarian Plunge Sponsor	0.012	$500
1	Instrumental Music (Performances/Marching Band - HS)	0.144	$6,005
1	Asst. Instrumental Music	0.032	$1,334
1	FFA Sponsor	0.09	$3,753
1	FFA Assistant Sponsor	0.032	$1,334
1	Agriculture Program Summer Classes and Activities	0.038	$1,585
1	Vocal Music (Performances - HS)	0.09	$3,753
1	Asst. Vocal Music	0.032	$1,334
1	Pep Band (Min of 10 basketball games)	0.032	$1,334
1	Color Guard	0.036	$1,501
1	Winter Guard	0.036	$1,501
1	Friday Night School Supervisor $40/night		$1,440
	J.H. Athletics (Boys)		
1	Head Football Gr. 8	0.09	$3,753
1	Asst. Football Gr. 8	0.036	$1,501
1	Head Football Gr. 7	0.09	$3,753
1	Asst. Football Gr. 7	0.036	$1,501
1	Head Basketball Gr. 8	0.09	$3,753
1	Head Basketball Gr. 7	0.09	$3,753
1	Head Wrestling	0.054	$2,252
1	Asst. Wrestling	0.018	$751
	J.H. Athletics (Boys/Girls)		
1	Head Cross Country	0.054	$2,252
1	Head Track	0.09	$3,753
3	Asst. Track	0.032	$1,334
1	Head Golf	0.054	$2,252

1	Asst. Golf	0.018	$751
1	Head Soccer	0.054	$2,252
1	Asst. Soccer	0.018	$751
1	Head Tennis	0.054	$2,252
1	Asst. Tennis	0.018	$751
	J.H. Athletics (Girls)		
1	Head Volleyball Gr. 8	0.09	$3,753
1	Head Volleyball Gr. 7	0.09	$3,753
1	Head Basketball Gr. 8	0.09	$3,753
1	Head Basketball Gr. 7	0.09	$3,753
1	Cheerleading	0.024	$1,001
	J.H Other Positions		
1	Instrumental Music (Performances Gr 5-8)	0.072	$3,002
1	Vocal Music (Performances Gr 5-8)	0.072	$3,002
2	Chicago Trip Coordinator	0.018	$751
1	Academic Super Bowl	0.018	$751
2	Academic Super Bowl Assistants	0.013	$542
1	Spell Bowl/Spelling Bee	0.018	$751
1	Geography Bee	0.018	$751
1	Musical Director	0.054	$2,252
1	Junior National Honor Society Sponsor	0.018	$751
2	Asst. Director - Musical	0.032	$1,334
	MES/MIS Athletics		
4	Soccer (Coed)	0.018	$751
4	Volleyball (Coed)	0.018	$751
4	Basketball (Boys)	0.018	$751

4	Basketball (Girls)	0.018	$751
	MES/MIS Other Positions		
1	MIS Running Club Fall	0.018	$751
1	MIS Running Club Spring	0.018	$751
2	Student Council - 1 MIS & 1 MES	0.012	$500
1	MES Choir Performance Director	0.013	$542
2	After School Computer Lab Supervisor - MES	0.018	$751
1	Overnight Camp Coordinator-6th Grade	0.018	$751
1	High Ability Test Administrator		$0
1	Robotics (MES)	0.018	$751
1	Spell Bowl/Spelling Bee (MIS)	0.018	$751
1	Science Bowl (MIS)	0.018	$751
1	Robotics Lead (MIS)	0.018	$751
1	Robotics Assistant (MIS)	0.012	$500
1	Math Bowl (MIS)	0.018	$751
	Traveling Teacher		
	2 Buildings	0.02	$834
	3 Buildings	0.03	$1,251
	If one of the above is MIS add	0.007	$292
	MCS Other Positions		
	Department Chair (1-2+ FTE)	0.018	$751
	Department Chair (3-4+ FTE)	0.032	$1,334
	Department Chair (5+ FTE)	0.042	$1,751
3	PreK and Specials Department Heads (MES, MIS)	0.018	$751
4	Digital Learning Coach	0.012	$500

7	Grade Level Coordinators	0.042	$1,751
	New Staff Mentors		$700
1	Dual Language Immersion Grant Manager	0.038	$1,585
	Writing Curriculum		
	Vocal Music Accompanist		

In the event of insufficient student participants or other justifiable reasons, the MCS Administration will consult with MTA and may make a decision not to fill positions on this schedule. The decision of the Superintendent would not be grievable.

Anything beyond wages in the ECA schedule was not bargained and is included for informational purposes only.

APPENDIX C

STATEMENT OF GRIEVANCE

GRIEVANCE #________________

I. Date(s) of Incident(s) Occurred Leading to Grievance __________

II. Step I. Informal

A. Date Grievant(s) requested oral hearing with the Superintendent __________

B. Date Superintendent gave oral hearing __________

C. Date Superintendent gave oral answer to Grievant(s) __________

III. Step II.

A. Date "Statement of Grievance" was formally filed in writing with the Superintendent __________

B. On attached sheets the Grievant(s) shall:

1. Name the Employee(s) involved
2. State the facts giving rise to the grievance
3. Identify by appropriate reference all provisions of the agreement alleged to be violated
4. Shall state the contention of the Grievant(s) and of the Association with respect to the provisions
5. Indicate the specific action desired

C. This form shall be filed in triplicate with copies to the (1) Grievant(s) (2) Association and (3) Superintendent __________

D. Date Superintendent provided written answer to Grievant(s) and the Association __________

IV. Step III.

A. Date written Grievance filed with School Board __________ ______

B. Date Board held a hearing with the Grievant(s) __________

C. Date Board communicated their written decision to the Grievant(s) and the Association

ALL WRITTEN DECISIONS ARE TO BE ATTACHED TO THIS STATEMENT OF GRIEVANCE, SIGNED BY THE APPROPRIATE ADMINISTRATOR(S) AND DISTRIBUTED AS IN III C ABOVE.

* *

I/WE HAVE FORMALLY FILED THIS GRIEVANCE ON __________
(Date)

Printed Name: ____

Signature: ____

RATIFICATION

This agreement shall be effective as of July 1, 2025, upon ratification by the parties and shall continue in effect until June 30, 2027.

Made and entered into in Wabash County by and between the Board of School Trustees of the Manchester Community Schools and the Manchester Teacher Association, both of Wabash County, Indiana and so attested to by their signatures below.

The undersigned attest to the following:

1. A public hearing was held in compliance with I.C. 20-29-6-1(b) on Thursday, September 11, 2025, and electronic participation was not permitted; and
2. A public meeting in compliance with I.C. 20-29-6-19 was held on Thursday, November 6, 2025 to discuss the tentative agreement and electronic participation from the governing body and or public was not permitted.
3. A public meeting in compliance with I.C. 20-29-6-19 was held by the Board on the date set forth below for ratification of the tentative agreement. Electronic participation was not available.

BOARD OF TRUSTEES OF THE
MANCHESTER COMMUNITY SCHOOLS

DATE OF RATIFICATION: 11/11/2025

President, MCS School Board of Trustees

MCS Superintendent

MCS Business Manager

Witness / Attest

MANCHESTER TEACHER ASSOCIATION

DATE OF ASSOCIATION RATIFICATION
11/3/2025

MTA Chief Negotiator

MTA Negotiator

Nicole Brubaker
MTA Negotiator

11·12·25
Date

MANCHESTER COMMUNITY SCHOOLS
BOARD APPROVED

NOV 11 2025