School Town of Highland

**2025 CBA COMPLIANCE CHECKLIST**

| Item | ✔ | Page No.[1] |
|---|---|---|
| School employer and exclusive representative identified | ✓ | 1 |
| Bargaining unit description matches the IEERB Order in effect at time of ratification | ✓ | 1 |
| Beginning and ending date of CBA (must end on or before June 30, 2027) | ✓ | 13 |
| Ratification date (must be on or after September 15 and at least 72 hours after TA meeting) | ✓ | 13 |
| Signed by School Board President, Secretary, or Vice President and Exclusive Representative | ✓ | 13 |
| General definitions (definitions that apply to the whole CBA) | – | – |
| Grievance procedure (if arbitration used, must indicate if advisory or binding) | ✓ | 1 |
| Contract interpretation provisions (e.g., severability, supremacy, savings clauses) | ✓ | 12 |
| Salary for new teachers (amount, schedule, or method of calculation) | ✓ | 5 |
| Wages/compensation for ancillary duties | ✓ | 6 |
| Wages/compensation for extracurricular duties | ✓ | App II |
| Compensation for extended contracts | ✓ | 6 |
| Public hearing and public meeting attestations (include electronic participation information) | ✓ | 13 |
| **Compensation Plan** | | |
| If there are no salary increases, CBA includes a statement to that effect | – | – |
| Statement of annual salary range for returning full-time teachers (don't include current year increases, ISTRF contributions, or salaries of newly hired teachers) | ✓ | 6 |
| Full-time classroom teacher (instructs students at least 50% of the workday) salaries are at least $45,000 | ✓ | 6 |
| Salary increases | | |
| If using optional eligibility criteria, the criteria are described and separate from factors | ✓ | App I |
| Based on at least two of the five statutory factors (must use academic needs factor) | ✓ | App I |
| Definitions of factors (e.g., experience, academic needs, instructional leadership) | ✓ | App I |
| How much each factor contributes to increase (by points, percentage, amount, etc.) | ✓ | App I |
| Amount of increase (flat amount, % amount) or method for calculating amount | ✓ | App I |
| Differentiated base salary increase for literacy endorsement | ✓ | App I |
| Academic needs is at least 10% of maximum possible salary increase calculation | ✓ | App I |
| The combination of education and experience (excluding increases to reduce the gap and teacher retention catch-up increases) does not exceed 50% of the maximum possible salary increase calculation | – | – |
| If using a salary increase to reduce the gap, it must: (1) be clearly identified and (2) actually reduce the gap | – | – |
| If using a teacher retention catch-up salary increase it must: (1) be clearly identified, (2) attributed to a factor, (3) describe the teachers to whom the catch-up increase applies, (4) describe the increase amount or method of calculating, and (5) describe how the increase amount represents a comparison to the starting salary of new teachers | – | – |

Reminders:

1. Make sure all salary increases are included and described in the compensation plan.
2. If you include non-bargainable items for informational purposes only (e.g., number of ECA positions, number of extended contract days, etc.), be sure to include a statement to that effect.
3. Ensure all date references in the CBA reflect the current contract period.
4. Ensure that the CBA is uploaded to Indiana Gateway by November 15th to avoid a declaration of impasse.
5. Ensure that the electronic participation information in CBA matches information in Indiana Gateway.

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

# PROFESSIONAL NEGOTIATIONS AGREEMENT

Between the Highland Classroom
Teachers Association
&
The Highland Board of
School Trustees

School Town of Highland
2025-2027

SCHOOL TOWN OF
HIGHLAND

# PROFESSIONAL NEGOTIATIONS AGREEMENT BETWEEN THE HIGHLAND CLASSROOM TEACHERS ASSOCIATION AND THE BOARD OF SCHOOL TRUSTEES OF THE SCHOOL TOWN OF HIGHLAND

## Article I. *Agreement*

This Agreement is made and entered into this 21st day of October, 2025, by and between the Board of School Trustees of the School Town of Highland, hereinafter referred to as the "Board" and the Highland Classroom Teachers Association, hereinafter referred to as the "Association."

## **Article II.** *Recognition*

A. The Board, in accordance with I.C. 20-29-1-1 et seq. and the certification of the Indiana Education Employment Relations Board, State of Indiana, recognizes the Association, an affiliate of the Indiana State Teachers Association and the National Education Association, as exclusive bargaining representative for teachers in the Highland School Corporation.

The term "teacher" as used in this Agreement shall mean any certificated employee employed by the School Town of Highland under a regular teacher's contract, except the following, who are excluded from the bargaining unit: Superintendent, Assistant Superintendent, Directors, Assistant Directors, Coordinators, Assistant Coordinators, Principals, and Assistant Principals.

It is further agreed that all future positions of the School Town of Highland which come within the definition of supervisor, confidential employee or employee performing security work, within the meaning of those terms as used in Public Law 217, Indiana Acts, 1973, and amendments thereto, will not be included in the term "teacher." The parties agree that the determination as used herein shall be a mutual determination. In the event mutual determination is not possible, then the Indiana Education Employment Relations Board of the State of Indiana will be required to make the determination in accordance with Public Law 217, Indiana Acts, 1973, and amendments thereto.

B. The employment of teachers on a temporary contract shall be fixed for the term of the temporary contract. Teachers who are contracted on less than a full-time basis shall receive compensation, benefits, and leaves on a pro rata basis.

## **Article III.** *Grievance Procedure*

A. Any claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement may be processed as a grievance as herein provided. It is expressly understood and agreed that the grievance process provided under this Article III is inapplicable to claims or disputes regarding evaluation, discipline or dismissal of teacher(s).

B. The purpose in this procedure is to secure, at the lowest possible administrative level, equitable disposition of the grievances that arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

C. If any individual teacher has a complaint which he/she wishes to discuss with any member of the administration, he/she is free to do so without recourse to the grievance procedure.

D. Any grievant has the right to be represented at any stage of the grievance procedure by a representative of the Association.

E. If, in the judgment of the Association, a grievance affects a group or class of teachers, or is not relevant to the initial steps of the grievance procedure, the Association may submit such grievance in writing at Step II.

F. Step I (Informal) In the event that a teacher believes there is a basis for a grievance, he/she shall, within fifteen (15) school days of the occurrence, first discuss the alleged grievance with his/her building principal either personally or accompanied by his/her representative of the Association. The purpose of this meeting will be to attempt to resolve the matter informally.

G. Step II (Superintendent of Schools and/or his Designee) If a dispute still exists after the informal discussion with the building principal, within ten (10) school days of the informal meeting the grievant may submit to the Superintendent of Schools a completed "Grievance Report Form" Step II on the agreed form (see Appendix IV). The alleged violation as set forth in paragraph C of the Step II grievance form shall control the scope of the grievance. A copy of the grievance should also be submitted by the teacher to the Association's Grievance Committee chairperson. Within ten (10) school days of his receipt of the Grievance Report Form, the Superintendent and/or his designee shall meet with the grievant and/or his/her Association representative in an effort to resolve the grievance. Within ten (10) school days of the meeting, the Superintendent or his designee will indicate in writing his disposition of the grievance by completing his portion of the Grievance Report Form Step II, and forward copies of it to the grievant and to the Association's Grievance Committee chairperson.

H. Step III (Arbitration) If the Association is not satisfied with the disposition of the grievance by the Superintendent or his designee or if no disposition has been made by the Superintendent or his designee within twenty (20) school days of such meeting or thirty (30) school days of filing the grievance at Step II, whichever shall be later, the grievance may be submitted to binding arbitration before an impartial arbitrator by the Association's completion of Grievance Report Form Step III, and filing the same with the Superintendent or his designee within ten (10) school days of such date. The arbitrator shall be selected by the Federal Mediation and Conciliation Service in accordance with its rules which rules shall likewise govern the arbitration procedures.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The arbitrator's report shall be binding. The fees and expenses of the arbitrator, in all cases, shall be shared equally by the Association and the Board.

I. The time limits in this Article shall be strictly observed, but may be extended by the written agreement of both parties.

J. In the event a grievance is filed on or after May 1, and the strict adherence to the time limits may result in a hardship to any party, the Board will use its best efforts to process such grievance prior to the end of the school year or as soon as possible.

K. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

L. If, within ten (10) school days of receiving a disposition at any level of the grievance procedures, the grievant has not proceeded to the next step, the grievance shall have been waived.

M. The Board and the Association agree that no reprisals will be taken against any party in interest as a result of the grievance procedure solely by reason of such participation.

N. In the event any grievance is processed following the regular school year, all reference herein to school days shall be construed to mean calendar days.

## Article IV. *Leaves*

A. Compensable Absence Days

1. Each teacher employed with a teacher's contract by the School Town of Highland shall be entitled to thirteen (13) days for the transaction of personal business, family illness, or personal illness during each year of such employment.

    a. In all cases, the teacher shall notify the Personnel Office prior to the use of absence days.

    b. Upon returning to work, it is the responsibility of the teacher to verify and initial the absence report that is maintained in the main office of his/her building. If a discrepancy is noted the Personnel Office should be notified.

    c. Unused absence days shall be added to the absence day balances as of July 1 at the close of the school year. In cases where absence days are exhausted the employee may pull from the accumulated absence day balance.

    d. The Board and Association agree that the purpose of absence days is to allow flexibility when an employee needs to miss work for illness or emergencies. The expectation is that all teachers will be at work for 181 contracted days. Absence days are not paid vacation. Teachers do not have a paid vacation benefit.

    If circumstances arise (other than an emergency) in which a teacher needs to use an absence day prior to or immediately following a school break, the teacher must meet with the Superintendent or the Director of Human Resources as early as possible and in any event no less than 3 work days prior to the date requested, and obtain approval from the Superintendent or the Director of Human Resources prior to contacting the Substitute Teacher Coordinator.

2. If any teacher has accumulated one or more days of sick leave in another school corporation of the State of Indiana and shall thereupon become employed by the School Town of Highland, then there shall be added for the second year five (5) absence days and, for each succeeding year after the second year, ten (10) absence days, until the balance of accumulated days to which the teacher was entitled in the last place of employment shall be exhausted.

3. Teachers employed for summer school will be given one (1) absence day. Absences will be deducted as follows: a high school absence of 2.5 hours or less will equal

one-half (½) day of absence and more than 2.5 hours of absence will equal one (1) full day of absence. An elementary/middle school absence of two (2) hours or less will equal one-half (½) day of absence and an absence of more than 2 hours will equal one (1) full day of absence. Any additional absences beyond the one (1) will be deducted from previously accumulated absence days. The summer school absence day is for summer school use only and is not cumulative or added to regular accumulated absence days.

B. Compensable Bereavement Leave

1. A bereavement leave not to exceed five (5) school days shall be allowed following the death of the employee's spouse, parents, children, brother, sister, or a person living in the same home as part of the family.

2. A bereavement leave not to exceed three (3) school days may be taken following the death of a grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law, uncle, aunt, nephew or niece.

3. Bereavement leave is intended to be used for making funeral arrangements and/or attending funeral/memorial, as applicable.

4. If the employee leaves before 12:00 noon, this will be counted as the first day. If the employee leaves after 12:00 noon, the first bereavement day starts the following day.

C. Compensable Legal Duty Leave

A teacher duly called for jury duty or subpoenaed to appear before a governmental body or judicial tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.

D. Compensable Leave for Workshop or Conference Attendance.

Professional growth is encouraged by the Board. Teachers will receive the following for Board approved Professional Conferences:

1. Salary

2. Reimbursement of reasonable costs of travel, parking, lodging, meals and conference fees as approved in advance and supported by original receipts or accountable records of expenditures.

F. Compensable Association Leave.

1. Upon written request, the President(s) of the Association or his/her designee will be granted up to ten (10) days leave per year in order to conduct Association business. If the leave is requested, the Association agrees to reimburse the Board the usual and customary daily pay for the cost of the substitute..

2. Upon written request the President(s) of the Association may request up to five (5) days of leave to conduct Highland Classroom Teachers Association business in Highland. The School Town of Highland will pay for the substitute if days are approved.

G. Non-Compensable Parental Leave

Parental leave shall be granted up to twelve (12) weeks pursuant to the provisions of the Family Medical Leave Act (including qualifying factors). Additional leave time, not to exceed a total leave period of one (1) year, shall be granted upon request to the Board of School Trustees. A bargaining unit member must elect to use accumulated leave days during the period of Parental Leave; once accumulated absence days are exhausted, the remaining leave will be unpaid.

## **Article V.** *Professional Compensation*

A. Base Salary.

1. The district's starting base salary for the 2025-2026 school year is $45,000 and for the 2026-2027 school year is $45,000.

2. The district's base salary range for the 2025-2026 school year is $45,000 – $76,106, exclusive of any increase provided herein. The district's base salary range for the 2026-2027 school will be $45,000 – $77,106, exclusive of any increase provided herein.

B. New Teacher Base Salary. Every effort will be made to hire new teachers at the district's current base salary; however, new teachers with prior teaching experience (as described in Section C and Section D below) may be hired at a rate lower than their experience may warrant in the Board's discretion. In addition, provided prior notice is given to the Association, the Board may hire a teacher at a higher rate in order to fill a position in a highly competitive certification area, provided the rate will remain within the above salary range.

C. For purposes of determining years of experience credit to establish a teacher's base salary:

1. Years of experience credit shall be given for each year of military service up to a maximum of four (4) years. One (1) full year of military service is necessary to qualify for a year of experience.

2. Years of experience credit shall be given for outside full-time teaching experience at the elementary, secondary, or post-secondary level in public schools provided said school is certified by the appropriate state agency or department. Teachers employed prior to the 2014-2015 school year will also receive full credit toward

years of experience for outside full-time teaching experience at the elementary, secondary, or post-secondary level in public or private schools provided said school is certified by the appropriate state agency or department.

C. Compensation Plan. The compensation plan is attached as Appendix I.

D. The Board will pay each teacher's 3% State Teachers' Retirement Fund contribution.

E. Ancillary Duty Pay.

1. Covering a class during a teacher's prep time or supervisory time is an ancillary duty. A prep time buy out for the school year will be compensated at twenty percent (20%) of the district's starting base salary and a prep time buy out for less than the school year will be compensated at ten percent (10%) of the district's starting base salary. A supervisory period buy out for the school year will be compensated at ten percent (10%) of the district's starting base salary and a supervisory period buy out for less than the school year will be compensated at five percent (5%) of the district's starting base salary.

2. Teachers will receive $27.77 per hour when assigned the ancillary duty of covering a class period of another teacher by providing instruction during a regularly assigned personal preparation period.

3. Teacher's assigned to the ancillary duty of professional development/curriculum development outside of the normal school year/teacher work day will be paid $30.00 per hour.

4. Teacher's assigned to the ancillary duty of homebound instruction will be paid $36.00 per hour.

F. Extended Contract Pay. Teachers on extended contracts will be compensated at a rate equal to their daily rate for days beyond the regular teacher work year.

G. Supplemental Service Contract Pay. Teachers contracted under a supplemental service contract to teach summer school classes will receive an hourly rate as determined by the Superintendent. Current rate – 40.00 per hour. [Notation for informational purposes only]

H. Background Checks. The Board will pay the cost of statutorily required periodic expanded criminal history checks of teachers.

J. So long as the Board offers a Voluntary 403(b) Retirement Savings Plan, the Association will have representation on the 403(b) committee.

## Article VI. *Severance Pay*

A. The severance pay provisions provided for in this Article shall be available for teachers who have been employed as teachers in the School Town of Highland for ten (10) or more consecutive school years prior to the 2002-03 school year:

1. The amount of severance shall be computed by the following formula:

   Where K = the teacher's accumulated absence days and N = the number of years that the teacher has taught in the system; the numerator of the second fraction shall be no less than zero.

   Example: $\frac{K}{600} + \frac{N-10}{120}$ X (last year's salary)

2. A teacher who informs the Superintendent and the Board in writing, of his/her resignation from teaching and the irrevocable election of the form of severance benefit payout prior to July 1 preceding the last contract year will receive severance benefits pursuant to Section 3 of this Article. If a teacher notifies the Superintendent and the Board in writing of his/her resignation and the irrevocable election of the form of severance benefit payout subsequent to July 1 preceding the last contract year but before June 1 of the last contract year, said teacher will receive severance benefits on or before January 31 of the following year.

3. The added compensation of severance pay will be paid in the following manner:

   a. On the payday following the last day of the teacher's employment, the severance pay will be deposited into the teacher's post-separation 403(b) account.

   b. Should the amount of severance pay exceed the allowable limit set by the IRS, the maximum allowed will be deposited as provided by a. above, and the remaining severance pay will be deposited on the first payday in January of the following calendar year.

4. A teacher who dies or who resigns from employment during the school year will receive their remaining pay and, if eligible, their severance pay in the pay check for the pay period immediately following the pay period in which the teacher died or had their last paid day. Payment may be made to the named beneficiary/ies under the teacher's life insurance policy provided in Article VII, Section D below. In the absence of a named beneficiary, payment will be made to the teacher's estate in accordance with Indiana Law, rulings, and regulations.

   It is intended that the foregoing provisions will comply with the provisions of 409A, so as to prevent the inclusion in gross income of any benefit accrued hereunder in a taxable year that is prior to the taxable year in which such amount would otherwise be actually distributed or made available to the teacher.

B. Teachers employed for one (1) year or more shall have placed into a 401(A) individual retirement account after completion of the school year the following October 1 a sum equal to 1% of the district's stated starting base salary.

C. Teachers covered under paragraph B of this Article shall be compensated for all absence days in excess of one hundred (100) by deposit to the teacher's 401(A) account on each October 1 using the following formula:

K = the number of absence days in excess of 100

Example: $\frac{K}{600}$ x current BS + 0 salary for the applicable school year through the 2013-2014 school year and after the 2013-2014 school year, 1% of the district's stated starting base salary

E. Teachers with ten (10) or more years of consecutive employment with the School Town of Highland may have a contribution made into a 40l(A) account in the amount of five percent (5%) of the teacher's severance entitlement up to a maximum of fifty percent (50%) of the teacher's total entitlement over the period of his/her teaching employment. Those contributions into the 401(A) account will reduce the amount to which the teacher is entitled to under Section A(1) of this Article by five (5%) for each year the five percent (5%) contribution was made into the teacher's 401 (A) account.

Teacher will make a one-time election of this benefit prior to October 1, 2002.

Upon qualification, the benefit will begin October 1 and continue each October 1 thereafter.

## Article VII. *Insurance Protection*

A. Health Insurance. The Board agrees to provide a group hospitalization and major medical coverage subject to the following provisions:

1. Minimum plan coverages, benefits and features effective as of April 1, 2014 or another plan mutually agreed upon by the Highland Classroom Teachers Association and the School Board of Trustees.

2. Teachers electing single health insurance coverage will pay 17.5% of the then current premium.

3. Teachers electing Employee and Spouse, Employee and Child or the Employee and Family health insurance coverage will pay 20% of the then current premium, as applicable.

4. The terms and conditions of the Health Plan or its equivalent, including but not limited to eligibility, extent of coverage, benefits, and the administration of the Plan, shall be determined solely by this Plan.

   In the case of a dispute over the Health Plan between the employee and the provider, it will be the responsibility of the employee with the assistance of the Association and Administration to pursue a remedy with the provider.

5. Teachers eligible for insurance, but not currently in the health/dental plan will not be able to enroll without proof of a HIPAA qualifying event

B. Vision Insurance. Teachers will be provided vision insurance with plan coverages, benefits and features effective as of April 1, 2014 (see booklet) or as mutually agreed upon by the Highland Classroom Teachers Association and the Board of School Trustees with the Board paying an amount equal to the then current cost of the single plan premium and teachers paying the cost of any additional coverage level elected.

C. Dental Coverage. Teachers will be provided dental insurance with plan coverages, benefits and features effective as of April 1, 2014 (see booklet) or as mutually agreed upon by the Highland Classroom Teachers Association and the Board of School Trustees with the Board paying an amount equal to the cost of the single plan premium as of April 1, 2012 and the participating teacher paying the cost of any increase and additional coverage levels elected.

D. Group Term Life Insurance. The Board shall provide to all teachers of the School Town of Highland a group term life insurance policy in an amount to the nearest $1,000.00 no less than 1.3 times the annual base salary of each individual teacher while employed. Upon retirement, the coverage will reduce at age 66 to 75% of the prior year's face value, at age 67 to 50%, at age 68 to 25% and at age 70 the coverage will cease. Employees retiring at the age categories listed in the previous sentence will have the coverage reduced as detailed above.

E. Long Term Disability Policy. The School Town of Highland will pay the premium for a long term disability insurance policy for each contract teacher meeting the following specifications: a minimum benefit of 66 2/3% of salary to age sixty-five (65). The Plan shall carry a Consumer Price Index – W yearly escalator for those on disability and shall not coordinate with teacher retirement disability. The Plan shall also contain a Social Security Freeze, a successive disability benefit, and a recurrent disability clause. The Plan shall contain a five-year "Own occupation", - definition of "Total disability" meaning that during the first 5 years, the employee is unable to perform the substantial duties of his/her regular occupation. The 5 year requirement begins from the date the waiting period is satisfied. The following elimination period shall be for ninety (90) days. The Plan shall include the following riders, Rehabilitation Benefit, Survivor Benefit and an Extended Drug and Alcohol Benefit.

F. Section 125 – Insurance. The benefits provided to employees by Section 125 of the Revenue act of 1978 shall be made available to any bargaining unit member so requesting. An amount not to exceed 25% of salary 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, long term disability, short term disability, Section 79 life, non-reimbursed medical, and dependent care. All administration fees shall be paid by the Board.

G. The Board shall provide general comprehensive insurance which shall insure each teacher, who is acting within the scope of his/her employment against liability for personal injury or property damage.

H. The Board will pay the full cost of any medical examination required by it or the law after the teacher has been employed in the system. In the event the teacher chooses a physician other than the Board designated physician, the Board will only be responsible to pay the usual and customary charge for the examination.

I. Whenever the NWISIT (Trust) or its successor declares a premium holiday and health insurance premium costs are paid from insurance reserves rather than through payroll contributions, the District shall distribute a lump-sum payment of $550 per employee within sixty (60) days following the premium holiday.

## **Article VIII.** *Early Retirement*

A. The Early Retirement benefits provided by this Article are only available to teachers hired prior to the 2002-2003 school year.

B. The Early Retirement benefits paid to eligible retiring teachers under this Article are supplementary to any severance benefits to which the teacher may be entitled to under Article VI - Severance Pay of this Agreement. The Early Retirement benefits are an aid to bridge the time between early retirement and the age for eligibility to receive reduced or unreduced old age insurance benefits under Title II of the Social Security Act (42 USC 401 et seq.).

C. The level of the benefit and eligibility for the benefits are as follows:

1. Level I - Benefits and Eligibility. The teacher must inform the Superintendent and the Board in writing of his/her resignation from teaching prior to July 1 preceding the last contract year. The Board in its sole authority may grant exceptions to this deadline when it determines that the exception is the best interest of the school corporation. If the teacher has completed twenty (20) or more years of service with the School Town of Highland at the effective date of retirement, the teacher will be allowed to continue in the group health insurance plan until the teacher or his/her spouse becomes eligible for coverage under another employer health insurance plan, until the teacher attains the age for unreduced old age insurance under Title II of the Social Security Act (42 USC 401 et seq.) or qualifies for Medicare, whichever occurs first. In order to so participate, the retiring teacher must pay all insurance premium costs.

2. Level II - Benefits and Eligibility. The teacher must inform the Superintendent and the Board in writing of his/her resignation from teaching prior to July 1 preceding the last contract year. The Board in its sole authority may grant exceptions to this deadline when it determines that the exception is in the best interest of the school corporation. If the teacher 1) has completed twenty (20) or more years of service with the School Town of Highland at the effective date of retirement, 2) will be eligible by August 15 following the final year of teaching for normal, unreduced retirement with the Indiana State Teachers Retirement Fund and 3) has not reached the age of eligibility for reduced old age insurance benefits under Title II of the Social Security Act (42 USC 401 et seq.) at the effective date of the retirement, the retiring teacher's benefits shall be:

    a. Four hundred and Thirty-Three dollars and Thirty Four cents ($433.34) will be paid on the 1st day of each month into the teacher's post-separation 403(b) account beginning with the first month of the school year following retirement. Payments shall continue 1) for a period of 84 months, 2) until the retiring teacher is eligible for reduced old age insurance benefits under Title II of the Social Security Act (42 USC 401 et seq.) or 3) dies, whichever occurs earliest.

Should the number of post-separation 403(b) payments reach the limit allowed by law, the remaining payments will be made into the teacher's VEBA account.

b. If the teacher elects to receive Level II Early Retirement benefits, the teacher's severance benefit under Article VI shall be paid as follows: Two Thousand Dollars ($2,000) will be credited to the teacher's final year salary amount for purposes of TRF retirement calculation.

c. The retiring teacher shall be allowed to continue in the group health plan until the teacher or his/her spouse becomes eligible for coverage under another employer health insurance plan, until the teacher becomes eligible for coverage for Medicare or dies, whichever occurs first. The School Town of Highland will make annual contributions toward the retiring teacher's total premium cost of a sum equal to the cost of the single plan health, dental and vision insurance premium in effect at the effective date of the teacher's retirement, less One Dollar ($1.00). In the event that the annual premium cost for a single plan increases after the effective date of the teacher's retirement, the retiring teacher shall be responsible for all increases.

D. After July 1, 2005, the Board and the Association confirm that Article VIII, Section C(2)(c) was terminated before June 28, 2005 and shall not apply to any teacher retiring or severing employment with the school corporation on or after June 28, 2005. After July 1, 2005, the Board and the Association agree that the obligations provided in Article VIII, Section C(2)(c) were replaced by the implementation of a VEBA defined in Section E below. Those teachers who retired or severed employment before June 28, 2005 shall only be entitled to the retirement benefits contained in the agreement in effect as of the time of his or her retirement, but as may be otherwise revised from time to time. ESC prepared the terms and calculations for the replacement VEBA which is attached to this document as Appendix III.

E. VEBA. The school corporation shall contribute to a voluntary employees' beneficiary association ("VEBA"), as described in section 501(c)(9) of the Code, that amount representing the present value of the group health insurance benefits as calculated for all employees as shown in Appendix III. The organization administering the VEBA account shall be selected by mutual agreement. The terms and conditions for the administration and operations of the VEBA shall be as follows:

1. The amount calculated for each employee will be invested in a separate VEBA account. There will be no commingling of accounts and each employee may determine how his or her account shall be invested among the investment options made available by the vendor for the VEBA.

2. Until such time that an employee has retired and satisfied the eligibility requirements set forth in Section C(2) of this Article, the employee shall have no access to the assets held in his or her separate VEBA account. At no time may a participant borrow from his/her VEBA account.

3. Following retirement and the satisfaction of the requirements set forth in Section C(2) of this Article, a retired employee may elect to commence distributions from his VEBA account to pay health insurance premiums, term life insurance premiums,

and to be reimbursed for unreimbursed medical expenses of the employee, spouse, and dependents. If an employee dies after having satisfied the requirements of Section C(2) of this Article, the deceased employee's VEBA plan account shall be distributable to the decedent's designated beneficiary/ies under the teacher's life insurance policy provided in Article VII, Section D above or to his/her estate if no beneficiary designation has been made.

4. If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in Section C(2) of this Article, the terminated employee's VEBA account shall be forfeited.

5. The forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts in a manner similar to that used in initially determining the present value calculations. Therefore, the VEBA accounts of the following employees will not share in the reallocation of a forfeiture of a VEBA account:

   a. Employees who forfeited their VEBA accounts in the same year:

   b. Employees who previously forfeited their VEBA accounts; and

   c. Employees who have attained age of fifty-eight (58) and terminated employment in or before the year of the reallocated forfeiture.

6. Furthermore, VEBA accounts of employees who have attained the age of fifty-eight (58), but have not terminated employment may share in the reallocated forfeiture, but on a reduced basis.

7. The school corporation shall not be paid any compensation for its services performed on behalf of the VEBA. All costs incurred in the administration of the VEBA and investment fees shall be paid from the VEBA assets.

## Article IX. *Effect of the Agreement*

A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from or modified only through the voluntary written mutual consent of the parties in an amendment hereto.

B. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement. Any other article, section or clause not affected by the deleted article, section, or clause shall remain in full force and effect for the duration of the Agreement. Any such article, section, or clause shall be renegotiated upon the written request of either party hereto.

   Nothing in this section shall be construed as a waiver by either party of its constitutional right against impairment of this existing contract by subsequent action as guaranteed by the Indiana Constitution, Article I, Section 24.

## Article X. *Term of Agreement*

This Agreement shall become effective July 1, 2025 and shall continue in effect through June 30, 2027, except that this Agreement may be reopened for solely for renegotiation of the 2026-2027 compensation plan only if the General Assembly reopens the State Budget resulting in additional State Tuition Support for public education. This Agreement shall not be extended orally and it is expressly understood it shall expire on the date indicated

The undersigned attest to the following:

A. A public hearing was held on September 16, 2025 in compliance with I.C. 20-29-6-1(b), and electronic participation from the parties and/or public was not permitted; and

B. A public meeting was held on October 15, 2025 in compliance with I.C. 20-29-6-19 to discuss the tentative agreement and electronic participation from the governing body and/or the public was not permitted.

This Agreement is made and entered into at Highland, Indiana, the 21st day of October 2025 by and between the School Town of Highland, County of Lake, State of Indiana, heretofore referred to as the "Board", and the Highland Classroom Teachers Association, heretofore referred to as the "Association."

This Agreement is so attested to by the parties whose officers'/members' signatures appear below.

**HIGHLAND CLASSROOM TEACHERS ASSOCIATION**

Date of Ratification: October 8, 2025

Marc Ryser, Co-President

Patrick O'Donnell, Co-President

Dave Cotner

Kristin Verhoeve

Rachel Jennings

Anne Backs

**BOARD OF SCHOOL TRUSTEES OF THE SCHOOL TOWN OF HIGHLAND**

Date of Approval: October 21, 2025

Patrick Krull, President

Erica Smith-Gomez, Secretary

Brian Smith, Superintendent

## APPENDIX I

### Compensation Plan.

A. Eligibility. In order to receive any increase in base salary a teacher must work at least 120 days of the immediately prior school year at the School Town of Highland.

B. 2025-2026 factors and salary increase. The compensation plan utilizes two factors to determine base salary increase.

1. Academic Needs –

   $2013 increase to base salary for each eligible teacher due to the need to retain veteran teachers.

2. Instructional Leadership –

   a. Teachers who obtain a literacy endorsement on or before October 1, 2025 will receive an increase of $250 to base salary.

   b. Teachers who teach at least one administratively approved dual credit course or AP course will receive a $604 stipend for the school year, payable in installments on normal payroll dates. Limit one stipend per year.

[*The salary increase to base salary based on academic needs is more than 10% (total available increase: $2263, academic needs is $2013 = 89%).*]

C. 2026-2027 factors and salary increase. Unless the Association provides written notice to the Superintendent on or before June 30, 2026 of its election to reopen (solely for the reason described in Article X), the 2026-2027 compensation plan will be as follows. The compensation plan utilizes two factors to determine base salary increase.

1. Academic Needs –

   $1000 increase to base salary for each eligible teacher due to the need to retain veteran teachers.

2. Instructional Leadership –

   a. Teachers who obtain a literacy endorsement between October 2, 2025 and October 1, 2026 will receive an increase of $250 to base salary.

   c. Teachers who teach at least one administratively approved dual credit course or AP course will receive a $604 stipend for the school year, payable in installments on normal payroll dates. Limit one stipend per year.

[*The salary increase to base salary based on academic needs is more than 10% (total available increase: $1250, academic needs is $1000 = 80%).*]

## APPENDIX II

**Appendix II Notes**:

An experience factor in the amount of $287 shall be added to the schedule amount if the individual holding the position has (5) or more years of previous experience in that position. Another $287 shall be added after the second five (5) years in that position. Experience in a position accrues whether it is for boys or girls team.

As determined in the administration's sole discretion, 1) the stipend of an extracurricular activity may be split in half to allow two bargaining unit members to hold the same position; and/or 2) all Assistant Coach stipends may be paid to multiple people depending on staffing and program needs. All elementary positions indicate a position in each building.[*information in this Appendix II beyond the name of the position and the wage for that position is the school's policy, was not bargained, and was included for information purposes only*]

## APPENDIX
## II-A
## Extra Duty Schedule for Boys & Girls Athletics

| **Boys Athletics** | | **Girls Athletics** | |
|---|---|---|---|
| **Cross Country** | | **Cross Country** | |
| Varsity | $3,991 | Varsity | $3,991 |
| MS | 1,735 | MS | 1,735 |
| **Football** | | | |
| Varsity | $9,198 | | |
| Asst. Varsity | 5,206 | | |
| 9th grade Head | 4,165 | | |
| 9th grade Asst. | 2,776 | | |
| 8th grade Head | 2,776 | | |
| 8th grade Asst. | 2,256 | | |
| 7th grade Head | 2,083 | | |
| 7th grade Asst. | 1,389 | | |
| Weights & Conditioning | 694 | | |
| **Soccer** | | **Soccer** | |
| Varsity | $5,553 | Varsity | $5,553 |
| Asst. Varsity | 3,124 | Asst. Varsity | 3,124 |
| JV | 3,124 | JV | 3,124 |
| **Tennis** | | **Tennis** | |
| Varsity | $3,991 | Varsity | $3,991 |
| Asst. Varsity | 2,429 | Asst. Varsity | 2,429 |
| **Basketball** | | **Basketball** | |
| Varsity | $9,024 | Varsity | $9,024 |
| Asst. Varsity | 5,206 | Asst. Varsity | 5,206 |
| JV | 5,206 | JV | 5,206 |
| 9th grade | 4,165 | 9th grade | 4,165 |

| | |
|---|---|
| 8th grade | 3,124 |
| 7th grade | 3,124 |
| BB Coordinator | 1,735 |
| Elem | 1,735 |

**Wrestling**

| | |
|---|---|
| Varsity | $5,553 |
| Asst. Varsity | 3,470 |
| JV | 3,470 |
| MS Head | 2,429 |
| MS Asst. | 2,083 |

**Golf**

| | |
|---|---|
| Varsity | $4,165 |

**Baseball**

| | |
|---|---|
| Varsity | $5,553 |
| Asst. Varsity | 3,470 |
| JV | 3,124 |
| 9th grade | 3,124 |

**Track**

| | |
|---|---|
| Varsity | $5,553 |
| Asst. Varsity | 3,470 |
| MS Head | 2,429 |
| MS Asst. | 1,389 |

| | |
|---|---|
| 8th grade | 3,124 |
| 7th grade | 3,124 |
| BB Coordinator | 1,735 |
| Elem | 1,735 |

**Wrestling**

| | |
|---|---|
| Varsity | $5,553 |
| Asst. Varsity | 3,470 |
| JV | 3,470 |
| MS Head | 2,429 |
| MS Asst. | 2,083 |

**Golf**

| | |
|---|---|
| Varsity | $4,165 |

**Cheerleading**

| | |
|---|---|
| Varsity | $3,470 |
| JV | 2,776 |
| 9th grade | 2,083 |
| MS | 2,083 |

**Softball**

| | |
|---|---|
| Varsity | $5,553 |
| Asst. Varsity | 3,470 |
| JV | 3,124 |
| 9th grade | 3,124 |

**Volleyball**

| | |
|---|---|
| Varsity | $5,553 |
| Asst. Varsity | 3,470 |
| JV | 3,124 |
| 9th grade | 2,776 |
| 8th grade | 2,083 |
| 7th grade | 2,083 |

**Track**

| | |
|---|---|
| Varsity | $5,553 |
| Asst. Varsity | 3,470 |
| MS Head | 2,429 |
| MS Asst. | 1,389 |

**Swimming Boys & Girls**

| | |
|---|---|
| Varsity | $8,329 |
| Asst. Coach | 5,206 |
| Diving | 3,470 |

**Athletic Supervisor**

| | |
|---|---|
| Fall | $5,726 |
| Winter | 5,726 |
| Spring | 5,726 |

**Appendix II-B**
**Extracurricular Activities**

**Academic Competitions**

| | |
|---|---|
| HS Academic Decathlon Sponsor | $4,165 |
| HS Academic Decathlon Ass't | 174 |
| HS Science Olympiad Sponsor | 4,165 |
| HS Science Olympiad Ass't | 174 |
| HS Debate Coach | 3,470 |
| HS Speech Coach | 4,165 |
| Asst. Speech/Debate Coach | 2,083 |
| MS Science Olympiad Sponsor | 2,083 |
| MS Academic Bowl Team Sponsor | 1,735 |
| MS Spelling Bee | 694 |
| Elem Spelling Bee | 694 |
| Elem Odyssey of the Mind Coach | 694 |
| Elem Robotics Coach | 1,811 |

**Class Sponsors**

| | |
|---|---|
| HS Senior Class Sponsor | $1,389 |
| HS Junior Class Sponsor | 4,511 |
| HS Sophomore Class Sponsor | 2,429 |
| HS Freshman Class Sponsor | 1,215 |

**Foreign Language**

| | |
|---|---|
| HS Foreign Language Club Sponsor | $ 868 |
| HS Foreign Language Honor Society Sponsor | $ 868 |

**Student Council**

| | |
|---|---|
| HS Student Council | $3,124 |
| HS Asst. Student Council Sponsor | 2,083 |
| MS Student Council Sponsor | 694 |
| Elem. Student Council Sponsor | 694 |

**Service Clubs**

| | |
|---|---|
| HS NHS Sponsor | $3,470 |
| HS Service Club (Key) | 3,124 |
| HS Service Club (NAHS) | 1,389 |
| MS NHS Sponsor | 1,811 |
| MS Service Club (Builders) | 1,041 |
| Elem. Service Club (Safety, K-Kids) | 694 |

**Performing Arts**

| | |
|---|---|
| HS Drama Director | $3,470 |
| MS Drama Director | 1,041 |
| HS Asst. Drama Director | 1,735 |
| HS Concert Band | $ 694 |
| Marching Band | 5,900 |
| Asst. Marching Band | 2,083 |
| Pep Band | 2,083 |
| Jazz Band | 2,083 |
| MS Concert Band ** | 694 |
| HS Color Guard Instructor | $1,041 |
| HS Winter Guard Instructor | 1,041 |
| HS Varsity Dance Team Sponsor | $3,470 |
| HS JV Dance Team Sponsor | 2,776 |
| MS Dance Team Sponsor | 2,083 |
| HS Choir ** | $ 694 |
| MS Choir ** | 694 |
| HS Show Choir/Madrigal | 694 |
| Elem. Choir | 694 |
| HS Orchestra ** | $ 694 |
| MS Orchestra ** | 694 |
| Elem. Music Teacher Performance * | $ 694 |

*= contained on elementary music job description
** = performance stipends for rehearsals & concerts

| **School Support** | |
|---|---|
| HS Bookstore | $1,389 |
| HS Department Chair | 694 |
| HS Pool Director | 1,041 |
| MS Discover Coordinator | 2,083 |
| MS Team Leader | 2,429 |
| MS Computer Resource | 3,124 |
| Elem. Computer Resource | 3,124 |
| Elem. Science Coordinator | 1,041 |
| | |
| Dual Credit Teachers | 604 |
| AP Teachers | 604 |

| **Miscellaneous** | |
|---|---|
| HSBPA | $694 |
| HS FCCLA Sponsor | 1,041 |
| HS Publications – Yearbook | 2,083 |
| HS Publications – Newspaper | 1,735 |
| HS Sight and Sound | 1,041 |
| MS FCCLA | 694 |
| MS Art Club Sponsor | 868 |
| MS Chess Club Sponsor | 694 |
| MS Newspaper Sponsor | 1,735 |
| MS Yearbook Sponsor | 2,083 |
| MS Intramurals (each session) | 694 |
| Elem. Intramurals (each session) | 694 |
| Misc Club | *694 – 1,811 |

* Determined upon approval of club
specifics of club

| | |
|---|---|
| HS Social Media | 1,500 |
| MS Social Media | 1,250 |
| ES Social Media | 1,000 |

# Appendix III

**Data Input - Determination of Liability Amounts for Early Retirement & Severance Benefits**

4/1/05 changed termination table to create a 4% sloped turnover

**School Corporation:** School Town of Highland

**Note: No health indicators were included in census data - assume all personnel have post-retirement health insurance**

| Assumption Set | | | | Calculate (y or n) | Valuation Date January 31, 2005 Interest Rate 4.00% |
|---|---|---|---|---|---|
| Certified - Unused Sick Days | $0 | | | n | $0 |
| Certified - Early Retirement / 401(a) contributions | $0 | | | n | $0 |
| Certified - Health Insurance Benefit | $1,800,969 | | | y | $1,843,060 |
| Classified - Severance & unused sick days | $0 | | | n | $0 |
| Classified - Health Insurance + $50,000 est life insurance prem | $0 | | | n | $0 |
| Retiree health insurance | $0 | | | n | $0 |
| Total Liability | $1,800,969 | | | | $1,843,060 |
| Initial Assumed Interest Rate | 4.00% | years for initial rate | | 2 | |
| Ultimate Assumed Interest Rate | 7.25% | | | | |
| Mortality Table | up94 | Table No. | 1 | | |
| Cash Flow Interest Rate | 4.30% | | | | |
| Retiree health interest rate | 1.00% | | | | |
| Cash Flow Mortality Table - health insurance only | up94 | Table No. | 1 | | |
| Termination Assumption | table | | | | |
| Annual Sick day accruals | 5 | Classified unused sick day benefit | $35 | | |
| Maximum Sick Days (Retirement Benefit) | N/A | | | | |
| Total Contract Days | 182 | | | | |
| Calculate FICA on Corporation Payments | n | | | | |
| Retain FICA on Participant Payments (not applicable to 401(a)) | y | | | | |
| Assumed Retirement Age Certified | 65.5 | | | | |
| Assumed years of service | 20 | | | | |
| Use Early TRF Requirement ? | n | | | | |
| Use Full TRF Requirement ? | y | | | | |
| Assumed Retirement Age Classified | 60 | | | | |
| Assumed Years of Service Classified | 25 | | | | |
| Single Health Insurance post retirement Classified | $10,000 | | | | |
| Single Health Insurance post retirement | $10,000 | In 2004-05 cost is $7998.88 | | | |
| Single Health Insurance post retirement (less than 10 yrs svc) | $10,000 | | | | |
| Administrator Health Insurance post retirement | $0 | | | | |
| Health Insurance Inflation Rate | 0.00% | inflation applies up to modeled retirement age - constant thereafter | | | |
| Maximum Teacher Health Insurance Premium | $25,000 | | | | |
| Maximum Administrator Health Insurance Premium | $50,000 | | | | |
| Bachelor + 0 salary | $29,904 | | | | |
| Salary Inflation Rate | 0.00% | | | | |
| Per period early retirement benefit (greater than 10 years serv) | $200 | Initial BS + 0 base for contribution $28,130 | | | |
| Contribution Rate 401(a) | 1.00% | | | | |
| Earnings Rate 401(a) | 4.00% | | | | |

| Administrator Schedule | |
|---|---|
| Years of Service Benefit | $1,000 |
| Accum Sick Days Benefit | $100 |
| Maximum Qualifying Sick Days | 300 |
| One-time supplement | $5,000 |
| Assumed Years of Service admins | 10 |

Those in bold are currently eligible to retire at $18,685.76. Others will trend forward to some agreed-to number. Also, need to analyze for fund 63 deposit.

Participant Data as of June 30, 2004

"Attachment A"

5/25/2005 1:54

**APPENDIX IV**

Grievance Report Form

Step ______________________________________________________________
Grievant ___________________________________________ Date Filed ______
Building ____________________________________________________________
Assignment ________________________________________________________

A. Date Alleged Violation Occurred ____________________________________

B. Statement of Grievance ___________________________________________

C. Article(s) and Section(s) of Agreement Alleged Violated ___________________

D. Relief Sought __________________________________________________

Signature of Grievant

E. Disposition and Reason for Disposition ______________________________

Signature | Signature

F. Grievant and/or Association Position ________________________________

Signature | Date