Contractual Agreement

between

The Baugo Community Schools
Board of School Trustees

and the

Baugo Education Association
Elkhart, Indiana

2026-2027

BAUGO COMMUNITY SCHOOLS
Small School Feel ~ World Class Opportunities

The Association
Troy Bontrager
Christina Kaler
Kathy Nowicki
Jill Stork

The Board of School Trustees
Julie Phillips, President
Robert Barbour, Vice President
Chris Carithers, Secretary
Todd Hochstetler, Member
Bill Gletty, Member

Byron Sanders, Superintendent

BAUGO COMMUNITY SCHOOLS
Small School Feel ~ World Class Opportunities

Negotiating Committee
Troy Bontrager
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Christina Kaler
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Amanda Monroe
David Nicholls
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Article 1 – Recognition

1.1 The Board of School Trustees of the Baugo Community School Corporation hereby recognizes the Baugo Education Association as the exclusive representative of the teachers in the bargaining unit for the purpose of collective bargaining. The bargaining unit shall consist of all full-time certified employees and all teachers who teach less than a full day, excluding supervisors, the athletic director, confidential employees, employees performing security work, speech language pathologists, and all non-certified employees.

Article 2 – Definitions

2.1 ***Teacher***: The term "teacher" shall mean a member of the bargaining unit.

2.2 ***Immediate Family***: The term "immediate family" shall mean spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandchild, or any member of the family unit with legal residence in the teacher's household.

2.3 ***Association***: The term "Association" shall mean the Baugo Education Association.

2.4 ***Employer***: The term "employer" shall mean the Board of School Trustees of the Baugo Community School Corporation and/or any person or persons authorized to act for the board in dealing with its employees.

2.5 ***Board***: The term "Board" shall mean the Board of School Trustees of the Baugo Community School Corporation.

Article 3 – Physical Examinations

3.1 If a physical examination by a licensed doctor of medicine is required by the corporation, the cost of the examination shall be borne by Baugo Community School Corporation.

Article 4 - Homebound Teaching

4.1 A teacher of homebound students will be paid the professional hourly rate as computed from the teacher's salary schedule. This hourly rate shall be computed on the basis of six (6) hours as a full day of service.

Article 5 – Summer School

5.1 Teachers that work in a teacher aide position during summer school shall be paid at the rate of twenty-five dollars ($25.00) per hour.

Article 6 – Purchase of Protective Clothing

6.1 The Board shall provide appropriate protective clothing to all teachers assigned subject areas where their clothing is subjected to excessive grease, dirt, chemicals, etc.

Article 7 – Grievance Procedure

7.1 A. A grievance shall be defined as an assertion by a teacher that there has been a violation of this Agreement or a Memorandum of Understanding entered into by the parties.

B. A "class grievance" means a grievance which has facts in common to a class of teachers or the Association, and which grievance affects more than one (1) teacher.

C. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be a maximum and every effort should be made to expedite the process. "Days" shall mean teacher working days. Time limits may be extended by written agreement of both parties. If grievance is filed after May 1st and strict adherence to the time limits would result in hardship to either party, both parties will strive to resolve such grievance by the end of the school year or as soon thereafter as possible.

D. All documents, communications, and records dealing with the proceeding of a grievance shall be filed separately from the personnel files of the participant(s).

E. Time limits provided in this Agreement may be extended by mutual agreement in writing signed by the parties. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall not prohibit the grievance to be appealed to the next step. Any grievance issue not advanced from Step One to the next within the time limits of that step shall be deemed resolved by the employer's answer at the previous step without prejudice to other grievance, unless the Association agrees in writing with the settlement of the grievance; then it shall be resolved with prejudice to other grievances involving the same issue. Any grievance issue not appealed to arbitration shall be deemed resolved by the employer's answer at the previous step without prejudice to other grievances, unless the Association agrees in writing with the settlement of the grievance; then it shall be resolved with prejudice to other grievance involving the same issue.

F. There shall be no reprisal against any teacher for their participation in the grievance procedure.

G. Should the employer deem it necessary for the grievant and/or the Association president and/or vice-president to be in attendance during school hours in any grievance meeting reaching Step Two or beyond, any such teacher shall be released from regular duties for such period as deemed necessary by the employer without loss of salary or leave.

7.2 A teacher may present their grievance to the employer and have the grievance adjusted without intervention of the Association or its representatives as long as the adjustment is not inconsistent with the terms of this contract. If said teacher presents their grievance without the Association or its representative, the expenses incurred shall be borne by said teacher.

7.3 Informal Grievance Procedure:

In the event a teacher believes that there is a basis for a grievance, they shall, within fifteen (15) calendar days of the last occurrence of the alleged grievance, discuss the alleged grievance with their building principal or supervisor, either personally or accompanied by a representative or designee. Within five (5) working days after presentation of the complaint or grievance, the principal or other authorized administrator shall give their answer orally to the teacher.

7.4 Formal Grievance Procedure – Step One

A. Within five (5) working days of the oral answer, if the grievance is not resolved, the grievance shall be stated in writing, signed by the grievant and lodged with the principal or other authorized administrator on the prescribed form which is available from the building representative in each building. (See Appendix D)

B. In the "Statement of Grievance" the grievant(s) involved shall state the specific facts giving rise to the grievance, shall identify by appropriate reference all provisions of this Agreement of Board Policies alleged to be violated, and shall indicate the specific relief requested.

C. Within five (5) working days after receiving the grievance, the principal or other authorized administrator shall communicate their answer in writing to the grievant and the Association president.

7.5 Formal Grievance Procedure – Step Two:

A. If the grievance is not resolved in Step One, the grievant may, within ten (10) working days of the receipt of the principal or other authorized administrator's answer, submit to the Superintendent or their authorized designee a completed "Statement of Grievance" signed by the grievant. A copy shall be given to the principal, teacher representative, and the Association President.

B. The Superintendent or their authorized representative shall have ten (10) working days to meet with the grievant and/or representative(s) and to answer the grievance in writing. If further time is needed, additional time may be allowed by mutual agreement in writing by the Superintendent or their designee, teacher representative, and the Association President.

7.6 Formal Grievance Procedure – Step Three:

If the Association is not satisfied with the disposition at Step Two, the Association may submit a written appeal to the President of the Board of School Trustees within ten (10) working days of the receipt of the written disposition by the Superintendent or their authorized representative, or in the event the Superintendent or their authorized representative fails to issue a written disposition within the time limit, within thirty (30) working days of the appeal of the grievance to Step Two. Upon written request to the President of the Board of School Trustees the Association shall be entitled to a meeting with the Board to discuss the grievance prior to the Board's final decision. The Board of School Trustees will review the grievance, make its decision, and notify the Association at the earliest opportunity. The decision of the Board shall be final.

Article 8 – Worker's Compensation

8.1 All teachers of the school corporation are protected by the Indiana Worker's Compensation Law for any injury received while carrying out their duties. The Board's responsibility is largely to provide the injured teacher with the proper forms to file with the state.

Article 9 – Liability Insurance

9.1 The Board shall provide liability insurance protection for all teachers in performance of their duties:

A. supervising students in Board approved and sponsored activities both on and/or away from school premises.

B. transporting students in their personal automobiles to Board approved and sponsored activities.

C. should personal injury occur.

9.2 Policies are on file in the Education Service Center.

9.3 Any claims or questions should be directed to the Education Service Center.

Article 10 – Medical Health Insurance Benefits

10.1 Effective January 1, 2026 the Board will pay annually toward the cost of the basic hospital, surgical, and major medical insurance plans at a rate of 84% for the employee only, employee and child(ren), employee and spouse, and family plan. Teachers will pay 16% of the annual cost of their selected plan. Teachers that select the employee and spouse or the family plan shall be subject to a spousal surcharge of $250 per month if the employee's spouse qualifies for medical insurance with their employer or through Medicare.

Effective January 1, 2027 the Board will pay annually toward the cost of the basic hospital, surgical, and major medical insurance plans at a rate of 84% for the employee only, employee and child(ren), employee and spouse, and family plan. Teachers will pay 16% of the annual cost of their selected plan. Teachers that select the employee and spouse or the family plan shall be subject to a spousal surcharge of $250 per month if the employee's spouse qualifies for medical insurance with their employer or through Medicare.

10.2 The Board shall make an annual contribution of up to $750.00 into the Health Savings Account (HSA) on behalf of any teacher electing to participate in the single plan. The Board shall make an annual contribution of up to $1,500.00 into the Health Savings Account (HSA) on behalf of any teacher electing to participate in the family plan. The contribution to the Health Savings Account (HSA) is contingent upon participation in the health and wellness screening.

A teacher that is not eligible for a Health Savings Account (HSA) that participates in a single plan shall receive a stipend in the amount of up to $750.00. A teacher that is not eligible for a Health Savings Account (HSA) that participates in a family plan shall receive a stipend in the amount of up to $1500.00. The stipend is contingent upon participation in the health and wellness screening.

The annual contributions to the Health Savings Accounts (HSA)/cash payments shall be made on a monthly basis.

A teacher who teaches less than a full day shall receive a pro-rated share of the Board's contribution to the Health Savings Accounts (HSA) based upon the pro-rated number of hours worked.

Effective January 1, 2020, if a teacher has a single plan and does not participate in the health and wellness screening the teacher will not receive an annual contribution of $375.00 into the Health Savings Account (HSA) nor will the teacher receive a cash payment of $375.00. Effective January 1, 2020, if a teacher has a single plan and does not meet the requirements of the Outcome Benefit Reward the teacher will not receive an additional annual contribution of $375.00 into the Health Savings Account (HSA) nor will the teacher receive an additional cash payment of $375.00. Effective January 1, 2020, if a teacher has a family plan and does not participate in the health and wellness screening the teacher will not receive an annual contribution of $750.00 into the Health Savings Account (HSA) nor will the teacher receive a cash payment of $750.00. If a teacher has a spouse, the teacher's spouse must also participate in the health and wellness screening in order to receive the annual contribution of $750.00 into the Health Savings Account (HSA) or a cash payment of $750.00. Effective January 1, 2020, if a teacher has a family plan and the teacher and the teacher's spouse, do not meet the requirements of the Outcome Benefit Reward the teacher will not receive an additional annual contribution of $750.00 into the Health Savings Account (HSA) nor will the teacher receive an additional cash payment of $750.00.

10.3 A teacher hired subsequent to January 1, 1986, who teaches less than a full day shall receive a pro-rated share of the Board's contribution toward the medical health insurance benefits based upon the pro-rated number of hours worked.

10.4 Hospital, surgical, and major medical insurance benefits will continue through August 31, for a teacher who severs their employment relationship with the Baugo Community School Corporation at the end of a school year.

10.5 An insurance committee will meet on a regular basis to review the health of the basic hospital, surgical, and medical plan; the dental insurance plan; and the long-term disability plan. Any changes in coverage shall be mutually agreed to by the Association and the Board. The Board will select the carrier which offers the best service at the most reasonable rates.

10.6 The following language shall apply to married couples who elect to participate in a family plan when both employees are employed full-time by the Baugo Community Schools:

The Board will pay toward the cost of the basic hospital, surgical, and major medical insurance plan of ninety percent (90%) of the cost for an employee and spouse plan and family plan and the employees will pay ten percent (10%) of the cost of the selected plan.

2027 Insurance Overview

Employee Costs	**Employee**	**Emp Child**	**Emp Spouse**	**Family**
Health Premium	$2,015.77	$3,718.13	$4,031.54	$5,448.99

Board Contributions	**Employee**	**Emp Child**	**Emp Spouse**	**Family**
Health Premium	$10,582.79	$19,520.20	21,165.58	$28,607.18

Board Contributions	**Employee**	**Emp Child**	**Emp Spouse**	**Family**
HSA	$750	$1500	$1500	$1500
Total Board Contributions	$11,332.79	$21,020.20	$22,665.58	$30,107.18

Total Health Costs	$13,348.56	$24,738.33	$26,697.12	$35,556.17

Article 11 – Dental Insurance Benefits

11.1 Effective January 1, 2025 the Board will pay annually toward the cost of the dental insurance plan at a rate of 33%. Teachers will pay 67% of the annual dental costs.

11.2 The coverage for the plan is as follows:

A. $25 deductible per year family maximum of 2 deductibles for $50.

B. 80% or usual and customary charges for all covered dental services. $1,000 maximum payment per policy year for the member and each dependent covered at the teacher's expense.

Orthodontia: 60% of usual and customary charges for dependent children less than 19 years of age covered at the teacher's expense to a lifetime maximum of $2,500 for each child.

A teacher hired subsequent to January 1, 1986, who teaches less than a full day shall receive a pro-rated share of the Board's contribution toward the dental insurance benefits based upon the pro-rated number of hours worked.

Article 12 – Life Insurance

12.1 The Board agrees to contribute the total cost of a $50,000 life insurance policy for each teacher. For teachers sixty-five (65) years of age and older, the Board shall contribute an amount equal to the amount contributed on behalf of younger teachers and the teacher will be covered in whatever amount of life insurance that amount of premium will purchase. A teacher who teaches less than a full day shall receive a prorated share of the Board's contribution toward the life insurance policy based upon the prorated number of hours worked.

Article 13 – Long Term Disability Insurance Benefits

13.1 The Board agrees to contribute the total cost of a long-term disability insurance plan.

13.2 The coverage for the plan is as follows:

A. 66 2/3% of Salary
B. Ninety Calendar Day Waiting Period
C. Maximum Monthly Benefit – will be increased to not less than 66 2/3% of salary
D. Full Family Social Security Integration
E. Coverage for Nervous and Mental Disabilities
F. Full Maternity Coverage
G. Compliance with the Age Discrimination in Employment Act
H. Cost of Living Adjustment

Article 14 – Unpaid Leave of Absence

14.1 A teacher may continue to carry insurance benefits provided by Articles 9, 10, while on an unpaid leave if they pay the full premium due. Failure to pay the premium in full or advance monthly payments, will result in benefits being canceled.

14.2 A teacher may continue to carry insurance benefits provided by Articles 11, 12, for up to twelve (12) months, while on an unpaid leave, if they pay the full premium due. Failure to pay the premium in full or advance monthly payments, will result in benefits being canceled.

Article 15 – Section 125 Flexible Benefit Spending Plan

15.1 The Board will provide a 125 Flexible Benefit Spending Plan. The administrator of the Plan shall be agreed to by the Board and the Association.

Article 16 – Severance Pay

16.1 Ongoing Contributions to Individual 401(a) and VEBA accounts

A. Effective January 1, 2003, the Board agrees to establish and maintain a qualified retirement plan pursuant to section 401(a) of the U.S. Internal Revenue Code (hereinafter referred to as the 401(a) plan) for all teachers. Effective January 1, 2003, through January 1, 2006, the Board will contribute an amount equal to one percent (1%) of each teacher's base salary annually into the 401(a) plan on behalf of each teacher. Effective January 1, 2006, the Board will contribute an amount equal to one-half percent (1/2%) of each teacher's base salary annually into each individual 401(a) plan on behalf of each teacher. This annual one-half percent (1/2%) contribution will be deposited into the 401(a) plan on a monthly basis as the base salary is paid.

B. The Board agrees to establish and maintain a VEBA (Voluntary Employee Benefit Association) pursuant to 501(a)(9) of the Internal Revenue Code. Effective January 1, 2006, the Board will contribute an amount equal to one-half percent (1/2%) of each teacher's base salary annually into an individual VEBA account on behalf of each teacher. This annual one-half percent (1/2%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid. In addition to this ongoing contribution the Board shall deposit a onetime lump sum payment of one hundred dollars ($100.00) into an individual VEBA account on behalf of each teacher.

C. The ongoing contribution to the 401(a) account and the individual VEBA account on behalf of a teacher will vest with that teacher after the teacher completes one (1) year of service. For purposes of this Article, one (1) year of service shall be credited upon completion of one hundred twenty (120) school days in a given school year.

16.2 Entitlement to Retirement Severance Benefits and Vesting Requirements

Upon retirement from the Corporation, a teacher shall be fully vested in the retirement severance benefits described in Section 16.4 if the retiring teacher has satisfied the following requirements:

The teacher must have completed not less than ten (10) full years of service as a professional educator with the Corporation.

16.3 Actuarial Determination of Value of the Current Retirement Severance Benefits

The Educational Services Company has been selected to determine the present value of the unfunded retirement severance benefits described in Article 28 of the prior Agreement. In making this present value determination, the Educational Services Company shall use the following assumptions:

A. **Interest Rate.** The assumed interest rate for the purpose of determining the present value is four and one half percent (4.5%) in the first three (3) years of the plan and seven and three- quarters percent (7.75%) each year thereafter.

B. **Retirement Age.** It is assumed that an employee terminates employment at the end of the school year in which the employee attains age fifty-eight (58), provided the teacher meets the requirements of 16.2 above, or at the end of the current year if the individual is already age fifty-eight (58) or older.

C. **Termination Assumption.** The Termination Assumption shall be calculated at a two percent (2.0%) annual rate.

D. **Sick Leave Accumulation.** Using the method of calculation described in Article 28 of the prior Agreement, the retirement severance benefit for each employee will be determined, subject to the following adjustments:

1. Sick leave accumulation shall be calculated as of August 31, 2005, and a number of days equal to the average of the employee's annual accrual of sick days, shall be assumed to accumulate for each individual from the date to age fifty-eight (58).

2. In no case will the assumed annual accrual be less than five (5) days or more than (9) days.

E. Employees whose first contractual day is after the 31st day of August, 2005, shall not be entitled to any payment for the eliminated retirement severance benefits. In other words, no contribution shall be made for individuals whose first contractual day is after the 31st day of August, 2005.

F. **Rehired Teacher.** Amounts forfeited upon termination of employment because of the failure to meet the applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently rehired or re-employed by the school corporation. However, if the Board approves a leave of absence for an

employee; such period of leave shall not result in forfeiture, provided the employee shall promptly return to employment following the expiration of the period of leave.

G. **Calculation Date.** The present value of the retirement severance pay pursuant to Article 29, in effect prior to January 1, 2006, shall be calculated, effective as of the 31st day of August, 2005.

H. **Verification of Information.** To confirm the accuracy of the underlying information to be used in the present value calculations, each teacher shall be provided with their basic data that will be used in the calculations, including, the following information:

(1) Date of Birth
(2) Years of Service with the Baugo Community Schools as of August 31, 2005
(3) Base Salary as of August 31, 2005
(4) Accumulated Sick Leave as of August 31, 2005

The Educational Services Company shall assist in the preparation of this verification sheet for each teacher. However, the Board will have the responsibility to forward the verification sheets to the respective teachers. Any corrections must be returned to the Board on or before December 21, 2005. Final calculations will be prepared and the contributions to the individual 401(a) and VEBA accounts will be made after this date. Corrections not returned to the Board by the teacher on or before December 21, 2005, shall be disregarded.

Using the above assumptions and the other assumptions contained on the buyout spreadsheet, the Educational Services Company shall prepare the present value calculations for each teacher and the contributions described hereinafter will be made.

16.4 Buy-out Contributions

A. The school corporation shall contribute to an individual VEBA account on behalf of each teacher fifty percent (50%) of the amount representing the present value of the retirement severance pay as calculated for employees under subsection 16.3 above. The Security Benefit Health Reimbursement Arrangement shall administer the VEBA and shall be the single investment vendor for the VEBA. 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 account. There will be no commingling of accounts and each employee may determine how their account shall be invested among the investment options made available by the vendor for the VEBA.

2. The employee shall have no access to the assets held in their separate VEBA account until such time that an employee has retired and satisfied the eligibility requirements set forth in this Article.

3. If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in this Article, the terminated employee's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts. This reallocation shall be in a manner similar to that used by the Educational Services Company 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:

(i) Employees who forfeited their VEBA account in the same year;
(ii) Employees who previously forfeited their VEBA accounts; and
(iii) Employees who have attained the age of fifty-eight (58) and terminated employment in or before the year of the reallocated forfeiture.

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

4. Following retirement and the satisfaction of the requirements set forth in this Article, retired employee may use the amounts held in their separate 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. Furthermore, following the death of an employee who had otherwise satisfied the requirements of this Article, any amounts remaining in the deceased employee's VEBA account may continue to be used to pay these premiums and expenses of the employee's spouse and dependents. At no time may the VEBA make loans to an employee, their spouse, or their dependents.

B. The school corporation shall contribute to an individual 401(a) account on behalf of each teacher fifty percent (50%) of the amount representing the present value for the retirement severance pay as calculated for employees under subsection 16.3 above. Security Benefits shall administer the 401(a) plan and shall be the single investment vendor for the Baugo Community Schools 401(a). The terms and conditions for the administration and operations of the 401(a) shall be as follows:

1. The amount calculated for each employee will be invested in a separate account. There will be no commingling of accounts and each employee may determine how their account shall be invested among the investment options made available by the investment vendor for the 401(a) Plan.

2. The employee shall have no access to the assets held in their separate 401(a) plan account, until such time that an employee has retired and satisfied the eligibility

requirements set forth in this Article. At no time may a participant borrow from the 401(a) plan account.

3. If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in this Article, the terminated employee's 401(a) plan account shall be forfeited. The forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate 401(a) plan accounts in a manner similar to that used in initially determining the present value calculations. Therefore, the 401(a) plan accounts of the following employees will not share in the reallocation of a forfeiture of a 401(a) plan account.

(i) Employees who forfeited their 401(a) plan accounts in the same year;
(ii) Employees who previously forfeited their 401(a) plan accounts; and
(iii) Employees who have attained age of fifty-eight (58) and terminated employment in or before the year of the reallocated forfeiture.

Furthermore, 401(a) plan 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 actuarial basis.

4. Following retirement and the satisfaction of the requirements set forth in subsection 16.3 of this Article, a retired employee may elect to commence distributions from their 401(a) plan account. If an employee dies after having satisfied the requirements of this Article, the deceased employee's 401(a) plan account shall be distributable to the decedent's designated beneficiary or to their estate if no beneficiary designation has been made. At no time may a participant borrow from the 401(a) plan account.

Article 17 – Conference Attendance

17.1 Application for Professional Conference leave shall be made by completing the form found in Appendix D. The principal shall indicate their recommendation on the form and forward it to the Superintendent. Teachers on approved professional conference leave shall receive their regular salary and, in addition, will be reimbursed for documented claims for mileage, registration, meals, and lodging.

Article 18 – Transportation Allowance

18.1 Teachers required in the course of their work to drive personal automobiles from one school building to another, shall receive a car allowance equal to the allowable IRS mileage rate.

18.2 It shall be the responsibility of the teacher to keep a log of dates, nature of business, points of origin and destination, odometer readings, and miles traveled, and to submit the appropriate claim form to the Education Service Center.

Article 19 – Jury Duty and Witness Leave

19.1 Jury Duty Leave:

In the event a teacher is summoned to serve as a juror in a court of law, the teacher shall be granted jury duty leave for the hours of the normal school day during which the teacher is required to fulfill the duties of a juror. Such leave shall result in no loss of salary, provided that the teacher provides the employer with sufficient evidence of the amount of money received by the teacher from the court as compensation for such services. This amount will be deducted from the teacher's daily rate of pay.

19.2 Witness Leave:

Provided the teacher is not a plaintiff in the pending case, in the event a teacher is subpoenaed to serve as a witness before a court of law or governmental administrative agency, the teacher shall be granted witness leave for the hours of the normal school day during which the teacher is required to testify. Such leave shall result in no loss of salary, provided that the teacher provides the employer with sufficient documentation of the amount of money received as compensation for such service. The amount will be deducted from the teacher's daily rate of pay.

Article 20 – Personal Leave

20.1 Upon reporting for one full workday each school year, a teacher shall be entitled to three (3) days paid personal leave for transaction of personal business. A teacher hired after October 1 shall receive a prorated number of personal leave days rounded to the next full day. A personal leave day request should be submitted to the substitute management system at least one (1) hour prior to the close of the normal school day.

A teacher who is less than 1.0 FTE will have personal days prorated based on the following formula and taken in ½ day increments:

a) Number of days employed / Number of contract days x FTE x 3 = Number of personal days. For example, 185/185 x 0.5 FTE x 3 = 1.5 = 2 personal days.

20.2 A teacher may use paid personal leave in order to extend (by a single day) a holiday or scheduled recess so long as the teacher follows the procedure set out in 20.1 above. However, the teacher will be required to relinquish two (2) days of their paid personal leave in exchange for the approval of the requested leave.

20.3 Any unused personal leave days will be transferred to Personnel Illness Leave days at the end of each contract year.

20.4 With the approval of the Superintendent, a teacher may be allowed additional personal leave days not to exceed the number of personal leave days unused by the

teacher during the previous school year. The Superintendent's approval must be obtained prior to the use of such days. More than three (3) personal leave days may be used consecutively in cases of unique and/or unusual circumstances and with approval from the superintendent. These additional days will be deducted from the teacher's accumulated personal illness leave. A teacher who receives compensation for unused personal leave day(s) pursuant to the Attendance Stipend pursuant to Article 25 shall not be eligible to use those personal leave days the following school year.

20.5 Additional leave without pay may be granted by the Superintendent.

20.6 Summer school teachers (other than teachers of driver's education) shall be eligible to use one (1) personal business day credited but not used during the previous regular school year. If necessary, this day shall be pro-rated on the basis of two (2) hours equal one-half (1/2) day and four (4) hours equal one (1) day. The absent teacher shall be responsible for securing a substitute teacher.

Article 21 – Bereavement Leave

21.1 In the event of death(s) within the teacher's immediate family (i.e. spouse, children, sister, brother, mother, father, mother-in-law father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren, stillbirth) this also includes any member of the family unit with legal residence in the teacher employee's household irrespective of relationship, the teacher employee shall be provided with a paid leave of up to seven (7) consecutive calendar days immediately following the death.

21.2 In the event more than one death in the teacher's immediate family should occur, seven (7) consecutive calendar days paid leave shall be granted for each death, provided that said days are concurrent in the event of deaths occurring within seven (7) seven calendar days of each other.

21.3 Two (2) days paid leave shall be granted for the funeral of another relative of the teacher other than the teacher's immediate family.

21.4 One (1) day paid leave shall be granted for the funeral of close friends. The arrangements should be made through the building principal.

21.5 The Superintendent, at their discretion, may grant additional bereavement days.

Article 22 – Family Illness Leave

22.1 All teachers shall be allowed up to five (5) days of illness, surgery, or injury of a member of the immediate family (i.e. spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren (this also includes any member

of the family unit with legal residence in the teacher employee's household irrespective of relationship).

22.2 A teacher shall be allowed up to five (5) days family illness leave in the event the teacher's spouse gives birth to a child. These family illness leave days shall be used immediately following the birth of the child.

22.3 These days shall be without loss of pay and shall be deducted from sick leave.

22.4 In the event a prolonged illness of a member of the immediate family occurs, the Superintendent may grant additional days. The additional days will be deducted from sick leave.

Article 23 – Quarantine and Injury

23.1 Each teacher shall be entitled to be absent from work on account of injury on the job or in the performance of school responsibilities or duties, or quarantine, for a total of ten (10) days without loss of compensation.

23.2 Illness from childhood communicable disease, verified by a doctor's statement, shall and not be deducted from sick leave.

23.3 Absence due to injury on the job shall not be deducted from sick leave and compensation shall be equal to the difference between the regular pay and workmen's compensation payment, if any.

Article 24 – Personal Illness Leave

24.1 Upon reporting for one full workday, each school year a teacher shall be entitled to be absent from work on account of illness, physical disability, surgery, or quarantine for a total of ten (10) days without loss of compensation. A teacher hired after October 1 shall receive a prorated number of sick leave days.

A teacher who is less than 1.0 FTE will have personal illness days prorated based on the following formula and allow to be taken in ½-day increments:

a) Number of days employed / Number of contract days x FTE x 10 = Number of personal illness days. For example, 185/185 x 0.5 FTE x 10 = 5 personal illness days.

24.2 If, in any one (1) school year, the teacher shall be absent for illness, physical disability, or surgery less than the number of days to which they are entitled by virtue of Section 24.1, the unused days shall be accumulated up to a maximum of one hundred (100) days (See Article 25 Attendance Stipend).

24.3 In the event a teacher shall have accumulated one (1) or more days of sick leave in another school corporation and shall thereupon become employed by the Baugo Community Schools, there shall be added for the second year, and each succeeding year of such employment up to three (3) days of sick leave until the number of

accumulated days to which said teacher was entitled in the last place of employment shall be exhausted. This provision is subject to written verification from the most recent employer.

24.4 In the event that the employer has reason to believe that abuse of the personal illness leave by the teacher exists; said employer may require the teacher to verify such illness, disability, etc., affirming that the teacher is unable to fulfill their normal assigned duties because of such illness or disablement.

24.5 Teachers may donate up to two (2) sick leave days in a given school year. These days may be donated to any teacher who, in the case of extended illness, has exhausted their sick leave days and personal leave days. A request for such donations will be made through the President of the Association. With the consent of the teacher making the request, Human Resources will convey the request to teachers and will circulate the appropriate form among teachers. Completed forms will be submitted to the Superintendent by Human Resources. A doctor's certificate will confirm the illness. The maximum number of days that may be donated to a given teacher in a given school year is the number of days it would take to enable that teacher to be eligible for long term disability insurance up to a maximum of sixty (60) days in a given school year.

24.6 Maternity leave shall be granted to teachers in accordance with the provisions of applicable state law. The use of the teacher's available paid leave time will be limited to 6 weeks (30 working days) for natural childbirth and 8 weeks (40 working days for a C-section delivery).

24.7 Adoption Leave. Except in the case of a child sought to be adopted by a step-parent, a teacher who adopts a preschool child shall be entitled to a leave of absence. The use of the teacher's available paid leave time will be limited to 6 weeks (30 working days) The teacher concurrently with the adoption application, shall notify the Superintendent of the expected length of this leave and attach thereto a statement from a duly licensed child placing agency, or the applicable county department of public welfare, certifying that the teacher has made an adoption application. If there are two teachers in the family, up to five (5) days leave shall be available for the second teacher for the purpose of adoption. These days of absence with pay must take place within five (5) working days of the adoption. Used adoption leave days for the second teacher will be deducted from the teacher's available paid leave time.

Parent Leave. Up to five (5) days of paternity leave shall be available to a teacher immediately following the birth or adoption of their child. These days must take place within five (5) working days of the birth or return home from the hospital. Parent leave taken will be deducted from personnel illness leave.

24.8 Summer school teachers (other than teachers of driver's education) shall receive one (1) sick day to be used, during a given summer school session, on account of illness physical disability, surgery, or quarantine without loss of compensation.

This one (1) sick day shall not be added to a teacher's accumulated days of unused sick leave during a summer school session. In addition to this one (1) sick day, summer school teachers (other than teachers of driver's education) shall be eligible to use two (2) sick leave days credited but not used during the previous regular school year. If necessary, these days shall be pro-rated on the basis of two (2) hours equal one-half (1/2) day and four (4) hours equal one (1) day. A teacher that is going to be absent during summer school shall be responsible for notifying the summer school principal as soon as practicable.

Article 25 – Attendance Stipend

25.1 The maximum stipend that a teacher could earn during the school year shall be thirteen (13) days times seventy-five dollars ($75.00) per day for a total of $975.00. If, during the school year, a teacher uses one or more day(s) of leave (any combination of personal illness, emergency leave, personal leave, family illness leave or bereavement leave, other than death(s) within the teacher's immediate family) the stipend to which the teacher shall be entitled shall be reduced by seventy-five dollars ($75.00) for each day used. The Attendance Stipend shall be paid to the teacher during the month of June, of the current school year. This stipend was bargained outside of the compensation plan in accordance with legal guidance and decisions issued by the Indiana Education Employment Relations Board.

25.2 Teachers with less than one hundred (100) days of personal illness leave, and/or emergency leave, accumulated as of the 2014-2015 school year shall be entitled to the Attendance Stipend for unused days during the 2025-2026 school year and the personal illness leave, emergency leave, and/or personal leave day(s) shall continue to accrue as emergency leave, and or personal illness leave, until reaching the cap of one hundred (100) days. Teachers with more than one hundred (100) days of Personal Illness Leave and/or Emergency Leave accumulated as of the 2014-2015 school year shall be grandfathered with the amount of Personal Illness Leave and/or Emergency Leave days they have accumulated. Teachers with one hundred (100) days or more of Personal Illness Leave and/or Emergency Leave accumulated as of the 2014-2015 school year shall be entitled to the Attendance Stipend for unused days during the 2026-2027 school year, however, the Personal Illness Leave, Emergency Leave, and/or personal leave day, for which they are compensated shall not be added to their accumulated Personal Illness Leave and/or Emergency Leave.

The language of this Article (25.2) shall supersede Article 24.2. In the event this Article is eliminated, the language of 24.2 shall become effective.

Article 26 – Association Leave

26.1 The Association President or the President's designee may be absent with pay and without loss of any leave in order to attend meetings scheduled with the employer to discuss problems of mutual concern and conduct Association business eleven (11) days per year. A request for an Association day shall be made in writing by 9:00 a.m. the preceding day (except in case of an emergency) in order to secure a

qualified substitute(s). The Board will pay the substitute costs. Not more than two of these days will be used on any given day without the approval of the Superintendent. These days are non-accumulative. It is recognized that it is sometimes necessary that representatives of our schools are available to testify before and to speak with members of the Indiana General Assembly while our legislature is in session. The Superintendent may, in any given year, grant additional Association days.

Article 27 – Salary Payments

27.1 The School Corporation shall pay directly to the Indiana State Teachers' Retirement Fund the teachers' three percent (3%) contribution to the fund. The designation of a beneficiary is the responsibility of the teacher.

27.2 Basic Salaries for teachers shall be paid in twenty-six (26) payments.

A teacher that notified the employer, in writing, of their irrevocable pay election of twenty-one (21) payments on or before May 15, 2022, shall be grandfathered. A grandfathered teacher shall receive their pay in twenty-one (21) payments unless on or before May 15, of a given school year the teacher notifies the employer of a change in pay election to twenty-six (26) payments. A teacher's change in pay election to twenty-six (26) payments shall be effective the following school year.

The first pay date for the 2026-2027 school year shall be September 2, 2026. If the Board of School Trustees makes significant modifications to the start of the 2026-2027 school year the parties will meet to negotiate an adjustment to the pay dates.

27.3 Teachers shall be paid for extra duty responsibilities listed in the Extra Duty Salary Schedule in the following manner. Fall activities shall be paid in a lump sum on or before November 15th of a given school year. Winter activities shall be paid in a lump sum on or before March 15th of a given school year. Spring activities shall be paid in a lump sum on or before May 30th of a given school year. Activities that last the entire school year shall be paid in a lump sum on or before May 30th of a given school year.

27.4 Teachers who are certified by the National Board for Professional Teaching Standards will be eligible for a stipend in the amount of one thousand five hundred dollars ($1,500.00) during each school year they are so certified. This stipend was bargained outside of the compensation plan in accordance with legal guidance and decisions issued by the Indiana Education Employment Relations Board.

27.5 If the Superintendent determines, during a given school year, there is need for an additional extra duty position the position will be created and the teacher placed in the position shall be paid a stipend of $630.00 for the first year. If the position continues to exist the following school year the parties will meet to negotiate the

appropriate stipend amount for the position for the following school year and thereafter.

27.6 When, on a long-term basis (semester or school year) a teacher is assigned to teach an additional class during their planning period the teacher shall be paid at the teacher's hourly rate.

27.7 When a teacher is assigned to teach as a substitute during their planning time, the teacher shall be paid a thirty dollar ($30.00) stipend. Substitute teaching during a teachers plan period is considered an ancillary duty.

27.8 A teacher that provides tutoring for students outside of his/her normal workday shall be paid at the rate of twenty-five dollars ($25.00) an hour.

27.9 A teacher that teaches a class period that is eligible for advanced placement shall be compensated with a stipend in the amount of three-hundred dollars ($300.00) per semester for the advanced placement class taught. This stipend was bargained outside of the compensation plan in accordance with legal guidance and decisions issued by the Indiana Education Employment Relations Board.

27.10 The Employer will pay a yearly stipend in the amount of three thousand dollars ($3,000) to a teacher (appropriately certified or otherwise qualified) who is assigned to provide instruction for at least one (1) Dual Credit class. In order to increase the number of teachers who are appropriately certified to teach Dual Credit classes, the Superintendent may also designate a reasonable number of teachers who are not currently assigned to teach a Dual Credit class to receive this stipend. Any Teacher who receives this stipend but who is not fully credentialed with Higher Learning Commission to teach a Dual Credit course must provide the Employer with proof of progress toward the completion of the required graduate course of study on a yearly basis. The parties have agreed that the completion of at least three (3) credit hours per school year in the applicable graduate course of study shall constitute sufficient proof of progress. This stipend was bargained outside of the compensation plan in accordance with legal guidance and decisions issues by the Indiana Education Employment Relations Board.

Article 28 – Expanded Criminal History Background Checks

28.1 Consistent with the terms of IC 20-26-5-10, the Board shall pay the cost of any and all expanded criminal history background checks that teachers are required to undergo.

Article 29 – Term of Contract

29.1 This contract shall be effective as of July 1, 2026, and shall continue in effect through June 30, 2027. This contract shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

29.2 The undersigned attest to the following:

A public hearing was held on August 13, 2026, in compliance with IC 20-29-6-1(b), and electronic participation from the parties and/or public was not permitted; and

A public hearing was held on October 26, 2026, in compliance with IC 20-29-6-19 to discuss the tentative agreement and electronic participation for the governing body and/or public was/was not permitted.

29.3 This contract is made and entered into at Elkhart, Indiana on this 9th day of November, 2026, by and between the Board of School Trustees of the Baugo Community Corporation, County of Elkhart, State of Indiana, and the Baugo Education Association, an affiliate of the Indiana State Teachers' Association and the National Education Association.

BAUGO EDUCATION ASSOCIATION

BY: _____
President

BY: _____
Secretary

BOARD OF SCHOOL TRUSTEES
BAUGO COMMUNITY SCHOOLS

BY: _____
President

BY: _____
Secretary

APPENDIX A

BAUGO COMMUNITY SCHOOLS

Teacher Compensation Model
(Salary Range: $47,000 - $78,100 prior to bargaining)

1. General Eligibility

   A teacher who received an evaluation rating of Needs Improvement or Ineffective during the prior school year shall not be eligible for any salary increase and remains at their prior year salary.

2. Factors and Definitions

   a. Academic Needs – The teacher did not receive a needs improvement or ineffective evaluation rating for the prior year.
      I. For 2026-2027, the increase for advancing a row in either column is $2,000 for Academic Needs ($1,000 plus the $1,000 increase to each cell on the previous schedule).

   b. Education –The teacher earned a master's degree in a content area as defined by the Indiana Department of Education if the degree is completed and verified by the Human Resources department by December 1, the teacher's salary will be adjusted accordingly.
      II. For 2026-2027, the increase for advancing a column (but staying in the same row) is $3,000. $1,000 is for the first year of possessing a content area master's degree, and $2,000 for Academic Needs ($1,000 plus the $1,000 increase to each cell on the previous schedule).

   b. Instructional Leadership – A teacher who possesses a teaching license with an early literacy endorsement on their Indiana license will receive a one-time additional $100 to their base contracted salary. This endorsement must be completed/or applied for and proven by documentation by December 1.

3. New Teacher Placement

   New hires with no previous experience will be placed on the salary schedule at level A. New hires with previous experience will be placed at the level commensurate with their own education and experience, equating the alphabetic rows to years' experience for new hires only.

   In the event a new teacher is hired in a hard to fill teaching assignment, the superintendent may grant an addition to the base salary in increments of $1,000.00 up to maximum of $3,000.00. This provision shall not apply to a new teacher who has been employed by the Baugo Community School Corporation under a regular or temporary teacher contract within the past two (2) school years. In the event a new teacher is hired in a hard to fill teaching assignment, the superintendent with the agreement of the Association may grant up to $77,000, an addition to the base salary in increments of $1,000.00 above the maximum of $3,000.00.

APPENDIX B
SALARY SCHEDULE
Effective 2026-2027 School Year

ROWS	BS/BA	BS/BA + LIT	MA/MS	MA/MS + LIT
A	47,000	47,100	49,000	49,100
B	48,000	48,100	50,000	50,100
C	49,000	49,100	51,000	51,100
D	50,000	50,100	52,000	52,100
E	51,000	51,100	53,000	53,100
F	52,000	52,100	54,000	54,100
G	53,000	53,100	55,000	55,100
H	54,000	54,100	56,000	56,100
I	55,000	55,100	57,000	57,100
J	56,000	56,100	58,000	58,100
K	57,000	57,100	59,000	59,100
L	58,000	58,100	60,000	60,100
M	59,000	59,100	61,000	61,100
N	60,000	60,100	62,000	62,100
O	61,000	61,100	63,000	63,100
P	62,000	62,100	64,000	64,100
Q	63,000	63,100	65,000	65,100
R	64,000	64,100	66,000	66,100
S	65,000	65,100	67,000	67,100
T	66,000	66,100	68,000	68,100
U	67,000	67,100	69,000	69,100
V	68,000	68,100	70,000	70,100
W	69,000	69,100	71,000	71,100
X	70,000	70,100	72,000	72,100
Y	71,000	71,100	73,000	73,100
Z	72,000	72,100	74,000	74,100
AA	73,000	73,100	75,000	75,100
BB	74,000	74,100	76,000	76,100
CC	75,000	75,100	77,000	77,100
DD	76,000	76,100	78,000	78,100
EE	77,000	77,100	79.000	79,100

APPENDIX C

BAUGO COMMUNITY SCHOOLS
EXTRA DUTY SCHEDULE
SCHOOL YEAR 2026-2027

AN ASSISTANT IS ONE WHO AIDES A HEAD COACH IN ANY GIVEN SPORT. THIS POSITION MUST BE SOMEONE OTHER THAN THE HEAD COACH IN THE SPORT.

SPORT/ACTIVITY	POSITION	SALARY
	HIGH SCHOOL SPORTS	
BASEBALL	Head Coach	$5,016.00
BASEBALL	Assistant Coach	$2,038.00
BASKETBALL	Head Coach	$8,150.00
BASKETBALL	Assistant Coach	$3,308.00
BASKETBALL	9th Grade Coach	$2,759.00
CROSS COUNRTY	Head Coach	$2,156.00
FOOTBALL	Head Coach	$8,150.00
FOOTBALL	Assistant Coach	$3,266.00
GOLF	Head Coach	$2,161.00
GOLF	Assistant Coach	$830.00
SOCCER	Head Coach	$4,702.00
SOCCER	Assistant Coach	$1,850.00
SOFTBALL	Head Coach	$5,016.00
SOFTBALL	Assistant Coach	$2,038.00
SWIMMING	Head Coach	$5,102.00
SWIMMING	Assistant Coach	$1,850.00
TENNIS	Head Coach	$2,351.00
TENNIS	JV Head Coach	$1,192.00
TRACK	Head Coach	$4,702.00
TRACK	Assistant Coach	$1,851.00
VOLLEYBALL	Head Coach	$4,702.00
VOLLEYBALL	Assistant Coach	$2,210.00
WRESTLING	Head Coach	$5,016.00
WRESTLING	Assistant Coach	$2,038.00
FLAG FOOTBALL	Head Coach	$2,351.00

JUNIOR HIGH / INTERMEDIATE SPORTS		
BASKETBALL	Head Coach	$1,912.00
BASKETBALL	6th Grade Coach	$1,254.00
BASKETBALL	6th Grade Assistant Coach	$878.00
CROSS COUNTRY	Head Coach	$1,004.00
FOOTBALL	Head Coach	$2,113.00
FOOTBALL	Assistant Coach	$2,007.00
SWIMMING	Head Coach	$1,456.00
SWIMMING	Assistant Coach	$1,000.00
TRACK	Head Coach	$941.00
VOLLEYBALL	Head Coach	$1,254.00
VOLLEYBALL	6th Grade Head Coach	$1,254.00
VOLLEYBALL	6th Grade Assistant Coach	$1,082.00
WRESTLING	Head Coach	$1,456.00
WRESTLING	ASSISTANT COACH	$1,050.00

HIGH SCHOOL ACTIVITY		
9TH GRADE	Sponsor	$630.00
10TH GRADE	Sponsor	$630.00
11TH GRADE	Sponsor	$1411.00
12TH GRADE	Sponsor	$1,411.00
ACADEMIC	Academic Team Coach	$630.00
ACADEMIC	Academic Team Coordinator	$941.00
BAND	Assistant Band Director	$1,000.00
BAND	PEP Band Director	$1,000.00
BAND	Band Director	$2,289.00
BOWLING	Head Coach	$659.00
CHEERLEADERS	Assistant Sideline Coach (Fall)	$1,411.00
CHEERLEADERS	Assistant Sideline Coach (Winter)	$1,027.00
CHEERLEADERS	Sideline Coach (Fall)	$2,053.00
CHEERLEADERS	Sideline Coach (Winter)	$2,053.00
CHOIR / VOCAL MUSIC	Director	$2,227.00
CLUB	Art	$630.00
CLUB	Garden	$630.00
CLUB	World Language	$630.00
COLOR GUARD	Head Coach	$1,196.00
DECA	Sponsor	$1,881.00
DRAMA CLUB	Sponsor	$630.00
FALL PERCUSSION	Director	$630.00
FITNESS CENTER	Coordinator (Fall)	$630.00
FITNESS CENTER	Coordinator (Spring)	$630.00
FITNESS CENTER	Coordinator (Summer)	$630.00
FITNESS CENTER	Coordinator (Winter)	$630.00
MARCHING BAND	Assistant Director	$2038.00
MARCHING BAND	Director	$5,016.00
MUSICALS	Ast Musical Director (Per Performance)	$941.00
MUSICALS	Musical Director (Per Performance)	$1,881.00
NATIONAL HONOR SOCIETY	Sponsor	$983.00
NATIONAL HONOR SOCIETY	Sponsor (9^{th} Grade)	$630
PLAYS	Assistant Play Director (Per Play)	$847.00
PLAYS	Play Director (Per Play)	$1,568.00
ROBOTICS	Head Coach	$3,135.00
ROBOTICS	Assistant Coach	$1,286.00
SPELLING BOWL	Sponsor	$630.00
SPORTS	Athletic Trainer	$5,016.00

STUDENT COUNCIL	Sponsor	$1,027.00
TECHNOLOGY INTEGRATION	Coordinator	$630.00
THEATRICAL	Audio/Visual Director	$1,818.00
THEATRICAL	Stage Manager-System wide	$2,445.00
TICKET OFFICE	Manager (Spring)	$1,360.00
TICKET OFFICE	Manager (Winter)	$1,440.00
TICKET OFFICE	Manager (Fall)	$1,440.00
WINTER GUARD	Director	$630.00
WINTER PERCUSSION	Director	$1,360.00
YEARBOOK	Sponsor	$2,206.00
UNIFIED TRACK	Coach	$630
SOCIAL MEDIA	Coordinator	$630
TEAM LEADER	Team / Department Lead Teacher	$1,442

JUNIOR HIGH ACTIVITY		
ACADEMIC	Academic Team Coordinator	$941.00
ACADEMIC	Team Coach	$630.00
ATHLETICS	Coordinator	$5,016.00
BAND	Assistant Band Director	$500.00
BAND	Band Director	$2,164.00
CHEERLEADERS	Head Coach, Football	$549.00
CHEERLEADERS	Head Coach, Basketball	$549.00
CHOIR / VOCAL MUSIC	Director	$941.00
CONCESSIONS	Manager	$1254.00
NATIONAL JR HONOR SOCIETY	Sponsor	$983.00
ROBOTICS	Head Coach	$2,069.00
SPELLING BOWL	Sponsor	$941.00
STUDENT COUNCIL	Sponsor	$781.00
TECHNOLOGY INTGRATION	Coordinator	$630.00
THEATRICAL	Director (Per Play/Musical)	$1,568.00
YEARBOOK	Sponsor	$1,768.00
SOCIAL MEDIA	Coordinator	$630
TEAM LEADER	Team / Department Lead Teacher	$1,442

INTERMEDIATE ACTIVITY		
ACADEMIC TEAM SPELLBOWL	Coordinator & Coach	$941.00
ATHLETICS	Coordinator	$1,098.00
LEGO CLUB	Coach	$630.00
ROBOTICS (Competition)	Head Coach	$2,069.00
STUDENT COUNCIL	Sponsor	$781.00
TECHNOLOGY INTEGRATION	Coordinator	$630.00
THEATRICAL	Musical/Play Director (Per Performance)	$408.00
YEARBOOK	Sponsor	$839.00
SOCIAL MEDIA	Coordinator	$630
TEAM LEADER	Team / Department Lead Teacher	$1,442

ELEMENTARY ACTIVITY		
TECHNOLOGY INTEGRATION	Coordinator	$630.00
YEARBOOK	Sponsor	$839.00
LEGO CLUB	Coach	$630.00
SOCIAL MEDIA	Coordinator	$630
TEAM LEADER	Team / Department Lead Teacher	$1,442

APPENDIX D

CONFERENCE LEAVE FORM

TO: Superintendent of Schools

FROM: _____

_____

SUBJECT: Application for Conference Leave

_____

Purpose

_____ _____

Date (s) Place Where Held

_____ _____

Signature Title

_____ _____

Department School

ESTMATED EXPENSES:

Mode of Travel _____
(train, plane, car, bus)

Fare or Mileage _____
(round-trip)

Registration Fee* _____

Lodging _____

Meals _____

Other Costs _____

Is a substitute needed: YES_____ NO_____ If "YES" for how many days? _____

DATE RECEIVED IN SUPERINTENDENTS'S OFFICE_____

Approved_____ Rejected_____ Signed: _____
Building Principal

Approved_____ Rejected_____ Signed: _____
Superintendent of Schools

*When a teacher determines that a conference will accept a purchase order, upon request of the teacher, a purchase order will be issued from the building principal for the registration fee.

APPENDIX E

GRIEVANCE REPORT FORM

Step I –Principal
Step II –Superintendent
Step III –Board

BUILDING ASSIGNMENT NAME OF GRIEVANT DATE FILED

STEP I

A. Date Cause of Grievance Occurred:

B. 1. Statement of Grievance:

1. Article(s) or Sections(s) Violated:

3. Relief Sought:

Date Signature

C. Disposition by Principal:

Date Signature

STEP II

A. Date Grievance Submitted to Superintendent: _____

_____
Signature

B. Disposition by Superintendent:

_____

_____

_____

_____

_____

_____ _____
Date Signature of Superintendent of Designee

STEP III

A. Date Grievance Submitted to the Board: _____

_____
Signature of Association President

B. Disposition by the Board:

_____

_____

_____

_____

_____ _____
Date Signature of Board President

Dated: January 8, 2007