NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

PROFESSIONAL AGREEMENT

FOR THE SCHOOL YEAR

2025-2027

PROFESSIONAL AGREEMENT BETWEEN

THE BOARD OF SCHOOL TRUSTEES OF THE

NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

AND THE NORTH PUTNAM TEACHERS ASSOCIATION

This Professional Agreement is entered into this thirteenth day of November 2025, by and between the **Board of School Trustees of the North Putnam Community School Corporation** ("the School Board" or "the Board") and the **North Putnam Teachers' Association** ("the Association"), an affiliate of the Indiana State Teachers Association and the National Education Association, is to witness that:

Whereas the School Board and the Association recognize and declare that providing quality education for the children of the North Putnam Community School Corporation is their mutual aim; and

Whereas the School Board and its designated representatives have met with the Association's representatives and entered into extended deliberate negotiations concerning wages and other mandatory subjects of bargaining pursuant to IC 20-29; and

Whereas, the parties have reached agreement, the terms of which are contained herein.

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ARTICLE 1
TERM OF AGREEMENT

This agreement shall be effective as of July 1, 2025 and shall continue in effect through June 30, 2027. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

ARTICLE 2
RECOGNITION

The bargaining unit of North Putnam Teachers Association exclusive representative and North Putnam School Corporation school employer is the following:

All certified personnel employed by the School Board except the Superintendent, Principals, Assistant Principals, the Director of Operations, Dean, Athletic Director, and permanent substitutes.

ARTICLE 3
DEFINITIONS

The following terms shall have the meaning set forth throughout this agreement, unless specified otherwise.

A. "Teacher", means all certified personnel employed by the School Board except the Superintendent, Principals, Assistant Principals, Director of Operations, Dean, Athletic Director, and permanent substitutes.

B. "School Corporation" or "Corporation" means the North Putnam Community School Corporation, of Putnam County, Indiana.

C. All references to the School Corporation, the School Board, and the Association include their authorized officers, representatives, and agents.

D. "Emergency" means a condition or situation which could not have been anticipated under normal circumstances.

E. "Day" means school days as per the adopted school calendar during the school year and refers to a weekday when school is in session.

ARTICLE 4
EFFECT OF AGREEMENT

A. This agreement supersedes and cancels all previous agreements, whether verbal or written, between the parties and any alleged past practice of the Corporation, and it constitutes the entire agreement between the parties. This agreement also supersedes any rules, regulations, policies, or practice of the Board which are contradictory or inconsistent with this agreement's terms.

B. The Association's rights and privileges, as the teachers' representative, as set forth in this Agreement, shall be granted only to the Association for this Agreement's term.

C. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to the negotiable items and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject may not have been within the knowledge or contemplation of either or both parties at the time they signed this Agreement. The parties may, by mutual consent, open the Agreement to renegotiate any of its provision(s) or to add to the Agreement.

ARTICLE 5
TIME OFF FOR OTHER WORK

A. Association Work. The Association's Co-Presidents shall be granted a total of two paid (2) days in the year of the legislature's short session and three (3) paid days in the year of the legislature's long session to conduct Association business. Advance written notification shall be made three (3) days before using these days except when arrangements are made with the Superintendent. The Association shall reimburse the Corporation for the usual and customary daily pay for the cost of the substitute(s).

B. IEP Release Time. Each special education teacher shall be provided unassigned release time to complete the IEPs and annual case reviews as follows: 1-10 students: ½ day; 11-20 students: 1 day; 21-30 students: 1 ½ days; and so on. Categories over ½ day may be used in one-half (½) day increments. The Corporation will comply with all lawful requirements relating to who shall be required to attend Case Conference Reviews. The duty is ancillary.

C. Lunch Period. Teachers shall have thirty (30) continuous minutes for the duty-free lunch period each school day. This term is included for information only. This term was not bargained for by the parties.

ARTICLE 6
LEAVE DAYS

A. Leave Days shall be credited annually to each teacher on the first (1st) day of employment as follows:

1. Fifteen (15) days each school year.

2. Leave days not used during the school year shall be allowed to accumulate to a maximum of ninety (90) days. Unused days above 90 days shall be paid into the individual teacher's 401(A) plan at the end of each school year at the rate of forty dollars ($40) per day.

3. Leave days shall be transferable from the immediately previous school corporation after the first (1st) year of employment at the rate of three (3) days leave per year until accumulation is exhausted.

4. Part-time teachers' leave days shall be prorated according to the number of hours per day worked.

5. The annual leave fifteen (15) leave days may be used for any reason, however: a teacher may take no more than five (5) days consecutively more than one time during the school year. Should a teacher request more than three (3) consecutive days after the first occurrence the request will need administrator approval in order for said days to be granted.

6. The above days shall not be used for the sole and exclusive purpose of extending any break or shortening the end of the school year.

7. A Leave Day taken preceding or following a school holiday shall be charged two (2) leave days for one (1) taken either before or after a school holiday. A school holiday is defined as a day when students are not in session. The exception to this would be on the first or last day of school to move a child or stepchild to/from college OR attend military graduation services for a family member as defined in Article VI Item E.

B. Leave days accumulated by a teacher before a leave of absence, and not used during the leave, shall be credited to the teacher upon their return.

C. The accumulated leave balance shall be included on the teacher's pay stub.

D. Teachers employed on Supplemental Agreements for regular summer school or ISTEP Remediation classes shall be granted days as follows:
If employed to teach up to four weeks: one (1) day;
If employed to teach four (4) weeks or more: two (2) days.

Unused days granted under this section shall not be accumulated or transferred to any other account.

The teachers specified above are eligible to use up to five (5) days of accumulated leave, as follows: Less than three (3) hours of summer school contracted service shall be considered as "one-half day". Three (3) hours or more shall be considered as a "day". Any time used, over and above the days granted shall be deducted from available leave accumulation.

E. "Immediate family member", in this instance, means spouse/significant other, parent, sibling, child(ren), step-child(ren), grandparent, great-grandparent, grandchild, father, mother, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, step-parent, step-sibling, or any other person domiciled in the teacher's home.

The Administration will require the family member's relationship and reason on the leave form.

ARTICLE 7
SICK LEAVE BANK

A. Purpose

The purpose of the Sick Leave Bank is to relieve teachers from undue financial burdens due to absence from work on a long-term basis due to their illness, injury, or incapacitation sufficiently severe to make their presence at school inadvisable.

B. Structure

1. The Sick Leave Bank shall have a maximum of sixty (60) days.
2. Days in the Sick Leave Bank shall be contributed in the following two (2) ways:

a. The Board initially contributed twenty-seven (27) days.
b. The Teachers shall have the opportunity to contribute, on a voluntary basis, not more than one (1) day each, until the maximum of sixty (60) days is reached. An enrollment period for teachers to contribute shall be held during September and must be completed by September 30.

3. When days are used from the Sick Leave Bank, ½ of the days used will be charged to the Board and ½ of the days will be charged to the Teachers.
4. Restored days, given by Teachers, will be matched by the Board until the maximum sixty (60) is reached.
5. The Association shall receive an accounting of the number of days in the Sick Leave Bank at the beginning of each school year and after each request has been approved.
6. At the beginning of the school year, each teacher shall be provided a form to indicate whether he is willing to donate one (1) day as needed.

C. Administration

Supervision of the Sick Leave Bank shall be administered by the following:

1. A committee composed of the following members:
   a. Four (4) teachers, none being from the building of the individual concerned, appointed by the Association's Co-Presidents.
   b. Two (2) management representatives of the Corporation, none being from the building of the individual concerned, appointed by the Board or its authorized representative.

2. The entire membership of the Committee shall select one (1) of their members to act as chairperson, one (1) of their members to act as vice-chairperson and one (1) to act as secretary for the duration of the year. The chairperson and vice-chairperson should be from different buildings so that the chairperson could excuse himself should the applicant for Sick Leave Bank days be from the chairperson's building.

3. Vacancies on the Committee shall be filled before the next meeting in the following manner: teacher vacancies will be filled by appointments by the Association Co-Presidents; management vacancies will be filled by appointment by the Board or its authorized representative.

4. The Committee will meet during the school year as needed. Special meetings may be called by the chairman at the request of any Committee member.

5. A majority of the Committee members are required for official action. All votes shall be by secret ballot.

6. The Committee may grant, deny, or suspend grants of sick days form the Bank. In case of a tie vote on a teacher request for use of the Sick Leave Bank, the request will be deemed denied. The Committee's judgment or decision shall be final. Any grants shall be retroactive, except in hospitalization, nursing home, or similar confinement. The Committee may then grant days in advance when supported by appropriate medical evidence. Each applicant automatically consents to submit to medical examination and/or review of his medical history if the Committee deems necessary.

D. Usage

Application for days to be used from the Sick Leave Bank will be as follows:

1. All leave days previously accumulate by the individual must be exhausted.

2. Applications shall be made in writing to the Sick Leave Bank Committee's chairperson and shall be accompanied by a physician's statement describing the nature of the disability, treatment being rendered, and prognosis for a return to work.
3. Application for grant may be made by the personal representative in cases where the individual staff member is unable to do so.
4. Application must be made within thirty (30) days of the individual's exhausted leave accumulation.
5. Days awarded shall begin immediately upon the exhaustion of all individual leave days.

ARTICLE 8
LEAVES OF ABSENCE

A. BEREAVEMENT LEAVE

1. In the event of the death of a teacher's immediate family member, the teacher may be absent from work, with pay, for a period extending not more than five (5) consecutive calendar days in a seven (7) day period. In no case shall the leave extend beyond fourteen (14) work days from the beginning of the leave. Bereavement days shall apply only during periods that the employee is scheduled to work.

   a. Five (5) days: Spouse/significant other, parent, sibling, child(ren), step-child(ren), step-parent, or any other person domiciled in the teacher's home.

   b. Three (3) days: Grandparent, grandchild, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, or step-sibling. If additional bereavement days are needed, the teacher may petition the superintendent in writing for an additional two days.

   c. One (1) day of absence, with pay, will be allowed in each case to attend the funeral of any other relative.

B. MATERNITY LEAVE

Any teacher who is pregnant may continue in active employment as late into pregnancy as she desires, if she is able to fulfill the requirements of her position. Temporary disabilities caused by pregnancy shall be governed by the same provisions governing sickness and by the following:

1. Any teacher who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy until release by her physician following the child's birth if, except in a medical emergency, she notifies the Superintendent at least thirty (30) days before the date she desires to start her leave. She shall also notify the Superintendent of the leave's expected length and include with this notice either a physician's statement certifying her pregnancy or a copy of the newborn's birth certificate, as applicable. In case of a medical emergency caused by pregnancy, the teacher shall be granted a leave, as otherwise provided in this section, immediately upon her request and an attending physician's certification of the emergency.

2. All or any portion of leave taken by a teacher because of temporary disability caused by pregnancy may be charged, at her discretion, to her available Leave days. The teacher is entitled to take accumulated leave days when her physician certifies that she is incapable of performing her regular teaching duties. After her available leave has been used, the teacher may be absent without pay, subject to Subsection (1) of this Section. This leave may be taken without jeopardy to re-employment, retirement, or salary benefits.

C. PATERNITY LEAVE

When a child is born, a male teacher shall be granted up to ten (10) consecutive workdays for Paternity Leave charged, at his discretion, to his available Leave days beginning any time within a two (2) week period beginning with the date of birth. In case of extenuating circumstances, the Superintendent may allow a change in the specified time period stated above.

D. ADOPTION LEAVE

1. An adoptive leave of up to one (1) year, without pay, shall be granted a teacher who adopts a child. Notice of intent to take adoptive leave should be given to the Superintendent at the time the teacher makes initial application. The leave shall commence when the teacher takes physical custody of the child, or earlier if necessary to meet the requirements of the adoptive agency.

2. A teacher who is on adoptive leave shall give notice of intent to return to employment thirty (30) days before the date on which the leave terminates.

3. Credit for teaching experience or toward tenure shall not be earned during the period of this leave.

4. The Superintendent shall grant up to two (2) days for personal appointments and necessary arrangements at the time of the adoption.

5. A teacher on adoptive leave shall not accept employment outside the Corporation unless approved by the Superintendent. If the teacher accepts employment without approval, the Superintendent may immediately terminate the adoptive leave and require the teacher to return to work, and the teacher's failure comply shall constitute resignation from the Corporation.

E. PROFESSIONAL GROWTH LEAVE

With prior approval of the Superintendent and the Board, teachers may be allowed school time and be reimbursed an approved amount for travel and lodging expenses to attend professional meetings pertaining to their department.

F. COURT LEAVE

Court Leave with pay shall be granted to teachers who are defendants for the time necessary to make appearances in any Court resulting from any civil suit arising out of the performance of the teacher's assigned duties. Paid court leave shall also be granted to teachers who are subpoenaed as witnesses in a criminal court proceeding. Teachers subpoenaed as witnesses in civil court proceedings shall receive pay if (1) the teacher is a witness as a result of his position as a teacher, e.g. he is the teacher of a child whose parents are being divorced, and (2) the teacher has cooperated with the school in every way to ensure the least disruption in the education process.

G. JURY DUTY LEAVE

The salary of a teacher on jury duty will be the difference between the individual's regular salary and the remuneration received for jury duty.

H. POLITICAL LEAVE

If a teacher is elected to a public office and the work of the public office would interfere with the task of teaching, the teacher shall be granted a leave of absence, without pay, for a period of time to enable the teacher to serve one (1) full term in the office to which he was elected.

I. SABBATICAL LEAVE

The Corporation may grant a leave of absence for a period not exceeding one (1) year to a teacher for Sabbatical Leave. This time shall be credited toward the teacher's retirement. The Corporation may grant partial compensation for a leave of absence in an amount determined by the Corporation. However, should the teacher, during a Sabbatical Leave, serve any employer that agrees to reimburse the Corporation the amount of the teacher's regular salary, the Corporation may grant full compensation. A contract is required for a leave granted under this section. The Corporation may grant a Sabbatical Leave to a teacher, upon written request, for improving professional skills through advanced study, work experience, teacher exchange programs, or approved educational travel. If the Board grants the teacher any compensation during the leave, the teacher will provide a promissory note in the amount of the Board's financial grant, with such promissory note to be paid in full by the teacher within ninety (90) calendar days of resignation or retirement.

J. DISABILITY LEAVE

With or without a written request, the School Corporation may place a teacher on leave of absence for a period not exceeding one (1) year because of disability or sickness. However, a teacher, not having made a written request, shall have the right to a hearing on such action in accordance with I.C. 20-28-10-4 and I.C. 20-28-10-5.

K. MILITARY LEAVE

A leave of absence for active military service shall be granted, as per I.C. 20-28-10-6 thru -11.

L. FAMILY MILITARY LEAVE

Upon written request to the Superintendent, a teacher may apply for three (3) days of Military Leave relating to an immediate family member's military services. (i.e., graduation, return from duty, or deployment). Leave days may not be used in conjunction with Family Military Leave.

M. OTHER LEAVE

Upon written request to the Superintendent, a teacher may apply for other leave, which shall be unpaid, not to exceed one (1) school year. Leave days may not be used in conjunction with Other Leave.

ARTICLE 9
COMPENSATION AND EXPENSES

A. The salary schedules for teachers are set forth.

1. Regulations governing the administration of the Salary Schedule:

   a. The teacher shall be paid in twenty-six (26) yearly installments.

b. All checks will direct deposited.

c. After five (5) days of school, teachers new to the School Corporation shall, upon request, receive an advance on their first scheduled paycheck. The amount of this advance shall not exceed four hundred dollars ($400.00).

d. Each year of active military service, up to a maximum of four (4) years, shall be recognized as one (1) year experience on the salary schedule.

2. For each teacher who is eligible under Indiana State Teachers' Retirement Fund, the Board shall pay to the Fund the teacher's portion of the Indiana State Teachers' Retirement Fund contribution, not to exceed 3% of the covered income. This payment shall be shown on a schedule to be attached to the salary schedule and may reflect the total salary paid to the teacher including the ISTRF contribution.

B. For the purpose of experience on the salary schedule, working no less than sixty (60) and no more the one hundred nineteen (119) paid days in any one school year shall be deemed to constitute a half-year taught for the purpose of salary placement. Two such half-years shall be combined to count as a full year of experience on the salary schedule.

One hundred twenty (120) paid days or more in any one school year shall be deemed to constitute a full year for the purpose of salary schedule placement.

ARTICLE 10
COMPENSATION PLAN

A. **Salary Range:** The salary range for 2025-2026 is $47,100 to $78,200 excluding Teacher Retirement Fund contributions, before base increases are applied. The Salary Range for 2025-2026 will remain the same as there is no base increase for the 2025-2026 contract. The salary range for 2026-2027 is $47,500 to $72,500 excluding Teacher Retirement Fund contributions, after the base salary increases are applied. Teachers hired from outside of the school district with teaching experience will be placed no higher than the highest salary of any teachers currently in the system with the same experience and degree. The exception to this is the one-time stipend given to support the academic needs of students as noted elsewhere in this Article.

B. **Eligibility:** In order to be eligible for an increase on the base salary for the 2026-2027 contract year, a teacher must meet both of the following eligibility criteria:

A teacher must not have been rated Ineffective or needs Improvement Necessary on his or her previous year North Putnam evaluation.

A teacher must have received compensation from the North Putnam Community School Corporation for at least one hundred twenty (120) days during the previous academic year and must continue to be employed by the North Putnam Community School Corporation on the first student day of the current school year.

A Teacher's 2026-2027 base salary will be based on the following factors:

Factors and Definitions

1. Evaluation: The teacher must not have been rated as Ineffective or Needs Improvement, ($200).

2. Experience: a teacher must have earned a year of creditable service, as defined by INPRS, during the previous school year at North Putnam Community School Corporation. ($200)

3. Academic Needs 1: is defined as Instructional Leadership ($100): For Any Teacher that possesses the Literacy Endorsement.

4. Academic Needs 2: Academic needs 2 is defined as the need to retain teachers important to the corporation. For the 2026-2027 school year, teachers will receive $100 to $4,000 additional money.

C. **INSTRUCTIONAL LEADERSHIP: LITERACY ENDORSEMENT:** Attainment of a literacy endorsement pursuant to Indiana Code Section 20-28-5-19.7. To be eligible for the increase for the 2026-2027 school year, the teacher must provide their license with the endorsement to the Superintendent or his designee prior to the CBA ratification date.

D. **Newly Hired Teachers:** Teachers new to North Putnam School Corporation will mirror the salary of current teachers with similar education and experience. New teachers with no experience will be placed on the schedule at $47,100 for the 2025-2026 contract year and $47,500 for the 2026-2027 contract year.

At the discretion of the Superintendent, teachers with experience who are hired by the Corporation to fill a particular academic need may receive a one-time, non-recurring signing bonus of up to two thousand, five hundred dollars ($2,500.00).

E. **Master's Degree:** Any teacher, who presently holds a Master's degree and maintains the degree, will be awarded a stipend of one thousand dollars ($1,000.00) for the 2025-2026 contract year.

F. **Tuition Assistance:** The School Corporation will offer a five hundred dollar ($500) stipend for tuition assistance for any teacher who enrolls in an accredited Master's Program in their content area during this contract period upon receiving pre-approval for the Superintendent AND receiving a grade of a B or higher.

G. For any teacher who did not receive at least a $1,000 dollar increase added to their base for the 2026-2027 contract year, a stipend up to $600 but not less than $100 shall also be given no later than December 20, 2026. For example if a teacher only received $400 dollars added to their base in 2026-2027 they would also receive a $600 dollar stipend. A teacher receiving $900 added to their base in 2026-2027 would receive a $100 stipend. A teacher receiving $1000 or more to their base in 2026-2027 would not receive a stipend. NOTE: the Literacy Grant amount is excluded from the above calculation.

ARTICLE 11
RETIREMENT PAY

A. A teacher who elects to retire and who meets all of the requirements specified below shall be eligible to have one hundred eighty-seven dollars and fifty cents ($187.50) per month ($2,250.00 per year) of his health insurance premium paid by the Corporation. The teacher has the obligation to pay the balance of the premium in accordance with the requirements established by the Corporation's business office. The requirements are:

1. The teacher must have at least fifteen (15) years of teaching experience in the Corporation.

2. The teacher must qualify for full INPRS eligibility under the Rule of 85.

3. The teacher must have applied for benefits from Indiana Public Retirement System (INPRS).

4. The teacher must have attained his fifty-fifth (55th) birthday.

5. The teacher must meet the Medicare eligibility requirements established by the Corporation's medical plan and by applicable law. For a teacher meeting such requirements, benefits under this section shall be paid on a monthly basis until the individual reaches Medicare eligibility requirements. The insurance benefit is limited to a maximum of the one hundred twenty (120) months.

6. The teacher must have participated in the Corporation's medical insurance plan for at least five (5) years, unless a qualifying event brought him into the Corporation's plan. In any case, the retiree must have been on the Corporation's medical plan for at least one (1) year at the time of retirement.

7. If the insurance provider agrees, the Board shall continue to insure the participating teacher through the Corporation's life insurance plan during the period in which the teacher is receiving the benefit provided in this section. Such insurance shall be at the Board's expense, with the teacher paying one dollar ($1.00) per year. Such insurance shall cease upon payment of the last benefit provided in this section. In case of the retiree's death before receiving all benefits provided in this section, the named beneficiary shall receive the benefits provided by the life insurance policy. Further, all such premium payments by the Corporation shall cease immediately, and the Corporation shall have no further obligations under this section j.

8. **Early Retirement Incentive:** If the School Board would decide to offer an early retirement incentive to teachers during the 2025-2026 or 2026-2027 school years, then the Superintendent will notify eligible teachers of the terms of the early retirement incentive by no later than February 1, 2026 for the 2025-2026 contract year and no later than February 1, 2027 for the 2026-2027 contract year. If an early retirement incentive would be offered by the School Board during the 2025-2026 or 2026-2027 school years and an eligible teacher would like to accept the incentive, then such eligible teacher must notify the Administration of his/her intention to accept the early retirement incentive by no later than May 3, 2026 (2025-2026) or May 3, 2027 (2026-2027) respectively.

B. **401(a) and 403(b) Plans:**

The Board will establish and maintain a qualified 401(a) Annuity Plan for all certified employees covered under this agreement. The 401(a) Plan shall be available for all certified employees. The Board shall also maintain a 403(b) Plan for all certified employees covered under this agreement. The 403(b) Plan will include provisions for pre-tax salary reduction contributions which will be

matched by equal Board contributions to the 401(a) Plan. The maximum contribution that will be made to the 401(a) Plan by the Board will be as follows: the Board shall contribute an amount equal to up to 5%.

ARTICLE 12
FRINGE BENEFITS: INSURANCE

1. The Board will make available to teachers a group medical program that provides hospitalization, surgical, and major medical benefits.

    - Coverage for insurance programs shall be effective at the beginning of the month following:

- Enrollment by the employee in each plan the employee wishes to participate in; and
    - The deduction of the employee's share of the applicable premiums.

    - Beginning with the first pay period after the effective date of this agreement, the Board shall pay amounts toward the premium for each member enrolled in the corporation's applicable medical plan as follows:

- Family Medical Plan

A maximum amount per month toward the premium for each member enrolled in the Corporation's family medical plan. However, in no case shall the Corporation's contribution amount to more than ninety percent (90%) of the premium of the plan carried by the employee.

The Board contribution for the Family Medical Plans shall be as follows:

3350 HDHP/HSA Total $2,081.00. Board Contribution: $1,177.17 per month. Employee contribution: $962.83 per month.

6000 HDHP/HSA Total $1,686.00. Board contribution: $1,088.67 per month. Employee contribution: $597.33 per month.

In addition, for 3350 HDHP/HSA and 6000 HDHP/HSA, the Corporation will contribute $1,400 (One-thousand four hundred dollars) to the HSA ($700 to be paid by February 1, 2026 and additional $700 to be paid by June 1, 2026). For the 2025-2026 contract year and the Corporation will contribute $1,400 (One-thousand four hundred dollars) to the HSA ($700 to be paid by February 1, 2027 and additional $700 to be paid by June 1, 2027) for the 2026-2027 contract year.

- Single Medical Plan

A maximum amount per month toward the premium for each member enrolled in the Corporation's single medical plan. However, in no case shall the Corporation's contribution amount to more than ninety percent (90%) of the premium of the plan carried by the employee.

The Board Contribution for the Single Medical Plans shall be as follows:

3350 HDHP/HSA Total $912.00. Board contribution: $499.33 per month. Employee contribution: $412.67 per month.

6000 HDHP/HSA. Total $789.00. Board contribution: $490.33 per month. Employee contribution: $298.67 per month.

In addition, for the 3350 HDHP/HSA and the 6000 HDH/HSA, the Corporation will contribute $750.00 (seven hundred and fifty dollars to the HSA) ($400.00 to be paid by February 1, 2026 and the additional $350.00 to be paid by June 1, 2026). The Corporation will contribute $750.00 (seven hundred and fifty dollars to the HSA) ($400.00 to be paid by February 1, 2027 and the additional $350.00 to be paid by June 1, 2027).

- Any part-time teacher on a regular Agreement wishing to participate in the health insurance policy may do so, but the Board will pro-rate the amount of its contribution for that teacher according to the percent of time that the teacher is employed.

- It is agreed that, in accordance with the Rules & Regulations of the Insurance Trust, one or both of the Association's Co-Presidents, or their designees, shall serve as members of the Trusts' Board of Trustees, and/or Executive Committee. That individual shall be released, without loss of pay, to attend the Trustees' quarterly meeting and/or specially called meeting(s).

- Withdrawal from the Trust shall be by mutual agreement between the Corporation and Association.

2. The School Board will provide an Income Protection Insurance Plan (Long-Term Disability) for all teachers. Teachers will pay the full cost of the plan's premium. The Board shall provide payroll deduction for the cost of the plan. Eligibility requirements, enrollment requirements, and benefits shall be governed by the express terms and provisions of the Long-Term Disability Insurance Policy. No other payroll deductions will be made for any other LTD policies of the employee.

3. The Board shall provide a $50,000 group term life insurance protection plan for each member, provided that for teachers age 65 and over the benefit shall be reduced as provided in the Corporation's master policy. Teachers shall have the right to purchase additional life insurance up to the maximum of an additional fifty thousand dollars ($50,000.00). Such additional insurance coverage is contingent upon the carrier's agreement and at a rate set by the carrier.

4. The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to all teachers. The Corporation will grant participation in the following three components: Insurance premiums, Dependent care expenses, and medical/dental expenses. The maximum benefit dollars purchased each year shall not exceed $5,000.00.

ARTICLE 13
FRINGE BENEFITS: NON-INSURANCE

A. Benefits of Worker's Compensation are available when employee accidents occur while on the job.

B. In case of absence due to injury and/or any accident when the teacher is on school- assigned duty or business, the teacher's wages shall continue in full for eight (8) days without reduction in accumulated leave until Worker's compensation payment begins. Thereinafter, the Board shall pay to the teacher the difference between the compensation payment and the teacher's contractual salary without reduction of accumulated leave, up to and not exceeding five hundred (500) weeks or up to and not exceeding forty-five thousand dollars ($45,000.00). Notwithstanding any other term or provisions of this Article, benefits hereunder are conditioned upon the teacher having qualified for and received worker's compensation payments pursuant to state statute.

C. The Board shall pay all necessary legal expenses incurred in defending any teacher from any civil suit arising out of the performance of his assigned duties. Payments hereunder are conditioned upon the Corporation's liability carriers approving of and paying such expenses.

D. Upon any teacher's demise during any contract school year, a death benefit in the amount of forty dollars ($40.00) for each day of accumulated leave, up to a maximum of ninety (90) days shall be paid to said teacher's designated beneficiary (as shown on that teacher's Corporation provided Term Life Insurance Plan).

E. In the event of the death of any teacher or retiree, the spouse and/or dependent shall have the option of staying on the group health plan at the group rate. After the exhaustion of any benefits of the employee, the survivors shall be responsible for the premiums. This provision is subject to the insurance carrier's approval/acceptance pursuant to WVWCI Trust Language.

ARTICLE 14
GRIEVANCE PROCEDURE

A. Definitions. For purposes of this Article, the following terms have the definitions stated.

1. A "grievance" is a claim by one (1) or more teachers or the Association of a violation, misapplication, or misinterpretation of this Agreement.
2. The term "teacher" includes any individual or group of individuals within the bargaining unit.

3. The term "day", when used in this Article, shall be school teaching day. During the summer recess, the term shall mean weekday.

B. The purpose of this Grievance Procedure is to settle equitably, at the lowest possible administrative level, issues which may arise from time to time with respect to specific claims of violation, misapplication, or misinterpretation of this Agreement's terms. The parties agree that grievance proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

C. Nothing contained herein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted, if the adjustment is not inconsistent with this Agreement's terms and the Association is given an opportunity to be present at such hearings.

D. Procedure

1. Level One
   a. A teacher with a grievance may initiate this procedure in one (1) of the following ways:
      1) Approach his principal and discuss the matter on his own behalf; or
      2) Request that an Association representative accompany him in approaching his principal. In such case, the principal shall not initiate any consultation with the grievant before any scheduled meeting at which the representative is to be present.

   b. If Step (1) above is unsuccessful, the Association may file a formal written grievance. The formal grievance shall be filed in quadruplicate, with copies to the Association, the grievant, the Principal, and the Superintendent. A formal grievance shall be filed as soon as possible, but in no event more than twenty days after disclosure of the facts giving rise to the grievance. The form to be used in filing a formal grievance is found in Appendix "B'.

   c. Within five days after the filing of the written grievance, a meeting shall take place

between the principal, the grievant, and the Association representative. Within two days after that meeting, the principal shall provide to the grievant a written response (answer) to the grievance.

2. Level Two
   a. The Association may, within five (5) days after receiving the principal's decision, appeal the decision to the Superintendent. This is initiated by filing with the Superintendent the grievance and the principal's decision, along with any written response of the Association to the principal's answer, which shall acknowledge receipt thereof. A meeting with the Superintendent shall be held within ten (10) days after the receipt of such appeal and the Superintendent shall promptly notify the Association of the date, time, and place where the meeting at which appeal shall be heard.

   b. The Superintendent, or his designated representative, shall provide a written decision on the appeal, to the Association and the principal, no later than ten (10) days after the meeting.

3. Level Three
   An appeal of the Superintendent's decision may be made to the School Board within ten days after receiving the Superintendent's decision. [This is initiated by the filing with the Board a written notice of appeal, along with copies of the Superintendent's decision, the original grievance, and any responses of the Association.] The Board, or its designated representatives, shall meet in executive session with the Association within ten days to review the grievance and shall, in public session held within ten days of the executive session, render a decision on the grievance.

4. Level Four
   Within ten days after receiving the Board's decision at Level Three, the Association may submit the grievance to arbitration. The Association shall notify the Board of its intention to submit the matter to arbitration within this ten-day period. After such notification, the following procedure shall be followed:
   a. The Association shall make a written request for the grievance's arbitration by requesting the American Arbitration Association to submit to the parties the names of at least nine qualified arbitrators. The parties shall select the arbitrator according to the rules of the AAA.

   b. Each party shall provide the other with a copy of its arbitration demand.

   c. The arbitrator shall have no power to amend, subtract from, or add to this Agreement's terms. The parties' past practice in interpreting or applying this Agreement's terms may only be relevant if the Agreement's language is vague or ambiguous.

   d. If either party claims before the arbitrator that a particular grievance fails to meet the test of arbitrability, as set forth in this Grievance Procedure, the arbitrator shall first rule on such claim and, if sustained, shall not proceed further except to render the decision based upon sustaining the claim. The arbitrator's jurisdictional authority is defined as and limited to determining any grievance between the parties to the grievance which concerns compliance with any of this Agreement's terms, as provided in Section A(I) of this Article, and submitted to the arbitrator pursuant to this Agreement's terms. The arbitrator shall not have authority to render a decision on any issue not submitted under these grievance procedures. Unless the parties expressly agree otherwise in writing, the arbitrator is limited to hearing only one grievance upon its merits at any one hearing.

e. Neither party shall be permitted to assert in an arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. At least ten days before the arbitration hearing the parties shall disclose (and provide copies of if at all possible) all exhibits, and a list of witnesses to be called and the anticipated nature of their testimony.

f. The arbitrator's decision on the grievance is binding and final.

g. The cost of arbitration shall be divided equally between the Board and the Association.

h. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the participant's personnel file.

E. Hearings

All meetings or "hearings" described in this Article shall be held at a time and place that affords a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. They shall be conducted during non-school hours, unless deemed impossible by the deciding authority at any particular level.

F. Time Limits

1. The time limits herein may be extended only by the parties' written agreement.

2. Any grievance not presented in Level One within twenty days of the time the grievant knew or reasonably should have known of the grievance shall be deemed waived and shall not be processed.

3. Any grievance not advanced from one step to the next within the applicable time limit shall be deemed resolved by the decision at the previous step.

4. If there is a failure at any step to communicate the decision on a grievance within the specified time limit, the association shall then have the right to appeal to the next step of the procedure.

5. Any grievance filed must be processed under this agreement's terms in force at the time of the event underlying the grievance.

ARTICLE 15
MANAGEMENT RIGHTS

The Board reserves unto itself all rights provided by law. The express limitations on those rights imposed by this agreement's terms and applicable statutes shall constitute the only limitations on such rights to manage the school system.

ARTICLE 16
GENERAL TERMS

A. This agreement constitutes the full, complete, and sole agreement between the parties. No verbal agreements are enforceable.

B. This agreement shall be construed under Indiana law.

C. This agreement is binding on the parties' heirs, successors, personal representatives, executors,

and administrators.

D. Whenever used in this agreement, a pronoun in the masculine gender shall be considered as including the feminine, and vice versa, unless the context clearly indicates otherwise.

E. A determination by a court of competent jurisdiction or the Indiana Education Employment Relations Board (IEERB) that any provision of this agreement, or any application of the agreement to any employee or group of employees, is contrary to law or otherwise unenforceable shall not affect the agreement's remaining terms and provisions, which shall remain in full force and effect.

F. Any required notices shall be delivered by Registered Mail to the following:

To the Association:

Valerie Lenihan
Co-President, North Putnam Teachers' Association
18 Highland Street
Greencastle, Indiana 46135

Bonnie Osborn
Co-President, North Putnam Teachers' Association
314 Vine Street
Bainbridge, Indiana 46105

To the School Board:

Mark Hoke
President, North Putnam Community School Corporation Board

Nathan Scott
Secretary, North Putnam Community School Corporation Board

Dr. Dustin LeMay
Superintendent, North Putnam Community School Corporation

For the Board of School Trustees:

Mark Hoke, President — Date: 11-13-2025

Nathan Scott, Secretary — Date: 11-13-2025

Joanie Knapp, Vice President — Date: 11-13-2025

Heather Lawson, Member — Date: 11-13-2025

Zac Williams, Member — Date:

Ron Spencer, Member — Date: 11-13-2025

David McCollough, Member — Date:

Dr. Dustin LeMay, Superintendent — Date: 11-13-2025

The undersigned attest to the following:

1. **A public hearing was held on September 9, 2025 in compliance with IC § 20-29-6-1(b) and electronic participation from the parties and/or the public was not permitted; and**

2. **A public meeting was held on September 18, 2025 in compliance with IC § 20-29-6-19 to discuss the tentative agreement and electronic participation from the governing body and/or public was not permitted.**

For the Association:

Valerie Lenihan Date: 11-14-25

Valerie Lenihan, Co-President

Bonnie Osborn Date: 11/14/25

Bonnie Osborn, Co-President

APPENDIX A

North Putnam Community School Corporation

2025-2027 EXTRA CURRICULAR SALARY SCHEDULE

Teachers with an ECA amount of $600 or less shall receive their full payment at the end of the season or if year long, half payment at semester and half payment at the end of the school year, once the task has been completed.

These stipends will stay status quo.

Salary is based upon index X $46,400 (or beginning BA teacher salary)				
Type	**Position**	**A**	**B**	**C**
Athletic				
	MS/HS Concession Manager	.1183	.1203	.1243
	Summer S&C Coordinator	.0326	.0346	.0386
	Asst. Summer S&C Coordinator	.022	.024	.028
	Before School S&C Coordinator	.0326	.0346	.0386
	Event Coordinator (HS/MS)	.0205	.0225	.0265
Athletics - Boys				
	Basketball			
	HS Head Coach	.1665	.1685	.1725
	HS 1st Assistant	.0819	.0839	.0879
	HS Assistant	.0647	.0667	.0707
	HS Assistant	.0485	.0505	.0545
	MS 8th Grade Head Coach	.0485	.0505	.0545
	MS 8th Grade Assistant Coach	.0245	.0265	.0305
	MS 7th Grade Head Coach	.0485	.0505	.0545
	MS 7th Grade Assistant Coach	.0245	.0265	.0305
	6th Grade Head Coach	.0115	.0135	.0175
	6th Grade	.0115	.0135	.0175
	6th Grade	.0115	.0135	.0175
	Baseball			
	HS Head Coach	.0846	.0866	.0906
	HS Assistant	.0405	.0425	.0465
	HS Assistant	.0405	.0425	.0465
	HS Assistant	.0405	.0425	.0465
	MS Baseball	.0405	.0425	.0465
	MS Assistant	.0191	.0211	.0251
	Football			
	HS Head Coach	.1665	.1685	.1725
	HS 1st Assistant	.0819	.0839	.0879
	HS Assistant	.0715	.0735	.0775
	HS Assistant	.0647	.0667	.0707
	HS Assistant	.0647	.0667	.0707

	MS Head Coach	.0522	.0542	.0582

	MS 1st Assistant	.0485	.0505	.0545
	MS Assistant	.0245	.0265	.0305
	MS Assistant	.0245	.0265	.0305
	Track			
	HS Head Coach	.0846	.0866	.0906
	HS Assistant	.0405	.0425	.0465
	MS Head Coach	.0405	.0425	.0465
	MS Assistant	.0191	.0211	.0251
	Wrestling			
	HS Head Coach (B & G)	.0846	.0866	.0906
	HS Assistant	.0405	.0425	.0465
	MS Head Coach	.0312	.0332	.0372
	MS Assistant	.0191	.0211	.0251
	MS Assistant	.0191	.0211	.0251
	Swimming			
	HS Head Coach (B & G)	.092	.094	.098
	HS Assistant (B & G)	.0405	.0425	.0465
	MS Head Coach (B & G)	.0312	.0332	.0372
	MS Assistant (B & G)	.0191	.0211	.0251
	Cross Country			
	HS Head Coach (B & G)	.0846	.0866	.0906
	HS Assistant (B & G)	.0405	.0425	.0465
	MS Coach (B & G)	.0312	.0332	.0372
	MS Assistant (B & G)	.0191	.0211	.0251
	BB Head Coach (B & G)	.0097	.0117	.0157
	RD Head Coach (B & G)	.0097	.0117	.0157
	Golf			
	HS Head Coach	.0728	.0748	.0788
	MS Head Coach	.0312	.0332	.0372
	MS Assistant Coach	.0191	.0211	.0251
	Soccer			
	HS Head Coach	.0846	.0866	.0906
	HS Assistant Coach	.0405	.0425	.0465
	MS Head Coach	.0405	.0425	.0465
	MS Assistant Coach	.0191	.0211	.0251
	Volleyball			
	HS Head Coach	.0846	.0866	.0906
	HS Assistant Coach	.0405	.0425	.0465

Athletics - Girls				
	Basketball			
	HS Head Coach	.1665	.1685	.1725
	HS 1st Assistant	.0819	.0839	.0879
	HS Assistant	.0647	.0667	.0707
	HS Assistant	.0485	.0505	.0545
	MS 8th Grade Head Coach	.0485	.0505	.0545
	MS 8th Grade Assistant Coach	.0245	.0265	.0305
	MS 7th Grade Head Coach	.0485	.0505	.0545
	MS 7th Grade Assistant Coach	.0245	.0265	.0305
	6th Grade Head Coach	.0115	.0135	.0175
	6th Grade	.0115	.0135	.0175
	6th Grade	.0115	.0135	.0175
	Volleyball			
	HS Head Coach	.0846	.0866	.0906
	HS 1st Assistant	.0405	.0425	.0465
	HS 9th Grade Head Coach	.0485	.0505	.0545
	MS 8th Grade Head Coach	.0312	.0332	.0372
	MS 8th Grade Assistant	.0245	.0265	.0305
	MS 7th Grade Head Coach	.0312	.0332	.0372
	MS 7th Grade Assistant	.0245	.0265	.0305
	6th Grade	.0135	.0155	.0195
	6th Grade	.0135	.0155	.0195
	5th Grade (Bainbridge)	.0097	.0117	.0157
	5th Grade (Roachdale)	.0097	.0117	.0157
	Track			
	HS Head Coach	.0846	.0866	.0906
	HS Assistant	.0405	.0425	.0465
	MS Head Coach	.0405	.0425	.0465
	MS Assistant	.0191	.0211	.0251
	Wrestling			
	HS Assistant	.0405	.0425	.0465
	Soccer			
	HS Head Coach	.0846	.0866	.0906
	HS Assistant Coach	.0405	.0425	.0465
	MS Girls Coach	.0405	.0425	.0465
	MS Assistant Coach	.0191	.0211	.0251
	Cheerleader/Pep Club			
	HS Head	.0846	.0866	.0906
	HS Assistant	.0405	.0425	.0465
	MS	.0191	.0211	.0251
	MS	.0191	.0211	.0251
	Softball			
	HS Head Coach	.0846	.0866	.0906
	HS Assistant	.0405	.0425	.0465
	HS Assistant	.0405	.0425	.0465
	HS Assistant	.0405	.0425	.0465
	MS Head Coach	.0405	.0425	.0465

	MS Assistant	.0191	.0211	.0251
	Golf			
	HS Head Coach	.0728	.0748	.0788
Academic Coaches				
Elementary Schools - Bainbridge/Roachdale				
	Science Club (BB)	.006	.008	.012
	Spell Bowl (BB)	.0104	.0124	.0164
	Elementary Math (BB)	.0104	.0124	.0164
	Science Club (RD)	.006	.008	.012
	Spell Bowl (RD)	.0104	.0124	.0164
	Elementary Math (RD)	.0104	.0124	.0164
Department Heads – BB/RD				
	Special Education (BB)	.0104	.0124	.0164
	Fine Arts (BB)	.0104	.0124	.0164
	Academic Leader (BB)	.0104	.0124	.0164
	Special Education (RD)	.0104	.0124	.0164
	Fine Arts (RD)	.0104	.0124	.0164
	Academic Leader (RD)	.0104	.0124	.0164
Middle School				
	6th Grade Outdoor Experience Coordinator	.012	.012	.012
	6th Grade Outdoor Experience	.006	.008	.012
	6th Grade Outdoor Experience	.006	.008	.012
	6th Grade Outdoor Experience	.006	.008	.012
	6th Grade Outdoor Experience	.006	.008	.012
	6th Grade Outdoor Experience	.006	.008	.012
	6th Grade Outdoor Experience	.006	.008	.012
	6th Grade Outdoor Experience	.006	.008	.012
	6th Grade Outdoor Experience	.006	.008	.012
	Science Bowl	.0104	.0124	.0164
Academic Coaches - MS				
	Math	.0104	.0124	.0164
	Social Studies	.0104	.0124	.0164
	Science	.0104	.0124	.0164
	Language Arts	.0104	.0124	.0164
	Academic Coordinator Competition (above coaching)	.0045	.0065	.0105
High School				
	Spell Bowl	.0104	.0124	.0164
Academic Coaches - HS				
	Math	.0104	.0124	.0164
	Social Studies	.0104	.0124	.0164
	Science	.0104	.0124	.0164
	Language Arts	.0104	.0124	.0164
	Fine Arts	.0104	.0124	.0164
Middle School Team Leaders				
	6th Grade	.0104	.0124	.0164
	7th Grade	.0104	.0124	.0164
	8th Grade	.0104	.0124	.0164

Department Heads - MS				
	Fine Arts	.0104	.0124	.0164
	Special Education	.0104	.0124	.0164
Department Heads - HS				
	LA/Foreign Language	.0104	.0124	.0164
	Math	.0104	.0124	.0164
	Science/PE/Health	.0104	.0124	.0164
	Fine Arts	.0104	.0124	.0164
	Technology/Practical Arts	.0104	.0124	.0164
	Special Education	.0104	.0124	.0164
	Social Studies	.0104	.0124	.0164
	Guidance	.0104	.0124	.0164
Plays				
HS Major Production				
	Director	.0245	.0265	.0305
	Assistant Director	.0098	.0118	.0158
	Technical Director	.0098	.0118	.0158
	Art Director	.0098	.0118	.0158
HS Musical				
	Director One	.0266	.0286	.0326
	Art Director	.0089	.0109	.0149
	Technical Director	.0089	.0109	.0149
	Orchestra Director	.0098	.0118	.0158
	One Vocal Director	.0132	.0152	.0192
	Sound Technician	.0065	.0085	.0125
	Choreography	.0065	.0085	.0125
	Pianist	.0125	.0145	.0185
	Accompanist	.0225	.0245	.0285
High School Music				
	HS/MS Director	.1185	.1205	.1245
	HS Choral Director	.06	.08	.12
	HS Choral Accompanist	.0296	.0316	.0356
Journalism				
	HS Yearbook	.0485	.0505	.0545
	MS Yearbook	.0148	.0168	.0208
	BB Elementary Yearbook	.0089	.0109	.0149
	RD Elementary Yearbook	.0089	.0109	.0149
Clubs Approved by the Board				
Class Sponsors				
	Senior Class	.0154	.0174	.0214
	Junior Class	.0286	.0306	.0346
	Junior Class	.0286	.0306	.0346
	Sophomore Class	.006	.008	.012
	Freshman Class	.006	.008	.012

Clubs				
	FFA	.0652	.0672	.0712
	FFA	.0652	.0672	.0712
	FFA	.0452	.0472	.0512
	BPA (DECA)	.0145	.0165	.0205
	High School Art	.006	.008	.012
Student Council				
	BB Elementary School	.0079	.0099	.0139
	RD Elementary School	.0079	.0099	.0139
	Middle School Semester 1	.0079	.0099	.0139
	Middle School Semester 2	.0079	.0099	.0139
	High School	.0164	.0184	.0224
Others				
	Frosh Solutions	.006	.008	.012
	Pep Club (HS)	.006	.008	.012
	Pep Club (MS)	.006	.008	.012
	Spanish Club	.006	.008	.012
	Thespians	.006	.008	.012
	Key Club	.006	.008	.012
	National Honors Society (HS)	.006	.008	.012
	National Honors Society (MS)	.006	.008	.012
	High School Gay Straight Alliance	.006	.008	.012
	Middle School Dance Team	.006	.008	.012
	Middle School Art Club	.006	.008	.012
	MS Board Games Club	.006	.008	.012
	Corporation Outdoor Lab Coordinator	.0177	.0197	.0237
	High Ability Coordinator (BB)	.0592	.0612	.0652
	High Ability Coordinator (RD)	.0592	.0612	.0652
	High Ability Coordinator (MS)	.0592	.0612	.0652
	High Ability Coordinator (HS)	.0592	.0612	.0652
	Robotics (BB)	.0104	.0124	.0164
	Robotics (RD)	.0104	.0124	.0164
	Robotics (MS)	.0104	.0124	.0164
	Robotics (HS)	.0104	.0124	.0164
	Esports (HS)	.0286	.0306	.0346
	Esports (MS)	.0286	.0306	.0346
	Mentor Teacher	.0375	.0375	.0375
	Dyslexia Coordinator (BB)	.0375	.0375	.0375
	Dyslexia Coordinator (RD)	.0375	.0375	.0375
	ELL Coordinator	.0592	.0592	.0592
	NPTV Fall	.0104	.0124	.0164
	NPTV Winter	.0104	.0124	.0164
	NPTV Spring	.0104	.0124	.0164

APPENDIX B

North Putnam Community School Corporation
2025-2027 Professional Contract

GRIEVANCE REPORT FORM

Grievance Report Form

Grievance #

GRIEVANCE REPORT

Submit to Principal in Duplicate

Distribution of Form

1: Superintendent

2: Principal

3: Association

4: Teacher

Building	**Assignment**	**Name of Grievant**	**Date Filed**
_____	_____	_____	_____

STEP I

A. Date of Cause of Grievance Occurred: _____

B. 1. Statement of Grievance:

_____

_____

_____

2. Relief Sought:

_____

_____

_____

_____ _____

Signature **Date**

C. Disposition by Principal:

_____

_____

_____

_____ _____

Signature **Date**

D. Position of Grievant and/or Association:

_____

_____

_____

_____ _____

Signature **Date**

If additional space is needed in reporting sections B-1 & 2 of Step I, attach an additional sheet

STEP II

A. Date received by Superintendent or Designee:_____

B. Disposition of Superintendent or Designee:

_____

_____

_____

_____ _____

Signature **Date**

C. Position of Grievant and/or Association:

_____

_____

_____

_____ _____

Signature **Date**

STEP III

A. Date Received by Board of Education or Designee: _____

B. Disposition by Board:

_____

_____

_____

_____ _____

Signature **Date**

C. Position of Grievant and/or Association:

_____

_____

_____

_____ _____

Signature **Date**

STEP IV

A. **Date Submitted to Arbitration:**_____

B. **Disposition & Award of Arbitrator:**

_____

_____

_____

_____ _____

Signature **Date**

APPENDIX C

North Putnam Community School Corporation
2025-2027 Professional Contract

ADVANCE APPLICATION FOR USE OF SHORT-TERM LEAVE

ADVANCE APPLICATION FOR USE OF SHORT-TERM LEAVE

Prepare and Submit three (3) copies to the Superintendent's Office.

One copy to: ( ) Superintendent
One copy to: ( ) Bldg. Principal
One copy to: ( ) Applicant

NAME_____

DATE _____

SCHOOL _____

Request absence from_____ **to** _____. **inclusive.**
Month/Day/Hour **Month/Day/Hour**

Reason:

_____

_____

_____

_____

_____

Applicant: Please check leave applied for:

_____**Personal Leave**

_____**Funeral Leave**

_____**Illness in Family**

_____**Paternity Leave**

_____**Court Leave**

_____**Jury Duty Leave**

_____**Professional Growth Leave**

1. **State meeting requested to attend and nature of meeting:**

_____

2. **State where meeting to be held:**

_____

3. **State dollar amount of travel reimbursement requested ($):**

_____

4. **State dollar amount of lodging reimbursement requested ($):**

_____

5. **Other comments:**

_____

Signature of Applicant _____

Principal's Action: ☐ **Recommend Approval** ☐ **Do Not Recommend Approval**

Superintendent's Action: ☐ **Approved** ☐ **Denied**

APPENDIX D

North Putnam Community School Corporation
2025-2027 Professional Contract

2025-2027 REQUEST FOR USE OF LONG TERM LEAVE

REQUEST FOR USE OF LONG TERM LEAVE

Prepare and Submit three (3) copies to the Superintendent's Office.

One copy to: ( ) Superintendent
One copy to: ( ) Bldg. Principal
One copy to: ( ) Applicant

NAME_____

DATE _____

SCHOOL _____

Request absence from_____**to** _____**. inclusive.**
Month/Day/Hour **Month/Day/Hour**

Reason:

_____

_____

_____

_____

_____

Applicant: Please check leave applied for:

_____**Maternity Leave** ***(attach doctor's statement certifying pregnancy or birth certificate)***

_____**Adoption Leave** _____**Disability Leave**

_____**Political Leave** _____**Military Leave**

_____**Sabbatical Leave**

1. **State purpose of leave:**

_____

2. **Compensation requested:**

_____

3. **Other comments:**

_____

_____

_____

Signature of Applicant _____

Principal's Action: ☐ **Recommend Approval** ☐ **Do Not Recommend Approval**

Superintendent's Action: ☐ **Approved** ☐ **Denied**

Board's Action: ☐ **Approved** ☐ **Denied**