# MEMORANDUM

# OF

# AGREEMENT

**July 1, 2025 through June 30, 2027**

between

THE BOARD OF SCHOOL TRUSTEES

of the

TWIN LAKES SCHOOL CORPORATION

and

THE TWIN LAKES CLASSROOM

TEACHERS' ORGANIZATION

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## ARTICLE I - RECOGNITION

The Board hereby recognizes the Twin Lakes Classroom Teachers' Organization, an affiliate of the Indiana State Teachers Association and the National Education Association, hereinafter referred to as the "Association", as the exclusive bargaining representative for all certified employees in the following bargaining unit:

All certified employees in the Twin Lakes School Corporation, except for the Superintendent, Assistant Superintendent, all Building Principals and Assistant Principals, Director of Information Technology, Vocational Director, Director of Curriculum and Instruction and Athletic Director, Dean, School Psychologist, Speech and Language Pathologist, Speech and Language Therapist Assistant, Director of Special Education, Nurse, Registered Occupational Therapist, Occupational Therapist Assistant, Physical Therapist, and Physical Therapist Assistant.

## ARTICLE II-A - DEFINITIONS

A. The term "Teacher" when used in this Agreement shall refer to members of the bargaining unit.

B. The term "School Corporation" when used in this Agreement shall refer to the Twin Lakes School Corporation.

C. The term "Board" when used in this Agreement shall refer the Board of School Trustees of the Twin Lakes School Corporation.

## ARTICLE II-B - COMPENSATION

### A. Salary Increases

#### a. General Eligibility – 2025-2026 and 2026-2027

A Teacher is eligible for a base salary increase if: the Teacher was employed by the School Corporation for at least 120 days in the prior school year.

These general eligibility criteria do not apply to the early literacy endorsement base salary differential.

#### b. Salary Increase Factors – 2025-2026 School Year

1. Evaluation – A Teacher whose most recent evaluation result is sufficient for the teacher to retain employment with the School Corporation. For 2025-2026, a Teacher who meets this factor shall advance from the Teacher's lettered row on the previous year's salary schedule to same lettered row on that year's salary schedule.

2. Education – A Teacher who possesses an additional content area degree or content area credit hours beyond the requirements for employment. Eligible

content areas mean any content area defined by the Indiana Department of Education. After any increase for evaluation, a Teacher who meets this factor shall advance from the Teacher's column on the that year's salary schedule to the next education column on that year's salary schedule in Appendix A. This shall be a raise of one thousand dollars ($1000).

3. Academic Needs of Students – A teacher who completes an early literacy endorsement shall advance to the early literacy column on the salary schedule. This shall be a raise of two hundred fifty hundred dollars ($250). A Teacher must submit documentation of completion of the early literacy endorsement by August 1. For 2025-2026 only, a Teacher must submit documentation within thirty (30) days of ratification.

The maximum base salary increase a teacher may receive through this compensation plan in the 2025-2026 school year is $2250. The amount attributable to the academic needs factor is at least 10% of the total possible increase ($1000 / $2250 = 44%). The amount attributable to the education factor does not exceed 50% of the total possible increase ($1000 / $2250 = 44%).

**c. Salary Increase Factors – 2026-2027 School Year**

1. Academic Needs – The need to retain all returning teachers in the School Corporation to provide educational continuity for students. A teacher who meets this factor shall advance one row on the salary schedule. This shall be a raise of one thousand dollars ($1000).

2. Education – A Teacher who possesses an additional content area degree or content area credit hours beyond the requirements for employment. Eligible content areas mean any content area defined by the Indiana Department of Education. After any increase for evaluation, a Teacher who meets this factor shall advance from the Teacher's column in the salary schedule in Appendix A to the next education column in the salary schedule in Appendix A. This shall be an additional raise of one thousand dollars ($1000) for teachers satisfying the education factor.

The maximum base salary increase a teacher may receive through this compensation plan in the 2026-2027 school year is $2,000. The amount attributable to the academic needs factor is at least 10% of the total possible increase ($1000 / $2000 = 50%). The amount attributable to the education factor does not exceed 50% of the total possible increase ($1000 / $2000 = 50%).

**d. Early Literacy Endorsement Base Salary Differential – 2026-2027 School Year**

Each new hire who possesses an early literacy endorsement and each returning teacher who newly possesses an early literacy endorsement on their license shall receive a one-time $250 added to their base salary. To

receive the $250 literacy endorsement base salary differential for the 2026-2027 school year, a new hire must provide proof of possession upon being hired. Returning teachers must provide proof of attainment of the endorsement by no later than November 15, 2026.

1. General Limitations on Salary Increases

The Salary Schedule is for this Agreement only and will not be considered the status quo for this Agreement. Teachers' respective salaries for this contract year will remain frozen at the end of this Agreement and shall not move down the steps of the Salary Schedule. The status quo for Teachers' respective salaries at the end of this Agreement will be their salaries for the 2026-2027 contract year.

2. Salary Range

The salary range under this Agreement is $43,000-$71,000, exclusive of salary increases included in this Agreement. The salary range under this Agreement is $45,000 - $73,250 after base salary increases are applied.

**B. Determination of Salaries for New Hires**

**1. Initial Salary**

The salary of a new hire Teacher is set based upon experience and education as further described below.

**2. Experience**

For new hires, experience shall be defined as the years in which a Teacher worked 120 days or more in an accredited preK-12 or K-12 public or private school in Indiana or another state or territory. The Teacher shall provide written verification of those years of experience at a school not participating in the Indiana Public Retirement System.

**3. Shortage of Qualified Applicants**

If a shortage of qualified applicants occurs, the Superintendent may hire a new Teacher at a salary up to three rows beyond the row equated with the Teacher's years of experience. The superintendent will provide written (email) notification to the Association when this provision is used.

**4. New Hires with Workplace Specialist I License**

At the time of hiring, a Teacher with only a Workplace Specialist I license or a Teacher who shall be pursuing a Workplace Specialist I license shall present the Superintendent with proof of professional experience in the area in which the Teacher will be teaching. The Teacher shall be placed on the salary schedule in the appropriate education column using the years of experience in the area in which the Teacher will be teaching as delineated below. A Teacher who does not possess at least a Bachelor's degree will be placed in the Bachelors column of the salary schedule.

Less than or equal to 10 years of experience – Rows A-C

Greater than 10-20 years of experience – Rows C-E
Greater than 20 years of experience – Rows E-G

5. **Adjustment of New Hire Salaries**
A Teacher who was newly hired for this school year prior to the ratification of this agreement shall receive a salary adjustment to the row on the current salary schedule equal to that Teacher's years of experience. If this salary adjustment would result in a salary decrease, the Teacher shall remain at their previously determined salary.

**C. Stipends**

1. After-School Tutoring Extracurricular Stipend
The School Corporation will pay $35 per hour, subject to applicable withholdings, for Teachers not to exceed four (4) hours per week for after-school tutoring as assigned by principal.

2. Maximum Salary Stipend

A Teacher who
a. meets the eligibility criteria and salary increase factor for evaluation,
b. is on the final row of the salary schedule, and
c. does not receive the raise for the evaluation factor received by other Teachers because the Teacher is on the final row of the salary schedule shall receive a stipend equal to the raise received by those Teachers not on the final row of the salary schedule who met the requirements for the evaluation factor.

**D. Pay Method**

All certified employees, including new hires, shall be paid on twenty-six (26) biweekly pays. The first paydate for the school year will be two weeks following the last paydate for the previous school year, unless otherwise agreed upon by the Superintendent and TLCTO President. The first pay date for the 2025-2026 school year shall be August 29, 2025.

**E. Timeline for Raises & Stipends.** All base salary increases and stipends provided by this compensation model will be paid within sixty (60) days after the ratification of this agreement by the Board during a bargaining year. In a non-bargaining year, base salary increases and stipends provided by this compensation model will be paid on the first paydate of the school year. In a bargaining year, base salary increases, however, shall be retroactive to the start of the school year and the base salary increases accrued between the first paydate of the school year and ratification by the Board shall be paid as a lump sum. A portion of this raise shall be in the form of a one-time payment retroactive to the beginning of the school year. If a Teacher resigns with an effective date at or after the conclusion of the school year, the Teacher shall receive full retroactive pay. If a Teacher resigns with an effective date before the conclusion of the school year, the retroactive pay

shall be prorated to the portion of the contractual year the Teacher was employed.

**F. Extracurricular Salary Schedule**

The Extracurricular Salary Schedule for this contract is found in Appendix B.

**G. Per Diem Calculation**

A Teacher's per diem rate shall be calculated by dividing the Teacher's base salary by the number of days identified in the Teacher's Regular Teacher's contract. The Teacher will receive his/her per diem rate for any day worked beyond the number of days identified in the Teacher's Regular Teacher's Contract. For informational purposes only, the number of Teacher work days to be included on the Regular Teacher's contract shall be one hundred eighty-four (184).

**H. Hourly Wages**

A Teacher's hourly wage shall be calculated by dividing his/her per diem wage by six (6).

**I. Ancillary Duties**

1. **Class Coverage.** When a Teacher during their respective planning period performs the ancillary duty of covering the class of another Teacher, attending a case conference, or attending an administratively required meeting the Teacher shall be paid for one class period. A Teacher shall receive the hourly wage of a Teacher with no experience and a Bachelor's Degree for each period. One class period shall be defined as one-eighth of the student day.

2. **Driving a Bus.** A Teacher who performs the ancillary duty of substitute driving a bus during contractual time shall be paid the Teacher's normal contractual pay only for the period of driving time that overlaps with contractual time. A Teacher who performs the ancillary duty of substitute driving a bus shall be paid the current substitute bus driver wage for each morning or afternoon route.

**J. New Teacher Orientation**

Teachers will receive a $100 stipend for attendance at New Teacher Orientation on the first payroll date following the start of the Teacher year.

**K. Mileage**

A Teacher who is required, in the course of his/her work, to drive their personal vehicle from one building to another, or elsewhere with prior approval of a principal or Superintendent, shall receive a mileage reimbursement at the applicable IRS rate upon prompt submission of complete documentation no more than thirty (30) days from the date of the reimbursable trip, to be payable on the next regularly-schedule payroll date in accordance with the payroll processing deadlines.

## ARTICLE III - FRINGE BENEFITS

**A. Health Insurance**

**1. Premiums**

The board will contribute the following amounts toward each Teacher's health insurance premium. In the event spouses are eligible to receive this benefit, one of said spouses may take the family plan and both spouses may apply their respective benefits to one policy premium. In no situation will the benefits exceed the total family plan premium.

| **Beginning January, 2025** | |
|---|---|
| Single | $644.00 per month |
| Family | $1398.00 per month |
| **Beginning January, 2026** | |
| Single | $ 786.00 per month |
| Family | $ 1785.00 per month |
| **Beginning January, 2027** | |
| Single | $865.00 per month |
| Family | $1964.00 per month |

**B. Group Insurance – Continuation of Benefits**

Employees who are on a School Board approved leave of absence shall be allowed to remain on the school corporation's medical insurance plan for a maximum period of twelve (12) months. All employees who leave full time employment with the corporation due to retirement shall be permitted to retain hospitalization benefits with the corporation as provided by state law.

**C. Life Insurance**

The Board shall provide life insurance protection for each faculty member in the amount of fifty thousand ($50,000), double for accidental death, to be paid to the faculty member's designated beneficiary. The Board shall pay the premium for life insurance minus ($1.00) for each Teacher.

**D. Liability Insurance**

The Board shall provide liability insurance with policy limits of at least $2,000,000 per occurrence to protect faculty members from suits arising from or in performance of their duties.

**E. Indiana State Teachers' Retirement Fund**

In addition to the compensation provided to Teachers pursuant to this contract, the Board agrees to pay directly to the Indiana State Teachers Retirement Fund the 3% Indiana State Teachers Retirement contribution required of Teachers.

**F. Section 125:** The second generation Section 125 took effect January 1, 1997.

**G. Supplemental Retirement – 401(a)**

1. The Board shall establish and maintain a qualified Section 401 (a) Plan ("401(a) Plan") for all certified employees. The Board also shall establish and maintain a

Section 403(b) Plan ("403(b) Plan") for all certified employees. The Section 403(b) Plan shall include provisions for pre-tax salary reduction contributions by the employee which will be matched by the Board in the Section 401(a) Plan on a dollar for dollar basis and up to one and one half percent (1 ½ %) of the employee's Salary. The parties agree that all contributions made by the Board to the Section 401 (a) Plan on behalf of certified employees shall be counted against the new money available to fund Teacher salary and benefit increases each year as part of contract negotiations for certified employees.

2. The Board shall deposit employer contributions for each employee into the mutually agreed Section 401 (a) Plan maintained by the Board. Such deposits will be made on a monthly basis.

3. School employees will have the option of continuing to invest their dollars in deferred compensation plans offered by mutually agreed upon vendors. Such contributions shall be counted by the Board for purposes of the certified employee's required matching contribution.

Any contributions made by the Board to the Section 401 (a) Plan on behalf of certified employees shall be immediately vested effective June 30, 2026. For purposes of this section, "continuous completed years of service" refers to and is calculated by the number of consecutive regular or temporary Teacher's contracts (no more than one contract per school year) executed by the employee. Authorized leaves of absences shall not be considered to be a break in continuous employment. However, a Teacher on an authorized leave of absence for one school year or more will not receive "completed years of service" credit for vesting purposes under this section for the time the Teacher is on the approved leave of absence. Current employees will receive credit for their continuous completed years of service as of July 1, 2001. A Teacher who is not fully vested in this program and who voluntarily resigns or is terminated shall not retain any prior partial vesting rights if ever rehired by the Board.

## H. Severance Program – Accumulated Sick Days

1. Beginning with the 2004-05 school year, the Board will buy unused accumulated Annual Sick Leave Allotment days in excess of ninety (90) days per Teacher at the rate of fifty dollars ($50.00) per day and deposit such monies into the Teacher's Section 401 (a) account. In addition, at the end of each school year, the Board will purchase a Teacher's unused Annual Sick Leave Allotment days at the rate of fifty dollars ($50.00) per day for Teachers with an unused Leave Accumulation of ninety (90) days or more. The money shall be deposited into the Teacher's Section 401(a) account by August 1 of each year.

2. For Teachers hired before September 1, 2001, a Teacher who is at least fifty (50) years of age and who has at least fifteen (15) years of teaching experience and a minimum of ten (10) years of teaching experience with the Twin Lakes School Corporation shall be eligible for severance pay. The severance pay shall be computed on the basis of fifty dollars ($50.00) per day of unused sick leave accumulated by the Teacher at the time of retirement up to a maximum of ninety (90) days. A Teacher who was hired before September 1, 2001, and who meets

the eligibility criteria set forth in this paragraph and who has accumulated at least forty (40) unused accumulated sick leave days at the time of retirement shall have two thousand dollars ($2,000.00) added to their last teaching contract as severance pay for such forty (40) days.

3. Teachers who have accumulated at least forty-one (41) days at the time of retirement shall receive an additional fifty dollars ($50.00) per day of unused sick leave up to the ninety (90) day maximum accumulation. All such amounts shall be paid to the retiring Teacher's Voluntary Employees Benefit Association (VEBA) Retirement Health Insurance account within 60 days of the date of retirement. Eligible persons shall notify the Superintendent of their intent to retire by August 1 of the year of retirement.

**J. Voluntary Employees' Benefit Association (VEBA) Retirement Health Insurance Program**

A. The VEBA Retirement Health Insurance program replaces the Retiree Health Insurance Plan beginning with the 2005-2006 Memorandum of Agreement.

B. Lump Sum VEBA. For all Teachers who are employed in the 2005-2006 school year, the School Board will establish an individual VEBA program.

1. Funds from the 2006 Severance Bond proceeds will be deposited into individual Teachers' VEBA accounts administered by a mutually agreed upon vender. Each Teacher's amount will be calculated based on the number of years of service and the number of years until the Teacher reaches age 65.

2. These VEBA accounts will vest after the completion of seven (7) years of service with Twin Lakes School Corporation. Upon severance of employment, amounts forfeited because of failure to meet these vesting requirements will be equally redistributed among Lump Sum VEBA plan participants employed by Twin Lakes School Corporation at the time of redistribution. Such forfeitures shall not be reinstated or recredited if any individual is subsequently rehired or reemployed by the Twin Lakes School Corporation.

3. Upon retirement under this section, personnel may then submit qualified expenses to the VEBA vendor. The VEBA account will be administered according to IRS and the VEBA administrator's rules and regulations.

C. Ongoing VEBA. For Teachers hired after 2006-2007, the School

Corporation agrees to contribute $250 annually into an individual VEBA account administered by a mutually agreed upon vendor. The funds will be deposited on behalf of each such Teacher at the end of each school year. The School Board will also contribute a one-time amount of an additional $100 into the new Teacher's VEBA account at the end of their first school year. This VEBA account will be immediately vested effective June 30, 2026. In the event of the death of a Teacher with an account maintaining a balance and the Teacher has no "dependents" as that term is defined by the Internal Revenue Code, the balance shall be forfeited to the School Corporation and used to reduce the School Corporation's future contributions.

K. **Vision Insurance Program-** The Board shall contribute $10.00 per month toward the premium cost for a membership for each faculty member of Twin Lakes School Corporation who chooses said insurance for the term of the agreement.

L. **Dental Insurance Program-** The Board shall contribute $30.00 per month toward the premium cost for a membership for each faculty member of Twin Lakes School Corporation who chooses said insurance for the term of the agreement.

M. **Long-Term Disability Insurance Program-** The Board shall contribute 100% of the cost of the premium minus one dollar ($1.00) for each faculty member of Twin Lakes School Corporation for the term ofthe agreement.

N. **Timeline for Insurance Coverage**
The School Corporation shall pay its contribution to insurance benefits on behalf of a Teacher who voluntarily separates employment upon or after the completion of the school year until the August 31 following the separation date. A Teacher who separates employment during the school year shall receive coverage through the end of the month in which the termination of employment is effective. Teachers are eligible for health insurance benefits effective the first day of the month following their first Teacher day with the school corporation for which they receive a base contract payment.

O. **Activity and Athletic Passes**
Each Teacher shall receive an adult plus one athletic and activity pass. A Teacher shall also receive a family pass by working six (6) events. Teachers shall utilize badges for the passes.

P. **Background Checks**
The board shall assume the responsibility for the costs associated with obtaining expanded criminal background checks and expanded child protection index checks, unless and until that requirement is removed from Indiana Code.

Q. **Benefits for Employees Working Less Than Full Time**

For a Teacher working less than full time but more than or equal to a half time, the School Corporation's obligation to make a contribution towards insurance premium shall be as listed elsewhere in this section. For a Teacher working less than a half time, the School Corporation's contribution towards medical, vision, and dental insurance premiums shall be made on a pro rata basis equivalent to the fraction of the day or contractual year in which they work.

**R. Insurance Trust**

The Association shall appoint one trustee to the board of the insurance trust. The trustee appointed by the Association shall receive professional leave to attend any Insurance Trust meetings.

## ARTICLE IV- LEAVES

**A. Teacher Absence**

A written statement, Leave Report Form, shall be submitted through the school office to the Superintendent's office setting forth the reason and necessity which caused such absence.

**B. Personal Leave**

Each Teacher shall be entitled to at least four (4) days for transacting personal business and/or conducting personal or civic affairs during each year of such employment. A Teacher may accumulate up to a total of six (6) personal leave days. Any personal leave days accumulated over the six (6) day cap will be transferred to the Teacher's accumulated sick leave days.

**C. Sick Leave**

1. A Teacher will be granted an Annual Sick Leave Allotment of ten (10) days for the first year of service and eight (8) days for each year thereafter for the Teacher's illness, injury, surgery, accident, hospitalization, quarantine, or medical appointment. Unused Annual Sick Leave Allotment days may accumulate up to a maximum of ninety (90) days. In the event a new employee shall have accumulated one ( 1) or more sick leave days in another school corporation, there shall be added to the employee in this corporation, for his second year and each succeeding year, up to five (5) sick days until the accumulated days to which the Teacher was entitled in his last employment are exhausted. Sick days used shall be first charged against the Teacher's Annual Sick Leave Allotment

2. Employees may use the annual allotment of eight (8) days sick leave for the purpose of family illness in the event of illness, injury, surgery, accident, hospitalization, quarantine, or medical appointment involving a member of the immediate family. Immediate family shall be defined as spouse, children, mother, father, stepparents, stepchildren, sister, brother, and same related to spouse or any person for which the Teacher has been granted healthcare power of attorney. Any additional days needed for purposes of family illness, may be granted from the Teacher's accumulated sick leave by the Superintendent upon written request.

**D. Bereavement Leave**

1. In case of death within the immediate family, the employee shall be provided with a leave of seven (7) days following such death, and shall receive full compensation for such leave to be used within 90 calendar days of the death. Bereavement leave days need not be consecutive. Immediate family is defined as father, mother, brother, sister, spouse, child (including miscarriage or stillbirth), grandparent, grandchild, and similar relationship established by marriage, or any other person who is living in the employee's household. If more than one death in the immediate family should occur during the year, seven calendar days immediately following such death shall be granted for each. One-day leave shall be granted for funerals in case of death(s) of other family members or that of the spouse's family members without loss of compensation. Two days shall be granted if the funeral is more than 200 miles away (one way).

2. Additional days beyond seven calendar days or reallocation of the seven calendar days may be granted at the discretion of the Superintendent upon written request.

3. An employee may be excused without loss of compensation to serve as pallbearer.

**E. Pregnancy Maternity Leave**

A Teacher who is pregnant may continue in active employment as late into pregnancy as the Teacher wishes if she can fulfill the requirements of the Teacher's position. All or part of a leave taken by a Teacher because of a temporary disability caused by pregnancy, delivery or post-delivery medical conditions, may be charged at the Teacher's discretion to the Teacher's available sick days. However, the Teacher is not entitled to take accumulated sick days when the Teacher's physician certifies that the Teacher is capable of performing the Teacher's regular teaching duties and any applicable FMLA Leave has been exhausted. The Corporation shall continue its contributions to insurance during any paid portion of a maternity leave.

**F. Family and Medical Leave Act**

A Teacher is eligible for benefits while on a leave of absence pursuant to the Family and Medical Leave Act and the corporation's contribution to these benefits shall continue for the duration of the leave. Teachers may elect to use their paid accumulated sick leave while utilizing this provision. For the purposes of FMLA, a year shall be defined as a rolling year. The School Corporation shall continue its contributions to health insurance during FMLA leave so long as the employee continues his or her contributions.

**G. Adoption Leave**

A Teacher shall be entitled to a leave of absence to take care of issues associated with the adoption of a child. A Teacher may use sick leave days as adoption leave or receive unpaid leave. Any additional sick leave days needed may be granted from the Teacher's accumulated sick leave by the Superintendent upon written request.

The right to take adoption leave shall terminate one calendar year after the Teacher obtains physical custody of the child.

**H. Sick Leave Bank**

1. The purpose of the Sick Leave Bank is to give a member substantial income protection in the event of a medical catastrophe.

2. The applicant must exhaust all sick leave and personal leave days accumulated before receiving days from the Bank.

3. Days granted through the Sick Leave Bank will not be repaid by themember.

4. Unused days granted through the Sick Leave Bank shall revert to the Bank as of June 30 of any year.

5. The committee may grant up to thirty (30) days per application, not to exceed ninety (90) days per school year. The committee may grant a maximum of one hundred eighty (180) days per applicant within a period of three (3) consecutive school years.

6. The committee may grant up to ten (10) days to a Teacher who does not meet the guidelines for use, but who presents evidence of extenuating circumstances. A physicians' statement must accompany the application.

7. A Teacher who retires employment with the Board may donate the balance of the Teacher's sick and/or personal days to the Sick Leave Bank.

8. The School Corporation shall distribute Sick Leave Bank forms to each Teacher within the first ten (10) days of work each school year.

**I. Unpaid Leave**

The Board may grant a leave of absence to a Teacher for a period of up to one school year without pay or benefits.

**J. Jury Duty Leave**

A Teacher who is summoned and reports for jury duty required by the applicable law shall be paid by the Board the regular salary he/she would have earned by working for the Board on that date. In order to receive payment, a Teacher must give the Board prior notice that he has been directed to report for jury duty and remit the daily jury duty fee from the courts to the Board. Out-of-pocket expenses reimbursed by the court for such items as parking fees, travel costs, etc., shall be retained by the Teacher.

**K. Court Leave**

A Teacher is entitled to court leave when subpoenaed:

1. To serve grand or petit jury duty,
2. To testify in court as a witness in a case,
3. To testify in court in any suit arising out of the performance of the duties for or employment with the School Corporation,

4. To testify before a judicial or legislative body legally empowered to issue said subpoena, or
5. To testify in a deposition.

During the period of required absence, the Teacher shall be paid full salary provided the total amount of payment for witness fee or other per diem allowance earned during school days by such Teacher, if any, is remitted by the Teacher to the School Corporation.

**L. Paid Parental Leave**

In addition to other applicable leaves in this agreement and in statute, when a child is born or adopted, a parent shall be granted ten (10) days paid parental leave to be used within six (6) months of the birth or adoption. The leave days need not be taken consecutively.

**M. Transitional Training Preceding an Extended Leave**

When a Teacher requests a leave of absence that will last three (3) or more weeks, the Board will require the Teacher to provide transitional training to an identified substitute during two (2) regular Teacher workdays that precede the commencement of the leave. The Teacher shall be entitled to receive no additional compensation over and above the Teacher's regular per diem rate for performing this ancillary duty. Any provision contained herein that is not a salary, wage or wage-related fringe benefit is based upon the policy of the School Corporation, is for informational purposes only and has not been bargained.

**N. Association Leave**

The Association President(s) and/or the President's designee(s) shall be entitled to six (6) days of absence each school year with pay for the purpose of conducting Association business with pre-approval of the Superintendent.

**O. Workers' Compensation Leave**

A Teacher with an illness or injury that qualifies for Workers' Compensation coverage shall receive regular pay and shall have the first seven (7) days of absence deducted from the Teacher's sick leave. If the Teacher does not have sufficient sick leave days available, the Teacher shall be on unpaid leave for any day not covered by sick leave. This does not preclude the Teacher for applying to the Sick Leave Bank and using Sick Leave Bank days if the Teacher is eligible. After the first seven (7) days. the School Corporation shall pay any difference between the Teacher's regular pay and the wage replacement benefits from Workers' Compensation.

**P. Professional Leave**

1. Professional leave with pay may be granted by the Superintendent for the purpose of:
   a) attending and/or participating in professional meetings, educational workshops, seminars, conferences, or other professional opportunities sponsored by industry or professional associations, colleges, universities, or any governmental agencies concerned with public school matters, or
   b) visiting another school corporation or educational institution for the

purpose of observing instructional techniques or other educational activities.

2. When utilizing professional leave for one of the above-mentioned purposes, a Teacher may make a request in advance to the Superintendent to have associated expenses reimbursed. The Superintendent has the discretion to grant or deny the request for reimbursement.

## ARTICLE V - GRIEVANCE PROCEDURE

**SECTION 1: Definition**

A grievance is an alleged violation or claimed misrepresentation of a specific article or section of this Agreement and may be filed by an individual Teacher or group of Teachers who are directly affected.

**SECTION 2: Procedure**

STEP I

Within twenty (20) working days of the time that the grievant knew, or reasonably should have known, of the grievance, the grievant shall present the grievance orally to the building principal during non-teaching hours. Within five (5) working days after presentation of grievance, the building principal shall orally answer the grievant.

STEP II

A. Within ten (10) working days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant and submitted to the building principal on the form provided by the administration.

B. The Grievance shall (1) name the employee involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of this Agreement alleged to be violated, (4) state the contention of the grievant with respect to the grievance and, (5) indicate the specific relief requested.

C. Within ten (10) working days after receiving the written grievance, the principal shall communicate his answer in writing to the grievant.

STEP III

A. If the grievance is not resolved in Step Two, the grievant may, within ten (10) working days of receipt of the principal' s answer, appeal to the Superintendent by filing the grievance and the principal's answer, along with any written response of the grievant to the answer of the principal, with the office of the Superintendent, which shall receipt therefore.

B. The Superintendent, or his designated representative, shall give the grievant an answer in writing no later than ten (10) working days after receipt of any written grievance properly filed with the Superintendent's office.

STEP IV

A. If the grievance is not resolved in Step Three, the grievant may, within ten (10) working days after receiving the decision of the superintendent, make

appeal of the decision to the Board. The election to appeal to the Board shall constitute a binding election of remedy which shall bar the grievant and the Association from pursuing the same matter before the Indiana Education Employment Relations Board on the basis that the alleged conduct constitutes an unfair labor practice. The Board shall hold a hearing on the grievance at a regular or special meeting. The Board will render its final decision in writing to the grievant. Witness lists and exhibits shall be exchanged ten working days before the hearing.

B. The Board may not consider any, allegation or remedy that was not presented in step three.

**SECTION 3: Time Limits**

A. Time limits herein may be extended only by mutual agreement, signed by the parties.
B. If there is a failure at any step to communicate the decision on a grievance within the specified time limit, the grievant shall then have the right to appeal at the next step of the procedure.
C. Any grievance not advanced from one step to the next within the time limits, shall be deemed resolved by the answer at the previous step.
D. Any grievance not presented in Step One within twenty (20) working days of the time the grievant knew or reasonably should have known of the grievance, or any grievance not submitted in writing in Step Two within ten (10) working days of its submission in Step One, shall be deemed waived and shall not be processed.

## ARTICLE VI - COMPLIANCE WITH I.C. § 20-29-6

The undersigned attest to the following:

1. A public hearing was held in compliance with I.C. § 20-29-6-1(b) on October 30, 2026, and electronic participation from the parties or public was not permitted; and

2. A public meeting in compliance with I.C. § 20–29–6–19 was held on November 9, 2026 to discuss the tentative agreement, and electronic participation from the governing body and/or public was not permitted.

## ARTICLE VII - EFFECTIVE DATE AND DURATION

This agreement shall become effective July 1, 2025 and shall continue until June 30, 2027. This contract may be reopened by the School Corporation with respect to salary increased during the 2026 formal bargaining window if the Fall 2026 ADM count is 30 students less than the Fall 2025 ADM count inclusive of virtual students. This contract may be reopened by the Association with respect to salary increases during the 2026 formal bargaining window if the Fall 2026 ADM count is 30 students more than the Fall 2025 ADM count inclusive of virtual students. If

the health insurance increase for 2027 plan year is greater than 10%, then the contract may be reopened by the Association.

This agreement following reopener negotiations is entered into this 12th day of November 2026 by the Board and the Association.

**[SIGNATURE PAGE IMMEDIATELY FOLLOWS]**

Mr. Scot McAtee
Vice President of Bargaining
Twin Lakes Classroom Teachers Organization

11/13/2026
Date

Ms. Becky O'Farrell
President
Board of School Trustees

11/13/24
Date

Deborah Metzger
Superintendent
Twin Lakes School Corporation

11/13/2026
Date

Date ratified by the Twin Lakes Classroom Teachers' Organization: November 4, 2026.

Date ratified by the Twin Lakes School Corporation Board of School of Trustees: November 12, 2026.

## APPENDIX A - Salary Schedule

| Initial New Hire Placement Years of Experience | Level | Bachelors Degree | Bachelor's Degree with Early Literacy Endorsement | Masters Degree or Bachelors Degree +36 | Masters Degree with Early Literacy Endorsement or Bachelors Degree +36 with Early Literacy Endorsement |
|---|---|---|---|---|---|
| 0 | A | $45,000 | $45,250 | $46,000 | $46,250 |
| 1 | B | $46,000 | $46,250 | $47,000 | $47,250 |
| 2 | C | $47,000 | $47,250 | $48,000 | $48,250 |
| 3 | D | $48,000 | $48,250 | $49,000 | $49,250 |
| 4 | E | $49,000 | $49,250 | $50,000 | $50,250 |
| 5 | F | $50,000 | $50,250 | $51,000 | $51,250 |
| 6 | G | $51,000 | $51,250 | $52,000 | $52,250 |
| 7 | H | $52,000 | $52,250 | $53,000 | $53,250 |
| 8 | I | $53,000 | $53,250 | $54,000 | $54,250 |
| 9 | J | $54,000 | $54,250 | $55,000 | $55,250 |
| 10 | K | $55,000 | $55,250 | $56,000 | $56,250 |
| 11 | L | $56,000 | $56,250 | $57,000 | $57,250 |
| 12 | M | $57,000 | $57,250 | $58,000 | $58,250 |
| 13 | N | $58,000 | $58,250 | $59,000 | $59,250 |
| 14 | O | $59,000 | $59,250 | $60,000 | $60,250 |
| 15 | P | $60,000 | $60,250 | $61,000 | $61,250 |
| 16 | Q | $61,000 | $61,250 | $62,000 | $62,250 |
| 17 | R | $62,000 | $62,250 | $63,000 | $63,250 |
| 18 | S | $63,000 | $63,250 | $64,000 | $64,250 |
| 19 | T | $64,000 | $64,250 | $65,000 | $65,250 |
| 20 | U | $65,000 | $65,250 | $66,000 | $66,250 |
| 21 | V | $66,000 | $66,250 | $67,000 | $67,250 |
| 22 | W | $67,000 | $67,250 | $68,000 | $68,250 |
| 23 | X | $68,000 | $68,250 | $69,000 | $69,250 |
| 24 | Y | $69,000 | $69,250 | $70,000 | $70,250 |
| 25 | Z | $70,000 | $70,250 | $71,000 | $71,250 |
| 26 | AA | $71,000 | $71,250 | $72,000 | $72,250 |
| 27 | BB | $72,000 | $72,250 | $73,000 | $73,250 |

## APPENDIX B - Extracurricular Schedule

A committee will be formed to work on evaluating the extra-curricular schedule, which committee will make recommendations to the bargaining teams. This provision is for informational purposes only and was not bargained.

| Activities | | | |
|---|---|---|---|
| Speech HS | 0.0164 | French Club HS | 0.0123 |
| Drama Director HS | 0.0736 | TL Writing Club HS | 0.0164 |
| Assistant Drama Director HS | 0.0450 | Art Club MS | 0.0123 |
| Yearbook HS | 0.0389 | Social Studies Club MS | 0.0123 |
| Yearbook MS | 0.0266 | Elementary Student Council Sponsors | 0.0123 |
| Vocal Director HS | 0.0600 | Assistant Elementary Student Council Sponsors | 0.0123 |
| Band Director HS | 0.1161 | Elementary Math Bowl Sponsors | 0.0123 |
| Vocal MS | 0.0164 | Elementary Spell Bowl Sponsors | 0.0123 |
| Assistant Band Director HS | 0.0368 | Elementary Circle the State Music Sponsors | 0.0123 |
| Associate Band Director HS | 0.0154 | SADD Club HS | 0.0123 |
| Percussion MS/HS | 0.0323 | Recycling Club HS | 0.0123 |
| Student Council HS | 0.0327 | 3D Printing Club HS | 0.0123 |
| Student Council MS | 0.0245 | FFA HS | 0.0368 |
| Aspiring Teachers | 0.0123 | Jazz Band MS | 0.0164 |
| Future Educator of America Club Sponsor HS | 0.0123 | Freshman Mentoring HS | 0.0123 |
| Technology Club Sponsor HS | 0.0123 | Assistant Freshman Mentoring HS | 0.0123 |
| Senior Class Sponsor HS | 0.0123 | Auditorium Director | 0.0698 |
| Junior Class Sponsor HS | 0.0164 | Pool Director | 0.0286 |
| Newspaper HS | 0.0135 | Mentor of Other Teachers | 0.0116 |
| Academic Super Bowl HS | 0.0164 | Robotics Club – MS | 0.0164 |
| Academic Competition Sponsor MS | 0.0164 | Battle of the Books – MS | 0.0123 |
| Chess Club Sponsor HS | 0.0123 | | |
| Health Occupation Students of America | 0.0368 | | |
| Business Professional HS | 0.0368 | **Middle School Department Heads** | 0.0172 |
| National Honor Society HS | 0.0123 | Language Arts | 0.0172 |
| National Honor Society MS | 0.0123 | Science | 0.0172 |
| Welding Club HS | 0.0368 | Mathematics | 0.0172 |
| Spanish Club HS | 0.0123 | Social Studies | 0.0172 |
| Robotics Club – HS | 0.0368 | Physical Ed / Health | 0.0172 |
| Key Club – HS | 0.0123 | Practical Arts | 0.0172 |
| | | Fine Arts | 0.0172 |
| **High School Department Heads** | | Special Education | 0.0172 |
| English | 0.0172 | 6th Grade Team Leaders | 0.0172 |
| Foreign Language | 0.0172 | 7th Grade Team Leaders | 0.0172 |
| Science | 0.0172 | 8th Grade Team Leaders | 0.0172 |
| Mathematics | 0.0172 | | |
| Social Studies | 0.0172 | | |
| Business | 0.0172 | | |
| Career Technical Education | 0.0172 | | |
| Special Education | 0.0172 | | |
| Art | 0.0172 | | |
| Physical Ed / Health | 0.0172 | | |
| Fine Arts | 0.0172 | | |
| School Counseling | 0.0172 | | |

# Athletics

| Coach | |
|---|---|
| Middle School Events Supervisor ~ Fall | 0.0698 |
| Middle School Events Supervisor ~ Winter | 0.0698 |
| Middle School Events Supervisor ~ Spring | 0.0698 |
| Athletic Trainer @ HS | 0.1715 |
| Weight Room Supervisor @ HS | 0.0337 |
| **Volleyball** | |
| Head Volleyball Coach HS | 0.0873 |
| Assistant Varsity Volleyball Coach @ HS | 0.0511 |
| Junior Varsity Volleyball Coach @ HS | 0.0511 |
| Freshman Volleyball Coach @ HS | 0.0368 |
| Freshman Volleyball Coach @ HS | 0.0368 |
| 8th Grade Volleyball Coach | 0.0368 |
| 8th Grade Volleyball Coach | 0.0368 |
| 7th Grade Volleyball Coach | 0.0368 |
| 7th Grade Volleyball Coach | 0.0368 |
| 6th Grade Volleyball Coach | 0.0259 |
| **Football** | |
| Head Football Coach @ HS | 0.1715 |
| Assistant Varsity Football Coach @ HS | 0.0804 |
| Assistant Varsity Football Coach @ HS | 0.0804 |
| Assistant Varsity Football Coach @ HS | 0.0804 |
| Assistant Varsity Football Coach @ HS | 0.0804 |
| Assistant Varsity/Freshman Football Coach @ HS | 0.0613 |
| Assistant Varsity/Freshman Football Coach @ HS | 0.0613 |
| 8th Grade Football Coach | 0.0511 |
| 8th Grade Football Coach | 0.0511 |
| 7th Grade Football Coach | 0.0511 |
| 7th Grade Football Coach | 0.0511 |
| **Cross Country** | |
| Coed Head Cross Country Coach @ HS | 0.1144 |
| Coed Assistant Cross Country Coach @ HS | 0.0381 |
| Coed Cross Country Coach @ MS | 0.0259 |
| Coed Cross Country Coach @ MS | 0.0259 |
| **Swimming** | |
| Co-Ed Head Swimming Coach @ HS | 0.1310 |
| Co-Ed Assistant Swimming Coach @ HS | 0.0511 |
| Co-Ed Assistant Swimming Coach @ HS | 0.0511 |
| Coed Diving Coach @ HS and MS | 0.0437 |
| Coed Head Swimming Coach @ MS | 0.0368 |
| Coed Assistant Swimming Coach @MS | 0.0259 |
| **Wrestling** | |
| Boy's Head Wrestling Coach @ HS | 0.0873 |
| Boy's Assistant Wrestling Coach @ HS | 0.0511 |
| Boy's Assistant Wrestling Coach @ HS | 0.0511 |
| Boy's Wrestling Coach @ MS | 0.0368 |
| Boy's Wrestling Coach @ MS | 0.0368 |
| Girls' Head Wrestling Coach @ HS | 0.0873 |

| Basketball | |
|---|---|
| Boys' Head Basketball Coach @ HS | 0.1715 |
| Boys Varsity Assistant Basketball Coach @ HS | 0.0804 |
| Boys' Junior Varsity Basketball Coach @ HS | 0.0804 |
| Boys' Freshman Basketball Coach @ HS | 0.0613 |
| Boys' Freshman Basketball Coach @ HS | 0.0613 |
| Boys' 8th Grade Basketball Coach | 0.0511 |
| Boys' 8th Grade Basketball Coach | 0.0511 |
| Boys' 7th Grade Basketball Coach | 0.0511 |
| Boys' 7th Grade Basketball Coach | 0.0511 |
| Boys' 6th Grade Basketball Coach | 0.0259 |
| Boys' 6th Grade Basketball Coach | 0.0259 |
| Boys' Basketball Elementary Director | 0.0337 |
| Girls' Head Basketball Coach @ HS | 0.1715 |
| Girls' Varsity Assistant Basketball Coach @ HS | 0.0804 |
| Girls' Junior Varsity Basketball Coach @ HS | 0.0804 |
| Girls' Freshman Basketball Coach @ HS | 0.0613 |
| Girls' Freshman Basketball Coach @ HS | 0.0613 |
| Girls' 8th Grade Basketball Coach | 0.0511 |
| Girls' 8th Grade Basketball Coach | 0.0511 |
| Girls' 7th Grade Basketball Coach | 0.0511 |
| Girls' 7th Grade Basketball Coach | 0.0511 |
| Girls' 6th Grade Basketball Coach | 0.0259 |
| Girls' 6th Grade Basketball Coach | 0.0259 |
| Girls' Basketball Elementary Director | 0.0337 |
| **Track** | |
| Boys' Head Coach @ HS | 0.0873 |
| Boys' Assistant Coach @ HS | 0.0511 |
| Boys' Assistant Coach @ HS | 0.0511 |
| Boys' 7th and 8th Grade Coach | 0.0368 |
| Boys' 7th and 8th Grade Coach | 0.0368 |
| Boys' 7th and 8th Grade Coach | 0.0368 |
| Girls' Head Coach @ HS | 0.0873 |
| Girls' Assistant Coach @ HS | 0.0511 |
| Girls' Assistant Coach @ HS | 0.0511 |
| Girls' 7th and 8th Grade Coach | 0.0368 |
| Girls' 7th and 8th Grade Coach | 0.0368 |
| Girls' 7th and 8th Grade Coach | 0.0368 |
| Coed Assistant Track Coach @ HS | 0.0511 |
| **Baseball** | |
| Head Baseball Coach @ HS | 0.0873 |
| Assistant Baseball Coach @ HS | 0.0511 |
| Assistant Baseball Coach @ HS | 0.0511 |
| Assistant Baseball Coach @ HS | 0.0511 |
| Freshman Baseball Coach @ HS | 0.0368 |
| Freshman Baseball Coach @ HS | 0.0368 |
| **Softball** | |
| Head Softball Coach @ HS | 0.0873 |

| | | | |
|---|---|---|---|
| Girls' Assistant Wrestling Coach @ HS | 0.0511 | Assistant Softball Coach @ HS | 0.0511 |
| Girls' Assistant Wrestling Coach @ HS | 0.0511 | Assistant Softball Coach @ HS | 0.0511 |
| Girls' Wrestling Coach @ MS | 0.0368 | Assistant Softball Coach @ HS | 0.0511 |
| Girls' Wrestling Coach @ MS | 0.0368 | | |
| | | | |
| **Tennis** | | **Soccer** | |
| Boys' Head Coach @ HS | 0.0572 | Boys' Varsity Soccer Coach @ HS | 0.0873 |
| Boys' Assistant Coach @ HS | 0.0286 | Boys' Junior Varsity Coach @ HS | 0.0511 |
| Girls' Head Coach @ HS | 0.0572 | Girls' Varsity Soccer Coach @ HS | 0.0873 |
| Girls' Assistant Coach @ HS | 0.0286 | Girls' Junior Varsity Coach @ HS | 0.0511 |
| Co-Ed Tennis @ MS | 0.0259 | **Cheerleading** | |
| **Golf** | | Head Cheerleading Coach @ HS | 0.0376 |
| Boys' Head Golf Coach @ HS | 0.0572 | Cheerleading Trainer @ HS | 0.0188 |
| Boys' Assistant Golf Coach @ HS | 0.0286 | Cheerleading Trainer @ HS | 0.0188 |
| Girls' Head Golf Coach @ HS | 0.0572 | 7th and 8th Grade Cheerleading Coach @ MS | 0.0188 |
| Girls' Assistant Golf Coach @ HS | 0.0286 | Cheerleading Trainer @ MS | 0.0188 |
| Coed Golf Coach @ MS | 0.0259 | | |

Staff members who request for an ECA position to be split may submit their request to the Superintendent and TLCTO President for consideration. Any granted request will only be applicable for the school year in which it was granted. A split stipend shall be divided equally. Portions of this provision unrelated to wages are the school's policy, were not bargained, and are included for informational purposes only.

Teachers may elect to receive payment of ECA stipend as follows:

A. Anyone taking their payments in equal installments payments over 26 pay periods in 2024-2025 may continue to receive their installment over 26 pay periods for the 2025-2026 contract year only, but this 26-pay option will be editorially deleted from the contract for all ECA positions on June 30, 2026; or

B. Lump sum payment upon completion of ECA duties, or

C. Anyone with an ECA that is yearlong may elect to be paid half on the second paycheck in December and half on the first paycheck in June.

Payment of stipends is subject to a pro-rata adjustment determined by the Superintendent and TLCTO for any Teacher who resigns their ECA position with the School Corporation before the conclusion of any extracurricular responsibilities.

## APPENDIX C - Grievance Report Forms

Grievance Number: _____ School: _____

### Step I

Initial Report:

A. Date Cause of Grievance Occurred: _____

B. Date of Verbal Report to Principal: _____

### Step II

Grievance Report:

Step #1: Teacher Verbal Report

Step #2: Principal

Step #3: Superintendent

Step #4: School Board

Step #5: Arbitration

Building: _____

Assignments: _____

Name of Teachers: _____

Date Filed: _____

A. Statement of Grievance: _____

_____

_____

_____

B. Disposition by Principal: _____

_____

_____

_____

Signature: _____ Date: _____

### Step III

A. Position of Teacher(s): _____

_____

_____

_____

Signature: _____ Date: _____

B. Date Received by Superintendent or Designee: _____

C. Disposition of Superintendent or Designee: _____

_____

_____

Signature: _____ Date: _____

**Step IV**

A. Position of Teacher(s): _____

_____

_____

_____

Signature: _____ Date: _____

B. Date Received by Board of School Trustees or Designee: _____

C. Disposition by Board: _____

_____

_____

_____

Signature: _____ Date: _____