

# **Contractual Agreement**

**between**

**The Baugo Community Schools  
Board of School Trustees**

**and the**

**Baugo Education Association  
Elkhart, Indiana**

**2018- 2019**



Small School Feel~World Class Education

**The Association**

Kathy Nowicki, President  
Diana Davis, Vice President  
Stefanie DeSchepper, Treasurer  
Steve Zook, Secretary

**The Board of School Trustees**

Edward Collins, President  
Eric Ott, Vice President  
Caleb Pontius, Secretary  
Michael Showalter, Member  
Julie Phillips, Member

James H. DuBois, Superintendent



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**Negotiating Committee**

Kathy Nowicki  
Scott Tipton  
Diana Davis  
Stefanie DeSchepper  
Steve Zook

**Negotiating Committee**

Carol Deak  
Zachary Quiet

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## **Article 1 – Recognition**

- 1.1 The Board of School Trustees of the Baugo Community School Corporation hereby recognizes the Baugo Education Association as the exclusive representative of the teachers in the bargaining unit for the purpose of collective bargaining. The bargaining unit shall consist of all full-time certified employees, excluding supervisors, the athletic director, confidential employees, employees performing security work, speech language pathologists, and all non-certified employees. The parties acknowledge and agree that the removal of speech language pathologists from the bargaining unit is subject to the successful completion of the unit clarification process established by the terms of 560 IAC 2-2-1.

## **Article 2 – Definitions**

- 2.1 **Teacher:** The term "teacher" shall mean a member of the bargaining unit.
- 2.2 **Immediate Family:** The term "immediate family" shall mean spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, or grandchild, or any member of the family unit with legal residence in the teacher's household.
- 2.3 **Association:** The term "Association" shall mean the Baugo Education Association.
- 2.4 **Employer:** The term "employer" shall mean the Board of School Trustees of the Baugo Community School Corporation and/or any person or persons authorized to act for the board in dealing with its employees.
- 2.5 **Board:** The term "Board" shall mean the Board of School Trustees of the Baugo Community School Corporation.

## **Article 3 – Physical Examinations**

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

## **Article 4 - Homebound Teaching**

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

## **Article 5 – Summer School**

- 5.1 Teachers of summer school classes shall be issued a supplemental teacher's contract and shall be paid for each hour of instruction at an hourly rate based on their regular teacher's contract salary divided by one hundred eighty five (185) contract days, divided by six (6) hour per day. [Pursuant to IC 20-28-6-7(c) this provision was not bargained and has been included for informational purposes only

## **Article 6 – Purchase of Protective Clothing**

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

## **Article 7 – Grievance Procedure**

- 7.1 A. A grievance shall be defined as an assertion by a teacher that there has been a violation of this Agreement or a Memorandum of Understanding entered into by the parties.
- B. A "class grievance" means a grievance which has facts in common to a class of teachers or the Association, and which grievance affects more than one (1) teacher.
- C. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be a maximum and every effort should be made to expedite the process. "Days" shall mean teacher working days. Time limits may be extended by written agreement of both parties. If grievance is filed after May 1<sup>st</sup> and strict adherence to the time limits would result in hardship to either party, both parties will strive to resolve such grievance by the end of the school year or as soon thereafter as possible.
- D. All documents, communications, and records dealing with the proceeding of a grievance shall be filed separately from the personnel files of the participant(s).
- E. Time limits provided in this Agreement may be extended by mutual agreement in writing signed by the parties. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall not prohibit the grievance to be appealed to the next step. Any grievance issue not advanced from Step One to the next within the time limits of that step shall be deemed resolved by the employer's answer at the previous step without prejudice to other grievance, unless the Association agrees in writing with the settlement of the grievance; then it shall be resolved with prejudice to other grievances involving the same issue. Any grievance issue not appealed to arbitration shall be deemed resolved by the employer's answer at the previous step without prejudice to other grievances, unless the Association agrees in writing with the

settlement of the grievance; then it shall be resolved with prejudice to other grievance involving the same issue.

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

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

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

7.3 Informal Grievance Procedure:

In the event a teacher believes that there is a basis for a grievance, he/she shall, within fifteen (15) calendar days of the last occurrence of the alleged grievance, discuss the alleged grievance

with his/her building principal or supervisor, either personally or accompanied by a representative or designee. Within five (5) working days after presentation of the complaint or grievance, the principal or other authorized administrator shall give his/her answer orally to the teacher.

7.4 Formal Grievance Procedure – Step One

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

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

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

7.5 Formal Grievance Procedure – Step Two:

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

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

7.6 Formal Grievance Procedure – Step Three:

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

**Article 8 – Worker's Compensation**

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

**Article 9 – Liability Insurance**

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

- A. supervising students in Board approved and sponsored activities both on and/or away from school premises.
- B. transporting students in their personal automobiles to this Board approved and sponsored activities.
- C. should personal injury occur.

- 9.2 Policies are on file in the Superintendent's Office.
- 9.3 Any claims or question should be directed to the Superintendent's Office.

**Article 10 – Medical Health Insurance Benefits**

- 10.1 For school year **2017-18** the Board will pay toward the cost of the basic hospital, surgical, and major medical insurance plan \$ 5,877.08 for a single plan and \$13,926.84 for a family plan, and teachers will pay \$1.00 for a single plan, or if they elect to participate in a family plan, \$2,531.52 for a family plan. For school year **2017-18**, if the insurance premium exceeds the above total the Board shall be responsible for the additional cost.
- 10.2 The Board shall make an annual contribution of \$750.00 into the Health Savings Account (HSA) on behalf of any teacher electing to participate in the single plan. The Board shall make an annual contribution of \$1,500.00 into the Health Savings Account (HSA) on behalf of any teacher electing to participate in the family plan. The contribution to the Health Savings Account (HSA) is contingent upon participation in the health and wellness screening.

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

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

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

During the Fall of 2017 the school corporation will offer a Health and Wellness Screening. CHC Wellness Inc. shall administer the Health and Wellness Screening. The Baugo Community Schools shall pay the cost of the basic health and wellness screening for teachers that participate in the basic hospital, surgical, and major medical insurance plan. The Baugo Community Schools shall also pay the cost of the basic health and wellness screening for the spouses of teachers that have family coverage in the basic hospital, surgical, and major medical insurance plan. Effective January 1, 2018, if a teacher has a single plan and does not participate in the health and wellness screening the teacher will not receive the an annual contribution of \$750.00 into the Health Savings Account (HSA) nor will the teacher receive a cash payment of \$750.00. Effective January 1, 2018, if a teacher has a family plan and does not participate in the health and wellness screening the teacher will not receive the annual contribution of \$1,500.00 into the Health Savings Account (HSA) nor will the teacher receive a cash payment of \$1,500.00. If a teacher has a spouse, the teacher's spouse must also participate in

the health and wellness screening in order to receive the annual contribution of \$1,500.00 into the Health Savings Account (HSA) or a cash payment of \$1,500.00.

- 10.3 A teacher hired subsequent to January 1, 1986, who teaches less than a full day shall receive a pro-rated share of the Board's contribution toward the medical health insurance benefits based upon the pro-rated number of hours worked.
- 10.4 Hospital, surgical, and major medical insurance benefits will continue through August 31 for a teacher who severs his/her employment relationship with the Baugo Community School Corporation at the end of a school year.
- 10.5 At the request of either party, but not more often than yearly, a committee will be formed to review the basic hospital, surgical, and medical plan; the dental insurance plan; and the long-term disability plan. Any changes in coverage shall be mutually agreed to by the Association and the Board. The Board will select the carrier which offers the best service at the most reasonable rates.
- 10.6 Effective January 1, 2008, the following language shall apply to married couples who elect to participate in a family plan when both employees are employed full-time by the Baugo Community Schools:

The Board will pay toward the cost of the basic hospital, surgical, and major medical insurance plan \$11,665.73 – ninety percent (90%) of the cost for a family plan and the employees will pay \$1,296.24 – ten percent (10%) of the cost of the family plan.

- 10.7 The parties agree that the Board's contribution rates and the employee contribution rates stated above, are based on the North America Administrators/Everest health insurance plan maximum rates. The parties agree that if during calendar year 2016 the actual cost of the North America Administrators/Everest health insurance premium is less than the maximum rates, the savings shall be held in an insurance reserve account maintained by the Board.

The parties hereby agree that effective January 1, 2016 the health insurance plan shall have the benefits as outlined in the North America Administrators/Everest Schedule of Benefits, Attachment Number 1.

#### **Article 11 – Dental Insurance Benefits**

- 11.1 The Board agrees to provide each teacher with a single dental insurance plan. The Board will provide the cost of a single dental insurance plan toward the cost of a family dental insurance plan for any teacher choosing to participate in a family dental plan.
- 11.2 The coverage for the plan is as follows:
- A. \$25 deductible per year family maximum of 2 deductibles for \$50).

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

Orthodontia: 85% of usual and customary charges for dependent children less than 19 years of age covered at the teacher's expense to a lifetime maximum of \$2,500 for each child.

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

### **Article 12 – Life Insurance**

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

### **Article 13 – Long Term Disability Insurance Benefits**

- 13.1 The Board agrees to contribute the total cost of a long-term disability insurance plan.
- 13.2 The coverage for the plan is as follows:
- A. 66 2/3% of Salary
  - B. Ninety Calendar Day Waiting Period
  - C. Maximum Monthly Benefit – will be increased to not less than 66 2/3% of salary
  - D. Full Family Social Security Integration
  - E. Coverage for Nervous and Mental Disabilities
  - F. Full Maternity Coverage
  - G. Compliance with the Age Discrimination in Employment Act
  - H. Cost of Living Adjustment

### **Article 14 – Unpaid Leave of Absence**

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

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

**Article 15 – Section 125 Flexible Benefit Spending Plan**

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

**Article 16– Association Dues Deduction**

- 16.1 On or before October 5<sup>th</sup> of each school year, the Association will submit payroll deduction authorization forms to the Superintendent for teachers who wish to initiate payroll deduction of Association dues and/or assessments. Such dues shall include BEA, ISTA, and NEA dues.
- 16.2 Payroll deduction of Association dues shall be in fifteen (15) equal pays, starting the second check in October. The deductions shall be remitted each applicable pay period to the Association treasurer.

**Article 17 – Severance Pay**

- 17.1 Ongoing Contributions to Individual 401(a) and VEBA accounts

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

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

C. The ongoing contribution to the 401(a) account and the individual VEBA account on behalf of a teacher will vest with that teacher after the teacher

completes one (1) year of service. For purposes of this Article, one (1) year of service shall be credited upon completion of one hundred twenty (120) school days in a given school year.

17.2 Entitlement to Retirement Severance Benefits and Vesting Requirements

Upon retirement from the Corporation, a teacher shall be fully vested in the retirement severance benefits described in Section 17.4 if the retiring teacher has satisfied the following requirements:

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

17.3 Actuarial Determination of Value of the Current Retirement Severance Benefits

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

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

B. **Retirement Age.** It is assumed that an employee terminates employment at the end of the school year in which the employee attains age fifty-eight (58), provided the teacher meets the requirements of 17.2 above, or at the end of the current year if the individual is already age fifty-eight (58) or older.

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

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

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

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

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

F. **Rehired Teacher.** Amounts forfeited upon termination of employment because of the failure to meet the applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently rehired or re-employed by the school corporation. However, if the Board approves a leave of absence for an employee; such period of leave shall not result in forfeiture, provided the employee shall promptly return to employment following the expiration of the period of leave.

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

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

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

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

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

#### 17.4 Buy-out Contributions

A. The school corporation shall contribute to an individual VEBA account on behalf of each teacher fifty percent (50%) of the amount representing the present value of the retirement severance pay as calculated for employees under subsection 17.3 above. The ISTA Financial Services Corporation shall administer the VEBA and shall be the single investment vendor for the VEBA. The terms and conditions for the administration and operations of the VEBA shall be as follows:

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

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

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

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

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

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

B. The school corporation shall contribute to an individual 401(a) account on behalf of each teacher fifty percent (50%) of the amount representing the present value for the retirement severance pay as calculated for employees under subsection 17.3 above. The ISTA Financial Services Corporation shall administer the 401(a) and shall be the single investment vendor for the 401(a). The terms and conditions for the administration and operations of the 401(a) shall be as follows:

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

2. The employee shall have no access to the assets held in his or her separate 401(a) plan account, until such time that an employee has retired and satisfied the eligibility requirements set forth in this Article. At no time may a participant borrow from the 401(a) plan account.

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

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

Furthermore, 401(a) plan accounts of employees who have attained the age of fifty-eight (58), but have not terminated employment may share in the reallocated forfeiture, but on a reduced actuarial basis.

4. Following retirement and the satisfaction of the requirements set forth in subsection 17.3 of this Article, a retired employee may elect to commence distributions from his 401(a) plan account. If an employee dies after having satisfied the requirements of this Article, the deceased employee's 401(a) plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made. At no time may a participant borrow from his 401(a) plan account.

### **Article 18 – Conference Attendance**

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

### **Article 19 – Transportation Allowance**

- 19.1 Teachers required in the course of their work to drive personal automobiles from one school building to another, shall receive a car allowance equal to the allowable IRS mileage rate.
- 19.2 It shall be the responsibility of the teacher to keep a log of dates, nature of business, points of origin and destination, odometer readings, and miles traveled, and to submit the appropriate claim form to the Superintendent's Office.

### **Article 20 – Jury Duty and Witness Leave**

#### 20.1 Jury Duty Leave:

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

#### 20.2 Witness Leave:

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

### **Article 21 – Personal Leave**

- 21.1 Upon reporting for one full workday each school year, a teacher shall be entitled to three (3) days paid personal leave for transaction of personal business. A teacher who teaches less than a full school year shall receive a prorated number of personal leave days rounded to the next full day. A personal leave day request should be submitted to the substitute management system at least one (1) hour prior to the close of the normal school day.
- 21.2 A teacher may use paid personal leave in order to extend (by a single day) a holiday or scheduled recess so long as the teacher follows the procedure set out in 21.1 above. However, the teacher will be required to relinquish two (2) days of his/her paid personal leave in exchange for the approval of the requested leave.

- 21.3 Any unused personal leave days will be transferred to Emergency Leave days at the end of each contract year.
- 21.4 With the approval of the Superintendent, a teacher may be allowed additional personal leave days not to exceed the number of personal leave days unused by the teacher during the previous school year. The Superintendent's approval must be obtained prior to the use of such days. No more than three (3) personal leave days may be used consecutively. These additional days will be deducted from the teacher's accumulated emergency leave. A teacher who receives compensation for unused personal leave day(s) pursuant to the Attendance Stipend pursuant to Article 27 shall not be eligible to use those personal leave days the following school year.
- 21.5 Additional leave without pay may be granted by the Superintendent.
- 21.6 Summer school teachers (other than teachers of driver's education) shall be eligible to use one (1) personal business day credited but not used during the previous regular school year. If necessary, this day shall be pro-rated on the basis of two (2) hours equal one-half (1/2) day and four (4) hours equal one (1) day. The absent teacher shall be responsible for securing a substitute teacher.

#### **Article 22 – Emergency Leave**

- 22.1 The term "emergency" shall refer to a condition or situation which could not have been anticipated by the teacher under normal circumstances such as, but not limited to: fire in the house, family crisis, accident, flooded basement, etc. The term "emergency" may also refer to other situations in which personal business leave is not available, but the teacher's presence is reasonably required or necessary, in which case the Superintendent's approval must be obtained for the use of emergency leave.
- 22.2 The teacher should make every possible effort to notify the building principal of this condition or situation as soon as reasonably possible.
- 22.3 Emergency leave days may be accumulated by adding any unused personal days at the end of each school year.
- 22.4 The Emergency Leave days should be submitted to the substitute management system.
- 22.5 Accumulated emergency leave days may be used for personal illness leave.

#### **Article 23 – Bereavement Leave**

- 23.1 In the event of death(s) within the teacher's immediate family (i.e. spouse, children, sister, brother, mother, father, mother-in-law father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren

(this also includes any member of the family unit with legal residence in the teacher employee's household irrespective of relationship), the teacher employee shall be provided with a paid leave of up to seven (7) consecutive calendar days immediately following the death.

- 23.2 In the event more than one death in the teacher's immediate family should occur, seven (7) consecutive calendar days paid leave shall be granted for each death, provided that said days are concurrent in the event of deaths occurring within seven (7) seven calendar days of each other.
- 23.3 Two (2) days paid leave shall be granted for the funeral of another relative of the teacher other than the teacher's immediate family.
- 23.4 One (1) day paid leave shall be granted for the funeral of close friends. The arrangements should be made through the building principal.
- 23.5 The Superintendent, at his/her discretion, may grant additional bereavement days.

#### **Article 24 – Family Illness Leave**

- 24.1 All teachers shall be allowed up to five (5) days of illness, surgery, or injury of a member of the immediate family (i.e. spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren (this also includes any member of the family unit with legal residence in the teacher employee's household irrespective of relationship).
- 24.2 A teacher shall be allowed up to five (5) days family illness leave in the event the teacher's spouse give birth to a child. These family illness leave days shall be used immediately following the birth of the child.
- 24.3 These days shall be without loss of pay and shall be deducted from sick leave.
- 24.4 In the event a prolonged illness of a member of the immediate family occurs, the Superintendent may grant additional days. The additional days will be deducted from sick leave.

#### **Article 25 – Quarantine and Injury**

- 25.1 Each teacher shall be entitled to be absent from work on account of injury on the job or in the performance of school responsibilities or duties, or quarantine, for a total of ten (10) days without loss of compensation.
- 25.2 Illness from childhood communicable disease, verified by a doctor's statement, shall and not be deducted from sick leave.

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

#### **Article 26 – Personal Illness Leave**

- 26.1 Upon reporting for one full workday, each school year a teacher shall be entitled to be absent from work on account of illness, physical disability, surgery, or quarantine for a total of ten (10) days without loss of compensation. A teacher who teaches less than a full school year shall receive a prorated number of sick leave days.
- 26.2 If, in any one (1) school year, the teacher shall be absent for illness, physical disability, or surgery less than the number of days to which h/she is entitled by virtue of Section 26.1, the unused days shall be accumulated without limit.
- 26.3 In the event a teacher shall have accumulated one (1) or more days of sick leave in another school corporation and shall thereupon become employed by the Baugo Community Schools, there shall be added for the second year, and each succeeding year of such employment up to three (3) days of sick leave until the number of accumulated days to which said teacher was entitled in the last place of employment shall be exhausted. This provision is subject to written verification from the most recent employer.
- 26.4 In the event that the employer has reason to believe that abuse of the personal illness leave by the teacher exists; said employer may require the teacher to verify such illness, disability, etc., affirming that the teacher is unable to fulfill his/her normal assigned duties because of such illness or disablement.
- 26.5 Teachers may donate up to two (2) sick leave days in a given school year. These days may be donated to any teacher who, in the case of extended illness, has exhausted his/her sick leave days and personal leave days. A request for such donations will be made through the president of the Association. With the consent of the teacher making the request, the Association will convey the request to teachers and will circulate the appropriate form among teachers. Completed forms will be submitted to the Superintendent by the president of the Association. A doctor's certificate will confirm the illness. The maximum number of days that may be donated to a given teacher in a given school year is the number of days it would take to enable that teacher to be eligible for long term disability insurance up to a maximum of sixty (60) days in a given school year.
- 26.6 Summer School teachers (other than teachers of driver's education) shall be eligible to use two (2) sick leave days credited but not used during the previous regular school year. If necessary, these days shall be pro-rated on the basis to two (2) hours equal one-half (1/2) day and four (4) hours equal one (1) day. A teacher that is going to be absent during summer school shall be responsible for notifying the summer school principal as soon as practicable.

## **Article 27 – Attendance Stipend**

- 27.1 On a trial basis, for the 2018-2019 school year, an Attendance Stipend shall be created. The maximum stipend that a teacher could earn during the 2018-2019 school year shall be thirteen (13) days times seventy five dollars (\$75.00) per day for a total of \$975.00. If, during the 2018-2019 school year, a teacher uses one or more day(s) of leave (any combination of personal illness, emergency leave, personal leave, family illness leave or bereavement leave, other than death(s) within the teacher's immediate family) the stipend to which the teacher shall be entitled shall be reduced by seventy five dollars (\$75.00) for each day used. The Attendance Stipend shall be paid to the teacher during the month of June, 2019. This stipend was bargained outside of the compensation plan in accordance with legal guidance and decisions issued by the Indiana Education Employment Relations Board.
- 27.2 The goal of the Attendance Stipend is to improve teacher attendance in an effort to increase the number of days students receive instruction from a highly qualified licensed teacher. At the end of the 2018-2019 school year the parties will meet to determine the effectiveness of the Attendance Stipend and to decide if the Attendance Stipend should be implemented for the 2019-2020 school year.
- 27.3 Teachers with less than ninety (90) days of personal illness leave, and/or emergency leave, accumulated as of the 2014-2015 school year shall be entitled to the Attendance Stipend for unused days during the 2018-2019 school year and the personal illness leave, emergency leave, and/or personal leave day(s) shall continue to accrue as emergency leave, and or personal illness leave, until reaching the cap of ninety (90) days. Teachers with ninety (90) days or more of Personal Illness Leave and/or Emergency Leave accumulated as of the 2014-2015 school year shall be grandfathered with the amount of Personal Illness Leave and/or Emergency Leave days they have accumulated. Teachers with ninety (90) days or more of Personal Illness Leave and/or Emergency Leave accumulated as of the 2014-2015 school year shall be entitled to the Attendance Stipend for unused days during the 2018-2019 school year, however, the Personal Illness Leave, Emergency Leave, and/or personal leave day, for which they are compensated shall not be added to their accumulated Personal Illness Leave and/or Emergency Leave.

The language of this Article (27.3) shall supersede Article 26.2. In the event this Article is eliminated, the language of 26.2 shall become effective.

## **Article 28 – Association Leave**

- 28.1 The Association president or the president’s designee may be absent with pay and without loss of any leave in order to attend meetings scheduled with the employer to discuss problems of mutual concern and conduct Association business eleven (11) days per year. A request for an Association day shall be made in writing by 9:00 a.m. the preceding day (except in case of an emergency) in order to secure a qualified substitute(s). The Board will pay the substitute costs. Not more than two of these days will be used on any given day without the approval of the Superintendent. These days are non accumulative. It is recognized that it is sometimes necessary that representatives of our schools are available to testify before and to speak with members of the Indiana General Assembly while our legislature is in session. The Superintendent may, in any given year, grant additional Association days.

## **Article 29 – Salary Payments**

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

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

A teacher that notified the employer, in writing, of his/her irrevocable pay election of twenty-one (21) payments on or before May 15, 2019, shall be grandfathered. A grandfathered teacher shall receive his/her pay in twenty-one (21) payments unless on or before May 15, of a given school year the teacher notifies the employer of a change in pay election to twenty-six (26) payments. A teacher’s change in pay election to twenty-six (26) payments shall be effective the following school year.

The first pay date for the 2018-2019 school year shall be August 29, 2018. If the Board of School Trustees makes significant modifications to the start of the 2018-2019 school year the parties will meet to negotiate an adjustment to the pay dates.

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

- 29.4 Teachers who are certified by the National Board for Professional Teaching Standards will be eligible for a stipend in the amount of one thousand five hundred dollars (\$1,500.00) during each school year they are so certified. This stipend was bargained outside of the compensation plan in accordance with legal

guidance and decisions issued by the Indiana Education Employment Relations Board.

- 29.5 If the Superintendent determines, during a given school year, there is need for an additional extra duty position the position will be created and the teacher placed in the position shall be paid a stipend of \$627.00 for the first year. If the position continues to exist the following school year the parties will meet to negotiate the appropriate stipend amount for the position for the following school year and thereafter.
- 29.6 When, on a long term basis (semester or school year) a teacher gives up planning time in order to teach an additional class the teacher shall be paid at the teacher's hourly rate.
- 29.7 A teacher that teaches a class period that is eligible for advanced placement shall be compensated with a stipend in the amount of two-hundred dollars (\$200.00) per semester for advanced placement class taught. This stipend was bargained outside of the compensation plan in accordance with legal guidance and decisions issued by the Indiana Education Employment Relations Board.
- 29.8 The Employer will pay a yearly stipend in the amount of two thousand dollars (\$2,000) to a teacher (appropriately certified or otherwise qualified) who is assigned to provide instruction for at least one (1) Dual Credit class. In order to increase the number of teachers who are appropriately certified to teach Dual Credit classes, the Superintendent may also designate a reasonable number of teachers who are not currently assigned to teach a Dual Credit class to receive this stipend. Any Teacher who receives this stipend but who is not fully credentialed with Higher Learning Commission to teach a Dual Credit course must provide the Employer with proof of progress toward the completion of the required graduate course of study on a yearly basis. The parties have agreed that the completion of at least three (3) credit hours per school year in the applicable graduate course of study shall constitute sufficient proof of progress. This stipend was bargained outside of the compensation plan in accordance with legal guidance and decisions issues by the Indiana Education Employment Relations Board.

### **Article 30 – Expanded Criminal History Background Checks**

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

**Article 31 – Term of Contract**

- 31.1 This contract shall be effective as of July 1, 2018, and shall continue in effect through June 30, 2019. This contract shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- 31.2 This contract is made and entered into at Elkhart, Indiana on this \_\_th day of October, 2018, by and between the Board of School Trustees of the Baugo Community Corporation, County of Elkhart, State of Indiana, and the Baugo Education Association, an affiliate of the Indiana State Teachers' Association and the National Education Association.

BAUGO EDUCATION ASSOCIATION

BOARD OF SCHOOL TRUSTEES  
BAUGO COMMUNITY SCHOOLS

BY: \_\_\_\_\_  
President

BY: \_\_\_\_\_  
President

BY: \_\_\_\_\_  
Secretary

BY: \_\_\_\_\_  
Secretary

# APPENDIX A

## BAUGO COMMUNITY SCHOOLS

### **Teacher Compensation Model** **(Salary Range: \$36,500 - \$63,000)** **(Effective January 1, 2019, Salary Range \$37,000 - \$64,000)**

The Teacher Compensation Model shall consist of three (3) factors used to determine increases in teacher compensation:

1. Teacher Summative Evaluation (5 base units)  
Teachers who score in the top two categories (Highly Effective or Effective) on the evaluation instrument earn 5 base units.
2. Experience (1 base unit)  
Teachers who had a minimum of 120 paid days the previous school year earn 1 base unit.
3. Academic Needs of Students (1 base unit)  
The academic needs of students requires that teachers continue to pursue additional educational opportunities throughout their teaching careers. Teachers who have a Master's Degree or a Bachelor's plus 36 hours of credits earn 1 base unit. For Bachelor's plus 36 hours the credit hours must be earned subsequent to obtaining a teaching license. Eligible content areas are any content area (as defined by IDOE) in which the teacher currently teaches or any other content area approved by the Superintendent.

OR

Teachers who have successfully attained 3 hours of credit in the teacher's content area or pedagogy during the previous school year earn 1 base unit. Eligible content areas are any content area (as defined by IDOE) in which the teacher currently teaches or any other content area approved by the Superintendent. These credit hours should serve to expand a teacher's understanding, knowledge base, or knowledge in a field directly related to his or her instructional duties.

Only teachers rated highly effective or effective in the prior school year are eligible for a salary increase in the current year. Teachers who score in the bottom two categories (Needs Improvement or Ineffective) shall not be eligible to receive any increase in compensation. The amount that would otherwise have been allocated for increases in teacher compensation for teachers rated "Needs Improvement" or "Ineffective" shall be allocated for increases in teacher compensation for teachers rated "Effective" or "Highly Effective" based upon the teacher compensation model. This section does not apply to a teacher in the first two (2) full school years that the teacher provides instruction to students in an elementary school or a high school.

Each school year the Baugo Community Schools and the Baugo Education Association will negotiate the amount of money available for teacher salaries. This dollar amount will then be used to determine the dollar amount for each base unit.

Effective January 1, 2019 a teacher's salary will be determined by adding the earned base units from the compensation model to the teacher's 2018 base salary. The base salary of a teacher shall be capped at \$64,000.00. For calendar years subsequent to 2019 a teacher's salary will be determined by adding the earned base units from the compensation model to the teacher's previous calendar year base salary. Should this amount exceed the salary cap \$64,000.00 in part or in total, those dollars will be paid to the teacher in the form of a one-time stipend. An increase in base pay shall be effective January 1, of a given calendar year. A one-time stipend shall be paid to a teacher on the first pay date in January of a given calendar year.

Effective January 1, 2019 year a new teacher's base salary shall be \$37,000. Teachers will be "grandfathered" into the new compensation system at their 2018 base salary. In the event a new teacher is hired with outside teaching experience, or in a hard to fill teaching assignment, the superintendent may grant an addition to the base salary in increments of \$1,000.00 up to maximum of \$3,000.00. This provision shall not apply to a new teacher who has been employed by the Baugo Community School Corporation under a regular or temporary teachers contract within the past two (2) school years. In the event a new teacher is hired with outside teaching experience, or in a hard to fill teaching assignment, the superintendent with the agreement of the Association may grant up to \$64,000, an addition to the base salary in increments of \$1,000.00 above the maximum of \$3,000.00.

These calculations required by Indiana Statutes, do not create vested entitlements but merely the rates of pay at which teachers will be paid for the following calendar year.

Each teacher shall be provided with a written summary containing the points earned, value of a point, and his/her base salary effective January 1.

## APPENDIX A – 1

### **Teacher Salaries – Effective January 1, 2019**

For January 1, 2019, a base unit in the teacher compensation model shall equal \$215.00.



	JV Head Coach	0.038	1,191
GOLF	High School Head Coach	0.050	\$1,567
CROSS COUNRTY	High School Head Coach	0.050	\$1,567
	Jr. High Head Coach	0.020	\$627
BASEBALL	Head Coach	0.160	\$5,015
	Assistant	0.065	\$2,037
<b>SPORTS-GIRLS</b>	<b>POSITION</b>	<b>INDEX</b>	<b>SALARY</b>
VOLLEYBALL	Head Coach	0.150	\$4,702
	Assistant	0.060	\$1,881
	Jr. High Head	0.040	\$1,254
	6th Grade Head Coach	0.040	\$1,254
	6th Grade Assistant Coach	0.028	\$878
	Volleyball Camp Ass't	0.013	\$407
BASKETBALL	Head Coach	0.260	\$8,149
	Assistant	0.100	\$3,134
	9th Grade Head Coach	0.088	\$2,758
	Jr. High Head	0.061	\$1,912
	6th Grade Head Coach	0.040	\$1,254
	6th Grade Assistant	0.028	\$878
	Girls Basketball Camp Ass't	0.013	\$407
SOFTBALL	Head Coach	0.160	\$5,015
	Assistant	0.065	\$2,037
TRACK	Head Coach	0.120	\$3,761
	Assistant	0.041	\$1,285
	Jr. High Head	0.030	\$940
TENNIS	High School Head Coach	0.075	\$2,351
	JV Head Coach	0.038	\$1,191
CROSS COUNTRY	High School	0.050	\$1,567
	Jr. High	0.020	\$627
BOWLING	High School	0.021	\$658
<b>ACTIVITY</b>		<b>INDEX</b>	<b>SALARY</b>
9TH GRADE	Sponsor	0.020	\$627
10TH GRADE	Sponsor	0.020	\$627
11TH GRADE	Sponsor	0.045	\$1,410
12TH GRADE	Sponsor	0.045	\$1,410

DRAMA CLUB	Sponsor	0.008	\$251
PLAYS	High School Play Dir (Per Play)	0.050	\$1,567
PLAYS	High School Ass't Play Dir (Per Play)	0.027	\$846
MUSICALS	High School Musical Dir (Per Performance)	0.060	\$1,881
MUSICALS	High School Ass't Musical Director (Per Performance)	0.030	\$940
THEATRICAL	Jr. High Theatrical Director(Per Play/Musical)	0.050	\$1,567
THEATRICAL	Intermediate Musical/Play Director(Per Performance)	0.013	\$407
ORCHESTRA	Orchestra Pit Director	0.022	\$690
LIGHTS/SOUND	Stage Manager-System wide	0.078	\$2,445
YEARBOOK	High School	0.045	\$1,410
YEARBOOK	Jr. High	0.045	\$1,410
YEARBOOK	Intermediate	0.020	\$627
YEARBOOK	Elementary	0.020	\$627
DESIGNEE	Principal Designee	0.030	\$940
STUDENT COUN	High School	0.020	\$627
STUDENT COUN	Jr. High	0.020	\$627
STUDENT COUN	Elementary	0.010	\$313
CHEERLEADERS	Sideline Coach	0.071	\$2,225
CHEERLEADERS	Assistant Sideline Coach	0.045	\$1,410
CHEERLEADERS	Competition Head Coach	0.045	\$1,410
CHEERLEADERS	Competition Assistant Coach	0.030	\$940
COLOR GUARD	High School	0.020	\$627
GROUP	National Honor Society	0.020	\$627
AUDIO/VISUAL	A.V. Director	0.058	\$1,818
BAND	Band Director	0.073	\$2,288
MARCHING BAND	Director	0.160	\$5,015
MARCHING BAND	Assistant Director	0.065	\$2037
VOCAL MUSIC	Director	0.053	\$1,661
FHA	Sponsor	0.020	\$627
MARKETING	DECA Sponsor	0.060	\$1,881

SPORTS COORD.	Junior High	0.160	\$5,015
SPORTS COORD.	Intermediate	0.035	\$1,097
COMPUTER	High School Coordinator	0.085	\$2,664
COMPUTER	Jr. High Coordinator	0.085	\$2,664
SPORTS	Athletic Trainer	0.160	\$5,015
BUSINESS LAB	Cooperative Office Education	0.040	\$1,254
CLUB	Problem Solvers	0.020	\$627
CLUB	Foreign Language	0.020	\$627
SPELLING BOWL	High School	0.020	\$627
SPELLING BOWL	Jr. High	0.020	\$627
ACADEMIC	Academic Team Coord. High School	0.030	\$940
ACADEMIC	Academic Team Coach	0.020	\$627
ACADEMIC	Academic Team Coord. Jr. High	0.030	\$940
ACADEMIC	Jr. High Team Coach	0.020	\$627
ACADEMIC/SPELLBOWL	Academic Coord./Spell Intern	0.030	\$931
ROBOTICS	Head Coach	0.100	\$3134
ROBOTICS	Assistant	0.041	\$1285
ROBOTICS	Intermediate	0.066	\$2,069
FLUID POWER	Junior High	0.040	\$1254
TEAM LEADER			\$1442

# APPENDIX C

## CONFERENCE LEAVE FORM

TO: Superintendent of Schools

FROM: \_\_\_\_\_

SUBJECT: Application for Conference Leave

Purpose \_\_\_\_\_

Date (s) \_\_\_\_\_

Place Where Held \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

School \_\_\_\_\_

### ESTMATED EXPENSES:

Mode of Travel \_\_\_\_\_  
(train, plane, car, bus)

Fare or Mileage \_\_\_\_\_  
(round-trip)

Registration Fee\* \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Other Costs \_\_\_\_\_

Is a substitute needed: YES \_\_\_\_\_ NO \_\_\_\_\_ If "YES" for how many days? \_\_\_\_\_

DATE RECEIVED IN SUPERINTENDENTS'S OFFICE \_\_\_\_\_

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Signed: \_\_\_\_\_  
Building Principal

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Signed: \_\_\_\_\_  
Superintendent of Schools

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

# APPENDIX D

## GRIEVANCE REPORT FORM

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

BUILDING            ASSIGNMENT            NAME OF GRIEVANT            DATE FILED

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### STEP I

A. Date Cause of Grievance Occurred:

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B. 1. Statement of Grievance:

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

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3. Relief Sought:

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\_\_\_\_\_

Date

\_\_\_\_\_

Signature

C. Disposition by Principal:

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\_\_\_\_\_

Date

\_\_\_\_\_

Signature

STEP II

A. Date Grievance Submitted to Superintendent: \_\_\_\_\_

\_\_\_\_\_  
Signature

B. Disposition by Superintendent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent of Designee

STEP III

A. Date Grievance Submitted to the Board: \_\_\_\_\_

\_\_\_\_\_  
Signature of Association President

B. Disposition by the Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board President

Dated: January 8, 2007