

MASTER CONTRACT

between

**Tri-Township School Corporation Classroom Teachers Association
(Indiana State Teachers Association and the National Education Association Affiliate)**

and

Tri-Township Consolidated School Corporation Board of Trustees

2023-2025

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This agreement entered into on November 9, 2023, for Tri-Township Consolidated School Corporation, (hereinafter referred to as the "Employer") by its Board of Trustees and the Tri-Township Consolidated School Corporation Classroom Teachers Association (hereafter called the "Association"), an affiliate of the Indiana State Teachers Association and the National Education Association.

WITNESS

It is hereby agreed as follows:

1. Recognition - Employees Covered

The Employer does hereby recognize the Association as the exclusive representative of certified employees, excluding principals and superintendent. Any new position of a supervisory nature as defined in IC 20-29-2-19 shall be decided by the Indiana Education Employment Relations Board if the parties cannot reach an agreement as to inclusion or exclusion.

2. Leaves of Absence

2.1 Sick Leave

- a. New full-time employees in the school system will receive sick leave, which meets the requirements of IC 20-28-9-9. Full-time teachers will be entitled to be absent from work on account of illness or quarantine for a total of ten (10) days in the first year and eight(8) days in each succeeding year without loss of compensation. There is no limit to the number of days accumulated in Tri-Township Consolidated School Corporation. Sick days cannot be used for personal days or vacations. The administration reserves the right to request a doctor's note for sick days.
- b. Annual and accumulated sick leave days may be used for personal illness of the full-time teacher and for medical and dental appointments.

2.2 Personal Leave

Two days of personal leave will be granted to each full-time teacher each year in accordance with Indiana Statutes. The teacher should notify the building principal three (3) days in advance or as soon as possible in the case where an emergency arises. No personal leave for less than one-half (1/2) day will be granted. If advised by the State Board of Accounts during the course of this contract that the remaining provisions of this paragraph are permitted, each teacher shall be paid 50% of unused personal leave, but only if unused leave is equal to or in excess of one day. The pay for unused personal leave will be paid in the first pay of July. Two (2) sick days per year may be converted to personal days after the original two personal days have been used. The 50% provision shall not apply to any sick days converted to personal days. If a teacher chooses, he/she may convert his/her unused personal leave days allowed by law into accumulated sick leave days, rather than be paid 50% of the per diem for the unused days.

2.3 Family Illness

Each teacher shall be entitled to five (5) days of family illness leave per school year without loss of compensation. Family illness may only be claimed by a teacher in the event of illness or an accidental injury to a member of the teacher's immediate family, as specified in the section on bereavement leave. Family illness may be used provided the teacher has personal illness leave equal to the number of days claimed for family illness. Family illness days are not accumulative and will be deducted from the teacher's accumulated personal sick leave days.

2.4 Jury Leave

A teacher called for jury duty shall receive full compensation but shall return to the corporation any pay he/she receives for jury duty. The teacher is allowed to keep any mileage money he/she may receive for serving on Jury Duty.

2.5 Bereavement Leave

- a. In case of death in the immediate family, a teacher is entitled to be absent without loss of compensation for a period of not more than five (5) calendar days. Immediate family shall include father, mother, brother, sister, husband, wife, child, daughter-in-law, son-in-law, father-in-law, mother-in-law, or any relative who at the time of death is living in the household of the teacher.
- b. A teacher is automatically entitled to be absent for one day in the case of the death of a grandparent or grandparent of a spouse, grandchild, uncle, aunt, first cousin, niece, nephew, brother-in-law, sister-in-law, stepchild, stepfather, or stepmother. The Superintendent may grant additional time up to a total of five (5) days if conditions are such that a hardship exists.
- c. In case of the death of a close friend, a teacher may use a sick day (1/2 or full day increments only) to attend the funeral. There is a maximum use of one sick day only.

2.6 New Child Leave

When a child is born to a teacher or the significant other of a teacher, or when he/she receives a child for adoption, he/she shall be granted one (1) school day new child leave with pay.

2.7 Sabbatical Leave

- a. Purpose: The sabbatical leave policy is designed to provide the opportunity to engage in professionally related experiences having a major focus on self-improvement.
- b. Qualification: The applicant must have been employed in the Tri-Township Consolidated School Corporation for at least seven (7) consecutive years. Absence from service for a period of not more than one (1) year under a leave of absence with or without pay shall not be deemed a break in continuity of service, but neither shall such a one (1) year leave be counted in the total of seven (7) years required by this qualification. The applicant must not have been granted a sabbatical leave of absence from the Tri-Township Consolidated School Corporation during the seven (7) consecutive years of service immediately preceding the current application. The applicant must sign a

contract conditioned upon an agreement to return to service with the Tri-Township Consolidated School Corporation immediately upon termination of the sabbatical leave and continue in such service for a period of one (1) year. In the event of extenuating circumstances, the Board of Trustees may waive any obligation to refund compensation.

- c. **Application:** Sabbatical leave cannot be less than a period of one (1) year. Applications shall be filed with the Superintendent by March 1 for leave beginning the following September. Applicants requesting sabbatical leave commencing in September shall be notified by March 15 as to the status of their application. Applicants for sabbatical leave shall include with their application forms an outlined plan for the period requested for sabbatical leave. This plan shall be indicated on the application form or as an attached statement and shall include details of a project, such as research, writing, and travel to be pursued independently by the applicant.
- d. **Compensation:** A sabbatical leave of absence approved for the academic year shall carry an allowance of twenty percent (20%) annual contractual salary subject to such deductions as are required by law, Board of Education regulation, or employee election.
- e. **Status while on Sabbatical Leave:** A teacher on sabbatical leave shall be considered to be in the employ of the Tri-Township Consolidated School Corporation and shall have a contract. Full insurance benefits as set forth in Article 4 of this contract shall be provided while on sabbatical leave. Teachers on sabbatical leave shall be entitled to participate in any and all benefits that may be provided to other contracted teachers by the Board of Trustees.
- f. **Status on Return from Sabbatical Leave:** A teacher returning from sabbatical leave shall be restored to his/her former teaching position. Vacancies created by sabbatical leave shall be filled on a temporary basis.

2.8 Assault Leave

A teacher assaulted by a student or parent while on duty either in the classroom, on the playground, or serving in an official position at a school-sponsored function, shall not have sick days deducted if the assault warrants medical attention or hospitalization. The number of hours or days needed to recover must be authorized by a doctor licensed to practice medicine in Indiana. The Superintendent, at the school's expense, may require another licensed physician's examination and determination.

2.9 Professional Leave

A teacher will be granted upon approval by the administration three (3) days of professional leave per year for the purpose of attending conferences and/or workshops in his/her field for the purpose of bettering his/her own professional knowledge. The teacher must apply for this leave at least ten (10) working days before the day for which the leave is requested. The administration must then notify the teacher at least five (5) working days before the requested date whether or not this request is granted. Forms for this leave may be obtained in the school office. At the discretion and/or request of the administration, additional professional leave days may be granted for a teacher to attend conferences or training in addition to the three days normally allowed.

2.10 Part-time Certified Employees

- a. The Employer may hire certified staff member(s) on a part-time basis. Any certified staff member employed on less than a full-time basis shall receive a salary on a prorated basis in proportion to the percentage of one full-time equivalent (1 FTE) and also taking into account the employment period the certified staff member(s) is employed.
- b. The Employer's contribution toward the cost of the insurance programs for which part-time certified staff members are eligible shall be prorated to the percentage of one full-time equivalent (1 FTE) for the employment period of the part-time certified staff member(s). For example, if a fifty percent certified staff member wanted individual medical plan coverage, the Employer would contribute \$2,210. A certified staff member must be a fifty percent FTE or more to be eligible for insurance programs.
- c. Part-time Certified staff are eligible for sick leave and personal days. They will be prorated to the percentage of one full-time equivalent (FTE) for the employment period of the part-time certified staff member(s).

3. Retirement Benefits

3.1 403(b) Contributions

- a. Teachers may make voluntary contributions, through payroll deduction, to this plan, or any other 403(b) plan approved by the Board of Trustees.
- b. Each teacher shall have the opportunity to take part in a voluntary tax-sheltered annuity program. The Board of Trustees agrees to make annuity payments to no more than three (3) different companies.
- c. The Board and Association agree that a vendor will administer a Section 403(b) plan. This vendor will be selected by mutual agreement.
- d. Voluntary employee contributions shall immediately vest with the employee.
- e. Teachers may make voluntary contributions to this plan, or any other plan offered by the Corporation, through payroll deduction.
- f. Deposits will be made on a monthly basis into an individual account for each teacher.

3.2 401(a) Contributions

- a. The Corporation shall contribute 1% of each teacher's regularly scheduled salary (excluding extracurricular and extended contract costs) into an IRS-approved Section 401(a) Tax Sheltered Annuity Plan. This contribution into the 401(a) Plan shall be made with the first pay in July.
- b. Employer contributions will vest upon the completion of five consecutive years of service at the Corporation. The years of service start from the date of employment.

3.3 The Board of Trustees will pay the 3% teacher contribution for Indiana Public Retirement System (INPRS).

3.4 Section 125 Plan

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to the bargaining unit member so requesting. An amount not to exceed 50% of the employee's salary may be set aside by the Board of Trustees for the selection of benefits under Section 125, which are non-taxable benefits. All administrative fees shall be paid by the Board.

4. Insurance

4.1 The Employer will make available to the teachers covered by this agreement an approved group medical insurance plan. The percentage of this plan premium listed below shall be prorated to the percentage of class periods contracted.

4.2 The Employer will participate in the payment of the premiums of said group insurance to the following extent: For the 2023-2024 school year \$11,000 towards the premium cost of family plan, \$10,000 for employee and spouse, and \$4,920 towards the premium cost of an individual plan. This will remain the same for the 2024-2025 school year. All participants must pay an initial ten dollars (\$10.00) of the insurance premium cost, as well as all premium costs in excess of the agreed figures. Details as to the coverage of such plan will be made available by the Board of Trustees. The effective date of such policy is to be July 1. If two teachers covered by this agreement are married to one another, they will have the option of applying one family benefit and one single benefit for medical and surgical insurance to one family program, providing each member contributes the initial payment of ten dollars (\$10.00). Those who elect not to participate in the health insurance plan shall have the amount of \$150.00 deposited into their 401 (a) plan one time annually with the first pay in July.

5. Severance Pay

Any teacher who retires on or after fifty (50) years of age with ten (10) or more years of service in the school township may choose to receive one hundred and thirty-five dollars (\$135.00) for each year of service in the township or forty-five dollars (\$45.00) for each unused sick day accumulated.

6. Grievance Procedure

6.1 Definitions

a. A grievance is a disagreement between the parties as to the meaning or interpretation of the provisions of this contract. The term "day" when used in this section shall mean a school teaching day during the regular school year. It shall mean a weekday when the regular school term is not in session and does not include Saturday, Sunday, or a legal holiday.

- b. The purpose of the grievance procedure is to settle equitably, at the lowest possible administrative level, issues with respect to specific claims of violation, misapplication, or misinterpretation of the provisions of this agreement.
- c. In view of the purpose of the grievance procedure, an attempt should be made to settle problems by personal contact between the teacher, or the teacher and a representative of the Association, with the person who has the power to correct the situation before the filing of a formal grievance.
- d. A grievance affecting a group of teachers may be processed in the name of one person, listing all other persons.
- e. All documents communication and records dealing with the grievance shall be filed separately from the personnel files of any grievant.
- f. All local administrative processes will be exhausted before initiating any legal proceedings.

6.2 Level I

A formal grievance must be filed within fifteen (15) days of the alleged occurrence, except in the case when a grievant was not aware of the cause of the grievance. It shall be filed on an agreed form; one copy shall be given to the grievant, the Association, the principal, and the Superintendent. For a grievance to be valid, it must have the signature of the TTCTA president(s). The principal shall arrange a meeting within five (5) days of receipt of the grievance between the grievant, representative of the Association, and him/herself, and his/her answer shall be given to the grievant in writing within ten (10) days after the meeting. If no written response is provided by the principal, the grievance is deemed denied.

6.3 Level II

The superintendent or his/her designated representative shall arrange a meeting within five (5) days of receipt of the appeal with the grievant, the representative of the Association, and him/herself, and his/her answer shall be given to the grievant within ten (10) days after the meeting. If no written response is provided by the superintendent, the grievance is deemed denied.

6.4 Level III

If the Association is not satisfied with the disposition of the Superintendent, it may proceed to the Board of Trustees by giving written notice to the Superintendent within fifteen (15) days. A meeting shall be arranged within twenty (20) days of receipt of the appeal. The meeting shall include the Board of Trustees, the Superintendent and/or principal, a representative for the administration/Board of Trustees, the grievant, and the representative(s) of the Association in accordance with the Open Door Act. The Board of Trustees will provide a written response within twenty (20) days after the meeting. If no written response is provided by the Board of Trustees, the grievance is deemed denied.

7. Scope of Agreement

The Employer construes and the Association recognizes the provisions of their Agreement as constituting limitations and as being the only limitations upon the rights of the Board of Trustees.

8. Salary Range

The salary range is \$40,500 to \$62,000 not including TRF contributions for the 2023-2024 school year. The salary range is \$41,000 to \$62,000 for the 2024-2025 school year not including current year increases or TRF contributions.

9. Terms of Agreement

9.1 This Agreement shall be effective as of July 1, 2023, and shall continue in effect until the 30th day of June 2025.

9.2 The Agreement is made and entered into at Wanatah, Indiana, on November 9, 2023, by and between the Board of Trustees of Tri-Township Consolidated School Corporation, County of LaPorte, State of Indiana, the party of the first part, heretofore referred to as "Employer", and the Tri-Township Consolidated School Corporation Classroom Teachers Association and National Education Association party of the second part, heretofore referred to as the "Association".

Master Contract: Tri-Township Consolidated School Corporation Classroom Teachers Association and the Board of Trustees of Tri-Township Consolidated School Corporation.

Exhibit A

Salary Compensation for 2023-2025

I. Salary Range

The salary range is \$40,500 to \$62,000 not including TRF contributions for the 2023-2024 school year. The salary range is \$41,000 to \$62,000 for the 2024-2025 school year not including TRF contributions.

II. Base Salary Increases

a. General Eligibility

1. Except as provided in #2 below, a teacher who received an evaluation rating of ineffective or improvement necessary in the prior school year is not eligible for any salary increase and remains at their prior year salary.
2. A teacher who is in the first two full school years of instructing students who receives an evaluation rating of improvement necessary is eligible for a salary increase and/or stipend.

b. Factors and Definitions

1. Year of Experience - Teachers are eligible for a base salary increase if they work 120 paid days or more during the school year. Teachers must be present in their classrooms and teaching for 120 days. 20% of the agreed-upon increase described in c. distribution, shall be based on years of experience.
2. The remaining 80% of the agreed-upon increase listed in c. distribution, shall be based on teacher evaluation.

c. Distribution -Amounts to be added to a teacher's base salary.

2023-2024 School Year

1. Evaluation Rating of Effective or Highly Effective in 2022-2023
Increase of \$1725 as compared to their 2022-2023 salary
New Hires or 0-year teachers- Salary of \$40,500
Teachers teaching dual credit courses will receive a \$500 stipend per course/per year.

2024-2025 School Year

2. Evaluation Rating of Effective or Highly Effective in 2023-2024
A stipend of \$1725. This stipend becomes a permanent increase if Fall 2024 ADM increases by ten (10) or more students as compared to Fall 2023 ADM.
New hires or 0-year teachers - Salary of \$41,000
Teachers teaching dual credit courses will receive a \$500 stipend per course/per year.

d. Redistribution

Any amount that would have otherwise been allocated for the salary increase of teacher(s) rated Ineffective or Improvement Necessary shall be allocated for compensation to teachers rated effective or highly effective. The redistribution will be in the form of a stipend that will be paid at the end of the school year.

III. Stipends

a. General Eligibility

1. A teacher who received an evaluation rating of ineffective or improvement necessary in the prior school year is not eligible for any stipend.
2. Only teachers who are currently at the maximum salary range or whose increase in base pay would exceed the maximum salary range are eligible for the stipend.

b. Factors and Definitions

1. Evaluation Rating - Teachers must be rated Effective or Highly Effective to receive any salary increase or stipend.
2. Year of Experience - Teachers are eligible for a base salary increase if they work 120 days or more during the school year. Teachers must be present in their classrooms and teaching for 120 days.

c. Distribution - Stipends to be paid to teachers who have reached the maximum salary range.

1. Evaluation Rating of Effective or Highly Effective –
 - a. 2023-2024 - \$1725
 - b. 2024-2025 - \$1725

ECA Schedule Exhibit B

It is agreed that salary ranges are eliminated and any ECA position will have a set salary per the schedule.

Hiring of Teachers

The minimum base pay will be \$40,500.00 for the school year 2023-2024. It will be \$41,000 for 2024-2025. The following ranges are guidelines for determining starting salaries. The superintendent has the discretion to negotiate a starting salary that is less than the range provided that the teacher candidate is informed of the guidelines and agrees to a reduced starting salary. Each year, after July 15, if the corporation is still searching to fill a teaching position, the superintendent will have the option to increase the salary amounts by \$3,000 in order to secure a teacher for the open position. The Superintendent must notify the association president within one day for discussion before a final salary offer will be made. The consideration for each case will also be discussed with the association president. This will not be considered a bargaining effort.

1-2 Years Experience -\$40,500 in 2023-2024 and \$41,000 in 2024-2025

3-5 Years Experience \$43,725

6-9 Years Experience \$45,725

10-15 Years Experience-\$49,725

16+ Years Experience- \$55,125

*Consideration will be given on a case-by-case basis regarding years of experience for hires who are transitioning to teach from other professions. Before a final determination, union representatives must be notified. The Superintendent must notify union representatives within one day to discuss before a final salary offer will be made. The consideration for each case will be discussed with the association. This will not be considered a bargaining effort.

Exhibit B

**Extra-Curricular Salary Schedule
Tri-Township
Elementary / Middle School / High School
2023-2025**

Position	Salary
Athletic Director	
High School Athletic Director	\$8,000
High School Assistant Athletic Director	\$2,000
Middle School Athletic Director	\$2,488
Assistant Athletic Director	\$2,500
Dean of Students	
High School Dean of Students	\$3,000
Elementary/Middle School Dean of Students	\$3,000
Basketball	
Boys Varsity	\$6,000
Girls Varsity	\$6,000
Boys Assistant Varsity	\$2,000
Girls Assistant Varsity	\$2,000
Jr. Varsity (Boys)	\$2,500
Jr. Varsity Girls	\$2,500
Boys 7th and 8th Grade	\$2000
Girls 7th and 8th Grade	\$2000
Assistant Boys (2) 7th and 8th	\$700
Assistant Girls (2) 7th and 8th	\$700
Boys 5th and 6th	\$1,100
Girls 5th and 6th	\$1,100
Assistant Boys (2) 5th and 6th	\$300
Assistant Girls (2) 5th and 6th	\$300
Track	
Varsity Track (Boys)	\$1,200
Varsity Track (Girls)	\$1,200
Varsity Track Asst. (Boys)	\$800
Varsity Track Asst. (Girls)	\$800
Boys 6th, 7th, and 8th Track	\$1,000
Girls 6th, 7th, and 8th Track	\$1,000
Middle School Assistant (2) Boys Track	\$250
Middle School Assistant (2) Girls Track	\$250
Cross Country	
High School Cross Country (Boys)	\$1,600
High School Cross Country (Girls)	\$1,600
High School Cross Country Asst.	\$1,200
Middle School Boys Cross Country	\$1,000
Middle School Girls Cross Country	\$1,000
Middle School Boys Cross Country Assistant	\$150
Middle School Girls Cross Country Assistant	\$150
Dance	
High School Dance	\$500

Middle School Dance	\$450
Cheerleading and Pep Club	
High School Cheerleaders and Pep Club	\$800
Cheerleaders 5th and 6th	\$550
Cheerleaders 7th and 8th	\$550
Volleyball	
Volleyball (Boys)	\$2,200
Volleyball (Girls)	\$2,800
Jr. Varsity (Boys)	\$1,200
Jr. Varsity (Girls)	\$1,600
Volleyball 7th and 8th Girls	\$1,000
Volleyball 7th and 8th Girls Assistants (2)	\$250
Volleyball 7th and 8th Boys	\$1,000
Volleyball 7th and 8th Boys Assistants (2)	\$250
Baseball	
Varsity Baseball	\$3,500
Assistant Varsity Baseball	\$1,200
Middle School Boys	\$1,000
Middle School Boys Assistant	\$400
Golf	
Girls Golf	\$1,000
Boys Golf	\$1,000
Softball	
Varsity Softball	\$3,500
Assistant Varsity Softball	\$1,200
Middle School Girls	\$1,000
Middle School Girls Assistant	\$400
Soccer	
Boys	\$800
Girls (or two assistants)	\$800
Class Sponsors	
Senior Sponsor(s)	\$400
Junior Sponsor(s)	\$600
Sophomore Sponsor(s)	\$200
Freshmen Sponsor(s)	\$200
Student Council	
Middle School Student Council	\$500
High School Student Council	\$800
Yearbook	
Elementary School Memory Book	\$425
Middle School / High School Yearbook-Literary Magazine	\$2000
Middle School Social Media (3)	\$200
Middle School Academics Fair Sponsor	\$150
Spell Bowl	
High School Spell Bowl	\$200
Spell Bowl (7th and 8th)	\$150
Elementary Spell Bowl	\$150
Spelling Bee	
Spelling Bee Coordinator	\$225
Spelling Bee Judge	\$25


(Hosting County Bee - Pay all division chairperson)	
Middle School Name That Book	\$150
Middle School Chess Club	\$200
Academic Teams	
High School Academic Super Bowl Coordinator	\$600
High School Academic Super Bowl Coach (5)	\$300
Middle School Academic Coach (4)	\$250
Music	
Elementary/Middle School Music Coordinator	\$1050
High School Pep Band	\$500
Jr. Musical	\$1000
Middle School Read-a-thon	\$200
National Honor Society	
High School Honor Society	\$250
Junior Honor Society	\$100
Academic Olympics (2)	\$150
Enrichment Day (3)	\$200
New Teacher Mentor	
Elementary/Middle School Mentor for New Teacher	\$250
High School New Teacher Mentor	\$250
Clubs & Groups	
High School Robotics	\$2000
High School Art Club	\$500
High School Crochet	\$500
High School Girls Book Group	\$200
High School Spanish Club	\$1000
High School FFA Club	\$1000
High School Internship Sponsor	\$250
High School Weight Room Supervision	\$1000

Payment for all extra-curricular activities will be made at the end of the activity upon written request from the individual. The request will be paid on the next pay available if turned in by the Monday of the pay week or prior to the pay week. If the request is turned in after the Monday of pay week the extra-curricular activity amount will be paid on the next pay.

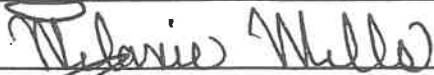
Numbers associated with coaching/sponsor positions are for informational purposes only.

2023-2025 School Years
Tri-Township Consolidated School Corporation
Board of School Trustees:

Tim Guse - President 


Aaron Rust - Vice-President 

Chad Howell - Secretary 

Melanie Mills - Member 

Nick Poort - Member 

Tri-Township Consolidated School Corporation Classroom Teacher Association:

Tori Lantz - President 

Savannah Sonaty - Secretary 

The signatures above ratify the contract and also attest to the following:

1. Date of Public Hearing: Nov 6, 2023
2. Date of TA Public Meeting: Nov 9, 2023
3. Electronic Participation was not permitted.