

**2017-2018
CONTRACT
BETWEEN
BOARD OF SCHOOL TRUSTEES
OF
BROWN COUNTY SCHOOLS
AND
THE BROWN COUNTY EDUCATORS' ASSOCIATION**

THIS CONTRACT ENTERED INTO THIS 5th DAY OF OCTOBER, 2017, BY AND BETWEEN THE BOARD OF SCHOOL TRUSTEES OF BROWN COUNTY SCHOOLS, HEREINAFTER CALLED THE "BOARD" AND THE BROWN COUNTY EDUCATORS' ASSOCIATION, HEREINAFTER CALLED THE "ASSOCIATION".

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86 **ARTICLE I**

87
88 **RECOGNITION**

- 89
90 A. The Board of School Trustees of the Brown County Schools hereby recognizes the
91 Brown County Educators' Association as the exclusive representative of all certificated
92 employees, hereafter called teachers, in the school corporation.
93
94 B. Definitions
95 1. The term "teacher" when used in this Contract shall refer to all certificated
96 employees, as defined in Indiana Law, in the Brown County Schools, except for
97 Superintendent, Assistant Superintendent, All Principals, Assistant Principals, the
98 Department Chairpersons, the Attendance Officer, and all other supervisory positions
99 subsequently created by the school employer, as the term "supervisory" is defined by
100 Indiana Law, plus all part-time employees of the school employer.
101
102 C. The term "School Corporation", when used in this Contract, shall refer to the Brown
103 County Schools of the County of Brown of the State of Indiana.
104
105 D. The term "Board" shall mean the Board of School Trustees of the Brown County Schools
106 and shall include authorized officers, representatives and agents. The term "Association"
107 shall mean the Brown County Educators' Association and shall include authorized
108 officers, representatives, and agents.
109
110 E. The term "days" shall mean school day, except when such term is expressly defined as
111 "calendar days."

112 **ARTICLE II**

113
114 **SEVERABILITY**

115
116 If any provision of this Contract is held to be contrary to law, then such provision shall
117 not be deemed valid and subsisting except to the extent permitted by law, but all other
118 provisions shall continue in full force and effect.
119

120
121 **ARTICLE III**

122
123 **RETIREMENT/SEVERANCE**

124
125 The 401(a) plan established for teachers, and the Plan administrator will be determined by the
126 Board after receiving a recommendation from a joint committee of the School Administration
127 and the Association.
128

129 A. **401(a) Plan**

- 130
131 1. The Board will contribute \$625.00 per contract year to a 401(a) account for each
132 teacher who elects Plan A on or before September 1st. The plan will vest upon
133 completion of the 5th year of service to the Brown County School Corporation.
134
135 2. For every dollar contributed to a 403(b) plan by teachers, the Board will contribute
136 matching dollars, up to \$450.00 per year to a 401(a) defined contribution. The teacher

137 contribution to the match program shall vest immediately. The Board contribution to
138 the match will vest after 5 years of service to the Brown County School Corporation.
139

- 140 3. The Board shall contribute to a 401(a) defined contribution plan \$100 per day of
141 unused sick leave up to a maximum of ten (10) days per year for any teacher electing
142 to cash out sick leave days in excess of 90 pursuant to this provision. The Board
143 contribution under this provision shall be immediately vested and portable.
144

145 **B. Medicare Bridge Benefit Program**
146

147 A teacher may participate in a Medicare Bridge Benefit Program, (hereinafter called the
148 "Program"), in this School Corporation. All teachers meeting the eligibility requirements
149 set forth below shall qualify for this program.
150

- 151 1. To be eligible a teacher must meet all the following requirements and provisions:
152
- 153 a. Be at least 55 years of age during the school year for which the teacher applies to
154 begin participation in the Program; and
155
 - 156 b. Has not less than twenty (20) years teaching experience in this School
157 Corporation; and
158
 - 159 c. Have made a non-binding application to the Superintendent, in writing, for
160 participation in the Program by July 1st of the year preceding retirement and have
161 sent a binding letter of intent to retire to the Superintendent by April 1st of the
162 year of retirement. In the event of an unforeseen retirement, the Board, at its
163 discretion, may waive said July 1st notification date; and
164
 - 165 d. Provide written evidence of permanent retirement from teaching.
166
- 167 2. A Program stipend shall be paid at the rate of Five Thousand Dollars (\$5,000.00) per
168 year for each subsequent year following the year of retirement starting with the first
169 regular pay in September up to and including the year the said teacher first reaches
170 the normal Medicare eligibility age, or 10 years, whichever is less (the age at which
171 one can retire and still collect full medical benefits). If the teacher qualifies for Part
172 A of the Medicare Act before the September 1st payment is to be made, he/she will
173 not receive the payment for that year or any subsequent years. Payment will be made
174 monthly to the teacher's VEBA account. Such payment for an individual
175 participating teacher shall remain fixed at the stated amount contained herein for the
176 entire duration of such teacher's participation and shall not be changed for such
177 teacher due to revision of the amount in a successor Contract.
178
- 179 3. The teacher who participates in the Program will not receive the salary, fringe
180 benefits, or any other paid or unpaid benefits provided elsewhere in this Contract,
181 except that such teacher may continue to be enrolled in the School Corporation's
182 medical insurance plan for the duration of participation in the Program, and may
183 apply said VEBA account toward the cost of the medical insurance plan, but such
184 teacher will be responsible to pay the balance of the insurance premium applicable to
185 the insurance coverage. It will be the responsibility of the teacher to pay such
186 insurance premiums due in the manner designated by the Superintendent.
187

- 188 4. The teacher shall cease to be a participant in the Program, and no further payments as
189 provided hereinabove in Paragraph B-2 will be due or payable to the teacher, (1)
190 when the teacher has completed the school year (July 1 to June 30) in which the
191 teacher first reaches normal Medicare eligibility age (the age at which one can retire
192 and still collect full Medicare benefits), or (2) the teacher has received the maximum
193 number of annual payments for which the teacher qualifies (not to exceed ten (10)
194 annual payments), or (3) when the teacher has died before completion of the Program,
195 provided, however, that the payment shall be prorated for the year of the teacher's
196 death.
- 197
- 198 5. Should the Board subsequently determine to rehire a teacher who elected to retire
199 under this option, no Medicare bridge stipend as provided hereinabove in B-2 will be
200 due or payable to the teacher, and further, no Medicare bridge stipend as provided
201 herein in this Program will be paid upon retirement a second (2nd) time.
202

203 **C. Retirement Benefits**

204

205 A teacher who retires from teaching while employed in this School Corporation
206 (including early retirement) may continue to participate in this School Corporation's (1)
207 group medical and (2) dental and vision insurance plan, for the duration of participation
208 in the Program, provided said teacher meets any applicable age or years of service
209 requirements specified by applicable state law, and:
210

- 211 1. Provides written evidence of permanent retirement from teaching;
212
- 213 2. Was enrolled in the plan he or she wishes to continue in the school year immediately
214 preceding retirement; and
215
- 216 3. Pays the entire (total) insurance premium applicable to the insurance plan desired and
217 remits such payment to this School Corporation's business office prior to the due date
218 each month, or pays such IRS allowable insurance costs from the teacher's VEBA
219 account.
220

221 **ARTICLE IV**

222 **DEDUCTIONS**

223

224

225

226 Upon written authorization from the teacher, the Board agrees to make appropriate salary
227 deductions and remit such deductions to mutually agreed upon Banking Institutions,
228 Insurance Companies, and Annuity Plan(s). Banking Institutions' deductions will be
229 taken from each of the twenty-five (25) scheduled pay periods. Deductions for annuity
230 plans will be taken from each of twenty-four (24) pay periods and health insurance
231 premiums will be taken over twenty-five (25) pay periods. All deductions will be
232 transferred electronically to the appropriate institution within forty-eight (48) hours of the
233 payroll date. Written authorization for deductions of any program must be submitted to
234 the payroll office fourteen (14) days prior to the first deduction. In the event a teacher
235 wishes to terminate any scheduled deduction plan, written authorization must be
236 submitted to the payroll office at least fourteen (14) days prior to the desired cancellation
237 date. If any notification of cancellation is required by a company or companies, such
238 responsibility of notification is borne solely by the individual member.

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ARTICLE V

TRANSPORTATION

- A. For all personnel for whom the Board authorizes payment, reimbursement for use of privately owned automobiles used for school business shall be paid per mile at the IRS rate in effect on the date the mileage was incurred.

ARTICLE VI

LEAVE OF ABSENCE

- A. Sick Leave

For absences caused by illness of the teacher or for illness in the immediate family, each teacher, shall be allowed nine (9) days with compensation each year accumulative to ninety (90) days. For this paragraph, immediate family is defined as illness to spouse, children, or other person living in the teacher's home.

1. Teachers on summer teaching employment shall be eligible to use sick leave on the same basis as is used during the regular school year.
2. Sick leave days accumulated by a teacher prior to a leave of absence shall be credited to the teacher upon return.
3. Individual teachers shall be given a written accounting of accumulated sick leave by October 1st of each school year, including those days above the current maximum number of sick days.
4. Sick leave day accumulation shall be limited to 90 days-
5. If a teacher uses zero (0) days of sick/personal leave days during the school year, the corporation shall provide the teacher a stipend of \$500 prior to the beginning of the following school year. If a teacher uses only one (1) day of sick/personal leave during the school year, the corporation shall provide the teacher a stipend of \$400 prior to the beginning of the following school year. If a teacher uses only two (2) days of sick/personal leave during the school year, the corporation shall provide the teacher a stipend of \$300 prior to the beginning of the following school year.

- B. Sick Leave Bank

The School Corporation shall, within ten (10) days after the beginning of the school year of initial participation, upon receipt of a properly completed and signed Sick Leave Bank Authorization Form deduct one (1) day's sick leave from the authorizing employee's earned sick leave allotment. This Sick Leave Bank shall be for the use of all certified bargaining unit members and shall be used only for those who have exhausted their own personal accumulation.

Should the number of sick leave days in the bank fall below 500 (as recorded on August 15th of each year), then members who wish to continue to participate for the remainder of that year shall be required to contribute one (1) additional day by August 30th of the

290 school year in order to maintain membership, but no further requests for contributions
291 from current members shall be made during that school year even if the sick leave bank
292 becomes totally exhausted. This donation to the sick leave bank shall not be counted as a
293 day used by the teacher per Article VI (A) (5) nor as a day used per the evaluation plan.
294 Donations to the sick bank other than those described for initial membership shall be
295 required only when the sick bank becomes exhausted during the school year. In such
296 event, each member of record for the current school year or the immediate past school
297 year, as appropriate, shall donate an additional day in order to remain a member in good
298 standing.

299
300 Membership in the Sick Leave Bank shall be continuing from year to year. Each teacher
301 shall be notified in writing with the first or second paycheck of each school year of their
302 ongoing participation in the Sick Leave Bank. Individual participation shall be voluntary.
303 Individuals employed after the beginning of the applicable school year shall be given the
304 opportunity to become a member of the Sick Leave Bank provided they complete and
305 submit the appropriate membership forms within ten (10) days after the date of
306 employment and donate one (1) day to the sick bank.

307
308 The Board and the Association agree to the following rules for administration of the Sick
309 Leave Bank:

- 310
- 311 1. The Board shall not be obligated for any additional days in the Sick Leave Bank over
312 a maximum of 360 days per school year or current number in the bank during the
313 school year unless otherwise agreed to by the Board and the Association.
314
 - 315 2. The maximum number of days to be offered to any one (1) member shall be ninety
316 (90) days per year.
317
 - 318 3. Any participating member who has exhausted his/her accumulated sick leave will be
319 eligible to apply to the Sick Leave Bank.
320
 - 321 4. Requests to withdraw Sick Leave Bank days require:
322
 - 323 a. Doctor's statement indicating the nature of the illness/disability.
324
 - 325 b. Verification from the central office that the teacher's personal sick leave days
326 have been exhausted and he/she is not receiving any public funds or benefits
327 derived from public funds as partial or full compensation for the illness or
328 disability causing the absence.
329
 - 330 5. A Sick Leave Bank Review Committee shall be formed comprised of three (3)
331 teachers appointed by the president of the Association and two (2) administrators
332 appointed by the Superintendent. This committee shall have the full responsibility in
333 granting, denying or suspending grants of sick days from the Sick leave Bank,
334 provided however; the above rules are adhered to.
335
 - 336 6. Days contributed shall not be transferable to another school corporation or used
337 outside of sick bank provision.
338
 - 339 7. Persons who shall have failed to join the Sick Leave Bank in the year in which they
340 first had the opportunity to join shall become members only by donating one (1) day

341 for each year that they were eligible but failed to join in addition to any additional
342 days of donation required of bank members during that period.

343
344 8. Once a member of the sick leave bank has drawn days from the sick leave bank and
345 has returned to active employment with the corporation, the member shall repay one
346 (1) day for every five (5) days borrowed from the sick leave bank. These days shall
347 be repaid at the rate of one (1) day per school year, deducted at the beginning of each
348 school year.

349
350 C. Personal Leave

351
352 Teachers shall be granted four (4) days of personal leave each school year. Each teacher
353 may also request up to three (3) additional personal days each school year, to be taken
354 from the accumulated sick leave. Requests for personal leave shall normally be in the
355 Superintendent's office prior to the day of the personal leave absence. Unused personal
356 leave shall transfer to the teacher's accumulated sick leave.

357
358 D. Court Appearances

- 359
360 1. The Board will compensate teachers subpoenaed to:
- 361 a. serve jury duty.
 - 362 b. testify in court as a witness in a case in which he is not personally involved, or
 - 363 c. testify in court in any suit arising out of the performance of the duties for, or
 - 364 employment with, the School Corporation.

365
366
367 The compensation shall be for the number of days mandated to perform such obligation.

- 368
369 2. A teacher shall receive no pay if subpoenaed as a witness in a suit:
- 370 a. in which the teacher is a party to the lawsuit, or
 - 371 b. brought against the Board by any teacher or the Association.
372 This specific exception shall not apply if the teacher is subpoenaed as a witness
373 by the Board in such suit.

- 374
375 3. The teacher shall give any checks earned for such service to the school employer and
376 receive their regular contractual salary from the school employer.

377
378
379 E. Professional Leave

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381
382 The Board, after appropriate administrative recommendation, may grant leave with pay to
383 teachers to attend and/or participate in professional meetings, including but not limited to,
384 educational workshops, seminars, conferences, legislative activities, and/or visitations in
385 other schools. Other expenses incurred under this provision may be paid upon
386 administrative recommendation and Board approval.

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392 F. Bereavement Leave

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1. Teachers shall be granted up to seven (7) consecutive calendar days (with pay for contract days) leave for the death of a family member of their immediate family. The immediate family shall be defined as including father, mother, brothers, sisters, spouse, children, father-in-law, mother-in-law, grandchild, grandparent, or a person living in the home. Should the teacher not use all five (5) contract days at the time of the bereavement, one (1) day remaining of the five (5) contract days shall be available during the same school year for the teacher to settle estate matters.
2. Teachers shall be granted three (3) consecutive days leave for death of any other relative not defined as immediate family.
3. Bereavement leave shall begin on either the day of the death of the relative or the day following the day of death. When the funeral or memorial service is scheduled to be outside this time period, the teacher may appeal to the Superintendent or his/her designee to begin the bereavement leave at a time other than the day of death or the day after the death in order to accommodate attendance at the funeral.

G. Maternity Leave

A teacher who is pregnant may continue in active employment as late into pregnancy as she wishes, if she can fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the following:

1. All or part of a leave taken by a teacher because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available sick days. However, the teacher is not entitled to take accumulated sick leave days when the teacher's physician certifies that the teacher is capable of performing the teacher's regular teaching duties. The teacher is entitled to complete the remaining leave without pay.
2. During leave the teacher may maintain coverage in any group insurance program by paying the total premium including the School Corporation's share attributable to the leave period.

H. Adoption Leave

A teacher adopting a child may use up to five (5) days with pay for this purpose.

I. Absences/Job Related Injury

- (1) As a result of an act of employment, if an injury to a certified staff member should arise out of an act of violence or battery, the school corporation will pay the difference between the compensation paid by the insurance company and the certified staff member's salary with no deduction from their accumulated sick leave. To qualify for this, a police report should be filed and the principal shall certify that such injury was the result of school-related student, parent, guardian or patron violence or battery.

443 **ARTICLE VII**

444
445 **GRIEVANCE PROCEDURE**

446
447 This Grievance procedure, hereinafter referred to as “Procedure”, stipulates the conditions under,
448 and the procedures by which, grievances alleged by certain certificated school employees as
449 defined in this Contract shall be processed. If any such grievances arise, there shall be no
450 stoppage or suspension of work because of such grievances; but such grievances shall be
451 submitted to the following grievance procedures.
452

453
454 A. Definitions

455
456 As used in this Procedure:

- 457
- 458 1. A grievance shall be defined as an alleged violation, misinterpretation or
459 misapplication of : any state or administrative rule or regulation, policy of the Board,
460 specific Article or Section of this written Contract which directly affects the teacher
461 or teachers.
462
 - 463 2. “Superintendent” means the chief administrative officer of the school Corporation, or
464 any person(s) designated by him/her to act in his/her behalf in dealing with
465 certificated school employees.
466
 - 467 3. “Grievant” means the certificated school employee(s) directly affected by the alleged
468 violation making the claim.
469
 - 470 4. “Days” means calendar days.
471

472 B. Structure

- 473
- 474 1. Nothing herein contained shall be construed as limiting the right of any certificated
475 school employee having a grievance to proceed independently of this Procedure.
476
 - 477 2. The grievant may be represented by any person(s) of his own choosing at all formal
478 levels of the Procedure, limited however to a total of three (3) representatives.
479
 - 480 3. There shall be no additional evidence, material, allegation or remedy submitted by the
481 grievant or his representative during the grievance process, once a formal grievance
482 has been filed at Formal Level One, provided, however, that the Superintendent shall
483 waive the restrictions on additional evidence or material stipulated herein upon
484 request of the grievant provided that said additional evidence or material was either
485 not known or not available to the grievant at the time said grievance was filed at
486 Formal Level One.
487

488 C. Procedure

- 489
- 490 1. The number of days indicated at each level should be considered as maximum. The
491 time limits specified may, however, be extended by mutual agreement in writing of
492 the grievant and the Board.
493

494 2. Informal Grievance: within ten (10) days of the time the grievant first knew or
495 should have known of the act or condition upon which it is based, the grievant must
496 present the grievance to his principal or immediate supervisor or his designee by
497 meeting with him individually and privately, in an informal manner during non-
498 teaching hours. Failure of the grievant to so meet and discuss said alleged grievance
499 as provided herein shall prevent the grievant from filing said alleged grievance at any
500 formal grievance level(s). Within seven (7) days after presentation of the grievance,
501 the principal or immediate supervisor or his designee shall give his answer orally to
502 the grievant.
503

504 3. Formal Grievance
505

506 a. Level One (filing of grievance) - Within ten (10) days of the oral answer, if the
507 grievance is not resolved, it must be filed by the grievant with the principal or
508 immediate supervisor on the appropriate grievance form. The grievance form
509 shall provide the following information:
510

511 i. name of certificated school employee involved;
512

513 ii. statement of facts giving rise to the grievance;
514

515 iii. identify by specific reference all rules, regulations, policies of the Board or
516 specific Article(s) or Sections(s) of this written Contract alleged to be
517 violated;
518

519 iv. state the contention of the grievant with respect to the provision(s) of said
520 Article or Sections;
521

522 v. indicate the specific relief requested.
523

524 vi. The formal grievance must be filed with the principal or immediate
525 supervisor by registered mail, return receipt requested, or in person provided
526 the grievant gets an initialed copy of the grievance as a receipt. A copy of
527 the grievance will be forwarded to the Association president by the grievant.
528 All postal fees for filing the grievance will be borne by the grievant. Within
529 ten (10) days from the receipt of the grievance, the principal shall:
530

531 a) meet with the grievant and/or his representative(s);
532

533 b) forward a written decision on the appeal to the grievant and Association
534 president;
535

536 c) the decision shall be forwarded by registered mail, return receipt
537 requested. Postal fees for forwarding the written decision will be borne by
538 the administration.
539

540 b. Level Two (appeal of Level One decision with Superintendent) - In the event that
541 the grievance is not resolved at Level One, the grievant may appeal the decision
542 to Level Two provided said appeal is filed with the Superintendent within
543 seventeen (17) days after the administrator receives the written grievance. Such
544 appeal shall include all material and evidence previously submitted at Level One.

545 Appeals must be filed with the Superintendent by registered mail, return receipt
546 requested, or in person provided the grievant gets an initialed copy of the
547 grievance as a receipt, with a copy of all pertinent data forwarded to the principal
548 and Association president. Postal fees for filing an appeal will be paid by the
549 grievant.

550
551 Within ten (10) days from the receipt of the appeal, the receipt of the appeal, the
552 Superintendent shall:

- 553
- 554 i. meet with the grievant and/or his representatives(s);
- 555
- 556 ii. forward a written decision on the appeal to the grievant, principal and
557 Association president;
- 558
- 559 iii. the decision shall be forwarded by registered mail, return receipt requested.
560 Postal fees for forwarding the written decision will be borne by the
561 administration.
- 562

563 In the event that additional time is necessary for investigation of all pertinent
564 facts, such additional time shall be allowed by mutual agreement.

- 565
- 566 c. Level Three (appeal to Board) - In the event the grievance is not resolved at Level
567 Two, the grievant may file an appeal with the Board within seventeen (17) days
568 after the Superintendent has received the appeal. Such appeal shall include all
569 material and evidence previously submitted at Levels One and Two. A copy of
570 all material and evidence of subject appeal must be forwarded by registered mail,
571 return receipt requested, to the President of the Board, the Superintendent,
572 Principal and the Association President. Postal fees for forwarding subject appeal
573 shall be borne by the grievant.
- 574

575 Within twenty-one (21) days after receipt of the appeal, the Board shall hold a
576 formal hearing and render a decision on the grievance. The Board shall meet with
577 aggrieved and his/her representative and explore all pertinent material and
578 evidence submitted with the appeal.

579
580 A written decision will be forwarded by registered mail, by the Board President or
581 designee, return receipt requested, to the aggrieved, principal and Association
582 president. Postal fees charged for the forwarding of the formal decision will be
583 borne by the administration.

584
585 D. Miscellaneous

- 586
- 587 1. Decisions rendered at all formal levels of this procedure shall be transmitted by
588 registered mail, return receipt requested, or in person. (See Appendix J).
- 589
- 590 2. All documents, communications and records dealing with the processing of a
591 grievance shall be filed separate from the personnel files of the grievant.
- 592
- 593 3. All necessary forms for grievance procedures set forth in this Procedure shall be
594 provided by the Superintendent.
- 595

- 596 4. Failure at any level of this Procedure to render the decision on a grievance within the
597 specified time limits shall permit the grievant to proceed to the next level, unless said
598 time limits be extended by mutual consent of both parties. However, the grievance
599 must be appealed by the grievant to the next level within the specified time limit for
600 that level or said grievance shall be deemed resolved by the Board's answer at the
601 previous level and abandoned.
602
- 603 5. Any hearing at the Informal Level and at Formal Level One, Level Two, and Level
604 Three shall be held during non-teaching hours unless otherwise directed by the Board.
605
- 606 6. No certificated school employee shall use this Procedure to appeal any decision by the
607 Board or administration if such decision is applicable to a State or Federal Regulatory
608 Commission or Agency.
609
- 610 7. Certificated school employees shall follow all written and verbal directives, even if
611 such directives are allegedly in conflict with this Contract. Compliance with such
612 directives will not in any way prejudice the certificated school employee's right to
613 file a grievance within the time limits herein, nor shall compliance affect the ultimate
614 resolution of the grievance.
615
- 616 8. No reprisal of any kind shall be taken by or against any participant in the grievance
617 procedure by reasons of such participation.
618
- 619 9. Any grievance which arose prior to the effective date of this Contract shall not be
620 processed.
621
- 622 10. This Procedure supersedes and cancels all previous grievance policies or procedures,
623 verbal or written or based on alleged past practices or procedures, and constitutes the
624 entire procedure for the processing of grievances.
625

ARTICLE VIII

SALARY

- 630 A. Salary payments to be paid under the Contract shall be made in twenty-four (24) pays, as
631 reflected in Appendix K. All salary payments shall be made by Direct Deposit.
632
- 633 B. A calendar of pay dates shall be made a part of this agreement and shall be presented in
634 Appendix K.
635
- 636 C. The salary schedule for the applicable school year shall be as shown in Appendix A-1.
637 The Compensation Plan shall be shown in Appendix A-2.
638
- 639 D. Any teacher newly employed with the Brown County School Corporation will be placed
640 on the salary schedule according to recognized teaching experience mirroring the salary
641 and placement of current employees with the same degree and number of years of
642 experience. Teachers with more than 5 years of experience may be hired with a 5-year
643 cap and would then be placed on the salary schedule mirroring current employees with
644 the same degree and five years of experience. Teachers with less than 5 years of
645 experience being hired in an area of academic need may be hired with up to 5 years of
646 experience, mirroring placement on the schedule with current employees with the same

647 degree and five years of experience. No teacher will be placed beyond level 5 as
648 described in this paragraph without the superintendent's notification to ~~of~~ the BCEA
649 president that program needs cannot otherwise be met. A prospective teacher in an area
650 of limited supply may be accorded up to a mirrored Step 15 at the discretion of the Board.
651

652 E. Teachers who were receiving additional pay in 2011-12 for graduate semester hours
653 earned after the completion of the Bachelor's Degree and after the completion of the
654 Master's Degree shall continue to receive that additional amount of pay. This amount is
655 \$35 per graduate semester hour in blocks of three (3) hours. There is a maximum of
656 thirty (30) hours of graduate semester credit beyond the Bachelor's Degree and a
657 maximum of thirty-six (36) hours of graduate semester credit beyond the Master's
658 Degree. This amount will become a permanent addition to the 2012-13 base salary for
659 those teachers. The amount will remain fixed at the 2011-12 level and will not be
660 adjusted upward or downward.
661

662 F. The amounts contained in (1) the salary schedule in Appendix A, (2) the extra duty
663 schedule in Appendix B, (3) the graduate semester hours payment herein contained in
664 Article VIII, Section E, include three percent (3.00%) of said amounts to be paid directly
665 to the Indiana State Retirement Fund by the school employer on behalf of each affected
666 teacher for payment of the teacher's share of such retirement contribution. Thus, the
667 individual teacher's contract for each affected teacher shall be written for the amount of
668 compensation payable which is less the said three percent (3.00%).
669

670 G. Any base salary increase earned by a teacher under this contract will be paid through a
671 retroactive amount once evaluation ratings are calculated with the remaining amount to
672 be distributed equally over the remaining pays of 2017-2018.
673

674 **ARTICLE IX**

675 **INSURANCE**

676 A. Life Insurance

677
678 The Board will pay toward the cost of a sixty thousand dollar (\$60,000) group term life
679 with accidental death benefit insurance plan for each full-time teacher employed under
680 regular contract and enrolled in the School Corporation's group life insurance plan. The
681 amount specified below, not to exceed the cost of the applicable premium, will be paid to
682 such insurance company or companies as is determined and selected solely by the Board:
683
684

685
686 \$100.00 per year.
687

688 An employee may purchase additional term life insurance in increments of \$10,000 up to
689 a maximum of \$60,000 at the employee's expense.
690

691 B. Health and Hospitalization

692
693 The Board will pay toward the cost of hospital, surgical and medical care type insurance
694 for each full-time teacher employed under regular contract and enrolled in the School
695 Corporation's group medical insurance plan. Up to the amounts specified below, not to
696 exceed the cost of the applicable premium, will be paid to such insurance company or
697 companies as is determined and selected solely by the Board.

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For 2017-2018:

1. Employee Single Coverage: up to \$6,952.22 per year
2. Employee Child Coverage: up to \$12,012.13 per year
3. Employee Spouse Coverage: up to \$13,526.83 per year
4. Employee Family Coverage: up to \$20,134.29 per year

Current plan benefits will not be changed by the Board unless the Association has been given the opportunity to discuss and make recommendations concerning such change(s).

C. Income Protection

The Board will pay toward the cost of an income protection plan for each full-time teacher employed under regular contract and enrolled in the School Corporation's income protection plan. The Board will pay the amount specified below, not to exceed the cost of the applicable premium. The premium shall be averaged over the bargaining unit members. The average cost shall be the individual teacher premium for a plan which will provide for benefits of two-thirds (2/3) income to age sixty-five (65) for disabilities after a waiting period of ninety (90) days:

Up to \$200.00 per year.

D. Dental/Vision Insurance

The Board will pay toward the cost of a group dental and vision insurance plan for each full-time teacher employed under regular contract and enrolled in the School Corporation's group dental plan. The amount specified below, not to exceed the cost of the applicable premium, will be paid to such insurance company or companies as is determined and selected solely by the Board.

1. Employee Single Coverage: Up to \$263.00 per year;
2. Employee Family Coverage: Up to \$561.00 per year.

Plan benefits will not be changed by the Board unless the Association has been given the opportunity to discuss and make recommendations concerning such change(s).

E. Insurance Committee

The Board and the Association agree to the formation of an advisory insurance committee to assess the current insurance program(s), including coverage's, premiums, and carriers, and to investigate possible changes in coverage's, premiums, and carriers, and to make recommendations based on its findings to the Board and the Association.

The committee shall be composed of five (5) persons appointed by the Association President and five (5) persons appointed by the Superintendent to include administrators, non-certified personnel and/or school board members. Each academic year the

746 Association President or designee and the Superintendent or designee shall meet to
747 formulate a meeting schedule for the committee with the view of completing its
748 investigation and recommendations 60 days prior to the anniversary date. Committee
749 recommendations shall be reached by simple majority of all ten (10) members.
750 Committee meetings shall be open to all employees.

751
752
753 **ARTICLE X**

754
755 **MISCELLANEOUS**

- 756
- 757 A. The Board agrees to provide legal counsel to advise the teacher of he/her rights and
758 obligations with respect to assault or assault and battery against the teacher in school
759 related incidences and shall promptly render all necessary assistance to the teacher in
760 connection with handling the incident by law enforcement and/or judicial authorities;
761 other than providing the attorney of record.
762
 - 763 B. The Board agrees to exercise its right to defend teachers pursuant to its powers under the
764 Indiana General School Powers Act of 1964, Chapter 301, Section 202, Paragraph 16,
765 when the teacher's action did not violate published Board policy.
766
 - 767 C. The Board agrees to pay the cost of any and all expanded criminal history checks and
768 expanded child protection index checks that are required by the School Corporation or
769 per I.C. 20-26-5-10. This provision shall only apply to current employees and is
770 inapplicable to applicants for employment.
771
 - 772 D. Early Retirement Incentive – If the Board would decide to offer an early retirement
773 incentive to teachers during the 2017-2018 school year, then the Superintendent will
774 notify eligible teachers of the terms of the early retirement incentive by no later than
775 March 1, 2018. If an early retirement incentive would be offered by the Board during the
776 2017-2018 school year and an eligible teacher would like to accept the incentive, then
777 such eligible teacher must notify the Superintendent of his/her intention to accept the
778 early retirement incentive by no later than May 1, 2018.
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**ARTICLE XI
TERM OF AGREEMENT**

This Contract shall be effective as of July 1, 2017, and shall continue in effect through June 30, 2018.

Whenever any notice is required to be given by either of the parties to this Contract to the other party, either shall do so by registered letter at the following addresses:

If by the Association to the Board, at P.O. Box 38
Nashville, Indiana 47448

If by the Board to the Association, at: 701 John Street
Evansville, Indiana 47713

This Contract is made and entered into at Nashville, Indiana on this 5th day of October, 2017, by and between the Board of School Trustees of the Brown County Schools, State of Indiana, party of the first part, heretofore referred to as the “Board”, and the Brown County Educators’ Association, party of the second part, heretofore referred to as the “Association”. This Contract is so attested to by parties whose signatures appear below:

President, Board of School Trustees

Co-President, Brown County Educators’ Association

Vice-President, Board of School Trustees

Co-President, Brown County Educators’ Association

Secretary, Board of School Trustees

Secretary, Brown County Educators’ Association

**APPENDIX A-1
2017-2018 COMPENSATION PLAN
THE BROWN COUNTY SCHOOLS
SALARY LEVELS**

820					
821					
822					
823					
824					
825					
826	Levels	<u>Bachelor (BS)</u>		<u>Masters (MS/AN)</u>	
827		<u>Contract Amt.</u>	<u>Bachelors</u>	<u>Contract Amt.</u>	<u>Masters</u>
828		<u>Payroll</u>	<u>Plus 3% TRF</u>	<u>Payroll</u>	<u>Plus 3% TRF</u>
829					
830	1	38,000	39,140	39,200	40,376
831	2	38,800	39,964	40,700	41,921
832	3	39,600	40,788	42,200	43,466
833	4	40,400	41,612	43,700	45,011
834	5	41,200	42,436	45,200	46,556
835	6	42,000	43,260	46,700	48,101
836	7	42,800	44,084	48,200	49,646
837	8	43,600	44,908	49,700	51,191
838	9	44,400	45,732	51,200	52,736
839	10	45,200	46,556	52,700	54,281
840	11	46,000	47,380	54,200	55,826
841	12			55,700	57,371
842	13			57,200	58,916
843	14			58,700	60,461
844	15			60,200	62,006
845	16			61,700	63,551
846	17			63,200	65,096
847	18			64,700	66,641
848	19			66,200	68,186

849 During this transition year, the salaries were re-set to represent equal increases in each column.
850 Teachers were placed on this salary schedule based on their salary for 2016-17. Teachers were
851 moved “up” to the salary closest to their 2016-17 salary in the appropriate education column.
852 New hires were placed “up” at the next closest salary as well. Teachers qualify for the transition
853 increase to their base by receiving an evaluation rating of Effective or Highly Effective for the
854 2016-2017 school year (75%) and for completing an additional year of experience (25%)
855 (employed by Brown County Schools for both 2016-2017 and 2017-2018). Additionally,
856 teachers qualify for placement on the salary schedule during the transition year by being newly

857 hired by the District in 2017-2018. Those teachers who will not be receiving a minimum of
858 \$1000 added to their base salary during the transition year will receive a stipend for the
859 difference. Teachers receiving a rating of Ineffective or Improvement Necessary will not
860 transition to the new scale, but will remain at their 2016-17 base salary.

861
862 A teacher qualifies to advance one level in the Bachelors column by receiving an evaluation
863 rating of Effective or Highly Effective for the prior school year. The base salary increase in the
864 BS column that a teacher will receive for meeting the highly effective or effective evaluation
865 factor is eight hundred dollars (\$800.00). See Appendix A-2 for factor definitions. To be
866 eligible to receive the increase the teacher must have been employed by the school corporation
867 for at least 120 days in the prior school year.*

868
869 A teacher qualifies to advance one level in the Masters/AN column by receiving an evaluation
870 rating of Effective or Highly Effective for the prior school year (\$800) and by completing one
871 unit of Meeting Academic Needs of Students (\$700). The total base salary increase in the
872 MS/AN column that a teacher will receive for meeting the Highly Effective or Effective
873 evaluation and the Meeting Academic Needs of Students factor is fifteen hundred dollars
874 (\$1,500.00). See Appendix A-2 for factor definitions. To be eligible to receive this increase, the
875 teacher must have been employed by the school corporation for at least 120 days in the prior
876 school year.*

877
878 To move from the first column (Bachelors) to the second column (Masters/AN), a teacher must
879 1) receive an evaluation rating for the prior school year of Effective or Highly Effective; 2) earn
880 a content area Master's degree beyond the requirements for employment as defined in the
881 compensation model in Appendix A-2; and 3) meet the Academic Needs of Students as defined
882 and specified in the compensation model in Appendix A-2. Each horizontal move consists of
883 \$800 for the evaluation, \$400 for education, and a multiple of \$700 for academic needs as
884 defined and specified in the compensation model in Appendix A-2. To be eligible to receive this
885 increase, the teacher must have been employed by the school corporation for at least 120 days in
886 the prior school year.*

887
888 A move on this salary schedule is either:

- 889 1. A move down one step; or
890 2. A horizontal move straight across.

891 No diagonal movement is permitted.

892 Due to the funding for the transition year placement, no teacher will be eligible to make a
893 vertical or horizontal move during the 2017-2018 school year.

894

895 *The 120 day requirement is an eligibility criteria and not a factor upon which the salary increase
896 is based. Eligibility criteria are not the same thing as the factors on which a salary increase is
897 based. See 2017 IEERB CBA Compliance Rubric, p. 4.

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APPENDIX A-2

2017-2018 Brown County Schools Compensation Plan

The Brown County Schools 2017-2018 Compensation Plan will be based upon performance using the following three factors:

- Education
- Evaluation
- Meeting the Academic Needs of Students

Definition of factors:

1. Education – This factor is limited to a teacher completing a content area Master’s Degree (content area degree beyond the requirement for employment). Eligible content areas are those defined by the IDOE in which the teacher currently teaches or any content area approved by the Superintendent.
2. Evaluation – The teacher must receive an evaluation rating of Effective or Highly Effective for the 2016-2017 school year.
3. Meeting Academic Needs of Students – Meeting any one of the following individual criteria represents fulfilling ONE unit of Meeting Academic Needs of Students. Each individual unit of Meeting Academic Needs of Students equates to \$700. The teacher will be responsible for providing documentation of the Meeting the Academic Needs of Students that are met.
 - a) Unpaid tutoring with a minimum of 4 hours and approved by the building principal. (One unit = \$700)
 - b) Unpaid coaching with a minimum of 4 hours and approved by the building principal. (One unit = \$700)
 - c) Unpaid activity sponsorship with a minimum of 4 hours and approved by the building principal. (One unit = \$700)
 - d) Unpaid club sponsorship with a minimum of 4 hours and approved by the building principal. (One unit = \$700)
 - e) Unpaid building leadership committee work such as school improvement team, textbook adoption, curriculum development, etc. and approved by the building principal. (One unit = \$700)
 - f) Serving on any building level committee as approved by the building principal. (One unit = \$700)
 - g) Unpaid district leadership committee work as approved by the superintendent. (One unit = \$700)

- 940 h) Serving on the district Insurance Committee. (One unit = \$700)
941
942 i) Teaching a dual credit course. (One unit = \$700)
943 j) Teaching an AP course. (One unit = \$700)
944 k) Maintaining National Board Certification. (One unit = \$700)
945 l) Serving as a teacher mentor with pre-approval from the principal. (One unit = \$700)
946 m) Participation in a minimum of three (3) PTO activities. (One unit = \$700)
947 n) Participating in at least three (3) hours of unpaid professional development. (One unit
948 = \$700)
949

950 Specifications for Movement on the Salary Schedule:

- 951 1. Each step down in the Bachelors Column is \$800 for meeting the Evaluation Criteria.
952 2. Each step down in the Master/AN Column is \$1500. Of this amount, \$800 is for
953 Evaluation and \$700 is for ONE Meetings Academic Needs of Students unit.
954 3. For the horizontal movement from the BS Column to the MS/AN column, the following
955 requirements must be met:
956 a) BS Level 1 to MS/AN Level 1 – Eval (800), Educ (400), AN (0 for \$0)
957 b) BS Level 2 to MS/AN Level 2 – Eval (800), Educ (400), AN (1 unit for \$700)
958 c) BS Level 3 to MS/AN Level 3 – Eval (800), Educ (400), AN (2 units for \$1400)
959 d) BS Level 4 to MS/AN Level 4 – Eval (800), Educ (400), AN (3 units for \$2100)
960 e) BS Level 5 to MS/AN Level 5 – Eval (800), Educ (400), AN (4 units for \$2800)
961 f) BS Level 6 to MS/AN Level 6 – Eval (800), Educ (400), AN (5 units for \$3500)
962 g) BS Level 7 to MS/AN Level 7 – Eval (800), Educ (400), AN (6 units for \$4200)
963 h) BS Level 8 to MS/AN Level 8 – Eval (800), Educ (400), AN (7 units for \$4900)
964 i) BS Level 9 to MS/AN Level 9 – Eval (800), Educ (400), AN (8 units for \$5600)
965 j) BS Level 10 to MS/AN Level 10 – Eval (800), Educ (400), AN (9 units for \$6300)
966 k) BS Level 11 to MS/AN Level 11 – Eval (800), Educ (400) AN (10 units for \$7000)
967

968 Each Meeting Academic Needs of Students unit required/completed equates to \$700.
969

970 Due to the funding for the transition year, no teacher will be eligible to make a vertical or
971 horizontal move during the 2017-2018 school year.
972

973 Any teacher receiving a final evaluation rating from the 2016-2017 school year of Ineffective or
974 Improvement Necessary will not be eligible for any increase to base salary during the 2017-2018
975 school year, unless eligible for the increase in accordance with I.C. 20-28-9-1.5(d). Specifically,
976 teachers in their first two full years of instructing students are exempt from the evaluation rating
977 eligibility requirement and are eligible for a salary increase regardless of their evaluation rating
978 the prior school year.
979

980 The money that would otherwise have been allocated for the salary increase of a teacher rated
981 Ineffective or Improvement Necessary shall be equally distributed to teachers rated Effective or
982 Highly Effective, in the form of a stipend by the end of the 2017-2018 school year. Those
983 teachers not eligible for a salary increase will remain at their 2016-2017 base salary.

984

985 The base salary (contract amount) range, not including increases, for 2017-2018 is \$36,388 to
986 \$63,330. The salary range for the 2017-18 year, including bargained increases, will be \$38,000
987 to \$66,200.

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APPENDIX B-1
EXTRA DUTY SCHEDULE
2017-2018

The number of positions was not bargained and is listed for informational purposes only.

<u>Contract</u> <u>Amount</u>	<u>Amount</u> <u>With 3% TRF</u>
----------------------------------	-------------------------------------

Group 1

\$6,206	\$6,392
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- Basketball-Varsity Boys
- Basketball-Varsity Girls
- Football-Varsity

Group 2

\$4,013	\$4,134
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- Volleyball-Varsity
- Baseball-Varsity
- Softball-Varsity
- Track-Varsity Boys
- Track-Varsity Girls
- Cross Country-Varsity
- Wrestling-Varsity
- Soccer – Varsity Boys
- Soccer – Varsity Girls
- Tennis – Varsity Boys
- Tennis – Varsity Girls
- Golf – Varsity Girls
- Golf – Varsity Boys

Group 3

\$3,228	\$3,324
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- Basketball-Asst. Varsity Boys
- Basketball-Asst. Varsity Girls
- Football-Asst. Varsity (4)*
- Wrestling – Asst. Varsity
- Basketball – Junior Varsity Boys
- Basketball – Junior Varsity Girls

Group 4

\$2,855	\$2,941
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- Band
- Cheerleading – HS
- Choral

Group 5

\$2,606	\$2,684
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- Basketball-Freshman Boys
- Basketball-Freshman Girls

Group 6

\$2,482	\$2,557
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1043	<u>Group 7</u>	\$2,234	\$2,302
1044	Basketball-JH Boys (2)*		
1045	Basketball-JH Girls (2)*		
1046	Football – 7 th Grade		
1047	Football – 8 th Grade		
1048	Track – BCIS (2)*		
1049	Track-JH Boys		
1050	Track-JH Girls		
1051	Cheerleading-JH		
1052	Baseball-Asst. Varsity		
1053	Softball – Asst. Varsity		
1054	Volleyball-Asst. Varsity		
1055			
1056	<u>Group 8</u>	\$1,750	\$1,802.50
1057	Summer Band		
1058	HS Spring Musical Director		
1059	HS Fall Play Director		
1060			
1061	<u>Group 9</u>	\$1,552	\$1,598
1062	Volleyball-JH (2)*		
1063	Volleyball – 7 th Grade		
1064	Volleyball – 8 th Grade		
1065	Wrestling-JH		
1066	Volleyball-Freshman		
1067			
1068	<u>Group 10</u>	\$1,490	\$1,535
1069	Baseball-JV		
1070	Softball-JV		
1071	Track-Asst. Varsity Girls (2)*		
1072	Track – Asst. Varsity Boys (2)*		
1073	Soccer-Asst. Varsity Boys		
1074	Soccer – Asst. Varsity Girls		
1075	Soccer – JV Boys		
1076	Cross Country-Asst. Varsity		
1077	HS Spring Musical – Pit Director		
1078	HS Spring Musical – Choir Director		
1079			
1080	<u>Group 11</u>	\$1,303	\$1,342
1081	Cross Country-JH		
1082	Wrestling-Asst. JH/HS		
1083	Yearbook-HS		
1084	Tennis-JH		
1085	<u>Group 12</u>	\$1,241	\$1,278
1086	Student Council-HS		
1087	Yearbook/Newspaper-JH		
1088	Cheerleading-Asst. HS		
1089	Football-Asst. JH (2)*		
1090	Track-Asst. JH-Girls'		
1091	Track – Asst. JH Boys		
1092	Track – Asst.- BCIS		
1093	Cross Country Asst. - JH		

1094			
1095	<u>Group 13</u>	\$1,180	\$1,216
1096	Junior Class Sponsor (2)*		
1097			
1098	<u>Group 14</u>	\$993	\$1,023
1099	Dance Team HS		
1100	Basketball-6 th Grade Boys		
1101	Basketball-6 th Grade Girls		
1102	Basketball – 5 th Grade Boys		
1103	Basketball – 5 th Grade Girls		
1104	Volleyball – 5 th Grade		
1105	Volleyball – 6 th Grade		
1106			
1107	<u>Group 15</u>	\$930	\$959
1108	Senior Class Sponsor		
1109	Student Council-JH		
1110	Student Council - BCIS		
1111			
1112	<u>Group 16</u>	\$868	\$895
1113	History Day – HES		
1114	History Day – SES		
1115	History Day – VBS		
1116	History Day – BCIS		
1117	History Day – JH		
1118	History Day – HS		
1119	We the People – JH		
1120	We the People – HS		
1121	French Honor Society		
1122	Spanish Honor Society		
1123	Science Honor Society		
1124	Thespian Honor Society		
1125	National Honor Society-HS		
1126	Science Fair Coordinator – HES		
1127	Science Fair Coordinator – SES		
1128	Science Fair Coordinator – VBS		
1129	Science Fair Coordinator – BCIS		
1130	Science Fair Coordinator – JH		
1131	Science Fair Coordinator HS		
1132			
1133	<u>Group 17</u>	\$807	\$832
1134	Newspaper-HS		
1135			
1136	<u>Group 17.5</u>	\$750	\$772.50
1137	HS Flag Coach – Summer		
1138	HS Flag Coach – Fall		
1139	HS Flag Coach - Winter		
1140			
1141	<u>Group 18</u>	\$684	\$705
1142	Academic – HS – Social Studies		
1143	Academic – HS – English		
1144	Academic – HS – Fine Arts		

1145	Academic – HS – Science		
1146	Academic – HS – Math		
1147	Academic – HS – Spell Bowl		
1148	Academic – HS - Interdisciplinary		
1149	Brain Game Sponsor		
1150	Robotics - JH		
1151	Robotics – HS		
1152	Science Olympiad		
1153			
1154	<u>Group 19</u>	\$622	\$641
1155	Academic – JH – Social Studies		
1156	Academic – JH – English		
1157	Academic – JH – Math		
1158	Academic – JH - Science		
1159	Aquila (Art)		
1160	Spell Bowl-JH		
1161			
1162	<u>Group 20</u>	\$559	\$576
1163	Intramural-HS		
1164	National Honor Society – JH		
1165	Math Bowl – HES		
1166	Math Bowl – SES		
1167	Math Bowl – VBS		
1168	Math Bowl – BCIS		
1169	Spell Bowl – HES		
1170	Spell Bowl – SES		
1171	Spell Bowl – VBS		
1172	Spell Bowl – BCIS		
1173	Science Bowl – HES		
1174	Science Bowl – SES		
1175	Science Bowl – VBS		
1176	Science Bowl – BCIS		
1177			
1178	<u>Group 20 continued</u>		
1179	JH Band		
1180	JH Choir		
1181	JH Drama		
1182	BCIS Choir		
1183			
1184	<u>Group 21</u>	\$436	\$449
1185	Intramural JH		
1186	Intramural HS		
1187	BCIS Band		
1188			
1189	<u>Group 22</u>	\$300	\$309
1190	BCIS/JH Summer Band Asst.		
1191			
1192	<u>Group 23- Aggregate Amount</u>	\$5,905	\$6,082
1193	Summer Conditioning per/hr.		
1194	Open Gym Assignments		
1195			

1196	<u>Instructional Team Leaders (6)</u>	\$2,226	\$2,293
1197	BCJH – 1		
1198	BCHS – 1		
1199	HES – 1		
1200	SES – 1		
1201	VBS – 1		
1202	BCIS – 1		
1203			
1204	<u>Instructional Tech Coach (9)</u>	\$2,226	\$2,293
1205	BCJH – 1		
1206	BCHS – 4		
1207	HES – 1		
1208	SES – 1		
1209	VBS – 1		
1210	BCIS - 1		
1211			
1212	<u>High Ability Coach (6)</u>	\$2,226	\$2,293
1213			
1214	<u>High Ability Coordinator (1)</u>	\$2,783	\$2,866
1215			
1216	<u>Regional Science Fair Coordinator (1)</u>	\$2,308	\$2,377
1217			
1218	Extended Contracts shall be paid at the teacher’s daily rate with a maximum of three hundred		
1219	dollars (\$300) per day.		
1220			

1221 **APPENDIX B-2**

1222
1223 **ANCILLARY DUTIES**

- 1224
1225 Curriculum Rate \$25 per hour
1226 This rate is paid to a teacher for participating in professional development or participating
1227 on school committees.
1228
1229 Leading a Professional Development Activity \$35 per hour
1230
1231 Homebound Rate \$35 per hour
1232
1233 Summer School Rate \$35 per hour
1234
1235 Tutoring Rate \$35 per hour (Tutoring that is pre-approved by the building
1236 principal)
1237
1238 ESY Rate Teacher’s daily rate based on a 6-hour day, as negotiated with the
1239 superintendent.
1240
1241 Working at School Sponsored ECA Events:
1242 \$25 for less than 3 hours
1243 \$45 for 3+ hours
1244 \$65 for 6+ hours
1245
1246 December Teacher Work Day Exchange:
1247
1248 Teachers meeting the following requirements will be permitted to be off work with pay on the
1249 December Teacher Work Day in 2017:
1250
1251 • Elementary Teachers and BCIS Teachers who work 8 hours for Parent Teacher
1252 Conferences
1253 • JH/HS Teachers who work 8 hours of Parent Teacher Conferences, ECA Events or a
1254 combination of both.
1255
1256
1257 Teachers at Helmsburg Elementary, Van Buren Elementary, and Sprunica Elementary will be
1258 provided with one-half day of release time four (4) times each school year to be used for grading,
1259 planning, etc. in exchange for their reduced classroom preparation time due to their longer daily
1260 student contact time. The principal in each building is responsible for providing the release time
1261 for these half-days.
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APPENDIX C

THE BROWN COUNTY SCHOOLS

SICK LEAVE BANK APPLICATION

The master contract provides for a Sick Leave Bank for Brown County Schools certificated personnel who apply within the time limits of the contract. I understand the use of days in the Sick Leave Bank will be governed by the provisions of the master contract and the sick leave bank committee.

This application should be filed with the Personnel Office within the first ten (10) teaching days of the school year.

Name _____ Building _____ Date _____
Print

Under the above conditions, I wish to contribute one (1) Sick Leave day to the Voluntary Sick Leave Bank for the 20 ____ - 20 ____ school year, if applicable.

Signature

APPENDIX D

THE BROWN COUNTY SCHOOLS

SICK LEAVE BANK APPLICATION

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(All information received will be kept confidential by all members of the sick leave bank committee.)

Name _____

Home Address _____

Zip Code _____

Home Phone (____) _____

School _____

Years In Brown County School Corporation _____

I am applying for _____ days from the sick leave bank.

I hereby consent to the following rules and regulations:

- 1. All information given is sworn to be correct and accurate.
- 2. I will authorize my physician to forward all necessary information related to my disability for which this application is filed.
- 3. If additional days are needed, I will contact the sick leave bank committee and my physician.

Signature _____

Date _____

Please describe briefly the circumstances of your illness. (The more information the committee has the easier it will be for the committee to reach a decision.)

To be completed by Treasurer

Date of last sick leave day from applicant's reserve _____

Date of five uncompensated days _____

APPENDIX E
THE BROWN COUNTY SCHOOLS

RELEASE OF INFORMATION AND SICK LEAVE BANK PHYSICIAN'S REPORT

(This section to be completed by the applicant and forwarded to the physician.)

I authorize the transmittal by the physician named below, of all necessary information related to my disability in connection with my application for a grant from the Brown County School Corporation sick leave bank.

Applicant's Signature _____ Date _____

Address _____ Phone _____

Name Of Physician _____

Address _____ Phone _____

This section to be completed by Physician

Name of patient _____

Date of original consultation with patient _____

When do you estimate the patient will be able to return to duty?

Describe briefly the nature and circumstances of the disability:

Physician's Signature

Date

Return to: Brown County School Corporation
Superintendent's Office
P.O. Box 38
Nashville, Indiana 47448

APPENDIX F

THE BROWN COUNTY SCHOOLS

GRIEVANCE PROCEDURE FORM

NOTE: Informal Step -- Must be presented to principal or immediate supervisor within ten days from occurrence. Oral reply issued by principal within seven days.

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1. Grievant: _____

Assignment/School: _____

Date _____

2. Grievance Facts: _____

3. Rule, Regulation, Policy or Contract Section Violated: _____

4. Contention (A longer statement may be attached. Please include date problem occurred):

5. Relief Requested: _____

Signature

APPENDIX G

THE BROWN COUNTY SCHOOLS

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LEVEL ONE ---- To be filed within 10 days of oral answer with principal or immediate supervisor.

Date submitted to principal or immediate supervisor: _____

by registered mail: _____

witnessed in person: _____
(see form)

Disposition by principal and immediate supervisor: (Within 7 days by registered mail or witnessed in person verified by signature) to grievant and BCEA President.

Signature

Position of Grievant: _____

Signature

APPENDIX I

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LEVEL THREE ---- May be appealed to the Board within 17 days after Superintendent has received the appeal; as per Article VIII, Section C, Item 3C. A written decision shall be made within 21 days.

Date received by the Board: _____

by registered mail: _____

witnessed in person: _____

Disposition by Board: (Time Limit for answer) _____

Signature

Date

APPENDIX J

VERIFICATION OF TRANSACTION OF GRIEVANCE MATERIALS

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1542 Grievant Name _____

1543 Time and Date of Transaction _____

1544 Level of Transaction _____

1545 Verification of Transaction _____

1546 Grievant Signature _____

1547 BCEA Signature _____

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1550 Administrators Signature _____

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1552 Witness of Signature by Staff Member _____

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APPENDIX K

2017-2018

Schedule of Pay Dates

August 30, 2017

September 15, 2017

September 29, 2017

October 16, 2017

October 30, 2017

November 15, 2017

November 30, 2017

December 15, 2017

December 29, 2017

January 12, 2018

January 30, 2018

February 14, 2018

February 28, 2018

March 15, 2018

March 30, 2018

April 16, 2018

April 30, 2018

May 15, 2018

May 30, 2018

June 15, 2018

June 29, 2018

July 16, 2018

July 30, 2018

August 15, 2018