

**2018-2019
CONTRACT
BETWEEN
BOARD OF SCHOOL TRUSTEES
OF
BROWN COUNTY SCHOOLS
AND
THE BROWN COUNTY EDUCATORS' ASSOCIATION**

THIS CONTRACT ENTERED INTO THIS 18th DAY OF OCTOBER, 2018, 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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ARTICLE I

RECOGNITION

- A. The Board of School Trustees of the Brown County Schools hereby recognizes the Brown County Educators’ Association as the exclusive representative of all certificated employees, hereafter called teachers, in the school corporation.
- B. Definitions
 - 1. The term “teacher” when used in this Contract shall refer to all certificated employees, as defined in Indiana Law, in the Brown County Schools, except for Superintendent, Assistant Superintendent, All Principals, Assistant Principals, the Department Chairpersons, the Attendance Officer, and all other supervisory positions subsequently created by the school employer, as the term “supervisory” is defined by Indiana Law, plus all part-time employees of the school employer.
- C. The term “School Corporation”, when used in this Contract, shall refer to the Brown County Schools of the County of Brown of the State of Indiana.
- D. The term “Board” shall mean the Board of School Trustees of the Brown County Schools and shall include authorized officers, representatives and agents. The term “Association” shall mean the Brown County Educators’ Association and shall include authorized officers, representatives, and agents.
- E. The term “days” shall mean school day, except when such term is expressly defined as “calendar days.”

ARTICLE II

SEVERABILITY

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

ARTICLE III

RETIREMENT/SEVERANCE

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

- A. **401(a) Plan**
 - 1. The Board will contribute \$625.00 per contract year to a 401(a) account for each teacher who elects Plan A on or before September 1st. The plan will vest upon completion of the 5th year of service to the Brown County School Corporation.

- 137 2. For every dollar contributed to a 403(b) plan by teachers, the Board will contribute
138 matching dollars, up to \$450.00 per year to a 401(a) defined contribution. The teacher
139 contribution to the match program shall vest immediately. The Board contribution to
140 the match will vest after 5 years of service to the Brown County School Corporation.
141
- 142 3. The Board shall contribute to a 401(a) defined contribution plan \$100 per day of
143 unused sick leave up to a maximum of ten (10) days per year for any teacher electing
144 to cash out sick leave days in excess of 90 pursuant to this provision. The Board
145 contribution under this provision shall be immediately vested and portable.
146

147 **B. Medicare Bridge Benefit Program**
148

149 A teacher may participate in a Medicare Bridge Benefit Program, (hereinafter called the
150 "Program"), in this School Corporation. All teachers meeting the eligibility requirements
151 set forth below shall qualify for this program.
152

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

187 the insurance coverage. It will be the responsibility of the teacher to pay such
188 insurance premiums due in the manner designated by the Superintendent.

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

204

205 **C. Retirement Benefits**

206

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

212

- 213 1. Provides written evidence of permanent retirement from teaching;
- 214
- 215 2. Was enrolled in the plan he or she wishes to continue in the school year immediately
216 preceding retirement; and
- 217
- 218 3. Pays the entire (total) insurance premium applicable to the insurance plan desired and
219 remits such payment to this School Corporation's business office prior to the due date
220 each month, or pays such IRS allowable insurance costs from the teacher's VEBA
221 account.
- 222

223 **ARTICLE IV**

224

225 **DEDUCTIONS**

226

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

238 date. If any notification of cancellation is required by a company or companies, such
239 responsibility of notification is borne solely by the individual member.

240 **ARTICLE V**

241
242
243 **TRANSPORTATION**

- 244
245 A. For all personnel for whom the Board authorizes payment, reimbursement for use of
246 privately owned automobiles used for school business shall be paid per mile at the IRS
247 rate in effect on the date the mileage was incurred.

248
249
250 **ARTICLE VI**

251
252 **LEAVE OF ABSENCE**

253 A. Sick Leave

254
255 For absences caused by illness of the teacher or for illness in the immediate family, each
256 teacher, shall be allowed nine (9) days with compensation each year accumulative to
257 ninety (90) days. For this paragraph, immediate family is defined as illness to spouse,
258 children, or other person living in the teacher's home.

- 259
260 1. Teachers on summer teaching employment shall be eligible to use sick leave on the
261 same basis as is used during the regular school year.
262
263 2. Sick leave days accumulated by a teacher prior to a leave of absence shall be credited
264 to the teacher upon return.
265
266 3. Individual teachers shall be given a written accounting of accumulated sick leave by
267 October 1st of each school year, including those days above the current maximum
268 number of sick days.
269
270 4. Sick leave day accumulation shall be limited to 90 days.
271
272 5. If a teacher uses zero (0) days of sick/personal leave days during the school year, the
273 corporation shall provide the teacher a stipend of \$500 prior to the beginning of the
274 following school year. If a teacher uses only one (1) day of sick/personal leave
275 during the school year, the corporation shall provide the teacher a stipend of \$400
276 prior to the beginning of the following school year. If a teacher uses only two (2)
277 days of sick/personal leave during the school year, the corporation shall provide the
278 teacher a stipend of \$300 prior to the beginning of the following school year.

279
280 B. Sick Leave Bank

281
282 The School Corporation shall, within ten (10) days after the beginning of the school year
283 of initial participation, upon receipt of a properly completed and signed Sick Leave Bank
284 Authorization Form deduct one (1) day's sick leave from the authorizing employee's
285 earned sick leave allotment. This Sick Leave Bank shall be for the use of all certified
286 bargaining unit members and shall be used only for those who have exhausted their own
287 personal accumulation.
288

289 Should the number of sick leave days in the bank fall below 500 (as recorded on August
290 15th of each year), then members who wish to continue to participate for the remainder of
291 that year shall be required to contribute one (1) additional day by August 30th of the
292 school year in order to maintain membership, but no further requests for contributions
293 from current members shall be made during that school year even if the sick leave bank
294 becomes totally exhausted. This donation to the sick leave bank shall not be counted as a
295 day used by the teacher per Article VI (A) (5) nor as a day used per the evaluation plan.
296 Donations to the sick bank other than those described for initial membership shall be
297 required only when the sick bank becomes exhausted during the school year. In such
298 event, each member of record for the current school year or the immediate past school
299 year, as appropriate, shall donate an additional day in order to remain a member in good
300 standing.

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

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

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

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7. Persons who shall have failed to join the Sick Leave Bank in the year in which they first had the opportunity to join shall become members only by donating one (1) day for each year that they were eligible but failed to join in addition to any additional days of donation required of bank members during that period.
8. Once a member of the sick leave bank has drawn days from the sick leave bank and has returned to active employment with the corporation, the member shall repay one (1) day for every five (5) days borrowed from the sick leave bank. These days shall be repaid at the rate of one (1) day per school year, deducted at the beginning of each school year.

C. Personal Leave

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

D. Court Appearances

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

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

2. A teacher shall receive no pay if subpoenaed as a witness in a suit:
 - a. in which the teacher is a party to the lawsuit, or
 - b. brought against the Board by any teacher or the Association.
This specific exception shall not apply if the teacher is subpoenaed as a witness by the Board in such suit.
3. The teacher shall give any checks earned for such service to the school employer and receive their regular contractual salary from the school employer.

E. Professional Leave

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

391 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 fifteen (15) 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.

442 **ARTICLE VII**

443 **GRIEVANCE PROCEDURE**

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

451
452 A. Definitions

453 As used in this Procedure:

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

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469 B. Structure

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

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484
485 C. Procedure

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

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

501
502 3. Formal Grievance

503
504 a. Level One (filing of grievance) - Within ten (10) days of the oral answer, if the
505 grievance is not resolved, it must be filed by the grievant with the principal or
506 immediate supervisor on the appropriate grievance form. The grievance form
507 shall provide the following information:

- 508
- 509 i. name of certificated school employee involved;
 - 510
 - 511 ii. statement of facts giving rise to the grievance;
 - 512
 - 513 iii. identify by specific reference all rules, regulations, policies of the Board or
514 specific Article(s) or Sections(s) of this written Contract alleged to be
515 violated;
 - 516
 - 517 iv. state the contention of the grievant with respect to the provision(s) of said
518 Article or Sections;
 - 519
 - 520 v. indicate the specific relief requested.
 - 521
 - 522 vi. The formal grievance must be filed with the principal or immediate
523 supervisor by registered mail, return receipt requested, or in person provided
524 the grievant gets an initialed copy of the grievance as a receipt. A copy of
525 the grievance will be forwarded to the Association president by the grievant.
526 All postal fees for filing the grievance will be borne by the grievant. Within
527 ten (10) days from the receipt of the grievance, the principal shall:

- 528
- 529 a) meet with the grievant and/or his representative(s);
 - 530
 - 531 b) forward a written decision on the appeal to the grievant and Association
532 president;
 - 533
 - 534 c) the decision shall be forwarded by registered mail, return receipt
535 requested. Postal fees for forwarding the written decision will be borne by
536 the administration.
 - 537

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

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

548
549 Within ten (10) days from the receipt of the appeal, the receipt of the appeal, the
550 Superintendent shall:

- 551
- 552 i. meet with the grievant and/or his representatives(s);
 - 553
 - 554 ii. forward a written decision on the appeal to the grievant, principal and
555 Association president;
 - 556
 - 557 iii. the decision shall be forwarded by registered mail, return receipt requested.
558 Postal fees for forwarding the written decision will be borne by the
559 administration.

560
561 In the event that additional time is necessary for investigation of all pertinent
562 facts, such additional time shall be allowed by mutual agreement.

- 563
- 564 c. Level Three (appeal to Board) - In the event the grievance is not resolved at Level
565 Two, the grievant may file an appeal with the Board within seventeen (17) days
566 after the Superintendent has received the appeal. Such appeal shall include all
567 material and evidence previously submitted at Levels One and Two. A copy of
568 all material and evidence of subject appeal must be forwarded by registered mail,
569 return receipt requested, to the President of the Board, the Superintendent,
570 Principal and the Association President. Postal fees for forwarding subject appeal
571 shall be borne by the grievant.

572
573 Within twenty-one (21) days after receipt of the appeal, the Board shall hold a
574 formal hearing and render a decision on the grievance. The Board shall meet with
575 aggrieved and his/her representative and explore all pertinent material and
576 evidence submitted with the appeal.

577
578 A written decision will be forwarded by registered mail, by the Board President or
579 designee, return receipt requested, to the aggrieved, principal and Association
580 president. Postal fees charged for the forwarding of the formal decision will be
581 borne by the administration.

582
583 D. Miscellaneous

- 584
- 585 1. Decisions rendered at all formal levels of this procedure shall be transmitted by
586 registered mail, return receipt requested, or in person. (See Appendix J).
 - 587
 - 588 2. All documents, communications and records dealing with the processing of a
589 grievance shall be filed separate from the personnel files of the grievant.
 - 590
 - 591 3. All necessary forms for grievance procedures set forth in this Procedure shall be
592 provided by the Superintendent.
 - 593

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

ARTICLE VIII

SALARY

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

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

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

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

668 G. Any base salary increase earned by a teacher under this contract will be paid through a
669 retroactive amount once evaluation ratings are calculated with the remaining amount to
670 be distributed equally over the remaining pays of 2018-2019.
671

672 **ARTICLE IX**

673 **INSURANCE**

674 **A. Life Insurance**

675
676 The Board will pay toward the cost of a sixty thousand dollar (\$60,000) group term life
677 with accidental death benefit insurance plan for each full-time teacher employed under
678 regular contract and enrolled in the School Corporation's group life insurance plan. The
679 amount specified below, not to exceed the cost of the applicable premium, will be paid to
680 such insurance company or companies as is determined and selected solely by the Board:
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682

683
684 \$100.00 per year.
685

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

689 **B. Health and Hospitalization**

690
691 The Board will pay toward the cost of hospital, surgical and medical care type insurance
692 for each full-time teacher employed under regular contract and enrolled in the School
693 Corporation's group medical insurance plan. Up to the amounts specified below, not to
694 exceed the cost of the applicable premium, will be paid to such insurance company or
695 companies as is determined and selected solely by the Board.

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For 2018-2019:

PPO Plan (\$2,000 deductible)

1. Employee Single Coverage: up to \$7,339.83 per year
2. Employee Child Coverage: up to \$12,811.98 per year
3. Employee Spouse Coverage: up to \$14,495.84 per year
4. Employee Family Coverage: up to \$21,650.36 per year

HDHP Plan (\$3,000/\$6,000 deductible)

1. Employee Single Coverage: up to \$7,400.21 per year
2. Employee Child Coverage: up to \$12,847.60 per year
3. Employee Spouse Coverage: up to \$14,526.56 per year
4. Employee Family Coverage: up to \$21,415.05 per year

HDHP Plan (\$6,000/\$12,000 deductible)

1. Employee Single Coverage: up to \$7,408.46 per year
2. Employee Child Coverage: up to \$12,833.74 per year
3. Employee Spouse Coverage: up to \$14,483.17 per year
4. Employee Family Coverage: up to \$21,548.70 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.

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Dental:

1. Employee Single Coverage: Up to \$231.84 per year;
2. Employee Family Coverage: Up to \$731.42 per year.

Vision:

1. Employee Single Coverage: Up to \$57.22 per year;
2. Employee Family Coverage: Up to \$137.28 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 Association President or designee and the Superintendent or designee shall meet to formulate a meeting schedule for the committee with the view of completing its investigation and recommendations 60 days prior to the anniversary date. Committee recommendations shall be reached by simple majority of all ten (10) members. Committee meetings shall be open to all employees.

ARTICLE X

MISCELLANEOUS

- A. The Board agrees to exercise its right to defend teachers pursuant to its powers under the Indiana General School Powers Act of 1964, Chapter 301, Section 202, Paragraph 16, when the teacher's action did not violate published Board policy.
- B. The Board agrees to pay the cost of any and all expanded criminal history checks and expanded child protection index checks that are required by the School Corporation or per I.C. 20-26-5-10. This provision shall only apply to current employees and is inapplicable to applicants for employment.
- C. Early Retirement Incentive – If the Board would decide to offer an early retirement incentive to teachers during the 2018-2019 school year, then the Superintendent will notify eligible teachers of the terms of the early retirement incentive by no later than March 1, 2019. If an early retirement incentive would be offered by the Board during the 2018-2019 school year and an eligible teacher would like to accept the incentive, then such eligible teacher must notify the Superintendent of his/her intention to accept the early retirement incentive by no later than May 1, 2019.

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**ARTICLE XI
TERM OF AGREEMENT**

This Contract shall be effective as of July 1, 2018 and shall continue in effect through June 30, 2019.

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 18th day of October, 2018, 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

Ratification Date: October 18, 2018

Ratification Date: October 18, 2018

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**APPENDIX A-1
2018-2019 COMPENSATION PLAN
THE BROWN COUNTY SCHOOLS
SALARY LEVELS**

Levels	<u>Bachelor (BS)</u>		<u>Masters (MS/AN)</u>	
	<u>Contract Amt.</u>	<u>Bachelors Plus 3% TRF</u>	<u>Contract Amt.</u>	<u>Masters Plus 3% TRF</u>
1	38,000	39,140	39,200	40,376
2	38,800	39,964	40,700	41,921
3	39,600	40,788	42,200	43,466
4	40,400	41,612	43,700	45,011
5	41,200	42,436	45,200	46,556
6	42,000	43,260	46,700	48,101
7	42,800	44,084	48,200	49,646
8	43,600	44,908	49,700	51,191
9	44,400	45,732	51,200	52,736
10	45,200	46,556	52,700	54,281
11	46,000	47,380	54,200	55,826
12			55,700	57,371
13			57,200	58,916
14			58,700	60,461
15			60,200	62,006
16			61,700	63,551
17			63,200	65,096
18			64,700	66,641
19			66,200	68,186

Description of How Movement Works on the Salary Schedule:
A teacher qualifies to advance one level in the Bachelors column by receiving an evaluation rating of Effective or Highly Effective for the prior school year. The base salary increase in the BS column that a teacher will receive for meeting the highly effective or effective evaluation factor is eight hundred dollars (\$800.00). See Appendix A-2 for factor definitions.

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.

875

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

883

884 A move on this salary schedule is either:

- 885 1. A move down one step; or
- 886 2. A horizontal move straight across.

887 No diagonal movement is permitted.

888

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890

891 **APPENDIX A-2**

892 **2018-2019**

893 **Brown County Schools Compensation Plan**

894

895 Each teacher who meets the criteria to move one step vertically or to slide across horizontally on
896 the salary schedule will be permitted to do so during the 2018-2019 school year.

897

898 The Brown County Schools 2018-2019 Compensation Plan will be based upon performance
899 using the following three factors:

900 Education

901 Evaluation

902 Meeting the Academic Needs of Students

903 Definition of factors:

904 1. Education – This factor is limited to a teacher completing a content area Master’s Degree
905 (content area degree beyond the requirement for employment). Eligible content areas are
906 those defined by the IDOE in which the teacher currently teaches or any content area
907 approved by the Superintendent.

908 2. Evaluation – The teacher must receive an evaluation rating of Effective or Highly
909 Effective from the Brown County Schools for the 2017-2018 school year.

910 3. Meeting Academic Needs of Students – Meeting any one of the following individual
911 criteria represents fulfilling ONE unit of Meeting Academic Needs of Students. Each
912 individual unit of Meeting Academic Needs of Students equates to \$700. The teacher will
913 be responsible for providing documentation of the Meeting the Academic Needs of
914 Students that are met.

915 a) Unpaid tutoring with a minimum of 4 hours and approved by the building principal.
916 (One unit = \$700)

917

918 b) Unpaid coaching with a minimum of 4 hours and approved by the building principal.
919 (One unit = \$700)

920

921 c) Unpaid activity sponsorship with a minimum of 4 hours and approved by the building
922 principal. (One unit = \$700)

923

924 d) Unpaid club sponsorship with a minimum of 4 hours and approved by the building
925 principal. (One unit = \$700)

926

927 e) Unpaid building leadership committee work such as school improvement team,
928 textbook adoption, curriculum development, etc. and approved by the building
929 principal. (One unit = \$700)

- 930
- 931 f) Serving on any building level committee as approved by the building principal. (One
- 932 unit = \$700)
- 933 g) Unpaid district leadership committee work as approved by the superintendent. (One
- 934 unit = \$700)
- 935
- 936 h) Serving on the district Insurance Committee. (One unit = \$700)
- 937
- 938 i) Teaching a dual credit course. (One unit = \$700)
- 939 j) Teaching an AP course. (One unit = \$700)
- 940 k) Maintaining National Board Certification. (One unit = \$700)
- 941 l) Serving as a teacher mentor with pre-approval from the principal. (One unit = \$700)
- 942 m) Participation in a minimum of three (3) PTO activities. (One unit = \$700)
- 943 n) Participating in at least three (3) hours of unpaid professional development. (One unit
- 944 = \$700)
- 945

946 Specifications for Movement on the Salary Schedule:

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

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

965

966 Any teacher receiving a final evaluation rating from the 2017-2018 school year of Ineffective or

967 Improvement Necessary will not be eligible for any increase to base salary during the 2018-2019

968 school year, unless eligible for the increase in accordance with I.C. 20-28-9-1.5(d). Specifically,

969 teachers in their first two full years of instructing students are exempt from the evaluation rating

970 eligibility requirement and are eligible for a salary increase regardless of their evaluation rating
971 the prior school year.

972

973 Each teacher in the Bachelors column who is at the top of the salary schedule (before step
974 increases are applied) and who is ineligible to move horizontally will receive a one-time stipend
975 in the amount of \$800.00 Each teacher in the Masters/AN column who is at the top of the salary
976 schedule (before step increases are applied) will receive a one-time stipend in the amount of
977 \$1,500.00.

978

979 The money that would otherwise have been allocated for the salary increase of a teacher rated
980 Ineffective or Improvement Necessary shall be equally distributed to teachers rated Effective or
981 Highly Effective, in the form of a stipend by the end of the 2018-2019 school year. Those
982 teachers not eligible for a salary increase will remain at their 2017-2018 base salary.

983

984 The base salary (contract amount) range, not including increases, for 2018-2019 is \$38,000 to
985 \$66,200.

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APPENDIX B-1
EXTRA DUTY SCHEDULE
2018-2019

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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1041	<u>Group 7</u>	\$2,234	\$2,302
1042	Basketball-JH Boys (2)*		
1043	Basketball-JH Girls (2)*		
1044	Football – 7 th Grade		
1045	Football – 8 th Grade		
1046	Track – BCIS (2)*		
1047	Track-JH Boys		
1048	Track-JH Girls		
1049	Cheerleading-JH		
1050	Baseball-Asst. Varsity		
1051	Softball – Asst. Varsity		
1052	Volleyball-Asst. Varsity		
1053			
1054	<u>Group 8</u>	\$1,750	\$1,802.50
1055	Summer Band		
1056	HS Spring Musical Director		
1057	HS Fall Play Director		
1058	Asst. Choral		
1059			
1060	<u>Group 9</u>	\$1,552	\$1,598
1061	Volleyball-JH (2)*		
1062	Volleyball – 7 th Grade		
1063	Volleyball – 8 th Grade		
1064	Wrestling-JH		
1065	Volleyball-Freshman		
1066			
1067	<u>Group 10</u>	\$1,490	\$1,535
1068	Baseball-JV		
1069	Softball-JV		
1070	Track-Asst. Varsity Girls (2)*		
1071	Track – Asst. Varsity Boys (2)*		
1072	Soccer-Asst. Varsity Boys		
1073	Soccer – Asst. Varsity Girls		
1074	Soccer – JV Boys		
1075	Cross Country-Asst. Varsity		
1076	HS Spring Musical – Pit Director		
1077	HS Spring Musical – Choir Director		
1078			
1079	<u>Group 11</u>	\$1,303	\$1,342
1080	Cross Country-JH		
1081	Wrestling-Asst. JH/HS		
1082	Yearbook-HS		
1083	Boys Tennis-JH		
1084	Girls Tennis - JH		
1085			
1086	<u>Group 12</u>	\$1,241	\$1,278
1087	Student Council-HS		
1088	Yearbook/Newspaper-JH		
1089	Cheerleading-Asst. HS		
1090	Football-Asst. JH (2)*		
1091	Track-Asst. JH-Girls'		

1092	Track – Asst. JH Boys		
1093	Track – Asst.- BCIS		
1094	Cross Country Asst. - JH		
1095			
1096	<u>Group 13</u>	\$1,180	\$1,216
1097	Junior Class Sponsor (2)*		
1098	Science Olympiad		
1099			
1100	<u>Group 14</u>	\$993	\$1,023
1101	Dance Team HS		
1102	Basketball-6 th Grade Boys		
1103	Basketball-6 th Grade Girls		
1104	Basketball – 5 th Grade Boys		
1105	Basketball – 5 th Grade Girls		
1106	Volleyball – 5 th Grade		
1107	Volleyball – 6 th Grade		
1108			
1109	<u>Group 15</u>	\$930	\$959
1110	Senior Class Sponsor		
1111	Student Council-JH		
1112	Student Council - BCIS		
1113			
1114	<u>Group 16</u>	\$868	\$895
1115	History Day – HES		
1116	History Day – SES		
1117	History Day – VBS		
1118	History Day – BCIS		
1119	History Day – JH		
1120	History Day – HS		
1121	We the People – JH		
1122	We the People – HS		
1123	French Honor Society		
1124	Spanish Honor Society		
1125	Science Honor Society		
1126	Thespian Honor Society		
1127	National Honor Society-HS		
1128	Science Fair Coordinator – HES		
1129	Science Fair Coordinator – SES		
1130	Science Fair Coordinator – VBS		
1131	Science Fair Coordinator – BCIS		
1132	Science Fair Coordinator – JH		
1133	Science Fair Coordinator HS		
1134	History Club – BCHS		
1135			
1136	<u>Group 17</u>	\$807	\$832
1137	Newspaper-HS		
1138			
1139	<u>Group 17.5</u>	\$750	\$772.50
1140	HS Flag Coach – Summer		
1141	HS Flag Coach – Fall		
1142	HS Flag Coach - Winter		

1143			
1144	<u>Group 18</u>	\$684	\$705
1145	Academic – HS – Social Studies		
1146	Academic – HS – English		
1147	Academic – HS – Fine Arts		
1148	Academic – HS – Science		
1149	Academic – HS – Math		
1150	Academic – HS – Spell Bowl		
1151	Academic – HS - Interdisciplinary		
1152	Brain Game Sponsor		
1153	Robotics - JH		
1154	Robotics – HS		
1155	Robotics – BCIS		
1156	Asst. Science Olympiad		
1157			
1158	<u>Group 19</u>	\$622	\$641
1159	Academic – JH – Social Studies		
1160	Academic – JH – English		
1161	Academic – JH – Math		
1162	Academic – JH - Science		
1163	Aquila (Art)		
1164	Spell Bowl-JH		
1165			
1166	<u>Group 20</u>	\$559	\$576
1167	Intramural-HS		
1168	National Honor Society – JH		
1169	Math Bowl – HES		
1170	Math Bowl – SES		
1171	Math Bowl – VBS		
1172	Math Bowl – BCIS		
1173	Spell Bowl – HES		
1174	Spell Bowl – SES		
1175	Spell Bowl – VBS		
1176	Spell Bowl – BCIS		
1177	Science Bowl – HES		
1178	Science Bowl – SES		
1179	Science Bowl – VBS		
1180	Science Bowl – BCIS		
1181			
1182	<u>Group 20 continued</u>		
1183	JH Band		
1184	JH Choir		
1185	JH Drama		
1186	BCIS Choir		
1187			
1188	<u>Group 21</u>	\$436	\$449
1189	Intramural JH		
1190	Intramural HS		
1191	BCIS Band		
1192			

1193	<u>Group 22</u>	\$300	\$309
1194	BCIS/JH Summer Band Asst.		
1195			
1196	<u>Group 23- Aggregate Amount</u>	\$5,905	\$6,082
1197	Summer Conditioning per/hr.		
1198	Open Gym Assignments		
1199			
1200	<u>Instructional Team Leaders (6)</u>	\$2,226	\$2,293
1201	BCJH – 1		
1202	BCHS – 1		
1203	HES – 1		
1204	SES – 1		
1205	VBS – 1		
1206	BCIS – 1		
1207			
1208	<u>Instructional Tech Coach (9)</u>	\$2,226	\$2,293
1209	BCJH – 1		
1210	BCHS – 4		
1211	HES – 1		
1212	SES – 1		
1213	VBS – 1		
1214	BCIS - 1		
1215			
1216	<u>High Ability Coach (6)</u>	\$2,226	\$2,293
1217			
1218	<u>High Ability Coordinator (1)</u>	\$2,783	\$2,866
1219			
1220	<u>Regional Science Fair Coordinator (1)</u>	\$2,308	\$2,377
1221			
1222	Extended Contracts shall be paid at the teacher's daily rate with a maximum of three hundred		
1223	dollars (\$300) per day.		
1224			

1225 **APPENDIX B-2**

1226 **ANCILLARY DUTIES**

- 1227
- 1228
- 1229 Curriculum Rate \$25 per hour
- 1230 This rate is paid to a teacher for participating in professional development or participating
- 1231 on school committees.
- 1232
- 1233 Leading a Professional Development Activity \$35 per hour
- 1234
- 1235 Homebound Rate \$35 per hour
- 1236
- 1237 Summer School Rate \$35 per hour
- 1238
- 1239 Tutoring Rate \$35 per hour (Tutoring that is pre-approved by the building
- 1240 principal)
- 1241
- 1242 ESY Rate Teacher’s daily rate based on a 6-hour day, as negotiated with the
- 1243 superintendent.
- 1244
- 1245 Working at School Sponsored ECA Events:
- 1246 \$25 for less than 3 hours
- 1247 \$45 for 3+ hours
- 1248 \$65 for 6+ hours
- 1249
- 1250 December Teacher Work Day Exchange:
- 1251
- 1252 Teachers meeting the following requirements will be permitted to be off work with pay on the
- 1253 December Teacher Work Day in 2018:
- 1254
- 1255 • Elementary Teachers and BCIS Teachers who work 8 hours for Parent Teacher
 - 1256 Conferences
 - 1257 • JH/HS Teachers who work 8 hours of Parent Teacher Conferences, ECA Events or a
 - 1258 combination of both.
- 1259
- 1260
- 1261 Teachers at Helmsburg Elementary, Van Buren Elementary, and Sprunica Elementary will be
- 1262 provided with one-half day of release time four (4) times each school year to be used for grading,
- 1263 planning, etc. in exchange for their reduced classroom preparation time due to their longer daily
- 1264 student contact time. The principal in each building is responsible for providing the release time
- 1265 for these half-days.
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APPENDIX C

THE BROWN COUNTY SCHOOLS

SICK LEAVE BANK APPLICATION

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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

1439 **APPENDIX G**

1440
1441 **THE BROWN COUNTY SCHOOLS**

1442
1443 LEVEL ONE ---- To be filed within 10 days of oral answer with principal or immediate
1444 supervisor.
1445

1446 Date submitted to principal or immediate supervisor: _____

1447 by registered mail: _____

1448 witnessed in person: _____

1449 (see form)

1450
1451 Disposition by principal and immediate supervisor: (Within 7 days by registered mail or
1452 witnessed in person verified by signature) to grievant and BCEA President.

1453 _____

1454 _____

1455 _____

1456 _____

1457 _____

1458 _____

1459 _____

1460 _____

1461 Signature

1462
1463
1464 Position of Grievant: _____

1465 _____

1466 _____

1467 _____

1468 _____

1469 _____

1470 _____

1471 _____

1472 Signature

1473 _____

APPENDIX H

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LEVEL TWO ---- To be filed with Superintendent within 17 days. To be answered within ten days of filing Level Two.

Date received by Superintendent: _____

by registered mail: _____

witnessed in person: _____

Meeting with Aggrieved occurred: _____

Disposition by superintendent: (Within 10 days) to grievant, principal or immediate supervisor, BCEA President, by registered mail or witnessed in person.

Signature

Position of Grievant: _____

Signature

Date

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

1539
1540
1541
1542
1543

1544 Grievant Name _____

1545 Time and Date of Transaction _____

1546 Level of Transaction _____

1547 Verification of Transaction _____

1548 Grievant Signature _____

1549 BCEA Signature _____

1550

1551

1552 Administrators Signature _____

1553

1554 Witness of Signature by Staff Member _____

1555

**APPENDIX K
2018-2019**

Schedule of Pay Dates

1556	
1557	
1558	
1559	
1560	
1561	
1562	
1563	August 30, 2018
1564	
1565	September 14, 2018
1566	September 28, 2018
1567	
1568	October 15, 2018
1569	October 30, 2018
1570	
1571	November 15, 2018
1572	November 30, 2018
1573	
1574	December 14, 2018
1575	December 28, 2018
1576	
1577	January 15, 2019
1578	January 30, 2019
1579	
1580	February 14, 2019
1581	February 28, 2018
1582	
1583	March 15, 2019
1584	March 29, 2019
1585	
1586	April 15, 2019
1587	April 30, 2019
1588	
1589	May 15, 2019
1590	May 30, 2019
1591	
1592	June 14, 2019
1593	June 28, 2019
1594	
1595	July 15, 2019
1596	July 30, 2018
1597	
1598	August 15, 2019