

CONTRACT BETWEEN
THE BOARD OF SCHOOL TRUSTEES
OF THE
CULVER COMMUNITY SCHOOLS CORPORATION
AND THE
CULVER COMMUNITY TEACHERS ASSOCIATION

THIS CONTRACT ENTERED INTO THIS 8th DAY OF NOVEMBER, 2018
BY AND BETWEEN
THE BOARD OF SCHOOL TRUSTEES OF THE CULVER COMMUNITY SCHOOLS
AND THE
CULVER COMMUNITY TEACHERS ASSOCIATION

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ARTICLE I
RECOGNITION & DEFINITIONS

- A. The Board recognizes the Culver Community Teachers Association as the exclusive Bargaining Agent for school employees.
- B. The term Teacher when used in this Contract shall refer to all certified personnel employed by teaching contract by the Board except the Superintendent, Principals and Assistant Principals. The administrative duty pay of Athletic Directors shall be set by the Board.
- C. The term Board when used in this Contract shall refer to the Board of School Trustees of the Culver Community Schools Corporation and shall include its authorized officers, representatives, and agents.
- D. The term Association when used in this Contract shall refer to the Culver Community Teachers Association and shall include its authorized officers, representatives, and agents.
- E. The School Corporation when used in this Contract shall refer to the Culver Community Schools Corporation of the County of Marshall, of the State of Indiana.
- F. The term Immediate Family when used in this Contract shall refer to father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchild, or someone for whom the teacher has guardianship, or one for whom the teacher has power of attorney, is executor of the estate, or is the sole surviving relative.

ARTICLE II

LEAVES

A. SICK LEAVE

Sick leave shall be credited annually to each teacher on the first day of his/her employment year as follows:

1. Ten (10) days for teachers on regular contract for the first time.
2. Eight (8) days for teachers on regular contract for the second and succeeding years.
3. Teachers who have accumulated sick leave in the last previous school corporation of employment may, at the start of the second contract year in this school corporation, transfer in three (3) days of accumulated sick leave. An additional three (3) days of said accumulated sick leave may be transferred in for each succeeding year of employment in this school corporation until all such accumulated sick leave has been so transferred.
4. Worker's Compensation Leave

Absence due to injury or assault incurred in the course of the teacher's employment shall not be charged against the employee's sick leave days or personal business days. The Board shall pay to such teacher the difference between the teacher's salary and benefits received under the Indiana Worker's Compensation Act.
5. At the end of the school year the total unused portion of the annual sick leave allowance shall be permitted to accumulate.
6. Sick leave days accumulated by a teacher prior to a leave of absence shall be credited to the teacher upon return to duty from the leave of absence.
7. Annual and accumulated sick leave days may be used only for the following reason:
 - a. Personal illness, quarantine or injury of the teacher.
 - b. Medical and/or dental appointment for the teacher.
 - c. Illness or injury of a member of the household, parent, or child of the teacher up to five (5) days. Routine births of grandchildren do not constitute an illness or injury under this section.
 - d. In order for a teacher to use more than five (5) consecutive days of sick leave for himself or herself, a doctor's note regarding the illness or injury must be provided.

- e. Upon accumulation of ninety (90) sick days, a teacher may elect to convert five (5) sick days to one (1) personal day twice per year.

B. SICK LEAVE BANK

A voluntary sick leave bank shall be established for the benefit of all certified staff members who elect to join the sick leave bank. The sick leave bank shall be used for the purpose of providing a bank of days upon which members of the sick leave bank may draw in case of extended illness of the certified staff member. The following rules shall govern the operation of the sick leave bank:

1. A member of the certified staff may elect to join the sick leave bank by contributing two (2) of his/her accumulated sick leave days to the sick leave bank.
2. The annual enrollment period of accepting voluntary membership in the sick leave bank shall be the first ten (10) days of the school year or the first ten (10) days following ratification of this Contract, whichever is later.
3. A teacher employed by the school corporation after the annual enrollment period has passed shall have ten (10) days from the date of employment in which to enroll in the sick leave bank.
4. Those certified staff members electing to become a member of the sick leave bank must remain a member for the entire school year. A member of the sick leave bank ceases to be a member upon his termination of employment in the corporation.
5. Members may draw from the sick leave bank within the following conditions:
 - a. Days are available in the bank.
 - b. All sick leave and personal leave accumulated by the member have been exhausted.
 - c. After an individual has been absent a minimum of five (5) school days for the same illness or disability and has exhausted all individual sick leave and personal leave.
 - d. A member of the sick leave bank may draw a maximum of thirty (30) days from the sick leave bank during any one school year. Days shall be paid back to the bank at a rate of two (2) days per school year until the bank is repaid half the number days borrowed or the Teacher separates employment.
 - e. For a member to draw from the sick leave bank, an attending physician's statement must be presented verifying the nature of the illness and the necessity for being absent.

6. Membership in the sick leave bank shall be automatically continued from one school year to the next unless the member indicates in writing his election to withdraw from the sick leave bank. Such withdrawal must be so indicated during the annual enrollment period.
7. Days remaining in the sick leave bank at the end of the school year shall remain in the sick leave bank.
8. Whenever the total accumulated days in the sick leave bank fall below seventy (70) days, each member of the sick leave bank shall be assessed on (1) additional sick leave day to be added to the sick leave bank.
9. Members of the sick leave bank who leave the employment of the corporation or who withdraw from the sick leave bank shall leave in the sick leave bank any days contributed.
10. The Sick Leave Bank Committee shall determine the eligibility of each person who applies to the sick leave bank. The Sick Leave Bank Committee shall be composed of three people appointed by the Association and two people appointed by the Superintendent. The chair shall be elected by the committee.
11. A teacher who separates employment may choose to donate the balance of his/her accumulated leave to the sick leave bank and shall provide written notification to the Superintendent as such.

C. PERSONAL LEAVE

1. Teachers shall be granted three (3) days of personal leave with pay per school year. Personal leave is to be used for matters that cannot be scheduled outside of regular school hours.
2. Unused personal leave shall be transferred annually to accumulated sick leave.

D. LEGAL LEAVE

1. When requested, a teacher may serve on jury duty. The Board shall pay the teacher his/her full salary provided that such teacher returns to the Board all pay received for serving on jury duty, excluding the reimbursement for mileage and meals for serving on jury duty within ten (10) days after the teacher receives such jury duty pay.
2. Teachers required to appear in court on school-related matters will not be penalized in any way.

E. DEATH LEAVE

1. A maximum of five (5) consecutive school days of death leave will be granted for absence due to a death in the immediate family. The five (5) consecutive school days shall include the day of the funeral. However, death leave days do not carry

over to school days from vacations and breaks if the leave days normally would have been used if school was in session.

2. Exceptions may be approved by the Superintendent based on individual circumstances.
3. In the case of the death of any other relative, the teacher shall be eligible for one (1) day of leave on the day of the funeral.

F. PROFESSIONAL LEAVE

1. Teachers may attend professional conferences with the advanced approval of the administration and the Board.
2. The Board shall reimburse for registration fees and reasonable parking fees for conferences approved from professional leave request.
3. The Board may reimburse the teacher for lodging incurred as a direct result of attending such conference over 120 miles.
4. Proper receipts from such expenditures must be presented for reimbursement.

G. ASSOCIATION LEAVE

The Association President or his/her designee shall be granted, upon request, a cumulative total of three (3) days total each year for Association business without the loss of compensation. An additional day of leave will be granted to the president or designee to lobby in Indianapolis. The Association will pay the cost of a substitute.

H. PREGNANCY AND CHILDBIRTH-DISABILITY-FMLA LEAVE

Culver Community Schools Corporation Bylaws & Policies 3430.01.

I. MILITARY LEAVE

Culver Community Schools Corporation Bylaws & Policies 3437.

J. SABBATICAL

A maximum of two (2) teachers per year shall, upon request, be granted a year's leave without pay, using the following criteria:

1. Requests must be made in the Superintendent's office no later than March 31 and shall be granted in the order submitted.
2. A teacher may remain in all insurance programs at his/her own expense.

3. A teacher is not eligible to utilize this provision until they have completed ten (10) years of service at Culver and may take it again during each subsequent ten-year period of employment.

K. NON-BIRTHING PARENT LEAVE & ADOPTIVE LEAVE

When a child is born, the non-birthing or adoptive parent shall be afforded leave as dictated by the Family and Medical Leave Act. Paid accumulated sick leave days may be used while a teacher is on FMLA leave.

L. FAMILY & MEDICAL LEAVE ACT (FMLA)

1. Paid accumulated sick leave days excluding five (5) may be used while a teacher is on FMLA leave.
2. The corporation's contribution to insurance shall continue while a teacher is on FMLA.
3. A teacher shall continue to contribute their portion of any insurance premiums (premium balance minus corporation contribution) to insurance premium to maintain coverage.
4. Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date a teacher ends FMLA leave (i.e. the "leave year" is specific to each individual staff member).
5. For informational purposes only, FMLA can also be found in Culver Community Schools Corporation Bylaws & Policies 3430.01.

M. UNPAID LEAVE

The School Board may, at its discretion, approve an unpaid leave up to one school year. Approval will be on a case by case basis. Application for such leave shall be submitted to the Superintendent.

ARTICLE III

SALARIES AND WAGES

A. COMPENSATION

1. Salary Range

- a. At the beginning of the 2018-2019 school year, the salaries of returning full time teachers were between \$32,500 and \$61,572.50.
- b. After the increase is awarded, full time teachers will be making \$34,500 to \$66,200.

2. Placement on to Salary Schedule based on academic needs of students

- a. Academic needs of students is to meet the need:
 1. of retaining a highly effective or effective given teacher in the corporation;
 2. to attract an individual with specific qualifications to fill a teaching vacancy; and/or
 3. to possess a master's degree in content area in subject or subjects taught by a given teacher.
- b. Teachers shall be placed on the salary schedule in the column of degree earned shown on post-secondary transcripts. Verification of successful completion of degree program must be submitted to the Corporation Administrative Office by August 1 in order for the degree to be reflected in the subsequent contract year compensation calculation.
- c. New teachers without an evaluation rating will be placed in the range of service and education obtained at time of hired. Teachers with zero (0) years of service start at \$34,500.
- d. Teachers rated ineffective or improvement necessary in the prior school year are not eligible for placement onto the schedule and remain at their prior year's salary.
- e. Teachers shall be placed on the salary schedule at the row equaling the number of years' experience in teaching at a public school, including both in-state and out-of-state public schools. Teachers with private school sector will be placed at the salary schedule equaling the row reducing a full year of service in the private school to a half of year of service on the salary schedule. Example, teacher works 4 years in the private school sector will be placed on the 2 year row on the salary schedule.

f. See Appendix C

3. Base Salary Increase

a. Eligibility

1. Only Teachers rated highly effective or effective in the prior school year are eligible for salary increase in the current year employed by the school corporation for at least 120 days in the prior school year.
2. A teacher who is in the first year of teaching for the school corporation will be placed on the grid based on the degree and experience.

b. Factors

1. Evaluation: A teacher who received an evaluation rating of highly effective or effective in the prior year will receive a \$1200 salary increase.
2. Possession of a content area Master's degree: A teacher who has a content area Master's degree earned shown on post-secondary transcripts will receive a \$500 salary increase. Verification of successful completion of degree program must be submitted to the Corporation Administrative Office by August 1 in order for the degree to be reflected in the subsequent contract year compensation calculation.
3. Compensation for a teacher on a partial contract will be awarded on a pro-rata basis.

B. EXTRA DUTY COMPENSATION SCHEDULE

1. Attached is Appendix A
2. Extra-Curricular Assignments as part of this Agreement including stipend amount for each position. Any teacher receiving an extra-curricular stipend will have the option of receiving the stipend via one lump sum payment at the end of the season or divided into equal monthly payments beginning the first regular payday after the beginning of the season and ending on the first regular payday after the end of the season.

C. TEACHER APPRECIATION GRANT

The School Board agrees to pay Teacher Appreciation Grant monies according to the directions on Appendix B.

D. Teacher's salary shall be distributed on 26 equal pays, on a biweekly schedule, beginning

August 10, 2018. Whenever a teacher separates employment the unpaid wages or compensation of such teacher shall become due and payable at the regular pay day for the pay period in which the separation occurred as per IC 22-2-9-2.

E. Any raises or stipends bargained in this contract shall be paid within 30 working days of finalizing the evaluations. For the 2018-2019 school year, retroactive raises shall be paid by January 31, 2019.

F. Calculation of pay for extended contracts shall be determined by the following formula; teachers per diem rate multiplied by the number of contracted days beyond 184. The resulting product added to the teacher's contracted salary.

1. Calculation of the per diem pay shall be the teacher's base salary divided by 184.
2. Calculation hourly wage shall be the teacher's base salary divided by 184 divided by the contracted hours per day.

G. ANCILLARY DUTIES

The ancillary duty of attending meetings, professional development trainings and other school activities not to include lesson planning and the grading of student work outside the contractual day or contractual year shall be paid a wage of \$0 for a maximum of ten (10) hours.

ARTICLE V
GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a claim by one or more teachers of a violation, a misapplication or misinterpretation of this Contract.
2. The term teacher includes any individual or group of individuals within the Bargaining Unit.
3. The term day when used in this Article shall be school working day. During the summer recess the term shall mean weekday.

B. The purpose of this grievance procedure is to settle equitably, at the lowest possible administrative level, issues which may arise from time to time with respect to specific claims of violation, misapplication or misinterpretation of the provision of this Contract. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

C. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted if the adjustment is consistent with the terms of this Contract, and the Association has been given an opportunity to be present at such hearing if requested by the grievant.

D. Procedure

1. The number of days indicated at each level shall be considered as maximum, and every effort shall be made to expedite the process. The time limits may be extended by mutual consent in writing by authorized representatives of each party.
2. Level One. A teacher with grievance may initiate this procedure in one of the following ways:
 - a. He/She may approach the building principal or his/her designees concerned and discuss the matter in his/her own behalf.
 - b. He/She may request that a representative of the Association accompany him/her in approaching his/her building principal or his/her designee. In such case, the building principal or his/her designee shall not initiate any consultation with the grievant prior to any scheduled meeting at which the representative is to be present.

- c. In the event that steps "a" and "b" above are unsuccessful in solving the grievance, the teacher may file a formal grievance in writing. A written grievance shall be filed as soon as possible but in no event longer than fifteen (15) days after disclosure of the facts giving rise to the grievance.
 - d. Within five (5) days of the filing of the formal grievance in writing, a meeting shall take place between the building principal or his/her designee, the grievant and the Association representative. The building principal shall promptly notify the grievant and the Association of the date, the time and the place where such hearing shall be held. A written answer to the grievance shall be given to the grievant and to the Association within ten (10) days after the hearing date.
3. Level Two. If the grievance is not settled at Level One, it may be appealed to the Board by filing a written notice with the Board's chief administrator, the Superintendent, stating the grounds for the appeal. Such an appeal must be filed within ten (10) days after receipt of the written answer to the grievance in Level One. A meeting with the Board or its designated representative(s) shall be held within ten (10) days following the receipt of such notice, and the Superintendent shall promptly notify the grievant and the Association of the date, the time and the place where such appeal shall be heard. The Board's written decision shall be transmitted to the grievant and the Association with five (5) days after the hearing.
4. Level Three. Within ten (10) days of receipt of the decision at Level Two, the grievance may be submitted to Binding Arbitration. The Association shall notify the Board of its intention to submit the matter to Binding Arbitration within this ten (10) day period. After notification that the matter shall be submitted to Binding Arbitration, the following procedures shall be followed:
 - a. The two parties shall attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator within five (5) days after notification is given, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration hearing. The arbitrator shall set forth his/hers finding and conclusions on the issues submitted within thirty (30) days following the hearing. The findings and recommendations of the arbitrator will be binding to the Board and to the Association.
 - b. The Board and the Association agree that neither party shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

- c. The cost of the arbitrator under this article shall be divided equally between the Board and the Association. Any other expense involved in conducting the arbitration hearing shall be borne by the side incurring such expense.

5. Other provisions relating to the Grievance Procedure

- a. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
- b. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant and are not valid basis for evaluations or consideration of awarding any professional advantages to such a teacher.
- c. If the building principal or his/her designee in Level One or the Board or its designee in Level Two fails to participate in, or to render a decision in the time allotted, the grievance will move to Level Three.
- d. If no appeal at any step is taken before the stated deadline, then it is evident the grievance has been satisfactorily resolved.

ARTICLE VI

TERM OF AGREEMENT

This Contract shall be effective as of 12:01 a.m. the 1st day of August, 2018 and shall Continue through 12:00 midnight the 30th day of June, 2019. The intent of this Contract is to meet state law and/or Indiana Department of Education regulations. Both the Board and the Association agree the Corporation must abide by regulations concerning snow days and/or the number of required student days. The intent of this Contract is to follow the state law and the Indiana Department of Education regulations concerning those matters. It is also expressly understood by both parties that nothing within this Contract must cause the School Corporation to lose necessary state aid to run the Corporation. This Contract can be reopened on specific items with the mutual consent of both the Association President and the Superintendent of Schools if permitted by Indiana Code. This Contract shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

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 or by delivery in person to the Superintendent at his usual place of business or to the President of the Association at his usual place of business or at his residence.

If by the Association to the Board at: 700 School St, Culver, IN 46511

If by the Board to the Association at: 17101 St Rd 17, Culver, IN 46511

This Contract is made and entered into at Culver, Indiana on this 8th day of November, 2018 by and between the Board of School Trustees of the Culver Community Schools Corporation, County of Marshall, State of Indiana, party of the first part, heretofore referred to as the Board and the Culver Community Teachers Association, party of the second part, heretofore referred to as the Association.

This Contract is so attested to by the parties whose signatures appear below:

BOARD OF SCHOOL TRUSTEES OF THE
CULVER COMMUNITY SCHOOLS CORPORATION

CULVER COMMUNITY
TEACHERS ASSOCIATION

President

B. A. H.

President

Anna VanDePute

Date Ratified

11-8-18

Date Ratified

11-8-18

CULVER EXTRA CURRICULAR ASSIGNMENTS

APPENDIX A

The number of positions were not bargained but included for informational purposes only.

Sports

Volleyball-Varsity \$3,031
 Volleyball-Assistant \$2,163
 Volleyball-8th Grade \$1,443
 Volleyball-7th Grade \$1,443
 Volleyball-Girls 6th grade \$1,215
 Volleyball-Girls Intramural \$1,215
 Football-Varsity \$6,315
 Football-Assistant \$3,319
 Football-Assistant \$3,319
 Football-Assistant \$3,319
 Football-Assistant \$3,319
 Football-MS Head Coach \$2,596
 Football-MS Assistant \$2,163
 Football Summer \$1,777
 Soccer-Boys Varsity \$3,031
 Soccer-Boys Assistant \$2,163
 Soccer-Girls Varsity \$3,031
 Soccer-Girls Assistant \$2,163
 Cross-Country High School \$1,399
 Cross-Country Middle School \$1,215
 Basketball-Boys Varsity \$6,315
 Basketball-Assistant \$ 3,319
 Basketball-8th Grade Boys \$2,309
 Basketball-7th Grade Boys \$2,309
 Basketball-Boys-6th grade \$1,215
 Basketball-Boys 5th grade \$1,215
 Basketball-Boys Intramural \$1,339
 Basketball-Boys Summer \$1,777
 Basketball-Girls Varsity \$6,315
 Basketball-Assistant \$3,319
 Basketball-Assistant \$3,319
 Basketball-8th Grade Girls \$2,309
 Basketball-7th Grade Girls \$2,309
 Basketball-Girls 6th grade \$1,215
 Basketball-Girls 5th grade \$1,215
 Basketball-Girls Intramural \$1,339

Basketball-Girls Summer \$1,777
 Wrestling-Varsity \$3,031
 Wrestling-Assistant \$2,163
 Wrestling-Middle School \$1,443
 Cheerleading-High School \$1,518
 Cheerleading-Middle School \$988
 Baseball-Varsity \$3,031
 Baseball-Assistant \$2,163
 Baseball-Summer \$1,777
 Softball-Varsity \$3,031
 Softball-Assistant \$2,163
 Softball-Summer \$1,777
 Golf \$3,031
 Track-Head Coach \$3,739
 Track-MS Head Coach \$2,389
 Track-HS Assistant \$1,766
 Track-MS Assistant \$1,247
 Track-Assistant \$1,247

Class Sponsors

6th Grade \$761
 7th Grade \$761
 8th Grade \$761
 9th Grade \$378
 10th Grade \$378
 11th Grade \$1,066
 12th Grade \$1,066

Department Heads

English \$718
 Mathematics \$718

Clubs

National Honor Society \$378
 NJHS \$364
 HS Student Council \$1,216
 MS Student Council \$550
 Yearbook \$2,309
 HS Newspaper \$2,309
 Art Club \$378
 Science Club \$378
 Spanish Club \$378
 FACS Club \$
 BPA Club \$896
 BPA Club Assistant \$569
 Drama Club \$378
 CAVS Service Club \$378
 Future Farmers of America \$2600

Coordinators

Musical Director \$1,519
 Assistant Musical Director \$800
 Play Director \$1,290
 Choral, Middle & HS \$1,066
 Elementary Music \$700
 Band Director \$5,244
 Guidance Director \$750
 SAT Coach-English \$315
 SAT Coach-Math \$315
 School Improvement Coordinator \$1,283
 School Improvement Coordinator \$1,283
 School Improvement Coordinator \$1,283
 Concession Coordinator Fall \$1500, Winter \$1500, Spring \$500
 Freshman Ignition Program \$800
 Dual Credit/AP Course Instructors -\$200/course
 Instructional Coach \$2500

Ancillary Duties

After School Principal Approved Detention - \$15/hour
 Summer, Intersession, and Remediation Instructing - \$35/hour (no prep)

****Each Teacher supervising an after-hours school-sponsored event assigned or approved by administration will receive \$15 per event.

APPENDIX B

TEACHER APPRECIATION GRANTS – FOR INFORMATIONAL PURPOSES ONLY

The Culver Community Schools Corporation will distribute its Teacher Appreciation Grant monies received from the Indiana Department of Education to the teachers who meet the following criteria:

1. Employed in the classroom or directly provided education in a virtual classroom setting
2. Received a Highly Effective or an Effective rating on their most recently completed performance evaluation
3. Employed on December 1st of the year the Corporation receives the Teacher Appreciation Grant monies

The School Corporation will distribute its Teacher Appreciation Grant monies as follows:

1. To All Effective Teachers: A stipend.
2. To All Highly Effective Teachers: A stipend in the amount of 25% more than the stipend given to Effective teachers.

The stipends shall be calculated by the following formula:

Grant amount = Number of effective teachers times x plus number of highly effective teachers times $1.25x$ where x equals the stipend.

The School Corporation will distribute the stipends within twenty (20) business days of the distribution date by the Indiana Department of Education of the Teacher Appreciation Grant monies to the School Corporation.

LEGAL REFERENCE: IC 20-43-10-3.5

APPENDIX C

SALARY SCHEDULE FOR ACADEMIC NEED & BASE SALARY INCREASE

	BA/BS (Highly Effective/ Effective)	MA/MS (Highly Effective/ Effective)
0	34,500	36,200
1	35,700	37,400
2	36,900	38,600
3	38,100	39,800
4	39,300	41,000
5	40,500	42,200
6	41,700	43,400
7	42,900	44,600
8	44,100	45,800
19	45,300	47,000
10	46,500	48,200
11	47,700	49,400
12	48,900	50,600
13	50,100	51,800
14	51,300	53,000
15	52,500	54,200
16	53,700	55,400
17	54,900	56,600
18	56,100	57,800
19	57,300	59,000
20	58,500	60,200
21	59,700	61,400
22	60,900	62,600
23	62,100	63,800
24	63,300	65,000
25	64,500	66,200

