

# **Memorandum of Understanding**

## **SECTION I. PARTIES**

This contract is entered into by Tipton Community School Corporation and Tipton Education Association.

## **SECTION II. AGREEMENT COMMENCEMENT AND TERMINATION**

This agreement shall be effective from July 14, 2020 through June 30, 2021.

## **SECTION III. INTRODUCTION**

Due to the global pandemic of COVID-19, students and staff will be discouraged to attend school when feeling ill. As part of our plan to confront the pandemic in our schools, a one year moratorium on attendance incentives outlined in the collective bargaining agreement and teacher appreciation grant will be initiated.

## **SECTION IV. CURRENT LANGUAGE**

### **Collective Bargaining Agreement**

#### **Article X**

#### **Attendance Incentive Program**

#### **Page 12**

- A. Any teacher who has perfect attendance during any given nine-week grading period will earn a stipend of \$100 per nine-weeks, with a maximum of \$400 being allowed to be earned during any given school year. One stipend for the school year (totaling together each nine-weeks stipend that was earned) will be paid on the first payroll date of June after the completion of the school year.
- B. Perfect Attendance will be defined as “no absences for any reason”. Absences that would count against the Perfect Attendance record would include: personal days, sick days, bereavement days, family illness days. Absences that would NOT count against the Perfect Attendance record would include: approved Corporation Business (i.e. field trips etc.), Jury Duty and approved Professional Leave.

2. Transfer of sick leave. A teacher may grant accumulated sick leave days to another teacher who has no sick leave or personal leave remaining. Transferred days may only be used for the personal illness of the requesting teacher.
- a. The process is to be done totally voluntarily.
  - b. Only whole days will be transferred.
  - c. Days must be granted in the year of sick leave expiration.
  - d. A teacher requesting a transfer of additional sick leave may do so only after all forms of paid leave (sick days and personal days) have been exhausted and a minimum of one (1) unpaid day per request has been taken. If a transfer request is for multiple consecutive days the one (1) unpaid days criteria must be met only once per school year. In the event a teacher has been absent a minimum of ten (10) consecutive school days utilizing any combination of one's accumulated sick and personal leave and said absence has caused the teacher to exhaust all accumulated sick and personal days, the requirement of days without pay shall be waived.

**Certified Personnel Appraisal Plan**

**Performance**

**Pay.....33**

**Performance Pay**

The performance pay package has been developed and is distributed in two phases. The first phase is the performance pay that is negotiated with the TEA and is based on the teacher evaluation and experience. (See Appendix I) The second phase is based on the Performance Award Grant distributed by the IDOE in December. This award is distributed to those teachers rated highly effective or effective and the amount of the awarded stipend is calculated based on the factors of attendance, leadership, and professional growth. (See Appendix J)

**Appendix J**

**TEACHER APPRECIATION GRANT DISTRIBUTION**  
**(January Distribution)**

For years in which the Teacher Appreciation Grant is awarded by the State of Indiana, it will be distributed to eligible teachers in the following manner:

1. All teachers in the corporation who scored a 3 or 4 on the Teacher Evaluation Plan are eligible to be granted this money.
2. Eligible teachers will earn three points for an equivalent portion of this money by:
  - a. Attendance
  - b. Professional Development
  - c. Leadership
3. With this specific grant all costs will be deducted from the grant so no additional funding is needed from the corporation's General Fund. These corporation costs would include FICA (calculated at 7.56%) and TRF. For teachers working before 1995 TRF is calculated at 3%; for teachers hired after 1995 TRF is calculated at 10.5%. Both of these costs are actually paid into the individual teacher's SS and TRF accounts.
4. After these calculations, a semi-final award is determined based on a per unit amount.
5. As per Indiana statute and board policy, the amount awarded to teachers with a rating of Highly Effective will be twenty-five percent (25%) higher than for those teachers with a rating of Effective.
6. Distributions of these stipends will be made no later than January 31.
7. FACTORS added as a Performance Award Stipend - 3 Unit Possible

1. All teachers in the corporation who scored a 3 or 4 on the Teacher Evaluation Plan are eligible to be granted this money.
2. Eligible teachers will earn three points for an equivalent portion of this money by:
  - a. Attendance
  - b. Professional Development
  - c. Leadership
4. With this specific grant all costs will be deducted from the grant so no additional funding is needed from the corporation's General Fund. These corporation costs would include FICA (calculated at 7.56%) and TRF. For teachers working before 1995 TRF is calculated at 3%; for teachers hired after 1995 TRF is calculated at 10.5%. Both of these costs are actually paid into the individual teacher's SS and TRF accounts.
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6. As per Indiana statute and board policy, the amount awarded to teachers with a rating of Highly Effective will be twenty-five percent (25%) higher than for those teachers with a rating of Effective.

3.7. Distributions of these stipends will be made no later than January 31.

4.8. FACTORS added as a Performance Award Stipend - 3 Unit Possible

- a. Attendance - 1 Unit
  - i. The teacher maintains a minimum of 97% attendance (6 days absence or less within a 183-day contractual year). This requirement excludes the following: FMLA approved leave, bereavement leave, personal days, military leave, professional leave, jury duty.
- b. Professional Development/Growth Opportunities - 1 Unit
  - i. Teacher earns a minimum of fifteen (15) professional growth points (PGP) within the contractual year.
  - ii. Professional growth will be defined as those activities that could be applied toward license renewal, such as conferences, workshops, publications, and local activities. PGP's must be approved by the appropriate administrator.
  - iii. All documentation for professional development units must be submitted to the evaluator no later than the last teacher work day of the school year.
- c. Leadership - 1 Unit
  - i. The teacher may choose to do four different items from the following list to earn one unit:
    - 1. Serve on a committee (corporation or building). Serving on two committees will count for two of the four points.
    - 2. Write and receive a grant.
    - 3. Teach a dual credit course.
    - 4. Supervise a student teacher.
    - 5. Sponsor a student club.
    - 6. Actively participate in a local civic organization in Tipton.
    - 7. Volunteer tutoring provided on a consistent and significant basis during non-instructional time.
    - 8. Assume an additional teaching assignment for which the majority of other teachers in the building are not assigned as part of the teacher's regular assignment.
    - 9. Mentor a teacher according to the guidelines established by the Tipton Community School Corporation. Mentorship must be preapproved by the administration.
    - 10. Present a total of 3 different educational-based workshops at before/after school (minimum 30 minutes). Workshops must have an attendance of at least 5 people. These workshops must be pre-approved by the building administration.
    - 11. Attend 3 different before/after school educational-based workshops given by peers.

12. Actively participate in a professional organization directly related to your discipline.
  13. Have an article published in a professional journal (print or online).
  14. Present a workshop at a state or regional conference.
  15. Hold a state office or serve on the state board for your professional organization.
  16. Submit to the superintendent articles for the possibility of publishing in the newspaper or the corporation newsletter.
  17. Give a presentation highlighting a school program, activity, or issue to the school board or to a local organization.
  18. Work to attain National Board Certification and then continue to use knowledge to enhance education in subsequent years.
  19. Work to attain the Gifted & Talented Certification on your teaching license and then continue to use knowledge to enhance education in subsequent years.
  20. Work to attain the K-12 Computer Endorsement on your teaching license and then continue to use knowledge to enhance education in subsequent years.
- ii. If a person has been serving in a leadership position, they will be allowed to remain in that position.
  - iii. If there is already a stipend paid for a leadership role (i.e. Club Sponsor, Department Chair, etc.), this position will not be included in the Performance Award Money Stipend.
  - iv. All documentation for leadership units must be submitted to the evaluator no later than the last teacher work day of the school year.

**Definition of Teacher Leadership:**

“Teacher leadership is the process by which teachers, individually or collectively, influence their colleagues, principals, and other members of the school community to improve teaching and learning practices with the aim of increased student learning and achievement.”

## **Board Policy**

### **TEACHER APPRECIATION GRANTS**

The School Board shall adopt an annual policy concerning the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September 15th of each year.

#### **Definitions:**

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

#### **Distribution of Annual Teacher Appreciation Grants:**

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

The Corporation shall distribute the teacher appreciation grant funds it receives as follows:

- A. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- B. A cash stipend in an amount that is 25% more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

If the Corporation is the local educational agency (LEA) or lead school corporation that administers a special education cooperative or joint services program or a career and technical

education program, including programs managed under I.C. 20-26-10, 20-35-5, 20-37, or I.C. 36-1-7, then it shall award teacher appreciation grant stipends to and carry out the other responsibilities of an employing school corporation under this section for the teachers in the special education program or career and technical education program with respect to the teacher appreciation grant funds it receives on behalf of those teachers.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.

#### Percentage of Teacher Appreciation Grant Becomes Part of the Base Salary:

The Board reserves the right to apply a portion of this award to the base salary dependent on the financial climate of any given year. An amount not exceeding 50% of the amount of a stipend to an individual teacher in a particular year shall become a permanent part of and increase the base salary of the teacher receiving the stipend for school years beginning after the year in which the stipend is received.

The addition to base salary is not subject to collective bargaining but is discussable.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

I.C. 20-18-2-22  
I.C. 20-28-1-7  
I.C. 20-43-10-3.5

## **SECTION V. NEW LANGUAGE**

**Article X**  
**Page 12**

### **~~Attendance Incentive Program~~**

~~A. Any teacher who has perfect attendance during any given nine-week grading period will earn a stipend of \$100 per nine-weeks, with a maximum of \$400 being allowed to be earned during any given school year. One stipend for the school year (totaling together each nine-weeks~~

stipend that was earned) will be paid on the first payroll date of June after the completion of the school year.

~~B. Perfect Attendance will be defined as “no absences for any reason”. Absences that would count against the Perfect Attendance record would include: personal days, sick days, bereavement days, family illness days. Absences that would NOT count against the Perfect Attendance record would include: approved Corporation Business (i.e. field trips etc.), Jury Duty and approved Professional Leave.~~

## Article VI

## Leaves

### Page 7

### Section G

2. Transfer of sick leave. A teacher may grant accumulated sick leave days to another teacher who has no sick leave or personal leave remaining. Transferred days may only be used for the personal illness of the requesting teacher.

a. The process is to be done totally voluntarily.

b. Only whole days will be transferred.

c. Days must be granted in the year of sick leave expiration.

~~d. A teacher requesting a transfer of additional sick leave may do so only after all forms of paid leave (sick days and personal days) have been exhausted and a minimum of one (1) unpaid day per request has been taken. If a transfer request is for multiple consecutive days the one (1) unpaid days criteria must be met only once per school year. In the event a teacher has been absent a minimum of ten (10) consecutive school days utilizing any combination of one's accumulated sick and personal leave and said absence has caused the teacher to exhaust all accumulated sick and personal days, the requirement of days without pay shall be waived.~~

d. A teacher requesting a transfer of additional sick leave may do so only after all forms of paid leave (sick days and personal days) have been exhausted.

## Certified Personnel Appraisal Plan

### Performance

Pay.....33

### Performance Pay

The performance pay package has been developed and is distributed in two phases. The first phase is the performance pay that is negotiated with the TEA and is based on the teacher evaluation and experience. (See Appendix I) The second phase is based on the Performance Award Grant distributed by the IDOE in December. This award is distributed to those teachers rated highly effective or effective and the amount of the awarded stipend is calculated based on the factors of attendance, leadership, and professional growth. (See Appendix J)



## Appendix J

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8. All teachers in the corporation who scored a 3 or 4 on the Teacher Evaluation Plan are eligible to be granted this money.
9. Eligible teachers will earn three points for an equivalent portion of this money by:
  - a. ~~Attendance~~
  - b. Professional Development (1 or 2 points)
  - c. Leadership (1 point)
10. With this specific grant all costs will be deducted from the grant so no additional funding is needed from the corporation's General Fund. These corporation costs would include FICA (calculated at 7.56%) and TRF. For teachers working before 1995 TRF is calculated at 3%; for teachers hired after 1995 TRF is calculated at 10.5%. Both of these costs are actually paid into the individual teacher's SS and TRF accounts.
11. After these calculations, a semi-final award is determined based on a per unit amount.
12. As per Indiana statute and board policy, the amount awarded to teachers with a rating of Highly Effective will be twenty-five percent (25%) higher than for those teachers with a rating of Effective.
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b. Professional Development/Growth Opportunities - 1 or 2 Unit(s)

- i. Teacher earns a minimum of fifteen (15) professional growth points (PGP) within the contractual year for one unit. Teacher earns a minimum of thirty (30) professional growth points (PGP) within the contractual year for two units.
- ii. Professional growth will be defined as those activities that could be applied toward license renewal, such as conferences, workshops, publications, and local activities. PGP's must be approved by the appropriate administrator.
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  17. Give a presentation highlighting a school program, activity, or issue to the school board or to a local organization.
  18. Work to attain National Board Certification and then continue to use knowledge to enhance education in subsequent years.
  19. Work to attain the Gifted & Talented Certification on your teaching license and then continue to use knowledge to enhance education in subsequent years.
  20. Work to attain the K-12 Computer Endorsement on your teaching license and then continue to use knowledge to enhance education in subsequent years.
  21. Work a school related event.
  22. Lead the PLC 3 times with an educational presentation.
- ii. If a person has been serving in a leadership position, they will be allowed to remain in that position.

- iii. If there is already a stipend paid for a leadership role (i.e. Club Sponsor, Department Chair, etc.), this position will not be included in the Performance Award Money Stipend.
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This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

I.C. 20-18-2-22  
I.C. 20-28-1-7  
I.C. 20-43-10-3.5

## **SECTION VI. SIGNATURE OF AGREEMENT**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year first above written.

### **AS SIGNED BY:**

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Signature

Mrs. Amy Cole, President  
Tipton Education Association

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Signature

Mr. Gary Plumer, President  
Tipton Community School Corporation Board of  
Trustees