

1966-68

6/30/68

FILE

Gaylord
(17)

AGREEMENT

Between the

GAYLORD BOARD OF EDUCATION

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

and the

GAYLORD EDUCATION ASSOCIATION

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

The Gaylord Community Schools

Gaylord, Michigan

Gaylord Ed. Assn.

RECEIVED

DEC 8 1967

OFFICE OF
PROFESSIONAL NEGOTIATIONS

MEA
1216 Kendall
2. Laus., Mi.
418823

2. Yes

4. No

5. No

Dwd: 6-30-68

AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 1966
by and between the BOARD OF EDUCATION OF THE GAYLORD COMMUNITY SCHOOLS,
GAYLORD MICHIGAN, HEREINAFTER called the "BOARD", and the GAYLORD EDUCATION
ASSOCIATION, hereinafter called the "ASSOCIATION".

WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing
a quality education for the children of the Gaylord Community School system
is their mutual aim and that the character of such education depends
predominately upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession should be qualified to
assist in formulating policies and programs designed to improve educational
standards and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the
Michigan Public Acts of 1965, to bargain with the Association as the
representatives of its teaching personnel with respect to hours, wages,
terms and conditions of employment, and

WHEREAS, the parties, following extended and deliberate professional negot-
iations, have reached certain understandings which they desire to memorialize,

In consideration of the following mutual covenants, it is hereby agreed as
follows:

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all contracted certified professional personnel, including personnel on tenure, (probation and on per diem appointments), classroom teachers, guidance counsellors, librarians, school psychologists, employed or to be employed by the Board (whether or not assigned to a public school building), but excluding High School Principal, Elementary Principal, Superintendent of Schools, Director of Vocational Education, and any other administrative personnel who may be hired in the future. In addition the association does not represent janitors, bus drivers, Kitchen help or any other personnel unless expressly and specifically listed. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teacher organization other than the Association for the duration of this Agreement, Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present as such adjustment, if requested by the teacher.

- C. Within thirty (30) days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assignments of the Association (including the National Education Association and the Michigan Education Association) upon such conditions as the Association shall establish. Such sum shall be deducted as dues from the regular salaries of all such teachers and remitted not less frequently than monthly to the Association.
- D. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE II

TEACHER RIGHTS

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher as defined in Article I, Section A of this agreement, shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the state of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate

against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. The Association and its members shall have the right in accordance with Board Policy for rental and use of the Gaylord Community Schools Buildings and facilities, to use school building facilities at all reasonable hours for meetings, except when school is in session. No teacher shall be prevented from wearing insignias, common pins or other identification of membership in the Association, either on or off the school premises. A bulletin board shall be made available to the Association and its members.
- C. The Board agrees to furnish to the Association copies of all documents normally provided the public when necessary for the Association to process any grievance under this agreement.

ARTICLE III

BOARD RIGHTS

- A. The Board retains all the rights, powers, functions and authority which it had prior to the signing of this agreement including those in respect to wages, hours, and working conditions, except as those rights, powers functions or authority are expressly and specifically abridged, modified or limited by this agreement and then only to the extent so specifically and expressly abridged, modified or limited.

no compensation for extra curricular activities unless listed on the salary schedule.

ARTICLE V

TEACHING HOURS

- A. Teachers normal teaching hours will be set by the Administration each year based on the needs of the children and the efficient operation of the school.
- B. All teachers shall be entitled to a duty-free uninterrupted lunch period of $\frac{1}{2}$ hour or equivalent each day.
- C. All Secondary teachers shall be scheduled with one preparation period per day or receive extra compensation for same.

ARTICLE VI

VACANCIES AND PROMOTIONS

- A. Whenever vacancies occur in the school system, consideration will be given first to those qualified teachers currently in the school system, who make application for such vacancies.

ARTICLE VII

TRANSFERS

- A. Since frequent transfers of teachers, from one school to another, is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible.

ARTICLE VIII

HEALTH AND TUBERCULOIS EXAMINATION

- A. All teachers shall be required to file with the Board an annual certification of satisfactory health signed by a competent physician of the teacher's own choice. This certification shall be filed prior to the opening of the teacher's work year. The Board shall pay \$10.00 to each teacher towards the cost of this examination.
- B. A certification of freedom from tuberculosis based on a chest X-ray shall be filed annually by each teacher prior to the opening of the work year.

ARTICLE IX

LEAVE OF ABSENCE

- A. A teacher may request a leave of absence and if it is reasonable to do so, the leave will be granted by the Board. Each case shall be decided on its own merit.
- B. A maternity leave shall be granted without pay, commencing, whenever possible, not later than the end of six months of pregnancy, except when this date falls within one school month of the end of the semester the teacher may be permitted to complete this semester.
- C. Pregnancy shall not be considered as sick leave within the interpretation of sick leave policy.

ARTICLE X

TEACHER EVALUATION

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

- B. The teacher evaluation procedures covered by this agreement are set forth in schedule B, which is attached to and incorporated in this agreement.
- C. Each teacher shall have the right, upon request, to review the contents of his own personnel file, except confidential materials. A representative of the Association may be requested by the teacher to accompany the teacher in such a review.
- D. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause and within the framework of tenure as contained in the Michigan Teacher Tenure Act. No. 4 of the Public Acts of the Extra Legislature Session of 1937, as amended through the Regular Legislative Session of 1964.

ARTICLE XI

PROTECTION OF TEACHERS

- A. It shall be the responsibility of the Board to provide normal liability insurance protection for all teachers.
- B. Any case of physical assault on a teacher by a student or parent, or upon a student by a teacher shall be reported promptly to the Administration.
- C. Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention when such action is deemed necessary by the Administration.
- D. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

ARTICLE XII
NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties may be subject to professional negotiations between them from time to time during the period of this Agreement on request by either party to the others and if agreeable to both parties.
- B. The parties undertake to cooperate to arrange meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters. In the event the salary schedule is reopened for negotiation by either party as provided in Article IV of the Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least 60 days prior to the expiration of this agreement, the parties will likewise begin negotiations for a new Agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by the majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke mediation machinery of the State Mediation Board or take any other lawful measures that may be deemed appropriate.

ARTICLE XIII

GRIEVANCE PROCEDURES

A. Definitions:

1. "A Grievance" is a claim based upon an event or condition which effects conditions or circumstances related to school operation.
2. "The Aggrieved Person" is the person or persons making the claim.
3. The term "Teacher" includes any individual or group who is a member of the bargaining unit covered by this contract.
4. "A Party of Interest" is a person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
5. The term "Days" shall mean calendar days, Monday through Friday, with the exception of legal holidays.

B. Purpose:

1. The primary purpose of this procedure is to secure at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing containing herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with an appropriate member of the Administration or proceeding independently as described in Section E. of these procedures.

C. Structure:

1. There shall be one Association Representative (Building Representatives) for each school building to be selected in a manner determined by the Association.

2. The Association shall establish a professional rights and responsibilities committee which shall be broadly representative and which shall serve as the Association Grievance Committee. In the event that any Association Representative or any member of the P.R.& R. Committee is a party in interest to any grievance, he shall disqualify himself and a substitute shall be named by the Association.
3. The building principal shall be the Administrative Representative when the particular grievance arises in his building.
4. The Board hereby designates the Superintendent as its Representative when the grievance arises in more than one school building.

D. Procedure:

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent. A grievance to be honored shall be filed at Level Two within 30 calendar days of the date of the alleged infraction. All grievances to be honored must be filed at any level between 8:30 AM and 5:00 PM on regular school days but the grievance shall not be written by the grievant during his normal scheduled class time.

Level One:

- A. A teacher with a grievance shall discuss it with his immediate supervisor or principal individually or together with his building representative.

Level Two:

- A. In the event the aggrieved person is not satisfied with the disposition of this grievance at Level One, or if no decision has been rendered within five (5) days after presentation of his grievance, he may file the grievance in writing, within five

(5) days with the Association's P.R.& R. Committee. The Association Representative may assist in writing the grievance. A copy of the grievance must be filed with the building principal.

B. Within five (5) days of receipt of grievance, the P.R.& R. Committee shall decide whether or not there is a legitimate grievance. If the committee decides that no grievance exists, and so notifies the claimant, the teacher may continue to process his claim without Association support within the same time limits and procedures. If the Committee decides there is a legitimate grievance, it shall process the claim with the Superintendent of Schools within five (5) days. Within ten (10) days from receipt of grievance by the Superintendent, he shall render decision as to the solution.

Level Three:

(A) In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) days from date of receipt of grievance by the Superintendent, he may refer the grievance through the P.R.& R. Committee to the Board of Education's Review Committee. This Committee shall be appointed by the Board of Education. Within ten (10) days from receipt of the written referral by the Board, its Review Committee shall meet with the Association's P.R. & R. Committee Chairman and the Association's Negotiating Team for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A decision shall be rendered within ten (10) days.

LEVEL FOUR:

(A) In the event the grievance is not satisfactorily resolved at Level Three or if no decision is reached within the ten (10)

day period, the grievance may within thirty (30) days be transmitted to the American Arbitration Association for final decision. Such decision shall be binding on both parties.

E. Rights to Representation:

1. Any party of interest may be represented at all meetings and hearings after Level Two of the grievance procedure by another teacher or another person. Provided however that any teacher may in no event be represented by an Officer, Agent, or another Representative of any organization other than the Association. Provided further, when a teacher is not represented by the Association, the Association shall have the right to be present and to state its views.

F. Miscellaneous:

1. A grievance may be withdrawn at any level without prejudice or record, however if in the judgement of the Association Representative or the P.R.& R. Committee, the grievance affects a group of teachers, the P.R.& R. Committee may process the grievance at the appropriate level.
2. The grievance discussed and the decision rendered at Level One, shall be placed in writing upon the request of either party. Decisions rendered at all other levels shall be in writing and shall promptly be transmitted to all parties of interest.
3. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.

4. All documents, communications and records dealing with the grievance shall be filed separately from the personnel files of the participants.
5. Forms for filing and processing grievances, may be designed by the Superintendent and the P.R.& R. Committee, may be prepared by the Superintendent, and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.
6. Access shall be made available to all parties, places and records for all public information necessary to the determination of the processing of the grievance.
7. The costs of any arbitration under this Article shall be shared equally by both parties.
8. The Board or the Administration may file a grievance under this grievance procedure against the Association or any member of the Association.

ARTICLE XIV

PROFESSIONAL STUDY COMMITTEE

- A. If it is deemed necessary and it is agreeable to both parties, a professional study committee to study any problems within the school that may arise, may be appointed to study such problems.

Article XV

STRIKE PROHIBITION

The Association recognizes that strikes (as defined by Section 1 of Public Act 336 of 1947, as amended, of Michigan) by teachers are contrary to law and public policy. The Board and the Association subscribe to the principal that differences shall be resolved by appropriate and peaceful means, in keeping

with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement it shall not direct, instigate, participate in, encourage, or support any strike against the Board by any teacher or group of teachers.

ARTICLE XVI

MISCELLANEOUS PROVISIONS

- A. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise, supersede any contrary or inconsistent terms contained in any individual teacher contract heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law and such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force in effect.

ARTICLE XVII

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 1966 and shall continue in effect for two years until the 30th day of June, 1968.

The Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Education Association

Signed by:

Gary L. Belleville

President

Paul Skiba

Negotiator

Alfred R. Beaulieu

Negotiator

William J. Pearson

Negotiator

Stewart

President-Elect

Board of Education

Signed by:

Simon J. Harrison

President

E. C. Huffman

Secretary

H. Tripp

Treasurer-negotiator

William C. Doman

Trustee-negotiator

Ivan S. Davis

Superintendent-negotiator

Schedule A

GAYLORD COMMUNITY SCHOOLS
 SALARY SCHEDULE - 1966-1967
 February 23, 1966

Base pay with a Bachelor's Degree

Steps	Percent of Base	Amount	Salary
1	0	0	\$5300
2	2	106	\$5406
*3	5	265	\$5671
4	5	265	\$5936
5	5	265	\$6201
6	5	265	\$6466
7	5	265	\$6731
8	3	159	\$6890
9	3	159	\$7049
10	3	159	\$7208
11	3	159	\$7367
12	3	159	\$7526

LONGEVITY

17	2% of 12th Step	150	\$7676
22	2% of 17th Step	153	\$7829
27	2% of 22nd Step	156	\$7985
32	2% of 27th Step	159	\$8144
37	2% of 32nd Step	162	\$8306

*Beginning under tenure.

OTHER IMPORTANT SALARY POLICIES

1. Each teacher receives in addition to above salary, the base MEA Health Care Insurance in the amount of \$111.60 annual premium.
- 21 (a) Each teacher will receive \$10.00 per semester hour with a maximum of 60 hours in addition to the base for each hour of credit above a Bachelors Degree that is earned on an advanced degree program or taken in the teaching field and approved in advance by the Administration.

After earning a Masters Degree, a teacher will receive \$500 in addition to the base.

(b) Deductions for less than a Bachelors Degree: \$10.00 deducted for each semester hour less than 120 earned semester hours for specially certified or life certificate teachers.

3. Teachers employed in the system with previous teaching experience, will be allowed full credit up to a maximum of 10 years.

For example: A teacher with 9 years of outside previous experience would be hired in on the 10th step of the schedule plus extra pay for earned hours of advanced credit.

4. Teachers' contracts are written for $9\frac{1}{2}$ months. Extended contracts beyond $9\frac{1}{2}$ months for summer instruction, including driver training, music, vocational subjects and others will be computed on the basis of 12/9.5.
5. The hourly rate of any teacher, teaching assigned classes outside of the normal school day will receive an hourly rate equal to base pay divided by 1520 hours.
6. Fully qualified vocational teachers will be allowed one step on the salary schedule for each year of work experience in the area in which they are teaching and required for Permanent or Provisional Vocational Education certification.

For example: A beginning fully qualified trade practice teacher, for which three years of work experience is required, would be hired on the 4th step of our schedule.

7. Sick Leave: 10 days per year, cumulative to 100 days to be allowed when confined at home or hospital as a result of accident or sickness or emergency absence because of the death or critical illness of a member of the immediate family.

After the 3rd day of absence, the Administration may require a certification of necessary absence from a M.D. or D.O.

7. Sick Leave - continued:

Married teachers will not be allowed sick leave time for staying at home with their children with minor ailments. This is a family responsibility - not covered by sick leave.

The teacher has the option of taking two (2) days annually of cumulated sick leave as personal days provided arrangements are made with the Principal in charge at least two (2) weeks in advance. Unused personal days are not cumulated as personal days.

Borderline cases involving sick leave shall be resolved by the Superintendent of Schools. His decision may be referred to the Board of Education for final action if the teacher so desires.

8. Deductions from pay for absences not covered by sick leave: All teachers are expected to fulfill the terms of their contract. No teacher will be allowed time off at his or her expense except in the case where sick leave has expired. Arbitrarily taking time off, will be considered a breach of contract.

When deductions are made for absence not covered by sick leave, the following method will be used in computing per day deductions:

The salary computed on a $9\frac{1}{2}$ month basis divided by the number of days, 190.

9. Days when school is not in session because of bad weather or other matters beyond control:

Teachers are expected to report at school on such days. If road conditions necessitate being absent or tardy, contact should be made with the building principal or superintendent as soon as possible.

10. Extra Pay for extra duties:

As provided on supplement to salary schedule.

11. Special provisions:

This schedule is an instrument for the purpose of better equalizing teachers' salaries. It shall be adhered to in contracting teachers and hiring new teachers, except when on the recommendation of the Superintendent and approval of the Board of Education, the best interest of the educational program can be best served by deviating from the schedule. The president of the association shall be notified when any deviation from the schedule is practiced.

EXTRA PAY FOR EXTRA DUTIES
APPROVED BY NEGOTIATION COMMITTEE -2/23/66

Football - 10 weeks - 8 games-----\$ 521.00
Head Coach:
\$150.00 plus 7% of beginning base salary----- 521.00
Assistant Coaches:
7% of beginning base salary
3 @ \$371.00 each----- 1113.00
Total-- \$1634.00

Basketball - 14 Weeks - 21 games & tournaments

Head Coach:
\$150.00 plus 7% of beginning base salary-----\$ 521.00
Assistant Coaches (HS):
7% of beginning base salary
2 @ \$371.00 each----- 742.00
Junior High Coaches:
3% of beginning base salary
2 @ \$159.00 each----- 318.00
Total-- \$1581.00

Track - 8 weeks - 8 meets

Head Coach:
\$100.00 plus 3% of beginning base salary-----\$ 259.00
Assistant Coach:
3% of beginning base salary
1 @ \$159.00----- 159.00
Total-- \$ 418.00

Baseball - 8 weeks - 8 games

Head Coach:
\$100.00 plus 3% of beginning base salary-----\$ 259.00
Assistant Coach:
3% of beginning base salary
1 @ \$159.00----- 159.00
Total--\$ 418.00

Ski - 8 weeks - 8 meets

Head Coach:
\$100.00 plus 3% of beginning base salary-----\$ 259.00
Assistants:
Ski pros at hourly rates

Total--\$ 259.00 plus

Golf - 6 weeks - 5 meets

Coach:

3% of beginning base salary -----\$ 159.00

Tennis - 6 weeks - 5 meets

Coach:

3% of beginning base salary-----\$ 159.00

Yearbook - 56 hours

Sponsor:

4% of beginning base salary-----\$ 212.00

Class Plays - 56 hours

Directors (2):

4% of beginning base salary-----\$ 424.00

Instrumental Music

Director:

\$150.00 plus 8% of base salary-----\$ 574.00

1967-1968 Master Agreement Supplement and Addition

Beginning base salary for teacher with bachelor's degree and no experience will be \$5850.

Teachers earning approved credit beyond the degree prior to the beginning of any school year will receive compensation for such credit in computing the salary for that year, beginning September 1st.

Credit given for 10 years' prior experience is to be made retroactive for all teachers in the system, but the increase in any one year is to be limited to two steps on the salary schedule.

Credit for extra hours beyond the degree is to be compensated in units of ten semester hours only, as follows: 0-9 hours no compensation, 10-19 hours \$100, 20-29 hours \$200, 30-39 hours \$300, et cetera, with the exception that when Master's degree is attained, the scheduled \$500 is to be paid, and that for teachers currently employed in the system, there will be no decrease in such, compensated prior to September 1, 1969. This provision allows teachers whose hours now fall between steps, two full years to attain the next level or have compensation adjusted to the highest completed step. To be eligible for compensation, all extra credits must have prior written approval of superintendent.

Supplement to Extra Pay for Extra Duties

1. Cheerleading sponsor will receive 4% of beginning base pay. If more than one sponsor, the stipend is to be divided proportionally among them.
2. Teachers who supervise sixth grade camp are to receive compensation as follows: Designated director 5% of beginning base salary, Assistants 3% of beginning base salary each.

GAYLORD COMMUNITY SCHOOLS

GAYLORD, MICHIGAN

SCHEDULE -B

Teacher _____ Grade _____ Subject _____
School _____ School Year 196__-196__

TEACHER APPRAISAL FORM

The purpose of this instrument is to improve teacher effectiveness and to strengthen the administrative service provided teacher personnel. This form will be used for the administrator's appraisal of the teacher's performance and may be used by the teacher for self-appraisal.

INSTRUCTIONS

The principal's appraisal of the teacher is noted in Column I (inside). Column II is for an appraisal by the superintendent. Carbonized sheets are provided the teacher and the superintendent. This form will be kept by the building principal.

1. There shall be no less than four visitations for the purpose of evaluation for a probationary teacher during the first semester and no less than two visitations for the purpose of evaluation each semester thereafter, for all teachers, the result of which will be a formal written evaluation.
2. The teacher shall be informed of each visitation by a memorandum concerning the visit and a copy put in his or her file.
3. The principal shall arrange at least one evaluation conference a year with probationary teachers; and with tenure teachers as deemed necessary,

Disposition of the appraisal sheets is as follows: (a) yellow copy to the teacher (b) blue copy to the superintendent (c) the original to be filed in the building principal's office.

CODE:

Teacher _____ Grade _____ Subject _____

S-Satisfactory

School _____ School Year _____

O-Outstanding

NI-Needs Improvement

Column I - Principal

Column III - Summary

HI-Has Improved

Column II - Superintendent

COMMENTS

I II III

A. - Personal Qualities

- | | | | |
|--|--|--|--|
| 1. Dresses appropriately; well groomed & poised | | | |
| 2. Maintains good health; has regular attendance | | | |
| 3. Shows emotional stability; copes with the unexpected. | | | |
| 4. Uses initiative | | | |
| 5. Displays imagination; creativity. | | | |
| 6. Shows enthusiasm; enjoys teaching; displays interest in teaching. | | | |
| 7. Shows reliability and punctuality; completes duties promptly and accurately. | | | |
| 8. Uses voice pleasingly; understandably. | | | |
| 9. Sees humor in certain situations; appreciates jokes at own expense. | | | |
| 10. Uses good English; expresses thoughts in well-chosen words. | | | |
| 11. Displays friendliness, tactfulness; shows genuine interest in others. | | | |
| 12. Attempts to correct personal habits or mannerisms which detract from effective teaching. | | | |

B. - Professional Qualities

- | | | | |
|---|--|--|--|
| 1. Shows adherence to M.E.A. Code of Ethics. | | | |
| 2. Shows professional growth; continues participation in grade level or department meetings, building meetings, institutes, workshops, extension classes, summer school, professional reading, etc. | | | |
| 3. Shows professional attitude by supporting and participating in organizations. | | | |
| 4. Accepts personal responsibility for carrying out administrative policies and procedures. | | | |
| 5. Responds favorably to suggestions for improvement. | | | |

Teacher _____ Grade _____ Subject _____

School _____ School Year _____

COMMENTS

C. - Teacher/Staff Relationships

	I	II	III
1. Cooperates with other members of staff.			
2. Expresses own convictions on professional matters with courage.			
3. Respects opinions of others.			
4. Accepts group decisions graciously; abides by them.			
5. Accepts share of building and school district responsibilities.			
6. Shares ideas and materials willingly with other staff members.			
7. Keeps own classroom work in balance with total school program.			
8. Uses discretion, consideration in speaking of school and colleagues.			

D. - Teacher/Community Relationships

1. Supports and participates in Parent-Teacher activities.			
2. Maintains cooperative relationships between home and school.			
3. Recognizes value of and uses face-to-face conferences with parents; considers the feelings and opinions of parents.			
4. Shares in the interpretation of schools' program to the community.			

E. - Classroom Control and Management

1. Maintains an alert control over physical environment.			
2. Fosters the respect of pupils; secures voluntary cooperation.			
3. Handles behavior problems individually whenever possible.			
4. Encourages pupils to develop responsibilities in the classroom.			
5. Maintains a neat, orderly, attractive classroom and changes bulletin boards.			
6. Handles routine matters and reports conscientiously and efficiently.			

Teacher _____ Grade _____ Subject _____

School _____ School Year _____

COMMENTS

F. - Instructional & Guidance Skills

	I	II	III
1. Possesses adequate subject matter background			
2. Uses knowledge of scope and sequence of his grade or subject as well as levels above and below.			
3. Makes clear, worthwhile and appropriate assignments.			
4. Plans each day carefully, but is flexible in utilizing immediate educational opportunities.			
5. Uses audio-visual aids effectively; understands operation of equipment.			
6. Varies method and content to suit individual differences and goals; groups children for more efficient instruction.			
7. Stimulates eagerness in pupils to learn.			
8. Exposes pupils to a variety of materials and experiences: texts, supplementary materials, audio-visuals, field trips, resource people, evaluative tests.			
9. Respects the worth and dignity of each pupil; displays sincere interest in growth and development of pupils; makes pupils feel important and respected.			
10. Encourages and develops independent study habits.			
11. Practices principles of democratic leadership; encourages and respects a pupil's opposing point of view.			
12. Uses cumulative records for guidance purposes.			
13. Supervises play and recreational activities.			
14. Uses good judgment in making homework assignments.			
15. Balances teacher-pupil participation in discussion, planning, executing plans and evaluating results.			
16. Makes effective referrals to such guidance persons as school counselor, minister, administrator, doctor, parent, etc.			

COMPOSITE EVALUATION:

Superior _____ Satisfactory _____ Unsatisfactory _____

(Signature of reporting person)

(Date)

Teacher _____ Grade _____ Subject _____

School _____ School Year _____

PRINCIPAL'S APPRAISAL SUMMARY:

TEACHER'S COMMENTS:

We have discussed this report and understand that it is designed to stimulate professional growth. No single check or comment is to be interpreted as an attempt to assess the overall merit of a teacher.

(Date) Signature of Teacher

(Date) Signature of Principal

_____ I concur in the foregoing report.

_____ I do not concur in the foregoing report.

(Signature of Teacher) (Assignment) (Date)

This is to certify that I have read the foregoing report. Within 15 days from this date, I (will - will not) submit to the Superintendent of Schools a statement of disagreement with this report.

(Signature of Teacher) (Date)

(Date) I received my copy of this report and this copy has been filed in the employee's file in my office.

(Signature of Superintendent)