

Holt
Ratified 7/27/66
S

Ingham Co.

MASTER
AGREEMENT BETWEEN
HOLT EDUCATION ASSOCIATION
and
BOARD OF EDUCATION
of the
HOLT PUBLIC SCHOOLS

Holt Bd. of Educ.

M.E.A.
1216 KENDALE
E. LANS., MI.
48824

ARTICLE I
Recognition

- A. The Board of Education of the Holt Public Schools recognizes the Holt Education Association as the sole and exclusive bargaining representative as defined in Section II of Act 379 of the Public Acts of 1965 for all teaching personnel to the extent required by Act 379 of the Public Acts of 1965 and for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment. The term Association when used hereinafter in this contract, shall refer to all employees represented by the Holt Association in the bargaining unit as above defined, but excluding all others such as but not necessarily limited to the following: substitute teachers, Superintendent, Administrative Assistant, Principal, Assistant Principal, Athletic Director and non-regularly employed part time teachers.

ARTICLE II
Rates of Pay and Wages

- A. The salaries of teachers are set forth in Schedule A which is incorporated in the Contract. Such salary schedule shall remain in effect during the period covered by this Contract, starting July 1, 1966 and ending June 30, 1967 *Duration*
- B. The Board shall provide a sum of \$8.50 per month to be paid on behalf of the teacher toward the cost of a Board approved comprehensive hospitalization medical and surgical protection for the teacher and his immediate family, or toward the cost of group life or salary protection insurance at the option of the teacher.

ARTICLE III
Hours of Employment

- A. The teachers normal teaching hours are:
1. In the elementary schools, 8:30 a.m. to 4 p.m.
 2. In the junior high school, 7:50 a.m. to 3 p.m.
 3. In the senior high school, 7:45 a.m. to 3:15 p.m.
- B. Included in section A of this article are assignments both voluntary and mandatory that involve more time than the hours stated above which the Association agrees to perform without extra compensation. Typical examples are: Parent-teacher or Triangle Club meetings, Curriculum study meetings, faculty meetings, chaperoning or sponsoring student activities.
- C. The assignments shall recognize the principle of the forty hour week.
- D. Lunch periods shall be as follows:
- Elementary - 50 minutes duty free daily, except when assigned to noon duty, at which time there is a 30 minute duty free period.
- Junior High - 30 minutes duty free daily, except when assigned to noon supervision.
- Senior High - 25 minutes duty free daily except when supervising student monitors.
- E. Leave of absence.
1. Conference attendance and expense. A teacher shall request permission from the principal and superintendent in advance of attending any conference.

Leave of absence (cont'd)

- a. Permission shall be governed by:
 1. The availability of a substitute.
 2. Special building situations, including scheduled activities.
 3. Number of conferences previously attended.
 - b. Once permission has been granted, expenses will be allowed as follows:
 1. Eight cents (8¢) per mile for automobile.
 2. Salary of substitute if necessary.
 3. Lodging - ten dollars (\$10.00) per night maximum
 4. Meals at cost, or a maximum of: breakfast \$1.50, lunch \$3.00 and dinner \$5.00.
 5. Registration fee.
 6. If transportation is by public carrier the most reasonable means of travel.
 - c. Any teacher may make application to the principal to attend a conference or make a visitation at his own expense, except for the pay of the substitute.
 - d. Verbal or written reports may be required.
2. Sick leave as prescribed in paragraphs a and b may be granted for the reasons listed in paragraphs c, d and e.
- a. A one day leave of absence per month shall be granted with unlimited accumulation at the rate of ten days per full school year.
 - b. If, in the judgment of the principal, an emergency situation occurs, the principal is authorized to grant the full ten days at any time; provided that, the employee shall repay the Board for any excess leave granted if employment is terminated before the full ten days are earned.
 - c. Death in the immediate family*

A maximum up to five days will be allowed in case of a death in the immediate family.
 - d. Personal illness

The illness shall be described and attested to by the employee through the completion of a sick-leave form furnished by the school, upon the return of the employee to school. The principal shall endorse the card. The Board reserves the right to require a physical or mental examination from employees should this seem in the best interests of the school. A written statement shall be completed by the attending physician in all cases of an injury or illness that keeps an employee from work for five or more consecutive working days.
 - e. Illness in the immediate family*

One day per period of illness shall be granted; otherwise, the school does not assume responsibility for family illnesses. The school reserves the right to require a certified report by the doctor in attendance.

*The term "immediate family" is defined as follows: husband, wife, parents, grandparents, parents-in-law, brother, sister, brother-in-law, sister-in-law, child, grandchild, son-in-law, daughter-in-law, step-father, step-mother, step-sister, step-child and step-brother.

3. Request for absence, other than sick leave, immediately prior to or following a vacation period will not be granted. Should such an absence occur it will be listed as unapproved with full loss of pay for that period of time.

Leave of absence (Cont'd)

4. Personal Business Leave

Two personal business leave days per year may be granted to teachers for the following reasons and as approved in advance by the superintendent. One of the two days will be in addition to the other ten days leave of absence as defined in this agreement and shall not be accumulative.

a. Business that cannot be transacted at any other time than during school hours, or which may not be completed by another member of the family.

b. In cases of acute emergency, approval for this type of absence may be requested after the emergency has occurred.

c. Death of a close friend or relative not covered by 2 c.

5. Pregnancy

Termination of employment by the school in case of pregnancy shall occur at approximately the end of the sixth month period. The exact date shall be determined by school officials in accordance with the health condition of the employee and identifiable school year calendar intervals, both of which may directly effect the educational welfare of the school children involved. The teacher may request that this be a leave of absence.

6. Military Leave

A teacher who may be conscripted into the defense forces of the United States for service or training, shall make application for military leave and shall be reinstated to a position in this school system with full credit including the annual increment under the salary schedule upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position.

7. Health and Hardship Leaves

1. Written application for such leave shall be made by the teacher addressed to the superintendent who shall, upon receipt of same, make such investigation as necessary to determine to the best of his ability, if the granting of said leave would serve not only the interests of the teacher, but also that of the board.

2. In computing service to determine the faculty person's position on the salary schedule at expiration of leave, time spent on leave shall not be counted the same as active service.

3. Leave of absence as described shall be without compensation.

4. Whenever a leave of absence is granted as described, a teacher must give acceptable professional evidence of recovered health before being permitted to return to duties in this school system.

8. A teacher in this school district may be granted a leave of absence for one school year with the approval of the Board. The teacher shall notify the Board not later than February 1 of the following school year whether active re-employment is desired. If so, the teacher shall be assigned to a position in the school system. Accumulated leave of absence shall be retained.

9. Pursuant to Section 592 of the School Code of 1965, teachers who have been employed for seven years may be granted a sabbatical leave for one year. During this leave the teacher shall be considered in the employee of the Board and shall be paid one-half of his annual salary rate. At this time such leave shall be limited to a maximum of two teachers per school year.

10. A terminal leave pay of fifty(\$50) dollars per year of service in this school district will be paid upon retirement provided the teacher shall have been employed in this school district for at least ten (10) years.

Article III (Cont'd)

- F. The teachers work year begins approximately September 6, 1966 and ends approximately June 16, 1967, except for librarians for whom the work year begins approximately August 27, 1966 and ends approximately June 23, 1967. Provided that the Holt Public Schools has received 180 plus membership days as recognized by the State of Michigan.

ARTICLE IV

Other Conditions of Employment

- A. The Association shall have the right to use school building facilities as follows:
1. Time: after regular school hours when a custodian is on regular duty. Authorization by the building principal prior to use when the utilization is before 6 p.m., after that hour in accordance with Policy A 1310.
 2. Miscellaneous
 - a. The right to the approved method of use of duplicating equipment after school hours.
 - b. The use of school mail boxes.
 - c. An unlisted number telephone in the staff room for local calls. The Association to pay all toll fees. The use of extensions outside the office at the secondary level and a designated extension in each of the elementary buildings.
 - d. A bulletin board in the staff room for Association use.
 - c. Requests for use of other school equipment shall be requested of the building principal in advance of the utilization.
- B. Association dues will be deducted from the first pay period of each month on the basis of written authorization to do so as stated on each individual continuing membership application. Remittance will be made to the Association for the local dues at the end of each month. The teacher has a right to withdraw an application.
- C. The Board will furnish to the Association any available public information concerning the financial resources of the school district, tentative budgeting requirements, allocations, and other public information which will assist the Association in developing accurate and constructive programs on the behalf of teachers. Also, public information which is necessary for the Association to process grievances. One copy shall be furnished.
- D. Teaching loads and assignments will be typical of present practices of the Board as nearly as they can be implemented. There are cases where large classes are desirable, but in the typical situation, the Board will endeavor to maintain a 30 to 1 ratio average between pupils and classroom teacher.
- E. Teaching assignments will be:
1. In the field of competence of the teacher as indicated by certification and major or minor areas of study.
 2. Assignments outside the teachers major or minor field or certification by mutual agreement between teacher and principal.
 3. In the field of competence of the teacher as indicated by certification and major or minor areas of study, and the preference of the teacher to the given area of the field of competence, except that the final decision shall be made by the Board.

Article IV (Cont'd)

- F. Teachers who will experience a change of assignment shall be notified by the Director of Elementary Education at the elementary level, the junior high principal at that level, and the senior high principal at that level as soon as possible, usually before June 1. Such a change will usually be mutually agreeable to the teacher and the proper administrator except that the Board shall, if necessary, make the final decision.
- G. Teachers shall submit requests to principals for teaching supplies, equipment, and maintenance on the annual teachers report form in the spring of the school year and at other times when the need is urgent. The Board shall make the final decision in the purchase of supplies and equipment, and on maintenance items.
- H. A staff room area shall be established in each school building that will provide lavatory facilities and appropriate furniture.
- I. Teachers who wish to be considered for changes of assignment shall notify the principal and superintendent in writing. Such requests shall be kept on file so that when vacancies occur the teacher may receive consideration. The Board recognizes the principle of promotion from within the school system and will consider any qualified and interested applicant. Qualification factors will include, years of experience, personal attributes, certification and performance.

In case of the creation of a new position in the school system, the teachers shall be notified by the Board fifteen calendar days in advance of the final selection of the person to fill the position.

- J. Established Board policy shall remain in effect where no conflict with this master contract exists.

ARTICLE V
Teacher Rights

- A. Individual teachers may present a grievance and have it adjusted without the intervention of the Association, if the adjustment is not inconsistent with the terms of this contract.
- B. Individual teachers shall have the rights described in the current State of Michigan General School Laws, and Act 379 of the Public Acts of 1965. Full rights as a private citizen shall be guaranteed, except as actions in public which are determined to be a detriment to the school district and its personnel shall not be within the teacher rights.
- C. Grievance Procedures
 - I. A teacher, group of teachers, or the Association, may file an oral grievance in accordance with the informal grievance procedure, or a written grievance in accordance with the formal grievance procedure, provided that there is a violation, misinterpretation or misapplication of any provision of this agreement, of any written policy of the Board, or of any violation of school laws.

Both the informal and formal grievance procedures shall not apply in those cases where the Tenure Act prescribes a procedure or authorizes a remedy.

Article V (Cont'd)

II. Informal Procedure

The following steps shall be oral and within the time specified:

- a. Any teacher or group of teachers believing there to be a violation as stated above shall discuss same with the building principal within five days from the alleged violation.
- b. If no satisfactory conclusion is reached within five days from the informal discussion with the principal, the teacher or group of teachers, may request an appointment with the Director of Elementary Education or the Superintendent who shall schedule a meeting within five days from said request. Within ten days from said meeting, the Director of Elementary Education or the Superintendent shall render a decision thereon. If said decision is not satisfactory, the teacher, or group of teachers, may file a written grievance within five days under the formal grievance procedure.

Failure to appeal a decision or institute a formal grievance procedure shall be deemed acceptance of the decision at that level.

Failure to institute a written grievance within the time specified from discussion with the Director of Elementary Education or the Superintendent shall bar all further proceedings on said grievance.

III. Formal Grievance Procedure

- a. Written grievances shall contain the following information:
 1. A concise statement of the facts alleging the violation.
 2. The specific section of this agreement, written Board policy or school law which is alleged to have been violated.
 3. A relief requested.
 4. The signature or signatures of the grieving parties.
- b. Steps to be followed:
 1. The written grievance shall be filed with the building principal within five days of the alleged violation or as specified in the last level of the informal grievance procedure. Within five days of the filing of the written grievance, the principal shall schedule a hearing thereon provided that he has not previously had a hearing under the informal grievance procedure, and within five days after said hearing the principal shall make an oral decision, and file a written report of the same with the Superintendent.
 2. If the decision of the principal is unsatisfactory to the grieving teacher or teachers, he or they shall file a written appeal to the director of elementary education or the superintendent within five days after the decision of the principal. Within ten days of receipt of an appeal, the director of elementary education or the superintendent shall schedule a hearing thereon, provided that either has not had a hearing thereon under the informal grievance procedure. Within five days of the hearing or receipt of the appeal, whichever shall be applicable, the director of elementary education or the superintendent shall render a decision in writing, transmitting a copy thereof to the Association and to the grieving teacher or teachers and file a copy in a permanent file in the superintendent's office.

Article V (Cont'd)

3. If the decision of the director of elementary education or the superintendent is unsatisfactory to the teacher or teachers, or the Association, he or they shall within ten days of the date of said decision file a written appeal to the Secretary of the Board of Education. If said appeal is filed within ten days prior to the next regularly scheduled meeting, the same shall be placed on the agenda of the Board and the teacher or teachers, or Association shall be given an opportunity to be heard on said grievance. In the event that the grievance is not filed within ten days of the regularly scheduled Board meeting, then and in that event, the Board shall place the appeal on the agenda for the next succeeding regularly scheduled Board meeting thereafter. The Board shall have the right in their sole discretion to schedule special Board meetings for processing an appeal at any time.
- Within five days after the hearing on said appeal the Board shall render its decision in writing with a copy transmitted to the grieving teacher or teachers and the Association, and a copy thereof shall be in a permanent file in the superintendent's office.
4. If the decision of the Board of Education is unsatisfactory to the teacher or teachers involved, he or they may file an appeal with the State Labor Mediation Board in accordance with law. Failure to institute a grievance or appeal a decision within the time specified shall be deemed acceptance of the decision at that level. Should a teacher or group of teachers of the Association withdraw a grievance at any level, or should a teacher or a group of teachers leave the employ of the Board, all further proceedings on said grievance shall be barred.
- The term day or days used herein shall mean regular school days.

ARTICLE VI
Board Rights

- A. The Board, on its own and electors of the school district behalf, retains and reserves without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system, its properties and facilities, and the activities of its employees.
 2. To employ personnel subject to the provisions of the law, to determine their qualifications and conditions for continued employment, their discharge or demotion, and to promote, and transfer such employees.
 3. To establish grades and courses of instruction, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
 4. To decide upon the means and methods of instruction, the selection of textbooks, and other teaching materials, and the use of teaching aids of every kind and nature.

Article VI (Cont'd)

5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith, shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE VII
Negotiation Procedures

- A. It is contemplated that matters which are not specifically covered by this agreement but are of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this agreement upon mutual consent. The parties shall undertake to cooperate in arranging meetings, selecting representatives for such discussion, and to bargain in good faith in resolving any such matters.
- B. Neither party shall have any control over the selection of the negotiating representative of the other party and each party may select its own representatives. No final agreement between the parties may be executed without ratification by the Board and by the members of the Association, but both parties agree that representatives selected by each shall be empowered with the authority to make proposals, and to consider proposals, in the courses of negotiations, subject only to such ultimate ratification.

ARTICLE VIII

Copies of this agreement shall be prepared at the joint expense of the Board of Education and the Association and presented to all teachers now employed or hereafter employed by the Board.

Witness

BOARD

By _____

By _____

ASSOCIATION

By _____

By _____

SCHEDULE A

SALARY SCHEDULE FOR TEACHERS
HOLT PUBLIC SCHOOLS
DIMONDALE AND HOLT, MICHIGAN
1966-67

CLASSIFICATION I: TEMPORARY AND PROVISIONAL CERTIFICATION

Step	Exp.	Temp. Certif. ¹ and Degree		Prov. Certif. & Bachelors Degree		Prov. Certif. ² & Bachelors Degree + 30 Term Hours		Prov. Certif. ³ & Masters Degree	
		Index	Sal.	Index	Sal.	Index	Sal.	Index	Sal.
1	0	1	5600	1	5600	1	5600	1	5600
2	1	1.04	5824	1.04	5824	1.04	5824	1.04	5824

TENURE

3.	2	1.08	6048	1.08	6048	1.11	6216	1.15	6440
4	3	1.12	6272	1.12	6272	1.15	6440	1.19	6664
5	4	1.16	6496	1.16	6496	1.19	6664	1.23	6888

CLASSIFICATION II: PERMANENT CERTIFICATION

Step	Exp.	Bachelors Degree		Bachelors Degree + 30 Term Hrs.		Masters Degree	
		Index	Sal.	Index	Sal.	Index	Sal.
6	5	1.22	6832	1.26	7056	1.31	7336
7.	6	1.26	7056	1.31	7336	1.36	7616

1. A maximum of two years' credit for previous experience will be allowed here. Pertains to teachers who need "special" certification.
2. Two years beginning September 1965 will be allowed for the change from Bachelors plus 24 term hours to Bachelors plus 30 term hours. The 30 term hours beyond the Bachelors Degree shall be on a Masters program or a course of study with prior approval by the superintendent of schools.
3. The Masters Degree shall be earned in a field of study that is pertinent to the teaching assignment unless the school makes the assignment out of the teaching field.
4. This is an index system. Changes are made by changing base salaries.
5. It is possible to advance from Classification I to II by step, and not necessarily by years of experience.

CLASSIFICATION III - SELF IMPROVEMENT PROGRAM

		SELF IMPROVEMENT A ¹					
8	7	1.30	7280	1.36	7616	1.41	7896
9	8	1.34	7504	1.41	7896	1.46	8176
		SELF IMPROVEMENT B ¹					
10	9	1.38	7728	1.46	8176	1.51	8456
11	10	1.42	7952	1.51	8456	1.56	8736

¹ Refer to B 4200, Directions For Use of the S. I. Program.

CLASSIFICATION IV - CONTINUING MAXIMUM AND LONGEVITY PROGRAM

		A. CONTINUING MAXIMUM ¹			
		Bachelors Degree + 30 Term Hours		Masters Degree	
		Index Step	Sal.	Index	Sal.
12	11	1.51	8456	1.56	8736
13	12	1.51	8456	1.56	8736
14	13	1.58	8848	1.64	9184
		Step			
15	14	1.58	8848	1.64	9184
16	15	1.58	8848	1.64	9184
17	16	1.65	9240	1.72	9632
		Step			
18	17			1.72	9632
19	18			1.72	9632
20	19			1.80	10080

A teacher who has reached maximum salary position on the schedule may apply at that time, and may qualify at the end of every third year, for an additional increment.

Qualifying criteria shall be:

1. Earning a minimum of six semester (nine term hours) of credit in a selected institution of higher education acceptable to the superintendent of schools. This assumes the planning and completion of the courses before the three-year period has elapsed.
2. Judgment by a committee of four persons during the third year composed as follows:
 - a. Two teachers selected in accord, by the principal, superintendent and teacher applying for the continuing maximum.
 - b. The principal of the school and the superintendent.
3. The applicant will qualify for the continuing maximum increment if he meets requirement number 1, and in the judgment of the committee outlined in (a) and the principal and superintendent in (b), has exhibited for the three-year period of above average teaching effectiveness.

B LONGEVITY¹

Step	Exp.	Bachelors Degree		Bachelors Degree + 30 Term Hours		Masters Degree	
		Index Step	Sal.	Index	Sal.	Index	Sal.
12	11	1.42	7952	1.51	8456	1.56	8736
13	12	1.42	7952	1.51	8456	1.56	8736
14	13	1.42	7952	1.51	8456	1.56	8736
15	14	1.42	7952	1.51	8456	1.56	8736
16	15	1.47	8232	1.56	8736	1.61	9016
		Step					
17	16	1.47	8232	1.56	8736	1.61	9016
18	17	1.47	8232	1.56	8736	1.61	9016
19	18	1.47	8232	1.56	8736	1.61	9016
20	19	1.47	8232	1.56	8736	1.61	9016
21	20	1.52	8512	1.61	9016	1.66	9296

¹ A teacher who has reached maximum salary position on the schedule may apply at that time, and may qualify at the end of each fifth year, for an additional increment.

Qualifying criteria shall be:

1. Judgment by a committee of four persons during the fifth year composed as follows:

- a. Two teachers selected in accord, by the principal, superintendent and teacher applying for the longevity increment.
- b. The principal of the school and the superintendent.

2. The applicant will qualify for the longevity increment, if in the judgment of the committee outlined in 1 a and the principal and superintendent in 1 b, the teacher has exhibited for the five year period evidence of above average teacher effectiveness.

1. Contractual placement on salary guide will not be altered after September 10 of the school year for which the contract is offered.
2. Allowable credit in teaching experience five years in schools of equal accreditation, lesser accreditation to be evaluated by the superintendent of schools.
3. Extra-Duty Pay is as follows:
 - a. Head varsity football, 10 weeks; head varsity basketball, 15 weeks, 9% of base.
 - b. Secondary instrumental: secondary vocal, 8% of base.
 - c. Wrestling, 14 weeks, 7% of base.
 - d. Ass't varsity football, 10 weeks; head reserve football, 10 weeks; reserve basketball, 14 weeks; varsity baseball, 10 weeks; varsity track, 9 weeks; 6% of base.
 - e. Special education, 5.5% of base.
 - f. Assistant reserve football, 10 weeks; head freshman football, 9 weeks; girls basketball, 11 weeks; 5% of base.
 - g. Forensics, annual, assistant freshman football, 9 weeks; cross country, 8 weeks; freshman basketball, 13 weeks; junior high basketball, 12 weeks; reserve baseball, 10 weeks; tennis, 10 weeks; golf, 10 weeks, varsity football trainer, 10 weeks; 4% of base.
 - h. Elementary vocal; elementary instrumental, 2% of base; play direction 2.5% of base.
 - i. Audio visual director: Senior high, 6%; junior high 4%; elementary 4%; all of base.
 - j. Building responsibility for safety patrol 2%; coordination of safety patrol program, 1%.
 - k. Junior High Intramurals: Seminar rate, \$4.50 per hour.

DIRECTIONS FOR USE OF THE S. I. PROGRAM

1. The Superintendent (or Director of Elementary Education where applicable) shall send each building principal at the beginning of each school year a list of those teachers approaching an S I step for that year.
2. Principals shall notify teachers, immediately.
3. An S I evaluation committee shall be formed by the material agreement of the negotiators for the teachers and board of education to rule on the eligibility of criteria within the stated parts of the S I program. The composition of the S I committee shall be:
 - a. A teacher representative from each building.
 - b. The building principal for the applicant involved.

TO TEACHERS APPROACHING A SELF-IMPROVEMENT YEAR:

The board of education, the superintendent and his staff, and teachers have a continuing responsibility for co-operative action in maintaining high morals and efficiency in the staff of the Holt Public School system.

A teacher is influential both in the classroom and in the community. His relationships with other teachers, and administrators, as well as with the students, are important to the success of the school. His services on committees and in the conduct of extra-curricular activities are necessary to the total school program. Likewise, relationships between a teacher and parents and others in the community and the services of a teacher to the community are important in determining the success of the school.

The plan for advancement is that a teacher who can show what he has been and is accomplishing by way of professional advancement, cultural, and civic responsibilities, and the skillful use of teaching techniques shall be eligible for the advancement on the salary schedule.

I. PROFESSIONAL DATE

- A. Any teacher may qualify for the next Self-Improvement step by meeting three of the following requirements. Items 1 - 4 may be repeated once.
 1. An equivalent of three term hours at a college or university.
 2. Participation in workshop courses equivalent to three term hours of credit. Most of the workshop courses are based on 12 clock-hours for each S I Credit. Therefore, to satisfy this requirement means completing 3 S I workshops. (forms for reporting S I workshops, taken outside the system, may be obtained from the principal.)
 3. Service or professional committees which meet outside of school hours for a minimum of nine (9) hours per year. Examples are: Curriculum committee, textbook committee, professional committees, tenure committee, S I evaluation committee, a voluntary, unpaid sponsor of a school club.
 4. Chairman of a professional or curriculum committee or organization, on a local regional, state or national level, or participant on a professional or curriculum program on a regional, state, or national convention or conference. A minimum of nine (9) hours per year is necessary.
 5. Approved work experinece once in three years.
 6. Educational travel as approved once in three years.
 7. Publication in a recognized journal or work in book form.
 8. A supervising teacher once in three years.

S I Program (Cont'd)

II CULTURAL AND CIVIC DATA

Service to the community

A teacher can be of great help to the community through an interpretation of the educational program. Many different ways to do this exist, depending upon the individual personality traits, interests, hobbies, and family responsibilities in a given community. Refer to the Code of Ethics of the teachers' professional organization.

III USE OF TEACHING TECHNIQUES

The evaluation of teaching techniques is an important step in the self-improvement program. As an aid to evaluation, the teacher and principal shall review the qualities given below. Many points, in the form of questions, are listed under each quality. It was not the intention to list all qualities which make up an evaluation of teaching techniques nor was it the intention to include under each quality all of the points which go to make up that quality, but rather, some of the more important qualities and some of the more important points have been listed as an aid for the teacher-principal interview.

The teacher and principal may complete the self-evaluation form under the comments during the interview.

It is to the interest of the teacher to stand high in as many as possible of the qualities listed and it shall be required that satisfactory work is being done on an over-all basis in the classroom, as well as the fulfillment of other requirements as outlined under the Self-Improvement program, before any teacher shall advance on the salary schedule.

Identifying Pupil Needs

1. Are you able to recognize the retarded pupil? gifted pupil?
2. Do you recognize sensory defects? emotional defects? others?
3. Are you acquainted with the background of your pupils?
(Home - records - interests - aptitudes.)

Providing for Individual Needs

1. Is work divided in such a way as to offer a challenge to all levels?
2. How closely are objectives reached?

Setting and Defining Goals

1. Is there teacher-pupil planning toward reaching the goals?
2. Are goals related to everyday needs?

Directing Activities

1. Do events progress in an organized manner?
2. Do you, as a teacher, have control of the situation?
3. Are materials ready for use?

Motivating Students

1. Are you stimulating pupil thinking?
2. Are pupils encouraged to the point of inquiry and does independent research follow?
3. Are new assignments given with a challenge and an objective to be reached?

Teaching Techniques (Cont'd)

Establishing Learning Situations

1. Is the atmosphere conducive to the learning situation?
2. Are various methods used?
3. Is questioning skillful and purposeful?

Proper Use of Teaching Tools

1. Are varied aids used, e.g., resource people, field trips, visual aids (pre-viewed), audio aids, supplementary material, library?
2. Are teaching aids used judiciously?
3. Are tools and equipment in good order?

Evaluating Pupil Growth

1. Are you aware of the factors involved in pupil growth?
2. Is evaluation used as a challenge to further study?
3. Are tests used as a teaching tool?

Maintaining Room Atmosphere

1. Does the room reflect the work being taught?
2. Are things arranged orderly and conveniently?
3. Do you attempt to control the temperature, air, and light in your room?

Inculcating Citizenship Ideals

1. Are you setting the right example by being a good citizen?
(Courteous, punctual, enthusiastic, co-operative, etc.)
2. Are citizenship ideals discussed from time to time as the need arises?
3. Do you assume responsibility throughout the immediate school area for promoting school citizenship?

SELF - IMPROVMENT FORM

YEARS COVERED BY THIS APPLICATION

PERSONAL DATA

NAME _____ DATE _____

TEACHING IN _____ SCHOOL, HOLT

COLLEGE DEGREE(S) AND INSTITUTION (S) _____

MARITAL STATUS _____

NUMBER OF DEPENDENTS _____

DURING CURRENT SCHOOL YEAR, CANDIDATE IS ON STEP NUMBER _____

YEARS TAUGHT IN HOLT SCHOOLS (INCLUDING PRESENT SCHOOL YEAR) _____

YEARS TAUGHT IN SCHOOLS OUTSIDE HOLT _____

I PROFESSIONAL DATA

I believe I qualify for advancement from step ___ to step ___ of the salary schedule. I am submitting the following statements to support this. (Any member of the professional staff may qualify for the next Self-Improvement step by meeting THREE of these requirements. Items 1, 2, 3 and 4 may be repeated.)

1. Three term hours or two semester hours earned at a college or university.

a. I have taken the following course (s) within the three-year period:

Title and number
College or university
Date course was taken
Credit earned

2. Three credits earned in approved S I workshop courses.

a. I have taken the following S I workshops.

Workshop title
Indicate whether local in-service, college, or university
and place held
Date workshop was taken
Total hours you attended

3. Service on a professional committee which meets outside of school hours. (Curriculum committee, professional problem committee, administrative advisory committee, etc.)

a. I have served on the following professional committee (s). (Please include name, date of service, and name of chairman)

Self Improvement Form (Cont'd)

4. Chairmanship of a professional or curriculum committee on a local regional, state, or national level; or participation on a professional or curriculum program in a regional, state or national convention or conference.
 - a. I have been chairman of the following professional or curriculum committee (s) and/or I have participated on the following professional program (s). Please give details as to committee, convention date, type of participation, etc.
5. Approved work experience (once in three years).
 - a. I have had the following related work experience that has helped me with my teaching. (Include date)
6. Research or article which I have had published in a recognized journal, publication, or book form.
 - a. Research or article
 - b. When published
 - c. In what form
 - d. Findings
7. Travel extensive enough to warrant educational and cultural values as a teacher (once in three years).

Recognizing that travel can be an educational experience, the committee on Self-Improvement has included in the program provisions which will recognize this aspect of human experience. For the teacher, travel is a springboard that makes it possible to indulge in educational experiences that might otherwise, for some, be unattainable in any other way.

Below are questions and ideas to help you with a written report on your trip.

- a. Summary of your trip and/or an itinerary. (This could include dates, places, and points of interest. Applicant should feel free to elaborate on points of interest.)
- b. What readings have you done before, during, or after this travel experience?
- c. Did this stimulate any further reading or other research in relation to this travel?
- d. What was your mode of travel?
- e. Approximately how many miles were traveled?
- f. How much time was spent on this travel experience? (Indicate by length in days.) Time of departure; time returned.

Self-Improvement Form (Cont'd)

- g. Have you ever visited this area before? How long a time has elapsed since the last visit?
- h. Was this any benefit to a hobby or personal collection of yours? (Examples: photography, collections, scrap books, etc.)
- i. How has this helped you in your profession or as a person?
- j. Other ideas? (Any other ideas you have and wish to use in writing up your trip are most welcome.)

For my professional record and for further consideration, I submit the following:

1. I have attended the following conventions within the three-year period:

- | | | |
|----------------------------|-------|---|
| a. Professional Convention | Date | Delegate _____
Representative _____
Volunteer _____ |
| _____ | _____ | |
| b. Professional Convention | Date | Delegate _____
Representative _____
Volunteer _____ |
| _____ | _____ | |
| c. Professional Convention | Date | Delegate _____
Representative _____
Volunteer _____ |
| _____ | _____ | |

2. I belong to the following professional organizations:

II CULTURAL AND CIVIC DATE

- 1. I have participated in the following activities of service to the community.
- 2. Other contributions and/or remarks
 - a. Other contributions which I have made and feel should be considered are as follows:
 - b. Remarks:

III SUBJECT: USE OF TEACHING TECHNIQUES

The teacher and principal please complete this form during the interview by giving some of the methods whereby these techniques are accomplished and completing any comments relative to these techniques.

Identifying pupil needs

Providing for individual needs

Setting and defining goals

Directing activities

Motivating students

Establishing learning situations

Proper use of teaching tools

Evaluating pupil growth

Maintaining room atmosphere

Inculcating citizenship ideals

Other

Administrative Rule
Adopted: