

8-31-73

Hudson Area Schools.

MASTER AGREEMENT

Professional Employees

HUDSON AREA SCHOOLS

1972-73

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LABOR AND INDUSTRIAL  
RELATIONS LIBRARY

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July 1972

Douglas J. Ferman, Superintendent  
Hudson Area Schools  
746 North Maple Grove Avenue  
Hudson, Michigan 49247



AGREEMENT

THIS AGREEMENT, entered into this 24th day of July, 1972, by and between the Board of Education, Hudson Area Schools, Hudson, Michigan, hereinafter called the Board and the Hudson M.E.A. Teachers Association, hereinafter called the Association.

GENERAL STATEMENT OF POLICY

The Board and the Association agree that the development and implementation of a high quality instructional program is the common goal of the Board and the professional educators who are employed by the Board. It is further agreed that the best way to achieve this common goal is through close co-operation among the Board, the Administration and the teaching staff speaking through its Association.

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ARTICLE I

RECOGNITION

4102

The Board recognizes the Association as the exclusive bargaining representative for all certified teaching personnel. The term teacher, when used hereinafter in this agreement, shall refer to all contracted employees represented by the Association in the bargaining or negotiating unit as defined above, but excluding the Superintendent, Principals and substitute personnel. The Association represents the probationary teacher in all matters, provided that nothing contained herein shall grant the probationary teacher any rights not already granted under the tenure laws of the State of Michigan.

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ARTICLE II  
BOARD RIGHTS

4103

4103.1

Section A. Board Rights

The Association recognizes that the Board has the responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the school enterprise to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this agreement.

4103.1a

- (1) Assignments - To determine class schedules, and hours of instruction, and the duties, responsibilities and assignments of teachers and other employees and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

4103.1b

- (2) Curriculum - To establish grades and courses on instruction, including special programs; to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

4103.1c

- (3) Employment - To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.

4103.1d

- (4) Management - To the executive management and administrative control of the school system, its properties and facilities, and the activities of its employees.



Article II  
Board Rights con't.

4103.1e

- (5) Materials - To decide upon the means and methods of instruction, the use of teaching materials, the use of teaching aids of every kind and nature, and, with mutual consultation with the staff, the selection of textbooks and other teaching materials.

4103.2

Section B. Exercise of Powers

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, and adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment 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.

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### ARTICLE III

#### RIGHTS AND RESPONSIBILITIES OF THE ASSOCIATION

4104

4104.1

##### Section A. Bulletin Boards

Upon request, a bulletin board in each building shall be made available to the Association.

4104.2

4104.2a

##### Section B. Professional Dues or Fees and Payroll Deductions

- (1) Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of Professional Dues in the Association which sum shall be in the amount of \$\_\_\_\_\_ for the school year 1972-73, and shall thereafter be as established by the Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1st and September 1st of any year. Pursuant to such authorization, the Board shall deduct one-ninth of such Dues from the second regular salary check of the teacher each month for nine (9) months, beginning in October and ending in June each year. Any teacher who shall not perform services for any entire month of the school year shall have his dues reduced by one ninth of the yearly dues for each entire month he did not work, except where the failure to perform services during any month was the result of the teacher taking any leave of absence or sick leave provided for in this contract.



Article III  
Rights and Responsibilities (con't)

4104.2b

Section B. (con't)

- (2) Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall as a condition of employment, pay as a Representation Benefit Fee to the Association an amount equal to the Professional Dues of the Association, provided, however, that the teacher may authorize payroll deduction for such fee in the same manner as provided in the preceding paragraph. In the event that a teacher shall not pay such Representation Benefit Fee directly to the Association or authorize payment through payroll deductions, as provided in the preceding paragraph, the Board shall cause the termination of employment of such teacher at the end of the semester. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is cause for discharge from employment, since the establishment of said Representation Benefit Fee is herewith deemed to be the sum required to insure that non-members pay their proportionate share of the costs of obtaining and administering the benefits to be received hereunder.

4104.2c

- (3) The procedure in all cases of discharge for violation of this Article shall be as follows:
- a. The Association shall notify the teacher of non compliance by certified mail, return receipt requested. Said notice shall detail the non compliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected.



Article III  
Rights and Responsibilities (con't)

4104.2c

(3) Con't.

- b. If the teacher fails to comply, the Association may file charges in writing, with the Board, and shall request termination of the teacher's employment. A copy of the notice of non compliance and proof of service shall be attached to said charges.
- c. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Association, in the processing of charges, agrees not to discriminate between various persons who may have refused to pay the Professional Dues and/or Representation Benefit Fee.

4104.2d

- (4) With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for Professional Dues or Representation Benefit Fee, the Board agrees to disburse said sums upon direction of the Association, in fifteen (15) calendar days after the payroll when dues are deducted.

4104.2e

- (5) This Article shall be effective retroactively to the date of the Agreement and all sums payable hereunder shall be determined from said date.

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Article III  
Rights and Responsibilities (con't)

4104.2f

- (6) The Association agrees to assume the legal defense of any suit or action brought against the Board regarding Section B of this Article of the collective agreement. The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or action.
- a. The Association has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
  - b. The Association has the right to choose the legal counsel to defend any said suit or action.
  - c. The Association shall have the right to compromise or settle any claim made against the Board under this section.

4104.3

Section C. Furnishing Information

The Board agrees to furnish the Association in response to reasonable requests in writing, from time to time, five copies of all available information concerning the financial resources of the district. Tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive proposals on behalf of the teachers and students.



Article III  
Rights and Responsibilities (con't)

4104.4

Section D. Staff Meetings

Upon request, time on the agenda of regular staff meetings shall be granted to the Association for the sole purpose of making announcements.

4104.5

Section E. Strikes

The Association recognizes that strikes, as defined by Section I of Public Act 336 of 1947 of Michigan, as amended, by the teachers, are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, including the right to invoke the assistance of the State Mediation Board, 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 will not direct, instigate, participate in, any strike against the Board by any teacher or group of teachers.

4104.6

Section F. Use of Buildings

The Association, or any committee thereof, shall have the right to use school buildings and facilities without charge for professional meetings. All meetings will be scheduled when students are not in session during the regular school days. Reasonable notice will be given to the Superintendent or building Principal with respect to time and place to avoid conflicts.



## ARTICLE IV

### RIGHTS AND RESPONSIBILITIES OF THE TEACHER

4105

4105.1

#### Section A. Assault

Any assault by a student upon a teacher shall be promptly reported to his building principal. In the event of such assault or if a teacher is complained against or threatened with civil court action as a result of the performance of his duties, the teacher involved may, through the Association, request assistance from the Board in such matters, including financial aid for the services of legal counsel. These requests shall be made to the Superintendent of Schools, who will determine, in cooperation with representatives of the Association, whether the conduct of the teacher involved justifies any assistance from the Board.

4105.2

#### Section B. Child Abuse

In accordance with Public Act 71, 1966, teachers will report suspected cases of child abuse to the principal.

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Article IV  
Rights and Responsibilities (con't)

Section C. Discipline

4105.3

4105.3a

- (1) Teachers will be provided with copies of the discipline code, district policies and the individual policy of the building principal.

4105.3b

- (2) Any complaints by a parent or student directed toward a teacher judged by the Principal to be a valid complaint shall promptly be called to the teacher's attention. If such complaint is made part of the teacher's personnel file or a matter of other written record, the teacher may submit a written statement to be attached to and filed with the original complaint.

Section D. Emergency Placement of Teachers

4105.4

Teachers shall not be required to assume the responsibilities of absent teachers except for short term emergencies. In the event of such emergencies, the substituting teacher shall receive compensation in the amount of \$5.00 per class hour. The Board and Association agree that in no case shall a teacher be responsible for providing a substitute.

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Article IV  
Rights and Responsibilities (con't)

4105.5

Section E. Established Tax Deferred Annuity Plan Premiums

Deductions will be limited to these established companies (i.e.) Lincoln National Life Ins. Co., Metropolitan Life Insurance, Michigan Education Association Annuity, and Farm Bureau, provided, however, deductions will be made for a new teacher coming into the system with an already established plan. Procedure for all payroll deductions will be established by the administration and disbursements will be made for the purpose intended.

4105.6

Section F. Evaluation of Personnel

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, to this end, the following procedure has been agreed to in an effort to accomplish the goals.

4105.6a

- (1) Probationary Teachers - shall be evaluated at least three times in the classroom by the evaluator during the school year with a minimum of eight weeks between each evaluation.

4105.6b

- (2) Tenure Teachers - shall be observed for the purpose of evaluation at least once every year.



Article IV  
Rights and Responsibilities (con't)

4105.6c

- (3) Evaluations - shall be conducted by a building principal. Each evaluation shall include at least one observation made in person by the evaluator, for a minimum of thirty consecutive minutes. The following procedure shall be followed:

4105.6c1

- a. A personal interview between the teacher and the observer shall be held within ten (10) school days of the observation. Two copies of a written evaluation shall be submitted to the teacher within fifteen (15) school days of the observation. The teacher also will complete the same form as a self-evaluation for comparison.

4105.6c2

- b. All evaluations shall include recommendations as to how the teaching performance of the teacher may be improved.

4105.6c3

- c. Each evaluation shall include the statement, "I have read this evaluation", and shall be signed by the teacher and one copy returned to the administration.

4105.6c4

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



Article IV  
Rights and Responsibilities (con't)

4105.6c5

- e. Each evaluation will consist of a descriptive statement of the teacher's performance in the following areas:
1. knowledge of subject matter
  2. techniques of instruction
  3. classroom management
  4. relationships with pupils and professional colleagues

4105.6c6

- f. Administrative criteria for evaluating teachers' professional conduct in circumstances other than the classroom shall be described in the Building Handbook.

4105.6c7

- g. In the event that the teacher feels his evaluation on comparing was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation reports to be placed in his personnel file. All evaluations of classroom performance shall be based upon criteria for evaluating teachers as outlined in the Evaluation Form - Schedule E (4146).

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Article IV  
Rights and Responsibilities (con't)

4105.7

Section G. Health Insurance

The Board will provide up to \$40.00 per teacher per month for health insurance or \$20.00 for variable option if health is not utilized from either MEA or Blue Cross. Each teacher must specify their selection of program by September 15th.

4105.8

Section H. Lenco Ed Credit Union

The Board agrees to deduct from the salaries of teachers, upon written authorization from said teacher, amount indicated by the teacher for deposit with Lenco Ed Credit Union. The Board of Education further agrees to open the enrollment period September 15th to September 30th and March 1st to March 15th during the year of employment.

4105.9

Section I. Limitations

Nothing contained in this contract shall be construed to deny or restrict to any Teacher rights he may have under the laws of the State of Michigan. The rights or responsibilities granted to the teachers hereunder shall be deemed to be in addition to those provided by law.

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Article IV  
Rights and Responsibilities (con't)

4105.10

Section J. Loss or Damage of Personal Property

Teachers will be compensated for loss or damage to personal property provided said property is necessary for their teaching duties and the building principal is aware said property is on school grounds, and loss or damage is reported to the principal within five teaching days of such loss or damage. Failure to inform the principal, reporting such loss or damage, will cancel any obligation for compensation. Compensation will not exceed a fair market value. The damage or value of said property must amount to or exceed ten dollars before compensation for such loss applies.

4105.11

Section K. Participation Freedom

Nothing contained herein shall require any teacher to be a member of, or participate in the activities of any bargaining organization. Provided, however, that every teacher may be a member and participate in any and all of the activities of the bargaining unit.

4105.12

Section L. Personal File

Any written record used to evaluate the teacher is subject to review by the teacher. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Privileged information, such as but not limited to confidential credentials and/or related personal references normally sent at the time of employment are specifically exempt from this review.



Article IV  
Rights and Responsibilities (con't)

4105.13

Section M. Personal Life of Teachers

The private and personal life of any teacher is not within the appropriate concern or attention of the Board insofar as there is no interference with the performance of his duties. No restriction shall be placed upon the freedom of the teacher to use his own time for gainful employment insofar as it does not interfere with satisfactory performance of school duties.

4105.14

Section N. Protective Clothing

The Board shall provide, upon written request of teachers in sufficient quantities - special and protective clothing, safety devices required by nature of teaching assignments.

4105.15

Section O. Right to Organize

As a duly elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly encourage or discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by Act 336 of the Public Acts of 1947 as amended or the Constitution of Michigan and the United States; that is, it will not discriminate against any teacher with respect to hours, wages, or other terms or conditions of employment by reason of his membership in the Association.



Article IV  
Rights and Responsibilities (con't)

4105.16

Section P. Safety of Pupils

Teachers shall be expected to exercise reasonable care with respect to the safety of pupils, property of the pupils, and property of the Board, and shall be responsible for loss or damage for gross negligence, but the Board may in its discretion assist the teacher financially in settling or compromising a claim.

4105.17

Section Q. Special Education

The teacher not having special education preparation will not be given the responsibility for the care and instruction for a legally certified emotionally disturbed or mentally retarded child. Exceptions may be made when the child's behavioral patterns have been controlled and the services of a consultant are available and the majority opinion of the consultant, child's teacher, and principal are that he can function in a normal class setting.

4105.18

Section R. Student First Aid

No teacher shall be required to administer any first aid or medication prescribed for a student.

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Article IV  
Rights and Responsibilities (con't)

4105.19

Section S. Student Handicaps

When new information concerning a pupil's handicap is made known to the school, the teachers should be notified in writing. Internal school mail will be used with a general announcement made that the teachers should check their mail boxes.

4105.20

Section T. Student Health

Each teacher will be furnished with appropriate information beginning with each school year concerning pupil's health problems.

4105.21

Section U. Student Transportation

No teacher shall be required to transport any child for any reason.



Article IV  
Rights and Responsibilities (con't)

4105.22

Section V. Teacher Recommendations

The Board recognizes the special qualifications of the teacher in determining teaching methods and materials and welcomes their suggestions. The Board will request, from time to time, recommendations in this area. The final decision, however, rests solely with the Board and any disagreement shall not be the basis of a grievance.

4105.23

Section VI. Workmen's Compensation

The Board shall carry Workmen's Compensation insurance coverage for all teachers in the manner required by the laws of Michigan.

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ARTICLE V  
REQUIREMENTS FOR EMPLOYMENT

4106

4106.1

Section A. Filing Credentials

Every Teacher shall hold a valid teaching certificate and file credentials, transcripts and applications with the Office of the Superintendent.

4106.2

Section B. Medical Examination

4106.2a

- (1) Every new teacher shall obtain a health certificate from the district physician (or personal physician at teacher's expense). Such examination shall include a TB chest x-ray or equivalent. The TB check will be made annually at the school at no expense to the employees or the employees may secure this test from another source at their own expense.

4106.2b

- (2) In case of an illness requiring an absence of more than one work week, quarantine, or communicable disease, a physician's written statement of clearance to return to employment must be presented to the supervisor. The expense of obtaining the physician's written clearance will be borne by the Board if a charge is made.



Article V  
Requirements for Employment (con't)

4106.2c

- (3) Upon request by the Board of Education any teacher shall submit to a medical examination by a Doctor of Medicine authorized to practice under the laws of the State of Michigan and the expense of such examination shall be borne by the school district.

Section C. Retirement

4106.3

4106.3a

- (1) Teachers shall retire at age sixty-five (65). However, the Board may, upon application of the teacher to the Board, continue the employment of a teacher after age sixty-five. A health certificate signed by at least one medical doctor, and returned in accordance with Section B hereof, showing that said teacher is physically and mentally capable of teaching under the terms of his contract, must be presented.

4106.3b

- (2) Retirement is mandatory at age seventy (70).



ARTICLE VI  
NEGOTIATION PROCEDURES

4107

4107.1

Section A. Commencement of Negotiations

By April 1st, the parties will exchange memoranda, setting forth the approximate items to be negotiated and determine the date to begin negotiations for a new agreement covering wages, hours, terms and conditions of employment.

4107.2

Section B. Mediation

If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation process of the State Mediation Board.

4107.3

Section C. Negotiation Representatives

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. The final agreement between the parties may not be executed without ratification by a majority of the membership of the Association and a majority of the Board but both parties agree that the representative selected by each shall be empowered with the authority to make proposals, and consider proposals in the course of the negotiations, subject only to such ultimate ratification.



Article VI  
Negotiation Procedures (con't)

4107.4

Section D. Tentative Agreements

All agreements are tentative until final agreement is reached on the complete contract. Tentative agreement shall be duplicated, dated and initialed by the chairman of each P.N. team. The first item of business at each meeting will be consideration of the previous meetings minutes.

4107.5

Section E. Time and Place of Meetings

- (1) Negotiations will be held at a satisfactory time at least once a week, unless otherwise mutually agreed.
- (2) Meetings will be private or may be open to the public or to the news media at any level with 24 hour advance notice to the other party.
- (3) The agenda will be exchanged for each succeeding meeting as the last item of business and negotiations shall then be thereafter limited to those items on the agenda unless otherwise mutually agreed.



ARTICLE VII

GRIEVANCE PROCEDURE

4108

4108.1

Section A. Abandonment of Grievance

Should a teacher fail to take prescribed action within the time limit specified, or leave the employment of the Board, all further proceedings on the previously instituted grievance shall be barred, unless the Association wishes to pursue said grievance on behalf of the departed employee.

4108.2

Section B. Contents of Written Grievance

Written grievances as required herein, shall contain the following:

1. It shall be signed by the grievant or grievants.
2. It shall be specific.
3. It shall contain a synopsis of the facts, giving rise to the alledged violation.
4. It shall quote at length the section or subsection of this contract or written DISTRICT POLICIES, BUILDING RULES AND REGULATIONS alledged to have been violated.
5. It shall contain the date of the alledged violation.
6. It shall specify the relief requested.
7. Any written grievance not substantially in accordance with the above requirements may be rejected as improper and such a rejection shall not extend the limitations hereinafter set forth.
8. Form for filing a written grievance is on Schedule F.



Article VII  
Grievance Procedure (con't)

Section C. Definitions

4108.3

4108.3a

- (1) A grievance shall be an alledged violation of the expressed terms of this contract and/or the inequitable application of written DISTRICT POLICIES, BUILDING RULES AND REGULATIONS. It is expressly understood that the grievance procedure shall not apply to those areas in which the tenure act pre-scribes procedures or authorizes remedy such as discharge and/or demotion.

4108.3b

- (2) The "grievant" is the person or persons making the claim. When there is an alledged violation, misinterpretation, or misapplication of any provision of this Agreement, or any rule, order, or regulation of the Board.

4108.3c

- (3) The "designated representative". The grievant shall be represented by the building representative for the Association when requested by the grievant. The Board hereby designates the principal of each building to act as its representative at LEVEL I as hereinafter described, and the Superintendent or his designated representative to act at LEVEL III as hereinafter described.

4108.3d

- (4) A "party of interest" is the person or persons who might be required to take action or against whom action might be taken.



Article VII  
Grievance Procedure (con't)

4108.3e

- (5) The "grievance committee" shall be composed of three members of the Association. The function of this committee is further defined in LEVEL III.

4108.3f

- (6) The term "days" as used herein, shall mean days in which school is in session, unless a grievance is filed on or after the first of June, then it shall be resolved at the earliest possible time prior to the beginning of the next school year, provided, however, where the procedure is limited by a specific number of days. The period of taking action will be extended by fourteen (14) calendar days.

4108.4

Section D. Exclusion from Grievance Procedure

The following matters shall not be the basis of any grievance filed under the procedure outline in this article:

1. The termination of services or failure to re-employ any probationary teacher.
2. The issuing of a non-tenure contract of the third year of employment.
3. Any claim or complaint for which there is another remedial procedure or form established by law or by regulation having force of law, including any matter subject to the procedures specified in the Teachers Tenure Act, Act 4 of Public Act Extra session of 1937 of Michigan as amended.



Article VII  
Grievance Procedure (con't)

4108.5

Section E. General Principles

- (1) A grievance may be withdrawn at any level by mutual agreement of the parties of interest without establishing a precedent.
- (2) All available information necessary to the determination and processing of any grievance shall be furnished upon written request to all parties involved in said grievance.
- (3) Hearings and meetings at all grievance levels, will be established by mutual agreement between the Board and the parties of interest.
- (4) Reprisals of any kind taken by or against any party of interest or any participant in the grievance procedure by reason of such participation shall be subject to a grievance.

4108.6

Section F. Personal Resolvment

Any individual employee may at any time present verbal grievances to his employer and have his grievances adjusted without the intervention of Association representatives. If the adjustment is not inconsistent with the terms of a negotiated master contract or agreement then in effect.

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Article VII  
Grievance Procedure (con't)

4108.7

Section G. Preparation of Grievance

All preparations, filing, or consideration of grievances shall be held at a time other than that when a teacher or participating Association representative is to be at his assigned duty station.

Section H. Procedural Levels

4108.8

4108.8a

LEVEL I - Oral Discussion A grievant believing himself wronged by an alledged violation, of the expressed provisions of this contract and/or unequitable application of WRITTEN BOARD POLICIES, BUILDING RULES AND REGULATIONS shall within 3 days of its alledged occurance, orally discuss the grievance with the building principal in an attempt to resolve same. If the building principal is not available within 5 days, grievance will proceed to LEVEL II.

Following the initial discussion, either party may involve their representatives in additional discussions in order to effect an equitable solution.



Article VII  
Grievance Procedure (con't)

4108.8b

LEVEL II - Written Grievance If the grievant is not satisfied with Level I disposition of his complaint he may within the next 5 days file a grievance with the Association, the Superintendent, and Principal and arrange for a meeting of himself and his Association representative with the Principal to again seek a satisfactory solution. Within five (5) days from receipt of the grievance by the Principal, he shall render a decision in writing to the grievant, and the Association secretary.

4108.8c

LEVEL III - Grievance Committee If the grievant is not satisfied with the disposition of his grievance at LEVEL II, or if no decision has been rendered within five (5) days after presentation of the grievance, he shall file the grievance within five (5) days with the grievance committee if he wishes to continue the grievance. Within ten (10) days after receipt of the written grievance, the grievance committee shall decide whether or not it is a legitimate grievance. If the committee decides that no grievance exists, and so notifies the grievant, the grievant may continue to process his claim without Association support.

If the committee decides there is a legitimate grievance, it shall send the Superintendent a written statement setting forth the grievance, reason, a resume of facts giving rise to grievance, and why the grievance committee considers the grievance to be legitimate. Within ten (10) days the Superintendent shall meet with the grievant and/or committee on the grievance and shall indicate disposition of the grievance in writing within five (5) days of such meeting and shall furnish a copy thereof to both parties of interest. Every attempt will be made to present all pertinent facts and reasons for the grievance at this level.



Article VII  
Grievance Procedure (con't)

4108.8d

LEVEL IV - Board Hearings In the event the grievant and/or grievance committee is not satisfied with the disposition of the grievance on LEVEL III, or if no decision has been rendered within the prescribed time limits, it may refer the grievance through the grievance committee to the Board of Education. Within ten (10) days from receipt of the written referral to them, they shall meet with the Association grievance committee for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A decision shall be rendered within ten (10) days of this meeting. A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, and to the parties of interest. All documents, communications, and records dealing with a grievance all to be filed separately from the personnel files of the participants.

4108.8e

LEVEL V - Mediation If the Board of Education, the agrieved teacher, and the Association shall be unable to resolve any grievance, and it shall involve any alledged violation of a specific article and section of this agreement and/or an inequitable application of a written work rule, it may within ten (10) days after the decision of the Board of Education, be appealed to the mediation and fact finding procedures established by Act 379, P.A. 1965. Such appeal shall be in writing and shall be delivered to the Labor Mediation Board and the Board of Education within said ten (10) day period. If not so delivered, the grievance shall be deemed abandoned.



Article VII  
Grievance Procedure (con't)

4108.8f

LEVEL VI - If the grievance committee is not satisfied with the disposition of the grievance by mediation, or if no disposition has been made within the period provided above, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. The Board and grievance committee shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have the authority only to interpret this agreement and shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of arbitrator and agree that all costs shall be shared equally by both parties.

4108.9

Section I. Right to Representation

All parties of interest shall be present and may be represented by another person at all meetings and hearings at LEVEL IV of the Grievance Procedure.

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July 1972



ARTICLE VIII

TENURE POLICY

4109

The Board shall provide tenure to the professional staff according to all provisions of the Tenure Law of the State of Michigan, being Act #4 of Public Act. Extra session of 1937 of Michigan as amended.

jd  
July 1972



ARTICLE IX  
TEACHING CONDITIONS

4110

4110.1

Section A. Participation in Extra-Curricular Activities

It is the responsibility of each individual teacher as well as the Board to provide the highest quality education program practical for every boy and girl in the school district. This includes careful daily preparation, attendance at staff meetings, and curriculum meetings. Participation in activities such as Open House, P.T.A. meetings, public performances of students, concerts, athletic events and other extra curricular activities shall be encouraged by the Board and the Association.

4110.2

Section B. Placement and Assignment

4110.2a

- (1) The placement and assignment of teachers are made with the primary concern for the needs of the students within the framework of experience, background, and interests of the teacher, provided, however, the administration shall retain the right of assignment or transfer of the teaching staff.

4110.2b

- (2) Teachers shall be assigned by the Superintendent to that level of instruction for which they are qualified. Teachers may not be assigned outside the scope of their teaching certificate, except for good cause determined by the Superintendent.



Article IX  
Teaching Conditions (con't)

4110.2c

- (3) Teachers who will be affected by a change in grade assignment in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified by their principals as soon as possible. Every effort will be made to avoid re-assignment for probationary teachers.

4110.2d

- (4) The parties recognize that changes made in grade assignment in the elementary school, subject areas at the secondary level, and transfers between schools will be necessary and the right of determination to assign or transfer a teacher is vested in the Board. The Board will not in any case assign or transfer a teacher without prior discussion with said teacher. Such transfers and changes of assignments will be on a voluntary basis whenever possible. In making involuntary assignments and transfers the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and the best interest of the school system and the pupils. The needs of the students shall be paramount in granting transfer requests.

4110.2e

- (5) A good balance of youth and experience is to be sought for schools in the district. Transfers may be utilized to achieve this balance, providing other factors mentioned in this section are followed.



Article IX  
Teaching Conditions (con't)

Section C. Pupil-Teacher Ratio

4110.3

It is acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that in no event shall class size exceed maximum standard of thirty (30), except in traditional large group instruction or experimental classes where the Association has agreed in writing to exceed these maxima.

If for any reason, class size exceeds thirty (30) students, the Board will hire upon written request, a teacher aide to work with said teacher, for one hour and an additional hour for each five students above thirty (30) students. Said teacher aide will perform such non-instructional duties as are delegated to him by the teacher to whom he is assigned.



Article IX  
Teaching Conditions (con't)

4110.4

Section D. School Day and Teachers Hours

4110.4a

- (1) No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupil's regular school day in the morning. Teachers shall be permitted to leave fifteen (15) minutes after close of the pupil's regular school day. Teachers are encouraged to remain for a sufficient period after the close of the pupil's school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled with the teacher, except that on Fridays or on days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day.

4110.4b

- (2) The normal full-time weekly teaching assignment of a secondary teacher will be five teaching periods a day and one planning period per day not to exceed one hour each in length. Elementary teachers will have a minimum of 250 minutes per week or the equivalent for planning.

4110.4c

- (3) The teacher's hourly rate shall be determined in the following manner:

Teacher's Contracted Annual Salary

---

State Aid Minimum	Maximum Teaching Hours	Hourly
Contract Days (180)	x Per Day (5)	= Rate



Article IX  
Teaching Conditions (con't)

4110.4d

- (4) All teachers will be provided with a duty free lunch period of no less than 30 minutes unless by request of the teacher he wishes to assume additional duties for compensation.

4110.4e

- (5) Part-time employees will be entitled to all benefits and responsibilities of this contract.

jd  
July 1972



## ARTICLE X

### ADMINISTRATIVE FUNCTIONS

4111

4111.1

#### Section A. Non-Compensable Duties

Assignment of non-compensable extra duties is to be the responsibility of the building principal and shall be equitably carried out with careful consideration given to teaching load, experience, interest and ability.

4111.2

#### Section B. Applications for Positions

The teacher may apply for any position at any time. Such applications should be in writing, addressed to the Superintendent of Schools. Applications will be considered should a vacancy occur during the school year or during the summer. This application should be renewed annually. In filling a vacancy within the bargaining unit, the Board agrees to give due weight to the professional background and attainments of all applicants and the length of time each has been in the school system and other relevant factors. The decision of the Board, as to the filling of such vacancies shall be final.

4111.3

#### Section C. Dismissal, Resignation and Discipline

The Board shall have the right under tenure laws to discipline and dismiss teachers and accept or reject petitions of teachers.

4111.4

#### Section D. Operational Rules

Operational rules promulgated by the Administration shall remain in effect unless they are contrary to law or the specific terms of this Agreement.



ARTICLE XI

LEAVES

4112

4112.1

Section A. Maternity Leave Without Pay

4112.1a

- (1) Maternity leave granted under this Article shall be without pay and shall be granted at the discretion of the Board.

4112.1b

- (2) The teacher shall request a maternity leave at least six (6) months prior to the expected date of birth or adoption. Provided that the Board in its sole discretion, may require or permit a pregnant teacher to take a maternity leave at any time during pregnancy. Each case under this provision shall be considered unique and any action taken in this area will not be considered grounds for a grievance.

4112.1c

- (3) Upon the expiration of granted leave, and upon filing with the Superintendent, a written statement by a physician atesting to her proper health, the teacher shall be entitled to return to the school system.

4112.1d

- (4) A teacher may make written application to the Superintendent for reinstatement prior to the expiration of the leave granted by the Board of Education provided that she shall make said application at least ninety (90) calendar days in advance of the requested date of return. Exceptions to this notice as required in the proceeding sentence may be made by the Board in case of stillbirth or miscarriage. The Board reserves the right in its sole discretion to approve accelerated termination of maternity leave on the basis of each individual case.



Article XI  
Leaves (con't)

4112.1e

- (5) Failure to return from a maternity leave on the date specified in said leave or application shall be conclusively deemed resignation.

Section B. Personal Leave With Pay

4112.2

4112.2a

- (1) Death in the immediate family (father, mother, sister, brother, husband, wife, child, parent-in-law, or any other member of the family or household who has clearly stood in the same relationship as any of these) will be granted leave not to exceed a total of three (3) days per year for this purpose to be taken only at the time of death.

4112.2b

- (2) Leave not to exceed one (1) day shall be granted for the funeral of a grandparent, niece, nephew, first cousin, aunt, uncle, brother-in-law, sister-in-law. Any extension of this leave must be cleared through the Office of the Superintendent.

4112.2c

- (3) Lawfully required absences from school duties such as, but not limited to, being called for jury duty during and subpoenaed as a witness in a trial are considered leaves under this section. If the teacher receives a per diem payment, this will be presented to the Board of Education to off-set district expenses for such leave. Any expenses paid to the teacher will be considered as payment to the teacher for their time and effort.



Article XI  
Leaves (con't)

4112.2d

- (4) At the beginning of every school year each teacher shall be credited with two (2) days to be used for the teacher's personal business. Personal business days may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify his principal at least one day in advance, except in cases of emergency. The teacher may be asked to explain the reason for a school day immediately before or after a holiday, weekend, or vacation period, and reasonable restrictions may be imposed on personal leaves on such days. Personal business is personal need, duty, or obligation which cannot be dealt with outside the school day.

4112.2e

- (5) On days immediately preceeding or following a holiday or vacation the Superintendent may grant or deny a request for personal business leave. Reasonable notice of plans to use personal business leave must be given when possible.



Article XI  
Leaves (con't)

4112.4

Section C. Professional Growth Leave Without Pay

Any tenure teacher in the Hudson Area Schools may upon written request and may at the discretion of the Board, be granted a leave not to exceed one (1) year for the purpose of study, extensive foreign travel or other activity leading to professional growth. In no event will the Board grant more than one leave during any one school year. Upon returning the following year, the teacher will receive all rights and benefits which he would have received had he been teaching in the Hudson Area Schools the proceeding year, providing however, that employment will not be guaranteed in the same position held prior to professional growth leave.

4112.5

Section D. Professional Leave With Pay

4112.5a

- (1) Administrative assignment leave at the discretion of the Superintendent may be approved for the purpose of attending to school business, conferences or visitation of other schools without loss of pay. Travel and meals, lodging and registration shall be deemed appropriate expenses, reimbursable by the Board as shall the cost of substitute teachers needed to relieve participants. Such attendance shall be approved in advance by the Superintendent and approved professional days shall count as teaching days.

4112.5b

- (2) Association Assignment - The Board and Administration will not refuse leave for Association business up to ten (10) days per year. Cost of substitute teacher will be reimbursed to the Board of Education for each day used.



Article XI  
Leaves (con't)

Section E. Sick Leave With Pay

4112.6

4112.6a

- (1) The teaching staff will be granted sick leave of ten (10) days per year with an unlimited accumulation, provided, however, the new teacher will be granted his first ten (10) days after the first two weeks of full time employment. Salary will be deducted for each day absent over the amount of sick leave due.

Acceptable reasons for sick leave:

- a. Personal illness
- b. Personal injury
- c. Personal quarantine

4112.6b

- (2) The administration reserves the right to require confirmation of such illness or injury from a doctor of medicine authorized to practice under the laws of the State of Michigan at employee's expense if more than 10 days are used in any one school year.

4112.6c

- (3) Annually, teachers will be informed of their accumulated sick leave prior to the commencement of the new school year.



Article XI  
Leaves (con't)

4112.6d

- (4) Absence due to injury incurred in the course of the teacher's employment shall result in benefits being received by the teacher in accordance with the Michigan Workman's Compensation Act. If the duration of sick days taken is less than eight (8) days, one-half of the number of days taken shall not be charged against the teacher's accumulated sick leave days.

4112.6e

- (5) A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year.



ARTICLE XII

TEACHERS SALARY SCHEDULE

4113

4113.1

Section A. Basis for Salary

Salary set forth in Schedule A is based upon a school year of a maximum 190 contract days and a minimum of 180 student attendance days.

4113.2

Section B. Certification

To qualify for the B.A. +15, M.A. or M.A. +15 schedule, the teacher must hold a provisional, permanent, or life certificate.

4113.3

Section C. Experience

The Board will accept full outside teaching experience up to limits of the salary schedule.

4113.4

Section D. Payment

All employees are paid on a bi-weekly basis.

4113.5

Section E. Placement

All instructional staff must be on the salary schedule.



Article XII  
Teachers Salary Schedule (con't)

4113.6

Section F. Salaries

The salaries of teachers covered by this Agreement are set forth by Schedule A, which is attached to and incorporated in this Agreement.

4113.7

Section G. Verification

Verification of hours must be presented showing date of degree and that the additional hours were completed after degree date, to the Superintendent of Schools prior to September 15th, so a contract change can be made for that school year. All hours must be completed before this date to qualify during that school year. Courses must be in the teacher's subject fields, apply toward a degree program or have prior approval of the Superintendent of Schools. B.A. +15 and M.A. +15 require semester hours or equivalent.

jd  
July 1972



ARTICLE XIII

TUITION REIMBURSEMENT

4114

4114.1

Section A. Qualifications for Reimbursement

- (1) Enrollment must be made and hours must be earned while employed by Hudson Area Schools and the teacher must be employed by the district at time of payment.
- (2) Courses must be in the teacher's subject area fields, apply toward a degree program, or have prior approval of the Superintendent of Schools.
- (3) The Superintendent must receive notification, grade cards or transcripts or written verification of all hours earned during the previous school year and summer by September 15th.
- (4) If a scholarship, fellowship or grant does not pay full tuition, the Board will reimburse balance up to a maximum of Section B of Article XIII.

4114.2

Section B. Rate of Reimbursement

Reimbursement at a flat rate of \$15.00 per term hour for each hour taken beyond the Bachelor's Degree shall be paid at the first full pay period after September 30th, and does not become a part of the annual salary.

jd  
July 1972



ARTICLE XIV

LONGEVITY INCREMENT

4115

4115.1

Section A. Annual Payment

Teachers eligible for longevity increment may select payment on a bi-weekly basis as regular payroll.

4115.2

Section B. Delayed Payment

Teachers may select longevity payment on year of retirement rather than annually.

4115.3

Section C. Minimum Payment

Any teacher that retires from the Hudson Area Schools and has completed at least 20 years of service to the Hudson Area Schools will receive a minimum of \$760.00 longevity pay.

4115.4

Section D. Retirement

Teachers that select a delayed payment must declare their intention to retire by September 15th of that school year. Final decision on retirement must be made by April 1st of that school year. If no written request is made by the teacher prior to April 1st, retirement will be effective at the conclusion of that school year.

4115.5

Section E. Service and Increment

A longevity increment will be provided to teachers for service in Hudson Area Schools as follows:

15 years - \$100.00

20 years - \$250.00



## ARTICLE XV

### LAYOFF PROCEDURES

4116

4116.1

#### Section A. Reduction of Staff

In the event of a general cutback or reduction of teachers through layoff from employment, the following procedure will be utilized:

- (1) Specially certificated teachers in the specific positions being reduced or eliminated will be laid off first, provided there are fully-qualified, fully-certificated teachers to replace and perform all of the duties of the laid-off teachers.
- (2) If reduction is still necessary, then probationary teachers in the specific positions being reduced or eliminated will be laid off, provided there are fully qualified, fully certificated teachers within the system to replace and perform all of the duties of the laid-off teachers.
- (3) If reduction is still necessary, then teachers in the specific position being reduced or eliminated will be laid off in accordance with the following factors in order of the following priorities:
  - a. length of service
  - b. academic qualifications
  - c. evaluations

4116.2

#### Section B. Re-Employment

After a reduction of teachers, as outlined above, there are teaching positions that become vacant. Laid-off teachers who are certified and qualified will be given the first opportunity to fill such positions, in reverse order of lay-off.



Article XV  
Layoff Procedures (con't)

4116.3

Section C. Notification of Association

Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the Employer.

4116.4

Section D. List of Names

As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association. In the event the Association questions the wisdom of the Employer as to specific teachers (1) being laid off or not being laid off, or (2) filling vacant teaching positions (as set forth above) or not filling such positions, the Employer will set forth in writing to the teacher and the Association its reasons for its action. It is understood, however, that the Association's request for this information must be reasonable, timely, and intended in good faith.

4116.5

Section E. Grievance

If the Employer fails or refuses to comply with Sections A through D above, or if the reasons assigned clearly demonstrate that the Employer acted arbitrarily or capriciously, the Association has the right to utilize the grievance procedure to seek relief.



Article XV  
Layoff Procedures (con't)

4116.6

Section F. Written Notice

Except in the event of an emergency, all teachers to be laid off shall be given written notice by May 1st.

4116.7

Section G. Certified Letter

No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel unless he has been given written notification of said action by certified letter.

ARTICLE XVI

SEVERABILITY CLAUSE

4117

Should any provision of this Agreement or any application thereof be found unlawful, the remainder of this Agreement shall continue in full force and effect.

jd  
July 1972



ARTICLE XVII

WAIVER CLAUSE

4118

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of negotiations and that the understanding and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement, each voluntarily and unqualified waives the right and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated and signed this Agreement. It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties shall be subject to discussions from time to time during the period of this Agreement upon request of either party. The parties shall undertake to cooperate in arranging meetings, and selecting representatives for such discussion, furnishing necessary informations, and otherwise constructively considering any such matters.

jd  
July 1972



ARTICLE XVIII

DURATION OF AGREEMENT

4119

This Agreement shall be effective as of September 1, 1972  
and shall continue in effect until August 31, 1973 with  
annual negotiations on the salary schedule. This Agreement  
shall not be extended orally.

IN WITNESS WHEREOF the parties have hereunto set their  
hands and seals.

BOARD OF EDUCATION OF HUDSON  
AREA PUBLIC SCHOOL DISTRICT

HUDSON N.E.A. TEACHING CLUB

BY: \_\_\_\_\_  
President

BY: \_\_\_\_\_  
President

BY: \_\_\_\_\_  
Secretary

BY: \_\_\_\_\_  
Secretary

jd  
July 1972



Salary Schedule 1972-73

<u>Step</u>	<u>B.A.</u>	<u>B.A. + 15</u>	<u>M.A.</u>	<u>H.A. + 15</u>
0	7550	7912	8225	8435
1	7781	8143	8456	8666
2	8012	8374	8687	8897
3	8295	8658	8970	9180
4	8579	8941	9254	9464
5	8862	9225	9537	9747
6	9146	9508	9821	10,031
7	9429	9792	10,104	10,314
8	9713	10,075	10,388	10,598
9	9996	10,464	10,671	10,881
10	10,385	10,852	11,086	11,296
11		11,241	11,501	11,711
12			11,942	12,152

jd  
July 1972



Provisions of Schedule B and C

4199.1

- Section A. Teachers will be paid \$2.50 per round trip when requested to be a bus chaperone. Field trips organized by the teacher will not qualify for this reimbursement.
- Section B. Payment for all extra-curricular activities will be made three (3) times a year, mid-way during 1st semester, at the conclusion of the 1st semester and prior to the end of the school year.
- Section C. Any groups sponsorship not listed on salary schedule will receive a minimum of \$50.00 with approval of the Superintendent.
- Section D. Noon duty \$3.00 per daily noon hour.
- Section E. The Board may make changes in the total number of personnel in the area of extra-curricular activities.
- Section F. Schedules B and C are determined by the nature of the activity and will be arranged with the teacher so assigned. No tenure in these positions will be granted.
- Section G. Extra pay salaries will be determined on the basis of the Bachelors Schedule in Schedule A, by percentages.

jd  
July 1972



Extra Curricular ScheduleHIGH SCHOOL

<u>Position</u>	<u>Percentage</u>
Sponsor 12th Grade	7%
Sponsor 11th Grade	7%
Sponsor 10th Grade	4%
Sponsor 9th Grade	4%
Band Director	9%
Ticket Sales Director	4%
Cheerleaders	4%
G.A.A.	3%
English Department Head	5%
Forensics	2%
School Play - per play up to two	3%
Yearbook	8%
F.F.A.	3%
F.H.A.	3%
F.N.A.	2%
F.T.A.	2%
Science Fair	2%
Senior High Intra-mural Director (Girls)	3%
Senior High Intra-mural Director (Boys)	3%
Consession Director	4%
National Honor Society	1%
Youth For Understanding	1%

jd

July 1972



Extra Curricular Schedule

JR. HIGH SCHOOL

<u>Position</u>	<u>Percentage</u>
Sponsor 8th Grade	1%
Sponsor 7th Grade	1%
Sponsor 6th Grade	1%
Student Council	2%
Cheerleaders	2%
G.A.A.	2%
Band Director	5%

ELEMENTARY

Clayton Safety Patrol	2%
Lincoln Safety Patrol	5%
Lincoln Service Squad	5%
Intra-mural (Football and Basketball)	5%

jd  
July 1972



CoachingHIGH SCHOOL

<u>Position</u>	<u>Percentage</u>
Athletic Director	11%
Varsity Basketball	11%
Varsity Football	11%
Varsity Wrestling	11%
Varsity Track	7%
Varsity Baseball	7%
Varsity Golf	4%
Varsity Cross Country	7%
Varsity Football Ass't (s) (2)	8%
Jr. Varsity Football Head	7%
Jr. Varsity Football Ass't.	6%
Jr. Varsity Basketball	7%
Freshman Basketball	6%
Trainer	2%
Track Ass't.	1%
Baseball Ass't.	1%
Girls Basketball	3%

JUNIOR HIGH SCHOOL

Football Head	5%
Football Ass't.	4%
Basketball - 8th Grade	5%
Basketball - 7th Grade	5%
Track	4%

jd  
July 1972



DUES AUTHORIZATION

On this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_,  
I, \_\_\_\_\_, hereby authorize the  
Board of Education to deduct the following sums in equal  
installments as dues for the following organizations be-  
ginning with the first paycheck in October of my employment  
as specified in the Master Agreement, and monthly thereafter.

\$ _____	Hudson Education Association
\$ _____	Michigan Education Association
\$ _____	National Education Association

I further understand that in the event of a dispute over  
payments of the above specified amounts, I must seek my remedy  
from the Association. Further, it is my express understanding  
that this authorization for dues deduction shall be revocable  
only if I expressly so state in writing, a copy of which  
must be placed on file with the Superintendent and a copy  
with the Treasurer of the Association.

\_\_\_\_\_  
Signature

Filed with the Board of Education  
on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
jd  
July 1972



Teacher Evaluation Form

Name of Teacher \_\_\_\_\_ Date \_\_\_\_\_

A B C D E F (A. Excellent; B. Good;  
C. Fair; D. Poor;  
F. Failure)

PREPARATION

Planning assignments \_\_\_\_\_ A. Units & lessons always  
planned; C. Not always  
planned; F. Seldom so.

Accuracy in subject  
matter \_\_\_\_\_ A. Knowledge of subject  
matter thorough,  
accurate, organized; F.  
seldom so.

Relates subject matter  
to life \_\_\_\_\_ A. Teaches subject matter  
in its practical context;  
C. not always; F. always  
"bookish".

Originality and  
initiative \_\_\_\_\_ A. Notably original; C.  
shows tendency; F. gives  
no evidence.

Plans for individual  
difference \_\_\_\_\_ A. Plans for individual  
needs; F. Fails to see  
needs of individual

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

jd  
July 1972



SCHEDULE E (con't)

<u>TEACHING TECHNIQUE</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	
Assigning lessons	---	---	---	---	---	---	A. Strongly motivated; C. Arouses some eagerness; F. Pupils indifference.
Skill in presentation	---	---	---	---	---	---	A. Clear, definite, force- ful; F. vague, hazy, obscure.
Doing what was planned	---	---	---	---	---	---	A. Remarkably well; C. fairly well; F. No evidence of a plan.
Skill in questioning	---	---	---	---	---	---	A. Questions thought - provoking, clear, planned beforehand; F. Seldom so.
Pupil participation	---	---	---	---	---	---	A. Pupils well prepared, active, purposeful; F. Passive, aimless, idle.
Holding interest of pupils	---	---	---	---	---	---	A. Pupils interested and share responsibility with teacher; F. Fails to do so.
Skill in teaching pupils to study	---	---	---	---	---	---	A. Pupils show evidence of good study habits; F. no evidence and no training.
Content of daily unit	---	---	---	---	---	---	A. Psychological learning with logical organization; F. Subject matter dis- connected.

jd  
July 1972



TEACHING TECHNIQUES (con't)

SCHEDULE E (con't)

A B C D E F

Uses "good English" \_\_\_\_\_

A. Always correct and effective; C. Occasional errors; F. Many errors.

Rate of improvement \_\_\_\_\_

A. Remarkably rapid; C. Noticeable; F. Slow or none.

Use of a variety of teaching techniques \_\_\_\_\_

A. Very creative; C. some talent; F. Little creative talent.

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

jd  
July 1972



MANAGEMENT

SCHEDULE E (con't)

A B C D E F

Ability to discipline \_\_\_\_\_

A. Disciplinary cases rare, works for self control; F. No discipline.

Control of unexpected situations \_\_\_\_\_

A. Quickly forms effective plan; C. Reasonably well; F. Baffled, blunders.

Considerate of pupil's feelings \_\_\_\_\_

A. Criticizes pupils tactfully; C. Ordinarily tactful; F. Antagonizes.

Holds pupils' respect \_\_\_\_\_

A. Is highly trusted and respected; F. Pupils show disrespect.

Systematizes routine \_\_\_\_\_

A. Routine matters rapidly made habitual; F. Not able to do this.

Clerical work \_\_\_\_\_

A. Neat and accurate in all work; F. Careless and inaccurate.

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

jd  
July 1972



PERSONAL AND SOCIAL FITNESS

SCHEDULE E (con't)

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	
Appearance	---	---	---	---	---	---	A.Unusually attractive; C. Makes satisfactory impression; F. Slovenly.
Voice	---	---	---	---	---	---	A.Pleasing in quality and pitch; C.Natural, lacks color; F. Unpleasant.
Responsibility	---	---	---	---	---	---	A.Prompt in discharging obligations; C.Reasonably so; F. Seldom so.
Enthusiasm	---	---	---	---	---	---	A.Full of spirit and vigor; C.Usual degree of animation; F.Emotionally dull.
Professional attitude, ethics	---	---	---	---	---	---	A.Committed to teaching; C.Lives by code of ethics; F.Critical of teaching, unethical.

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Principal

Date \_\_\_\_\_

Subject \_\_\_\_\_

jd  
July 1972



GRIEVANCE

SCHEDULE F 4147

\_\_\_\_\_  
Grievant

\_\_\_\_\_  
Date filed

vs.

Hudson Area Schools

1. Date of alledged violation: \_\_\_\_\_
2. Contract or operational rule violated: (Be specific; give section, sub-section or operational work rule at length - use reverse side if necessary)
3. Facts of violation: (Be specific; give details - use reverse side if necessary)
4. Relief requested: (Be specific)

-----  
Association Endorsement

Approved \_\_\_\_\_

\_\_\_\_\_  
Grievant

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Grievant

by \_\_\_\_\_  
President

Received: \_\_\_\_\_ day of

by \_\_\_\_\_  
Secretary

\_\_\_\_\_, 19\_\_\_\_

jd  
July 1972

\_\_\_\_\_  
Administration Representative