

HILLSDALE COMMUNITY SCHOOLS
HILLSDALE, MICHIGAN
APPENDIX A
PROFESSIONAL GROWTH UNIT

APPLICATION FORM

Name _____ Date _____

Application Prepared for ___ College Credit ___ Training

___ Travel ___ Individual Growth Plan ___ Other

College Credit:

Course Title or Description

Credit Hours

Description of Activity

Contact Hours

Number of Professional Growth Units Applied For:

Educational Assistant

Date: _____

Number of Professional Growth Units Approved:

Superintendent/Designee

Date: _____

HILLSDALE COMMUNITY SCHOOLS
APPENDIX B
GRIEVANCE FORM

Grievance #: _____ School Building _____

Name of Grievant/Employee/Association: _____

Position/Job: _____ Date Filed: _____

Immediate Supervisor: _____

Distribution:

Superintendent Association Supervisor Grievant

STEP 2

A. Date incident occurred: _____

B. Specific article/law/rule/regulation violated: _____

C. Statement of grievance: _____

D. Remedy requested: _____

Signature Grievant/Association Rep. _____ Date _____

E. Disposition management: _____

Signature of principal/supervisor

Date

F. Disposition: Grievant/Association: _____

Signature: Grievant/Association Rep. _____ Date _____

STEP 3

A. Date Received by the Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature Superintendent: _____ Date: _____

C. Position of Grievant/Association _____

Signature Grievant/Association Rep. _____ Date: _____

STEP 4

A. Date Received by the Board of Education or Designee _____

B. Disposition by Board of Education _____

Signature _____ Date _____

C. Disposition Grievant/Association _____

Signature Grievant/Association Rep. _____ Date _____

STEP 5

A. Date submitted to American Arbitration Association _____

B. Disposition & Award of Arbitrator _____

Signature _____ Date _____

NOTE: All provisions of Article 13 of the Agreement dated _____, 2000, will be strictly observed in the settlement of grievances.

APPENDIX C
HILLSDALE COMMUNITY SCHOOLS
HEAD CUSTODIAN EVALUATION FORM

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Anticipating Work	_____	_____	_____	_____
B. Completing Daily Assignments	_____	_____	_____	_____
C. Completing Special Assignments	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Record Keeping	_____	_____	_____	_____
I. Checking the Building	_____	_____	_____	_____
J. Supervision of Custodians	_____	_____	_____	_____
K. Inventory Control	_____	_____	_____	_____
L. Good Judgment	_____	_____	_____	_____

M. Checks Fire Alarms

Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
-------------------	------------------	---------------------	-------------------

N. Follows Rules of OSHA

_____	_____	_____	_____
-------	-------	-------	-------

O. Other Duties as Assigned

_____	_____	_____	_____
-------	-------	-------	-------

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
-------------------	------------------	---------------------	-------------------

A. Ability to work with others

_____	_____	_____	_____
-------	-------	-------	-------

B. Ability to carry out
responsibilities

_____	_____	_____	_____
-------	-------	-------	-------

C. Initiative

_____	_____	_____	_____
-------	-------	-------	-------

D. Neatness

_____	_____	_____	_____
-------	-------	-------	-------

E. Punctuality and attendance

_____	_____	_____	_____
-------	-------	-------	-------

F. Ambassador for the district

_____	_____	_____	_____
-------	-------	-------	-------

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
_____ Unsatisfactory

B. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**HILLSDALE COMMUNITY SCHOOLS
CUSTODIAN EVALUATION FORM**

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular

Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Anticipating Work	_____	_____	_____	_____
B. Completing Daily Assignments	_____	_____	_____	_____
C. Completing Special Assignments	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Bathroom Cleaning	_____	_____	_____	_____
I. Special Cleaning	_____	_____	_____	_____
J. Dusting	_____	_____	_____	_____
K. Disposal of Rubbish	_____	_____	_____	_____
L. Repairs	_____	_____	_____	_____
M. Grounds	_____	_____	_____	_____

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
P. Response to special requests	_____	_____	_____	_____
Q. Attention to paper work	_____	_____	_____	_____
R. Other Duties as Assigned	_____	_____	_____	_____

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Ability to work with others	_____	_____	_____	_____
B. Ability to carry out responsibilities	_____	_____	_____	_____
C. Initiative	_____	_____	_____	_____
D. Neatness	_____	_____	_____	_____
E. Punctuality and attendance	_____	_____	_____	_____
F. Ambassador for the district	_____	_____	_____	_____

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
_____ Unsatisfactory

B. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**HILLSDALE COMMUNITY SCHOOLS
BUS DRIVER EVALUATION FORM**

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Pre-check of Bus	_____	_____	_____	_____
B. Driving Record	_____	_____	_____	_____
C. Ability to Control Students While Driving	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Proper Use of Warning Lights	_____	_____	_____	_____
I. Proper Procedure at Railroad Crossing	_____	_____	_____	_____
J. Loading and Unloading of Bus	_____	_____	_____	_____
K. Observe Speed Limits	_____	_____	_____	_____
L. Show Patience When Driving	_____	_____	_____	_____

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
M. Ability to Control Bus	_____	_____	_____	_____
N. Care of Bus	_____	_____	_____	_____
O. Record Keeping	_____	_____	_____	_____
P. Other Duties as may be Assigned	_____	_____	_____	_____

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Ability to work with others	_____	_____	_____	_____
B. Ability to carry out responsibilities	_____	_____	_____	_____
C. Initiative	_____	_____	_____	_____
D. Neatness	_____	_____	_____	_____
E. Punctuality and attendance	_____	_____	_____	_____
F. Ambassador for the district	_____	_____	_____	_____

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
_____ Unsatisfactory

B. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**HILLSDALE COMMUNITY SCHOOLS
HEAD COOK EVALUATION FORM**

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Anticipating Work	_____	_____	_____	_____
B. Completing Daily Assignments	_____	_____	_____	_____
C. Completing Special Assignments	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Record Keeping	_____	_____	_____	_____
I. Inventory Control	_____	_____	_____	_____
J. Good Judgment	_____	_____	_____	_____
K. Handling Schedules	_____	_____	_____	_____
L. Other Duties as Assigned	_____	_____	_____	_____

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Ability to work with others	_____	_____	_____	_____
B. Ability to carry out responsibilities	_____	_____	_____	_____
C. Initiative	_____	_____	_____	_____
D. Neatness	_____	_____	_____	_____
E. Punctuality and attendance	_____	_____	_____	_____
F. Ambassador for the district	_____	_____	_____	_____

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
_____ Unsatisfactory

F. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**HILLSDALE COMMUNITY SCHOOLS
COOK EVALUATION FORM**

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Anticipating Work	_____	_____	_____	_____
B. Completing Daily Assignments	_____	_____	_____	_____
C. Completing Special Assignments	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Inventory Control	_____	_____	_____	_____
I. Good Judgment	_____	_____	_____	_____
J. Other Duties as Assigned	_____	_____	_____	_____

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Ability to work with others	_____	_____	_____	_____
B. Ability to carry out responsibilities	_____	_____	_____	_____
C. Initiative	_____	_____	_____	_____
D. Neatness	_____	_____	_____	_____
E. Punctuality and attendance	_____	_____	_____	_____
F. Ambassador for the district	_____	_____	_____	_____

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
_____ Unsatisfactory

F. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**HILLSDALE COMMUNITY SCHOOLS
SECRETARY EVALUATION FORM**

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Organizing/Handling Office Routine	_____	_____	_____	_____
B. Dictation/Transcribing Abilities	_____	_____	_____	_____
C. Handling Correspondence	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Handling Schedules/Assignments	_____	_____	_____	_____
I. Handling Telephone Conversations	_____	_____	_____	_____
J. Maintaining Files/Records	_____	_____	_____	_____
K. Preparing/Processing Records/Reports	_____	_____	_____	_____
L. Using Business Machines	_____	_____	_____	_____
M. Self Improvement	_____	_____	_____	_____

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Ability to work with others	_____	_____	_____	_____
B. Ability to carry out responsibilities	_____	_____	_____	_____
C. Initiative	_____	_____	_____	_____
D. Neatness	_____	_____	_____	_____
E. Punctuality and attendance	_____	_____	_____	_____
F. Ambassador for the district	_____	_____	_____	_____

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
_____ Unsatisfactory

F. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**HILLSDALE COMMUNITY SCHOOLS
EDUCATIONAL ASSISTANT EVALUATION FORM**

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Group Work	_____	_____	_____	_____
B. Completing Daily Assignments	_____	_____	_____	_____
C. Completing Special Assignments	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Supervision of Activities	_____	_____	_____	_____
I. Written Work	_____	_____	_____	_____
J. Self Improvement	_____	_____	_____	_____

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Ability to work with others	_____	_____	_____	_____
B. Ability to carry out responsibilities	_____	_____	_____	_____
C. Initiative	_____	_____	_____	_____
D. Neatness	_____	_____	_____	_____
E. Punctuality and attendance	_____	_____	_____	_____
F. Ambassador for the district	_____	_____	_____	_____

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
 _____ Unsatisfactory

B. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**HILLSDALE COMMUNITY SCHOOLS
MAINTENANCE EVALUATION FORM**

Name: _____ Evaluation Period _____

_____ Initial Probationary _____ Final Probationary _____ Special

_____ Regular

Date: _____

I. JOB PERFORMANCE

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Anticipating Work	_____	_____	_____	_____
B. Completing Daily Assignments	_____	_____	_____	_____
C. Completing Special Assignments	_____	_____	_____	_____
D. Attitude	_____	_____	_____	_____
E. Accepting Instruction Directions	_____	_____	_____	_____
F. Meeting/Dealing with Public	_____	_____	_____	_____
G. Meeting/Dealing with Students	_____	_____	_____	_____
H. Record Keeping	_____	_____	_____	_____
I. Inventory Control	_____	_____	_____	_____
J. Good Judgment	_____	_____	_____	_____
K. Follows Rules of OSHA	_____	_____	_____	_____
L. Other Duties	_____	_____	_____	_____

Recommendations and/or comments: _____

II. PERSONAL CHARACTERISTICS

	Satis- factory	Condi- tional	Unsatis- factory	Not Applicable
A. Ability to work with others	_____	_____	_____	_____
B. Ability to carry out responsibilities	_____	_____	_____	_____
C. Initiative	_____	_____	_____	_____
D. Neatness	_____	_____	_____	_____
E. Punctuality and attendance	_____	_____	_____	_____
F. Ambassador for the district	_____	_____	_____	_____

Recommendations and/or comments: _____

III. CONCLUSIONS AND RECOMMENDATIONS

A. Overall Appraisal: _____ Satisfactory _____ Conditional
_____ Unsatisfactory

B. Recommendations for Improvement: _____

Signature of evaluator

Date _____

I understand that my signature is not intended to indicate my agreement with this evaluation, but indicates that I have read and discussed this evaluation with my supervisor. I understand that I have the right to attach comments to this evaluation.

Employee

Date _____

**APPENDIX D
Hillsdale Community Schools
Mileage Reimbursement Form**

Reimbursement will be at the current IRS rate.
Mileage will be reimbursed only if Principal or Designee has approved/signed. Do not count mileage to and from places used for personal business (e.g. lunch errands, etc.)

Date:	From:	To:	# of Miles:	Approved By:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Mileage: _____
 X \$ _____ per mile _____
 Total Mileage Reimbursement \$ _____
 Account Number _____

 Employee Name Date _____

 Principal/Designee Signature Date _____

Keep a copy for your records

Central Office: Date received: _____ Approved By: _____

Comments: _____

APPENDIX E

LETTER OF AGREEMENT
between
HILLSDALE COMMUNITY SCHOOLS
and

HILLSDALE EDUCATIONAL SUPPORT PERSONAL ASSOCIATION/4C/MEA/NEA

1. The parties agree that the Association positions covered by the Collective Bargaining Agreement for 2009-2011 shall not be privatized by the Employer during the term of the Agreement.
2. Beginning ^{July} ~~September~~ 1, 2011 if there is no successor agreement in place following the 2009-2011 contract the following shall apply:
 - In addition to the premium contribution established for the 2010-2011 school year applied to single, two person and full family coverage the employees agree to share equally any increase to MESSA PAK A.
3. It is understood that this is binding on both parties only until a successor agreement has been reached and that at the time of ratification for the successor agreement, any new language shall supersede this agreement.
4. It is understood between the parties that the 2010-2011 budget the Board will recall at least 8 teachers (and no more than 10), 1 Educational Assistant and 1 part time custodian.
5. Any audited Fund Balance above \$200,000 shall be split equally between the Board and the HEA/HESPA, after restricted funds are subtracted out of the 2010 – 2011 Fund Balance and:
 - The Board shall not make General fund transfers to food service or building and site without the knowledge and consent of the unions.
 - The representatives from the HEA and HESPA will meet at least quarterly with the Board/administration to review the 2010 – 2011 General Fund status. Those meetings will occur on a mutually agreed upon date no later than the end of the second week in: September, December and March; and the third week in May.
 - It is expressly understood that such meetings are for information and consultation but does not limit the Board's ability to make decisions which are in the best interest of the school district other than those specifically prohibited above.
 - The HEA/HESPA presidents, in cooperation with the respective bargaining teams, will determine how their half of the money will be distributed. It is understood that any share of the increase MESSA health insurance premium ^{beginning} ~~for July and August,~~ 2011 MESSA will first be paid using the above mentioned union shares.

Richard M. Ames
07/26/10
For the Board/Date

[Signature]
07/26/10
For the Association/Date
D. [Signature], HEA 7/26/10

APPENDIX E

LETTER OF AGREEMENT

Between

HILLSDALE COMMUNITY SCHOOLS

And

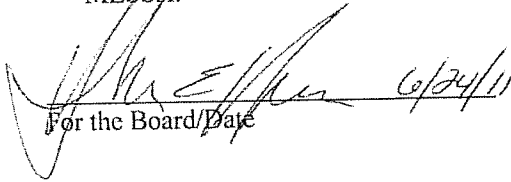
HILLSDALE EDUCATION ASSOCIATION

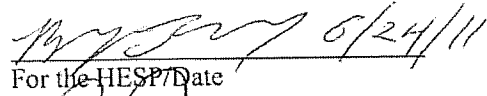
And

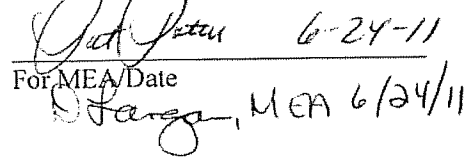
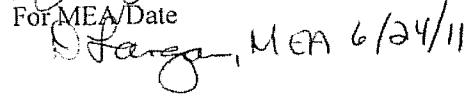
HILLSDALE EDUCATIONAL SUPPORT PERSONAL ASSOCIATION/4C/MEA/NEA

June 20, 2011

It is the understanding of both parties that the Board will declare itself policyholder of the negotiated MESSA insurance coverage and MESSA will then change the PAD agreement to accord policyholder status to the District. The parties further agree that policyholder status will not impair or change the benefit level or carrier negotiated in the collective bargaining agreement or the current claims processing established by MESSA.


For the Board/Date 6/24/11


For the HESP/Date 6/24/11


For MEA/Date 6-24-11

MEA 6/24/11

APPENDIX E

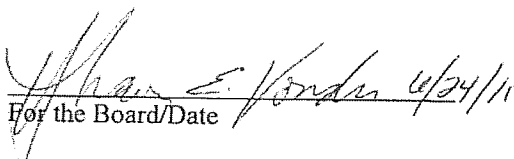
LETTER OF AGREEMENT
between

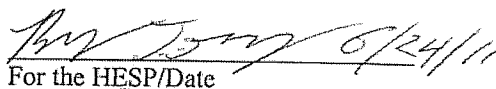
HILLSDALE COMMUNITY SCHOOLS
and

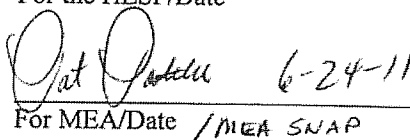
HILLSDALE EDUCATIONAL SUPPORT PERSONAL ASSOCIATION/4C/MEA/NEA

June 22, 2011

The parties agree that the positions recognized by the Collective Bargaining Agreement shall not be privatized by the Employer during the term of this Agreement.


For the Board/Date 6/24/11


For the HESP/Date 6/24/11


For MEA/Date 6-24-11 / MEA SNAP

APPENDIX F

HILLSDALE COMMUNITY SCHOOLS 2011-2012 CALENDAR (DRAFT)

<u>August</u>	
30-31	Staff: Professional Development Days
31	Open Houses
<u>September</u>	
1	Staff: Professional Development Days
6	1 st Day of School – Full Day
26	Fair Day – Students & Staff: No School
<u>October</u>	
6	High School Conference (4:30 – 8:00)
13	K-8 P/T Conferences Students: No School, Teachers ½ PD Day
14	Students & Staff: No School
<u>November</u>	
11	End of 1 st Quarter (46 days)
24-25	Thanksgiving Break – No School
<u>December</u>	
7	High School Conferences (4:30 – 8:00)
22-30	Winter Holiday Break – No School
<u>January</u>	
3	School Resumes
27	End of 2 nd Quarter & 1 st Semester (45 days)
	½ Day: Students, Staff: Regular Day Schedule
<u>February</u>	
20	President's Day Students: No School, Teachers PD Day
22	High School Conferences (4:30 – 8:00)
<u>March</u>	
1	K-8 Conference, Students: No School, Teachers ½ PD Day
2	Students & Staff: No School
30	End of 3 rd Quarter (42 days)
<u>April</u>	
2-6	Students & Staff: Spring Break – No School
<u>May</u>	
28	Memorial Day – No School: Students & Staff
<u>June</u>	
7	End of 4 th Quarter (43 days), Last Day of School Students & Staff
	½ Day: Students, Staff: Regular Day Schedule
Students: 176 Days (174 full days, 2 half days)	
Cooks, Bus Drivers, EA's: 178 Days	
Teachers: 185 Days	
Secretaries: 208 Days	

The Hillsdale Community School District will have the option of implementing Calendar B provided it notifies the HEA, HESPA and its members by August 1st of the upcoming school year.

The Hillsdale Community School District will not schedule additional minutes and/or days to the agreed upon calendar until it has availed itself of all “Act of God” hours and/or professional development hours per current Michigan School law.

**HILLSDALE COMMUNITY SCHOOLS
2012-2013 CALENDAR
(DRAFT)**

<u>August</u>		
28-30		Staff: Professional Development Days
30		Open Houses
<u>September</u>		
4		1 st Day of School – Full Day
24		Fair Day – Students & Staff: No School
<u>October</u>		
3		High School Conference (4:30 – 8:00)
11		K-8 P/T Conferences Students: No School, Teachers ½ PD Day
12		Students & Staff: No School
<u>November</u>		
9		End of 1 st Quarter (46 days)
22-23		Thanksgiving Break – No School
<u>December</u>		
5		High School Conferences (4:30 – 8:00)
24-31		Winter Holiday Break – No School
<u>January</u>		
1-2		Winter Holiday Break – No School
3		School Resumes
25		End of 2 nd Quarter & 1 st Semester (45 days)
		½ Day: Students, Staff: Regular Day Schedule
<u>February</u>		
18		President's Day Students: No School, Teachers PD Day
20		High School Conferences (4:30 – 8:00)
<u>March</u>		
7		K-8 Conference, Students: No School, Teachers ½ PD Day
8		Students & Staff: No School
29		End of 3 rd Quarter (42 days)
29		Students & Staff: Spring Break – No School
<u>April</u>		
1-5		Students & Staff: Spring Break – No School
<u>May</u>		
27		Memorial Day – No School: Students & Staff
<u>June</u>		
7		End of 4 th Quarter (44 days), Last Day of School Students & Staff
		½ Day: Students, Staff: Regular Day Schedule
Students: 176 Days (174 full days, 2 half days)		
Cooks, Bus Drivers, EA's: 178 Days		
Teachers: 185 Days		
Secretaries: 208 Days		

The Hillsdale Community School District will have the option of implementing Calendar B provided it notifies the HEA, HESPA and its members by August 1st of the upcoming school year.

The Hillsdale Community School District will not schedule additional minutes and/or days to the agreed upon calendar until it has availed itself of all “Act of God” hours and/or professional development hours per current Michigan School law.

**HILLSDALE COMMUNITY SCHOOLS
2013-2014 CALENDAR
(DRAFT)**

<u>August</u>		
	27-29	Staff: Professional Development Days
	29	Open Houses
<u>September</u>		
	3	1 st Day of School – Full Day
	23	Fair Day – Students & Staff: No School
<u>October</u>		
	2	High School Conference (4:30 – 8:00)
	10	K-8 P/T Conferences Students: No School, Teachers ½ PD Day
	11	Students & Staff: No School
<u>November</u>		
	8	End of 1 st Quarter (46 days)
	28-29	Thanksgiving Break – No School
<u>December</u>		
	5	High School Conferences (4:30 – 8:00)
	20-31	Winter Holiday Break – No School
<u>January</u>		
	1-3	Winter Holiday Break – No School
	6	School Resumes
	24	End of 2 nd Quarter & 1 st Semester (42 days)
		½ Day: Students, Staff: Regular Day Schedule
<u>February</u>		
	17	President's Day Students: No School, Teachers PD Day
	26	High School Conferences (4:30 – 8:00)
<u>March</u>		
	6	K-8 Conference, Students: No School, Teachers ½ PD Day
	7	Students & Staff: No School
	28	End of 3 rd Quarter (42 days)
	31	Students & Staff: Spring Break – No School
<u>April</u>		
	1-4	Students & Staff: Spring Break – No School
<u>May</u>		
	26	Memorial Day – No School: Students & Staff
<u>June</u>		
	10	End of 4 th Quarter (46 days), Last Day of School Students & Staff
		½ Day: Students, Staff: Regular Day Schedule
		Students: 176 Days (174 full days, 2 half days)
		Cooks, Bus Drivers, EA's: 178 Days
		Teachers: 185 Days
		Secretaries: 208 Days

The Hillsdale Community School District will have the option of implementing Calendar B provided it notifies the HEA, HESPA and its members by August 1st of the upcoming school year.

The Hillsdale Community School District will not schedule additional minutes and/or days to the agreed upon calendar until it has availed itself of all “Act of God” hours and/or professional development hours per current Michigan School law.

2011-2012
Daily Schedule

	<u>Student Drop-off</u>	<u>Instruction Begins</u>	<u>Dismissal</u>
High School	7:30	8:00	2:50
Middle School	7:30	8:05	3:00
Elementary	7:30	7:55	2:55

*6 hours 17 minutes of instructional time per day for 174 full days + 2 half days = 1099 hours

** Do not count lunch time and 1 passing time connected with lunch.

HILLSDALE COMMUNITY SCHOOLS
2011-2012 CALENDAR
(DRAFT – Modified pending grant funding)

<u>August</u>		
30-31		Staff: Professional Development Days
31		Open Houses
<u>September</u>		
1		Staff: Professional Development Days
6		1 st Day of School – Full Day
26		Fair Day – Students & Staff: No School
<u>October</u>		
6		High School Conference (4:30 – 8:00)
13		K-8 P/T Conferences Students: No School, Teachers ½ PD Day
14		Students & Staff: No School
<u>November</u>		
11		End of 1 st Quarter (46 days)
24-25		Thanksgiving Break – No School
<u>December</u>		
7		High School Conferences (4:30 – 8:00)
22-30		Winter Holiday Break – No School
<u>January</u>		
3		School Resumes
26		End of 2 nd Quarter & 1 st Semester (44 days)
		<u>½ Day: Students, Staff: Regular Day Schedule</u>
27		Students No School, Teacher PD day
<u>February</u>		
20-21		<u>President’s Day Students: No School, Teachers PD Days</u>
22		High School Conferences (4:30 – 8:00)
<u>March</u>		
1		K-8 Conference, Students: No School, Teachers ½ PD Day
2		Students & Staff: No School
30		End of 3 rd Quarter (41 days)
<u>April</u>		
2-6		Students & Staff: Spring Break – No School
<u>May</u>		
28		Memorial Day – No School: Students & Staff
<u>June</u>		
7		End of 4 th Quarter (43 days), Last Day of School Students & Staff
		½ Day: Students, Staff: Regular Day Schedule
<u>Students: 174 Days (172 full days, 2 half days)</u>		
<u>Cooks, Bus Drivers, EA’s: 176 Days</u>		
Teachers: 185 Days		
Secretaries: 208 Days		

The Hillsdale Community School District will have the option of implementing Calendar B provided it notifies the HEA, HESPA and its members by August 1st of the upcoming school year.

The Hillsdale Community School District will not schedule additional minutes and/or days to the agreed upon calendar until it has availed itself of all “Act of God” hours and/or professional development hours per current Michigan School law.

**HILLSDALE COMMUNITY SCHOOLS
2012-2013 CALENDAR
(DRAFT– Modified pending grant funding)**

<u>August</u>		
27-30		Staff: Professional Development Days
30		Open Houses
<u>September</u>		
4		1 st Day of School – Full Day
24		Fair Day – Students & Staff: No School
<u>October</u>		
3		High School Conference (4:30 – 8:00)
11		K-8 P/T Conferences Students: No School, Teachers ½ PD Day
12		Students & Staff: No School
<u>November</u>		
2		End of 1 st Quarter (46 days)
22-23		Thanksgiving Break – No School
<u>December</u>		
5		High School Conferences (4:30 – 8:00)
24-31		Winter Holiday Break – No School
<u>January</u>		
1-2		Winter Holiday Break – No School
3		School Resumes
24		End of 2 nd Quarter & 1 st Semester (44 days)
		<u>½ Day: Students, Staff: Regular Day Schedule</u>
25		<u>Students No School, Teacher PD day</u>
<u>February</u>		
18		<u>President’s Day Students: No School, Teachers PD Day</u>
20		High School Conferences (4:30 – 8:00)
<u>March</u>		
7		K-8 Conference, Students: No School, Teachers ½ PD Day
8		Students & Staff: No School
28		End of 3 rd Quarter (40 days)
29		Students & Staff: Spring Break – No School
<u>April</u>		
1-5		Students & Staff: Spring Break – No School
<u>May</u>		
27		Memorial Day – No School: Students & Staff
<u>June</u>		
7		End of 4 th Quarter (44 days), Last Day of School Students & Staff
		½ Day: Students, Staff: Regular Day Schedule
<u>Students: 174 Days (172 full days, 2 half days)</u>		
<u>Cooks, Bus Drivers, EA’s: 176 Days</u>		
Teachers: 185 Days		
Secretaries: 208 Days		

The Hillsdale Community School District will have the option of implementing Calendar B provided it notifies the HEA, HESPA and its members by August 1st of the upcoming school year.

The Hillsdale Community School District will not schedule additional minutes and/or days to the agreed upon calendar until it has availed itself of all “Act of God” hours and/or professional development hours per current Michigan School law.

**HILLSDALE COMMUNITY SCHOOLS
2013-2014 CALENDAR
(DRAFT – Modified pending grant funding)**

<u>August</u>	
27-29	Staff: Professional Development Days
29	Open Houses
<u>September</u>	
3	1 st Day of School – Full Day
23	Fair Day – Students & Staff: No School
<u>October</u>	
2	High School Conference (4:30 – 8:00)
10	K-8 P/T Conferences Students: No School, Teachers ½ PD Day
11	Students & Staff: No School
<u>November</u>	
8	End of 1 st Quarter (46 days)
28-29	Thanksgiving Break – No School
<u>December</u>	
5	High School Conferences (4:30 – 8:00)
20-31	Winter Holiday Break – No School
<u>January</u>	
1-3	Winter Holiday Break – No School
6	School Resumes
23	End of 2 nd Quarter & 1 st Semester (41 days)
	<u>½ Day: Students, Staff: Regular Day Schedule</u>
24	<u>Students: No School, Teachers PD Day</u>
<u>February</u>	
17-18	<u>President's Day Students: No School, Teachers PD Day</u>
26	High School Conferences (4:30 – 8:00)
<u>March</u>	
6	K-8 Conference, Students: No School, Teachers ½ PD Day
7	Students & Staff: No School
28	End of 3 rd Quarter (41 days)
31	Students & Staff: Spring Break – No School
<u>April</u>	
1-4	Students & Staff: Spring Break – No School
<u>May</u>	
26	Memorial Day – No School: Students & Staff
<u>June</u>	
10	End of 4 th Quarter (46 days), Last Day of School Students & Staff
	½ Day: Students, Staff: Regular Day Schedule
<u>Students: 174 Days (172 full days, 2 half days)</u>	
<u>Cooks, Bus Drivers, EA's: 176 Days</u>	
<u>Teachers: 185 Days</u>	
<u>Secretaries: 208 Days</u>	

The Hillsdale Community School District will have the option of implementing Calendar B provided it notifies the HEA, HESPA and its members by August 1st of the upcoming school year.

The Hillsdale Community School District will not schedule additional minutes and/or days to the agreed upon calendar until it has availed itself of all “Act of God” hours and/or professional development hours per current Michigan School law.

Daily Schedule – Modified pending grant funding

	<u>Student Drop-off</u>	<u>Instruction Begins</u>	<u>Dismissal</u>
High School	7:30	8:00	2:54
Middle School	7:30	8:05	3:04
Elementary	7:30	7:55	2:59

*6 hours 21 minutes of instructional time per day for 172 full days + 2 half days = 1098.5 hours

** Do not count lunch time and 1 passing time connected with lunch.



