

4-0006

08-06

AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
GLASSBORO, NEW JERSEY
AND
THE GLASSBORO TEACHERS ASSOCIATION
1971 - 1971

ARTICLE I

RECOGNITION OF THE MAJORITY REPRESENTATIVE UNIT - GLASSBORO TEACHERS ASSOCIATION

A. Whereas a majority of the teachers in the Glassboro School District have designated the Glassboro Teachers Association as their exclusive representative unit, now, therefore be it,

B. Resolved that, pursuant to Chapter 303, Public Laws, 1968, the Board of Education of the Glassboro Public Schools, Glassboro, New Jersey (hereinafter referred to as the Board), recognizes the Glassboro Teachers Association as the representative personnel designated as teachers who are compensated on a salary guide on an annual contractual basis, including teachers, librarians, guidance counselors, nurses, social workers, speech correctionists, learning disability specialists and reading specialists, and excluding all other employed personnel, for the purpose of collective negotiations concerning the terms and conditions of employment of the employees in such unit.

ARTICLE II

PROCEDURES FOR MEETINGS

A. In recognition of P. L. 303, enacted in 1968, which requires both the local Boards of Education and the Teachers' Associations to negotiate in good faith, and in further recognition of specific dates for budget commitments set by State Statute, it is, therefore agreed that the GTA will present its proposals to the Glassboro Board of Education on or before June 30th of the year preceding the expiration of this contract. Negotiations will commence at this time and proceed through the summer. Final proposals by both parties will be submitted by October 1st. Both parties will make every effort to conclude negotiations by December 20th.

B. The GTA and the Board shall individually name their respective representatives for the purpose of collective negotiations concerning the terms and conditions of employment.

C. The respective parties shall submit to each other, at least three school days prior to the meeting, an agenda for the meeting. The chairmen of the respective teams shall determine the final agenda and shall establish mutually acceptable meeting dates.

Article II (continued)

D. It is further agreed by the respective parties, during the period of negotiations that the only publicity accorded the negotiations by the parties will consist of a joint press release or, in the event the parties are unable to agree upon wording, a joint press release stating that, "no progress has been made".

ARTICLE III

RIGHTS AND RESPONSIBILITIES

A. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that except as hereinafter provided, "public employees shall have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisals, to form, join, and assist any employee organization or to refrain from such activity".

B. Except as hereinafter provided, the rights of teachers under New Jersey School Laws or other applicable laws and regulations are neither denied nor restricted.

C. The Glassboro Teachers Association, nor its individual members, nor any of its agents, or persons acting on its behalf shall take action individually or in concert which will interrupt the operation in its totality, of the school system.

D. The adoption of policies, rules, regulations, and the right to employ and assign personnel, and to determine the methods, means, and personnel necessary to maintain and operate the school district, and the use of judgment and discretion in connection therewith by the Board shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms are in conformance with the laws and Constitution of the State of New Jersey, and of the United States.

E. The Board agrees to make available to the GTA in response to reasonable requests, information which is legally made public concerning the financial, educational and personnel resources of the school system.

F. The GTA in accordance with Board Policy #5500 as revised 9/17/69, shall be entitled to the use of school buildings for the purposes of conducting meetings.

ARTICLE IV

FORMAL GRIEVANCE PROCEDURE

A. Employees or representatives of employees may appeal the interpretation, application or violation of policies, agreements and administrative decisions affecting them, provided that such grievance procedures shall be included in any agreement entered between the public employer and the representative organization.

B. Procedures - The purpose of this procedure is to secure, at the lowest level, equitable solutions to the problems which may arise, under the provisions of this Agreement.

1. An individual teacher and/or the GTA representative shall first discuss the alleged grievance with the building principal.
2. If, after consultation with the building principal a satisfactory solution has not been reached within three (3) school days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the building principal. Grievant will submit grievance on the form agreed upon by the negotiating teams. See sample attached. Form will be secured from the Superintendent's office. If such written formal grievance is not filed within eight (8) school days after the initial discussion in step 1, the grievance shall be considered to be waived.
3. If, the grievant is not satisfied with the disposition of his written grievance in step 2, or if no decision has been rendered within five (5) school days after presentation of the written grievance, he may file the grievance in writing with the Superintendent of Schools.
4. The Superintendent of Schools shall render a decision within ten (10) school days.
5. If dissatisfied with the action taken in the previous steps, the grievant may, with full knowledge of the building principal and the Superintendent of Schools, request an appointment for review by the Board of Education or its designated committee. The Superintendent shall prepare a review of the grievance for the Board or designated Board Committee.
6. The Board, or its designated committee may in its discretion formally with the grievant review the grievance, and the Board shall render its decision within thirty-one (31) days; or may in its discretion waive this procedure and refer the grievance to a mutually agreed upon fact-finder.

7. The grievant and the Board may utilize the services of a mutually agreed upon fact-finder. The fact-finder shall render his facts and representations within twenty (20) school days. The Board of Education, after consideration of the fact-finders report shall render a decision within ten (10) days.

8. The costs for the services of the fact-finder, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the individual if acting on his own behalf. Any other expenses incurred shall be paid by the party incurring the same.

9. All records dealing with processing of a grievance shall be retained in a separate file in the office of the Superintendent of Schools. They shall be held in strict confidence as a protection to the individual employee and in respect to the right to privacy.

10. It shall be the general practice to process grievance procedures during time which does not interfere with assigned duties, provided however, in the event it is agreed by the Board to hold proceedings during the school day, a teacher participating at any level of the procedure with any representative of the Board, shall be released from assigned duties without loss of salary.

11. An individual employee or the GTA representative during the course of the processing of a grievance shall continue to follow administrative directives, and Board policy.

12. If the grievant does not utilize the services of a fact-finder nor appeals the Board's decision to the Commissioner of Education's office within thirty-one (31) days of the Board's review decision, the grievance shall be considered to be waived.

ARTICLE V

SALARIES

A. the salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.

- B. (1) Teachers employed on a twelve month (12) basis shall be paid in twenty-four (24) equal semi-monthly installments.
- (2) Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
- (3) Teachers may individually elect to have ten (10) percent of their monthly salary deducted from their pay. Upon the written request of the teacher, these funds shall be paid to the teacher on the final pay day in June, or one-half (1/2) of the withheld ten (10) percent shall be paid on July 20, and the balance shall be paid on August 20.
- (4) Written request for pay deduction must be submitted not later than September 1st.

C. Salaries - Substitute Teachers - The daily pay for a substitute teacher will be \$22.00 per day. After ten consecutive days of substituting the pay will be \$25.00 per day. After a four week period of consecutive substituting the teacher will be compensated in accordance with their position on the salary guide, prorated for their period of employment.

- D. (1) The Board shall pay a maximum of \$17.00 per month toward employee and dependent coverage to the approved hospitalization plan.
- (2) The coaches salary scale, as attached, becomes a part of this agreement.

ARTICLE VI

CHANGE OF DEGREE AND SALARY STATUS

A. Any teacher planning to advance to the next professional training level on the salary schedule should inform the Superintendent, in writing, as soon as the requirements for advancement have been met.

B. Advancement on the salary schedule will be made thirty days after the receipt of the official confirmation of the advancement by the Superintendent's office. Official confirmation shall be in the form of a college transcript or if more expeditious, a letter from a college

Article VI - Continued

or university official. To be eligible for the September 20 payroll, teachers must submit confirmation on or before August 20.

ARTICLE VII

REIMBURSEMENT FOR PROFESSIONAL COURSES

A. Any teacher taking professional courses at an accredited institution toward a degree, towards a pre-determined educational goal, or courses in their teaching area, upon approval by the Superintendent, shall have one-half (1/2) of the cost of tuition, laboratory fees and books up to \$200 per year paid by the Board of Education. Within the above framework, the first three (3) credits for the year, up to \$75.00 will be paid in full. The Superintendent will approve of all courses or graduate programs prior to enrollment. Applications will be made in writing. Teachers will be expected to pursue course work in their teaching fields or in closely related fields.

B. The tuition reimbursement period shall cover September 1, 1971 through August 31, 1972. Application for reimbursement for professional courses will be submitted to the Superintendent's office by October 1.

C. Payment will be made in October of the school year following the year in which the courses were taken, contingent upon the receipt of official transcripts showing passing grades, and upon presentation of proper receipts for tuition and book expenditures, and the teacher's return to the Glassboro School System.

ARTICLE VIII

CONSULTATIVE PROCESS

A. The Superintendent shall evolve appropriate channels for intercommunication and consultation with staff in the development of recommendations for planning educational programs, and school facilities.

B. The District Advisory Council shall be composed of representatives elected by teachers as follows:

Two representatives from the High School

Two representatives from the Intermediate School

Article VII - Continued

Two representatives from the Academy St. School
One representative from the J. Harvey Rodgers School
One representative from the Elsmere School
One representative from the Campus School
The Superintendent of Schools
One representative from the Administrative Council, and,
Such members as the Superintendent of Schools shall deem
necessary.

At least one of each building's representatives shall be from its
Principal's Advisory Committee.

C. The Superintendent shall review and give consideration to
such recommendations submitted by the District Advisory Council. He
shall inform the Board of such recommendations when presenting
recommendations or reports of administrative rules and regulations.

ARTICLE IX

TEACHER ABSENCE

A. Sick Leave

1. Absence for personal illness or personal injury allowed
up to ten (10) days without pay deduction. Medical veri-
fication may be required. Proportional sick leave time
will be granted to part-time teachers under contract.
2. If less than ten (10) days of sick leave are used during
a school year, balance of unused time to be cumulative
without limit.
3. Should all accumulated sick leave of an employee be
depleted in any one year, upon the presentation of a
medical certificate requesting further sick leave, a leave
of absence for a maximum of 30 additional school days
shall be granted to any district employee who has been in-
the employ of the Board of Education for a period of 5 years
or more, and such employee shall receive the difference
between their salary and that paid a substitute.

Note: For a ten (10) month position, the daily rate
shall be 1/200 of annual salary.

For a twelve (12) month position, the daily rate shall
be 1/240 of annual salary.

Article IX - Continued

B. Other Absence

1. Family Illness - In cases of critical illness in family requiring a teacher's presence, absence allowed without deduction. This is to be emergency only and not extended to personal care of members of teacher's family. The period is to be from one (1) to five (5) days at the discretion of the Superintendent of Schools.
2. Personal Leave - Teachers under contract may be allowed leave without pay deduction for a maximum of two days during each school year for the following reasons:
 - (a) Recognition of a religious holiday
 - (b) Marriage or graduation of employee or in the immediate family (as defined in D)
 - (c) Personal business which cannot be handled outside of school hours*
 - (d) Any other emergency reason not included above, if approved by the Superintendent
 - (e) Personal leave will not be granted for the purpose of extending a school holiday. Emergencies that arise on those dates may be considered as in Item (d) above.

*Provide an explanation sufficiently detailed to permit the administrator to render a decision.

Application for personal leave shall be initially made to the building principal at least five days before such leave is to begin. All requests for personal leave will be approved by the Superintendent. In serious emergencies, requests may be immediately granted by the principal.

Personal leave days shall not cumulate. For the protection of the teacher, and for proper payroll accounting and audit, personal leave days must be accounted for and reported to the Superintendent.

3. Quarantine - Absences due to quarantine not involving personal illness allowed without deduction upon filing of certificate of quarantining officer.
4. Other leaves of absence with pay may be granted by the Board upon the Superintendent's recommendations.

Article IX - Continued

C. Maternity Leave

1. A married teacher of the district shall notify her principal in writing as soon as she is three months pregnant.
2. A tenure employee of the Board of Education shall, as soon as she is three months pregnant, apply for a leave of absence without pay to begin as soon as a suitable substitute is found. Leave is to commence not later than the sixth month of pregnancy.
3. Leave of absence for tenured employees to extend for one year following the birth of the child, and as much longer as may be required to terminate on the next succeeding September 1st.
4. In the event that normal conditions attendant upon pregnancy and birth do not prevail, or other extenuating circumstances exist, the employee may apply to the Board of Education for permission to return to her position prior to the termination of the period for which leave was granted.
5. Non-tenured employees will be granted a maternity leave without pay for the duration of the contract year beginning as soon as a suitable substitute can be found. Leave is to commence not later than the sixth month of pregnancy. Non-tenured employees may re-apply for assignment one year following the birth of the child with employment beginning on the succeeding September. The provisions of paragraph four (4) will apply to non-tenured teachers.
6. Where a known pregnancy exists the employee shall not sign a contract nor begin a new year of teaching.
7. Salary determination after maternity leave shall be based on the salary guide in effect upon return.
8. Experience credit shall be granted for the school year if the teacher was actively employed for five (5) or more months during the school year prior to the maternity leave.

Article IX - Continued

D. Days For Funerals

Absence due to death in immediate family is allowed without deduction up to five (5) days. Immediate family to mean husband, wife, father, child, mother, siblings, parents-in-law, or member of the household.

E. Court Order

Absence due to required appearance in a court of law involving no moral turpitude on the part of the employee, and not involving an employee's suit against the board, no deduction will be made for a period not to exceed five (5) days, provided proof of such appearance is filed with the Board of Education.

F. Jury Duty

In the event that an employee is required to serve as a juror, he shall be paid his salary in full for that period of time in which he serves.

The amount of money received by the employee for his jury service shall be submitted as a reimbursement to the Board of Education for the salary received.

ARTICLE X

SABBATICAL LEAVE

A. The Board of Education may, upon the recommendation of the Superintendent and the Principal concerned, grant a sabbatical leave to a full-time professional staff member who has completed seven consecutive years within the Glassboro Public School System.

B. No more than three (3) members of the professional staff may be on sabbatical leave in any school year.

C. Leave shall be granted for one (1) year at half (1/2) salary, or 1/2 year at full salary for the 1/2 year. The awarding of 1/2 year sabbatical leave will be predicated upon the availability of an administratively approved certificated teacher as the replacement. Award of a grant or fellowship shall not affect this stipend. No person will accept employment while on sabbatical leave unless approved by the Glassboro Board of Education.

- D. Leave shall be for the purpose of study, travel-study or other activities which are determined to be directly related to professional improvement. Granting a leave shall not imply a change of position or promotion related to the sabbatical activity.
- E. A person desiring sabbatical leave must place a written request with the Superintendent describing in detail the reasons, plans and dates. Requests for sabbatical leave must be in the Superintendent of Schools' office on or before May 1st of the year prior to the sabbatical. This deadline may be waived at the discretion of the Superintendent. The Board of Education will act on sabbatical leave requests at a regularly scheduled Board of Education meeting.
- F. The teacher shall indicate agreement to stay in the system for two (2) years after the expiration of such leave, or in case of resignation within two (2) years, refund to the Board such proportion of the salary paid during the leave of absence as the unexpired proportion of two (2) years shall bear to said period.

ARTICLE XI

ATTENDANCE AT CONVENTIONS AND MEETINGS

A. Attendance of teachers and those assigned other responsibilities by the Board to conventions and clinics shall be handled on an individual request basis. Where the Superintendent recommends and the Board grants permission to attend, except in extremecases, teachers and those assigned other responsibilities shall not be away from their classes more than two school days. Expenses for conventions, clinics etc., shall be paid on the following basis:

1. When the Board of Education requests that someone attend a meeting or convention, expenses will be paid and no deduction in salary made.
2. When the staff member requests and receives permission to attend a meeting or convention, transportation at the rate of 10 cents per mile will be paid.

Article XI continued

3. When a teacher requests and the request is granted to attend a convention, the Board of Education will pay transportation and up to \$25.00 per day for other expenses, meals, lodging, etc.
4. When a teacher requests and is permitted to attend a convention and is commuting, actual expenses, other than transportation itemized up to \$10 per day shall be allowed.
5. Registration fees for any one convention at which attendance is authorized, shall be paid by the Board of Education.
6. When an organization to which a staff member belongs requests that the member attend a meeting or convention, no deduction will be made in salary.
7. When a staff member is requested by the Board of Education to sponsor a group of pupils on a trip or to a meeting, expenses will be paid and no deduction in salary made.
8. An itemized account, with any receipts, shall be submitted for reimbursement of expenses.
9. A professional association or organization may initiate a request for teacher attendance at a convention, through the Board, GTA, or Superintendent for an individual teacher.

ARTICLE XII

EQUIVALENCY CREDIT

A. Equivalency credit recognizes that formal courses in subject matter and methodology serve as only one method for teachers to improve professionally. In granting equivalency credits the beneficial educational value to the school system of the teacher's activities, will be of singular importance.

B. Equivalency credit applications will be reviewed in advance by the District Advisory Council. Forms will be provided for this purpose. Recommendations will be forwarded to the Superintendent. Final approval of the Board of Education is required. At the conclusion of such activity, a second review will be made by the Council, the Superintendent, and the Board to determine its value to the school system. The granting of

Article XII continued

equivalency credits will be determined on the basis of this evaluation.

C. Equivalency credit activities.

1. Formalized In-Service Programs - Formal workshops and in-service courses that are sponsored either by the Glassboro Board of Education, other school systems, or institutions, and organizations that do not grant academic credit. The amount of credit approved for such programs will be dependent upon attendance requirements and outside preparation. In general, college standards are followed.
2. "Original Writing" shall be defined as ideas expressed first-hand by the writer as opposed to a compilation or interpretation of material written by others. An article of not less than one thousand words published in a current educational magazine or a published book on education may be eligible for equivalency credit. A maximum of 3 semester hours of credit may be earned in this area.
3. Research projects resulting in the compilation and/or publication of data of special significance to the school system are eligible. Research proposals must be developed in consultation with the director of pupil personnel services and approved in advance by the Superintendent of Schools. This is not intended to include work which a teacher would do as a part of his normal responsibilities. A maximum of 3 semester hours of credit may be earned in this area.

D. A maximum of six (6) equivalency credits may be used for movement to the next step on the salary schedule.

E. Only teachers who are permanently certified in their field are eligible to receive equivalency credit.

ARTICLE XIII

SCHOOL CALENDAR

A. The Superintendent in consultation with the District Advisory Council will prepare, prior to February 15th of each year, a proposed school calendar for the ensuing school year.

B. The Superintendent in determining his recommendation to the Board of Education, will consider the recommendations of the District Advisory Council. During the development of the proposed calendar the District Advisory Council will consult with the GTA and/or individual building faculties.

SUPPLEMENTS TO 1971 - 1972 TEACHERS SALARY SCHEDULE

A. Music Teachers Extra Curricular Activities

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Marching Band Director	\$ 500	\$ 650	\$ 650
Broadway Show Director	500	650	650
Business Manager	150	175	175

B. Guidance Counselors

1.10 for 11 months for guidance counselors with provisional certificates.

1.15 for 11 months for guidance counselors with permanent certificates.

C. The pay for Bedside Instruction shall be \$5.00 per hour.

ARTICLE XIV

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1971 and shall continue in effect until June 30, 1972. Collective negotiations concerning the terms and conditions of employment shall commence no later than June 30, of the year preceding the expiration date of the Agreement. This Agreement may be extended upon the mutual agreement of the respective parties.

This written agreement incorporates the entire understanding of the respective parties concerning the terms and conditions of employment which were the subject of collective negotiations.

The respective parties agree to follow the procedures outlined in the Agreement and will use no other legal channels to resolve any questions or proposal until the procedures within the Agreement are fully exhausted.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

Dates this 4th day of June, Board of Education of the Borough of Glassboro, County of Gloucester.

GLASSBORO TEACHERS ASSOCIATION

BY: Carol Friedrich, President Carol M. Friedrich

BY: Grace Peters, Secretary Grace Peters

GLASSBORO BOARD OF EDUCATION

BY: George Beach, Jr., President George Beach Jr

BY: Harry Young, Jr., Secretary Harry Young Jr

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

-ATHLETIC SALARY GUIDE

<u>ASSIGNMENT</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>
Athletic Director	900	1000	1100	1200
<u>Baseball</u>				
Head Coach (1)	500	600	700	800
Assistants (2)	300	350	400	450
<u>Basketball - Boys</u>				
Head Coach (1)	700	800	900	1000
Assistants (2)	300	350	450	550
<u>Basketball - Girls</u>				
Head Coach (1)	300	400	500	600
Assistant (1)	150	200	250	300
<u>Cross Country</u>				
Head Coach (1)	250	300	350	400
<u>Football</u>				
Head Coach (1)	900	1000	1100	1200
Assistant (Varsity) (2)	350	450	550	650
Assistants (2)	300	350	450	550
<u>Golf</u>				
Head Coach (1)	250	300	350	400
<u>Hockey</u>				
Head Coach (1)	300	400	500	600
Assistant (1)	150	200	250	300
<u>Soccer</u>				
Head Coach (1)	500	600	700	800
Assistant (1)	300	350	400	450
<u>LaCrosse - Girls</u>				
Head Coach (1)	200	300	400	500

	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>
<u>Tennis - Boys & Girls</u>				
Head Coach (1)	250	300	350	#4 400
<u>Track - Outdoor & Indoor</u>				
Head Coach (1)	500	600	750	850
Assistants (1)	300	350	400	450
<u>Wrestling</u>				
Head Coach (1)	500	600	700	800
Assistants (1)	300	350	400	450
<u>Cheerleading</u>				
Head Coach (1)	200	250	300	350

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

SALARY SCHEDULE
1971-1972

<u>Step</u>	<u>No Degree</u>	<u>B. A.</u>	<u>B. A. +15</u>	<u>B. A. +30</u>	<u>M. A.</u>	<u>M. A. +15</u>	<u>M. A. +30</u>	<u>Doctor</u>
1	6,650	7,450	7,600	7,750	8,150	8,300	8,550	8,950
2	6,950	7,750	7,900	8,100	8,500	8,650	8,900	9,300
3	7,250	8,050	8,200	8,450	8,850	9,000	9,250	9,650
4	7,550	8,400	8,550	8,800	9,200	9,350	9,600	10,000
5	7,850	8,700	8,850	9,150	9,550	9,700	9,950	10,350
6	8,150	9,000	9,150	9,500	9,900	10,050	10,300	10,700
7	8,450	9,300	9,450	9,850	10,250	10,400	10,650	11,050
8	8,750	9,600	9,750	10,200	10,600	10,750	11,000	11,400
9	9,050	9,900	10,050	10,550	10,950	11,100	11,350	11,750
10	9,350	10,250	10,400	10,900	11,300	11,450	11,700	12,100
11	9,650	10,600	10,750	11,250	11,650	11,800	12,050	12,450
12	9,950	11,000	11,150	11,650	12,050	12,200	12,450	12,850
15	10,150	11,200	11,350	11,850	12,250	12,400	12,650	13,050

No increments are automatic, all are discretionary with the Board, in accordance with Section 18-A-29-14, of the Education Law of the State of New Jersey

GLASSBORO BOARD OF EDUCATION
GLASSBORO, NEW JERSEY

GRIEVANCE

Part of Working Agreement allegedly violated - Article _____

Section _____.

Nature of grievance:

STEP I

Grievance discussed with Building Principal _____
(Date)

Grievance reduced to writing. Three copies filed with the Building Principal
and one copy forwarded to the Superintendent of Schools. _____
(Date)

Signed _____
Administrator Employee

The administrator shall insert his disposition on three copies of the grievance form, sign and date same. The administrator shall return two copies to the aggrieved employee and one copy to the Superintendent of Schools immediately.

BUILDING PRINCIPAL'S DISPOSITION

Granted	()	Remarks:
Rejected	()	
Withdrawn	()	
Adjusted	()	
Referred To Superintendent	()	

Signed: _____ Date _____

STEP II

SUPERINTENDENT'S DISPOSITION

Granted () Remarks:
Rejected ()
Withdrawn ()
Adjusted ()
Referred to the Board of Education ()

Signed: _____ Date: _____

STEP III

BOARD OF EDUCATION'S DISPOSITION

Granted () Remarks:
Rejected ()
Withdrawn ()
Adjusted ()

Signed _____ Date: _____