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1987 - 88

1988 - 89

1989 - 90

AGREEMENT

between the

**CALDWELL-WEST CALDWELL EDUCATIONAL
SECRETARIES ASSOCIATION**

and the

Caldwell-West Caldwell Board of Education
BOARD OF EDUCATION CALDWELL-WEST CALDWELL

THE COUNTY OF ESSEX, NEW JERSEY

LIBRARY
INSTITUTE OF MANAGEMENT

MEMBERS UNIVER.

x July 1, 1987 - June 30, 1990

BOARD OF EDUCATION CALDWELL - WEST CALDWELL

West Caldwell, New Jersey

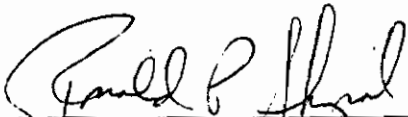
MEMORANDUM OF UNDERSTANDING

Attached is the Agreement between the Caldwell-West Caldwell Educational Secretaries Association and the Board of Education Caldwell-West Caldwell, The County of Essex, New Jersey, for the 1987-88, 1988-89 and 1989-90 school years. During the period that this agreement is in force or in effect should the Caldwell-West Caldwell Educational Association be negotiating an agreement in which any of their members shall become entitled to any additional benefits to which secretarial/clerical employees are also entitled, such benefits would also be conferred to the members of the Caldwell-West Caldwell Educational Secretaries Association.

ATTEST:



President, Board of Education
Caldwell-West Caldwell



Secretary, Board of Education
Caldwell-West Caldwell



President, Caldwell-West Caldwell
Educational Secretaries Association



Secretary, Caldwell-West Caldwell
Educational Secretaries Association

THIS AGREEMENT is made and entered into this _____ day of May nineteen hundred and eighty seven by and between the

BOARD OF EDUCATION CALDWELL-WEST CALDWELL, County of Essex, New Jersey, hereinafter referred to as the "Board"; and

THE CALDWELL-WEST CALDWELL EDUCATIONAL SECRETARIES ASSOCIATION, Caldwell, County of Essex, New Jersey, hereinafter referred to as the "Association".

WHEREAS, pursuant to the requirements of the New Jersey Employer-Employee Relations Act (P.L. 303 Laws of 1968), agreements reached between public employees and the majority representative of an appropriate unit shall be embodied in writing and signed by authorized representatives; and

WHEREAS, agreement has been reached between the Board and the Association, the Association being the recognized majority representative of the unit of the Board's employees consisting of secretarial and clerical personnel;

NOW THEREFORE, it is mutually agreed between the Board and the Association as follows:

ARTICLE I

RECOGNITION

The Board recognizes the Association as the sole and exclusive representative for collective negotiations with respect to terms and conditions of employment of secretarial and clerical personnel, exclusive of executive secretaries.

ARTICLE II

GRIEVANCE AND ARBITRATION PROCEDURE

A. Definition

A "grievance" is an appeal by a secretary/clerk upon the interpretation, application or violation of policies, agreements or administrative decisions affecting that secretary/clerk.

The Association may file a class action grievance as soon as the grievance is signed by at least one of the offended parties on behalf of the group or class.

Grievances pertaining to Association rights may be initiated by a representative of the Association.

A secretary/clerk shall have the right to present his own appeal or designate another person or representative of his own choosing to appear with him at any step in his appeal. When a secretary/clerk is not represented by the Association, the Association shall have the right to be present at the Board of Education hearing and to state its views.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of secretaries/clerks. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of any secretary/clerk having a grievance to discuss the matter informally with the appropriate member of the administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

GRIEVANCE AND ARBITRATION PROCEDURE (continued)

C. Procedure

1. The secretary/clerk shall appeal in writing using grievance forms within ten (10) school days of the alleged grievance, or within ten (10) school days of his knowledge of the alleged grievance, in sequence to the Supervisor where applicable, Principal, and Superintendent of Schools. The secretary/clerk shall inform the Association at any step. A copy of the written grievance and responses shall be forwarded to the Association at each step of the grievance procedure.
 2. The secretary's/clerk's request to the Board of Education for a hearing shall be submitted in writing through the designated representative (s) of the Association to the Superintendent of Schools and shall include a statement of the nature of the appeal and a detailed account of all the facts upon which the appeal is based.
 3. There shall be a period of not more than ten (10) school days in each appeal sequence as outlined above. The number of days may be extended by mutual agreement.
 4. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of further appeal of the decision.
 5. Any and all secretary/clerk grievants shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
- D. When the case is heard by the Board of Education, an opportunity shall be given to present any relevant and material evidence and a full discussion shall take place. The Board of Education shall at said hearing, or by independent investigation, seek to secure all evidence pertinent to the appeal. Copies of the said proceedings shall be distributed to the secretary/clerk and his representatives. The Board of Education will forward through the Superintendent of Schools, a written response to the secretary/clerk within ten (10) school days following the hearing.
- E. Should both the Board and the Association be willing, appeals to the Board made in accordance with this procedure may be presented to a neutral party agreeable to both parties for purposes of attempting to obtain settlement by the parties. Decisions or recommendations made by the neutral party shall not be binding on either the Board or the Association. The fees and expenses of this neutral party will be shared equally by the Board and the Association.

ARTICLE III

HEALTH BENEFITS

Full coverage (New Jersey State Medical Health Plan) for medical-surgical, major medical, and Ridger J, or its equivalent by mutual agreement is provided at Board of Education expense.

Dental Insurance Coverage will be full family coverage for 100% Preventative and Diagnostic Plan for the 1987-88, 1988-89, 1989-90 school years.

ARTICLE IV

THE SCHOOL CALENDAR

The School calendar as approved by the Board of Education shall be made a part of this agreement. The calendars for the 1987-88 school year shall be set forth in Schedules A and B. The calendars for the 1988-89 and 1989-90 school years when approved shall be affixed hereto.

ARTICLE V

VACATION ALLOWANCES

- A. Secretarial/Clerical (10 month Employees - September 1 to June 30)
Ten-month employees will be granted vacations with full pay on all days when the schools are not in session for pupils, from the first to the last day of recorded attendance. Ten-month employees will work on all work-days in September before, and in June after, the first and last days of recorded pupil attendance, respectively.

B. Secretarial/Clerical (12-MONTH EMPLOYEES) After one year of service from July 1 to June 30 of the succeeding year, a full-time employee will be entitled to four weeks vacation with pay. Up to three weeks vacation, but no less than two weeks vacation, should be scheduled during the period designated by the Superintendent, usually the last two weeks in July and the first two weeks in August. The balance should be taken during the school year when schools are not in session. Full time employees with part of the year service, or part-time employees, will be allowed that proportion calculated on the basis of 1 and 2/3 days per month to which their employment prior to July 1 entitles them. An employee whose services are terminated by the employer prior to June 30 will be entitled to severance pay for that proportion of the vacation that has been earned. There will be no carry over of vacation days from year to year and, if not taken, they are lost. Vacation days taken in excess of the prescribed proportionate allowances will be charged against the employee if he or she terminates his or her services of his or her own volition.

C. Changing from a 10-month to 12-month Position - When a member of the Caldwell-West Caldwell Educational Secretaries Association changes her position from a 10-month position to a 12-month position, she shall be entitled to an additional 10 days of paid vacation during the months of September to June inclusive on days when the schools are not in session, with the approval of her immediate supervisor.

Vacation periods must be scheduled so that they will cause the least practical interruption in the work program. As a general rule, vacation priorities will be granted on the basis of seniority. Deviations in the above listed vacation schedules, but not in the number of days allowed, may occur by prior agreement between the Superintendent's office and employee.

ARTICLE VI

ABSENCES

Personal Illness and Personal Business Days. A ten-month employee shall be allowed 12 days absence and a twelve-month employee shall be allowed 14 days absence in any school year for personal illness without deduction of pay. The number of unused days in any year shall accumulate from year to year, so long as employment is continuous.

Upon request filed in advance (emergencies excepted) a maximum of two (2) days in a year of unused sick leave entitlement may be granted by the Superintendent or Secretary-Business Administrator, according to the responsibility of employee, without deduction of pay for personal matters that are of such pressing and immediate importance that they cannot be postponed or performed after employment hours.

Personal Illness and Personal Business Days (continued)

The Superintendent of Schools or Secretary-Business Administrator may request certification by a properly licensed doctor for consecutive illness if absence exceeds five days or more.

Death in Immediate Family. Absence not to exceed five (5) working days for each instance shall be allowed, without loss of pay, by the Superintendent or Secretary-Business Administrator, according to the responsibility of employee, in case of death in the immediate family. In general, immediate family shall be defined as mother, father, wife, husband, son, daughter, brother, sister, or a member of the employee's household, and such other person as may be a close family relationship to the employee, and is approved by the Superintendent or Secretary-Business Administrator as falling within this category.

ABSENCES (continued)

Holidays. The additional ten days' paid vacation that the twelve-month employee is granted from July 1 to June 30, shall not be reduced by the specific days on which schools are closed, such as the day following Thanksgiving or other holidays.

When a legal holiday falls on a Monday during a school vacation, such as Washington's Birthday, all twelve-month employees shall be given the holiday and not be charged a vacation day.

If a legal holiday falls on a Saturday or Sunday, the day before Saturday or the day after Sunday shall be given off and not charged as a vacation day.

ARTICLE VII

NOTIFICATION OF INTENTION TO RE-EMPLOY

Secretaries/clerks shall be notified in writing of their contract and salary status for the ensuing year no later than May 30.

ARTICLE VIII

NOTIFICATION OF POSITION VACANCY

When a vacancy occurs in the secretarial or clerical staff, each building will be notified of the vacancy. During the summer months the Superintendent or Secretary-Business Administrator will notify the President of the Association of the vacancy.

ARTICLE IX

TRANSFER OF TENURED EMPLOYEE

Any secretary/clerk employee under tenure, who is transferred or promoted to another position, shall in the event that the employment in such a new position is terminated, the secretary/clerk shall be returned to his/her former position at the salary which he/she would have received had the transfer or promotion not occurred together with any increase to which he/she would have been entitled during the period of such transfer or promotion.

ARTICLE X

WORKSHOPS

The Board shall reimburse payment of registration fees and mileage for school secretarial/clerical personnel who attend job-related secretarial/clerical workshops, conferences and seminars during the school year providing attendance is recommended by the Supervisor and prior approval is obtained from the Superintendent of Schools.

ARTICLE XI

IN-SERVICE TRAINING

When secretarial/clerical personnel are required to use word processors or computers in their work, they shall receive training at the Board's expense.

ARTICLE XII

SPECIAL MEETINGS

Special meetings may be scheduled by the Secretaries Association one-half hour before the latest departing time upon approval by the Superintendent.

ARTICLE XIII

HOURS OF EMPLOYMENT

The number of hours worked per day, by category, for secretarial/clerical personnel is as follows: 12 month employees - 7 hours; 10 month employees - 6½ hours; 10 month Library Assistants - 6 hours; exclusive of one hour for lunch.

ARTICLE XIV

UNUSED ACCUMULATED SICK LEAVE

Effective 1987-88 the contract shall provide for the reimbursement of unused sick leave upon activation of pension from the Public Employees Retirement System or Essex County Pension Fund at the rate of \$30.00 per day, for 50% of the accumulated days, to a maximum of \$3000. This shall apply to retirement from active employment in a public school system. Deferred retirement is not eligible

ARTICLE XVI

MANAGEMENT RIGHTS

Nothing in this agreement shall be construed to diminish or remove from the Board the authority vested in it by the New Jersey Statutes Title 18A.

ARTICLE XVI

SALARIES

The Salary Schedule for secretarial and clerical personnel is set forth in Schedules C and D which is attached hereto and made a part hereof. All increments and guide improvements are based on merit and are to be granted only with the approval of the Board of Education on recommendation of the administration.

Salary rate for ten-month employees who work during summer months: A ten-month employee who is employed during the months of July and/or August shall be paid at the rate of the contract salary for the ensuing year.

When a member of the Caldwell-West Caldwell Educational Secretaries Association is temporarily assigned to a higher paying position her salary shall be adjusted on the same step at the higher level category commencing on the sixth day of employment with retroactive adjustment to the first day.

Longevity Increment: As of June 30, an employee of the Association at age 55 who has had ten years' consecutive secretarial/clerical service in the school district shall receive \$300.00 per year (12 month employee); or \$230.00 (10 month employee) in addition to the annual contract salary.

Service Increment: As of June 30, 1985, an employee at maximum who has completed seventeen years of secretarial/clerical service in the school district shall receive a service increment as follows:

YEARS OF SERVICE

	<u>18th Year</u>	<u>19th Year</u>	<u>20th Year</u>	<u>21st Year</u>	<u>22nd-35th Year</u>
12 Month Employee	\$1000.00	\$1100.00	\$1200.00	\$1300.00	2.5% of the top step of Salary Guide + \$1300.**
10 Month Employee	800.00	880.00	960.00	1040.00	2.5% of the top step of Salary Guide + \$1040.**

An employee who has completed the 17th step, but is not eligible for the Service Increment, shall receive \$325 per year (12 month employee); or \$250 per year (10 month employee) in addition to the base salary until the employee is eligible for the Service Increment.

1988-1989

YEARS OF SERVICE

	<u>18th Year</u>	<u>19th Year</u>	<u>20th Year</u>	<u>21st Year</u>	<u>22nd-35th Year</u>
12 Month Employee	\$1000.00	\$1100.00	\$1200.00	\$1300.00	2.5% of the top step of Salary Guide + \$1300. **
10 Month Employee	800.00	880.00	960.00	1040.00	2.5% of the top step of Salary Guide + \$1040.**

An employee who has completed the 17th step, but is not eligible for the Service Increment, shall receive \$325 per year (12 month employee); or \$250 per year (10 month employee) in addition to the base salary until the employee is eligible for the Service Increment.

1989-1990

YEARS OF SERVICE

	<u>18th Year</u>	<u>19th Year</u>	<u>20th Year</u>	<u>21st Year</u>	<u>22nd-35th Year</u>
12 Month Employee	\$1000.00	\$1100.00	\$1200.00	\$1300.00	2.5% of the top step of Salary Guide + \$1300.**
10 Month Employee	800.00	880.00	960.00	1040.00	2.5% of the top step of Salary Guide + \$1040.**

An employee who has completed the 17th step, but is not eligible for the Service Increment, shall receive \$325 per year (12 month employee); or \$250 per year (10 month employee) in addition to the base salary until the employee is eligible for the Service Increment.

** Non accrual

ARTICLE XVII

DURATION OF AGREEMENT

This contract shall be in effect for the school years 1987-88, 1988-89
and 1989-90.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<u>Month Employees</u>																	
retary #1																	
Principals																	
h & Middle Sch.																	
kkpr. & Payroll	15240	15565	15890	16215	16540	16865	17190	17515	17840	18165	18490	18815	19140	19465	19790	20115	20440
retary #2																	
V. Princ. Guild.																	
r. Comp. Optr.	14640	14965	15290	15615	15940	16265	16590	16915	17240	17565	17890	18215	18540	18865	19190	19515	19840
retary #3																	
Others	14055	14380	14705	15020	15345	15670	15995	16320	16645	16970	17295	17620	17945	18270	18595	18920	19245
rical Asst.	12860	13185	13510	13835	14160	14485	14810	15135	15460	15785	16110	16435	16760	17085	17410	18060	18385
<u>Month Employees</u>																	
retary #1																	
Elem. Principals	11725	11975	12225	12475	12725	12975	13225	13475	13725	13975	14225	14475	14725	14975	15225	15475	15725
retary #2	11265	11515	11765	12015	12265	12515	12765	13015	13265	13515	13765	14015	14265	14515	14765	15015	15265
retary #3	10805	11055	11305	11555	11805	12055	12305	12555	12805	13055	13305	13555	13805	14055	14305	14555	14805
Others	10510	10760	11010	11260	11510	11760	12010	12260	12510	12760	13010	13260	13510	13760	14010	14260	14510
rical Asst.	10150	10400	10650	10900	11150	11400	11650	11900	12150	12400	12650	12900	13150	13400	13650	13900	14150

Longevity Increment: As of June 30, an employee of the Association at age 55 who has had ten years' consecutive Secretarial/Clerical service in the school district shall receive \$300 per year (12-month employee); or \$230 per year (10-month employee) in addition to the annual contract salary.

Service Increment: As of June 30, an employee at Maximum who has completed seventeen years of Secretarial/Clerical Service in the school district shall receive a service increment as follows:

	18th Year	19th Year	20th Year	21st Year	22nd Year-35th Year
12-Month Employee	\$1,000	\$1,100	\$1,200	\$1,300	2.5% of the top step of Salary Guide + \$1,300**
10-Month Employee	800	880	960	1,040	2.5% of the top step of Salary Guide + \$1,040**

employee who has completed the 17th step, but is not eligible for the Service Increment, shall receive \$325 per year (2-Month Employee); or \$250 per year (10-Month Employee) in addition to the base salary until the employee is eligible for the Service Increment.

Non-accrual.

BOARD OF EDUCATION CALDWELL-WEST CALDWELL
SALARY SCHEDULE - SECRETARIAL & CLERICAL 1988-1989

PROPOSED 4/10/87

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Month Employees

retary #1	16635	16960	17285	17610	17935	18260	18585	18910	19235	19560	19885	20120	20535	20860	21185	21510	21835
Principals																	
h & Middle Sch.																	
kkpr. & Payroll																	
retary #2	15995	16320	16645	16970	17295	17620	17945	18270	18595	18920	19245	19570	19895	20220	20545	20870	21195
V. Princ. Guid.																	
r. Comp. Optr.																	
retary #3	15355	15680	16005	16330	16655	16980	17305	17630	17955	18280	18605	18930	19255	19580	19905	20230	20555
Others																	
rical Asst.	14435	14760	15085	15410	15735	16060	16385	16710	17035	17360	17685	18010	18335	18660	18985	19310	19635
<u>Month Employees</u>																	
retary #1	12720	13045	13295	13545	13795	14045	14295	14545	14795	15045	15295	15545	15795	16045	16295	16545	16795
Elem. Principals																	
retary #2	12300	12550	12800	13050	13300	13550	13800	14050	14300	14550	14800	15050	15300	15550	15800	16050	16300
retary #3	11820	12070	12320	12570	12820	13070	13320	13570	13820	14070	14320	14570	14820	15070	15320	15570	15820
Others																	
rary Asst.	11500	11750	12000	12250	12500	12750	13000	13250	13500	13750	14000	14250	14500	14750	15000	15250	15500
rical Asst.	11110	11360	11610	11860	12110	12360	12610	12860	13110	13360	13610	13860	14110	14360	14610	14860	15110

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12-Month Employee	18th Year	19th Year	20th Year	21st Year	22nd Year-35th Year
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10-Month Employee	800	880	960	1,040	2.5% of the top step of Salary Guide + \$1,040**

employee who has completed the 17th step, but is not eligible for the Service Increment, shall receive \$325 per year (2-Month Employee); or \$250 per year (10-Month Employee) in addition to the base salary until the employee is eligible for the Service Increment.

Non-accrual.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Month Employees

retary #1
 Principals
 h & Middle Sch.
 kpr. & Payroll

18185 18510 18835 19160 19485 19810 20135 20460 20785 21110 21435 21760 22085 22410 22735 23060 23385

retary #2
 V. Princ. Guild.
 r. Comp. Optr.

17500 17825 18150 18475 18800 19125 19450 19775 20100 20425 20750 21075 21400 21725 22050 22375 22700

retary #3
 Others

16815 17140 17465 17790 18115 18440 18765 19090 19415 19740 20065 20390 20715 21040 21365 21690 22015

ricial Asst.
 15830 16155 16480 16805 17130 17455 17780 18105 18430 18755 19080 19405 19730 20055 20380 20705 21030

Month Employees

retary #1
 Elem. Principals

13985 14235 14485 14735 14985 15235 15485 15735 15985 16235 16485 16735 16985 17235 17485 17735 17990

retary #2
 Others

13455 13705 13955 14205 14455 14705 14955 15205 15455 15705 15955 16205 16455 16705 16955 17205 17455

retary #3
 Others

12865 13190 13440 13690 13940 14190 14440 14690 14940 15190 15440 15690 15940 16190 16440 16690 16940

ricial Asst.
 12600 12850 13100 13350 13600 13850 14100 14350 14600 14850 15100 15350 15600 15850 16100 16350 16600

12185 12435 12685 12935 13185 13435 13685 13935 14185 14435 14685 14935 15185 15435 15685 15935 16185

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Non-accrual.

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

SCHOOL CALENDAR 1987-88

1987

SEPTEMBER 8	TUESDAY	ALL STAFF REPORT	
SEPTEMBER 9	WEDNESDAY	FIRST DAY FOR STUDENTS	REGULAR SESSION
SEPTEMBER 24	THURSDAY	SCHOOLS CLOSED	ROSH HASHANAH
NOVEMBER 12 & 13	THURSDAY & FRIDAY	SCHOOLS CLOSED	NJEA CONVENTION
NOVEMBER 26 & 27	THURSDAY & FRIDAY	SCHOOLS CLOSED	THANKSGIVING VACATION
DECEMBER 24 - 31	THURS. - THURS.	SCHOOLS CLOSED	CHRISTMAS VACATION

1988

JANUARY 1	FRIDAY	SCHOOLS CLOSED	NEW YEAR'S DAY
FEBRUARY 15 - 19	MON. - FRI.	SCHOOLS CLOSED	MID-WINTER VACATION
APRIL 1	FRIDAY	SCHOOLS CLOSED	GOOD FRIDAY
APRIL 18 - 22	MON. - FRI.	SCHOOLS CLOSED	SPRING VACATION
MAY 30	MONDAY	SCHOOLS CLOSED	MEMORIAL DAY
JUNE 23	THURSDAY	LAST DAY FOR STUDENTS	
JUNE 24	FRIDAY	LAST DAY FOR TEACHERS	
JUNE 26	SUNDAY	GRADUATION	

IF THE NUMBER OF DAYS SCHOOLS ARE CLOSED FOR EMERGENCY EXCEED 3, MAKE-UP DAYS WILL BE ADDED AT THE END OF THE YEAR OR AT SPRING VACATION.

PLEASE SEE OTHER SIDE FOR EARLY DISMISSAL DATES.

February 9, 1987

CALDWELL-WEST CALDWELL SCHOOLS
West Caldwell, New Jersey

1987-88 Calendar
12 Month Employees

1987

July 3	Friday	Independence Day Observance
September 7	Monday	Labor Day
September 24	Thursday	Rosh Hashanah
November 25	Wednesday	Early Closing
November 26 & 27	Thursday & Friday	Thanksgiving Observance
December 24 & 25	Thursday & Friday	Christmas Observance
December 31	Thursday	Early Closing

1988

January 1	Friday	New Year's Observance
February 15	Monday	President's Birthday Observance
April 1	Friday	Good Friday
May 30	Monday	Memorial Day

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS
Caldwell, New Jersey

Date Received G-II

Date Presented

To: _____
From: _____

(Appellant)

Re: Grievance Appeal, Step (II) (III)

Step III. It is requested that further consideration be given to the event or condition described in Step I, Form G-I, and to responses indicated in Step II.

A. Describe specifically why the supervisor's decision is not acceptable to the appellant.

B. Further actions taken by the undersigned after receipt of Part II (be factual and specific - conferences with supervisor, times, dates, statements, etc.):

Signed

Form G-III 9-69

Date Received

To: _____
From: _____

Appellant

A. Comment in response to Step III above.

B. Action taken

Signed

Date

Copies to: (Name and Title)

Date Presented to Supervisor

To: Immediate Supervisor

From: Appellant

School

Re: Grievance Appeal

- Step I.
- A. Describe the event or condition for which redress is sought. Description must be confined to ascertainable facts, and must be specific in respect to times, dates, statements, etc.
 - B. Record actions taken by appellant (conferences with supervisors, etc.) to resolve problems which he associates with the event or condition described above. Be specific in respect to times, dates, statements, etc.
 - C. Describe how the appellant is allegedly unfairly or adversely affected by the event or condition outlined above.
 - D. State the specific remedy which is proposed or sought.

Form G-1 9-63

Signature

Date Received

To: Appellant

From: Supervisor or Principal

Step II. A. Comments in response to Part I above

1. Appellant's Supervisor or Principal

Signature

Date

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS
Caldwell, New Jersey

Date Received G-IV

Date Presented

To: Superintendent of Schools, Caldwell-West Caldwell

Through: _____
Name and Title, C-WC Educational Secretaries Assn.

From: _____
Appellant

Re: Request for Board of Education Hearing

It is requested that a hearing before the Board of Education, Caldwell-West Caldwell be scheduled to discuss the event or condition described on Form G-I - 9-69, dated _____ Copies of Steps II-III of this form are attached.

A copy of this request, signed by the Appellant, is on file with the Caldwell-West Caldwell Educational Secretaries Association.

Signature: Designated C-WC Educational Secretaries Association Representative

Signature: Appellant

Form G-V 9-69

Date Received

To: _____
Appellant

C-WC Educational Secretaries Assn. Official Rep

From: Superintendent of Schools, Caldwell-West Caldwell

As per your request, a hearing before the Board of Education, Caldwell-West Caldwell has been scheduled for _____

Time _____ Date _____

Place

Superintendent of Schools