

4-3008

JULY 1, 1970

AGREEMENT

BETWEEN

THE BOARD

BOARD OF EDUCATION

TOWNSHIP OF WOODBRIDGE

NEW JERSEY

AND

JANITORIAL EMPLOYEES

LOCAL 1099 AFSCME

AFL - CIO

EFFECTIVE JULY 1, 1970

ARTICLE I

AGREEMENT

This agreement is entered into by the Woodbridge Board of Education, hereinafter referred to as the Employer, and Local 1099, Council No. 1, American Federation of State, County and Municipal Employees, A.F.L. - C.I.O., hereinafter referred to as the Union, has as its purposes the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE II

RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative for all Janitors, Attendance Officers, Transportation Drivers, Mechanics, Janitresses and Cafeteria Workers, for the purpose of establishing rates of pay, hours of work and other conditions of employment.

ARTICLE III

DUES DEDUCTION

The Employer agrees to deduct from the salaries of the employees represented by this Agreement dues for Local 1099, Council No. 1, American Federation of State, County and Municipal Employees, A.F.L. - C.I.O., in compliance with Chapter 310, Public Laws of the State of New Jersey 1967 and on the rules established by the State Department of Education. Such monies collected together with records of any corrections shall be transmitted to the Treasurer of the Union by the fifteenth of each month following the monthly pay period in which deductions were made. Authorization for dues deduction shall be in writing. Deductions are to be made with the understanding that said deductions may be discontinued only if

the person originally authorizing deductions files such notice of withdrawal in which case dues deductions will terminate as of January 1st next succeeding the date of which notice of withdrawal was filed.

Authorization of dues deduction are to be forwarded to the Secretary of the Board of Education. Notices of withdrawal are to be forwarded to the Secretary of the Union and to the Secretary of the Board.

ARTICLE IV
FINANCE

1. Janitors and Attendance Officers

	Minimum	Maximum	Increment
A. Unassigned, Jr. & Sr. High School Janitors	\$6000	\$6900	\$ 300
B. Janitors assigned to a Stadium, Teller Room of High Schools and drivers & Attend. Officers	\$6000	\$7300	300
C. Janitors assigned to schools (Janitors in charge)	\$6000	\$7320	300
D. Janitors working as Janitors-Mechanics	\$6000	\$7400	300
E. Nite Foreman at Senior and Junior High Schools	\$6000	\$7400	300
F. Head Janitor at Elementary Schools employing two or more Janitors	\$7000	\$7600	300
G. Head Janitors at Junior High Schools (except Grand)	\$6000	\$7919	300
H. Head Janitor at Junior High School	\$6000	\$8219	300
I. Head Janitor at Senior High School	\$6000	\$8400	300

Each individual Janitor is to be placed on his proper step of the salary guide.

2. Janitresses

The rate of pay for hourly Janitress employees shall be as follows:

- A. First step - \$2.30 per hour
- B. Second step - \$2.40 per hour
- C. Third step - \$2.50 per hour
- D. Fourth step - \$2.55 per hour

3. Night Shift Differential

- A. In addition to the established wage rates, the employer shall pay an hourly premium of 15 cents to employees for all hours worked on shifts beginning between 4 P.M. and 12 A.M.
- B. Employees working any hours on shifts beginning between 11 P.M. and 7 A.M. shall be paid an hourly premium of 20 cents for each hour worked.

4. The Hourly Rate of Pay for Cafeteria Workers - Shall be:

- A. Senior High Schools
 - Cook Manager \$2.60 - 3.00
 - Assistant Cook 2.40 - 2.80
 - Baker 2.40 - 2.80
- B. Avenel Junior High School
 - Cook Manager \$2.40 - 2.80
 - Assistant Cook 2.20 - 2.60
 - Baker 2.20 - 2.60
- C. Junior High Schools
 - Cook Manager \$2.20 - 2.60
 - Assistant Cook 2.00 - 2.40
 - Baker 2.00 - 2.40
- D. General Cafeteria Employees \$1.75 - 2.15

E. Increments - 15¢ increment yearly until Maximum is reached.

F. The Annual pay for Cafeteria Workers shall be disbursed in twenty equal payments from September through June based on 180 work days, except that the final pay in June will be computed as follows:

1. Total days worked in the year plus (+) 10 holidays.
2. Total days pay earned less (-) days paid through June 15.
3. Net days to be paid in final check.
4. Cafeteria workers shall have 10 days sick leave per year.

5. Pay Day

The employer shall pay its employees twice a month; the 15th day of each month and the last working day of the month.

ARTICLE V

VACATIONS

- (a) Janitors and Janitresses with six (6) months service but less than five (5) years of continuous service shall be granted two weeks vacation with pay.
- (b) Three (3) weeks after one (1) years continuous service.
- (c) Four (4) weeks after five (5) years continuous service.
- (d) The first two weeks of all vacations shall be taken in the first two weeks of July, except for those personnel assigned to buildings where summer activities are scheduled. Notice of assignment will be specific on or before April 1. Exception to above rules may be authorized by the Supervisor of Buildings and Grounds.
- (e) The rate of vacation pay shall be the employees regular straight time rate of pay in effect for the employees regular job on the pay day immediately preceding the employees vacation period.
- (f) In case of layoff, discharge or retirement from Board employment and having a minimum of six months prior employment any employee shall be given pre-rated vacation pay.
- (g) For purposes of calculating the vacation time, a person's date of employment shall be given as by his first day of employment as reflected in the payroll records.
- (h) If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended one additional work day.

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ARTICLE VI

HOURS OF WORK - FULL TIME EMPLOYEES

- (a) Regular hours----The regular hours of work each day shall be consecutive, except for interruption for lunch periods. Reference to consecutive hours of work in the balance of this Article shall be construed generally to exclude lunch periods.
- (b) Work week----The work week shall consist of five (5) consecutive EIGHT (8) hour days, Monday through Friday inclusive, except for employees in secondary schools.
- (c) Work day----Eight consecutive hours of work within the 24 hour period shall constitute the regular work day.
- (d) Work shift----Eight consecutive hours of work shall constitute a work shift. All employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and quitting time.
- (e) Work schedule----Work schedules showing the employees shifts, workdays, and hours shall be posted in his respective school.
- (f) All employees shall be granted a lunch period during each work shift. Whenever possible, the lunch period shall be scheduled at the middle of each shift.
- (g) All employees shall be granted a ten (10) minute personal clean-up period prior to the end of each work shift. Work schedules shall be arranged so employees may take advantage of this provision; the employer shall make the required facilities available.

ARTICLE VII

UNION BUSINESS

- (a) Any one (1) employee elected to any union office or selected by the union to do work which takes them from their employment with the employer, shall at the written request of the union be granted a leave of absence. The leave of absence shall be for one (1) year without pay.

- (b) Ten (10) days collective time per year with pay will be granted for all union officers and delegates to attend conventions, institutes or educational conferences with a limit of five (5) days for any one (1) person.

ARTICLE VIII

CALL TIME

- (a) Any employee called to work outside of his regularly scheduled shift shall be paid for minimum of two hours at the rate of time and one half.
- (b) If the call time work assignment and the employee's regular shift overlap, the employee shall be paid the call time rate of time and one half until he completes two hours work. The employee shall then be paid for the balance of his regular work shift at the appropriate rate.

ARTICLE IX

OVERTIME

1. Rate of pay---Time and one half the employee's regular hourly rate of pay, shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours.
 - a. Daily---All work performed in excess of eight (8) hours in any work day.
 - b. Weekly---All work performed in excess of 40 hours in any work week.
 - c. Before or after regular hours---All work performed before or after any scheduled work shift.
 - d. Double time plus Holiday pay for work on Holidays and 7th consecutive day.
2. Compensatory time off

If compensatory time off is used as the method of paying employees for overtime work, the overtime rate of pay shall be one and one half hours compensatory time for each hour of overtime work. Overtime shall be in the form of 1½ times pay or compensatory time at the employees option.

3. Distribution

Overtime work shall be distributed equally to employees working within the same job classification. The distribution of overtime shall be equalized over each sixth month period beginning on the first day of the calendar month following the effective date of this agreement, or on the first day of any calendar month after this agreement becomes effective. On each occasion, the opportunity to work overtime shall be offered to the employee within the job classification who has the least number of overtime hours to his credit at that time. If this employee does not accept this assignment, the employee with the next fewest number of overtime hours to his or her credit shall be offered the assignment. This procedure shall be followed until the required employees have been selected for the overtime work. A record of the overtime hours worked by each employee shall be available on request of union president.

4. Work at employees option

Overtime work shall be voluntary except in emergencies. There shall be no discrimination against any employee who declines to work overtime.

5. P.T.A. and P.T.O. meetings

All custodians are to be paid at the established overtime rate for all P.T.A. and P.T.O. meetings.

6. Extra curricular activities

Extra curricular activities must be finished by one (1) A.M. Any activity which continues into any part of an additional hour shall compensate the custodian a complete additional hour of pay.

ARTICLE X

SENIORITY-DEFINITION

Seniority means an employee's length of continuous service with the employer since his or her date of hire.

- a. Seniority List---A seniority list showing the continuous service of each employee will be available to the local union, (president) on request.
- b. Breaks in continuous service---An employee's continuous service record shall be broken when he leaves the payroll for any reason other than a leave of absence. However, if an employee returns to work in any capacity within one (1) year the break in continuous service shall be removed from his record. Provided that it is understood that all back payments as to pensions, etc., shall be paid.
- c. Work force changes---The term promotion, as used in this provision, means the advancement of any employee to a higher paying position. Whenever a job opening occurs--in any existing job classification--a notice of such opening shall be posted on all bulletin boards for ten (10) working days.
During this period, employees who wish to apply for the open position or job may do so. The application shall be in writing and it shall be submitted to the employee's immediate supervisor. The employer shall fill the opening by promoting from among the applicants the employee with the longest continuous service if ability and merit are equal.
- d. Layoff---In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in the reverse order of their seniority.
- e. Recall---Employees shall be recalled from layoff according to their seniority within the job classification being laid off. No employees shall be hired until all employees on layoff status desiring to return to the work they left have been recalled.
- f. Discipline---Disciplinary action may be imposed upon an employee only for failing to fulfill his responsibilities as an employee. Any disciplinary action or measure imposed upon an employee may be

processed as a grievance through the regular grievance procedure. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

- g. Discharge---The employer shall not discharge any employee without just cause. If, in any case, the employer feels there is just cause for discharge the employee involved will be suspended for five days. The employee and his steward will be notified in writing that the employee has been suspended and is subject to discharge. The Union shall have the right to take up the suspension and/or discharge as a grievance at the second step of the grievance procedure and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary by either party. Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.
- h. Job Tenure---Janitors and Janitresses under the bargaining unit shall gain job tenure upon completion of employment with his employer of three years and one day.

ARTICLE XI

DUTIES OF EMPLOYMENT

1. Work duties---All existing work duties in the Board's policy manual shall remain in effect but all additional duties shall be subject to mutual agreement before becoming effective.
2. Informing employees---The employer further agrees to furnish the union with a copy of all new duties thirty (30) days after they become effective. New employees shall be provided with a copy of the rules at the time of hire.

3. Enforcing---Employees shall comply with all existing rules that are not in conflict with the terms of this agreement, provided the rules are uniformly applied and uniformly enforced. Any unresolved complaint involving discrimination in the application of new or existing rules shall be resolved through the grievance procedure.

ARTICLE XII

GRIEVANCE PROCEDURE

Grievances arising out of the provisions of this Agreement shall be governed by the following:

A grievance shall mean a complaint by any employee represented by this agreement (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of this agreement between the Union and the Board of Education or (2) that insofar as matters covered by the agreement he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term "grievance" shall not apply to any matter as to which the Board of Education is without authority to act. A right to grieve through a grievance procedure is open to all employees in the bargaining unit.

As used in this article, the term "employee" shall also mean a group of employees having the same grievance, or the Union. A grievance to be considered under this procedure must be initiated by the employee within 30 calendar days of its known occurrence.

An employee represented by this agreement with a grievance shall first discuss it with his immediate superior either directly or through the Union's designated representative with the objective of resolving the matter informally.

If the employee represented by this agreement submitting the grievance is not satisfied with the disposition of his grievance, after having discussed it with his immediate superior or if no decision has been rendered within five school days after presentation of the grievance, he may file the grievance in writing with the Union. The Union may submit the grievance within five school days to the Superintendent of Schools.

If the person submitting the grievance is not satisfied with the disposition of his grievance by the Superintendent or if no decision has been rendered in writing within ten school days after the grievance was delivered to the Superintendent, he or she may request in writing, that the Union submit the grievance within 15 school days to the Board of Education. The Board or a committee thereof shall review the grievance and shall hold a hearing with the employee and render a decision in writing within 15 calendar days of receipt of the grievance by the Board or the date of the hearing with the employee whichever comes later. If the employee represented by this agreement submitting the grievance is not satisfied with the decision of the Board, the employee represented by this agreement may request in writing that the Union submit the grievance to arbitration.

Binding arbitration shall take place when requested after action by the Board of Education. The following procedure will be used to secure the services of an arbitrator:

1. Either party may request the American Arbitration Association in accordance with its rules to submit a list of persons qualified to function as an arbitrator in the dispute in question.
2. Either party may request a second list of arbitrators if the first list is unsatisfactory to it. In the event that no arbitrator is selected from the second list, the American Arbitration

association shall designate an arbitrator in accordance with its rules. The parties will arrange to have arbitration meetings held at times which will not interfere with normal operation of the schools whenever possible.

The arbitrator shall limit his recommendations strictly to the application and interpretation of the provisions of this agreement and he shall be without power or authority to make recommendations contrary to or inconsistent with the terms of the Agreement or of applicable law, rules or regulation having the force and effect of law.

The recommendation of the arbitrator shall be binding. Only the Board and the aggrieved and his representative shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within 30 days of the completion of the arbitrator's hearings.

The arbitrator's fee shall be shared equally by the parties to the dispute.

Any aggrieved person may be represented at all levels of the grievance procedure by himself or at his option by a representative selected or approved by the Union. When an employee represented by this agreement is not represented by the Union, the Union shall have the opportunity to be present at its option and may state its views at all stages of the grievance procedure.

ARTICLE XIII

PAID HOLIDAYS

The following shall be recognized as paid holidays for janitors, attendance officers and janitors.

- | | |
|-----------------------|----------------------|
| New Years Day | Labor Day |
| Lincoln's Birthday | General Election Day |
| Washington's Birthday | Veteran's Day |
| Good Friday | Thanksgiving |
| Memorial Day | Christmas |
| Independence Day | |

ARTICLE XIV

LEAVES

1. Annual Sick Leave

Annual sick leave, with full pay, shall be granted in accordance with the following schedules:

A. Janitors and Attendance Officers, Transportation Drivers, Mechanics, Janitresses and Cafeteria Workers.

- a. Ten (10) school days for a janitor with less than five (5) years of continuous service.
- b. Twenty (20) days for a janitor with more than five (5) years, but less than ten (10) years of continuous service.
- c. Thirty (30) days for a janitor with more than ten (10) years, but less than twenty (20) years of continuous service.
- d. Forty (40) days for a janitor with more than twenty (20) years of continuous service.
- e. Same number of days for Janitresses as for Janitors.
- f. Cafeteria Workers ten (10) sick days only.

B. Unused Sick Leave

Unused sick leave days in any school year may be used in subsequent school years for additional sick leave without pay deduction.

The number of accumulated sick days is unlimited, but no more than ten (10) days per year may be accumulated. No sick leave entitlement is to accrue to employees while on leave of absence.

C. Requirement of Physicians Certificate

A physicians certificate must be filed following an absence of three or more successive days of personal illness.

1.

D. ANNUAL LEAVE

An employee injured during employment with his employer shall receive time off with pay for the duration of his injury. Said time off will not be charged to his sick leave.

2. Leave for death in family

- A. Up to five (5) days absence, without pay deduction, will be allowed for death in the immediate family.
- B. Immediate shall mean: Husband, Wife, Children, and any other member of the same household, father, mother, sister and brother.
- C. Up to two (2) days absence, without pay deduction, will be allowed for death of near relative.

3. Military Leave

Any person who shall enter the Active Military or Naval Service of the United States, or of this State in time of war or an emergency, or pursuant to or in connection with the operation of any system of Selective Service, shall be entitled to leave of absence for such service.

4. Maternity Leave

- A. As soon as a woman shall become aware of her pregnancy she shall forthwith apply for a leave of absence, setting up of the official maternity leave application form.
- B. A maternity leave shall be for a period of a year and one half (18 months) beginning not less than four months before the approximate date of expected confinement, and ending not earlier than a year from the fourth of September. This leave must be accepted when required by the Public of Education.
- C. The expiration of all maternity leaves shall coincide with the opening of school in September.

ARTICLE XV

HAZARDOUS JOBS

The Board will pay for all examinations where employees are required to take periodic examinations involving health hazards, on approval of Supervisor of Buildings and Grounds.

ARTICLE XVI

COVERALLS

Coveralls will be paid for by the Board of Education for men on the boiler cleaning detail only, and up to 4 sets per man per year.

ARTICLE XVII

The Board agrees to meet with the Union whenever necessary.

ARTICLE XVIII

HOSPITALIZATION

The employer shall pay the full hospitalization coverage, including major medical-surgical for the employee and his dependents, under the terms set forth in the policy issued for the employees.

ARTICLE XIX

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1970 and shall continue in effect to and including June 30, 1971. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the above date.
- B. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws 1968, State of New Jersey, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than October 1, 1970.

THE FOLLOWING IS A SUMMARY OF THE TERMS OF AN AGREEMENT BETWEEN THE BOARD OF SUPERVISORS AND THE DISTRICT PERSONNEL ASSOCIATION, LOCAL 1099 OF THE INTERNATIONAL UNION OF LOCAL GOVERNMENTS.

1. If a building is provided with an evening janitor (3:00-11:00 or 4:00-12:00 p.m.) the day janitor will be relieved of most of the necessary daily cleaning duties. The day personnel shall be expected to perform other maintenance of the building in lieu of the normal cleaning. A form of a collective-local 1099 Contract shall be attached to this agreement.
2. New and additional custodial personnel shall be appointed to elementary and high schools during hours of 4:00 a.m. to 12:00 p.m. and shall be available for the necessary maintenance of the schools and other facilities on regular school and work evenings.
3. All custodial equipment acquired for the use of a District facility shall be maintained through the District in charge of such facility and approved by the School Board and District.
4. All other work done by custodial personnel shall be approved by the School Board and District and approved by the Board of the Supervisor of the District.
5. Final shift personnel shall be expected to work on the school working day prior to Christmas Day, and on the day of the personnel shall work from 12:00 noon to 4:00 p.m. on that day.
6. If any of our holidays fall on a Saturday, no more than one of the holidays shall be observed in that school year. If a holiday falls on a Sunday, then the following Monday shall be recognized as a holiday, if school is not in session.
7. The District shall provide all custodial maintenance personnel with the (2) designated District uniform per year. All personnel shall be expected to wear the designated District uniform whenever on duty or representing the District at any official function.
8. Custodial personnel shall be expected to proceed through proper channels within the District of the school district in order to make complaints and to resolve them before making such complaints to any representative of the community.
9. All janitorial personnel shall obtain a valid driver's license within a ninety-day period after the first date of employment. Personnel hired prior to July 1, 1968, shall be required to do so by July 31st, 1970. Failure to obtain such license shall be grounds for dismissal, or the individual may be suspended until license can be obtained. The Superintendent of Schools may recommend the waiver of this requirement under extraordinary circumstances and with Board approval.

10. All custodial-maintenance, cafeteria personnel and bus drivers shall be required to participate in a maximum of twenty (20) clock hours of in-service training during each school year, such programs to be scheduled during selected work hours. Recommend in-service programs shall be developed in conjunction with the affected staff.
11. The Board of Education and Local 1099 AFL-CIO agreed to a one (1) year contract from July 1, 1970 thru June 30, 1971.

PERSONNEL POLICIES

A. Annual Reports

All custodial-employee personnel shall be evaluated on the prescribed forms at least once each school year by his immediate supervisor with the assistance of the School Business Administrator and the Assistant Superintendent for Personnel. Conferences shall be held with each person prior to submitting to the Superintendent of Schools by June 1st of each year.

B. Maintenance of Skills

All custodial-employee personnel shall be expected to maintain satisfactorily an acceptable level of their skills and expected proficiency as required by their classification and their official appointment to the same.

C. Eligibility for Annual Increase

Satisfactory performance shall be required for eligibility for the annual increase or level of salary advancement to be determined through annual evaluation by the Superintendent of Schools, the County Auditor, and the Assistant Superintendent for Personnel and recommended to the Superintendent of Schools for approval. Consideration shall be given particularly to the following: (1) the Department Certificate of the Vendor for the year immediately preceding the year of grant; (2) for the following year, or the a final grade, if so desired.

The Superintendent of Schools may recommend an additional salary increase to the Vendor in recognition of outstanding service to the District as approved by the Board of Education.

D. Probationary Period

All new personnel shall have to serve a three (3) year probationary period. Written evaluations shall be prepared on all employees in a probationary status at the end of six (6) months, and at the end of each school year, and submitted by the immediate supervisor to the Superintendent of Schools and County School Business Administrator and the Assistant Superintendent for Personnel. Satisfactory growth and performance must be in evidence in order for the individual to continue either as a permanent or probationary status. Disciplinary or employment during the probationary period may occur upon a thirty (30) day notice to the employee.

REPORTING OF ILLNESS

A. The Board shall provide the following health benefits:

1. Physical examination every two years except as noted below
2. Chest X-Ray every year
3. Annual flu shots (if desired)

B. All personnel shall be required to submit to a physical examination once every two (2) years, by October 1st of the school year, such examination to include a satisfactory chest X-Ray. Examinations shall be given by the District School Physician, but upon request the use of a personal physician shall be approved by the Assistant Superintendent for Personnel. The District may require an examination by the District School Physician if in the best interests of the District.

All new personnel to the District shall be required to pass a physical examination and chest X-Ray before they may begin employment. An additional examination and X-Ray shall be required for all persons eligible for permanent appointment or for promotional appointment. Cafeteria personnel and Custodial-bus drivers shall be required to pass satisfactorily the physical exams each year, prior to September 1st.

REPORTING FOR WORK

- A. All personnel shall call the Foreman-of-Janitors at 7:30 a.m. to report their unavailability for work. All unexpected tardiness shall be reported as soon as possible, prior to the beginning of the day.
- B. Personnel who travel any distance from their home to their assigned school, shall be expected to anticipate an extended time for their travel when weather requires it so as to arrive to work at the prescribed time.

ASSIGNMENTS AND TRANSFERS

A. Right to Transfer Personnel

The Superintendent of Schools shall have the right to assign, to reassign or to transfer custodial-maintenance personnel as he may deem necessary for the best interests of the District providing there is no discriminating or personal animosity involved.

B. Right to Request a Transfer

Custodial personnel desiring a change of assignment may request such a change any time during the school year. The Superintendent of Schools shall determine whether the transfer shall be made and whether such a change will benefit the District.

In Witness Whereof the parties hereto have caused this agreement to be signed by their respective Executives, executed by their respective Secretaries and their respective names to be placed thereon, all on the day and year first above written.

LOCAL 1090, COUNCIL NO. 1
AMERICAN FEDERATION OF TEACHERS, LOCAL
AND MEMBERSHIP DIVISION, DISTRICT COUNCIL

BY _____ (President)

BY _____ (Secretary)

BOARD OF EDUCATION, DISTRICT OF COLUMBIA,
WASHINGTON

BY _____ (President)

BY _____ (Secretary)