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**Memorandum of Agreement
Essex North Shore Agricultural & Technical School District and
Hathorne Teachers Federation, Local 1269, AFT**

Essex North Shore Agricultural & Technical School District and the Hathorne Teachers Federation, Local 1269, American Federation of Teachers, hereby agree to a new three-year contract to be in effect from July 1, 2019 through June 30, 2022. Except as otherwise specifically agreed by the parties, the changes herein will have prospective effect.

1. Article 1: RECOGNITION

The parties agree that notwithstanding the terms of a previous memorandum of agreement, the position of "Coop Coordinator" is a non-unit administrative position with evaluation responsibilities.

2. Article 3: SALARIES

- a. **Revise pay scales in Appendix A to reflect increases of 1.5% - 2% - 2%.**
- b. **Effective in the second year of the contract, vocational pay columns will be revised to reflect the following educational levels for vocational teachers: V – VP - V+45 - VB - VB12 - VB24 - VB36. Vocational teachers may begin moving to new columns if warranted by educational achievement in accordance with Article 12 Section B. Revise the first paragraph of Article 12, Section B by adding: "For vocational teachers, undergraduate credits may be used to satisfy the V+45 column, however all credits beyond the Bachelor level must be graduate credits."**
- c. **A one-time retention bonus of \$375 will be paid to those employed on 6/30/19 and still employed through the first workday of the 2021-22 school year. The bonus will be paid in the second payroll of the 2021-22 school year.**
- d. **Revise Article 3, Section A to read:**
 - A. Teachers shall be paid bi-weekly by electronic deposit, to the financial institution of their choosing, based upon the salaries set forth in the attached salary schedule in Appendix A, throughout the 12-month calendar year in 26 equal pay periods.
- e. **Revise Article 3, Section B to read:**
 - B. All stipends paid for additional duties shall be in accordance with the attached Appendix B. Stipends for full year activities will be paid as follows: 50% of the stipend will be paid January 15; and 50% will be paid at the completion of the activity. Full year stipends may be pro-rated if the job is not completed. Class advisors and advisors of other student activities shall be paid on the next scheduled payday following January 15 and May 31. Coaches will be paid on the next regularly scheduled payday following the end of each regular season, if all coaching duties and responsibilities are completed to the satisfaction of the Athletic Director (e.g. turn-in of all school owned uniforms and equipment). Stipend assignments shall be made annually by the District based upon an application process as determined by the Superintendent-Director. The District shall make appointments to stipended positions covered by this Agreement subject to the following:

1. All positions will be posted.
2. Teachers covered by this Agreement will be given preference in appointments to stipended positions, except that non-unit candidates who, in the judgement of the Superintendent-Director or designee, are better qualified than unit candidates may be appointed.

f. Revise Article 3, Section E to read:

E. Credits required for the Initial License for academic teachers, and the first twenty-four (24) credits required for Preliminary Professional License for vocational teachers, will not be used for purposes of placement or movement on the salary scale. Credits for courses taken prior to employment by the District must be presented to the Superintendent-Director for evaluation and approval for initial salary placement. The initial credits are those required for the professional license which is a condition of employment. After that, additional credits can be used for advancement on the scale.

g. Revise Article 3, Section F to read:

F. After initial placement, appropriately licensed teachers shall advance one (1) step on the salary scale for each full completed academic year of service, until they reach maximum.

h. Revise Article 3, Section G by replacing "January 1" with "December 15."

i. Revise Article 3, Section I, by adding "Completed" before "Years of Service" in the heading in the benefit table.

j. Add a new Article 3, Section J to read: "When necessary to calculate the actual per diem rate under the agreement 1/184 of the annual salary in Appendix A shall be used."

k. Add a new Section K to Article 3 to read:

K. Other Rates of Compensation. The hourly rate unless otherwise specified shall be \$40.00. Tutoring shall be paid at the rate of \$50 per hour. Morning supervisory duties outside the contracted day shall be compensated at \$20.00 per day.

3. Article 4: GRIEVANCE PROCEDURE

Add a new paragraph 5 to Article 4, Section C to read: "Grievances shall be filed using the form attached as Appendix D."

4. Article 5: LENGTH OF SCHOOL DAY AND YEAR

a. Revise Article 5, Section A, Paragraph 3 to read:

3. Teachers without professional status may be required to work an additional three (3) days per year and must complete prescribed mentoring activities. This additional time does not include time spent on coursework required by the District, such as Research for Better Teaching, which new teachers are required to complete in their first three years of employment.

b. Revise Article 5, Section C to read:

C. Extra Help Days

1. One day per week (Monday, Tuesday or Thursday), all academic and career and technical teachers shall be required to provide extra help after school to students from 2:30 to 3:30 p.m. If no students present themselves for extra help by 3:00 p.m., then teachers may leave at that time.
2. Teachers must communicate their designated extra help day to students so that they may access that information throughout the year.

c. Revise Article 5, Section D to read:

D. Faculty and Department Meetings

1. All unit members shall be required to attend one monthly faculty meeting of approximately 45 minutes, outside of school hours, as scheduled by the administration.
2. All unit members shall be required to attend one monthly department meeting of approximately 60 minutes on a late start day, as scheduled by the administration and provided by a schedule to be distributed at the beginning of the school year.
3. The administration will employ its best efforts to provide teachers a meeting agenda by email at least 24 hours prior to the meeting.
4. Where meetings extend beyond the normal workday, unit members may leave at the conclusion of the meeting.

d. Revise Article 5, Section E to read:

E. Meetings Outside Normal Workday

1. All CTE staff shall be required to attend two evening program advisory meetings on dates to be determined by the administration. The dates of these meetings will be developed in consultation with the Union and communicated to staff prior to the start of the school year. Meeting dates are subject to change based upon factors affecting the school calendar (e.g., snow days, unplanned student events, etc.)
2. All teachers shall be required to attend one weekend open house of approximately 4 hours.
3. Academic and Career and Technical teachers shall be required to attend graduation exercises each year, provided that it falls on a school day.
4. Academic and Career and Technical teachers shall be required to attend one parent night of approximately 3 hours.

5. Article 6: TEACHING

- a. In Article 6, Section A, modify the last sentence by replacing “12 school days’ notice” with “14 calendar days’ notice.”
- b. The parties agree that the administration will lead a committee including teacher/union representation to discuss changes to the terms of Article 6, Section C (Class Schedule). The committee will complete its work by the end of the 2020-21 school year and the new schedule will take effect in the 2021-22 school year. The work of the committee will satisfy the District’s bargaining obligations with regard to the Class Schedule.
- c. The parties have completed any necessary impact bargaining on the 2019-20 school calendar including the implementation of weekly late start days for the accomplishment of professional development and other District goals and objectives.

- d. **Revise Article 6, Section D, paragraph 1, by adding to the end** “In addition teachers with less than a full schedule may be assigned duties at other times.”

6. Article 8: SICK LEAVE

a. Revise Article 8, Section G to read:

G. Sick Leave Bank

1. Purpose. A voluntary Sick Leave Bank will be maintained for use by professional status teachers whose sick leave and personal day accumulations, both annual and cumulative, are exhausted through illness or injury, and who require additional leave to permit recovery from their own extended illness.
2. Membership
 - a. Qualified members may participate in the Bank by advising the Superintendent-Director and Union President in writing by September 30 of the year they first join the Bank.
 - b. Any teacher who opts to become a member of the Sick Leave Bank will contribute two (2) days from their accumulated sick leave.
 - c. In the event the Sick Leave Bank goes below ninety (90) days, all qualified members, who wish to continue to be members, shall have their sick leave accumulation reduced by another day for deposit into the Bank. The District will notify the Union President of such an event in writing, within ten (10) school days. The Union President shall inform eligible members, in writing, within five (5) days. Anyone who no longer wishes to be a member of the Bank must notify the Union President and District in writing within fifteen (15) calendar days of the date of notice from the Union President.
 - d. When an employee returns after using the Bank, they shall be required to deposit one (1) day into the Bank within ten (10) months of returning from leave.
3. Administration of the Bank
 - a. The Bank shall be administered by a joint committee with two members appointed by the District and two members appointed by the Union. Records pertaining to the Bank shall be maintained by the Superintendent-Director or designee.
 - b. The decisions of the joint sick bank committee with respect to eligibility and entitlement shall require a majority vote and may not be grieved via the grievance procedure.
 - c. Decisions relating to the grant of days from the Bank shall not affect the District’s right to make independent determinations regarding the appropriateness of any employee’s use of sick leave.
4. General Criteria for Making Sick Bank Determinations
 - a. Medical evidence of serious illness or injury.
 - b. The attendance record of the member.
 - c. The medical information submitted.

- d. Any other information deemed to be pertinent.
5. Application for Benefits
- Application for benefits must be made using the form in Appendix E and must be accompanied by medical evidence of illness, submitted by a physician. The District may request a second opinion at District expense by a specialist in the area of the illness if abuse is suspected.
6. Granting of Days
- a. Members must have exhausted all accrued leave before they are eligible to access the Bank.
 - b. There will be a period of five (5) school days between the depletion of sick days and the granting of Sick Leave days during which the Sick Leave Bank member will go unpaid.
 - c. Sick Leave Bank days will be granted for a period not to exceed twenty (20) school days per request.
 - d. If these twenty (20) days are used, more may be granted by the joint committee upon an updated request form and additional medical statements to support the need for such time.
 - e. Days granted but not used by the applicant will be returned to the Bank.
 - f. The maximum amount of Sick Bank Day use is one hundred and twenty (120) days. In the extreme circumstance that more than the maximum amount of days is required for recovery, more days may be granted with permission by the Superintendent-Director.
7. Funding
- a. The unused days in the Sick Leave Bank shall be carried from year to year.
 - b. In the event the Sick Leave Bank goes below ninety (90) days, all qualified members, who wish to continue to be a members, shall have their sick leave accumulation reduced by another day for deposit into the Bank. The Union President shall give notice to membership in such event, and anyone wishing to withdraw from the Bank at this time must give written notice to the Union President and the District within fifteen (15) calendar days of the date the notice is issued.
8. Abuse of Sick Leave
- a. Any Member of the Sick Leave Bank who is drawing sick leave time for any type of illness or disability, and is found working another job outside of Essex North Shore Agricultural and Technical School District, will be immediately taken off the rolls of the Sick Leave Bank and be disallowed from drawing any more sick leave time from the Bank. If such a circumstance occurs, the Union will notify the Superintendent-

Director in writing forthwith.

b. Any Member of the Bank who is requesting sick time from the Bank and is known as an abuser of sick time can be denied the privilege of using the Bank.

b. As indicated by the new language above, only professional status teachers will be admitted to the sick leave bank. To the extent that current non-professional status teachers have been admitted to the bank prior to the effective date of this agreement, those employees will be “grandfathered” and permitted to remain members of the bank for the life of this agreement.

7. Article 9: OTHER LEAVES

a. Revise Article 9, Section A, paragraph 4 to read:

4. Personal days may not be used the day before or after a holiday, the day before or after vacation period, or during scheduled standardized testing dates (other than make up days) except in urgent circumstances with advance approval by the Superintendent-Director or designee.

b. Revise Article 9, by adding a new Section H to read:

H. AP Test Grading Leave.

A teacher may apply for a paid leave to grade Advanced Placement examinations. The grant or denial of AP Leave shall be within the discretion of the Superintendent-Director.

8. Article 10: INSURANCE

Revise Article 10, Section B to read:

B. Dental insurance will be made available to eligible employees, provided that employees pay premium costs as indicated below. The District’s share of premium costs applies to the lowest cost plan made available to employees in the stated year. Employees are responsible for the balance of the premium costs, through payroll deduction. If a higher cost insurance plan is available, an employee may elect that plan, but the employer’s share of the premium cost will remain the dollar value calculated based on the employer’s percentage share of the lowest cost plan, which means that the employee’s percentage contribution will be higher for the higher cost plan than for the lowest cost plan.

Effective July 1, 2019, the District will pay 30% of the premium applicable to the lowest cost plan made available to employees.

Effective July 1, 2020, the District will pay 20% of the premium applicable to the lowest cost plan made available to employees.

Effective July 1, 2021, the District will pay 10% of the premium applicable to the lowest cost plan made available to employees.

9. Article 12: PROFESSIONAL IMPROVEMENT

Revise Sections C and E (new) to read:

C. Course Reimbursement. Subject to the budget set by the School Committee for this purpose, which will be at least \$50,000, the District shall reimburse teachers for the cost of tuition, up to \$1000 per employee for 3 credit courses at an accredited college or university, approved in advance based on their relevance to the curriculum. Reimbursement shall be paid upon presentation of proof that course has been completed with a grade of **B** or better. Reimbursement shall be available, up to the same limit, for fees for required technical licenses, certificates and qualifying examinations. The District will notify the Federation of the status of allotted funds for reimbursement upon request.

E. Upon completion of professional development opportunities completed in the district during district mandated activities, teachers will be issued PDP's through the school management system. Teachers who present Professional Development during scheduled PD days will have the option of: Double the PDP's provided to attendees for their own re-licensure; or, a payment of \$150.

10. Article 14: FEDERATION RIGHTS

a. Delete Article 14, Section B (Agency Fee).

b. Revise Article 14, Section C, by adding a new paragraph 5 to read:

5. The District agrees to share School Committee public meeting agendas and meeting packets with the Union president.

c. The District agrees to provide advice in the faculty handbook regarding teachers who wish to opt out of having their pictures posted on social media.

11. Appendix B – Stipends

A revised stipend schedule will be added to the main agreement as Appendix B.

12. Housekeeping Changes.

Correct grammatical and typographical errors and delete obsolete language at the time of integration of the agreement.

The parties hereto execute this Agreement subject to the terms and conditions stated above, and subject to ratification and funding as outlined by M.G.L. c. 150E.

HATHORNE TEACHERS FEDERATION,
LOCAL 1269, AFT

ESSEX NORTH SHORE
AGRICULTURAL & TECHNICAL
SCHOOL DISTRICT

Mark Stewart, Chair
Wayne P. King
James Duane
M. A. L. H.
Bruce S. Klein
John D. G.
[Signature]

Date: _____

Date: 9/12/19

William J. Gannon
Christopher M. Stra
Paul Costello
[Signature]
James P. O'Brien

**APPENDIX A
PAY SCALES**

FY 2020	B	B+15	B+30	B+45	B+60	B+75	B+90
	V	VP	V+45	VB	VB12	VB24	VB36
Step	1	2	3	4	5	6	7
1	50,869	52,306	53,742	55,179	56,613	58,055	59,496
2	52,170	53,646	55,118	56,594	58,066	59,539	61,014
3	53,508	55,019	56,533	58,041	59,555	61,068	62,581
4	54,880	56,433	57,984	59,533	61,084	62,634	64,183
5	57,984	59,533	61,084	62,634	64,185	65,737	67,286
6	61,084	62,634	64,185	65,737	67,288	68,839	70,392
7	64,185	65,737	67,288	68,839	70,387	71,938	73,491
8	67,288	68,839	70,387	71,938	73,487	75,038	76,592
9	70,387	71,938	73,487	75,038	76,592	78,142	79,693
10	73,487	75,038	76,592	78,142	79,692	81,242	82,793
11	76,592	78,142	79,692	81,242	82,793	84,345	85,896
12	79,692	81,242	82,793	84,345	85,895	87,447	89,000
13	83,435	85,047	86,661	88,275	89,885	91,500	93,117

FY 2021	B	B+15	B+30	B+45	B+60	B+75	B+90
	V	VP	V+45	VB	VB12	VB24	VB36
Step	1	2	3	4	5	6	7
1	51,886	53,352	54,816	56,282	57,746	59,216	60,686
2	53,213	54,719	56,221	57,726	59,227	60,730	62,235
3	54,578	56,119	57,664	59,201	60,746	62,289	63,832
4	55,978	57,561	59,143	60,724	62,306	63,887	65,467
5	59,143	60,724	62,306	63,887	65,469	67,052	68,632
6	62,306	63,887	65,469	67,052	68,634	70,216	71,800
7	65,469	67,052	68,634	70,216	71,795	73,377	74,961
8	68,634	70,216	71,795	73,377	74,956	76,538	78,124
9	71,795	73,377	74,956	76,538	78,124	79,705	81,287
10	74,956	76,538	78,124	79,705	81,286	82,866	84,448
11	78,124	79,705	81,286	82,866	84,448	86,032	87,614
12	81,286	82,866	84,448	86,032	87,612	89,196	90,780
13	85,104	86,748	88,394	90,041	91,683	93,330	94,979

FY 2022	B	B+15	B+30	B+45	B+60	B+75	B+90
	V	VP	V+45	VB	VB12	VB24	VB36
Step	1	2	3	4	5	6	7
1	52,924	54,419	55,913	57,408	58,901	60,400	61,900
2	54,277	55,814	57,345	58,880	60,412	61,944	63,479
3	55,670	57,241	58,817	60,385	61,961	63,535	65,109
4	57,098	58,712	60,326	61,939	63,552	65,165	66,776
5	60,326	61,939	63,552	65,165	66,778	68,393	70,004
6	63,552	65,165	66,778	68,393	70,007	71,620	73,236
7	66,778	68,393	70,007	71,620	73,231	74,844	76,460
8	70,007	71,620	73,231	74,844	76,456	78,069	79,686
9	73,231	74,844	76,456	78,069	79,686	81,299	82,912
10	76,456	78,069	79,686	81,299	82,911	84,524	86,137
11	79,686	81,299	82,911	84,524	86,137	87,752	89,366
12	82,911	84,524	86,137	87,752	89,365	90,979	92,595
13	86,806	88,483	90,162	91,842	93,517	95,197	96,879

APPENDIX B

Activity	# of Positions	FY20	FY21	FY22
Performing Arts				
Art Club	1	\$1,510	\$1,540	\$1,571
Assistant Drama Coach	1	\$3,387	\$3,454	\$3,523
Drama Coach	1	\$5,065	\$5,166	\$5,269
Music Club Advisor	1	\$1,510	\$1,540	\$1,571
Snapshot Photography Club Advisor	1	\$1,510	\$1,540	\$1,571
Chorus Advisor	1	\$1,510	\$1,540	\$1,571
Co-Curricular				
Environmental Action Club Advisor	1	\$1,510	\$1,540	\$1,571
Equestrian Club Advisor - Advanced	1	\$1,510	\$1,540	\$1,571
Equestrian Club Advisor - Beginner	1	\$1,510	\$1,540	\$1,571
Equestrian Club Advisor - Drill Team	1	\$1,510	\$1,540	\$1,571
FFA Advisor	up to 3	\$3,000	\$3,060	\$3,121
FFA CDE Advisors	up to 22	\$400	\$408	\$416
Goat Club Advisor	1	\$350	\$357	\$364
Literary Magazine Advisor	1	\$1,510	\$1,540	\$1,571
Livestock Showing Advisor	1	\$350	\$357	\$364
Math Team Coach	1	\$1,510	\$1,540	\$1,571
National Honor & Technical Honor Society	1	\$1,510	\$1,540	\$1,571
Video Game Club Advisor	1	\$1,510	\$1,540	\$1,571
Science Team Coach	1	\$1,510	\$1,540	\$1,571
Sign Language Club Advisor	1	\$350	\$357	\$364
SkillsUSA Advisor	up to 3	\$3,000	\$3,060	\$3,121
SkillsUSA Coaches	up to 22	\$400	\$408	\$416
Weightlifting Club Advisor	1	\$1,510	\$1,540	\$1,571
Horror Lit Advisor	1	\$1,510	\$1,540	\$1,571
Extracurricular				
Freshman Class Advisor	up to 2	\$1,000	\$1,020	\$1,040
Sophomore Class Advisor	up to 2	\$1,250	\$1,275	\$1,301
Junior Class Advisor	up to 2	\$1,500	\$1,530	\$1,561
Senior Class Advisor	up to 2	\$2,500	\$2,550	\$2,601
GSA Advisor	1	\$1,510	\$1,540	\$1,571
Key Club Advisor	1	\$1,510	\$1,540	\$1,571
Political Action Club	1	\$1,510	\$1,540	\$1,571
Student Mentor Advisor	1	\$1,510	\$1,540	\$1,571
Yearbook	up to 2	\$2,000	\$2,040	\$2,081
Content Facilitators	4	\$3,500	\$3,500	\$3,500

Sports	# of Positions	FY20	FY21	FY22
Fall Sports				
Football - Varsity	1	\$10,137	\$10,340	\$10,547
Soccer (boys & girls) - Varsity	2	\$6,421	\$6,549	\$6,680
Volleyball (girls) - Varsity	1	\$6,421	\$6,549	\$6,680
Cheerleading - Varsity	1	\$6,421	\$6,549	\$6,680
Cross Country - Varsity	1	\$6,421	\$6,549	\$6,680
Golf - Varsity	1	\$5,133	\$5,236	\$5,341
Football - Assistant Head (V/JV/Fr)	1	\$5,697	\$5,811	\$5,927
Football - Assistant Coach (V/JV/Fr)	5	\$5,082	\$5,184	\$5,287
Soccer (boys & girls) - JV	2	\$4,151	\$4,234	\$4,319
Volleyball (girls) - JV	1	\$4,151	\$4,234	\$4,319
Cheering - JV	1	\$4,040	\$4,120	\$4,203
Volleyball (girls) - Freshman	1	\$4,040	\$4,120	\$4,203
Cross Country - Assistant Head		\$2,870	\$2,927	\$2,986
Field Hockey - Assistant Head	1	\$3,075	\$3,137	\$3,199
Winter Sports				
Basketball (boys & girls) - Varsity	2	\$6,421	\$6,549	\$6,680
Hockey (boys) - Varsity	1	\$6,421	\$6,549	\$6,680
Indoor Track (boys & girls) - Varsity	2	\$6,421	\$6,549	\$6,680
Gymnastics - Varsity	1	\$5,133	\$5,236	\$5,341
Wrestling - Varsity	1	\$6,421	\$6,549	\$6,680
Cheering - Varsity	1	\$4,151	\$4,234	\$4,319
Basketball (boys & girls) - JV	2	\$4,151	\$4,234	\$4,319
Hockey - JV	1	\$4,151	\$4,234	\$4,319
Indoor Track (boys & girls) - JV	2	\$4,151	\$4,234	\$4,319
Basketball (boys & girls) - Freshman	2	\$4,040	\$4,120	\$4,203
Hockey - Assistant Head	1	\$2,870	\$2,927	\$2,986
Swimming - Assistant Head	1	\$2,870	\$2,927	\$2,986
Gymnastics - Assistant Head	1	\$2,870	\$2,927	\$2,986
Wrestling - Assistant Head	1	\$2,870	\$2,927	\$2,986
Spring Sports				
Baseball - Varsity	1	\$6,421	\$6,549	\$6,680
Softball - Varsity	1	\$6,421	\$6,549	\$6,680
Lacrosse (boys & girls) - Varsity	2	\$6,421	\$6,549	\$6,680
Track and Field (boys & girls) - Varsity	2	\$6,421	\$6,549	\$6,680
Volleyball (boys) - Varsity	1	\$6,421	\$6,549	\$6,680
Baseball - JV	1	\$4,151	\$4,234	\$4,319
Softball - JV	1	\$4,151	\$4,234	\$4,319
Lacrosse (boys & girls) - JV	2	\$4,151	\$4,234	\$4,319
Track and Field (boys & girls) - JV	2	\$4,151	\$4,234	\$4,319
Volleyball (boys) - JV	1	\$4,151	\$4,234	\$4,319
Baseball - Freshman	1	\$4,040	\$4,120	\$4,203
Softball - Freshman	1	\$4,040	\$4,120	\$4,203
Intramurals and Strength and Conditioning	14	\$952	\$971	\$991

APPENDIX D

Hathorne Teachers Federation Employee Grievance Form

Name of Employee	
Date/s of Act or Omission	

Contract Article and Section Violated:

Facts supporting each violation in reasonable detail:

Remedy sought for each contract violation:

Employee Signature: _____

Date: _____

Union Signature: _____

Date: _____

Step	Filed With	Signature	Date	Answer
1	Principal			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
2	Superintendent			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
3	School Committee			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

APPENDIX E

Essex North Shore Agricultural and Technical School Sick Leave Bank Application Form

Date of Application: _____

Employee Information

Employee Name	
Telephone Number	
Home Address	
Physician Name	
Physician Telephone	
Physician Address	
Physician Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Letter	
# of Days Requested	

Action Taken

Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Days Allowed (max 20)	
Start Date	
End Date	
Other Information	

Received By: _____

Date: _____

Approved: _____

Date: _____

Approved: _____

Date: _____

Approved: _____

Date: _____

Approved: _____

Date: _____