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EA

*…Collective Strength*

*Individual Participation…*

MEMO

 **To: Janice Gaare, Director of Special Programs**

**, Principal**

 **From: Name:** **, Title:**

**[ ] ASC** **[ ] BVE** **[ ] CHE** **[ ] HCE** **[ ] OHE** **[ ] OVE** **[ ] OHMS** **[ ] NWMS** **[ ] OHHS** **[ ] HiH** **[ ] Midway**

 **Date:**

 **CC:** **, Building Rep**

 **Jon Atkins, Exec Board Member for Special Education**

 **Kathy Ridle, President**

 **Re: Request to Review the Adequacy of Resources**

According to Section 7.2.2 of the Negotiated Agreement:

When an employee so requests, the question of adequacy of the resources provided will be reviewed by the Building Principal and/or Director of Special Programs. If agreement is not reached at that level, the employee may request that the matter be heard by the Superintendent. If so requested, the Superintendent will hear the views of all parties within five days of the request. The Superintendent will render a decision and communicate same to all parties within five (5) days.

Description of Existing Resources and Why These are Inadequate

Proposed Resources

I request a meeting to review the adequacy of resources that the District is providing me, my students, and my program within five working days of receipt of this memo.

Thank you.