

REGISTERED MAIL

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Date (DD/MMM/YYYY)

_____, _____ School Division
Chairperson

Address

City Province Postal Code

Dear _____,

Pursuant to Section 238 of *The Education Act, 1995*, negotiations to conclude our next local collective bargaining agreement must commence no later than 100 days prior to the day on which our current agreement expires. This requires that the bargaining committee for teachers, hereafter referred to as the Local Implementation and Negotiation Committee (LINC), and the bargaining committee for the board meet before

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 to begin this set of negotiations.

The members of the LINC, as determined through the constitution of the _____ Teachers' Association, are:

The LINC will be prepared to meet on the following dates (DD/MMM/YYYY):

I look forward to your response regarding the availability of the bargaining committee for the board on these or any other dates that you might propose providing they are congruent with our obligations under *The Education Act, 1995*.

Yours sincerely,

_____, Chairperson

Local Implementation and Negotiation Committee

_____ Teachers' Association

cc Administrative Support Unit, Saskatchewan Teachers' Federation