

**PLEASE POST**

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**BRENTWOOD UNION FREE SCHOOL DISTRICT  
Brentwood, New York**

TO: All Administrators & Supervisors  
All Certificated Personnel

FROM: Alice M. Vanderveldt, Human Resources Coordinator

RE: Retirement Filing Deadline - Reminder

DATE: January 3, 2019

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This is a reminder to all administrators and certificated personnel contemplating retirement:

Please be advised that the Retirement Incentive Articles in the Brentwood Teachers Association's and the Brentwood Principals and Supervisors Organization's Contracts contain several retirement notice dates for employees contemplating retirement at the end of the current school year or at the end of the **2019/2020** school year.

Those who contemplate retirement within the life of the above contracts are urged to review carefully the provisions of the appropriate Retirement Incentive Articles.

**For those contemplating retirement at the end of the current school year:** The six month incentive notification ends **February 1, 2019.**

**For those contemplating retirement at the end of the 19/20 school year:** The filing period for the year and a half incentive notification ends **February 1, 2019.**

**We urge all members to review the provisions and contact the Human Resources Office (extension 2331) immediately if they have any questions regarding eligibility.**

Teachers should refer to Article 16, pages 39-40, of the BTA Contract.  
Administrators should refer to Article 27, pages 37-38, of the BPSO Contract.