

**Separation**

**Hearing Agenda: Permanent Teacher**

**HEARING AGENDA**

(Note: Also applicable to mid-year terminations hearing for a probationary teacher.)

**1. Hearing Introduction**

Prepared text - Form 4731.3

**2. Entry of Appearance**

Will counsel for the Administration and counsel for [Teacher] enter their appearances for the record, please.

**3. Preliminary Matters**

"Are there any preliminary matters before we begin the hearing?"

a. Stipulations

b. Motions to Dismiss

"Your objection or motion will be noted and it will be taken under submission."

**4. Administration's Case**

a. "Mr. Board Attorney, are you ready to proceed?"

b. Call and swear witnesses.

c. If any objections are made during testimony of witnesses, they should be resolved as follows:

"Your objection has been noted for the record and will be taken under submission."

d. At the end of the questioning of each witness, the Board Attorney will state that he/she has no further questions for this witness. The teacher's attorney should then be asked if he/she has any cross-examination of witness.

e. If teacher's attorney cross-examines the witness, opportunities should be offered for any re-direct and then any re-cross.

**5. Teacher's Case**

- a. At the conclusion of the Administration's case, the Board attorney will state that the Administration rests its case, but reserves the right to call rebuttal witnesses.
- b. The teacher's Attorney should then be asked, "Are you ready to proceed?" He/she would then answer that he/she is and should then be directed to call his/her first witness.

**6. Rebuttal**

At the conclusion of [Teacher's] case, the Board Attorney should be asked if he/she has any rebuttal.

**7. Close**

1. At the conclusion of the hearing, a statement should be made that counsel has an opportunity to present closing oral arguments and submit briefs if they so desire. "What is your preference?"
2. Upon conclusion of the arguments, the parties should be advised concerning the timing of the Board's decision as follows:

"The transcript of this hearing will be ready ten (10) days from the date of this hearing. The Board will render its decision within seven (7) days after the transcription is furnished to them and a written copy of that decision will be furnished to [Teacher] within three (3) days of the Board reaching its decision.