



South Texas Educational Technologies, Inc.
DBA: Horizon Montessori Public Schools
Notice of Intent to Recommend



**Nonrenewal or Termination
for Probationary Contract**

Date

Name

Address

Employee ID: _____

Dear _____,

This letter provides you with advance notice that the Board of Trustees of South Texas Educational Technologies, Inc DBA Horizon Montessori Public Schools met on _____ and voted to renew employment contracts. South Texas Educational Technologies, Inc DBA Horizon Montessori Public Schools did not vote to renew your **probationary contract**. Instead, administration intends to recommend, for approval, to the Board of Trustees, pursuant to Texas Education Code §21.103 and Policies DFAB (LEGAL/LOCAL), to end your contract at the conclusion of the contract period in the best interest of South Texas Educational Technologies, Inc DBA Horizon Montessori Public Schools.

You have the option to voluntarily resign from of South Texas Educational Technologies, Inc. DBA Horizon Montessori Public Schools rather than be terminated. If you choose to resign, your resignation, effective for the end of the 2022–2023 school year, must be submitted to _____ (name and position of person authorized to accept resignations) and a recommendation for the termination of your contract will not be made to the Board on _____.

In order for this recommendation not to be presented to the Board, your resignation should be submitted no later than _____ (date and time) _____, or contact Human Resources at _____ for assistance before the deadline.

Sincerely,

Chief HR Officer or Superintendent