

Memorandum

Department of Human Resources



To: Dan Huber-Kantola, Superintendent
CC: TRSD Board of Directors
From: Debbie Breckner, Director of Human Resources
Date: March 8, 2009
Re: Extension and Non Extension of Licensed Employees

Attached to this memo is a flow chart on how contractual agreements between the Board of Directors of school districts and individual licensed employees work. Listed below is what we need to do per ORS 342.513 – Renewal or non-renewal of contracts for following year:

PROBATIONARY TEACHERS AND ADMINISTRATORS:

“Each district school board shall give written notice of the renewal or non-renewal of the contract for the following school year by March 15 of each year to all teachers and administrators in its employ who are not contract teachers as defined in ORS 342.815. In case the district school board does not renew the contract, the material reason therefore shall, at the request of the teacher or administrator, be included in the records of the school district, and the board shall furnish a statement of the reason for non-renewal to the teacher or administrator. If any district school board fails to give such notice by March 15, the contract shall be considered renewed for the following school year at a salary not less than that being received at the time of renewal. The teacher or administrator may bring an action of mandamus to compel the district school board to issue such a contract for the following school year.”

All new licensed employees serve a probationary period of one to three years. In Three Rivers School District we have consistently held that the probationary period would be three years. At the end of each probationary year, the employee can be non-renewed for any reason deemed sufficient by the Board, provided the Board notifies him or her by March 15th. The probationary employee who is non-renewed would no longer be an employee at the end of the current contract year.

SUCCESSFUL COMPLETION OF THREE-YEAR PROBATIONARY PERIOD:

- Once a licensed employee successfully completes his or her probationary period, they are offered a contract and their status changes from probationary teacher or probationary administrator to contract teacher or contract administrator.
- Teachers are offered a two-year contract. (Teachers no longer have tenure.)
- Administrators are offered a three-year contract.

ADMINISTRATORS NOT ON PROBATION:

- Issue a three-year contract.
- At the end of the first year of the three-year contract, we do nothing.
- At the end of the second year of the three-year contract, the Board has the option of issuing a new three-year contract. Those administrators with satisfactory performance are offered a new three-year contract every two years.

Attachments