



Contract Administration Cycle

The following time line for contract administration applies to term contract renewal and nonrenewal only. Continuing contracts are not reviewed and reissued annually and multiple-year contracts are not required by law to be renewed until the end of the contract term. This suggested time line incorporates statutory requirements.

CONTRACT ADMINISTRATION CYCLE

Time of Year	Actions Needed
February/March	Principals submit contract recommendations to the superintendent. Cases that involve recommendations for nonrenewal are reviewed with the school attorney.
March/April	Contract recommendations are presented to the board of trustees. Board takes action to approve contract renewals and proposals for nonrenewal. New contracts are distributed to employees approved for renewal with a specific deadline for returning signed contracts or submitting a letter of resignation. Written notice of proposed nonrenewal is sent to affected employees at least 45 days before the last day of instruction. The notice for nonprobationary employees must include reasons and an explanation of the employee's right to a hearing and the hearing process.
April/May	Within 30 days of an employee's receipt of notice of proposed nonrenewal, the board provides the employee with an appropriate hearing if requested (hearing must be held within 15 days of request) or takes final action and provides written notice to the employee.
June	Employees may file an appeal with the commissioner of education within 20 days of receiving notice of the board's decision.
July	Teachers may resign without penalty up to 45 days before the first day of instruction.