



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**June 28, 2012**

**AGENDA ITEM: 8.3**

**TOPIC: ADOPT RESOLUTION RELATING TO THE TERMINATION  
AND NON-RENEWAL OF THE TEACHING CONTRACT OF A  
PROBATIONARY TEACHER**

**BACKGROUND:** Teachers new to the district have a probationary period. At the end of or during this probationary period, such a teacher is either offered another teaching contract or not renewed for a successor year.

**PROCESS:** Beginning in January each year, district and building administrators begin staffing meetings where they review and discuss anticipated enrollments, staff who will be going on or returning from leaves of absence, retirements and resignations, probationary teacher performance, class sizes, and of course, the budget and funding levels for the next school year.

Some of these probationary teachers are filling a position where a teacher is due to return from a leave of absence. Others are non-renewed for other reasons including performance or staffing needs. She was hired late in the school year and, therefore, not included on the initial list.

**RECOMMENDATION:** Administration recommends the adoption of this resolution.

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota 55025

June 28, 2012

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE  
TEACHING CONTRACT OF THE FOLLOWING PROBATIONARY TEACHER

Megan Nelson (.4)

WHEREAS, the above named is a probationary teacher in Independent School District No. 831.

BE IT RESOLVED, by the School Board of Independent School District No. 831, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of the above named probationary teacher in Independent School District No. 831, is hereby terminated at the close of the current 2011-12 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 831 held on June 28, 2012 a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2012-2013 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. However, such request must be received in writing within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 831

\_\_\_\_\_  
Karen Morehead, Clerk of School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_;

and the following voted against the same: \_\_\_\_\_;

and the following were absent: \_\_\_\_\_;

whereupon said resolution was declared duly passed and adopted.