



Bastrop ISD  
Board Agenda  
April 15, 2025

Item #3-E

**SUBJECT:** Designated Contract Renewal and Resignation

Days **PRESENTER:** Diana Greene, Director of Human

Resources **LENGTH OF PRESENTATION:** Consent

Agenda, no presentation

School law requires the District to accept written resignation, without penalty, from any employee under a probationary or term contract not later than the 45th day before the first day of instruction. The first day of instruction for the 2025 - 2026 school year is August 13, 2025. The Board should therefore designate June 30, 2025, as the last day prior to the beginning of the 2025 - 2026 school year to accept a resignation from a contractual employee without the consent of the Board or its designee.

Additionally, the law requires a school district to notify contractual employees of its proposal to renew or not renew their contract no later than the 10th day before the last day of instruction in a school year. Because May 22, 2025, is the last day of instruction in the 2024 - 2025 school year, May 8, 2025, should be designated as the deadline for such notification.

**RECOMMENDATION:** I recommend that the Board designate June 30, 2025 as the deadline date for accepting resignations without penalty, from contractual employees prior to the 2025 - 2026 school year. Further, I recommend that May 8, 2025, be named the deadline for notifying contractual employees of the District proposal to renew or not renew the employee's contract.