



MEMORANDUM

TO: Principals/Directors

FROM: Matthew Teaford, Chief Human Resources Officer

DATE: April 16, 2020

SUBJECT: Nontenured teachers

If a principal intends to recommend nonretention of a nontenured teacher at the conclusion of the 2019-20 school year, the principal should schedule a meeting with the teacher during the latter part of April or early part of May. The purpose of the meeting will be to inform the teacher that the principal intends to recommend nonretention. The meeting is not required under the Negotiated Agreement; however, the meeting will be in lieu of and is consistent with the practice of providing notice of intent to recommend nonretention at a final determination meeting following unsuccessful completion of a plan of improvement or growth.

Following is the suggested protocol for the meeting:

- 1) The principal will email the nontenured teacher a notice of Zoom meeting. The email should include an attached letter on school letterhead which includes a Zoom meeting link and statement of reason for the meeting. The subject line of the letter should be "Recommendation for Nonretention." The meeting should NOT be referred to as a final determination meeting. The letter will indicate the time and date for the meeting, that the teacher can arrange to have union representation, and that the purpose of the meeting will be to discuss the principal's intent to recommend nonretention.
- 2) At the meeting, the principal will verbally describe the reasons for the recommendation for nonretention. The principal will focus on the evaluation itself and the teacher's

