

## Series 4000: District Employment

### 4500 Administrators/Supervisors

#### 4508-AG Administrator Non-Renewal

Non-renewal of an Administrator's or Supervisor's contract is a complex process that requires advance preparation and notice. The Superintendent or designee should consult legal counsel to assist when non-renewing any Administrator's or Supervisor's contract.

#### A. Administrators Subject to Revised School Code Section 1229(2)

Unless the Administrator's employment contract or applicable collective bargaining agreement provides a different process, the statutory process to renew an Administrator's contract is as follows:

1. Statutorily mandated written notice from the Superintendent or designee of the reasons for Board consideration of non-renewal shall be provided to the Administrator with the date, time, and location of the Board meeting;
2. Board review of the recommendation for consideration of non-renewal may be in closed session at the Administrator's request, provided that the reasons for non-renewal are not due to finances or reorganization;
3. Statutorily mandated written notice of the Board's action to consider non-renewal must be provided to the Administrator, including an opportunity to meet with not less than a majority of the Board to discuss the reasons for non-renewal. When appropriate, the Administrator may request a closed session. The Superintendent or designee will provide the Administrator with the statutorily mandated written notice of this meeting;
4. The Administrator will be timely notified of the date, time, and location of the Board meeting for review of the non-renewal recommendation;
5. Board actions will be in open session;
6. Statutorily mandated notification of the Board's action will be provided to the Administrator; and
7. Tenure rights as a classroom teacher may continue to apply.

#### B. Non-Renewal of a Supervisor or Director

Unless the Supervisor's or Director's employment contract or applicable collective bargaining agreement provides a different process, non-renewal of a Supervisor's or Director's contract will include the following:

1. Timely written notice to the Supervisor or Director that the Superintendent or designee will recommend that the Board non-renew the Supervisor's or Director's employment contract. The notice will include the date, time, and

location of the Board meeting. The Supervisor or Director may request that the Board meet in closed session to consider the contract non-renewal, provided that the reasons for non-renewal are not due to finances or reorganization;

2. At the Board meeting, the Supervisor or Director will have an opportunity to respond to the contract non-renewal recommendation before the Board;
3. Board actions will be in open session; and
4. Timely written notice to the Supervisor or Director of the Board's determination on the contract non-renewal recommendation shall be provided to the Supervisor or Director.

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