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<b>Email Subject Line:</b>	End of Year Nonrenewal Reminders
<b>Recipient Groups:</b>	all supers, secretaries, BMs, BAs, CSFOs and relevant affiliates

**Email body:**

## End-of-Year Nonrenewal Reminders

*This email is being sent to all board members, superintendents, superintendent secretaries, CSFOs, board attorneys and education affiliates. Please share with your HR staff.*

As you prepare to close out your school year, please remember these basic Students First Act requirements. These deadlines have not been extended by any State of Emergency orders.

### Impact of State of Emergency Order

- By law, public school employees must continue to be paid while schools are closed, but systems can and should continue to make normal end-of-year nonrenewal and termination decisions of probationary teachers and classified employees. The standard deadlines and notification requirements remain in effect.

### Nonrenewals of Teachers in Years 1 or 2

- If you are nonrenewing any teachers (all employees with educator certification) in their first or second year of employment with your system, they must receive notice of nonrenewal no later than **Monday, June 15, 2020**. Boards can take these actions in virtual meetings, but don't wait until the last minute. Teachers who do not receive this notice are guaranteed a position with your system next school year.

### Nonrenewal of Teachers in Year 3

- If you are nonrenewing any teachers (all employees with educator certification) in their third year of employment, they must receive notice of nonrenewal no later than the **last day of school for teachers**. Third year teachers who do not receive this notice will earn tenure and return to your system next school year. If your system intends to change the "last day of school for teachers" in light of

school closures, it is imperative that notices be provided by that new date rather than the date originally set by your 2019/2020 school calendar.

## Termination of Classified Employees in year 3

- Classified employees do not have to be annually nonrenewed like teachers, but if they are in their third year of employment, they must be terminated by **Monday, June 15, 2020**. Again, these actions can be taken in virtual meetings, but don't wait until the last minute. If they are not, they earn nonprobationary status. Remember that these employees must receive 15 days' pay (calculate 17 with mailing) after they receive their termination notice.

## Doublecheck your Nonrenewal Lists

- In the rush to the end of the year, things fall through the cracks and lead to costly mistakes. Doublecheck your list of nonrenewals/terminations to make sure you haven't left anyone off. If you have, convene a special called meeting with 24 hours' notice so you can get them voted on and notified.

## Renewals

- We understand that some superintendents recommend renewals/grants of tenure to their employees perhaps as a ceremonial act. This is not an action required by law and may actually have an unintended consequence. First, by dramatically increasing the number of employees being recommended and voted on, there's a greater likelihood that a mistake will be made. Someone will get on the wrong list or be left off. Second, if the board votes down a renewal, they may mistakenly believe that the employee is nonrenewed. This is not the case. Employees can only be nonrenewed by a superintendent recommendation to NONRENEW. Using this method is more likely to cause confusion and hard feelings.

## Methods of Notification

- Remember, there are only 3 legal methods of providing notice:
  - Hand delivery;
  - Certified mail sent to the last known address; or
  - Overnight (next day) mail sent to the employee's last known address.
- If you mail a notice, it is presumed delivered 2 business days after it is deposited in the mail or with the overnight courier. Be sure you calculate those 2 days in to make sure it's received by the above dates.

## Students First Act Guidelines

- Remember that we published an updated edition of the Guidelines for Implementing the Students First Act in 2016. Feel free to access it on our [website](#) for your procedural steps, sample recommendations and motions and sample letters.

Contact us if you have any last-minute questions, and as always, work closely with your local school board attorney to ensure everything goes smoothly. In the meantime, we wish you a safe and easy end of school year!

**Attachments (if any):**