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<b>Email Subject Line:</b>	Last Minute Personnel Reminders
<b>Recipient Groups:</b>	BM, Supers, CSFOs, Supt. Secretaries, BAs

**Email body:**

<b>Last-minute Personnel Reminders</b>
<p style="text-align: center;"><i><b>This email is being sent to all board members, superintendents, superintendent secretaries, CSFOs and board attorneys.</b></i></p> <p>As you prepare to close out your school year, please remember these basic Students First Act requirements:</p> <p><b>Nonrenewals of Teachers in Years 1 or 2</b></p> <ul style="list-style-type: none"><li>• If you are nonrenewing any teachers in their first or second year of employment, they must receive notice of nonrenewal no later than <b>Friday, June 15, 2018</b>. Teachers who do not receive this notice are guaranteed a position with your system next school year.</li></ul> <p><b>Nonrenewal of Teachers in Year 3</b></p> <ul style="list-style-type: none"><li>• If you are nonrenewing any teachers in their third year of employment, they must receive notice of nonrenewal no later than the <b>last day of school for teachers</b>. Third year teachers who do not receive this notice will earn tenure and return to your system next school year.</li></ul> <p><b>Termination of Classified Employees in year 3</b></p> <ul style="list-style-type: none"><li>• 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 <b>Friday, June 15, 2018</b>. 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.</li></ul> <p><b>Doublecheck your Nonrenewal Lists</b></p> <ul style="list-style-type: none"><li>• 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.</li></ul>

## 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.

## Quadrennium reminder

- Next year, the June 15 dates referenced above will be June 30, 2019 as 2019 will be the first year of the legislative quadrennium.

## Updated Students First Act Guidelines

- Remember that we published an updated edition of the Guidelines for Implementing the Students First Act in 2016. [View the pdf version.](#)

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):

