

REVISED POLICY - VOL. 28, NO. 1NON-RENEWAL OF ADMINISTRATIVE CONTRACTS

Before March 1st of the year in which the contract of an assistant superintendent, a principal, or an assistant principal is due to expire and before February 1st of the year in which the contract of a local director of special education is due to expire, the Board or an ~~employee~~ **attorney**, at its direction, shall give written notice of renewal or refusal to renew the individual's contract for the following school year. ~~If the notice is not given before March 1st, or in the case of a local director of special education before February 1st, the contract then in force shall be reinstated only for the ensuing year.~~

At least thirty (30) days before giving written notice of refusal to renew a contract, the Board or an ~~employee~~ **attorney**, at its direction, shall inform the administrator by written preliminary notice that:

- A. the Board is considering a decision not to renew the contract; and
- B. if the administrator files a request for a private conference not later than five (5) days after receiving the notice, the administrator is entitled to a private conference with the Superintendent.

If the administrator files a request with the Board for an additional private conference not later than five (5) days after the initial conference with the Superintendent, the administrator is entitled to an additional private conference with the Board before being given written notice of refusal to renew the contract.

The written preliminary notice must include the Board's reasons for considering a decision not to renew the contract.

- | [X] If the non-renewal is for cause, the Superintendent shall have provided the administrator with a written evaluation of his/her performance at least \_\_\_\_\_10\_\_\_\_\_ days prior to the preliminary notice to provide time for the administrator to show progress toward eliminating deficiencies identified in the evaluation.

- I.C. 20-28-8-3
- I.C. 20-28-8-4
- I.C. 20-28-8-11
- I.C. 20-28-8-12