

Contracts with Administrators

The length of the contract for employment between an administrator and the Board shall be determined by the Board. Contracts with administrators in the District shall be in writing and shall state the term of employment, the length of time during the year services are to be performed, the compensation to be paid, and such other matters as may be agreed upon. The contract is invalid if the administrator is under contract with another Board of Education of another district in Iowa covering the same period of time until such contract shall have been released or terminated.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

Contracts of nonprobationary administrators shall automatically continue for only one additional year beyond the end of their terms unless modified by mutual agreement or unless terminated.

A contract shall not be tendered to a continuing administrator prior to March 15. The administrator shall sign and return the contract by the date specified by the Board of Education, which shall be at least 21 days after it is tendered. If the administrator does not sign and return the contract by the date specified and does not submit a resignation, the prior contract shall automatically continue for one additional year.

The contract shall be signed by the president of the Board of Education and by the administrator and shall be filed in the Administrative Center before the administrator enters upon performance of the contract.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and Board policies.

Contracts with Licensed Teachers

Contracts with licensed teachers in the District shall be in writing and shall state the number of contract days, the compensation to be paid, and any other matters mutually agreed upon. The contract is invalid if the employee is under a contract with another Board of Education during the same time period until a release is obtained.

The first three consecutive years of a licensed employee's contract is a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district. New employees who have successfully completed a probationary period in a previous Iowa school district will serve a two year probationary

period. For purposes of this policy, an employee will have met the requirements for successfully completing a probationary period in another Iowa school district if, at the teacher's most recent performance evaluation, the teacher received at least a satisfactory or better evaluation and the individual has not engaged in conduct which would disqualify the teacher for a continuing contract.

Only the District, in its discretion, may waive the probationary period. The District may extend the probationary period for one additional year with the consent of the licensed employee. The District will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent or designee's recommendation. During this probationary period the District may terminate the licensed employee's contract at the end of the year without cause year or immediately discharge the employee consistent with applicable law and board policies.

Contracts for coaching interscholastic athletic activities shall be issued separately from teaching contracts. The contract shall be for a single school year. An extracurricular contract may be terminated prior to the expiration of that contract in accordance with applicable law. A resignation or termination from a coaching contract shall not affect the teaching contract. However, a resignation or termination from a teaching contract shall automatically be a resignation or termination from all coaching contracts held by the employee.

Continuing contracts with licensed teachers shall be the same as for the preceding contract term except as modified or terminated as provided by law. Contracts for coaching interscholastic athletics shall not be continuing contracts. The Board may issue temporary and nonrenewable contracts in accordance with law.

A contract shall not be tendered to a continuing licensed employee prior to March 15. The licensed employee shall sign and return the contract by the date specified, which shall be at least 21 days after it is tendered. If the licensed employee does not sign and return the contract by the date specified and does not submit a resignation, the prior contract shall automatically continue for one additional year.

The contract shall be signed by the president of the Board of Education when tendered, and after it is signed by the licensed employee, the contract shall be filed in the Administrative Center before the employee enters into performance under the contract.

Licensed employees whose contracts will be recommended by the Superintendent or designee to the Board for termination will receive due process as required by law.

Date of Adoption: September 8, 2008

Date of Revision: April 22, 2013
August 8, 2016
September 11, 2017