

# Board Policy

Code No. 304.3

## ADMINISTRATIVE CONTRACT AND CONTRACT NON-RENEWAL

The length of the contract for employment between an administrator and the Board shall be determined by the Board and stated in the contract. The contract shall also state the terms of employment.

The first two years of a contract issued to a newly employed administrator shall be considered a probationary period. The Board may waive this 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 non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.

If the Board does not take action to renew an administrator's contract, the contract will be extended automatically for an additional one-year period beyond the end of its term. It may be modified or terminated as mutually agreed to by the parties or terminated consistent with statutory termination procedures.

It shall be the responsibility of the Superintendent to create a contract for each administrative position.

A licensed administrator who wishes to be released from a contract shall submit a written request to the Superintendent at least thirty (30) working days prior to the anticipated termination date. Release from the contract shall be dependent on the circumstances involved, including the availability of a qualified replacement.

The Superintendent shall notify the Department of Education in the event a licensed administrator terminates employment without a proper release from the contract.

*Legal Reference:*                    Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980)  
Board of Education of Fort Madison Community School District v Youel, 282 N.W.2d 677  
(Iowa 1979)  
Brigg v Board of Education of Hinton Community School District, 282 N.W.2d 677 (Iowa  
1979)  
*Iowa Code §§ 279.20, .22-.25 (1995)*  
*281 I.A.C. 12.4(4), .4(7)*

*Cross Reference:*                    *304 Administrative Team*

*Approved: May 5, 1997*

*Reapproved: July 10, 2000*  
*February 3, 2003*  
*June 19, 2006*  
*February 1, 2010*

*Revised: July 10, 2000*