

POLICY: 305.5

#### ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

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 three years of a contract issued to a newly employed administrator shall 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 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 an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

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

Administrators, who wish to resign, to be released from a contract, or to retire, must comply with Board policies regarding the areas of resignation, release or retirement.

LEGAL REFERENCE: Cook v. Plainfield Comm. School District, 301 N.W. 2d 771  
(Iowa App. 1980)  
Board of Education of Fort Madison Comm. School District v. Youel, 282 N.W. 2d 677  
(Iowa 1979).  
Briggs v. Board of Directors of Hinton Comm. School District, 282 N.W. 2d 740 (Iowa 1979)  
Luse v. Waco Comm. School District of Henry Co., 258 Iowa Code 1087, 141 N.W. 2d 607  
(1966)  
Iowa Code §§ 21.5(1) (i); 279.20, .22-.25 (1995). 281 I.A.C. 12.4 (4).

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