

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: Negotiated Agreements

Responsible Office: Human Resources and Development

Nonrenewal of Contract for Teacher-level Personnel

I. PURPOSE

To establish procedures when a nontenured teacher-level employee is recommended for nonrenewal of contract

II. PROCEDURES

A. Responsibilities

Members of the administrative and supervisory staff, consulting teachers, and other qualified observers are assigned the responsibility of observing and evaluating a certificated employee's effectiveness in the performance of his/her duties.

B. Procedures

1. Procedures for nonrenewal of teachers participating in the Peer Assistance and Review (PAR) program are followed according to the Professional Growth System handbook.
2. Letters to nontenured teacher-level personnel holding a regular contract (Standard or Advanced Professional Certificate) must be delivered no later than May 1 for individuals employed before January 1 following the commencement of a school year in accordance with the Maryland state regulation.
3. The Office of Human Resources and Development (OHRD) will:
 - a. Receive, maintain, and review all reports, recommendations, and decisions submitted by the respective administrator(s) or supervisor(s) regarding the nonrenewal of nontenured teacher-level personnel

- b. Assure that letters notifying nontenured teacher-level employees of the nonrenewal of the contract are prepared and delivered to the employee in sufficient time for the employee to receive the notice no later than the required date, May 1, for individuals employed before January 1 following the commencement of a school year
- c. Prepare a report to the Board of Education (Board) submitting recommendations of the superintendent of schools concerning nonrenewal of contracts. The Board takes action on these recommendations
- d. Effect a reduction-in-force when necessary by preparing and delivering letters to teacher-level employees. The OHRD will notify them of the reduction-in-force no later than 15 days following final action by the appropriating authority or June 30, whichever is earlier

Regulation History: Formerly Regulation No. 480-2, May 22, 1978; revised September 1985; directory information updated; reviewed August 1988; revised November 21, 1994; revised May 8, 2003; revised November 21, 2011.