

LICENSED STAFF CONTRACTS

Written contracts shall be made by the School Board with each full-time teaching and licensed administrative employee, as defined in policy GCA, employed by the Board, except those temporarily employed as substitute teachers. Whenever possible, contracts should be issued before such employee assumes his/her duties. Contracts will be in the form prescribed by the State Board of Education, with special covenants added by the local School Board as appropriate. Contracts shall be signed in duplicate, one retained by the employee and the other placed in the personnel file.

Written contracts are not required with persons who are temporarily employed. A temporarily employed teacher is 1) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or 2) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the State Superintendent of Public Instruction on a case-by-case basis, during one school year.

A separate contract in the form permitted by the Board of Education shall be executed by the School Board with an employee who receives supplemental pay for any athletic coaching assignment or extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching. Termination of the employee's separate contract shall not constitute cause for the termination of the primary contract.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment requiring responsibility for any student organizations, clubs, or groups, such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

If a teacher who has not achieved continuing contract status receives notice of re-employment, he/she must accept or reject in writing within fifteen (15) calendar days of receipt of the notice. Unless a conference with the Superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the Board on or before June 15 of each year in accordance with policy GCP.

The School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects. Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved by the appropriating body, the School Board shall furnish each teacher a statement confirming continuation of employment,

setting forth assignment and salary. ~~Nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available with which to meet such obligation.~~

Within two weeks of the approval of the school budget by the appropriating body, but no later than July 1, the School Board will notify any teacher who may be subject to a reduction in force due to a decrease in the School Board's budget as approved by the appropriating body.

Continuing contracts may be executed in behalf of persons holding a valid renewable licenses issued by the Virginia Department of Education.

The contractual period is that prescribed by the Virginia Department of Education.

Compensation provided for teaching personnel for a 10-month contractual period shall include:

1. One-hundred and eighty (180) teaching days, or the prevailing minimum required by law, whichever is applicable.
2. Ten (10) days minimum for such activities as teaching, planning for the opening of school, evaluation, completing records and reports incident to the closing of each semester or school year, committee assignments, and conferences as defined by the School Board.
3. Ten (10) days for the continuation of activities above and/or such other activities as may be assigned or approved at the discretion of the School Board. These days are subject to optional use as determined by the School Board.

When additional funds have been allocated, teachers may receive contracts for periods greater than 200 days.

Licensed administrative personnel shall be given contracts for ten (10), eleven (11), or twelve (12) months as determined by the School Board.

Adopted: July 1, 1993

Amended: July 8, 1996; December 8, 1997; August 8, 2002; July 13, 2006; January 22, 2015

Legal Ref.: _____ Code of Virginia, 1950, as amended, §§ 22.1-78; 22.1-302; 22.1-304

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GCA, Personnel Definitions

GCBA, Staff Salary and Salary Schedules

GCG, Licensed Staff Probation and Tenure

GCI, Assignment and Transfer

GCB Page 3

GCN-R, Procedure for Compliance for Performance Review

GCP, Termination, Non-Renewal, and Dismissal

GCPA, Reduction in Licensed Staff

Procedures for Licensed Staff Contracts

The School Board has delegated limited authority to the Superintendent to continue making contract offers during the period when the Board does not meet on a regular schedule as follows:

1. To sign new teacher contracts during the period of July through August (only until the first scheduled Board meeting for the month of August; temporary authority would expire at this time).
2. To approve or deny resignation requests after June 15 as permitted by state law.

Licensed staff who fail to attain appropriate licensure may be taken to the School Board for termination of contracts.

Adopted: June 10, 2004
Reviewed: July 13, 2006