

Board Policy

The Board of Trustees of the Shelley Joint School District No. 60 expects and requires all reasonable efforts be utilized to obtain the best qualified teachers and to contract with those individuals for the mutual benefit of the District and the certificated individual to provide the best educational opportunity for students.

Suggested Implementation Guidelines

The following are applicable for contracts for certificated employees:

- A. The Shelley Joint School District No. 60 will use the written contract form approved by the State Superintendent of Public Instruction to employ professional personnel and shall state the length of time the contract is in force and the total compensation of the contract period.
1. The applicant must hold a valid certificate at the time of entering the duties thereunder.
 2. Upon delivery of a proposed written contract, for the ensuing year to any such person, that individual shall have a reasonable period of time to sign the contract and return it to the Board at the school district office.
 - a) The time shall not be less than ten (10) calendar days from the date of delivery and both dates will be visible on the contract document.
 - b) Delivery may be made only in person or by certificated mail, return receipt requested.
 - c) If delivery is in person, delivery must be acknowledged by a signed receipt.
 - d) If delivery is by certified mail, delivery is to be acknowledged by the return of the certified mail receipt.
 3. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board (District Office) in the designated period of time, the Board may declare the position vacant.
- B. There are three (3) categories of annual contracts and other category of renewable contracts. They are:
1. Category 1 contract:
 - a) A limited one-year contract as provided in Idaho Code 33-514 A.
 - 1) Limited duration of the ensuing school year.
 - 2) No further notice is required by the district to terminate the contract at the conclusion of the contract year.

- b) If the district rehires an individual for the year following service on a Category 1 contract, the individual will receive a Category 2 contract during the second year of employment.
 - 1) The first year of employment on a Category 1 contract will then apply toward renewable contract status.
- 2. Category 2 contract:
 - a) Certificated personnel in the first and second years of continuous employment in the Shelley School District.
 - 1) Employee shall be provided the services of the district support program, (see policy _____, Certificated Employee Evaluation).
 - 2) If determined by the Board not to re-employ the person for the following year:
 - a. The employee shall be provided a written statement of reasons for non-reemployment.
 - b. Notice by no later than May 25.
 - c. No property rights shall attach to a category 2 contract.
 - d. The employee shall not be entitled to a review by the Board of the reasons or decision not to reemploy.
- 3. Category 3 contract:
 - a) Certificated personnel during the third year of continuous employment in the Shelley School District.
 - b) Evaluation(s) and action required is shown in policy number _____, Certificated Employee Evaluation.
 - c) If the Shelley School District hires an employee who has been on a renewable contract status with another Idaho district or out-of-state experience which would otherwise qualify the certificated employee for renewable contract status in Idaho shall have the option to place the employee on a Category 3 annual for one (1), two (2) or three (3) years, or to immediately grant renewable contract status.
- 4. Renewable Contract
 - a) Upon having been offered a contract for the next ensuing year (4th year, or as stipulated in Idaho Code 33-514(4)) having given notice of acceptance of renewable and upon signing a contract for a fourth full year, that employee will be placed on a renewable contract status with the Shelley School District subject to the provisions of Idaho Code 33-515.
 - b) Evaluation and other provisions are shown in policy number _____, Certificated Employee Evaluation.

CERTIFICATED EMPLOYEE CONTRACTS

- c) A renewable contract shall be for the same length as the terms stated in the current contract and at a salary no lower than that specified, to which is added such measurements as may be determined by statutory or regulatory rights of the employee by reason of training, service or performance.
- d) Nothing shall prevent the Board of Trustees from offering a renewable contract increasing the salary of any certificated person.
- e) The Board may reassign an administrative employee to a non-administrative position with appropriate reduction in salary from the preexisting salary level.
- f) If the Board of Trustees, for reasons other than unsatisfactory service, for the ensuing contract year, determines to change the length of the term stated in the current contract, reduce the salary or not renew the contract of a certificated person whose contract would otherwise be automatically renewed, nothing herein shall require a probationary period.