

LICENSED STAFF CONTRACTS

The School Board enters into written contracts 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 are issued before such employee assumes his/her duties. Contracts are in the form prescribed by the State Board of Education, with special covenants added by the School Board as appropriate. Contracts are signed by the employee and 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.

Athletic coaching contracts and contracts for extracurricular activity sponsorship assignments where a monetary stipend is paid are separate from the employee's primary contract. Such contracts are in a form permitted by the State Board of Education. Termination of the employee's separate contract does not constitute cause for the termination of the primary contract.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment for which a monetary stipend is received, 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 15 calendar days of receipt of the notice. Unless such teacher requests a conference with the Superintendent as specified in the Code of Virginia, or in the case of reduction in force, the School Board must give written notice of nonrenewal of the probationary contract on or before June 15 of each year in accordance with policy GCP.

The School Board may reduce the number of teachers, whether such teachers have reached continuing contract status or not, because of a 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 furnishes each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two (2) weeks of the approval of the school budget by the appropriating body, but no later than July 1, the School Board notifies 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 on 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 includes:

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 are given contracts for 10, 11, or 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; March 9, 2017; December 13, 2018

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

8 VAC 20-441-10

8 VAC 20-441-40

Cross Ref.: GCA, Personnel Definitions
GCBA, Staff Salary and Salary Schedules
GCDA, Effect of Criminal Conviction or Arrest
GCE, Part-Time and Substitute Teaching Employment
GCG, Licensed Staff Probation and Tenure
GCI, Assignment and Transfer
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.

Both probationary and continuing contract licensed staff who fail to attain appropriate licensure may be taken to the School Board for termination of contracts.

Adopted: June 10, 2004

Amended: December 13, 2018

Reviewed: July 13, 2006; March 9, 2017