

Non-Renewal and Renewal of Individual Teacher Contracts

Important deadlines for full-time teachers, governed by **WI State Statute 118.22**, are coming up and Local leaders SHOULD ask District Administrators if they are considering any non-renewals.

April 30, 2019

If the District is considering the non-renewal of any full-time teacher, the School Board must issue a preliminary notice of non-renewal on (or before) Tuesday, April 30th. This notice must be voted on by the school board and must be a written notice. Preliminary notices of non-renewal can be for budgetary reasons or for teacher performance reasons. Members who are given a preliminary notice of non-renewal are **strongly encouraged** to contact Local union leaders or the WEAC Region 3 office ASAP at 1-800-472-5582.

Five (5) calendar days after receiving a preliminary notice of non-renewal

The teacher has FIVE (5) calendar days to request a private conference with the School Board to discuss the preliminary notice of non-renewal. Teachers can request the hearing, then decide later to not have the conference. The timeline is short, so request the meeting, then decide whether or not to have the meeting. Contact the Region 3 office for guidance at 1-800-472-5582.

May 15, 2019

All teachers are given EITHER a continuing individual contract or a final notice of non-renewal on (or before) Wednesday, May 15th. Sometimes the continuing contract comes in the form of a "letter of intent." **The continuing contract or letter of intent must include a salary amount or a reference to a salary** (e.g., "step 10, lane 5," or "not less than the salary for 2018-19").

If no continuing contract or letter of intent is provided, teachers may **self-renew**. This is what the letter needs to say: *"Pursuant to Wis. Stat. § 118.22(2), given that the District did not provide me with notice of renewal or refusal to renew my individual contract by May 15, my teaching contract now in force is to continue for the ensuing school year. I hereby accept the renewal of my 2018-19 individual contract for the 2019-20 school year."*

June 15, 2019

Teachers must sign and return individual contract NO LATER THAN Saturday, June 15th. Some districts ask for the return of signed contracts before that date - but there is no legal requirement for teachers to do so. **If the district pressures teachers to return a signed contract prior to June 15th, please contact the Region 3 office at 1-800-472-5582.**