

ALLOWAY TOWNSHIP SCHOOL DISTRICT
Alloway, New Jersey

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Regulation

☐ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

NONRENEWAL

Teaching Staff

A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with N.J.S.A. 18A:27-3.1, N.J.A.C. 6A:10-1.1 et seq., and the policies and procedures of this district.

B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured teaching staff member for the succeeding school year.
2. On or before May 15 of each year, each nontenured staff member continuously employed by the board since the preceding September 30 shall receive a written notice from the chief school administrator that such employment will not be offered if the chief school administrator recommends the nontenured teaching staff member is not renewed.
3. A recommendation by the chief school administrator to not renew a nontenured teaching staff member's contract for the succeeding school year may be based upon the nontenured teaching staff member's observations, evaluations, job performance, or any factor affecting his/her employment in the school district.
4. A nontenured teaching staff member employment contract can be renewed only upon the chief school administrator's recommendation and a recorded roll call majority vote of the full membership of the board. The board shall not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the chief school administrator shall notify the board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The chief school administrator may notify the board members of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the board prior to May 15 or in the alternative, in executive session. If notification is provided to the board in executive session, the chief school administrator and the board will meet in executive session prior to May 15 to review the chief school administrator's recommendation(s).
 - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.
2. A nontenured teaching staff member not recommended for renewal by the chief school administrator is deemed not renewed. The board's vote is not required on the chief school administrator's recommendation(s) to not renew a nontenured teaching staff member's contract.

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D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal by the chief school administrator on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured teaching staff member's observations and evaluations and the nontenured teaching staff member has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.
3. The written statement of reasons will be prepared by the chief school administrator.

F. Nonrenewal Appearance

1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the board. The written request shall be submitted to the board within ten calendar days of the nontenured teaching staff member's receipt of the board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the board's statement of reasons.
3. The board will exercise discretion in determining a reasonable length of time for the proceeding, depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the board may be conducted in executive session pursuant to N.J.S.A. 10:4-12(b)(8). If conducted in executive session, notice must be given in accordance with N.J.S.A. 10:4-13.
5. The board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured teaching staff member's appearance before the board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince board members to offer reemployment.
7. The proceeding of an informal appearance before the board shall be conducted with the board president presiding.
8. The nontenured teaching staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured teaching staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-

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examined by the board. Witnesses shall be called one at a time into the meeting to address the board and shall be excused from the meeting after making their statements.

G. Final Determination

1. A board vote is not required on the chief school administrator's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the board, the chief school administrator may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the board. If the chief school administrator recommends the nontenured teaching staff member for reemployment, the voting members of the board must, by a majority vote of the full board at a public session, approve or not approve the chief school administrator's recommendation for reemployment.
2. The board may, with a majority vote of its full membership in public session and without the recommendation of the chief school administrator, offer the nontenured teaching staff member reemployment after the informal appearance before the board.
3. Within three working days following the informal appearance, the board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The board may delegate notification of its final determination to the chief school administrator or board secretary.

Support Staff

A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff member for the succeeding school year.
2. The nontenured support staff member shall be informed by the chief school administrator, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A recommendation by the chief school administrator to not renew the nontenured support staff member may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in the school district.
4. A nontenured support staff member contract can be renewed only upon the chief school administrator's recommendation and a majority vote of the full membership of the board. The board shall not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

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1. Prior to notifying the nontenured support staff member of the nonrenewal, the chief school administrator shall notify the board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The chief school administrator may notify the board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the board or in the alternative, in executive session. If notification is provided to the board in executive session, the chief school administrator and the board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.
 - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.
2. The chief school administrator will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A nontenured support staff member not recommended for renewal by the chief school administrator is deemed not renewed. A board vote is not required on the chief school administrator's recommendation(s) to not renew a nontenured support staff member's contract.

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured support staff member not recommended for renewal by the chief school administrator in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's evaluations and the nontenured support staff member has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
3. The statement of reasons may be prepared by the chief school administrator or the board secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

F. Nonrenewal Appearance

1. Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured

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support staff member may request in writing an informal appearance before the board. The written request shall be submitted to the board within ten calendar days of the nontenured support staff member's receipt of the board's statement of reasons.

2. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the board's statement of reasons.
3. The board will exercise discretion in determining a reasonable length of time for the proceeding depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the board may be conducted in executive session pursuant to N.J.A.C. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured support staff member's appearance before the board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured support staff member the opportunity to convince board of education members to offer reemployment.
7. The proceeding of an informal appearance before the board shall be conducted with the president of the board presiding.
8. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured support staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the board. Witnesses shall be called one at a time into the meeting to address the board and shall be excused from the meeting after making their statements.

G. Final Determination

1. A board vote is not required on the chief school administrator's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the board, the chief school administrator may make a recommendation for reemployment of the nontenured support staff member to the voting members of the board. If the chief school administrator recommends the nontenured teaching staff member for reemployment, the voting members of the board must, by a majority vote of the full board at a public session, approve or not approve the reemployment.
2. The board may, with a majority vote of its full membership in public session and without the recommendation of the chief school administrator, offer the nontenured support staff member reemployment after the informal appearance before the board.
3. Within three working days following the informal appearance, the board shall notify the affected nontenured support staff member, in writing, of its final determination. The board may delegate notification of its final determination to the chief school administrator or board secretary.

Adopted:

Revised:

NJSBA Review/Update: April 2025

Readopted:

Key Words

Nonrenewal, Nontenured Teachers

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- Legal References:** N.J.S.A. 18A:27-3.1 Non-tenured teaching staff; observation and evaluation; conference; purpose
- N.J.S.A. 18A:27-3.2 Teaching staff member; notice of termination; statement of reasons; request; written answer
- N.J.S.A. 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
- N.J.S.A. 18A:27-10 et seq. Nontenure teaching staff member; offer of employment for next succeeding year or notice of termination before May 31
- N.J.A.C. 6A:10-9.1 Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of notice of nonreemployment
- N.J.A.C. 6A:32-4.1 et seq. Employment of teaching staff
- Donaldson v. North Wildwood Bd. of Ed., 65 N.J. 236 (1974)
- Hicks v. Pemberton Township Board of Education, 1975 S.L.D. 332
- Velasquez v. Brielle Board of Education, 97 N.J.A.R. 2d (EDU) (August 6), aff'g on different grounds Comm'r 96 N.J.A.R. 2d (EDU) (April 4)

Possible

- Cross References:** *4115 Supervision
- *4116 Evaluation
- *4117.4 Reduction in force/abolishing a position

*Indicates policy is included in the Critical Policy Reference Manual.