

The notices on the following pages are provided to meet requirements established by law or policy:

- Exhibit A: NOTICE OF PROPOSED CONTRACT NONRENEWAL should be used for an employee whose contract has been recommended for nonrenewal and for whom the Board has decided to conduct the hearing.
- Exhibit B: NOTICE OF PROPOSED CONTRACT NONRENEWAL should be used for an employee whose contract has been recommended for nonrenewal and for whom the Board has decided to have an independent hearing examiner conduct the hearing, if one is requested.

EXHIBIT A

NOTICE OF PROPOSED CONTRACT NONRENEWAL
(FOR HEARINGS CONDUCTED BY THE BOARD)

Date: _____

Name: _____

Address: _____

City/State/ZIP: _____

Dear _____:

YOU ARE HEREBY NOTIFIED that the Superintendent of _____ ISD has recommended to the Board of Trustees at a lawfully called meeting of the Board of Trustees on (date) _____ that your employment contract as (job title) _____ in the District not be renewed for the succeeding school year, and the Board has voted to propose the nonrenewal.

This notice is given pursuant to the provisions of Section 21.206 of the Texas Education Code, as amended in 1995.

The recommendation not to renew your contract is being made for the following reasons:

[List all reasons in detail]

Any hearing on this proposed action will be conducted by the Board of Trustees.

If you desire a hearing, not later than the 15th day after receiving this written notice, you must notify the Board of Trustees in writing of that request. The Board shall provide a hearing to be held not later than the 15th day after receiving your notice requesting a hearing. Such hearing shall be closed unless you request an open hearing. If you fail to make a timely request for a hearing, the Board may proceed and make a determination upon the Superintendent's recommendation not later than the 30th day after the date the Board sends you notice of the proposed nonrenewal.

If you have any questions concerning any of the reasons supporting the proposed action to nonrenew your contract, please advise the Superintendent in writing.

Attached to this notice is a copy of the District's policy on nonrenewal of term contracts, containing the rules for the hearing.

This notice dated at (City/State/Zip): _____,

Date: _____ By: _____

President, Board of Trustees

_____ ISD

EXHIBIT B

NOTICE OF PROPOSED CONTRACT NONRENEWAL
(FOR HEARINGS CONDUCTED BY A HEARING EXAMINER)

Date: _____

Name: _____

Address: _____

City/State/ZIP: _____

Dear _____:

YOU ARE HEREBY NOTIFIED that the Superintendent of _____ ISD has recommended to the Board of Trustees at a lawfully called meeting of the Board of Trustees on (date) _____, that your employment contract as (job title) _____ in the District not be renewed for the succeeding school year, and the Board has voted to propose the nonrenewal.

This notice is given pursuant to the provisions of Section 21.206 of the Texas Education Code, as amended in 1995.

The recommendation not to renew your contract is being made for the following reasons:

[List all reasons in detail]

The Board has decided that if you desire a hearing, it will be conducted by an independent hearing examiner.

If you desire a hearing, you must file a written request with the commissioner not later than the 15th day after the date you receive this notice and provide the Board with a copy of that request. The commissioner shall assign a hearing examiner not later than the 10th business day after receiving your written request. Such hearing shall be closed unless you request an open hearing. If you fail to make a timely request for a hearing, the Board may proceed and make a determination upon the Superintendent's recommendation not later than the 30th day after the date the notice of proposed nonrenewal was sent to you.

If you have any questions concerning any of the reasons supporting the proposed action to nonrenew your contract, please advise the Superintendent in writing.

Attached to this notice is a copy of the District's policy on nonrenewal of term contracts and the policy on the procedures for a hearing by the hearing examiner.

This notice dated at (City/State/Zip): _____,

Date: _____ By: _____
President, Board of Trustees

_____ ISD