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"Excellence Through Innovation."

April 22, 2025

Dear XXXXXX:

This is the time of the year when State Statute 118.22 requires school boards to issue employment contracts to teachers for the following school year. State Statute 118.22 specifically exempts part-time teachers from the renewal/nonrenewal requirements. Since part-time teaching assignments can vary considerably from year to year depending on student enrollment, budgets, and other factors, the details for part-time teaching positions are not finalized until later in the staffing process.

You are not receiving a 2025-2026 teaching contract at this time because of your part-time status.

Let me hasten to add that we expect to approve part-time teaching contracts at the May Regular School Board Meeting. Also, I want to emphasize that the non-issuance of a teaching contract to you at this time has absolutely nothing to do with your performance as a teacher; any performance issues would be handled directly through the evaluation process with your principal.

Thank you for understanding the "sponge" nature of part-time teaching positions and the need for more clarity in student enrollment and the 2025-26 budget before we can issue part-time teaching contracts. I apologize for the delay and hope that you understand the District's situation and obligation for prudent fiscal management going forward.

Please do not hesitate to contact me with any questions. Have a great end of the school year!

Sincerely,

A handwritten signature in cursive script that reads "Mary Whitrock".

Dr. Mary Whitrock
Superintendent of Schools