To: (Association) Members

From: (President’s name), President

Date:

Re: Non-Renewals

State law (RSA 189:14-a) requires that any teacher who is not going to receive a contract for next year must be notified in writing on or before April 15 OR within 15 days of the adoption of the District budget by the legislative body, whichever is later. The full text of this section of law is replicated on the next page of this memo.

If any teacher or professional staff member in our local is non-renewed, it is imperative that the teacher and the Association act promptly! **An appeal must be filed in writing within ten (10) calendar days from receipt of a non-renewal notice.**

If you, the staff member, receive a notice of non-renewal of your contract, please take the following steps **IMMEDIATELY**:

1. Contact me, (President’s name) at (phone) or (email).
2. Send a letter to the Chairperson of the School Board (insert name) c/o the Superintendent of Schools (insert name) – via certified mail, return receipt requested. A sample letter is attached to this memo. Make at least two copies of the letter; send one to Chris Long, NEA-NH UniServ Director at 9 S. Spring Street, Concord, NH 03301, and send one to me.
3. Request a copy of all records in your personnel file, including the non-renewal notice. Place these materials in a file envelope with the date they were received.

Although RSA 189:14-a has stipulations as to the number of years a non-renewed teacher must have taught in New Hampshire, the Association encourages all teachers who are non-renewed to request a hearing. This preserves the timeline, so that a proper assessment of each situation may be completed.

FAILURE TO OBSERVE ESTABLISHED GUIDELINES ON NON-RENEWALS COULD ADVERSELY AFFECT YOUR RIGHTS AND/OR CONTINUED EMPLOYMENT!

Attached:

RSA 189:14-a

Sample letter

# TITLE XV EDUCATION

## CHAPTER 189 SCHOOL BOARDS, SUPERINTENDENTS, TEACHERS, AND TRUANT OFFICERS; SCHOOL CENSUS

## School Boards, Transportation and Instruction of Pupils

### Section 189:14-a

**189:14-a Failure to be Renominated or Reelected. –**   
    I. (a) Any teacher who has a professional standards certificate from the state board of education and who has taught for one or more years in the same school district shall be notified in writing on or before April 15 or within 15 days of the adoption of the district budget by the legislative body, whichever is later, if that teacher is not to be renominated or reelected, provided that no notification shall occur later than the Friday following the second Tuesday in May.   
       (b) School boards shall have a teacher performance evaluation policy.   
       (c) Any such teacher who has taught for 5 consecutive years or more in the teacher's current school district, or who taught for 3 consecutive years or more in the teacher's current school district before July 1, 2011, and who has been so notified may request in writing within 10 days of receipt of said notice a hearing before the school board and may in said request ask for reasons for failure to be renominated or reelected. For purposes of this section only, a leave of absence shall not interrupt the consecutive nature of a teacher's service, but neither shall such a leave be included in the computation of a teacher's service. Computation of a teacher's service for any other purposes shall not be affected by this section. The notice shall advise the teacher of all of the teacher's rights under this section. The school board, upon receipt of said request, shall provide for a hearing on the request to be held within 15 days. The school board shall issue its decision in writing within 15 days of the close of the hearing.   
    II. Any teacher who has a professional standards certificate from the state board of education shall be entitled to all of the rights for notification and hearing in paragraphs I(b), III, and IV of this section if:   
       (a) The teacher has taught for 5 consecutive years or more in any school district in the state and has taught for 3 consecutive years or more in the teacher's current school district; or   
       (b) Before July 1, 2011, the teacher taught for 3 consecutive years or more in any school district in the state and taught for 2 consecutive years or more in the teacher's current school district.   
    III. In cases of nonrenomination or nonreelection because of reduction in force, the reduction in force shall not be based solely on seniority.   
    IV. In all proceedings before the school board under this section, the burden of proof for nonrenewal of a teacher shall be on the superintendent of the local school district by a preponderance of the evidence. Except as provided in paragraph III, the grounds for nonrenomination and nonreelection shall be determined at the sole discretion of the school board.   
    V. "Teacher'' means any professional employee of any school district whose position requires certification as a professional engaged in teaching. The term "teacher'' shall also include principals, assistant principals, librarians, and guidance counselors.

**Source.** 1957, 285:1. 1981, 250:1. 1986, 39:1. 1995, 174:2. 2000, 16:8. 2003, 204:2, 3, eff. Aug. 29, 2003. 2011, 267:1, eff. July 1, 2011.

April (date), 2018

Chairperson (insert name), (name of) School District

c/o (insert name), Superintendent

(address of SAU office)

Dear Chairperson,

In accordance with RSA 189:14-a, this is a letter of appeal of my non-renewal. I am requesting that the specific reason for my non-renewal be forwarded and that a hearing be held. Please send information to my representative, NEA-NH Legal Department, NEA-NH, 9 S. Spring Street, Concord, NH 03301.

Thank you!

Sincerely,

(member name)

April (date), 2018

pc: (name), Superintendent

Chris Long, Lakes Region UniServ Director, NEA-NH

NEA-NH Legal Department

(name), (Association) President