

### Contracts

This policy does not include itinerant staff hired by NW BOCES for services to its member districts.

NW BOCES will notify all contracted professional teaching and support personnel, initial contract and continuing contract, of its intent to offer or not offer a contract for the following school year no later than April 15<sup>th</sup>. This notification shall be in writing.

Continuing contract professional staff shall notify the NW BOCES of their intent to resign and not accept the offer of contract renewal not later than May 15 of each year. All initial contract professional teaching staff shall notify NW BOCES in writing of their intent to accept an offer of contract renewal not later than May 15. Failure of the initial contract teacher to accept the offer of contract renewal by May 15 will result in the position being declared open.

Written contracts will generally be prepared and circulated not later than May 7. The Board may set a salary rate in the contract offered at a minimum rate subject to change based upon information not yet received.

The letters of intent delivered by initial contract staff to the NW BOCES or the decision of continuing contract staff not to resign by May 15 shall be binding on the part of the NW BOCES and the contract personnel, subject to the conditions in policy 5015, which will take precedence over this policy in the event of a substantial drop in enrollment or finances.