

## Memorandum

To: All Principals

From: Jennifer Vorro  
Executive Director of Human Resources

cc: Javier Montañez; Erlin Rogel; Khechara Bradford; Zachary Scott; Dr. Jennifer Connolly; Nicholas Figueroa; Susan Chin; Patricia Royal; James Boyd; Kevin Gallick; Mistie Parsons; Charles A. Ruggerio, Esq.; Donna O'Connor; Gina Silvia; Earnest Cox

Date: 10/12/2021

Re: Non-Renewal Memo for the 2021-2022 School Year

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This letter briefly reviews the basic principles and protocols to follow when contemplating the non-renewal of a teacher. It is important that you give it your utmost attention and that you adhere to the process as outlined in this letter.

### BACKGROUND

As per **RI Education Law 16-13.8**, teachers who have not completed three teaching contracts during a period of five successive years with a School District are considered non-tenured or Probationary Teachers. Teachers who have gained tenure in another School District and transfer directly to your District are considered to remain tenured unless they are informed otherwise by the School District before March 1 of the second year with the new District.

The legal standard for non-renewal is based on the premise that a better teacher can be employed. Probationary teachers whose contracts are not renewed may appeal for a hearing before the Board. The Board and the School Department want to ensure that the non-renewal process is fair. The Probationary Teacher Non-Renewal form attached is to assist you in recommending to the Superintendent that the teacher's contract not be renewed. This is not meant to be a formal evaluative instrument, and your recommendation can be based on some or all of the indicators set forth. You must attach supporting documentation; such as evidence of excessive student disciplinary referrals, or memoranda documenting reprimands, observations, or any evidence of unacceptable performance or conduct. Please include any past teaching evaluations and any completed portions of the 2021-2022 teaching evaluation.

### NEXT STEPS

I will meet with you and your respective supervisor to review these recommendations prior to submission to the Superintendent. The Superintendent will further review the recommendations before they are submitted to the Board. In order to allow time for these reviews, please submit your recommendations to me by January 10, 2022.

Please contact me if you have any questions about this process. Thank you for your attention to this matter.

# Probationary Teacher Non-renewal Referral

## DUE January 10, 2022

Teacher \_\_\_\_\_

Subject/Grade \_\_\_\_\_

School \_\_\_\_\_

Principal \_\_\_\_\_

School Year \_\_\_\_\_ Year of Probation: First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_

Scores on Probationary Evaluations: First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_

Please summarize the basis for your recommendation of Non-renewal below.

*Attach a summary of your supporting evidence and include any documentation, correspondence or other supporting evidence, including classroom observations or other performance-related or conduct-related issues or correspondence with the teacher.*

### **Teaching and Learning**

- Fails to effectively plan for instruction.
- Fails to create a structure for learning.
- Fails to develop the lesson effectively, using appropriate instructional techniques.
- Fails to present appropriate content.
- Fails to use appropriate questioning techniques.
- Fails to communicate clearly, using precise language and acceptable oral expressions.
- Fails to monitor students' understanding of the lesson and adjust teaching when appropriate.
- Fails to follow district-approved curriculum guidelines.
- Other

### **Assessing Learning and the Instructional Program**

- Fails to provide students with clear criteria and exemplars of processes and products before they begin their work.
- Fails to check for understanding across all students.
- Fails to engage students in the design of assessment criteria.
- Fails to teach students to give each other feedback through peer editing and review.
- Fails to structure individual accountability in group work.
- Fails to use the results of classroom assessments such as tests, performance tasks, and interim assessments to plan future instruction.

### **Classroom Management**

- Fails to maintain appropriate standards of student behavior.
- Fails to maintain standards for class work and homework.
- Fails to effectively manage routines and transitions.
- Materials needed for instruction are not available and are not well organized.
- Fails to avoid sarcasm and ridicule.
- Does not demonstrate respect for students as individuals.
- Fails to resolve behavioral issues privately with minimum disruption of instruction.
- Fails to make a strong effort to interact in a positive way with each student each day.
- Does not model respect in words spoken, voice tone, eye contact, and/or in body language.
- Submits excessive or unnecessary student disciplinary referrals.
- Other

### **Professionalism and Collegial Collaboration**

- Fails in focusing attention to his/her work.
- Fails to keep student grades updated.
- Fails to maintain accurate attendance records.
- Fails to perform duties such as hall duty, restroom supervision, and lunch duty as assigned.
- Fails to attend required meetings.
- Fails to participate and contribute at staff, departmental, and team meetings.
- Does not handle situations involving fellow staff members in a professional manner.
- Fails to maintain internet access safeguards.
- Is not always professionally groomed and attired.
- Fails to align professional development work with school and district goals.
- Does not use communication skills that demonstrate an awareness of cultural, gender, and generational differences.
- Other

**You will be scheduled to meet with a representative of the Office of Human Resources to discuss your recommendation prior to the submission to the Superintendent. Non-renewal teachers may appeal to the School Board and you will be required to testify in support of your recommendation.**

\_\_\_\_\_ Date \_\_\_\_\_  
Principal

\_\_\_\_\_ Date \_\_\_\_\_  
Network Superintendent

\_\_\_\_\_ Date \_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_ Date \_\_\_\_\_  
Superintendent