

## NONRENEWAL CHECKLIST

Proper nonrenewal for the **current** school year requires that each of the following questions be answered "yes":

1. At least 60 days before the close of the school year, *i.e.*, no later than May 1, has the district given the teacher a definite written statement that the teacher's work is unsatisfactory? Keep in mind that the Act requires the teacher's actual receipt of the statement. Also keep in mind that the school year ends on the anniversary of the date of hire for teachers who are hired mid-year, but anniversary teachers can also be nonrenewed at the end of a school year. Also, breaks in service may prolong the probationary period by the length of the break.
2. Has the member received an IDP developed by appropriate administrative personnel in consultation with the teacher? IDP not required for first-year teachers. *Van Gessel v Lakewood Public Schools*, 220 Mich App 37 (1996).
3. Does the IDP state goals? IDP goals need not be written. *Korri v Norway-Vulcan Area Schools*, (STC Docket No. 01-6).
4. Did the teacher receive a year-end performance evaluation?
5. Did the year-end evaluation include an assessment of the teacher's progress in meeting the goals of the IDP?
6. Was the year-end evaluation based upon at least two classroom observations held at least 60 days apart (unless a shorter interval is mutually agreed upon by the teacher and administration)?
7. Was the year-end evaluation given "within a reasonable time frame of the May 1 unsatisfactory notice deadline" (March/April)? *Korri*, *supra*.
8. If the teacher is in his or her first three years of teaching:
  - a. Did the district assign the teacher a mentor?
  - b. Did the district provide a total of 15 days of professional development?

(A negative answer to either or both parts of question no. 8 is not a strong basis for challenging a nonrenewal, but these questions should be asked, anyway.)