

# LETTERHEAD

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April 3, 2017

VIA EMAIL AND REGULAR MAIL

Name  
Address

Dear Name,

The administrative team has made the decision to recommend that the Board of Education not reemploy you for the 2017-2018 school year. This decision is based on the following concerns with your performance and conduct:

- You have, on multiple occasions, resisted constructive criticism from the District's Administration and impeded the Administrators' efforts to conclude such discussions in a professional and positive manner.
- You have failed to move forward with a positive attitude after receiving constructive criticism.
- You have demonstrated a lack of professionalism at the building level by insisting on holding several meetings with the Principal to revisit matters that had been concluded.

The recommendation will be voted on by the school board on April 6, 2017 in accordance with our school district timelines for notification of non-renewal of staff.

Sincerely,

Executive Director of Human Resources

Cc: Personnel File