

**STAFF PERSONNEL - Series 400**

**405 Licensed - General**

**405.5 Original Contracts of Licensed Personnel**

The Board of Directors will enter into a written contract with licensed employees, other than administrators, employed on a regular basis.

Each contract will be for a period of one year, beginning on July 1 and ending on June 30.

The Board will employ licensed employees after receiving a recommendation from the superintendent (except the superintendent may hire teachers without approval of the board.) The superintendent will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

It shall be the responsibility of the superintendent to present contracts for licensed employees to the Board for approval. The contracts, after being signed by the Board president and the employee, shall be filed with the Board secretary.

Adoption Date: December 12, 2000

Review Date: April 11, 2011

Revision Date: December 11, 2001

Legal References: Harris v. Manning Independent School District of Manning, 245 Iowa 1295, 66 N.W. 2d 438 (1954). Shackelford v. District Township of Beaver, Polk County, 203 Iowa 243, 212 N.W. 467 (1927). Burkhead v. Independent School District of Independence, 107 Iowa 29, 77 N.W. 491 (1898). Iowa Code chs. 20; 279 (1995).

Cross References: 405.2 Licensed Employee Recruitment  
405.3 Licensed Employee Qualifications & Selection 405.9  
Licensed Employee Continuing Contracts 407.7 Licensed  
Employee Contract Termination