

**Heritage Heights Academy Board Policy:  
Hiring, Employment Termination, and Non-Renewals**

The following policy shall apply to the principal of the school when making decisions that impact the employment of school staff:

1. The principal is authorized to make employment decisions for the school, other than for his/her own employment, subject to review by the board of directors as provided for in this policy or other applicable school policies.
2. The principal will create a hiring committee, if practical, to make recommendations when hiring teachers or other key staff persons. The committee may consist of one or more parents, teachers, board members (no more than two), staff persons, or other relevant members of the community, as determined by the principal. The role of the committee is advisory. The input from the committee shall be considered by the principal in making hiring decisions. The principal shall make all final decisions regarding the hiring of new teachers and staff persons, unless there is a rare and compelling justification for the board of directors to review the decision, as determined by a majority of the board.
3. The principal will determine if an employee will be made an offer to return for the next academic year no later than June 1 of each preceding academic year. If the principal determines not to make an offer for the employee to return, referred to as a “nonrenewal,” and informs the affected party, the principal will promptly inform the board of directors of the non-renewal decision via electronic mail. Individual members of the board of directors may request a meeting with the principal to discuss the decision, but the board of directors, as a whole, will not typically review the decision unless it is reviewed through the grievance process. Principal will inform exiting employee that if they disagree with the principals decision, they may file a grievance.
4. The principal will terminate the employment of school staff persons as he or she deems necessary to serve the best interests of the school. Once the principal makes the decision to terminate a staff person’s employment, and informs the affected party, the principal will promptly inform the board of directors of the employment termination decision via electronic mail. Individual members of the board of directors may request a meeting with the principal to discuss the decision, but the board of directors, as a whole, will not typically review the decision unless it is reviewed through the grievance process. Principal will inform exiting employee that if they disagree with the principals decision, they may file a grievance.
5. Any individuals submitting allegations, questions, concerns, or other communications to members of the board of directors regarding the hiring, employment termination, or nonrenewal of staff persons should be referred to the grievance process or proper person(s) for further review and investigation, as appropriate.