

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

ADMINISTRATION

Contract Renewal/Non-Renewal

It shall be the policy of the Diocesan Catholic Schools Board that presidents and principals be notified on or before the date stated in the Diocesan Personnel Handbook by the pastor/canonical administrator with the intent to renew or not renew the president's and/or the principal's contract for the next academic year.

If a pastor/canonical administrator contemplates the non-renewal of a contract for the president and/or the principal, the Diocesan Superintendent of Schools must be consulted in advance of such action.

Notification that the president's contract will not be renewed shall be delivered to the president by registered mail or in person by the canonical administrator or pastor. The notification shall be signed by the canonical administrator pastor.

Notification that the principal's contract will not be renewed shall be delivered to the principal by registered mail or in person by the pastor/canonical administrator. The notification shall be signed by the pastor/canonical administrator.

Policy Adopted: March 15, 1971

Policy Revised: May 21, 2018

Policy Approved by Bishop Pates: May 30, 2018