

**Retirement**

By April 1 of each year the superintendent shall identify those individuals who have or will reach age 70 prior to the beginning of the next school year. The superintendent shall contact such staff inquiring about their retirement plans and requesting a letter indicating their intention to retire.

If a letter indicating an intent to retire is not received and presented to the board of directors for acceptance by May 10:

- A. a letter of probable cause not to renew the certificated staff member's contract shall be prepared and delivered by May 15. All non-renewal procedures prescribed by law shall be followed and
- B. a letter shall be delivered to the noncertificated staff member reminding him/her of the mandatory retirement policy and indicating that employment will terminate at the end of the staff member's normal work year.

Formerly: Policy 5254P