

Delivery of Contracts and Letters of Agreement 2020

We appreciate your patience as we embark on the unprecedented delivery of contracts by way of electronic means as well as completing all the logistics associated with this process (electronically sending, signing and returning all contracts to each individual staff member).

Update on Process:

Contracts will be delivered to professional staff **within** the next 14 days. Letters of agreement will follow as soon as logistically possible.

A power announcement will go out notifying each staff member to check their email as we will be sending the professional contracts to school email addresses. This process will be repeated for Letters of Agreement once they are ready.

The email will include embedded software (PandaDoc) and **instructions** for each member to electronically sign their contracts and return them to the SAU system for signature by the School Board Chair*.

Once the School Board Chair electronically signs the contracts, the completely executed contract will be returned to staff member for their personal files.

*School board signature applies to professional contracts only.