

South Washington County Schools – District 833

2019-2020 Teacher Staffing Timeline

January 10, 2019

<p>January 21, 2019 January 28, 2019</p>	<p>Preliminary staffing projections from Human Resources and Finance Director of HR will email buildings to identify teachers on letters of deficiency, job targets and/or performance issues</p> <hr/>
<p>February 15, 2019 February 18, 2019 February 19, 2019</p>	<p>No School President's Day – No School Per contract, requests to extend or intent to return from LOA's and letters of Intent for Retirement due to HR Notification from buildings/departments regarding status of CTOSA/TOSA must be in HR (HR will send out letters to applicable TOSAs based on this information)</p>
<p>February 25 – March 1, 2019</p>	<p>Individual Principal (Elementary) Meetings to set staffing</p> <hr/>
<p>March 1, 2019 March 11 – 15, 2019 March 18 – 22, 2019 March 19, 2019 March 20, 2019</p>	<p>CTOSA/TOSA intent letters due to HR by this date Spring Break Individual Principal (Secondary) Meetings to set staffing Per contract, requests for LOA's for following year & Final retirement letters are due to HR (15th is during Break) <u>March 20 - Important Deadline</u> - staffing decisions based on licensure/highly qualified status <u>on file in Human Resources as of this date</u></p>
<p>March 26, 2019 March 27, 2019 March 29, 2019</p>	<p># HR meets with Special Education to review positions 8:30 @ DSC Conference Room D # Elementary (including Sp Srvs) FTE Meeting – recap 8:30 @ Board Room – all (1st Recap) # Secondary (including Sp Srvs) FTE Meeting – recap 8:30 Board Room – all (1st Recap) Round Three Evaluations completed for probationary teachers</p> <hr/>
<p>April 1, 2019</p>	<p>Preliminary Notification to building on staffing for next school year, including relocated programs with prior notification to potential releases/bidders (Special Ed programs, etc) All Eval Status Update grids & evaluation paperwork for Elem, Sec & Special Svcs probationary teachers due to HR</p>
<p>April 2, 2019 April 2, 2019 April 4, 2019 April 4, 2019 April 5, 2019 April 11, 2019</p>	<p># Elementary (including Sp Srvs) FTE Meeting recap 1:30 PM @ Board Room – all (2nd Recap) Buildings submit Realignment Summary to Human Resources # Secondary (including Sp Srvs) FTE Meeting recap 9:00 AM @ Board Room – all (2nd Recap) HR meets with Union regarding Realignments – 3:30 pm – Conf Rm A Final Notification to released elem, second, special education and ECFE probationary teachers (Conversation) Board Meeting - Resolution to Board releasing all non-renewed teachers Principals and Spec Svcs pick up release letters and bid letters from HR</p>
<p>April 12, 2019 April 15, 2019 April 16, 2019 April 17-23, 2019 April 24, 2019</p>	<p>Principals, Spec Svcs Dir and School Readiness/ECFE deliver letters to non-renewed teachers <i>Principals and Spec Svcs receive</i> DRAFT Round One Posting by this date from HR – no changes after 4:00 pm HR meets with Union to review Round One Postings. – 3:30 Conference Rm. A Round One (Retained Probationary year 3 and Continuing Contract Teachers) HR meets with Union to review & award bids (<i>bids awarded based on licensure on file in HR and/or indicated as issued/printed on the MDE website</i>) and Round Two Postings- 3:30 Conference Rm. A</p>
<p>April 25, 2019</p>	<p>Principals submit posting requests to HR for Round two by 4pm. Resolution Intent for ULA's by subject if necessary</p>
<p>April 30 – May 6, 2019</p>	<p>Round Two (Retained Probationary year 3 and Continuing Contract Teachers) (3 days after Round 1 per contract)</p> <hr/>
<p>May 1, 2019 May 6, 2019 May 7, 2019</p>	<p>HR meets with Union to review Arena postings for ECFE – 3:30 – Conference Rm A School Readiness/ECFE Arena Postings distributed HR meets with Union to review & award bids and Probationary Reclaim-3:30 Conf Rm A (<i>bids awarded based on licensure on file in HR and/or indicated as issued/printed on the MDE website</i>)</p>
<p>May 13, 2019</p>	<p>Interview process begins (May – June postings received by close of business day Friday will go out Monday Mornings, Starting May 13).</p>
<p>May 14, 2019 May 16, 2019</p>	<p>School Readiness/ECFE Arena bidding – District Service Center Boardroom (all) ECFE Interview process begins</p> <hr/>
<p>August 1, 2019 August 15, 2019</p>	<p>Positions filled by external applicant on or after August 1 will be considered temporary Last day internal teachers can apply for vacant positions</p>