

South Washington County Schools – District 833

2021-2022 Teacher Staffing Timeline

January 25, 2021	Preliminary staffing projections from Human Resources and Finance Human Resources will email buildings to identify teachers on letters of deficiency, job targets and/or performance issues
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February 16, 2021	Per contract, requests to extend or intent to return from LOA's and letters of Intent for Retirement due to HR (February 15 – is a non-duty day)
February 16 – 26, 2021	Individual Principal Meetings to set staffing
February 25, 2021	# HR meets with Special Education to review positions 8:30 @ DSC Tech Conference Room
February 26, 2021	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)
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March 8-12, 2021	Spring Break
March 15, 2021	Per contract, requests for LOA's for following year & Final retirement letters are due to HR CTOSA/TOSA intent letters due to HR by this date
March 19, 2021	<u>March 19 - Important Deadline</u> - staffing decisions based on licensure <u>on file in Human Resources as of this date</u>
March 26, 2021	# Secondary (including Sp Srvs) FTE Meeting – recap 8:30 Board Room – all (1st Recap)
March 26, 2021	# Elementary (including Sp Srvs) FTE Meeting – recap 1:00 @ Board Room – all (1st Recap)
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April 1, 2021	Preliminary Notification to building on staffing for next school year, including relocated programs with prior notification to potential releases/bidders (Special Ed programs, etc) Buildings submit Realignment Summary to Human Resources All Eval Status Update grids & evaluation paperwork for Elem, Sec & Special Svcs <u>probationary teachers</u> due to HR
April 15, 2021	HR meets with Union regarding Realignments – 3:30 pm – Conf Rm A
April 16, 2021	# Secondary (including Sp Srvs) FTE Meeting recap 8:30 AM @ Board Room – all (2nd Recap) # Elementary (including Sp Srvs) FTE Meeting recap 1:00 PM @ Board Room – all (2nd Recap)
April 19, 2021	Final Notification to released elem, second, special education and ECFE probationary teachers (Conversation)
April 22, 2021	Board Meeting - Resolution to Board releasing all non-renewed teachers Principals and Spec Svcs pick up release letters and bid letters from HR
April 23, 2021	Principals, Spec Svcs Dir and School Readiness/ECFE deliver letters to non-renewed teachers <i>Principals and Spec Svcs receive DRAFT Round One Posting by this date from HR – no changes after 4:00 pm</i>
April 26, 2021	HR meets with Union to review Round One Postings and review arena postings for ECFE/SRP – 3:30 Conference Rm. A
April 27 – May 3, 2021	Round One (Retained Probationary year 3 and Continuing Contract Teachers)
April 28, 2021	ECFE/SRP Arena Postings distributed
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May 3, 2021	HR meets with Union to review & award bids (bids awarded based on licensure on file in HR and/or indicated as issued/printed on the MDE website) and Round Two Postings- 4:15 Conference Rm. A
May 5, 2021	Principals submit posting requests to HR for Round two by 4pm. Resolution Intent for ULA's by subject if necessary
May 7-13, 2021	Round Two (Retained Probationary year 3 and Continuing Contract Teachers) (3 days after Round 1 per contract)
May 12, 2021	ECFE/SRP Arena bidding – District Service Center Boardroom (all) Check-in starts at 4:00
May 13, 2021	HR meets with Union to review & award bids and Probationary Reclaim- 4:15 Conf Rm A (bids awarded based on licensure on file in HR and/or indicated as issued/printed on the MDE website)
May 18, 2021	Interview process begins (May – June postings received by close of business day Friday will go out Monday Mornings, Starting May 17th).
June 1, 2021	ECFE Interview process begins
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August 1, 2021	Positions filled by external applicant on or after August 1 will be considered temporary
August 15, 2021	Last day internal teachers can apply for vacant positions