

South Washington County Schools – District 833 2020-2021 Teacher Staffing Timeline

February 6, 2020	Preliminary staffing projections from Human Resources and Finance
February 18, 2020	Director of HR will email buildings to identify teachers on letters of deficiency, job targets and/or performance issues 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)
February 19 – 28, 2020 February 28, 2020	Individual Principal Meetings to set staffing # HR meets with Special Education to review positions 8:30 @ DSC Conference Room A

March 2, 2020 March 9-13, 2020 March 15, 2020	CTOSA/TOSA intent letters due to HR by this date Spring Break Per contract, requests for LOA's for following year & Final retirement letters are due to HR
---	--

April 1, 2020	<u>April 1 - Important Deadline</u> - staffing decisions based on licensure/highly qualified status <u>on file in Human Resources as of this date</u>
April 3, 2020	# Secondary (including Sp Srvs) FTE Meeting recap 9:30 AM @ Board Room – all (1st Recap) # Elementary (including Sp Srvs) FTE Meeting recap 1:00 PM @ Board Room – all (1st Recap)
April 28, 2020 April 29, 2020	HR meets with Union to review Arena postings for ECFE – 3:30 – Conference Rm A Preliminary Notification to building on staffing for next school year, including relocated programs with prior notification to potential releases/bidders (Special Ed programs, etc)
April 30, 2020	# Secondary (including Sp Srvs) FTE Meeting recap 9:30 AM @ Board Room – all (2nd Recap) # Elementary (including Sp Srvs) FTE Meeting recap 1:00 PM @ Board Room – all (2nd Recap)

May 1, 2020	Final Notification to released elem, second, special education and ECFE probationary teachers (Conversation) 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
May 4, 2020 May 5, 2020 May 7, 2020	School Readiness/ECFE Arena Postings distributed HR meets with Union regarding Realignments and review Round One Postings – 3:30 pm – Conf Rm A Board Meeting - Resolution to Board releasing all non-renewed teachers Principals and Spec Svcs pick up release letters and bid letters from HR Resolution Intent for ULA's by subject if necessary
May 8, 2020	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
May 11-13, 2020 May 13, 2020	Round One (Retained Probationary year 3 and Continuing Contract Teachers) School Readiness/ECFE Arena bidding – District Service Center Boardroom (all) Check-in starts at 4:00 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 review Round Two Postings- 4:15 Conference Rm. A (or After ECFE Bidding)
May 14, 2020 May 15-19, 2020	Principals submit posting requests to HR for Round Two by 4pm. Round Two (Retained Probationary year 3 and Continuing Contract Teachers) (3 days after Round 1 per contract) Changed per MOA.
May 18, 2020 May 19, 2020	ECFE Interview process begins HR meets with Union to review & award bids and Probationary Reclaim- 4:15 pm Conf Rm A (bids awarded based on licensure on file in HR and/or indicated as issued/printed on the MDE website)
May 20, 2020	Interview process begins (May – June postings received by close of business day Friday will go out Monday Mornings, Starting June 1) Round 2 openings will go out on Wednesday, May 20th to start the process.

August 1, 2020 August 15, 2020	Positions filled by external applicant on or after August 1 will be considered temporary Last day internal teachers can apply for vacant positions
--	--