



## South Washington County Schools – District 833 2022-2023 Teacher Staffing Timeline Elementary

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February 10, 2022	HR meets with union to review CTOSA/TOSA's – 3:30 pm via Zoom
February 14, 2022	# HR meets with Special Education to review positions 8:30 @ DSC Conference Room D
February 15, 2022	Per contract, requests to extend or intent to return from LOA's and letters of Intent for Retirement due to HR
February 25, 2022	Notification from buildings/departments regarding status of CTOSA/TOSA must be in HR

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March 1, 2022	HR sends CTOSA/TOSA letters out to applicable CTOSA/TOSAs based on information provided from Supervisors
March 7-11, 2022	Spring Break
March 14, 2022	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
March 15, 2022	Per contract, requests for LOA's for following year & Final retirement letters are due to HR
March 18, 2022	CTOSA/TOSA intent letters due to HR by this date
March 21, 2022	<b><u>March 21 - Important Deadline</u></b> – staffing decisions based on licensure <u>on file in Human Resources as of this date</u>
March 25, 2022	# Elementary (including Sp Svcs) FTE Meeting – recap 12:00 @ <b>Board Room – all (1<sup>st</sup> Recap)</b>  Final section counts due by end of meeting.
March 28, 2022	HR and Finance will send out final specialists counts.

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April 1, 2022	All SPED stretch calendars are due to HR.
April 4, 2022	<b>All Eval Status Update grids &amp; evaluation paperwork for Elem, Sec &amp; Special Svcs <u>probationary teachers</u> due to HR</b>



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April 6, 2022	<p># Elementary (including Sp Svcs) FTE Meeting recap 8:00 am @ <b>Board Room – all (2<sup>nd</sup> Recap)</b></p> <p><i>Principals and Spec Svcs receive DRAFT Round One Posting by this date from HR – no changes after 4:00 pm</i></p>
April 12, 2022	HR meets with union to review ULA information and postings for ULA Voluntary Round – 3:30 pm Conference Room A
April 13, 2022	# Specialist Staffing Recap (Art, Music, Phy Ed, Media) FTE Meeting recap 8:30 am @ <b>Board Room – all</b>
April 14, 2022	<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)</p> <p>HR notifies individuals impacted by Unrequested Leaves (ULA)</p>
<b>April 15–19, 2022</b>	<b>Voluntary Movement for Unrequested Leave of Absences, Postings will be out by 4 pm via email</b> (Only necessary if the District has teachers on Unrequested Leave of Absence).
April 19, 2022	HR meets with Union to review ULA/Voluntary Movement – 4:00 Conference Room A
April 20, 2022	Final Notification to released and displaced elementary, secondary, special education and ECFE probationary teachers (Conversation)
April 21, 2022	<b>Board Meeting – Resolution to Board</b> releasing all non-renewed teachers
April 22, 2022	Human Resources delivers letters to non-renewed teachers and displaced teachers.
April 25, 2022	<p>Buildings submit Realignment Summary to Human Resources</p> <p>HR meets with Union to review Round One Postings, Realignments, and review arena postings for ECFE/SRP – 3:30 Conference Rm. A</p>
<b>April 26 – May 2, 2022</b>	<b>Round One (Retained Probationary year 3 and Continuing Contract Teachers)</b>
April 28, 2022	ECFE/SRP Arena Postings distributed

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May 2, 2022	HR meets with Union to review & award bids ( <b>bids awarded based on licensure on file in HR and/or indicated as issued/printed on the MDE website</b> ) and Round Two Postings- 4:15 Conference Rm. A
May 4, 2022	Principals submit posting requests to HR for Round two by 4pm.
May 5, 2022	<b>Resolution Intent</b> for ULA's by subject if necessary
<b>May 6-12, 2022</b>	<b>Round Two (Retained Probationary year 3 and Continuing Contract Teachers) (3 days after Round 1 per contract)</b>
May 11, 2022	ECFE/SRP Arena bidding – Virtual (Via Microsoft Teams) (all) Check-in starts at 4:00 pm
May 12, 2022	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)
<b>May 16, 2022</b>	<b>Interview process begins (May – June postings received by close of business day Friday will go out Monday Mornings, Starting May 16<sup>th</sup>).</b>
<b>May 19, 2022</b>	<b>Board Meeting – Resolution to Board</b> placing teachers on Unrequested Leave of Absence (ULA)
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August 1, 2022	Positions filled by external applicant on or after August 1 will be considered temporary
<b>August 15, 2022</b>	<b>Last day internal teachers can apply for vacant positions</b> <b>New Teacher Orientation</b>