



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

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	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 Per contract, requests to extend or intent to return from LOA's and letters of Intent for Retirement due to HR
February 21 – 28, 2022	Individual Principal Meetings to set staffing and Directors that supervise CTOSA/TOSA's
February 25, 2022	Notification from buildings/departments regarding status of CTOSA/TOSA must be in HR

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 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	<u>March 21 - Important Deadline</u> - staffing decisions based on licensure <u>on file in Human Resources as of this date</u>
March 23, 2022	# Secondary (including Sp Srvs) FTE Meeting – recap 8:30 Board Room – all (1st Recap)
March 28, 2022	HR and Finance will send out final specialists counts.

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



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April 8, 2022	<p># Secondary (including Sp Srvs) FTE Meeting recap 1:00 pm @ Board Room – all (2nd Recap)</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 @ Board Room – all
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>
April 15-19, 2022	Voluntary Movement for Unrequested Leave of Absences, Postings will be out by 4 pm via email (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	Board Meeting – Resolution to Board 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>
April 26 – May 2, 2022	Round One (Retained Probationary year 3 and Continuing Contract Teachers)
April 28, 2022	ECFE/SRP Arena Postings distributed



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May 2, 2022	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 4, 2022	Principals submit posting requests to HR for Round two by 4pm.
May 5, 2022	Resolution Intent for ULA's by subject if necessary
May 6-12, 2022	Round Two (Retained Probationary year 3 and Continuing Contract Teachers) (3 days after Round 1 per contract)
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)
May 16, 2022	Interview process begins (May – June postings received by close of business day Friday will go out Monday Mornings, Starting May 16th).
May 19, 2022	Board Meeting – Resolution to Board placing teachers on Unrequested Leave of Absence (ULA)

August 1, 2022	Positions filled by external applicant on or after August 1 will be considered temporary
August 15, 2022	Last day internal teachers can apply for vacant positions New Teacher Orientation