

2024–2025 Staffing Timeline

February

2/15/24	Teacher Staffing	Due date for teachers on leave of absence to state their intent to return or request extension of their leave to HR.
2/15/24	Teacher Staffing	Due date for letters of intent to retire due to HR.
2/29/24	Teacher Staffing	Human Resources sends letters to CTOSA/TOSAs based on employment status information provided from Supervisors

March

3/15/24	Teacher Staffing	Final due date for teachers on leave of absence to state their intent to return or request extension of their leave to HR.
3/15/24	Teacher Staffing	Final due date for retirements due to HR.
3/15/24	Teacher Staffing	Due date for CTOSA/TOSAs to submit letters to Human Resources stating their intent to stay in their position or to bid out.

April

4/1/24	Teacher Staffing	Principals to communicate building staffing changes for upcoming year.
4/2/24	Teacher Staffing	Meeting with HR and Union to Review ULA information and postings for ULA Voluntary Bidding Round.
4/8-10	Teacher Staffing	Special Voluntary Movement for teachers with dual licensure who volunteer to bid to another area to avoid ULA.
4/10/24	Teacher Staffing	Meeting with HR and Union to review ULA/Special Voluntary Movement results.
4/11/24	Teacher Staffing	Special Board Business Meeting - HR will take the resolution to Board releasing all non-renewed teachers and Resolution Intent for Unrequested Leave of Absence (ULA) by subject if necessary.
4/12/24	Teacher Staffing	Principals/Supervisors to deliver letters to released teachers, displaced teachers, and teachers being placed in the probationary pool. Meetings need to occur by 4pm.

4/15/24	Teacher Staffing	Meeting with HR and Union to review Round 1 postings and realignments.
4/16-18	Teacher Staffing	Round 1 Bidding – Continuing contract and retained probationary teachers
4/18/24	Teacher Staffing	Meeting with HR and Union to review & award bids. Review Round 2 Bidding postings and ECFE/SRP postings
4/23-4/25	Teacher Staffing	Round 2 Bidding – Continuing contract and retained probationary teachers <i>*occurring 3 days after Round 1 Bidding per contract</i>
4/25/24	Teacher Staffing	Meeting with HR and Union to review & award bids and place teachers in probationary pool into positions in which they are licensed.
4/25/24	Teacher Staffing	Board Meeting - Resolution Intent for ULA's by subject (if applicable)
4/26/24	Teacher Staffing	Early Childhood Family Services Supervisor will email ECFE/Preschool postings to ECFE/Preschool teachers.
4/29/24	Teacher Staffing	All open positions posted externally & interview process can begin. <i>*Postings must be posted for 5 business days before an offer can be extended.</i>
May		
5/8/24	Teacher Staffing	ECFE/Preschool Bidding
5/20/24	Teacher Staffing	ECFE/Preschool positions posted externally
5/23/24	Teacher Staffing	Board Meeting - HR Director to present Resolution placing teachers on Unrequested Leave of Absence (ULA) and releasing all-long term teacher subs