

## January

| Date    | Topic            | Task  | Action        | Meeting Details |
|---------|------------------|---|---------------|-----------------|
| 1/6/25  | Teacher Staffing | Human Resources sends a list of current CTOSA/TOSAs to the Union to Review.   | Informational |                 |
| 1/15/25 | Teacher Staffing | <b>Important Date:</b> Staffing decisions based on licensure on file in Human Resources as of this date (per collective bargaining agreement, MOA Unrequested Leave of Absence, Section 17).              | Informational |                 |
| 1/15/25 | Teacher Staffing | Due date for teachers on leave of absence to state their intent to return or request extension of their leave to Human Resources (per collective bargaining agreement, Article XI, Section 3, Subd 3, C). | Informational |                 |
| 1/15/25 | Teacher Staffing | Due date for letters of intent to retire due to Human Resources (per collective bargaining agreement, Article XV, Section 3).   | Informational |                 |

## February

| Date    | Topic            | Task   | Action        | Meeting Details |
|---------|------------------|--|---------------|-----------------|
| 2/14/25 | Teacher Staffing | Human Resources sends letters to CTOSA/TOSAs based on employment status information provided from Supervisors  | Informational |                 |
| 2/18/25 | Teacher Staffing | Final due date for teachers on leave of absence to state their intent to return or request extension of their leave to Human Resources (per collective bargaining agreement, Article XI, Section 3, Subd 3). | Informational |                 |
| 2/18/25 | Teacher Staffing | Final due date for retirements due to Human Resources (per collective bargaining agreement, Article XV, Section 3).  | Informational |                 |
| 2/24/25 | 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.  | Informational |                 |

## March

| Date            | Topic            | Task   | Action        | Meeting Details                                    |
|-----------------|------------------|--|---------------|--|
| 3/5/25          | Teacher Staffing | Meeting with Human Resources and Union to Review ULA information and postings for ULA Voluntary Bidding Round.   | Informational | 4:00pm: District Service Center: Conference Room A |
| 3/6/25 & 3/7/25 | Teacher Staffing | Principals to communicate building staffing changes for upcoming year.   | Action Needed |  |
| 3/10/25-3/14/25 | General          | Spring Break   | Informational |  |
| 3/17/25         | Teacher Staffing | Human Resources sends written notification to teachers impacted by ULA.  | Informational |  |
| 3/18/25-3/20/25 | Teacher Staffing | Special Voluntary Movement for teachers with dual licensure who volunteer to bid to another area to avoid ULA.   | Informational |  |
| 3/20/25         | Teacher Staffing | Meeting with Human Resources and Union to review ULA/Special Voluntary Movement results.   | Informational | 4:00pm: District Service Center: Conference Room A |
| 3/20/25         | Teacher Staffing | <b>Board Meeting</b> - Human Resources will take the resolution to Board releasing all non-renewed teachers and Resolution Intent for Unrequested Leave of Absence (ULA) by subject if applicable. | Informational |  |
| 3/21/25         | Teacher Staffing | Principals/Supervisors to deliver letters to released teachers, displaced teachers, and teachers being placed in the probationary pool. <b>Meetings need to occur by 4pm.</b>                      | Action Needed |  |
| 3/24/25         | Teacher Staffing | Meeting with Human Resources and Union to review Round 1 postings and realignments.  | Informational | 4:00pm: District Service Center: Conference Room A |
| 3/25/25-3/27/25 | Teacher Staffing | <b>Round 1 Bidding</b> - Continuing contract and retained probationary teachers are eligible to bid.   | Informational |  |
| 3/27/25         | Teacher Staffing | Meeting with Human Resources and Union to review & award bids. Review Round 2 Bidding postings (per collective bargaining agreement, Article XII, Section 2).                                      | Informational | 4:15pm: District Service Center: Conference Room A |

## April

| Date          | Topic            | Task   | Action        | Meeting Details                                      |
|---------------|------------------|--|---------------|--|
| 4/1/25-4/3/25 | Teacher Staffing | <b>Round 2 Bidding</b> - Countinuing contract and retained probationary teachers are eligible to bid.<br><i>*occurring 3 days after Round 1 Bidding per contract</i>         | Informational |  |
| 4/3/25        | Teacher Staffing | Meeting with Human Resources and Union to review & award bids (per collective bargaining agreement, Article XII, Section 3, Subd 3).   | Informational | 4:15pm: District Service Center: Conference Room A   |
| 4/7/25        | Teacher Staffing | <b>All open positions posted externally &amp; interview process can begin.</b><br><i>*Postings must be posted for 5 business days before an offer can be extended.</i>       | Informational |  |
| 4/15/25       | Teacher Staffing | Meeting with Human Resources and Union to review ECFE/SRP postings   | Informational | 4:00pm: District Service Center: Conference Room A   |
| 4/17/25       | Teacher Staffing | Early Childhood Family Services Supervisor will email ECFE/Preschool postings to ECFE/Preschool teachers.  | Informational |  |
| 4/24/25       | Teacher Staffing | <b>Board Meeting</b> - Human Resources Director to present Resolution placing teachers on Unrequested Leave of Absence (ULA).  | Informational |  |
| 4/30/25       | Teacher Staffing | ECFE/Preschool Bidding   | Informational | Virtual - Microsoft Teams: Check-in Begins at 4:00pm |
| 5/12/25       | Teacher Staffing | <b>ECFE/Preschool positions posted externally &amp; interview process can begin.</b><br><i>*Postings must be posted for 5 business days before an offer can be extended.</i> | Informational |  |

## May

| Date    | Topic            | Task   | Action        | Meeting Details |
|---------|------------------|--|---------------|-----------------|
| 5/22/25 | Teacher Staffing | <b>Board Meeting</b> - Human Resources Director to present Resolution releasing all-long term teacher subs | Informational |                 |

## August

| Date    | Topic            | Task  | Action        | Meeting Details        |
|---------|------------------|---|---------------|------------------------|
| 8/1/25  | Teacher Staffing | Last day internal teachers can apply for vacant positions (per collective bargaining agreement, Article XII, Section 4, Subd 2).  | Informational |                        |
| 8/17/25 | Teacher Staffing | Any position filled by an external applicant after the day before New Teacher Orientation in August will be considered temporary (per collective bargaining agreement, Article XII, Section 4, Subd 2). | Informational |                        |
| 8/18/25 | Teacher Staffing | New Teacher Orientation and SoWashCo Probationary Academy   | Informational | East Ridge High School |