Employment Documentation Deadlines
2021-2022

Board Meeting Contract Renewal Actions
March – Administrators;
April – Teachers;
Contracts will go out NLT-May 23, 2022.

Letters of Reasonable Assurance (LORAs) Actions
Employment decisions will be made in early May
Letters will go out NLT May 23, 2022.

March 23, 2022  Deadline for principals to send a list to Dr. Jennifer Stoecker of all employees for whom documentation exists re: possible recommendation for non-renewal.

March 25, 2022  A list of probationary and term contract employees will be sent to campuses for verification.

Week of April 4th  Conferences scheduled between principals, Dr. Jennifer Stoecker, and the District’s attorney re: documentation supporting proposed non-renewals of contract employees. All observations must be completed/summative conferences must be conducted for non-renewal recommendations submitted at the April 26th Board meeting.

April 5, 2022  Deadline for returning campus lists of probationary/term contract employees to HR.

Week of May 2nd  Conferences scheduled between supervisors and Dr. Jennifer Stoecker re: documentation supporting proposed termination(s) of at-will staff.

June 3, 2022  Campuses/departments must alphabetize professional and paraprofessional evaluations in one group. Return to HR when you bring the end of the year Checklist.