



**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.
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