

STAFFING TIMELINE	
Preliminary and Subject to Change 1.19.24	
Resignations, Retirements, & Leaves	Date
Notice of intent to return for teachers on leave due to Human Resources	February 1, 2024
Requests for all general leaves due to Human Resources (preferred due date)	February 1, 2024
Retirements & Resignations (preferred by date)	February 1, 2024
<i>(Statutory deadline is April 1, 2024)</i>	
Sabbatical requests due to Human Resources	February 1, 2024
Hiring Rounds 1, 2, and 3	
Any involuntary transfers will be placed prior to Round 1	No later than March 7, 2024
Probationary teachers notified by building principal or director prior to Round 1	
Round 1- within building	
Open positions posted internally for tenured teaching staff to transfer within their building. Itinerate staff may apply to transfer to one building	March 11, 2024 to March 15, 2024
Round 2- between sites	
Open positions posted internally for tenured teaching staff to request a transfer between buildings	March 25, 2024 to March 29, 2024
Transfer requests due to the building principal (request transfer via google link provided in posting)	March 29, 2024
Principals & Special Education inform all transfer requests of their decision for placement	April 5, 2024
Round 3- external	
Beginning of open positions posted for internal (tenured and probationary) and external applicants to apply	April 8, 2024
Items Requiring Board Action	
Release of Probationary Teachers	March 25, 2024
Written notification provided to the teacher by the building principal	March 26, 2024
Board resolution and notice of hearing date to individual tenured teachers recommended for unrequested leave	April/May Board Meetings
Board action on administrative recommendations regarding placing continuing contract teachers on unrequested leave	April/May Board Meetings
Hearings (if any) of tenured teachers placed on unrequested leave	April/May Board Meetings