2027–28 STAFF TRANSITION GUIDE

Updated September 16, 2026

This guide is intended to provide employees impacted by the closure of Breckenridge Elementary School at the end of the 2026–27 school year with a single source of information about the 2027–28 transition.

Our goal throughout this transition is to communicate early, communicate often, and communicate honestly. Some decisions have already been made. Others depend on enrollment, staffing, or collaborative committee recommendations and cannot be finalized yet. This guide is intended to reduce uncertainty by sharing what we know now and what you can expect next. The guide will be maintained and updated throughout the school year as more information becomes available.

WHO THIS GUIDE APPLIES TO

This guide provides information for employees impacted by the closure of Breckenridge Elementary School and the related 2027–28 staffing transition. Some placement provisions described in this guide apply specifically to certified, non-probationary staff under the MOU between Summit School District and the Summit County Education Association. Where processes differ for probationary or classified staff, those differences are noted.

Note: This Staff Transition Guide does not apply to reductions that may be necessary in 2027-28 based on enrollment declines or program change. That process for non-probationary staff is guided by state law and the master agreement. Additional guidelines are being developed for probationary and educational support staff.

STAFF IMPLICATIONS

UBE staff are expected to remain assigned to UBE unless an educator chooses to pursue a position at another school or staffing adjustments are necessary due to changes in enrollment, budget, or programming. As in any year, staffing decisions will be based on student needs and applicable qualifications, including teacher certification and job classification. When placements or changes are needed, employee preferences, including desired school and position, will also be considered. Because Breckenridge Elementary will close at the end of the 2026–27 school year and consolidate with UBE, BRE staff are the employees directly impacted by the closure and will be placed at UBE or elsewhere in the District aligned with employee preferences where possible. These different staffing experiences do not reflect the value or contributions of staff at either school.

ACCESSING SUPPORT

Please know that you are valued members of Summit School District. A placement process naturally brings uncertainty about where you will work and what next year will look like. All employees can access six free, confidential counseling services through AllOne Health EAP.

Services cover issues like grief, mental health support, life coaching, and financial counseling. Learn how to access this benefit on our webpage.

DEFINITIONS

Certified Staff: Teachers and Special Service Providers (SSP) serving in positions that require a Colorado educator license.

Education Support Professionals: Employees serving in positions that do not require an educator license.

Probationary Staff: A teacher or SSP who has not completed three consecutive full years of demonstrated effectiveness or a non-probationary teacher who has had two consecutive years of demonstrated ineffectiveness who is employed by the District on an annual contract for a minimum of .5 FTE during the academic year.

Non-Probationary Staff: a teacher who has completed 3 consecutive full years of demonstrated effectiveness.

ROLES & RESPONSIBILITIES

Internal Staff Support & Talent Transition Workgroup: Helps ensure that employees feel informed, valued, supported, and connected throughout the transition process.

Collaborative Placement Committee: Two members of district leadership, UBE and BRE principals, and two representatives from the SCEA provide placement recommendations under the MOU. The superintendent retains decision-making authority.

WHAT WE KNOW NOW

- Breckenridge Elementary School closure will occur for the 2027–28 school year.
- A Collaborative Placement Committee will be established as directed by the May 14, 2026 MOU between Summit School District and the Summit County Education Association. The MOU applies specifically to certified, non-probationary staff.
- Non-probationary teachers retain important employment protections through Colorado law, the Master Agreement and the negotiated MOU.
- The district expects to have a school- or district-based position available for every certified, non-probationary employee impacted by the BRE closure. Final placements cannot be determined until 2027–28 staffing allocations are finalized.
- Internal placement of non-probationary staff will occur before any external hiring occurs in the District.

FUTURE DECISIONS & TIMELINE

The district has established a defined sequence for 2027–28 staffing decisions so employees know what will happen, in what order, and when they can expect more information.

For certified, non-probationary staff impacted by the BRE closure, our current target is to communicate final placements no later than the week of March 22, 2027. If we can accelerate the placement process, we will.

The timing of individual steps outlined below may shift as enrollment and staffing information becomes available, but the overall sequence will remain the same. If the timeline changes in a meaningful way, we will update this guide and communicate that change directly to staff.

To reach the March target, the following steps must occur in order:

- **Enrollment information:** The district receives updated enrollment information from the Colorado Department of Education, currently expected in early January.
- **Districtwide staffing allocations:** Using enrollment projections, program needs, student needs, and budget information, the district determines staffing allocations for each school and identifies available positions for 2027–28.
- **Staff preferences:** Impacted educators will have multiple opportunities to share information and preferences to help inform districtwide staffing decisions. Across the district, teachers will first complete an **Intent-to-Return form**, preference and retirement notifications will be requested to help establish preliminary staffing needs. Once vacancies are identified, licensed staff from BRE and UBE will have an additional opportunity to indicate **placement preferences through a vacancy-based preference survey**, consistent with the MOU. Staff preferences may be considered alongside identified vacancies and districtwide staffing needs as placement decisions are made.
- **Placement recommendations:** The Collaborative Placement Committee (CPC) will review available positions and staff preferences and make placement recommendations for certified, non-probationary employees covered by the MOU.
- **Final approval and communication:** The Superintendent will review and approve final placement recommendations, after which placements will be communicated to employees.

Some of these steps depend on information the district does not yet have, particularly enrollment and resulting staffing allocations. We will provide final placements no later than the week of March 22nd.

Probationary staff and educational support professionals (ESPs): We are developing the timeline and process for these employee groups now. We will add that information to this guide as soon as it is finalized.

Frequently Asked Questions

Will I have a job?

Current projections indicate the district expects to have positions available for all certified, non-probationary staff impacted by the closure of Breckenridge Elementary School and the related staffing transition

- UBE staff will generally remain assigned to UBE. As in any year, assignments remain subject to declining enrollment and program changes.
- Available positions will be determined through districtwide staffing plans based on enrollment projections, program needs, student needs, budget, licensing/endorsement requirements, and identified vacancies.
- BRE staff impacted by the closure will be considered for available positions through the applicable placement process. For certified, non-probationary staff, that process is governed by the MOU and includes consideration of staff input and preferences.
- Open positions elsewhere in the district may also be available through that process.

When will I know my assignment?

For certified, non-probationary staff impacted by the BRE closure, our current target is to communicate final placements no later than the week of March 22, 2027**.** If we can accelerate the placement process, we will.

Can I express preferences for placement?

Yes. As stated in the MOU, certified non-probationary staff will have the opportunity to express their preferences for placement. Placement in a preferred role or location is not guaranteed.

When will external applicants be considered?

External applicants will be considered after the internal placement process is complete for certified, non-probationary staff.

What about transition guidance for support staff?

The Staff Support & Talent Transition Workgroup will provide input to the process and framework for ESP transitions, and the process will be shared once developed and approved.

QUESTIONS & SUPPORT

Questions about the MOU:

Joe Kassay
President SCEA
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Questions about your individual employment situation:

Andrea Verzantvoort
Chief Talent Officer
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Submit A Question:
https://www.summitk12.org/facilities/summit-school-district-consolidation