

WORKFORCE PLANNING TIMELINE FOR 2012-2013

March	
Request of teachers requesting to go on the placement list due to Human Resources (Tenured Teachers wishing to be placed on the Placement List)	March 1, 2012
Interview and Selection Process Begins (formerly voluntary transfer process)	March 1, 2012
Intent to Return from Leave Declarations due to Human Resources	March 1, 2012
Last Day for Principals to Notify Job Share Teachers if the Job Share is being Discontinued	March 1, 2012
Teacher Transfer Notice sent to teachers (via The Bridge)	March 5, 2012
Information sent to Administrators and Program Managers Regarding the Probationary Teacher Nonrenewal Process	March 22, 2012
April	
Email Sent to Teachers with Expiring Licenses	April 6, 2012
PAR Board meets to review 1 st year probationary teacher renewals	April 19, 2012
Budgets and Workforce Planning Worksheets Due (this information will identify cuts and vacancies)	By April 13 (secondary) or April 20 (elementary)
Principals and Program Managers provide written notification to teachers who will be non-renewed (copies sent to Assistant Superintendents and Executive Director of Human Resources)	By April 27, 2012
May	
Principals and Program Managers meet with staff who are being cut and provide copies of cut letters to Human Resources	By May 4, 2012
Assistant Superintendents meet with teachers to be non-renewed (if requested)	By May 9, 2012
Assistant Superintendents provide list of teachers to be non-renewed to the Superintendent and HR	May 11, 2012
Email Sent to Teachers with Expiring Licenses	May 31, 2012
June	
12 month Employee Layoff and Placements	June 1, 2012
Educational Assistant Placement/Layoff Letters Sent	By June 4, 2012
Teaching Assistant Placement/Layoff Letters Sent	By June 4, 2012
Civil Service Placement/Layoff Letters Sent	By June 4, 2012
Last day to post positions for interview and selection process (vacancies identified after this date will be held for placement process)	June 4, 2012
Board Approves Recommended Teacher Non-Renewals	June 5, 2012
Last Day for Teaching Assistants and Educational Assistants	June 8, 2012
Last Day for Teachers	June 11, 2012
Last Day for 10 Month Civil Service Employees	June 15, 2012
Interview and Selection Process (formerly voluntary transfer) Ends	June 15, 2012

Additional Non-Renewals or Layoffs Approved by Board	June 19, 2012
Last Day for Principals	June 20, 2012
Teacher Placement Process Begins	June 25, 2012
Non-Renewal Notice – Human Resources Notifies Probationary Teachers in Writing of Board of Action	No later than June 30, 2012
July	
Notify Staff Whose Licenses are Still Expired	July 15, 2012
August	
Principals, Assistant Principals and Lead Clerks Return	August 6, 2012
Counselors and Other Schools Clerks Return	August 20, 2012
New Teacher Orientation	August 22, 2012
Teachers and Educational Assistants Return	August 27, 2012
Verify any staff who have expired licenses	By August 24, 2012
Additional EA, TA, C.S. Placements Due to Additional Cuts	Ongoing Throughout the School Year 2012-2013
September	
First Day of School (Except Kindergarten)	September 4, 2012
Teaching Assistants Return	September 4, 2012
First Day of School for PreK and Kindergarten	September 10, 2012