

**DATE:** February 6, 2014

**TO:** Area Superintendents, Principals, Assistant Principals, Non-School Based Administrators, and School Secretaries

**FROM:** Ron Ciranna, J.D., Assistant Superintendent, Human Resources Services

**SUBJECT:** Timeline for Appraisal and Reappointment of Instructional and Non-Instructional Personnel for the 2014/2015 School Year

1. **Friday, January 24, 2014** – Office of Professional Standards (OPS) will send an email with checklist to principals asking them to return the checklist by Monday, February 17, 2014, identifying the annual or probationary contract teachers whose contract they are considering not renewing. (This relates to issues other than certification/compliance.) The checklist is to be signed by the principal, confirming the date that they personally met with the teacher to discuss the possible non-renewal of the teacher’s contract beyond the 2013/2014 school year.
2. **Thursday, February 6, 2014** – Human Resources informs leadership of reappointment schedule during their Leadership Meeting.
3. **Friday, February 14, 2014** – Last date for principals to meet with teachers notifying them that they are being considered for non-renewal of their teaching contract following the 2013/2014 school year.
4. **Monday, February 17, 2014** – Principals return the signed checklist to OPS.
5. **Monday, February 17 – Friday, February 28, 2014** – Teachers requesting a voluntary transfer for the 2014/2015 school year submits Intent to Transfer request through Employee Self-Service.
6. **Monday, February 24, 2014** – Appraisals for support staff, professional/technical/supervisory (P/T/S), and non-represented employees due in Human Resources.
7. **February 2014** – Instructional unit allocations are projected to be released and sent to principals for the 2014/2015 school year.
8. **February/March/April 2014** – Recruiting trips start. Advanced contracts may be offered to outstanding applicants.
9. **Tuesday, March 4, 2014 – Tuesday, March 11, 2014** - List of instructional staff at each school is sent to the individual principals. Principals indicate on this list whether or not they are recommending that the teacher be reappointed for the 2014/2015 school year.
10. **Tuesday, March 11, 2014** - Principals return instructional reappointment list to Human Resources.
11. **Wednesday, March 12, 2014** – Proposed involuntary transfers are identified. **Nineteen (19) DA schools may post and hire at any time.**

12. **Wednesday, March 12 – Friday, April 4, 2014** – Principals will post ALL vacant positions. Teachers who have submitted an “Intent to Transfer” request through Employee Self Service and those who are being involuntarily transferred may interview for posted openings during this period. **It is the district’s expectation that ALL involuntaries will participate in the transfer process.**
13. **Thursday, March 13, 2014** – Reappointment process and reappointment lists for P/T/S and non-represented employees emailed to schools. Principals indicate on this list whether or not they are recommending that the staff members be reappointed for the 2014/2015 school year.
14. **Tuesday, March 18, 2014** – Support rosters are sent to schools to be updated with the 2014/2015 assignments.
15. **Monday, March 24 – Friday, March 28, 2014** – SPRING BREAK
16. **Friday, April 4, 2014** – Principals return P/T/S and non-represented reappointment list to Human Resources.
17. **Friday, April 4, 2014** – Administrative reappointment lists are sent to schools and work sites.
18. **Wednesday, April 9, 2014** – Completed 2014/2015 instructional rosters are due back in Human Resources.
19. **Thursday, April 10, 2014 – Friday, April 25, 2014** – Voluntary transfer period will be closed.
20. **Friday, April 18, 2014** – Involuntary Placement Fair at Pinellas Park High School.
21. **Monday, April 21 – Friday, April 25, 2014** – HR/Area Superintendents will place remaining involuntary transfers.
22. **Tuesday, April 22, 2014** – Principals will receive and hand-deliver letters during conference with P/T/S and non-represented employees notifying them that they are not being reappointed for the 2014/2015 school year.
23. **Wednesday, April 23, 2014** – Administrator appraisals and lists of administrator reappointments are due in Human Resources.
24. **Friday, April 25, 2014** – Principals receive non-reappointment letters based on compliance issues and hand-delivers letter to employee.
25. **Friday, April 25, 2014** – Assistant Superintendent’s letter indicating notice of non-reappointment will be given to employee(s) by administrator (sent by OPS).
26. **Friday, April 25, 2014** – Teachers on temporary, remainder of the year contracts are notified that their employment ends June 6, 2014. Probationary or Annual contract teachers held from reappointment due to compliance issues may, if recommended, be reappointed when the issue is resolved.
27. **Monday, April 28, 2014 – Thursday, June 19, 2014** – Second voluntary transfer window opens
28. **Thursday, May 1 – Friday, May 9, 2014** – Freeze on hiring in effect for ALL positions.
29. **Tuesday, May 6, 2014** – Instructional, support, and administrators recommended for reappointment for the 2014/2015 school year are presented to the Board for approval. (All Board dates subsequent to reappointment should be reviewed by staff to send remaining reappointments to Board.)

30. **Thursday, May 8, 2014** – Human Resources sends out contracts and notifications from the May 6, 2014, Board meeting in person to schools/sites.
31. **Monday, May 12, 2014** – Open hiring begins.
32. **Tuesday, May 20, 2014** – List of instructional, support, and administrators recommended for reappointment for the 2014/2015 school year who were not on the May 6, 2014, agenda is presented to the School Board for approval.
33. **Thursday, May 22, 2014** – Human Resources sends out contracts and notifications from the May 20, 2014, Board meeting in person to schools/sites.
34. **Friday, May 23, 2014** – Deadline for instructional appraisals to be received by Human Resources.
35. **Wednesday, June 4, 2014** – Signed contracts are due back in Human Resources.
36. **Thursday, June 12, 2014** – Job Fair (location TBD).
37. **Tuesday, June 17, 2014** – Last day for Principals to post ALL vacant positions prior to the end of the second voluntary transfer period.
38. **Tuesday, June 24, 2014** – Last day to submit to Human Resources recommendations for teachers for a voluntary transfer.
39. **Monday, June 30, 2014** – Last day for teachers to meet compliance requirements and be reappointed for the 2014/2015 school year. Teachers not meeting compliance requirements may be terminated.

#### **Definition of Terms for the Purpose of this Timeline Memorandum**

**Involuntary Transfers:** These are the teachers who are displaced from their current school due to staffing allocations, but exclude those who volunteer to be displaced. These teachers will participate in the voluntary transfer periods and be invited to the Placement Fair to interview for open positions. If a teacher does not receive a new position at the Placement Fair, the district will find suitable placement for the teacher prior to the start of the new school year.

#### **Voluntary Transfers:**

**Tier I:** These teachers volunteer to be displaced due to staffing allocations. These teachers are permitted to attend the Placement Fair as well as interview during the voluntary transfer periods. In addition, the district will place those teachers who were not able to secure a new position prior to the start of the new school year.

**Tier II:** These teachers have a secure teaching position for the upcoming school year, but enter the voluntary transfer periods seeking a new position. If they don't find a new position, they continue to stay in their current position for the new school year.

**Tier III:** These teachers are currently employed in the five (5) Turnaround Schools and have decided not to return for the 2014/2015 school year. These teachers can participate in all the voluntary transfer periods and if they do not find a new position, the district will place them prior to the start of the new school year.