

**Colorado Springs School District 11**  
**Nicholas Gledich, Ed.D., Superintendent**  
**Mary Thurman, Ph. D., Deputy Superintendent - Personnel Support Services**  
**Danniella Ewen, Executive Director - Department of Human Resources**

**Calendar of Critical Dates**  
**July 2016 to June 2017**

Retirement
Evaluation
Human Resources
Payroll, Dues, Schedules

	Date	ESP	Licensed/MA	Ex Prof
207 Day ESP - first work day	July 12, 2016	x		
210 Day ESP - first work day	July 12, 2016	x		
All principals and assistant principals report to work	July 29, 2016			x
Quarter 1 (August 15 to October 14)				
	Date	ESP	Licensed/MA	Ex Prof
HR to send Reclassification Communication Email	August 2016	x		x
192 Day ESP - first work day	August 3, 2016	x		
197 Day ESP - first work day	August 3, 2016	x		
200 Day ESP - first work day	August 3, 2016	x		
202 Day ESP - first work day	August 3, 2016	x		
First paychecks for 2016-2017 - 226 - 260 day employees	August 1, 2016	x		x
New Teacher Orientation	August 9 - 11, 2016		x MA Article XI, A	
185 Day ESP - first work day	August 12, 2016	x		
District Building Meeting Day	August 17, 2016	x	x	x
1st Student Day	August 18, 2016	x	x	x
First paychecks for 2016-2017 - 185 - 225 day employees	September 1, 2016	x	x	x
Mandatory Orientation for Evaluation Process - New Employees (hired later, 3 weeks after hire)	September 5, 2016	x	x MA XII, C7	x
Seniority Lists for retirement information provided to each employee group.	September 9, 2016	x	x MA Article XVII, A1	x
Recommend completion of first formal observation of alternative licensed employees within the first 45 days of the school year.	September 28, 2016		x	
Notification to licensed/MA employees by Human Resources who do not satisfy <b>Highly Qualified</b> requirements.	October 13, 2016	x	x	x (licensed only)
1st Observations/Conferences (probationary licensed Executive Professionals and licensed/MA employees; non-licensed are evaluated annually)	October 14, 2016		x MA Article XII, C2	x
Professional Growth Plans due for all employees SLO's for Teachers	October 14, 2016	x	x	x
Quarter 2 (October 17 to December 20)				
	Date	ESP	Licensed/MA	Ex Prof
1st Reclassification Meeting	October 2016	x		x
Recommendation from Principal to HR to terminate <u>alternative</u> licensed employee in order to be recommended to Board of Education for October 26, 2016 agenda.	October 19, 2016		x	x
Deadline for 90 day provision to terminate <u>alternative</u> licensed employees. State Statute 22-60.5-207	November 4, 2016		x	x
Non-binding Letter of Intent to Retire for all employee (except Executive Professionals) groups due. (Tuesday after Thanksgiving)	November 29, 2016	x	x MA Article XVII, 4a	
2nd Observations/Conferences (probationary licensed Executive Professionals and licensed/MA employees; non-licensed are evaluated annually)	December 16, 2016		x MA Article XII, C2	x
Quarter 3 (January 3 to March 9)				
	Date	ESP	Licensed/MA	Ex Prof
2nd Reclassification Meeting	January 2017	x		x
Mid-year performance feedback suggested	January - February 2017	x		x
Mid-year conference held	January 31, 2017		x	

Non-binding Letter of Intent to Retire for Executive Professionals due. (First working Friday after Winter Break)	January 6, 2017			X
Enrollment projections will be provided to principals.	February 2017			X
Regular window for Spring 2017 teacher online postings will be open. (Known and verified licensed teaching vacancies may be submitted for internal and external postings.)	February 2017		X MA Article VIII, A1	
Staffing Letters sent to principals pending receipt of information such as staff ratio, enrollment, etc., necessary information.	February 2017	X	X	X
Plans to meet zero-based staff projections submitted by principals to Human Resources.	February 2017	X	X	X
Notification of transition year requests by retirees go to supervisors/principals.	February 15, 2017	X	X	X
Human Resources requests letters of intent to return to work of employees on LOA in order to facilitate staffing for the following school year.	March 1, 2017		X	
Recommendations to deny of transition year request due to HR Director of Compensation.	March 1, 2017	X	X	X
Notification of approval/disapproval of ESP, licensed/MA, and Exec Prof employee transition requests by supervisors/principals to Executive Director of Human Resources.	March 10, 2017	X	X	X

Quarter 4 (March 10 to May 23)	Date	ESP	Licensed/MA	Ex Prof
Retirees must submit <b>Application for Participation and Election to Retire</b> to Human Resources within 45 days after receipt of retirement package. (Applicants have seven (7) days to rescind election to retire.)	March 24, 2017	X	X	X
Applicants for retirement have seven (7) days to rescind election to retire.	March 31, 2017	X	X	X
Copies of written notification to non-renewed Licensed Executive Professionals and Licensed/MA employees will be sent to Human Resources.	March 30, 2017		X	X
3rd Reclassification Meeting	January 2017	X		X
Notification of final decision of non-renewal of licensed staff submitted to Executive Director of Human Resources by supervisors/principals.	April 1, 2017		X	X (licensed only)
Verification of non-renewal and resignations of probationary licensed/MA employees by supervisor/principals will be made to Human Resources for Board of Education packets for Personnel Action at the April 26, 2017, meeting.	April 5, 2017		X	X (licensed only)
Deadline to submit requests for FTE conversions.	April 14, 2017	X	X	X
Notification deadline for all employees on Leave of Absence (LOA) of intent to return to work to Human Resources.	April 14, 2017	X	X MA Article IX, E5	X
Recommendations for non-renewal of licensed Executive Professionals and licensed/MA employees will be presented to Board of Education for action. <i>State Statute 22-63-203</i>	April 26, 2017		X	X (licensed only)
Human Resources will mail formal notice of Board of Education action to non-renewed licensed/MA employees. <i>State Statute 22-63-203</i>	April 27, 2017			X (licensed only)
Submit summative evaluations of licensed/MA employees to Executive Directors.	On or before April 28, 2017		X MA Article XII, C8	
Deadline for licensed/MA employees to resign from stipend positions.	May 1, 2017		X MA Article XV, F3	
When the <b>District</b> determines to change the teaching assignment of the teacher, the teacher shall be notified in writing.	May 1, 2017		X MA Article VIII, B	
Deadline to submit teacher exchange applications to Human Resources.	May 1, 2017		X MA Article IX, E9	
The Association shall be notified at least 10 calendar days prior to the proposed official action as to the number of licensed/MA positions to be reduced within each level and/or subject or special area.	May 10, 2017		X MA Article XVIII, B1 & B3	
On or before May 10 prior to the school year in which a reduction is contemplated, the Board of Education and the Association shall receive facts and figures prepared by the administrative staff to explain the need for recommended reductions.	May 10, 2017		X MA Article XVIII, B1	
Board of Education approves retirees of all employee groups. (This action shall be final and binding only when Board of Education gives final approval.)	May 10, 2017	X	X	X
Deadline for district/principals to notify licensed/MA employees of intent to non-renew a stipend position.	May 10, 2017		X MA Article XIV, F2	

Qualified applicants of all employee groups for transition year who are not approved by the Board of Education as eligible shall be notified within 10 days of action.	May 12, 2017	x	X MA Article XVII, A4b	x
Deadline for school administrator to provide written notification of in building teaching assignment for the next school year the week prior to the last day of school.	May 15, 2017 - Elem May 18, 2017 - Sec		X MA Article X, B4a	
Last work day for elementary licensed/MA employees. (May have additional make-up snow days.)	May 24, 2017		X	
Last work day for secondary licensed/MA employees. (May have additional make-up snow days.)	May 27, 2017		X	
185 Day ESP last work day	May 30, 2017	x		
Layoffs will be effective at the close of the school year and may extend for up to a 3-year period thereafter. Teachers shall be laid off in inverse order of seniority within the area(s) of certificate endorsement or qualifying experience. If performance is substantially equal, seniority controls in the layoff of probationary teachers performing satisfactorily.	May 24, 2017 - Elem May 30, 2017 - Sec		X MA Article XVIII, E1 & 2	

Remainder of Fiscal School Year				
192 Day ESP last work day	May 30, 2017	x		
207 Day ESP last work day	May 27, 2017	x		
On or before June 1, licensed/MA employees who are to be laid off shall receive notification in writing by Human Resources.	June 1, 2017		X MA Article XVIII, B2	
210 Day ESP last work day	June 5, 2017	x		
Last day principals and assistant principals report to work (not including additional flex days).	June 6, 2017			x
197 Day ESP last work day	June 6, 2017	x		
200 Day ESP last work day	June 9, 2017	x		
202 Day ESP last work day	June 13, 2017	x		
Submit summative evaluations of Executive Professionals to Division Heads by supervisors.	June 30, 2017			x
Submit final evaluations of ESP employees and Executive Professionals to Personnel Support Services.	June 30, 2017			x
Submit summative evaluations of non-licensed Executive Professionals to Division Heads by supervisors.	June 30, 2017			x
Employees meeting the eligibility requirements for participation in the Program (Retirement Incentive Program) who retire for <b>bona fide medical reasons</b> prior to July 2, shall be eligible regardless of the notice provisions of this MA article.	June 30, 2017	x	X MA Article XVII, A5	x
Last day for INR (intent not to rehire) licensed/MA employees to apply as in-district licensed/MA employees.	July 31, 2017		X	
Recalls will be in the reverse order from the order of layoff within the District for vacancies as they become available for which (licensed/MA employee) he/she is licensed or has had qualifying previous teaching experience.	Ongoing as vacancies become available		X MA Article XVIII, F	
Written notice of recall will be sent to licensed/MA employee at last known address by certified letter using return receipt requested. A copy is sent to the Association. The licensed/MA employee receiving such notice shall reply within 10 calendar days of receipt of said notice.	Ongoing as vacancies become available		X MA Article XVIII, H	

Hot Zone Dates for 2016-2017	2016	2017
Hot Zone Days are student contact days preceding and following a scheduled school break. (Reference MA IX.A.4, Appendix A, 12)	8/18	1/5
	9/2	1/13
	9/6	1/17
	11/18	2/17
	11/28	2/21
	12/20	3/24
		4/3
		5/23 (ES)
		5/26 (MS/HS)