

Colorado Springs School District 11
 Nicholas Gledich, Ed.D., Superintendent
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**Calendar of Critical Dates
 July 2014 to June 2015**

Retirement
Evaluation
Human Resources
Payroll, Dues, Schedules

	Date	ESP	Licensed/MA	Ex Prof
207 Day ESP - first work day	July 14, 2014	x		
210 Day ESP - first work day	July 14, 2014	x		
All principals and assistant principals report to work	July 29, 2014			x
Quarter 1 (August 12 to October 17)				
	Date	ESP	Licensed/MA	Ex Prof
192 Day ESP - first work day	August 1, 2014	x		
197 Day ESP - first work day	August 1, 2014	x		
200 Day ESP - first work day	August 1, 2014	x		
202 Day ESP - first work day	August 1, 2014	x		
First paychecks for 2014-2015 - 226 - 260 day employees	August 1, 2014	x		x
New Teacher Orientation	August 7 - 11, 2014		X MA Article XI, A	
District Building Meeting Day	August 14, 2014	x	x	x
185 Day ESP - first work day	August 12, 2014	x		
1st Student Day	August 18, 2014	x	x	x
First paychecks for 2014-2015 - 185 - 225 day employees	September 1, 2014	x	X	x
Mandatory Orientation for Evaluation Process - New Employees (hired later, 3 weeks after hire)	September 2, 2014	x	X MA XII, C7	x
Recommend completion of first formal observation of alternative licensed employees within the first 45 days of the school year.	September 26, 2014		X	
Seniority Lists for retirement information provided to each employee group.	September 26, 2014	x	X MA Article XVII, A1	x
Notification to licensed/MA employees by Human Resources who do not satisfy Highly Qualified requirements.	October 16, 2014	x	X	X (licensed only)
1st Observations/Conferences (probationary licensed Executive Professionals and licensed/MA employees; non-licensed are evaluated annually)	October 17, 2014		X MA Article XII, C2	x
Professional Growth Plans due for all employees	October 17, 2014	x	X	x
Quarter 2 (October 21 to December 19)				
	Date	ESP	Licensed/MA	Ex Prof
Deadline for 90 day provision to terminate <u>alternative</u> licensed employees. State Statute 22-60.5-207	November 7, 2014		x	x
Non-binding Letter of Intent to Retire for all employee (except Executive Professionals) groups due. (Tuesday after Thanksgiving)	December 2, 2014	x	X MA Article XVII, 4a	
2nd Observations/Conferences (probationary licensed Executive Professionals and licensed/MA employees; non-licensed are evaluated annually)	December 19, 2014		X MA Article XII, C2	x
Quarter 3 (January 7 to March 13)				
	Date	ESP	Licensed/MA	Ex Prof
Mid-year performance feedback suggested	January - February 2015	x		x
Non-binding Letter of Intent to Retire for Executive Professionals due. (First working Friday after Winter Break)	January 9, 2015			x
Enrollment projections will be provided to principals.	February 2015			x
Regular window for Spring 2015 teacher online postings will be open. (Known and verified licensed teaching vacancies may be submitted for internal and external postings.)	February 2015		X MA Article VIII, A1	

Staffing Letters sent to principals pending receipt of information such as staff ratio, enrollment, etc., necessary information.	February 2015	x	x	x
Plans to meet zero-based staff projections submitted by principals to Human Resources.	February 2015	x	x	x

Quarter 4 (March 16 to May 28)	Date	ESP	Licensed/MA	Ex Prof
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 2, 2015		x	
Notification of transition year requests by retirees go to supervisors/principals.	March 2, 2015	x	x	x
Recommendations to deny of transition year request due to HR Director of Compensation.	March 13, 2015	x	x	x
Retirees must submit Application for Participation and Election to Retire to Human Resources within 45 days after receipt of retirement package. (Applicants have seven (7) days to rescind election to retire.)	March 20, 2015	x	x	x
Applicants for retirement have seven (7) days to rescind election to retire.	March 27, 2015	x	x	x
Notification of final decision of non-renewal of licensed staff submitted to Executive Director of Human Resources by supervisors/principals.	April 1, 2015		x	X (licensed only)
Copies of written notification to non-renewed Licensed Executive Professionals and Licensed/MA employees will be sent to Human Resources.	April 1, 2015		x	x
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 24, 2015, meeting.	April 8, 2015		x	X (licensed only)
Notification of approval/disapproval of ESP, licensed/MA, and Exec Prof employee transition requests by supervisors/principals to Executive Director of Human Resources.	March 20, 2015	x	x	x
Deadline to submit requests for FTE conversions.	April 15, 2015	x	x	x
Notification deadline for all employees on Leave of Absence (LOA) of intent to return to work to Human Resources.	April 15, 2015	x	x MA Article IX, E5	x
Quarter 4 (March 16 to May 28) Continued	Date	ESP	Licensed/MA	Ex Prof
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 22, 2015		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 23, 2015			X (licensed only)
Submit summative evaluations of licensed/MA employees to Executive Directors.	On or before April 30, 2015		x MA Article XII, C7	
Deadline for written notification of change of licensed/MA employee assignment.	May 1, 2015		x MA Article VIII, C	
Deadline for licensed/MA employees to resign from stipend positions.	May 1, 2015		x MA Article XV, F3	
When the District determines to change the teaching assignment of the teacher, the teacher shall be notified in writing.	May 1, 2015		x MA Article VIII, B	
Deadline to submit teacher exchange applications to Human Resources.	May 1, 2015		x MA Article IX, E9	
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 6, 2015	x	x	x
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 8, 2015		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 8, 2015		x MA Article XVIII, B1	
Deadline for district/principals to notify licensed/MA employees of intent to non-renew a stipend position.	May 13, 2015		x MA Article XIV, F2	

Deadline for school administrator to provide written notification of teaching assignment for the next school year the week prior to the last day of school.	May 19, 2015 - Elem May 22, 2015 - Sec		X MA Article X, B4a	
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 15, 2015	X	X MA Article XVII, A4b	X
Last work day for elementary licensed/MA employees. (May have additional make-up snow days.)	May 26, 2015		X	
Last work day for secondary licensed/MA employees. (May have additional make-up snow days.)	May 29, 2015		X	
185 Day ESP last work day	May 29, 2015	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 26, 2015 - Elem May 29, 2015 - Sec		X MA Article XVIII, E1 & 2	

Remainder of Fiscal School Year				
192 Day ESP last work day	May 29, 2015	X		
207 Day ESP last work day	June 1, 2015	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, 2015		X MA Article XVIII, B2	
Last day principals and assistant principals report to work (not including additional flex days).	June 5, 2015			X
197 Day ESP last work day	June 5, 2015	X		
200 Day ESP last work day	June 10, 2015	X		
202 Day ESP last work day	June 12, 2015	X		
210 Day ESP last work day	June 4, 2015	X		
Submit summative evaluations of Executive Professionals to Division Heads by supervisors.	June 30, 2015			X
Submit final evaluations of ESP employees and Executive Professionals to Personnel Support Services.	June 30, 2015			X
Submit summative evaluations of non-licensed Executive Professionals to Division Heads by supervisors.	June 30, 2015			X
Employees meeting the eligibility requirements for participation in the Program (Retirement Incentive Program) who retire for <i>bona fide medical reasons</i> prior to July 2, shall be eligible regardless of the notice provisions of this MA article.	June 30, 2015	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, 2015		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	