



Employment Documentation Deadlines 2023-2024

Board Meeting Contract Renewal Actions
March – Administrators;
April – Teachers;
Contracts will go out NLT-May 5-18, 2024

Letters of Reasonable Assurance (LORAs) Actions
Employment decisions will be made in early May
Letters will go out NLT May 5-18, 2024.

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| March 17, 2024 | Deadline for principals to send a list to Dr. Jennifer Stoecker of all employees for whom documentation exists re: possible recommendation for non-renewal. |
| March 19, 2022 | A list of probationary and term contract employees will be sent to campuses for verification. |
| Week of March 25th | Conferences scheduled between principals, Dr. Jennifer Stoecker, and the District's attorney re: documentation supporting proposed non-renewals of contract employees. All observations must be completed/summative conferences must be conducted for non-renewal recommendations submitted at the April 26th Board meeting. |
| April 5, 2024 | Deadline for returning campus lists of probationary/term contract employees to HR. |
| Week of May 5th | Conferences scheduled between supervisors and Dr. Jennifer Stoecker re: documentation supporting proposed termination(s) of at-will staff. |
| June 6, 2024 | Campuses/departments must alphabetize professional and paraprofessional evaluations in <u>one</u> group. Return to HR when you bring the end of the year Checklist. |
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