June LeMaster, Ph.D., Administrator, Human Resources





CRITICAL DATES 2018-19

FTE Enrollment/Staffing	1st/14th Day of School	• 1st and 14th day enrollment counts.
FIE Enromnent/Starting	October 1	• FTE Audits begin in September.
	January 2	Segui in September.
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HR Trainings	October 25	Valuing Diversity
	January 10	RIS, Non-Renewal, & Employee Discipline
	February 14	Effective Hiring Practices
Educator Licensing & Letters of	November 9	Educators are reminded by HR at least four (4) times each
Authorization	January 14	contract year regarding license expiration.
Authorization	March 11	Educators with an LOA are required to show their
	April 22	supervisor adequate progress by Feb.1 to facilitate
	April 22	staffing decisions.
		 The April reminder letter requires a supervisor and educator signature.
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Early Resignation/Retirement		• \$500 on/before December 15
Notification Incentive		• \$300 on/before January 15
		• \$200 on/before February 15
Known Vacancies & Hard to Fill	December 1	Must be verified and approved positions to advertise/hire (AOS % LID) prior to advertising.
Positions		(AOS & HR) prior to advertising • Refer to the Hard to Fill/Critical Need Report
January Hires	January - May	 January Hires are Temporary Employees and the position is considered "open" and MUST be re-posted. The
		employee must reapply for their position.
D ' IN D 10	D.1 11	Requests are submitted to your Area Administrator of Schools.
Provisional Non-Renewals &	February 11	 Requests are submitted to your Area Administrator of Schools. Teachers notified on or before February 19
Status Extensions		Teachers notified on or before rebruary 19
FTE v.2.0 Projections	Approximately	• Use 2.0 projections to determine staffing need(s).
FTE v.2.0 Projections	Approximately February 11	• Use 2.0 projections to determine staffing need(s).
FTE v.2.0 Projections Teacher Transfer Fairs &		Use 2.0 projections to determine staffing need(s). February 21, 2019
Teacher Transfer Fairs &	February 11 January 14, 2019 WJHS 12-6 p.m.	February 21, 2019 CHHS 4:00-6:00 p.m.
Teacher Transfer Fairs & Transfer Window (Jan. 14 – Feb. 28): • For current JSD employees.	February 11 January 14, 2019	February 21, 2019
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