

HUMAN RESOURCE SERVICES

Dr. Méndez

Assistant Superintendent of Human Resource Services

Greetings,

We have just completed our budget reviews and we are embarking on the process of reviewing the proposed rosters for next year. As such, we will begin our non-renewal and placement process.

We are working on compiling the lists of non-tenured teachers in order for you to arrive at your decisions of those who will be renewed and those who won't. The three non-renewal reasons are unsatisfactory performance, job requirement/certifications, and economic/reorganization. With these selections, you will need to gather [documentation](#) to substantiate your decisions. Be on the lookout for the lists on Monday, March 14, 2022. Start early to ensure success and completion because it is due on Monday, March 28, 2022. If you deem it necessary to separate an instructional employee that will be receiving tenure prior to June 30, 2022; please notify your Assistant Superintendent as soon as possible.

Our team members will also be sending out lists of tenured teachers on Monday, March 31, 2022 for placement as a result of economic reorganizations. The lists of placements are due on April 12, 2022. If you find it necessary to separate an instructional employee that will be receiving tenure between July 1, 2022 to June 30, 2023; non-renewal recommendations must be made this school year.

Lastly, non-renewal and renewal notices will be sent on or by Friday, May 13, 2022.

In partnership,
HRS

TIMELINE

Date	Tasks
3/14/2022	Principals are provided with non-tenured lists for non-renewal decisions
3/28/2022	Lists with non-renewal decisions are due to HRS
3/31/2022	Assistant Superintendents will review and approve decisions
3/31/2022	Principals are provided with tenured teachers lists
4/12/2022	Lists of placements are due
4/14/2022	Assistant Superintendents will review and approve decisions
5/13/2022	Non-renewal notices will be sent on OR by May 13, 2022.



HRS Important Dates

March 14, 2022

Principals receive lists for non-renewal decisions

March 28, 2022

Lists with non-renewal decisions are due back to HRS with [documentation](#) for decisions

March 31, 2022

ASUPS will review and advise HRS of decisions

March 31, 2022

Principals receive lists for tenured placements

April 12, 2022

Lists with placement decisions are due back to HRS

April 14, 2022

ASUPS will review and advise HRS of decisions for placement

May 13, 2022

Non-renewal & renewal notices will be sent on OR by this date

Labor Tips to Remember

- All observations must be a minimum of 20 minutes.
- Each teacher shall be observed as described per their tenure status.
- Ensure that you have the appropriate number of evaluators (when applicable).