

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

**Calendar of Critical Dates
 July 2011 to June 2012**

Retirement
Evaluation
Human Resources
Payroll, Dues, Schedules

Quarter 1 (August to October 13)	Date	ESP	Licensed/MA	Ex Prof
First paychecks for 2011-2012 - 226-260 day employees	August 1, 2011	x		x
First paychecks for 2011-2012 - 185-225 day employees	September 1, 2011	x	x	x
Mandatory Orientation for Evaluation Process - New Employees (hired later, 3 weeks after hire)	September 1, 2011	x	x	x
Completion of first formal observation of alternative licensed employees. <i>State Statute 22-60.5-201</i>	September 30, 2011		x	
Seniority Lists for retirement information provided to each employee group.	September 30, 2011	x	x <i>MA Article XVII, A1</i>	x
Notification to licensed/MA employees by Human Resources who do not satisfy Highly Qualified requirements.	October 2011		x	x (licensed only)
1st Observations/Conferences (probationary licensed Executive Professionals and licensed/MA employees; non-licensed are evaluated annually)	October 13, 2011		x <i>MA Article XII, C2</i>	x
Professional Growth Plans due.	October 13, 2011	x	x	x
Quarter 2 (October 17 to December 16)	Date	ESP	Licensed/MA	Ex Prof
Deadline for 90 day provision to terminate alternative licensed employees.	November 9, 2011		x	x (licensed only)
Non-binding Letter of Intent to Retire for all employee (except Executive Professionals) groups due. (Tuesday after Thanksgiving)	November 29, 2011	x	x <i>MA Article XVII</i>	
Board of Education approval of retirement and transition year requests.	December 14, 2011	x	x	
2nd Observations/Conferences (probationary licensed Executive Professionals and licensed/MA employees; non-licensed are evaluated annually)	December 16, 2011		x <i>MA Article XII, C2</i>	x
Non-binding Letter of Intent to Retire for Executive Professionals due. (First working Friday after Winter Break)	January 6, 2012			x
Board of Education approval of retirement and transition year requests.	January 25, 2012			x
Quarter 3 (January 5 to March 9)	Date	ESP	Licensed/MA	Ex Prof
Enrollment projections will be provided to principals.	February 15, 2012			x
Regular window for Spring 2012 teacher online postings will be open. (Known and verified licensed teaching vacancies may be submitted for internal and external postings.)	February 15, 2012		x <i>MA Article VIII, A1</i>	
Mid-year performance feedback suggested	January 2012	x		x
Staffing Letters sent to principals.	March 2012	x	x	x
Plans to meet zero-based staff projections submitted by principals to Human Resources.	March 2012	x	x	x
Within 45 days after approval of eligibility to retire by Board of Education, retirees submit Application for Participation and Election to Human Resources. (Applicants have seven (7) days to recind election to retire.)	March 16, 2012 March 23, 2012 (7 days)	x	x	x
Notification of transition year requests by retirees go to supervisors/principals.	March 16, 2012	x	x	x

Quarter 4 (March 12 to May 22)	Date	ESP	Licensed/MA	Ex Prof
Notification of final decision of non-renewal of licensed staff submitted to Executive Director of Human Resources by supervisors/principals.	April 2, 2012		X	X (licensed only)
Copies of written notification to non-renewed Executive Professionals and licensed/MA employees will be sent to Human Resources.	April 2, 2012		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 25, 2012, meeting.	April 13, 2012		X	X (licensed only)
Notification of approval/disapproval of ESP and licensed/MA employee transition requests by supervisors/principals to Executive Director of Human Resources.	April 13, 2012	X	X	X
Deadline to submit requests for FTE conversions.	April 13, 2012	X	X	X
Notification of approval/disapproval of transition requests of Executive Professionals by supervisors to the Executive Director of Human Resources; HR forwards on decisions to superintendent for final approval/disapproval.	April 13, 2012			X
Notification deadline for all employees on Leave of Absence (LOA) of intent to return to work to Human Resources.	April 13, 2012	X	X <i>MA Article IX, E3</i>	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 25, 2012		X	X (licensed only)
Deadline for written notification of change of licensed/MA employee assignment.	April 27, 2012		X <i>MA Article VIII, C</i>	
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, 2012		X	X (licensed only)
Deadline for licensed/MA employees to resign from stipend positions.	May 1, 2012		X <i>MA Article XV, F3</i>	
Submit summative evaluations of licensed/MA employees to Executive Directors.	On or before April 30, 2012		X <i>MA Article XII, C7</i>	
Deadline to submit teacher exchange applications to Human Resources.	May 1, 2012		X <i>MA Article IX, E7</i>	
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, 2012		X <i>MA Article XVIII, B1</i>	
Deadline for district/principals to notify licensed/MA employees of intent to non-renew a stipend position.	May 15, 2012		X	
Deadline for written notification of teaching assignment for the next school year the week prior to the last day of school.	May 15, 2012 - Elem May 18, 2012 - Sec		X <i>MA Article X, B4a</i>	
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 16, 2012	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 10, 2012		X <i>MA Article XVIII, B1 & B3</i>	
Last work day for elementary licensed/MA employees. (May have additional make-up snow days.)	May 23, 2012		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 23, 2012 - Elem May 29, 2012 - Sec		X <i>MA Article XIII, E1 & 2</i>	
Notice of out-of-cycle formal evaluation must be given to licensed/MA employees prior to the last work day in May.	May 22, 2012 - Elem May 25, 2012 - Sec		X <i>MA Article XII, C8</i>	
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 16, 2012	X	X <i>MA Article XVII, A4b</i>	X
Last work day for secondary licensed/MA employees. (May have additional make-up snow days.)	May 29, 2012		X	

Quarter 4 (March 12 to May 22)	Date	ESP	Licensed/MA	Ex Prof
Submit summative evaluations of non-licensed Executive Professionals to Division Heads by supervisors.	May 31, 2012			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, 2012		x <i>MA Article XVIII, B2</i>	
Submit summative evaluations of Executive Professionals to Division Heads by supervisors.	June 29, 2012			x
Submit final evaluations of ESP employees and Executive Professionals to Personnel Support Services.	June 29, 2012			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.	July 2, 2012	x	x <i>MA Article XVII, A5</i>	x
Last day for INR (intent not to rehire) licensed/MA employees to apply as in-district licensed/MA employees.	July 31, 2012		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 <i>MA Article XVIII, F</i>	
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 <i>MA Article XVIII, H</i>	
No new licensed/Ma employee shall be employed by the Board of Education if laid-off licensed/MA employees remain on the recall list, unless all of those eligible for a vacancy have refused it.	Ongoing as vacancies become available		x <i>MA Article XVIII, H</i>	