

2025-2026 Staffing Timelines and Flowchart

School Board Actions

Human Resources and Executives Principals and Directors

Teachers

January - February 2025

Review budget and staffing data in preparation for 2024-2025 staffing process.

January 20 – January 24, 2025

Receive and return electronic staffing survey to Human Resources.

January 31, 2025

Organizing meetings with Elementary, Middle, and High School Principal Groups to prepare for staffing.

February 11 – February 14, 2025

Meetings with individual Principals and Directors to review preliminary staffing plans based on enrollment projections and FTE allocations.

March 2025

Provide board with information and timelines regarding the annual staffing process.

February 22 - 28, 2025

Review district budget & enrollment projections and prepare recommendation for changes in programs and positions.

March 10 – 14, 2025

Prepare tentative staffing plans with principal input.

April 2025

Provide board with information regarding changes in programs and positions based on enrollments and registrations.

March 24– March 28, 2025

Meetings with individual Principals and Directors, to review proposed staffing plans and determine teachers to be recommended for non-renewal or placement on unrequested leave of absence.

March 31 – April 4, 2025

Large group meetings with Principals as needed.

April 11, 2025

Teachers proposed for non-renewal receive notice from their Principal or Director.

April 16, 2025

Resolution proposing named staff for non-renewal or placement on unrequested leave of absence.

April 7, 2025

Human Resources prepare proposal for teachers to be non-renewed or placed on unrequested leave of absence.

April 11, 2025

Principals and Directors personally notify teachers recommended for non-renewal/unrequested leave of absence.

April 17, 2025

Written notice of board action on non-renewal personally delivered to affected teachers.

May 7-21, 2025

Resolution proposing named staff for non-renewal or placement on unrequested leave of absence as needed.

April – May 2025

Internal Postings for vacancies, and realignment of current staff.

April 17, 2025

Written non-renewal notices personally delivered to affected teachers as needed.

April 14-17, 2025

Teachers notified of building assignment or transfer.

April – May 2025

Teachers assigned to positions based on enrollment, instructional needs, licensure, qualifications, seniority and preference.

2025-2026 Staffing Timelines and Flowchart

January-Feb 2024	Executive team begin planning for 2025-2026 school budget and staffing initiatives.
January 31, 2025	Organizing meetings with Elementary, Middle, and High School Principals to prepare for staffing.
January 20 – 24	Receive and return electronic staffing survey to Human Resources.
February 11 – 14	Meetings with individual Principals and Directors to review preliminary staffing plans based on enrollment projections, and FTE allocations.
March 2025	Provide board with information and timelines regarding the annual staffing process.
Feb 26 – 28	Review district budget and enrollment projections and prepare recommendation for changes in programs and positions.
March 3 – 7	Mid-Winter Break.
March 10 – 14	Prepare tentative staffing plans with principal input.
April 2025	Provide board with information regarding changes in programs and positions based on enrollments and registrations.
March 24 – 28	Meetings with individual Principals and Directors, to review proposed staffing plans and determine teachers to be recommended for non-renewal or placement on unrequested leave of absence.
Mar 31 – April 4	Large group meetings with Principals as needed.
April 7	Human Resources prepare proposal for teachers to be non-renewed or placed on unrequested leave of absence.
April 11	Principals and Directors personally notify teachers recommended for non-renewal/unrequested leave of absence.
April 14 – 17	Teachers notified of building assignment or transfer.
April 16	Resolution proposing named staff for non-renewal or placement on unrequested leave of absence.
April 17	Written notice of board action on non-renewal personally delivered to affected teachers.
May 7 – 21	Resolution proposing named staff for non-renewal or placement on unrequested leave of absence as needed.
April – May 2025	Internal postings for vacancies, and realignment of current staff.
April – May 2025	Teachers assigned to positions based on enrollment, instructional needs, licensure, qualifications, seniority and Preference.