



## NON-RENEWAL TIMELINE

### **Tuesday, November 18, 2014**

#### Documentation and Preparing for Non-Renewal Process

- Mandatory for Reconstituted campus administrators

### **Wednesday, January 14, 2015**

#### Documentation and Preparing for Non-Renewal Process

- Suggested for Assistant Superintendents and Executive Directors

### **Wednesday, January 21, 2015 @ Hulcy M.S.**

*(Prior to principals meeting or immediately following principals meeting.)*

**Session 1** 11:30 a.m. - 12:45 p.m. **(Bring your own Lunch)**

**Session 2** 5:00 p.m. - 6:15 p.m.

#### Documentation and Preparing for Non-Renewal Process

- Suggested for Campus Administrators, Assistant Superintendents and Executive Directors

### **Friday, January 23, 2015 at Dallas I.S.D. Administration Building**

**Session 1** 9:00 a.m. - 11:00 a.m. Room 106

**Session 2** 3:00 p.m. - 5:00 p.m. Board Room

#### Documentation and Preparing for Non-Renewal Process

- Suggested for Campus Administrators, Assistant Superintendents and Executive Directors

### **Monday, February 2, 2015 – Friday, February 6, 2015**

- Documentation checkpoint
- Employee Relations provides Roundtable Documentation Review Sessions for EDs and Principals to share documentation prepared for Teachers that will be non-renewed.
- *Please stop by Employee Relations in Portable 3 at your convenience anytime between 8AM – 4PM (we are closed for lunch 12PM – 1PM) on your specified day:*
  - Division 1 – February 2, 2015
  - Division 2 – February 3, 2015
  - Division 3 – February 4, 2015
  - Division 4 – February 5, 2015
  - Division 5 – February 6, 2015

### **Monday, February 9, 2015 - Tuesday, February 10, 2015 (by appointment)**

- Employee Relations provides Documentation Review Sessions for Asst Superintendents and EDs to share documentation prepared for Principals that will be non-renewed.
- *Please call 972.925.4026 to set up appointment slot (location: Portable 3).*

### **Wednesday, February 11, 2015 – Friday, February 13, 2015**

- Documentation checkpoint
- Employee Relations provides Roundtable Documentation Review Sessions for EDs and Principals to share documentation prepared for Recon Schools.
- *Please stop by Employee Relations in Portable 3 at your convenience anytime between 8AM – 4PM (we are closed for lunch 12PM – 1PM) on your specified day*

- Division 1, 2, 4 – February 11, 2015
- Division 3 – February 12, 2015
- Division 5 – February 13, 2015

**Monday, March 16, 2015 - Friday, March 20, 2015**

- Executive Directors submit Principals non-renewal documentation and recommendation letters to their Assistant Superintendent for review and approval.

**Monday, March 23, 2015 – Friday, March 27, 2015**

- School Leadership submits all recommended non-renewal documentation to Employee Relations for Teachers and Principals:
  - Division 1 – March 23, 2015
  - Division 2 – March 24, 2015
  - Division 3 – March 25, 2015
  - Division 4 – March 26, 2015
  - Division 5 – March 27, 2015

**Monday, March 23, 2015 – Friday, March 27, 2015**

- Employee Relations and Legal Services review performance non-renewal documentation.

**Monday, March 30, 2015 – Friday, April 10, 2015**

- Employee Relations prepares Notice of Intent Letters for Principals to issue to Teachers.
- Legal Services provides specification sheets for each case submitted for non-renewal.

**Tuesday, April 14, 2015**

- Exec Directors / Principals notify employees of the intent to Non-Renew.
- Exec Directors / Principals serve Notice of Intent to Non-Renew letters to their employees.
- Exec Directors / Principals deliver signed Notice of Intent Letter to Employee Relations.

**Friday, April 17, 2015\***

- Deadline for employees recommended for non-renewal to submit resignations in lieu of non-renewal.

**Monday, April 27, 2015 – Wednesday, May 6, 2015**

- Employee Relations prepares Proposed Notice of Non-Renewal letters.
  - Excess Letters
  - Performance Letters

**Thursday, May 7, 2015**

- Employee Relations provides Proposed Notice of Non-Renewal list to the Board in closed session during the Board Briefing.
  - Excess
  - Performance

**TIMELINE**

**Thursday, May 28, 2015**

- Proposed Notice of Non-Renewal employees is an action item at the Board Meeting.
- Proposed Notice of Non-Renewal letters are submitted to Board President for signature.

**Friday, May 29, 2015**

- Employee Relations serve Proposed Notice of Non-Renewal letters to employees who were approved to be non-renewed by the Board.

**Monday, June 15, 2015**

- Deadline for Proposed Notice of Non-Renewal employees to provide a written request for an appeal. (Per law, this occurs fifteen (15) days from the date the employee received the notice.)

**Tuesday, June 16, 2015**

- Employee Relations submits final non-renewal letters to Board President for signature.

**Wednesday, June 17, 2015**

- Not more than thirty (30) days after the issue date of the Proposed Notice of Non-Renewal letters, Employee Relations Support sends, via certified and regular mail, final non-renewal letters to employees who did not request an appeal hearing.