



Changes in Staffing Protocol, Dates and Deadlines 2017-18

Early Retirement: Written notice of retirement, to take effect at the end of the 2016-2017 school year and be eligible for the \$500 state bonus for early notification, must be received in the Human Resources department by noon on February 14, 2017. These items will be placed on the February 21, 2017 board of education agenda. Early notifications must be acted upon by the board of education on or before March 1, 2017.

Review of Enrollment, Master Schedules, State Formula, Staffing:

Discussions with county office administrators for presentation to Superintendent completed by January 27, 2017.

Staffing Conferences with Principals: Release of staffing data by the Human Resources Department to principals by February 3, 2017.

Individualized meetings scheduled and completed between assistant superintendents and principals by March 1, 2017.

Notifications of Transfer: Human Resources Department hand-delivery of notices of transfer to affected employees by March 17, 2017. On or before April 3, 2017, all professional and service employees who are being considered for transfer must receive written notice (WV Code 18A-2-7(a)).

Hearings for Transfers or Termination of Contract: Employees who request a hearing will be scheduled on the April 4 or April 18, 2017 board of education agendas. Hearings for proposed transfers or termination of continuing contracts (RIF) must be conducted on or before May 1, 2017.

These hearings require a majority vote of the full membership of the board, to take effect at the close of the school year (WV Code 18A-2-7(a), (b); WV Code 18A-2-6; WV Code 18A-2-2(c)(1)(A)).

Posting of Positions: All positions shall be posted. Only after June 30, 2017 can a new or existing classroom teacher position for the 2017-2018 school year be filled under WV Code 18A-4-7a(t) (i.e. without posting, and by agreement of the board, the teacher, and the school's principal) (Section 10 of State Board Policy 5000).