

STAFFING TIMELINE	
FY10	
Date	Activity
02/27/09	Seniority lists posted
03/02/09	Provide Intent Forms to employees
03/18/09	G. Weaver Higgs and James Stephens International Academy submit FY10 vacancies to Personnel Services
03/20/09	Intent Forms due to Principals/Supervisors
03/20/09	DRA allocations provided to locations
03/23/09-03/27/09	FY10 advertisements posted for G. Weaver Higgs and James Stephens International Academy (voluntary transfers only)
03/25/09	All locations submit FY10 vacancies to Personnel Services
03/30/09-04/17/09	FY10 advertisements posted for all locations (voluntary transfers only)
04/16/09	Deadline to notify surplus employees
04/16/09	Provide names of surplus employees to HR
04/20/09	Surplus lists available
05/04/09	Deadline to provide names of employees recommended for non-reappointment to HR
05/04/09	Employment Status Forms completed to recommend employees for Initial Professional Service Contracts
05/04/09 (tentative)	Employment Status Forms completed to recommend employees for Annual Contracts
05/08/09	Employment Status Forms and assessment material for employees recommended for Initial Professional Service Contracts due to Personnel Services
05/08/09	All assessment material due to Personnel Services
05/08/09	Deadline to notify annual contract teachers of their reappointment recommendation
06/10/09	Teachers provided tentative FY10 assignment
06/10/09 (targeted)	Placement of surplus employees completed
06/16/09 (tentative)	Board Meeting for Reduction in Force