

## **Personnel – Dates & Deadlines**

### **March 15<sup>th</sup>**

- If a classified employee is recommended for non-renewal, Policy 3.2711 states that the recommendation must be made to the Superintendent by March 15<sup>th</sup>, meaning that formative and summative evaluations must be completed prior.

### **April 1<sup>st</sup>**

- Classified Evaluations due (Mr. Pace)

### **April 15<sup>th</sup>**

- Summative Evaluation due for non-tenured & tenured teachers on a 1 year cycle (Mr. Pace).
- Certified non-renewal notices are due to the Superintendent (Mr. Roark, Mr. Gilliam, Mr. Pace).

### **April 30<sup>th</sup>**

- Summative Evaluation due for tenured teachers on a 3 year cycle (Mr. Pace).
- Summative Evaluation due for administrators including principals & other admins (Mr. Pace).
- Non-Renewal notices will be hand delivered starting on or near April 30<sup>th</sup>. Principals/Supervisors should ensure that employees recommended for non-renewal are made aware before this date.

### **May 15<sup>th</sup>**

- Professional Growth Plans (PGP's) should be completed. New employees should complete within 30 days of hire.

### **May 25<sup>th</sup>**

- Names of individuals who were provided with a non-renewal notification, but will be recalled are due on this date (Mr. Roark, Mr. Gilliam, Mr. Pace).