

UPDATED TIMELINE GUIDE
SCHEDULE FOR REAPPOINTMENT PROCESS
INSTRUCTIONAL AND SUPPORT PERSONNEL
2018-19 SCHOOL YEAR

Instructional Staff			Instructional Staff continued / Support Staff		
PHASE ONE			PHASE FOUR		
Wednesday	January 31	Position Control will distribute first PAR	Monday	April 23	HR will distribute list of unassigned AC teacher pool to principals
Monday	February 5	South Lake Elementary posting of all instructional vacancies for schools impacted by declining enrollment: Apollo, Coquina, Imperial Estates, Mims, Oak Park, and Pinewood	Monday - Friday	April 23 - May 4	Principals will interview and hire AC teachers from pool
Monday - Friday	February 12 - February 23	South Lake Elementary eligible to interview and make offer to internal transfers from: Apollo, Coquina, Imperial Estates, Mims, Oak Park, and Pinewood	Monday	May 1	HR will submit CC/PSC reappointment for School Board E-Agenda
Friday	March 2	Principals will submit preliminary notification of anticipated teacher overages to HR (Chrystal or Marynet)	Monday - Friday	April 30 - May 4	Open transfer period for any advertised instructional vacancy
Friday	March 2	HR will notify Principals of AC/PSC/CC teachers on leave of absence status and intent for 2018-19	Friday	May 4	Principals will send signed PSC/CC Summative Part I to HR (Chrystal or Marynet)
Thursday	March 15	Position Control will distribute second PAR	Monday - Wednesday	May 7 - May 9	HR will place unassigned AC teachers from pool
Friday	March 16	Teacher recruitment fair, Viera High (external candidates and teachers hired on/after January 9th)	Friday	May 11	HR will distribute bindered teacher candidate pool to principals
Monday	March 19	HR will courier all CC/PSC/AC teacher listings for reappointment action due to HR April 23	PHASE FIVE		
Monday	March 19	Principals will submit final notification to HR (Chrystal and Marynet) of schools impacted by declining enrollment/"Other"	Tuesday	May 8	Board to approve reappointment of CC/PSC teachers
Monday	March 19	Principals at schools impacted by declining enrollment/"Other" will conduct a faculty meeting to explain specific loss of instructional units. (Refer to talking points as provided)	Wednesday - Friday	May 9 - May 18	Window for PSC/CC teachers to sign eContracts
Monday	March 19	Principals will submit all vacant instructional positions in BEACON no later than 11AM (known retirements, resignations, new allocations) (Ads must be coded as Voluntary/Involuntary)	Monday - Friday	May 14 - May 18	Principals from the following schools may advertise instructional vacancies and begin interviewing: Coquina, Endeavour, Golfview, Mims, Palm Bay Elem, Palm Bay High, Turner, and University Park
			Monday	May 21	All Principals may submit instructional advertisements and begin interviewing
PHASE TWO			PHASE SIX		
Monday - Friday	March 19 - March 23	Transfer period for voluntary CC/PSC candidates from schools impacted by declining enrollment/"Other"	Monday	May 21	Principals/Directors/Assistant Superintendents to submit School/District Administrators Summative Part I Evals to HR (Chrystal or Marynet)
Friday	March 23	Principals will notify voluntary candidates of hiring decision	Tuesday	May 22	Board to approve reappointment of AC teachers and School/District Administrators
Monday	March 26	Principals will notify CC/PSC selected candidates for involuntary transfer	Friday	June 29	Position Control will distribute final PAR distribution
Monday - Friday	March 26 - March 30	Transfer period for involuntary CC/PSC placements from schools impacted by declining enrollment/"Other"		September/October 2018	Window for AC teachers to sign eContracts
Monday - Friday	April 2 - April 6	Spring Break	SUPPORT STAFF		
PHASE THREE			Thursday	February 1	Principals may hire temps for vacant IA/PCA/Media Asst positions
Monday - Friday	April 9 - April 13	Appeal Week - involuntary CC/PSC placement	Thursday	March 1	HR will notify Principals of support staff leave of absence status and intent for 2018-19
Monday - Friday	April 16 - April 20	HR placement of involuntary candidates	Friday	March 9	HR will courier support staff listings reappointment action due to HR April 3
Friday	April 20	Principals will send signed AC Summative Part I Evals to HR (Chrystal or Marynet)	Monday	April 2	Principals/Directors will submit support staff listings and bumping forms to HR
Friday	April 20	Principals will notify AC teachers with HE/E evals of reappointment	Tuesday	May 1	HR will submit support reappointment for School Board E-Agenda
Friday	April 20	Principals will provide non-renewal letter to non-renewed AC teachers	Monday	May 7	Principals/Directors/Assistant Superintendents to submit signed Bargaining Support/Non-Bargaining, and Non-Instructional Leadership Annual Evals to HR (Chrystal or Marynet)
Friday	April 20	Principals will notify HR of unassigned HE/E AC teachers	Tuesday	May 8	Board to approve reappointment of Bargaining Support/Non-Bargaining, and Non-Instructional Leadership Support Staff
Monday	April 23	Principals will submit CC/PSC/AC instructional reappointment paperwork to HR (OOF memos/reclass forms for hour changes, in/out-of-field reclasses)	Friday	May 11	Principals will submit all IA reclass/transfer forms to HR
			Monday	July 3	Principals may advertise and hire to fill remaining support positions (Proof of vacancy required (ie. Resignation or reclass))

	HR
	Principals
	Teachers
	Spring Break
	School Board