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Division of Human Resources and Professional Development

Procedures for Staffing High School 13

To: All Staff

From: David Lerner  
Chief Human Resources and Professional Development Officer

For the 2023-2024 school year, we will open one new school, High School 13 which is yet to be named. HCPSS will follow the procedures outlined below to staff this new high school.

1. HCPSS staff members who are interested in being considered for Instructional Team Leader positions at High School 13 must have their voluntary transfer forms for that position submitted and approved by **January 6, 2023**.
  - a. The process for submitting a voluntary transfer for ITL positions at HS 13 is open now through 1/6/23. To access additional information and the form, click [here](#).
  - b. Please note – staff interested in being considered for all other positions at High School 13 will follow the regular voluntary transfer procedures which opens in February.
2. In accordance with our procedures on staffing, involuntarily transferred (surplus) teachers will be placed prior to the placement of any other teachers, other than those addressed in #1 above, whether that placement is at HS13 or an existing school.
3. Staff members from Long Reach High School, the principal's previous school, who wish to be considered for the staff at High School 13 should apply as part of the regular transfer process unless they wish to be an Instructional Team Leader, in which case they will follow step 1 above. The number of staff members from Long Reach High School that can transfer to HS 13 for 2023-24 will be limited, so that one school will not be overly impacted.
4. The staffing for the new school will be determined in the following order:
  - a. Selection of Instructional Team Leaders
  - b. Staff from involuntary transfers
  - c. Staff from voluntary transfers, new hires and staff returning from an approved leave of absence.

The determination by the new school's principal of Instructional Team Leaders is done to allow the principal to begin working with selected staff members in the spring semester prior to the school's opening.

Pat Saunderson, the community superintendent assigned to High School 13 will monitor the staffing of the new school to ensure that these guidelines are followed and there is not a significant negative impact on any school.

Questions regarding the procedures outlined above can be directed to Nicole Carter, Executive Director, Human Resources, at [nicole\\_carter@hcpss.org](mailto:nicole_carter@hcpss.org).

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