

January 24, 2018

Chief Human Resource and Leadership Development Officer

Procedures for Staffing New Schools

TO: All Staff

FROM: Helen Nixon, Chief Human Resource and Leadership Development Officer

For the 2018-2019 school year, we will open one new school, Hanover Hills Elementary School. To ensure consistency in the staffing of the new school, we will follow the procedures outlined below.

1. In accordance with our procedures on staffing, involuntarily transferred (surplus) teachers will be placed (within the surplus teacher's certification area) prior to the placement of any other teachers, whether that placement is at a new or an existing school.
2. The principal of the new school will identify a group of teachers that he or she wishes to be part of the staff at the new school. Teachers selected under this item are **tentative** selections, as those selections may be influenced by consideration of #1 above.
3. The exact number of staff members a principal can identify from his or her previous school will be determined on an individual basis, with consideration given to the size of the prior school.
4. The staffing for the new school will be determined in the following order:
 - a. Staff from the principal's prior school and selection of Instructional Team Leaders
 - b. Staff from involuntary transfers
 - c. Staff from voluntary transfers and new hires
5. HCPSS staff members who are interested in being considered for Instructional Team Leader positions at Hanover Hills Elementary School must have their voluntary transfer forms for Hanover Hills submitted and approved by **February 16, 2018**. Please note – staff interested in being considered for all other positions at Hanover Hills should follow the regular voluntary transfer procedures.

The determination by the new school's principal of selected staff from his or her previous school and the selection of Instructional Team Leaders is done to allow the principal to begin working with selected staff members in the spring prior to the school's opening. If for some reason a situation involving involuntarily transferred teachers should require the placement of additional involuntarily transferred teachers at the new school, that placement will take precedence over the selection of teachers in any other category.

The Community Superintendent assigned to Hanover Hills Elementary Schools 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 particular school.

Questions regarding the procedures outlined above can be directed to Ruth Grasty, Manager Staffing & Position Control, at ruth_grasty@hcpss.org or extension 1504.