

### Sequence of Dismissal and Non-Renewal Process 2021-2022 SY

**Some Dates are required by PERA, SB7, and IL School Code Law. Other dates are for your own district and HR processes**

<b>September 15th</b>	Deadline to provide the the Joint Committee with the list of those serving in the Unsatisfactory Appeal Process Panel (District Date)
<b>3/15/2022 meet w/union 3/14/22</b>	75 Days prior to last school day: The School district must submit the Sequence of Honorable Dismissal list along with the Seniority list to the Union
<b>4/7/22 Board Meeting - 45 days falls on 4/17/22</b>	45 Days prior to last school day: The School district must adopt any resolution for RIF Dismissal of tenured and non-tenured teachers, and dismissal for cause or non-reemployment for non-tenured teachers
<b>Must take place before 12/1; 11/29/2021</b>	RIF Joint Committee Meeting
<b>November 18, 2021</b>	Meeting with Principals/HR/Student Services/T&L
<b>November 22, 2021</b>	Meeting with Principals/HR/Student Services/T&L
<b>February 2022</b>	Meeting with Principals/HR to confirm non-renewals; FMLAs or LOAs of staff that have the potential to be non-renewed
<b>3/1 - Summatives are due</b>	<b>SUMMATIVE RATINGS DUE (Non-Tenured Teachers, Teachers on Evaluation Cycle)</b>
<b>Within 30 days of Overall Summative</b>	<b>Needs Improvement and Unsatisfactory Ratings of Tenured staff require PDPs/Remediation Plans</b>
<b>Mid March</b>	Revisions with Principals/HR/Student Services/T&L - non-renewals (This may occur in February instead)
<b>3/1-3/3/22</b>	HR Enters Summative Ratings Data on SB7 Spreadsheet and creates Informational Letters for teachers to verify
<b>3/4/2022</b>	Letters will be delivered to the buildings to be placed in mailboxes
<b>3/4-3/8/22</b>	Teachers to verify letters and send corrections to HR
<b>3/8/22</b>	HR to pick up letters from buildings by noon
<b>3/8-3/11/22</b>	HR to make corrections and produce SOD List
<b>3/9/2022</b>	Staffing Meeting - Principals/HR/Student Services/T&L
<b>3/14/2022</b>	Meet with Union to provide the SOD List and Seniority Lists
<b>3/14/22 - 3/18/22</b>	<b>HR Finalizes lists and resolutions of RIFs/Non-Renewals to go the Board</b>
<b>3/25/2022</b>	<b>Principals meet and hand-deliver letters to Non-Renewals/Honorable Dimissals (Spring Break for teachers begins)</b>
<b>4/7/22</b>	<b>Board Meeting - Action on Non-Renewals\Honorable Dimissals</b>