

To: Principals and Directors
 From:
 Date: March 10, 2022
 Re: Staffing Memo 2022-2023

Please find below the information compiled at our staffing meeting on Wednesday, March 9, 2022. **Please keep this list confidential as it contains names.**

Building A <i>Vacancies/Needs</i> *Content Area - replaces T (_____)	<i>Non-Renewals/RIFs</i> *Teacher Name - Content Area
	<i>Retirements/Resignations</i> *Teacher Name - Content Area (Res or Ret)
	<i>Transfer Requests In/Out</i> *Teacher Name - Content Area - moves to/From
Building B <i>Vacancies/Needs</i>	<i>Non-Renewals/RIFs</i>
	<i>Retirements/Resignations</i>
	<i>Transfer Requests In/Out</i>
Building C <i>Vacancies/Needs</i>	<i>Non-Renewals/RIFs</i>
	<i>Retirements/Resignations</i>
	<i>Transfers In/Out</i>
Building D <i>Vacancies/Needs</i>	<i>Non-Renewals/RIFs</i>
	<i>Retirements/Resignations:</i>
	<i>Transfer Requests In/Out:</i>
Building E <i>Vacancies/Needs</i>	<i>Non-Renewals/RIFS:</i>
	<i>Retirements/Resignations</i>
	<i>Transfer Requests In/Out:</i>

Building F <i>Vacancies/Needs</i>	<i>Non-Renewals/RIFs</i>
	<i>Retirements/Resignations</i>
	<i>Transfer Requests In/Out:</i>
Building G <i>Vacancies/Needs</i>	<i>Non-Renewals/RIFs:</i>
	<i>Retirements/Resignations:</i>
	<i>Transfer Requests In/Out:</i>
Building H <i>Vacancies/Needs</i>	<i>Non-Renewals/RIFs:</i>
	<i>Retirements/Resignations:</i>
	<i>Transfer Requests In/out:</i>
District <i>Vacancies/Needs</i>	<i>Retirements/Resignations:</i>
	<i>Transfer Requests In/out:</i>

Follow up items based on our conversation earlier today:

Announcements -

- Thursday, March 10th
- The receiving Principal makes contact with the staff members that were granted the transfer.
- If a transfer request was denied, the current Principal communicates with the staff member.

Transfer requests that are "pending" for approval/denial

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Interview Process

- Bilingual needs will be coordinated by (administrator)
- Instructional coaching needs will be coordinated by (administrator)
- Applitrack notes indicating where candidates are in the interview/hiring process.