



Division of Human Resources

Phone: 612.668.0500 / Fax: 612.668.0525

MEMORANDUM

DATE: June 11, 2010
TO: All Excessed Teachers
FROM: Human Resources
RE: Excessed Matching Sessions

As of this date, our records indicate that you are still excessed for next year and have not secured your full FTE. This year, we will be following a new process of holding Matching Sessions for excessed teachers where they are expected to participate in full-fledged interviews for positions. If you are still excessed after the close of the second round of Interview and Select, you will need to participate in interviews during the Excessed Matching Sessions which will be held at one location: **Washburn High School, 201 West 49th Street, 55409**.

Step 1 12:01 AM Friday, June 18 through 11:59 PM Saturday, June 19

Vacancies remaining from Interview and Select, plus one year assignments, will be posted in the Interview and Select system at <http://ebidding.mpls.k12.mn.us/> on June 18 and 19. During that period of time, excessed teachers are expected to apply online for vacancies in their excessed subject area. This will be used to determine the top 5 senior teachers who will be guaranteed an interview.

Step 2 Sunday, June 20

Sites will contact the top 5 senior teachers to pre-schedule their interviews which will be held at Washburn.

Step 3 Monday, June 21- Wednesday, June 23 8:00 AM-12:00 and 1:00-4:00 PM

Sites will begin conducting one hour interviews with the top 5 teachers at **Washburn High School**. Once those interviews are concluded, sites will be finished interviewing if a match was made. Sites that are not able to find a match after interviewing the top 5 teachers will continue interviewing remaining excessed teachers until a match is made. The last interview should conclude at 4:00 PM each day.

All excessed teachers, even those who did not have enough seniority to secure a pre-scheduled interview, must attend the Excessed Matching Session in order to interview for remaining vacancies. When you arrive, you can sign up to show your interest in interviewing with sites with vacancies. Please be aware that sites will hold those interviews **only until a match is made** to fill the vacancy. **Plan on being at Washburn every day until you make a match. Bring something with you to do while waiting for your interviews.** While lunch will not be provided, interviews will not be scheduled from Noon to 1:00 PM to allow time for a lunch break.

Please remember that the following parameters are in place during the Excessed Matching Session:

- You can only select positions in the licensure area in which you were excessed.
- You must have the required licenses listed in the posting.
- Licenses must be valid for the 2010-2011 school year.
- Unlike during the 1st and 2nd rounds of Interview and Select, you cannot increase your FTE through this process.

Excessed teachers who are unable to secure a position at the Excessed Matching Sessions will be placed by the Excessed Placement Committee (comprised of representatives from MFT, HR, and Principals' Forum). Phone calls will not be made to teachers at that time. If you have a preference that you would like to be considered by the Committee, please contact your union representatives (Bonita 612-275-1520 or Mike 612-287-0260) as soon as possible.

We look forward to seeing you at Washburn! If you feel that you are no longer excessed and received this letter in error, please contact Staffing@mpls.k12.mn.us as soon as possible so that we can verify your status.