Section 12: Human Resources and Employment

Compensation Plan

- Will Staff be publicly or privately employed?
- What salary schedule will Teachers be paid from? Include a copy.
- What salary schedule (inclusive of grading system, salary ranges, etc.) will non-instructional staff (Paras, secretaries, professionals, etc.) be paid from? Include a copy.
- Have Job Descriptions been developed for each position at the school? Include copies for each School-based Administrator and several key positions, including Teacher.

Policies and Procedures

- Has a Policy and Procedural Manual been created? Include a copy. If no copy exists at the time of the Charter Application, the plan to create a Policy and Procedural Manual must be included, with a timeline for completion prior to the date the Charter opens

  Must address the following employment components:

- EEO Statement, statements on harassment, discrimination and process/contact for hearing complaints
- Employment Application and Selection process
- Employee Probationary Period statement/Policy
- Policy on Resignations
- Employee Duties and Responsibilities section, including statements on absences, conflicts of interest, employee conduct, receipt of gifts/gratuities
- School Rules and Responsibilities section, including Staffing Plan, Salaries, Salary Handbook
- Professional Development for Staff
- Teacher Expectations, including statements on Professionalism, Certification requirements and Teacher Contracts
- Policy on Leaves of Absence
- Health, Safety and Welfare Policy
- Weapons/Firearms Policy
- Disciplinary Process/Policy with hearing procedures
- Drug Free Workplace Policy
- Smoking/Smoke-Free Policy
- Performance Evaluations System
- Personnel Files
- Employee Benefits
- Expectations on Confidentiality
- Stay-at-Work Policy (for work-related injuries)

We recommend a signed receipt form be created for each employee to document his/her receipt of the Charter's Policy and Procedural Manual and that the receipt be maintained in the personnel file.

www.polk-fl.net School Board Policy – Chapter 3. Human Resources

Teachers will be encouraged to take a proactive approach to preventing disruptive behavior by utilization of the behavior management system at all times. Student supervision at all times is considered key to preempting disruptive behavior. In addition, teachers will also exercise positive reinforcement of good behavior and reward systems to encourage students to exercise good behavior.

4. Human Resource Information

A. Employment standards and strategies

The new elementary school will exercise compliance with all state and federal rules and regulations governing the practice of hiring employees with specific regard to functioning as an equal opportunity employer. All employees will be interviewed and recommended for appointment by the director of the charter school. The director will make hiring recommendations to the board of directors and the director will have final approval on the hiring of personnel.

The director will seek to hire the most motivated and qualified of applicants – those who are committed to the mission and vision of the school. The charter school will only hire teachers who have earned state certification or may be eligible for certification or who have been identified as skilled selected non-certified personnel to provide instructional services or to assist faculty members as teacher aides as defined in the section of the new school code related to charter law. All potential employees will undergo background checks, fingerprinting and health screenings.

The school administrators may hold a master's degree and/or certification in an appropriate area or meet requirements of current state law.

B. Human Resource Plan

Employee salaries shall be determined by the board of directors for the school. Instructional personnel salaries shall be kept competitive with that of Polk County School Board employees and [redacted] will use the district's salary schedule as a guide. Yearly step increases shall be recommended by the director and approved by the board of directors. Teachers will be assigned annual contracts. Benefit packages will also be a part of the salary plan for teachers and may include: health insurance, life insurance, worker's compensation, Florida Retirement System, sick/personal leave days and vacation leave.

C. Teacher Qualifications

It is the mission of the founding board and all stakeholders to secure a staff of educators who embrace the mission, vision and purpose of the school. Teachers will be sought out who feel and believe they are called to make a difference in the lives of children by teaching through innovation, creativity, and technology. As well, these teachers will constantly emphasize a strong foundation in the core academic areas.

Only teachers who are certified or eligible for certification will be considered for employment.

D. Staff Size, Staffing Plan and Student-Teacher Ratio

While the ultimate decision regarding staff size and the staffing plan must be approved by the Board of Directors, preliminary calculations of the staffing plan have been designed. At the present, the makeup of the staff will be: nineteen teachers, two para-professionals, one guidance counselor, one secretary and a principal. Additional staff and positions may be determined and approved by the Board of Directors.

The student to teacher ratio for [redacted] will average eighteen to one.

5. Transportation

A. Transportation Plan

[redacted] will provide transportation to those students in need and who also live in the approved zones deemed eligible for bus transportation. Students who reside within a two mile distance of the school may choose to walk or ride a bike. As well, parents may drive and drop off and pick up their children.

B. Reasonable Distance Determination

[redacted] will work together with [redacted] and [redacted] and the district to establish reasonable distance for transportation. While [redacted] and [redacted] operate a busing system independent of the Polk County School system, the district has been vital in assisting with maintenance and inspection of [redacted] The district as well provides training to all [redacted] bus drivers. It is especially noteworthy to address the fact that the Polk County Schools Transportation Department has been extremely helpful in assisting the [redacted] with acquiring buses and working through transportation issues.

C. Transportation Not a Barrier to Equal Access

[redacted] will work with the other two existing [redacted] and the Polk County School Board in assuring that transportation will not be a barrier to students desiring to attend the school. The success of the [redacted] transportation system at the existing schools is a contributing factor in guaranteeing it will not be a barrier to equal access.

D. Desegregation Plan

The new school will work in accordance with Polk County schools to make certain that all requirements with regard to desegregation and federal case law are met.