



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

(863) 534-0781 • FAX (863) 534-0737

April 9, 2010

## Board Members

BOARD CHAIR  
KAY FIELDS  
DISTRICT 5

FRANK J. O'REILLY  
DISTRICT 1

LORI CUNNINGHAM  
DISTRICT 2

HAZEL SELLERS  
DISTRICT 3

DICK MULLENAX  
DISTRICT 4

MARGARET A. LOFTON  
DISTRICT 6

TIM HARRIS  
DISTRICT 7

C. WESLEY BRIDGES, II  
General Counsel

## Administration

GAIL F. MCKINZIE, Ph.D.  
Superintendent

**HRS #10-024**

Contact: Joanne Vickers  
519-8509 (58162)

## MEMORANDUM

**TO: Principals, Principal Secretaries, Senior Directors, Associate Superintendents**

**FROM: Ron Ciranna, J.D., Assistant Superintendent, Human Resource Services**

**SUBJECT: Teacher Evaluation Data in SAP – Deadline: May 28, 2010**

Because the state requires additional information related to teacher assessments, this information must be entered in SAP. As directed at the Reappointment Update meeting, on April 9<sup>th</sup> and in the Reappointment Guidelines Booklet distributed at that meeting, please retain a copy of each of your evaluations at your site. Once your evaluations are complete follow the instructions on the attachment as outlined below:

- For each teacher who received a “Needs Improvement” on his/her evaluation or who is currently on a Professional Development Plan (PDP), record those designations in SAP using the attached step-by-step instructions.
- The data will be required even if the teacher is no longer employed at your site. If you did the evaluation for the employee, report the data.
- If a teacher has both – a designation of “Needs Improvement” or a PDP – record both.
- You will not need to touch the records of those teachers who received all satisfactory or higher marks on their evaluations.
- Deadline for entering data on SAP is May 28, 2010.

Only administrators are authorized in SAP to record the information. The deadline for this process is May 28, 2010. **Please complete the attached form to be included with your evaluations when you send them to your Senior Director.**

Thank you for your cooperation in fulfilling these requirements.