



SCHOOL BOARD OF POLK COUNTY

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April 9, 2010

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HRS #10-028

Donna Wingard, Director
Teacher Certification, Endorsement and
NCLB Compliance 519-3631/51569

MEMORANDUM

TO: Associate Superintendents, Assistant Superintendents, Senior Directors, Directors, Principals, Assistant Principals, and Principals' Secretaries

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

SUBJECT: Annual Contract Teacher Conditional Reappointment Due to Certification/NCLB Compliance Issues Letter

A number of teachers in the District have either an ESOL Plan of Study and/or an out-of-field anniversary date which falls early in the school year (August, September, and October). Last year, we found that a substantial number of these teachers were in compliance at the time of reappointment and were permitted to be reappointed; however, did not subsequently follow-through with their obligation to remain compliant.

In order to address this segment of our instructional staff for future reappointment purposes, Annual Contract teachers who fall into this category must sign an Annual Contract Teacher Conditional Reappointment Due to Certification/NCLB Compliance Issues letter. These teachers have been identified; the letters are already prepared and included in your reappointment packet. If you receive a letter for a teacher that you choose not to renew, please mark through the letter and indicate in writing, **Non-Renewed**. Please have a witness attest to a teacher's refusal to sign, and do not renew the teacher's contract. Please turn the signed letters over to the HR team upon completion of the reappointment visit.

Out-of-Compliance Annual Contract Teachers, who meet the criteria for Professional Services Contract, may NOT be recommended for PSC. Teachers who fall into this category must be conditionally reappointed for a Fourth Year Annual Contract. If a teacher is currently on a fourth year annual contract, conditional reappointment is not an option. The teacher must not be renewed.

If you have questions regarding this process, please e-mail Donna Wingard, Director of Teacher Certification.