



SCHOOL BOARD OF POLK COUNTY

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July 7, 2009

HRS Memo #10-001
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MEMORANDUM

**TO: Senior Directors, All Principals,
All Assistant Principals, All Principals' Secretaries**

**FROM: Ron Ciranna, Assistant Superintendent
Human Resource Services**

SUBJECT: 2009-2010 Relocation Bonus Requirements and Forms

Last year, the district paid out over \$400,000 in bonuses to new teachers. We are among one of nine districts in Florida that offers bonuses to teachers. We will hopefully continue to offer this as an attractor to new teachers for many years to come.

There are updates to the requirements and forms which we believe will address some of the concerns expressed during last year's season and assist us in our goal in recruiting highly qualified, certified, and qualified teachers into the district.

Update #1: All Relocation Bonus Requests received must have an administrator's signature. Requests received without an administrator's approval, will be returned and NOT processed.

Update #2: Teachers who have not been recommended for reappointment will be ineligible for the Relocation Bonus.

Update #3: To ensure that new employees understand the bonus requirements, both the *Relocation Bonus Agreement Form – Form A* and the *Relocation Bonus Request Form* must be submitted for processing.

Where to Find the Updated Forms Online

You will find the updated forms in the *Public Folders/Human Resource Services/NCLB Certification/Recruitment folder*.

You will have access to these forms at all times. The requirements are also available on the PCSB website.

*Polk County Schools -
an equal opportunity
institution for education
and employment*

*The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences
that result in high achievement for our students.*

Distribution Date for the Updated Carbon Form (Form A)

You should receive copies of the updated 2009-2010 *Teacher Relocation Bonus Agreement Form- (Form A)* by July 20, 2009.

- This form should be read **and** signed by each new instructional employee that you hire.
- Only the white copy should be returned to **Human Resource Services/Attn: Mary Jo Mills, Rt. E** so that it can be placed in the applicant's Personnel File. The YELLOW copy should be given to the employee.

Please **shred all remaining old versions of the relocation bonus requirements forms** and begin referencing the new forms **immediately**.

c: Dr. Gail F. McKinzie
Dr. Sherrie Nickell
Dr. Bruce Tonjes
Human Resource Services