



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

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## MEMORANDUM

### Board Members

CHAIRMAN  
FRANK J. O'REILLY  
DISTRICT 1

LORI CUNNINGHAM  
DISTRICT 2

HAZEL SELLERS  
DISTRICT 3

DICK MULLENAX  
DISTRICT 4

KAY FIELDS  
DISTRICT 5

MARGARET A. LOFTON  
DISTRICT 6

TIM HARRIS  
DISTRICT 7

C. WESLEY BRIDGES, II  
General Counsel

### Administration

GAIL F. McKINZIE, Ph.D.  
Superintendent

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

**FROM:** \_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**School**

**SUBJECT: DISMISSAL OF INSTRUCTIONAL EMPLOYEE  
DURING INITIAL 97-DAY PROBATIONARY PERIOD**

I recommend the dismissal of \_\_\_\_\_, SAP ID# \_\_\_\_\_, who is within the first 97 workdays of his/her probationary period as an initial annual contract teacher. I have met with the teacher and informed him/her of my recommendation.

Florida Statute 1012.33 (3)(a) 4. entitled "Contracts with Instructional Staff, Supervisors and Principals," states:

"For any person newly employed as a member of the instructional staff after June 30, 1997, the initial annual contract shall include a 97-day probationary period during which time the employee's contract may be terminated without cause or the employee may resign without breach of contract."

As an initial Annual Contract teacher, the individual below is aware that he/she may reapply for other vacancies within the District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

*The teacher being dismissed has either signed this document, or a witness has signed indicating that the teacher declined an opportunity to sign.*

\_\_\_\_\_  
Initial Annual Contract Teacher

\_\_\_\_\_  
Witness (Signature and Title)

c: \_\_\_\_\_, Senior Director  
José Farinas, Director of Employee Relations  
File: Last six digits of Teacher's Social Security number \_\_\_\_\_