



# 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

**November 9, 2009**

**Board Members**

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DISTRICT 2

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General Counsel

**Administration**

GAIL F. MCKINZIE, Ph.D.  
Superintendent

**HRS Memo # 10-007**  
**Contact: Sheilah Jones**  
**Senior Tech, Personnel**  
**519-3968/57280**  
**Sheilah.Jones@polk-fl.net**

## MEMORANDUM

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

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

**SUBJECT: Supplements**

We have added a new step to the process of identifying and approving employees for pay supplements that appear in the Teacher Collective Bargaining Agreement. We are requesting that you use the appropriate form from those attached to identify the individuals who you expect to fill these roles, notifying us if a change is necessitated in the future. Positions and duties not covered by the Collective Bargaining Agreement will not be eligible for supplements. This attached form will be used to determine eligibility in advance and verify receipt of necessary documentation prior to payment.

The link to the Teacher Collective Bargaining Agreement has been provided below for your reference. Please see appendix D.

<http://www.polk-fl.net/staff/employeeinfo/hrs/documents/erteacheragreement.pdf>

This new step does not authorize payment of the supplement. As in the past, you will receive, complete, and submit the forms to authorize payment after the activity has been completed and all requirements met. Please return the signed forms by courier to Sheilah Jones, Human Resource Services, Route E, no later than November 13, 2009.

Note that HRS Memo # 09-40 issued June 17, 2009 provides information related to supplements for Athletic Director, Athletic Business Manager, Dean, In School Suspension, and/or Head/Lead Teacher.

Athletic coaching supplements are handled through Don Bridges' office.

cc: Human Resource Services Staff

## HARRISON SCHOOL OF THE ARTS SUPPLEMENTS

TIME PERIOD FOR PAYMENT	SUPPLEMENT TITLE	SAP#	EMPLOYEE NAME
FALL/EOY	THEATRE - PRODUCER/COORDINATOR		
FALL/EOY	THEATRE – ACTING COACH		
FALL/EOY	THEATRE – TECHNICAL THEATRE COACH		
FALL/EOY	FACULTY CHAIRPERSON		
FALL	MUSICAL THEATRE TEACHER		
SPRING	MUSICAL THEATRE TEACHER		
FALL/EOY	DANCE COACH (2)		
FALL/EOY	CHAMBER MUSIC COORDINATOR/STAFF ACCOMPANIST		
FALL/EOY	ART GALLERY COORDINATOR		

ADMINISTRATOR SIGNATURE: \_\_\_\_\_  
 SCHOOL NAME: \_\_\_\_\_  
 SCHOOL NUMBER: \_\_\_\_\_  
 DATE: \_\_\_\_\_

Please return the signed forms by courier to Sheilah Jones, Human Resource Services, Route E, no later than November 13, 2009.

## ELEMENTARY SCHOOL SUPPLEMENT

TIME PERIOD FOR PAYMENT	SUPPLEMENT TITLE	SAP#	EMPLOYEE NAME
EOY	ELEMENTARY GRADE LEVEL CHAIRPERSON: (GRADES PREK-5, (GRADE 6 IF ELEMENTARY)IN ELEMENTARY SCHOOLS WITH 4 OR MORE FULL TIME UNITS INCLUDING CHAIRPERSON, INCLUDE ESE, (SUPPORT PERSONNEL)		
WINTER	ACADEMIC "E" TEAM COACH (1 SUPPLEMENT PER GRADE PER SCHOOL/FOR GRADES 5 AND 6 IF ELEMENTARY)		
EOY	SCHOOL COORDINATOR FOR DISTRICT SCIENCE FAIR		
EOY	SCHOLASTIC CHESS TEAM COACH		
EOY	SCHOOL WIDE SHOWS		

ADMINISTRATOR SIGNATURE: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

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**FINE ARTS SCHOOL SUPPLEMENT (K-8 FINE ARTS SCHOOLS)**

<b>TIME PERIOD FOR PAYMENT</b>	<b>SUPPLEMENT TITLE</b>	<b>SAP#</b>	<b>EMPLOYEE NAME</b>
FALL/EOY	BAND DIRECTOR		
FALL/EOY	CHORAL DIRECTOR		
FALL/EOY	STRINGS/ ORCHESTRA DIRECTOR		
FALL/EOY	DANCE INSTRUCTORS COACH (2)		
FALL/EOY	STAFF ACCOMPANIST/MUSIC COORDINTOR		
FALL/EOY	THEATRE COACH – ACTING (MAIN STAGE PRODUCTION OF FULL MUSICAL PRODUCTION, 1 PER YEAR REQUIRES PLAYBILL)		
FALL/EOY	THEATRE COACH – TECHNICAL (MAIN STAGE PRODUCTION OF FULL MUSICAL PRODUCTION, 1 PER YEAR REQUIRES PLAYBILL)		
FALL/EOY	THEATRE COACH (2) ONE TIME, ONE ACT PLAY, REQUIRES PLAYBILL		

ADMINISTRATOR SIGNATURE: \_\_\_\_\_  
 SCHOOL NAME: \_\_\_\_\_  
 SCHOOL NUMBER: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**AS GRADES 6, 7 AND 8 ARE ADDED TO FINE ARTS SCHOOLS, SUPPLEMENTS WILL BE PAID IN A PROPORTIONATE MANNER**

Please return the signed forms by courier to Sheilah Jones, Human Resource Services, Route E, no later than November 13, 2009.

## MIDDLE SCHOOL SUPPLEMENTS

TIME PERIOD FOR PAYMENT	SUPPLEMENT TITLE	SAP#	EMPLOYEE NAME
EOY	MIDDLE SCHOOL TEAM LEADER		
FALL/EOY	BAND DIRECTOR (THRU GRADE 8)		
FALL/EOY	CHORAL DIRECTORS (5)		
FALL/EOY	ORCHESTRA DIRECTORS (4)		
EOY	YEARBOOK SPONSOR		
FALL	ACADEMIC "E" TEAM COACH (1 SUPPLEMENT PER GRADE/PER SCHOOL FOR GRADES 6-8)		
EOY	MIDDLE SCHOOL HONOR SOCIETY (GRADE 6-8)		
FALL/EOY	DRAMA (ONE ACT PLAY, REQUIRES PLAYBILL, 1 PER YEAR)		
FALL/EOY	DRAMA (MAIN STAGE PRODUCTION OR FULL MUSICAL PRODUCTION , REQUIRES PLAYBILL)		
FALL	MATH COUNT (GRADES 6,7or 8)		
EOY	MIDDLE SCHOOL INTRAMURAL COORDINATOR		
EOY	SCHOOL COORDINATOR FOR DISTRICT SCIENCE FAIR		
EOY	SCHOLASTIC CHESS TEAM COACH		
EOY	SCHOOL WIDE SHOWS		

ADMINISTRATOR SIGNATURE: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL NUMBER \_\_\_\_\_

DATE: \_\_\_\_\_

Please return the signed forms by courier to Sheilah Jones, Human Resource Services, Route E, no later than November 13, 2009.

## OTHER SENIOR HIGH SUPPLEMENTS

TIME PERIOD FOR PAYMENT	SUPPLEMENT TITLE	SAP#	EMPLOYEE NAME
EOY	DISTRICT WIDE STUDENT COUNCIL SPONSOR		
EOY	REGIONAL SCIENCE & ENGINEERING FAIR COORDINATOR (BS DEGREE- MAX OF 120 HOURS)		
EOY	REGIONAL SCIENCE & ENGINEERING FAIR ASSISTANT COORDINATOR (MAX OF 50 HRS)		
EOY	REGIONAL SCIENCE & ENGINEERING FAIR ASSISTANT COORDINATOR (MAX OF 40 HRS)		
EOY	SCHOOL COORDINATOR FOR DISTRICT SCIENCE FAIR		
EOY	SCHOLASTIC CHESS TEAM COACH		
EOY	SCHOOL WIDE SHOWS		
FALL/SPRING	ESE LEARNING CENTER SPECIAL OLYMPICS COACH (Participants: 1-10)		
FALL/SPRING	ESE LEARNING CENTER SPECIAL OLYMPICS COACH (Participants: 11-20)		
FALL/SPRING	ESE LEARNING CENTER SPECIAL OLYMPICS COACH (Participants: 21 or more)		
EOY	PEER TEACHERS		
EOY	TELEVISED INSTRUCTION FACILITATOR		
MONTHLY	FEDERAL & DISTRICT WIDE SPECIALIST		
EOY	SAFE & DRUG FREE SCHOOLS CONTACT PERSON		
EOY	SCIENCE LABS		

ADMINISTRATOR SIGNATURE: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

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## SENIOR HIGH SUPPLEMENTS

Time Period for Payment	Supplement Title	SAP #	Employee Name
FALL	BAND DIRECTORS – MARCHING (4)		
EOY	BAND DIRECTORS - CONCERT		
	BAND DIRECTORS - NON-MARCHING McKEEL Acad/Harrison		
FALL	ASSOCIATE BAND DIRECTOR - MARCHING		
EOY	ASSOCIATE BAND DIRECTOR - CONCERT		
FALL	ASSISTANT BAND DIRECTOR - MARCHING		
EOY	ASSISTANT BAND DIRECTOR - CONCERT		
FALL	ORCHESTRA DIRECTOR (4)		
FALL	GIRLS DRILL TEAM SPONSOR (3) (FALL)		
WINTER	GIRLS DRILL TEAM SPONSOR (3) (WINTER)		
EOY	YEARBOOK SPONSOR		
EOY	NEWSPAPER SPONSOR		
FALL/EOY	DRAMA DIRECTOR (ONE ACT PLAY, REQUIRES PLAY BILL 1 PER YEAR)		
FALL/EOY	DRAMA DIRECTOR (MAIN STAGE PRODUCTION OR FULL MUSICAL PRODUCTION REQUIRES PLAYBILL, 1 PER YEAR)		
EOY	CLASS COORDINATOR (11-12 grade)		
FALL/EOY	CHORAL DIRECTORS (5)		
EOY	STUDENT COUNCIL SPONSORS		
WINTER	ACADEMIC "A" TEAM COACH (1 PER SCHOOL)		
WINTER	J.V. ACADEMIC "A" TEAM COACH (1 PER SCHOOL)		
EOY	NATIONAL HONOR SOCIETY		
EOY	COMMUNITY SERVICE COORDINATOR		
EOY	CHAIRPERSONS - GRADE 9 THRU 12 AND VOCATIONAL SCHOOLS (INCLUDES 4 FULL TIME UNITS INCLUDING CHAIRPERSON SUBJECTS MATH, SCIENCE, SOCIAL STUDIES, GUIDANCE COUNSELORS, ENGLISH, BUSINESS AND ESE)		

ADMINISTRATOR SIGNATURE: \_\_\_\_\_  
 SCHOOL NAME: \_\_\_\_\_  
 SCHOOL NUMBER: \_\_\_\_\_  
 DATE: \_\_\_\_\_

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