



SCHOOL BOARD OF POLK COUNTY

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February 25, 2010

HRS #10-016

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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: Calendar of Events for Instructional and Non-Instructional Personnel And Evaluation and Appointment Procedures for the 2010-2011 School Year

Note: Based on requests from school principals for an enhanced alignment of processes, due dates with Florida statutes and the resulting compressed timeline, all due dates are absolute.

District Office divisions and departments will also handle reappointments and evaluations as in the past observing the timeline below.

1. **Monday, March 1, 2010** – Instructional personnel, Paraeducators and ESP (clerical) staff positions are frozen. The freeze includes change of assignments, school to school transfers, and filling of recently vacated positions. Any ePAFs must be received by 4:00 p.m. Reference HRS Memo #10-013, dated February 3, 2010.
2. **Friday, March 26, 2010 (on or before)** – Administrators distribute Intent to Return forms to all teachers (not on Limited Employment Agreement). Reference HRS Memo 10-019. Itinerant teachers will be given their Intent to Return forms by their supervisors.
3. **Wednesday, April 7, 2010** – Instructions for the reappointment of District Office personnel will be presented to Administrators and other personnel in the Superintendent's Conference Room, District Office, 1:00 p.m. – 4:00 p.m.
4. **Thursday, April 8, 2010 (on or before)** – Submit a list of Annual Contract Teachers Not Reappointed for Reasons Other than Certification/Compliance Issue or Loss of Unit affected teachers via email to Cynthia Sprouse, Employee Relations Personnel Assistant at cynthia.sprouse@polk-fl.net for planning purposes. This list should include the SAP number, position title/subject area, work location, as well as an indication of whether this is a first or second termination for reasons other than Certification/Compliance Issue or Loss of Unit. Principals do not have to meet with the teacher prior to providing this list to the Employee Relations Department, but the meeting must take place on or before May 13, 2010. Reference HR Memo 10-020 included in reappointment packet.
5. **Friday, April 9, 2010** – Instructions for the reappointment of Instructional and Non-Instructional personnel will be presented for schools. Human Resource Services staff will present new procedures for the Reappointment process.
Elementary Schools 8:30 a.m. – 11:30 a.m.
Middle Schools and High Schools 1:00 p.m. – 4:00 p.m.
Jim Miles Professional Development Center, Highland City

6. **Monday, April 19, 2010 through Thursday, May 6, 2010** – Following the appointment with HRS representative, schools are to email completed Displaced lists to cynthia.sprouse@polk-fl.net. The projected vacancies list is to be given to your HRS representative during your scheduled meeting. Refer to the Instructional (or Non-Instructional) Work Location Reappointment Requirements for all documentation required.
7. **Friday, April 30, 2010 – (on or before)** – All Non-Instructional (ESP clerical, AFSCME Custodial, Foodservice, Bus Drivers, Bus Attendants, Warehouse, Maintenance, Paraeducators, District level/non-administrative and professional/technical) evaluations completed and sent to your school/work location Senior Director/Supervisor. **Be sure to keep a copy of each evaluation at your school/work location.**
8. **Friday, April 30, 2010 (on or before)** – Principals notify Paraeducators in writing of their assignment for the school year 2010-2011, per Article 8.2 of the Paraeducator Collective Bargaining Agreement. Paraeducator evaluations must be completed prior to recommending reappointment.
9. **Monday, May 10, 2010** – All reappointment documentation due to Human Resource Services.
10. **Tuesday, May 11, 2010 (on or before)** – All Assistant Principal employee evaluations are to be completed at work location and sent to your school's Senior Director. **Be sure to keep a copy of each evaluation at your school/work location.**
11. **Tuesday, May 11, 2010 (on or before)** – All teacher assessments/evaluations must be completed at work location and sent to your school's Senior Director. **Be sure to keep a copy of each evaluation at your school/work location.**
12. **Thursday, May 13, 2010** – Senior Directors (Supervisors of Principals) and division Assistant Superintendents forward Administrative recommendations for employment for the school year 2010-2011 to the Assistant Superintendent of Human Resource Services.
13. **Thursday, May 13, 2010 (on or before)** - Principals notify teachers in writing of their recommendation for employment for the school year 2010-2011. Teacher evaluations must be completed prior to recommending reappointment.
14. **Friday, May 14, 2010 (on or before)** – Deferred Retirement Option Program (DROP) Extension Appeal for School Year 2010-2011 form submitted to Human Resource Services. Reference HR Memo # 10-021, dated February 25, 2010. (included in reappointment packet) *Form on Outlook – Public Folders > All Public Folders > Human Resource Services > DROP Appeals and www.polk-fl.net*
Keyword: HR Memos
15. **Friday, May 21, 2010 (on or before)** – Principals must give teachers written notice of their tentative teaching assignment for the first semester of school year 2010-2011. Sample letter on *Outlook – Public Folders > All Public Folders > Human Resource Services > 2010-2011 Reappointments > Employment Tentative Assignment for School Year 2010-2011.*
16. **Friday, May 28, 2010 (on or before)** – Instructional personnel who have a “needs improvement” on his/her evaluation or is currently on a Professional Development

HRS Memo 10-016

Calendar of Events for Instructional and Non-Instructional Personnel And Evaluation and Appointment Procedures for the 2010-2011 School Year

February 25, 2010

Page 3

Plan (PDP) must be entered on SAP Infotype 0025. Only administrators are authorized in SAP to record this information. Reference Memo HRS #10-024, dated April 9, 2010.

17. **Friday, May 28, 2010 (on or before)** – All Principal and other administrative evaluations are due in the office of the Senior Director/Supervisor for your school/work location. **Be sure to keep a copy of each evaluation at your school/work location.**
18. **Tuesday, June 8, 2010** – Verification of Annual Performance Assessments and all employee evaluations from all schools are due to the Senior Director/Supervisor for your school/work location. **Be sure to keep a copy of each evaluation at your school/work location.**
19. **Tuesday, June 22, 2010** – The Superintendent recommends a list of 2010-2011 Administrative Personnel for consideration to the School Board.
20. **Monday, June 28, 2010 (on or before)** – Senior Directors (Supervisors of Principals) and division Assistant Superintendents forward completed packets of Verification of Annual Performance Assessments and all employee evaluations from all schools, work locations, division Assistant Superintendents, Senior Directors, and Directors to the Assistant Superintendent, Human Resource Services.

HRS Memos are located in All Public Folders>Human Resource Services>HRS Memos or on the web at www.polk-fl.net - Keyword: HR Memos

Reappointment information, forms and memos will also be posted, as they become available, on the web at www.polk-fl.net – Keyword: Reappointments.