



SCHOOL BOARD OF POLK COUNTY

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April 9, 2010

HRS #10-017

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GAIL F. McKINZIE, Ph.D.
Superintendent

MEMORANDUM

TO: Principals, Assistant Principals, and Principals' Secretaries

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

**SUBJECT: Non-Reappointments of Annual Contract Teachers
(Termination, Contract Not Renewed) for Reasons Other than
Certification/NCLB Compliance Issues or Due to a Loss of Unit**

The District is continuing the policy in which Annual Contract teachers who were terminated under the following two categories will not be required to set up a Meeting with an HRS Administrator prior to being considered for rehire:

- Dismissed During Initial 97-Day Probationary Period (Only applicable for initial hires.)

Note: There can only be one initial PCSB hire per teacher/employee

- Annual Contract Not Renewed

Note: Generally teachers are on Annual Contract status for the first three years working for PCSB, however, some teachers may have been designated as 4th Year Annual Contract teachers.

Under old procedures, teachers who were not reappointed (Contract Not Renewed) for reasons other than Certification/NCLB Compliance Issues, or Due to a Loss of Unit, were required to attend a Post-Termination Re-Entry Meeting with an HRS administrator to be reconsidered for rehire. Under the procedures that have been in place for the last year, no meetings are required, and an individual with an **initial** non-reappointment (Term, Contract Not Renewed) for reasons other than Certification/NCLB Compliance Issues or Loss of Unit may immediately reapply for other vacancies within the District.

If a Teacher is not reappointed (Term, Contract Not Renewed) for reasons other than Certification/NCLB Compliance Issues or Due to Loss of Unit a **second** time, any future employment with PCSB as a teacher (instructional positions) will be automatically prohibited.

Please be advised that as the non-reappointing administrator, you have the authority to implement this provision. You are not required to share any reason with the employee; however, remember that should you find yourself in a legal setting where you are required to justify why a teacher was released, you must be able to produce documented reasons that are legally defensible.

Hiring administrators have the responsibility to research an applicant's employment history **before** hiring a teacher who has previously not been reappointed (Contract Not Renewed) for reasons other than Certification/NCLB Compliance issues or due to Loss of Unit.

Administrators should refer to the Reappointment Automated Program (SAP-RAP) for the appropriate Annual Contract Not Renewed notification letter.

c: Dr. Gail McKinzie
Associate Superintendents
Senior Directors

*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.*