



SCHOOL BOARD OF POLK COUNTY

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April 9, 2010

HRS #10-019

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Superintendent

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: Instructional and Administrative Personnel Reappointments for
School Year 2010-2011**

Included in this booklet are information, memoranda, forms, and letters explaining the Instructional Reappointment process. Use the Reappointment list to recommend Administrative/Supervisory and Instructional Personnel for school year 2010-2011. If changes occur after your list has been reviewed by your Human Resource Services (HRS) Representative, please report the changes on revised ePAFs, with a notation "for 2010-2011." Once these ePAFs have been approved, route them to your HRS Personnel Assistant.

There may be personnel recently employed, transferred, or on leave of absence, whose names do not appear on your Reappointment list. Add these names to the list and complete other applicable columns.

You must reappoint your instructional personnel for school year 2010-2011 based on your allocation. Please make certain that you do not exceed your allocation. For specific guidelines on the Reappointment process, refer to **HRS Memo #10-016 Event Calendar**.

If you have received an allocation of positions over what you presently have, make no commitment to hire, as these vacancies may be filled by Displaced personnel. List your instructional vacancies on the Projected Instructional Vacancy Position Report. Once the Projected Instructional Vacancy report has been submitted to Human Resource Services, use the Advertisement Request Form that is on Outlook – Public Folders > All Public Folders > Human Resource Services > Forms > New Job Advertisement Form.

Important Notes:

"Intent to Return" forms should be given to all eligible (not limited employment agreement) teachers on your Reappointment list no later than March 26, 2010. Please submit the original document signed by the employee to your HRS Representative at your Reappointment meeting.

Teacher evaluations must be completed prior to recommending for reappointment per *Collective Bargaining Agreement Article 15*.

*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.*