



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

April 9, 2010

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HRS #10-020

Contact: José Farinas, SPHR
Director, Employee Relations
534-0731/51529

Contact: Donna Wingard, Director
Teacher Certification, Endorsement and
NCLB Compliance 519-3631/51569

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 (HRS)**

SUBJECT: Instructional (Teacher) Terminations and Displacements

Included as part of this Reappointment booklet are samples of the electronic versions (automated SAP-RAP system) for both the Priority I Displaced Professional Service Contract/Continuing Contract (PSC/CC) and the Priority II Permitted Rehire Annual Contract (AC) Teacher lists. After processing the Priority I Displaced (PSC/CC) and Priority II Permitted Rehire (AC) letters (SAP-RAP), if you have no displaced teachers, indicate "None" on both documents. Please ensure that the addresses and telephone numbers on your list(s) are correct in SAP and also include addresses and phone numbers where the employee may be reached during the summer, if different from SAP information.

The Priority I Displaced (PSC/CC) and Priority II Permitted Rehire (AC) spreadsheets will be generated electronically by the processing of Priority I and Priority II letters using the SAP-RAP system. Spreadsheets may be changed, or additional information may be added, after you have completed the automated SAP-RAP process.

Please be aware that the effects of the Florida Differentiated Accountability Plan on the District's Reappointment information spreadsheets are not yet known.

Process all terminations and displacements using the following protocol:

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TERMINATIONS/TRANSFERS/RETIREMENTS (Create an ePAF for every action.)

Process all terminations prior to displacing Teachers **in the order noted below.**

1. **Interim Substitute Teachers** (create an ePAF to transfer back to Substitute Teacher Pool). Please note that Interim Substitutes will not be on your Reappointment list. Interim Substitutes are not eligible for placement on the Priority II Permitted Rehire list.
2. **Annual Contract Teachers Not Reappointed for Reasons Other than Certification/Compliance Issues or Loss of Unit** (including Fourth Year Annual Contract Teachers (create an ePAF to terminate). Submit a list of affected teachers via email to Cynthia Sprouse, Employee Relations Personnel Assistant at cynthia.sprouse@polk-fl.net no later than April 8, 2010 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 Issues. 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 **HRS Memo #10-016 Calendar of Events**).
3. **Fourth Year Annual Contract Teachers** (create an ePAF to terminate for reasons other than Certification/Compliance issues or Loss of Unit, reference **HRS Memo #10-017**, or recommend for Professional Service Contract (PSC) as eligible).
4. **Annual Contract Teachers identified as having Certification/Compliance issues.** Compliance issues include the following: Out of Compliance ESOL, Out of Compliance Out of Field, and NCLB – Not Highly Qualified (create an ePAF to terminate due to Certification issues and refer to Certification/NCLB List if not resolved prior to April 17, 2010). Prior to June 30, 2010 and after resolution of compliance issues, you may recommend via email to Cynthia Sprouse, at cynthia.sprouse@polk-fl.net, that a teacher be placed on the Priority II Permitted Rehire (AC) List. If displaced, this will require a displaced position number.
5. **Annual Contract Teachers who are approved Deferred Retirement Option Program (DROP) Extenders.** Do not reappoint anyone who will as of July 1, 2010 be in his/her sixth, seventh or eighth year of DROP extension. **(It is extremely important to create an ePAF for Retirement, as any other action will affect the employee's health coverage.)** After the District's contractual obligations are met, for any teacher that you believe possesses unique skills, training and expert knowledge to justify one additional year of extension (but no more than 8 total years), a DROP Extension Appeal Form may be submitted to the Assistant Superintendent of HRS (reference **HRS Memo #10-021**). Please remember that DROP Extenders remain on Annual Contract status for the duration of their extension and are **not** eligible for a PSC.

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Rehired Retirees Remain on Annual Contract

As a reminder, former instructional personnel who have retired, complied with the mandatory break in service, and who have been rehired (reference FL Retirement System Reemployment Tables sent via email from Ron Ciranna on February 1, 2010), are **not** eligible for a PSC at any time.

Annual Contract Teachers that you would recommend for reappointment provided you have the unit(s), **are eligible for the Priority II Permitted Rehire Annual Contract Teacher list**. Indicate whether termination is due to the position being eliminated, or whether the individual was hired for a predetermined period. If the teacher was hired for a predetermined period, please indicate date hired (Limited Employment Agreement must be on file).

Create an ePAF for each personnel action.

DISPLACEMENTS (create an ePAF with a displaced position number)

Please displace in the following order:

1. Ask for volunteers. If there are more volunteers than needed to reduce the units in the school, the volunteering Teacher(s) with the most seniority in the District (as defined in *Teacher Collective Bargaining Agreement (CBA) Article 19 – Layoff Procedures*) shall have the first choice of any vacancy for which he/she is certified to teach until the number of transfers equals the number of units lost. For guidance read *Teacher CBA Article 17 - Transfers and Changes in Assignment*.
2. Displace least senior annual contract teacher(s) in area(s) where your school has lost the allocation, reference Blue Sheet (create an ePAF to terminate).
3. Displace PSC and CC teachers identified as having compliance issues. Compliance issues include the following: Out of Compliance ESOL, Out of Compliance Out-of-Field, and NCLB – Not Highly Qualified (refer to Certification/NCLB List).
4. Displace the least senior PSC and CC teacher(s) in area(s) where your school has lost the allocation(s) (reference your school/worksite “Blue Sheet” Allocations).

NOTE: Any PSC/CC Teacher displaced from your school and placed on the Priority I List may be reassigned back to your school through the HRS Division if you have an opening for which they are fully qualified (certified, qualified, and highly qualified). We are required to place Priority I (PSC/CC) teachers. After all Continuing Contract and Professional Service Contract teachers are placed, please consider teachers on the Priority II Permitted Rehire (AC) list prior to hiring new teachers.

c: Dr. Gail F. McKinzie
Associate Superintendents
Senior Directors
Human Resource Services