



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

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BARTOW, FLORIDA 33830

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## Board Members

BOARD CHAIR  
KAY FIELDS  
DISTRICT 5

FRANK J. O'REILLY  
DISTRICT 1

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DISTRICT 2

HAZEL SELLERS  
DISTRICT 3

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DISTRICT 4

MARGARET A. LOFTON  
DISTRICT 6

TIM HARRIS  
DISTRICT 7

C. WESLEY BRIDGES, II  
General Counsel

## Administration

GAIL F. MCKINZIE, Ph.D.  
Superintendent

Date: \_\_\_\_\_

\_\_\_\_\_ Last 6 digits of SS #

## MEMORANDUM

TO: \_\_\_\_\_

SAP NUMBER: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT:

**Employment Assignment for School Year 2010-2011**

Please accept my sincere thanks for your 2009-2010 service to the students of the Polk County School District. This is to advise you that I am recommending your

Reappointment to \_\_\_\_\_

For the school year 2010-2011 your tentative assignment will be \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Principal/Administrator Signature

\_\_\_\_\_  
Principal/Administrator Title

*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.*