

Personnel Management and Services
Dr. Magaly C. Abrahante, Chief Personnel Officer

SUBJECT: CALENDAR FOR SUBMITTING NOMINATIONS FOR PERSONNEL APPOINTMENTS FOR THE 2003-2004 SCHOOL YEAR

COMMITTEE: PERSONNEL SERVICES, MEDIA COMMUNICATIONS AND MARKETING

Each school year, beginning with a School Board meeting in March, the Superintendent of Schools submits recommendations for annual appointments of personnel and, when appropriate, professional service contracts.

State statutes require that the Superintendent submit nominations for appointments for the ensuing year within a certain time-frame. Statutes also provide that the Board act upon such nominations or, as the alternative, elect to reject the nominations for cause.

The calendar for submitting nominations for personnel appointments for the 2003-2004 school year is as follows:

- March 12 * Instructional staff members recommended for professional service contract; personnel otherwise eligible for appointment to a professional service contract who have been recommended for EXTENDED ANNUAL CONTRACT; and those instructional staff members currently serving on an EXTENDED ANNUAL CONTRACT who now have been recommended for a professional service contract, commencing with the 2003-2004 school year.
- March 12 * Managerial Exempt Personnel (MEP): principals, assistant principals, and instructional supervisors eligible for appointment to an annual contract for the ensuing 2003-2004 school year.
- April 9 * Instructional staff members, including those eligible for appointment to an annual contract for the ensuing 2003-2004 school year.
- May 14 * Other Managerial Exempt Personnel, Dade County School Administrators' Association (DCSAA) personnel, non-instructional, and permanent part-time employees eligible for annual appointment for the ensuing 2003-2004 school year.
- June 18 * Other employees not previously acted upon.

All nominations for appointments will be placed on file in the Citizen Information Center, the Office of the Board Recording Secretary, and the School Board Members' office, no less than five days prior to the School Board meeting in which the Board will act upon such nominations.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt the personnel appointments calendar for the 2003-2004 school year pursuant to Florida Statute 1001.42 which requires that the Superintendent submit nominations for appointments for the ensuing year within a certain time-frame.

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