

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

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

COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES

At the School Board meeting of February 12, 2003, the Board approved the Calendar for Submitting Nominations for Personnel Appointments for the 2003-2004 School Year (Agenda Item H-3). Subsequent to the approval of the calendar, it was determined that under Florida Statutes §1012.22(b), all appointments must be acted upon by the School Board no later than May 31, 2003. In addition, Section 1012.33(4)(b), Florida Statutes, requires the Superintendent to submit his recommendations for reappointments for continuing contract employees by April 1 of each year.

In order to comport with these statutory time frames, the calendar for submitting nominations for personnel appointments for the 2003-2004 school year should be revised as follows:

- April 9 * Instructional staff members, including those eligible for re-appointment to an annual contract and those eligible for appointment to a Professional Service Contract for the ensuing 2003-2004 school year; Managerial Exempt Personnel; Dade County School Administrators' Association (DCSAA) personnel, and eligible non-instructional employees.
- May 14 * Permanent part-time employees eligible for annual appointment for the ensuing 2003-2004 school year, and 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, pursuant to §§1012.22 and 1012.33, Florida Statutes, the revised calendar for submitting nominations for personnel appointments for the 2003-2004 school year.

MCA:mtp