

Office of Human Resources
Ms. Marjorie H. Adler, Chief Personnel Officer

SUBJECT: CALENDAR FOR SUBMITTING NOMINATIONS FOR PERSONNEL APPOINTMENTS FOR THE 2004-2005 SCHOOL YEAR

COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES

Each school year, the Superintendent of Schools submits recommendations for annual appointments of personnel and, when appropriate, professional services contract. Florida Statutes §1012.22(b), require all appointments to be acted upon by the School Board no later than May 31, 2004. In addition, Section 1012.33(4)(b), Florida Statutes, requires the Superintendent to submit any recommendations for non-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 2004-2005 school year is as follows:

- May 19 * 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 2004-2005 school year; Managerial Exempt Personnel; Dade County School Administrators' Association (DCSAA) personnel, and eligible non-instructional employees.
- June 16 * Permanent part-time employees eligible for annual appointment for the ensuing 2004-2005 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.

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 2004-2005 school year.

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