

February 7, 2018

Jose L. Dotres, Chief Human Capital Officer  
Office of Human Capital Management

**SUBJECT:**

1. REQUEST APPROVAL OF PERSONNEL ACTION LISTING OF INSTRUCTIONAL AND NON-INSTRUCTIONAL FROM DECEMBER 8, 2017 THROUGH JANUARY 18, 2018
2. REQUEST APPROVAL OF INSTRUCTIONAL PERSONNEL ASSIGNED TO TEACH OUT-OF-FIELD FROM OCTOBER 14, 2017 THROUGH FEBRUARY 9, 2018

**COMMITTEE:** PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT

**LINK TO STRATEGIC BLUEPRINT:** HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF

1. The Personnel Action Listing numbered 1104 consisting of 305 pages, includes the following items:

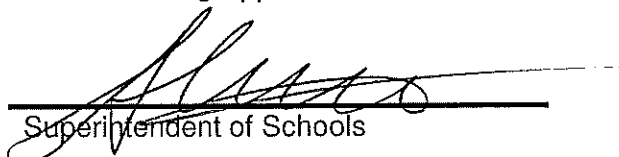
INSTRUCTIONAL		NON-INSTRUCTIONAL	
Full Time Appointments	101	Full Time Appointments	98
Part Time Appointments	180	Part Time Appointments	169
Reassignments & Change of Status	1,307	Reassignments & Change of Status	573
Temporary Assignment Ended	759	Temporary Assignment Ended	342
Leaves	59	Leaves	20
Separations	13	Separations	13
Retirements	31	Retirements	59
Full Time Resignations	39	Full Time Resignations	28
Part Time Resignations	22	Part Time Resignations	55

Submitted Requesting Approval:

  
\_\_\_\_\_  
Chief Human Capital Officer

February 7, 2018  
\_\_\_\_\_  
Date

Recommending Approval:

  
\_\_\_\_\_  
Superintendent of Schools

February 7, 2018  
\_\_\_\_\_  
Date

NOTE: Numerous names are duplicated as a result of reassignments, changes in account serial numbers, job position code changes, and terminations of employees in positions.

A copy of Personnel Action Listing 1104, will be on file in the Office of the Recording Secretary of the School Board, in the Citizen Information Center, and the School Board Members' Office, prior to the Board Meeting of February 21, 2018.

## 2. Instructional Personnel Assigned to Teach Out-of-Field:

Florida State Board Rule 6A-1.0503(4), authorizes the School Board to approve those teachers assigned to teach out-of-field. To ensure that the District receives the highest levels of Florida Education Finance Program (FEFP) funding possible, instructional personnel requiring School Board approval to teach out-of-field is submitted to the Board.

The District, with support from region offices, schools and Information Technology Services, closely monitors out-of-field assignments, as well as teachers on such assignments, to insure compliance with appropriate certification requirements and timelines. Said requirements and timelines are as follows:

- Individuals assigned to teach out-of field must complete at least 6 semester hours of college credit or 120 inservice points toward in-field compliance each year. For Bachelor's degree level subjects, achievement of a passing score on the appropriate subject area examination earned since July 1, 2002, meets all requirements toward in-field compliance. All requirements toward in-field certification must be completed within three years.
- Out-of-field teachers assigned to teach English to Speakers of Other Languages (ESOL) must complete at least three semester hours of college credit or the equivalent toward the ESOL requirements within the first two calendar years from the date of the initial assignment. Additionally, three semester hours or the equivalent must be completed during each year thereafter until all requirements are completed.

The aforementioned State Board of Education Administrative Rule states that the Board must approve out-of-field teaching assignments prior to the end of the Full-Time Equivalent (FTE) student survey-period for which FEFP funding will be claimed. The February School Board meeting is after the FTE Survey period which is February 5, 2018 through February 9, 2018. Therefore, the list for approval of instructional personnel assigned to teach out-of-field for the period from October 14, 2017 through February 9, 2018, will be on file in the Office of the Recording Secretary of the School Board, in the Citizen Information Center, and the School Board Members' Office, on or before the February 21, 2018, Board Meeting.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, approve the:

1. Personnel Action Listing for Instructional and Non-instructional appointments, reassignments, leaves, separations, retirements and resignations from December 8, 2017 through January 18, 2018.
2. Instructional personnel assigned to teach out-of-field from October 14, 2017 through February 9, 2018.