

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: CALENDAR FOR SUBMITTING NOMINATIONS FOR PERSONNEL APPOINTMENTS FOR THE 2002-2003 SCHOOL YEAR

Each school year, beginning with a School Board meeting in February, 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 2002-2003 school year is as follows:

- March 13 * 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 2002-2003 school year.
- March 13 * Managerial Exempt Personnel (MEP): principals, assistant principals, and instructional supervisors eligible for appointment to an annual contract for the ensuing 2002-2003 school year.
- April 17 * Instructional staff members, including those eligible for appointment to an annual contract for the ensuing 2002-2003 school year.
- May 15 * 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 2002-2003 school year.
- June 19 * Other employees not previously acted upon.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt the personnel appointments calendar for the 2002-2003 school year pursuant to Florida Statutes which require that the Superintendent submit nominations for appointments for the ensuing year within a certain time-frame.

NED:la