

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

- SUBJECT:**
1. PERSONNEL ACTION LISTING OF INSTRUCTIONAL AND NON-INSTRUCTIONAL APPOINTMENTS, REASSIGNMENTS, LEAVES AND SEPARATIONS FROM AUGUST 12, 2016 THROUGH SEPTEMBER 8, 2016
  2. INSTRUCTIONAL PERSONNEL ASSIGNED TO TEACH OUT-OF-FIELD FROM JUNE 28, 2016 THROUGH OCTOBER 14, 2016

**COMMITTEE:** PERSONNEL SERVICES AND STUDENT AND SCHOOL SUPPORT

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

1. The Personnel Action Listing numbered 1088 consisting of 475 pages, includes the following items:


INSTRUCTIONAL		NON-INSTRUCTIONAL	
Full Time Appointments	505	Full Time Appointments	137
Part Time Appointments	263	Part Time Appointments	252
Reassignments & Change of Status	2,015	Reassignments & Change of Status	1,043
Leaves	397	Leaves	39
Temporary Assignment Ended	697	Temporary Assignment Ended	347
Resignations	214	Resignations	177
Separations	4	Separations	4

Submitted Requesting Approval:

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

September 20, 2016  
Date

Recommending Approval:

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

September 20, 2016  
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. "Separations" include terminations for cause, retirements, and contracted endings for full-time employees.

A copy of Personnel Action Listing 1088, 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 October 5, 2016.

## 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 October School Board meeting is before the FTE Survey period which is October 10, 2016 through October 14, 2016. In order to comply with the provisions of the State Board of Education Administrative Rule, it is being requested that the School Board approve those teachers assigned to teach out-of-field for the period of June 28, 2016 through October 14, 2016. The Superintendent shall provide a supplemental report to the Board of all instructional out-of-field assignments by October 27, 2016.

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

1. The Personnel Action Listing 1088 for Instructional and Non-Instructional appointments, reassignments, leaves and separations from August 12, 2016 through September 8, 2016.
2. Instructional personnel assigned to teach out-of-field from June 28, 2016 through October 14, 2016.