RECONSTITUTION PROCESS

State declares an emergency, and/or Superintendent declares an emergency, pursuant to FS 1001.42 #19/SBBC Policy 1403 and the following criteria: failure to make AYP, a designation of D or F for a second year or a designation of F for the second year in a four year period.

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Superintendent of Broward County Public Schools notifies state, SBBC, affected Area Superintendent, Associate Superintendent of Human Resources and BTU in accordance with FS 1008.33, 1000.42 and SBBC Policy 1403 of the need to reconstitute.

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Superintendent, Area Superintendent, Area Director, Principal on Task Assignment, Superintendent Schools, Associate Superintendent of Human Resources, Directors of Instructional and Non-Instructional Staffing, School Administration, BTU President, BTU Field Services Director, BTU Field Representative, BTU Director of Communications, SBBC Director of Communications, will meet with entire affected school staff to notify and explain reconstitution and orient staff to the related processes.

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Meeting will be conducted with the assigned Principal, Area Director, District and Union staff, BTU Field Representative, and the entire school staff for the purpose of communicating principal's goals and expectations (may include easing-in activity conducted by HRD).

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Assigned Principal, Principal on Task Assignment for Superintendent Schools and Area Director will meet with each individual staff member for the purpose of conducting an interview and establishing staff member's work site.

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Written notification (jointly authored by school administration and BTU) of the administrator's intent to involuntarily transfer given to each staff member.

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Identified staff members will transfer to another location.

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Staff member completes voluntary/involuntary Transfer Request Form and returns to his/her administrator/designee within five business days of the written notification.

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Administrator/Designee faxes forms to the appropriate staffing department within five business days of the written notification.

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Staffing Departments coordinate placement as priority over surplussed employees in the same job classification.

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HR provides official written notification of placement to staff.

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PLACEMENTS GO TO THE BOARD FOR APPROVAL

Identified staff members to remain at current location.

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STOP