



Training

# Time Task Calendar FY11

Documentation  
Required

FYI Dates

DUE Date	Respondent	Task/Event	Contact Person
07/20/10	New or fairly new School and Department Secretaries and their back-ups	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course Registration.	HR Customer Relations
8:30 am-4:30 pm			Melinda Wong PX 47530
FHESC IBIS LAB 2 BLDG E			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
8/31/10 AND 9/27/10	Principals	11th Day Count Staffing Adjustments	Recruitment and Retention
			Pat Kaupe PX 48043
			<a href="mailto:kaupe@palmbeach.k12.fl.us">kaupe@palmbeach.k12.fl.us</a>
			Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
09/15/10	New or fairly new School and Department Secretaries and their back-ups	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course Registration.	HR Customer Relations
8:00 am-4:30 pm			Melinda Wong PX 47530
FHESC IBIS LAB 1 BLDG E			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
10/01/10	Principals	YEARLY SUPPLEMENTS - screens open for online submission	Compensation & HR Planning
	School Secretaries	<b>DUE 11/5/10 (paid on 11-12-10)</b>	Rebecca Robinson PX 47620
			<a href="mailto:rrobinso@palmbeach.k12.fl.us">rrobinso@palmbeach.k12.fl.us</a>
Week of	Principals	Distribution of FY11 Employee Contracts for Teachers, Principals, Assistant Principals and Confidential Employees.	HR Customer Relations
10/18/10	Dept. Heads	<b>Deadline 11/18/10</b>	Melinda Wong PX 47530
			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
11/01/10	Area Supts	Submission of final FY10 evaluations on Principals and Assistant Principals.	HR Customer Relations
	Principals	Send or deliver to FHESC A-152	Melinda Wong PX 47530
			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
11/10/10	New or fairly new School and Department Secretaries and their back-ups	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course Registration.	HR Customer Relations
8:00 am-4:30 pm			Melinda Wong PX 47530
FHESC IBIS LAB 1 BLDG E			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
11/15 THROUGH 11/22/10	Principals	2nd Semester Staffing Adjustments	Recruitment and Retention
	Area Supts		Pat Kaupe PX 48043
			<a href="mailto:kaupe@palmbeach.k12.fl.us">kaupe@palmbeach.k12.fl.us</a>

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11/18/10	Principals	Return signed FY11 Instructional, School-Based Administrative and Confidential Employee Contracts. Refer to Bulletin.	HR Customer Relations
	Dept. Heads		Melinda Wong PX 47530
			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
11/25/10	Principals	<b>75th Day for Instructional Probationary for Personnel who began work on 8/11/10</b>	Chief of HR Office
	Dept. Heads		Mary Powers 47454
			<a href="mailto:powers@palmbeach.k12.fl.us">powers@palmbeach.k12.fl.us</a>
12/03/10	Principals	FALL SUPPLEMENTS - completion of online submissions. <b>Paid on 12-10-10</b>	Compensation & HR Planning
	School Secretaries		Rebecca Robinson PX 47620
			<a href="mailto:rrobinso@palmbeach.k12.fl.us">rrobinso@palmbeach.k12.fl.us</a>
01/04 THROUGH 01/29/11	Principals	<b>Voluntary Transfer Period for current, eligible employees (internal applicants)</b> Refer to Bulletin	Recruitment and Retention
	Dept Heads		Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
01/07/11	Principals	<b>97th Day (last day) for Instructional Probationary Personnel who began work on 8/11/10 - Refer to Bulletin</b>	Chief of HR Office
	Directors		Mary Powers 47454
			<a href="mailto:powers@palmbeach.k12.fl.us">powers@palmbeach.k12.fl.us</a>
01/19/11 8:00 am-4:30 pm FHESC IBIS LAB 1 BLDG E	New or fairly new School and Department Secretaries and their back-ups	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course Registration.	HR Customer Relations Melinda Wong PX 47530 <a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Chiefs	Personnel Meeting/Review of FY12 Staffing	Division of Human Resources
	Area Supts.		Darron Davis PX 48953
	Asst. Supts.		<a href="mailto:davisda@palmbeach.k12.fl.us">davisda@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	Voluntary Transfer/External hiring for FY12 begins.	Recruitment and Retention
	Dept. Heads	Refer to Bulletin	Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
02/01/11 4:00 PM	Teachers	Job Sharing Informational Meeting FHEC - Main Café, FHEC- refer to Bulletin	Recruitment and Retention Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Chiefs	<b>Written notification of any Involuntary Transfers submitted to CAO and Chief of HR</b>	Division of Human Resources
	Area Supts.		Darron Davis PX 48953
			<a href="mailto:davisda@palmbeach.k12.fl.us">davisda@palmbeach.k12.fl.us</a>
02/16/11	New or fairly new School and	PeopleSoft Overview of HR Functions. Mandatory for new HR PeopleSoft users. Register via Course	HR Customer Relations Melinda Wong PX 47530

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DUE Date	Respondent	Task/Event	Contact Person
03/11/11	Principals	WINTER SUPPLEMENTS - completion of online submissions. <b>Paid on 03/18/11</b>	Compensation & HR Planning
	School Secretaries		Rebecca Robinson PX 47620
			<a href="mailto:rrobinso@palmbeach.k12.fl.us">rrobinso@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	Job Sharing Forms for FY12 due	Recruitment and Retention
	Dept. Heads	Refer to Bulletin	Wallis Sherman PX 48150
	Area Supts.		<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
4/26/11 through 05/20/11	Principals	<b>REAPPOINTMENTS</b> of personnel - online system available (refer to Bulletin) <b>DEADLINE 05/20/11</b> <a href="#">click here for letters</a>	Compensation & HR Planning
	Dept. Heads		Mark Mitchell PX 48911
			<a href="mailto:johanse@palmbeach.k12.fl.us">johanse@palmbeach.k12.fl.us</a>
05/02/11	School/ Dept. Head Secretary	<b>Reappointment Process Training</b> - Register through Course Registration for AM or for PM class (choose: Compensation) Location:FHESC, Thurber A & B Training Rooms	Compensation & HR Planning
			Mark Mitchell PX 48911
			<a href="mailto:johanse@palmbeach.k12.fl.us">johanse@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	School/Dept. Secretaries	Review for accuracy all job postings for schools/departments.	Recruitment and Retention
			Pat Kaupe PX 48043
			<a href="mailto:kaupe@palmbeach.k12.fl.us">kaupe@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	<b>Voluntary Transfer Period Ends</b>	Recruitment and Retention
	Dept. Heads	Refer to Bulletin	Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	<b>UAT period begins for those who have not secured a position on their own. Hiring freeze, instructional and non-instructional, in place until notified otherwise.</b>	Recruitment and Retention
	Area Supts.		Tim Kubrick PX 46832
	Dept. Heads		<a href="mailto:Kubrickt@palmbeach.k12.fl.us">Kubrickt@palmbeach.k12.fl.us</a>
		Refer to Bulletin	Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
			Maryse Glaze
			<a href="mailto:glaze@palmbeach.k12.fl.us">glaze@palmbeach.k12.fl.us</a>
05/13/11	Principals	<b>Submission of CTAS evaluations on all K-12 Instructional Employees AND evaluations on all Non-Instructional Employees (AESOP, PBA, FPSU, Misc., and Confidential).</b>	HR Customer Relations
	Dept. Heads		Melinda Wong PX 47530
			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
05/20/11	Principals	Deadline to notify employees of non-reappointment status for FY12 (refer to Bulletin)	Compensation & HR Planning
	Dept. Heads		Mark Mitchel PX 4891
			<a href="mailto:mitchellmark@palmbeach.k12.fl.us">mitchellmark@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	Evaluations for all identified UAT Teachers are due to Wallis Sherman by 4:00 pm.	Wallis Sherman PX 48150
	Dept. Heads		

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DUE Date	Respondent	Task/Event	Contact Person
DATE TO BE DETERMINED	Principals	<b>IF</b> you have an employee VOLUNTEER to be a UAT/excess employee, fax the	Recruitment and Retention
	Dept. Heads	PB_HR_RR_UAT_SURPLUS_SIG_FORM to Wallis ShermanPX48561	Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	Remaining PSC/CC UATs complete and submit IPP forms	Recruitment and Retention
	Dept. Heads		Wallis Sherman PX 48150
	Teachers		<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	PSC/CC UAT teachers placed via PeopleSoft	Recruitment and Retention
	Dept. Heads		Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Principals	Annual Contract UAT teachers placed with Area.	Recruitment and Retention
	Dept. Heads		Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
DATE TO BE DETERMINED	Area Supts.	Placement of remaining UAT's	Recruitment and Retention
			Tim Kubrick PX 46832
			<a href="mailto:Kubrickt@palmbeach.k12.fl.us">Kubrickt@palmbeach.k12.fl.us</a>
			Wallis Sherman PX 48150
			<a href="mailto:shermaw@palmbeach.k12.fl.us">shermaw@palmbeach.k12.fl.us</a>
06/30/11	Chiefs	<b>Submission of final FY11 evaluations on District Administrators - Levels 1-13.</b>	HR Customer Relations
	Area Supts.		Melinda Wong PX 47530
	Directors		<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>
08/15/11 (TENTATIVE DATE)	Area Supts.	<b>Submission of final FY11 evaluations on Principals and Assistant Principals.</b>	HR Customer Relations
	Principals		Melinda Wong PX 47530
			<a href="mailto:wong@palmbeach.k12.fl.us">wong@palmbeach.k12.fl.us</a>