



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

***2011 – 2012***

***District/School Operations  
North Regional Center Handbook***

**Mr. Alberto M. Carvalho**  
Superintendent of Schools

**Mr. Freddie Woodson**  
Deputy Superintendent  
District/School Operations

**Mr. Jose L. Dotres**  
Region Superintendent

# **Miami-Dade County Public Schools**

**The School Board of Miami-Dade County, Florida**

**Ms. Perla Tabares Hantman, Chair**

**Dr. Lawrence S. Feldman, Vice Chair**

**Dr. Dorothy Bendross-Mindingall**

**Mr. Carlos L. Curbelo**

**Mr. Renier Diaz de la Portilla**

**Dr. Wilbert "Tee" Holloway**

**Dr. Martin Karp**

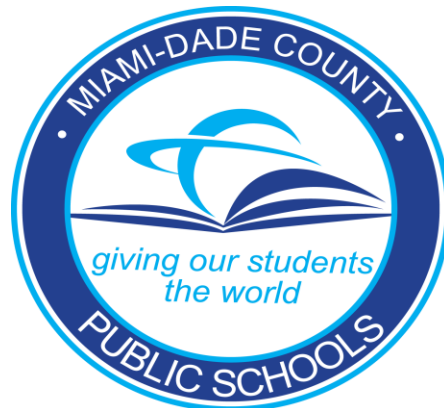
**Dr. Marta Pérez**

**Ms. Raquel A. Regalado**

**Ms. Hope Wilcox, Student Advisor**

**Mr. Alberto M. Carvalho**

**Superintendent of Schools**



# School Board Members

## Chair

Ms. Perla Tabares Hantman  
District 4

[Web site](#)



Present term  
Began as Board Member

Nov. 2010 - Nov. 2014  
November 1996

[e-mail](#)

## Vice-Chair

Dr. Lawrence S. Feldman  
District 9

[Web site](#)



Nov. 2008 - Nov. 2012  
November 2008

[e-mail](#)

Dr. Dorothy Bendross-Mindingall  
District 2

[Web site](#)



Nov. 2010 - Nov. 2014  
November 2010

[e-mail](#)

Mr. Carlos L. Curbelo  
District 7

[Web site](#)



Present term  
Began as Board Member

Nov. 2010 - Nov. 2012  
November 2010

[e-mail](#)

Mr. Renier Diaz de la Portilla  
District 5

[Web site](#)



Nov. 2008 - Nov. 2012  
November 2006

[e-mail](#)

Dr. Wilbert "Tee" Holloway  
District 1

[Web site](#)

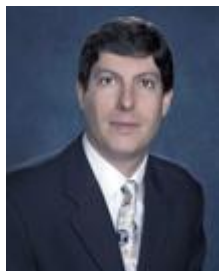


Nov. 2008 - Nov. 2012  
November 2007

[e-mail](#)

Dr. Martin S. Karp  
District 3

[Web site](#)



Present term  
Began as Board Member

Nov. 2008 - Nov. 2012  
November 2004

[e-mail](#)

Dr. Marta Perez  
District 8

[Web site](#)



Nov. 2010 - Nov. 2014  
November 1998

[e-mail](#)

Ms. Raquel A. Regalado  
District 6

[Web site](#)



Nov. 2010 - Nov. 2014  
November 2010

[e-mail](#)

# Miami-Dade County Public Schools

## VISION

We are committed to provide educational excellence for all.

## MISSION

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

## CORE VALUES

### ***Excellence***

We pursue the highest standards in academic achievement and organizational performance.

### ***Integrity***

We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of our students, families and staff.

### ***Equity***

We foster an environment that serves all students and aspires to eliminate the achievement gap.

### ***Citizenship***

We honor the diversity of our community by working as a team to ensure the educational success of all of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

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Mr. Freddie Woodson  
Deputy Superintendent,  
District/School Operations

Dear Colleagues,

On behalf of Mr. Alberto M. Carvalho, Superintendent of Schools, the Bureau of District/School Operations would like to welcome you as we enthusiastically return for the 2011-2012 school year. As we embark on our journey, we must do so with a sense of urgency, hope, and excitement as we prepare to provide our students with the best educational opportunities possible. As educational leaders, our role remains crucial to the achievement of both the personal goals of our students and the academic goals of Miami-Dade County Public Schools. It is only through our collective purpose and power will we truly reach our ultimate goal which is to improve the learning and lives of all our students, regardless of race, ethnicity, gender, language, or socioeconomic status.

The District/School Operations - Region Handbook has been developed to ensure that each of us has a clear understanding of our District's goals, expectations, and policies for the 2011-2012 school year. A thorough review and understanding of this comprehensive, yet easy-to-read document will assist in District and school related matters.

To better facilitate in preparing for the commencement of a successful and smooth year, the Miami-Dade County Public School's Opening of Schools Procedures Guide; and the School Operations Opening of Schools Toolkit (developed to place resources at the finger-tips of our administrators) has been retooled and is available on the Miami-Dade County Public School's web site: <http://schooloperations.dadeschools.net> for your convenience. You are encouraged to read and review this document's content very carefully, as we have added new features to improve the efficiency and effectiveness of our organizational management process.

In closing, it is a point of personal privilege and honor to continue to serve and support you for the upcoming school year. Let us embrace this new opportunity to positively impact the learning and lives of over 340,000 students who have been entrusted to our leadership and care. From the day our doors open, we must set the pace and lead the passion for teaching and learning in our students, faculty, staff, and community. May your adversities make you strong, victories make you wise, and actions make you proud. Have a safe, enjoyable, and productive school year.

Sincerely,

Freddie Woodson

# **I. Region Administration**

**Region Mission Statement**

**Message from Region Superintendent**

**Administrative Directors**

# North Regional Center Mission Statement

## VISION

It is through commitment, teamwork, and collaboration that we at North Regional Center develop opportunities for success.

## MISSION

To foster high academic standards through alignment, focus and consistency of support thus enabling students to achieve optimal success.

## CORE VALUES

### ***Honesty, Integrity, and Respect***

We value honesty, integrity and respect and the foundation of our interpersonal and professional relationships.

### ***Fairness and Kindness***

We are committed to building positive relationships through equity and compassion which enhance the self-esteem, safety, and well-being of our students, families and staff.

### ***Citizenship, Cooperation and Responsibility***

We honor and foster the diversity of our community by working collaboratively for the educational success of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

### ***Excellence***

We pursue the highest standards in all we do.

# Message from North Regional Region Center Superintendent

**Mr. Jose L. Dotres**



On behalf of the entire staff at North Regional Center, I would like to welcome you to the 2011-2012 school year. It is a privilege to work with such a distinguished group of dedicated professionals whose number one goal is to provide the best possible learning experiences for students.

As we continue to focus on building strong feeder patterns, I have high expectations for the ongoing alignment of curriculum, and the collaboration that will take place among administrators. With the support and guidance of regional center staff, we will intensify our focus of support and create a successful feeder pattern articulation platform.

At a time of ever growing scrutiny and accountability, we must be willing to embrace "*The Challenge of Adversity*" which is inherent in the current educational environment with greater efficiency and effectiveness. We must recognize that in order to continue to improve the academic achievement level of our students, an increase in the quality of services, support, and monitoring are necessary from both school site administrators and region staff. Please be assured that, together, we will share this responsibility to ensure that our students reach their highest potential.

The North Regional Center administrative and support team stand ready to provide you ongoing support and assistance so that your school vision becomes reality.

Sincerely,  
Jose L. Dotres  
Region Superintendent  
North Regional Center

## **Ms. Vivian M. Santiesteban-Pardo, Director Financial Business/Operations**

**Feeder Pattern:** Hialeah Senior High School  
Hialeah-Miami Lakes Senior High School  
Hialeah Gardens Senior High

- Budget/Personnel Conferences
- Bilingual Program Allocations
- Itinerant Teacher Reports
- Personnel RPA Transactions
- Pool Substitutes
- Supplements
- Cafeteria/School Monitors Allocations
- Art/Music/Physical Education Allocations
- North Regional Payroll
- United Way Campaign
- Class Size
- Master Schedules
- Teacher Quality
- North Regional Purchase/Receipt of Goods
- Internal Funds/Property Audits
- Payroll Audits
- Monitor Discretionary Budgets
- Contracts/Grants Review
- Overtime Approvals
- Use of Facilities Approvals
- Field Trip Approvals
- Community Sales/Fund Raising
- Picture Bids
- Fee Waivers
- Travel
- Feeder Pattern Leave Forms

# **Mr. Andy J. Pierre-Louis, Director**

## **Community and School Operations**

**Feeder Pattern:** North Miami Senior High School  
Miami Edison Senior High School  
Barbara Goleman Senior High School

- Attendance Boundary Committee
- Hurricane Shelter Coordinator
- Capital Improvement Projects
- Student Transfers
- Maintenance/Construction
- Instructional Programs
- PTA/PTSA/EESAC
- Region Parent Liaisons
- Charter Schools
- Retentions/Expulsions
- Health/Safety
- Transportation
- Media Activities
- Food Service
- Office Employee/ Paraprofessional of the Year
- Principal & Assistant Principal of the Year Selection
- Feeder Pattern Alignment
- Referrals/PRR (Written Response to School Operations)
- City Compacts
- Teacher of the Year Event
- End of the Year Celebration
- School Data Collection
- \*School Site Visitation Logs
- Special Education Liaison
- Feeder Pattern Leave Forms
- Professional Development Follow Up

**Mr. Paul J. Greenfield, Director**  
**Personnel/Technology Operations**

**Feeder Pattern:** Dr. Michael M. Krop Senior High School  
Miami Beach Senior High School  
Alonzo & Tracy Mourning Senior High School

- Contract Grievances
- Summer School
- (ADA)/Civil Rights and Diversity Compliance
- North Regional Payroll (back-up)
- Lead Principals' Meetings
- Principals' Meetings
- Assistant Principals' Meetings
- Holiday Celebrations
- Office of Professional Standards Liaison
- Teacher Observations/Evaluations
- MEP Evaluations
- Principal /AP Preparation Programs
- North Regional Retirement Event
- Region Technology Teacher/Trainer
- DCIRT- Emergencies
- Safety & Security Emergency Plans
- Crisis Intervention/Critical Incidents
- Feeder Pattern Leave Forms

## II. North Regional Center Feeder Patterns

Feeder Pattern: MIAMI EDISON SENIOR HIGH SCHOOL	
<b>Schools:</b>	
Design and Architecture (DASH) Senior Horace Mann Middle School Thena Crowder Elementary Edison Park Elementary Miami Shores Elementary	Phyllis R. Miller Elementary Morningside Elementary Shadowlawn Elementary Toussaint L'Ouverture Elementary
<b>Lead Principal:</b> Ms. Kathleen John-Louissaint	<b>Assistant Lead Principal:</b> Dr. Lillian A. Delbor
Feeder Pattern: North Miami SENIOR HIGH SCHOOL	
<b>Schools:</b>	
Thomas Jefferson Middle Linda Lentin K-8 Center Hubert O. Sibley K-8 Center Arch Creek Elementary Biscayne Gardens Elementary	WJ Bryan Elementary Gratigny Elementary Natural Bridge Elementary North Miami Elementary Oak Grove Elementary
<b>Lead Principal:</b> Ms. Agenoria T. Powell	<b>Assistant Lead Principal:</b> Ms. Debra L. Dubin
Feeder Pattern: DR. MICHAEL M. KROP SENIOR HIGH SCHOOL	
<b>Schools:</b>	
Dr. Michael M. Krop Senior High Highland Oaks Middle Aventura Waterways K-8 Center	VAB/Highland Oaks Elementary Madie Ives Elementary Ojus Elementary
<b>Lead Principal:</b> Dr. Tanya R. Brown-Major	<b>Assistant Lead Principal:</b> Dr. Mildred M. Mejia
Feeder Pattern: MIAMI BEACH SENIOR HIGH SCHOOL	
<b>Schools:</b>	
Miami Beach Senior High Nautilus Middle Fienberg Fisher K-8 Center RKB/Bay Harbor K-8 Center	Biscayne Elementary North Beach Elementary South Pointe Elementary Treasure Island Elementary
<b>Lead Principal:</b> Dr. Alice F. Quarles	<b>Assistant Lead Principal:</b> Ms. Maria G. Zabala

## North Regional Center Feeder Patterns

<b>Feeder Pattern: ALONZO &amp; TRACY MOURNING SENIOR, BISCAYNE BAY CAMPUS</b>	
<b>Schools:</b>	
Alonzo & Tracy Mourning Senior	
David Lawrence K-8 Center	
NSE/Sunny Isles Beach K-8 Center	
<b>Lead Principal:</b>	<b>Assistant Lead Principal:</b>
Dr. Annette H. Weissman	Ms. Sally J. Alayon
<b>Feeder Pattern: BARBARA GOLEMAN SENIOR HIGH SCHOOL</b>	
<b>Schools:</b>	
Barbara Goleman Senior High	Bob Graham Educational Center
Miami Lakes Educational Center	Ernest R. Graham K-8 Center
Jose Marti 6-12 MAST Academy	Hialeah Gardens Elementary
<b>Lead Principal:</b>	<b>Assistant Lead Principal:</b>
Ms. Mayra Alfaro	Mr. Jose Enriquez, Jr.
<b>Feeder Pattern: HIALEAH GARDENS SENIOR HIGH SCHOOL</b>	
<b>Schools:</b>	
Hialeah Gardens Senior High	Ben Sheppard Elementary
Hialeah Gardens Middle	West Hialeah Gardens Elementary
<b>Feeder Pattern: HIALEAH SENIOR HIGH SCHOOL</b>	
<b>Schools:</b>	
Hialeah Senior High	Flamingo Elementary
Westland Hialeah Senior High	J.W. Johnson Elementary
Hialeah Middle	Meadowlane Elementary
Henry H. Filer Middle	North Hialeah Elementary
James Bright Elementary	Palm Springs Elementary
Amelia Earhart Elementary	Mae M. Walters Elementary
<b>Lead Principal:</b>	<b>Assistant Lead Principal:</b>
Dr. Verena Cabrera	Ms. Roxana D. Herrera

## North Regional Center Feeder Patterns

Feeder Pattern: HIALEAH-MIAMI LAKES SENIOR HIGH SCHOOL	
<b>Schools:</b>	
<b>Hialeah-Miami Lakes Senior High</b>	<b>Golden Glades Elementary</b>
<b>Miami Lakes Middle</b>	<b>North Twin Lakes Elementary</b>
<b>North Dade Middle</b>	<b>Dr. Robert B. Ingram Elementary</b>
<b>Palm Springs Middle</b>	<b>Palm Lakes Elementary</b>
<b>Miami Lakes K-8 Center</b>	<b>Rainbow Park Elementary</b>
<b>M.A. Milam K-8 Center</b>	<b>North Dade Center for Modern Language</b>
<b>Bunche Park Elementary</b>	<b>Twin Lakes Elementary</b>
<b>John G. Dupuis Elementary</b>	<b>Nathan B. Young Elementary</b>
<b>Lead Principal:</b>	<b>Assistant Lead Principal:</b>
<b>Ms. Rosa L. Calvo</b>	<b>Ms. Richelle T. Lumpkin</b>

### **III. Calendars and Meeting Dates**

[Principals/Assistant Principal Meeting Dates](#)

[OPS Meeting Dates](#)

[Facilities/Construction Meeting Dates](#)

[School Board Meeting Dates](#)

[Money Matters Support Program](#)

[Professional Development Scheduling](#)

[Weekly Briefing Schedule](#)

## North Regional Center Principal Meeting Dates

MONTH	DATE	TIME	VENUE
August	08/17/11	8:00 a.m.	Dr. Michael M. Krop Sr.
September	9/7/11	8:00 a.m.	Thomas Jefferson Middle
October	10/12/11	8:00 a.m.	Thomas Jefferson Middle.
November	11/2/11	8:00 a.m.	Thomas Jefferson Middle
December	12/7/11	8:00 a.m.	Thomas Jefferson Middle
January	01/4/12	8:00 a.m.	Thomas Jefferson Middle
February	Webcast		
March	Webcast		
April	NONE		
May	05/2/12	8:00 a.m.	Thomas Jefferson Middle
June	06/13/12	8:00 a. m.	Thomas Jefferson Middle

## North Regional Center Assistant Principal Meeting Dates

MONTH	DATE	TIME	VENUE
August	08/17/11	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle
September	9/14/11	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle
October	10/12/11	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle
November	11/9/11	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle
December	12/14/11	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle
January	01/11/12	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle
February	Webcast		
March	Webcast		
April	NONE		
May	05/9/12	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle
June	06/13/12	8:00 a.m. & 12:30 p.m.	Thomas Jefferson Middle

**North Regional Center  
Office of Professional Standards  
Meeting Dates**

MONTH	DATE	TIME	VENUE
September	09/19/11	8:00 a.m.	NRC, Rm. 259A
October	10/11/11	8:00 a.m.	NRC, Rm. 259A
November	11/08/11	8:00 a.m.	NRC, Rm. 259A
December	12/13/11	8:00 a.m.	NRC, Rm. 259A
January	01/09/12	8:00 a.m.	NRC, Rm. 259A
February	02/06/12	8:00 a.m.	NRC, Rm. 259A
March	03/23/12	8:00 a.m.	NRC, Rm. 259A
April	04/23/12	8:00 a.m.	NRC, Rm. 259A
May	05/15/12	8:00 a.m.	NRC, Rm. 259A

## **North Regional Center Facilities/Construction Meeting Dates**

<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
September	September 22, 2011	1:00 pm	North Regional Center Conference Room
October	October 11, 2011	1:00 pm	North Regional Center Conference Room
November	November 8, 2011	1:00 pm	North Regional Center Conference Room
December	December 13, 2011	1:00 pm	North Regional Center Conference Room
January	January 10, 2011	1:00 pm	North Regional Center Conference Room
February	February 14, 2011	1:00 pm	North Regional Center Conference Room
March	March 6, 2011	1:00 pm	North Regional Center Conference Room
April	April 10, 2011	1:00 pm	North Regional Center Conference Room
May	May 8, 2011	1:00 pm	North Regional Center Conference Room
June	June 12, 2011	1:00 pm	North Regional Center Conference Room

# School Board Meeting Dates

MONTH	DAY	TIME	MEETING DESCRIPTION
JANUARY	12	12:00 noon	Regular Meeting
FEBRUARY	9	12:00 noon	Regular Meeting
MARCH	9	10:00 AM	***cancelled*** Conference Session: Attendance Zones for 2011-2012
		12:00 noon	Regular Meeting (Initial Reading - Attendance Zones for 2011-2012)
APRIL	13	12:00 noon	Regular Meeting (Final Reading - Attendance Zones for 2011-2012)
MAY	11	12:00 noon	Regular Meeting (Report on Results of 2011 Legislative Session)
JUNE	15	12:00 noon	Regular Meeting
JULY	13	12:00 noon	Regular Meeting
JULY	27	6:00 PM	First Budget Public Hearing and Tentative Adoption of 2011-2012 Millage Levy and Annual Budget.
AUGUST	3	12:00 noon	Regular Meeting
SEPTEMBER	7	12:00 noon	Regular Meeting
		6:00 PM	Second Budget Public Hearing and Adoption of Final 2011-2012 Millage Levy and Annual Budget, Approval of 2011-2012 Annual Financial Report, and Approval of 2011-2012 Final Budget Resolutions
OCTOBER	11	12:00 noon	Regular Meeting
NOVEMBER	22	10:00 AM	Organization Meeting
		12:00 noon	Regular Meeting
DECEMBER	15	12:00 noon	Regular Meeting

## District/School Operations 2011-2012 Master Calendar

<b>Superintendent's Opening of Schools Meeting</b> August 18, 2011 / 10:00 a.m. / Edison Middle School					
<b>Region Superintendents' Opening of Schools Meeting</b> August 17, 2011 /Time & Location (See Page 3)					
<b>Principal/Assistant Principal Meetings 2011-2012</b>					
Meeting Dates	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Principals' Mtgs.</b> <b>1<sup>st</sup> week of the Month</b> Sept. 6-9, Oct. 3-7 , Nov. 1-4, Dec. 5-9, Jan. 3-6, Feb.(Webcast) , Mar. (Webcast), April 30-May 1-4,	Adult Vocational  ETO	South Regional Center	North Regional Center	North Central Regional Center  Alternative Ed.	South Central Regional Center
<b>Assistant Principals' Mtgs.</b> <b>2<sup>nd</sup> week of the Month</b> Sept. 13-16 , Oct. 11-14, Nov. 8-11, Dec. 13-16, Jan. 10-13, Feb. (Webcast), Mar. (Webcast), April (none), May 8-11		South Regional Center	North Regional Center	North Central Regional Center	South Central Regional Center
<b>Feeder Patterns' Mtgs.</b> <b>3<sup>rd</sup> week of the Month</b> Sept. 20-23 , Oct.18-21, Nov.15-18, Dec. (Webcast), Jan. 17-20, Feb.(Webcast), Mar. (Webcast), April (none), May 15-18		South Regional Center	North Regional Center	North Central Regional Center	South Central Regional Center
<i>*NOTE: Curriculum &amp; Instruction will conduct required monthly inservice at the above Regional Center Meetings.</i>					

<b>Money Matters &amp; Principal Meetings 2011-2012</b>	
<b>Principal Webcasts (via LiveMeeting)</b>	
Meeting Date	Meeting Date
Thursday, September 22, 2011	Friday, February 3, 2012
Thursday, October, 20, 2011	Thursday, March 22, 2012
Tuesday, November 15, 2011	Thursday, April 19, 2012
Wednesday, January 11, 2012 <i>(Face to Face)</i> *Location/Time TBA	Thursday, May 17, 2012
	Friday, June 15, 2012 <i>(Face to Face)</i> *Location/Time TBA

<b>Regional Center Events</b>		
Regional Center	Teacher of the Year*	Retirement*
North	TBA	TBA
North Central	TBA	TBA
South	TBA	TBA
South Central	TBA	TBA
ETO	TBA	TBA
Alternative Education	TBA	TBA
<i>*The dates, times &amp; locations will be provided when events are scheduled.</i>		

Note: Meeting dates are subject to change. Applicable updates available through District/School Operations at: <http://schooloperations.dadeschools.net/> under the "News & Events" category.

REVISED 9-15-11

## District/School Operations 2011-2012 Master Calendar

Weekly Region Superintendents' Meetings School Board Administration Building – Room 905 (Meetings will begin at 8:00 a.m. unless otherwise noted)	
Meeting Dates	
<b>Monday, August 1, 2011</b>	Monday, January 23, 2012
Monday, August 8, 2011	Monday, January 30, 2012
Monday, August 15, 2011	<b>Monday, February 6, 2012</b>
Tuesday, August 23, 2011	Monday, February 13, 2012
Monday, August 29, 2010	Tuesday, February 21, 2012
<b>Tuesday, September 6, 2011</b>	Monday, February 27, 2012
Monday, September 12, 2011	<b>Monday, March 5, 2012</b>
Monday, September 19, 2011	Monday, March 19, 2012
Monday, September 26, 2011	Monday, March 26, 2012
<b>Monday, October 3, 2011</b>	<b>Monday, April 2, 2012</b>
Monday, October 10, 2011	Monday, April 9, 2012
Monday, October 17, 2011	Monday, April 16, 2012
Monday, October 24, 2011	Monday, April 23, 2012
Monday, October 31, 2011	Monday, April 30, 2012
<b>Monday, November 7, 2011</b>	<b>Monday, May 7, 2012</b>
Monday, November 14, 2011	Monday, May 14, 2012
Monday, November 28, 2011	Monday, May 21, 2012
<b>Monday, December 5, 2011</b>	Tuesday, May 29, 2012
Monday, December 12, 2011	<b>Monday, June 4, 2012</b>
<b>Tuesday, January 3, 2012</b>	Monday, June 11, 2012
Monday, January 9, 2012	Monday, June 18, 2012
Tuesday, January 17, 2012	Monday June 25, 2012

DISTRICT EVENTS/INSERVICE FOR PRINCIPALS		
Event/Inservice	Date	Location
Ready Schools Miami Symposium	September 26, 2011	Miami Airport Hilton
Principal For A Day Breakfast	October 25, 2011	TBA
Principal For A Day At Schools	November 16, 2011	TBA
United Way / Student & Employee	TBA	TBA
School Volunteers /Dade Partners	May 10, 2012 / 11:00 am - 2:00 pm	Jungle Island
Ready Schools Miami Symposium	January 20, 2012	Miami Airport Hilton
The Eddies	TBA	TBA
M-DCPS Youth Fair Days	March	Youth Fair
Ready Schools Miami Symposium	May 4, 2012	Miami Airport Hilton
2012 Summer Institute	June 11- 15, 2012	TBA
2012 Summer School	June 21-July 19, 2012	TBA
Ready Schools Miami I-3 Leadership Institute	July 10-12, 2012	Miami Airport Hilton
<b>Budget Conferences: Week of: <i>(dates will be posted when available)</i></b>		
<i>*The dates, times &amp; locations will be provided as these District events are scheduled.</i>		

Note: Meeting dates are subject to change. Applicable updates available through District/School Operations at: <http://schooloperations.dadeschools.net/> under the "News & Events" category.

REVISED 9-15-11

## District/School Operations 2011-2012 Master Calendar

### 2011-2012 Master Inservice Calendar

This calendar serves as a systemic method for coordinating and scheduling professional development and utilizing resources by distributing the need for teacher coverage throughout the week for school site instructional staff.

*Please adhere to these scheduling guidelines for all professional development activities for school site personnel.*

Weekdays	Elementary	Middle	Senior
Monday	Resource Teachers/Support Personnel		
Tuesday	Special Area/Other	Language Arts Reading/Social Studies	Math/Science
Wednesday	Math/Science	Electives/Other	Language Arts Reading/Social Studies
Thursday	Language Arts Reading/Social Studies	Math/Science	Electives/Other
Friday	Resource Teachers/Support Personnel		

#### PD Moratorium Dates

#### **August 22 – September 23, 2011 and March 9 – April 27, 2012**

- *During these two blackout periods, District/Region offices should not offer PD that pulls teachers out of classrooms.*
- *However, on-site and district-sponsored PD can be offered as needed on early release days, teacher planning days (as stipulated in the M-DCPS - UTD contract).*
- *Please note that any state-required PD scheduled for the turnaround schools are exempted from the moratorium.*
- *There may be instances when the moratorium dates cannot be adhered to because of special circumstances, please contact Dr. Christine Master at 305.995.7616 for information on receiving a waiver.*

### Region Superintendents' Opening of Schools Meetings

	Date	Time	Location
North Regional Center	August 17, 2011	8:00 a.m. – 12:00 p.m.	Dr. Michael M. Krop Senior
North Central Regional Center	August 17, 2011	8:00 a.m. – 12:30 p.m.	Westland Hialeah Senior
South Regional Center	August 17, 2011	1:00 p.m. – 4:00 p.m.	Robert Morgan Educational Center
South Central Regional Center	August 17, 2011	8:30 a.m. – 12:00 p.m.	Terra Environmental Research Institute
ETO-Educational Transformation Office	August 17, 2011	8:00 a.m. – 12:00 p.m.	Miami Central Senior
Adult Education	August 17, 2011	10:00 a.m.– 1:00 p.m.	Lindsey Hopkins Technical Education Ctr.
Alternative Education	August 17, 2011	8:00 a.m. – 12:00 p.m.	MacArthur South Senior

Note: Meeting dates are subject to change. Applicable updates available through District/School Operations at: <http://schooloperations.dadeschools.net/> under the "News & Events" category.

REVISED 9-15-11

## **IV. Opening of Schools Procedures**

All information, schedules and procedures pertaining to the opening of schools will be located on the District/School Operations website:

**<http://schooloperations.dadeschools.net>**

## **v. Forms**

All forms are on the North Regional Center website:

[http://northregionalcenter.dadeschools.net/ops/ops\\_templates.html](http://northregionalcenter.dadeschools.net/ops/ops_templates.html)

## VI. District/School Operations Toolkit

Toolkit available at:

[http://schooloperations.dadeschools.net/OS\\_toolkit\\_11-12/OS\\_toolkit\\_11-12.asp](http://schooloperations.dadeschools.net/OS_toolkit_11-12/OS_toolkit_11-12.asp)

## VII. Appendices

## APPENDIX A



### Professional Development Guidelines 2011-2012

#### Master In-service Plan

Miami Dade County Public Schools has a Master In-Service Plan on file with the Florida Department of Education and these are the components that must be used when proposing professional development courses for 2011-2012. Departments may only use the components that have been assigned to their respective department.

#### Assigning Learning Value to Professional Development

Professional development provides a systematic process designed to increase the competencies needed by instructional and non-instructional personnel to perform their assigned duties and in the case of instructional personnel to improve the academic performance of students. The competencies addressed are knowledge, skills, aspirations, and behaviors. They are intended to enable personnel to perform their task with maximum effectiveness.

The competencies are **new** skill sets beyond the scope of assigned duties and responsibilities and are intended to realize performance improvements over time. Participants will **not** receive master plan points for any activity that is part of their assigned job task or activities pertaining to personal improvement not directly related to his/her job responsibilities, or informational meetings, etc.

Examples of activities that will **not** have a learning value assigned include, but are not limited to, the following:

- Administering/scoring tests for students or teachers
- Attending activities designed for personal improvement, e.g., tax preparation, financial management, stress management
- Attending meetings or informational sessions
- Chaperoning activities involving students
- Preparation of grants
- Evaluating textbooks
- Participating in an activity that does not incorporate all of the quality Professional Development Standards
- Staff/Faculty Meetings
- Record-keeping
- Serving as an in-service facilitator
- Serving on or attending bargaining agency meetings
- Serving on councils, committees, or advisory boards
- Testing/screening of students
-

To ensure that programs are designed for high quality professional development, it is imperative to have guidelines for everyone to follow. All professional development conducted in the district or sponsored by a district office must conform to standards from Learning Forward (formerly NSDC) and Florida Professional Development System Evaluation Protocol System. The district, regional offices and the schools work together to provide a continuum of high quality professional development and learning opportunities to all employees.

District and Region offices focus on professional development with quality programs including content, pedagogy, and support structures; schools focus on Lesson Study and Professional Learning Communities (PLC), Book Study, and School Improvement Initiatives. As a result, specific components are identified for either school use or central office use. Together, professional growth will be focused and sustained to move the district towards reaching its goals.

### **School-based Components**

The following school-based components and course proposal templates will be written by staff at the Center for Professional Learning and be available for schools to schedule sessions. Each of the school-based components has a maximum value of up to 120 MPPs.

- 7-507-309 School-based Professional Learning Communities
- 7-507-308 Book Study
- 7-506-028 Action Research
- 2-512-355 School-based Improvement Initiatives
- 2-003-395 School-based Technology
- 2-408-368 School-based Curriculum Content
- 2-409-410 School-based Instructional Support Strategies
- 7-507-320 Lesson Study

### **Posting and Registering for PD**

District and region professional development should be posted on the *PD Menu & Registration System* as follows: September to December offerings – August 18, 2011; January to May offerings – December 16, 2010.

All professional development activities must be posted on the *PD Menu & Registration System* at least **two weeks before** the scheduled date in order to provide employees with sufficient time to register prior to the commencement of the session.

It is critical that school-based PD is also posted on the *PD Menu & Registration System* with enough lead time for teachers and instructional personnel to register prior to the start of the activity.

**Teachers who do not pre-register for school-based PD will not be awarded master plan points for their participation.** The school PD Liaison should advertise school-based PD through email, flyers, or

notices posted where personnel sign in each day. **However, it is the individual teacher's responsibility to register for PD.**

### **District Policy on Walk-ins**

Participants must pre-register for all professional development in order to be awarded master plan points for successfully completing all session/course requirements. For those participants wait listed: Instructors will need to manually accept participants on the wait list for that course if space is available. Participants on a wait list will receive a status of notification to ensure pre-registration was finalized. Successful completion of a course/session includes: **pre-registering** for the course, attendance on all designated days and at the times posted, completion of all course assignments and follow-up, signing in on the official course/session roster for every meeting date, and completing the electronic evaluation ten days after being notified by email. All requirements must be adhered to in order to be awarded master plan points. Participants are **not** permitted to attend a session/course for which they have not previously registered for (walk-ins). **There are no exceptions to this policy.**

Course registrations generally close two hours before a session is scheduled to begin as long as there is space available. In the event that an individual arrives at a session for which he/she has not registered and the session is considered a **district mandatory** session (i.e., IPEGS, co-teaching, ESE Compliance Training, etc.), the instructor may allow the individual to enter the session. However, the individual will not receive Master Plan Points unless the instructor sends an email to Mr. Carl Smith, Supervisor, PD Data Center at [TonySmith@dadeschools.net](mailto:TonySmith@dadeschools.net) by the **close of that business day of the first session** requesting manual registration for the individual. At the time of the request for manual registration the following information must be provided: name and employee number of individual, course/session title, date and location. In addition, the individual's name and employee number must be manually added to the official roster by the instructor and the individual must sign-in as all other participants.

### **Master Plan Points for Recertification**

Individuals planning on renewing their Professional Certificate at the end of June in any given year should plan on completing all professional development required for certificate renewal by the end of April of that year. There should be no expectation that any professional development attended in May or June will be closed out and master plan points awarded in time to meet certificate renewal deadlines.

While staff in the PD Data Center constantly strives to accelerate processing time in terms of closing out courses and awarding master plan points, the volume of courses and the security procedures required to close out courses necessitates six to eight week to process. Therefore, it is the individual responsibility of instructional staff to monitor the number of master plan points that they have acquired over the five-year validity period, and to insure that courses/sessions are completed by April 30 of their renewal year.

### **System Generated Sign-in Sheets / Independent Hours**

#### *Awarding Credit:*

System generated sign-in sheets are required for face-to-face, instructor lead professional developments. Sign-in sheets for course sessions are available on the PD Menu and Registration System. A link to the sign-in sheet is e-mailed to the instructor and facilitator prior to the start of the course session. **The use of system generated sign-in sheets greatly reduces the time needed to award credit and must always be used.**

#### *Record Keeping:*

The independent work, as entered in the course session template, is printed on the sign-in sheets. At the end of the session, the **fully completed and signed** sign-in sheets are faxed to the PD Data Center at 305.883.1084.

### **Conferences**

Twelve master plan points is the maximum number of points that can be earned each year for attending conferences. All conferences are posted under the component 2-408-369.

**Professional Development Scheduling Guidelines for 2011-2012  
Contract Days**

This chart identifies the days available to be utilized for Professional Development during 2011-2012:

Date	Description	Priority/Focus
October 28, 2011	District PD Day	
February 3, 2012	District PD Day	
September 22, 2011	Secondary Early Release Day	School PLC/SIP/School-based Content
October 27, 2011	Secondary Early Release Day	School PLC/SIP/School-based Content
December 8, 2011	Secondary Early Release Day	School PLC/SIP/School-based Content
February 2, 2012	Secondary Early Release Day	School PLC/SIP/School-based Content
May 3, 2012	Secondary Early Release Day	School PLC/SIP/School-based Content
Monthly	Elementary Early Release One a Month	School PLC/SIP/School-based Content

**PD Moratorium Dates**

- In order to assist with planning professional development for the 2011-2012 school year, please be aware of the following blackout dates:
  - August 22 to September 23, 2011 and March 9 to April 27, 2012
- During these two blackout periods, District/Region offices should not offer PD that pulls teachers out of classrooms.
- However, on-site and district-sponsored PD can be offered as needed on early release days, teacher planning days (as stipulated in the M-DCPS - UTD contract).
- Please note that any state-required PD scheduled for the turnaround schools are exempted from the moratorium.

There may be instances when the moratorium dates cannot be adhered to because of special circumstances, please contact Dr. Christine Master at 305.995.7616 for information on receiving a waiver.

# APPENDIX B



## JESSICA LUNSFORD AFFIDAVIT - COMMUNITY - BASED ORGANIZATIONS

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_  
(agency representative)

Who, being duly sworn, deposes and states as follows:

1. I am \_\_\_\_\_ of the \_\_\_\_\_  
(office title) (agency)
2. I am duly authorized to make this sworn statement on behalf of the Agency.
3. By law, due to the nature of the Agency's business, all of the Agency's employees who are permitted access to school grounds when students are present or who come into direct contact with students are required to submit to a state and national criminal history check for licensing or other purposes. Specifically, these Agency employees undergo a "Level 2 Background Screening," as defined by Sections 1012.32 and 435.04, Florida Statutes.
4. All Agency employees offering service to the students of Miami-Dade County School Board have undergone and passed the Level 2 Background Screening within the last five years.
5. All such licenses or other certificates are current and in good standing.
6. If the Agency receives notification from any of its employees or anyone with whom it has a contract that he or she has been arrested, the Agency will notify the Miami-Dade County School Board immediately.

### FURTHER AFFIANT SAYETH NOT

I do hereby swear that the facts stated in this Affidavit are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
(Agency Representative)

SWORN TO and SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_. He/She is  personally known to me or  has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Print Notary Name

My Commission Expires:

FM-6994 (06-06)

# APPENDIX C

COMPLETED APPLICATION  
 MUST BE SUBMITTED TO THE:  
 Miami-Dade County Public Schools  
 Facilities Operations, Maintenance  
 Finance/Budget Department  
 12525 N.W. 28 Avenue, Room 359  
 Miami, Florida 33167

**APPLICATION FOR TEMPORARY USE OF SCHOOL BUILDING FACILITIES OF  
 THE MIAMI-DADE COUNTY PUBLIC SCHOOLS - TEMPORARY USE AGREEMENT**

Miami, Florida

Date of Application \_\_\_\_\_  
 (Must be at least 20 days before event date)

**PLEASE ANSWER ALL QUESTIONS:** The User (Organization) will be subject to the provisions shown on the reverse side of this form and to the charges indicated below. An approved copy will be returned to the organization requesting the use of the building facilities.

Work Location Number ..... Name of School Requested ..... Start Date ..... End Date .....  
 Days/Week ..... Hour Building Will Be Needed: (NO ADMITTANCE PRIOR TO THIS HOUR) ..... Hour Building Will Be Vacated .....  
 Organization Making Application ..... Anticipated Attendance .....

Name of President ..... Phone No. .... Name of Treasurer ..... Phone No. ....  
 Is meeting free of charge and open to the public? (Answer Both Questions) Will an admission/collection be taken? .....  
 FURNISHINGS OR SPECIAL PREPARATIONS EXPECTED? NO \_\_\_\_\_ YES \_\_\_\_\_ EXPLAIN: ..... (Be Specific.)  
 CHECK SPACE NEEDED (No Other Facilities Will Be Provided Unless Checked On Application)  
 Cafeteria (NO USE OF KITCHEN) ..... Band Room ..... Gymnasium .....  
 Grounds Only ..... Other ..... Auditorium and Box Office ..... (NO FOOD OR DRINKS IN AUDITORIUM)

**INSURANCE** - The User (Organization) must furnish valid evidence of insurance according to the requirements shown on the reverse side of the blue copy of this application.

**INDEMNIFICATION** - The User (Organization) does hereby agree to indemnify, hold harmless and defend the School Board of Miami-Dade County, Florida against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of injury to persons, or damage to property arising out of, or incidental to, the use or occupancy of the school facilities, including, but not by way of limitation, any injury to persons or property damage which occurs on or about the school facilities or on or about adjacent premises or ways used or occupied by the Organization or its agents, employees, customers, invitees, contractors or subcontractors, in connection with the school facilities. If the Organization is a state agency or subdivision as defined in section 768.28, Florida Statutes, nothing therein shall be construed to extend the Organization's liability beyond that provided in section 768.28, Florida Statutes.

Authorized Representative of Organization:

Print Name & Title .....  
 E-mail Address: ..... Fax #: .....  
 In signing this application I assume full responsibility for payment of this account.

Signature ..... Phone No. ....  
 Street Address ..... City ..... ZIP .....

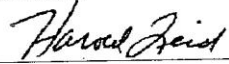
NOTE: Before this agreement becomes official it must bear the designated signatures.  
 Principal (Date) ..... Superintendent (Date) .....

FOR OFFICE USE	
INDIVIDUAL	
REPETITIOUS	
GROUPS ONLY	
SCHOOL ALLIED	
GOVERNMENT	
OTHER	
INSURANCE	
BLANKET/GROUP INS	

**DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY**  
 INVOICE: All payments must be made according to the directions on the reverse side, delivered to the address given on the invoice.

A.M.		A.M.	
P.M.		P.M.	
BASIC CHARGE	\$		
ADD'L	)		
OVERTIME	HRS.		
BASIC CHARGE	\$		
ADD'L	)		
OVERTIME	HRS.		
BASIC CHARGE	\$		
ADD'L	)		
OVERTIME	HRS.		
TOTAL CHARGE	\$		

# APPENDIX D

Certificate of General Liability & Accident Medical Insurance						DATE (MM/DD/YYYY) 06/08/2011
PRODUCER Phone: (800) 747-9573 Fax: (303) 422-1276			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Sports and Recreation Providers Assoc. (purchasing group) and its members.			INSURERS AFFORDING COVERAGE		NAIC #	
			INSURER A: Riverport Insurance Company			
			INSURER B: StarNet Insurance Company			
			INSURER C:			
			INSURER D:			
INSURER E:						
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR KSPD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY		10/07/2010	10/07/2011	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 300,000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Spectators Only)	\$ 5,000
	<input checked="" type="checkbox"/> INC ATHLETIC PARTICIPANTS				PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 2,000,000
				PRODUCTS COMP/OP AGG	\$ 2,000,000	
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Per accident)	\$
	ANY AUTO				BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	HIRED AUTOS					
	NON-OWNED AUTOS					
B	ACCIDENT MEDICAL		10/07/2010	10/07/2011	MAXIMUM MEDICAL BENEFIT PER CLAIM	\$ 10,000
	<input checked="" type="checkbox"/> Excess To Primary Health Ins. Policy will not cover primary health insurance deductibles, co-pays, program limits, or out of network care. If injured party does not have primary care, excess coverage becomes primary.				ACCIDENTAL DEATH & DISMEMBERMENT	\$ 2,500
	<input checked="" type="checkbox"/>				DEDUCTIBLE PER CLAIM	\$ 1,000
	EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	\$
	OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>				AGGREGATE	\$
	DEDUCTIBLE					\$
	RETENTION \$					\$
OTHER:						
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS</b> Additional Insured(s): <u>Miami Dade County Public Schools</u> is added as additional insured.						
<b>CERTIFICATE HOLDER</b> Miami Dade County Public Schools 1500 Biscayne Blvd, Suite 335 Miami, FL 33132  (M-DCPS MUST ALWAYS BE THE CERTIFICATE HOLDER)				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE   Harold Leid		