



# The Scoop

Volume 2017-18, Issue April-May

## **VISION:**

Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration, & learning.

## **MISSION:**

To Serve Every Student with Excellence as the Standard.

## **HUMAN RESOURCE SERVICES:**

BPS fosters a high performing workforce within a collaborative learning culture through effective communication and stellar customer service meeting the needs of our stakeholders to positively impact all our students.



## **Eleven and Twelve-Month Employees - Summer Operating Hours/Alternate Schedule Option**

We will be implementing an energy conservation strategy for the summer by minimizing electrical consumption during the peak hours of 3:00 p.m.-6:00 p.m.

District and school summer hours will be 6:30 a.m.-3 p.m., beginning Friday, June 1 and will return to regular hours on Wednesday, August 1. HVAC systems will not be operational prior to 6:30 a.m. and after 3:00 p.m.; the building/office **will** become **very warm** during those "off" hours.

Employees wishing to alter their summer schedules to a 4-day, 40-hour workweek should obtain approval from their supervisor. For employees who choose to work four 10-hour days. the workweek will be standardized as Monday through Thursday - NO EXCEPTIONS. The four-day workweek will begin Monday, June 4 and end on Thursday, July 26. The first Friday off is June 8 and the last Friday is July 27. The community will be informed that the district will be closed to the public on Fridays with the exception of specific programs at certain schools. To request consideration for approval of alternate work hours, please see attached form that needs to be completed and submitted to your Supervisor for approval.

## **July 4th Work Week**

During the July 4th workweek, ALL work locations will be open Friday, July 6th. Payroll, for this workweek, will function the same as any other workweek with a federal holiday (Memorial Day, Labor Day, etc.) and each day will count as 8 hours. All full-day leave requests for that week will be for 8 hours. We will continue to minimize electrical consumption during peak hours of 3:00 p.m.- 6:00 p.m. as HVAC systems will not be operational prior to 6:30 a.m. and after 3:00 p.m. and the building/office **will** become **very warm** during those "off" hours.

**MEMORANDUM**

To: Eleven and Twelve-Month Employees

From: Dr. Carol A. Kindt *ck*  
Deputy Superintendent/Chief HR Officer  
Human Resources Services

Date: March 19, 2018

Re: Summer Operating Hours/Alternate Schedule Option

**Summer Operating Hours**

We will be implementing an energy conservation strategy for the summer by minimizing electrical consumption during the peak hours of 3:00 p.m. – 6:00 p.m. District and school summer hours will be 6:30 a.m. – 3 p.m., beginning Friday, June 1 and will return to regular hours on Wednesday, August 1. HVAC systems will not be operational prior to 6:30 a.m. and after 3:00 p.m.; the building/office **will** become **very warm** during those “off” hours.

**Summer 4-Day Workweek Option**

Employees wishing to alter their summer schedules to a 4-day, 40-hour workweek should obtain approval from their supervisor. For employees who choose to work four 10-hour days, the workweek will be standardized as Monday through Thursday – NO EXCEPTIONS. The four-day workweek will begin Monday, June 4 and end on Thursday, July 26. The first Friday off is June 8 and the last Friday is July 27. The community will be informed that the district will be closed to the public on Fridays with the exception of specific programs at certain schools.

Please use the form below to request consideration for approval of alternate work hours.

\_\_\_\_\_ I plan to work an alternate summer schedule of a 4-day workweek with 10-hour days working Monday through Thursday with Fridays off. I understand and accept the working conditions due to HVAC scheduling.

\_\_\_\_\_ I plan to work a five-day, 40-hour work week, but will work hours other than 6:30 a.m. – 3:00 p.m during the summer. I understand and accept the working conditions due to HVAC scheduling. My hours will be \_\_\_\_\_.

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

School/Department: \_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved      \_\_\_\_\_  
Supervisor's Signature

Provide copy to employee; keep original at school/department

Carol A. Kindt, Ed.D.  
Deputy Superintendent/Chief Human Resources Officer  
Phone: (321) 633-1000, ext. 200 • Fax: (321) 633-3525

## Professional Standards & Labor Relations



Brevard Public Schools offers tuition assistance to Instructional, Local 1010 and Non-Bargaining employees.

Rules and applications for each bargaining unit are available on the [BPS Website under Departments/Labor Relations](#)

The deadline to submit an application is the end of June each year.

If approved for assistance and all requirements are met, payment will be issued mid-November.

## HR Data, Reports, and Analysis

### Ask Ms. Information!

**FAQ:** I located a report from the FLDOE showing my school's evaluation completion statistics from last year. Why did I have 34 people at my school showing without a score?

**Miss In':** The FLDOE report comes from ProGOE. If you have a question about someone on the report, you can find their information in ProGOE in the archived section. There is very little if anything at all that can be done about scores from last year. However, this year we have provided all school leadership two reports showing the timeline status for Instructional Staff. We have also been sending out weekly status updates and will continue to do so until the final report goes to the state.

**FAQ:** Why didn't I get evaluated last year? I did not receive pay for performance like some of my peers.

**Miss In':** We are happy to research your inquiries as they arise, however, please be advised that ultimately it is your responsibility to make sure your evaluation is complete and signed off by both yourself and your evaluator. If all the green check marks are not lit up on your evaluation in ProGOE, this is a big clue that your evaluation has not been completed. Please be vigilant. Ask questions. Get answers and complete your evaluation. You will be very glad you went through the process next year when it comes time for your pay for performance and/or selection for Best & Brightest.

**FAQ:** I thought I completed my evaluation when my evaluator and I signed a printed copy and couriered it to ESF?

**Miss In':** I'm sending out reports this year showing the completion status of all phases of the evaluation process in ProGOE. Bottom line, if a section of your evaluation does not have a green check mark, your evaluation shows as incomplete on the reports I run. The green check mark indicates all responsible parties have viewed, approved and signed off electronically. This new reporting process puts the completed evaluation and the status of your schools' evaluations at your fingertips.

**FAQ:** It takes too many clicks to get the green check marks.

**Miss In':** Just think of them as dollar signs, because that's what they will translate into next year.



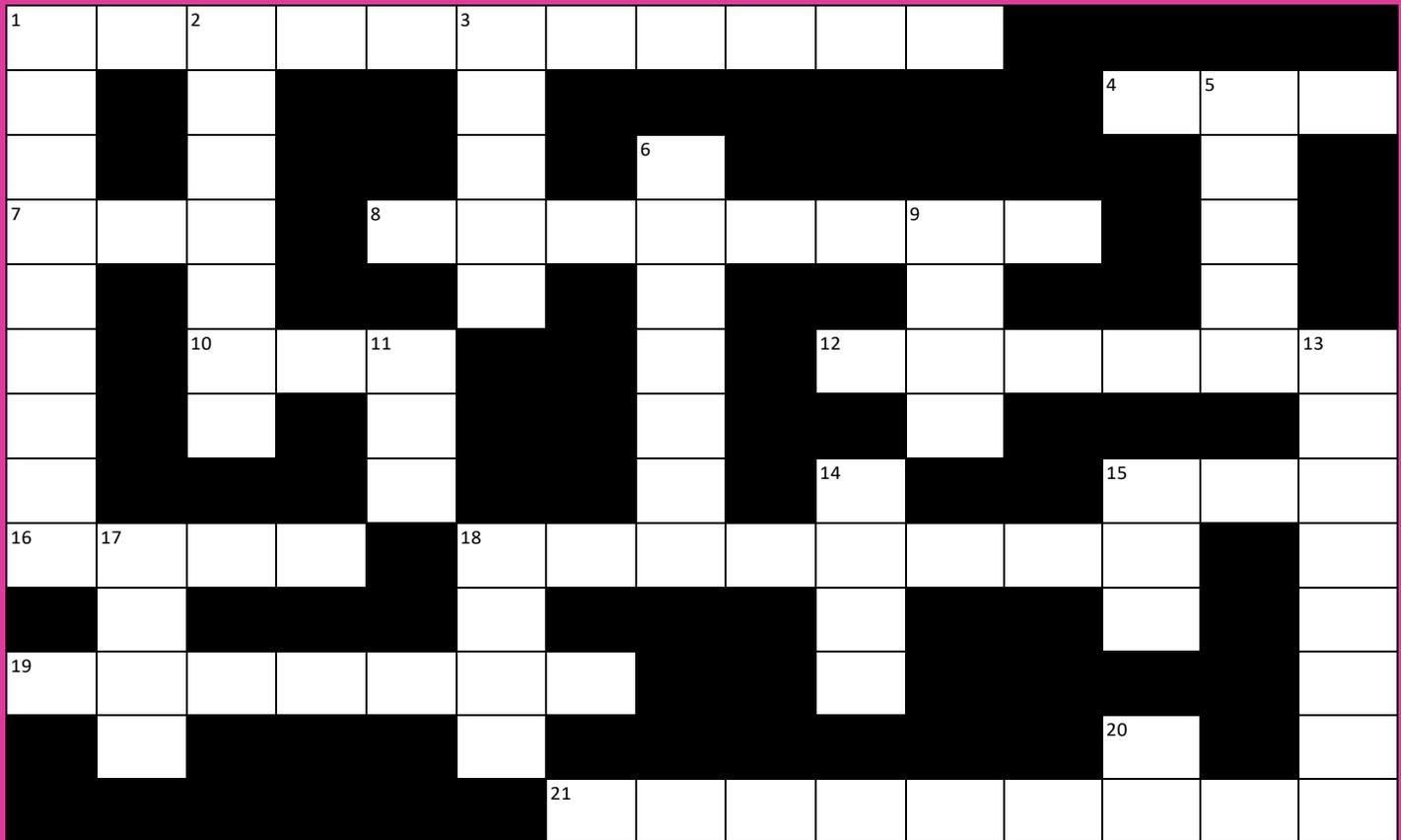
If you have any questions, please contact Mary Lou Stant at 321-633-1000, ext. 245 or [Stant.MaryLou@BrevardSchools.org](mailto:Stant.MaryLou@BrevardSchools.org)



## Compensation Services and Position Control

(Answer Key in Next Issue)

### Pre-Interview Crossword Puzzle



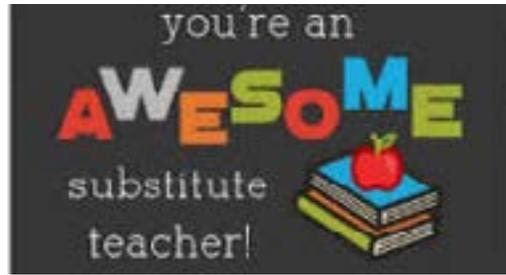
#### **Across**

1. First \_\_\_\_\_ matter.
4. Generate a list of questions to \_\_\_\_\_ the interviewer.
7. Do not \_\_\_\_\_ or drink during a job interview.
8. Prior to the interview, \_\_\_\_\_ the position and company.
10. Do \_\_\_\_\_ wear worn, dirty, or offensive clothes to a job interview.
12. Eating immediately before an interview can result in \_\_\_\_\_ that can stain your clothes.
15. Turn off \_\_\_\_\_ mobile devices before the job interview.
16. Dress as if you are going to \_\_\_\_\_, not the beach.
18. Know the primary \_\_\_\_\_ or clients of the company at which you are interviewing.
19. Allow extra travel time if the traffic or \_\_\_\_\_ is bad.
21. Prepare for the potential \_\_\_\_\_ that an interviewer may ask.

#### **Down**

1. A job \_\_\_\_\_ can be compared to an audition.
2. Review the job \_\_\_\_\_ to learn about the position.
3. Wear clean, polished, and appropriate \_\_\_\_\_.
5. Be sure to look and \_\_\_\_\_ your best.
6. Put away all mobile \_\_\_\_\_ before the interview.
9. Bring a \_\_\_\_\_ of your résumé to the interview.
11. Make sure your clothes are not \_\_\_\_\_ revealing.
13. Do not ask about \_\_\_\_\_ or vacation policies during the initial interview.
14. \_\_\_\_\_ in a mirror to check your teeth, hair, and clothes.
15. An interview helps determine whether you \_\_\_\_\_ a good fit for the company.
17. It is better to be \_\_\_\_\_ dressed than underdressed.
18. Do not \_\_\_\_\_ gum during a job interview.
20. An interview is not the time \_\_\_\_\_ “wing it.”

## Employment Services



John F. Kennedy Middle School had the need for a substitute teacher which ended up being for an extended period of time. We knew we would be able to depend on **Mr. Michael Bennett**. He typically came in early and often stayed late to help ensure that he provided the best for our students. Mr. Bennett was able to go into the classroom and not only implement the lesson plans, but create innovative, engaging lessons to meet the needs of our students. He never “skipped a beat”. He attended faculty meetings, graded papers and projects, and even advised as to some supplies/resources that could assist in the classroom. Students love going to his class and parents shared words of appreciation for his fine work. His family is not a stranger to Brevard Public Schools as both his mother and his wife are employed by BPS. When Kennedy was able to post an ad for the position, Mr. Bennett was able to share his expertise and qualifications before a rigorous interview team and just recently was able to be hired as a teacher here at Kennedy. **We value all that Mr. Bennett gave to Kennedy in his role of substitute teacher and welcome him as a new teacher now to BPS.**

### Employment Services

### Professional Learning & Development



#### **BPS Employee & Retiree Discounts**

BPS provides employees and retirees with discounts and special benefits to a wide variety of products and services.

To view the listing of discounts, please click on the following link:

[BPS Employee & Retiree Discounts](#)



The Florida Department of Education named 25 Brevard County public schools as Schools of Excellence. To receive the designation, a school must receive an A or B grade in each of the past three years. They also must be in the 80th percentile or higher for possible points earned in its school-grade calculation for at least two of the last three school years. Schools retain the designation for up to three years, and can apply for renewal after that time. Instructional staff holding a regular professional certificate employed at a School of Excellence for one school year will earn 20 in-service credits this school year and can earn a total of 60 credits within a five-year validity period. The Office of Professional Learning and Development is working with the Office of Educational Technology to grant these credits in early June to instructional staff members. **If you have any questions about Schools of Excellence, please contact Lynn Conroy at 321-633-1000, ext. 175 or [Conroy.Lynn@BrevardSchools.org](mailto:Conroy.Lynn@BrevardSchools.org)**

#### **Carol A. Tolx, Ed.D.**

Deputy Superintendent/Chief Human Resources Officer  
Phone: (321) 633-1000, ext. 200 \* Fax: (321) 633-3525

#### **Professional Standards & Labor Relations**

**Rivers Lewis, MHR, SHRM-CP**  
Dir, Professional Standards/Labor Relations  
321-633-1000, ext. 265  
[Lewis.Rivers@BrevardSchools.org](mailto:Lewis.Rivers@BrevardSchools.org)

#### **Professional Learning & Development**

**Christine Moore**  
Dir, Professional Learning & Development  
321-633-1000, ext. 240  
[Moore.Christine@BrevardSchools.org](mailto:Moore.Christine@BrevardSchools.org)

#### **Compensation Services & Position Control**

**Rochelle Schwindt, SPHR, SHRM-SCP, LSSGB**  
Dir, Compensation Services  
321-633-1000, ext. 250  
[Schwindt.Rochelle@BrevardSchools.org](mailto:Schwindt.Rochelle@BrevardSchools.org)  
[CompensationServices@BrevardSchools.org](mailto:CompensationServices@BrevardSchools.org)

#### **Employment Services**

**Chrystal Holaway**  
Employment Manager, Elementary and ESF  
321-633-1000, ext. 220  
[Holaway.Chrystal@BrevardSchools.org](mailto:Holaway.Chrystal@BrevardSchools.org)

**Marynet Dulice**  
Employment Manager, Secondary and ESF  
321-633-1000, ext. 247  
[Dulice.Marynet@BrevardSchools.org](mailto:Dulice.Marynet@BrevardSchools.org)

#### **HR Data, Reports, and Analysis**

**Mary Lou Stant**  
HR Information Systems Analyst III  
321-633-1000, ext. 245  
[Stant.MaryLou@BrevardSchools.org](mailto:Stant.MaryLou@BrevardSchools.org)