

Human Resources and Employee Relations

To be a World-Class School System it takes a World-Class Team

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and Employee Relations

HR Times



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MAP Silo Instructions

The TC-72 screen for data entry of the teacher Silo number will be available for use beginning the morning of **March 23, 2009**. Silo numbers for teachers will need to be entered into the mainframe no later than close of day **April 2, 2009**. The directions on how to enter the Teacher Silo can be found at the following link: <http://hr.leeschools.net/MAPSiloInfo.htm> along with the link to the Merit Award Plan (MAP) <http://hr.leeschools.net/tpp/07-08/MAP%202007-09%20School%20District%20of%20Lee%20County.pdf>.

We have attempted to streamline the Silo identification process by generating preliminary Silo numbers for most middle and high school teachers. The TC-72 screen has been updated with the suggested Silo number, which was determined as a result of analyzing student schedules in SILK. Silos have **not** been entered for instructional support personnel such as (guidance counselors, media specialists, etc)

Silos have **not** been identified for elementary level instructional personnel. Elementary classroom teachers who departmentalize in grades 3-5 will select the appropriate grade level Silo for Reading, Math or Science (Science is for grade 5 only). Progressive Placement Silos are also an option for those teachers who teach in the Progressive Placement model. Please note, learning gains for Progressive Placement Silos will be based on October FTE class enrollment.

The 2008-09 Instructional Silos have been updated to reflect this year's student schedules. Many of the silo numbers are the same as last year. As a result of the analysis of assessment data and principal and teacher feedback, some silo modifications have been made for this year. A summary of those changes can be found on the page 2.

Substitute Teacher Reminders

1. Disposable vinyl gloves should be available for substitutes to use in case of emergency.
2. The key issue has ALMOST become non-issue. Only a few schools are still not providing a key. If your school is one that is not providing one you may considering contacting a school with a model policy (Ida Baker HS, Trafalgar MS, Fort Myers HS are good examples).
3. E-mail access is necessary to keep subs informed of school-wide events and emergency situations. Most schools provide access but the few that do not are causing concern.

Questions or comments? Email us at marcbm@leeschools.net or call 461-8441.



Important Dates

March 23, 2009

Silos available

April 2, 2009

Silo number entry deadline

March 25, 2009

Advertise all anticipated vacancies

April 16, 2009

Deadline to inform employee of involuntary transfer

May 4, 2009

Employment Status Forms completed to recommend employees for Annual Contracts

May 8, 2009

Deadline to notify annual contract teachers of reappointment recommendation

Silo Changes

Important Dates

Elementary Level

- New silos have been created for teachers of supported behavior classes
- One new silo has been added for schools that departmentalize and have teachers who primarily teach 5th grade science
- 1st and 2nd grade teacher silos are based on FCAT Reading -since we no longer give Stanford Math at these grade levels

Middle School Level

- New silos have been added for teachers of supported behavior classes

High School Level

- Intensive Reading silos have been split into separate silos, one for Reader's Handbook and one for Language! at each grade level

There are a number of personnel who do **not** qualify for the MAP program, but are categorized on the mainframe as instructional. In an effort to reduce the confusion with these unique positions, schools should enter the following codes in the silo field of TC72. As a result, this group of instructional staff will be bypassed by the MAP program and no longer appear on the edit reports.

AAAA: Teachers who do not meet the 99 day attendance requirement (one day more than ½ the school year)

HDST: Headstart PK teachers

CCH1: Athletic coaches who are not classroom teachers

PTPT: Part time teachers who teach less than 20 hrs per week

Please look in your electronic administrative folder on March 23rd to find the Silo numbers to which some of your teachers have been assigned. Please note that the report only displays the teachers who have had Silo numbers programmatically entered. You will receive a new report Friday, April 3rd reflecting your updated teachers and Silos.

Please be sure to verify that the correct Silo number has been entered for all instructional personnel. Principals should verify the accuracy of this information with their staff. For example, if your guidance counselors are assigned students in SILK, they may have been assigned a Silo number related to their teaching schedule, not their primary position. Silo numbers can be updated or changed to reflect the teacher's primary teaching assignment. Some Silo numbers may need to be changed.

When you have completed entering your Silo information please forward the signed electronic report of Silo numbers to Linda Jo Sanders, HR Generalist. Please contact [Patti Elkin](#) at 335-1407 if you have questions regarding Silo assignments or contact [Greg Adkins](#) at 337-8503 if you have any other MAP related questions.

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