

**AT A GLANCE
IMPORTANT DATES**

Winter Break

December 20, 2010 –
January 03, 2011

Thanksgiving Break

Nov 25 – 26, 2010

Martin Luther King (observed)

January 17, 2011

Presidents' Day (observed)

February 21, 2011

Spring Break

March 14 – March 18, 2011

**Interession Break at East &
Sallie Jones Elementary**

October 18 – Oct 29, 2010

March 7 – 11, 2011

School Ends – May 26, 2011

Bi-Weekly Payroll Dates:

08/18/10	01/19/11
09/01/10	02/02/11
09/15/10	02/16/11
09/29/10	03/02/11
10/13/10	03/11/11
10/27/10	03/30/11
11/10/10	04/13/11
11/23/10	04/27/11
12/08/10	05/11/11
12/17/10	06/03/11

2010-2011 Start Times

High Schools:

CHS, LBHS, PCHS & Charlotte Harbor Center

First Bell Last Bell
7:25 am 1:55 pm

Middle Schools:

LA Anger, Murdock Middle,
Port Charlotte Middle & Punta Gorda Middle

First Bell Last Bell
9:25 am 3:55 pm

Elementary Tier 1

Deep Creek, Liberty, Sallie Jones, Meadow Park & Myakka River

First Bell Last Bell
8:35 am 2:35 pm

Elementary Tier 2

Baker Center, East, Kingsway, Peace River, Neil Armstrong & Vineland

First Bell Last Bell
8:55 am 2:55 pm

Academy

7:55 am 2:25 pm
Charlotte Tech Center

7:45 am 2:25 pm

News and Information Just for Substitute Teachers
from

Charlotte County Public Schools

Our District Vision -- Student Success

Welcome Substitute Teachers

Welcome to the 2010-2011 school year! We hope you had a relaxing summer break.

Although we continue to deal with our budget challenges, we hope it is a successful year for you and our students.

WHAT'S NEW ?? - *** **Aesop Administrator Change** – Perhaps many of you have viewed your Aesop home page and now are aware I have taken a new position in HR Department and your new Aesop Administrator will be Adele Piediscalzo. Her telephone number will be 941 255-0808 ext 3208. I want to personally thank all of you for your support with the implementation process of the Aesop system. We realize the system is not perfect, however, we have come a long way and will continue our efforts in meeting our CCPS district needs for Sub Teachers. I shall appreciate your patience and understanding through the next month and transition process.

ALERT: School Location Change – Meadow Park Elementary School will be housed on the East Elementary School Campus - Punta Gorda for the 2010- 2011 school year as their new school is under construction.

Lemon Bay High School - is also under new construction However, classes will remain in session on their current campus -- Please allow sufficient time for parking concerns when reporting there to work!

FIRST DAY OF SCHOOL - August 9, 2010 - Please to remember – Always check into the office with the sub coordinator and sign appropriate time sheet.

** **Direct Payroll Deposit** -- Now available to all CCPS Substitute Teachers

Please contact the Payroll Department to fill out the necessary form.

REMINDER: Please take a few minutes to review the LOGIN process, update your Aesop calendars and contact information for 2010-2011. It also might be helpful to review the online training video for substitute teachers located on your Aesop HOME PAGE **Mark your calendars now !!**

(Please check individual schools for your arrival time)

REMINDER: Your LOGIN and ID # for Aesop is your telephone # & your PIN # is the last four digits of your Social Security #. * (Any telephone # changes must be sent to the Human Resource Department immediately)

REMINDER: If you enroll in the Sub-Hub on line training for Substitutes, print a completed certificate at the end of each of the five courses and submit them to the Human Resource Department for processing. For more information on the Sub-Hub please visit: www.theSub-Hub.com

(\$20.00 one time online fee)

** You may receive an additional \$1.00 per hour in one of the following ways:

(1) Sub Hub online course completion (2) Valid Florida Teaching Certificate

** The additional \$ 1.00 per hour is effective the following pay period after your certificate is submitted to HR.

** Please note if you do not have a copy of your Florida teaching Certificate on file please provide a copy to HR as soon as possible.

** **Substitute Pay is as follows:**

Minimum 60 credits \$9.50 per hour - BS Degree or Higher \$11.50 per hour

REMINDER: ** UPDATE: Review of Substitute Performance – Please Review

School Administrators review your effectiveness by a variety of factors including, but not limited to, how well the lesson plan was followed, how students viewed the time the substitute spent with them, whether colleagues observed positive things happening or found it necessary to intervene and provide forms of assistance they believed essential, and finally, the substitutes' punctuality and reliability in each school. When a review of the above information raises concerns among school leadership regarding performance as a substitute teacher, they can block all future opportunities for substituting in that school. When a substitute teacher has been blocked from three or more schools that substitute will automatically be removed from the approved list of Substitute Teachers for Charlotte County Public Schools.

Practice classroom management at home!

Utah State University offers Substitute training materials - please visit: sti@sti.usu.edu

Utah State UNIVERSITY / Substitute Teaching Institute

Again, as I have been fortunate to meet many of you and it has been a pleasure.

Good Luck to all for a fun filled 2010 – 2011 school year!

Thanks,

Karen Jeffers