

MEMORANDUM

June 10, 2004  
M221/03-04  
305 995-1796

TO: Selected Principals  
FROM: Will Gordillo, Administrative Director  
Division of Exceptional Student Education



**SUBJECT: REVISED - EXTENDED SCHOOL YEAR (ESY) SERVICES HIRING PROCEDURES**

The 2004 AUTOMATED SUMMER SCHOOL HIRING SYSTEM USER GUIDE is available through the Internet accessing the web page at: <http://www.dadeschools.net> under e-handbooks. This guide is used to hire personnel listed in the **2004 SUMMER SCHOOL ELIGIBILITY WORKSHEETS** to provide ESY services.

Personnel providing ESY services will be hired with an effective date of July 6, 2004 as full-time employees. Instructional personnel will be set up on the **"Q" payroll** and non-instructional personnel on the **"R" payroll** using their regular job codes and respective objects. The following funding structures must be utilized when hiring eligible personnel to deliver ESY services in accordance with procedures referenced on page 7 of the **USERS GUIDE FOR THE AUTOMATED SUMMER SCHOOL HIRING SYSTEM**.

	Fund	Program	Function
<b>Instructional</b> (Using regular Job Code)	0420	3341	5200
<b>Non-Instructional</b> (Using regular Job Code)	0420	3341	5200

There are instances when allocations will not generate full-time instructional or non-instructional positions. Personnel hired for these positions will be set up on the **"P" hourly payroll**. For instructional employees, use job code 1437 and for non-instructional employees, use the regular job code. Charge these positions to the following funding structures:

	Fund	Object	Program	Function	Job Code
<b>Instructional</b> AU - Salary Scale	0420	5150	3341	5200	1437
<b>Non-Instructional</b> U1 - Salary Scale	0420	5150	3341	5200	regular

Personnel serving students whose ESY service initiate prior to July 6, 2004, must be hired on the date that services are to begin for those students at their respective ESY location using the aforementioned structures. However, for time worked on the **"Q, R, or P" payroll**, prior to July 6 2004, an electronic **"write in"** roster must be entered on PARS.

Principals of the designated open ESY location shall employ staff members from sending schools. The staff members from paired schools should be employed in proportion to the number of students registered at the ESY location from the paired schools. A separate notification will be sent regarding personnel allocations for speech-language pathologists, vision and hearing itinerants, sign language interpreters, occupational and physical therapists, and individual (one-to-one) paraprofessionals.

Principals will be notified of their personnel allocations for each designated ESY location via electronic correspondence pending submission of final student count from each ACCESS Center.

If there are any data entry questions, please contact support services at 305 995-3705. If you have additional questions, please contact this office at 305 995-1796.

cc: Ms. Marjorie H. Adler Ms. Judith A. Webb Mr. Ronald K. Felton Dr. George M. Koonce, Jr. Ms. Willa S. Young Ms. Brucie Ball ACCESS Center Assistant Superintendents Mr. Nelson J. Perez Dr. Marta A. Leyva Dr. Ruby Poitier Ms. Ronda Martin Dr. Eduardo R. Rivas ACCESS Center Directors Mr. Henry Calvo	ESE Executive Directors Ms. Vanessa W. Byers Mr. Nick Di Liello Ms. Mary L. Snipes Ms. Rhoda O. Shirley Ms. Martha M. Diaz Ms. Charlene Burks Ms. Dulce Castro Ms. Ana Ramos Ms. Kirstie Bray ACCESS Center Instructional Supervisors for ESE Ms. Beverly Young Staffing Specialists
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