

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601


Desmond K. Blackburn, Ph.D., Superintendent



July 23, 2018

## MEMORANDUM

TO: Leadership Team

FROM: Mary Lou Stant, HRIS Analyst III 

RE: Required Orientation Training

All Brevard Public School Employees are required to complete the Orientation materials in ProGOE. The Evaluation Plans for 2018 – 2019 will be available in early August. Please tell everyone in your division that they are required to complete the Orientation within the first month of the start of the new school year, or within the first week of employment.

**NOTE: It is the responsibility of the evaluator to make sure everyone they evaluate is listed on their Evaluation Participation tab. If you do not see your staff on the Evaluation Participation screen, send Mary Lou Stant the list of employee names you are responsible for evaluating as soon as the new plan is rolled out.**

Evaluators and their designees will have access to an Orientation Completion report in ProGOE. On or before September 10, 2018 run the report and email to Mary Lou Stant confirming the percentage completion for the staff you are responsible for evaluating. Rosters from the group Orientations will serve the same purpose for employees who do not have access to ProGOE.

There are four (4) preformatted reports, similar to the ones provided last year. The expectation is that the report will be sent by the evaluator or their designee, and the report will show 100% completion. While we can't force you to do this, we will be monitoring the progress closely. The four reports are located in ProGOE on the Reports Tab:

1. Evaluation Forms – Single Row: 2018 – 2019 orientation Completion – Support Staff
2. Evaluation Forms – Single Row: 2018 – 2019 orientation Completion – ILPAS / DILPAS
3. Evaluation Forms – Single Row: 2018 – 2019 orientation Completion – Instructional
4. Evaluation Forms – Single Row: 2018 – 2019 orientation Completion – Instructional (New)

Good luck! Watch the LTP and the Scoop (the HR Newsletter) for updates throughout the coming school year.

Carol A. Tolx, Ed.D.

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