

**MEMO**

**TO:** Tim Wyrosdick, Superintendent

School Board Members

**FROM:** Conni Carnley

**DATE:** April 4, 2019

**RE:** Conditional Contracts

Attached is a copy of the revised Santa Rosa County District Schools Instructional Pre-Binder Contract that we have retitled as the Santa Rosa County District Schools Instructional Conditional Contract. The utilization of these contracts will enable administrators the ability to identify viable instructional candidates and offer them the possibility of employment based upon the criteria set forth in the contract. Examples of candidates that may be offered a conditional contract are student teachers, substitutes, and job fair attendees to name a few. The number of conditional contracts offered will not exceed the number of available vacancies.

It is requested that in the School Board Meeting on April 11, 2019 that you approve the offering of Santa Rosa County District Schools Instructional Conditional Contracts to acceptable candidates.



### INSTRUCTIONAL CONDITIONAL CONTRACT

Name: \_\_\_\_\_ (referred to below as Teacher)

Address: \_\_\_\_\_  
Street City State Zip Code

( ) \_\_\_\_\_ \*Social Security No.: \_\_\_\_\_

Area Code Phone Number

E-mail Address: \_\_\_\_\_ Alternative Contact: \_\_\_\_\_

Degree / Major: \_\_\_\_\_

Certification (if applicable): \_\_\_\_\_

Date of Availability for Employment: \_\_\_\_\_

The School Board of Santa Rosa County, Florida ("School Board") wants to employ you as a classroom teacher for the 2019-2020 school year. The base salary for a beginning teacher is \$36076. **Upon verification of eligible employment experience or degree, additional salary credit may apply.** Benefits information is available at [www.santarosa.k12.fl.us](http://www.santarosa.k12.fl.us).

This offer is subject to the following terms and conditions:

1. The Teacher must provide evidence of eligibility through one of the following methods:
  - a. Official transcript with a minimum of a bachelor's degree conferred indicating a major in an area of FLDOE recognized certification. OR
  - b. In addition to the transcript indicated a Bachelor's Degree evidence of passing a subject area exam (SAE) with the Florida Department of Education (FLDOE).AND
  - c. Apply to FLDOEAND if applicable
  - d. Sign a Memo of Understanding (MOU) if hired to teach in an "Out-Of-Field" area.

**\*Social Security numbers are collected, and will only be used, in order to conduct background checks, and once hired, to process payroll/personnel action, employment benefits, and retirement benefits.**

2. Information on the application must be satisfactory to the Superintendent in order for him to continue to offer employment including satisfactory employment references, background, and work history check. The Teacher will be fingerprinted and drug tested and a satisfactory result is required in order to be employed.
3. This offer is conditional and employment is subject to approval and action by the Santa Rosa County School Board. Notwithstanding any other term or provision of this offer, the School Board shall be under no obligation to enter a contract with the Teacher unless and until all conditions of this offer have been fulfilled and the School Board has approved and authorized the Teacher's employment. Execution of this offer by the personnel agent for the Superintendent constitutes an agreement by the Superintendent (after receipt of a recommendation from the interviewing principal) to recommend approval of Teacher's employment to the School Board upon satisfaction of all conditions contained herein.

4. All appointments are subject to assignment and/or transfer to particular schools and locations within the District. Salary will be based on Teacher's degree status and verified professional experience in accordance with our negotiated salary schedule. This conditional contract can be rendered void for:
- Failure to meet any of the contingencies and/or reasons that would constitute grounds for discharge under applicable Florida laws and regulations and/or Santa Rosa County School (SRCS) Board policies, rules, or practices.
  - Failure to accept an interview and/or offer of employment when offered.
  - Failure to respond to attempts to contact you by SRCS administrators or Human Resource Personnel.

Your employment may be terminated for any cause for which termination is allowed under any applicable law or regulation. A formal contract of employment will be issued at a later date. That contract is subject to all applicable laws, collective bargaining agreement and salary schedules, based on your degree/certification and acceptable experience.

**RELEASE OF INFORMATION:** I authorize any individual with information about or access to record referring to the undersigned to provide that information and/or those record to the School District of Santa Rosa County. I waive any and all rights to privacy or confidentially for the purpose of this authorization, and release all individual who provide such information and/or records from any liability of every nature and kind arising from those acts.

We very much hope you will accept this offer and are excited to work together with you to provide all students of Santa Rosa County Public School District with an excellent education.

SIGN ACCEPTANCE AND RETURN ORIGINAL BY \_\_\_\_\_, 20\_\_\_\_ \*\*  
THIS CONDITIONAL CONTRACT IS IN EFFECT UNTIL THE FOLLOWING DATE: \_\_\_\_\_, 20\_\_\_\_

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### ACCEPTANCE

I acknowledge that this offer is made expressly subject to those conditions set forth above, and I accept this offer with full knowledge of that fact.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/ Director

This conditional contract must be signed and returned to The Office of Human Resources within five calendar days of the above "Return Date" (see asterisk\*\*) or contract will be null and void. RETURN ORIGINAL AND RETAIN COPY.

Mail or email to: Human Resources: Santa Rosa County Schools  
6032 Highway 90  
Milton, FL 32570  
(850) 983-5108  
weste@santarosa.k12.fl.us