

**Timeline for VBCPS Future Teacher Awards  
2013/2014 School Year**

<b>Day</b>	<b>Date</b>	<b>Action</b>
Monday	4/28/14	Human Resources adds VBCPS Future Teacher Award to Executive Leadership Team Agenda for 5/6/13 meeting
Monday	5/05/14	Media & Communications approves Executive Leadership Team agenda item
<b>Thursday</b>	<b>5/08/14</b>	<b>Award recipients' names due to Linda Spruill by noon – Linda will collect names, SSNs and School Locations of the Recipients and forward them to Bernard Platt by 5:00 pm</b>
Friday	5/09/14	Certificates with recipients' names are prepared and printed
Friday	5/09/14	Human Resources adds recipients names to the PERS report
Monday	5/12/14	Board Chair and the Superintendent are presented with the certificates for signature during their regular pre-Board meeting
Monday	5/12/14	Media & Communications sends out invitations to parents
Tuesday	5/13/14	Cover Sheet from Media & Communications and Personnel Report with recipients' names from Human Resources due to Clerk of the Board
Tuesday	5/13/14	Media & Communications submits cover sheet with supporting documentation to Superintendent's office
Thursday	5/15/14	Certificates are returned to HR for framing
Thursday	5/15/14	Nina Hernandez posts Personnel Report to School Board for 5/20/14
Monday	5/19/14	Framed certificates are given to Media and Communications
<b>Tuesday</b>	<b>5/20/14</b>	<b>Award recipients are honored at the School Board meeting and receive the framed award certificates from the Board Chair and Superintendent</b>
Wednesday	5/21/14	VBCPS Future Teacher Award letters and contracts are delivered to the principals of the schools with recipients
Note: Timeline subject to change pending School Board Leadership in January 2014		