

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

Signature on File

October 3, 2017

TO: All Principals/Executive Directors/Directors

FROM: Robert W. Runcie
Superintendent of Schools

SUBJECT: 2018 OPEN ENROLLMENT COMMUNICATION MATERIALS

The **2018 Open Enrollment** window will begin **October 3, 2017**, and close on **October 27, 2017**. **All electronic and hard copy communications** from the District's Benefits Department will be sent directly to you via Outlook. The information for school locations will also be posted to PIVOT.

Please ensure that you forward all electronic information and hard copy Open Enrollment Communications to your staff so they are timely notified of any benefit changes, flu shot information, availability of various supplemental plans, etc. Please ensure that at least two (2) copies of the notices that you receive are printed and posted in conspicuous locations for those employees who may not have computer access at work.

Should you have any questions or require additional information, please contact Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services at 754-321-3100.

Thank you for your continued support, as we endeavor to provide a best-in-class benefits program to all of our employees.

RWR/CN/DMO/RA:smr

c: Superintendent's Cabinet
Dildra Martin-Ogburn, Ph.D. Director, Benefits & Employment Services
Cadre Directors, School Performance & Accountability