

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

June 28, 2018

TABLE OF CONTENTS

I.	<u>Administrative Actions</u>	
A.	2017-2018 Appointments	I-A, p. 1
B.	2017-2018 Re-Appointments	I-B, p. 1
C.	2017-2018 Redesignations	I-C, p. 1
D.	2017-2018 Transfers	I-D, p. 1
E.	2017-2018 Resignations, Retirements, Conclude Employment	I-E, p. 1
A.	2018-2019 Appointments	I-A, p. 1
B.	2018-2019 Re-Appointments	I-B, p. 1
C.	2018-2019 Redesignations	I-C, p. 1
D.	2018-2019 Transfers	I-D, p. 1
E.	2018-2019 Resignations, Retirements, Conclude Employment	I-E, p. 1
II.	<u>Job Descriptions and Supporting Documents</u>	
A.	Administrative	II-A, p.1-4
B.	Instructional	II-B, p.1-3
C.	Support	II-C, p.1-5
III.	<u>Instructional Actions</u>	
A.	2017-2018 Appointments	III-A, p. 1
B.	2017-2018 Reappointments	III-B, p. 1
C.	2017-2018 Redesignations	III-C, p. 1
D.	2017-2018 Transfers	III-D, p. 1
E.	2017-2018 Resignations/Retirements/Conclude Employment	III-E, p. 1-5
F.	2017-2018 Supplements	III-F, p. 1
G.	2017-2018 Pending Appointments	III-G, p. 1
A.	2018-2019 Appointments	III-A, p. 1
B.	2018-2019 Reappointments	III-B, p. 1-4
C.	2018-2019 Redesignations	III-C, p. 1
D.	2018-2019 Transfers	III-D, p. 1-4
E.	2018-2019 Resignations/Retirements/Conclude Employment	III-E, p. 1
F.	2018-2019 Supplements	III-F, p. 1
G.	2018-2019 Pending Appointments	III-G, p. 1
IV.	<u>Instructional Miscellaneous Actions</u>	
A.	2017-2018 Summer School	IV-A. p. 1-6
B.	2017-2018 Community Education	IV-B. p. 1
C.	2017-2018 Adult Education	IV-C. p. 1
A.	2018-2019 Summer School	IV-A. p. 1
B.	2018-2019 Community Education	IV-B. p. 1
C.	2018-2019 Adult Education	IV-C. p. 1
V.	<u>Instructional Substitute Teacher Actions</u>	
A.	2017-2018 Substitute Teacher Approval (None)	V-A. p. 1
A.	2018-2019 Substitute Teacher Approval (None)	V-A. p. 1

VI. Support Actions

A.	2017-2018	Appointments	VI-A, p. 1
B.	2017-2018	Reappointments	VI-B, p. 1
C.	2017-2018	Redesignations	VI-C, p. 1
D.	2017-2018	Transfers	VI-D, p. 1
E.	2017-2018	Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
F.	2017-2018	Supplements	VI-F, p. 1
G.	2017-2018	Summer School	VI-G, p. 1-2
A.	2018-2019	Appointments	VI-A, p. 1
B.	2018-2019	Reappointments	VI-B, p. 1-3
C.	2018-2019	Redesignations	VI-C, p. 1
D.	2018-2019	Transfers	VI-D, p. 1-2
E.	2018-2019	Resignations/Retirements/Conclude Employment	VI-E, p. 1
F.	2018-2019	Supplements	VI-F, p. 1
G.	2018-2019	Summer School	VI-G, p. 1

I. ADMINISTRATIVE ACTIONS

2017-2018

A. Appointments

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
---------------------------------	--------------------	------------------------

NONE

I. ADMINISTRATIVE ACTIONS 2017-2018

B. RE-APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
--------------------------	-------------	-----------------

NONE		
------	--	--

I. ADMINISTRATIVE ACTIONS 2017-2018

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
NONE		

I. ADMINISTRATIVE ACTIONS 2017-2018

D. Transfers

Site

Contract

NONE

I. ADMINISTRATIVE ACTIONS**2017-2018****E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
RACINE , LANA 1.0 PRINCIPAL-SH	CVA	06/29/2018 Resignation
GERDS , THOMAS 1.0 PRINCIPAL-ELEM	DIS	06/29/2018 Resignation
STAHLMAN , THERESA 1.0 ASST SUPER, INS/CUR	INST	06/25/2018 Resignation
GOODIER , PAUL 1.0 ASSIST PRINCIPAL-JH/M	OLJH	06/29/2018 Retirement

I. ADMINISTRATIVE ACTIONS

2018-2019

A. Appointments

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
GREEN , MONICA ASSIST PRINCIPAL-JH/M	GCJH	Effective 07/23/2018 11 months / Annual + PSC as Teacher
JACKSON , STEPHANIE PRINCIPAL-ELEM	GPE	Effective 07/02/2018 12 months / Annual
DAVIS , HOPE ASSIST PRINCIPAL-JH/M	LJH	Effective 07/23/2018 11 months / Annual

I. ADMINISTRATIVE ACTIONS

B. Re-appointments

2018-2019

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
STAEFE , KEVIN ASSIST PRINCIPAL SH	RHS	Effective 07/02/2018 12 months / Annual + PSC AS Teacher

I. ADMINISTRATIVE ACTIONS 2018-2019

C. REDESIGNATIONS

Name / Assignment

Site Contract

CORY , JACQUELINE
ADMIN ON ASSIGNMENT - 12 months

HR Effective 07/02/2018 redesignate from
DIRECTOR, HR - 12 mos. (HR)

RICHARDSON , CATHERINE
DIRECTOR, HR - 12 months

HR Effective 07/02/2018 redesignate from
SUPV. INSTRUCTIONAL - 12 mos. (HR)

I. ADMINISTRATIVE ACTIONS 2018-2019

D. TRANSFERS

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
AYERS , CAROLYN PRINCIPAL-ELEM	DIS	Effective 07/02/2018 transfer from (SBJ) ASSIST PRINCIPAL-ELEM
LEE , CHASTITY PRINCIPAL-ELEM	POE	Effective 07/02/2018 transfer from (SLE) ASSIST PRINCIPAL-ELEM
ROACH , JENNIFER SUPV. INSTRUCTIONAL	HR	Effective 07/02/2018 transfer from (POE) PRINCIPAL-ELEM
TUCKER , JANICE ASSIST PRINCIPAL-JH/M	OPJH	Effective 07/23/2018 transfer from (OPJH) VICE PRINCIPAL M/JH
WOOD , TYLER ASSIST PRINCIPAL-JH/M	OPJH	Effective 07/02/2018 transfer from (OPJH) ASSIST PRINCIPAL-JH/M

I. ADMINISTRATIVE ACTIONS

2018-2019

**E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

Name / Assignment

Site

Effective / Action

NONE

II. JOB DESCRIPTION ACTIONS

A. Administrative

Approve the following job descriptions

NEW:

I-1.2.47

Coordinator of Mental Health Services

The Coordinator of Mental Health Services will ensure the coordinated efforts for all things related to student mental health as supported by both district personnel and outside agencies. This individual will also oversee all campaigns to raise awareness about mental health, including bullying/harassment, and monitor case plans, therapeutic interventions, and consultations for students in crisis. This person will also supervise a cross-department team when they are performing crisis response and threat assessments, and when coordinating all professional learning such as Youth Mental Health First Aid.

I-1.2.48

Coordinator of Nursing Services

The Coordinator of Nursing Services will fill a unique and critical role in support of student wellness and capacity to be academically successful. This individual will provide specialized leadership for school-based and community-based medical needs supported through medical assistants, Department of Health, and other state-level programs. This person will coordinate all shot programs provided by outside agencies, wellness checks, and prevention programs. The Nursing Services coordinator will also oversee the development of Care Plans at the school level, and be a critical member of the District Rapid Response Team for students in crisis.

I-1.2.49

Coordinator of Student Engagement

The Coordinator of Student Engagement coordinates all services related to classroom behavior management, student conduct, and necessary board actions through the hearing office and expulsion proceedings. This individual will work closely with the instructional division to ensure integrated academic and behavioral curriculum supports, and oversees all activities related to the training and implementation of PBIS, restorative practices, and social-emotional curricula.

Job Locator: I-1.2.47

Coordinator of Mental Health Services

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent of
Climate and Culture

Job Description:

The Coordinator of Mental Health Supports is responsible to an Assistant Superintendent as designated by the Superintendent for the implementation and monitoring of mental health student education programs and related services.

Responsibilities and duties of this position include:

1. Provides leadership and assistance with federal laws, state statutes, and state board rules regarding mental health support requirements for students in public education settings.
2. Assists in the collection, preparation, and monitoring of required district data for the district's strategic initiatives and superintendent's accountability measures.
3. Provides guidance to instructional personnel for the implementation of procedures related to the support and control of student mental health in the learning environment.
4. Assists with revisions to the SP&P, A&P, and Code of Student Conduct manuals as needed and related to mental health and social-emotional learning outcomes.
5. Maintains clinical oversight of all implemented mental health and student wellness programs.
6. Review and sign all provider progress notes, providing feedback as necessary, and ensure documentation is completed in a timely manner.
7. Collaborates with other department administrators in support of positive student outcomes.
8. Provides technical assistance to the Student Services (SS) department in developing and monitoring procedures for initial evaluations and progress monitoring plans.
9. Provides support to instructional personnel and administrators for mental health school-based programs and services.
10. Provides in-service and professional development activities to district and school staff on topics related to social-emotional development, risk factors, signs and symptoms of mental health distress, and mentally healthy classroom learning environments.
11. Collaborates with parents, community agencies, school personnel, and others in the coordination of programs and services for students and student programming.
12. Assists in the provision of support and resources to parents, charter schools, private schools, and community members.
13. Performs other duties as assigned by direct report.

Required Qualifications:

1. Currently possess, or eligible to receive a valid Florida Educator's Certificate in School Psychology, School Social Work, or School Counseling, OR hold a valid license as issued by the State of Florida as a clinical provider through mental health, social work, marriage and family, or clinical psychology.
2. Three (3) years of successful experience in the implementation of clinical programming for children and youth.
3. Knowledge of federal and state education laws and regulations.
4. Ability to lead problem solving teams from analysis to plan implementation.
5. Strong verbal and written communication skills.
6. Effective interpersonal and decision making skills.

Job Locator: I-1.2.48

Coordinator of Nursing Services

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent of
Climate and Culture

Job Description:

The Coordinator of Nursing Services is responsible to an Assistant Superintendent as designated by the Superintendent for the coordination and supervision of all professional nursing services to students enrolled in the School District of Clay County in accordance with Clay County's Procedures and Policies regarding School Health Services and Health Services Manual for Medically Complex Students; provides supervision of medical services; assists in the implementation of the health services program, including emergency care of students and other such duties as may be assigned by the Assistant Superintendent or designee.

Responsibilities and duties of this position include:

1. Oversee the school-based completion of health room records, screenings, and keeping records on students being referred to the health room and services to students.
2. Supports and coordinates all school-based medical services performed by direct-hire nurses or health assistant staff.
3. Coordinates the implementation of the Annual School Health Services Plan and completion of data for Annual Report.
4. Provides and monitors when needed at the school level physician ordered nursing care, treatments, procedures and medications to designated students, which may include medically complex students.
5. Supports medically complex procedures when necessary at the school level within the scope of Florida Registered Nurse licensure, including but not limited to catheterization, tracheal suctioning, postural drainage, gastrostomy feedings, and nursing assessment.
6. Provides supervision, coordination, and/or consultation to RN, LPN and other staff who provide medical services to students (including student's physician).
7. Assists in the establishment of a cumulative health record and nursing care plan on appropriate students and documentation of health problems identified, medical procedures or corrective measures.
8. Assists school-based staff and a child's physician in the development of specific individualized nursing care plans for exceptional students or 504 plans as needed.
9. Assists in providing staff awareness regarding health related instruction, including but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
10. Serves as a core member of the district-based teams assigned to complete Threat Assessments and Crisis Response.
11. Participates in workshops and training sessions as required.
12. Provides other duties of a similar nature or level.

Required Qualifications:

1. Must be licensed as a Florida State Licensed Registered Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
2. Must be certified in CPR and maintain certification during employment.
3. Must possess current certification in First Aid prior to employment, and must maintain certification while employed.
4. Five (5) years of successful experience in the supervision of clinical nursing programming for children and youth.
5. Ability to lead problem solving teams from analysis to plan implementation.
6. Strong verbal and written communication skills.
7. Effective interpersonal and decision making skills.

Job Locator: I-1.2.49

Coordinator of Student Engagement

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent of
Climate and Culture

Job Description:

This position supports the Assistant Superintendent of Climate and Culture (or other Superintendent designee) in such a way as to supplement and complement the student conduct program of the district and initiatives anchored in positive behavior supports. The Coordinator Student Engagement is responsible to the Assistant Superintendent of Climate and Culture and serves in a staff relationship with other instructional specialist employees.

Responsibilities and duties of this position include:

1. Assist in the planning, training, implementation, and evaluation of the district's comprehensive program of positive behavior interventions and supports (PBIS), restorative practices, and classroom behavior management.
2. Conduct and document disciplinary district-wide reviews in accordance with school board policy.
3. Assist in the development of administrative guidelines and policies related to student conduct.
4. Keep well informed about current trends in programs and services for at-risk students.
5. Work with principals to monitor reporting procedures and make recommendations regarding discipline referral forms (school-based and county office).
6. Assist in the preparation of required reports and maintain all appropriate records related to the discipline and safety of students.
7. Collaborates with parents, community agencies, school personnel, and other district department leads in the coordination of programs and services for students and student programming.
8. Coordinate the annual revisions to the Code of Student Conduct.
9. Perform other duties and tasks as assigned by the Assistant Superintendent of Climate and Culture, Assistant Superintendent for Instruction, and the Superintendent.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Five (5) years of successful instruction and/or administrative experience.
3. Working knowledge of District ESE Discipline Procedures.

Desirable Qualifications:

1. Advanced training beyond degree required for certification
2. Skills in human/public relations
3. In-depth knowledge of secondary discipline

II. JOB DESCRIPTION ACTIONS

B. Instructional

Approve the following job description:

REVISED:

I-2.2.69

Mental Health Counselor

This position is revised to reflect changes in the role of mental health counselors, updated terminology, reporting requirements, increased collaboration with agency personnel, and licensing requirements.

Job Locator: I-2.2.69

Mental Health Counselor

Position Grade: Teacher Salary Schedule

Evaluated by: Principal

Job Description:

The Mental Health Counselor serves in a staff relationship with other instructional personnel and assists in the coordination and provision of services for students. The Mental Health Counselor is directly responsible to the Principal.

Responsibilities and duties of this position include:

1. Assist with the design, implementation, and follow-up of ~~behavior management programs~~ mental health supports for students to ~~remediate~~ ameliorate behavioral and social problems.
2. Participate Actively assist in the development of the individual educational programs for students.
3. Participate as a team member in the evaluation of and planning for student progress.
4. ~~Provide individual and group counseling to students on a regular basis to include socialization activities (e.g., reality therapy, play therapy, etc.)~~ Plan, organize and lead structured individual and group counseling sessions.
5. ~~Develop and maintain psychosocial and behavioral data on these students.~~ Develop and implement treatment plans based on clinical experience and knowledge.
6. Assist other professionals with student crisis intervention. Collaborate with staff to develop de-escalation strategies.
7. Plan and confer with classroom teachers and school staff concerning any behavioral, social, or personal problems affecting the students.
8. ~~Assist in the development and delivery of inservice activities regarding techniques for remediating behavioral, social or personal problems of students.~~ Plan and conduct programs designed to improve family and school staff understanding and knowledge of behavioral, social, and mental health needs of students.
9. Assist in the development and provision of ~~individual parent education and counseling sessions.~~ programs.
10. Prepare and maintain all required treatment records and reports and maintain confidentiality of student records.
11. Assist ~~parents~~ families in locating and obtaining appropriate community resources. ~~which are available to students and their families.~~
12. Assist with other duties and responsibilities, as assigned by the principal.

Required Qualifications:

1. Currently possess a ~~valid Florida Educator's Certificate in Psychology, School Social Work or School Counseling~~ and a valid Florida Licensure License as a Mental Health Counselor, or Licensed Clinical Social Worker, Registered Mental Health Counselor Intern, or Registered Clinical Social Worker Intern.
2. At least three (3) years of successful experience in providing mental health counseling to ~~Emotionally Handicapped and/or Severely Emotionally Disturbed students~~ with significant emotional and behavioral disabilities.
3. Effective interpersonal skills.

Desired Qualifications:

1. Graduate work beyond the Master's level.
2. Florida Educator's Certificate in Psychology, School Social Work or School Counseling.

Effective: 05/21/92

Revised: 11/16/99

Revised: 8/17/06

Revised: 5/20/14

Pending School Board Approval: 6/28/18

II. JOB DESCRIPTION ACTIONS

C. Support

Approve the following job descriptions:

NEW:

C-3.2.17 Medicaid Data Assistant

The Medicaid Data Assistant provides support for all Medicaid related billing processes for the district. This individual will serve in a support relationship with district and state partners, as well as ESE staff. The Medicaid Data Assistant will serve as a liaison between the School Board of Clay County, Agency for Healthcare Administration and Department of Education. This individual will compile and verify data and financials for School District Administrative Claiming reports and fee for service billing in the Medicaid Certified School Match program.

C-3.2.18 Professional Development Assistant (ESE)

The Professional Development Assistant (ESE) provides necessary support for the development and implementation of instructional and non-instructional professional development and inservice activities within the ESE department. This individual ensures necessary documentation is complete and coordinates with other departments and agencies to meet certification requirements and maintain necessary records. The Professional Development Assistant (ESE) will collaborate with district partners, including other school districts and agencies, to ensure all documentation necessary for add-on endorsements is complete.

REVISED:

C-3.5.02 Personnel Assistant

There is a need to revise this job description because of the changes within Human Resources since the last update in 2006. The processes within the department have advanced over the years to create a more efficient system from onboarding employees to retiring employees. Human Resources more frequently handles evolving expectations from the DOE and the ever changing need for data collection to provide Clay County with the best employees. This change in job description more accurately aligns with the responsibilities and expectations within the Human Resources Department and allows us to compensate current employees for the additional responsibilities.

Job Locator: C-3.2.17

Medicaid Data Assistant

Position Grade: B32 12 months

Evaluated by: Director of Exceptional Student
Education and Student Services

Job Description:

The Medicaid Data Assistant provides support for all Medicaid related billing processes for the district. This individual will serve in a support relationship with district and state partners, as well as ESE staff. The Medicaid Data Assistant is directly responsible to the Director of Exceptional Student Education and Student Services.

Responsibilities and duties of this position include:

1. Quarterly verifies and compiles data and financials for School District Administrative Claiming reports.
2. Compiles participant roster and verifies state job codes for Random Moment Time Sampling for participation in the School District Administrative Claiming program.
3. Secures reimbursement of fee for service billings through the Medicaid Certified School Match program for school based professional services.
4. Serves as a liaison between the School Board of Clay County, Agency for Healthcare Administration, Department of Education, and Florida State Medicaid District.
5. Monitors and follows all state and federal Medicaid guidelines.
6. Ensures retention of electronic and physical documents and records according to the Agency for Healthcare Administration, the Centers for Medicare and Medicaid Services, and School Board of Clay County policies.
7. Provides and prepares training and support materials and procedures for users. This may include developing procedures, developing a sequence for training, and providing updates to Accelify users.
8. Performs other such duties and assume other responsibilities as the Director of Exceptional Student Education and Student Services may assign.

Required Qualifications:

1. Knowledge of Medicaid procedures, billing, and reimbursement requirements.
2. High School graduate or have passed the GED equivalency examination.
3. Possess a combination of previous education, training, and/or experience which provides for an equivalent background necessary to perform the work.
4. Two years of experience in data processing and data management.
5. Effective interpersonal skills.

Pending School Board Approval 6/28/18

Job Locator: C-3.2.18

Professional Development Assistant (ESE)

Position Grade: B32 12 months

Evaluated by: Director of Exceptional Student
Education and Student Services

Job Description:

The Professional Development Assistant provides support for the development and implementation of instructional and support professional development and inservice activities within the ESE department. This individual ensures necessary documentation is complete and coordinates with other departments and agencies to meet certification requirements and maintain necessary records. The Professional Development Assistant is directly responsible to the Director of Exceptional Student Education and Student Services.

Responsibilities and duties of this position include:

1. Assist with the review and evaluation of professional development plans, components, activities and budgets.
2. Process professional development and inservice certification records, including the required ESE components for all instructional personnel.
3. Collaborate with district partners, including other school districts and agencies, to ensure all documentation necessary for add-on endorsements is complete.
4. Serve as a liaison between Department of Education Discretionary Projects, area consortia, and Exceptional Student Education.
5. Monitors and follows all state guidelines for protocol standards and compliance with Individuals with Disabilities Act (IDEA) requirement.
6. Compile Master Inservice Plan and Professional Development documents and update components to align with current state laws and rules.
7. Provides and prepares training and support materials and procedures for users. This may include developing procedures, developing a sequence for training, and provide updates to all staff.
8. Perform other such duties and assume other responsibilities as the Director of Exceptional Student Education and Student Services may assign.

Required Qualifications:

1. Knowledge of professional development procedures and requirements.
2. High School graduate or have passed the GED equivalency examination.
3. Possess a combination of previous education, training, and/or experience which provides for an equivalent background necessary to perform the work.
4. Two years of experience in data processing and data management.
5. Effective interpersonal skills.

Pending School Board Approval 6/28/18

Job Locator: C-3.5.02

Personnel Assistant

Position Grade: Classified Salary Schedule **B24**

Evaluated By: Assigned Administrator

Job Description:

To provide efficient and effective assistance and support to applicants for classified non-instructional and instructional positions regarding the District's employment application process and onboarding employees. Ensuring complete and proper ensures documentation is complete and maintains for maintaining employee files for school Board action and payroll purposes.

Responsibilities and duties of this position include:

1. ~~Greets applicants or answers telephone and Responds to general questions regarding the employment application process; schedules and processes new hires throughout the preemployment process; prepares and maintains pool of eligible applicants for classified and substitute positions; prepares related paperwork. May assist in placement of substitute teachers.~~ Coordinates preparation of files to prepare and conducting preemployment meetings with all new employees.
2. Sets up and maintains confidential files; records and completes employee history information forms and enters information into the current database system. ~~on computer; ensures applications are complete and may score applications to determine minimum eligibility for employment; Creates and maintains employee green cards and permanent and confidential personnel files.~~
3. Ensures completion of application in order to determine minimum eligibility for employment. Verifies application documentation.
4. Assist with position tracking of non-instructional and instructional allocations. Tracks positions and post vacancies on the application system.
5. ~~Performs miscellaneous clerical duties such as distributing and stamping mail; composing, typing and distributing routine correspondence and agenda items; data entry; recording information; photocopying; scheduling meetings; and filing. Designs forms and makes modifications as required.~~ Creates and maintains Personnel Consent Agendas including new hires, resignations, retirements, reappointments for the monthly Board meeting.
6. ~~Processes personnel forms such as retirement, credit applications, inservice teacher and travel applications and, unemployment claims. Orders supplies and materials, conducts~~ Manages employee background checks by monitoring the fingerprinting website to include new employees, contractors, vendors, substitutes and the 5 year reprint list. and Collects employment related fees.
7. ~~Collects and categorizes or prepares various personnel related items, such as, summer school applications, personnel consent agendas, reappointments, and performance evaluations. Distributes or submits to appropriate administrators as required.~~
8. ~~May Prepares and processes applications and teacher certification information and related paperwork including drug screening and fingerprints for classified substitutes and new hires; enters substitute and temporary payroll information for payroll purposes; may Enrolls and records~~ information for beginning teachers with the State DOE. Keys personnel records

9. (new appointments, transfers, resignations, retirements, summer school, etc.) Keys supplements, temporary adult labor, substitute records, miscellaneous after hours, etc. Keys salary changes, updates and/or corrections.
10. ~~Types, verifies, Distributes and maintains records for related employment information, such as, reappointment letters, payslips, contracts, physical examinations, agendas, lending institutions, etc.~~ credential files and verification of employment.
11. ~~May Schedules and tests clerical/secretarial applicants for typing, spelling, grammar and punctuation skills~~ primary skills, 10 key test and Windows test as directed by the job descriptions.
12. ~~May review leave forms for proper signatures, categorizes by type of leave, and distributes to data entry and payroll for processing.~~ Monitors employees on FMLA, year-long leave, military leave, ILOD, professional leave, extended leave . Post monthly annual leave accruals.
13. ~~May Prepares and collects~~ written verification of District position requirements to other employing institutions to assist in establishing pay, sick leave, contract status, and certification requirements.
14. ~~May assist in preparing program and financial reports to the District and State and monitor Human Resources budget.~~ FRS retirement liaison between employees and FRS. Assists retirees with preparation and processing of all pension and disability retirement applications, audits and DROP applications and extensions.
15. ~~May Prepares payroll report and maintain payroll files~~ for all employees. ~~and maintain payroll files for Human Resources Department employees.~~ Prepares and records salary change information including transfers, promotions, etc
16. Processes Professional, temporary, coaching certificate applications, renewal and addition and name changes. Assists in monitoring Out of Field and DOE Certification.
17. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Pass the ~~secretarial~~/clerical skills test.
3. A combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.

Board Approved: 5/20/93

Revised: 3/21/96, 8/17/06

Pending School Board Approval: 6/28/18

III. INSTRUCTIONAL ACTIONS

2017-2018

A. APPOINTMENTS

Name / Assignment

Site

Contract

NONE

III. INSTRUCTIONAL ACTIONS 2017-2018

B. RE-APPOINTMENTS

Name / Assignment

Site

Contract

NONE

III. INSTRUCTIONAL ACTIONS 2017-2018

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
PEYTON , LISA 1.0 TEACHER, VE - 10 months	CGE	Effective 06/06/2018 redesignate from 1.0 INCLUSION/ESOL (OF) - 10 months (CGE)
JUMP , TYLER 1.0 TEACHER, SIXTH GRADE - 10 months	CHE	Effective 05/18/2018 Correction to original Resignation date of 06/07/2018
MERRITT , JASON 1.0 TEACHER, LANG AR-SH - 10 months	FIH	Effective 05/29/2018 redesignate from 1.0 LANG ARTS SH/ESOL (OF) - 10 months (FIH)
SADO , MICHELLE 1.0 TEACHER, LANG AR-SH - 10 months	FIH	Effective 06/12/2018 redesignate from 1.0 LANG ARTS SH/ESOL (OF) - 10 months (FIH)
ENGLISH , MELISSA 1.0 TEACHER, THIRD GRADE - 10 months	LAE	Effective 06/12/2018 redesignate from 1.0 TEACHER, GRD 3/ESOL (OF) - 10 months (LAE)
MINOTON , EMILY 1.0 INST TECH EL - 10 months	LAE	Effective 06/01/2018 Correction to original Resignation Date of 06/07/2018
LEONARD , SHELLY 1.0 TEACHER, KINDERGARTEN - 10 months	LES	Effective 05/29/2018 redesignate from 1.0 TEACHER, KG/ESOL (OF) - 10 months (LES)
TABET , ILONA 1.0 TEACHER, LANG AR-M/J - 10 months	LJH	Effective 06/05/2018 redesignate from 1.0 LANG ARTS(JH)/ESOL (OF) - 10 months (LJH)
FISHER , MELISSA 1.0 TEACHER, SOC ST-M/J - 10 months	OLJH	Effective 05/30/2018 Resignation date of 06/07/2018 rescinded 1.0 TEACHER, SOC ST-M/J - 10 months (OLJH)
COLLINS , AMY 1.0 TEACHER, FIRST GRADE - 10 months	PES	Effective 06/05/2018 redesignate from 1.0 TEACHER, GRD 1/ESOL (OF) - 10 months (PES)
KING , JENNIFER 1.0 TEACHER, VE - 10 months	SLE	Effective 05/31/2018 redesignate from 1.0 LI/ESOL (OF) - 10 months (SLE)
FORD , LINDA 1.0 TEACHER, READING JH - 10 months	WJH	Effective 06/05/2018 redesignate from 1.0 RDG-JH / ESOL (OF) - 10 months (WJH)

III. INSTRUCTIONAL ACTIONS

2017-2018

D. TRANSFERS

Name/Assignment

Site

Previous Assignment

NONE

III. INSTRUCTIONAL ACTIONS**2017-2018****E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
NOBLES , AMBA 1.0 INCLU/K-6(OF)ESOL(OF)	AES	06/07/2018 Conclude Employment
CURRY , MEGAN 1.0 TEACHER, FOURTH GRADE	CHE	06/07/2018 Resignation
CAMPBELL , CHARLYNN 1.0 TEACHER, SCIENCE-SH	CHS	06/07/2018 Retirement
DAVIES , EDWARD 1.0 TEACHER, MATH-M/J	CHS	06/07/2018 Resignation
PERRY , JENNIFER 1.0 FAMILY/CONS ED	CHS	06/07/2018 Conclude Employment
SCHAFFER , JOHN 1.0 MATH-INCLUSION (OF)	CWL	06/07/2018 Conclude Employment
HAIR , KIMBERLI 1.0 INCLUSION / K-6 (OF)	DIS	06/07/2018 Conclude Employment
BIGILIN , GRANT 1.0 INCLUSION	FIH	06/07/2018 Conclude Employment
HEAVENER , MARISSA 1.0 TEACHER, FIFTH GRADE	GPE	06/07/2018 Resignation
OCHOA , ANGELICA 1.0 INST TECH EL	KHE	06/07/2018 Conclude Employment
SCAMAHORN , ERIC 1.0 TEACHER, SIXTH GRADE	KHE	06/07/2018 Conclude Employment
RITZ , NORMAN 1.0 LANG ARTS SH/ESOL (OF)	KHH	06/07/2018 Conclude Employment
FOERMAN , DEANNA 1.0 TEACHER, FOURTH GRADE	LAE	06/07/2018 Resignation

III. INSTRUCTIONAL ACTIONS**2017-2018****E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
ZAMOURI , FOUZIA 1.0 E-BD/K-6 (OF)	LES	06/07/2018 Conclude Employment
FOSTER , DONNA 1.0 ESE SUPP FACIL	LJH	06/07/2018 Retirement
PERRY , PAUL 1.0 E-BD/MATH (OF) SCI (OF)	LJH	06/07/2018 Resignation
ROBERTSON , SAMUEL 1.0 ASD (OF) / K-6 (OF)	LJH	06/07/2018 Conclude Employment
SALYER , STACEY 1.0 ASD (OF) / K-6 (OF)	LJH	06/07/2018 Conclude Employment
CAMPBELL , KRISTINA 1.0 TEACHER, FIRST GRADE	MRE	06/07/2018 Resignation
CATALINI , MIA 1.0 TEACHER, FOURTH GRADE	MRE	06/07/2018 Resignation
ARTHUR , DANA 1.0 TEACHER, PE-SH	OHS	06/07/2018 Resignation
BAKER , SHELLETTA 1.0 TEACHER, MATH-SH	OHS	06/07/2018 Resignation
COLLINS , SAMUEL 1.0 TEACHER, BUSINESS ED	OHS	06/07/2018 Conclude Employment
NOVELLY , DAVID 1.0 TEACHER, SCIENCE-SH	OHS	06/07/2018 Resignation
NOVELLY , KRISTINE 1.0 ESE SUPP FACIL	OHS	06/07/2018 Resignation

III. INSTRUCTIONAL ACTIONS**2017-2018****E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
WOLTER , CHRISTIANNE 1.0 TEACHER, HEALTH OCC	OHS	06/07/2018 Resignation
BOTELLO , DIANE 1.0 TEACHER, READING JH	OLJH	06/07/2018 Conclude Employment
DOUGHERTY , DAVID 1.0 TEACHER, PE-M/J	OLJH	06/07/2018 Conclude Employment
LEFFLER , MARLEEN 1.0 READING JH (OF)	OLJH	06/07/2018 Resignation
MAY , ARKTAN 1.0 TECH ED (OF)	OLJH	06/07/2018 Conclude Employment
PHAM , THU 1.0 MATH COACH, M/J HIGH	OLJH	06/07/2018 Resignation
RICHARDSON , DANIELLE 1.0 TEACHER, SOC ST-M/J	OLJH	06/07/2018 Conclude Employment
CARDOZO , SEBASTIAN 1.0 ENGINEERING-TECH ED (OF)	OPH	06/07/2018 Conclude Employment
MCCANDLESS , KARA 1.0 SPANISH	OPH	06/07/2018 Conclude Employment
REDDEN , COREY 1.0 TEACHER, MATH-SH	OPH	06/07/2018 Conclude Employment
THOMPSON , MARY 1.0 LANG ARTS SH/ESOL (OF)	OPH	06/07/2018 Conclude Employment
NEWLIN , ROSA 1.0 TEACHER, FIFTH GRADE	OVE	06/07/2018 Resignation
CHADWICK , AUTUMN 1.0 TEACHER, THIRD GRADE	POE	06/07/2018 Resignation

III. INSTRUCTIONAL ACTIONS**2017-2018****E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
FINDURA , LUCY 1.0 TEACHER, FIFTH GRADE	POE	06/07/2018 Resignation
NAVARRA , DANIEL 1.0 TEACHER, FOURTH GRADE	POE	06/07/2018 Resignation
HIGGINBOTHAM , DANNIE 1.0 TEACHER, AUTISM SPE DIS	RHS	06/07/2018 Conclude Employment
HIGBE , JULIA 1.0 TEACHER, ART-E	ROE	06/07/2018 Conclude Employment
CLARIDGE , MONICA 1.0 TEACHER, PE-ELEM	SBJ	06/07/2018 Resignation
SANTA MARIA , CHRISTINE 1.0 INCLUSION	SBJ	06/07/2018 Resignation
SCHAFFER , BETHANY 1.0 INCLUSION	SBJ	06/07/2018 Resignation
MORELAND , HARLEY 1.0 TEACHER, SIXTH GRADE	SLE	06/07/2018 Resignation
VINER , MICHELLE 1.0 AUTISM SPE DIS (OF)	SPC	06/07/2018 Conclude Employment
GASSETT, BARBARA 1.0 TEACHER, INCLUSON	TBE	06/07/2018 Resignation
HELOCK , DINA 1.0 TEACHER, THIRD GRADE	TBE	06/07/2018 Resignation
SOWINSKI , SUSAN 1.0 TEACHER, SECOND GRADE	TBE	06/07/2018 Resignation

III. INSTRUCTIONAL ACTIONS

2017-2018

E. RESIGNATIONS/RETIREMENTS/ CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
GILLANDER , RANDALL 1.0 INST TECH EL	WEC	06/07/2018 Conclude Employment
NORRIS , CHRISTINA 1.0 READING JH (OF)	WJH	06/07/2018 Resignation

III. INSTRUCTIONAL ACTIONS 2017-2018

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
WILSON , CHRISTOPHER BASKETBAL AST HS SUP	FIH	Appointment
HRADIL , TIFFANY MATH FLD DAY CO SUP	INSTP	Appointment
MARQUART , JESSICA SOFBAL FP HD JV SUP	KHH	Appointment
COLLINS , KYLE FOOTBAL AST JH 75%	LAJH	Appointment
CANNON , BURT BASKETBAL HD JH	LJH	Appointment
DEMENT , ADAM SOCCER HEAD JV SUP	OPH	Appointment
JOHNSON , AMANDA ESE INT COMM FAC SH	PES	Appointment
WYCHE , JAMIE DOD CORE TEAM	STEM	Appointment

III. INSTRUCTIONAL ACTIONS 2017-2018

G. PENDING APPOINTMENTS

Name/Assignment	Location	Effective
NONE		

III. INSTRUCTIONAL ACTIONS**2018-2019****A. APPOINTMENTS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
CORY , JACQUELINE 1.0 COUNSELOR 11 MTH	KHH	Effective 07/23/2018 11 months / Professional Services
WINKLER , TESS 1.0 TEACHER, AUTISM SPE DIS	LAE	Effective 08/07/2018 10 months / Instructional Probationary
SAMUELS , JEFF 1.0 TEACHER, MUSIC-SH	OHS	Effective 08/07/2018 10 months / Instructional Probationary
WOO , KIMBERLEY 1.0 COUNSELOR-M/J	OLJH	Effective 08/07/2018 10 months / Instructional Probationary
HOLLIS , SHANTI .8 COUNSELOR-E	POE	Effective 08/07/2018 10 months / Instructional Probationary

III. INSTRUCTIONAL ACTIONS 2018-2019

B. RE-APPOINTMENTS

Name / Assignment

Site

Contract

SEE ATTACHED

NAME	CONTRACT TYPE	MONTHS
ACKERMAN, FAYE LANETTE	ANNUAL	10
ALPHONSE, BETH MARIE COUNSELOR 11 MTH (OF), *OF*	ANNUAL	11
BERANIA, BERNARD J	ANNUAL	10
BROWN, CANDICE LACHELLE	ANNUAL	10
BUR, KATIE M	ANNUAL	10
CAREY, EMILY R TEACHER, AUTISM SPE DIS, *OF*	ANNUAL	10
CARTER, CLAYTON W	ANNUAL	10
COFFEE, TIARA NICOLE AUTISM SPE DIS (OF), *OF*	ANNUAL	10
COLE JR, FREDERICK DARNELL	ANNUAL	10
CONROY, TRACI HELEN	PROF SERVICES	10
COSTON, BRETT MATTHEW TEACHER, AUTISM SPE DIS, *OF*	ANNUAL	10
COWHERD III, STANLEY WALKER	PROF SERVICES	10
CRABTREE, KELLY MICHELLE	ANNUAL	10
CRAMER, LAWRENCE NICHOLAS TEACHER, EMOT/BEH DIS, *OF*	ANNUAL	10
CREWS, REBECCA LADAWN LANG ARTS SH/ESOL (OF), *OF*	ANNUAL	10
DAVIS, ARIELLE ELIZABETH	ANNUAL	10
DICKS, JULIANNA HOPE	ANNUAL	10
DONALDSON, MICHELE KATHERINE	ANNUAL	10
DONATE, AMY LYNN	ANNUAL	10
DUNCAN, SARA ELIZABETH	ANNUAL	10
FERGUSON, BENJAMIN JOSEPH	ANNUAL	10
FERRARO, PAUL COUNSELOR 11 MTH (OF), *OF*	ANNUAL	11
FORD, LINDA ANN	PROF SERVICES	10

NAME	CONTRACT TYPE	MONTHS
FOSTER, TRAVIS GOODWIN	ANNUAL	10
GAUGHAN, SHARON CHRISTINA	ANNUAL	10
GIBSON, ELIZABETH LYNN	ANNUAL	10
GIBSON, HEATHER LYNN	ANNUAL	10
GONZALEZ, JULIE M TEACHER, FIFTH GRADE, *OF*	ANNUAL	10
GRANT, CHERYL GWENA	ANNUAL	10
GRAVES, HEATHER R GIFTED (OF), *OF*	PROF SERVICES	10
HARTMAN, RONALD LARRY	PROF SERVICES	10
HAYES, CAITLYN E	ANNUAL	10
HULETT, FREDRICK J	ANNUAL	10
JORDAN, JEFFREY FRANK	PROF SERVICES	10
JORND, STEPHANIE KAY	ANNUAL	11
KADLEC, MONICA SUZANNE	ANNUAL	10
KIFFMEYER, MARYJANE ELIZABET	ANNUAL	10
KIMBALL, CYNTHIA TEACHER, LANG AR-M/J, *OF*	ANNUAL	10
KING, JENNIFER LEAH	ANNUAL	10
KITE, ANGELA RENEE CURR COACH ESOL (OF), *OF*	ANNUAL	10
KLESS, TABATHA C	ANNUAL	10
KOTZIERS JR, WILLIAM J GIFTED (OF), *OF*	ANNUAL	10
LARSON, MEGAN MARIE	ANNUAL	10
LAUNIKITIS, MORGAN MARIE	ANNUAL	10
LAVALLEE, ALAN ROY	ANNUAL	10
LEONARD, SHELLY MARIE	PROF SERVICES	10
LOPEZ, HOLLY STEPHANIE	ANNUAL	10

NAME	CONTRACT TYPE	MONTHS
LUKE, MERRIE L	PROF SERVICES	10
MCDONALD, ANDREW DAVID	PROBATIONAL ANNUAL	10
MCQUAIG, TRAVIS AUSTIN	ANNUAL	10
MERRILEES, CINDY G INCLUSION - RDG (OF), *OF*	PROF SERVICES	10
MERRITT, JASON HARRY	PROF SERVICES	10
MEYERS, NICOLE ANN-	ANNUAL	10
MINKEL, SARAH JOAN	ANNUAL	10
MORANO, JESSICA LYNN	PROF SERVICES	10
MURRHEE, ASHLEY N	PROF SERVICES	10
NEESE, SHANNON RAE INCLUSION/ESOL (OF), *OF*	ANNUAL	10
NICHOLS, JAMES DANIEL	ANNUAL	10
PATTERSON, BENNIE RAY	ANNUAL	10
RADCLIFFE, CHERYL ALAINE	ANNUAL	10
REDLITZ, AARON JAMES	ANNUAL	10
RENFRO, ROBERT CHRISTIAN GIFTED (OF), *OF*	PROF SERVICES	10
RHODRIQUEZ, CHARLYNN D	PROF SERVICES	10
RICE, CRYSTAL LYNN	ANNUAL	10
RICHIE, AMANDA SWEENEY	ANNUAL	10
RIDENER, JESSICA MARIE	ANNUAL	10
ROLLINS, GAVIN B	ANNUAL	10
ROME, MATTHEW	ANNUAL	10
SIN, NULHAE TEACHER, AUTISM SPE DIS, *OF*	ANNUAL	10
SIRMONS, ASHLEY RENEE'	ANNUAL	10
SMITH, KATHRYN ELIZABETH	PROF SERVICES	10
STINSON, GINA NASH	PROBATIONAL ANNUAL	10

NAME	CONTRACT TYPE	MONTHS
TABET, ILONA DEE	PROF SERVICES	10
TAYLOR-HICKS, MILISA CATHERI	PROF SERVICES	10
WANTAGE, MARK EDWARD TEACHER, AUTISM SPE DIS, *OF*	ANNUAL	10
WARREN, AMBER KAYE	ANNUAL	10
WARREN, KATHERINE SUZANNE	ANNUAL	10
WEAVER, STEPHANIE DANIELLE AUTISM SPE DIS (OF), *OF*	ANNUAL	10
WHITIN, ANITA MARIE	ANNUAL	10
WILLIAMS, VALARIE JENEEN	PROF SERVICES	10
WILSON, AARON JONATHAN	ANNUAL	10
YOUNG, AMY ELIZABETH	ANNUAL	10

III. INSTRUCTIONAL ACTIONS 2018-2019

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
PEYTON , LISA 1.0 TEACHER, VE - 10 months	CGE	Effective 08/07/2018 redesignate from 1.0 INCLUSION/ESOL (OF) - 10 months (CGE)
DICKINSON , LYNN 1.0 TEACHER, HEALTH OCC - 10 months	CHS	Effective 08/07/2018 redesignate from .6 TEACHER, HEALTH OCC - 10 months (CHS)
SADO , MICHELLE 1.0 TEACHER, LANG AR-SH - 10 months	FIH	Effective 08/07/2018 redesignate from 1.0 LANG ARTS SH/ESOL (OF) - 10 months (FIH)
ENGLISH , MELISSA 1.0 TEACHER, THIRD GRADE - 10 months	LAE	Effective 08/07/2018 redesignate from 1.0 TEACHER, GRD 3/ESOL (OF) - 10 months (LAE)
HAWKINS , KIMBERLY 1.0 ESE SUPP FACIL - 10 months	OHS	Effective 08/07/2018 redesignate from 1.0 TEACHER, INTEL DIS - 10 months (OHS)
JAMES , DUSTIN 1.0 MATH COACH, M/J HIGH - 10 months	OLJH	Effective 08/07/2018 redesignate from 1.0 TEACHER, PE-M/J - 10 months (OLJH)
WALKER , KAREN 1.0 LIBRARY/MEDIA SPEC-ELEM / ESOL(OF) 10 months	OPE	Effective 08/07/2018 redesignate from 1.0 TEACHER, GRD 3/ESOL (OF) - 10 months (OPE)
DURIG , CARRIE 1.0 ESE SUPP FACIL/ESOL (OF) - 10 months	OPH	Effective 08/07/2018 redesignate from 1.0 READING SH(OF)/ESOL(OF) - 10 months (OPH)
COLLINS , AMY 1.0 TEACHER, FIRST GRADE - 10 months	PES	Effective 08/07/2018 redesignate from 1.0 TEACHER, GRD 1/ESOL (OF) - 10 months (PES)
BROOKS , VICTORIA 1.0 TEACHER, AUTISM SPE DIS (OF) - 10 months	ROE	Effective 08/07/2018 redesignate from 1.0 TEACHER, AUTISM SPE DIS - 10 months (ROE)
MOSIER , MICHELLE 1.0 SCH PSYCH 12 MTH - 12 months	STDTS	Effective 07/02/2018 redesignate from 1.0 SCH PSYCHOLOGIST - 10 months (STDTS)
ROBLES , MARIA 1.0 SCH PSYCH 12 MTH - 12 months	STDTS	Effective 07/02/2018 redesignate from 1.0 SCH PSYCHOLOGIST - 10 months (STDTS)

III. INSTRUCTIONAL ACTIONS**2018-2019****D. TRANSFERS**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
FIELDS , ANNIE 1.0 TEACHER, ADULT/COMM ED - 10 months	ACE	Effective 08/07/2018 transfer from 1.0 STRATEGIC INTERVENTION - 10 months (OHS)
CARTER , JANETT 1.0 TEACHER, SECOND GRADE - 10 months	AES	Effective 08/07/2018 transfer from 1.0 TEACHER, FIRST GRADE - 10 months (GPE)
WALKER-FORD , ANTONETTE 1.0 TEACHER, EMOT/BEH DIS - 10 months	BLC	Effective 08/07/2018 transfer from 1.0 TEACHER, LANG AR-M/J - 10 months (OLJH)
GRAHAM , PAULA 1.0 TEACHER, FIRST GRADE - 10 months	CEB	Effective 08/07/2018 transfer from 1.0 TEACHER, SECOND GRADE - 10 months (GPE)
RAGAN , JOSEPH 1.0 TEACHER, THIRD GRADE - 10 months	CEB	Effective 08/07/2018 transfer from 3.75 CVA-ELEMENTARY – 10 MONTHS (CVA) 3.75 INCLUSION - 10 months (CVA)
DYKES , KIM 1.0 COLLEGE AND CAREER COACH - 11 months	CTE	Effective 07/23/2018 transfer from 1.0 TEACHER, SCIENCE-SH - 11 months (KHH)
HALL , JONATHAN 1.0 VIRTUAL TEACHER - 10 months	CVA	Effective 08/07/2018 transfer from 1.0 TEACHER, MUSIC-SH - 10 months (OHS)
RYAN , JENNIFER 1.0 TEACHER, FIFTH GRADE - 10 months	DOE	Effective 08/07/2018 transfer from 1.0 TEACHER, FIFTH GRADE - 10 months (POE)
CANNARELLA , CINNAMON 1.0 BEHAVIOR SITE COACH - 10 months	ESE	Effective 08/07/2018 transfer from 1.0 TEACHER, AUTISM SPE DIS - 10 months (RHS)
PERRICELLI , DANIELLE 1.0 STAFFING SPEC - 10 months	ESE	Effective 08/07/2018 transfer from 1.0 ESE SUPP FACIL - 10 months (OPJH)
PHILLIPS , JEFFREY 1.0 BEHAVIOR SITE COACH - 10 months	ESE	Effective 08/07/2018 transfer from 1.0 TEACHER, EMOT/BEH DIS - 10 months (CGE)
RIOU , SHAWNTA 1.0 STAFFING SPEC - 10 months	ESE	Effective 08/07/2018 transfer from 1.0 INCLUSION - 10 months (LES)
ROSS , STEPHANIE 1.0 TEACHER, AUTISM SPE DIS - 10 months	FIE	Effective 08/07/2018 transfer from 1.0 TEACHER, AUTISM SPE DIS - 10 months (RHS)

III. INSTRUCTIONAL ACTIONS**2018-2019****D. TRANSFERS**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
SENNA , BRITTANY 1.0 TEACHER, BUSINESS ED - 10 months	FIH	Effective 08/07/2018 transfer from 1.0 TEACHER, BUSINESS ED - 10 months (OLJH)
POYET , MICHELLE 1.0 FAMILY/CONS ED - 10 months	GCJH	Effective 08/07/2018 transfer from 1.0 FAMILY/CONS ED - 10 months (OHS)
WALSH , KERRI 1.0 SPEC-CURR 11 MTH - 11 months	INSTS	Effective 07/23/2018 transfer from 1.0 TEACHER, MATH-SH - 11 months (OPH)
SNOWDEN , TONYA 1.0 TEACHER, VE - 10 months	KHE	Effective 08/07/2018 transfer from 1.0 TEACHER, INTEL DIS - 10 months (KHH)
LOVE , ANGELA 1.0 TEACHER, GIFTED - 10 months	LAE	Effective 08/07/2018 transfer from 1.0 TEACHER, GIFTED - 10 months (SBJ)
BELL , KERRI 1.0 TEACHER, MATH-M/J - 10 months	LJH	Effective 08/07/2018 transfer from 1.0 TEACHER, SIXTH GRADE - 10 months (MCE)
HALL , KATHERYN 1.0 TEACHER, SIXTH GRADE - 10 months	MBE	Effective 08/07/2018 transfer from 1.0 TEACHER, MATH-M/J - 10 months (OLJH)
WRIGHT , ROBIN 1.0 TEACHER, SECOND GRADE - 10 months	MBE	Effective 08/07/2018 transfer from 1.0 TEACHER, FIRST GRADE - 10 months (TES)
CORCORAN , LAURIE 1.0 TEACHER, INTEL DIS - 10 months	OHS	Effective 08/07/2018 transfer from 1.0 INCLUSION - 10 months (LAE)
HAMM , MELVIN 1.0 TEACHER, VE - 10 months	OHS	Effective 08/07/2018 transfer from 1.0 TEACHER, MATH-M/J - 10 months (OLJH)
RICHARDSON , DANIEL 1.0 TEACHER, LANG AR-SH - 10 months	OHS	Effective 08/07/2018 transfer from 1.0 TEACHER, LANG AR-SH - 10 months (RHS)
ROBERTS , MICHELLE 1.0 STRATEGIC INTERVENTION - 10 months	OHS	Effective 08/07/2018 transfer from 1.0 INCLUSION - 10 months (DIS)
WOLFE , ROBIN 1.0 TEACHER, MATH-M/J - 10 months	OHS	Effective 08/07/2018 transfer from 1.0 TEACHER, MATH-SH - 10 months (RHS)

III. INSTRUCTIONAL ACTIONS**2018-2019****D. TRANSFERS**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
MATHIS , JAMIE 1.0 TEACHER, VE - 10 months	OPE	Effective 08/07/2018 transfer from 1.0 INCLUSION - 10 months (AES)
GRANT , COLBY 1.0 TEACHER, READING SH - 10 months	OPH	Effective 08/07/2018 transfer from 1.0 TEACHER, FIFTH GRADE - 10 months (POE)
BARTEL , MARCIE 1.0 TEACHER, FOURTH GRADE - 10 months	PES	Effective 08/08/2018 transfer from 1.0 TEACHER, FOURTH GRADE - 10 months (MCE)
EASTMAN , TONIA 1.0 TEACHER, LANG AR-SH - 10 months	RHS	Effective 08/07/2018 transfer from 1.0 TEACHER, LANG AR-SH - 10 months (OHS)
BRUNDLE , NICOLE 1.0 TEACHER, KINDERGARTEN - 10 months	ROE	Effective 08/07/2018 transfer from 1.0 TEACHER, KINDERGARTEN - 10 months (POE)
MORRIS , JENNIFER 1.0 TEACHER, INTEL DIS - 10 months	RVE	Effective 08/07/2018 transfer from 1.0 TEACHER, PHYSICAL IMPAIRED - 10 months (RHS)
DZIWULSKI , KIMBERLY 1.0 TEACHER, KINDERGARTEN - 10 months	SBJ	Effective 08/07/2018 transfer from 1.0 TEACHER, KINDERGARTEN - 10 months (CHE)
FARLEY , KRISTA 1.0 TEACHER, VE - 10 months	SLE	Effective 08/07/2018 transfer from 1.0 TEACHER, INTEL DIS - 10 months (OHS)
RENTZ , CYNTHIA 1.0 COUNSELOR-E - 10 months	TBE	Effective 08/07/2018 transfer from 1.0 COUNSELOR-E - 10 months (CEB)
ANGERS , JANICE 1.0 TEACHER, FOURTH GRADE - 10 months	TES	Effective 08/07/2018 transfer from 1.0 TEACHER, SECOND GRADE - 10 months (CEB)
LEWIS , MARNE 1.0 TEACHER, FIRST GRADE - 10 months	TES	Effective 08/07/2018 transfer from 1.0 TEACHER, GRD 1/ESOL (OF) - 10 months (SPC)
BODWAY , ELIZABETH 1.0 TEACHER, VE - 10 months	WES	Effective 08/07/2018 transfer from 1.0 BEHAVIOR SITE COACH - 10 months (WES)
BRUCE , KARY 1.0 TEACHER, SIXTH GRADE /ESOL(OF) 10 months	WES	Effective 08/07/2018 transfer from 1.0 TEACHER, FOURTH GRADE - 10 months (CEB)

III. INSTRUCTIONAL ACTIONS

2018-2019

D. TRANSFERS

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
MOYER , LISA 1.0 TEACHER, SIXTH GRADE - 10 months	WES	Effective 08/07/2018 transfer from 1.0 TEACHER, FIFTH GRADE - 10 months (DOE)
WRIGHT , KATHRYN 1.0 TEACHER, MUSIC-ELEM - 10 months	WES	Effective 08/07/2018 transfer from 1.0 TEACHER, MUSIC-ELEM - 10 months (MCE)
GUTIERREZ-PENA , RAUL 1.0 TEACHER, SOC ST-M/J - 10 months	WJH	Effective 08/07/2018 transfer from 1.0 SPANISH - 10 months (RHS)

III. INSTRUCTIONAL ACTIONS

2018-2019

E. RESIGNATIONS/RETIREMENTS/ CONCLUDE EMPLOYMENT

Name / Assignment

Site

Effective / Action

NONE

III. INSTRUCTIONAL ACTIONS 2018-2019

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
NONE		

III. INSTRUCTIONAL ACTIONS

2018-2019

G. PENDING APPOINTMENTS

Name / Assignment

Site

Contract

NONE

IV. INSTRUCTIONAL 2017-2018**MISCELLANEOUS ACTIONS****A. SUMMER SCHOOL**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
ALLISON , TRISHA TEACHER, SCIENCE-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
AMATO , AMBER TEACHER, MATH-SH	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
AMATO , AMBER TEACHER, MATH-SH	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
ANDERSON , PATRICIA ESE SUPP FACIL	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
BAKER , LISA TEACHER, VE	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
BALDWIN , KRISTI TEACHER, SOC ST-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
BERANIA , BERNARD TEACHER, MATH-SH	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
BIRCH , RANDY TEACHER, AUTISM SPE DIS	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
BUTLER , JENNIFER TEACHER, SCIENCE-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
BUTLER , VONTRESE TEACHER, MATH-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
CLARK , TREVOR TEACHER, MATH-SH	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
CLARKE , JAMES TEACHER, SCIENCE-SH	CHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
COOPER , JUSTIN TEACHER, MATH-SH	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed

IV. INSTRUCTIONAL 2017-2018**MISCELLANEOUS ACTIONS****A. SUMMER SCHOOL**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
CRIM , LONNIE TEACHER, SOC ST-M/J	OLJH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
CUNNINGHAM , KELLY TEACHER, VE	KHE	Effective 06/07/2018 - 07/31/2018 Hourly as needed
CURVIER , ANGELA TEACHER, MATH-SH	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
DEATON , CHERRY ESE SUPP FACIL	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
DECKER-RICHARD , SHERRI TEACHER, MATH-M/J	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
DURIG , CARRIE ESE SUPP FACIL	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
ETELAMAKI , MCKENZIE TEACHER, LANG AR-SH	OLJH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
EVANS , LISA TEACHER, MATH-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
FISCHER , MICHELLE TEACHER, SCIENCE-SH	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
FLOYD , VICKIE TEACHER, MATH-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
FONTANA , KAREN ESE SUPP FACIL	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
GAYNES , DEBRA TEACHER, MATH-SH	CHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
GWYNES , JOHNNY TEACHER, MATH-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed

IV. INSTRUCTIONAL 2017-2018**MISCELLANEOUS ACTIONS****A. SUMMER SCHOOL**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
HAMILTON , ILLISA TEACHER, VE	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
HAUN , JILL TEACHER, SCIENCE-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
HAWKINS , LEEANN TEACHER, READING, ELEM	KHE	Effective 06/07/2018 - 07/31/2018 Hourly as needed
HAYES , CAITLYN TEACHER, SOC ST-SH	CHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
HEARD , KRISTEN ESE SUPP FACIL	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
JOHNSON , DONALD TEACHER, MATH-SH	CHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
KASTELZ , HEATHER TEACHER, VE	KHE	Effective 06/07/2018 - 07/31/2018 Hourly as needed
KOCH , BETHANY TEACHER, LANG AR-SH	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
KRUCK , REBECCA TEACHER, LANG AR-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
LACOMBE , ANASTACIA TEACHER, LANG AR-SH	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
LAFONTANT , FLORENCE ESE SUPP FACIL	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
LAURENCE , ERNEST TEACHER, MATH-SH	CHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
LAWRENCE , PAMELA SPEECH CLINICIAN	ESE	Effective 06/07/2018 - 07/31/2018 Hourly as needed

IV. INSTRUCTIONAL 2017-2018**MISCELLANEOUS ACTIONS****A. SUMMER SCHOOL**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
LEEDS , SUSAN ESE SUPP FACIL	CHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
LINEHAN , PATRICIA TEACHER, MATH-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
LOWE , GINNY TEACHER, LANG AR-SH	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
LOWERY , LANTZ TEACHER, MATH-SH	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
MATTHEW , ANGELA TEACHER, SCIENCE-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
MCEACHIN , MICHELLE TEACHER, PK	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
MCGAHEE , MICHELLE TEACHER, LANG AR-SH	CHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
MORIARTY , MICHEALA TEACHER, SOC ST-SH	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
MORRIS , CYNTHIA TEACHER, MATH-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
MULVANEY , LAUREL TEACHER, LANG AR-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
PANDICH , THOMAS TEACHER, MATH-SH	MRE	Effective 06/07/2018 - 07/31/2018 Hourly as needed
PATTERSON , MELISSA TEACHER, SCIENCE-M/J	OLJH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
PHILLIPS , MICHAEL TEACHER, INTEL DIS	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed

IV. INSTRUCTIONAL 2017-2018**MISCELLANEOUS ACTIONS****A. SUMMER SCHOOL**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
PLYLER , TINA TEACHER, MATH-SH	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
POOLE , COURTNEY TEACHER, LANG AR-SH	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
POOLE , JASON TEACHER, LANG AR-SH	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
QUALLS , BOBBY TEACHER, SOC ST-SH	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
RANDALL , JAMIE TEACHER, MATH-M/J	OLJH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
REPPER , KIMBERLI TEACHER, MATH-SH	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
RESIGA , ENIKO TEACHER, SOC ST-SH	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
RIOU , SHAWNTA ESE SUPP FACIL	OLJH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
ROBBINS , JENNIFER TEACHER, READING, ELEM	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
ROOKER , AMANDA TEACHER, THIRD GRADE	WEC	Effective 06/07/2018 - 07/31/2018 Hourly as needed
SCHARF , EVAN TEACHER, MATH-SH	FIH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
SEECH , BRIAN TEACHER, SOC ST-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
SMOAK , ANNE TEACHER, LANG AR-M/J	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed

IV. INSTRUCTIONAL 2017-2018**MISCELLANEOUS ACTIONS****A. SUMMER SCHOOL**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
STUTZ , AIMEE TEACHER, MATH-SH	RHS	Effective 06/07/2018 - 07/31/2018 Not to exceed 0 - 7 hour days
TAVOLIERI , MICHELA TEACHER, VISUAL IMP	EE	Effective 06/07/2018 - 07/31/2018 Hourly as needed
TRAUTMAN , SHELLY SPEECH CLINICIAN	EE	Effective 06/07/2018 - 07/31/2018 Hourly as needed
TURNER , MARY TEACHER, SCIENCE-SH	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
VENDT , SHAN TEACHER, MATH-SH	RHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
WALLACE , TRACY TEACHER, MATH-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
WALLS , MELANIE TEACHER, MATH-SH	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
WALSH , CHARLES TEACHER, SOC ST-SH	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
WHITE , CASSANDRA TEACHER, LANG AR-SH	OHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
WHITFIELD , TERESA TEACHER, SCIENCE-SH	KHH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
WOODLEY , JACQUELYN TEACHER, MATH-SH	MHS	Effective 06/07/2018 - 07/31/2018 Hourly as needed
YANCEY , KINDAL TEACHER, LANG AR-M/J	OLJH	Effective 06/07/2018 - 07/31/2018 Hourly as needed
YANCEY , TERESA TEACHER, SCIENCE-SH	OPH	Effective 06/07/2018 - 07/31/2018 Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2017-2018

B. COMMUNITY EDUCATION

Appointments

Blevins, Emily	Effective 06/11/18-06/14/18 / ACE Art / Hourly as needed
Boyer, Ruth	Effective 06/11/18-06/28/18/ACE Music/Choral/Instrumental Hourly as needed
Boyer, Walter	Effective 06/11/18-06/28/18/ACE Music/Choral/Instrumental Hourly as needed
Conroy, Traci	Effective 06/11/18-06/14/18/ACE Culinary Arts/Hourly as needed
Hoyt, Sue	Effective 06/11/18-06/14/18 / ACE Art / Hourly as needed
Madonia, Denise	Effective 06/11/18-06/14/18 / ACE Tech Edu. / Hourly as needed
Murch, Gary	Effective 06/18/18-07/19/18/ACE Music/Choral/Instrumental Hourly as needed
Rhodeb, Kristy	Effective 06/11/18-06/14/18/ACE Culinary Arts/Hourly as needed
Seco, Jennifer	Effective 06/11/18-06/21/18/ACE Culinary Arts/Hourly as needed
Snow, Matthew	Effective 06/11/18-06/14/18 / ACE Tech Edu. / Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2017-2018

C. ADULT EDUCATION

Appointments

Minkel, Sarah	Effective 05/14/18-06/29/18 /ACE ABE/GED / Hourly as needed
Salem, Jamie	Effective 05/11/18-06/29/18 /ACE ESOL / Hourly as needed
Westberry, Yolanda	Effective 05/11/18-06/29/18 /ACE ESOL / Hourly as needed

IV. INSTRUCTIONAL 2018-2019

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2018-2019

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2018-2019

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2017-2018

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2018-2019

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. SUPPORT ACTIONS 2017-2018

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
BOWMAN , XIOMARA CAFE ASST 4 HRS	AES	Effective 05/01/2018 Annual / 9 months
STEVENS , THOMAS TECH SPECIALIST	ITS	Effective 05/21/2018 Annual / 12 months
SULLIVAN , HENRY CUSTODIAN	OHS	Effective 05/21/2018 Annual / 12 months
CARDOSO , GILCELHA CUSTODIAN	OLJH	Effective 05/21/2018 Annual / 12 months
CARR , BUSABA CUSTODIAN	RVE	Effective 05/21/2018 Annual / 12 months
NORTH , MISTY CAFE ASST 3 HRS	RVE	Effective 05/10/2018 Annual / 9 months
WOODHAM , AMANDA CUSTODIAN	WES	Effective 05/16/2018 Annual / 12 months

VI. SUPPORT ACTIONS 2017 - 2018

B. REAPPOINTMENTS

Name / Assignment

Site

Contract

NONE

VI. SUPPORT ACTIONS 2017-2018

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
NONE		

VI. SUPPORT ACTIONS 2017 - 2018

D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
CARDWELL , AMBER SWITCHBOARD OPERATOR - 12 months	HRD	Effective 05/07/2018 transfer from .9 ESE ASST GENERAL - 9 months (AES)
KREIER , JERI DATA BASE SPECIALIST - 12 months	ITS	Effective 05/16/2018 transfer from DATA SERVICES ASST - 12 months (ITS)

VI. SUPPORT ACTIONS 2017-2018

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
BOIVIN , DENISE ALLOCATION/ACCOUNTING ASST. 12 months	BAD	Resignation 06/29/2018
DEEL , COURTNEY .9 CHILD CARE ASSISTANT 9 months	BLC	Resignation 06/04/2018
FULLER , COURTNEY .9 ESE ASST BEHAVIORAL HEALTH 9 months	BLC	Resignation 05/18/2018
WRIGHT , DEBORAH CUSTODIAN 12 months	CHS	Retirement 06/29/2018
BOYSEN , MICHELLE .9 ESE ASST BEHAVIORAL HEALTH 9 months	FIE	Resignation 05/11/2018
HALL, VICTORIA .9 ISS ASSISTANT 9 months	GCJH	Conclude Employment 06/06/2018
ROBINSON , FELICIA CAFE ASST 3 HRS 9 months	GPE	Resignation 05/07/2018
NALEPA , EMILY REGISTERED NURSE 10 months	LAE	Resignation 05/04/2018
GARCIA , RUBY .8 CLASSROOM ASST 9 months	LES	Resignation 06/01/2018
HAMILTON , KAREN .9 ESE ASST BEHAVIORAL HEALTH 9 months	MCE	Resignation 05/25/2018
TURNER , LINDA REGISTERED NURSE 10 months	MCE	Resignation 06/07/2018
WEBB , SARAH REGISTERED NURSE 10 months	MHS	Resignation 05/23/2018

VI. SUPPORT ACTIONS 2017-2018

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
HAYES , ROSALIND .2 COMPUTER LAB ASST 9 months .8 ISS ASST 9 months	OPJH	Resignation 05/25/2018
HALL , KAREN CAFE ASST 5.50 HRS 9 months	PES	Retirement 06/06/2018
LESINSKI , LARRY CUSTODIAN 12 months	PES	Retirement 06/06/2018
FABIAN , KYLE CAFE ASST 4.50 HRS 9 months	RVE	Conclude Employment 05/08/2018
O'MEARA , DESIRAE .9 ESE ASST GENERAL 9 months	SLE	Resignation 06/06/2018
CONNOLLY , JESSICA CUSTODIAN 12 months	SPC	Resignation 06/15/2018
TILLMAN , LISA .9 ESE ASST BEHAVIORAL HEALTH 9 months	SPC	Resignation 06/06/2018
GAGLIANO , JEANETTE REGISTERED NURSE 10 months	TES	Resignation 05/31/2018
MACHADO , AMY .9 ESE ASST BEHAVIORAL HEALTH 9 months	WES	Resignation 06/06/2018
GILMER , AMANDA CAFE ASST 3.75 HRS 9 months	WJH	Conclude Employment 06/05/2018
SCHORNER , DARRYL CUSTODIAN 12 months	WJH	Resignation 06/06/2018

VI. SUPPORT ACTIONS 2017 - 2018

F. SUPPLEMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
NONE		

VI. SUPPORT ACTIONS 2017-2018

G. SUMMER SCHOOL

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
MCINERNEY , ROBYN ESE ASST GENERAL HEALTH	KHE	Effective 06/19/2018 - 07/19/2018
ARMSTRONG , MARY JEAN REGISTERED NURSE	MHS	Effective 06/19/2018 - 07/19/2018
CABEY , ADRIA ESE ASST GENERAL HEALTH	MHS	Effective 06/19/2018 - 07/19/2018
GILLYARD , ANITA ESE ASST GENERAL HEALTH	MHS	Effective 06/19/2018 - 07/19/2018
PHILLIPS , DIDIA ESE ASST GENERAL HEALTH	MHS	Effective 06/19/2018 - 07/19/2018
HALL , KATHY CLASSROOM ASST - PK	OHS	Effective 06/26/2018 - 07/27/2018
HUNT , PAMELA CLASSROOM ASST - PK	OHS	Effective 06/11/2018 - 07/17/2018
FIGUEROA , FRANCES CLASSROOM ASST - ESOL	OPH	Effective 06/14/2018 - 06/28/2018
BRAZELL , ANNETTE ESE ASST BEHAVIORAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018
DUKET , SHEILA REGISTERED NURSE	RHS	Effective 06/14/2018 - 06/27/2018
GORDON , YVONNE ESE ASST BEHAVIORAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018
JONES-KEETON , LA TANYA ESE ASST GENERAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018
KIMBLE , SUSAN ESE ASST GENERAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018
MALONEY , MARILOU ESE ASST GENERAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018
MOORE , JERRIEDEAN ESE ASST BEHAVIORAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018

VI. SUPPORT ACTIONS 2017-2018

G. SUMMER SCHOOL

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
TATE , BRITTANY ESE ASST BEHAVIORAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018
TAYLOR , DEBORAH ESE ASST GENERAL HEALTH	RHS	Effective 06/18/2018 - 07/18/2018
BRISBANE , DEANA BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018
CLYMER , WANDA BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018
DANIELS , ANGELA BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018
GRIFFIS , MILDRED BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018
LAIDLER , CHARLENE ESE ASST/BUS MONITOR	TRANS	Effective 06/07/2018 - 08/13/2018
MOORE , CINDY ESE ASST/BUS MONITOR	TRANS	Effective 06/07/2018 - 08/13/2018
MOORE , STEPHEN BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018
NAU , PRECIOSA BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018
SEGRS , TERESA BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018
WILLETTE , DAVID BUS DRIVER	TRANS	Effective 06/07/2018 - 08/13/2018

VI. SUPPORT ACTIONS 2018-2019

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
--------------------------	-------------	-------------------------

NONE

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WATERS , KELLY .8 CLASSROOM ASST	AES	Multi-Year Conditional / 9 months
FOWLER , BRENDA .9 ESE ASST BEHAVIORAL HEALTH	BLC	Multi-Year Conditional / 9 months
BOLT , LAURA .9 ESE ASST BEHAVIORAL HEALTH	CGE	Multi-Year Conditional / 9 months
COOK , HEATHER .9 ESE ASST BEHAVIORAL HEALTH	CGE	Multi-Year Conditional / 9 months
GARI , VIVIAN .9 ESE ASST BEHAVIORAL HEALTH	CGE	Annual / 9 months
KEMMER , RICHARD .8 ISS ASST - ELEM	FIE	Annual / 9 months
LITTLES , VALENCIA .9 ISS ASST	GCJH	Annual / 9 months
STEVENS , THOMAS TECH SPECIALIST	ITS	Annual / 12 months
JURUSIK , CHARLENE .8 HEALTH ASSISTANT	KHH	Annual / 10 months
DOBRENEN , PAMELA .8 CLASSROOM ASST	LAE	Annual / 9 months
ETHERIDGE , LAURA .9 ESE ASST BEHAVIORAL HEALTH	LAE	Annual / 9 months
GOMEZ , BETHANY .9 ESE ASST BEHAVIORAL HEALTH	LAJH	Multi-Year Conditional / 9 months
BECKER , JANETTE SCHL SECTY/ADMIN	LJH	Multi-Year Conditional / 10 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
HERRERA , JENNIFER .9 INSTRUCTNL ASST	LJH	Multi-Year Conditional / 9 months
ALEXANDER , MARY TESTING & ADMIN SUP ASST	MHS	Multi-Year Conditional / 10 months
SULLIVAN , HENRY CUSTODIAN	OHS	Annual / 12 months
CARDOSO , GILCELHA CUSTODIAN	OLJH	Annual / 12 months
HIGGINBOTHAM , JENNIFER STU REC SECTY	OLJH	Annual / 12 months
HOLLIS , CARLA .8 ISS ASST	OPH	Annual / 9 months
CRAWFORD , JAMIE LPN	OPJH	Annual / 10 months
ALVES , JILLIAN .8 CLASSROOM ASST	PES	Annual / 9 months
CLARK , CYNTHIA .9 ESE ASST GENERAL	POE	Multi-Year Conditional / 9 months
EBREO , JACQUELINE .9 ESE ASST BEHAVIORAL HEALTH	POE	Annual / 9 months
GAMBOA CALDERA , ANGIE .9 ESE ASST BEHAVIORAL HEALTH	POE	Multi-Year Conditional / 9 months
JONES , TERRI .9 ESE ASST BEHAVIORAL HEALTH	POE	Multi-Year Conditional / 9 months
MONTESDEOCA , LIZA .9 ESE ASST BEHAVIORAL HEALTH	POE	Annual / 9 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
KENNEDY , BARBARA .9 ESE ASST BEHAVIORAL HEALTH	ROE	Multi-Year Conditional / 9 months
SCHULTHEISS , AMY .9 ESE ASST BEHAVIORAL HEALTH	ROE	Multi-Year Conditional / 9 months
BOLIN , LISA .9 TITLE I ASST	RVE	Multi-Year Conditional / 9 months
CARR , BUSABA CUSTODIAN	RVE	Annual / 12 months
NORTH , MISTY CAFE ASST 3 HRS	RVE	Annual / 9 months
SMALLWOOD , ASHLEY .9 TITLE I ASST	RVE	Annual / 9 months
MORALES , KARANA .9 ESE ASST GENERAL	SBJ	Annual / 9 months
GOODWIN , ALEXA .9 ESE ASST BEHAVIORAL HEALTH	SPC	Annual / 9 months
CLEGG , LINDA .9 ESE ASST GENERAL HEALTH	TBE	Annual / 9 months
ECKELS , JESSICA CUSTODIAN	TBE	Annual / 12 months
STEVENS , CRYSTAL .8 ISS ASST - ELEM	TBE	Annual / 9 months
HENRY , CAROL .9 ESE ASST GENERAL	TES	Multi-Year Conditional / 9 months
STEINER , REBEKAH .9 ESE ASST BEHAVIORAL HEALTH	TES	Annual / 9 months

VI. SUPPORT ACTIONS 2018-2019

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
DALLMANN , ROSE .8 ISS ASST - ELEM – 9 months .2 TITLE I ASST - 9 months	MBE	Effective 08/10/2018 redesignate from .8 ISS ASST - ELEM - 9 months (MBE)
ZDENEK , DARCY .9 ESE ASST BEHAVIORAL HEALTH – 9 months .1 TITLE I ASST - 9 months	MBE	Effective 08/10/2018 redesignate from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (MBE)

VI. SUPPORT ACTIONS 2018 - 2019

D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
DELPHA , KIMBERLY .8 DOP ASST - 9 months	CGE	Effective 08/10/2018 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (CGE)
ADAMS , PEARLINE CUSTODIAN - 12 months	DOE	Effective 07/02/2018 transfer from CAFE ASST 7.50 HRS - 9 months (FIH)
NOORMOHAMMADI , SHAHIN CAFE ASST 7.50 HRS - 9 months	FIH	Effective 08/13/2018 transfer from CAFE ASST 7 HRS - 9 months (FIH)
CARDWELL , AMBER SWITCHBOARD OPERATOR - 12 months	HRD	Effective 07/02/2018 transfer from .8 CLASSROOM ASST – 9 months (AES)
DIFOLCO , SARA DATA SERVICES ASST - 12 months	ITS	Effective 07/02/2018 transfer from ACCTG ASST - 12 months (ITS)
KREIER , JERI DATA BASE SPECIALIST - 12 months	ITS	Effective 07/02/2018 transfer from DATA SERVICES ASST - 12 months (ITS)
HOUSTON , JAN .8 DOP ASST - 9 months	KHH	Effective 08/10/2018 transfer from CAFE ASST 5.75 HRS - 9 months (KHH)
HAYNES , KAREN PRINC SECRETARY - 12 months	LES	Effective 07/16/2018 transfer from ADMIN SUPPT ASST - 12 months (TRANS)
BIGDEN , PATRICIA .9 ESE ASST BEHAVIORAL HEALTH - 9 months	OPH	Effective 08/10/2018 transfer from .8 ISS ASST - 9 months (OPH)
FORNEY , BERLIE CAFE ASST 6.75 HRS - 9 months	OVE	Effective 08/13/2018 transfer from CAFE ASST 6.25 HRS - 9 months (SBJ)
BEAUVAIS , MELANIE .9 ESE ASST GENERAL - 9 months	POE	Effective 08/10/2018 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (POE)
OGLESBY , WENDY .9 ESE ASST BEHAVIORAL HEALTH - 9 months	POE	Effective 08/10/2018 transfer from .8 ISS ASST - 9 months (FIE)
WALTRIP , JORDAN .9 ESE ASST BEHAVIORAL HEALTH - 9 months	POE	Effective 08/10/2018 transfer from .9 ESE ASST GENERAL HEALTH - 9 months (OHS)

VI. SUPPORT ACTIONS 2018 - 2019

D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
ZAYAS , DENISE ESE SECRETARY - 10 months	POE	Effective 08/07/2018 transfer from ESE SECRETARY - 10 months (OPJH)
RIVERA-ARIAS , ZORAIDA CAFE ASST 6.25 HRS - 9 months	SBJ	Effective 08/13/2018 transfer from CAFE ASST 5 HRS - 9 months (WEC)
SUMMERFORD , ANNA CAFE ASST 3 HRS - 9 months	TES	Effective 08/13/2018 transfer from CAFE ASST 7 HRS - 9 months (TES)

VI. SUPPORT ACTIONS 2018-2019

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
THOMAS , LYNN PAYROLL SUP AST 12 months	TRANS	Retirement 07/31/2018

VI. SUPPORT ACTIONS 2018-2019

F. SUPPLEMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
NONE		

VI. SUPPORT ACTIONS 2018 - 2019

G. SUMMER SCHOOL

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
GARDNER, CATHERINE LPN	RHS	Effective 07/09/2018 - 07/18/2018