

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

January 5, 2017

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I. ADMINISTRATIVE ACTIONS 2016-2017

A. Appointments

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
Dr. Theresa R. Stahlman Assistant Superintendent, Curriculum and Instruction	Instructional Division	12 month / Annual
Michael McAuley Assistant Superintendent, Climate and Culture	Instructional Division	12 month / Annual
Dr. Michael Kemp Assistant Superintendent, Operations	Support Services Division	12 month / Annual
Kathleen Moeller Director of Professional Development, School Improvement and Assessment	School Improvement / Professional Development and Assessment	12 month / Annual
Michael Kerekes Coordinator of Strategic Planning and Community Partnership	Superintendent's Office	12 month / Annual
Nicole Snyder Coordinator of Communications and Media Partnership	Superintendent's Office	12 month / Annual
Terri Dennis Chief of Staff	Superintendent's Office	12 month / Annual

I. ADMINISTRATIVE ACTIONS 2016-2017

B. RE-APPOINTMENTS

Name/Assignment

Site

Contract

NONE

I. ADMINISTRATIVE ACTIONS 2016-2017

C. REDESIGNATIONS

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

I. ADMINISTRATIVE ACTIONS 2016-2017

D. TRANSFERS

Name/Assignment

Site

Previous Assignment

NONE

I. ADMINISTRATIVE ACTIONS

2016-2017

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

Name / Assignment

Site

Effective / Action

MERRILL , JOHN
1.0 ADMIN ON ASSIGNMENT

SS

03/01/2017
Retirement

II. JOB DESCRIPTION ACTIONS

A. Approve the following Administrative Job Description:

NEW:

S-1.1.32

Chief of Secondary Education

New job description that will allow personnel to lead strategic plan efforts and systemic reform to improve student achievement and staff effectiveness in secondary schools within the district. Facilitates curriculum, instruction, and assessment support services; monitors student academic achievement, and provides support services to help schools achieve desired results. Ensures adequate resources are allocated to maximize student achievement. Represents the Superintendent in the operation of all secondary schools assigned in accordance with the mission, vision, strategic goals and objectives of the Clay County Public School System and manages the day to day operations of the assigned schools.

Job Locator: S-1.1.32
Chief of Secondary Education
Pay Grade: Assistant Superintendent
Evaluated by: Superintendent

Job Description:

Directs district's strategic plan efforts and systemic reform to improve student achievement and staff effectiveness in secondary schools within the district. Facilitates curriculum, instruction, and assessment support services; monitors student academic achievement, and provides support services to help schools achieve desired results. Ensures adequate resources are allocated to maximize student achievement. Represents the Superintendent in the operation of all secondary schools assigned in accordance with the mission, vision, strategic goals and objectives of the Clay County Public School System. Manages the day-to-day operations of the assigned schools. Serves as a member of the Superintendent's Staff.

Responsibilities and duties of this position include:

1. Leads, directs, and manages operations for low-performing schools in the district; recruits, selects, orients, trains, coaches, counsels, and disciplines staff. Plans, monitors, appraises, and reviews staff job contributions to planning, development, delivery, follow-up, and evaluation of school operations. Evaluates the Principal of each assigned secondary school.
2. Represents the Superintendent in school operations in assigned schools in accordance with mission, vision, strategic goals and objectives of the Clay County Public School System.
3. Leads performance review process in schools to determine causes of low performance and advises on necessary school improvement efforts.
4. Reviews and monitors School Improvement Plans (SIP) and budgets of assigned schools to strengthen and align feeder pattern programs and articulation. Leads and advises district and school Instructional Leadership Teams to support development and implementation of SIP strategies, plans and action items.
5. Develops the instructional leadership capacity of Principals and school-based leadership teams utilizing performance data. Recommends candidates for principalship.
6. Communicates with internal and external stakeholders to enhance understanding of school needs, and district initiatives and priorities related to schools.
7. Keeps Board Members, Superintendent, and Chief of Staff informed of school matters, as well as other potential problems or unusual events, through appropriate channels and responds to constituent issues on behalf of the Superintendent.
8. Assists Principals and leadership teams in monitoring and maintaining compliance with district, state and federal mandates, policies and guidelines.
9. Performs other duties as assigned.

Required Qualifications:

1. Master's degree in an accredited college or university.
2. Experience: Five (5) years administrative work experience
3. Certifications and Licenses: Florida Department of Education certification in Administration and Supervision Education Leadership.

Pending School Board Approval: 1/5/2017

III. INSTRUCTIONAL ACTIONS**2016-2017****A. APPOINTMENTS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
KRIENER , BRECLYN 1.0 TEACHER, FIFTH GRADE	AES	Effective 11/28/2016 10 months / Instructional Probationary
FERRARO , DENISE 1.0 E-BD/K-6 (OF)/ESOL (OF)	CGE	Effective 08/09/2016 10 months / Instructional Probationary
WOOLEY , NENA 1.0 TEACHER, MATH-SH	FIH	Effective 08/09/2016 10 months / Instructional Probationary
WORSHAM , LUCAS 1.0 LANG ARTS(JH)/ESOL (OF)	LJH	Effective 08/31/2016 10 months / Instructional Probationary
HARGREAVES , LYNN 1.0 TEACHER, FIRST GRADE	MCE	Effective 11/28/2016 10 months / Instructional Probationary
COOK , ANNE 1.0 TEACHER, READING SH	MHS	Effective 11/09/2016 10 months / Instructional Probationary
MATTHEWS , ZACHARY 1.0 SOC ST / INCLUSION (OF)	OLJH	Effective 09/14/2016 10 months / Instructional Probationary
GRANTHAM , CYNTHIA .6 COUNSELOR-E	OPJH	Effective 11/29/2016 10 months / Instructional Probationary
MICK , KATHRYN 1.0 TEACHER, GRD 2/ESOL (OF)	OVE	Effective 08/09/2016 10 months / Instructional Probationary
LEE , JESSICA 1.0 TEACHER, FOURTH GRADE	POE	Effective 08/09/2016 10 months / Instructional Probationary
MARTIN , HEATHER 1.0 ESE(OF)/LANG ARTS (OF)	WJH	Effective 11/18/2016 10 months / Instructional Probationary

**III. INSTRUCTIONAL
ACTIONS 2016-2017**

B. RE-APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
SCAMAHORN , ERIC 1.0 TEACHER, SIXTH GRADE	KHE	10 months / Annual
CONSIDINE , FRANCIS 1.0 TEACHER, DRAMA-SH	OHS	10 months / Annual
DAVIS , STACY 1.0 TEACHER, LANG AR-SH	OHS	10 months / Annual
GLOVER , JOAN 1.0 TEACHER, KINDERGARTEN	PES	10 months / Professional Services
ROTHERMEL , HEIDI 1.0 SOC STUDIES JH/ESOL (OF)	WJH	10 months / Professional Services

III. INSTRUCTIONAL ACTIONS 2016-2017

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
BROOKS , MEGGHAN 1.0 TEACHER, THIRD GRADE - 10 months	OVE	Effective 11/14/2016 redesignate from 1.0 TEACHER, GRD 3/ESOL (OF) - 10 months (OVE)
MCCARTY , ROBYN 1.0 TEACHER, SECOND GRADE - 10 months	PES	Effective 12/05/2016 redesignate from 1.0 TEACHER, GRD 2/ESOL (OF) - 10 months (PES)
PATERNOSTER , DAWN 1.0 TEACHER, EMOT/BEH DIS - 10 months	SPC	Effective 12/06/2016 redesignate from 1.0 E-BD/ESOL (OF) - 10 months (SPC)

III. INSTRUCTIONAL ACTIONS**2016-2017****D. TRANSFERS**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
JOHNSON , KAREN .6 ESE SUPP FACIL - 10 months	FIH	Effective 11/28/2016 transfer from 1.0 INCLUSION - 10 months (TBE)
JOHNSON , KAREN .4 TEACHER, READING SH - 10 months	FIH	Effective 11/28/2016 transfer from 1.0 INCLUSION - 10 months (TBE)
POPE , CASSANDRA 1.0 INCLUSION - 10 months	SBJ	Effective 11/28/2016 transfer from 1.0 INCLUSION - 10 months (OPH)
VIDAL , NIORKA 1.0 TEACHER, FOR LAN-E - 10 months	TES	Effective 12/05/2016 transfer from 0.04 TEACHER, FOURTH GRADE - 10 months (CEB)

III. INSTRUCTIONAL ACTIONS

2016-2017

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

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
SHEPHERD , ADELE 1.0 SCIENCE/ INCLUSION (OF)	CHS	11/30/2016 Conclude Employment
BOGER , MICHAEL 1.0 TEACHER, LANG AR-SH	KHH	12/16/2016 Resignation
GERNHARD , ESTATE-IVY 1.0 TEACHER, THIRD GRADE	LES	12/02/2016 Deceased
YECKLE , AMBER 1.0 INCLUSION/ESOL (OF)	POE	12/06/2016 Resignation

III. INSTRUCTIONAL ACTIONS 2016-2017

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
DEBARTOLOMEIS , CHARLES (.128) SIXTH PERIOD	CVA	Appointment
KIRK , LAURA JUNIOR CLASS SP OTH	FIH	Appointment
MERCER , AMY CO-CURRICULAR CLUB	FIH	Appointment
BYRNES , JAMES FOOTBALL AST JH 25%	LJH	Appointment
DAILEY , JOY SOCCER HEAD JH SUP	LJH	Appointment
MALY , RICHARD TRACK AST JH SUP	LJH	Appointment
RODESNEY , ANTHONY TRACK, ASST JH SHARE	LJH	Appointment
FIELDS , KYLE WRESTLING HD JH SUP	OLJH	Appointment
CZAPLA , CASEY FOOTBAL AST HS 25%	RHS	Appointment
BEHNKEN , MARIA DOD ACADEMIC CO STEM	STEM	Appointment
BICE , JOSHUA (.128) SIXTH PERIOD	CVA	Resignation
OWEN , MARYAM SOCCER HEAD JH SUP	LJH	Resignation

III. INSTRUCTIONAL ACTIONS 2016-2017

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
PERRY , DALE WRESTLING HD JH SUP	LJH	Resignation
LAWSON , JACQUELYN TITLE1 SUP ED SERV	TITLE	Resignation

III. INSTRUCTIONAL ACTIONS

2016-2017

G. PENDING APPOINTMENTS

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

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2016-2017

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
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NONE		
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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2016-2017

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2016-2017

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2016-2017

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. SUPPORT ACTIONS 2016-2017

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
SATORNA-STREATY , CARLA .8 CLASSROOM ASST - ESOL	AES	Effective 11/28/2016 - 06/05/2017 Limited Contract / 9 months
BONNER , CATHERINE .94 ESE ASST GENERAL	CEB	Effective 11/30/2016 Annual / 9 months
GAMBOA CALDERA , ANGIE .9 ESE ASST BEHAVIORAL HEALTH	FIE	Effective 11/29/2016 Annual / 9 months
BAILEY , ROSE CUSTODIAN	LAJH	Effective 12/01/2016 Annual / 12 months
SANTIAGO , ELIZABETH .9 ESE ASST BEHAVIORAL HEALTH	LJH	Effective 12/06/2016 Annual / 9 months
TORRES , MARICELLA .9 ESE ASST BEHAVIORAL HEALTH	LJH	Effective 12/06/2016 Annual / 9 months
COUEY , TERRI .8 LPN	OLJH	Effective 11/30/2016 Annual / 10 months
WILLIAMS , ROCIO .8 CLASSROOM ASST - ESOL	OPH	Effective 12/02/2016 - 06/07/2017 Limited Contract / 9 months
BROWN , REBEKA .9 ESE ASST BEHAVIORAL HEALTH	RHS	Effective 11/29/2016 Annual / 9 months
BLEVINS , TAMMY CAFE ASST 3 HRS	RVE	Effective 12/01/2016 Annual / 9 months
BACK , PENNY BUS DRIVER	TRANS	Effective 12/05/2016 Annual / 9 months
COMBS , STEPHANIE ESE ASST/BUS MONITOR	TRANS	Effective 12/05/2016 Annual / 9 months

VI. SUPPORT ACTIONS 2016-2017

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
KIRCE SR , ROBERT BUS DRIVER	TRANS	Effective 12/05/2016 Annual / 9 months
ROGERS , LOIS BUS DRIVER	TRANS	Effective 12/05/2016 Annual / 9 months
SAVOY , MELISSA ESE ASST/BUS MONITOR	TRANS	Effective 12/05/2016 Annual / 9 months

VI. SUPPORT ACTIONS 2016 - 2017

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
LANOUX JR , CAROL .9 ESE ASST BEHAVIORAL HEALTH	BLC	Annual / 9 months
FOX , AMANDA .9 ESE ASST BEHAVIORAL HEALTH	KHE	Annual / 9 months
KINNEY , NICHELLE .9 ESE ASST BEHAVIORAL HEALTH	LJH	Annual / 9 months
BURNSD , ALYSSA .9 ESE ASST GENERAL HEALTH	MHS	Annual / 9 months
SLOCUM , SHAWN .9 ESE ASST GENERAL HEALTH	OHS	Annual / 9 months
POWELL , DEANNA .9 ESE ASST BEHAVIORAL HEALTH	OPH	Annual / 9 months
DORVILUS , ROSEMENE CUSTODIAN	RHS	Annual / 12 months
DUKET, SHEILA REGISTERED NURSE	RHS	Annual / 10 months
MIZELL , CONNIE CAFE ASST 5.75 HRS	RHS	Multi-Year Conditional / 9 months
SCHEIDER , CRYSTAL .9 ESE ASST BEHAVIORAL HEALTH	WEC	Annual / 9 months

VI. SUPPORT ACTIONS 2016-2017

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
CUMMINS, SHARON .7 ISS ASST - ELEM - 9 months	WEC	Effective 08/16/2016 redesignate from .6 ISS ASST - ELEM - 9 months (WEC)

VI. SUPPORT ACTIONS 2016 - 2017

D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
RISHER , KRISTA CAFE ASST 4.25 HRS - 9 months	AES	Effective 11/28/2016 transfer from CAFE ASST 3.75 HRS - 9 months (AES)
HARMON , CYLELA ESE SECRETARY - 10 months	CGE	Effective 12/02/2016 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (CGE)
ROBSON , JULIE CAFE ASST 6 HRS - 9 months	LAE	Effective 12/08/2016 transfer from CAFE ASST 4 HRS - 9 months (TBE)
RICE , CARRIE CAFE ASST 3.75 HRS - 9 months	LAJH	Effective 11/28/2016 transfer from CAFE ASST 6 HRS - 9 months (LAE)
CABEY , ADRIA .9 ESE ASST GENERAL HEALTH - 9 months	MHS	Effective 12/05/2016 transfer from .8 DOP ASST - 9 months (CGE)
CARDENAS , ELAINE .9 ESE ASST GENERAL - 9 months	MRE	Effective 12/07/2016 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (MRE)
COFFIN , MARGARET CAFE ASST 6 HRS - 9 months	ROE	Effective 12/01/2016 transfer from CAFE ASST 5.75 HRS - 9 months (DIS)
CORLEY , MARTHA ESE SECRETARY - 10 months	TES	Effective 11/30/2016 transfer from MEDIA TECH ASST - 10 months (TES)

VI. SUPPORT ACTIONS 2016-2017

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
O'CONNELL, ELLEN .8 CLASSROOM ASST 9 months	AES	Resignation 12/16/2016
SPRUILL, TRACEY .9 ESE ASST BEHAVIORAL HEALTH 9 months	AES	Resignation 12/02/2016
ANDERSON, CALEB .9 ESE ASST BEHAVIORAL HEALTH 9 months	BLC	Resignation 12/09/2016
PELKY, MIRANDA .9 ESE ASST BEHAVIORAL HEALTH 9 months	BLC	Resignation 12/14/2016
GATTIS, ANGELA MEDIA TECH ASST 10 months	DIS	Resignation 12/16/2016
TURNER, NANCY MAPPING&BOUNDARY PLAN ASST 12 months	FAC P	Retirement 12/30/2016
FOWLER, MARCIA .9 ESE ASST BEHAVIORAL HEALTH 9 months	MCE	Resignation 11/18/2016
FERNANDEZ, ESTRELLA CUSTODIAN 12 months	OHS	Retirement 12/02/2016
VILLALTA, MARITZA .8 CLASSROOM ASST - ESOL 9 months	PES	Resignation 12/01/2016
GIBBS, KIMBERLY .8 CLASSROOM ASST 9 months	TES	Resignation 01/06/2017
MCINARNAY, REBECCA CAFE ASST 4.25 HRS 9 months	WJH	Conclude Employment 11/28/2016

VI. SUPPORT ACTIONS 2016 - 2017

F. SUPPLEMENTS

Name / Assignment

Site

Previous

NONE