

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA**

**December 15, 2016**

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## I. ADMINISTRATIVE ACTIONS 2016-2017

### A. Appointments

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
THOMAS , SCOTT ASSIST PRINCIPAL SH	MHS	Effective 07/25/2016 11 months

I. ADMINISTRATIVE ACTIONS 2016-2017

B. RE-APPOINTMENTS

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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NONE		
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## **I. ADMINISTRATIVE ACTIONS 2016-2017**

### **C. REDESIGNATIONS**

<b><u>Name / Assignment</u></b>	<b><u>Site</u></b>	<b><u>Previous Assignment</u></b>
Umbaugh, Jeffrey C. Administrator on Assignment	9111	Effective 12/16/2016 redesignate from Assistant Superintendent, Instruction due to Superintendent's reorganization.
Merrill, John C. Administrator on Assignment	9020	Effective 12/16/2016 redesignate from Assistant Superintendent for Support Services due to Superintendent's reorganization.
Weiskopf, Emily D. Administrator on Assignment	9009	Effective 12/16/2016 redesignate from Director for School Improvement, Professional Development and Assessment due to Superintendent's reorganization.
Bankert, Lauren A. Administrator on Assignment	9016	Effective 12/16/2016 redesignate from Coordinator of Communications due to Superintendent's reorganization.

I. ADMINISTRATIVE ACTIONS 2016-2017

D. TRANSFERS

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
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NONE		
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**I. ADMINISTRATIVE ACTIONS****2016-2017****E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
ADAMS, DENISE SUPERVISOR OF STUDENT SE	Student Services	12/01/2016 Resignation
SWANSON, LARRY BUILDING OFFICIAL	Support Services	12/30/2016 Resignation

## **II. JOB DESCRIPTION ACTIONS**

### **A. Approve the following Administrative Job Description:**

#### **NEW:**

##### **S-1.1.08**

##### **Chief of Staff**

New job description that will allow personnel to plan and assist with administrative, financial, and operational activities for the organization's Superintendent and Board of Education. Acts as a point of contact between top management and employees or other stakeholders. Provides oversight and guidance to projects of high importance by conducting analytical reviews of district and school-based data to identify trends and patterns within the district. Demonstrates expertise in a variety of practices and procedures related to teaching and learning and has the ability to assist the district by leading professional learning sessions for staff related to the instructional shifts of the Florida Standards.

##### **I-1.1.09**

##### **Assistant Superintendent of Climate and Culture**

New job description that will allow personnel to focus on establishing a productive climate and culture within our district. This individual will lead all work associated with ESE, student support, student discipline, data and assessment, code of student conduct, professional learning for behavior management, school improvement, and student advocacy. The Assistant Superintendent provides leadership in promoting the educational objectives and values of collaborative planning, district curriculum, effective instructional practices and responsive programs and services. Demonstrates and develops high academic and behavioral expectations, program development for student services, responsive management, and assists school administrators with establishing and maintaining a positive learning and working environment.

##### **S-I.1.27**

##### **Coordinator of Strategic Planning and Community Partnership**

New job description that will allow coordination of Strategic Planning and Community Partnership and assistance with developing, communicating, executing, and sustaining strategic initiatives, projects, and targets within the organization. Leads the organization's approach to measurement and evaluation with a focus on the creation of an organizational dashboard for impact and organizational effectiveness. Acts as lead of Family and Community Engagement (FACE) activities including the development, implementation, and oversight of all Family and Community engagement initiatives for all schools. This position includes being the coach/liaison to traditional public schools on implementing effective family and community engagement strategies to help increase student achievement.

**REVISED**

**O-1.1.05**

**Assistant Superintendent for Operations**

Revised name to correspond with all job functions within the division.

**I-1.1.63**

**Coordinator of Communications and Media Partnerships**

Revised job description to include media partnership initiatives for all schools and the district. In addition to current roles, the coordinator develops and implements a media partnership plan to promote and establish media partnerships for effective communication in regard to district operations and events.



Job Locator: S-1.1.08  
Chief of Staff  
Pay Grade: Coordinator II  
Evaluated by: Superintendent

**Job Description:**

Under executive supervision, responsible for advising and supporting the Superintendent on day-to-day matters in the District, communicating with internal and external stakeholders, troubleshooting day-to-day issues, planning and leading projects, facilitating meetings and discussions, preparing materials, representing the Superintendent and the School District to a wide variety of stakeholders. The Chief of Staff supervises the Office of the Superintendent.

**Responsibilities and duties of this position include:**

1. Responds to daily electronic and in-person communications from the Board, internal administrators, elected officials and members of the public on behalf of the Superintendent.
2. Engages in daily communications with the Superintendent and Board Members on issues facing the District.
3. Coordinates the development of the school board agenda and support information for school board meetings and monitors entry into the electronic agenda. Prepares advertisements for public notice of all school board meetings.
4. Attends all school board meetings and student disciplinary hearings and serves as the recording secretary.
5. Prepares the official school board minutes as required by law and for audit purposes, and conducts research of the minutes and related agenda items. Maintains a topical index of the school board minutes and actions.
6. Provides secretarial services to School Board members, District committees, and may also provide secretarial services to the school district's Attorney when needed.
7. Performs miscellaneous accounting and recordkeeping duties, such as preparing the payroll report, maintaining weekly sign in sheets, and leave records for the Superintendent's office.
8. Communicates with parents in the District and parent representatives to various levels of the District.
9. Communicates with school and departmental leadership and other District staff on all issues raised for the Superintendent's attention.
10. Plans, organizes, and directs the activities of the Office of the Superintendent; monitors the results to assure the Department achieves tactical goals and plans.
11. Attends and represents the District at community meetings, events and school functions, as deemed appropriate.
12. Acts as liaison to and responds to requests from national, state and local elected officials and their staff.
13. Liaison for the Superintendent with private and public community organizations to establish or strengthen partnerships in support of the Superintendent's agenda and goals.
14. Participates with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs.
15. Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.
16. Maintains absolute confidentiality of work-related issues, records and information.

**Required Qualifications:**

1. Bachelor's Degree in Education or closely related field; AND professional experience in progressively responsible academic administration; OR an equivalent combination of education, training and experience as determined by Human Resources.

Pending School Board Approved: 12/15/2016

Job Locator: I-1.1.07  
Assistant Superintendent of Climate and Culture  
Pay Grade: Assistant Superintendent  
Evaluated by: Superintendent

**Job Description:**

The Assistant Superintendent of Climate and Culture will monitor, coordinate, and supervise all school operations, including but not limited to: student achievement, staff evaluations, parent involvement, school safety, personnel decisions, principal performance, staff attendance, facility issues, school climate, data analysis and how it drives instruction, budget development, professional development, leadership training, and community partnerships. The Assistant Superintendent of Climate and Culture provides leadership in promoting the educational objectives and values of collaborative planning, district curriculum, effective instruction practices and responsive programs and services.

**Responsibilities and duties of this position include:**

1. Serves as a contributing member of the district's Leadership Team and collaborates with Chief Officers regarding curriculum, instruction, all elements of school improvement, and the recruitment, selection, orientation, professional development, counseling, and disciplining of staff. Plans, monitors, appraises, and reviews staff job contributions.
2. Advises and informs the Superintendent regarding school-related activities. Recommends or takes appropriate actions consistent with the School District of Clay County culture and strategic direction.
3. Participates and/or facilitates bi-weekly meetings with the Academic Leadership Team; maintains communication networks between schools and the district; and establishes consistent practices within the district.
4. Coordinates district activities between schools to meet district goals. Oversees development and alignment of analytic platforms for strategic planning and progress monitoring in a data-based, problem solving environment.
5. Facilitates positive School Board relationships by providing needed information, support materials and services.
6. Serves as liaison between community agencies and district administrators and schools. Maintains a positive, collaborative, and mutually supportive working relationship with community agencies, parents, students, and district and school staff.
7. Researches and responds to inquiries from school administrators concerning building-based issues.
8. Develops, implements, and monitors customer satisfaction feedback from Principals and relays to appropriate division leaders.
9. Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the assigned operational unit.
10. Coordinates the dissemination of information, policies, regulations, procedures, and reports to school administrators.
11. Conducts building inspections and classroom visitations to assess instructional and operational



- effectiveness, and assist school administrators to establish and maintain a positive learning and working environment. Collaborates with building and district administrators to assess program effectiveness and develop appropriate improvement objectives and corrective action plans.
12. Monitors student enrollment, staff and student attendance, requisitions, health and safety inspections, performance evaluations, curriculum benchmarks, violence and vandalism, standardized test results, and other school reports for accuracy, compliance, established timelines, and the identification of improvement objectives.
  13. Establishes and maintains program articulation and open communication among schools.
  14. Coordinates orientation meetings, schedule development, disciplinary procedures, parental notification, and reporting of pupil progress among schools within the assigned operational unit.
  15. Ensures fair and consistent implementation of policies, regulations, procedures, discipline, promotion and graduation requirements.
  16. Observes strictly, to avoid the appearance of conflict, all requirements of the Principals of Professional Conduct for the Education Profession in Florida (6A-10.081) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submits in a timely fashion the required annual disclosure statement regarding employment and financial interests.
  17. Adheres to Florida and federal school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
  18. Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

**Required Qualifications:**

1. Education: Master's degree or higher from an accredited college or university.
2. Experience: Ten (10) years school-based, district administrative, and/or related high-level management experience.

Pending School Board Approval: 12/15/2016

**Job Locator: S-1.1.27**  
**Coordinator of Strategic Planning and**  
**Community Partnership**  
**Pay Grade: Coordinator I**  
**Evaluated by: Superintendent**

**Job Description:**

Reporting directly to the Superintendent, the Coordinator of Strategic Planning and Community Partnership assists with developing, communicating, executing, and sustaining strategic initiatives, projects, and targets within the organization. This position will focus on accelerating organization performance through cohesive strategy planning and execution, knowledge management and the implementation of an organizational dashboard for impact and organizational effectiveness. The Coordinator of Strategic Planning is responsible for formalizing the strategic-planning processes, and leading the development of the strategy, translating it for people across functions and business units, and driving organizational change forging new working relationships and synergies across the organization, and establishing greater transparency and accountability for those people carrying out the organization's strategic plan.

**Responsibilities and duties of this position include:**

1. Leads the development of the strategic plan/framework for the organization, and the detailed current year operating plan, while adhering to direction set by the Superintendent and Board of Education.
2. Facilitates the execution of the strategy by working collaboratively with the other Executive Team members and ensuring that the strategy is communicated and easily understood by all throughout the organization. Ensures that strategic actions are completed at various levels to achieve desired results.
3. Ensures that appropriate metrics are in place to measure performance and progress towards strategic goals.
4. Engages external business and industry experts to build relationships to influence business strategies, constantly remaining alert and forward-thinking about opportunities and risks within the organization
5. Leads the Superintendent's 100 Day Plan and assists with building and managing the organization's strategic plan.
6. Oversees the development and implementation of a knowledge management infrastructure and leads in the management of organizational knowledge as a strategic asset to further the organization's goals.
7. Leads the organization's approach to measurement and evaluation with a focus on the creation of an organizational dashboard for impact and organizational effectiveness
8. Acts as lead of Family and Community Engagement (FACE) activities including the development, implementation, and overseeing of all Family and Community engagement initiatives for all schools.
9. Implements effective family and community engagement strategies to help increase student achievement.
10. Assists school level personnel to develop and successfully implement community partnerships.

**Required Qualifications:**

1. Bachelor's Degree in Education or closely related field; AND professional experience in progressively responsible academic administration; OR an equivalent combination of education, training and experience as determined by Human Resources.
2. Professional, with a strong strategy orientation, who has worked in fast paced and complex environments.



3. Ability to apply a variety of strategic frameworks to analyze problems and to guide and develop solutions.
4. Ability to translate and communicate complex topics in a variety of forums, tailoring communications to effectively fit and influence the targeted audience; strong executive presence, presentation and communication skills.
5. Ability to lead the entire range of problem solving work from problem definition to analysis, recommendation and the development of implementation plans.
6. Ability to influence on a global and virtual stage, demonstrating courage, an approachable style and inspiring confidence
7. Ability to bridge cultural boundaries and norms to overcome barriers and improve outcomes.
8. Ability to work collaboratively with key internal and external leaders, partners, suppliers and customers
9. Ability to understand track record with strategy planning, development, and execution

Pending School Board Approval: 12/15/2016

**Job Locator: O-1.1.05**

**Assistant Superintendent for Support Services  
of Operations**

**Position Grade: Assistant Superintendent**

**Evaluated By: Superintendent**

**Job Description:**

The Assistant Superintendent for Support Services **of Operations** is responsible to the Superintendent.

**Responsibilities and Duties of this Position Include:**

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, Maintenance, and the Coordinator of Operations.
2. Provide direction and organization to the areas of Attendance Boundaries, Construction Management, Custodial, Energy, Environmental, Facility Design and Construction, Facility Planning, Growth Management, Inspection, Intergovernmental Relations, Maintenance, Permitting, Plan Review, Planning Plant Surveys, Safety, and Security and Intergovernmental Relations, and Emergency Operations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments in the Division of Support Services **Operations**.
4. Ensure compliance with all laws, rules, regulations and policies.
5. Advise and consult with the Superintendent and the School Board on Support Service **Operations** related issues.
6. Direct the development and recommendation of policies relative to Support Services **Operations**.
7. Supervise the preparation of the Support Services **Operations** agenda for School Board meetings.
8. Prepare required studies and reports relative to Support Services **Operations**.
9. Direct the development of the District's annual Classroom Assessment.
10. Facilitate communication, organization and planning efforts among District-level Support Service **Operations** Administrators, School Administrators and local governments.
11. Promote and facilitate positive public relations for the School System especially as that pertains to Support Services **Operations**.
12. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

**Required Qualifications:**

1. Bachelor's Degree with considerable course work in construction, civil engineering, architecture, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.
3. Minimum of five (5) years experience in supervision or administration.
4. Experience in bidding procedures and contract law.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

**Desirable Qualifications:**

1. Master's Degree.
2. Three (3) years experience in School Plant Management.

Revised: 12/13/87, 8/13/87, 2/16/89, 1/17/91, 5/20/93,  
4/21/94, 9/18/97, 11/17/98, 2/15/01 (Effective 7-01-01),  
Revised: 01/20/05, 3/16/06 (Effective 7-01-06), Revised:  
2/21/08, Revised: 2/10/14  
Revised: 5/7/15

**Pending School Board Approval: 12/15/16**

**Job Locator: I-1.1.63**  
**Coordinator of Communications and**  
**Media Partnerships**  
**Pay Grade: Coordinator I**  
**Evaluated By: Superintendent**

**Job Description:**

The Coordinator of Communications **and Media Partnerships** is directly responsible to the Superintendent of Schools. This person serves in a staff relationship with senior staff and other administrators.

**Responsibilities and duties of this position include:**

1. Promotes communication among key school system stakeholders and with the media.
2. Accurately and effectively communicates information and messages regarding district goals, issues, plans, programs and events to a variety of audiences.
3. Communicates district goals via social media.
4. Coordinates and promotes school and district-level partnerships on behalf of the Superintendent's office.
5. Assists schools and work sites with internal and external communication.
6. Coordinates with appropriate staff on web development.
7. Creates videos for recognition and educational videos for schools and the district as needed.
8. Serves on community and district level committees as directed by the Superintendent.
9. **Develops and implements a media partnership plan to promote and establish media partnerships for effective communication in regard to district operations and events.**
10. Assists with other projects and responsibilities as assigned.

**Required Qualification**

1. Bachelor's degree or higher from an accredited college or university, preferably in Communications, Journalism or Public Relations.
2. Skills in oral and written communication.
3. Successful experience with multimedia technology.

Board Approved: 11/18/2014  
**Pending School Board Approval: 12/15/2016**

### III. INSTRUCTIONAL ACTIONS

2016-2017

#### A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WILKES , JESSICA 1.0 TEACHER, FIFTH GRADE	CEB	Effective 11/28/2016 10 months / Instructional Probationary
WILLIAMS , SHARDAY 1.0 TEACHER, FIFTH GRADE	DIS	Effective 11/10/2016 10 months / Instructional Probationary
MORFORD , CAREY 1.0 LIBRARY/MEDIA SPEC-ELEM	KHE	Effective 11/28/2016 10 months / Instructional Probationary
RANGER , SHAYLA 1.0 COUNSELOR-M/J	LAJH	Effective 11/01/2016 10 months / Instructional Probationary
PADGETT , VICKI 1.0 INCLUSION	MBE	Effective 11/17/2016 10 months / Instructional Probationary
BELL , KERRI 1.0 TEACHER, SIXTH GRADE	MCE	Effective 11/14/2016 10 months / Instructional Probationary



### III. INSTRUCTIONAL ACTIONS 2016-2017

#### B. RE-APPOINTMENTS

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

### III. INSTRUCTIONAL ACTIONS      2016-2017

#### C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
SADO , MICHELLE 1.0 LANG ARTS SH/ESOL (OF) - 10 months	FIH	Effective 08/09/2016 redesignate from 1.0 TEACHER, LANG AR-SH - 10 months (FIH )
TURPIN , ALYCIA 1.0 LANG ARTS SH/ESOL (OF) - 10 months	FIH	Effective 08/09/2016 redesignate from 1.0 TEACHER, LANG AR-SH - 10 months (FIH )
SAOUD , CHERYL 1.0 TEACHER, KINDERGARTEN - 10 months	WEC	Effective 11/08/2016 redesignate from 1.0 TEACHER, KG/ESOL (OF) - 10 months (WEC )

### III. INSTRUCTIONAL ACTIONS

2016-2017

#### D. TRANSFERS

Name/Assignment

Site

Previous Assignment

NONE

**III. INSTRUCTIONAL ACTIONS****2016-2017****E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
BOLLA , MARY 1.0 TEACHER, FIFTH GRADE	AES	11/18/2016 Resignation
TYSINGER , SYLVIA 1.0 ACADEMY COACH	CTE	12/02/2016 Resignation
ADAMS , IRMA 1.0 TEACHER, MUSIC-ELEM	GPE	11/04/2016 Conclude Employment
CONTRERAS , TONI 1.0 TEACHER, THIRD GRADE	GPE	12/16/2016 Resignation
TISCHER , APRIL 1.0 INCLUSION (OF)	OHS	11/08/2016 Resignation
SIMMONS , STEPHEN 1.0 SPEC-TITLE I CURRICULUM 11MTH	TITLE	11/28/2016 Resignation
MCCORD , CASSIDY 1.0 TEACHER, FIRST GRADE	WEC	11/28/2016 Resignation

### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
URBANO , MICHELLE ESE INT COMM FACIL	BLC	Appointment
BUCHANAN , DOUGLAS SOCCER HEAD HS SUP	CHS	Appointment
BUCHANAN , ELLEN SOCCER HEAD JV SUP	CHS	Appointment
STILIANOU , JOHN BASKETBALL SHARED	CHS	Appointment
TAVOLIERI , MICHELA PEER TEACHER SUP	ESE	Appointment
BRIGHT , JORDAN SWIMMING HD HS SUP	FIH	Appointment
CHANDLER , TRAAVIS FOOTBAL AST HS 25%	FIH	Appointment
ILARIA , JOHN FOOTBAL HD JV 25%	FIH	Appointment
KIRK , LAURA DEPARTMENT HD SHARE	FIH	Appointment
NOSSE , CRAIG WEIGHLTING HD HS SUP	FIH	Appointment
BRITT , CHRISTOPHER FOOTBALL AST JH 25%	GCJH	Appointment
GILPIN , TERRI DOD ACADEMIC CO STEM	GRANT	Appointment

### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
TICHINEL , BRANDY DOD ACAD CO STEM SHA	GRANT	Appointment
WARREN , SARA DOD ACAD CO STEM SHA	GRANT	Appointment
QUALLS , BOBBY FOOTBAL AST HS 25%	KHH	Appointment
BATTLE , TONY BASKETBAL HD JH	LJH	Appointment
BYRNES , JAMES FOOTBAL AST JH 75%	LJH	Appointment
DUCHEMIN , MICHELLE DEPT HEAD 3-5 SUP SH	LJH	Appointment
DEATON , CHERRY PEER TEACHER SUP	MHS	Appointment
THOMPSON , CHARLES (.128) SIXTH PERIOD	MHS	Appointment
SCARBOROUGH , DIANA ESE INT COMM FACIL	OHS	Appointment
DUGGAN , LAURY CHEERLEADING J/M SUP	OLJH	Appointment
FIELDS , KYLE FOOTBALL AST JH 25%	OLJH	Appointment
FOX , LUKE SOCCER HD SHARED	OLJH	Appointment
MCLEOD , CLAYTON SOCCER HD SHARED	OLJH	Appointment

### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
STALEY , OMAR DRILL SPONSOR HS SUP	OPH	Appointment
BURKE , ERIC (.128) SIXTH PERIOD	OPJH	Appointment
LEPORATI , CYNTHIA (.128) SIXTH PERIOD	OPJH	Appointment
SUMMERS , PAULA DISCRETIONARY SUP	OVE	Appointment
CZAPLA , CASEY FOOTBAL AST HS 75%	RHS	Appointment
HOLDREN , BRANDEN FOOTBAL HD JV 25%	RHS	Appointment
KELLEY , CHELSEA VOLLEYBAL HD JV	RHS	Appointment
LOUDY , DEBORAH (.128) SIXTH PERIOD	RHS	Appointment
ADDIE , CHARLIE DOD ACADEMIC CO STEM	STEM	Appointment
BARROWS , RICHARD DOD ACADEMIC CO STEM	STEM	Appointment
BEAVERS , SHANNON DOD ACAD CO STEM SHA	STEM	Appointment
BOLEBRUCH , JENNIFER DOD ACADEMIC CO STEM	STEM	Appointment
BUXTON , LISA DOD ACAD CO STEM SHA	STEM	Appointment

### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
CAMPBELL , ROBIN DOD ACAD CO STEM SHA	STEM	Appointment
CARMICHAEL , DENISE DOD ACAD CO STEM SHA	STEM	Appointment
CHAPMAN , KEBRINA DOD ACAD CO STEM SHA	STEM	Appointment
COCHUYT , CAROL DOD ACADEMIC CO STEM	STEM	Appointment
COOKSEY , REBECCA DOD ACAD CO STEM SHA	STEM	Appointment
CORLESS , BRYAN DOD ACADEMIC CO STEM	STEM	Appointment
DEROUSIE , BETHANY DOD ACAD CO STEM SHA	STEM	Appointment
DIDOMENICO , AMY DOD CORE TEAM	STEM	Appointment
DOMINEY , LORENA DOD ACAD CO STEM SHA	STEM	Appointment
DYKES , KIM DOD ACAD CO STEM SHA	STEM	Appointment
FATIMA , BATUL DOD ACADEMIC CO STEM	STEM	Appointment
FRYER , ROBERT DOD ACADEMIC CO STEM	STEM	Appointment
GARDNER , BRADLEY DOD ACADEMIC CO STEM	STEM	Appointment



### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
GRAVES , HEATHER DOD ACADEMIC CO STEM	STEM	Appointment
HAIR , GLENN DOD ACADEMIC CO STEM	STEM	Appointment
HANLIN , ANITA DOD ACAD CO STEM SHA	STEM	Appointment
HOLT , SHARON DOD ACAD CO STEM SHA	STEM	Appointment
HULETT , FREDRICK DOD ACADEMIC CO STEM	STEM	Appointment
KALWASINSKI , TESSA DOD ACAD CO STEM SHA	STEM	Appointment
KARABLY-SMITH , JENNY DOD ACAD CO STEM SHA	STEM	Appointment
LAPOINTE , LYNN DOD ACAD CO STEM SHA	STEM	Appointment
LEWANDOWSKI , DANIEL DOD ACAD CO STEM SHA	STEM	Appointment
LEWIS , JUDITH DOD ACAD CO STEM SHA	STEM	Appointment
LOTEMPIO , KELLY DOD ACADEMIC CO STEM	STEM	Appointment
LOVE , ANGELA DOD ACAD CO STEM SHA	STEM	Appointment
MCCOLLUM , DAVID DOD ACAD CO STEM SHA	STEM	Appointment

### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
MCCOLLUM , KAREN DOD ACAD CO STEM SHA	STEM	Appointment
MCKENZIE , NEIL DOD ACADEMIC CO STEM	STEM	Appointment
MILLER , HEATHER DOD ACAD CO STEM SHA	STEM	Appointment
MORELAND , LAURA DOD ACAD CO STEM SHA	STEM	Appointment
NEIDERMEIER , SHIRLEY DOD ACAD CO STEM SHA	STEM	Appointment
OLIS , ALEXANDER DOD ACAD CO STEM SHA	STEM	Appointment
PATRYLO , LIANE DOD ACAD CO STEM SHA	STEM	Appointment
PITTMAN , MELISSA DOD ACAD CO STEM SHA	STEM	Appointment
RAUTH , KIMBER DOD ACAD CO STEM SHA	STEM	Appointment
ROBERTS , COLLIN DOD ACAD CO STEM SHA	STEM	Appointment
ROWE , MELANIE DOD ACAD CO STEM SHA	STEM	Appointment
SAPP , KERSTIN DOD ACAD CO STEM SHA	STEM	Appointment
SECO , JENNIFER DOD ACAD CO STEM SHA	STEM	Appointment

### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
SHIMER , FREDERICK DOD ACAD CO STEM SHA	STEM	Appointment
SKORICH , JOHN DOD ACADEMIC CO STEM	STEM	Appointment
SMALLWOOD , ANDREA DOD ACAD CO STEM SHA	STEM	Appointment
SMITH , BRADLEY DOD ACADEMIC CO STEM	STEM	Appointment
SMITH , RENA DOD ACAD CO STEM SHA	STEM	Appointment
SMITH , TRACEY DOD ACAD CO STEM SHA	STEM	Appointment
SNOW , NANCY DOD ACAD CO STEM SHA	STEM	Appointment
SNOW , MATTHEW DOD ACAD CO STEM SHA	STEM	Appointment
SNOW , BRITTANY DOD ACAD CO STEM SHA	STEM	Appointment
STARMER , KRISTEN DOD ACAD CO STEM SHA	STEM	Appointment
SUTER , PAUL DOD ACAD CO STEM SHA	STEM	Appointment
TURNER , PENNY DOD ACAD CO STEM SHA	STEM	Appointment
TURNER , HEATHER DOD ACAD CO STEM SHA	STEM	Appointment

### III. INSTRUCTIONAL ACTIONS 2016-2017

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
VAN DE WATER , REBECCA DOD ACAD CO STEM SHA	STEM	Appointment
GERRA , RENESSA PEER TEACHER SUP	WEC	Appointment
WATSON , KRISTINE PEER TEACHER SUP	WEC	Appointment
EATON , DAKOTA FOOTBALL AST JH 25%	WJH	Appointment
ADAMS , IRMA ELEM PERF/PROD SUP	GPE	Resignation
GLOD , ROBERT FOOTBALL AST JH 25%	LAJH	Resignation
EATON , SAMANTHA TRACK AST JH SUP	WJH	Resignation

### III. INSTRUCTIONAL ACTIONS

2016-2017

#### G. PENDING APPOINTMENTS

Name / Assignment

Site

Contract

NONE

#### **IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2016-2017**

##### **A. SUMMER SCHOOL**

<b><u>Name/Assignment</u></b>	<b><u>Site</u></b>	<b><u>Effective Dates</u></b>
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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>
WEBBER , JANICE .6 ISS ASST - ELEM	CHE	Effective 11/07/2016 Annual / 9 months
LAMAISSON , PATTI .8 COMPUTER LAB ASST	CHS	Effective 11/16/2016 Annual / 9 months
TILLMAN , LISA .9 ESE ASST BEHAVIORAL HEALTH	FIE	Effective 10/31/2016 Annual / 9 months
GRAY , MILDRED CAFE ASST 3.5 HRS	FIH	Effective 11/07/2016 Annual / 9 months
SIMPSON , NATHAN TECH SPECIALIST	IS	Effective 11/01/2016 Annual / 12 months
MAYFIELD , STEPHANIE .9 ESE ASST BEHAVIORAL HEALTH	KHE	Effective 11/02/2016 Annual / 9 months
WALKER , THOMAS CUSTODIAN	LJH	Effective 11/03/2016 Annual / 12 months
BENTON , SAMANTHA .9 ESE ASST BEHAVIORAL HEALTH	LJH	Effective 11/14/2016 Annual / 9 months
CHISMARK , EVAN CAFE ASST 5 HRS	MRE	Effective 11/07/2016 - 01/31/2017 Limited Contract / 9 months
HERNANDEZ , NOEMI CAFE ASST 3.5 HRS	OHS	Effective 11/02/2016 Annual / 9 months
ROJAS , JENS CUSTODIAN	OLJH	Effective 11/18/2016 Annual / 12 months
SHORT , RONALD CAFE ASST 3.25 HRS	OPH	Effective 11/08/2016 Annual / 9 months

## **VI. SUPPORT ACTIONS    2016-2017**

### **A. APPOINTMENTS**

<u><b>Name / Assignment</b></u>	<u><b>Site</b></u>	<u><b>Action/Effective</b></u>
CHAVEZ , RACHAEL .9 ESE ASST GENERAL	PES	Effective 11/15/2016 Annual / 9 months
HUBBARD , SHELBY .9 ESE ASST BEHAVIORAL HEALTH	POE	Effective 11/28/2016 Annual / 9 months
DONNELLY , ANNEMARIE CAFE ASST 4.75 HRS	RHS	Effective 11/07/2016 - 02/27/2017 Limited Contract / 9 months
FRANKE , CANDACE CAFE ASST 3.5 HRS	RHS	Effective 11/09/2016 Annual / 9 months
SCHOEPPEY , YUKIKO CAFE ASST 3.5 HRS	RHS	Effective 11/18/2016 Annual / 9 months
WEAVER , STEPHANIE .9 ESE ASST BEHAVIORAL HEALTH	RHS	Effective 11/17/2016 Annual / 9 months
WEST , JAZMINE CAFE ASST 3.25 HRS	RHS	Effective 11/04/2016 Annual / 9 months
COLLINS , ANNIE CUSTODIAN	RVE	Effective 11/07/2016 - 01/06/2017 Limited Contract / 12 months
CRAWFORD , TOSHA .2 ISS ASST - ELEM	SBJ	Effective 11/07/2016 Annual / 9 months
CRAWFORD , TOSHA .8 SCHL SECTY/ADMIN	SBJ	Effective 11/07/2016 Annual / 10 months
ALICEA , VERONICA .8 ISS ASST - ELEM	TBE	Effective 11/07/2016 Annual / 9 months
SCHULTHEISS , AMY .9 ESE ASST GENERAL	WES	Effective 11/02/2016 Annual / 9 months

## **VI. SUPPORT ACTIONS    2016 - 2017**

### **B. REAPPOINTMENTS**

<u><b>Name / Assignment</b></u>	<u><b>Site</b></u>	<u><b>Contract</b></u>
LEAVITT , CALEB TITLE I ASST	CEB	Annual / 9 months
MABRY , SUSAN .9 ESE ASST BEHAVIORAL HEALTH	FIE	Annual / 9 months

## **VI. SUPPORT ACTIONS    2016-2017**

### **C. REDESIGNATIONS**

<u><b>Name / Assignment</b></u>	<u><b>Site</b></u>	<u><b>Previous</b></u>
BUSH, KAREN ADMIN SECRETARY, SR. 12 months	IS	Effective 12/30/2016 redesignate from Executive Secretary, Superintendent (SUPT OFF) due to Superintendent's reorganization

## VI. SUPPORT ACTIONS 2016 - 2017

### D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
COSTA , JEFFREY HVAC TECH - 12 months	MAINT	Effective 11/16/2016 transfer from GEN MAINT WRKER - 12 months (MAINT)
ROACH , CANDI .9 ESE ASST BEHAVIORAL HEALTH - 9 months	MRE	Effective 11/17/2016 transfer from .9 ESE ASST GENERAL - 9 months (MRE)
LICH , ANDREW CAFE ASST 6.5 HRS - 9 months	OPH	Effective 10/26/2016 transfer from CAFE ASST 3.75 HRS - 9 months (OPH)
BALCH , DAWN CAFE ASST 4.50 HRS - 9 months	RHS	Effective 10/19/2016 transfer from CAFE ASST 3.5 HRS - 9 months (RHS)
BURCH , CASSANDRA .9 ESE ASST BEHAVIORAL HEALTH - 9 months	RHS	Effective 11/09/2016 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (LJH)
GILLIS , GRETТА .6 ISS ASST - ELEM - 9 months	SPC	Effective 11/15/2016 transfer from CAFE ASST 3.5 HRS - 9 months (SPC)
PADGETT , GWENDOLYN .8 SCHL SECTY/ADMIN - 10 months	SPC	Effective 11/03/2016 transfer from ESE SECRETARY - 10 months (TES)

## **VI. SUPPORT ACTIONS 2016-2017**

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

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
JAMES , CHRISTINE .9 ESE ASST BEHAVIORAL HEALTH 9 months	BLC	Resignation 11/11/2016
WILLIAMS , JEANETTE .9 ESE ASST GENERAL 9 months	CEB	Resignation 10/21/2016
HUGHES , LOIS ESE SECRETARY 10 months	CGE	Resignation 11/16/2016
POWELL , WENDY .9 ESE ASST BEHAVIORAL HEALTH 9 months	CGE	Resignation 11/18/2016
WALLACE , ANTHONY .8 COMPUTER LAB ASST 9 months	CHS	Resignation 10/25/2016
SCUDERI , LINDA CAFE ASST 4.50 HRS 9 months	KHE	Resignation 10/18/2016
BRANDON , KEITH CUSTODIAN 12 months	LJH	Resignation 11/01/2016
ROLDAN , PEGGY CAFE ASST 3.75 HRS 9 months	LJH	Conclude Employment 10/21/2016
WANTAGE , MARK .9 ESE ASST BEHAVIORAL HEALTH 9 months	LJH	Resignation 11/16/2016
FLETCHER , PATRICIA .1 TITLE I ASST 9 months	MBE	Resignation 01/05/2017
FLETCHER , PATRICIA .8 CLASSROOM ASST 9 months	MBE	Resignation 01/05/2017
ALDRIDGE-MARTIN , BARBARA .9 ESE ASST BEHAVIORAL HEALTH 9 months	MCE	Resignation 10/24/2016

## **VI. SUPPORT ACTIONS 2016-2017**

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

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
CRABTREE , KRYSTAL .9 ESE ASST BEHAVIORAL HEALTH 9 months	MRE	Resignation 11/04/2016
NIEMCZENIA , MELINDA .9 ESE ASST BEHAVIORAL HEALTH 9 months	MRE	Resignation 11/18/2016
VALVERDE , CLAUDIA .8 CLASSROOM ASST - ESOL 9 months	OLJH	Resignation 11/09/2016
RIEGEL , MELODY CAFE ASST 7 HRS 9 months	OPH	Resignation 10/18/2016
TUMANAN , ROMULO CUSTODIAN 12 months	OVE	Retirement 01/16/2017
NICHOLSON , ANN CAFE ASST 3 HRS 9 months	RVE	Resignation 10/26/2016
SMITHYMAN , AVERY .9 ESE ASST GENERAL HEALTH 9 months	RVE	Resignation 11/30/2016
HICKOX , JAMES MECHANIC 12 months	TRANS	Deceased 11/11/2016
LOVELL , PATSY BUS DRIVER 9 months	TRANS	Retirement 12/16/2016
MARSHALL , LAURA PAYROLL SUP AST 12 months	TRANS	Conclude Employment 11/17/2016
PRESLEY , ELEANOR ESE ASST/BUS MONITOR 9 months	TRANS	Retirement 10/20/2016
SCHRIEFER , FRED BUS DRIVER 9 months	TRANS	Conclude Employment 09/23/2016



## **VI. SUPPORT ACTIONS    2016-2017**

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

<u><b>Name / Assignment</b></u>	<u><b>Site</b></u>	<u><b>Action/Effective</b></u>
ADAMS , COURTNEY .9 ESE ASST GENERAL HEALTH 9 month	WEC	Resignation 11/18/2016
HOOVER , SARAH STU REC SECTY 12 months	WJH	Retirement 01/31/2017
THOMPSON , DAVID CUSTODIAN 12 months	WJH	Resignation 11/24/2016

**VI. SUPPORT ACTIONS    2016 - 2017**

**F. SUPPLEMENTS**

Name / Assignment

Site

Previous

NONE