

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

May 3, 2018

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I. ADMINISTRATIVE ACTIONS

2017-2018

A. Appointments

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

I. ADMINISTRATIVE ACTIONS 2017-2018

B. RE-APPOINTMENTS

Name / Assignment

Site

Contract

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**

Name / Assignment

Site

Effective / Action

NONE

I. ADMINISTRATIVE ACTIONS

2018-2019

A. Appointments

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

I. ADMINISTRATIVE ACTIONS 2018-2019

B. RE-APPOINTMENTS

Name/Assignment

Site

Contract

NONE

I. ADMINISTRATIVE ACTIONS 2018-2019

C. REDESIGNATIONS

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

I. ADMINISTRATIVE ACTIONS 2018-2019

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

2018-2019

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

Name / Assignment

Site

Effective / Action

NONE

II. JOB DESCRIPTION ACTIONS

A. Administrative

Approve the following job description:

REVISED:

B-1.1.28-1 Director of Finance

The position is responsible for directing the operation of account and budgeting. This position serves in a staff relationship with other administrators in Business Affairs Division. I am requesting a change from Director II to a Director I. This change better positions us to compensate our current employees for the additional scope of work responsibilities due to State and Federal mandates that are continuously changing. This job description has not been updated for several years. This change will affect the Band/Grade assigned to the position.

B-1.4.02 Coordinator of Risk Management

This position is responsible for managing claims or litigations related to workers compensation, student accident, visitor accident, vehicle accident, property damage and other insurance claims. The position is a direct liaison between insurance adjusters, legal counsel, state and federal emergency management authorities, as well as other departments and divisions in regards to safety and risk. I am requesting a change from Risk Manager, Coordinator II to Risk Manager, Coordinator I to ensure an equitable distribution of work. This change better positions us to compensate our current employees for the additional scope of work responsibilities due to State and Federal mandates that are continuously changing. This change will affect the Band/Grade assigned to the position.

B-1.1.29 Supervisor of Purchasing and Material Management

The purpose of this position is to direct the District's Purchasing and Materials Management (Print Center and Property Control) processes and performance. I am requesting a change from Supervisor III to Supervisor II to ensure an equitable distribution of work and experience across the division as well as the increase in workload due to State and Federal mandates that is continuously changing. This change will affect the Band/Grade assigned to the position. This job description has not been updated for several years.

B-1.2.46 Coordinator of Accounting/Budget

This position provides financial information to management by researching and analyzing accounting data; preparing reports. I am requesting a change from Coordinator II to a Coordinator I. This change better positions us to compensate our current employees for the additional scope of work responsibilities due to State and Federal mandates that is continuously changing. This change will affect the Band/Grade assigned to the position. This job description has not been updated for several years.

B-1.1.47 Coordinator of Health Benefits

This position is directly responsible to the Assistant Superintendent for Business Affairs. The position serves in a staff relationship with other administrators in the Business Affairs Division. I am requesting the band/grade for this position changes from a Coordinator II to a Coordinator I to ensure an equitable distribution of work and experience across the division as well as the increase in workload due to changes in the health care industry. This change will affect the Band/Grade assigned to the position. This job description has not been updated for several years.

B-1.1.41 Coordinator of Accounts Payable

This position serves in a staff relationship with the Coordinator of Accounting, Coordinator of Payroll, the Property Control Coordinator, Coordinator of Insurance Activities, and Coordinator of Procurement. I am asking the title be changed to reflect the job responsibilities. This change will affect the Band/Grade assigned to the position from a Coordinator II to a Coordinator I for the additional scope of work responsibilities and the increase in workload due to the State and Federal mandates that is continuously changing. This job description has not been updated for several years.

B-1.1.33 Coordinator of Procurement/Buyer

This position serves in a staff relationship with other administrators. The position also performs advanced, specialized duties pertaining to the procurement of materials, supplies, equipment and/or services. Work includes duties pertaining to the formal bidding process such as assisting in the writing of specifications, issuing bid invitations and attending and tabulating bid openings. This change will not affect the band/grade assigned to the position only the job description.

B-1.4.04 Coordinator of Property Control

This position serves in a staff relationship with other administrators. Coordinator of Property Control supervises both Property Control Warehouse and Print Center's daily activities. I am requesting this position changes from a Coordinator II to a Coordinator I for the additional scope of work responsibilities and the increase in workload due to the State and Federal mandates that is continuously changing. This job description has not been updated for several years.

Revised:

Food and Nutrition Services Manager

The Cafeteria Management Salary restructure requires a change in language to be consistent with the proposed Table VIII Cafeteria Management Salary Ranges. The existing job descriptions did not change, only the job titles.

- L-1.2.06** Food and Nutrition Services Manager – Self Contained
- L-1.2.19** Food and Nutrition Services Manager – Satellite Base
- L-1.2.21** Food and Nutrition Services Manager – Satellite
- L-1.2.22** Food and Nutrition Services Manager – Mobile Food Truck
- L-1.2.23** Food and Nutrition Manager – Manager Intern
- L-1.2.30** Food and Nutrition Services - Specialist

Job Locator: B-1.1.28-1

Director of Finance

Position Grade: Director ~~H-I~~

Evaluated By: Asst. Supt. For Business Affairs

Job Description:

The Director of Finance is responsible for directing the operation of accounting and budgeting. This position serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Supervises the daily operations of the accounting department to ensure that records are accurate for the preparation of all financial and management reporting.
2. Supervises the daily operations of the Accounts Payable department to maintain and implement accounts payable policies and procedures in accordance with District Goals and School Board Policies.
3. Coordinates, monitors and evaluates internal controls, systems and procedures related to the accounting function to help ensure the effective, efficient and appropriate utilization of district resources.
4. Coordinates the preparation of monthly and annual financial reports to meet the requirements of the laws of the State of Florida and rules of Florida State agencies.
5. Assists the Assistant Superintendent for Business Affairs in the development, preparation, and submission of the annual budget in the format required by the Florida Department of Education.
6. Advises divisions and departments of budget policies and procedures and assists in the maintenance of proper budget controls, monitoring and management of the district's budget.
7. Develops and implements new procedures to ensure compliance with governmental accounting standards (State and Federal).
8. Conducts fiscal impact analyses and revenue and expenditure forecasting.
9. Supervises the receipt and deposit of all funds.
10. Conducts analysis and balancing of assets and liability accounts.
11. Supervises the accounting for federal programs and food services.
12. Supervises the preparation of the School Program Cost Report.
13. Acts as the coordinator between school board staff and federal/state agency personnel on required audits other than the audits of school internal accounts.
14. Coordinates cash management, investment opportunities and determine daily cash needs.
15. Prepares a variety of complex, periodic reports, trend analysis and other statistical data.
16. Attends meeting of the Florida professional associations that provide training and legislative information when appropriate.
17. Analyzes bond issues for timely dispensation and refund of monies.
18. Disburses charter school funds and monitors charter school budgets and financial reports to ensure fiscal stability and compliance.
19. Initiates draws for Federal cash advance requests of the school district.
20. Exports the files to process the bi-monthly ACH transactions for all employee direct deposit paychecks, as well as, for various payroll liabilities.
21. Performs other duties requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Accounting and/or Business Administration.
2. Five (5) years experience in accounting and/or auditing.
3. Knowledge of laws and rules pertaining to School/Governmental Accounting.

Desired Qualifications:

1. Certified Public Accountant.
2. Experience in school financial management or accounting/auditing.
3. Knowledge of Business Software Applications.

Revised: 2/09/84, 12/13/84, 1/21/93,
4/15/93, 5/15/03, 2/19/2004, 3/18/04
02/10/14; 2/23/2016

Pending School Board Approval: 5/3/2018

Job Locator: B-1.4.02

Coordinator of Risk Management

Position Grade: Coordinator ~~H~~I

Evaluated By: Assistant Supt. for Business Affairs

Job Description:

Under direct supervision of the Assistant Superintendent for Business Affairs, the Risk Manager is responsible for managing claims or litigations related to workers compensation, student accident, visitor accident, vehicle accident, property damage and other insurance claims. The position is a direct liaison between insurance adjusters, legal counsel, state and federal emergency management authorities, as well as other departments and divisions in regards to safety and risk.

Responsibilities and duties of this position include:

1. Reviews and evaluates accident including workers' compensation, auto, property, and student accidents.
2. Workers Compensation:
 - a. Works with Third Party Administrator (TPA) to investigate and qualify claims to determine eligibility for workers' compensation benefits; ensuring all legal and procedural requirements are met for the processing of claims, in order to ensure proper and timely payments to employees and medical facilities.
 - b. Reviews each weekly check register before authorizing payment.
 - c. Provides authoritative advice and counsel campus-wide on the interpretation and application of worker's compensation policies, legislation, regulations, and processes, as well as on loss control procedures and related regulations.
 - d. Designs and implements training and orientation programs to disseminate this safety practices and procedural information to the School Board employees.
 - e. Monitors each case receiving benefits and is the liaison between employee and support agencies.
 - f. Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts, and to facilitate either return to work or, depending upon medical status of the claimant, placement into appropriate alternative positions within the School Board, ensuring compliance with all appropriate regulations and guidelines
 - f. Communicates to School/Site, Human Resources, Benefits and Payroll Department on progress of injured employee
 - g. Coordinates with HR and other departments in regards to light duty meetings.
 - h. Works closely with TPA and legal counsel while contributing to petitions, depositions, and mediations to reduce exposure.
 - i. Acts as an advocate for injured employee to ensure all parties (TPA, Medical Professionals, District Personnel) are compliant with mandates, standard practices, and timely treatment.
 - j. Assigns tasks, supervises, and supports Light Duty employees while they work remotely during restricted recovery.
3. Safety, Insurance and Managing Risk:
 - a. Participates in strategic planning aimed at minimizing District exposure, controlling cost, promoting awareness and reducing the incidences of, accidents, injuries, property damage and identifiable dangers.
 - b. Analyzes accidents and work with appropriate department to address and resolve hazards.
 - c. Reviews contracts and certificates of insurance to ascertain appropriate language and proper coverage I present to protect the District from avoidable liability or unintended obligation.
 - d. Investigates, documents, and communicates details of claims; making recommendations on settlements or further actions required to achieve closure.
 - e. Works with departments, vendors, and District Management to prepare for yearly insurance renewals.

- f. Coordinates with Maintenance, Operations, FEMA and state agencies to procure available reimbursements after natural disasters.
 - g. Composes, recommends changes, and updates on forms, documents, plans etc. to communicate and address associated needs of district safety program.
 - h. Liaises with vendor, Student Services and Schools to ensure timely delivery of supplemental student accident policies to school sites.
 - i. Negotiates with insurance and other vendors to ensure the District is provided with maximum coverage, adequate services, and competitive pricing for the District's needs.
4. Performs other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

- 1. High School Diploma, including or supplemented by education, training, and/or experience in risk management, management and/or insurance field.
- 2. Minimum of five (5) years progressively responsible experience in Worker's Compensation laws claims processing, staff benefits ADA compliance, and related risk management functions.
- 3. Highly Skilled in Human Relations and conflict resolutions
- 4. Strong analytical, problem solving, written and verbal skills
- 5. Adept at computer programs, spread sheets, reporting and processing of critical data
- 6. Ability to work with Confidential/sensitive information and employee files

Desired Qualifications:

- 1. Bachelors Degree in Business, Risk Management, or Insurance
- 2. CPCU or ARM Certification.
- 3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policy.
- 4. Knowledge in Data Processing Procedures and Programs.

Board Approved: 03/15/2012;
 Effective: 07/01/2012
 Board Reviewed: 02/10/2014; 4/5/18
Pending School Board Approval: 5/3/2018

Job Locator: B-1.1.29-II

Supervisor of Purchasing and Material Management

Position Grade: Supervisor ~~III~~ **II**

Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

Directs the District's ~~Purchasing and Materials Management (Print Center and Property Control)~~ processes and performance. ~~Directs the performance of Purchasing and Material Management.~~

Responsibilities and duties of this position include:

1. Administer bidding process and contracts for vendor performance/compliance within established limits (e.g.) prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc. for the purpose of securing items and or services within budget and in compliance with regulatory requirements.
2. Develop bid tabulations and make recommendations to the Superintendent for School Board action related to bid contracts.
3. Advise district personnel regarding needed products or services and assist with development of product/service specifications and available sources.
4. Supervise the maintenance of bid contracts, state contracts purchasing and files.
5. Establish and maintain procedures to ensure District purchase are in compliance with current local, state, and Federal regulations. ~~and GASB Accounting procedures.~~
6. Supervise the process for professional negotiations for selection of consultants including assistance with development of resulting contract.
7. Supervise the development and implementation of policies, standards and procedures for district ~~Purchasing and Materials Management (Central Warehouse and Property Control).~~
8. Establish the criteria for the selection, indoctrination, performance and development of Department personnel.
9. Assist with preparation of Purchasing and Material Management's annual budget for review.
10. Assist other personnel in areas of mutual concern and perform other such duties as requested by the Assistant Superintendent for Business Affairs.
11. Supervises personnel in the Purchasing Department, Property Control Department, and the Print Center.
12. Resolve issues pertaining to Purchasing, Property Control, and the Print Center for Schools and Departments.
13. Handle and maintains store purchasing cards.
14. Assists with Buyer and Purchasing Assistant tasks.

Required Qualifications:

1. Bachelor's Degree in Business Administration or Related Area and/or five (5) years experience in governmental purchasing and materials management within an educational system.
2. Must hold a current certification as Certified Public Purchasing Buyer (C.P.P.B.)
3. Knowledge of the following: Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and School Board Policies.
4. Experience in Contract Development and Negotiations
5. Knowledge of Business Software Application.

Desired Qualifications:

1. Skill in Human Relations
2. Supervisory experience in local school and/or district level purchasing and material management.
3. Skill in written and oral communication.

Effective: 7/14/83

Revised: 4/24/84, 12/13/84, 7/01/93, 4/15/04, 5/19/05, 2/10/14

Revised: 3/20/2014; 2/23/16; 5/19/16

Pending School Board Approval 5/3/18

Job Locator: B-1.2.46

Coordinator of Accounting/Budget

Position Grade: Coordinator III

Evaluated By: Director of Finance

Asst. Superintendent for Business Affairs

Job Description:

The Coordinator is directly responsible to the **Director of Finance Assistant Superintendent for Business Affairs** and serves in a staff relationship with other administrators. Provides financial information to management by researching and analyzing accounting data; preparing reports.

Responsibilities and duties of this position include:

1. Review and analyze federal grant expenditures and contracts for adequate documentation and compliance with grant documents, OMB circular A-128 and A-87.
2. Prepare FA-399's for federal grants and perform on-line disbursement reports.
3. Request federal cash advance draw downs.
4. Coordinate with the Office of the Auditor General and outside Auditing firms regarding federal grants.
5. ~~Assist in preparation of the Annual Financial Report, Cost Report, schools' financial reports and other reports as assigned.~~ Assist with the preparation of the Annual Program Cost Report, schools' financial reports and other reports as assigned.
6. ~~Assist in preparation of the monthly sales tax returns and quarterly gas tax refund applications.~~ Prep monthly budget reports.
7. ~~Assist in preparation of the indirect cost rate request.~~ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
8. ~~Coordinate payments for travel. Conduct travel workshops as part of In-service training. Keep travel manual updated. Assist cost centers with SACS.~~ Documents financial transactions by entering account information.
9. ~~Coordinate P-Cards and Construction Project accountability and maintain records for Auditors.~~ Recommends financial actions by analyzing accounting options.
10. Perform other duties as assigned by the **Director of Finance Assistant Superintendent for Business Affairs.**
11. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
12. Substantiates financial transactions by auditing documents.
13. Maintains accounting controls by preparing and recommending policies and procedures.
14. Guides district and school's clerical staff by coordinating activities and answering questions. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
15. Reconciles financial discrepancies by collecting and analyzing account information.
16. Maintains financial security by following internal controls.
17. Prepares payments by verifying documentation, and requesting disbursements.
18. Complies with federal, state, and local financial legal requirements by studying existing and new legislation enforcing adherence to requirements.
19. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
20. Maintains customer confidence and protects operations by keeping financial information confidential.

21. Contributes to team effort by accomplishing related results as needed.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree in Business Administration Management or Accounting.
2. Three (3) years accounting/auditing experience.
3. Knowledge of fund accounting.
4. Skilled in Excel spreadsheet, current accounting system and other applicable software.
5. Ability to work independently.
6. Experience in auditing of Travel, P-card and Construction payment procedures.

Desired Qualifications:

1. Supervisory experience.
2. Ability to communicate effectively with the public.
3. Knowledge of federal grants.

Board Approved: 6/30/99 Eff: 7/01/99

Revised: 3/18/2004, 10/13/2011

Revised: 2/10/14

Pending School Board Approval: 5/3/2018

Job Locator: B-1.1.47

Coordinator of Health Benefits

Position Grade: ~~Coordinator II~~ Coordinator I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator of Health Benefits is directly responsible to the Assistant Superintendent for Business Affairs. This person serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Assist in the preparation and analyzing of bids and/or negotiations.
2. Examine and approve new and renewal insurance policies.
3. Coordinate and implement all aspects of the fringe benefit program related to employee, retiree and COBRA health insurance and wellness benefits.
4. Program and maintain Access software for Retirees, Leave and Cobra participants.
5. Coordinate payroll information as necessary, i.e. changes in carrier/coverage/services.
- ~~6. Coordinate payroll self-accounting for Health/Life as necessary.~~
- ~~7. Coordinate insurance deductions, remittance to proper companies and maintenance of related files.~~
8. Reconcile and calculate the monthly premium payments for all group insurance policies and wellness partnerships and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
9. Interface with other departments, especially Payroll and Human Resources, in the data accumulation and other pertinent employee information related to insurance eligibility.
- ~~10. Program and maintain Access software for Retirees, Leave and Cobra participants. Moved to #4~~
11. Act as liaison for the department in the area of data processing by assisting the Information Service programmers with the information necessary to program the needs of the Insurance Department.
12. Be Responsible for the accounting, reconciling and submitting of the Division of Retirement Certification of Retirees' Health Insurance Premium Payments, Health Care Reform reports (IRS 1095-C & 1094-C) and Health Savings Account uploads to financial institution.
13. Ensures compliance with federal, state and local mandates by studying existing and new legislation; obtaining legal opinions; enforcing adherence to mandates; advising executive staff on needed actions.
14. Enroll, term and process QLE (qualified life events) and run reports in multiple Insurance Carriers eligibility and administrative systems.
15. Coordinate and implement the annual or open enrollment process for all benefit eligible employee's, retiree's and COBRA participants.
- ~~16. Coordinate health screenings, lectures and behavior change programs~~
17. Supervise and coordinate Wellness Committee Activities, Near-site Clinics, Well Workplace Designation, yearly recertification and coordinates with outside agencies, businesses and health care providers to implement wellness initiatives.
18. Responsible for the Well Workplace Designation and recertification yearly.
19. Serves as liaison for activities of the Employee Assistance Program and participates on the School Health Advisory Committee (SHAC).
20. Oversee multiple Insurance Carriers, Consultant, Web Enrollment System, Insurance Committee, Health Programs and Partnerships.
21. Supervise and evaluate Insurance Support Staff and Supervise Onsite Representatives
22. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

Qualifications

1. Bachelor's Degree or graduate from an accredited college with an Associates Degree and 3-5 years of Insurance Benefits experience
2. Demonstrate knowledge of the principles and practices of health and wellness promotion, health education and disease prevention/management
2. Supervisor and Administrative experience
3. Experience in financial management and/or accounting.
4. Skilled in Excel Spreadsheet and other applicable software.

5. Skill in Human Relations
6. Ability to work independently

Desired Qualifications

1. Bachelor's Degree in Business with emphasis in Health Insurance Benefits.
2. Experience in insurance procedures and management.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost accounting and Reporting for Florida Schools and Clay County School Board Policy.
4. Knowledge in Data processing Procedures and Programs.

Effective: 7-01-04 (Approved 4/15/04)

Revised: 2/16/06

Pending School Board Approval: 5/3/18

Job Locator: B-1.1.41-IICoordinator of ~~Purchasing/Accounts Payable~~Position Grade: ~~Coordinator II~~ Coordinator IEvaluated by: Director of ~~Purchasing/Accounts Payable/Material Management~~ Finance**Job Description:**

The Coordinator is directly responsible to the Director of ~~Purchasing/Accounts Payable/Material Management~~ Finance. This person serves in a staff relationship with the Coordinator of Accounting, Coordinator of Payroll, the Property Control Coordinator, Coordinator of Insurance Activities, and Coordinator of Procurement.

Responsibilities and duties of this position include:

- ~~1. Reviews and processes requisitions, confers with schools, centers and departmental personnel as needed.~~
- ~~2.1.~~ Coordinates Accounts Payable and ~~assist with processing of~~ processes Construction Payments and Travel.
- ~~2.~~ Reconciles P-card statements for all departments and schools and prepares corresponding journal entries to record payment.
- ~~3.~~ Coordinates and processes payment of vendor invoices through District's E-card system.
- ~~3.4.~~ Coordinates Purchasing Accounts Payable procedures and processes with all schools and centers.
- ~~3.5.~~ Supervises Accounts Payable personnel and assists in evaluations.
- ~~4.~~ Secures prices from vendors and obtains written quotations when required.
- ~~5.6.~~ Mediates payment/invoice problems or disputes between requesting department and vendor.
- ~~9.7.~~ Assists with the hiring and training of Accounts Payable personnel.
- ~~8.~~ Executes monthly Florida Retirement System and child support garnishment ACH transactions and prepares reconciliations of payroll liability accounts to general ledger.
- ~~6.~~ Assist with tabulations and quotations.
- ~~9.~~ Preparation of the Annual Program Cost Report, schools' financial reports, Abandoned Property Report and other reports as assigned.
- ~~10.~~ Preparation of monthly PECO request reports and sales tax returns.
- ~~11.~~ Preparation of quarterly fuel tax refund applications and Unemployment Compensation remittance.
- ~~12.~~ Preparation of monthly bank reconciliations.
- ~~13.~~ Preparation and distribution of 1099s.
- ~~7.14.~~ Prepare the Preparation of monthly vouchers and warrants report for the School Board.
- ~~15.~~ Submission of bi-monthly positive pay files for Payroll and Accounts Payable accounts for fraud prevention and reconciliation.
- ~~16.~~ Perform other duties as assigned and provides support to the Director of Purchasing/ Accts. Payable/Material Management Finance as needed, in the area of comprehensive planning.
- ~~11.~~ Perform other duties as assigned by the Director of Purchasing/ Accts Payable/Material Management.

Required Qualifications:

1. Graduate from an accredited college or university with Bachelor's Degree in Accounting or Business.
- ~~2.~~ Experience in governmental purchasing.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
4. Knowledge of current financial software and other applicable software.

Desired Qualifications:

1. Supervisory experience
2. Experience in local school and/or district level purchasing/accounting regulations.
3. Knowledge of data processing procedures and programs.
- ~~4.~~ Purchasing Certification.

Effective: 4/24/84

Revised: 8/17/89, 7/01/93, 10/13/11, 2/10/14

Revised: 2/20/14

Revised: 3/20/14

Pending School Board Approval: 5/3/18

Job Locator: B-1.1.33

Coordinator of Procurement / Buyer

Position Grade: Coordinator II

Evaluated By: ~~Director~~ Supervisor of

**~~Purchasing/Accounts Payable/Internal Accounts/~~
and Material Management**

Job Description:

The Coordinator of Procurement is directly responsible to the ~~Director~~ Supervisor of Purchasing/~~Accounts Payable/Internal Accounts/~~ and Material Management. This person serves in a staff relationship with ~~other administrators, the Coordinator of Payroll, Coordinator of Property Control, Coordinator of Internal Accts/Purchasing/Accts Payable, Coordinator of Accounting and the Coordinator of Health Benefits.~~ This person performs advanced, specialized duties pertaining to the procurement of materials, supplies, equipment and/or services. Work includes duties pertaining to the formal bidding process such as assisting in the writing of specifications, issuing bid invitations and attending and tabulating bid openings.

Responsibilities and duties of this position include:

1. Reviews and processes requisitions, confers with school and departmental personnel as needed.
2. Secures prices from vendors and obtains written quotations when required.
3. Reviews ~~and edits~~ all bid documents ~~prior to release~~ for compliance with piggyback option.
4. Performs statistical analyses to determine district needs for new term contracts and implements same to satisfy those needs.
5. Develops bid/~~RFP~~ documents and reviews specifications for clarity and compliance with Board policy, Federal, State and local regulations; assists bid openings, assists requesting department in evaluation of bids/~~RFPs~~ and reviews rationale for rejection/acceptance of bid/~~RFP~~.
6. Reviews, edits and compiles Board agenda materials prior to submission to ~~Supervisor~~ Director of Purchasing.
7. Mediates payment/invoice problems or disputes between requesting department and vendor.
8. Assists with Accounts Payable ~~issues~~.
9. Confers with vendors on products; inspects or reviews samples, specifications or illustrations on new materials; attends product demonstrations.
10. Participate in staff development and training sessions to maintain a competitive purchasing edge to support the needs of the district.
11. Coordinate training sessions of District Procurement Procedures.
12. ~~Coordinates with vendors for Charter Bus Master Agreement and communicates with District Personnel regarding eligibility.~~
13. Performs other related work as required.

Required Qualifications:

1. Must have ~~an Associate's degree~~ a Bachelor's Degree from an accredited college or university with business courses or a related field and Purchasing Certification, CPPO, CPM and/or CPPB.
2. Minimum of three (3) years experience in governmental purchasing or related field.
3. Knowledge of the following: Florida Statutes, State Board of Education Regulations, Financial and Program Cost Account and Reporting for Florida School and School Board policies.
4. Proficient in Word and Excel. Desired

Desired Qualifications:

1. Experience in local school and/or district level purchasing/accounting regulation.
2. Knowledge of TERMS ~~and/or other ERP systems~~.

Board Approved: 6/21/2007

Revised: 9/17/2007

Revised: 2/10/14

Pending School Board Approval: 5/3/18

Job Locator: B-1.4.04
Coordinator of Property Control
Position Grade: Coordinator ~~H~~ (I)
Evaluated by: ~~Director~~ Supervisor of
Purchasing/~~Accounts Payable and Material~~
~~Management~~

Job Description:

The Coordinator of Property Control is directly responsible to the ~~Director~~ Supervisor of Purchasing/~~Warehouse and Material Management~~. This person serves in a staff relationship with other administrators. ~~in the Business Affairs Division.~~ Coordinator of Property Control supervises both Property Control Warehouse and Print Center's daily activities.

Responsibilities and duties of this position include:

1. Maintain a master control ledger on all school board tangible personal property.
2. Assure that all property is tagged upon receipt and entered into inventory. ~~by Property Managers at respective schools.~~
3. Up-date assets on value adds.
4. Coordinate transfer of property from location to location and delete unusable property from inventory when necessary.
5. Transfer all property within a cost center on inventory system.
6. Reconcile property records and submit a monthly Property Report to the Board.
7. Instruct and assist ~~School~~ Property managers in maintaining their property records.
8. Conduct annual on-site inventory audits at schools/district offices and balance sheets each fiscal year as required.
9. Coordinate activities for disposition of surplus property.
10. Conduct Needs Assessments for furniture acquisition - new and/or replacement.
11. Coordinate data and assist with Bids for furniture Needs Assessments for procurement.
12. Amend budgets, propose purchase orders, and coordinate acquisitions with all cost centers.
13. Coordinate the surplus/reissue warehouse for movement from, to, between cost centers.
14. Coordinate data and approves Equipment Assessments for all schools
15. Coordinate all office moves within the district.
16. Handle all donations to and from the school district.
17. Gather and process all vandalism reports for school district.
18. Attend all court appearance in regards to all vandalism restitutions.
19. Coordinate, Pickup and delivery all special events items for school district.
20. Coordinate with "IT" on all surplus computers and verify all hard drives removed before auction.
21. Process request from liability insurance for vehicle values.
22. Approve work flow on ERP system.
23. Coordinate with Facilities portable movements.
24. Coordinate Print Shop daily activities with staff and school district.
25. Coordinate repairs with print shop equipment and supplies orders.
26. Oversee all staff duties and evals.
27. Perform other duties as requested by Administration.

Required Qualifications:

1. Bachelor's Degree.
2. Minimum of three (3) years experience in auditing, purchasing of equipment, and inventory methods.

3. Must possess excellent oral and written skills.
4. Ability to work independently.
5. Skill in Excel spreadsheets
6. Must have and maintain a safe driving record.

Desirable Qualifications:

1. Experience in local school and district level inventory procedures.
2. Knowledge of data processing procedures and programs.
3. Skills in human relations.
4. Worked with "On-Line" auction houses
5. Class "B" driver license

Job Locator: L-1.2.06

Food and Nutrition Services Manager- Self Contained

School Food & Nutrition Services Manager

Position Grade: Administrative Salary Schedule

Evaluated by: ~~Director of School Food & Nutrition~~

Services **Food and Nutrition Services Director & Principal**

Job Description:

The School Food & Nutrition Services Manager is directly responsible to the School Principal and Director of School Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food Service Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Responsible for following policies and procedures as outlined in the Food & Nutrition Services Procedure Manual.
8. Perform related as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.
5. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy.

Desirable Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 8/15/91, 7/18/96, 11/20/12

Board Reviewed: 02/10/2014

Pending School Board Approval: 5/3/2018

Job Locator: L-1.2.19

Food and Nutrition Services Manager- Satellite Base

~~Cafeteria Manager/Satellite Base~~

Position Grade: Administrative Salary Schedule

Evaluated by: ~~Director of School Food & Nutrition~~

Services Food and Nutrition Services Director & Principal

Job Description:

This employee is directly responsible to the Director of School Food Service and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Base School and Satellite Food Service programs.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food Service Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Utilize cost control procedures for cash including pre-payments for meals and bank deposits, food, supplies and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Coordinate the operational procedures of the Satellite Base School and Satellite School to assure programs operate effectively.
8. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.
4. Possess State of Florida, Department of Health & Rehabilitative Services, Certified Professional Food Manager Certification.
5. If employed as a manager after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desirable Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 8/15/91, 7/18/96

Board Reviewed: 02/10/2014

Pending School Board Approval: 5/3/2018

Job Locator: L-1.2.21

Food and Nutrition Services Manager- Satellite

Cafeteria Manager/Satellite

Position Grade: Administrative Salary Schedule

Evaluated by: ~~Director of School Food &~~

~~Nutrition Services~~ Food and Nutrition Services

Director & Principal

Job Description:

This employee is responsible to the School Food Service Director and School Principal. Coordination of operational procedures is to be directed by the Manager at the Satellite Base School.

Responsibilities and duties of this position include:

1. Perform managerial and supervisory tasks related to the satellite program as assigned.
2. Perform skilled work in preparation and service.
3. Determine skilled work in preparation and service.
4. Prepare, forward and maintain files of records and reports required by the Food Service Department and County School Board.
5. Utilize cost control procedures for cash (including prepayments for meals and bank deposits), food, supplies and equipment inventories.
6. Maintain a good working relationship with all employees, including Satellite transportation and base school personnel.
7. Develop staff allocations and work schedules in the satellite school with the assistance of the Satellite Base Manager.
8. Supervise the food service staff at the satellite school by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
9. Participate in management training sessions and attend managers meetings as required.
10. Perform other duties as assigned.

Required Qualifications:

1. High School graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in Clay County School Food Service or verified and accepted related or similar experience in quantity food production.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.
5. If employed, as a manager, after July 1, 1991, must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desirable Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 8/15/91, 7/18/96

Board Reviewed: 02/10/2014

Pending School Board Approval: 5/3/2018

Job Locator: L-1.2.22

Food and Nutrition Services Manager- Mobile Food Truck

Cafeteria Manager/Mobile Food Truck

Position Grade: ~~Manager Sat III~~ Administrative Salary Schedule

Evaluated by: ~~Director of School Food & Nutrition Services~~

Food and Nutrition Services Director

Job Description:

This employee is directly responsible to the Director of Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Prepare meals by properly following written recipes, portioning instructions, and presentation procedures in order to ensure cost effectiveness, as well as compliance with state, local, and federal requirements. Gathers needed supplies from base kitchen to prepare meals and provide required and desired beverages.
2. Directs food truck from base school to scheduled location. Travels throughout Clay County as designated.
3. Prepare work schedule(s). Communicates effectively with school staff to include base cafeteria manager.
4. Practices safe food handling according to Hazardous Analysis Critical Control Point (HACCP), Clay County Health Department, and CCDS Food Services Standard Operating Procedures as per the Procedures Manual. Document accordingly per HACCP procedures and accurately complete HACCP forms.
5. Assist in cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer's financial transaction in order to identify meals served per day.
6. Clean and sanitize serving line, work stations, service areas, storage areas, food truck floor, equipment and tools. Washing dishes and utensils and empty refuse.
7. Document usage by verifying and recording daily food production and consumption on base production records.
8. Participate in management training sessions and attend managers meetings as required.
9. Prepare daily safety inspections of truck and follow written procedure with start up and closing down generator, electric and water supply as applicable.
10. Ability to drive food truck. Successfully complete skills course training provided by transportation.
11. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
12. Must maintain a safe driving record while employed.
13. Perform other duties of a similar level or nature.

Required Qualifications:

1. High school graduate or have passed G.E.D. equivalency examination.
2. One year successful full-time experience in Clay County School Food Service or verified and accepted related or similar experience in quantity food production.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Service, Certified Professional Food Manager Certification.
5. If employed, as a manager, after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

School Board Approval: 10/5/2017

Pending School Board Approval: 5/3/2018

Job Locator: L-1.2.23

Food and Nutrition Services Manager- Manager Intern
~~School Food & Nutrition Services Manager Intern~~
Position Grade: Administrative Salary Schedule
Evaluated by: ~~Director of School Food & Nutrition Services~~ Food and Nutrition Services Director

Job Description:

This employee is directly responsible to the Director of School Food & Nutrition Services. Personnel in this position will participate in on-the-job training activities in Clay County School Food & Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of School Food & Nutrition Services Manager by learning all aspects of a School Food Service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Rotate among scheduled school locations to gain management skills and experience as directed by the Director of School Food & Nutrition Services and assumes a manager's responsibilities in the event that the manager is not present.
3. Assists the School Food & Nutrition Services Manager, at the scheduled school locations, in the daily operation of the program,. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of foods and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the School Food & Nutrition Services Manager or Director of School Food & Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during initial year of employment and successfully complete the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. Pass physical examination upon initial employment.
4. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.
5. Mobility for travel throughout Clay County.
6. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification within 6 months of hire.

Desirable Qualifications:

1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with minimum of 80% accuracy.
2. Advanced training and/or coursework in food service technology or management.

Effective: 07/01/94

Revised: 07/18/96, 07/17/97,
6/30/99 (effective 07/1/99), 10/19/06
11/20/12

Board Reviewed: 02/10/2014

Pending School Board Approval: 5/3/2018

Job Locator: L-1.2.30

Food and Nutrition Services- Specialist

Food Service Specialist

Position Grade: Coordinator IV

Evaluated by: ~~Director of School~~

Food & Nutrition Services Food

and Nutrition Services Director

Job Description:

This employee is responsible to the Director of Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist with the comprehensive planning process for the School Food Service Department.
2. Assist with the analysis of cost data and development of strategies to control excessive costs. Work with cafeteria managers to implement the designated strategies to control costs in the local school setting.
3. Assist cafeteria managers with planning, production, merchandising, proper use and care of equipment, special projects, implementation of new programs, training of cafeteria employees and corrective action to resolve deficiencies noted in evaluations and audits as directed.
4. Manage and operate any school food service program in accordance with district policies, Federal and State regulations in the absence of the manager or as directed.
5. Assist with evaluating program operations as directed.
6. Assist with menu planning and preparation of menu worksheet.
7. Assist with preparation and/or compilation of product usage data as directed.
8. Assist with the testing of potential new products.
9. Assist with planning, conduction and evaluating in-service training as directed.
10. Attend manager's meetings and management training sessions.
11. Perform related duties as assigned by Director of Food and Nutrition Services.

Required Qualifications:

1. Associate in Science Degree in Food Service Technology, Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies. In lieu of the above educational requirement: three (3) years of full-time experience as a School Food Service Manager or manager in a quantity food service operation or closely related management or administrative experience.
2. Mobility for travel throughout Clay County.
3. Demonstrate effective, positive interpersonal communication skills.

Desirable Qualifications:

1. Advanced training and/or education in Food Service Technology and/or management.
2. Bachelor of Science Degree in School Food Service Administration or closely related field.

Effective: 7-01-92

Revised: 4-21-94, 7-01-94, 7-18-96, 6/20/02, 3/18/04\

Board Reviewed: 02/10/2014

Pending School Board Approval: 5/3/2018

II. JOB DESCRIPTION ACTIONS

B. Support

Approve the following job description:

NEW:

C-3.4.60 Food and Nutrition Services Equipment and Warehouse Manager

The addition of the new job description will ensure adequate support for our 40 school kitchens. As our program continues to grow we need to ensure the highest level of support and services. Among other responsibilities, this position will oversee the Food and Nutrition Services (FNS) warehouse and act as the Property Control Manager and Records Manager for all school kitchen equipment and the FNS district office. In addition, the position will take over the responsibilities of recommending the replacement of aging equipment and acting as the liaison for all equipment vendors.

C-3.3.09 Purchasing Support Assistant

This position performs the duties and responsibilities of the position to ensure the efficient and effective operations of the office. This position is being created to help with the increase in workload due to the State and Federal mandates that is continuously changing. The band/grade will be a B23.

Job Locator: C-3.4.60

Food and Nutrition Services Equipment and
Warehouse Manager 12 month, B 32

Position Grade: Support Salary Schedule

Evaluated by: Director of Food & Nutrition Serv.

Job Description:

Manages the Food and Nutrition Services warehouse to include ordering, receiving, and delivery of small and large equipment for all school cafeterias. Serves as both the Property Control Manager and Records Manager in compliance with the School Board Policy. Assist the Director of FNS with supervision and coordination of the School Food Services Support Assistant.

Responsibilities and duties of this position include:

1. Maintains Food and Nutrition Services warehouse to assure small and large equipment is ordered, received, and delivered to proper location.
2. Coordinates transfer of property from location to location. Assures all property is tagged upon receipt and report to property control. Maintain property records of all required items. Coordinate and prepare items that are to be surveyed using required forms and prepare inventory for annual audit.
3. Ensure records are stored and in compliance with State of Florida GS7 and GS1-SL guidelines. Maintains records by defining procedure for retention, protection, retrieval, transfer and disposal of records. Maintain manual records of inventories and retention schedule.
4. Inspects kitchen equipment and recommends replacement.
5. Oversees requisitions for purchases of small and large equipment in accordance with bids and price quotes; enters data into the computer regarding orders and receipts; matches requisitions with invoices and resolves discrepancies.
6. Communicate and organize replacement and installation with equipment vendors.
7. Oversees the coordination of vehicle repairs with the Transportation Department; responds to initial reports from food service staff regarding vehicle repair needs; collects data and presents report to the Director regarding short and long-range vehicle repair cost and replacement needs.
8. Organizes and implements the yearly plan for optimal storage of frozen foods following school closures for the summer; coordinates with maintenance staff and others in movement of stored foods in response to shut-down schedule and emergencies affecting food storage.
9. Oversees the coordination of repairs and troubleshoots computer hardware and software problems associated with the point of sale software program; reports major hardware/software problems to the vendor and follows up for completion of repairs.

Required Qualifications:

1. High school graduate or have passed G.E.D. equivalency examination.
2. Must possess training and/or experience in use of computers, spreadsheet applications, and computer operating systems.
3. Must possess a valid CDL Florida Drivers License and maintain same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: One a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the records search; and no convictions for DUI within the seven (7) years immediately preceding the records search. A no-contest plea shall be considered the same as a conviction.

5. Must maintain a safe driving record while employed.
6. Must possess ability to move objects weighing up to 50 pounds.
7. Ability to operate a forklift and pallet jack.

Pending School Board Approval: 5/3/2018

Job Locator: C-3.3.09
Purchasing Support Assistant B23
Position Grade: Support Salary Schedule
Evaluated By: Assigned Administrator
Business Affairs Division

Job Description:

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office.

Responsibilities and Duties this position include:

1. Responsible for overall administrative support of the Supervisor and department staff.
2. Assist with review of purchase requisitions for compliance with governmental purchasing procedures and School Board Policy; process and distribute purchase orders; review information for product procurement, verify bid pricing and revise as necessary.
3. Assist with the preparation of Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualifications (RFQ), quote packages and bid evaluation and bid renewal processes.
4. Communicate with other agencies to acquire or distribute bid-related documents.
5. Interact with the public, including vendors and bidders, and assist with inquiries regarding bid documents, bid openings, and bid awards.
6. Update and Maintain Bid/Quote spreadsheets, documents, files, etc.
7. Obtain certificates of insurance for vendors and maintain renewal information.
8. Receive and process all contract review contracts which includes: ensuring all documents are attached, routing for approval, scanning approved contract back to originator, follow up with purchase requisition.
9. Update and Maintain Contract Review spreadsheet, documents, files, etc.
10. Prepare agenda items or materials for meetings as assigned
11. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs; work orders & IssueTrak for both Purchasing Department and Print Center.
12. Prepare and submit purchase requisitions for both Purchasing Department and Print Center.
13. Submit Budget Transfers for both the Purchasing Department and Print Center.
14. Update and Maintain Print Center budget in regards to purchasing expenses.
15. Receive and review invoices for both the Purchasing Department and Print Center.
16. Respond to inquiries and concerns from customers, vendors, etc., in a timely manner.
17. Utilize current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level and proficiency related to job assignment.
18. Receive and distribute mail. Order and maintain office supplies.
19. Maintain positive effective working relationships with District / school personnel and co-workers.
20. Perform other incidental tasks consistent with the goals and objectives of this position.

Required Qualifications:

1. Associate's Degree.
2. Minimum of two year's previous bookkeeping and or accounting experience providing background necessary to perform the work.
3. Pass the secretarial/clerical skills test.
4. Possess basic computer skills
5. Pass the 10-key calculator test.

Pending School Board Approval: 5/3/2018

II. JOB DESCRIPTION ACTIONS

C. Confidential

Approve the following job description:

NEW:

C-3.1.15 Accounting Assistant / Allocations

Depending upon the office of assignment, maintains accounting records, titles, ledgers, journals and accounts in accordance with the District policies, procedures and guidelines. Prepares and compiles financial information for various District financial reports or state reports. Audits and verifies invoices and/or entries to ensure proper amounts, codes, balances and/or reports. Coordinates and maintains District staff allocation documents and assists with the process. Prepares documents for Board approval, amends documents and distributes to appropriate personnel. The band/grade of this position will adjust from a B31 to a B24.

Job Locator: C-3.1.15

~~Allocation and~~ Accounting Assistant/~~Allocations~~

Position Grade: (Confidential) Salary Schedule B24

Evaluations By: Asst. Superintendent of Business
Affairs

Job Description:

~~Performs varied and complex administrative and secretarial activities to relieve supervisor of administrative detail, in support of the Assistant Superintendent of Business Affairs and the Board of Education. Depending upon the office of assignment, maintains accounting records, titles, ledgers, journals and accounts in accordance with the District policies, procedures and guidelines. Prepares and compiles financial information for various District financial reports or state reports. Audits and verifies invoices and/or entries to ensure proper amounts, codes, balances and/or reports. Coordinates and maintains District staff allocation documents and assists with the process. Prepares documents for Board approval, amends documents and distributes to appropriate personnel.~~

Responsibilities and duties of this position include:

1. Coordinates and maintains District staff allocation documents and assists with process. Prepares documents for Board approval, amends documents and distributes to appropriate personnel.
2. ~~Coordinates, prepares and maintains advertising of School Board Policies in compliance with Administrative Procedures Act. Audits and reviews invoices or purchase orders to ensure proper bid price, amounts received or other information.~~
3. ~~Develops and maintains master calendar of events for District. Prepares student calendar options to present to calendar committee for study. Distributes as required. Posts, codes, balances and/or maintains the general ledger and revenue journal.~~
4. Compiles and maintains District Office budgets, including completing staffing ratios, computing FTE weight factors and logging FTE and enrollment projections.
5. ~~Provides coverage at district staff meetings, principals' meetings, and School Board meetings in the absence of the Superintendent's secretary. Includes development and posting of electronic agenda and advertising meetings as required. Posts revenues and expenditures to appropriate accounts according to established procedures.~~
6. ~~Prepares, assembles, and distributes packets of information, agenda items, manuals/documents/reports for the School Board, other District Administrators, and District Committees as needed. Prepares bank deposits for revenues received. Posts and codes receipts. May reconcile bank statements.~~
7. ~~Coordinates travel and/or arrangements for locations of workshops/seminars. Compiles revenue and expenditure information to prepare and type reports required by the school or state.~~
8. ~~May serve on District committees as assigned. Maintains, posts and balances transfers and deletions of fixed assets from property reports to budget.~~
9. Provides secretarial/clerical support to Assistant Superintendent of Business Affairs and/or School Board Members, District Committees and School Board Attorney as required/assigned.
10. ~~Performs other duties of a similar nature or level. Types manual checks and maintains check registers.~~
11. ~~Assist the Assistant Superintendent of Business Affairs with the preparation of the annual District Budget. Types and/or prepares letters, memos, budget amendments or other correspondence in the conduct of duties.~~
12. ~~Performs other duties of a similar nature or level.~~

Required Qualifications:

1. Must be high school graduate or have passed the G.E.D. equivalency examination.
2. ~~Requires a minimum of seven (7) years of administrative secretarial experience, preferably within a school district setting. Requires a minimum of three years previous bookkeeping or financial records experience, or a~~

combination of previous education/training/experience which provides for an equivalent background necessary to perform the work. A two year degree may be required in lieu of the above listed requirements.

3. Pass the secretarial/clerical skills test.

4. Possess a combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.

Pending School Board Approved: 5/3/2018

III. INSTRUCTIONAL ACTIONS

2017-2018

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WOO , KIMBERLEY 1.0 COUNSELOR-M/J	OLJH	Effective 04/03/2018 10 months / Interim, All Year
FRANKLIN , SHARON 1.0 TEACHER, SCIENCE-M/J	OPJH	Effective 02/12/2018 10 months / Interim, All Year
REISINGER , KIMBERLEY 1.0 SCH PSYCHOLOGIST	STDTS	Effective 04/17/2018 10 months / Interim, All Year

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>
LUSK , JACOB 1.0 TEACHER, LANG AR-SH - 10 months	FIH	Effective 04/17/2018 redesignate from 1.0 LANG ARTS SH/ESOL (OF) - 10 months (FIH)
O'DELL , JANA E 1.0 TEACHER, VE - 10 months	FIH	Effective 03/29/2018 redesignate from 1.0 INCLUSION/ESOL (OF) - 10 months (FIH)
LONG , AMY 1.0 TEACHER, SECOND GRADE - 10 months	PES	Effective 03/29/2018 redesignate from 1.0 TEACHER, GRD 2/ESOL (OF) - 10 months (PES)
MALONE , WENDY 1.0 TEACHER, KINDERGARTEN - 10 months	POE	Effective 03/29/2018 redesignate from 1.0 TEACHER, KG/ESOL (OF) - 10 months (POE)
JERRIS , JERED 1.0 TEACHER, SIXTH GRADE - 10 months	ROE	Effective 04/16/2018 redesignate from 1.0 TEACHER, GRD 6/ESOL (OF) - 10 months (ROE)
WESTBERRY , YOLANDA 1.0 TEACHER, SECOND GRADE - 10 months	ROE	Effective 03/29/2018 redesignate from 1.0 TEACHER, GRD 2/ESOL (OF) - 10 months (ROE)

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>
HALL , PATRICK 1.0 E-BD ALT	BLC	06/07/2018 Retirement
JOHNSON , HOWARD 1.0 READING SH (OF)	BLC	06/07/2018 Conclude Employment
RAFTERY , JOHN .5 TEACHER, PE-M/J	BLC	06/07/2018 Retirement
RAFTERY , JOHN .5 TEACHER, PE-SH	BLC	06/07/2018 Retirement
JUMP , TYLER 1.0 TEACHER, SIXTH GRADE	CHE	06/07/2018 Resignation
RUTHERFORD , STACEY 1.0 COLLEGE AND CAREER COACH	CTE	04/05/2018 Resignation
LOTEMPPIO , KELLY 1.0 TEACHER, SCIENCE-SH	CWL	03/29/2018 Resignation
GREEN , MICHELLE 1.0 TEACHER, SOC ST-SH	FIH	06/07/2018 Resignation
JOHNSTON , CAROLINE 1.0 TEACHER, SOC ST-SH	FIH	06/07/2018 Resignation
ALTMAN , DAWN 1.0 INCLUSION	KHH	06/07/2018 Retirement
NEE , DEBORAH 1.0 PREK-KG-EBD	LES	06/07/2018 Resignation
HARRIS , KIMBERLY 1.0 MATH 6-12 (OF)	OHS	06/07/2018 Resignation
STAFFORD , BRANDY 1.0 TEACHER, LANG AR-SH	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>
BLANDIN , PEDRO 1.0 SPANISH	OPJH	06/07/2018 Resignation
SMITH , KAREN 1.0 TEACHER, FOURTH GRADE	OVE	06/07/2018 Retirement
GRAHAM , TERRI 1.0 TEACHER, FIRST GRADE	PES	06/07/2018 Retirement
SANSOM , WILMER 1.0 TEACHER, SECOND GRADE	POE	06/07/2018 Retirement
BROWNING , LINDSEY 1.0 TEACHER, FIRST GRADE	RVE	06/07/2018 Resignation
FANNEY , JULIA 1.0 INCLUSION / K-6 (OF)	RVE	06/07/2018 Conclude Employment
CALIXTE , CASSANDRE 1.0 TEACHER, FOURTH GRADE	SBJ	06/07/2018 Resignation
GONZALEZ , MARIA 1.0 COUNSELOR-M/J	WJH	06/07/2018 Resignation

III. INSTRUCTIONAL ACTIONS 2017-2018

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
JACKSON , SALLY DEPARTMENT HD SHARE	KHH	Appointment
LAURENT , ROGER SOCCER HEAD JV SUP	KHH	Appointment
RITZ , NORMAN DEPARTMENT HD SHARE	KHH	Appointment
TOUCHTON , VICTORIA CHEERLEADING V HD	KHH	Appointment
SEAWARD , NATHANIEL FOOTBAL AST HS 25%	RHS	Appointment
TOBLER , ULYSSES FOOTBAL AST HS 75%	CHS	Resignation
TOBLER , ULYSSES FOOTBAL AST HS 25%	CHS	Resignation
KENNARD , KYLE FOOTBAL AST HS 75%	OHS	Resignation
KENNARD , KYLE FOOTBAL AST HS 25%	OHS	Resignation
CARTER , RYAN FOOTBAL AST HS 25%	RHS	Resignation

III. INSTRUCTIONAL ACTIONS 2017-2018

G. PENDING APPOINTMENTS

Name/Assignment	Location	Effective
NONE		

III. INSTRUCTIONAL ACTIONS

2018-2019

A. APPOINTMENTS

Name / Assignment

Site

Contract

NONE

III. INSTRUCTIONAL ACTIONS 2018-2019

B. RE-APPOINTMENTS

Name / Assignment

Site

Contract

SEE ATTACHED

NAME	CONTRACT TYPE	MONTHS
AGUILA, SANDRA JEAN	PROF SERVICES	10
ALVAREZ, NICOLE MULLINS	PROF SERVICES	10
ARRINGTON, CONNIE S	PROF SERVICES	10
AUSTIN, KELSIE WOODS	ANNUAL	10
AUSTIN, TERESA H	ANNUAL 80%	10
AVERY, TAMMY T	PROF SERVICES	10
BALL, LISA MARIA	ANNUAL	10
BATCHELOR, AMY DAWN	ANNUAL	10
BAXTER, JENNIFER HUMAN	PROF SERVICES	10
BECK, LAURA NICOLE	PROF SERVICES	10
BECKWITH-BROWN, ROSALIND LOR	ANNUAL	10
BEHRMAN, SONYA FRANKLIN	PROF SERVICES	10
BILLIOT, REBECCA ROY	PROF SERVICES	11
BODIE, MIRIAM LOUISE	PROF SERVICES	10
BODWAY, ELIZABETH DIANN	PROF SERVICES	10
BORUM, AMANDA JUNE	PROF SERVICES	10
BOUDREAU, ERYN KATHALEEN	ANNUAL	10
BOWERS, VICTORIA JEAN	ANNUAL	10
BOWLER, ELLIS WILLIAM	ANNUAL	10
BRASHEAR, SANDRA D	PROF SERVICES	10
BRIANT, TAMMY EILEEN	PROF SERVICES	10
BRIGHT, SHANNON CORLEY	ANNUAL 40% 40%	10
BROGA, SUSAN KAREN	PROF SERVICES 60% 40%	10
BRYAN, LESLEE DAMPIER	PROF SERVICES	11

NAME	CONTRACT TYPE	MONTHS
CHAMBERS, ARIELL ROXANNE	ANNUAL	10
CHEFER, MIRIAM SARAH	PROF SERVICES	10
COBB, COLEEN ANNE	PROF SERVICES	10
CORFIELD, RONDA ANN	ANNUAL	10
CROSE, BRIDGETTE ANN	PROF SERVICES	10
CUNNINGHAM, JENNIFER CAMILLE	ANNUAL	10
CURRY, DEBORAH LYN	ANNUAL	10
DANIELS, KAREN LEE	ANNUAL	10
DEMERS, KRISTI F	PROF SERVICES	10
DOWLING, MARGARET D	PROF SERVICES	11
DUBIS, KIMBERLY N	PROF SERVICES	10
FAGAN, TARA WISSING	PROF SERVICES	10
FERRANTE, KELLY	PROF SERVICES	10
FISH, DEBORAH DENISE	PROF SERVICES	10
FLOYD, JASMINE	PROF SERVICES	12
FUTCH, KAREN ANN	PROF SERVICES	10
GALE, JOHN E	ANNUAL	10
GANNON, SUSAN TERESA	PROF SERVICES	12
GARTNER, REBECCA SUSAN	PROF SERVICES 60%	10
GODWIN JR, WALTER EUGENE	PROF SERVICES	10
GOMEZ, KRISTI MCGOWIN	PROF SERVICES	10
GORIA, MICHELE A	ANNUAL 60%	10
GRANT, CASSIE RAE	PROF SERVICES	10
GREEN, FRANCES A	PROF SERVICES	10
GUNDER, JENNIFER RENEE	PROF SERVICES	10
HAMM, MELVIN L	ANNUAL	10

NAME	CONTRACT TYPE	MONTHS
HAMPEL, FRANCES ANN	PROF SERVICES	10
HANCOCK, TARA LEIGH GIFTED (OF), *OF*	ANNUAL	10
HRADIL, TIFFANY LEE	PROF SERVICES	12
HUNT, JERRE HARRIS	ANNUAL	10
JARAMILLO, LIGIA CRISTINA	ANNUAL	10
JERRIS, JERED SCOT	PROF SERVICES	10
JONES, LESLEY A	CONTINUING	10
KALTZ, LAEL PASCHAL	ANNUAL	10
KELLY, CYNTHIA CHRISTINE	PROF SERVICES 60%	10
KICKLIGHTER, ERIKA NICOLE	ANNUAL 40%	10
KNIGHT, GINA MARIE	PROF SERVICES	10
LAMOUREUX, STACIE DENLEY	PROF SERVICES	11
LANIER, DEBRA LEIGH	PROF SERVICES	10
LAWRENCE, PAMELA LEE	ANNUAL	10
LEE, PATRICIA	ANNUAL	10
LONG, AMY JENNIFER	PROF SERVICES	10
LUSK, JACOB CHARLES	ANNUAL	10
MADAYCHIK, JENNIFER LYNN	PROF SERVICES	10
MALONE, WENDY	ANNUAL	10
MANCINO, LISA GRAHAM	PROF SERVICES	10
MARSHALL, MARGARET JEAN	PROF SERVICES	10
MARTIN, LAURA CHRISTINE	ANNUAL	10
MARUSCZAK, DIANE JANE	PROF SERVICES	10
MAY, DENISE K	PROF SERVICES	10
MCCORD, AMY C	ANNUAL	10

NAME	CONTRACT TYPE	MONTHS
MCGOVERN, LISA L	ANNUAL	10
MCGOWAN, RHONDA MICHELE	PROF SERVICES 40% 60%	10
MCKENZIE, BETSY MARY	PROF SERVICES	10
MESCALL, JOHN C	PROF SERVICES	12
MITCHELL, J PAIGE	PROF SERVICES	10
MOORE, W STANLEY	ANNUAL	10
MORAN, STEPHANIE K	PROF SERVICES	10
NEWELL, CARRIE LESTER	PROF SERVICES	10
O'DELL, JANAE LYN	ANNUAL	10
PAIGE, BRENDA REBECCA	ANNUAL	10
PAINE, RUTH G	PROF SERVICES	12
PALMER, CATHY S	PROF SERVICES	10
PHELPS, SEANNA TARYN	PROF SERVICES	10
PRATHER, DANEEN	PROF SERVICES	10
RAMOS, JANICE L	PROF SERVICES	10
RAMSEY, LAURA LUCENTE	PROF SERVICES 60% 40%	10
REID, STACEY MAY	PROF SERVICES	10
REPPER, NICHOLAS LEIGH	ANNUAL	10
RICHARDSON, MARTHA MARY	PROF SERVICES	10
ROCKWELL, AMBER DAY	PROF SERVICES	10
ROCKWELL, JESSICA L	ANNUAL	10
RODESNEY, JANET	PROF SERVICES	10
RODIFER, KELLIE ANTHONY	PROF SERVICES	10
ROMAN, THERESA K	PROF SERVICES	10
ROSS, COURTNEY HALL	PROF SERVICES	10

NAME	CONTRACT TYPE	MONTHS
SALEM, JAMISON REBECCA	PROF SERVICES	10
SCHEILZ, ELIZABETH ANN	PROF SERVICES	11
SCHLOFMAN, LAURA ELIZABETH	PROF SERVICES	10
SEECH, PAMELA ANN	PROF SERVICES	12
SHEFFIELD, MICHELLE C	ANNUAL 60%	10
SHIVER, STEPHANIE BUTTNER	PROF SERVICES	10
SMITH, GARY WAYNE	PROF SERVICES	12
TAVOLIERI, MICHELA	PROF SERVICES	10
TEICHERT, KATHLEEN F	PROF SERVICES 60%	10
TRAVIS, SARAH ELIZABETH TEACHER, GRD 3/ESOL (OF), *OF*	PROF SERVICES	10
TRAYWICK, KALEY KAREN	ANNUAL	10
TRIANA, ROSEANN	ANNUAL	10
TUCCILLO, CHRISTINA COCCIA	ANNUAL	10
TUCKMAN, TANYA K	ANNUAL	10
TURPIN, ALYCIA MARIE LANG ARTS SH/ESOL (OF), *OF*	ANNUAL	10
UMBAUGH, JENNIFER NICOLE	PROF SERVICES	12
VANN, KATHERINE R	PROF SERVICES	10
VERBOORT, DEANNA MARA	PROF SERVICES	10
WATT, KELLY NEAL	PROF SERVICES	11
WENTHE, PATRICIA A	PROF SERVICES	10
WESTBERRY, YOLANDA MARIA	PROF SERVICES	10
WHITFIELD, TERESA LOUISE	PROF SERVICES	10
WILLIAMS, TARA ASHLYN	ANNUAL	10
WILLIAMS, VALERIE PAIGE	PROF SERVICES	10
YANCEY, TERESA ASHWORTH	PROF SERVICES	10

NAME	CONTRACT TYPE	MONTHS
ZALDIVAR, ALISHA MARIE	PROF SERVICES	10

III. INSTRUCTIONAL ACTIONS 2018-2019

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
CARMICHAEL , DENISE 1.0 TEACHER, THIRD GRADE - 10 months	CGE	Effective 08/07/2018 redesignate from .6 TEACHER, THIRD GRADE - 10 months (CGE)
ROBERTS , KIMBERLEE 1.0 READING SH (OF) - 10 months	CHS	Effective 08/08/2018 redesignate from 1.0 TEACHER, LANG AR-SH - 10 months (CHS)
WINGATE , CHRISTINE 1.0 COLLEGE AND CAREER COACH - 11 months	CTE	Effective 07/23/2018 redesignate from 1.0 COLLEGE AND CAREER COACH - 12 months CTE)
HEAPS , SUSAN 1.0 SPEC-SPEECH-LANG - 12 months	ESE	Effective 07/02/2018 redesignate from 1.0 SPEC-SPEECH-LANG - 11 months (ESE)
TARKINGTON , MICHELE 1.0 SPEC-HOMBOUND - 12 months	ESE	Effective 07/02/2018 redesignate from 1.0 SPEC-HOMBOUND - 11 months (ESE)
UPCHURCH , STACIE 1.0 SPEC-ESE PRE-K - 12 months	ESE	Effective 07/02/2018 redesignate from 1.0 SPEC-ESE PRE-K - 11 months (ESE)
LANCASTER , STEPHANIE 1.0 TCH. COMBINE EL/ESOL (OF) - 10 months	SPC	Effective 08/07/2018 redesignate from 1.0 TEACHER, GRD 4/ESOL (OF) - 10 months (SPC)
ROBLES , MARIA 1.0 SCH PSYCHOLOGIST - 12 months	STDTS	Effective 07/02/2018 redesignate from 1.0 SCH PSYCHOLOGIST - 10 months (STDTS)

III. INSTRUCTIONAL ACTIONS

2018-2019

D. TRANSFERS

Name/Assignment

Site

Previous Assignment

NONE

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>
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NONE		
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III. INSTRUCTIONAL ACTIONS

2018-2019

G. PENDING APPOINTMENTS

Name / Assignment

Site

Contract

NONE

IV. INSTRUCTIONAL 2017-2018

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2017-2018

B. COMMUNITY EDUCATION

Appointments

KIRKENDALL, LAURA	Effective 04/02/2018-06/28/18 ACE CERT. NURSING ASST. Hourly as needed
RUTLEDGE, CHARLES	Effective 04/02/2018-06/28/18 ACE TECHNOLOGY EDUCATION Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2017-2018

C. ADULT EDUCATION

Appointments

SORIANO, PIA Effective 04/08/2018-06/28/2018 ACE ABE/GED / 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>
EZQUERRA , CHRISTINA CAFE ASST 3 HRS	CHS	Effective 03/08/2018 Annual / 9 months
HARDY , JENNIFER CAFE ASST 3 HRS	CHS	Effective 02/28/2018 Annual / 9 months
COLLINS , NANCY .8 ISS ASST - ELEM	DIS	Effective 03/22/2018 Annual / 9 months
BOYSEN , MICHELLE .9 ESE ASST BEHAVIORAL HEALTH	FIE	Effective 03/07/2018 Annual / 9 months
MOODY , JESSICA CAFE ASST 5.75 HRS	FIE	Effective 03/23/2018 Annual / 9 months
FREDRICH , HANNAH CAFE ASST 3.25 HRS	GCJH	Effective 03/06/2018 Annual / 9 months
MULFORD , KELLI TECH SPECIALIST	ITS	Effective 03/05/2018 Annual / 12 months
KING JR , LOCKE .9 ESE ASST BEHAVIORAL HEALTH	LJH	Effective 03/20/2018 Annual / 9 months
LECKWOLD , BRIAN CUSTODIAN	LJH	Effective 03/19/2018 Annual / 12 months
TOBLER , SHANTAL GEN MAINT WRKER	MAINT	Effective 03/05/2018 Annual / 12 months
TRIPLETT , REBECCA SCHL SECTY/ADMIN	MHS	Effective 03/02/2018 Annual / 10 months
CRAWFORD , JAMIE LPN	OPJH	Effective 03/20/2018 Annual / 10 months

VI. SUPPORT ACTIONS 2017-2018

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
WOODWARD , SALLIE CAFE ASST 5 HRS	PES	Effective 02/27/2018 Annual / 9 months
COLLINS , VICTORIA CAFE ASST 3.5 HRS	RHS	Effective 03/06/2018 Annual / 9 months
JOHNSON , TRACE .9 ESE ASST GENERAL	RHS	Effective 03/23/2018 - 06/06/2018 Limited Contract / 9 months
MORAN , CHRISTIAN .9 ESE ASST BEHAVIORAL HEALTH	RHS	Effective 03/05/2018 Annual / 9 months
SOLORZANO , ROBERT CUSTODIAN	RHS	Effective 03/06/2018 Annual / 12 months
YOUNG , RICHARD CUSTODIAN	TBE	Effective 03/05/2018 Annual / 12 months
BRADSHAW , RHONDA BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
CARMICHAEL , SHIRLEY ESE ASST/BUS MONITOR	TRANS	Effective 03/20/2018 Annual / 9 months
CARROLL , MALIA ESE ASST/BUS MONITOR	TRANS	Effective 03/20/2018 Annual / 9 months
HALL , CHEYENNE BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
HOILMAN , JOANIE ESE ASST/BUS MONITOR	TRANS	Effective 03/20/2018 Annual / 9 months
HRVATIN , JOANNE ESE ASST/BUS MONITOR	TRANS	Effective 03/20/2018 Annual / 9 months

VI. SUPPORT ACTIONS 2017-2018

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
KIRK , MANDY BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
MOLINA , MARIA BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
PEEK , KIMBERLY BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
ROBERTS , BRENDA ESE ASST/BUS MONITOR	TRANS	Effective 03/20/2018 Annual / 9 months
SAMS , DOREEN BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
SAVOLAINEN , JOHN BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
SMALLS , EARL BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
SMITH , RICKY BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
STOCKTON , JAMES BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
TAYLOR , DAWN BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months
THOMAS , DEYVON BUS DRIVER	TRANS	Effective 03/20/2018 Annual / 9 months

VI. SUPPORT ACTIONS 2017 - 2018

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
MAYFIELD , STEPHANIE .9 ESE ASST BEHAVIORAL HEALTH	KHE	Annual / 9 months

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>
MCKISICK , SHELLEY STU REC SECTY - 12 months	ACE	Effective 03/12/2018 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (OHS)
HARTWICK , SHARI .9 ESE ASST BEHAVIORAL HEALTH - 9 months	BLC	Effective 03/20/2018 transfer from CUSTODIAN - 12 months (SLE)
ROBERTS , CHRISTINA PRINC SECRETARY - 12 months	CEB	Effective 03/23/2018 transfer from ADMIN SECTY - 12 months (INSTP)
KAMM , TERESA PRINC SECRETARY - 12 months	CVA	Effective 03/14/2018 transfer from .5 STU REC SECTY - 12 months (CVA)
ONDISH , ROBYN CAFE ASST 6.5 HRS - 9 months	MHS	Effective 03/05/2018 transfer from CAFE ASST 4 HRS - 9 months (MHS)
CARIGNAN , JOHN HEAD CUSTODIAN - 12 months	OPE	Effective 03/12/2018 transfer from CUSTODIAN - 12 months (SLE)
SALLIOTTE , JENNIFER MEDIA TECH ASST - 10 months	OPH	Effective 03/26/2018 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (LES)
THIESSEN , LAWRENCE CAFE VAN DRIVER - 6.5 HR - 9 months	OPH	Effective 03/20/2018 transfer from COMPUTER LAB ASST - 9 months (CEB)
GONZALEZ , PATRICIA ESE SECRETARY - 12 months	RHS	Effective 03/07/2018 transfer from MEDIA TECH ASST - 10 months (TES)
HODGSON , STEPHANIE CAFE ASST 4.50 HRS - 9 months	RHS	Effective 02/21/2018 transfer from CAFE ASST 3.25 HRS - 9 months (RHS)
WALTERS , ANNA CAFE ASST 6 HRS - 9 months	ROE	Effective 03/21/2018 transfer from CAFE ASST 5 HRS - 9 months (ROE)
FLYNN , BILLIE CAFE ASST 5.75 HRS - 9 months	SBJ	Effective 03/20/2018 transfer from CAFE ASST 7 HRS - 9 months (FIH)
FOREST-DUTCHER , HOLLY .9 ESE ASST GENERAL - 9 months	SLE	Effective 02/26/2018 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (ROE)

VI. SUPPORT ACTIONS 2017 - 2018

D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
LONGMIRE , JACKIE BUS DRIVER/DRIVER TRAINER - 12 months	TRANS	Effective 03/01/2018 transfer from BUS DRIVER – 9 months (TRANS)

VI. SUPPORT ACTIONS 2017-2018

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
NOBLES , SUANPAUL .9 ESE ASST BEHAVIORAL HEALTH 9 months	AES	Resignation 03/23/2018
TAYLOR , CHRISTINA CAFE ASST 4 HRS 9 months	AES	Resignation 03/09/2018
WILSON , FREDRICK .9 ESE ASST BEHAVIORAL HEALTH 9 months	AES	Resignation 02/16/2018
MEREDITH , MARY .9 ESE ASST BEHAVIORAL HEALTH 9 months	BLC	Resignation 03/07/2018
SHAW , LAFARRAH .8 ISS ASST - ELEM 9 months	CEB	Resignation 02/28/2018
WOJNAR , LEAH PRINC SECRETARY 12 months	CEB	Resignation 03/09/2018
GAITHER , CATHY .9 ESE ASST BEHAVIORAL HEALTH 9 months	CGE	Resignation 06/06/2018
THEUS , LORI PRINC SECRETARY 12 months	CVA	Resignation 03/13/2018
ELLIS , BEATRIZ .6 CHILD CARE ASSISTANT 10 months	CWL	Retirement 02/23/2018
WIMBERLY , MARISA CHILD CARE ASSISTANT	CWL	Resignation 02/27/2018
PAGE , REBEKAH CAFE ASST 3 HRS 9 months	GPE	Resignation 02/23/2018
THOMAS , PHYLLIS CUSTODIAN 12 months	KHH	Resignation 02/16/2018
MUNIZ-DIAZ , MICHELLE .8 CLASSROOM ASST - ESOL 9 months	MCE	Resignation 04/03/2018

VI. SUPPORT ACTIONS 2017-2018

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
GOODWIN , PHYLLIS CAFE ASST 3.25 HRS 9 months	MRE	Resignation 03/29/2018
LOPEZ , MARILYN CAFE ASST 3.5 HRS 9 months	OHS	Resignation 02/16/2018
RODRIGUEZ , ANA CAFE ASST 3.5 HRS 9 months	OHS	Resignation 03/09/2018
CRUZ , JOANN CUSTODIAN 12 months	OLJH	Resignation 03/09/2018
BRADLEY , LAURA .9 ESE ASST BEHAVIORAL HEALTH 9 months	OPH	Retirement 06/06/2018
LEE , BRITTAINEE .9 ESE ASST BEHAVIORAL HEALTH 9 months	OPH	Resignation 03/09/2018
ALLEN , STEPHANIE .9 ESE ASST BEHAVIORAL HEALTH 9 months	OVE	Resignation 06/06/2018
MORSE, ROBERT CAFÉ ASST 3 HRS 9 months	POE	Resignation 02/13/2018
POWELL , ARINTON .9 ESE ASST BEHAVIORAL HEALTH 9 months	POE	Resignation 04/06/2018
PALMER , ISAAC .9 ESE ASST BEHAVIORAL HEALTH 9 months	RHS	Resignation 02/26/2018
CURRIE , NANCY CAFE ASST 4.50 HRS 9 months	RVE	Retirement 03/09/2018
NERO , CARLA .8 TITLE I ASST 9 months	RVE	Resignation 02/28/2018
CAPONE JR , ALBERT BUS DRIVER 9 months	TRANS	Retirement 06/06/2018

VI. SUPPORT ACTIONS 2017-2018

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
CREARY-KRAUT , VALERIE BUS DRIVER 9 months	TRANS	Resignation 03/22/2018
HARDISON , SYLVIA BUS DRIVER 9 months	TRANS	Resignation 03/26/2018
TORRES , EDUARDO ESE ASST/BUS MONITOR 9 months	TRANS	Retirement 06/06/2018
TORRES , HOSANA ESE ASST/BUS MONITOR 9 months	TRANS	Retirement 06/06/2018
WILKINSON , CARLTON BUS DRIVER 9 months	TRANS	Retirement 03/26/2018
SCOBLE , MICHAEL CUSTODIAN 12 months	WES	Resignation 02/23/2018

VI. SUPPORT ACTIONS 2017 - 2018

F. SUPPLEMENTS

Name / Assignment

Site

Previous

NONE

VI. SUPPORT ACTIONS 2018-2019

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
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NONE

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
HERRING , CARMON ADMIN SECTY	ACE	Multi-Year Conditional / 12 months
MCKISICK , SHELLEY STU REC SECTY	ACE	Multi-Year Conditional / 12 months
MIDDLETON , CARMELA ADMIN SECTY	ACE	Multi-Year Conditional / 12 months
RAHM , ROBERT CUSTODIAN	ACE	Re-employed Retiree, AC / 12 months
WALKER , RACHEL TRANSITION SPECIALIST ACE	ACE	3rd Year Annual, Support / 12 months
BUSH , KAREN .5 EXEC SECRETARY - SUPT	ADMIN	Multi-Year Conditional / 12 months
ROBINSON , MYRNA ADMIN SECTY SR	ADMIN	Multi-Year Conditional / 12 months
ANDERSON , SALLY ACCTG SUPPT ASST	BAD	Multi-Year Conditional / 12 months
BARTON-WEEKS , ELAINE ACCTG SUPPT ASST	BAD	Multi-Year Conditional / 12 months
BAUCOM , JANET INSURANCE ASSISTANT	BAD	Multi-Year Conditional / 12 months
BLICK , LAURA ACCOUNTS PAYABLE ASSISTANT	BAD	Multi-Year Conditional / 12 months
BOIVIN , DENISE ALLOCATION/ACCOUNTING ASST.	BAD	Multi-Year Conditional / 12 months
COLUMBIA , PATRICIA ACCTG ASST	BAD	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
FRANCISCO , NICHOLLI PAYROLL ASSISTANT	BAD	Multi-Year Conditional / 12 months
GLASS , DEBRA PRESS OPERATOR	BAD	Multi-Year Conditional / 12 months
HOPKINS , KATHY ACCTG SUPPT ASST	BAD	Multi-Year Conditional / 12 months
JONES , CHRISTOPHER WAREHOUSER	BAD	Multi-Year Conditional / 12 months
LASSITER , KIMBERLY ADMIN SECTY SR	BAD	Multi-Year Conditional / 12 months
LEDESMA , ANTHONY WAREHOUSER	BAD	Multi-Year Conditional / 12 months
MCNIDER , DENA PAYROLL ASSISTANT	BAD	Multi-Year Conditional / 12 months
METHENY , MELISSA PRESS OPERATOR	BAD	Multi-Year Conditional / 12 months
MOODY , ELIZABETH ACCOUNTS PAYABLE ASSISTANT	BAD	Multi-Year Conditional / 12 months
POMPEY , SHARON PAYROLL ASSISTANT	BAD	Annual / 12 months
SHANNON , TAMMY PAYROLL ASSISTANT	BAD	Annual / 12 months
SMITH , TERESA INSURANCE ASSISTANT	BAD	Multi-Year Conditional / 12 months
LANOUX JR , CAROL .9 ESE ASST BEHAVIORAL HEALTH	BLC	Multi-Year Conditional / 9 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
ROBERTS , CHRISTINA PRINC SECRETARY	CEB	Multi-Year Conditional / 12 months
BERRY , ELLEN .9 ESE ASST BEHAVIORAL HEALTH	CGE	3rd Year Annual, Support / 9 months
DIAZ , RAMONA .9 ESE ASST BEHAVIORAL HEALTH	CGE	Multi-Year Conditional / 9 months
FINOCCHIARO , ANDREA REGISTERED NURSE	CGE	Multi-Year Conditional / 10 months
FISHER , KELLY .9 ESE ASST BEHAVIORAL HEALTH	CGE	Multi-Year Conditional / 9 months
BROOKS , PEGGY ADMIN SECTY	CTE	Multi-Year Conditional / 12 months
SIMPSON , JERAMY .7 NETWORK SPECIALIST	CTE	Multi-Year Conditional / 12 months
CODERRE , SANDRA ADMIN SUPPT ASST	ESE	Multi-Year Conditional / 12 months
EVANS , LINDA ADMIN SECTY	ESE	Multi-Year Conditional / 12 months
FARMER , DONNA ADMIN SUPPT ASST	ESE	Multi-Year Conditional / 12 months
GRAY , KATHY ADMIN SUPPT ASST	ESE	Multi-Year Conditional / 12 months
HARDIN , JERI ADMIN SUPPT ASST	ESE	Multi-Year Conditional / 12 months
LAFFREY , CATHERINE ADMIN SUPPT ASST	ESE	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
O'NORA , BONNIE ACCTG SUPPT ASST	ESE	Multi-Year Conditional / 12 months
PADGETT , MARY ADMIN SUPPT ASST	ESE	Multi-Year Conditional / 12 months
PEPE , GAIL ADMIN SUPPT ASST	ESE	Multi-Year Conditional / 12 months
RIEBE , KRISTIN REGISTERED NURSE	ESE	Multi-Year Conditional / 12 months
ALLEN , WALTER HEAD CUSTODIAN	FAC P	Multi-Year Conditional / 12 months
SMITH , REBECCA ACCTG ASST	FAC P	Multi-Year Conditional / 12 months
TODD , MICHELLE ADMIN SECTY	FAC P	Multi-Year Conditional / 12 months
GORDON , YVONNE .9 ESE ASST BEHAVIORAL HEALTH	FIE	Multi-Year Conditional / 9 months
HARRISON , MISTY .9 ESE ASST BEHAVIORAL HEALTH	FIE	Multi-Year Conditional / 9 months
SCOTT-REID , WILLETTE .9 ESE ASST BEHAVIORAL HEALTH	FIE	Multi-Year Conditional / 9 months
BROADWELL , CYNTHIA ADMIN SECTY	FNS	Multi-Year Conditional / 12 months
DONALDSON , DEBRA ACCTG ASST	FNS	Multi-Year Conditional / 12 months
QUINTELLO , NENO SFS SUPPORT ASST	FNS	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WITHAM , LORI ADMIN SUPPT ASST	FNS	Multi-Year Conditional / 12 months
WONG , ELAINE ADMIN SUPPT ASST	FNS	Multi-Year Conditional / 12 months
AUSTIN , DEBRA PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
BEATTY , KAREN PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
BERGIN , LAURA PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
ENGLISH , TONYA PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
HUSKEY , ROBIN PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
JOHNSON , GLORIA PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
NORWOOD , PAMELA PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
SAUNDERS , ANGELA PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
SILVEIRA , DANA DATA ENTRY/RECORDS TECHNICIAN	HRD	Multi-Year Conditional / 12 months
SOLOMON , SAMANTHA PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months
THOMPSON , JANE PERSONNEL ASST	HRD	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WARE , MARILYN ADMIN SECTY SR	HRD	Multi-Year Conditional / 12 months
ZAYAS , AMANDA SWITCHBOARD OPERATOR	HRD	Multi-Year Conditional / 12 months
GREEN , DEBORAH ADMIN SECTY SR	INST	Multi-Year Conditional / 12 months
COX , KIMBERLY .5 ADMIN SECTY	INSTS	Multi-Year Conditional / 12 months
LANOUX , ANGELA ADMIN SUPPT ASST	INSTS	Multi-Year Conditional / 12 months
PETROCELLI , ALYSSA ADMIN SECTY	INSTS	3rd Year Annual, Support / 12 months
SLOCUM , SHAWN CLER SUPPT ASST	INSTS	Multi-Year Conditional / 12 months
BUSS , KEVIN PROGRAMMER/ANALYST	ITS	Annual / 12 months
CANOVA , GEORGE PROGRAMMER/ANALYST	ITS	Multi-Year Conditional / 12 months
CASEY , SUSAN TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
CHESSER , DONNA PROGRAMMER/ANALYST	ITS	Multi-Year Conditional / 12 months
CLAYTON , TAMMY TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
DIFOLCO , SARA ACCTG ASST	ITS	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
DOWD , DARRELL TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
DOWDY , DERRICK TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
EVANS , JESSE TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
GILMORE JR , ROBERT TECH SPECIALIST	ITS	Annual / 12 months
GREEN , KEITH NETWORK SPECIALIST	ITS	Multi-Year Conditional / 12 months
HARVEY , NANCY TESTING & ADMIN SUP ASST	ITS	Multi-Year Conditional / 12 months
HERBST , PAUL TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
HOPKINS , TERESA PROGRAMMER/ANALYST	ITS	Multi-Year Conditional / 12 months
ILAGAN , RAYMUND NETWORK SPECIALIST	ITS	Multi-Year Conditional / 12 months
JACKSON JR , HARRY PROGRAMMER/ANALYST	ITS	Multi-Year Conditional / 12 months
KREIER , JERI DATA SERVICES ASST	ITS	Multi-Year Conditional / 12 months
LAWSON , DARRELL TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
LEASURE , RICHARD TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
LEINING , LISA PROGRAMMER/ANALYST	ITS	Multi-Year Conditional / 12 months
LEINO , BRIDGET TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
MAYNARD , GEORGE TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
MCGUFFEY , BRUCE PROGRAMMER/ANALYST	ITS	Multi-Year Conditional / 12 months
OSTEEN , PAUL NETWORK SPECIALIST	ITS	Multi-Year Conditional / 12 months
REED , BRYAN NETWORK SPECIALIST	ITS	Multi-Year Conditional / 12 months
SIMPSON , NATHAN TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
SIMPSON , JERAMY .3 NETWORK SPECIALIST	ITS	Multi-Year Conditional / 12 months
STROUD , LORI TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
THOMPSON , COREY NETWORK SPECIALIST	ITS	Annual / 12 months
TREXLER , REBECCA INSTRUCL APPLIC SPECIALIST	ITS	Multi-Year Conditional / 12 months
TRICE , SCOTT TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
VANCE , CAROL DATA SERVICES ASST	ITS	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WHEELER , RONALD TECH SPECIALIST	ITS	Multi-Year Conditional / 12 months
ZECCA , STEVEN TECH SPECIALIST	ITS	Annual / 12 months
WEST , VANESSA .9 ESE ASST GENERAL HEALTH	LAE	Multi-Year Conditional / 9 months
YOACHUM , SHERRY .9 ESE ASST BEHAVIORAL HEALTH	LAJH	Annual / 9 months
ADAMS , CHARLES-ALEX ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months
ALIOTTA JR , ROBERT ELECTRICAL TECH	MAINT	Multi-Year Conditional / 12 months
APONTE , OSCAR ELECTRICAL TECH ASST	MAINT	Multi-Year Conditional / 12 months
ARD , STEVEN CARPENTER	MAINT	Multi-Year Conditional / 12 months
BEASLEY , GERALD LOCKSMITH	MAINT	Multi-Year Conditional / 12 months
BLAND , CHRISTENE HVAC TECH	MAINT	Multi-Year Conditional / 12 months
BOLLINGER , NATHANIEL HVAC TECH	MAINT	Annual / 12 months
BROOKS II , REGINALD ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months
CARLSON , PAUL ELECTRONICS TECH ASST	MAINT	Annual / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
COX JR , JAMES LD ELECTRICAL TECH	MAINT	Multi-Year Conditional / 12 months
CROTEAU , RICHARD ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months
CROTHERS , MATTHEW HVAC TECH	MAINT	Annual / 12 months
DEAN , SCOTT LEAD PLUMBER	MAINT	Multi-Year Conditional / 12 months
GAMBILL , DONALD HVAC TECH	MAINT	Multi-Year Conditional / 12 months
GRIEGO , NESTOR ROOFER	MAINT	Multi-Year Conditional / 12 months
GUGGISBERG , CHAD HVAC TECH	MAINT	Annual / 12 months
HALL , RUSSELL ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months
HALL , TIMOTHY LEAD CARPENTER	MAINT	Multi-Year Conditional / 12 months
HALL , JERRY LEAD ROOFER	MAINT	Multi-Year Conditional / 12 months
HAMPSHIRE , JAMES GEN MAINT WRKER	MAINT	Multi-Year Conditional / 12 months
HAMPSHIRE , CLARENCE LOCKSMITH	MAINT	Multi-Year Conditional / 12 months
HARRISON , TIMOTHY ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
HARVEY , DONALD HVAC TECH	MAINT	Multi-Year Conditional / 12 months
HERTH , DAN CARPENTER	MAINT	Multi-Year Conditional / 12 months
HUNTER , KENNETH ELECTRICAL TECH	MAINT	Multi-Year Conditional / 12 months
JOHNSON , JAMES WAREHOUSE MANAGER	MAINT	Multi-Year Conditional / 12 months
JUNDT , MICHAEL LD HVY EQUIP OPER	MAINT	Multi-Year Conditional / 12 months
KRAJEWSKI , JAMES LD ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months
KRAUSE , JON ELECTRICAL TECH	MAINT	Multi-Year Conditional / 12 months
LANCASTER , JOSHUA PAINTER	MAINT	Multi-Year Conditional / 12 months
LAUSCHKE , GREGORY ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months
LAYMAN , WILLIAM PLUMBER	MAINT	Multi-Year Conditional / 12 months
LONGMIRE , CHET PAINTER	MAINT	Multi-Year Conditional / 12 months
LONGMIRE JR , REX WAREHOUSER	MAINT	Multi-Year Conditional / 12 months
MARCANO-SOLOMON , HEATHER ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
MCLAUGHLIN , JIMMY LEAD PAINTER	MAINT	Multi-Year Conditional / 12 months
MIDDLETON , ALFRED PAINTER	MAINT	Multi-Year Conditional / 12 months
MURRHEE , GREGORY HVY EQUIP OPERATOR	MAINT	Multi-Year Conditional / 12 months
NEWTON , MICHAEL HVY EQUIP OPERATOR	MAINT	Multi-Year Conditional / 12 months
NIPPER , KERRY DIST WIDE SCH MAIN MECH	MAINT	Multi-Year Conditional / 12 months
PENCHANSKY , ADAM HVAC TECH	MAINT	Multi-Year Conditional / 12 months
PERKINS , RYAN CARPENTER ASST	MAINT	Annual / 12 months
PHARIS , RANDALL HVY EQUIP OPERATOR	MAINT	Multi-Year Conditional / 12 months
PLANK , KYLE CARPENTER	MAINT	Annual / 12 months
POWELL , WILLIAM PAINTER	MAINT	Multi-Year Conditional / 12 months
REASER , DALE ROOFER	MAINT	Multi-Year Conditional / 12 months
RIVERS III , ARTHUR LOCKSMITH	MAINT	Multi-Year Conditional / 12 months
RIVERS , CHANDA ADMIN SECTY	MAINT	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
ROBERTS , LONNIE ELECTRONICS TECH	MAINT	Multi-Year Conditional / 12 months
ROMITO , RICHARD PLUMBER	MAINT	Multi-Year Conditional / 12 months
RYSAK , NANCY ADMIN SECTY	MAINT	Multi-Year Conditional / 12 months
SCOBLE , MARK PLUMBER	MAINT	Multi-Year Conditional / 12 months
SHELTON , RANDALL HVAC TECH	MAINT	Multi-Year Conditional / 12 months
SHEPHERD , TYLER CARPENTER	MAINT	Annual / 12 months
SKINNER , GARY ROOFER	MAINT	Multi-Year Conditional / 12 months
SLAYBAUGH , STEVEN IRRIGATION MECH/PLUMBER	MAINT	Multi-Year Conditional / 12 months
SMITH , DARRELL GEN MAINT WRKER	MAINT	Multi-Year Conditional / 12 months
SPENCER , LARRY LD HVAC TECH	MAINT	Multi-Year Conditional / 12 months
STODDARD , ROBERT CARPENTER	MAINT	Multi-Year Conditional / 12 months
STOKES , JEFFERY ELECTRICAL TECH	MAINT	Multi-Year Conditional / 12 months
STRICKLAND , RANDALL PAINTER	MAINT	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
SWEATLAND , KENNETH ELECTRICAL TECH	MAINT	Multi-Year Conditional / 12 months
TAYLOR , HUGH PLUMBER	MAINT	Multi-Year Conditional / 12 months
THOMAS , JEFFREY HVAC TECH	MAINT	Multi-Year Conditional / 12 months
TOBLER , SHANTAL GEN MAINT WRKER	MAINT	Annual / 12 months
VON EBERSTEIN , MATTHEW ELECTRICAL TECH ASST	MAINT	Multi-Year Conditional / 12 months
WILLIAMS , IVAN WAREHOUSE FOREMAN	MAINT	Multi-Year Conditional / 12 months
WILLIAMS , KEENAN WAREHOUSER	MAINT	Multi-Year Conditional / 12 months
WILSON , CHRISTOPHER WAREHOUSER	MAINT	Annual / 12 months
CAMPBELL , ANNETTE .9 ESE ASST BEHAVIORAL HEALTH	MCE	Multi-Year Conditional / 9 months
REEMELIN , MARTHA PT ASST	MHS	Multi-Year Conditional / 10 months
HILBERGER , ANGELA .9 ESE ASST BEHAVIORAL HEALTH	MRE	3rd Year Annual, Support / 9 months
ROACH , CANDI .9 ESE ASST BEHAVIORAL HEALTH	MRE	Multi-Year Conditional / 9 months
BRAZELL , ANNETTE .9 ESE ASST BEHAVIORAL HEALTH	OLJH	Multi-Year Conditional / 9 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
SALLIOTTE , JENNIFER MEDIA TECH ASST	OPH	Multi-Year Conditional / 10 months
FROST , CHERYL .9 ESE ASST BEHAVIORAL HEALTH	OVE	Multi-Year Conditional / 9 months
DIX , TONY SML ENG MECHANIC	PLNT	Multi-Year Conditional / 12 months
GANN , ROBIN ADMIN SECTY 7900	PLNT	Multi-Year Conditional / 12 months
JACKSON , MARION CUSTODIAN	PLNT	Multi-Year Conditional / 12 months
JOHNSON , ROSALIND CUSTODIAN	PLNT	Multi-Year Conditional / 12 months
JONES , WANDA CUSTODIAN	PLNT	Multi-Year Conditional / 12 months
SNYDER JR , WILMONT SML ENG MECHANIC	PLNT	Multi-Year Conditional / 12 months
VAN MATRE , BERNARD PEST CONTROL OPERATOR	PLNT	Multi-Year Conditional / 12 months
CARVER III , BOBBY .9 ESE ASST BEHAVIORAL HEALTH	POE	Multi-Year Conditional / 9 months
HUBBARD , SHELBY .9 ESE ASST BEHAVIORAL HEALTH	POE	Multi-Year Conditional / 9 months
RICHMOND , BERNARD .9 ESE ASST BEHAVIORAL HEALTH	POE	Annual / 9 months
BROWN , REBEKA .9 ESE ASST BEHAVIORAL HEALTH	RHS	Multi-Year Conditional / 9 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
MORGAN , JILL REGISTERED NURSE	RVE	Multi-Year Conditional / 10 months
COX , JULIE ADMIN SECTY	SCHIM	Multi-Year Conditional / 12 months
HERNANDEZ , B. ADMIN SUPPT ASST	SCHIM	Multi-Year Conditional / 12 months
MANDELE , JULIE ADMIN SECTY SR	SUPSV	Multi-Year Conditional / 12 months
BRESSLER , JOAN ADMIN SECTY	STDTS	Multi-Year Conditional / 12 months
O'BRIEN , SCOTT ADMIN SUPPT ASST	STDTS	Multi-Year Conditional / 12 months
SMITH , TAMARA ADMIN SECTY	STDTS	Multi-Year Conditional / 12 months
THIESSEN , KELLY ADMIN SECTY SR	STDTS	Multi-Year Conditional / 12 months
THOMPSON , DARRELL SEDNET CASE MANAGER	STDTS	Annual / 11 months
BUSH , KAREN .5 EXEC SECRETARY - SUPT	SUPER	Multi-Year Conditional / 12 months
CLEMONS-KIRBY , STEPHANIE .9 ESE ASST BEHAVIORAL HEALTH	TES	Multi-Year Conditional / 9 months
LOMBARDO , CHERYL .9 ESE ASST BEHAVIORAL HEALTH	TES	Multi-Year Conditional / 9 months
BLAND , VICTOR ASSISTANT PARTS MANAGER	TRANS	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
CARROLL , GLENDA ROUTING DISPATCHER	TRANS	Multi-Year Conditional / 12 months
DAVIS , WILLIAM TRANS TECHNOLOGY SPECIALIST	TRANS	Multi-Year Conditional / 12 months
DICKASON , SHAWN LEAD MECHANIC	TRANS	Multi-Year Conditional / 12 months
DOWELL JR , ANTONIO MECHANIC	TRANS	Multi-Year Conditional / 12 months
DOWELL , CHRISTOPHER MECHANIC	TRANS	Multi-Year Conditional / 12 months
FISH , MIKEL ASSISTANT PARTS MANAGER	TRANS	Multi-Year Conditional / 12 months
FOSBENNER , SAUNDRA ADMIN SUPPT ASST	TRANS	Multi-Year Conditional / 12 months
FOSTER , LENORRIS MECHANIC	TRANS	Multi-Year Conditional / 12 months
FRAME , JACK SHOP MANAGER	TRANS	Multi-Year Conditional / 12 months
FRANK , WALTER MECHANIC	TRANS	Multi-Year Conditional / 12 months
GIBSON , JAMES FUEL ATTENDANT	TRANS	Re-employed Retiree, AC / 9 months
GUTHRIE , DAWN PAYROLL SUP AST	TRANS	Multi-Year Conditional / 12 months
HAMPSHIRE , CARIMENIA ADMIN SUPPT ASST	TRANS	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
HAYNES , KAREN ADMIN SUPPT ASST	TRANS	Multi-Year Conditional / 12 months
HAZLIP , MARIAN ROUTING DISPATCHER	TRANS	Multi-Year Conditional / 12 months
HENNING JR , HOWARD MECHANIC	TRANS	Multi-Year Conditional / 12 months
HORNER , MICHAEL MECHANIC	TRANS	Multi-Year Conditional / 12 months
JONES , ANDRIEA ADMIN SUPPT ASST	TRANS	Multi-Year Conditional / 12 months
LEE , WILLIAM MECHANIC	TRANS	Multi-Year Conditional / 12 months
LEIBOLD , RACHEL ROUTING SPECIALIST	TRANS	Multi-Year Conditional / 12 months
LUNDY , BENJAMIN MECHANIC	TRANS	Multi-Year Conditional / 12 months
MILLER , TERRANCE ROUTING DISPATCHER	TRANS	Re-employed Retiree, AC / 12 months
O'CONNELL JR , HUGH MECHANIC ASST	TRANS	Multi-Year Conditional / 12 months
PEREZ CRUZ , YAMUEL ROUTING SPECIALIST	TRANS	Multi-Year Conditional / 12 months
SANDQUIST , GLENN MECHANIC	TRANS	Multi-Year Conditional / 12 months
THOMAS , LYNN PAYROLL SUP AST	TRANS	Multi-Year Conditional / 12 months

VI. SUPPORT ACTIONS 2018 - 2019

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WILKES , DEBRA ADMIN SECTY	TRANS	Multi-Year Conditional / 12 months
WILSON , DONALD MECHANIC	TRANS	Multi-Year Conditional / 12 months
ZINO , INA ROUTING SPECIALIST	TRANS	Multi-Year Conditional / 12 months
NELSON , ANGELICA .9 ESE ASST BEHAVIORAL HEALTH	WEC	Annual / 9 months
WILLIAMS , MELISSA .9 ESE ASST BEHAVIORAL HEALTH	WEC	Multi-Year Conditional / 9 months
MOORE , LOUISE REGISTERED NURSE	WJH	Multi-Year Conditional / 10 months

VI. SUPPORT ACTIONS 2018-2019

C. REDESIGNATIONS

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

VI. SUPPORT ACTIONS 2018-2019

D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
WALTERS , ANNA CAFE ASST 6 HRS - 9 months	ROE	Effective 08/13/2018 transfer from CAFE ASST 6 HRS - 9 months (ROE)

VI. SUPPORT ACTIONS 2018-2019

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

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
NONE		

VI. SUPPORT ACTIONS 2018-2019

F. SUPPLEMENTS

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