

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

April 17, 2008

TABLE OF CONTENTS

I. <u>Administrative Actions</u>	
A. Resignations/Retirements 2007-2008	I-p.A-1
B. Transfers 2007-2008	I-p.B-1
C. New Appointments 2008-2009	I-p.C-1
II. <u>Job Descriptions and Supporting Documents</u>	II-p.1
III. <u>Instructional Actions</u>	
A. New Appointments	III-A-1
B. Redesignations	III-B-1
C. Transfers	III-C-1
D. Resignations/Retirements/Conclude Employment	III-D-1
E. Supplements	III-E-1
F. Transfers 2008-2009	III-F-1
G. Resignations/Retirements/Conclude Employment 2008-2009	III-G-1
IV. <u>Instructional Miscellaneous Actions</u>	
A. Adult Education	IV-A-1
B. Community Education	IV-B-1
C. Miscellaneous After Hours	IV-C-1
V. <u>Instructional Substitute Teacher Actions</u>	
A. Substitute Teacher Appointments	V-A-1
B. Long Term Substitute Teacher Appointments	V-B-1
VI. <u>Support Actions</u>	
A. New Appointments 2008-2009	VI-A-1
B. New Appointments 2007-2008	VI-B-1
C. Redesignations	VI-C-1
D. Resignations/Retirements/Terminations	VI-D-1
E. Transfers	VI-E-1
VII. <u>Short Term Leave</u>	VII - A-1
VIII. <u>Deferred Retirement Option Program (DROP) Enrollees</u>	VIII-A-1

I. ADMINISTRATIVE ACTIONS 2007-2008

A. Resignations/Retirements

Name	Sch	Eff Date	Position	Type
May, Ozro L	LAJ	06/30/08	Vice Principal	Retirement

I. ADMINISTRATIVE ACTIONS SUPPORT 2007-2008

B. TRANSFERS

McCammon, Cindy

Transfer to TES
Cafe' Manager -
Satellite Base

Effective 2/25/08

From SFS
Cafe' Manager - Intern

I. ADMINISTRATIVE ACTIONS 2008-2009

C Appointments

Name	Sch	Eff Date	Position	Contract
Cornwell, Christina L	LAJ	07/01/08	Vice Principal 12 mo	Annual + PSC Teacher
Kendrick, Tracey S	OVE	07/01/08	Asst. Principal 12 mo	Annual + PSC Teacher
McCullough, Carolyn G	LAE	07/01/08	Asst Principal 12 mo	Annual
Richardson, Catherine	LAJ	07/01/08	Principal 12 mo	Annual + PSC Teacher
Wingate, Michael J	Sec Ed	07/01/08	Director of Sec Ed 12 mo	Annual + CC Teacher

II. Job Description Actions

I-2.2.13 CTE Specialist (Revised) The Required Qualifications of the position were reduced in order to broaden the pool of applicants eligible for the position.

I-1.2.25 Supervisor of Exceptional Student Education (Revised). : The duties of this position were amended to more accurately define the current responsibilities being performed by the position. Qualification language was brought up to date to match those of other administrative job descriptions, to avoid discrimination of out-of-state applicants

The following job descriptions have been amended due to the discovery of an error assigning two separate job descriptions the same exact job locator number, with two different bands/grades. Therefore, the following 2 job descriptions are being provided to correct the error.

C-3.1.05 (Confidential) Executive Secretary to Superintendent/School Board (Revised)
The duties and responsibilities for this position have been amended to include only those assigned to the Superintendent's Office. The required qualifications were amended to match those required for the Deputy Superintendent's office.

C-3.1.12 (Confidential) Executive Secretary to Deputy Superintendent (New) This job description has been created to more accurately reflect those duties assigned to the office of the Deputy Superintendent.

Job Locator: I-2.2.13

CTE Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Director of Career & Technical
Education

Responsibilities and duties of this position include:

1. Facilitate curriculum development workshops in the summer and throughout the school year.
2. Provide oversight and coordination for the Career Shadowing Program and Internship Program.
3. Assist in administering the Florida Ready to Work Certification test.
4. Train and assist teachers and guidance counselors in the use of FACTS.org, CHOICES and ePEP.
5. Assist the CTE Director with awareness and marketing of CTE programs and academies.
6. Assist with the planning and implementation of the Annual Academy Expo.
7. Assist in the development and publication of the CTE newsletter.
8. Assist with locating and writing grants and other funding opportunities for CTE programs.
9. Survey, recommend and assist in obtaining funding opportunities to appropriate schools, departments and district staff.
10. Facilitate and coordinate the writing of grants with other district departments, schools and community agencies.
11. Develop and maintain current school and community demographics
12. Assist the CTE Director, as assigned, with other career and technical education related responsibilities.

Required Qualifications:

1. Currently possess or eligible to receive a valid Florida Educator's Certificate in a Career and Technical Education Field.
2. Three ~~Five~~-years successful teaching in Career and Technical Education or five three years school-based experience in Career and Technical Education.

Board Approved: 1/17/2008

Revised: 4/17/2008

Job Locator: I-1.2.25

Supervisor of Exceptional Student Education

Position Grade: Supervisor III

Evaluated by: Director of ESE

Job Description:

The Supervisor of Exceptional Student Education is responsible to the Director of Exceptional Student Education and serves in a staff relationship with other supervisors.

Responsibilities and duties of this position include:

1. ~~Coordinate district wide SED and EH Self-Contained programs, social skills inservice, behavioral resource teacher training, use of time out, and training of SED/EHSC Aides. Maintain knowledge of State and Federal Legislation and the impact of such legislation on Exceptional Student Education Programs.~~
2. ~~Make administrative decisions about SED/EHSC placements and attend other out of county ESE staffings and complex ESE staffings. Prepare statistical reports to state and federal agencies.~~
3. ~~Observe and document the performance of ESE teachers upon principal requests. Assist in the development of strategic plans, budgeting and new program development.~~
4. ~~Audit school ESE documents for compliance. Develop, order and update appropriate district-wide exceptional education materials and handbooks including the editing and updating of Program and Procedural Manuals and forms.~~
5. ~~Audit SED/EHSC programs. Maintain appropriate records and perform duties in support of Specialists.~~
6. ~~Prepare statistical reports to state and federal agencies. Develop, monitor and manage the budget for the Exceptional Student Education inservice plan.~~
7. ~~Assist in the development of comprehensive plans, budgeting and new program development. Manage contracted student therapies/services.~~
8. ~~Develop, order and update appropriate district wide exceptional education materials and handbooks. Supervise the development and implementation of on line exceptional student records and individual educational plans.~~
9. ~~Maintain appropriate records and perform duties previously executed by Specialists in positions eliminated. Observe and document the performance of ESE teachers upon director/principal request.~~
10. ~~Facilitate and coordinate communication between parents, community agencies and the district.~~
11. Perform other duties as assigned by the Director of Exceptional Student Education.

Required Qualifications:

1. ~~Rank II or~~ Currently possess, or eligible to receive a valid Florida Teaching Certificate, with certification in Administration/Supervision, Educational Leadership or School Principal.
2. Master's Degree from an accredited college or university.
2. Three (3) years experience in Exceptional Student Education.

Desirable Qualifications:

1. Advanced training beyond Masters Degree, Masters in Administration/Supervision.
2. Skills in human/public relations.
3. In-depth knowledge of behavioral resource teacher duties.

Effective: 7/01/93

Revised: 6/23/98(effective 7-01-98)

Revised: 4/17/2008

Job Locator: C-3.1.05 (C)

Executive Secretary to Superintendent/School Board

Position Grade: Miscellaneous Salary Schedule-Confidential

Evaluated By: Superintendent

Job Description:

Performs varied and complex administrative and secretarial activities in support of the Superintendent of Schools and the Board of Education

Responsibilities and duties of this position include:

1. Organizes, schedules and updates the Superintendent's calendar and appointments.
2. Answers and screens telephone calls from the public and district personnel, including determining the nature of the call, resolving and providing information as appropriate and referring calls to the Superintendent or others, as required.
3. ~~Monitors and coordinates the final assembly and distribution of Board packets, information and agenda items for School Board or other District committee meetings. Prepares agenda, supporting materials for Board meetings; types official minutes for audit purposes, and conducts research on minutes and related agenda items. Coordinates the development of the school board agenda and support information for school board meetings and monitors entry into the electronic agenda. Prepares advertisements for public notice of all school board meetings.~~
4. Attends all school board meetings and student disciplinary hearings and serves as the recording secretary.
5. Prepares the official school board minutes as required by law and for audit purposes, and conducts research of the minutes and related agenda items. Maintains a topical index of the school board minutes and actions.
6. Provides miscellaneous clerical and secretarial duties to the Superintendent of Schools, including typing, filing, opening and distributing mail, distributing meeting notices, etc. Purchases office supplies and prepares purchase orders, makes travel arrangements and arranges locations for workshops/seminars. Organizes luncheons and dinner meetings for the Superintendent as requested.
7. Provides secretarial services to School Board members, District committees, and District attorney may also provide secretarial services to the school district's Attorney when needed.
8. Provides secretarial services to the Deputy Superintendent in the absence of his/her secretary.
9. ~~May develop and maintain master calendar of events for District. May prepare student calendar options to student to present to calendar committee.~~
10. Performs miscellaneous accounting and recordkeeping duties, such as maintaining payroll preparing the payroll report, maintaining weekly sign in sheets, and sick leave records for the Superintendent's and Deputy Superintendent's office, and processing and logging leave forms; maintains petty cash fund, verifies travel expenditures for accuracy for budgeted functions and changes travel expenditure amounts as required.
11. ~~Maintains records for various District programs, such as District Management Training Programs; prepares program materials and related items, and updates related documents.~~
12. ~~Monitors budget for the Superintendent's office and the School Board; recommends increases and decreases on line items and compiles information to assist in the preparation of budgets.~~
13. Drafts routine correspondence for the Superintendent for review and approval.
14. Prepares the agenda for the Superintendent's weekly staff meetings, attends the meetings and serves as the recording secretary, and prepares and distributes the minutes of the meetings.
15. Prepares the agenda for the principals' meetings, attends the meetings and serves as the recording secretary, and prepares and distributes the minutes of the meetings.
16. Coordinates and schedules appointments for the Superintendent of Schools to conduct pre-evaluations and post-evaluations of all principals and district senior staff.
17. May serve on district committees as assigned.
18. 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 three a minimum of seven (7) years administrative secretarial experience, preferably within a school district setting; or a combination of previous education/ training/experience which provides for an equivalent background necessary to perform the work.
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.

Board Approved: 5/20/93

Revised: 3/21/96, 6/19/97, 1/19/06, 4/17/08

Job Locator: 3.1.12 – Confidential

Executive Secretary to the Deputy Superintendent

Position Grade: Confidential Salary Schedule

Evaluated by: Deputy Superintendent

Job Description

Performs varied and complex administrative/secretarial activities to relieve supervisor of administrative detail, in support of the Deputy Superintendent of Schools and the Board of Education.

Responsibilities and duties of this position include:

1. Coordinates and maintains District staff allocation document. Prepares document for Board approval, amends documents and distributes to appropriate personnel.
2. Coordinates, prepares and maintains advertising of School Board Policies in compliance with the Administrative Procedures Act.
3. Develops and maintains master calendar of events for District. Prepares student calendar options to present to calendar committee for study. Distributes as required.
4. Assists with compilation and monitors budget for the Deputy Superintendent's office, and for the School Board. Recommends increases/decreases on line items as needed. Performs accounting duties to maintain budgetary accounts, prepares purchase orders, performs routine budget and financial analyses, and maintains petty cash fund.
5. Compiles and maintains District Office budgets, including completing staffing ratios, computing FTE weight factors and logging FTE and enrollment projections.
6. Maintains payroll and sick/annual leave records for Deputy Superintendent's office, processes forms as required, verifies travel expenditures,
7. 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.
8. Prepares, assembles, and distributes packets of information, agenda items, manuals/documents/reports for the School Board, other District Administrators, and District Committees as needed.
9. Composes draft correspondence for Deputy Superintendent's approval. Organizes, schedules and updates calendar and appointments for Deputy Superintendent.
10. Directs telephone calls from the public and District personnel. Determines, resolves and/or provides information as appropriate. Directs calls to Deputy Superintendent, or others as required.
11. Coordinates travel and/or arrangements for locations of workshops/seminars.
12. May serve on District committees as assigned.
13. Provides secretarial/clerical support to Deputy Superintendent and/or School Board Members, District Committees and School Board Attorney as required/assigned.
14. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Requires a minimum of seven (7) years of administrative secretarial experience, preferably within a school district setting.
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.

Board Approved: 4/17/2008

III. INSTRUCTIONAL ACTIONS 2007-2008

A. Appointments

Name	Sch	Eff Date	Position	Mths	Contract
Green, Daniel C	OPH	03/03/08	PE		Annual
Medley, Marianne	KHH	03/05/08-06/05/08	Lang Arts		Interim (AC)

III. INSTRUCTIONAL ACTIONS 2007-2008

B. Resignations

Name	Sch	Eff Date	From	To
Boyle, Ann	WJH	03/03/08	Resignation on 06/05/08	Conclude Employment 03/03/08 Error on March agenda
Bylock, Alayne	LSE	06/05/08	LAE	LSE/error on March agenda
Clark, Courtney	DIS	03/11/08	Gr 1/ESOL OF	Gr 1
Fogarty, Karla S	MRE	03/05/08	Gr 6/ESOL OF	Gr 6
Gemmill, Melissa	TES	03/04/08	Gr 6/ESOL OF	Gr 6
Gorham, Susan D	MRE	03/05/08	VE/ESOL OF	VE
Hurst, Janet K	PES	03/24/08	Gr 5/ESOL OF	Gr 5
Mackey, Lynne	CGE	03/11/08	Gr 4/ESOL OF	Gr 4
Miller, Ann	CEB	03/11/08	Kindergarten/ESOL OF	Kindergarten
Nestler, Scarlett	DIS	03/11/08	Gr 4/ESOL OF	Gr 4
Oliva, Dawn R	CHS	01/07/08	Int Rdg OF DOP	Int Rdg DOP
Reed, Jack	LSE	06/05/08	LAE	LSE/error on March agenda
Rutter, Debra	CEB	03/11/08	Gr 1/ESOL OF	Gr 1
Scott, Denise	SBJ	03/04/08	Gr 1/ESOL OF	Gr 1
Smith, Christina A	TBE	03/05/08	Gr 2/ESOL OF	Gr 2
Whitacre, Beverly	PES	03/25/08	Gr 3/ESOL OF	Gr 3

III. INSTRUCTIONAL ACTIONS 2007-2008

C. Transfers

Name	Sch	Eff Date	To	Position	From	Position
Wenthe, Patricia	ESE	Effective 03/28/08	ESE	Hearing Imp	CHS	Sign Lang

III. INSTRUCTIONAL ACTIONS 2007-2008

D. Resignations/Retirements/Conclude Employment

Name	Sch	Eff Date	Position	Type
Aldrich, Karen	MBH	06/05/08	English	Retirement
Alred, Anthony	CHS	06/05/08	Amer Hist/Law Studies/World Geo	Retirement
Awbrey, Alfred L	OPJ	06/05/08	Soc Studies	Retirement
Beaubien, Beth	CEB	06/05/08	Gr 5/ESOL OF	Resignation
Blanton, Suzette S	MBE	06/05/08	Gr 6	Resignation
Braman, Fredrick A	FIH	06/05/08	Math	Retirement
Chambliss, Margaret H	OPH	06/05/08	Lang Arts/Gifted	Retirement
Creswell, Christopher	OPH	06/05/08	Music	Resignation
Crowe, Miriam P	ESE	06/30/08	SEDNET Spec, 12 mo	Retirement
Cykoski, Kathleen M	GPE	06/05/08	PreK VE	Retirement
Foster, Marsha	SBJ	06/05/08	Media Spec	Retirement
Frulla, JaneAnne	MBH	06/19/08	Agriculture 11 mo	Resignation
Greenwalt, Joshua C	WJH	06/05/08	Inclusion	Resignation
Halstead, Cynthia	SBJ	06/05/08	Kindergarten/ESOL OF	Resignation
Hannah, James P	KHH	03/14/08	Inclusion	Deceased
Holley, Robert	RVH	06/05/08	Autistic	Resignation
Isert, Eugene	CHS	06/19/08	ROTC	Retirement
Ivie, Alfred J	KHH	06/05/08	Inclusion	Resignation
Johnson, Philip S	ROE	06/05/08	EBD	Resignation
Marquis, Cassandra	SBJ	06/05/08	Speech Clinician	Resignation
Mills, Angie	LSJ	06/05/08	Autistic	Resignation
Murray, Alison W	CO	03/23/08	Leave	Resignation
Oller, Barbara	FIH	06/05/08	Incl. Rdg OF	Resignation
Partridge, Polly	RVH	06/30/08	Counselor 12 mos	Retirement
Phillips, Amanda	AES	06/05/08	.4 Gr 4	Resignation
Richard, Sarah	AES	06/05/08	.6 Gr 2	Resignation

III. INSTRUCTIONAL ACTIONS 2007-2008

D. Resignations/Retirements/Conclude Employment

Name	Sch	Eff Date	Position	Type
Rickabaugh, Joan L	CEB	06/05/08	Gr 2	Retirement
Ruszkowski, Sr., Michael S	KHH	06/05/08	Soc. Studies	Retirement
Sessions, Natalie	CW	03/19/08	Leave	Resignation
Simms, Elizabeth E	CHE	06/05/08	Kindergarten	Resignation
Spangler, Kristy L	CHS	06/05/08	LA/Semantics/Logic	Resignation
Stevens, Evelyn K	CHE	06/05/08	Gr 2	Retirement
Vickery, Jan	SBJ	06/05/08	Art	Retirement
Way, Mary L	ROE	06/05/08	Music	Resignation
Wehmeyer, Sandra K	GPE	06/05/08	Reading Coach	Retirement

III. INSTRUCTIONAL ACTIONS 2007-2008

E. SUPPLEMENTS

Appointments

Name	Sch	Eff Date	Supplement
Bardroff, Robert	OPJ	03/04/08	Asst Softball FP
Brashear, Loren G	CHS	02/25/08	Head Tennis
Ivey, Darrell	LSJ	08/13/08	Asst Track
Powers, Lisa	MBH	03/01/08	ESE Int Com Fac

III. INSTRUCTIONAL ACTIONS 2007-2008

E. SUPPLEMENTS

Redesignations

Name	Sch	Eff Date	From	To
Kelley, Sharon	CGE	04/07/08	.5 Safety Patrol	1.0 Safety Patrol

III. INSTRUCTIONAL ACTIONS 2007-2008

E. SUPPLEMENTS

Resignations

Name	Sch	Eff Date	Supplement
Fashacht, Kenneth M	OPH	03/04/08/Conclude Employment	Asst Football/Spring only
Feist, Bree	CGE	03/28/08	.5 Safety Patrol
Wolfe, Ryan	OPH	03/04/08	Asst Football/Spring only

III. INSTRUCTIONAL ACTIONS 2008-2009

F. Transfers

Name	Eff Date	To	Position	From	Position
Adair, Kimberly	08/11/08	SLE	Gr 3	LAE	Gr 1
Bretz, Amanda	08/11/08	SLE	Gr 1	AES	Gr 1
Bruce, Janet	08/11/08	SLE	Gr 4	LAE	Gr 4
Buscemi, Frances	08/11/08	SLE	Gr 3	LAE	Gr 3
Chaff, Shannon W	08/11/08	SLE	Gr 5	LAE	Gr 5
Cowherd, Hope	08/11/08	SLE	Lang Imp	DIS	PreK Hdcp
Dobbins, Arlena	08/11/08	SLE	Gr 3 (.5+1)	LAE	Gr 3 (.5+1)
Downard, Jessica	08/11/08	SLE	Inclusion	LAE	Inclusion
Hardee, Linda	08/11/08	SLE	Gifted	OLS	Math
Hillis, Shannon	08/11/08	SLE	Gr 5	LAE	Gr 5
Houston, Twila	08/11/08	SLE	Gr 6	LAE	DOP
Hughes, James	08/11/08	SLE	Inst. Tech	LAE	Inst. Tech
Kellogg, Kristin	08/11/08	SLE	Gr 3	LAE/Surplus	Gr 3
Kelly, Kathlene M	08/11/08	SLE	Kindergarten	ROE	Gr 1
Keys-Russell, Jennifer	08/11/08	OVE	Gifted	GPE	Gifted
LaRue, Arthur E	08/11/08	SLE	Gr 6	LAE	Gr 6
Lee, Chastity	08/11/08	SLE	Gr 5	LAE	Gr 5
Magnifico, Kathryn	08/11/08	SLE	Gr 2	LAE	Gr 2
Murphree, Stacy	08/11/08	SLE	PreK VE	LAE/Surplus	PreK VE
Sahli, Krystal	08/11/08	OVE	Gr 5	GPE	Gr 4
Schmidt, Barbara	08/11/08	SLE	Gr 4	LAE	Gr 4
Senter, Elizabeth	08/11/08	OVE	Gr 4	GPE	Gr 4
Smith, Elaine	08/11/08	SLE	VE/Lang Imp	RVE	Inclusion
Stokes, Lori	08/11/08	SLE	Gr 1	LAE	Gr 1
Sullivan, Angela	08/11/08	SLE	Gr 3 (.5+1)	LAE	Gr 3 (.5+1)
Thomas, Sabrina	08/11/08	SLE	Gr 1	LAE	Gr 1

III. INSTRUCTIONAL ACTIONS 2008-2009

F. Transfers

Name	Eff Date	To	Position	From	Position
Wilber, Beverly	08/11/08	SLE	Gr 1	LAE	Gr 1
Woolwine, Rose M	08/11/08	OVE	PE	GPE	PE
Wright, Patricia	08/11/08	SLE	Gr 3	ROE	Gr 4

III. INSTRUCTIONAL ACTIONS 2008-2009

G. Resignations/Retirements/Conclude Employment

Name	Sch	Eff Date	Position	Type
Hujo, Sandra S	SS	08/29/08	Sch Psychologist 11 mos	Retirement
Jones, Charles	SS	08/29/08	Sch Psychologist 12 mos	Retirement

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

A. ADULT EDUCATION

Appointments

Norton, Daphne	Effective 02/27/08-06/30/08 Substitute / Hourly as needed
Slater, Anne	Effective 03/26/08-06/30/08 ESOL / Hourly as needed
Williams, Barbara	Effective 04/08/08-06/30/08 ESOL / Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

B. COMMUNITY EDUCATION

Appointments

Conley, John	Effective 02/25/08-06/30/08 Physical Education Hourly as needed
Ford, Michael	Effective 02/25/08-06/30/08 Physical Education Hourly as needed
Herring, Rodney	Effective 02/25/08-06/30/08 Physical Education Hourly as needed
Kinsey, Gilda	Effective 06/09/08-06/30/08 Art Hourly as needed
Price, Jason	Effective 02/25/08-06/30/08 Physical Education Hourly as needed
Reyes, Kristie	Effective 02/25/08-06/30/08 Physical Education Hourly as needed
Sacharski, Sarah	Effective 06/16/08-06/30/08 Music/Choral/Instrumental Hourly as needed
Stackhouse, Kammie	Effective 02/25/08-06/30/08 Physical Education Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

C. MISCELLANEOUS AFTER HOURS

Appointments

Allen, Susan	SS	Effective 02/25/08 Academic Tutoring Hourly as needed
Angers, Janice	CEB	Effective 02/16/08 Saturday School Hourly as needed
Baden, Melinda	ESE	Effective 02/14/08 Hospital/Homebound Hourly as needed
Becton, Patricia	FIH	Effective 03/03/08 Academic Tutoring Hourly as needed
Britts, Candace	CEB	Effective 02/16/08 Saturday School Hourly as needed
Browning, Tara	GPE	Effective 03/01/08 Saturday School Hourly as needed
Carter, Amber	CEB	Effective 02/16/08 Saturday School Hourly as needed
Caudel, Helen	CEB	Effective 02/16/08 Saturday School Hourly as needed
Comer, Terri	CEB	Effective 02/16/08 Saturday School Hourly as needed
Coyle, David	SS	Effective 02/25/08 Academic Tutoring Hourly as needed
Creech, Laurie	GCSJ	Effective 02/14/08 Saturday School Hourly as needed
Daniel, Robin	CEB	Effective 02/16/08 Saturday School Hourly as needed
Deaton, Cherry	DIS	Effective 02/01/08 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

C. MISCELLANEOUS AFTER HOURS

Appointments

Denio, Judith	FIH	Effective 03/03/08 Academic Tutoring Hourly as needed
DeVault, Rebecca	ESE	Effective 03/24/08 Hospital/Homebound Hourly as needed
Dible, Mindy	CEB	Effective 02/16/08 Saturday School Hourly as needed
Edden, Kathleen	CEB	Effective 02/16/08 Saturday School Hourly as needed
Filz, Michael	ESE	Effective 03/18/08 Hospital/Homebound Hourly as needed
Fisher, Shaye	SBJ	Effective 02/19/08 Academic Tutoring Hourly as needed
Ford, Linda	ESE	Effective 02/14/08 Hospital/Homebound Hourly as needed
Frisk, Jennifer	ESE	Effective 03/24/08 Hospital/Homebound Hourly as needed
Glod, Donna	SS	Effective 02/12/08 Academic Tutoring Hourly as needed
Gonzalez, Sherry	RHS	Effective 08/01/07 Academic Tutoring Hourly as needed
Graves, Heather	CEB	Effective 02/16/08 Saturday School Hourly as needed
Griffith, Steven	ESE	Effective 3/11/08 Hospital/Homebound Hourly as needed
Guha, Kristine	RHS	Effective 08/01/07 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

C. MISCELLANEOUS AFTER HOURS

Appointments

Hall, Jesseca	WES	Effective 02/02/08 Academic Tutoring Hourly as needed
Harrell, Peggy	ESE	Effective 3/11/08 Hospital/Homebound Hourly as needed
Harris, Dee Stanford	CEB	Effective 02/16/08 Saturday School Hourly as needed
Henning, JoAnn	FIH	Effective 02/22/08 Academic Tutoring Hourly as needed
Henry, Laura	CEB	Effective 02/16/08 Saturday School Hourly as needed
Heupel, Annie	ESE	Effective 02/22/08 Hospital/Homebound Hourly as needed
Hobbs, Kimberly	CEB	Effective 02/16/08 Saturday School Hourly as needed
Hockersmith, Kimberly	FIH	Effective 03/03/08 Academic Tutoring Hourly as needed
Horner, Reyna	CEB	Effective 02/16/08 Saturday School Hourly as needed
Howard, Kimberly	CEB	Effective 02/16/08 Saturday School Hourly as needed
Hume, Ellen	CEB	Effective 02/16/08 Saturday School Hourly as needed
Jordan, Pamela	SS	Effective 02/12/08 Academic Tutoring Hourly as needed
Katz, Howard	GCSJ	Effective 02/23/08 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

C. MISCELLANEOUS AFTER HOURS

Appointments

Keeley, Leah	WEC	Effective 02/16/08 Saturday School Hourly as needed
Kelly, Danielle	WEC	Effective 02/16/08 Saturday School Hourly as needed
Law, Elaine	CEB	Effective 02/16/08 Saturday School Hourly as needed
Lorentzson, Brenda	WEC	Effective 02/19/08 Academic Tutoring Hourly as needed
McFerrin, Jennifer	RHS	Effective 08/01/07 Academic Tutoring Hourly as needed
McInarnay, Susan	RHS	Effective 02/19/08 Academic Tutoring Hourly as needed
McIver, Melanie	WEC	Effective 02/16/08 Saturday School Hourly as needed
Mochowski, Joseph	RHS	Effective 02/19/08 Academic Tutoring Hourly as needed
Mullis, Joyce	GPE	Effective 03/01/08 Saturday School Hourly as needed
Neill, Crystal	GCSJ	Effective 02/23/08 Academic Tutoring Hourly as needed
Oglesby, Beverly	SBJ	Effective 02/19/08 Academic Tutoring Hourly as needed
Ott, Patricia	DIS	Effective 02/01/08 Academic Tutoring Hourly as needed
Peifer, Anthony	FIH	Effective 02/22/08 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

C. MISCELLANEOUS AFTER HOURS

Appointments

Peterson, Robert	ESE	Effective 03/24/08 Hospital/Homebound Hourly as needed
Read, Jessica	SS	Effective 02/20/08 Academic Tutor Hourly as needed
Reinhardt, Sherri	CEB	Effective 02/16/08 Saturday School Hourly as needed
Reynolds, Lee Ann	RHS	Effective 08/01/07 Academic Tutoring Hourly as needed
Rockholt, Anne	LAJ	Effective 02/09/08 Saturday School Hourly as needed
Rodrigues, Brandy	CEB	Effective 02/16/08 Saturday School Hourly as needed
Sampsel, Khela	CEB	Effective 02/16/08 Saturday School Hourly as needed
Schmidt, Meyin	SBJ	Effective 03/03/08 Academic Tutoring Hourly as needed
Scott, Carolyn	CEB	Effective 02/16/08 Saturday School Hourly as needed
Sease, Cynthia	SBJ	Effective 02/19/08 Academic Tutoring Hourly as needed
Sedam, Ginny	LAJ	Effective 02/09/08 Saturday School Hourly as needed
Smith, Dianna	MBE	Effective 02/05/08 Academic Tutoring Hourly as needed
Smith, William	SS	Effective 02/20/08 Student Hearing Officer Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

C. MISCELLANEOUS AFTER HOURS

Appointments

Spencer, Kari	MBE	Effective 02/05/08 Academic Tutoring Hourly as needed
Swartzwelder, Erin	MBE	Effective 02/05/08 Academic Tutoring Hourly as needed
Trest, Heather	CEB	Effective 02/16/08 Saturday School Hourly as needed
Trott, James	LAJ	Effective 02/09/08 Saturday School Hourly as needed
Turner, Penny	ESE	Effective 02/14/08 Hospital/Homebound Hourly as needed
Van Buren, Jennifer	RHS	Effective 02/19/08 Academic Tutoring Hourly as needed
Van Laere, Laura	WES	Effective 02/02/08 Academic Tutoring Hourly as needed
Weeks, June	SS	Effective 02/25/08 Academic Tutoring Hourly as needed
Wehner, Lisa	ESE	Effective 02/22/08 Hospital/Homebound Hourly as needed
Wehner, Lisa	LAJ	Effective 02/09/08 Saturday School Hourly as needed
Williamson, Amy	CEB	Effective 02/16/08 Saturday School Hourly as needed
Wood, Kimberly	MBE	Effective 02/05/08 Academic Tutoring Hourly as needed
Worth, Sonya	SBJ	Effective 03/03/08 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

C. MISCELLANEOUS AFTER HOURS

Appointments

Yancey, Teresa

RHS

Effective 02/19/08 Academic Tutoring
Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2007-2008

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Akers, Tammie	02/27/08	Regular
Baker, Elizabeth	02/06/08	Regular
Bartholomew, Melanie	03/05/08	Regular
Blake, Thomas	02/27/08	Regular
Braddy, Elizabeth	02/27/08	Regular
Bradley, Cari	03/05/08	Regular
Browder, Terri	02/27/08	Regular
Coates, Denise	03/05/08	Regular
Dupont, DeeAnn	02/27/08	Regular
Egnew, Lisa	03/05/08	Regular
Fanning, Sara	03/05/08	Regular
Fletcher, Tammy	03/05/08	Regular
Grelli, Audra	02/27/08	Regi;ar
Haggard, Brian	02/27/08	Regular
Hastings, Jeanette	02/13/08	Regular
Jackson, James	03/18/08	Regular
Johnson, Aundrea	02/27/08	Emergency
Kelley, Michelle	02/27/08	Emergency
Kennett, Pamela	03/05/08	Regular
Knight, Sherrill	03/05/08	Regular
LaCombe, Maxime	03/05/08	Regular
Manning, Joyce	12/12/07	Emergency
Marlett, Richard	03/05/08	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2007-2008

A. SUBSTITUTE TEACHER APPROVAL

Appointments

McMillan, Jimmy	03/05/08	Regular
Mezera, Jennifer	03/05/08	Emergency
Pettway, Sheila	02/27/08	Regular
Pillsbury, Suzanne	02/27/08	Regular
Rhodes, Carla	02/26/08	Emergency
Rust, Melissa	03/05/08	Regular
Simmons, Barbara	02/27/08	Regular
Smith, Merlin	03/05/08	Regular
Sobotta, Terri	02/27/08	Emergency
Tanner, Linda	03/05/08	Regular
Thoni, Emma	03/05/08	Regular
Wilson, Veronica	03/05/08	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2007-2008

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Blumenberg, Danielle	Effective 02/15/08
Bradley, David	Effective 04/13/08
Breindel, Julie Ann	Effective 02/21/08
Bucklin, Jason	Effective 02/12/08
Cassidy, David	Effective 03/04/08
Coffey, Terry	Effective 03/24/08
DeBartolomeis, Charles	Effective 02/29/08
Francis, Loquita	Effective 03/10/08
Gerrity, Yvette	Effective 02/11/08
Harding, Deana	Effective 02/28/08
Kingsbury, Jayne	Effective 02/25/08
Oller, Sandra	Effective 02/05/08
Ruckersfeldt, Dana	Effective 01/30/08
Sisson, Tonya	Effective 04/07/08
Stilianou, Amanda	Effective 02/12/08
Wilkerson, Rebecca	Effective 03/17/08
Zimmerman, Joseph	Effective 04/07/08

VI. SUPPORT 2008-2009

A. APPOINTMENTS

Wright, Brice
Warehouser

BAD

Effective 7/1/08 - 3/11/09
Limited Contract

VI. SUPPORT 2007-2008

B. APPOINTMENTS

Bridegan, Gwen .8 Classroom Asst.	WES	Effective 3/5/08 - 6/4/08 Limited Contract
Crooms, William Custodian	LAE	Effective 4/1/08 Annual Contract
Deming, Dena ESE Asst. - VE	LAE	Effective 4/7/08 - 6/4/08 Limited Contract
Dobson, Lisa Cafe' Asst. - 4.0 hrs.	OLS	Effective 2/19/08 - 6/5/08 Limited Contract
Ferrell, Lester Custodian	MHS	Effective 3/25/08 Annual Contract
Garner, Harriett Cafe' Asst. - 3.75 hrs.	MHS	Effective 2/21/08 - 6/5/08 Limited Contract
Hawkins, Kimberly ESE Asst. - PK/VE	GPE	Effective 3/19/08 - 6/4/08 Limited Contract
Holloway, Misty Media Technical Asst.	OVE	Effective 4/7/08 Annual Contract
Huggins, An'Dreas ESE Asst. - EHSC/SED	WJH	Effective 3/3/08 - 6/4/08 Limited Contract
Johns, Benjamin .8 Classroom Asst.	WES	Effective 3/25/08 - 6/4/08 Limited Contract
McDonald, Jean Media Technical Asst.	BLC	Effective 4/7/08 Annual Contract
Moffatt, Tiffany Custodian	WJH	Effective 3/3/08 Annual Contract
Ramsey, Brenda Classroom Asst. - ESOL	GPE	Effective 3/3/08 - 6/4/08 Limited Contract
Webb, Joseph Custodian	OLS	Effective 3/28/08 Annual Contract

VI. SUPPORT 2007-2008

C. REDESIGNATIONS

Grant, Yvette 1.0 ISS Asst.	LAE	Effective 3/3/08 redesignate from .6 ISS Asst. (LAE) due to allocation increased .4 on 2/21/08 Board
Smart, Kelly ESE Asst. - PK/VE	FIE	Effective 3/27/08 redesignate limited contract end date from 2/22/08
Wright, Brice Warehouser	BAD	Effective 6/30/08 redesignate limited contract end date from 4/4/08

VI. SUPPORT 2007-2008

D. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Armstrong, Michelle ESE Asst. - VE	TBE	Effective 2/15/08 Resignation
Benitez, Vincent Custodian	MHS	Effective 2/19/08 Resignation
Bradshaw-Cox, Laura Custodian	DIS	Effective 2/29/08 Conclude Employment
Brandies, James ESE Asst. - EHSC	KHHS	Effective 2/21/08 Resignation
Brown, Christine .8 Clasroom Asst.	RVE	Effective 6/4/08 Retirement
Day, Geraldine .8 ESE Asst. - EHSC	RHS	Effective 3/6/08 Resignation (from Limited Contract)
Demmons, Betty ESE Asst. - TMH	RVE	Effective 6/4/08 Retirement
Donley, Alvina Custodian	KHE	Effective 3/31/08 Retirement
Drake, Claudia ESE Asst. - Ind.	PES	Effective 2/28/08 Resignation
Ford, Nancy Bus Driver	TRANS	Effective 3/5/08 Resignation
Gary, Dana ESE Secretary	WJH	Effective 3/13/08 Resignation

VI. SUPPORT 2007-2008

D. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Johnson, Donald Tech. Specialist	IS	Effective 5/30/08 Retirement
Lovette, Frances Cafe' Asst. - 6.5 hrs.	SBJ	Effective 3/27/08 Resignation
Parry, Philomena ESE Asst. - Autistic	TES	Effective 2/22/08 Resignation
Swartz, Rita Cafe' Asst. - 6.75 hrs.	LJH	Effective 3/3/08 Resignation
Twible, Connie ESE Asst. - Ind.	FIH	Effective 3/5/08 Resignation
Walrath, Rachel Switchboard Operator	HRD	Effective 3/7/08 Resignation

VI. SUPPORT 2007-2008

E. TRANSFERS

Bell, Robin ESE Asst. - EHSC	KHHS	Effective 3/17/08 transfer from KHHS (ESE Asst. - Ind.)
Cooper, Debra 1.0 ESE Asst. - VE	TBE	Effective 3/24/08 transfer from .8 ISS Asst. (TBE)
Deeley-Isais, Christina School Rec. Secty. - 11 mo.	GPE	Effective 4/7/08 transfer from .6 ISS Asst. (RVE)
Demers, Kristi ESE Asst. - Inclusion	OPHS	Effective 2/25/08 transfer from ESE Asst. - EHSC (OPHS)
Hardin, Jeri Title I Asst.	WES	Effective 2/27/08 transfer from .8 Classroom Asst. (WES)
Harper, Rhonda ESE Asst. - Autistic	KHE	Effective 4/7/08 transfer from Custodian (KHE)
Jones, Michael Head Custodian	MHS	Effective 4/1/08 transfer from Custodian (MHS)
Pesterfield, Charles Custodian	FIH	Effective 4/1/08 transfer from Custodian (LAJH)
Robinson, Dorothy Custodian	OPJH	Effective 3/28/08 transfer from Custodian (OLS)
Sceifers, Susan Media Tech. Asst. - 10 mo.	LAE	Effective 3/24/08 transfer from Principal's Secty. - 12 mo. (OLS)
Willard, Cathy Principal's Secty.	OLS	Effective 3/24/08 transfer from Principal's Secty. (PES)

VII. SHORT TERM LEAVE 2007-2008

A. ILOD, Military, and Association Leaves

Baggett, Shirley Guidance Counselor	KHHS	2/26/08 6.0 hrs. ILOD 2/21/08 - Date of incident
Carter, Kenneth Lead Electrical Tech	MAINT	3/7/08 2.50 hrs. Association Leave Union Business
Carter, Kenneth Lead Electrical Tech	MAINT	3/13/08 3.75 hrs. Association Leave Union Business
Collins, Shauna Cafe' Asst.	KHHS	2/20/08 - 2/28/08 38.50 hrs. ILOD 2/19/08 - Date of incident
Elia, Karen Teacher	OPH	2/21/08 - 3/11/08 4.84 hrs. ILOD 2/14/08 - Date of incident
Hall, Susan Bus Driver	TRANS	2/19/08 - 2/29/08 67.50 hrs. ILOD 2/15/08 - Date of incident
Hancock, Rebecca Social Worker	STUDENT SVCS	2/22/08 - 2/29/08 31.32 hrs. Military Leave Annual Training
Hicks, Donna Teacher	OPE	2/25/08 - 3/18/08 133.00 hrs. Military Leave Annual Training
Jackson, Jacquelyn Teacher	KHE	3/18/08 3.50 hrs. ILOD 10/11/07 - Date of incident
McClain, Adam Teacher	LAE	2/25/08 - 3/13/08 109.00 hrs. Military Leave Annual Training
Moudry, Sarah Teacher	SPC	3/13/08 7.83 hrs. ILOD 3/12/08 - Date of incident
Powers, Diane Teacher	ROE	2/14/08 7.83 hrs. ILOD 2/13/08 - Date of incident
Steinmetz, Karen Teacher	LAE	2/19/08 7.83 hrs. ILOD 11/19/07 - Date of incident
Stotler, Diane Teacher	CHS	2/26/08 - 2/27/08 5.33 hrs. ILOD 10/7/04 - Date of incident

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

Acknowledge receipt of DROP enrollment applications and future resignation dates of the following employees:

Aldrich, Karen Teacher	MHS	DROP enrollment effective 9/1/07 Future Resignation 6/5/08 Redesignate DROP end date from 8/31/12 to 6/5/08
Alred, Anthony Teacher	CHS	DROP enrollment effective 11/1/00 Future Resignation 6/5/08 Redesignate DROP end date from 10/30/08 to 6/5/08
Corbin, Gaythur Job Place/Trans Spec 10	CW/ESE	DROP enrollment effective 7/1/03 Future Resignation 6/30/11 DROP extension from 6/30/08 to 6/30/11
Demmons, Betty ESE Asst. - TMH	RVE	DROP enrollment effective 2/1/07 Future Resignation 6/4/08 Redesignate DROP end date from 1/31/12 to 6/4/08
Eggen, Judith Teacher	LJH	DROP enrollment effective 6/1/04 Future Resignation 6/5/08 Redesignate DROP end date from 5/31/09 to 6/5/08
Hendry, Susan Teacher	LAE	DROP enrollment effective 10/1/03 Future Resignation 9/30/11 DROP extension from 12/31/08 to 9/30/11
Hutcheson, Wylene Bus Monitor	TRANS	DROP enrollment effective 7/1/04 Future Resignation 5/2/08 Redesignate DROP end date from 6/30/09 to 5/2/08
Molasso, Joy Teacher	OPJH	DROP enrollment effective 3/1/08 Future Resignation 2/28/13
Neal, Christine Teacher	OPJH	DROP enrollment effective 8/1/03 Future Resignation 7/31/11 DROP extension from 7/31/08 to 7/31/11
Neal, David Teacher	MHS	DROP enrollment effective 6/1/03 Future Resignation 5/31/11 DROP extension from 5/31/08 to 5/31/11

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

Acknowledge receipt of DROP enrollment applications and future resignation dates of the following employees:

O'Neill, Barbara Bus Monitor	TRANS	DROP enrollment effective 8/1/05 Future Resignation 6/4/08 Redesignate DROP end date from 7/31/10 to 6/4/08
Parrish, Donna Teacher	KHHS	DROP enrollment effective 7/1/08 Future Resignation 6/30/13
Partridge, Polly Guidance Counselor - 12 mo.	RHS	DROP enrollment effective 12/1/06 Future Resignation 6/30/08 Redesignate DROP end date from 11/30/11 to 6/30/08
Reifsneider, Margaret Teacher	RVE	DROP enrollment effective 6/1/03 Future Resignation 6/5/08 DROP extension from 5/31/08 to 6/5/08
Rickabaugh, Joan Teacher	CEB	DROP enrollment effective 3/1/08 Future Resignation 7/31/08 Redesignate DROP end date from 2/28/13 to 7/31/08
Ruppert, Cheryl Teacher	MCE	DROP enrollment effective 11/1/07 Future Resignation 6/5/08 Redesignate DROP end date from 10/31/12 to 6/5/08
Smith, Eileen Teacher	KHHS	DROP enrollment effective 6/1/03 Future Resignation 5/31/11 DROP extension from 5/31/08 to 5/31/11
Stanilonis, Daisy Speech/Language Pathologist	CW/ESE (WES)	DROP enrollment effective 7/1/08 Future Resignation 6/30/13
Stevens, Evelyn Teacher	CHE	DROP enrollment effective 6/1/03 Future Resignation 6/5/08 DROP extension from 5/31/08 to 6/5/08
Trinrud, Patricia Teacher	AES	DROP enrollment effective 6/1/08 Future Resignation 5/31/13
Turbeville, Delores Teacher	OPJH	DROP enrollment effective 7/1/03 Future Resignation 6/30/11 DROP extension from 6/30/08 to 6/30/11

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

Acknowledge receipt of DROP enrollment applications and future resignation dates of the following employees:

Wehrmeyer, Sandra
Teacher

GPE DROP enrollment effective 12/1/03
Future Resignation 6/30/08 Redesignate DROP end
date from 11/30/08 to 6/30/08