

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

April 17, 2014

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I. ADMINISTRATIVE ACTIONS 2013-2014

A. Appointments

Clark, Christina H
SFS Mgr Intern

SFS

Effective 03/31/14

AC

I. ADMINISTRATIVE ACTIONS 2013-2014

B. Resignations

Racine, Lana M CVA Effective 03/20/14 Redesignate from .5 Guidance/.5 Asst. Principal
1.0 Asst Principal

I. ADMINISTRATIVE ACTIONS 2013-2014

C. Transfers

Celis, Frances Y
Supervisor of Sec.Ed.

Inst Sec

Effective 04/01/14 Transfer from Asst. Principal/CHS

II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

REVISED

C-3.2.16 Testing and Administrative Assistant

The Testing and Administrative Assistant job description is being updated to reflect the changing aspects of the position to help meet the needs of our new state assessment system mandates.

NEW

I-2.1.11 Athletic Director

The Athletic Director position in Clay County was part of other instructional teaching and coaching duties. The job has transformed over time and required a new, separate description.

Job Locator: C-3.2.16

Testing and Administrative Support Assistant

Position Grade: Support Salary Schedule

Evaluated by: Assigned Administrator

Job Description:

Provides assistance for testing/assessment programs and performs general secretarial and clerical duties such as typing/word processing, answering phones, data entry, filing, etc., to provide secretarial/clerical support to the assigned area.

Responsibilities and Duties of this position include:

1. Provides support for the district, state and national assessments testing program, including material preparation, test scanning, generation of reports, and the monitoring and distribution of inventory of test materials
2. Assists in the preparation of testing Schedules test sessions, testing materials and data reports to communicate testing results and school improvement results.
3. Maintains test security for all secure testing documents.
4. Conducts training on administering the ESOL aural/oral test for school personnel.
5. Assists administration with the training of all faculty regarding test administrator/proctor guidelines as well as specific security protocol for individual tests.
6. Types/word processes correspondence, memoranda, reports, notices and other materials as assigned.
7. Compiles, and verifies and analyzes information for reports based on criteria provided. Prepares reports, such as the School/Parent accountability Report (SPAR), and distributes as required; maintains related logs and records.
8. Assists with IEP and section 504 testing accommodations compliance.
9. Prepares home to school communication regarding testing for virtual/home school parents and students.
10. Performs miscellaneous clerical duties such as filing and photocopying board backup, agendas, scheduling, and designing forms, etc.
11. Inputs various types of information for a variety of data processing and testing applications into the computer and verifies the data as appropriate.
12. Monitors and screens telephone calls; provides general information and assistance as required, and routes calls to appropriate person or department.
13. Monitors and orders supplies and materials as needed for assigned areas.
14. Inputs purchase orders for equipment, projects and other needs.
15. Prepares and submits payroll information for assigned areas and employees.
16. Perform other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must possess one or more years of general secretarial/clerical experience.
3. Pass the secretarial/clerical skills test.

Desired Qualifications:

1. Associates Degree from an accredited college or university.
2. Experience in Microsoft Word and Excel.

Effective: 02/16/96

Revised: 06/15/00, 8/17/06,

4/17/14 Pending Board Approval

Job Locator: I-2.1.11

Athletic Director

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The Athletic Director is responsible for reporting directly to the school principal for the implementation and monitoring of the overall athletic program of the school.

Responsibilities and duties of this position include:

1. Attend all FHSAA meetings/trainings as well as all district or school meetings regarding school athletic programs (i.e., rules clinics, scheduling meetings, etc.)
2. Conduct the athletic program of the school in accordance with rules of the school, the district and the FHSAA.
3. Assist in the supervision and monitoring of the athletic program.
4. Coordinate supervision at home athletic events.
5. Assist the school principal in the hiring and evaluation of athletic coaches and the coaching staff.
6. Prepare an ongoing plan of facility improvements and repairs of the athletic facilities.
7. Oversee the inventory of athletic equipment and supplies, prepare bid specifications and purchase orders for athletic department expenditures.
8. Establish and maintain a cooperative working relationship with local recreational programs and junior high schools.
9. Maintain a cooperative working relationship with colleges and universities in the recruitment of student athletes.
10. Actively promote the athletic program of the school through various mediums and promote sportsmanship.
11. Help coordinate transportation for the athletic programs.
12. Direct the promotion, sale of tickets and fundraising events of the athletic programs and assume responsibility for receipts and deposits of athletic funds with the school business office in accordance with established district and state procedures.
13. Ensure coaches make the necessary arrangements for field and gym practices and handle the logistics for visiting teams if necessary.
14. Administer the athletic eligibility reports to the Florida High School Athletic Association.
15. Assist coaches in monitoring participants' progress in academic and school life and provide counseling and tutoring assistance where appropriate.
16. Coordinate the planning and organization of individual or school Booster Clubs, aware banquets/ceremonies, etc.
17. Assist in the scheduling of all interscholastic contests and preparing game contracts.
18. Coordinate and supervise all radio and television broadcasts, as well as the public address system operation at the various athletic events.
19. Maintain a file of all athletic suspensions/expulsions; insurance documentation; physicals, and other required forms by the FHSAA.
20. Review and make recommendations to the school principal pertaining to athletic policies and disseminate the information to the coaches, parents and students.
21. Develop and monitor equity plans for the athletic programs as necessary.
22. Perform other such duties as requested by the school principal.

Required Qualifications:

1. Bachelor's degree or higher.
2. Valid Florida teacher's certificate.
3. Ability to perform the functions of the position.

Desired Qualifications:

1. Previous successful experience as a coach preferred.
2. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents and the school staff.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, etc.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.

04/17/2014 – Pending School Board Approval

III. INSTRUCTIONAL ACTIONS 2012-2013

A. RE-APPOINTMENTS

Collins, Annette F	RVE	Effective 08/07/12	AC
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III. INSTRUCTIONAL ACTIONS 2013-2014

B. Appointments

Bernfeld, Alyssa A Agriculture	LAJ	Effective 09/30/13	AC
Francis, Annie M Counselor	OLJ	Effective 04/01/14	AC
Nolan, Travis W SEDNET Spec 11 mth	ESE	Effective 04/07/14	AC
Saunders, Kendra V Kdg	AES	Effective 10/10/13	AC
Turner, Danielle E Gr 6	ROE	Effective 01/06/14	AC
Ulbricht, Amy S Counselor	LAE	Effective 01/06/14	AC

III. INSTRUCTIONAL ACTIONS 2013-2014

C. Resignations

Alt-Revels, Joette Rdg OF	OHS	Effective 03/26/14 Redesignate from Rdg OF/ESOL OF
Caldwell, Catherine Gr 3	CEB	Effective 03/11/14 Redesignate from Gr 3/ESOL OF
Carpenter, Theresa J Retirement date 05/30/14	PES	Effective 05/30/14 Redesignate from Retirement date 06/05/14
Jones, Tracey P Inclusion	TES	Effective 03/04/14 Redesignate from IND-P-ASD/ESOL OF
Medina, Marianne IND-P-S	KHE	Effective 03/26/14 Redesignate from IND-P-S/ESOL OF

III. INSTRUCTIONAL ACTIONS 2013-2014

D. Resignations/Retirements/Conclude Employment

Anderson, Sylvia D Gr 1	FIE	Effective 06/05/14	Resignation
Armstrong, Carla H Gr 4	FIE	Effective 06/05/14	Retirement
Bolduc, Melody A Lang Arts	OHS	Effective 06/05/14	Resignation
Brunt, Carolyn P Gr 5/ESOL OF	DIS	Effective 06/05/14	Resignation
Hamm, Bonnie L PreK HDCP	FIE	Effective 06/05/14	Retirement
Hauser, Joann Gr 4/ESOL OF	POE	Effective 06/05/14	Resignation
Jacob, Lisa A Speech Clinician	POE	Effective 06/05/14	Resignation
Jeffers, Bridget T Inclusion	OVE	Effective 03/14/14	Resignation
Johnson, Sharon Powell Gr 2/ESOL OF	AES	Effective 06/05/14	Resignation
Keher, William F Tech Ed	OPJ	Effective 06/05/14	Retirement
Laird, Thomas H Science	MHS	Effective 06/05/14	Retirement
Mansfield, Lisa F Gr 5	ROE	Effective 06/05/14	Retirement
Merrett, Ashlee M Leave	CO	Effective 06/06/13	Conclude Employment
Montoro, Bianca B Gr 4	DIS	Effective 06/05/14	Resignation
Newhouse, Angela C Soc Studies	OHS	Effective 06/05/14	Resignation
Nix, Lori A .4 Gr 4	PES	Effective 06/05/14	Resignation

III. INSTRUCTIONAL ACTIONS 2013-2014

D. Resignations/Retirements/Conclude Employment

O' Neil, Kathleen Inclusion	SBJ	Effective 06/05/14	Retirement
Padgett, Joyce M Lib/Media Spec	RHS	Effective 06/05/14	Retirement
Starnes, Bruce W Lang Arts	FIH	Effective 06/05/14	Resignation
Sumlar, Vanessa S Gr 2	GPE	Effective 06/05/14	Retirement
Tarrant, Danny L DOP	WJH	Effective 06/05/14	Retirement
Tate, Nichole W Family/Cons Ed	OHS	Effective 06/05/14	Resignation
Williams, Kesha D Chemistry	FIH	Effective 03/21/14	Resignation

III. INSTRUCTIONAL ACTIONS 2013-2014

E. SUPPLEMENTS

Appointments

Dougherty, David	OLJ	Effective 10/30/13	.5 Baseball Head
Dusinberre, Richard	MHS	Effective 08/06/13	Wrestling Asst
Fish, Deborah	OPJ	Effective 03/15/14	Softball FP Head
Gay, John W	RHS	Effective 03/13/14	.5 Baseball Asst
Jolley, Victoria	KHH	Effective 12/02/13	Softball FP JH Head
Milner, William	OLJ	Effective 08/06/13	.5 Baseball Head
Reiney, Joseph	MHS	Effective 08/06/13	Tennis Head (2)
Sgro, Dennis	OHS	Effective 03/04/14	Track Asst
Skorich, John	OHS	Effective 03/17/14	Football JV Asst. .25
Thompson, Glen E	RHS	Effective 02/18/14	.5 Baseball Asst
Weiskopf, Chase	OHS	Effective 02/19/14	Football Asst. .25

III. INSTRUCTIONAL ACTIONS 2013-2014

E. SUPPLEMENTS

Resignations

Crawford, Connie	KHH	Effective 04/11/14	Cheerleading JV Head
Crawford, Connie	KHH	Effective 04/11/14	Cheerleading JH Head
Kinion, Sara	OPJ	Effective 03/14/14	Softball FP Head
Thomas, Denarius	OHS	Effective 03/14/14	Football JV Asst .25

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Abramowich, Stanley	RVE	Effective 03/31/14 Academic Tutoring Hourly as needed
Aqui, Beverly	SS	Effective 04/01/14 Academic Tutoring Hourly as needed
Bailes, Tina	LJH	Effective 03/03/14 Academic Tutoring Hourly as needed
Bartie, Paula	SS	Effective 04/01/14 Academic Tutoring Hourly as needed
Baxley, Ruthanne	SS	Effective 03/18/14 Academic Tutoring Hourly as needed
Bright, Jordan	FIH	Effective 04/02/14 Academic Tutoring Hourly as needed
Brown, DeWayne	SS	Effective 04/01/14 Academic Tutoring Hourly as needed
Buffalo, Dawn	RVE	Effective 03/31/14 Academic Tutoring Hourly as needed
Burcham, Linda	CHS	Effective 03/10/14 Academic Tutoring Hourly as needed
Cassidy, Myra	SS	Effective 04/01/14 Academic Tutoring Hourly as needed
Courtney, Erica	SS	Effective 02/28/14 Academic Tutoring Hourly as needed
Demers, Kristi	SS	Effective 04/01/14 Academic Tutoring Hourly as needed
Doughty, Steven	RVE	Effective 03/31/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Duke, Jessica	SS	Effective 02/28/14 Academic Tutoring Hourly as needed
Ewanyk, Meghan	RVE	Effective 03/31/14 Academic Tutoring Hourly as needed
Ferguson, Kathy	TBE	Effective 04/01/14 Academic Tutoring Hourly as needed
Ferro, Rachael	LJH	Effective 03/03/14 Academic Tutoring Hourly as needed
Fields, Kyle	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Fowler, Christy	CHS	Effective 03/10/14 Academic Tutoring Hourly as needed
Gunder, Ivin	FIH	Effective 04/02/14 Academic Tutoring Hourly as needed
Hill, Kathleen	ESE	Effective 03/25/14 Teacher on Special Assignment Hourly as needed
Howington, Elba	LJH	Effective 03/03/14 Academic Tutoring Hourly as needed
Human, Jennifer	OVE	Effective 03/17/14 Academic Tutoring Hourly as needed
Johnson, Amy	SS	Effective 02/28/14 Academic Tutoring Hourly as needed
Jones, Lesley	ESE	Effective 02/28/14 Hospital/Homebound Hourly as needed
Kessler, Hope	ESE	Effective 02/28/14 Hospital/Homebound Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Kirnie, Kathleen	SS	Effective 02/28/14 Academic Tutoring Hourly as needed
Leedy, Amanda	RVE	Effective 03/31/14 Academic Tutoring Hourly as needed
Lowe, Kimberly	ESE	Effective 03/31/14 Hospital/Homebound Hourly as needed
Masters, Cynthia	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Matz, Melissa	LJH	Effective 03/03/14 Academic Tutoring Hourly as needed
McGahee, Michelle	ESE	Effective 03/17/14 Hospital/Homebound Hourly as needed
Miller, Marilyn	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Painschab, Christine	SS	Effective 03/18/14 Academic Tutoring Hourly as needed
Perez, Devin	LJH	Effective 03/03/14 Academic Tutoring Hourly as needed
Peters, Brandi	LJH	Effective 03/03/14 Academic Tutoring Hourly as needed
Rasch, Tracie	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Redford, April	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Roberts, Peggy	SS	Effective 02/28/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Schaffer, John	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Shrout, Diane	CHS	Effective 03/10/14 Academic Tutoring Hourly as needed
Stover, Christol	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Swartzwelder, Erin	RVE	Effective 03/31/14 Academic Tutoring Hourly as needed
Taylor, Carolyn	CHS	Effective 03/10/14 Academic Tutoring Hourly as needed
Thompson, Joanne	ESE	Effective 03/25/14 Teacher on Special Assignment Hourly as needed
Uson, Jewel	RVE	Effective 03/31/14 Academic Tutoring Hourly as needed
Van Pelt, Jamie	SS	Effective 03/03/14 Teacher on Special Assignment Hourly as needed
Wertz, Kimberly	ESE	Effective 03/11/14 ESE Miscellaneous Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

B. ADULT EDUCATION

Appointments

Rutledge, C. Harold Effective 03/18/14-03/31/14 PSAV Security Office/Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS

NONE

VI. SUPPORT 2013-2014

A. APPOINTMENTS

Brinkman, Todd Custodian	LAE	Effective 3/10/14 Annual Contract
Bryan, Virgil Bus Driver	TRANS	Effective 3/17/14 Annual Contract
Bryant, William Custodian	LAJ	Effective 4/1/14 Annual Contract
Cruz, Rachel .9 ESE Asst. - B. Health	ROE	Effective 3/7/14 - 6/4/14 Limited Contract
Drake, Leslie .9 ESE Asst. - B. Health	LES	Effective 3/6/14 - 6/4/14 Limited Contract
Fisher, Christine Custodian	MHS	Effective 5/1/14 Annual Contract
Francisco, Marcus HVAC Technician	MAINT	Effective 3/17/14 Annual Contract
Gibbs, Kimberly Title I Asst.	SBJ	Effective 3/10/14 - 6/4/14 Limited Contract
Gillen, Sylvia Bus Driver	TRANS	Effective 3/17/14 Annual Contract
Googin, Tiffany .9 ESE Asst. - B. Health	BLC	Effective 3/31/14 Annual Contract
Herring, Carmon .9 ESE Asst. - General Health	LAJ	Effective 3/10/14 - 6/4/14 Limited Contract
Jackson, Linda ESE Asst./Bus Monitor	TRANS	Effective 3/17/14 Annual Contract
Jecrois, Sherly Custodian	OHS	Effective 3/17/14 Annual Contract
Markham, Marla Cafe Asst. - 3.5 hrs	OPH	Effective 3/18/14 Annual Contract

VI. SUPPORT 2013-2014

A. APPOINTMENTS

McLain, Susan .9 ESE Asst. - B. Health	WJH	Effective 3/10/14 - 6/4/14 Limited Contract
Nipper, Kerry Maintenance Mechanic	MAINT	Effective 3/31/14 Annual Contract
Ondish, Robyn Cafe Asst. - 3 hrs	MHS	Effective 3/17/14 - 6/4/14 Limited Contract
Powell, William General Maintenance Worker	MAINT	Effective 3/26/14 Annual Contract
Ross, Joshua .9 ESE Asst - B. Health	RHS	Effective 3/19/14 - 6/4/14 Limited Contract
Samuels, Quante ESE Asst./Bus Monitor	TRANS	Effective 3/17/14 Annual Contract
Sanders, Elvin Bus Driver	TRANS	Effective 3/17/14 Annual Contract
Schenk, Nicole .9 ESE Asst. - B. Health	LES	Effective 3/10/14 - 6/4/14 Limited Contract
Simpson, Jeramy Tech. Support Asst.	IS	Effective 3/18/14 - 6/30/14 Limited Contract
Touw, Martha Bus Driver	TRANS	Effective 3/17/14 Annual Contract
Vaughn, Lisa Cafe Asst. - 6.75 hrs	CEB	Effective 3/31/14 - 6/4/14 Limited Contract
Wheeler, Ronald Tech. Support Asst.	IS	Effective 3/12/14 - 6/30/14 Limited Contract
Witt, John Bus Driver	TRANS	Effective 3/17/14 Annual Contract

VI. SUPPORT 2013-2014

B. REDESIGNATIONS

Milikin, Sandra
Cafe Asst. - 5.5 hrs

KHH

Effective 1/6/14 redesignate from 10/4/13
due to date of Resignation change

VI. SUPPORT 2013-2014

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Burke, Rita Cafe Asst. - 4 hrs	OLJ	Effective 2/28/14 Conclude Employment
Caldwell, Mary .8 ISS Asst.	WJH	Effective 3/3/14 Retirement from Leave
Chipoletti, Joan .6 ESE Asst. - B. Health	WEC	Effective 6/4/14 Retirement
Combs, Stephanie ESE Asst./Bus Monitor	TRANS	Effective 2/24/14 Resignation from Leave
Davie, Elise .4 Computer Lab Asst.	OPH	Effective 4/11/14 Resignation
Douglas, Shane Cafe Asst. - 3.5 hrs	RHS	Effective 4/3/14 Resignation
Gonzalez, Patricia .9 ESE Asst. - B. Health	TES	Effective 3/19/14 Resignation
Head, Shannon .9 ESE Asst. - B. Health	BLC	Effective 4/3/14 Resignation
Lavine, Tina .8 Classroom Asst.	DIS	Effective 3/14/14 Resignation
Lee, Brady Custodian	POE	Effective 3/5/14 Resignation
Livingston, Delores R. N. - 10 mos	RHS	Effective 6/5/14 Retirement
Manwarren, Kimberly .9 ESE Asst. - B. Health	RHS	Effective 3/20/14 Resignation
Robertson, Samuel .9 ESE Asst. - B. Health	LES	Effective 3/14/14 Resignation
Wilkinson, Denise R. N. - 10 mos	LES	Effective 6/5/14 Retirement

VI. SUPPORT 2013-2014

D. TRANSFERS

Alexander, Mary ESE Secretary - 10 mos	MHS	Effective 3/31/14 transfer from School Secretary - 10 mos (MHS)
Brown, Brenda Cafe Asst. - 6.5 hrs	CHS	Effective 3/17/14 transfer from Cafe Asst. - 3 hrs (CHS)
Clayton, Tammy Service Desk Operator	IS	Effective 3/10/14 transfer from Computer Lab Asst. (CEB)
Gray, Kathy Admin. Support Asst. - 12 mos	ESE	Effective 3/31/14 transfer from ESE Secretary - 10 mos (MHS)
Grondin, Patricia .9 ESE Asst. - General	POE	Effective 3/21/14 transfer from .9 ESE Asst. - B. Health (POE)
Middleton, Alfred Painter	MAINT	Effective 3/14/14 transfer from General Maint. Worker (MAINT)

VII. SHORT TERM LEAVE 2013-2014

A. ILOD, Military, and Association Leaves

Adona, Alfredo Custodian	LES	3/5/14 - 3/11/14 37.5 hrs ILOD Date of Incident - 3/4/14
Ayres, Michael Custodian	FIH	3/18/14 2.5 hrs ILOD Date of Incident - 3/11/14
Baird, Janet Teacher	LES	3/11/14 1 hr ILOD Date of Incident - 3/6/14
Corbett, Thomas Teacher	OPJ	2/12/14 - 3/19/14 10.16 hrs ILOD Date of Incident - 1/15/14
Crosby, Rebecca ESE Asst.	TES	3/4/14 - 3/12/14 47.75 hrs ILOD Date of Incident - 10/4/13
Dobson, Kelly ESE Asst.	BLC	3/6/14 - 3/7/14 10.5 hrs ILOD Date of Incident - 3/4/14
Doering, Kelly Teacher	WJH	3/6/14 4.17 hrs ILOD Date of Incident - 11/21/13
Gaither, Tanika ESE Asst.	BLC	2/24/14 - 3/12/14 67.50 hrs ILOD Date of Incident - 2/21/14
Gibson, Candice Administrative Secretary	RHS	3/3/14 - 3/17/14 7.25 hrs ILOD Date of Incident - 12/18/13
Griffis, Mildred Bus Driver	TRANS	4/2/14 - 4/11/14 22.59 hrs Association Leave Union Business
Haight, Marla Cafe Asst.	CEB	3/14/14 - 3/17/14 9.25 hrs ILOD Date of Incident - 3/13/14
Jordan, Shannon Guidance Counselor	FIH	3/31/14 - 4/11/14 67.50 hrs Military Leave Annual Training
Kendrick, Felecia Cafe Asst.	GPE	2/28/14 .75 hrs ILOD Date of Incident - 2/11/14
MacDonald, Mary Cafe Asst.	SLE	2/28/14 2 hrs ILOD Date of Incident - 1/22/14

VII. SHORT TERM LEAVE 2013-2014

A. ILOD, Military, and Association Leaves

Phipps, Sandra Bus Driver	TRANS	4/11/14 7.5 hrs Association Leave Union Business
Roberts, Lonnie Electronics Tech	MAINT	4/2/14 - 4/3/14 15 hrs Association Leave Union Business

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Andersen, Gary Teacher	FIH	DROP enrollment effective 4/1/14 Future Resignation 3/31/19
Armstrong, Carla Teacher	FIE	DROP enrollment effective 10/1/09 Future Resignation 7/31/14 Redesignate DROP end date from 9/30/14
Birch, Randy Teacher	CHS	DROP enrollment effective 4/1/14 Future Resignation 3/31/19
Carpenter, Theresa Teacher	PES	DROP enrollment effective 5/1/10 Future Resignation 5/30/14 Redesignate DROP end date from 4/30/15
Hoover, Sarah Student Records Secretary	WJH	DROP enrollment effective 3/1/14 Future Resignation 10/31/18
Lewandowski, Betty Technical Specialist	IS	DROP enrollment effective 9/1/14 Future Resignation 8/31/19
Litterick, Patricia Teacher	CGE	DROP enrollment effective 1/1/10 Future Resignation 7/31/14 Redesignate DROP end date from 12/31/14
Livingston, Delores R. N.	RHS	DROP enrollment effective 3/1/14 Future Resignation 6/5/14 Redesignate DROP end date from 2/28/19
Mansfield, Lisa Teacher	ROE	DROP enrollment effective 6/1/11 Future Resignation 7/31/14 Redesignate DROP end date from 5/31/16
McDonald, David Principal	WJH	DROP enrollment effective 7/1/14 Future Resignation 6/30/19
Merril, Cinda Media Specialist	ROE	DROP enrollment effective 3/1/14 Future Resignation 2/28/19
Robinson, Karen Media Services Specialist	INSTR	DROP enrollment effective 4/1/14 Future Resignation 3/31/19