

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA**

**December 18, 2008**

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CONSENT AGENDA  
December 18, 2008

I. ADMINISTRATIVE ACTIONS

NONE

## **II. Job Description Actions**

Approve the following revised job descriptions. Required qualifications revised in accordance with the District's HRMD Plan.

L-1.3.01      Principal

**Job Locator: L-1.3.01**

Principal

Position Grade: Principal

Evaluated By: Superintendent

**Job Description:**

The School Principal is responsible to the Superintendent of Schools.

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

1. Ensure compliance with established rules, and laws in the daily operation of the school.
2. Develop and foster good public relations, efficient school volunteer/partnership programs, effective conferencing and communications with parents, students, and teachers.
3. Coordinate and monitor the curricular program of the school to maximize student learning; conduct faculty/staff meetings as needed to meet student instructional needs; implement the Sunshine State Standards.
4. Coordinate school advisory council activities and implement a school improvement plan.
5. Coordinate efficient utilization of school facilities and insure proper security, maintenance and cleanliness of the campus.
6. Be responsible for the timely and accurate submission of all required school records/reports and the accurate entry of information into the district data base.
7. Provide leadership by participating in professional development activities and encouraging the professional development of instructional, support and administrative staff including training to accurately report FTE participation, student performance, teacher appraisal, school safety, and discipline data..
8. Be responsible for effective business management operations, the development of a school budget and efficient cost accounting.
9. Maintain standards of appropriate student conduct through fair and equitable enforcement of the Clay County Public Schools Code of Student Conduct.
10. Be responsible for faithfully and effectively implementing school/district personnel procedures including: interviewing, hiring, evaluating school staff and coordinating the Teacher Induction Program, and administering master contracts.
11. Coordinate supervision of extra-curricular activities and duty assignments.
12. Provide a safe learning environment through preparation and implementation of emergency evacuation plans, fire drills, etc..
13. Be responsible for implementing programs designed to meet the needs of special student populations (Ex. ESE, Title I, Drop Out Prevention, etc.).
14. Assure that the school meets all State and Southern Association of Schools and Colleges accreditation standards.
15. Be responsible for proper receipt and accounting of all school board property and maintaining an accurate property inventory.
16. Provide for the purchase of appropriate textbooks, equipment and other instructional materials necessary to meet the needs of the students.
17. Serve on district wide committees when requested.
18. Be responsible for the development and implementation of a school technology plan.
19. Be responsible for the performance of all personnel employed by the School Board and assigned to the school site.
20. Provide for the development of an individual Teacher Training Plan for each teacher assigned to school.
21. Provide leadership for the implementation of the Florida Code of Ethics and Principles of Professional Conduct.
22. Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT), and other tests designed and adopted to measure student achievement.
23. Communicate effectively, both orally and in writing, with parents, staff, students and community.
24. Maintain visibility and accessibility on the school campus.
25. Serve as coach/mentor to Assistant Principals, new Principals or others who are preparing for School Principal certification.
26. Provide leadership for all stakeholders in the development of school beliefs, vision, mission, and goals and align them with the district mission, school improvement, and curriculum.
27. Perform other duties as assigned by the Superintendent consistent with the goals and objectives of the position.

**Required Qualifications:**

1. Eligible to receive, or holds (a) Valid Florida Certification as School Principal or (b) Educational Leadership, accompanied with verification of completion of district/state Principal Preparation Program.
2. Masters Degree.
3. Completed Clay County Candidate Preparation Phase Screening and Training requirements as required by current Clay County Human Resources Management Development (HRMD) Plan.
4. Three years of successful teaching experience.
5. A minimum of two years successful school-based administrative experience.
6. Eligible to receive, or holds a valid certificate in Educational Leadership, has at least two (2) years of school-based administrative experience and is recommended by Superintendent for a Principalship position at a school requiring unique leadership skills.

Revised: 12/14/95, 10/21/99, 5/16/00,  
2/24/05, 12/18/08

### III. INSTRUCTIONAL ACTIONS 2008-2009

#### A. Appointments

Brennan, Sarah E Gr 4	TBE	Effective 12/01/08	10 mos	Contract: Annual
Bujold, Karen M Gr 6	CGE	Effective 10/30/08	10 mos	Contract: Annual
Chambers, Bonnie L .6 Title I	MRE	Effective 11/03/08	10 mos	Contract: Annual
Clark, Cody M Counselor	KHE	Effective 08/11/08	10 mos	Contract: Annual
<del>Egnew, Lisa T Inclusion</del>	<del>LAJ</del>	<del>Effective 11/14/08</del>	<del>10 mos</del>	<del>Contract: Annual</del>
Hollingsworth, Jennifer R .6 Title I	GPE	Effective 11/03/08	10 mos	Contract: Annual
Johns, Benjamin G Music	WES	Effective 08/11/08	10 mos	Contract: Annual
Knowles, Emil D .6 Mental Health Counselor	BLC	Effective 12/01/08-06/05/09	10 mos	Contract: Interim (Annual)
Meehan, Casey R Earth Science	LAJ	Effective 08/11/08	10 mos	Contract: Annual
Morris, Robert E ROTC/Mil Trng	CHS	Effective 10/27/08	11 mos	Contract: Annual
Parks, Mary A .6 Title I	GPE	Effective 11/10/08	10 mos	Contract: Annual
Phillips, Ashley M Inclusion	KHH	Effective 10/17/08	10 mos	Contract: Annual
Pike, Carrie A .6 Title I	WES	Effective 11/05/08	10 mos	Contract: Annual
Shultz, Gale M Biology/Ecology	OPH	Effective 09/26/08	10 mos	Contract: Annual

### III. INSTRUCTIONAL ACTIONS 2008-2009

#### B. Resignations

Bolla, Mary Gr 5	AES	Effective 09/22/08 from Gr 5/ESOL OF
Dupelle, Priscilla Inclusion	LSE	Effective 10/24/08 from Inclusion/ESOL OF
Ladd, Charlotte E Inc/Rdg/error on November agenda	CHS	Effective 08/11/08 from Inclusion/Rdg OF
Moyd, Robin Int Rdg OF	KHH	Effective 11/14/08 from Int Rdg OF/ESOL OF
<hr/>		
Skidmore, Christin LAJ/error on November agenda	LAJ	Effective 10/13/08 from LSE
Warner, Denise .4 Mental Health Counselor	BLC	Effective 11/21/08 from resignation date of 11/13/08

### III. INSTRUCTIONAL ACTIONS 2008-2009

#### C. Resignations/Retirements/Conclude Employment

Burns, Donald E	RVH	Effective 10/17/08	World History	Resignation
Geiger, Ted W	KHH	Effective 12/19/08	Dr. Ed.	Retirement
Gruber, Hannah	RVH	Effective 01/16/09	Intel Dis EMH	Resignation
King, Donna	LSJ	Effective 12/05/08	Lang Arts	Resignation
Kohnen, Kelley	TBE	Effective 11/21/08	Gr 6	Resignation

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**III. INSTRUCTIONAL ACTIONS 2008-2009**

**D. NBPTS Excellent Teacher Program Mentors**

Solomon, Gussie

LAJ



### III. INSTRUCTIONAL ACTIONS 2008-2009

#### E. SUPPLEMENTS

##### Appointments

Battle, Tony S	MBH	Effective 08/11/08	Asst Football
Buxton, Lisa A	KHE	Effective 08/11/08-10/29/08	Peer Teacher for Amy Scott
Evans, Jamie	CHS	Effective 08/11/08	Majorette Sponsor
Goddard, Christopher D	OPJ	Effective 08/11/08	Head Volleyball JH
Hiscox, Julie A	LSJ	Effective 08/11/08	Head Soccer
Jones, Lisa Leigh	KHH	Effective 11/10/08	Flag Corps Sponsor
Kawabe, Katie L	GCSJ	Effective 09/10/08-09/29/08	Annual Staff Sponsor
Lee, Connie L	WES	Effective 09/15/08	Peer Teacher for Kevy Ellis
Mattox, Allison W	OPH	Effective 11/04/08	Head Swimming
Miles, Valerie A	MBE	Effective 11/13/08	Dept Head ESE
Moran, Stephanie	RVE	Effective 08/11/08	.5 ESE Int Team Fac
Morris, Robert	CHS	Effective 10/27/08	Co-Curr Club: NJROTC
Oller, Barbara J	FIH	Effective 08/11/08	Asst Basketball
Phelps, Laura K	OPH	Effective 08/11/08	Drill Team Sponsor Flags Corps Sponsor
Piantanida, Merilin S	KHH	Effective 08/11/08	Discretionary
Racine, Lana M	RVH	Effective 10/16/08	Peer Teacher for Jaclynne Longo
Randolph, Jr, Michael A	MBH	Effective 08/11/08	Asst Football
Riggs, Lauren H	OPJ	Effective 08/11/08	.5 Co-Curr Club: News Team
Rowe, Janet	OLS	Effective 08/11/08	Dept Head PE
Smith, Sherman C	OPH	Effective 11/04/08	Head Track
Smith, Cynthia R	CEB	Effective 08/11/08	Discretionary
Summerville, Ian D	OPH	Effective 11/04/08	Asst Wrestling
Sutton, Tammy C	AES	Effective 10/27/08	Dept Head Kindergarten
Thrasher, Sherri L	CHS	Effective 08/11/08	Flag Corps Sponsor

**III. INSTRUCTIONAL ACTIONS 2008-2009**

**E. SUPPLEMENTS**

**Appointments**

Turner, Mary Denise	OPJ	Effective 08/11/08	.5 Co-Curr Club: News Team
White, Christopher T	GCSJ	Effective 08/11/08	Math Team Sponsor
Wilkes, Michelle L	CHS	Effective 10/27/08	Peer Teacher for Robert Morris

**III. INSTRUCTIONAL ACTIONS 2007-2008**

**E. SUPPLEMENTS**

**Resignations**

Goddard, Christopher	OPJ	Effective 08/11/08	Asst Track
Landers, Elisha	RVE	Effective 08/11/08	.5 ESE Int Team Fac
Rose, June	CEB	Effective 08/11/08	Discretionary
Smith, Lori	AES	Effective 10/02/08	Dept Head Kindergarten

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Barker, Bonnie	ESE	Effective 11/10/08 Homebound Hourly as needed
Beason, Linda	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Black, Teresa	LAE	Effective 11/04/08 Academic Tutoring Hourly as needed
Black, Teresa	ESE	Effective 11/14/08 Homebound Hourly as needed
Boggs, Audie	ESE	Effective 10/28/08 Homebound Hourly as needed
Burris, Nancy	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Butcher, Heather	LAE	Effective 11/04/08 Academic Tutoring Hourly as needed
Cameron, Sherry	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Campbell, Dorothy	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Carroll, Kelly	LAE	Effective 11/04/08 Academic Tutoring Hourly as needed
Chason, Cristin	MRE	Effective 10/28/08 Academic Tutoring Hourly as needed
Christopher, Nakia	PES	Effective 11/04/08 Academic Tutoring Hourly as needed
Deaton, Cherry	DIS	Effective 11/10/08 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Dupelle, Priscilla	LES	Effective 01/07/09 Academic Tutoring Hourly as needed
Durant, Dunia	DIS	Effective 10/21/08 Academic Tutoring Hourly as needed
Fidler, Sandra	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Gentry, Carrie	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Gibson, Susan	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Gilbert, Clara	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Grybb, Meghan	LES	Effective 12/02/08 Academic Tutoring Hourly as needed
Hagen, Ilona	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Halter, Jonathan	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Hamilton, Illisa	ESE	Effective 11/14/08 Homebound Hourly as needed
Harris, Kimberlee	LAE	Effective 11/04/08 Academic Tutoring Hourly as needed
Hawkins, Chantel	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Heupal, Annie	ESE	Effective 10/28/08 Homebound Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Hoffman, Herta	WEC	Effective 11/17/08 Academic Tutoring Hourly as needed
Howle, Mary Alice	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Jimenez-Ross, Nilu	MRE	Effective 10/28/08 Academic Tutoring Hourly as needed
Johnson, Cynthia	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Kawabe, Katie	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Keener, Joyce	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Kelleigh, Shannon	El. Ed.	Effective 10/27/08 Data Analysis Team Hourly as needed
Koralewski, Andrea	WEC	Effective 11/17/08 Academic Tutoring Hourly as needed
Kretchmer, Melissa	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Kryzstoforski, Rachael	LES	Effective 01/07/09 Academic Tutoring Hourly as needed
Laird, Holt	ESE	Effective 10/28/08 Homebound Hourly as needed
Lee, Kristi	ESE	Effective 10/31/08 Homebound Hourly as needed
Lorentzson, Joseph	ESE	Effective 11/20/08 Homebound Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009**

**A. MISCELLANEOUS AFTER HOURS**

**Appointments**

Luke, Tammi	PES	Effective 11/04/08 Academic Tutoring Hourly as needed
Massa, Linda	ESE	Effective 10/31/08 Homebound Hourly as needed
Massey, Elnora	LES	Effective 01/07/09 Academic Tutoring Hourly as needed
McEwen, Tina	PES	Effective 11/04/08 Academic Tutoring Hourly as needed
Mobley, Genell	MRE	Effective 10/28/08 Academic Tutoring Hourly as needed
Moore, Haley	MRE	Effective 12/03/08 Academic Tutoring Hourly as needed
Moran, Stephanie	LAE	Effective 11/07/08 Academic Tutoring Hourly as needed
Morgan, Melinda	LAE	Effective 11/04/08 Academic Tutoring Hourly as needed
Morgan, Melinda	ESE	Effective 11/14/08 Homebound Hourly as needed
Mounts, Kristen	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Nelms, Deborah	LES	Effective 01/07/09 Academic Tutoring Hourly as needed
Otti, Marsha	ESE	Effective 10/28/08 Homebound Hourly as needed
Pugh, Nathan	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Puskar, Tonya	OLS	Effective 11/10/08 Academic Tutoring Hourly as needed
Ramos, Janice	ESE	Effective 11/14/08 Homebound Hourly as needed
Raybeck, Carrie	PES	Effective 11/04/08 Academic Tutoring Hourly as needed
Roberts, Cynthia	MRE	Effective 10/28/08 Academic Tutoring Hourly as needed
Rose, June	CEB	Effective 11/01/08 Media After Hours Hourly as needed
Satterfield, Lisa	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Sleeper, Elizabeth	SS	Effective 11/05/08 Academic Tutoring Hourly as needed
Smith, Erica	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Smith, Sherman	ESE	Effective 11/04/08 Sednet Coach Hourly as needed
Spencer, Kari	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Starmer, Kristen	WEC	Effective 11/17/08 Academic Tutoring Hourly as needed
Stewart, Elizabeth	SBJ	Effective 01/12/09 Academic Tutoring Hourly as needed
Stone, Elizabeth	MRE	Effective 10/28/08 Academic Tutoring Hourly as needed



**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009**

**A. MISCELLANEOUS AFTER HOURS**

**Appointments**

Supan, Pamela	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Swartzwelder, Erin	MBE	Effective 10/28/08 Academic Tutoring Hourly as needed
Taiclet, Melissa	ESE	Effective 11/14/08 Homebound Hourly as needed
Tiling, Rachel	TES	Effective 11/04/08 Academic Tutoring Hourly as needed
Todd, Bobbie	PES	Effective 11/04/08 Academic Tutoring Hourly as needed
Torrens, Scott	LES	Effective 01/07/09 Academic Tutoring Hourly as needed
Vigue, Jessica	TES	Effective 11/04/08 Academic Tutoring Hourly as needed
Weir, Jamee	PES	Effective 11/04/08 Academic Tutoring Hourly as needed
Weldon, Jane	LES	Effective 01/07/09 Academic Tutoring Hourly as needed
White, Christopher	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Wishnek, Carol	LES	Effective 01/07/09 Academic Tutoring Hourly as needed
Wolfe, Anne	WEC	Effective 11/17/08 Academic Tutoring Hourly as needed

## V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2008-2009

### A. SUBSTITUTE TEACHER APPROVAL

#### Appointments

Barnett , Jerrylene	Regular	Effective 10/16/08
Bennett, Katherine	Emergency	Effective 10/29/08
Blackmon, Carla	Regular	Effective 10/15/08
Broom, Patricia	Regular	Effective 10/17/08
Capper, Danielle	Regular	Effective 10/15/08
Chaney, Melinda	Regular	Effective 10/15/08
Cox, Sarah	Regular	Effective 11/12/08
Cummings, Katheryn	Regular	Effective 10/24/08
Drew, Carolyn	Regular	Effective 11/18/08
Dupree, Jacquelyn	Regular	Effective 10/29/08
Ergle, Sandra	Regular	Effective 10/05/08
Fanney, Julia	Regular	Effective 10/29/08
Green, Tara	Regular	Effective 10/29/08
Harrell, Peggy	Regular	Effective 10/30/08
Hutchinson, Erica	Regular	Effective 10/24/08
Jeffrie, Sophia	Regular	Effective 10/29/08
Johns, Michael	Regular	Effective 10/29/08
LaPrade, Queen	Regular	Effective 11/03/08
Lemen, Lisa	Regular	Effective 10/29/08
Lindsey, Lavonda	Regular	Effective 12/01/08

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2008-2009**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Lorimer, Jana	Regular	Effective 10/22/08
May, Christy	Regular	Effective 11/12/08
McGee, Heidi	Regular	Effective 10/15/08
Nordin, Susan	Regular	Effective 10/29/08
Osborn, Donnie	Regular	Effective 10/15/08
Scoggins Jr., William	Regular	Effective 10/15/08
Shelley, Ryan	Regular	Effective 11/03/08
Taylor, Sharon	Regular	Effective 10/29/08
Walker, George	Regular	Effective 11/14/08
Waters, Vivian	Regular	Effective 10/29/08
Wells, Timothy	Regular	Effective 10/29/08

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2008-2009**

**B. SUBSTITUTE LONG TERM TEACHER APPROVAL**

**Appointments**

Geiger, Andrea	Effective 12/01/08
Leslie, Michelle	Effective 11/10/08
Michaels, Mary	Effective 11/03/08
Milner, Kathryn	Effective 12/01/08
Wacha, Michelle	Effective 12/01/08
Walker, Aspen	Effective 11/03/08
Wright, Emily	Effective 11/17/08

**VI. SUPPORT 2008-2009**

**A. APPOINTMENTS**

Begonia, Exequiel Programmer/Analyst	IS	Effective 11/3/08 Annual Contract
Berl, Trinda LPN - 10 mo.	FIE	Effective 11/14/08 Annual Contract
Brewer, Sarah Ann LPN - 10 mo.	CHE	Effective 9/29/08 Annual Contract
Brooken, Danitha ESE Asst. - PMH	RVE	Effective 10/30/08 Annual Contract
Carver, III, Bobby ISS Asst.	FIH	Effective 11/3/08 Annual Contract
Clark, Christina Cafe' Asst. - 5.0 hrs.	AES	Effective 10/27/08 - 6/5/09 Limited Contract
Danella, Christina ESE Asst. - ASD	WEC	Effective 10/27/08 Annual Contract
Ellison, Cynthia Cafe' Asst. - 6.5 hrs.	OLS	Effective 10/29/08 Annual Contract
Ferraro, Denise ESE Asst. - Ind.	LJH	Effective 10/27/08 Annual Contract
Flynn, Benjamin Custodian	KHHS	Effective 10/30/08 Annual Contract
Gouge-Singleton, Patricia .6 ISS Assistant	KHE	Effective 9/26/08 Annual Contract
Gray, Jr., Bobby M. Custodian	RVE	Effective 11/4/08 Annual Contract
Harvey, Roger HVAC Tech.	MAINT	Effective 11/24/08 Annual Contract
LaMach, Karen Cafe' Asst. - 3.5 hrs.	OVE	Effective 11/6/08 Annual Contract
Landis, Linda ESE Asst. - TMH	OPJH	Effective 10/27/08 Annual Contract

## VI. SUPPORT 2008-2009

### A. APPOINTMENTS

McCleary, Mary ESE Asst. - ASD	TES	Effective 9/30/08 Annual Contract
McMillan, Candace .8 Classroom Asst.	SPC	Effective 10/31/08 Annual Contract
Melton, Stephanie ESE Asst. - ASD	WEC	Effective 11/13/08 Annual Contract
Paulk, Brian ESE Asst. - PK/K	CGE	Effective 10/21/08 Annual Contract
Roberts, Roy Roofer	MAINT	Effective 11/17/08 Annual Contract
Ryan, Mary Yvonne .8 RN - 10 mo.	RVE	Effective 10/3/08 Annual Contract
Stelly, Dorothy Child Care Aide - PK	OPHS	Effective 12/1/08 Annual Contract
Turner, Wendy ESE Asst. - EMH	GCSJH	Effective 10/22/08 Annual Contract
Tuttle, Phyllis Date Entry/Rec. Technician	HR	Effective 11/19/08 - 1/14/09 Limited Contract
Warner, Shannon ESE Asst. - PMH	RVE	Effective 11/3/08 Annual Contract
Williams, Patricia LPN - 10 mo.	OPHS	Effective 10/7/08 - 12/12/08 Limited Contract

## VI. SUPPORT 2008-2009

### B. REDESIGNATIONS

Bush, Karen Admin. Secretary, Sr.	HR	Effective 1/2/09 redesignate from Executive Secretary - Supt. (Supt. Office) due to involuntary reassignment.
Cheeseman, Linda Executive Secretary - Supt.	Supt. Office	Effective 1/2/09 redesignate from Executive Secretary - Deputy Supt. (Supt. Office) due to involuntary reassignment.
Crawford, Connie ESE Asst. - ASD	TES	Effective 11/3/08 redesignate from ESE Asst. - E/BD (KHHS) due to involuntary transfer.
Hall, Sherry Exec. Secty. - Deputy Supt.	Supt. Office	Effective 1/2/09 redesignate from Admin. Secretary, Sr. (HR) due to involuntary reassignment.
Sadler Burrows, Catherine ESE Asst. - Ind.	OVE	Effective 10/27/08 redesignate from ESE Asst. - PK (AES) due to involuntary transfer.
Schwabe, Deidria Cafe' Asst. - 4.5 hrs.	OPHS	Effective 11/21/08 redesignate from Cafe' Asst. - 5.0 hrs. (OPHS) due to voluntary transfer.
Yordi, Brenna .8 RN - 10 mo.	SLE	Effective 10/27/08 redesignate from RN (SLE) due to allocation decrease .2 on 10/16/08 Board.
Zamoyta, Janice Cafe' Asst. - 5.0 hrs.	OPHS	Effective 11/21/08 redesignate from Cafe' Asst. - 4.5 hrs. (OPHS) due to voluntary transfer.

**VI. SUPPORT 2008-2009**

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Anglin, Donald Bus Driver	TRANS	Effective 11/21/08 Resignation
Aures, Kimberly .6 ISS Assistant	RVE	Effective 11/7/08 Conclude Employment
Bennett, Lance HVAC Tech.	MAINT	Effective 10/23/08 Resignation
Biggs, Jean ESE Asst. - LI	PES	Effective 10/31/08 Retirement
Bower, Patricia Cafe' Asst. - 3.5 hrs.	RHS	Effective 11/17/08 Resignation
Buckholts, Alesia LPN - 10 mo.	FIE	Effective 11/12/08 Resignation
Burns, Kathleen ESE Asst. - ASD	WEC	Effective 11/3/08 Conclude Employment
Byers, Jason Custodian	CHE	Effective 10/31/08 Resignation
Campbell, Crystal ESE Asst. - TMH/PMH	RVE	Effective 11/11/08 Conclude Employment
Cruz, Lorraine Cafe' Asst. - 3.5 hrs.	SPC	Effective 11/7/08 Resignation
Guice, Sara Principal's Secretary	GCSJH	Effective 10/17/08 Retirement
Hardin, Jeri Title I Assistant	WES	Effective 10/30/08 Resignation
Harris, Aprill ESE Asst. - Ind.	LAJH	Effective 9/3/08 Resignation
Hendricks, Jane ESE Asst. - Ind.	RHS	Effective 12/19/08 Retirement
Holliday, Tracy Bus Driver	TRANS	Effective 11/21/08 Resignation



**VI. SUPPORT 2008-2009**

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Jackson-Scott, Bridget Cafe' Asst. - 6.75 hrs.	OPJH	Effective 10/23/08 Conclude Employment
Monaghan, Melinda ESE Asst. - Ind.	KHHS	Effective 11/5/08 Resignation
Prewitt, Dale Electronics Tech.	MAINT	Effective 11/27/08 Retirement
Rahm, Robert Custodian	OPHS	Effective 1/30/09 Retirement
Ramirez, Leila Cafe' Asst. - 4.0 hrs.	MCE	Effective 11/7/08 Conclude Employment
Richardson, Danielle Child Care Aide - PK	OPHS	Effective 10/23/08 Conclude Employment
Russell, Melanie Bus Driver	TRANS	Effective 9/15/08 Resignation
Steines, Jodi ESE Asst. - E/BD	OPJH	Effective 9/9/08 Resignation

**VI. SUPPORT 2008-2009**

**D. TRANSFERS**

Bradwell, Sharon ESE Asst. - E/BD	OPJH	Effective 10/20/08 transfer from ESE Asst. - TMH (OPJH)
Garcia, Linda Cafe' Asst. - 6.75 hrs.	OPJH	Effective 11/13/08 transfer from Cafe' Asst. - 3.5 hrs. (OPJH)
Hansel, Rhonda ESE Asst. - LI	PES	Effective 11/3/08 transfer from Cafe' Asst. - 6.0 hrs. (PES)
Jones, Patricia Cafe' Asst. - 6.0 hrs.	PES	Effective 11/13/08 transfer from Cafe' Asst. - 5.5 hrs. (PES)
Pesterfield, Charles Custodian	CHE	Effective 12/1/08 transfer from Custodian (FIH)
Rogers, Shelley Principal's Secretary	GCSJH	Effective 11/3/08 transfer from Student Records Secretary - 12 mo. (GCSJH)
Sanchez, Deborah ESE Asst. - E/BD	SPC	Effective 10/15/08 transfer from .8 Classroom Asst. (SPC)
Tillis, Debra Student Rec. Secretary - 12 mo.	GCSJH	Effective 12/8/08 transfer from School Secretary - 10 mo. (BLC)

## VII. SHORT TERM LEAVE 2008-2009

### A. ILOD, Military, and Association Leaves

Ammons, Stephanie Teacher	WJH	10/16/08 3.0 hrs. ILOD Date of incident - 9/9/08
Daniel, Bethany Teacher	TBE	10/17/08 7.83 hrs. Association Leave CCEA Delegate
Dickason, Shawn Mechanic	TRANS	9/4/08 - 11/13/08 38.75 hrs. ILOD Date of incident - 8/29/08
Fagan, Dylan Teacher	OPHS	10/23/08 7.83 hrs. Association Leave CCEA Union Business
Fortner, Kristie ESE Asst.	CGE	11/10/08 - 11/14/08 30.0 hrs. ILOD Date of incident - 11/7/08
Freet, Anita Press Operator	ISS	10/24/08 3.5 hrs. ILOD Date of incident - 9/22/08
Grant, Darlene Media Specialist	RVE	10/23/08 5.83 hrs. ILOD Date of incident - 8/13/04
Hampshire, Carimena Admin. Suppt. Asst.	TRANS	10/15/08 - 10/17/08 22.50 hrs. Association Leave CESPA Delegate
Harlow, Iris ESE Asst.	FIE	10/21/08 3.25 hrs. ILOD Date of incident - 11/17/00
Helmey-Hartman, Wendy Teacher	KHHS	11/17/08 7.83 hrs. Military Leave Annual Training
Hendry, Byron Custodian	TRANS	9/25/08 - 9/19/08 - 12.5 hrs. ILOD Date of incident - 9/4/08
Holmes, Maureen Teacher	OPHS	10/17/08 7.83 hrs. Association Leave CCEA - Union Business
Huskey, Robin Data Entry/Records Tech.	HR	10/17/08 - 11/12/08 11.5 hrs. ILOD Date of incident - 3/27/08
Jackson, Stacy Cafe' Mgr.	CHS	10/30/08 - 10/31/08 15.0 hrs. ILOD Date of incident - 10/29/08
Martini, James Teacher	OPHS	10/17/08 7.83 hrs. Association Leave CCEA Delegate

**VII. SHORT TERM LEAVE 2008-2009**

**A. ILOD, Military, and Association Leaves**

Rowe, Janet Teacher	OLS	10/14/08 - 10/28/08 10.33 hrs. ILOD Date of incident - 9/12/08
Slater, Anne Teacher	RHS	10/27/08 7.83 hrs. Association Leave CCEA Union Business
Smith, Kimberly ESE Asst.	WEC	10/23/08 .5 hr. ILOD Date of incident - 10/21/08
Thomas, Amanda Bus Monitor	TRANS	9/26/08 - 10/2/08 31.10 hrs. ILOD Date of incident - 9/29/08
Whitacre, Beverly Teacher	PES	10/27/08 3.83 hrs. ILOD Date of incident - 1/22/01
White, Elizabeth ESE Asst.	GPE	10/14/08 - 10/21/08 5.50 hrs. ILOD Date of incident - 10/1/08
Wilson, Donald Mechanic	TRANS	10/1/08 - 10/3/08 20.0 hrs. ILOD Date of incident - 10/1/08

**VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

**A. ENROLLEES**

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

Carmichael, Anne Teacher	FIE	DROP enrollment effective 12/1/08 Future Resignation 11/30/13
Carter, Kenneth Lead Electrical Technician	MAINT	DROP enrollment effective 11/1/08 Future Resignation 10/31/13
Fowler, Linda Teacher	OLS	DROP enrollment effective 12/1/08 Future Resignation 11/30/13
Geiger, Ted Teacher	KHHS	DROP enrollment effective 2/1/01 Redesignate DROP end date from 1/31/09 to 12/19/08 Future Resignation 12/19/08
Hernandez, Linda ESE Secretary	MHS	DROP enrollment effective 3/1/09 Future Resignation 2/28/14
Johnson, Sandra ESE Support Facilitator	MHS	DROP enrollment effective 3/1/09 Future Resignation 2/28/14
Reynolds, Bonnie Teacher	OPE	DROP enrollment effective 11/1/08 Future Resignation 10/31/13
Wright, Shirley LPN	PES	DROP enrollment effective 10/1/08 Redesignate DROP end date from 9/30/13 to 8/30/13 Future Resignation 8/30/13