

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
February 18, 2010

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I. ADMINISTRATIVE ACTIONS 2009-2010

A. Appointments

Fitzpatrick, Thomas J Trans. Services Supervisor	Trans	Effective 02/01/10	AC
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I. ADMINISTRATIVE ACTIONS 2009-2010

B. Resignations/Retirements

Geyer, Kathleen B Trans Effective 12/30/09 Trans Services Supervisor Resignation

II. JOB DESCRIPTION ACTIONS

A. Approve the following revised job description:

G(I)-2.1.01 Teacher GED/ABE Adult Education

B. Approve the following new job descriptions:

I-1.1.18 Director of Instructional Projects

O-1.1.48 Coordinator of Shop Operations

I-2.2.56 Intervention Coach (Grades K-12)

Job Locator: G(I)-2.1.01

Teacher GED/ABE Adult Education

Position Grade: See Teacher Master Contract

Evaluated by: Administrator Supervisor of Adult/Community Education

Job Description

The teacher of Adult Education is responsible to the ~~Administrator~~ Supervisor of Adult/Community Education.

Responsibilities and duties of this position include:

1. Ensure all students are registered for class.
2. Inform students of policies and schedules.
3. Prepare and present, to the ~~Administrator~~ Supervisor of Adult/Community Education, a course outline covering subject area taught. Agree to follow the outline within the degree possible, taking individual class needs into consideration.
4. Keep attendance records for each student and maintain student progress records reports.
5. Complete and submit an attendance and all other necessary reports to the ~~Administrator~~ Supervisor of Adult/Community Education.
6. Summarize attainment for each period (term, quarter, year) as required by the ~~Administrator~~ Supervisor.
7. Be responsible for using varied techniques and materials suited to the needs of each student.
8. Utilize the following outline in class organization:
 - a. Establish favorable climate.
 - b. Diagnose individual class member needs.
 - c. Establish teacher/student planning procedure.
 - d. Design learning program according to specific student needs.
 - e. Develop learning experience sequence.
 - f. Evaluate learning experiences.
9. Attend all orientation and in-service programs as prescribed by the ~~Administrator~~ Supervisor of Adult/Community Education.
10. Leave used facilities in proper order.
11. Become familiar with total scope of available Adult General Education.
12. Report all vandalism, burglaries, missing or broken equipment.
13. Become thoroughly acquainted with and abide by guidelines set forth in teacher handbook.

Required Qualifications:

1. Currently possess, or has eligibility to receive a valid Florida Educator's Certificate, in at least one exceptionality.
2. ~~Two years of successful teaching experience in at least one exceptionality including using Direct Instruction techniques and phonological awareness methods.~~ **Currently possess a Bachelor degree or higher.**
3. Willingness to continually train in these areas.
4. **GED Instruction for at least one academic year.**

Desirable Qualifications:

1. Currently possess, or has eligibility to receive a valid Florida Educator's Certificate.
2. Ability to make decisions consistent with County policy in absence of administrator.
3. **Basic understanding of the TABE assessment and evaluation.**
4. **Certification to teach in a secondary core subject.**
5. **Demonstrates academic strengths in the area of Language Arts and Math.**

Board Approved: 06/17/99

Effective: 01/18/90

Revised: 08/17/06

Revised: 02/18/10

Job Locator: I-1.1.18 (NEW)
Director of Instructional Projects
Position Grade: Director I
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of Instructional Projects is responsible to the Assistant Superintendent for Instruction for the administration and supervision of instructional projects designed to that individual to implement and manage.

Responsibilities and Duties of this position include:

1. Facilitate curriculum planning for the District's curricula related to assigned projects.
2. Comprehensive plan and budget for the assigned projects.
3. Responsible for writing, submitting and monitoring the Title I Grant.
4. Coordinate the implementation, data collection, and evaluation of all Title I schools designated "in need of improvement; including but not limited to choice options, supplemental educational services, corrective action, and restructuring.
5. Direct the overall Voluntary Pre K Program.
6. Assist with the overall elementary program.
7. Assist in meeting Southern Association Accreditation Standards.
8. Provide administrative leadership for federal programs in a manner to best serve students.
9. Articulate students' educational process in cooperation with Elementary, Secondary, Exceptional Student, and Applied Technology Education.
10. Act as a role model and provide supervision for all staff assigned to work on projects related to instructional processes and materials.
11. Maintain knowledge of State and Federal legislation on elementary, Title I and any other instructional related programs.
12. Coordinate research based professional development with other departments and divisions.
13. Assist school-based and district-level administration with elementary student projections and staff allocations.
14. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Masters Degree
2. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership
3. Five (5) years in education, three of which must be in administration and/or supervision.
4. Minimum of five (5) years experience in working with educationally disadvantaged children.

Desired Qualifications:

1. One (1) or more years as an elementary principal
2. In-depth knowledge of Title I Programs and Legislation.

Effective: 02-18-2010

Job Locator: O-1.1.48 (NEW)
Coordinator of Shop Operations
Position Grade: Coordinator II
Evaluated By: Director of Transportation

Job Description:

Supervises the District's Shop facilities to ensure the maintenance of District vehicles. The Coordinator of Shop Operations is responsible to the Director of Transportation.

Responsibilities and Duties of this Position Include:

1. Assume overall supervisor/management responsibilities for the District's vehicle maintenance program.
2. Supervise all personnel involved in vehicle maintenance and assist with employee performance evaluations.
3. Coordinate the collection and input of vehicle maintenance data through automated programs, and prepare routine reports for the District's review.
4. Recommend the procurement/replacement of vehicles in use throughout the District.
5. Schedule personnel/equipment within the realm of fleet maintenance to assure vehicle inspections in accordance with statutory requirements and Board Policy.
6. Coordinate vehicle and shop related purchases from Departmental funds and interact as appropriate with District Purchasing.
7. Coordinate the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet.
8. Monitor security of the garage shop and District transportation vehicles.
9. Coordinate with the Operations Supervisor in recommending guidelines and policies for transportation services.
10. Assist in the investigation of all school bus accidents.
11. Coordinates after hour breakdowns.
12. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with an Associates degree, or a high school diploma and ten (10) years of management experience in a transportation related field.
2. Must be skilled in all phases of fleet mechanical repair.
3. Must be skilled in written and oral communications.
4. Must have the ability to work in harmony with other School Board employees and general public.
5. Must have the ability to organize and plan stockroom requirements and workload.
6. Must have the ability to use automotive catalogues and identify parts.
7. Must maintain a safe driving record during employment.
8. Knowledge of computer usage and operating systems, such as DOS.
9. Considerable knowledge of the occupational hazards and safety precautions of the job.
10. Ability to follow DER and EPA guidelines as to handling, storing and disposing of waste materials.
11. Possess outstanding people skills and leadership qualities.
12. Must possess and maintain a valid Commercial Drivers License.

Desired Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree.
2. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.
3. Experience in school transportation or credentials in related field.

Effective: 02-18-2010

Job Locator: I-2.2.56 (NEW)
Intervention Coach (Grades K-12)
Position Grade: Teacher Salary Schedule
Evaluated by: Supervisor of Reading/LA/RtI

Job Description:

The Intervention Coach (K-12) is directly responsible to the Supervisor of Reading/LA/RtI. The Intervention Coach is assigned to specific schools to provide support in the implementation of the K-12 Reading Plan and the Problem Solving/RtI process. The Intervention Coach will mentor and serve as a staff development facilitator for differentiated instruction in academic and behavioral areas. The Intervention Coach will assist teachers and school based leadership teams in using data to identify reading and other academic/behavioral deficits of students; develop appropriate interventions designed to meet the needs of these students; and monitor the implementation of intervention plans.

Responsibilities and duties of this position include:

1. Serves as a liaison between schools and the district-level RtI team and reading administrative staff.
2. Provides training and technical assistance to school-based leadership teams to implement the PS/RtI Model and the K-12 Reading Plan.
3. Provides technical assistance in monitoring and evaluating intervention plans and procedures.
4. Provides training, technical assistance and support for the collection and use of school-based data to develop and evaluate instruction and interventions in academic and behavioral areas.
5. Provides training and technical assistance in the use of technology to monitor intervention implementation, support data-based decision making and track student progress.
6. Assists schools in integrating services provided by general education, exceptional education and student services.
7. Demonstrates knowledge of assessments in curricular and behavioral areas. Special focus will be placed on reading and math.
8. Demonstrates knowledge of academic and behavioral interventions.
9. Attends monthly Intervention Coach meetings and training opportunities related to intervention strategies.
10. Assists content area and reading teachers in the use of effective reading strategies.
11. Develops and implements Professional Learning Communities and Lesson Study Groups.

Required Qualifications:

1. Currently possess or eligible to receive a valid Florida Educator's Certificate.
2. Endorsed or K-12 certified in the area of reading, or working toward that status by completing a minimum of two(2) reading endorsement competencies of sixty (60) inservice hours each, or six (6) semester hours of college coursework in reading per year.
3. Demonstration of experience in the analysis of student data for the purpose of making instructional decisions including appropriate academic and/or behavioral interventions.
4. Submit data to demonstrate at least three (3) years of success in improving student performance on state administered tests and/or district benchmark testing.
5. Recommendation from current principal concerning ability to work well with peers and to promote consensus among group members.

Desired Qualifications:

1. Demonstration of experience in the development and implementation of Professional Learning Communities and Lesson Study Groups.
2. Strong interpersonal and leadership skills to work with administration as well as teachers.
3. Strong verbal and written communication skills.
4. High level of flexibility.

Effective: 02-18-2010

III. INSTRUCTIONAL ACTIONS 2009-2010

A. Appointments

Anderson, Lenoir D VE/LI	PES	Effective 01/05/10	10 mos	AC
Becton, Daniel W Gifted	POE	Effective 12/04/09	10 mos	AC
Daniels, Justin L Soc Studies	WJH	Effective 12/16/09	10 mos	AC
Jones, Charles A School Psychologist	SS	Effective 01/04/10	10 mos	AC
Lawson, Erica W Biology/Environ Sci	FIH	Effective 08/17/09	10 mos	AC
Makofka, Natalie J Sch Psychologist	SS	Effective 01/04/10	12 mos	AC
Martin, Norma V Lang Arts	FYCA	Effective 01/19/10	10 mos	AC
McKinley, Natacha C .6 Sch Psychologist	SS	Effective 01/04/10	10 mos	AC
McKinney, Julie A Lang Arts	CHS	Effective 12/17/09	10 mos	AC
Newdiger, Donna B Kindergarten	MBE	Effective 01/04/10	10 mos	AC
Plyler, Tina A Inclusion	MHS	Effective 12/14/09	10 mos	AC
Rodriguez, Judith M Spanish	KHH	Effective 10/07/09	10 mos	AC
Taylor, Sharon Jane Homebound	ESE	Effective 01/04/10	10 mos	AC
Zepeda, Courtney P Library/Media Spec	TES	Effective 08/17/09	10 mos	AC

III. INSTRUCTIONAL ACTIONS 2009-2010

B. Transfers

Lawless, Trudi A
Tech Ed

LSJ

Effective 01/18/10 transfer from Math (LSJ)

III. INSTRUCTIONAL ACTIONS 2009-2010

C. Resignations

Knowles, Terry T AC	OPH	Effective 03/01/10 Redesignate from PSC
Ortega, Andrea C LSE	LSE	Effective 01/11/10 Redesignate from LJH

III. INSTRUCTIONAL ACTIONS 2009-2010

D. Resignations/Retirements/Conclude Employment

Campbell, Dorothy R Gr 5	Inst Supp	Effective 02/05/10	Resignation
Riggs, Lauren H Library/Media Spec	OPJ	Effective 06/10/10	Retirement

III. INSTRUCTIONAL ACTIONS 2009-2010

E. SUPPLEMENTS

Appointments

Borko, Jason M	KHH	Effective 01/04/10	Dept Head Lang Arts
Conroy, Joseph	MHS	Effective 01/22/10	Head Weightlifting
Goodwin, Adam	MHS	Effective 01/28/10	Head Tennis
Holbrook, Leann	RHS	Effective 01/29/10	Asst Track
Hoskins, Cole	OLJ	Effective 11/06/09	.5 Head Wrestling
Hoskins, Shane	OLJ	Effective 11/06/09	.5 Head Wrestling
Ivey, Darrell	LSJ	Effective 12/11/09	Asst Track
Reape, James	CHS	Effective 01/29/10	Head Weightlifting
Rios, Diana	OLJ	Effective 02/02/10	Asst Track

III. INSTRUCTIONAL ACTIONS 2009-2010

E. SUPPLEMENTS

Resignations

Dudney, Everton	LSJ	Effective 12/10/09	Asst Track
Justino, Robert	MHS	Effective 01/21/10	Head Weightlifting
Westmoreland, Mary J	KHH	Effective 12/18/09	Dept Head Lang Arts
Zanone, James	CHS	Effective 01/28/10	Head Weightlifting

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Addison, Tammey	KHE	Effective 01/11/10 Academic Tutoring Hourly as needed
Ammons, Stephanie	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Anderson, Cynthia	KHHS	Effective 01/19/10 Academic Tutoring Hourly as needed
Anderson, Cynthia	ESE	Effective 01/08/10 Hospital/Homebound Hourly as needed
Archibald, Marilyn	ROE	Effective 01/04/10 Academic Tutoring Hourly as needed
Ayers, Carolyn	GPE	Effective 01/23/10 Saturday School Hourly as needed
Bailey, Kara	SPC	Effective 01/04/10 Academic Tutoring Hourly as needed
Baker, Elizabeth	CHE	Effective 01/12/10 Saturday School Hourly as needed
Barker, Bonnie	CHE	Effective 01/12/10 Saturday School Admin. Hourly as needed
Benedict, Amber	GPE	Effective 01/23/10 Saturday School Hourly as needed
Blake, Marta	ESE	Effective 01/11/10 Hospital/Homebound Hourly as needed
Bolduc, Melody	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Borko, Jason	KHHS	Effective 01/19/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Bradford, Eve	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Bradley, Anthony	GPE	Effective 01/16/10 Saturday School Admin. Hourly as needed
Brandow, Scott	KHHS	Effective 01/19/10 Academic Tutoring Hourly as needed
Braxton, Lynda	GPE	Effective 01/16/10 Saturday School Admin. Hourly as needed
Brooks, Lucinda	TBE	Effective 01/19/10 Academic Tutoring Hourly as needed
Bruce, Janet	SLE	Effective 01/11/10 Academic Tutoring Hourly as needed
Brunt, Carolyn	DIS	Effective 01/26/10 Academic Tutoring Hourly as needed
Brusen, Denise	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Burkhalter, Regina	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Burt, Tracy	ROE	Effective 01/04/10 Academic Tutoring Hourly as needed
Calloway, Deidre	AES	Effective 01/19/10 Academic Tutoring Hourly as needed
Cannon, Joan	MHS	Effective 01/19/10 Academic Tutoring Hourly as needed
Carpenter, Melissa	OLJ	Effective 09/01/09 Test Scorer Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Carroll, Victoria	CHE	Effective 01/12/10 Academic Tutoring Hourly as needed
Carroll, Victoria	CHE	Effective 01/12/10 Saturday School Hourly as needed
Carson, Carol J.	KHE	Effective 01/11/10 Academic Tutoring Hourly as needed
Carter, Kari	CGE	Effective 01/07/10 Academic Tutoring Hourly as needed
Caruso, Vanessa	AES	Effective 01/19/10 Academic Tutoring Hourly as needed
Champagne, Timothy	ESE	Effective 01/06/10 Hospital/Homebound Hourly as needed
Cobleigh, Karen	LAE	Effective 01/14/10 Tch on Special Assign Hourly as needed
Contreras, Toni	GPE	Effective 01/23/10 Saturday School Hourly as needed
Davis, Amanda	LES	Effective 01/12/10 Academic Tutoring Hourly as needed
Davis, Larry	CHE	Effective 01/12/10 Saturday School Admin. Hourly as needed
Debartolomeis, Charles	ESE	Effective 01/27/10 Hospital/Homebound Hourly as needed
Dick, Shelly	GPE	Effective 01/23/10 Saturday School Hourly as needed
Dowd, John	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Downard, Jessica	SLE	Effective 01/11/10 Academic Tutoring Hourly as needed
Drago, Gina	DIS	Effective 01/26/10 Academic Tutoring Hourly as needed
Duke, Jessica	RVE	Effective 01/16/10 Academic Tutoring Hourly as needed
Farmer, Carrie	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Fatima, Batul	GPE	Effective 01/23/10 Saturday School Hourly as needed
Formsma, Emily	CHE	Effective 01/12/10 Academic Tutoring Hourly as needed
Formsma, Emily	CHE	Effective 01/12/10 Saturday School Hourly as needed
Forte, Michelle	TBE	Effective 01/19/10 Academic Tutoring Hourly as needed
Fraboni, Erin	CHE	Effective 01/12/10 Academic Tutoring Hourly as needed
Frendahl, Kathleen	GPE	Effective 01/23/10 Saturday School Hourly as needed
Gendry, Carrie	GCSJ	Effective 01/06/10 Academic Tutoring Hourly as needed
Gentry, Louise	ESE	Effective 01/19/10 Hospital/Homebound Hourly as needed
Green, Monica	OLJ	Effective 09/01/09 Test Scorer Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Gresser, Nancy	AES	Effective 01/19/10 Academic Tutoring Hourly as needed
Gurney, Katherine	SBJ	Effective 01/11/10 Academic Tutoring Hourly as needed
Halter, Dawn	RVE	Effective 01/16/10 Academic Tutoring Hourly as needed
Harris, Dee S.	GPE	Effective 01/23/10 Saturday School Hourly as needed
Harry, Susan	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Hayward, Carolyn	BLC	Effective 01/20/10 Alternative School Hourly as need
Henny, Sandra	CGE	Effective 01/07/10 Academic Tutoring Hourly as needed
Hintz, Christine	KHHS	Effective 01/19/10 Academic Tutoring Hourly as needed
Hobbs, Kimberly	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Holmes, Maureen	OPH	Effective 01/04/10 Tch on Special Assign Hourly as needed
Holmes, Maureen	OPH	Effective 01/11/10 Academic Tutoring Hourly as needed
Hon, Darlene	MHS	Effective 01/19/10 Academic Tutoring Hourly as needed
Hoyt, Kimberly	OPH	Effective 01/11/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Johnson, Debra	OPH	Effective 01/11/10 Academic Tutoring Hourly as needed
Jolley, Kimberly	KHHS	Effective 01/19/10 Academic Tutoring Hourly as needed
Jordan, Pamela	GPE	Effective 01/16/10 Saturday School Hourly as needed
Joyce, Julie	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Kelly, Danielle	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Kilgore, Diane	CHE	Effective 01/12/10 Saturday School Hourly as needed
Krause, Sheree	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Kusiak, Holley	GPE	Effective 01/23/10 Saturday School Hourly as needed
LaPierre, Amy	LES	Effective 01/12/10 Academic Tutoring Hourly as needed
Larrabee, Ronald	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Lawless, Trudi	LSJ	Effective 01/19/10 Academic Tutoring Hourly as needed
Little, Ty	LES	Effective 01/12/10 Academic Tutoring Hourly as needed
Lloyd, Janie	CHE	Effective 01/12/10 Saturday School Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Lowery, Jennifer	GCSJ	Effective 01/20/10 Academic Tutoring Hourly as needed
Lucius, Christine	CHE	Effective 01/12/10 Academic Tutoring Hourly as needed
Lyons, Linda	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
MacDonald, Jennifer	TES	Effective 01/12/10 Academic Tutoring Hourly as needed
Mace, Shanna	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Mainer, Dimitra M.	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Mallory, Holly	KHE	Effective 01/11/10 Academic Tutoring Hourly as needed
Mallory, Holly	ESE	Effective 01/19/10 Hospital/Homebound Hourly as needed
Maly, Richard	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Massey, Elnora	LES	Effective 01/12/10 Academic Tutoring Hourly as needed
May, Gayle	WJH	Effective 01/27/10 Academic Tutoring Hourly as needed
McGee, Lisa	AES	Effective 01/19/10 Academic Tutoring Hourly as needed
McIver, Melanie	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

McKenzie, Samantha	KHHS	Effective 01/19/10 Academic Tutoring Hourly as needed
McRae, Stephanie	LSJ	Effective 01/19/10 Academic Tutoring Hourly as needed
Montoro, Bianca	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Moore, Haley	GCSJ	Effective 01/06/10 Academic Tutoring Hourly as needed
Moses, Phyllis	OPH	Effective 01/11/10 Academic Tutoring Hourly as needed
Nicholson, Jessica	CHE	Effective 01/12/10 Academic Tutoring Hourly as needed
Nixon, Lisa	OPH	Effective 01/11/10 Academic Tutoring Hourly as needed
Pearce, Daniel	MHS	Effective 09/26/09 Saturday School Hourly as needed
Penilla-William, Shawna	AES	Effective 01/19/10 Academic Tutoring Hourly as needed
Peterson, Robert	CGE	Effective 01/07/10 Academic Tutoring Hourly as needed
Pike, Paula	CHE	Effective 01/12/10 Saturday School Hourly as needed
Poole, Cheryl	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Pugh, Nathan	GCSJ	Effective 01/06/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Reed, Linda	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Rexroad, Megan	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Reeves, Melissa	GPE	Effective 01/16/10 Saturday School Hourly as needed
Robertson, Kelly	CHE	Effective 01/12/10 Saturday School Hourly as needed
Runte, Terry	AES	Effective 01/12/10 Tch on Special Assign Hourly as needed
Rustia, Erika	SLE	Effective 01/11/10 Academic Tutoring Hourly as needed
Sampsel, Khela	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Schmidt, Barbara	SLE	Effective 01/11/10 Academic Tutoring Hourly as needed
Schofield, Shelia	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Scott, Carolyn	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Sheppard, Lori	GPE	Effective 01/23/10 Saturday School Hourly as needed
Sheridan, Janice	GPE	Effective 01/23/10 Saturday School Hourly as needed
Shinkle, Susan	OPH	Effective 01/11/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Simoneaux, Bart	OPJ	Effective 01/26/10 Academic Tutoring Hourly as needed
Simpson, Mechelle	GCSJ	Effective 01/13/10 Academic Tutoring Hourly as needed
Smith, Caitlin	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Smith, Denise	OPH	Effective 01/11/10 Academic Tutoring Hourly as needed
Smith, Karen	WJH	Effective 01/27/10 Academic Tutoring Hourly as needed
Sohl, Page	AES	Effective 01/19/10 Academic Tutoring Hourly as needed
Stachulski, Lawrence	OPJ	Effective 01/26/10 Academic Tutoring Hourly as needed
Stubbs, Sundae	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Supan, Pamela	GCSJ	Effective 01/06/10 Academic Tutoring Hourly as needed
Suter, Dawn	RVE	Effective 01/16/10 Academic Tutoring Hourly as needed
Tarrant, Mary	WJH	Effective 01/27/10 Academic Tutoring Hourly as needed
Till, Suzanne	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Torrens, Scott	LES	Effective 01/12/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Turner, Autumn	RVE	Effective 01/16/10 Academic Tutoring Hourly as needed
Turner, Autumn	DIS	Effective 01/26/10 Academic Tutoring Hourly as needed
Turner, Linda	BLC	Effective 01/20/10 Alternative School Hourly as needed
Upchurch, Stacie	SPC	Effective 01/19/10 Academic Tutoring Hourly as needed
VanGundy, Brenda	WJH	Effective 01/26/10 Academic Tutoring Hourly as needed
Vaughn, Ryan	WJH	Effective 01/27/10 Academic Tutoring Hourly as needed
Walker-Ford, Antonette	OLJ	Effective 09/01/09 Test Scorer Hourly as needed
Watson, Cindy	CHE	Effective 01/12/10 Academic Tutoring Hourly as needed
Wenthe, Patricia	ESE	Effective 01/11/10 Hospital/Homebound Hourly as needed
White, Christopher	GCSJ	Effective 01/06/10 Academic Tutoring Hourly as needed
Williams, Charlean	LES	Effective 01/12/10 Academic Tutoring Hourly as needed
Williamson, Amy	CEB	Effective 01/06/10 Academic Tutoring Hourly as needed
Wishnek, Carol	LES	Effective 01/12/10 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Zaner, Bradley	OPJ	Effective 01/26/10 Academic Tutoring Hourly as needed
Zangrilli, Allyson	CHE	Effective 01/12/10 Saturday School Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2009-2010

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Bazemore, Tiffany	12/16/09	Regular
Belobraydic, Lindsey	01/06/10	Regular
Carpenter, Seth	01/16/10	Regular
Fitts, Paula	12/16/09	Regular
Frazer, Matthew	12/16/09	Regular
Freeburg, Elisebet	01/13/10	Regular
Kohn, Lakesha Nicole	12/16/09	Regular
Moody, LaRee	12/16/09	Regular
Morales, Nilsa	01/20/10	Regular
Mulcahy, Jennifer	01/06/10	Regular
Newton, Amanda	12/16/09	Regular
Roswell, Charles	12//16/09	Regular
Samborn, Melody	12/16/09	Regular
Sanborn, Scott	01/06/10	Regular
Seybolt, Kristi	12/16/09	Regular
Snow, Matthew	01/06/10	Regular
Thoma, John	12/16/09	Regular
Wiggins, Ann	01/06/10	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2009-2010

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Batkoski, Janet K.	Effective 01/06/10
Bowles, Linda	Effective 02/01/10
Costlow, Judy	Effective 02/02/10
Davis, Carol	Effective 02/01/10
Harlan, Sandra	Effective 01/06/10
Langley, Elizabeth	Effective 01/25/10
Lee, Elizabeth Ann	Effective 02/01/10
Mercer, Sharon	Effective 01/19/10
Mulcahy, Jennifer	Effective 01/25/10
Nergard, Karen	Effective 01/25/10
Prescott, Nan'c	Effective 01/11/10
Roblow, Kristina	Effective 02/15/10
Strength, Kristy	Effective 02/22/10

VI. SUPPORT 2009-2010

A. APPOINTMENTS

Brennan, Colleen .9 ESE Asst. - B. Health	TES	Effective 12/17/09 Annual Contract
Brookshire, Stephanie .9 ESE Asst. - General Health	WEC	Effective 1/8/10 - 6/9/10 Limited Contract
Claiborne, Sara .9 ESE Asst. - B. Health	WEC	Effective 1/8/10 - 6/9/10 Limited Contract
Corpus, Al .8 ISS Asst.	LAJ	Effective 1/26/10 - 6/9/10 Limited Contract
Evans, Jamie .9 ESE Asst. - B. Health	TES	Effective 1/6/10 - 6/9/10 Limited Contract
Hulett, Fredrick .9 ESE Asst. - General Health	RVE	Effective 1/20/10 - 6/9/10 Limited Contract
Ilagan, Raymund Tech. Support Asst. - 12 mo.	LES	Effective 1/4/10 Annual Contract
Penchansky, Adam HVAC Tech	MAINT	Effective 1/26/10 Annual Contract
Potocki, Ruth Bus Monitor	TRANS	Effective 1/6/10 Annual Contract
Robertson, Elijah .9 ESE Asst. - B. Health	RHS	Effective 1/25/10 - 6/9/10 Limited Contract
Roldan, Ivette .8 Classroom Asst.	GPE	Effective 1/11/10 - 6/8/10 Limited Contract
Rollins, Lisa Cafe' Asst. - 3.5 hrs.	RHS	Effective 1/20/10 - 3/30/10 Limited Contract
Saladino, Bryan Mechanic	TRANS	Effective 1/15/10 Annual Contract
Wallace, Dareo Tech. Support Asst. - 12 mo.	Sch. Imp./ Prof. Dev.	Effective 1/22/10 - 6/30/10 Limited Contract
Winston, Natalie .9 ESE Asst. - B. Health	TES	Effective 1/8/10 - 6/9/10 Limited Contract

VI. SUPPORT 2009-2010

B. REDESIGNATIONS

Rivers, Chanda Admin. Secty.	MAINT	Effective 2/1/10 redesignate from Admin. Suppt. Asst. - 12 mo. (MAINT) due to allocation shift on 1/21/10 Board
Dutton, Lanita Cafe' Asst. - 5.0 hrs.	AES	Effective 2/19/10 redesignate Limited Contract end date from 1/6/10

VI. SUPPORT 2009-2010

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Austin, Hope Bus Driver	TRANS	Effective 1/29/10 Resignation
- Clark-Alexander, Vernester Cafe' Asst. - 4.0 hrs.	MCE	Effective 12/17/09 Resignation
Eggenschwiler, Wendy .8 Classroom Asst.	OVE	Effective 2/12/10 Resignation from Limited Contract
Francis, Donna ESE Secretary	LJH	Effective 12/17/09 Deceased
Guest, Lois Bus Driver	TRANS	Effective 12/16/09 - From Leave Retirement
Hall, Susan Bus Driver	TRANS	Effective 1/19/10 - From Leave Retirement
Hunter, Kevin Network Security Specialist	IS	Effective 1/15/10 Resignation
Jackson, John Bus Driver	TRANS	Effective 1/11/10 Resignation
Kieffer, Katie .9 ESE Asst. - B. Health	WEC	Effective 1/15/10 Resignation
Samford, Tracita .9 ESE Asst. - General Health	OVE	Effective 1/8/10 Resignation
Wetzel, Debra Bus Monitor	TRANS	Effective 12/2/09 Resignation
Wingate-Hutcherson, Lynette .9 ESE Asst. - General Health	RVE	Effective 12/18/09 Resignation
Zimmerman, Jerry Cafe' Asst. - 7.0 hrs.	OPH	Effective 1/8/10 Resignation

VI. SUPPORT 2009-2010

D. TRANSFERS

Bohlschied, Jeffery Cafe' Asst. - 7.0 hrs.	OPH	Effective 1/11/10 transfer from Cafe' Asst. - 5.75 hrs. (OPH)
English, Tonya ESE Secretary - 10 mo.	LJH	Effective 1/19/10 transfer from .6 ISS Asst. (LAE)
Gilmore, Vanessa Cafe' Asst. - 5.75 hrs.	OPH	Effective 1/25/10 transfer from Custodian (LES)
Hernandez, B. Kenia ESE Secretary	OPJ	Effective 2/1/10 transfer from .9 ESE Asst. - B. Health (BLC)
Johnson, Felicia Media Tech. Asst.	BLC	Effective 1/4/10 transfer from .9 ESE Asst. - B. Health (RHS)
Thompson, Jane Principal's Secretary	OLH	Effective 2/1/10 transfer from Media Tech Asst. (SPC)
Ward, Amanda .9 ESE Asst. - General	KHE	Effective 1/11/10 transfer from .9 ESE Asst. - B. Health (KHE)

VII. SHORT TERM LEAVE 2009-2010

A. ILOD, Military, and Association Leaves

Baird, Janet Teacher	LES	1/6/10 1.83 hrs. ILOD Date of incident - 12/10/09
Behnken, Maria Teacher	LAJ	1/4/10 2.5 hrs. ILOD Date of incident - 12/17/09
Bobo, Carrie Teacher	LJH	12/10/09 1.08 hrs. ILOD Date of incident - 12/2/09
Brusseau, Gail Bus Driver	TRANS	1/29/10 4.0 hrs. Assoc. Leave CESPA Union Business - Tampa
Calise, Charlene Teacher	LJH	9/22/09 3.66 hrs. ILOD Date of incident - 8/28/09
Cramer, Brenda Teacher	CEB	9/24/09 1.5 hrs. ILOD Date of incident - 4/21/09
Grant, Darlene Media Specialist	RVE	1/4/10 - 1/15/10 17.99 hrs. ILOD Date of incident - 8/13/04
Griffis, Mildred Bus Driver	TRANS	1/15/10 - 1/27/10 35.27 hrs. Assoc. Leave CESPA Union Business
Herring, Rodney Teacher	RHS	1/29/10 - 2/12/10 86.13 hrs. Military Leave Annual Training
Ruhnau, Tyler Carpenter	MAINT	12/18/09 1.75 hrs. ILOD Date of incident - 12/15/09
Santiago, Luis Teacher	OPH	12/2/09 7.83 hrs. Military Leave Annual Training
Shodd, Cheryl Teacher	FIE	1/25/10 - 2/5/10 78.3 hrs. Military Leave Annual Training
Torres, Edwardo Custodian	OLJ	1/7/10 - 1/11/10 16.5 hrs. ILOD Date of incident - 1/6/10
Villaronga, Jacqueline ESE Asst. - B. Health	LAJ	12/17/09 3.58 hrs. ILOD Date of incident - 12/15/09

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Bishop, Anna Teacher	GPE	DROP enrollment effective 6/1/10 Future Resignation 5/31/15
Button, Mary Guidance Counselor	PES	DROP enrollment effective 3/1/10 Future Resignation 2/28/15
Chappell, John Supervisor	ACE	DROP enrollment effective 2/1/10 Future Resignation 1/31/15
Cook, Glenda Teacher	MCE	DROP enrollment effective 2/1/10 Future Resignation 1/31/15
Deaton, Bonita Teacher	OPH	DROP enrollment effective 2/1/10 Future Resignation 1/31/15
Deel, Edmond HVAC Tech.	CW/ MAINT	DROP enrollment effective 11/1/07 Future Resignation 3/31/10 Redesignate DROP end date from 10/31/12 to 3/31/10
Emery, Sandra Title I Supervisor	Elem. Ed.	DROP enrollment effective 6/1/09 Future Resignation 6/30/10 Redesignate DROP end date from 5/31/14 to 6/30/10
Griggs, Valarie Teacher	OPE	DROP enrollment effective 4/1/10 Future Resignation 3/31/15
Henderson, Gregory Asst. Principal	FIH	DROP enrollment effective 11/1/09 Future Resignation 7/31/14 Redesignate DROP end date from 10/31/14 to 7/31/14
Hoffman, Sharon Teacher	DIS	DROP enrollment effective 7/1/10 Future Resignation 6/30/15
Knowles, Terry Teacher	OPH	DROP enrollment effective 3/1/05 Future Resignation 6/10/10 Redesignate DROP end date from 2/28/10 to 6/10/10 (extension)
Litterick, Patricia Teacher	CGE	DROP enrollment effective 1/1/10 Future Resignation 12/31/14

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

McNiel, Mary ESE Asst. - General Health	RVE	DROP enrollment effective 7/1/10 Future Resignation 6/30/15
Wendell, Mary Title I School Imp. Specialist	Title I/ Sch. Imp.	DROP enrollment effective 6/1/10 Future Resignation 5/31/15
White, Louise ESE Asst. - General Health	RVE	DROP enrollment effective 7/1/10 Future Resignation 6/30/15
Young, Richard Custodian	MRE	DROP enrollment effective 4/1/10 Future Resignation 3/31/15