

CLAY COUNTY SCHOOLS
SCHOOL BOARD MEETING AGENDA
Item Backup Cover Sheet

ITEM TYPE: Recognition/Aware Presentation Discussion Item Consent Item
ACTION TYPE: Receive for Information Take Action Tabled Item From: Recognition

AGENDA STATEMENT:

Request Approval of Personnel Consent Agenda.

ISSUE:

Actions regarding Personnel have been recommended by Supervisors, approved by the Superintendent and are being forwarded to the Board for action or, if appropriate, for information. Personnel Action, Transfer Request, Preemployment, Leave Forms or Directives from the Superintendent are available for review in the Human Resources Division.

ALTERNATIVES:

1. Approve the Superintendent's recommendations regarding Personnel actions.
2. Amend the Superintendent's recommendations regarding Personnel actions.
3. Reject the Superintendent's recommendations regarding Personnel actions.

RECOMMENDED ACTION:

Alternative #1 is recommended.

RATIONALE:

Florida Statutes, State Board Rules and Clay County School Board Policies require Board notification and/or action regarding the Superintendent's recommendations and decisions related to Personnel matters.

IMPACT STATEMENT:

Personnel changes involving already-allocated positions will result in salary impact per the current Board-approved Salary Schedule. This also includes supplemental positions. See current backup for allocation changes for impact of new positions.

DATA SOURCE:

Ira W. Strickland, Assistant Superintendent for Human Resources
Neil Sanders, Director for Instructional Personnel
Linda Lancaster, Director for Support Personnel

SUBMITTED BY:

Ira W. Strickland, Assistant Superintendent for Human Resources

Consent Agenda #2
DATE: January 19, 2006

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
January 19, 2006**

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I. ADMINISTRATIVE 2005-2006 ACTIONS

A. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Jeffers, Mary Ann	OPE	Effective 1/13/06 Retirement	Café. Manager Sat III
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B TRANSFERS

Grubbs, Barbara	To MBE - Café. Manager Sat II	Effective 11/28/05	From FNS - Café. Manager Intern
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II. Job Description Actions

I-2.2.88 Instructional Technology Specialist (**Revised Duties**)

C-3.8.35 Transportation Technology Specialist (**Revised Band/Grade to B32**)

Deleted Typing Requirements:

C-3.5.01 Data Entry/Records Technician

C-3.8.04 Administrative Secretary, Sr.

C-3.8.04 (C) Administrative Secretary, Sr., Human Resources

C-3.5.05 Switchboard Operator

C-3.3.01 Accounts Payable Assistant

C-3.3.03 Insurance Assistant

C-3.3.04 Payroll Aide

C-3.3.05 Payroll Assistant

C-3.4.40 Payroll Support Assistant

C-3.2.01 District Media/Technology Secretary

C-3.2.03 Instructional Support Assistant

C-3.1.05 (C) Executive Secretary

C-3.1.05 Executive Secretary

Job Locator: I-2.2.88

Instructional Technology Specialist

Position Grade: Teacher Salary Schedule

**Evaluated by: Assigned Instructional Division Administrator
Chief Information Officer**

Job Description:

The Instructional Technology Specialist is directly responsible to the ~~assigned Instructional Division Administrator~~. Chief Information Officer. He/she is directly responsible for all activities related to Instructional Technology in the district. ~~serves in a staff relationship with classroom teachers and designated technology education advisors.~~

Responsibilities and Duties of this position:

1. Work with the CIO and other department employees and school system employees to analyze computer hardware and software and networking needs to meet district instructional needs.
2. Coordinate work flow for maintaining and repairing district hardware and software.
3. Assist school and district personnel in the operation and effective utilization of instructional technology.
- 4.. Assist the CIO with designing and implementing the minimum system requirements and standardized system specifications throughout the district.
5. Assist school and district personnel in the selection, organization, and use of appropriate technological software, hardware, and related resources.
6. Coordinate and assist in the development and implementation of the district and school technology plans, comprehensive planning and budgeting, and the development of procedures for technology specialists and advisors.
7. Review, coordinate, and monitor the development and implementation of appropriate curriculum and technology programs with school and district personnel with emphasis on classroom applications (K-12), and technical support.
8. Generate and maintain records and reports necessary to the successful execution of the job; i.e. district technology plan, school technology plans, projects, and inventories.
9. Provide technological support for the instructional program through regularly scheduled meetings with technology advisors, visits to schools, and articulation within the Instructional Division and all other departments. ~~with the Department of Information Services.~~
10. Collaborate and assist in the management of the daily operation of the instructional television and distance learning programs.
11. ~~Collaborate and assist in~~ Coordinate the setup of computer and telecommunications networks relative to the district personnel district wide, including maintaining related records and information.
12. ~~Design, coordinate, and provide instructional technology inservice opportunities for school and district personnel, including maintaining related records and information.~~
13. ~~Work with staff to design and produce original programming for staff development and instruction.~~
12. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Valid Florida Educator's Certificate, Bachelor's or higher level
2. Three (3) years experience in teaching.
3. Experience teaching computer science/or computer operation/or programmer/or system analyst/or extensive experience using personal computer.
4. Ability to communicate well and work well with people.

Job Locator: C-3.8.35

Transportation Technology Specialist
Position Grade: Classified Salary Schedule
Evaluated By: Director of Transportation

Job Description:

Responsible for the daily use, coordination, maintenance and monitoring of all computer software used within the Transportation Department. These programs include, but are not limited to Trapeze "MapNet" route maintenance and route coordination, "MapNet Web", TERMS as it relates to FTE and other Transportation uses, Dossier, Shop Key and Gasboy, which relates to vehicle maintenance.

Responsibilities and duties of this position:

1. Prepares the state mandated Transportation FTE Reports by verifying and maintaining all data submitted for FTE.
2. Coordinates the merging of "MapNet" and "TERMS" with Information Services for the final submission of the FTE Report.
3. ~~Oversees~~ Coordinates district staff in the correct use, maintenance and regular back-ups of the Transportation technology software systems (MapNet, Dossier, Shop Key, Gasboy and other vehicle maintenance systems) to include interaction with software vendors ~~and/or district staff~~ to assure all programs remain operational.
4. Maintains the MapNet Web system by keeping the information current.
5. Coordinates the development and maintenance of bus route data to departmental staff, bus drivers and school personnel and assures that other departments receive appropriate data pertaining to bus schedules and route information.
6. Oversees the training of Transportation employees in relevant computer technology.
7. Assists in the planning, organizing and implementing department level technology services.
8. Provides reports, documents and data necessary for the decision making process.
9. Performs other duties as assigned by the Director of Transportation.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must have a minimum of three (3) years experience in use of computers and computer operating systems, to include coordinating experience in the field.
3. Must possess the ability to communicate effectively orally and in writing.
4. Must possess the ability to plan, organize and prioritize.
5. Must possess a valid Florida Driver's License and must maintain same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling eight (8) or more in an 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

Desirable Qualifications:

1. Associate Degree in Computer Technology.
2. Knowledge of software programs currently in use in Transportation Department and the District.
3. Knowledge of networking and repair.
4. Ability to work with others in an effective manner.

Approved: 11/22/05

Revised: 1/19/06

Job Locator: C-3.5.01

Data Entry/Records Technician

Position Grade: Classified Salary Schedule

Evaluated By: Assistant Superintendent for Human Resources

Job Description:

Inputs employee and personnel information into the system database to ensure all employee pre-employment, employment and personnel information is current and up-to-date. Performs a variety of other tasks, including but not limited to the updating of employment data cards, reference materials, or departmental files/records.

Responsibilities and duties of this position include:

1. Scans employment, pre-employment and personal employee data into the personnel database. Proofs printouts to ensure accuracy of input data and reports.
2. Conducts fingerprinting and drug screening for all new employees. Notifies supervisor of results.
3. Collects and distributes department mail.
4. Updates and maintains the Human Resources library, policy manuals and reference materials by removing obsolete materials, inserting new page of policies, replacing old materials, or categorizing new reference or materials.
5. Assists and updates employment data cards in the instructional or support personnel department to ensure the accuracy of contracts, summer school information, Board action and reappointment letters.
6. May type and send requisitions for supplies or materials to the warehouse and records vendor numbers or other needed information on the requisitions.
7. Serves as a backup to the switchboard operator or departmental receptionist by answering calls and assisting callers with requested information.
8. Performs other duties of a comparable level/type.

Required Qualifications:

1. High school diploma or equivalent (GED)
2. One year data entry experience
3. ~~Minimum of forty (40) CWPM typing ability~~
4. Passing score on the Primary Skills Test

Board Approved: 5/20/93

Revised: 2/19/04, 1/19/06

Job Locator: C-3.8.04

Administrative Secretary, Sr.

Position Grade: Classified Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

Performs broad and varied secretarial and clerical duties and other clerical responsibilities to relieve supervisor of administrative detail.

Responsibilities and duties of this position include:

1. Performs accounting duties to maintain accounts from various areas and performs routine budget and financial analyses. May enter budget information on computer, prepare financial booklets and distribute as required.
2. May design forms, compile and verify data and make data revisions; prepares manuals/documents/reports including State/Federal agency or other organization reports. Distributes information and submission timelines, as required.
3. Prepares support documentation to various Boards, committees, etc., prepares agenda items, schedules meeting, and provides minute dictation as required.
4. Updates and processes related manuals, calendars, folders and notebooks.
5. Composes routine correspondence and types and/or operates word processing equipment to produce reports, documents and letters.
6. May coordinate and process materials and documentation for disciplines and grievances.
7. May assist with preparation of contract negotiation materials, including typing and revisions of proposals and contracts.
8. May interpret salary schedules and union contract provisions on routine materials for employees and administrators; may maintain and distribute information on school attendance boundaries and respond to related questions from the public.
9. Performs miscellaneous clerical duties such as, preparing vacancy posting for administrative positions, scheduling meeting/appointments/interviews. Establishes filing procedures and files information, opens and distributes mail, answers phones, greets the public and provides assistance/information as required, etc.
10. May prepare agreements such as, architect/engineers/contractor/owner, development orders, lease recreational and other legal documents as requested for School Board approval.
11. Coordinates and prepares inventory requests for supplies and materials; prepares purchase orders. May maintain department inventory records. Initiates calls for service of department equipment.
12. May initiate payroll reports for department and enter short term disability and sick leave information into the computer; develops and maintains employee leave form files, sign/in/out attendance, and payroll correction and certification forms.
13. Performs 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 exam.
2. Four-five years related secretarial experience.
3. ~~Typing/word processing skills of 55 CWPM.~~
4. Pass the secretarial/clerical skills test.
5. 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, 1/19/06

Job Locator: C-3.8.04(C)

Administrative Secretary, Sr., Human Resources

Position Grade: Classified Salary Schedule: Confidential

Evaluated By: Assigned Administrator

Job Description:

Performs broad and varied secretarial and clerical duties and other clerical responsibilities to relieve supervisor of administrative detail.

Responsibilities and duties of this position include:

1. Performs accounting duties to maintain accounts from various areas and performs routine budget and financial analyses. May enter budget information on computer, prepare financial booklets and distribute as required.
2. May design forms, compile and verify data and make data revisions; prepares manuals/documents/reports including State/Federal agency or other organization reports. Distributes information and submission timelines, as required.
3. Prepares support documentation to various Boards, committees, etc., prepares agenda items, schedules meeting, and provides minute dictation as required.
4. Updates and processes related manuals, calendars, folders and notebooks.
5. Composes routine correspondence and types and/or operates word processing equipment to produce reports, documents and letters.
6. May coordinate and process materials and documentation for disciplines and grievances.
7. May assist with preparation of contract negotiation materials, including typing and revisions of proposals and contracts.
8. May interpret salary schedules and union contract provisions on routine materials for employees and administrators; may maintain and distribute information on school attendance boundaries and respond to related questions from the public.
9. Performs miscellaneous clerical duties such as, preparing vacancy posting for administrative positions, scheduling meeting/appointments/interviews. Establishes filing procedures and files information, opens and distributes mail, answers phones, greets the public and provides assistance/information as required, etc.
10. May prepare agreements and other legal documents as requested for School Board approval.
11. Coordinates and prepares inventory requests for supplies and materials; prepares purchase orders. May maintain department inventory records. Initiates calls for service of department equipment.
12. May initiate payroll reports for department and enter short term disability and sick leave information into the computer; develops and maintains employee leave form files, sign/in/out attendance, and payroll correction and certification forms.
13. Performs 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 exam.
2. Four-five years related secretarial experience.
3. ~~Typing/word processing skills of 55 CWPM.~~
4. Pass the secretarial/clerical skills test.
5. 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

Job Locator: C-3.5.05

Switchboard Operator

Position Grade: Classified Salary Schedule

Evaluated by: Assistant Superintendent

For Human Resources

Job Description:

Responsible for answering incoming phone calls and routine informational requests and routing calls to appropriate persons within the District.

Responsibilities and duties of this position include:

1. Answers incoming phone calls and routes callers to appropriate personnel. Greets visitors and directs them to appropriate department or person.
2. Sorts and distributes mail for administrative office departments.
3. Takes messages for phones rolled-over to main switchboard to ensure phone coverage is maintained at all times.
4. Inputs personnel data into computer data base to maintain employee profile information such as name, address, location, job site, etc.
5. Provides miscellaneous clerical assistance to other departments as requested to provide back-up support.
6. Performs other duties of a similar nature or level.

Required Qualifications:

1. High school diploma or have passed the G.E.D. equivalency examination.
2. Ability to provide courteous and efficient telephone service through the switchboard.
3. Ability to speak clearly and distinctly using proper English.
4. Must possess a pleasant disposition and desire to serve the public.
5. ~~Must possess a minimum of 30 CWPM typing ability.~~
5. Pass the secretarial/clerical skills test.

Board Approved: 5/20/93

Revised: 3/21/96, 1/19/06

Job Locator: C-3.3.01
Accounts Payable Assistant
Position Grade: Support Salary Schedule
Evaluated By: Director of Purchasing/Warehouse

Job Description:

Processes purchase orders and expedites payment on purchase orders to ensure payment of purchases for the District. Conducts all accounts payable activities to ensure deadlines and that accounts payable functions are performed according to established school and accounting procedures.

Responsibilities and duties of this position include:

1. Audits invoices for payment from purchase orders submitted for capital equipment, supplies, and expendable merchandise ordered from District schools and departments.
2. Resolves and makes recommendations to schools/departments regarding invoice problems including price increases, duplicate shipments, missing purchase order numbers, and verifying State contract or bid prices.
3. Receives and routes telephone calls for Accounts Payable and Purchasing Departments. Interprets policies and procedures or questions relating to payment or other problems with purchase orders. Refers question to Director of Purchasing or Purchasing Coordinator, as required.
4. Enters bids on word processor or types bids; makes copies and mails to vendors. Determines format for bid specification.
5. Composes and types Purchasing/Accounts Payable correspondence to vendors regarding purchase order problems or payment of invoices.
6. Reviews quarterly reconciliation of invoices from District schools, departments and vendors to ensure paperwork is submitted to complete orders.
7. Separates Accounts Payable checks and travel checks including attaching purchase orders with invoices or travel reimbursements to vouchers, inserts in envelopes to be mailed and files by check number.
8. Orders requisitions, enters data for supply requisitions on the computer for Accounts Payable and Purchasing Departments. Makes recommendations for new products. Disburses routine expenditures from revolving petty cash fund.
9. Enters data for new purchase orders on computer for the Department of Business Affairs including purchasing, accounts payable, payroll, accounting, property records and warehouse data. Determines if orders should be entered that exceed budgeted amounts.
10. Gathers data on State contract from schools or departments and sets up and maintains microfilm files. Duplicates contracts and sends to schools/departments.
11. Completes Accounts Payable Fund total code sheets (indicates total amount paid from each fund when checks are run) and submits to Accounting to make deposits.
12. Performs other duties of a similar nature or level.

Required Qualifications:

1. Possess a high school diploma or GED equivalency.
2. Two years related accounts payable/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Minimum of 40 CWPM typing ability.~~
3. Pass the secretarial/clerical skills test.
4. Pass the 10-key calculator test.

Board Approved: 05/20/93
Revised: 03/21/96, 1/19/06

Job Locator: C-3.3.03
Insurance Assistant
Position Grade: Support Salary Schedule
Evaluated By: Coord. Insurance Activities
or Assigned Administrator

Job Description:

Maintains insurance funds and related accounting records, completes insurance reports, and responds to employees' questions regarding insurance matters.

Responsibilities and duties of this position include:

1. Maintains accounts receivable for insurance report including distributing invoices and collecting and refunding money, and preparing deposits for accounting office.
2. Reconciles and balances insurance reports and distributes to insurance companies.
3. Processes insurance applications/forms of employees including ensuring information is complete, determining effective date of insurance and submitting forms to insurance companies. Responds to employees' insurance questions to provide information relating to insurance issues.
4. Enters insurance information and data into the computer, including employee deductions, deduction codes and employee changes.
5. Compiles and files data relating to employee's insurance claims including data verification for worker's compensation, health insurance, life, liability, property, auto, disability, vision and dental.
6. Maintains and updates employee health insurance and administrative records.
7. Performs miscellaneous secretarial and clerical duties including typing, distributing and collecting mail, answering phones, and maintaining budgetary and financial records relating to insurance programs.
8. Coordinates, prepares information and schedules meetings for insurance committee and risk management committee reviews.
9. Coordinates department newsletter including typing, arranging printing, and distributing to employees.
10. Reconcile expenditures and accounts receivables to supporting general ledger accounts.
11. Performs 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. One year experience in providing insurance support services and bookkeeping; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Minimum of 40 CWPM typing ability.~~
3. Pass the secretarial/clerical skills test.
4. Pass the 10-key calculator test.

Board Approved: 5/20/93
Revised: 3/21/96
Revised: 7/17/97, 1/19/06

Job Locator: C-3.3.04

Payroll Aide

Position Grade: Support Salary Schedule

Evaluated By: Assigned Supervisor

Job Description:

Performs payroll and clerical duties to assist in payroll processing and maintains related accounts and records.

Responsibilities and duties of this position include:

1. Monitors earned sick leave and extended leaves to verify sick leave days paid and to ensure leave adjustments are made and salaries recalculated; locates missing forms to ensure all forms reported are received.
2. Responds to questions from District personnel concerning payroll issues; provides information on how to enter payroll information into the computer and corrects payroll errors.
3. May perform miscellaneous clerical duties including distributing mail, answering phones, filing, and verifying data and information, etc.
4. Receives substitute payroll information from schools and departments; reconciles to appropriate budget. Verifies, enters and posts payroll and sick leave information and related data into computer.
5. Monitors payroll certifications to ensure procedures are followed in reporting payroll days and absences.
6. Updates employee records and forms, such as, employee history forms, to ensure current information is available.
7. Completes various forms, such as, salary certification for retirement, and verification of employment, etc., to verify employee information and/or ensure accuracy of data.
8. Maintains employee records and files, such as, worker's compensation, payroll, sick leave, etc. to ensure employee information is current and accurate and that the appropriate amount of leave is earned by each employee.
9. Performs payroll audits at each school and department within the district; reviews payroll records to ensure compliance of School Board policies and procedures and reviews input files to ensure that leave has been properly posted. Reviews audit results with the Principal and/or Department Head.
10. Responsible for determining eligibility on all applications submitted for enrollment in the Sick Leave Bank and use of leave on all employees for the three Sick Leave Banks.
11. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must have high school diploma or have passed the GED equivalency examination.
2. One year clerical and data entry experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Minimum of 40 CWPM typing ability.~~
4. Pass the secretarial/clerical skills test.
5. Pass the 10-key calculator test.

Board Approved: 05/20/93

Revised: 03/21/96, 1/19/06

Job Locator: C-3.3.05
Payroll Assistant
Position Grade: Support Salary Schedule
Evaluated By: Asst. Supt. for Business Affairs
or Assigned Administrator

Job Description:

Sets up and processes payroll items for District employees; maintains related payroll records and sends out W-2 forms to ensure the payroll needs of District employees are met.

Responsibilities and duties of this position include:

1. Processes regular, substitute teacher, supplemental and manual payrolls including editing time sheets, posting, making salary adjustments, entering data for payroll adjustments, and balancing against computer totals.
2. Initiates payroll reports on the computer to calculate and produce payroll and related reports. Analyzes errors, reviews payroll reports and request data processing department to print checks, savings bonds, and credit union magnetic tapes.
3. Analyzes employee history forms to determine the number of days to pay employees based upon hiring date, to determine retroactive checks for salary adjustments, to calculate salary amounts and number of pay periods, and to determine when to inactivate employees for terminating employees.
4. Monitors and verifies insurance and payroll deductions. Inputs new enrollments, and cancellations for annuities, credit union, union dues, savings bonds and insurance information. Compares insurance register against coverage and mails premium amounts and payments to insurance agents.
5. Answers and screens incoming calls from District employees regarding payroll issues.
6. Sorts payroll checks by cost center and puts in folders to be delivered by warehouse carriers. Manually logs special distribution requests and sorts accordingly. Distributes payroll checks for District Administration and adjacent building locations. Stops payment on payroll checks when lost or stolen.
7. Verifies data base information input by Personnel Department against employee history forms and W-4 forms for discrepancies such as withholding status, hourly rate, retirement and pay codes, and name and address errors and changes.
8. Creates new payroll records for employees attending workshops and manually inputs payroll information to calculate payroll.
9. Verifies amount of saving bonds deductions after each payroll period and completes deposit form for bank. Submits magnetic tape and mailing labels to the bank. Reviews reports and manually corrects discrepancies.
10. Calculates amount of money to be transferred to employee insurance payable fund for insurance payroll deduction including medical, vision, and dental; records totals and verifies against payroll; coordinates monthly worksheet.
11. Audits and types third party sick leave and W-2 forms according to District records. Verifies totals against yearly earning statements received from related insurance companies and notifies insurance department of discrepancies.
12. Separates by school/department and distributes District employee W-2 forms and enters form data on computer to determine employee's work locations.
13. Calculates reclassifications of payroll by cost centers for employees who have transferred between departments or schools to ensure correct amounts are entered and posted to cost centers.
14. Initiates and maintains year-end payroll file maintenance including updating data base for new social security rates and federal withholding tables and randomly testing employee pay calculations to determine and resolve discrepancies.
15. 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. Minimum of one years' previous bookkeeping or payroll accounting experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Minimum of 40 CWPM typing ability.~~
4. Pass the secretarial/clerical skills test.
5. Pass the 10-key calculator test.

Board Approved: 5/20/93
Revised: 3/21/96, 1/19/06

Job Locator: C-3.4.40

Payroll Support Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Transportation

Job Description:

Performs general payroll assistant and secretarial duties for the transportation department, and maintains transportation department's accounts and records.

Responsibilities and duties of this position include:

1. Prepares payroll information, including preparing and processing payroll and field trip work sheets and time cards and calculating overtime, hours, monies, etc; transfers payroll information to master payroll; files copies and remits originals to designated department; maintains records for audit purposes; posts leave information.
2. Processes field trip requisitions including recording information, filing, binding and distributing copies to requesting schools; posts field trip surcharges to ledger; and computes and distributes to County office. Assists requesting departments with scheduling of trips and calculation of costs.
3. Assists in receiving telephone messages, transferring calls and answering questions and complaints from parents and schools regarding late service, trip changes, requisitions and other issues.
4. Performs general clerical and secretarial duties including typing, filing, greeting person coming into office, sorting, delivering and collecting mail, ordering/receiving supplies, and storage preparation.
5. Maintains and updates related records and files, and enters changes into the computer as appropriate.
6. May calculate driver hours, maintain record of personal leave, sick leave, short term and long-term leave, and maintain all leave papers for audit purposes; may distribute copies of leave forms to personnel and District payroll office.
7. Assists in radio coverage as needed.
8. Performs other duties of a similar nature or level.

Required Qualifications:

1. Possess a high school diploma or G.E.D. equivalency.
2. ~~Minimum of 40 CWPM typing ability.~~
2. Pass the secretarial/clerical skills test.
3. Have a background in preparing payroll and/or time sheets.
4. Possess a basic math background.
5. Pass the 10-key calculator test.

Board Approved: 5/20/93

Revised: 3/21/96, 1/19/06

Job Locator: C-3.2.01
District Media/Technology Secretary
Position Grade: Support Salary Schedule
Evaluated By: Instructional Support Services
Supervisor

Job Description:

Maintains District Media computerized database/ordering program including maintaining inventories, equipment, and materials. Prepares and verifies purchase orders for district media/technology materials and monitors district media/technology deliveries.

Responsibilities and duties of this position include:

1. Sets up and maintains District Media computerized database; establishes time lines and methods used to verify orders, deliveries, and inventories.
2. Processes new employee information and sets up new database users.
3. Distributes instructional television programs to schools via the district educational access channel. Loads and monitors audiovisual media, satellite and bulletin board programming for viewing.
4. May assist students and staff in production of live programming via the district educational access channel.
5. Provides secretarial services for district media center operations, including meeting the public, word processing, statistics, record keeping, correspondence, and filing, as well as providing preventative care and maintenance of district media technology materials and equipment and district media center furnishings.
6. Assists in preparation of displays, bulletin boards, exhibits, and media productions.
7. Maintains an orderly and attractive media center; including materials, equipment, furnishings and bookshelves.
8. Troubleshoots computer and audiovisual equipment when problems arise.
9. May contact, monitor and train both staff and student workers.
10. May coordinate special events, including notifying staff of schedules, collecting money, and completing reports.
11. Processes new materials, verifying purchase orders, stamping ownership, entering data to computer system, and assigning bar code numbers.
12. Performs inventory of materials and equipment in the district media center.
13. Duplicates educational software and audiovisual materials in accordance with copyright regulations.
14. Assists with data collections and preparation for assigned administrator.
15. Notifies staff of overdue materials and ensures that materials are available for checkout.
16. Orders and records receipt of supplies, collates departmental paperwork; sets up meeting room, and communicates staff training needs as necessary.
17. 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. ~~Minimum of 30 CWPM typing ability.~~
3. Knowledge of Windows®-based computer applications, as evidenced by a passing score on the test administered by the Human Resource Division.
4. Must pass the secretarial/clerical skills test.

Desired Qualifications:

1. Experience in a media center or similar position.
2. Associates Degree
3. Two (2) years in operating DOS/Windows®, McIntosh or network-based applications.

Board Approved: 05/20/93
Revised: 11/18/97, 2/24/05, 1/19/06

Job Locator: C-3.2.03
Instructional Support Assistant
Position Grade: Support Salary Schedule
Evaluated By: Supervisor of
Instructional Support Services

Job Description:

Maintains District computerized database/ordering program including maintaining inventories, prepares and verifies purchase orders for materials and monitors deliveries.

Responsibilities and duties of this position include:

1. Sets up and maintains District computerized database which includes ordering and inventory; determines layout of printed reports; establishes time lines and methods used to verify purchases, deliveries, and inventories.
2. Prepares purchase orders including conducting search of State contracts and District bids for current equipment prices and to select vendors.
3. Prepares preliminary budgets and monitors and submits budget amendments to the assigned administrator.
4. Monitors requests including verifying requisitions for dollar coding, pricing accuracy and signature authorization. Enters purchases in computer system, monitors completion of requests, and delivery.
5. Types correspondence and reports for and Instructional Support programs; updates manuals as needed. Enters data for various reports on computer.
6. Monitors delivery of orders by delivery drivers to ensure procedures are followed.
7. Responds to calls regarding delivery errors and receipt of incorrect or damaged goods; receives returns and damaged goods in office and prepares paperwork to expedite returns and replacements; contacts vendors for information relating to back orders or to arrange for pick-up of rush orders.
8. Records receipt of supplies, collates departmental paperwork; and sets up meeting room.
9. Performs miscellaneous clerical duties such as: filing, and answering phones. Assists with data collection and preparation for assigned administrator.
10. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have completed the G.E.D. equivalency examination.
2. Two to three years secretarial experience which includes knowledge of computer operations and office equipment; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Minimum of 30 CWPM typing ability.~~ Knowledge of computer applications, as evidenced by a passing score on the Windows® test administered by the Human Resources Division.
4. Pass the secretarial/clerical skills test.

Board Approved: 5/20/93
Revised: 3/21/96, 7/28/97, 5/21/98
Revised: 7/31/00, Effective: 7/24/00
Revised: 2/24/05, 1/19/06

Job Locator: C-3.1.05 (C)

Executive Secretary

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 nature of call, resolving and providing information as appropriate, and referring calls to 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.
4. Provides miscellaneous clerical and secretarial duties 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.
5. Provides secretarial services to School Board members, District committees and District attorney.
6. May develop and maintain master calendar of events for District. May prepare student calendar options to study to present to calendar committee.
7. Performs miscellaneous accounting and record keeping duties, such as maintaining payroll and sick leave records for 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.
8. Maintains records for various District programs, such as District Management Training Program; prepares program materials and related items, and updates related documents.
9. 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.
10. Drafts routine correspondence for Superintendent for review and approval.
11. May serve on District committees as assigned.
12. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must be high school graduate or have passed the G.E.D. equivalency examination.
2. Requires three years administrative secretarial experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Minimum of 55 CWPM typing ability.~~
4. Pass the secretarial/clerical skills test.

Board Approved: 5/20/93

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

III. CERTIFICATED 2005-2006 ACTIONS

A. APPOINTMENTS

Baker, Jane	LAJH	Effective 11/3/05	Reading	Annual
Bentley, Adrienne	KHE	Effective 8/5/05	Kindergarten	Annual
Clement, Jason	FIH	Effective 8/2/05	Language Arts	Annual
Coleman, Apryl	KHE	Effective 8/2/05	Grade 5	Annual
Cowardin, Elizabeth	LAJH	Effective 10/5/05	VE	Annual
Dentel, Joann	PES	Effective 11/22/05	VE	Annual
Eschbach, Monica	LAJH	Effective 9/2/05	TMH	Annual
Fleming, Karen	SPC	Effective 11/7/05	VE - .6	Annual
Fowler, September	FIH	Effective 8/2/05	Language Arts	Annual
Hayes, Holly	OPH	Effective 11/16/05	Spanish	Annual
Hayward, Bill	MHS	Effective 11/22/05	DOP - .2 Only	Annual
Howington, Elba	WES	Effective 10/3/05	Grade 6	Annual
Kurtzman, Diane	AES	Effective 10/21/05	VE	Annual
Nelson, Betzy	OPH	Effective 1/3/06	Life Management - .2 Only	Annual
Newman, Sharon	CHS	Effective 9/28/05	Physical Science (OF) - .8/ Ecology (OF) - .2	Annual
Reynolds, Deborah	MHS	Effective 1/3/06	Physical Science	Annual
Robertson, Jana	FIH	Effective 10/10/05	Economics (.8)/ Government (.2)	Annual
Ryan, Angela	ROE	Effective 10/26/05	Instructional Technology	Annual
Satterwhite, Andrew	FIH	Effective 8/2/05	Art	Annual
Sheridan, Janice	GPE	Effective 12/5/05	ESOL (OF)	Annual
Smith, Morgan	AES	Effective 11/28/05	Guidance Counselor (OF)	Annual
Smith, Trevelyn	LES	Effective 11/1/05 - 5/26/06	Guidance Counselor (.8) - Interim	Annual

III. CERTIFICATED 2005-2006 ACTIONS

A. APPOINTMENTS

Torrens, Scott	LES	Effective 11/28/05	Grade 2	Annual
Tucker, Charles	WJH	Effective 8/2/05	DOP/ESOL (OF)	Annual
Tuttle, Christy	MBE	Effective 11/14/05	Grade 4	Annual
Vonebers, Karri	FIE	Effective 11/14/05	Grade 6	Annual

III. CERTIFICATED 2005-2006 ACTIONS

B. REDESIGNATIONS

DePalmer, Shelly	To Resignation Date - 1/6/06	Effective 1/6/06	From Resignation Date - 1/3/06
Leporati, Cynthia	To Resignation Date - 1/3/06	Effective 1/3/06	From Resignation Date - 1/13/06
Mazzella, Deborah	To LES - EHSC	Effective 1/3/06	From LES - EHSC (OF)
Orellana, Mirna	To AES - Kindergarten	Effective 1/3/06	From AES - Kindergarten/ ESOL (OF)
Rudd, Douglas	To MHS - EHSC	Effective 12/20/05	From MHS - EHSC (OF)
White, Jeanette	To Resignation	Effective 5/26/05	From Retirement

III. CERTIFICATED 2005-2006 ACTIONS

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Bearden, Wendy	WJH	Effective 1/3/06 Resignation	DOP
Buttner, Sharon	Personal Leave	Effective 1/4/06 Resignation	Title I
Cailteux, Julie	ESE/SBJ	Effective 12/16/05 Resignation	Speech Clinician
Carman, Donna	FIH	Effective 1/4/06 Retirement	Math - 50% + 1 Day
Davis, Stacy	OPH	Effective 12/16/05 Resignation	Intensive Reading
Dorsey, Darren	OPJ	Effective 11/21/05 Job Abandonment	Reading
Fitchett, Rashel	OPJ	Effective 1/3/06 Resignation	DOP English
Kaneer, Sarah	FIH	Effective 12/16/05 Resignation	Language Arts
Knight, Shannon	GCSJ	Effective 12/16/05 Resignation	Guidance Counselor
Morgan, John	GCSJ	Effective 12/16/05 Resignation	VE (OF)
Shettlers, Robin	FIH	Effective 1/31/06 Resignation	Physical Science - .2/Biology - .8
Sink, Alexander	ESE/FIH	Effective 1/13/06 Resignation	Speech Clinician
Yeskey, Lisa	FIH	Effective 1/27/06 Resignation	VE

III. CERTIFICATED 2004-2005 ACTIONS

D. TRANSFERS

Mancino, Lisa	Transfer to ESE - Hearing Impaired	Effective 11/23/05	From TBE - TMH
Mason, Lisa	Transfer to GCSJ - Guidance Counselor	Effective 1/3/06	From WES - Guidance Counselor
Walker, Catherine	Transfer to WES - Guidance Counselor	Effective 1/3/06	From MCE - Guidance Counselor

III. CERTIFICATED 2004-2005 ACTIONS

E. NBPTS EXCELLENT TEACHER PROGRAM MENTORS

Cassidy, Myra	OPH
Glidden, Karla	FIE
Keene, Carrie	OPH
Shaw, Janet	SPC
Solomon, Gussie	LAJH
Weeks, Michelle	FIE

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

A. ADULT EDUCATION

Appointments

Parry, Pamela

Effective 11/21/05-06/30/06 Art
Hourly as needed

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

B. MISCELLANEOUS AFTER HOURS

Appointments

Allen, Linda	MRE	Effective 10/11/05 Academic Tutor Hourly as needed
Baxley, Ruthanne	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Broughton, Lorna	ESE	Effective 12/07/05 Homebound Hourly as needed
Bury, Deborah	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Busher, Samantha	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Byers, Connie	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Carrigg, Valerie	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Carter, Kari	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Edwards, Linda	ESE	Effective 11/21/05 Homebound Hourly as needed
Flagg, Pamela	ESE	Effective 11/21/05 Homebound Hourly as needed
Gilloon, Kathy	FIE	Effective 11/20/05 Special Assignment/Media Work Hourly as needed
Hume, Ellen	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Jernigan, Kelly	LSE	Effective 01/10/06 Academic Tutor Hourly as needed

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

B. MISCELLANEOUS AFTER HOURS

Appointments

Johnson, Sarah	ESE	Effective 12/07/05 Homebound Hourly as needed
Lang, Jennifer	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Lawrence, Kathy	ESE	Effective 12/05/05 Homebound Hourly as needed
Massey, Elnora	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Miller, Kristin	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Mulvihill, Mary	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Pellett, Marcy	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Pouncy, Tracy	ESE	Effective 12/07/05 Homebound Hourly as needed
Reed, Jack	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Robbins, Barbara	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Starnes, Katherine	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Tarkington, Michele	ESE	Effective 12/07/05 Homebound Hourly as needed

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

B. MISCELLANEOUS AFTER HOURS

Appointments

Watterson, Marilyn	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Wehrmann, Jennifer	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Weldon, Jane	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Whidden, Vikki	SS	Effective 11/29/05 Academic Tutor Hourly as needed
White, Connie	WES	Effective 12/05/05 Academic Tutor Hourly as needed
Williams, Charlene	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Wilson, Laura	LSE	Effective 01/10/06 Academic Tutor Hourly as needed
Wishnek, Carol	LSE	Effective 01/10/06 Academic Tutor Hourly as needed

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

C. SUBSTITUTE TEACHER APPROVAL

Appointments

Allain-Shipley, April	Effective 11/30/05	Emergency
Barton, Harriet M.	Effective 12/07/05	Regular
Benedit, Jr., Edward B.	Effective 12/07/05	Regular
Gunter, Stephanie G.	Effective 11/30/05	Regular
Jackson, Sr., Joseph M.	Effective 11/30/05	Regular
Jones, Lisa M.	Effective 11/30/05	Regular
Jones, Terri L.	Effective 11/30/05	Emergency
Kinney, Michelle N.	Effective 11/30/05	Regular
Klein, Rashel D.	Effective 11/09/05	Regular
McBride, Ada B.	Effective 11/30/05	Regular
McGuffin, Jamie L.	Effective 12/07/05	Regular
McLain, Barbara H.	Effective 11/30/05	Regular
Miller, Anna L.	Effective 11/30/05	Regular
Mitchell, Ryan L.	Effective 11/30/05	Emergency
Seager, Donna J.	Effective 11/09/05	Emergency

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

D. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Peters, Vikki C.	Effective 01/09/06
Revels, Lisa	Effective 12/02/05
Tomoney, Patricia A.	Effective 12/01/05
Warlick, Demetria R.	Effective 11/28/05
Winter, Timothy	Effective 11/14/05

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

E. SUPPLEMENTS

Appointments

***PENDING SUCCESSFUL COMPLETION OF CARE AND PREVENTION OF ATHLETIC INJURY**

Eggers, Anne S.	GPE	Effective 01/04/06	ESE Dept. Head
Hansen, Margaret	OPH	Effective 12/05/05	Peer Teacher for Mandi Perry
Koerber, Katherine S.	WJH	Effective 08/02/05-09/13/05	*Head Cheerleading
Persinger, Joshua W.	CHS	Effective 08/02/05	Asst. Baseball
Ponchak, Kurt	GCSJ	Effective 08/02/05	.5 *Head Wrestling
Prouty, Brooke E.	OPH	Effective 12/03/05	Co.-Curr. Club: Anchor
Tolocoko, Stephen	RVH	Effective 08/02/05	Asst. Football

IV CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

E. SUPPLEMENTS

Redesignations

Cook-Morrison, Kim	PES	From Kim Cook/error on Dec. agenda
Trest, Heather	WJH	From beginning date of 08/02/05 to 09/14/05/Head Cheerleading

IV. CERTIFICATED MISCELLANEOUS ACTIONS 2005-2006

E. SUPPLEMENTS

Resignations

Kaneer, Sarah A.	FIH	Effective 12/16/05	Annual Sponsor
Keher, William	OPJ	Effective 12/01/05	Asst. Football *Head Track
Martinez, Nancy	OPH	Effective 12/02/05	Co.-Curr. Club: Anchor
Mitchell, Helena	OPJ	Effective 12/12/05	Dance Team
Pendergast, Cathy	GPE	Effective 12/16/05	ESE Dept. Head
Shepard, Jennifer	SPC	Effective 10/21/05	Peer Teacher for Tiya Henderson
Walker, Catherine	MCE	Effective 12/16/05	Intervention Team Fac.

V. SUPPORT 2005-2006

A. APPOINTMENTS

Daniels, Jennifer Classroom Asst.	AES	Effective 12/13/05 Annual Contract
Demski, Jessica ESE Asst. - Ind.	RHS	Effective 12/7/05 Annual Contract
Grant, Cheryl ESE Asst. - VE	OPH	Effective 1/4/06 Annual Contract
Gray, Cherrie Cafe. Asst. - 3.0 hrs.	OPH	Effective 12/12/05 Annual Contract
Hoffman, Janet ESE Asst. - PMH	LAJH	Effective 12/1/05 Annual Contract
Huntley, Jeremy HVAC Tech	MAINT	Effective 1/3/06 Annual Contract
Johnson, Sarah .8 Classroom Asst.	FIE	Effective 1/4/06 Annual Contract
Lewis, Diane Classroom Asst.	AES	Effective 12/12/05 Annual Contract
Lovette, Frances Cafe. Asst. - 4.5 hrs.	PES	Effective 12/5/05 Annual Contract
Person, Sandra Custodian	OPH	Effective 12/5/05 Annual Contract
Sirmans, Jean RN	TES	Effective 1/3/06 Annual Contract
Sparks, Janet LPN	CEB	Effective 1/6/06 Annual Contract
Templer, Donna Student Services Asst.	STUDENT SVCS	Effective 8/2/05 - 5/26/06 Limited Contract
Travis, Susan .8 Classroom Asst. - ESOL	GPE	Effective 1/4/06 Annual Contract
Turner, Yvonda Classroom Asst.	AES	Effective 12/12/05 Annual Contract

V. SUPPORT 2005-2006

A. APPOINTMENTS

Wages, Caroline Classroom Asst.	AES	Effective 12/12/05 Annual Contract
Young, Patricia ESE Asst. - SED	BLC	Effective 1/4/06 Annual Contract

V. SUPPORT 2005-2006

B. REDESIGNATIONS

Adkins, Glenda Cafe. Asst. - 6.0 hrs.	WEC	Effective 1/4/06 redesignate from Cafe. Asst. - 5.5 hrs. (allocation increase on 12/15/05 Board Agenda)
Blount, Myra Cafe. Asst. - 4.0 hrs.	WEC	Effective 1/4/06 redesignate from Cafe. Asst. - 3.5 hrs. (allocation increase on 12/15/05 Board Agenda)
Demski, Jessica ESE Asst. - Ind. Limited Contract	RHS	Effective 8/4/05 - 12/6/05 redesignate from ESE Asst. - Ind. (Limited Contract 8/2/05 - 9/26/05)
Goerke, Tracy Cafe. Asst. - 5.5 hrs.	WEC	Effective 1/4/06 redesignate from Cafe. Asst. - 4.5 hrs. (allocation increase on 12/15/05 Board Agenda)
Turner, Nancy Transportation/Boundary Planning Asst.	TRANS	Effective 11/23/05 redesignate from .5 Transportation/Boundary Planning Asst.

V. SUPPORT 2005-2006

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Cline, Frederick Bus Driver	TRANS	Effective 12/16/05 resignation
Graham, Evelyn Custodian	CW	Effective 12/8/05 conclude employment (from leave 2 yr. max)
Ivey, William General Maint. Wkr.	MAINT	Effective 12/9/05 resignation
Legg, William Custodian	WJH	Effective 1/6/06 resignation
Long, Stacy .8 Classroom Asst.	CEB	Effective 1/6/06 resignation
McMinn, Alan ESE Asst. - EHSC/SED/Alt	SPC	Effective 12/16/05 resignation
McSwain, Deborah .8 Classroom Asst.	TES	Effective 12/16/05 resignation
Perry, Mandi ESE Asst. - VE	OPH	Effective 12/2/05 resignation
Walton, Patricia Health Asst. - 10 mo.	AES	Effective 12/9/05 resignation
White, Mary ESE Asst. - Autistic	TES	Effective 1/4/06 resignation

V. SUPPORT 2005-2006

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Wingard, Shannon
ESE Asst. - Autistic

LJH

Effective 11/22/05
resignation

V. SUPPORT 2005-2006

D. TRANSFERS

Columbia, Patricia Accounting Suppt. Asst.	BAD	Effective 12/7/05 transfer from Admin. Suppt. Asst. (BAD)
Dobbs, Dena Cafe. Asst. - 3.25 hrs.	OPH	Effective 12/1/05 transfer from Cafe. Asst. - 3.0 hrs. (OPH)
Foye, Nina .8 Classroom Asst.	TBE	Effective 12/7/05 transfer from ESE Asst. - Ind. (RHS)
Glaze, Sara ESE Asst. - Ind.	FIH	Effective 11/28/05 transfer from ESE Asst. - Ind. (involuntary transfer, allocation moved on 12/15/05 Board Agenda) (RHS)
Hampshire, Gwendolyn ESE Asst. - Ind.	MBE	Effective 1/4/06 transfer from .8 ESE Asst. - PK/VE (WES)
Leavell, Rebecca Personnel Asst.	HRD	Effective 12/7/05 transfer from Data Entry/Record Tech (HRD)
Ledford, Mary Personnel Asst.	HRD	Effective 1/3/06 transfer from School Secty., 12 mo. (RVE)
Leino, Bridget Data Entry/Record Tech	HRD	Effective 12/9/05 transfer from Switchboard Operator (HRD)
Nail, Linda Custodian	ROE	Effective 12/19/05 transfer from Custodian (FIH)
Raulerson, Azalia Custodian	TBE	Effective 1/9/06 transfer from Custodian (FIH)
Robbins, Patricia Admin. Suppt. Asst., 12 mo.	SCHOOL IMPROVE	Effective 12/19/05 transfer from ESE Secty., 10 mo. (PES)
Smith, Dianne Cafe. Asst. - 4.0 hrs.	MHS	Effective 11/30/05 transfer from Cafe. Asst. - 3.0 hrs. (MHS)
Snow, Melinda Cafe. Asst. - 4.75 hrs.	OPJH	Effective 1/4/06 transfer from Cafe. Asst. - 3.75 hrs. (OPJH)
Spencer, Larry Lead HVAC Tech	MAINT	Effective 1/3/06 transfer from HVAC Tech (MAINT)

VI. SHORT TERM LEAVE 2005-2006

A. ILOD, Military, and Association Leaves

Carter, Kenneth Lead Electrical Tech	MAINT	11/16/05 - 12/13/05 15.0 hrs. Association Leave Union Business
Davis, Scott Teacher	BLC	12/6/05 - 12/16/05 70.47 hrs. ILOD 10/14/05 Playing basketball at PE, injured knee
Fossa, James Teacher	GCSJH	12/2/05 7.83 Military Leave Annual Training
Ray, Lee School Psychologist	STUDENT SVCS	12/2/05 - 12/9/05 15.66 hrs. Military Leave Annual Training
Walton, James Teacher	OPH	11/14/05 - 12/9/05 133.11 hrs. Military Leave Annual Training

VII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Francis, Loquita Teacher	OPJH	DROP enrollment effective 3/1/01 Future Resignation extended to 5/26/06 redesignate from 2/28/06
Hopkins, Mary Teacher	CHE	DROP enrollment effective 1/1/06 Future Resignation 12/31/10
Shapp, Bobby Bus Driver	TRANS	DROP enrollment effective 1/1/04 Future Resignation 1/13/06 redesignate from 12/31/08