

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

March 15, 2012

TABLE OF CONTENTS

I. <u>Administrative Actions</u>	
A. 2011-2012 Appointments	I-A, p. 1
B. 2011-2012 Transfers	I-B, p. 1
C. 2011-2012 Resignations/Retirements	I-C, p. 1
II. <u>Job Descriptions and Supporting Documents</u>	II, p. 1-2
III. <u>Instructional Actions</u>	
A. 2011-2012 Appointments	III-A, p. 1
B. 2011-2012 Transfers	III-B, p. 1
C. 2011-2012 Redesignations	III-C, p. 1
D. 2011-2012 Resignations/Retirements/Conclude Employment	III-D, p. 1
E. 2011-2012 Supplements	III-E, p. 1-2
IV. <u>Instructional Miscellaneous Actions</u>	
A. 2011-2012 Miscellaneous After Hours	IV-A, p. 1-6
V. <u>Instructional Substitute Teacher Actions</u>	
A. 2011-2012 Substitute Teacher Appointments	V-A, p. 1
B. 2011-2012 Substitute Long-Term Teacher Appointments	V-B, p. 1
VI. <u>Support Actions</u>	
A. 2011-2012 Appointments	VI-A, p. 1-2
B. 2011-2012 Redesignations	VI-B, p. 1
C. 2011-2012 Resignations/Retirements/Terminations	VI-C, p. 1-2
D. 2011-2012 Transfers	VI-D, p. 1
VII. <u>Short Term Leave</u>	
A. 2011-2012 ILOD, Military and Association Leaves	VII-A, p. 1
VIII. <u>Deferred Retirement Option Program (DROP)</u>	
A. Enrollees	VIII-A, p. 1

**CONSENT AGENDA
March 15, 2012**

I. ADMINISTRATIVE ACTIONS 2011-2012

A. Appointments

Randolph, Jr, Michael A
Asst Principal

OHS

Effective 03/01/12

AC + PSC Teacher

I. ADMINISTRATIVE ACTIONS 2011-2012

B. Transfers

Elia, Michael J Principal	BLC	Effective 02/27/12 Transfer from Asst. Principal (OPH)
Kirchner, Mary Cafe' Manager Intern	FNS	Effective 02/09/12 Transfer from Cafe' Asst. (SLE)
Sutton, Katie Cafe' Manager-Sat. III	OPE	Effective 02/01/12 Transfer from Cafe' Manager Intern (FNS)

I. ADMINISTRATIVE ACTIONS 2011-2012

C. Resignations/Retirements

Grissom, Carolyn Supervisor of Information Services	IS	Effective 06/30/12	Retirement
Smallwood Miranda, Owen Cafe' Manager Intern	FNS	Effective 02/17/12	Resignation
Ward, Jr., William S Principal	FIH	Effective 05/31/12	Retirement

II. JOB DESCRIPTION ACTIONS

Approve the following new job description:

**NEW Insurance Specialist, Risk Management
 Coordinator III**

Job Locator: NEW
Insurance Specialist, Risk Management
Position Grade: Coordinator III
Evaluated By: Assistant Supt. for Business Affairs

Job Description:

Under indirect supervision of the Assistant Superintendent for Business Affairs, the Insurance Specialist coordinates the reporting and processing of workers compensation, student accident, visitor accident, vehicle accident, property damage and other insurance claims.

Responsibilities and duties of this position include:

1. Reviews and evaluates all accident reports including workers' compensation, auto, property, and student accidents, communicates and advises the Third Party Administer.
2. Determines appropriateness of claims; investigates individual claims for eligibility for workers' compensation benefits; ensures that all legal and procedural requirements are met for the processing of claims, in order to ensure proper and timely payments to employees and medical facilities. Reviews each weekly check register before authorizing payment.
3. Provides authoritative advice and counsel campus-wide on the interpretation and application of worker's compensation policies, legislation, regulations, and processes, as well as on loss control procedures and related regulations; designs and implements training and orientation programs to disseminate this information to the School Board employees.
4. Monitors each case receiving benefits and is the liaison between employee and support agencies.
5. Participates in strategic planning aimed at reducing the incidences of worker's compensation, student accident, visitor accident, vehicle accident, property damage and other accidents.
6. Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts, and to facilitate either return to work or, depending upon medical status of the claimant, placement into appropriate alternative positions within the School Board, ensuring compliance with all appropriate regulations and guidelines.
7. Communicates to Human Resources and Payroll Department on progress of employee and when employee starts receiving benefits, etc. Coordinates with HR and other departments in regards to light duty meetings. Coordinates and provides light duty job for employee.
8. Performs other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. High School Diploma, including or supplemented by education, training, and/or experience in insurance field.
2. Minimum of five (5) years progressively responsible experience in Worker's Compensation laws and claims processing, staff benefits processing and related risk management functions.
3. Skill in Human Relations

Desired Qualifications:

1. Degree in Insurance
2. CPCU or ARM Certification.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policy.
4. Knowledge in Data Processing Procedures and Programs.

Board Approved: 03/15/2012;
Effective: 07/01/2012

III. INSTRUCTIONAL ACTIONS 2011-2012

A. Appointments

Blakely, James W EBD/Math OF	OPH	Effective 08/09/11	10 mos	AC
Gilmore, Barry .128 Math	MHS	Effective 02/14/12-06/07/12	10 mos	AC
Hon, Darlene .128 Math	MHS	Effective 02/14/12-06/07/12	10 mos	AC
Smith, Diane L Speech Clinician	ESE	Effective 01/30/12	10 mos	AC
Williams, Leslie D ROTC/MIL TRNG	OPH	Effective 01/23/12	11 mos	AC

III. INSTRUCTIONAL ACTIONS 2011-2012

B. Transfers

Teel, Kathryn
Intervention Coach/Rdg OF

RLD

Effective 03/26/12 transfer from Lang Arts (LSJ)

III. INSTRUCTIONAL ACTIONS 2011-2012

C. Resignations

Cheatwood, Cynthia SS-Gifted	OPJ	Effective 02/20/12 Redesignate from SS-Gifted OF
Fowler, Jeffrey Gifted	WJH	Effective 02/20/12 Redesignate from Gifted OF
Koblitz, Ronald D AC	CHS	Effective 06/01/12-06/07/12 Redesignate from PSC

III. INSTRUCTIONAL ACTIONS 2011-2012

D. Resignations/Retirements/Conclude Employment

Bruce, Janet Gr 4	SLE	Effective 06/07/12	Retirement
Glenn, Michael H Computer Systems	CHS	Effective 06/07/12	Retirement
Grantham, Morgan Math	MHS	Effective 06/07/12	Resignation
Hansen, Margaret H Science	OPH	Effective 06/07/12	Retirement
Howard, Kristie C Speech Clinician	ESE	Effective 02/10/12	Resignation
Koblitz, Ronald D Math	CHS	Effective 06/07/12	Retirement
Sewell, Dealva D Gr 2	MBE	Effective 06/07/12	Retirement
Ward, Jane K Soc Studies	MHS	Effective 06/07/12	Retirement

III. INSTRUCTIONAL ACTIONS 2011-2012

E. SUPPLEMENTS

Appointments

Boswell, Nicole	OHS	Effective 02/24/12	Softball FP Asst.
Darty, Walter	KHH	Effective 03/01/12	.25 Football JV Asst. (spring only)
Dedmon, Andrew	OPH	Effective 01/23/12	Baseball Asst.
Fagan, Taryn	KHH	Effective 01/01/12	Softball FP Head JH
Hall, Frankie	FIH	Effective 05/01/12	.25 Football Head (spring only)
Mills, William	CHS	Effective 02/02/12	.5 Baseball Asst
Sisco, Alicia	KHH	Effective 01/01/12	Softball FP Head JV
Stalvey, Marshall	CHS	Effective 02/02/12	.5 Baseball Asst.

III. INSTRUCTIONAL ACTIONS 2011-2012

E. SUPPLEMENTS

Resignations

Julius, Richard	KHH	Effective 02/29/12	.25 Football Asst. (spring only)
Mattox, Jesse	KHH	Effective 02/29/12	.25 Football JV Asst (spring only)

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2011-2012

A. MISCELLANEOUS AFTER HOURS

Appointments

Barnes, Kathy	OLJ	Effective 02/23/12 Academic Tutoring Hourly as needed
Billiot, Rebecca	OLJ	Effective 02/23/12 Academic Tutoring Hourly as needed
Black, Teresa	LAE	Effective 02/28/12 Academic Tutoring Hourly as needed
Brazelton, Dennis	OHS	Effective 02/28/12 Academic Tutoring Hourly as needed
Breaux, Jennifer	OPJ	Effective 02/07/12 Academic Tutoring Hourly as needed
Burke, Eric	OPJ	Effective 02/07/12 Academic Tutoring Hourly as needed
Calise, Charlene	ESE	Effective 02/10/12 Hospital/Homebound Hourly as needed
Carson, Carol	KHE	Effective 02/21/12 Academic Tutoring Hourly as needed
Churchill, Pat	SS	Effective 02/10/12 Academic Tutoring Hourly as needed
Deel, Ellen	OHS	Effective 02/28/12 Academic Tutoring Hourly as needed
Dickey, Deanna	KHE	Effective 02/21/12 Academic Tutoring Hourly as needed
Doty, Robin	OPE	Effective 02/02/12 Academic Tutoring Hourly as needed
Durant, Dunia	OHS	Effective 02/28/12 Academic Tutoring Hourly as needed
English, Melissa	LAE	Effective 02/28/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2011-2012

A. MISCELLANEOUS AFTER HOURS

Appointments

Essa, Zeenat	OPJ	Effective 02/07/12 Academic Tutoring Hourly as needed
Fehrs, Lillian	LSJ	Effective 02/27/12 Academic Tutoring Hourly as needed
Ferguson, Laurel	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
Feuerborn, Helena	OPJ	Effective 02/07/12 Academic Tutoring Hourly as needed
Francis-Forrest, Ashley	GPE	Effective 02/01/12 Academic Tutoring Hourly as needed
Geeser, Melanie	OPE	Effective 02/02/12 Academic Tutoring Hourly as needed
Gentry, Carrie	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
Gretton, Pamela	OLJ	Effective 02/23/12 Academic Tutoring Hourly as needed
Halter, Jennifer	OPJ	Effective 02/07/12 Academic Tutoring Hourly as needed
Harris, Christopher	OPE	Effective 02/02/12 Academic Tutoring Hourly as needed
Hill, Cameron	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
Hinkle, Wendy	LSJ	Effective 02/27/12 Academic Tutoring Hourly as needed
Hopkins, Marvelle	OPE	Effective 03/15/12 Academic Tutoring Hourly as needed
Howington, Elba	LSJ	Effective 02/27/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2011-2012

A. MISCELLANEOUS AFTER HOURS

Appointments

Jackson, Alicia	OPJ	Effective 02/07/12 Academic Tutoring Hourly as needed
Jenkins, Cynthia	LAE	Effective 02/28/12 Academic Tutoring Hourly as needed
Johns, Kim	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
Johnson, Cynthia	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
Johnson, Donald Craig	ESE	Effective 02/13/12 Hospital/Homebound Hourly as needed
Jones, Jill	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
Kent, Cheryl	OPH	Effective 02/14/12 Academic Tutoring Hourly as needed
LaPierre, Amy	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
Layne, Johanna	OHS	Effective 02/28/12 Academic Tutoring Hourly as needed
Lee, Connie	WES	Effective 02/17/12 Academic Tutoring Hourly as needed
Long, Anne	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
Lusk, Allison	OPE	Effective 02/02/12 Academic Tutoring Hourly as needed
Mallory, Holly	KHE	Effective 02/21/12 Academic Tutoring Hourly as needed
Marshall, Kimberly	ESE	Effective 02/03/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2011-2012

A. MISCELLANEOUS AFTER HOURS

Appointments

McElhone, Bethann	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
McGuffie, Cheryl	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
McHugh-Clark, Judith	OPJ	Effective 02/07/12 Academic Tutoring Hourly as needed
Medina, Marianne	ROE	Effective 01/30/12 Academic Tutoring Hourly as needed
Miller, Christy	ESE	Effective 02/13/12 Hospital/Homebound Hourly as needed
Montgomery, Annie Bryant	OHS	Effective 02/28/12 Academic Tutoring Hourly as needed
Moses, Phyllis	LSJ	Effective 02/27/12 Academic Tutoring Hourly as needed
Mounts, Kristen	POE	Effective 02/27/12 Academic Tutoring Hourly as needed
Nelms, Deborah	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
Nixon, Lisa	OHS	Effective 02/28/12 Academic Tutoring Hourly as needed
Pandich, Thomas	ESE	Effective 02/01/12 Hospital/Homebound Hourly as needed
Pellett, Marcy	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
Rizzo, Patricia	OLJ	Effective 02/23/12 Academic Tutoring Hourly as needed
Scheilz, Elizabeth	OLJ	Effective 02/23/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2011-2012

A. MISCELLANEOUS AFTER HOURS

Appointments

Seneca, Kenneth	KHE	Effective 02/21/12 Academic Tutoring Hourly as needed
Sheridan, Janice	GPE	Effective 02/01/12 Academic Tutoring Hourly as needed
Simmons, Theresa	LSJ	Effective 02/27/12 Academic Tutoring Hourly as needed
Striegel, Angeline	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
Swartz, Kathleen	OLJ	Effective 02/23/12 Academic Tutoring Hourly as needed
Taft, William	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
Thompson, Charles	CTE	Effective 01/18/12 Intern Supervisor Hourly as needed
Thornton, Elaine	KHE	Effective 02/21/12 Academic Tutoring Hourly as needed
Torrens, Scott	LES	Effective 02/21/12 Academic Tutoring Hourly as needed
Turner, Autumn	OLJ	Effective 02/23/12 Academic Tutoring Hourly as needed
Walker, Karen	OPE	Effective 02/02/12 Academic Tutoring Hourly as needed
Wallace, Salli	SS	Effective 01/17/12 Academic Tutoring Hourly as needed
White, Christopher	GCSJ	Effective 02/21/12 Academic Tutoring Hourly as needed
White, Heidi M.	OPE	Effective 02/02/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2011-2012

A. MISCELLANEOUS AFTER HOURS

Appointments

Widdowson, Ryan	WES	Effective 02/17/12 Academic Tutoring Hourly as needed
Woods, Terry	ESE	Effective 02/06/12 Hospital/Homebound Hourly as needed
Yost, Rhoda	LAE	Effective 02/28/12 Academic Tutoring Hourly as needed
Youngblood, Linda	OPE	Effective 02/02/12 Academic Tutoring Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2011-2012

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Bader, Michelle	02/08/12	Regular
Bendig, Michelle	01/25/12	Regular
Cummings, Tracy	01/11/12	Regular
Deaton, Rebekah	01/25/12	Regular
Deputy, Sylvia	02/08/12	Regular
Dodd, Christine	02/22/12	Regular
Hall III, Frankie Lee	02/08/12	Regular
Jole, Stacy	01/25/12	Regular
Luten, Kathryn	01/25/12	Regular
Lynch, Belinda	02/08/12	Regular
Michaels, Melissa	02/08/12	Regular
Powers, Melissa	02/22/12	Regular
Smith, Shadreka	02/08/12	Regular
Stringer, Rachael	01/25/12	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2011-2012

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Brinker, Heather	Effective 02/23/12
Chaney, Ashley	Effective 03/05/12
Comeau, Robyn	Effective 02/21/12
Fairchild, Nicolle	Effective 02/14/12
Hayes, Tina	Effective 02/15/12
Heck, Patrick	Effective 01/27/12
Hopkins, Mary	Effective 02/20/12
Johnson, Robert L.	Effective 03/12/12
Jole, Stacy	Effective 02/06/12
Langley, Elizabeth	Effective 02/21/12
Mitchell, Elizabeth	Effective 02/16/12
Roswell, Charles	Effective 02/16/12
Stamer, Edward	Effective 02/13/12

VI. SUPPORT 2011-2012

A. APPOINTMENTS

Ayers, Jessica .8 Classroom Asst.	AES	Effective 2/15/12 - 6/6/12 Limited Contract
Beasley, Gerald Electronics Tech. Asst.	MAINT	Effective 2/6/12 - 6/29/12 Limited Contract
Caricato, Katherine .9 ESE Asst. - General	POE	Effective 2/15/12 - 6/6/12 Limited Contract
Chesser, Norris General Maintenance Worker	MAINT	Effective 3/1/12 - 6/29/12 Limited Contract
Crawford, Tammy LPN - 10 mos	CEB	Effective 2/15/12 Annual Contract
Gainers, Devin Custodian	RVE	Effective 2/6/12 - 6/29/12 Limited Contract
Garner, Shana .9 ESE Asst. - General Health	LAJ	Effective 2/24/12 - 6/6/12 Limited Contract
Hohman, Christopher Technology Support Asst.	IS	Effective 2/3/12 - 6/29/12 Limited Contract
Hutton, Margaret .8 Class. Asst./ .1 Title I Asst.	CEB	Effective 1/31/12 - 6/6/12 Limited Contract
Johnson, Tammie Cafe Asst. - 3.5 hrs	POE	Effective 2/7/12 - 6/6/12 Limited Contract
Longmire, Rex Custodian	SLE	Effective 1/30/12 - 6/29/12 Limited Contract
Magnanti, Gabrielle .9 ESE Asst. - B. Health	SPC	Effective 1/24/12 - 6/6/12 Limited Contract
McMinn, Mary .9 ESE Asst. - General	TBE	Effective 2/14/12 - 6/6/12 Limited Contract
Mercer, Amy Child Care Asst.	MHS	Effective 2/2/12 - 6/7/12 Limited Contract
Pridgen, Melissa .6 ISS Asst.	AES	Effective 2/8/12 - 6/5/12 Limited Contract

VI. SUPPORT 2011-2012

A. APPOINTMENTS

Reed, Sandra Custodian	LAJ	Effective 2/8/12 - 4/20/12 Limited Contract
Tillman, Dalphine .8 Classroom Asst. - ESOL	POE	Effective 2/6/12 - 6/5/12 Limited Contract
Tillman, Ebony .9 ESE Asst. - B. Health	ROE	Effective 2/20/12 - 6/6/12 Limited Contract
Trice, Scott Technology Support Asst.	IS	Effective 2/3/12 - 6/29/12 Limited Contract
Turner, Della Bus Driver	TRANS	Effective 1/30/12 Annual Contract
Whetstone, Dani RN - 10 mos	OLJ	Effective 2/21/12 Annual Contract

VI. SUPPORT 2011-2012

B. REDESIGNATIONS

Barrera, Angela .9 ESE Asst. - General	OVE	Effective 4/13/12 redesignate Limited Contract end date from 2/14/12
Gaines, Kelly .8 LPN - 10 mos	LAJ	Effective 2/9/12 redesignate Resignation date from 2/10/12 due to error on February Board
Schnirel, Kelly .9 LPN - 9 mos	BLC	Effective 1/9/12 redesignate from LPN - 9 mos (BLC) due to allocation reduction on the February Board
Smiley, Chester Custodian	OPH	Effective 3/23/12 redesignate Limited Contract end date from 2/24/12
Warren, Sarah .6 ISS Asst./ .4 ESE Asst. - General	CHE	Effective 2/13/12 redesignate from .6 ISS Asst. (CHE) due to allocation increase

VI. SUPPORT 2011-2012

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Burkett, Susan Admin. Support Asst. - 12 mos	IS	Effective 6/29/12 Retirement
Bechtel, Susan Cafe Asst. - 3.5 hrs	OPE	Effective 3/14/12 Resignation
Duva, Jessica .8 Classroom Asst.	AES	Effective 1/27/12 Resignation
Furister, Wilda Bus Driver	TRANS	Effective 3/30/12 Retirement
Holder, Wanda Cafe Asst. - 4.5 hrs	RHS	Effective 6/6/12 Retirement
Howard, Suzette .8 Classroom Asst.	MBE	Effective 2/10/12 Resignation
Jordan, Doris .9 ESE Asst. - General	GCJ	Effective 3/30/12 Retirement
Lackey, Laura Cafe Asst. - 5.0 hrs	CHS	Effective 2/16/12 Resignation
Laferriere, Patrick Plumber	MAINT	Effective 2/16/12 Resignation
McGill, Lou Ellen .9 ESE Asst. - B. Health	ROE	Effective 6/6/12 Retirement
McKenzie, Bernadette .9 ESE Asst. - B. Health	RHS	Effective 2/28/12 Resignation
Quigley, Gerald Custodian	TES	Effective 3/30/12 Retirement
Ryan, Johanna .9 ESE Asst. - B. Health	LES	Effective 2/1/12 Resignation
Southern, Carol Bus Driver	TRANS	Effective 2/29/12 Retirement
Washington, Shelley Custodian	WES	Effective 2/6/12 Conclude Employment

VI. SUPPORT 2011-2012

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

West, Ginger .9 ESE Asst. - General	TBE	Effective 1/31/12 Retirement From Leave
Wood, Lisa RN - 10 mos	KHH	Effective 2/23/12 Resignation

VI. SUPPORT 2011-2012

D. TRANSFERS

Austin, Stacey .9 ESE Asst. - General	WES	Effective 2/13/12 transfer from .9 ESE Asst. - General Health (LAJ)
Cronan, Laura .9 ESE Asst. - General Health	RVE	Effective 1/17/12 transfer from .9 ESE Asst. - B. Health (BLC)
DeLance, Venetia .9 ESE Asst. - General Health	TBE	Effective 2/13/12 transfer from .9 ESE Asst. - General Health (LAJ)
Gonzalez-Otero, Sandy .9 ESE Asst. - General Health	LAJ	Effective 2/14/12 transfer from .9 ESE Asst. - B. Health (LAJ)
Mattox, Pamela School Secretary - 11 mos	RHS	Effective 2/17/12 transfer from .8 ISS Asst. (RHS)
McLaughlin, Marie .8 Classroom Asst.	MBE	Effective 2/13/12 transfer from .6 ISS Asst. (MBE)
Rivera, Carmen School Secretary - 10 mos	GPE	Effective 2/8/12 transfer from .8 Classroom Asst. - ESOL (GPE)
Runyon, Andrea Cafe Asst. - 6.25 hrs	OPH	Effective 2/14/12 transfer from Cafe Asst. - 3.0 hrs (OPH)
Schnirel, Kelly LPN - 10 mos	BLC	Effective 2/8/12 transfer from .9 LPN - 9 mos (BLC)
Smith, Patricia Custodian	WJH	Effective 2/20/12 transfer from Custodian (ROE)
Williams, Stephen ESE Aide - Bus Monitor	TRANS	Effective 1/23/12 transfer from Bus Driver (TRANS)

VII. SHORT TERM LEAVE 2011-2012

A. ILOD, Military, and Association Leaves

Brazel, Annette Custodian	OLJ	1/12/12 - 1/26/12 75.0 hrs ILOD Date of Incident - 1/11/12
Bryant, Vera Head Custodian	OPER	1/17/12 - 1/27/12 67.50 hrs ILOD Date of Incident - 1/6/12
Durham-Parson, Nancy Teacher	LJH	2/24/12 7.83 hrs Association Leave Union Business
Grant, Darlene Media Specialist	RVE	1/31/12 - 2/8/12 14.86 hrs ILOD Date of Incident - 8/13/04
Griffis, Mildred Bus Driver	TRANS	2/24/12 - 3/2/12 12.17 hrs Association Leave Union Business
Kucinic, Monica ESE Asst.	BLC	2/9/12 - 2/10/12 10.5 hrs ILOD Date of Incident - 2/8/12
Powers, Joan Cafe Asst.	LJH	1/27/12 6.25 hrs ILOD Date of Incident - 1/26/12
Richards, Steve Teacher	CEB	2/24/12 - 2/27/12 7.5 hrs Association Leave Union Business
Ross, Joshua ESE Asst.	RHS	2/7/12 - 2/10/12 25.50 hrs ILOD Date of Incident - 2/6/12

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Bruce, Janet Teacher	SLE	DROP enrollment effective 8/1/07 Future Resignation 6/7/12 Redesignate DROP end date from 7/31/12 to 6/7/12
Gentry, Louise Media Specialist	MHS	DROP enrollment effective 5/1/07 Future Resignation 6/7/12 Redesignate DROP end date from 4/30/12 to 6/7/12 (extension)
Hohman, Ellen Teacher	RHS	DROP enrollment effective 3/1/12 Future Resignation 2/28/17
Jeffers, Candice Cafe Asst.	ROE	DROP enrollment effective 1/1/12 Future Resignation 11/30/16
Koblitz, Ronald Teacher	CHS	DROP enrollment effective 6/1/07 Future Resignation 6/7/12 Redesignate DROP end date from 5/31/12 to 6/7/12 (extension)
Sewell, DeAlva Teacher	MBE	DROP enrollment effective 10/1/07 Future Resignation 7/31/12 Redesignate DROP end date from 9/30/12 to 7/31/12
Ward, Jane Teacher	MHS	DROP enrollment effective 4/1/09 Future Resignation 7/31/12 Redesignate DROP end date from 3/31/14 to 7/31/12