

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
November 20, 2012

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I. ADMINISTRATIVE ACTIONS 2012-2013

A. Appointments

Knight, Rex A Asst Principal (11 mth)	LSJ	Effective 11/07/12	AC + PSC Teacher
McHugh-Clark, Judith M Asst Principal (11 mth)	RVE	Effective 11/01/12	AC + PSC Teacher

I. ADMINISTRATIVE ACTIONS 2012-2013

B. Resignations

Feltner, Robert R RHS Effective 01/01/13 Redesignate from Asst Principal (12 mth)
Vice Principal (12 mth)

Roach, Jennifer L L JH Effective 11/01/12 Redesignate from Asst Principal (11mth)
Vice Principal (12 mth)

I. ADMINISTRATIVE ACTIONS 2012-2013

C. Transfers

Celis, Frances Y Asst Principal (12 mth)	CHS	Effective 11/01/12 transfer from Vice Principal (12 mth) (LJH)
Cory, Jacqueline E Principal (12 mth)	FIE	Effective 11/01/12 transfer from Principal (12 mth) (LAE)
Lawson, Sarah T Principal (12 mth)	LAE	Effective 11/01/12 transfer from Asst Principal (12 mth) (RVE)
Segreto, Deborah L Principal (12 mth)	RHS	Effective 11/01/12 transfer from Vice Principal (12 mth) (CHS)

I. ADMINISTRATIVE ACTIONS 2012-2013

D. Resignations/Retirements/Conclude Employment

Powell, Elizabeth F Vice Principal	RHS	Effective 12/31/12	Retirement
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II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

REVISED:

L-1.2.06 School Food Service Manager

L-1.2.23 School Food & Nutrition Services Manager Intern

These revisions will bring the job descriptions up to date.

NEW:

I-2.2.20 Military Connected Student Support Specialist

This new job description is grant funded and will allow the school district to provide support and counseling to military families with students in our schools.

Job Locator: L-1.2.06

School Food & Nutrition Services Manager

Position Grade: Administrative Salary Schedule

Evaluated by: Director of School Food & Nutrition Services & School Principal

Job Description:

The School Food & Nutrition Services Manager is directly responsible to the School Principal and Director of School Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food Service Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. ~~Utilize cost control procedures for cash (including pre-payments for meals and bank deposits), food, supplies and equipment inventories.~~ Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. ~~Perform related duties as assigned.~~ Responsible for following policies and procedures as outlined in the Food & Nutrition Services Procedures Manual.
8. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.
5. ~~If employed as a manager after July 1, 1991,~~ Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy.

Desirable Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 8/15/91, 7/18/96, 11/20/12

Job Locator: L-1.2.23

School Food & Nutrition Services Manager Intern
Position Grade: Administrative Salary Schedule
Evaluated by: Director of School Food & Nutrition
Services & School Principal

Job Description:

This employee is directly responsible to the Director of School Food & Nutrition Services. Personnel in this position will participate in on-the-job training activities in Clay County School Food & Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of School Food & Nutrition Services Manager by learning all aspects of a School Food Service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Rotates among scheduled school locations to gain management skills and experience as directed by the Director of School Food & Nutrition Services and assumes a manager's responsibilities in the event that the manager is not present.
3. Assists the School Food & Nutrition Services Manager, at the scheduled school locations, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of foods and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the School Food & Nutrition Services Manager or Director of School Food & Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during initial year of employment and successfully complete the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. Pass physical examination upon initial employment.
4. Must have successfully completed, with minimum of 80% accuracy, the ~~New Employee Orientation~~ Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.
5. Mobility for travel throughout Clay County.
6. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification within 6 months of hire.

Desirable Qualifications:

1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with minimum of 80% accuracy.
2. Advanced training and/or coursework in food service technology or management.

Effective: 07/01/94
Revised: 07/18/96, 07/17/97,
6/30/99 (effective 07/01/99), 10/19/06
11/20/12 (pending)

Job Locator: I-2.2.20 (NEW)
Military Connected Student Support Specialist
Position Grade: Instructional Salary Schedule
Evaluated by: Supervisor of Student Services

Job Description:

Position provides support and counseling services to military connected students; develops appropriate support, prevention, and intervention strategies; assesses student and family needs; provides case management; monitors student progress; and makes referrals.

Responsibilities and duties of this position include:

1. Develops and implements programs that increase military-dependent students' and family members' school engagement/ involvement; develops and implements programs and support services for transitioning/mobile military-connected students and families; assesses and monitors family and student progress and provides re-entry and follow-up services for students as needed.
2. Conducts individual and group counseling in areas of crisis intervention, family intervention, problem solving/decision making, substance abuse, grief, and anger management.
3. Provides military connected families with information related to the needs of their children, and acts as a resource to parents/guardians by providing family support activities.
4. Serves as a liaison between the assigned school and military installations and military service providers; acts as a member of the school crisis team and provides referral services for military connected students as needed.
5. Collaborates with school staff to help improve military-dependent students' personal/social and emotional adjustment and well-being; provides consultation, training, and workshops to community groups and service clubs in the area of military connected family support.
6. Acts as a resource to administrators, guidance counselors, teachers, and health services personnel at the assigned school regarding military connected students, and assists with conducting staff development activities.
7. Collaborates with grant contractors to develop appropriate support programs for military connected families, and provide ongoing professional development to increase the capacity of entire school staff to identify and meet the academic, personal/social, and emotional needs of military-dependent students and families; meets monthly with grant contractors and other grant personnel to plan and develop interventions and receive additional training and support as needed.
8. Attends training provided by grant contractors on the challenges facing military families, general military culture, and implementing and evaluating data-driven, comprehensive, developmental programming to address military-connected student and family needs.
9. Keeps accurate records, collects and reports data to grant evaluators in a timely manner; maintains necessary records and reports ensuring confidentiality of students and their families.
10. Performs any other related duties as assigned by the Grant Director or other appropriate administrator.

Required Qualifications:

1. Must possess a Master's degree in a Human Services field (i.e. counseling, social work, or psychology) and some experience providing crisis intervention, counseling, or substance abuse prevention/treatment for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.
2. Must possess a demonstrated knowledge and understanding of therapeutic techniques for crisis intervention and referral resources.
3. Must possess excellent assessment, case management, crisis intervention, interpersonal, and communication skills.
4. Must possess the ability to conduct individual and group counseling sessions, assessments, workshops, and activities for military connected students and their families.
5. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
6. Must keep accurate records, and collect and report data to the grant evaluators in a timely manner.
7. Must be proficient in technology and Microsoft Office products.
8. Must have access to a vehicle and a valid driver's license.

Desired Qualifications:

Previous/current military affiliation preferred (i.e. military service, military spouse, or military dependent).

Board approved: 11/20/2012 (pending)

III. INSTRUCTIONAL ACTIONS 2012-2013

A. Appointments

Abbott, April K Gr 4	OVE	Effective 08/07/12	10 mos	AC
Adkison, Karey E Gr 1	SBJ	Effective 08/30/12	10 mos	AC
Allen, Kyle L Carpentry	CHS	Effective 10/15/12	10 mos	AC
Bailen, Joshua A SS	RHS	Effective 08/07/12	10 mos	AC
Berrios-Diaz, Tanya M Spanish	FIH	Effective 08/07/12	10 mos	AC
Bishop, Erika I Counselor	TBE	Effective 08/30/12	10 mos	AC
Bright, Shannon C .6 Speech Clinician	ESE	Effective 08/07/12	10 mos	AC
Brown, Cynthia A KG	SLE	Effective 08/07/12	10 mos	AC
Daigle, Casie N Rdg	MHS	Effective 08/07/12	10 mos	AC
Deangelo, Lidia E Gr 1	MBE	Effective 09/11/12	10 mos	AC
Dillon, Theresa M Inclusion	CHS	Effective 08/07/12	10 mos	AC
Fairchild, Nicolle D KG	WEC	Effective 08/07/12	10 mos	AC
Fessler, Charles J Math	OHS	Effective 09/25/12	10 mos	AC
Gale, John E Speech Clinician	ESE	Effective 08/07/12	10 mos	AC
Gonzalez, Julie M Gr 5	OVE	Effective 08/07/12	10 mos	AC
Grillo, Michael PE (.5 + 1)	PES	Effective 08/20/12	10 mos	AC
Hartigan, Katheryn J Gr 4	CHE	Effective 10/15/12	10 mos	AC

III. INSTRUCTIONAL ACTIONS 2012-2013

A. Appointments

Jones, Brittany L Gr 1	MBE	Effective 08/07/12	10 mos	AC
Jones, Hope C .5 SS/.5 SS Leadership Tech	CHS	Effective 08/07/12	10 mos	AC
King, Jennifer L Inclusion	SLE	Effective 08/07/12	10 mos	AC
King-Butler, Lawanda E Math	CHS	Effective 08/07/12	10 mos	AC
Kingsbury, Christina C Science	OPH	Effective 08/07/12	10 mos	AC
Kirnie, Kathleen M Inclusion	ROE	Effective 08/07/12	10 mos	AC
Leyimu, Ayomide A E-BD OF	OPH	Effective 08/07/12	10 mos	AC
Marcu, Karen M .8 Gifted	POE	Effective 08/07/12	10 mos	AC
McCorduck, Kerry L SS	LJH	Effective 08/07/12	10 mos	AC
Mercer, Amy G Family/Cons Ed	MHS	Effective 08/07/12	10 mos	AC
Miller, Kelly A Counselor	KHE	Effective 08/14/12	10 mos	AC
Mills, Katlyn N IND-P	RVE	Effective 08/07/12	10 mos	AC
Moravia, Kieara A Gr 2	OVE	Effective 10/22/12	10 mos	AC
Moreland, Jessica E E-BD Supp Fac	RHS	Effective 08/07/12	10 mos	AC
Nygren, Haley J Lang Arts	MHS	Effective 08/07/12	10 mos	AC
O'Neal, Terry L IND-S	RHS	Effective 08/07/12	10 mos	AC
Paolini, Bethany K DOP	RHS	Effective 08/14/12	10 mos	AC

III. INSTRUCTIONAL ACTIONS 2012-2013

A. Appointments

Paulk, Brian J Inclusion	CGE	Effective 08/07/12	10 mos	AC
Payne, Jerrod A Science OF	OPH	Effective 08/07/12	10 mos	AC
Poupard, Mindy M KG	CHE	Effective 08/07/12	10 mos	AC
Powers, Melissa A KG	WES	Effective 09/10/12	10 mos	AC
Priepke, Heather L Gr 2	WEC	Effective 10/03/12	10 mos	AC
Qualls, Beverly A LA/ESOL OF	OPJ	Effective 08/10/12	10 mos	AC
Ransom, Rebecca O KG	WES	Effective 09/06/12	10 mos	AC
Roswell, Charles E Science	RHS	Effective 08/07/12	10 mos	AC
Ruis, Jr, William B IND-S-ASD	OHS	Effective 08/07/12	10 mos	AC
Schlofman, Danielle L Gr 1	WES	Effective 08/07/12	10 mos	AC
Sheridan, James Math	RHS	Effective 08/15/12	10 mos	AC
Smeltzer, Karl R SS	MHS	Effective 08/07/12	10 mos	AC
Snyder, Alice M LI OF	LAI	Effective 08/07/12	10 mos	AC
Suarez, Jamie S Gr 3	AES	Effective 08/07/12	10 mos	AC
Tiedeman, Deanna G PreK-ESE OF/ESOL OF	AES	Effective 09/17/12	10 mos	AC
Trimborn, Kristin M Gr 2/ESOL OF	OVE	Effective 08/07/12	10 mos	AC
Tuckman, Tanya K Occ Therapist	ESE	Effective 08/07/12	10 mos	AC

III. INSTRUCTIONAL ACTIONS 2012-2013

A. Appointments

Wacha, Michelle D LA	KHH	Effective 08/13/12	10 mos	AC
West, Howard Neal Spec Des PE OF	WEC	Effective 09/17/12	10 mos	AC
Wynn-Dobbs, Michelle L Health Occ	OHS	Effective 08/07/12	10 mos	AC

III. INSTRUCTIONAL ACTIONS 2012-2013

B. Redesignation

Allen, Susan Gr 2	MCE	Effective 10/12/12 Redesignate from Gr 2/ESOL OF
Anloague, Arnold Inclusion	RVE	Effective 10/18/12 Redesignate from Inclusion/ESOL OF
Calloway, Deidre Gr 5	AES	Effective 10/12/12 Redesignate from Gr 5/ESOL OF
Cooper, Justin Math/Science	OPJ	Effective 10/24/12 Redesignate from Math/Science OF
Davis, Kimberly Gr 3	CEB	Effective 10/26/12 Redesignate from Gr 3 OF/ESOL OF
Doering, Kelly Science	WJH	Effective 10/05/12 Redesignate from Science OF
Ferguson, Laurel LA-Rdg OF	BLC	Effective 08/07/12 Redesignate from LA-Rdg OF/ESOL OF
Hollis, Jessica Gr 4	AES	Effective 10/03/12 Redesignate from Gr 4/ESOL OF
Knight, Sherrill Inclusion-Physics OF	OHS	Effective 08/07/12 Redesignate from Inclusion
Murphy, Margot Inclusion/ESOL OF	LSE	Effective 08/14/12 Redesignate from Inclusion
Plummer, Brittany KG	SLE	Effective 10/04/12 Redesignate from KG OF
Robertson, Kelsey Gr 2	CEB	Effective 10/04/12 Redesignate from Gr 2 OF
Scott, Elizabeth KG	DIS	Effective 08/07/12 Redesignate from KG/ESOL OF
White, Michelle Gr 2	MCE	Effective 10/12/12 Redesignate from Gr 2/ESOL OF

III. INSTRUCTIONAL ACTIONS 2012-2013

C. Transfers

Hendricks, Melissa R Agriculture (11 mth)	MHS	Effective 11/01/12 transfer from Gifted (10 mth) (CHE)
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III. INSTRUCTIONAL ACTIONS 2012-2013

D. Resignations/Retirements/Conclude Employment

Everett, Marion L DOP	WJH	Effective 12/20/12	Retirement
Francisco, Therese Science	OHS	Effective 10/12/12	Resignation
Glass, Cynthia A Music	OPJ	Effective 10/25/12	Resignation
Horner, Reyna H Inclusion/ESOL OF	CEB	Effective 12/20/12	Retirement
Jacobson, Wayne J .6 Math	CHS	Effective 12/20/12	Resignation
Long, Alisa M Science	CHS	Effective 12/20/12	Resignation
Michael, Patricia H Math	OPH	Effective 06/06/13	Retirement
Poovey, Mary A Pre K-VPK	OVE	Effective 10/19/12	Resignation

III. INSTRUCTIONAL ACTIONS 2012-2013

E. SUPPLEMENTS

Appointments

Burke, Eric	OPJ	Effective 11/01/12	Dept Head Math
Burks, Cleasha	LAJ	Effective 10/11/12	Basketball Head
Burt, Jerry	MHS	Effective 09/18/12	Soccer JV Head
Chadwell, Richard	CHS	Effective 08/07/12	Soccer Head
Cooper, Justin	OPJ	Effective 08/07/12	Soccer Head
Darty, Walter	KHH	Effective 10/11/12	.25 Football Asst (fall only)
Davis, Amanda	LSE	Effective 10/01/12	Discretionary
Huskey, Aimee	CHS	Effective 08/07/12	Co-Curr Club: FFA
Jefferson, Quinton	OPJ	Effective 09/16/12	Wrestling Head
Jefferson, Quinton	OPH	Effective 08/07/12	.58 Football JV Asst
Overstreet, Courtney	RHS	Effective 01/07/13	.5 Track Asst
Partee, Cindi	RHS	Effective 08/09/12	.85 Swimming Head
Randall, Angela	RHS	Effective 01/07/13	.5 Track Asst
Spencer, Sandra	CVA	Effective 10/18/12	Science Fair
Swenson, Edwin	LAJ	Effective 08/07/12	Peer Teacher for C. Lungren
Taylor, James	KHH	Effective 10/11/12	.75 Football Asst
Wood, Jennifer	OPJ	Effective 11/01/12	.5 Annual Staff

III. INSTRUCTIONAL ACTIONS 2012-2013

E. SUPPLEMENTS

Resignations

Blakely, James	OPH	Effective 10/02/12	Baseball JV Head
Clark, Joy	Inst Sec	Effective 11/01/12	.5 Academic Coach
Darty, Walter	KHH	Effective 10/11/12	Football Asst
Glass, Cindy	OPJ	Effective 10/25/12	Chorus Director
Glass, Cindy	OPJ	Effective 10/25/12	Band Director
Glass, Cindy	OPJ	Effective 10/25/12	Band/2 events
McHugh-Clark, Judith	OPJ	Effective 10/31/12	.5 Annual Staff
McHugh-Clark, Judith	OPJ	Effective 10/31/12	Dept Head Math

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Adams, Laura	SS	Effective 09/28/12 Academic Tutoring Hourly as needed
Ammons, Stephanie	SS	Effective 09/28/12 Academic Tutoring Hourly as needed
Armstrong, Brittany	SS	Effective 09/28/12 Academic Tutoring Hourly as needed
Bailey, Brandon	ROE	Effective 10/01/12 Academic Tutoring Hourly as needed
Basilio, Deborah	ROE	Effective 10/01/12 Academic Tutoring Hourly as needed
Baxley, Ruthanne	SS	Effective 10/09/12 Academic Tutoring Hourly as needed
Black, Teresa	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Brashear, Arlie	ROE	Effective 10/01/12 Academic Tutoring Hourly as needed
Bryan, Janice	SS	Effective 11/01/12 Academic Tutoring Hourly as needed
Bumbut, Mariana	ESE	Effective 10/19/12 Hospital/Homebound Hourly as needed
Butcher, Heather	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Calcote, Melissa	ROE	Effective 10/01/12 Academic Tutoring Hourly as needed
Contreras, Toni	GPE	Effective 09/24/12 Academic Tutoring Hourly as needed
Corbett, Thomas	SS	Effective 09/28/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Crim, Lonnie	SS	Effective 09/28/12 Academic Tutoring Hourly as needed
Crose, Bridgette	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Crose, Bridgette	ESE	Effective 10/11/12 Hospital/Homebound Hourly as needed
Dicks, Terri Anne	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Duncan, Jan	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
English, Melissa	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Evans, Darlene	SS	Effective 11/01/12 Academic Tutoring Hourly as needed
Frakes, Christa	ESE	Effective 10/01/12 Hospital/Homebound Hourly as needed
Goodwin, Adam	ESE	Effective 10/19/12 Hospital/Homebound Hourly as needed
Hawkins, LeeAnn	SS	Effective 11/01/12 Academic Tutoring Hourly as needed
Hoffman, Herta	INS	Effective 10/06/12 Curriculum Writing Hourly as needed
Johnson, Aundrea	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Julius, Celena	ESE	Effective 10/23/12 Hospital/Homebound Hourly as needed
Kirnie, Kathleen	ROE	Effective 10/01/12 Academic Tutoring Hourly as needed
May, Gayle	SS	Effective 10/09/012 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Miller, Jeffrey	WEC	Effective 10/01/12 Academic Tutoring Hourly as needed
Ortega, Andrea	GPE	Effective 10/22/12 Academic Tutoring Hourly as needed
Paulk, Brian	CGE	Effective 10/10/12 Academic Tutoring Hourly as needed
Pellechio, Barbara	SS	Effective 09/28/12 Academic Tutoring Hourly as needed
Phelps, Opal	GPE	Effective 10/22/12 Academic Tutoring Hourly as needed
Pleasant, Renee	ROE	Effective 10/01/12 Academic Tutoring Hourly as needed
Ray, Lisa	SS	Effective 10/09/012 Academic Tutoring Hourly as needed
Roehrs, Miriam	ESE	Effective 10/23/12 Hospital/Homebound Hourly as needed
Smith, Fernley	GPE	Effective 10/22/12 Academic Tutoring Hourly as needed
Snow, Nancy	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Snyder, Michael	WEC	Effective 10/01/12 Academic Tutoring Hourly as needed
Strandberg, Leila	SS	Effective 10/08/12 Academic Tutoring Hourly as needed
Tarkington, Michelle	ESE	Effective 10/01/12 Hospital/Homebound Hourly as needed
Tillis, Sharon	SS	Effective 10/08/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Tillis, Sharon	ESE	Effective 10/11/12 Hospital/Homebound Hourly as needed
Urbano, Michelle	ESE	Effective 11/01/12 Hospital/Homebound Hourly as needed
Walker, Deborah	ESE	Effective 11/01/12 Hospital/Homebound Hourly as needed
Wall, Victoria	ROE	Effective 10/01/12 Academic Tutoring Hourly as needed
Wertz, Kimberly	LAE	Effective 10/09/12 Academic Tutoring Hourly as needed
Zimmerman, Jennifer	ESE	Effective 10/23/12 Hospital/Homebound Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Aderman, Kristee	10/24/12	Regular
Anderson, Barbara	10/10/12	Regular
Bisnett, Angela	10/24/12	Regular
Breeding, Kayla	10/24/12	Regular
Campbell, Lindsey	09/26/12	Regular
Cody, Susan	09/19/12	Regular
Cox, Andrew	10/17/12	Regular
Davis, Quenton	09/19/12	Regular
Dudney, Karen	09/19/12	Regular
Forbis, Allison	09/19/12	Regular
Garren, John	09/26/12	Regular
Gaulden, Latoya	09/26/12	Regular
Hall, Maradyth	09/19/12	Regular
Hall, Melanie	09/26/12	Regular
Hampshire-Bivins, Kelly	10/17/12	Regular
Holmes, Jordin	09/19/12	Regular
Jahr, Heather	09/19/12	Regular
Johnston, Ali	09/19/12	Regular
Klemm, Pamela	10/17/12	Regular
Knight, Michael	09/26/12	Regular
LaClair, Kelli	10/24/12	Regular
Loveland, Christine	10/24/12	Regular
Lucas, Amanda	10/10/12	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Marsh, Virginia	10/10/12	Regular
Negaran, Dana	09/26/12	Regular
Peton, Nicole	10/05/12	Regular
Podolski, Wendy	10/17/12	Regular
Ramsey, Johnnie	09/19/12	Regular
Rollins, Gavin	09/26/12	Regular
Salvonik, Susan	10/10/12	Regular
Schlichtman, Paul	09/26/12	Regular
Stringer, Rachael	09/19/12	Regular
Stuckey, Jennifer	10/17/12	Regular
Wilkinson, Brittany	09/19/12	Emergency
Williams, Christine	09/26/12	Regular
Yost, Cynthia	10/10/12	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Adams, Dorothy	Effective 10/09/12
Bryant, Stephanie	Effective 11/01/12
Cortes, Carmen E.	Effective 11/06/12
Davis, Joan Marie	Effective 12/03/12
Dorminey, Lisa	Effective 10/11/12
Holt, Linda	Effective 10/08/12
LaSauce , Joy	Effective 10/01/12
MacInnis, Helen	Effective 11/08/12
Mercer, Sharon	Effective 11/17/12
Negaran, Dana	Effective 10/22/12
Peton, Nicole	Effective 10/08/12
Richard, Kristen	Effective 10/29/12
Speicher-Harris, Joanne	Effective 09/28/12
Stringer, Rachael	Effective 10/15/12
Sumlar, Ronald	Effective 11/15/12
Toney, Elizabeth	Effective 01/07/12
Washington, Stephanie	Effective 10/08/12

VI. SUPPORT 2012-2013

A. APPOINTMENTS

Andros, Michelle .9 ESE Asst. - General	SBJ	Effective 10/22/12 Annual Contract
Blakney, Sherry Custodian	KHE	Effective 10/18/12 Annual Contract
Braswell, Elizabeth .8 Classroom Asst.	POE	Effective 10/17/12 Annual Contract
Casper, Sandra .9 ESE Asst. - General Health	FIE	Effective 10/24/12 - 1/1/13 Limited Contract
Cotton, Stephanie Bus Driver	TRANS	Effective 9/24/12 Annual Contract
Dixon, Martin, II Custodian	OLJ	Effective 10/8/12 Annual Contract
Friedman, Michael Bus Driver	TRANS	Effective 9/24/12 Annual Contract
Gay, Stacey .8 Title I Asst.	MBE	Effective 10/2/12 Annual Contract
Goff, Jason Custodian	KHH	Effective 10/18/12 Annual Contract
Gray, Juanita Bus Driver	TRANS	Effective 9/24/12 Annual Contract
Higginbotham, Ashley Cafe Asst. - 3.5 hrs	OHS	Effective 10/10/12 Annual Contract
Howard, Sylvia Bus Driver	TRANS	Effective 9/24/12 Annual Contract
Jones, Shirley Bus Driver	TRANS	Effective 9/24/12 Annual Contract
Jones, Laura .9 ESE Asst. - B. Health	FIE	Effective 10/5/12 Annual Contract
Jung, Nelda Cafe Asst. - 3.0 hrs	ROE	Effective 10/17/12 Annual Contract

VI. SUPPORT 2012-2013

A. APPOINTMENTS

Morbach, Peggy .9 ESE Asst. - B. Health	RHS	Effective 10/10/12 Annual Contract
Murray, Christie Custodian	POE	Effective 10/1/12 Annual Contract
Pope, Amy Cafe Asst. - 3.5 hrs	OHS	Effective 10/8/12 Annual Contract
Prentice, Alicia .6 LPN - 10 mos	OLJ	Effective 10/26/12 Annual Contract
Roby, Aaron, Jr. Custodian	OHS	Effective 10/18/12 Annual Contract
Romano, Amy Cafe Asst. - 3.25 hrs	FIE	Effective 10/23/12 Annual Contract
Romanski, Kimberly Cafe Asst. - 5.25 hrs	LES	Effective 10/1/12 Annual Contract
Salyer, Lisa .9 ESE Asst. - General	OVE	Effective 10/29/12 Annual Contract
Sigley, Charles Bus Driver	TRANS	Effective 9/24/12 Annual Contract
Skinner, Gary Carpenter Asst.	MAINT	Effective 10/8/12 Annual Contract
Streib, Samantha Cafe Van Driver - 5.0 hrs	KHH	Effective 10/23/12 Annual Contract
Vinson, James Tech. Support Asst.	IS	Effective 10/17/12 Annual Contract
Wagner, Tonya Cafe Asst. - 3.75 hrs	WJH	Effective 10/24/12 Annual Contract
Waters, Lori Cafe Asst. - 3.25 hrs	DIS	Effective 10/8/12 Annual Contract
White, Elizabeth Cafe Asst. - 5.25 hrs	PES	Effective 10/22/12 Annual Contract

VI. SUPPORT 2012-2013

B. REDESIGNATIONS

Bumpers, Violet
RN - 10 mos

RVE Effective 8/17/12 Change Conclude
Employment date from 8/23/12 due to error on
the October Board

Thiessen, Kelly
.8 DOP Asst./ .2 Comp. Lab.
Asst

WES Effective 10/22/12 redesignate from .8 DOP
Asst./ .2 ISS Asst (WES) due to allocation title
change approved on the October Board

VI. SUPPORT 2012-2013

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Blake, Christina Bus Driver	TRANS	Effective 10/26/12 Resignation
Brabston, Nora .9 ESE Asst. - General	SBJ	Effective 10/2/12 Resignation
Bryant, Vera Head Custodian	OPS	Effective 10/31/12 Retirement
Coan, Cheri ESE Secretary - 10 mos	CW	Effective 10/22/12 Retirement from leave
Cunningham, Dina Cafe Asst. - 3.25 hrs	FIE	Effective 10/4/12 Resignation
Gutierrez, Maria Cafe Asst. - 4.5 hrs	RVE	Effective 10/30/12 Conclude Employment
Irvin, Melanie Cafe Asst. - 3.0 hrs	ROE	Effective 9/21/12 Resignation
Johnson, Louise Bus Driver	TRANS	Effective 11/30/12 Retirement
Lankes, Janet Student Rec. Secretary - 11 mos	TES	Effective 9/28/12 Retirement
Perkins, Crystal .9 ESE Asst. - General	SLE	Effective 10/11/12 Resignation
Ricketts, Marsha Bus Monitor	TRANS	Effective 10/26/12 Resignation
Saladino, Bryan Mechanic	TRANS	Effective 10/12/12 Resignation
Sammons, Patricia .9 ESE Asst. - General Health	TBE	Effective 10/18/12 Resignation
Spaur, Cheryl Cafe Asst. - 3.25 hrs	FIE	Effective 8/17/12 Conclude Employment

VI. SUPPORT 2012-2013

D. TRANSFERS

Bickford, Natalie Cafe Asst. - 4.75 hrs	RHS	Effective 10/24/12 transfer from Cafe Asst. - 3.50 hrs (RHS)
Broadwell, Cindy Admin. Support Asst. - 12 mos	SI/PD	Effective 11/5/12 transfer from School Secretary - 10 mos (LAE)
Collins, Shauna Cafe Asst. - 6.75 hrs	KHH	Effective 10/8/12 transfer from Cafe Van Driver - 5.0 hrs (KHH)
Forest-Dutcher, Holly Cafe Asst. - 6.0 hrs	LAE	Effective 10/1/12 transfer from .9 ESE Asst. - B. Health (RHS)
Green, Karen .8 School Secretary - 10 mos	TES	Effective 10/1/12 transfer from .8 Classroom Asst. (TES)
Padgett, Tammy Student Rec. Secretary - 11 mos	TES	Effective 10/17/12 transfer from Admin. Support Asst. - 12 mos (SI/PD)
Rodgers, Ruth .9 ESE Asst. - B. Health	FIE	Effective 10/29/12 transfer from .9 ESE Asst. - B. Health (BLC)
Russ, Linda Principal's Secretary	SBJ	Effective 11/1/12 transfer from Bookkeeper (LJH)
Sprouse, William Head Custodian	KHE	Effective 10/15/12 transfer from Custodian (KHE)
Thomas, Lynn Payroll Support Asst. - 12 mos	TRANS	Effective 10/16/12 transfer from Bus Driver (TRANS)
Tinkey, Jeannette .8 Classroom Asst.	TES	Effective 11/5/12 transfer from .8 Classroom Asst. (SPC)
Tubbs, Teresa Bookkeeper	LJH	Effective 11/1/12 transfer from School Secretary - 10 mos (LJH)
Williams, Cathy Cafe Asst. - 4.25 hrs	WJH	Effective 10/5/12 transfer from Cafe Asst. - 3.75 hrs (WJH)

VII. SHORT TERM LEAVE 2012-2013

A. ILOD, Military, and Association Leaves

Anderson, Vaughn Teacher	OPH	9/12/12 - 9/28/12 60 hrs Annual Training	Military Leave
Boyack, Matt Teacher	OPH	10/19/12 7.5 hrs Union Business	Association Leave
Capes, Pebbles Teacher	GPE	9/19/12 1.25 hrs Date of Incident - 4/13/12	ILOD
D'Andrea, Christina Teacher	PES	10/17/12 - 10/24/12 18 hrs Union Business	Association Leave
Deese, Rosalie Area Manager	TRANS	10/10/12 - 10/16/12 40.25 hrs Date of Incident - 10/9/12	ILOD
Eason, Jarrod Teacher	OPJ	10/18/12 - 10/19/12 10.5 hrs Union Business	Association Leave
Evans, Darlene Teacher	MRE	10/19/12 7.5 hrs Union Business	Association Leave
Forhan, Gary Teacher	OPH	9/4/12 - 9/17/12 75 hrs Annual Training	Military Leave
Fowler, Christy Teacher	LAE	10/19/12 7.5 hrs Union Business	Association Leave
Frank, Walter Mechanic	TRANS	9/19/12 - 10/2/12 75 hrs Date of Incident - 9/18/12	ILOD
Gillespie, Amanda Teacher	OPH	10/19/12 7.5 hrs Union Business	Association Leave
Glanville, Cynthia Teacher	PES	10/17/12 1.75 hrs Date of Incident - 6/22/11	ILOD
Gourley, Joy ESE Asst.	BLC	9/27/12 - 10/5/12 42.5 hrs Date of Incident - 9/22/12	ILOD
Griffis, Mildred Bus Driver	TRANS	10/17/12 - 10/18/12 9.6 hrs Union Business	Association Leave
Hampshire, Tracy Custodian	PES	10/17/12 - 10/19/12 15 hrs Union Business	Association Leave

VII. SHORT TERM LEAVE 2012-2013

A. ILOD, Military, and Association Leaves

Hoffman, Janet Cafe Asst.	LJH	10/2/12 - 10/11/12 26 hrs ILOD Date of Incident - 9/26/12
Howell, James Teacher	OPH	10/19/12 7.5 hrs Association Leave Union Business
Hunter, Kenneth Electrical Tech.	MAINT	9/12/12 - 10/22/12 6.5 hrs ILOD Date of Incident - 6/25/12
Jump, Christine Teacher	OPH	10/19/12 7.5 hrs Association Leave Union Business
Kless, Cecilia Cafe Asst.	CGE	10/11/12 - 10/18/12 39 hrs ILOD Date of Incident - 10/10/12
LaMoy, Mary Cafe Manager	LAJ	10/25/12 2.5 hrs ILOD Date of Incident - 9/5/12
Lee, Linda Teacher	CHS	10/24/12 - 10/26/12 22.5 hrs ILOD Date of Incident - 10/23/12
Mayberry, Laura Teacher	OPH	10/19/12 7.5 hrs Association Leave Union Business
McCall, Allen, Jr. ESE Asst.	RHS	8/20/12 - 8/21/12 16 hrs ILOD Date of Incident - 8/17/12
Morgan, Melba Bus Driver	TRANS	9/28/12 2.92 hrs ILOD Date of Incident - 3/24/95
O'Keefe, Karen Bus Driver	TRANS	9/19/12 - 10/3/12 70.7 hrs ILOD Date of Incident - 9/18/12
Otti, Marsha Teacher	FIH	9/28/12 - 10/11/12 72.75 hrs ILOD Date of Incident - 6/7/12
Padgett, Margaret Bus Driver	TRANS	8/17/12 - 10/26/12 75.8 hrs ILOD Date of Incident - 8/13/12
Paiva, Renna Counselor	OPJ	10/18/12 - 10/19/12 10.5 hrs Association Leave Union Business
Parker, Lisa Bus Driver	TRANS	10/2/12 - 10/9/12 48.45 hrs ILOD Date of Incident - 10/1/12

VII. SHORT TERM LEAVE 2012-2013

A. ILOD, Military, and Association Leaves

Parrett, Jennifer ESE Asst.	LJH	9/27/12 - 9/28/12 2.67 hrs ILOD Date of Incident - 9/26/12
Roberts, Michelle Teacher	DIS	10/11/12 - 10/17/12 37.5 hrs ILOD Date of Incident - 4/9/12
Sellers, James Plumber	MAINT	10/4/12 - 10/15/12 54.5 hrs ILOD Date of Incident - 10/3/12
Shelton, Randall HVAC Tech.	MAINT	9/27/12 2.25 hrs ILOD Date of Incident - 9/17/12
Suter, Courtney Custodian	WES	9/10/12 - 9/21/12 75 hrs Military Leave Annual Training
Williams, Queen Teacher	BLC	9/24/12 - 10/12/12 18 hrs ILOD Date of Incident - 9/21/12

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Chelgren, Lora Teacher	BLC	DROP enrollment effective 10/1/12 Future Resignation 9/30/17
Everett, Marion Teacher	WJH	DROP enrollment effective 7/1/09 Future Resignation 12/20/12 Redesignate DROP end date from 6/30/14
Horner, Reyna Teacher	CEB	DROP enrollment effective 1/1/11 Future Resignation 12/20/12 Redesignate DROP end date from 12/31/15
Jolley, Anita Teacher	OPE	DROP enrollment effective 10/1/12 Future Resignation 9/30/17
Kurtzman, Diane Teacher	PES	DROP enrollment effective 11/1/12 Future Resignation 10/31/17
Phillips , Dorothy Principal	TBE	DROP enrollment effective 10/1/12 Future Resignation 8/31/17