

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
April 15, 2010

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I. ADMINISTRATIVE ACTIONS 2009-2010

A. Re-appointments

Wright, Samantha L
Supervisor of Certified Teacher Placement

HR

Effective 03/29/10

AC

12 mos

I. ADMINISTRATIVE ACTIONS 2009-2010

B. Transfers

Wright, Samantha
Supervisor of Certified Teacher Placement

HR Effective 03/29/10 transfer from Leave/(HR)

Ragsdale, Michelle
Cafe' Manager SAT II

RVE Effective 04/01/10 transfer from SFS Manager
Intern/(FNS)

I. ADMINISTRATIVE ACTIONS 2009-2010

C. Resignations

Roth, Terry
(Interim Supervisor)

ESE

Effective 03/27/10 Redesignate from End date of 03/27/10 to
End date of 06/30/10

II. JOB DESCRIPTION ACTIONS

Approve the following new job description:

P-1.1.19 Supervisor of Certified Teacher Placement

Job Locator: P-1.1.19 NEW

Supervisor of Certified Teacher Placement

Position Grade: Supervisor III

Evaluated by: Director of Instructional Personnel Services

Job Description:

The Supervisor of Certified Teacher Placement is directly responsible to the Director of Instructional Personnel Services.

Responsibilities and duties of this position include:

1. Assist the Director in screening and evaluating the qualifications of instructional applicants who apply to Clay County via the online application system.
2. Assist Principals/Supervisors in refining the search for qualified applicants.
3. Assist in evaluating certification status of applicants and assist in monitoring the certification status of presently employed teachers.
4. Assist in coordinating the activities of the Teacher Induction Program and Alternative Certification Program.
5. Assist in the certification and placement of summer school teachers.
6. Present training to teachers/substitutes when appropriate.
7. Assist in the organization of recruitment activities for new teachers to Clay County including organizing recruitment materials and preparing required paperwork for the Director to participate in recruitment events.
8. Assist in monitoring compliance with No Child Left Behind related to teacher certification.
9. Assist in presentation and organization of pre-employment meetings for new instructional and substitute hires.
10. Assist in verifying accuracy of personnel files and documents received after employment.
11. Other duties as deemed necessary by the Director.

Required Qualifications:

1. Master's Degree.
2. Certified or eligibility determined for Florida Certification in Educational Leadership, School Principal, or Administration Supervision.
3. Three years of successful teaching experience.
4. Two years of successful educational administrative experience.
5. Ability to effectively communicate and work cooperatively with others.
6. Be willing to become trained by the Department of Education in Florida Certification rules.

Desired Qualifications:

1. Experience as a facilitator/presenter for inservice workshops/training.
2. Training in educational research.

III. INSTRUCTIONAL ACTIONS 2009-2010

A. Appointments

Goria, Michele A
.6 Speech Clinician

WES

Effective 02/12/10

10 mos AC

III. INSTRUCTIONAL ACTIONS 2009-2010

B. Re-appointments

Townsend, Angela
Teacher on Special Assignment

Inst Supp

Effective 03/22/10

PSC

III. INSTRUCTIONAL ACTIONS 2009-2010

C. Transfers

Townsend, Angela
Teacher on Special Assignment

Inst Supp

Effective 03/22/10 transfer from Leave (HR)

III. INSTRUCTIONAL ACTIONS 2009-2010

D. Resignations

Benedict, Amber Inclusion	GPE	Effective 03/08/10 Redesignate from Inclusion/ESOL OF
Bennett, Lori Gr 2	SPC	Effective 03/08/10 Redesignate from Gr 2/ESOL OF
Carter, Yolanda Int Dis/E	OPJ	Effective 03/08/10 Redesignate from Int Dis/E/ESOL OF
Costea, Dianna EBD	LSE	Effective 03/08/10 Redesignate from EBD/ESOL OF
Donovan, Daniel Int Dis/E	OPJ	Effective 03/08/10 Redesignate from Int Dis/E/ESOL OF
Ford-Hudson, Susan Gr 4	SBJ	Effective 03/22/10 Redesignate from Gr 4/ESOL OF
Glenn, Donna L (Interim)	RHS	Effective 03/19/10 Redesignate from End date of 03/31/10
Hansen, Melissa Gr 1	DIS	Effective 03/22/10 Redesignate from Gr 1/ESOL OF
Kostenko, Susan Int Rdg OF	OPJ	Effective 03/22/10 Redesignate from Int Rdg OF/ESOL OF
Lum, Carrie Gr 1/ESOL OF	TBE	Effective 03/22/10 Redesignate from Gr 1
Miller, Christy Cred Recv	RHS	Effective 03/22/10 Redesignate from Cred Recv/ESOL OF
Morano, Jessica Int Rdg OF	OPJ	Effective 03/22/10 Redesignate from Int Rdg OF/ESOL OF
Myers-Fox, June KG	CGE	Effective 03/08/10 Redesignate from KG/ESOL OF
Petersen, Kimberly Gr 3	DIS	Effective 03/08/10 Redesignate from Gr 3/ESOL OF
Pfuntner, Tracy Gr 1	SPC	Effective 03/08/10 Redesignate from Gr 1/ESOL OF
Phillips, Tonya Gr 3	TBE	Effective 03/22/10 Redesignate from Gr 3/ESOL OF
Rogers, Patricia Gr 5	SBJ	Effective 03/22/10 Redesignate from Gr 5/ESOL OF

III. INSTRUCTIONAL ACTIONS 2009-2010

D. Resignations

Roney, Lucia Gr 5	TBE	Effective 03/22/10 Redesignate from Gr 5/ESOL OF
Rose, June Retirement	CEB	Effective 06/10/10 Redesignate from Resignation
Sanders, Cathy Gr 6/ESOL OF	RVE	Effective 02/19/10 Redesignate from Gr 6
Simpson, Mechelle Int Rdg	GCJ	Effective 03/22/10 Redesignate from Int Rdg/ESOL OF
Smith, Lorraine Gr 1	POE	Effective 03/22/10 Redesignate from Gr 1/ESOL OF
Smith, Rena Gr 1	AES	Effective 03/22/10 Redesignate from Gr 1/ESOL OF
Smith, Jennifer K Inclusion/LA	FIH	Effective 03/22/10 Redesignate from Inclusion/LA/ESOL OF
Smith, Ronna Int Dis/T	TBE	Effective 03/08/10 Redesignate from Int Dis/T/ESOL OF
Spencer, Kari Gr 1	SBJ	Effective 03/08/10 Redesignate from Gr 1/ESOL OF
Veniard, Jonathan Title I	SBJ	Effective 03/08/10 Redesignate from Title I/ESOL OF
Vidak, Heidi Gr 4	TBE	Effective 03/22/10 Redesignate from Gr 4/ESOL OF
Zimmerman, Joseph VE/LI	ROE	Effective 03/22/10 Redesignate from VE/LI/ESOL OF

III. INSTRUCTIONAL ACTIONS 2009-2010

E. Resignations/Retirements/Conclude Employment

Bush, Pamela S Gr 4	GPE	Effective 06/10/10	Retirement
Cogdill, Jerry M Lang Arts	CHS	Effective 06/10/10	Retirement
Dreaper, Jacquelyn S Gr 2	CHE	Effective 06/10/10	Resignation
Franklin, Nicole M Kindergarten	Leave	Effective 01/21/10	Resignation
Helmey-Hartman, Wendy Chemistry	Leave	Effective 06/10/10	Resignation
Leweke, Karen Gr 1	TBE	Effective 03/10/10	Deceased
McNerney, Martha A Staffing Spec 11 mos	ESE	Effective 06/15/10	Retirement
Sanders, Cathy A Gr 6	RVE	Effective 06/10/10	Retirement
Smith, Dianna J DOP	MBE	Effective 06/10/10	Retirement
Thames, Barbara Gr 5	POE	Effective 06/10/10	Retirement
Watters, Nancy D Lang Arts	FIH	Effective 06/10/10	Retirement
Weeks, Donald E DOP	WES	Effective 06/10/10	Retirement
Zani, Jennifer J Gr 5	Leave	Effective 03/20/10	Resignation

III. INSTRUCTIONAL ACTIONS 2009-2010

F. SUPPLEMENTS

Appointments

Hayward, Carolyn	BLC	Effective 02/17/10	Peer Teacher for Mandy Sad
Johnson, Donnie A	OLJ	Effective 02/16/10	Softball FP Asst
Sutton, Joshua	LSJ	Effective 03/11/10	Head Wrestling

Resignations

Bantag, Rodrick	OLJ	Effective 12/24/09	Asst Football (spring only)
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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

A. MISCELLANEOUS AFTER HOURS

Appointments

Ferraro, Jolie	ESE	Effective 03/12/10 Hospital/Homebound Hourly as needed
Jones, Deborah	ESE	Effective 03/12/10 Hospital/Homebound Hourly as needed
Marlett, Nancy	ESE	Effective 03/15/10 Hospital/Homebound Hourly as needed
Mescall, John	MHS	Effective 03/17/10 Academic Tutoring Hourly as needed
Perez, Cybel	ESE	Effective 03/15/10 Hospital/Homebound Hourly as needed
Smith, Erica	SS	Effective 03/01/10 Academic Tutoring Hourly as needed
Taylor, Sharon	ESE	Effective 03/15/10 Hospital/Homebound Hourly as needed
Umbaugh, Jeffrey	WES	Effective 02/06/10 Saturday School Admin. Hourly as needed
Yancy, Teresa	ESE	Effective 03/15/10 Hospital/Homebound Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

B. ADULT EDUCATION

Appointments

Turner, Mary

Effective 03/15/10 Substitute
Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2009-2010

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Breast, Patricia	03/17/10	Regular
Hardegree, David	03/04/10	Regular
McArthur, Merri H.	03/10/10	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2009-2010

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Belobraydic, Lindsey	Effective 03/03/10
Evatt, Lorraine	Effective 03/22/10
Lewis, Angela	Effective 03/25/10
Vann, Katherine	Effective 03/11/10

VI. SUPPORT 2009-2010

A. APPOINTMENTS

Blanton, Dana .8 Classroom Asst.	OVE	Effective 2/23/10 - 6/8/10 Limited Contract
Bullington, Robert Custodian	LES	Effective 3/17/10 Annual Contract
Catlett, Bonnie .9 ESE Asst. - General	WES	Effective 3/25/10 - 6/9/10 Limited Contract
Clark, Christina Cafe' Asst. - 5.0 hrs.	OPJ	Effective 3/1/10 - 6/9/10 Limited Contract
Jones, Rosa .9 ESE Asst. - B. Health	RHS	Effective 3/12/10 - 6/9/10 Limited Contract
Medford, Oliver Custodian	MBE	Effective 2/22/10 - 5/31/10 Limited Contract
Skeen, Michelle ESE Secretary - 10 mo.	OLH	Effective 4/1/10 - 6/10/10 Limited Contract
Tang, Debra .9 ESE Asst. - General	WES	Effective 2/24/10 - 6/9/10 Limited Contract
Taylor, Victoria LPN - 10 mo.	MHS	Effective 3/15/10 Annual Contract
Yates, Cindy Custodian	LES	Effective 3/12/10 - 6/30/10 Limited Contract

VI. SUPPORT 2009-2010

B. REDESIGNATIONS

Buchanan, Virginia ESE Secretary - 10 mo.	CEB	Effective 4/16/10 redesignate from Student Rec. Secretary - 11 mo. (CEB) due to Voluntary Transfer
Francisco, Nicholli Student Rec. Secty. - 11 mo.	CEB	Effective 4/16/10 redesignate from School Secretary - 10 mo. (CEB) due to Voluntary Transfer
Jones-Keeton, Latonya .9 ESE Asst. - General	WEC	Effective 3/5/10 redesignate from .9 ESE Asst. - B. Health (WEC) due to Voluntary Transfer
Menne, Debra School Secretary - 10 mo.	CEB	Effective 4/16/10 redesignate from ESE Secretary - 10 mo. (CEB) due to Voluntary Transfer
Tyson, Molly .9 ESE Asst. - B. Health	WEC	Effective 3/5/10 redesignate from .9 ESE Asst. - General (WEC) due to Voluntary Transfer

VI. SUPPORT 2009-2010

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Adkins, Tamila Data Entry/ Records Tech.	HRD	Effective 5/11/10 Resignation from Leave
Burdette, Deborah Cafe' Asst. - 5.0 hrs.	AES	Effective 2/19/10 Conclude Employment from Leave
Dales, Laura .9 ESE Asst. - General Health	RHS	Effective 6/9/10 Retirement
Dean, Norman Head Custodian	SJB	Effective 6/30/10 Retirement
DeBose, Tessa .9 ESE Asst. - B. Health	LES	Effective 6/9/10 Resignation
Eckert, Donald Custodian	WJH	Effective 6/30/10 Conclude Employment
Giles, Donald Custodian	SLE	Effective 6/30/10 Resignation
Grant, Gloria Cafe' Asst. - 4.0 hrs.	FIH	Effective 6/9/10 Resignation
Harvin, Hope Custodian	KHH	Effective 3/15/10 Resignation
Hudson, David Custodian	LES	Effective 3/5/10 Resignation
Newman, Elizabeth Custodian	LES	Effective 2/24/10 Resignation
Ruhnau, Tyler Carpenter	MAINT	Effective 6/30/10 Conclude Employment
Scoble-Molendyk, Jessica Bus Driver	TRANS	Effective 3/12/10 Resignation
Skoglund, Marlene .9 ESE Asst. - General	FIH	Effective 6/9/10 Retirement
Smiley, Myrtle .9 Classroom Asst.	OPJ	Effective 3/12/10 Resignation from Limited Contract

VI. SUPPORT 2009-2010

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Webb, Joseph Custodian.	WJH	Effective 6/30/10 Conclude Employment
Woodard, Muntrella RN - 10 mo.	CEB	Effective 3/31/10 Resignation

VI. SUPPORT 2009-2010

D. TRANSFERS

Baker, Katherine .9 ESE Asst. - General Health	LAJH	Effective 3/15/10 transfer from Cafe' Asst. - 3.5 hrs. (LAJH)
Davis, Beverly Student Rec. Secretary - 11 mo.	POE	Effective 3/22/10 transfer from School Secretary - 10 mo. (POE)
Dupree, Terri ESE Secretary - 10 mo.	LAJH	Effective 3/1/10 transfer from .9 ESE Asst. - General Health (LAJH)
Goff, Teresa Media Tech Asst. - 10 mo.	TES	Effective 3/29/10 transfer from .9 ESE Asst. - B. Health (SPC)
Hickey, Alisha ESE Secretary - 10 mo.	SLE	Effective 3/22/10 transfer from Student Records Secretary - 11 mo. (POE)
McDonald, Mary Loucretia Media Tech. Asst.	DIS	Effective 3/11/10 transfer from Media Tech Asst. (TES)
Qualls, Trisha .9 ESE Asst. - B. Health	FIE	Effective 3/29/10 transfer from .9 ESE Asst. - General (OPJ)
Smitley, Valinda Custodian	CHS	Effective 3/15/10 transfer from .8 ISS Asst. (OPJ)

VII. SHORT TERM LEAVE 2009-2010

A. ILOD, Military, and Association Leaves

Fleming, Margaret Teacher	OPJ	11/5/10 - 1/26/10 75.47 hrs. ILOD Date of Incident - 10/22/09
Grant, Lierd Maint. Super. for Tech.	MAINT	3/15/10 - 4/7/10 127.50 hrs. Military Leave Annual Training
Griffis, Mildred Bus Driver	TRANS	3/1/10 7.34 hrs. Assoc. Leave CESPA Union Business
Griffis, Mildred Bus Driver	TRANS	3/12/10 3.17 hrs. Assoc. Leave CESPA Union Business
Griffis, Mildred Bus Driver	TRANS	3/18/10 3.17 hrs. Assoc. Leave CESPA Union Business
Nelson, Shantel Cafe' Asst.	KHH	2/23/10 - 3/6/10 60.75 hrs. ILOD Date of Incident - 2/23/10
Schmierer, Lynda Speech Clinician	TES	3/3/10 1.5 hrs. Assoc. Leave CCEA Union Business

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Allen, Frances Teacher	LJH	DROP enrollment effective 5/1/07 Future Resignation 6/10/10 Redesignate DROP end date from 4/30/12 to 6/10/10
Baird, Janet Teacher	LES	DROP enrollment effective 4/1/10 Future Resignation 3/31/15
Creswell, Judith Teacher	PES	DROP enrollment effective 10/1/09 Future Resignation 6/10/10 redesignate DROP end date from 9/30/14 to 6/10/10
Holloway, Donald Head Custodian	POE	DROP enrollment effective 4/1/10 Future Resignation 3/31/15
Hopkins, Marvelle Teacher	OPE	DROP enrollment effective 7/1/10 Future Resignation 6/30/15
Johnson, Sharon Teacher	LJH	DROP enrollment effective 3/1/07 Future Resignation 6/10/10 Redesignate DROP end date from 2/29/12 to 6/10/10
McNerney, Martha Staffing Specialist	CW/ESE	DROP enrollment effective 6/1/06 Future Resignation 6/15/10 Redesignate DROP end date from 5/31/11 to 6/15/10
Partyka, Louise Teacher	WJH	DROP enrollment effective 6/1/05 Future Resignation 6/10/10 Redesignate DROP end date from 5/31/10 to 6/10/10 (Extension)
Smith, Dianna Teacher	MBE	DROP enrollment effective 7/1/08 Future Resignation 6/10/10 Redesignate DROP end date from 6/30/13 to 6/10/10
Taylor, William Counselor	FYCA	DROP enrollment effective 5/1/08 Future Resignation 6/3/10 Redesignate DROP end date from 4/30/13 to 6/3/10
Washington, Audrey Teacher	DIS	DROP enrollment effective 4/1/10 Future Resignation 3/31/15

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Watters, Nancy Teacher	FIH	DROP enrollment effective 5/1/06 Future Resignation 6/10/10 Redesignate DROP end date from 4/30/11 to 6/10/10
Weeks, Donald Teacher	WES	DROP enrollment effective 9/1/05 Future Resignation 6/10/10 Redesignate DROP end date from 8/31/10 to 6/10/10
Williams, Charlean Teacher	LES	DROP enrollment effective 6/1/10 Future Resignation 5/31/15 Redesignate DROP dates from 4/1/10 - 3/31/15 to 6/1/10 - 5/31/15
Yelverton, Maureen Assistant Principal	DIS	DROP enrollment effective 1/1/08 Future Resignation 6/30/10 Redesignate DROP end date from 12/31/12 to 6/30/10