

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA  
April 20, 2006**

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**I. ADMINISTRATIVE ACTIONS 2005-2006**

**A. Appointments**

Ellis, Bryce T.	Support Services	Effective 03/06/06	Project Manager	Annual
Shewchuk, Roy S.	KHH	Effective 04/03/06	Asst. Principal	Annual/PSC as teacher

**I. ADMINISTRATIVE ACTIONS 2005-2006**

**B. Transfers**

Bromagen, Jane	Effective 03/14/06	To HRD	Instructional Personnel Specialist (12 mos)	From OPE	Asst. Principal
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**I. ADMINISTRATIVE ACTIONS 2005-2006**

**C. Resignations/Retirements**

Keller, Linda	FIH	Retirement	Effective 05/26/06	Cafeteria Mgr.
Liechty, Kenneth R.	LSJ	Retirement	Effective 06/30/06	Vice Principal
Lowe, Stephen P.	ROE	Retirement	Effective 06/30/06	Principal
McRae, Alma	CHS	Retirement	Effective 05/26/06	Cafeteria Mgr.

**I. ADMINISTRATIVE ACTIONS 2006-2007**

**D. Appointments**

Adams, Denise S.	Instructional Division	Effective 07/01/06	Assistant Superintendent	Annual
Chappell, John L.	ACE	Effective 07/01/06	Supervisor of ACE	Annual/CC as teacher
Crowder, Nancy	OPE	Effective 07/17/06	Asst. Principal	Annual/PSC as teacher
Gann, Sheila A.	Bus. Affairs	Effective 07/03/06	Coord. II Health Benefits (from Coord III)	Annual
Gaynes, Debra E.	Sch Imp/Prof. Dev.	Effective 07/03/06	Director II (from Supervisor II)	Annual
Johnson, Laura E.	ROE	Effective 07/01/06	Principal	Annual/CC as teacher
Umbaugh, Jeffrey C.	WES	Effective 07/01/06	Principal	Annual/PSC as teacher

**I. ADMINISTRATIVE ACTIONS 2006-2007**

**E. Transfers**

Cory, Jacqueline	Effective 07/01/06	To Oakleaf K-8	Vice Principal	From KHH	Asst. Principal
Finley, James D.	Effective 07/01/06	To FIH	Vice Principal	From FIH	Asst. Principal
Nelson, Jeffrey L.	Effective 07/01/06	To Oakleaf K-8	Asst. Principal K-8	From OPJ	Asst. Principal JH
Richardson, Catherine B.	Effective 07/01/06	To LSJ	Vice Principal	From LSJ	Asst. Principal

## **II. Job Description Actions**

I-2.2.54 Math Coach (Grades K-6) New Job Description

The following job descriptions have been amended to add the ESOL training requirements:

C-3.2.09 Para-Professional/Speech & Language

C-3.7.02 Title I Assistant

C-3.7.03 Classroom Assistant (Prekindergarten)

C-3.7.04 Classroom Assistant (Generic)

C-3.7.05 Computer Lab Assistant

C-3.7.07 ESE Assistant

C-3.7.08 ESE Interpreter I

C-3.7.09 ESE Interpreter II

C-3.7.10 ESE Interpreter III

C-3.7.11 ESE Interpreter IV

C-3.7.14 Instructional Assistant

C-3.7.15 ISS Assistant

C-3.8.10 Child Care Aide (Prekindergarten)

C-3.8.11 Drop-Out Prevention Assistant

C-3.8.12 Para-Professional/ESE Reading

C-3.8.13 Inclusion Prekindergarten Assistant

C-3.8.18 Child Care Assistant

New Position. See allocation Document

**Job Locator:** I-2.2.54

**Math Coach (Grades K-6)**

**Position Grade:** Teacher Salary Schedule

**Evaluated by:** School Principal

**Job Description:**

The math coach is responsible directly to the principal for managing math instruction as specified by the FCAT Sunshine State Standards. The math coach will be a mentor, data manager and staff development facilitator for K-6 standard curriculum and ESE teachers.

**Responsibilities and Duties of this Position Include:**

1. Assist the classroom teacher in establishing a classroom environment conducive to mastery of grade level math standards.
2. Demonstrate knowledge of assessments, core math curriculum, and supplemental programs including remediation and enrichment.
3. Identify data collection instruments, design new instruments, and/or modify existing instruments to meet program needs.
4. Assist teachers with collection of data for progress monitoring.
5. Oversee progress monitoring by preparing data for analysis, leading the analysis and interpretation process.
6. Model/demonstrate effective math instruction at each grade level.
7. Collaborate with ESE and Title I teachers to implement core math program.
8. Align core curriculum instruction with appropriate curriculum materials, assessments and technology.
9. Assist in identifying professional development needs.
10. Provide coaching and inservice training.
11. Work collaborative with District Curriculum and Title I Specialist.
12. Monitor student progress and collaborate with teachers in providing differentiated instruction.
13. Attend workshops/inservice and other training opportunities.
14. Tutor students on a limited basis.

**Required Qualifications:**

1. Valid Florida Teaching Certificate
2. Certified in Elementary Education (1-6 or K-6)

**Desired Qualifications:**

1. Five years teaching experience.
2. Experience in math instruction in area of remediation and enrichment.
3. Experienced in technology.
4. Experience in data collection

Board Approved: 4/20/06



**Job Locator: C-3.2.09**  
**Para-Professional/Speech & Language**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

The Para-Professional/Speech & Language works with a Speech-Language Clinician and is responsible to the school principal.

**Responsibilities and duties of this position include:**

1. Conduct speech and language screenings.
2. Carry out speech and language therapy to reinforce skills previously introduced by the SLP according to therapy plans devised by the SLP, using technology-based instructional techniques as appropriate.
3. Record, chart, graph, or otherwise display data relative to student performance.
4. Monitor student carryover in class. Confers with classroom teachers and SLP to coordinate therapy emphasis with student needs.
5. Report changes in student performance to the SLP.
6. Maintain student therapy records.
7. Preparation, fabrication and maintenance of therapy materials, equipment and tools.
8. Coordinate the preparation of documents involved in staffing new students, and reviewing IEP's.
9. Supervise students to and from the therapy room.
10. Perform other duties as assigned by the SLP.

**Required Qualifications:**

1. Two (2) year degree (AA) or
2. Completion of two (2) years of college and acceptance into the Junior year.
3. Successful completion of Clay County-endorsed training program for Speech-Language paraprofessionals within the first 90 days of employment.
4. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)

**Desirable Qualifications:**

1. Teacher-Aide or teaching experience.
2. Education related coursework.
3. Experience with children with special needs.

Effective: 8/18/94  
Corrected: 9/15/94  
Revised: 8/10/98, 4/20/06

**Job Locator: C-3.7.02**

**Title I Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated by: Principal**

**Job Description:**

Creates and maintains a working computer database of all pertinent information to ensure compliance with county, state and federal requirements. Assists teacher in the implementation of remedial reading and math programs designed to meet the specific academic needs of the student. Assists the teacher by working with small groups or assisting students one on one in order for them to develop necessary reading and math skills, using technology-based instructional techniques as appropriate. Maintains individual student folders containing pertinent information regarding the student's performance.

**Responsibilities and duties of this position include:**

1. Assists students one-on-one or in small groups to guide and assist students in reading and math skills.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and unit work. Maintains an inventory of supplies and recommends the amount needed to be ordered.
3. Monitors children's behavior during mealtimes, arrival and departure from school, and/or field trips to ensure the safety of students and school rules.
4. Provides assistance to students working on personal computers. Determines whether or not a student has learned a particular skill or lesson.
5. Monitors all student information on a computer database and generates weekly, monthly and yearly program reports.
6. Maintains student folders by duplicating and filing individual lesson plans prepared by the teacher.
7. Assembles and prepares bulletin board displays of student work or educational themes and materials to enhance student learning.
8. Performs other duties of a similar nature or level

**Required Qualifications:**

1. High School diploma or equivalent.
2. Desire to work with children.
3. Basic computer knowledge (IBM, Macintosh, Apple IIe).
4. Effective March 22, 2002, new hires must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years (60 credit hours minimum) of coursework in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district..
5. Effective January 8, 2006, existing jobholders must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
6. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV,A.6.)

**Desired Qualifications:**

1. Experience in computer database functions.

Board Approved: 5/20/93

Revised: 9/15/94, 5/16/96, 2/29/97, 10/21/99,

3/21/02, 11/19/02, 4/20/06

**Job Locator: C-3.7.03**  
**Classroom Assistant (Prekindergarten)**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher-planned activities, including appropriate technology-based instructional activities, and encourages exploration through play.

**Responsibilities and duties of this position include:**

1. Assists in the instruction process by working with small groups of students or individuals in understanding lesson plans or by reinforcing material.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and unit projects including developing art or instructional materials.
3. Monitors student arrival and departure from school and assists in preparing them to go home in order to ensure their safety.
4. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc.
5. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes and distributes student work and notices to be sent home.
7. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
8. Assists in serving breakfast and lunch.
9. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalent.
2. Desire to work with children.
3. Must have successfully completed the 40-hour training requirement in child care, as referenced in F.S. 402.305(2)(d)1, or, within 90 days of hire, must begin training to meet the 40-hour training requirement. Must successfully complete training within one year of initiation of training.
4. If assigned to a school qualifying as a "Schoolwide Project" as defined by Federal Title I legislation, existing jobholders must, by January 8, 2006, possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
5. Effective March 22, 2002, new hires assigned to "Schoolwide Projects" must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
6. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)

Board Approved: 5/20/93  
Revised: 2/20/97, 10/21/99, 9/20/01, 3/21/02,  
11/19/02, 4/20/06

**Job Locator: C-3.7.04**  
**Classroom Assistant (Generic)**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher planned activities and encourages exploration through play.

Responsibilities and duties of this position include:

1. Assists in the instruction process by working with small groups of students or individuals in understanding lesson plans or by reinforcing material, using technology-based instructional techniques as appropriate.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and unit projects including developing art or instructional materials.
3. Monitors student arrival and departure from school and assists in preparing them to go home in order to ensure their safety.
4. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc.
5. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes and distributes student work and notices to be sent home.
7. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
8. Performs other duties of a similar nature or level.

Required Qualifications:

1. High School diploma or equivalent.
2. Desire to work with children.
3. When enrollment dictates, ESOL aide must possess bilingual skills.
4. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)
5. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "Schoolwide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
6. Effective March 22, 2002, new hires assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.

Board Approved: 5/20/93,  
Revised: 2/20/97, 10/21/99,  
9/20/01, 3/21/02, 11/19/02 4/20/06

**Job Locator: C-3.7-05**  
**Computer Lab Assistant**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists and monitors students in the computer lab completing class assignments, utilizing technology-based instructional techniques as appropriate. Monitors their behavior and maintains order within the computer lab. Prepares reports to teachers concerning student performance.

**Responsibilities and duties of this position include:**

1. Monitors and assists students while they complete their lessons on the computer in the lab.
2. Compiles and provides reports to teachers regarding student progress in the lab.
3. Coordinates classes offered including informing teachers of classes available, enrolling students, and scheduling classes.
4. Consults with teachers regarding student progress and individual learning programs to assist instructional staff.
5. Cleans, checks, arranges and/or performs repairs to the computer equipment, as needed.
6. Investigates and resolves software or network problems, as needed.
7. Decorates classroom using seasonal and educational materials in order to provide an atmosphere conducive to student learning.
8. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalency.
1. Prior experience operating and using personal computers and educational software.
2. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "Schoolwide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
3. Effective March 22, 2002, new hires assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
4. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District court, Miami Division, Case No. 90-193 IV.A.6)

Board Approved: 5/20/93  
Revised: 2/20/97, 10/21/99, 9/20/01,  
3/21/02, 11/19/02, 4/20/06

**Job Locator: C-3.7.07**

**ESE Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated by: Assigned Supervisor**

**Job Description:**

Assists in the classroom education and daily living instruction of exceptional students. Assists instructional staff by participating in small group lessons or on a one-to-one basis, using technology-based instructional techniques as appropriate. Provides observation to assist in the identification or attainment of performance objectives or special problems. Prepares materials and supplies for daily lessons, unit work and art projects.

**Responsibilities and duties of this position include:**

1. Assists in academic, physical and/or safety instruction by working with students individually or in a group setting as directed by the teacher.
2. Observes students as they complete work assignments in order to identify areas in need of development.
3. Accompanies students to the lavatory, cafeteria, clinic and around campus to assist them as needed in proper skills and etiquette needed for a particular situation.
4. Interprets communication to and from students with speech and/or hearing impairments as needed.
5. Monitors student arrival, departure and/or transport to and from school including preparing them to go home, and assisting them onto and off of the proper bus to ensure their safety.
6. Records, types and files pertinent information concerning students for the teachers', administrators' and parents' review.
7. Prepares materials and supplies for daily lessons, unit work and art projects, including developing games or instructional material, creating samples and copying material.
8. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
9. Organizes, processes and distributes student work and notices to be sent home.
10. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
11. Assists in meeting students' hygiene needs, such as diapering, hand washing and other applicable daily living skills.
12. May transport students in district-owned vehicles to participate in community-based instructional programs.
13. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalent.
2. Desire to work with children.
3. Successful completion of Safe Crisis Management (SCM) training within the first 6 months of employment for Assistants assigned to EHSC, SED, or Autistic classes. Effective March 1, 2005 when enrollment of special students dictate, all ESE Assistants-Individual must have successfully completed SCM or its equivalent within 6 months of assignment to that individual student.
4. If transportation of students is a routine part of the assigned duties: must have a valid Florida driver's license and a safe driving record prior to employment; must maintain same while employed. The definition of "safe driving record" shall be as established in the District's Safe Driver Plan.
5. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "Schoolwide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
6. Effective March 22, 2002, new hires assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
7. Must be able to lift 35 pounds in PI or PMH classes.
8. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)

Board Approved: 5/20/93

Revised: 2/20/97, 10/21/99, 2/15/01, 9/20/01,  
3/21/02, 4/11/02, 12/19/02, 2/19/04, 3/18/04,  
6/17/04, 4/20/06

**Job Locator: C-3.7.08**  
**ESE Interpreter I**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned, using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or notetaking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc.
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
3. Holds an Education Interpreter Evaluation (EIE) Level I or Quality Assurance (QA) Screening Level 1.
4. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)

Board Approved: 5/20/93  
Revised: 7/16/98, 10/21/99, 07/21/03 4/20/06

**Job Locator: C-3.7.09**  
**ESE Interpreter II**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned, using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or note taking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc..
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
3. Holds an Education Interpreter Evaluation (EIE) Level II or Quality Assurance (QA) Screening Level 2
4. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District court, Miami Division, Case No. 90-193 IV.A.6*)

Board Approved: 5/20/93  
Revised: 7/16/98, 10/21/99, 7/21/03,  
4/20/06



**Job Locator: C-3.7.10**  
**ESE Interpreter III**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned. Using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or note taking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc..
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
3. Holds an Education Interpreter Evaluation (EIE) Level III, or Quality Assurance (QA) Screening Level 3.
4. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)

Board Approved: 5/20/93  
Revised: 7/16/98, 10/21/99,  
7/21/03, 4/20/06

**Job Locator: C-3.7.11**  
**ESE Interpreter IV**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned, using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or note taking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc..
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
1. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
2. Holds certification from the Registry of Interpreters for the Deaf (RID).
3. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)

Board Approved: /20/93  
Revised: 7/16/98, 10/21/99, 4/20/06

**Job Locator: C-3.7.14**  
**Instructional Assistant**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

Provides individualized instruction within a particular subject area to students whose performance falls below established standards. Assists in coordinating the efforts to identify students in need of additional instruction and provides the necessary instruction, including the appropriate use of instructional technology.

**Responsibilities and duties of this position include:**

1. Provides individualized instruction in a particular subject area to small groups of students identified as performing below established standards.
2. Schedules students for instruction and conducts periodic pull-out sessions with students based upon their needs.
3. Attends and participates in various committees, such as faculty meetings, grade level meetings, department and task force meetings to obtain and provide information concerning student needs.
4. Maintains records on each student to identify students in need of special instruction or student progress.
5. Coordinates instructional emphasis with classroom teachers in order to effectively meet specific needs of students and integrate content with the regular classroom. Recommends alternative classroom placement, if appropriate.
6. Assists in covering front office, including answering telephones, interacting with parents and students, or other related activities.
7. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Two (2) year degree from a regionally accredited college or university; or
2. Completion of two (2) years of coursework and acceptance into the Junior year at a regionally accredited college or university.
3. Desire to work with children.
4. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District court, Miami Division, Case No. 90-193 IV.A.6*)

Board Approved: 5/20/93  
Revised: 2/20/97 , 10/21/99, 2/17/00,  
4/20/06

**Job Locator: C-3.7.15**  
**ISS Assistant**  
**Position Grade: Support Salary**  
**Schedule**  
**Evaluated by: Principal**

**Job Description:**

Assists students, who are removed from class for disciplinary reasons, in completing assignments provided by the classroom teacher. Utilizes technology-based instructional techniques as appropriate.

**Responsibilities and duties of this position include:**

1. Assists in the instructional process by working with small groups of students or individuals in completing lessons or reinforcing material provided by the classroom teacher.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons.
3. Monitors the behavior of ISS students who are removed from class for disciplinary reasons.
4. Assists with general clerical duties and in the clinic as needed.
5. Organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes, distributes and collects student work and provides notices to be sent home.
7. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
8. 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. Desire to work with children.
3. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "Schoolwide Projects," as defined by Federal Title legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
4. Effective March 22, 2002, new hires assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an
5. Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
6. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV, A.6.)
- 7.

Board Approved: 5/20/93  
Revised: 2/20/97, 10/21/99,  
9/20/01, 3/21/02, 11/19/02, 4/20/06

**Job Locator: C-3.8.10**  
**Child Care Aide (Prekindergarten)**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists in the physical care of children ages 1 through 5. Prepares classroom and classroom materials under the direction of the classroom teacher. Monitors physical welfare of children under the direction of assigned administrator when necessary.

**Responsibilities and duties of this position include:**

1. Prepares materials and supplies for daily lessons under the direction of the classroom teacher.
2. Assists children in their classroom arrival and departure each day.
3. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events.
4. Prepares bulletin board displays of student work or educational themes and materials to enhance student learning.
5. Serves breakfast, snack and lunch.
6. Assists high school students serving as interns in the Early Childhood Education Program under the direction of the classroom teacher.
7. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High school diploma or equivalent.
2. Desire to work with children.
3. Must have successfully completed the 40-hour training requirement in child care, as referenced in F.S 402.305(2) d, or, within 90 days of hire, must begin training to meet the 40-hour training requirement. Must successfully complete training within one year of initiation of training.
4. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District court, Miami Division, Case No. 90-193 IV.A.6)

Board Approved: 2/20/97  
Revised: 10/18/01, 6/17/04, 4-20-06

**Job Locator: C-3.8.11**  
**Drop-Out Prevention Assistant**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists teachers in the instruction of groups or individual Drop-Out Prevention students. Prepares classroom materials and projects. Assists in the observation of student performance and success in meeting instructional and special project objectives.

**Responsibilities and duties of this position include:**

1. Assists in academic, physical and/or safety instruction by working with students individually or in a group setting as directed by the teacher, utilizing technology-based instruction as appropriate.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and unit projects including developing art or instructional materials.
3. Observes students as they complete work assignments in order to identify areas in need of development.
4. Assists in coordinating the student's transition to and from the dropout prevention program.
5. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc.
6. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
7. Communicates with parents regarding student's academic and behavioral progress in the dropout prevention program.
8. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
9. Monitors behavior and work of students removed from regular class and reports student progress to teacher.
10. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School Diploma or equivalent.
2. Desire to work with children
3. When enrollment dictates, ESOL aide must possess required bilingual skills.
4. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "Schoolwide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
5. Effective March 22, 2002, new hires assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
6. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 I. A.6.)

Board Approved: 11/18/97  
Revised: 10/21/99, 9/20/01, 3/21/02,  
11/19/02, 4/20/06

**Job Locator: C-3.8.12**  
**Para-Professional/ESE Reading**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

The Para-Professional/ESE Reading works with the ESE Specialist and is responsible to the school Principal.

**Responsibilities and duties of this position include:**

1. Conduct reading sessions. (Balance, Great Leaps, SRA, or other techniques) with direction from an ESE Specialist.
2. Reinforce skills previously introduced by teachers according to plans devised by the ESE Specialist, using technology-based instructional techniques as appropriate.
3. Record, chart, graph, or otherwise display data relative to student performance.
4. Monitor student carryover in class with the ESE Specialist.
5. Report changes in student performance to the ESE Specialist
6. Maintain student records.
7. Preparation, fabrication and maintenance of materials, equipment and tools for sessions such as behavior and performance charts.
8. Provide information to IEP plans and meetings, supervise students to release teachers for IEP meetings.
9. Supervise students to and from the work location.
10. Perform other duties as assigned by the, ESE Specialist or ESE Director.

**Required Qualifications:**

1. Two (2) year degree (AA) or
2. Completion of two (2) years of college and acceptance into the Junior year.
3. Successful completion of Clay County-endorsed training program for Reading paraprofessionals within the first 90 days of employment. District will specify training separately for each paraprofessional.
4. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District court, Miami Division, Case No. 90-193 IV.A.6)

**Desired Qualifications:**

1. Teacher-Aide or teaching experience.
2. Education related course work.
3. Experience with children with special needs.

Effective: 8-10-98  
Revised: 10-21-99, 4/20/06

**Job Locator: C-3.8.13**

**Inclusion Prekindergarten Assistant**

**Position Grade: Classified Salary Schedule**

**Evaluated By: Assigned Supervisor**

**Job Description:**

Assists in the classroom education and daily living instruction of exceptional and early intervention prekindergarten students. Assists instructional staff by participating in small group lessons or on a one-to-one basis. Provides observation to assist in the identification or attainment of performance and IEP objectives. Prepares materials and supplies for daily lessons, unit work, and art projects. Guides students in teacher planned activities and encourages exploration through play and other developmentally appropriate pre-readiness skills, utilizing technology-based instructional techniques as appropriate.

**Responsibilities and duties of this position include:**

1. Assists in academic, physical and/or safety instruction by working with students individually or in small group settings as directed by the teacher.
2. Observes students as they complete work assignments in order to identify areas in need of development.
3. Accompanies students to the lavatory, cafeteria, clinic, and around campus to assist them as needed in the proper skills and etiquette needed for a particular situation.
4. Interprets communication to and from students with speech and/or hearing impairments as needed.
5. Monitors student arrival, departure, and/or transport to and from school, including preparing them to go home and assisting them onto and off of the proper bus to ensure their safety.
6. Records, types, and files pertinent information concerning students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc. for the teachers, administrators, and parents review.
7. Prepares and/or creates materials and supplies for daily lessons, unit work and art projects, including developing games or instructional material, creating sample art, and copying material.
8. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
9. Organizes and distributes student work and notices to be sent home.
10. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
11. Assists in serving breakfast and lunch.
12. Assists with positioning, placement, and movement of physically impaired students in the room and about the campus.
13. Assists in hygiene needs, i.e., diapering, hand washing, and other appropriate daily living skills.
14. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalent.
2. Desire to work with children.
3. Must have successfully completed the 40-hour training requirement in child care, as stipulated in F.S. 402.305(2)(d)1, or, within 90 days of hire, must begin training to meet the 40-hour training requirement. Must successfully complete training within one year of initiation of training.
4. Safe Crisis Management (SCM) training as appropriate to ESE prekindergarten population within the first 30 days of employment.
5. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "Schoolwide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (48 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
6. Effective March 22, 2002, new hires assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (48 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
7. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV, A. 6.)

Board Approved: 8/10/98  
Revised: 10/21/99, 9/20/01, 3/21/02,  
9/19/02, 4/20/06



**Job Locator: C-3.8.18**  
**Child Care Assistant**  
**Position Grade:Support Salary Schedule**  
**Evaluated by: Assigned Principal**

**Job Description:**

Assists in the physical care of children ages one through five. Assists in the instruction of Early Childhood Education students under the direction of the classroom teacher by participating in small group lessons or on a one-to-one basis. Prepares classroom and classroom materials and supplies for daily lessons, unit work and art projects. Monitors physical welfare of children under the direction of the assigned administrator when necessary.

**Responsibilities and duties of this position include:**

1. Prepares materials and supplies for daily lessons under the direction of the classroom teacher.
2. Assists children in their classroom arrival and departure each day.
3. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events.
4. Assists in the academic instruction by working with the Early Childhood Education students individually or in a group setting as directed by the teacher.
5. Accompanies children to the lavatory and changes diapers.
6. Prepares bulletin board displays of student work or educational themes and materials to enhance student learning.
7. Serves breakfast, snack and lunch.
8. Records pertinent information including children's names, class lists, daily attendance, student performance, etc.
9. Observes children as they work and play in order to identify areas in which child may be developmentally delayed and reports these concerns to the teacher.
10. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalent.
2. Forty (40) hours training in child care as stipulated in F.S. 402.305(2) d.
3. A minimum of three (3) years experience working with pre-school age children.
4. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District court, Miami Division, Case No. 90-193 IV.A.6*)

Board Approved: 12/16/99  
Revised: 10/18/01, 4/20/06

### III. INSTRUCTIONAL ACTIONS 2005-2006

#### A. Appointments

Barbosa, Shiana K.	FIH	Effective 01/30/06-05/26/06	EHSC	Interim
Boga-Burlock, Cossatta D.	AES	Effective 11/10/05 (should have been on the 11/22/05 agenda/left off in error)	Grade 5	Annual
Coston, Wendy L.	CHS	Effective 02/24/06	EMH	Annual
Duris, Jr., Frank P.	OPJ	Effective 09/20/05	Earth Science	Annual
Gnann, Anna E.	ESE	Effective 03/06/06	Speech Clinician	Annual
Grau, Lori E.	MBH	Effective 02/14/06	Lang. Arts	Annual
Owen, D. Lynn	RVH	Effective 01/09/06	.2 Lang. Arts	Annual
Romito, Karen A.	WES	Effective 02/27/06	Kindergarten	Annual
Ulrich, Jessica L.	TES	Effective 03/13/06	Grade 5	Annual
Westmoreland, Michael W.	OPJ	Effective 02/03/06	Reading	Annual
White, Teresa L.	SPC	Effective 10/06/05	Grade 6	Annual

### III. INSTRUCTIONAL ACTIONS 2005-2006

#### B. Redesignations

Avery, Sherry	LSE	Effective 01/04/06	From Grade 4	To Grade 4/ESOL (OF)
Creel, Paul	KHH	Effective 10/27/05	From Spanish (OF)	To Spanish
Garlington, James	MBH	Effective 05/01/06	From Continuing Contract	To Annual Contract
Guy, Sarah B.	TBE	Effective 01/30/06-05/26/06	From Annual Contract	To Interim (error on 03/16/06 agenda)
Hall, Evelyn	TES	Effective 02/28/06	From Grade 4	To Grade 4/ESOL (OF)
Holt, Laurie D.	SPC	Effective 01/18/06	From 1.0 Guidance Counselor	To .6 Guidance Counselor (error on 03/16/06 agenda)
Hughes, Susan	ESE	Effective 03/08/06	From .6 Speech Clinician	To 1.0 Speech Clinician
Kevern, Pamela	LSE	Effective 01/04/06	From Grade 5	To Grade 5/ESOL (OF)
Mazzella, Deborah	LSE	Effective 08/02/05	From Annual Contract	To Prof. Serv. Contract
Ryan, Angela	ROE	Effective 10/26/05-05/26/06	From Annual Contract	To Interim (error on 01/19/06 agenda)
Smith, Morgan	AES	Effective 11/28/05-05/26/06	From Annual Contract	To Interim (error on 01/19/06 agenda)
Taylor, Robert W.	BLC	Effective 03/31/06	From EHSC/ESOL/OF	To EHSC

### III. INSTRUCTIONAL ACTIONS 2005-2006

#### C. Resignations/Retirements/Terminations

Archibald, Margaret E.	SS	Resignation	Effective 06/30/06	School Psychologist
Avery, Sherry	LSE	Retirement	Effective 05/26/06	Grade 4
Barry, Amy	CW	Conclude Employment	Effective 12/02/05	Leave
Bukowski, Taryn	ESE	Resignation	Effective 05/26/06	EHSC
Burns, Rheamia	CW	Conclude Employment	Effective 05/26/06	Leave
Bush, Eugene W.	CHE	Resignation	Effective 05/26/06	Grade 5
Bussell, Patricia	WJH	Retirement	Effective 05/26/06	History
Cable, Allison M.	RVH	Resignation	Effective 05/26/06	Social Science
Cassada, Renee C.	CW	Resignation	Effective 03/14/06	Leave
Cassidy, David B.	CW	Conclude Employment	Effective 05/26/06	Leave
Cauble, Rebecca	WJH	Conclude Employment	Effective 05/26/06	English
Church, Richard S.	CHE	Resignation	Effective 05/26/06	Guidance Counselor
Copeland, Peter	WJH	Conclude Employment	Effective 05/26/06	English
Crossley-Taylor, Michelle	CW	Resignation	Effective 03/15/06	Leave
Cummings, Katheryn	CW	Resignation	Effective 05/26/06	Leave
Cunningham, Judith	ESE	Retirement	Effective 06/09/06	Speech/Lang. Specialist
Curry, Jody L.	CW	Conclude Employment	Effective 05/26/06	Leave
Curtin, Tiffany	RVH	Resignation	Effective 05/26/06	Int. Reading (OF)
Diamond, Bonita	TES	Retirement	Effective 05/26/06	Kindergarten
Forte, Brooke	LAE	Resignation	Effective 05/26/05	Guidance Counselor
Green, Monica	CW	Conclude Employment	Effective 01/12/06	Leave
Gruber, Barbara	RVH	Resignation	Effective 05/26/06	Chemistry
Halterman, Julie	OPH	Resignation	Effective 05/26/06	Lang. Arts
Harper, Winifred H.	FIH	Resignation	Effective 05/26/06	Math
Hingst, Anne C.	CHE	Resignation	Effective 05/26/06	Grade 2

### III. INSTRUCTIONAL ACTIONS 2005-2006

#### C. Resignations/Retirements/Terminations

Hollingsworth, Paula L.	CW	Conclude Employment	Effective 05/26/06	Leave
Johnson, JoAnn	DIS	Retirement	Effective 05/26/06	Kindergarten
Joyner, Laurie	WES	Resignation	Effective 02/07/06	Kindergarten
Kicklighter, Erika N.	CW	Resignation	Effective 03/01/06	Leave
Kirkland, Debbie	CW	Conclude Employment	Effective 05/26/06	Leave
Liechty, Linda	PES	Retirement	Effective 05/26/06	Guidance Counselor
Lovell, Stephen	ROE	Resignation	Effective 05/26/06	Music
Moore, Phyllis	FYCA	Retirement	Effective 02/28/06	DOP
Newman, Sharon	CHS	Resignation	Effective 05/26/06	Science
Newman, Kellie	RVE	Resignation	Effective 05/26/06	Kindergarten
Osteen, Patricia	DIS	Retirement	Effective 05/26/06	Title I
Parikh, Sejah	OPH	Resignation	Effective 05/20/05	Guidance Counselor
Quattlebaum, Paula	CEB	Resignation	Effective 05/26/06	Grade 6
Richardson, Brandon	RVH	Resignation	Effective 05/26/06	Science
Richburg, Kristi	ROE	Resignation	Effective 05/26/06	.5 Gifted/.5 Network
Roberts, Amy M.	CW	Resignation	Effective 05/26/06	Leave
Roberts, Ashley	SBJ	Resignation	Effective 05/26/06	Kindergarten
Romano, Deirdre V.	CW	Resignation	Effective 03/01/06	Leave
Sapp, Mary A.	Inst. Supp.	Retirement	Effective 05/31/06	Inst. Media Serv. Spec.
Scott, Alicia M.	CW	Resignation	Effective 06/09/06	Leave
Shropshire, Sherry	OPH	Resignation	Effective 05/26/05	Lang. Arts
Shuster, Terri A.	CW	Resignation	Effective 05/26/06	Leave
Sikes, Cynthia	LSE	Resignation	Effective 05/26/05	Grade 5
Spence, Sarah A.	RVH	Resignation	Effective 05/26/06	Drama

### **III. INSTRUCTIONAL ACTIONS 2005-2006**

#### **C. Resignations/Retirements/Terminations**

Sullivan, Betsy H.	CW	Resignation	Effective 05/26/06	Leave
Taylor, Sharon W.	CW	Resignation	Effective 03/01/06	Leave
Thompson, Timothy D.	CHS	Resignation	Effective 02/17/06	History
Umberger, Beth E.	CW	Resignation	Effective 02/28/06	Leave
Verville, Michelle	RVH	Resignation	Effective 05/26/06	Math

**III. INSTRUCTIONAL ACTIONS 2006-2007**

**D. Resignations/Retirements/Terminations**

Haynes, Michelle                      CEB                      Resignation                      Effective 08/01/06                      .1 Grade 1

### III. INSTRUCTIONAL ACTIONS 2006-2007

#### E. Leaves

Alban, Patricia	RVE	Effective 08/01/06-05/25/07	Personal Leave
Blalock, Carol	MBE	Effective 08/01/06-05/25/07	Personal Leave
Ducut, Kimberly	LAE	Effective 08/01/06-05/25/07	Personal Leave
Frisbee, Jennifer	LAE	Effective 08/01/06-05/25/07	Personal Leave
Hinton, Amanda	SBJ	Effective 08/01/06-05/25/07	Personal Leave
Loveland, Christine	CW	Effective 08/01/06-05/25/07	Child Care Leave
Marrone, Stephanie	AES	Effective 08/01/06-05/25/07	Personal Leave
Rodifer, Kellie	LAE	Effective 08/01/06-05/25/07	Personal Leave
Sessions, Natalie	RVH	Effective 08/01/06-05/25/07	Personal Leave
Trott, James	WJH	Effective 08/01/06-05/25/07	Personal Leave
Worsham, Diane	AES	Effective 08/01/06-05/25/07	Personal Leave



**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**A. ADULT EDUCATION**

**Appointments**

Flagg, Pamela                      Effective 03/08/06-06/30/06 Substitute  
Hourly as needed

Grant, Michele                      Effective 03/08/06-06/30/06 Substitute  
Hourly as needed

Muntain, Terry                      Effective 02/16/06-06/30/06 Substitute  
Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**B. COMMUNITY EDUCATION**

**Appointments**

Guthrie, Dawn

Effective 03/06/06-06/30/06 Computer  
Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### C. MISCELLANEOUS AFTER HOURS

###### Appointments

Allen, Susan	MCE	Effective 12/12/05 Academic Tutor Hourly as needed
Andrews, Abbie	CHE	Effective 04/03/06 Academic Tutor Hourly as needed
Angers, Janice	CEB	Effective 11/01/05 Academic Tutor Hourly as needed
Barbosa, Shiana	FIH	Effective 01/02/06 Academic Tutor Hourly as needed
Brady, Carol	SBJ	Effective 03/13/06 Academic Tutor Hourly as needed
Bunn, Randy	MCE	Effective 12/12/05 Academic Tutor Hourly as needed
Burcham, Linda	SS	Effective 03/01/06 Academic Tutor Hourly as needed
Byers, Jennifer	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Cannon, Ivy	CHE	Effective 04/03/06 Academic Tutor Hourly as needed
Chelgren, Lora	FIH	Effective 01/02/06 Academic Tutor Hourly as needed
Coccia, Christina	CEB	Effective 11/01/05 Academic Tutor Hourly as needed
Colangelo, Donald	FIH	Effective 01/02/06 Academic Tutor Hourly as needed
Colt, Sarah	HR	Effective 08/02/05 PSSI Scorer Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### C. MISCELLANEOUS AFTER HOURS

###### Appointments

Critzer, Shannan	TBE	Effective 03/13/06 Academic Tutor Hourly as needed
Dobelstein, Susan	MCE	Effective 12/12/05 Academic Tutor Hourly as needed
Duguid-Ament, Susan	ESE	Effective 02/27/06 Homebound Hourly as needed
Edwards, Kelly	SS	Effective 03/01/06 Academic Tutor Hourly as needed
Garcia, Ranell	SBJ	Effective 03/13/06 Academic Tutor Hourly as needed
Hall, Lisa	SS	Effective 03/01/06 Academic Tutor Hourly as needed
Hardy, Meyin	SBJ	Effective 03/13/06 Academic Tutor Hourly as needed
Hayward, Carolyn	ESE	Effective 03/09/06 ESE Alternative Hourly as needed
Hoffman, Kathleen	MRE	Effective 10/11/05 Academic Tutor Hourly as needed
Hollingsworth, Jennifer	FIH	Effective 01/02/06 Academic Tutor Hourly as needed
Jones, Jenian	ESE	Effective 02/27/06 Homebound Hourly as needed
Koester, Nancy	SS	Effective 03/01/06 Academic Tutor Hourly as needed
Lowe, Kimberly	ESE	Effective 03/06/06 Homebound Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### C. MISCELLANEOUS AFTER HOURS

###### Appointments

Lowery, Lisa	SS	Effective 03/01/06 Academic Tutor Hourly as needed
Matthews, Joshua	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
McCollum, David	ESE	Effective 02/27/06 Homebound Hourly as needed
McKay, Carrie	ESE	Effective 02/27/06 Homebound Hourly as needed
McLeod, Kimberly	SS	Effective 03/01/06 Academic Tutor Hourly as needed
Nedrich, Brian	FIH	Effective 01/02/06 Academic Tutor Hourly as needed
Phillips, Michael	ESE	Effective 03/14/06 Homebound Hourly as needed
Ray, Cindy	MCE	Effective 12/12/05 Academic Tutor Hourly as needed
Reid, Stacey	SBJ	Effective 03/13/06 Academic Tutor Hourly as needed
Rhoden, Lea	CHE	Effective 04/03/06 Academic Tutor Hourly as needed
Taylor, Renee	ESE	Effective 02/27/06 Homebound Hourly as needed
Turner, Penny	ESE	Effective 02/27/06 Homebound Hourly as needed
Walls, Melanie	ESE	Effective 02/27/06 Homebound Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**C. MISCELLANEOUS AFTER HOURS**

**Appointments**

Wheat, Clifford	SS	Effective 03/01/06 Academic Tutor Hourly as needed
Williams, Barbara	ESE	Effective 03/06/06 Homebound Hourly as needed

#### **IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

##### **D. SUPPLEMENTS**

###### **Appointments**

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

Bliss, Rebekah S.	OPJ	Effective 03/13/06	Dept. Head Reading
Buskirk, Michael	FIH	Effective 02/01/06	Peer Teacher for Toni Rush
Collins, Jean	RVH	Effective 01/03/06	Peer Teacher for Terri Andrews
Crump, Kristin L.	SBJ	Effective 03/17/06	Dept. Head Grade 3
Darty, Walter W.	KHH	Effective 03/07/06	Intramural Program
Kay, Jody	RVH	Effective 01/03/06	Peer Teacher for Ruben Trinchet
Rangeo, Cathy	OPJ	Effective 04/03/06	*Head Track
Smith, Dawn E.	GCSJ	Effective 01/26/06	Peer Teacher for Michele Tua

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**D. SUPPLEMENTS**

**Resignations**

Deaton, Cherry	OPJ	Effective 03/10/06	Dept. Head Reading
Grubbs, Ginger	OPH	Effective 03/17/06	JV Cheerleading Sponsor
Lannom, Kelly	SBJ	Effective 03/16/06	Dept. Head Grade 3
Ray, Christine	SS	Effective 04/01/06	Specialist, 10 mos.
Swanson, Kathy	GCSJ	Effective 01/25/06	Peer Teacher for Michele Tua



**IV INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**D. SUPPLEMENTS**

**Redesignations**

Noody, Andrea                      SBJ              From LSE to SBJ/Error on February agenda

#### **IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2006-2007**

##### **E. ADULT EDUCATION**

###### **Appointments**

Adams, Robert	Effective 07/01/06-06/30/07 GED/Hourly as needed
Anderson, Cindy	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Ankrom, Cindy	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Athens, Stephanie	Effective 07/01/06-06/30/07 GED/Hourly as needed
Barber, Sarah	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Bowles, Tanya	Effective 07/01/06-06/30/07 English/Hourly as needed
Brackin, Joan	Effective 07/01/06-06/30/07 ESOL/Hourly as needed
Buchanan, Douglas	Effective 07/01/06-06/30/07 Art/Hourly as needed
Buchanan, Janet	Effective 07/01/06-06/30/07 GED/Hourly as needed
Burley, Jeanette	Effective 07/01/06-06/30/07 GED/Hourly as needed
Cavins, Sharon	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Charalambous, Katherine	Effective 07/01/06-06/30/07 GED/Hourly as needed
Churchill, Pat	Effective 07/01/06-06/30/07 Science/Hourly as needed
Cole, Sharon	Effective 07/01/06-06/30/07 GED/Hourly as needed
Edmond, Leslie	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Edwards, Linda	Effective 07/01/06-06/30/07 GED/Hourly as needed
Flagg, Pamela	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Gaynes, Edward	Effective 07/01/06-06/30/07 Science/Hourly as needed
Grant, Michele	Effective 07/01/06-06/30/07 Substitute/Hourly as needed

#### **IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2006-2007**

##### **E. ADULT EDUCATION**

###### **Appointments**

Gray, Bobby	Effective 07/01/06-06/30/07 Math/Hourly as needed
Habell, Karen	Effective 07/01/06-06/30/07 GED/Hourly as needed
Haensly, Nancy	Effective 07/01/06-06/30/07 ESOL/Hourly as needed
Hildebrandt, June	Effective 07/01/06-06/30/07 GED/Hourly as needed
Hill, LeNeta	Effective 07/01/06-06/30/07 GED/Hourly as needed
Human, Lynn	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Johns, Kerri	Effective 07/01/06-06/30/07 GED/Hourly as needed
Koester, Nancy	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Littlejohn, Maria	Effective 07/01/06-06/30/07 GED/Hourly as needed
McCracken, Sandra	Effective 07/01/06-06/30/07 GED/Hourly as needed
Miskowski, Kimberly	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Mitchell, Sharon	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Mixon, Janey	Effective 07/01/06-06/30/07 GED/Hourly as needed
Muntain, Terry	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Parry, Pamela	Effective 07/01/06-06/30/07 Art/Hourly as needed
Phillips, Kelly	Effective 07/01/06-06/30/07 ESOL/Hourly as needed
Rabidoux, Diana	Effective 07/01/06-06/30/07 Math/Hourly as needed
Richards, Kelly	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Saum, Guna	Effective 07/01/06-06/30/07 GED/Hourly as needed

#### **IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2006-2007**

##### **E. ADULT EDUCATION**

###### **Appointments**

Smith, Kathy	Effective 07/01/06-06/30/07 ABE/GED/Hourly as needed
Smith, Sandra	Effective 07/01/06-06/30/07 Art/Hourly as needed
Swenson, Edwin	Effective 07/01/06-06/30/07 GED/Hourly as needed
Tarrant, Danny	Effective 07/01/06-06/30/07 GED/Hourly as needed
Waggoner, Danny	Effective 07/01/06-06/30/07 GED/Hourly as needed
Warfuel, Sharon	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Warren, Betty	Effective 07/01/06-06/30/07 English/Hourly as needed
Warren, Jennifer	Effective 07/01/06-06/30/07 ESOL/Hourly as needed
Way, Jacqueline	Effective 07/01/06-06/30/07 GED/Hourly as needed
Weeks, Duane	Effective 07/01/06-06/30/07 GED/Hourly as needed
Wellons, Techla	Effective 07/01/06-06/30/07 GED/Hourly as needed
Whitehead, Joan	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Wilbur, Jennifer	Effective 07/01/06-06/30/07 GED/Hourly as needed
Williams, Robert	Effective 07/01/06-06/30/07 Substitute/Hourly as needed
Willis, Megan	Effective 07/01/06-06/30/07 GED/Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2006-2007**

**F. COMMUNITY EDUCATION**

**Appointments**

Dekunffy, Mary	Effective 07/01/06-06/30/07 Volunteer Tutor Coord. Hourly as needed
Duchemin, Michelle	Effective 07/01/06-06/30/07 Music/Choral/Instrumental Hourly as needed
Gerrity, Richard	Effective 07/01/06-06/30/07 Business Enterprise Hourly as needed
Harvey, D. Joyce	Effective 07/01/06-06/30/07 Computer Hourly as needed
Layton, James	Effective 07/01/06-06/30/07 Music/Choral/Instrumental Hourly as needed
Lorentzson, Joseph	Effective 07/01/06-06/30/07 Basic Photography Hourly as needed
Orduna-Musliman, Maria	Effective 07/01/06-06/30/07 Foreign Language Hourly as needed
Owen, Jeanne	Effective 07/01/06-06/30/07 Computer Hourly as needed
Sanci, Anita	Effective 07/01/06-06/30/07 Gymnastics Hourly as needed
Summers, Michael	Effective 07/01/06-06/30/07 Music/Choral/Instrumental Hourly as needed

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006**

**A.. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Basilio, Walter E.	Effective 03/22/06	Regular
Belding, Stephen	Effective 03/28/06	Regular
Cedres, Maria C.	Effective 03/08/06	Regular
Chiorando, Lauren M.	Effective 03/08/06	Regular
De Araujo, Cristina	Effective 03/22/06	Regular
Drake, Claudia	Effective 03/22/06	Regular
Geiger, Andrea	Effective 03/08/06	Regular
Godwin, Jennifer J	Effective 03/08/06	Regular
Hawkins, Linda M.	Effective 03/08/06	Regular
Igou, Debra J.	Effective 03/22/06	Regular
Jahn-Keith, La Shell	Effective 03/22/06	Regular
Johnson, Juanita	Effective 03/22/06	Regular
Klein, Brian	Effective 03/08/06	Regular
Leveton, Alan	Effective 03/08/06	Regular
Mann, David	Effective 03/22/06	Regular
McCormick, Barrett	Effective 03/22/06	Regular
Mills, Angie L.	Effective 03/08/06	Regular
Moore, Angela	Effective 03/22/06	Emergency
Peck, Heather	Effective 03/08/06	Emergency
Powell, Deanna	Effective 03/08/06	Regular
Showman, Clayton D.	Effective 03/08/06	Regular
Skindziel-Reyes, Pamela	Effective 03/08/06	Regular
Snyder, Tricia	Effective 03/22/06	Emergency

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006**

**A.. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Taliaferro, Robin	Effective 03/08/06	Regular
Vedas, Debra	Effective 03/08/06	Emergency
Williams, Patricia	Effective 03/08/06	Regular
Wollitz, Leah	Effective 03/22/06	Emergency

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006**

**B. SUBSTITUTE LONG TERM TEACHER APPROVAL**

**Appointments**

Brazelton, Robin	Effective 03/06/06
Brown, Dewayne C.	Effective 04/03/06
Colgan, Helen	Effective 02/13/06
Howard, Kimberly	Effective 03/15/06
Taylor, Sharon	Effective 03/16/06
Youmans, Michelle E.	Effective 03/08/06



## VI. SUPPORT 2005-2006

### A. APPOINTMENTS

Adon, Andres Custodian	WEC	Effective 3/13/06 Annual Contract
Boyd, Ardell Custodian	OPJH	Effective 3/7/06 Annual Contract
Carter, Karin Data Entry/Records Tech.	HRD	Effective 4/5/06 Annual Contract
DeBose, Tessa ESE Asst. - EHSC	OPJH	Effective 3/9/06 - 5/25/06 Limited Contract
Dorminey, Lisa School Secty./Admin., 10 mo.	OPJH	Effective 3/13/06 Annual Contract
Grimsley, Melissa Cafe. Asst. - 3.0 hrs.	ROE	Effective 3/6/06 Annual Contract
Howard, Richard ISS Asst.	MHS	Effective 3/3/06 - 3/9/06 Limited Contract
Manger-Fife, Stacy Cafe. Asst. - 6.5 hrs.	AES	Effective 3/1/06 Annual Contract
Manwarren, Kimberly ESE Asst. - PMH	RHS	Effective 3/14/06 - 5/25/06 Limited Contract
Merritt, Cheryl ESE Asst./Bus Monitor	TRANS	Effective 4/10/06 Annual Contract
Morey, Eva ESE Asst./Bus Monitor	TRANS	Effective 4/3/06 Annual Contract
Nelson, Bonnie Custodian	TES	Effective 4/10/06 Annual Contract
Regel, Christopher ESE Asst. - Ind.	TES	Effective 2/28/06 - 5/25/06 Limited Contract
Rhodes, Linda ESE Asst. - Ind.	WEC	Effective 3/6/06 - 5/25/06 Limited Contract
Roth, Mae Cafe. Asst. - 3.0 hrs.	OPH	Effective 3/14/06 Annual Contract

**VI. SUPPORT 2005-2006**

**A. APPOINTMENTS**

Sorel, Jonathon .8 Classroom Asst.	AES	Effective 3/8/06 - 5/25/06 Limited Contract
Tauch, Laurie Media Tech Asst.	MCE	Effective 3/2/06 Annual Contract

## VI. SUPPORT 2005-2006

### B. REDESIGNATIONS

Boggs, Tammy Cafe. Asst. - 4.5 hrs.	RHS	Effective 2/21/06 redesignate from Cafe. Asst. - 3.5 hrs. (allocation increase on 2/16/06 Board Agenda)
Bott, Valerie .6 ISS Asst./ .2 ESE Asst. - Ind.	CHE	Effective 3/20/06 redesignate from .6 ISS Asst. (.2 ESE Asst. - Ind. added 4/20/06 Board Agenda)
Butler, Cathy Cafe. Asst. - 7.25 hrs.	RHS	Effective 2/21/06 redesignate from Cafe. Asst. - 6.75 hrs. (allocation increase on 2/16/06 Board Agenda)
Curry, Cheryl Cafe. Asst. - 7.0 hrs.	RHS	Effective 2/21/06 redesignate from Cafe. Asst. - 6.5 hrs. (allocation increase on 2/16/06 Board Agenda)
Fortenberry, Sheryl .8 ESE Asst. - PK/VE	WEC	Effective 2/27/06 redesignate from ESE Asst. - PK/VE (voluntary switch of allocation with S. Washington)
Holder, Wanda Cafe. Asst. - 4.5 hrs.	RHS	Effective 2/21/06 redesignate from Cafe. Asst. - 4.0 hrs. (allocation increase on 2/16/06 Board Agenda)
Mizell, Connie Cafe. Asst. - 6.0 hrs.	RHS	Effective 2/21/06 redesignate from Cafe. Asst. - 5.5 hrs. (allocation increase on 2/16/06 Board Agenda)
Turner, Nancy Mapping and Boundary Planning Asst.	SUPPT SVCS	Effective 11/23/05 redesignate from Transportation/Boundary Planning Asst.(TRANS) (in error on 1/19/06 Board Agenda)
Washington, Sara ESE Asst. - PK/VE	WEC	Effective 2/27/06 redesignate from .8 ESE Asst. - PK/VE (voluntary switch of allocation with S. Fortenberry)

**VI. SUPPORT 2005-2006**

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Abate, Mary ESE Asst./Bus Monitor	TRANS	Effective 12/16/05 resignation
Bannon, Craig Custodian	WJH	Effective 3/17/06 conclude employment
Briggle, Minnie LPN	MRE	Effective 5/26/06 retirement
Caldwell, Anthony Custodian	AES	Effective 4/14/06 resignation
Gonzalez, Gonzalo Bus Driver	TRANS	Effective 3/17/06 resignation
Griffis, Diane Cafe. Asst. - 4.5 hrs.	GPE	Effective 2/28/06 resignation
Howard, Richard ISS Asst.	MHS	Effective 3/9/06 resignation (from limited contract)
Johnston, Gerald Bus Driver	TRANS	Effective 5/25/06 retirement
Johnston, Phyllis ESE Asst. - VE	CHE	Effective 5/25/06 retirement
Jones, Syble School Secty./Admin., 10 mo.	OPJH	Effective 5/26/06 resignation
Justus, Melba ESE Asst./Bus Monitor	TRANS	Effective 3/24/06 retirement

**VI. SUPPORT 2005-2006**

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Maxwell, Katina Custodian	DIS	Effective 2/9/06 resignation
McInerney, Kathleen Data Entry/Records Tech.	HRD	Effective 3/31/06 resignation
O'Connell, Kevin Custodian	FIH	Effective 3/3/06 resignation
Pohalski, Addie Bus Driver	TRANS	Effective 5/19/06 retirement
Richendollar, Melissa ESE Asst. - PK/EHSC/SED	CW	Effective 11/16/05 resignation (from leave)
Shults, Nancy Custodian	FIE	Effective 2/28/06 resignation (from leave)
Taylor, Tina Custodian	OPH	Effective 2/16/06 resignation
Williams, Roosevelt Custodian	WES	Effective 3/10/06 resignation
Worsham, Brenda .8 Classroom Asst.	LAE	Effective 5/25/06 resignation

## VI. SUPPORT 2005-2006

### D. TRANSFERS

Anderson, Joyce ESE Asst. - Ind.	RVE	Effective 2/27/06 transfer from ESE Asst. - PMH (RHS)
Arnold, Jerry HVAC Tech.	MAINT	Effective 3/6/06 transfer from HVAC Tech Asst. (MAINT)
Barnes, Tammey Custodian	DIS	Effective 3/27/06 transfer from Custodian (TES)
Crawford, Terri School Secty./Admin., 10 mo.	WJH	Effective 3/13/06 transfer from Clerical Asst., 10 mo. (WJH)
Crosby, Deborah Media Tech Asst.	OLS	Effective 4/3/06 transfer from .8 Media Tech Asst. (OPE)
Francisco, Michael Electronics Tech. Asst.	MAINT	Effective 3/13/06 transfer from General Maint. Wkr. (MAINT)
Hampshire, Gwendolyn ESE Asst. - Ind.	MBE	Effective 2/16/06 transfer from ESE Asst. - Ind. (MRE)
Hamry, Paul Custodian	WES	Effective 3/27/06 transfer from Bus Driver (TRANS)
Helwig, Lorrie Cafe. Asst. - 6.0 hrs.	CEB	Effective 3/6/06 transfer from Cafe. Asst. - 5.75 hrs. (DIS)
Koerber, Katherine Admin. Suppt. Asst., 12 mo.	MAINT	Effective 3/1/06 transfer from School Secty./Admin., 10 mo (WJH)
Nail, Linda Custodian	TBE	Effective 3/27/06 transfer from Custodian (ROE)
Norwood, Pamela Principal's Secty.	GPE	Effective 4/3/06 transfer from ESE Secty. (GPE)
Roberts, Rachel Custodian	SPC	Effective 3/6/06 transfer from Custodian (TES)
Rogowsky, Jeffrey Electronics Tech.	MAINT	Effective 2/24/06 transfer from Electronics Tech Asst. (MAINT)
Sceifers, Susan Principal's Secty.	OLS	Effective 4/3/06 transfer from Media Tech Asst. (AES)

## VII. SHORT TERM LEAVE 2005-2006

### A. ILOD, Military, and Association Leaves

Anderson, Joyce ESE Asst.	RHS	1/10/06 - 1/20/06 57.0 hrs. ILOD 9/16/05 During Safe Crisis Management, injured lower back
Bailey, Loraine Custodian	DIS	2/29/09 - 3/1/06 22.50 hrs. ILOD 2/21/06 Slipped on papers, injured right ankle
Burkett, Richard HVAC Tech	MAINT	3/13/06 - 3/15/06 21.75 hrs. ILOD 3/10/06 Changing air compressor, injured left hand
Day, Ligaya Cafe. Asst.	SBJ	1/23/06 - 1/26/06 26.0 hrs. ILOD 1/20/06 Replacing strainer in dishwasher, injured right hand
Ferrera, Jose Carpenter	MAINT	3/6/06 - 3/15/06 56.50 ILOD 2/28/06 Unloading PVC pipe, injured right leg
Francisco, Michael General Maint. Wkr.	MAINT	3/1/06 - 3/8/06 72.0 hrs. ILOD 2/28/06 TV bracket came apart, injured lower back
Hampshire, Tracy Custodian	PES	2/23/05 - 2/24/05 15.0 hrs. Association Leave Union Business
Hancock, Rebecca School Social Wkr.	STUDENT SVCS	3/3/06 7.83 hrs. Military Leave Annual Training
Harlow, Iris ESE Asst.	FIE	3/9/06 3.0 hrs. ILOD 10/22/03 During PE injured multiple body parts
Hicks, Donna Teacher	OPE	3/13/06 - 3/17/06 31.32 hrs. Military Leave Annual Training
Higginbotham, Constance Teacher	OPH	1/19/06 - 1/25/06 12.0 hrs. Association Leave Union Business
Hutcheson, Wylene ESE Asst/Bus Monitor	TRANS	1/30/06 - 2/9/06 27.24 hrs. ILOD 1/27/06 Lifting student off bus, injured back and hip
Kizer, Patricia LPN	OPH	12/15/05 - 1/13/06 75.0 hrs. ILOD 12/14/05 Fell injured left arm

## VII. SHORT TERM LEAVE 2005-2006

### A. ILOD, Military, and Association Leaves

Knowles, Valerie Teacher	SPC	2/14/06 7.83 hrs. ILOD 2/6/05 Tripped over concrete, injured right knee, right shoulder, and right wrist
Kucinic, Monica ESE Asst.	BLC	2/17/06 7.50 hrs. ILOD 2/16/06 Hit in back of neck with soccer ball, injured multiple upper extremities
Leach, Nancy Principal's Secty.	DIS	3/8/06 - 3/9/06 15.0 hrs. ILOD 3/7/06 Tripped over mail bin, injured multiple body parts
Maier, Joseph Plumber	MAINT	3/2/06 - 3/3/06 15.0 hrs. ILOD 3/1/06 Stepped in hole, injured right ankle
Mangus, Elizabeth ESE Asst.	TES	1/31/06-2/10/06 75.0 hrs. ILOD 1/30/06 Helping student, injured upper arm
Maynard, Vernal Teacher	SPC	3/6/06 - 3/17/06 10.74 hrs. ILOD 2/23/06 During Safe Crisis Management, injured lower leg
Nachtsheim, Karla Social Worker	STUDENT SVCS	3/6/06 .83 hrs. ILOD 3/2/06 Driving between 2 schools, had car accident, injured head and shoulder
Ray, Lee School Psychologist	STUDENT SVCS	3/10/06 7.83 hrs. Military Leave Annual Training
Rhindress, Tina Custodian	TES	3/15/06 - 3/27/06 67.50 hrs. ILOD 3/14/06 Slipped on wet ramp, injured knee
Johnson-Richardson, Kisha Bus Driver	TRANS	3/16/06 - 3/22/06 32.70 hrs. ILOD 3/15/06 Reaching for door button, injured upper back
Rockford, Catherine Cafe. Asst.	FIH	3/7/06 - 3/15/06 32.25 hrs. ILOD 3/6/06 Picked up a pot in cafeteria, injured lower back
Scarborough, Tonie ESE Asst.	FIE	2/21/06 4.0 hrs. ILOD 2/14/06 Chair slipped out from underneath, injured right arm, hand, and buttocks



## VII. SHORT TERM LEAVE 2005-2006

### A. ILOD, Military, and Association Leaves

Smith, Kathy Teacher	KHH	3/15/06 6.0 hrs. ILOD 2/27/06 Lifting box of books, injured lower back
Strickland, Margarita Cafe. Asst.	CEB	3/23/06 4.0 hrs. ILOD 3/22/06 Putting milk away injured left hand
Stuebben, Leslie School Psychologist	STUDENT SVCS	2/2/06 2.5 hrs. ILOD 12/21/05 Tripped injured left ankle
Todd, Betty ESE Asst/Bus Monitor	TRANS	3/3/06 - 3/15/06 75.40 hrs. ILOD 3/2/06 Attacked, injured left arm
Urban, Billie Bus Driver	TRANS	3/1/06 7.0 hrs. ILOD 2/28/06 Slipped injured multiple body parts
Walters, Gina Guidance Counselor	MHS	3/3/06 7.83 hrs. Military Leave Annual Training
Williams, Beverly Cafe. Asst.	RHS	3/8/06 - 3/9/06 10.0 hrs. ILOD 3/7/06 Picking up trash, injured ankle
Winters, Joan ESE Asst.	AES	11/29/05 2.17 hrs. ILOD 10/11/05 Slipped on food, injured shoulders, neck, knee, and head
Wolten, Thomas Teacher	SPC	3/15/06 1.5 hrs. ILOD 2/24/06 During PE, injured left client and middle fingers

## VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

### A. ENROLLEES

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

Bailey, Mary C. Teacher	MBE	DROP enrollment effective 9/1/04 Future Resignation 5/26/06 redesignate from 8/31/09
Basseit, James M. Teacher	INSTR	DROP enrollment effective 6/1/06 Future Resignation 5/31/11
Bussell, Patricia E. Teacher	WJH	DROP enrollment effective 11/1/01 Future Resignation 6/30/06 redesignate DROP extension from 6/11/06
Cooksey, F. LaDonna Teacher	CHS	DROP enrollment effective 4/1/06 Future Resignation 3/31/11
Cribb, Kathryn A. Staffing Specialist	INSTR	DROP enrollment effective 7/1/01 Future Resignation 6/30/09 redesignate DROP extension from 6/30/06
Diamond, Bonita D. Teacher	TES	DROP enrollment effective 1/1/04 Future Resignation 5/26/06 redesignate from 12/31/08
Elliott, Michael J. Asst. Supt.	SUPPT SVCS	DROP enrollment effective 6/1/06 Future Resignation 5/31/11
Foust, Louella R. Teacher	OPH	DROP enrollment effective 9/1/01 Future Resignation 8/31/09 redesignate DROP extension from 8/31/06
Johnston, Gerald E. Bus Driver	TRANS	DROP enrollment effective 3/1/02 Future Resignation 5/25/06 redesignate from 8/31/06
McDonell, Sandra E. Teacher	PES	DROP enrollment effective 6/1/04 Future Resignation 5/26/06 redesignate from 5/31/09
Osteen, Patricia A. Teacher	DIS	DROP enrollment effective 2/1/02 Future Resignation 5/26/06 redesignate from 1/31/07

## VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

### A. ENROLLEES

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

Sands, Marilyn M. Teacher	KHE	DROP enrollment effective 7/1/01 Future Resignation 6/30/09 redesignate DROP extension from 6/30/06
Sapp, Mary Media Specialist	INSTR	DROP enrollment effective 10/1/00 Future Resignation 5/31/06 redesignate from 9/31/08
Schlichtman, Paul Vice Principal	OPJH	DROP enrollment effective 7/1/06 Future Resignation 6/30/11
Vacca, Bruce E. Teacher	MHS	DROP enrollment effective 7/1/06 Future Resignation 6/30/11
Werner, Barbara R. Teacher	MHS	DROP enrollment effective 6/1/06 Future Resignation 5/31/11