DIVISION OF HUMAN RESOURCES PERSONNEL CONSENT AGENDA

December 18, 2012

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CONSENT AGENDA December 18, 2012

I. ADMINISTRATIVE ACTIONS 2012-2013

A. <u>Appointments</u>

McKinney, William Asst Principal	RHS	Effective 01/01/13	12 mos	AC + PSC Teacher
Rollins, Gavin B Admin on Assignment	DSO	Effective 11/19/12	12 mos	AC

I. ADMINISTRATIVE ACTIONS 2012-2013

B. Redesignations

Cox, Brian

KHH

Effective 11/21/12 Redesignate from Asst Principal 11 mth

Asst Principal 12 mth

I. ADMINISTRATIVE ACTIONS 2012-2013

C. Resignations/Retirements

LaMoy, Mary L LAJ Effective 01/11/13 Manager SC III Retirement

II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

REVISED:

G-3.1.13 Career Specialist

The revision of this Support position was reviewed and approved by the CESPA Job Review Committee on November 26, 2012. The existing Band & Grade will not be affected.

NEW:

I-1.2.16 Supervisor of Instructional Technology Pre K-12

New state and federal mandates that have a significant impact on instruction and curriculum make this job description essential to the work of our schools and the district. Required state initiatives impacting the district include but are not limited to the following:

- Digital learning, providing digital devices and online content for students
- Professional development for teachers on the effective integration of digital technology for instructional enhancement
- New data reporting requirements for increasing school and district accountability
- Parent access to student grades and coursework via the parent portal
- Teacher and student online tools to assist in the implementation and mastery of the new Common Core Standards and assessments

Job Locator: G-3.1.13

Career Specialist

Position Grade: Support Salary Schedule

Evaluated By: Principal Assigned Instructional

Division Administrator

Job Description:

The Career Specialist works under the direct supervision of the principal of the school, receiving advisory technical assistance through the Director of Career and Technical Education assigned Instructional Division administrator.

Responsibilities and duties of this position include:

- 1. Develop and maintain a career information resource center within the school.
- 2. Provide prepared materials concerning employment, <u>careers</u>, educational opportunities, and requirements to students, <u>and</u> parents, and out-of-school youth and adults.
- 3. Prepare information on local and state job requirements and opportunities in cooperation with public agencies concerned with employment.
- 4. Compile and disseminate information on employment and educational opportunities at the local, state and national levels.
- 3. Assist in the identification and counseling of potential or actual school dropouts and program placement of students.
- 4. Advise students, teachers and parents about available job <u>career</u> opportunities and requirements.
- 5. Assist with school or district-wide College <u>and Career</u> Night and Financial Aid Workshops.
- 6. Coordinate district-wide Career Fairs, Career Academy Expo, junior high visits, Career Shadowing and Internships.
- 5. Coordinate follow counseling for the 8th grade career interest inventory at all junior high school.
- 7. <u>Coordinate Career Academy activities including monitoring Academy student</u> progress and Special Pupil Assignment (SPA) requests.
- 8. Serve as a liaison between the Career and Technical Education (CTE) programs and the community.
- 9. Perform other such duties as requested by the Principal assigned Instructional Division administrator.

Required Qualifications:

- 7. An Associate degree from a regionally accredited institution.
- 8. Verification of at least six (6) years of full-time occupational work (outside of teaching experience).

Desirable Qualifications:

- 1. A Bachelor's degree from a regionally accredited institution.
- 2. Occupational Work experience involving successful multiple job responsibilities.

Revised: 01/18/90, 11/16/99, 04/18/02, 09/19/02, 05/20/04, 04/21/11, **12/18/12**

Job Locator: I-1.2.16 (NEW)

Supervisor of Instructional Technology Pre K-12

Pay Grade: Supervisor II

Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Supervisor of Instructional Technology is responsible to the Assistant Superintendent for Instruction for the development, acquisition, implementation and evaluation of technology hardware and software to support local, state and federal instructional initiatives.

Responsibilities and duties of this position include:

- 1. <u>Develop, organize, implement and evaluate technology programs and systems for the purpose of supporting instruction and school and district accountability.</u>
- 2. <u>Coordinate between the Instructional Division and Information Services priorities for data reporting and training.</u>
- 3. Coordinate instructional technology programming, including but not limited to instructional software and hardware, course specific software, grade book, quarterly and interim reporting of academic progress and learning goals.
- 4. Collect, analyze and report student performance data from local and state assessments.
- 5. <u>Assist in the implementation of Race to the Top deliverables as defined in the district's Scope of</u> Work.
- Assists teachers in the use of technology application for curricular use and provide ongoing professional development.
- 7. Coordinate and evaluate the district's implementation of the FLDOE Education Modernization Initiative.

Required Qualifications:

- 1. <u>Master's degree in Administration and Supervision or Educational Leadership and a valid Florida</u> Educator's Certificate
- 2. Five (5) years teaching experience.
- 3. Three (3) years school or district administration experience.
- 4. Knowledge of current local, state and federal instructional initiatives and mandates.
- 5. <u>Knowledge of technology hardware and software that supports local, state and federal instructional</u> initiatives.
- 6. Strong oral and written communication skills.

Desired Qualifications:

1. Successful completion of the Human Resources Management Development Program.

A. <u>Appointments</u>

Catlett, Bonnie H Inclusion	TES	Effective 08/07/12	10 mos	AC
Cummings, Rebecca L Agriculture	MHS	Effective 07/24/12	11 mos	AC
Grillo, Michael .4 PE	MBE	Effective 12/05/12	10 mos	AC
Lovell, Jeanne Counselor	WES	Effective 08/07/12	10 mos	AC
Martin, Laura C Speech Clinician	FIE	Effective 11/28/12	10 mos	AC
Miller, Nidi R Art	LES	Effective 11/30/12	10 mos	AC
Powers, Danielle J Gr 2	OVE	Effective 11/26/12	10 mos	AC
Ramos, Janice .128 6th period	MHS	Effective 08/14/12-06/06/13	10 mos	AC
Thurman, Lloyd D Math	BLC	Effective 08/07/12	10 mos	AC
Tyson, Sandra Science-Chemistry OF	RHS	Effective 12/03/12	10 mos	AC

B. <u>Redesignations</u>

Conrad, Lucille 1.0 Math	CHS	Effective 01/07/13 Redesignate from .4 Math
Coursey, Terry LA	ШH	Effective 09/27/12 Redesignate from LA OF
Ducut, Kimberly KG OF/Gifted	FIE	Effective 11/08/12 Redesignate from Gifted
Fisher, Kelli Gr 5	MCE	Effective 08/07/12 Redesignate from Gr 5/ESOL
Hendry, Katherine S Agriculture 11 mth	WJH	Effective 07/24/12 Redesignate from Inclusion 10 mth
McWhorter, Angela Gr 1	SLE	Effective 11/05/12 Redesignate from Gr 1 OF
Payne, Jerrod Science	ОРН	Effective 11/06/12 Redesignate from Science OF
Snyder, Alice LI-Rdg OF	LAJ	Effective 10/24/12 Redesignate from LI-Science OF-Rdg PF
Snyder, Alice LI-Science OF-Rdg OF	LAJ	Effective 08/07/12 Redesignate from LI
Tiedeman, Deanna Pre K-ESE	AES	Effective 11/01/12 Redesignate from Pre K-ESE OF/ESOL OF
West, Howard Spec Des PE	WEC	Effective 10/04/12 Redesignate from Spec Des PE OF

C. <u>Transfers</u>

Green, Monica Gr 2	OPE	Effective 01/07/13 transfer from Lang Arts (LSJ)
Lloyd, Janie Title I Rdg Res	CEB	Effective 01/07/13 transfer from Gr 4 (CHE)
Lynn, Marissa 1.0 Inclusion	POE	Effective 11/05/12 transfer from .4 PE/.4 Inclusion (MBE/POE)
Payne, Shamberley Counselor	TES	Effective 12/03/12 transfer from Counselor (GPE)
Smith, Julie S Intervention/Rdg Co-Rdg OF	RLD	Effective 01/07/13 transfer from Hearing Imp (SLE)

D. Resignations/Retirements/Conclude Employment

Batchelor, Cathy S Speech Clinician	ESE	Effective 11/16/12	Resignation
Heath, Reggie L Carpentry	CHS	Effective 11/13/12	Retirement
Rodgers, Patricia L Pre K HDCP	ROE	Effective 12/06/12	Resignation
Syme, Brian L Physical Therapist	ESE	Effective 11/02/12	Deceased
Thurman, Lloyd D Math	BLC	Effective 11/16/12	Resignation
Trott, James G Soc Studies	LAJ	Effective 12/20/12	Retirement

E. SUPPLEMENTS

Appointments

Adams, Askari	CHS	Effective 08/07/12	Football JV Asst
Altman, Howard	FIH	Effective 10/15/12	Math Team Sponsor
Auguste, Tanie	OHS	Effective 10/24/12	Peer Teacher for B. Nicholas
Clark, William	ОРН	Effective 08/07/12	Drill Team Sponsor
Conroy, Sean	OHS	Effective 11/03/12	Wrestling Asst
Darty, Walter	КНН	Effective 11/01/12	Track Asst
Edwards, Linda	CHS	Effective 10/15/12	Peer Teacher for K. Allen
Freeze, Ann	OVE	Effective 11/12/12	Support Peer Teacher for J. Stump
Hinkle, Wendy	LSJ	Effective 08/07/12	Co-Curr Club: FBLA
Hobbs, Kimberly	CEB	Effective 11/02/12	Dept Head Gr 2
Kirtley, Jeffrey	КНН	Effective 11/02/12	Basketball Asst
Lanoux, Carol L	FIH	Effective 11/01/12	Baseball Asst
Lee, Christopher	кнн	Effective 10/01/12	.5 Basketball Head JH
Li, Kwok H	OLI	Effective 10/30/12	.5 Wrestling Head
McCool, Jane	CHS	Effective 01/01/13	.5 Senior Class Sponsor
Padgett, Karen	GCJ	Effective 11/29/12	Softball FP Head
Poole, Jason	FIH	Effective 11/01/12	Basketball Asst
Richard, Kristen	ОРЈ	Effective 10/29/12	Chorus Director
Richard, Kristen	ОРЈ	Effective 10/29/12	Band Director
Richard, Kristen	OPJ	Effective 10/29/12	Band/2 events
Schlichtman, John	FIH	Effective 11/01/12	Softball FP Asst
Smith, Merlin	ОП	Effective 08/07/12	Track Head
Smith, Merlin	оп	Effective 10/31/12	.5 Soccer Head
Stafe, Kevin	CHS	Effective 12/20/12	Track Head

E. SUPPLEMENTS

<u>Appointments</u>

Stansberry, Tonya	RVH	Effective 11/01/12	Track Asst
Sweat, Olivia	CHS	Effective 01/01/12	.5 Senior Class Sponsor
Taylor, Robert W	OU	Effective 10/31/12	.5 Soccer Head
Yearty, Dennis	OHS	Effective 08/07/12	Baseball JV Head

E. SUPPLEMENTS

Resignations

Arthur, Dana	OHS	Effective 11/02/12	Wrestling Asst
Knight, Rex	ОП	Effective 11/07/12	Discretionary
Knight, Rex	οп	Effective 11/07/12	Math Team
Long, Alisa	CHS	Effective 12/20/12	Track Head
McCool, Jane	CHS	Effective 12/25/12	.33 Senior Class Sponsor
McKinney, William	CHS	Effective 12/25/12	.33 Senior Class Sponsor
Rodgers, Maggie	CEB	Effective 11/01/12	Dept Head Gr 2
Sweat, Olivia	CHS	Effective 12/25/12	.33 Senior Class Sponsor
Thomas, James	КНН	Effective 11/01/12	Basketball Asst
Wilson, Stephany	GCJ	Effective 11/08/12	Softball FP Head

A. MISCELLANEOUS AFTER HOURS

Appointments

Adams, Brenda	LES	Effective 11/02/12 ESE Alternative After School Hourly as needed
Albrecht, Stacy	OVE	Effective 11/06/012 Academic Tutoring Hourly as needed
Allen, Katina	LES	Effective 11/02/12 ESE Alternative After School Hourly as needed
Amburgey, Steven	Instr.	Effective 11/19/12 Technology /Focus Hourly as needed
Barker, Bonnie	ESE	Effective 11/13/12 Hospital/Homebound Hourly as needed
Boley, Dean	LES	Effective 11/02/12 ESE Alternative After School Hourly as needed
Brock, Dana	LAJ	Effective 10/30/12 Academic Tutoring Hourly as needed
Bryan, Dawn	OVE	Effective 11/06/012 Academic Tutoring Hourly as needed
Bucci, Amy	ESE	Effective 11/01/12 Miscellaneous Sednet Hourly as needed
Carter, Debra	SS	Effective 11/13/12 Teacher on Special Assignment Hourly as needed
Cooksey, Rebecca	SS	Effective 11/13/12 Teacher on Special Assignment Hourly as needed
Creswell, Jennifer	SS	Effective 11/13/12 Teacher on Special Assignment Hourly as needed
Deel, Ellen	ESE	Effective 11/28/12 Hospital/Homebound Hourly as needed
Dunnavant, Sandra	SS	Effective 11/13/12 Teacher on Special Assignment Hourly as needed

Consent Agenda, Instructional Miscellaneous Actions IV, p. A-1, 12/18/12

A. MISCELLANEOUS AFTER HOURS

Appointments

Elrod, Mary	OVE	Effective 11/06/012 Academic Tutoring Hourly as needed
Farwell, Kimberly	OVE	Effective 11/06/012 Academic Tutoring Hourly as needed
Gerds, Laura	ESE	Effective 11/13/12 Hospital/Homebound Hourly as needed
Gilliam, Chernell	OVE	Effective 11/06/012 Academic Tutoring Hourly as needed
Glidden, Karla	FIE	Effective 11/05/012 Academic Tutoring Hourly as needed
Gouin, Shari	LAJ	Effective 10/30/12 Academic Tutoring Hourly as needed
Heck, Amamda	OVE	Effective 11/06/012 Academic Tutoring Hourly as needed
Hines, Kim	OPÉ	Effective 12/04/12 Academic Tutoring Hourly as needed
Hockersmith, Kimberly	ESE	Effective 11/13/12 Hospital/Homebound Hourly as needed
Hume, Ellen	CEB	Effective 11/27/12 Academic Tutoring Hourly as needed
Leary, Kevin	CEB	Effective 11/27/12 Academic Tutoring Hourly as needed
Legge, Kellie	SS	Effective 11/13/12 Teacher on Special Assignment Hourly as needed
Luke, Jami	FIE	Effective 11/05/012 Academic Tutoring Hourly as needed
Madaychik, Jennifer	LAJ	Effective 10/30/12 Academic Tutoring Hourly as needed
Matthews, Diane	SS	Effective 11/13/12 Teacher on Special Assignment Hourly as needed

Consent Agenda, Instructional Miscellaneous Actions IV, p. A - 2, 12/18/12

A. MISCELLANEOUS AFTER HOURS

Appointments

McCabe, Deborah	SS	Effective 11/13/12 Teacher on Special Assignment Hourly as needed
McCarthy, Karen	FIE	Effective 11/05/012 Academic Tutoring Hourly as needed
Repper, Kimberli	FIH	Effective 11/27/12 Academic Tutoring Hourly as needed
Rigney, Julie	OVE	Effective 11/06/012 Academic Tutoring Hourly as needed
Schriver, Jeffrey	LES	Effective 11/02/12 ESE Alternative After School Hourly as needed
Yacavone, Greer	LAJ	Effective 10/30/12 Academic Tutoring Hourly as needed
Zimmerman, Jennifer	LES	Effective 11/02/12 ESE Alternative After School Hourly as needed

B. COMMUNITY EDUCATION

Appointments

Hall, Mary Elizabeth Effective 11/26/12-06/30/13 Computer/Hourly as needed

Jahn, Theodore Effective 01/15/13-06/30/13 Computer /Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Cameron, Nicole	10/31/12	Regular
Galloway II, Martin	11/09/12	Regular
Lowans, Elizabeth	10/31/12	Regular
Martin, Tammy	10/24/12	Regular
McCoy, Ruth	11/20/12	Regular
Purvis, Brandy	10/31/12	Regular
Ruckersfeldt, Dana	11/28/12	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Cameron, Nicole	Effective 12/03/12
Cluff, Teresa	Effective 11/07/12
Galloway II, Martin	Effective 11/26/12
Rodatz, Sharon	Effective 11/26/12
Salvonik, Susan	Effective 12/10/12
Stovall, Karen	Effective 10/29/12
Stryker, Asia	Effective 11/26/12
Taylor, Lee C.	Effective 11/02/12
Tucker, Charles Curtis	Effective 11/13/12
White, Paula	Effective 11/06/12

A. APPOINTMENTS

Akin, Cathy Cafe Asst 3.5 hrs	RHS	Effective 11/14/12 Annual Contract
Aldaya, Consuelo .8 Classroom Asst ESOL	LES	Effective 11/6/12 - 6/4/13 Limited Contract
English, Tonya School Secretary - 10 mos	LJH	Effective 11/1/12 Annual Contract
Fillingane, Elizabeth .9 ESE Asst B. Health	BLC	Effective 11/27/12 Annual Contract
Gilbert, Jessica Cafe Asst 3.25 hrs	FIE	Effective 11/5/12 Annual Contract
Smith, Donnie Custodian	KHE	Effective 10/30/12 Annual Contract
Walsh, Carol .9 ESE Asst General	SLE	Effective 11/6/12 Annual Contract
Zayas, Amanda .9 ESE Asst General Health	TBE	Effective 11/6/12 Annual Contract

B. REDESIGNATIONS

Barker, Kathy Shirlene Admin. Secty. Sr.	BA	Effective 12/31/12 redesignate from Principal's Secretary (GPE) due to Superintendent's reorganization
Boivin, Denise Exec. Secty Deputy - 12 mos	SUPT OFF	Effective 12/31/12 redesignate from Schl. Secty./Stu. Sv 10 mos (OPH) due to Superintendent's reorganization
Bush, Karen Exec. Secty Supt.	SUPT OFF	Effective 12/31/12 redesignate from Admin. Secty. Sr. (HR) due to Superintendent's reorganization
Cheeseman, Linda Principal's Secretary	GPE	Effective 12/31/12 redesignate from Exec. Secty Supt. (SUPT OFF) due to Superintendent's reorganization
Hall, Sherry Schl. Secty 12 mos	MHS	Effective 12/31/12 redesignate from Exec. Secty Deputy (SUPT OFF) due to Superintendent's reorganization
Huskey, Robin Personnel Asst.	HR	Effective 12/31/12 redesignate from Data Entry/Rec. Tech. (HR) due to Superintendent's reorganization
Knotts, Debra Date Entry/Rec. Tech.	HR	Effective 12/31/12 redesignate from Switchboard Operator (HR) due to Superintendent's reorganization
Littleton, Tammy Stu. Rec. Secty 12 mos	MHS	Effective 12/31/12 redesignate from Schl. Secty 12 mos (MHS) due to Superintendent's reorganization
Prentice, Alicia .8 LPN - 10 mos	OLJ	Effective 11/22/12 redesignate from .6 LPN - 10 mos (OLJ) due to allocation increase for student needs
Ware, Marilyn Admin. Secty. Sr.	HR	Effective 12/31/12 redesignate from Personnel Asst. (HR) due to Superintendent's reorganization

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Ayers, Jessica .8 Classroom Asst.	AES	Effective 11/6/12 Resignation
Barber, Lillie .9 ESE Asst B. Health	FIE	Effective 11/2/12 Resignation
Benitz, Holly .8 Classroom Asst ESOL	DIS	Effective 10/26/12 Resignation
Gibson, Sarah Cafe Asst 3.75 hrs	MHS	Effective 11/5/12 Conclude Employment
Guardarrama, Lidia Cafe Asst 6 hrs	GCJ	Effective 11/30/12 Retirement
Hicks, Heather Cafe Asst 5 hrs	MCE	Effective 11/2/12 Resignation
Hooks, John Plumber	MAINT	Effective 11/8/12 Conclude Employment
Krajewski, Cheryl Cafe Asst 3.25 hrs	LJH	Effective 12/19/12 Resignation
Landaverde Mendoza, Henry Custodian	TBE	Effective 11/26/12 Resignation
Medford, Oliver Custodian	OHS	Effective 1/2/13 Resignation
Murphy, Margaret Bus Driver	TRANS	Effective 11/30/12 Retirement
Petty, Nancy .8 Classroom Asst.	MRE	Effective 10/25/12 Conclude Employment
Rumsey, Margaret .9 ESE Asst General	TES	Effective 1/31/13 Retirement
Thompson, Linda Student Rec. Secretary - 12 mos	MHS	Effective 1/2/13 Retirement
Warren, Sara Title 1 Asst.	CHE	Effective 11/8/12 Resignation

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

White, Charie .9 ESE Asst B. Health	SPC	Effective 11/14/12 Resignation
Young, Wendy Bus Monitor	TRANS	Effective 8/24/12 Resignation
Zagora, Justin .9 ESE Asst General Health	MHS	Effective 11/30/12 Resignation

D. TRANSFERS

Allen, Walter Custodian	OPER	Effective 11/26/12 transfer from Custodian (POE)
Roberts, Christina School Secretary - 10 mos	LAE	Effective 11/13/12 transfer from School Secretary - 11 mos (RHS)
Westerwelle, Cheryl Cafe Asst 4.5 hrs	RVE	Effective 11/2/12 transfer from Cafe Asst 3.0 hrs (RVE)

VII. SHORT TERM LEAVE 2012-2013

A. ILOD, Military, and Association Leaves

Durham-Parson, Nancy Teacher	BLC	10/19/12 7.5 hrs Assoc. Leave Union Business
Griffis, Mildred Bus Driver	TRANS	11/14/12 7.12 hrs Assoc. Leave Union Business
Hampshire, Tracy Custodian	PES	10/19/12 7.5 hrs Assoc. Leave Union Business
James, Sonya ESE Asst.	GCJ	10/24/12 - 10/31/12 4.25 hrs ILOD Date of Incident - 10/13/12
Ledbetter, Jane Teacher	AES	10/17/12 - 10/24/12 5 hrs ILOD Date of Incident - 4/4/12
May, Sandy Teacher	POE	10/8/12 .33 hrs ILOD Date of Incident - 10/2/12
McGhghy, Linda Asst. Principal	КНН	10/10/12 - 10/17/12 8.75 hrs ILOD Date of Incident - 9/27/12
Morgan, Melinda Teacher	LAE	11/5/12 5.5 hrs ILOD Date of Incident - 11/2/12
Nicholas, Smyk ISS Asst.	ОРН	10/18/12 2 hrs Assoc. Leave Union Business
Paiva, Renna Counselor	OPJ	11/8/12 3.33 hrs Assoc. Leave Union Business
Rivera-Arias, Zoraida Cafe Asst.	WEC	9/28/12 - 10/11/12 50 hrs ILOD Date of Incident - 9/27/12
Roberts, Michelle Teacher	DIS	11/7/12 3 hrs ILOD Date of Incident - 4/9/12

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Dreher, Linda Cafe Asst.	KHH	DROP enrollment effective 1/1/13 Future Resignation 12/31/17
Hedrick, Lynda Custodian	TBE	DROP enrollment effective 9/1/12 Future Resignation 12/31/12 Redesignate DROP end date from 8/31/17
LaMoy, Mary Cafe Manager	LAJ	DROP enrollment effective 2/1/11 Future Resignation 1/11/13 Redesignate DROP end date from 1/31/16
Lesher, Catherine Teacher	TBE	DROP enrollment effective 11/1/12 Future Resignation 10/31/17
Lewis, Lynda Teacher	LJH	DROP enrollment effective 2/1/13 Future Resignation 1/31/18
New, Joan ESE Curriculum Specialist	ESE	DROP enrollment effective 12/1/12 Future Resignation 11/30/17
Trott, James Teacher	LAJ	DROP enrollment effective 1/1/11 Future Resignation 12/20/12 Redesignate DROP end date from 12/31/15