

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
February 17, 2011

TABLE OF CONTENTS

I. <u>Administrative Actions</u>	
A. 2010-2011 Appointments	I-A, p. 1
B. 2010-2011 Transfers	I-B, p. 1
II. <u>Job Descriptions and Supporting Documents</u>	II, p. 1-7
III. <u>Instructional Actions</u>	
A. 2010-2011 Appointments	III-A, p. 1
B. 2010-2011 Redesignations	III-B, p. 1
C. 2010-2011 Transfers	III-C, p. 1
D. 2010-2011 Resignations/Retirements/Conclude Employment	III-D, p. 1
E. 2010-2011 Supplements	III-E, p. 1-3
IV. <u>Instructional Miscellaneous Actions</u>	
A. 2010-2011 Miscellaneous After Hours Appointments	IV-A, p. 1-11
B. 2010-2011 Adult Education	IV-B, p. 1
C. 2010-2011 Community Education	IV-C, p. 1
V. <u>Instructional Substitute Teacher Actions</u>	
A. 2010-2011 Substitute Teacher Approval	V-A, p. 1
B. 2010-2011 Substitute Long-Term Teacher Approval	V-B, p. 1
VI. <u>Support Actions</u>	
A. 2010-2011 Appointments	VI-A, p. 1-2
B. 2010-2011 Resignations/Retirements/Terminations	VI-B, p. 1
C. 2010-2011 Transfers	VI-C p. 1
VII. <u>Short Term Leave</u>	
A. 2010-2011 ILOD, Military and Association Leaves	VII-A, p. 1
VIII. <u>Deferred Retirement Option Program (DROP)</u>	
A. Enrollees	VIII-A, p. 1

I. ADMINISTRATIVE ACTIONS 2010-2011

A. Appointments

Hendrick, Carl D
Director, Information Services

IS

Effective 01/10/11

AC

I. ADMINISTRATIVE ACTIONS 2010-2011

B. Transfers

Curry, Cheryl TES Effective 01/13/11 Transfer from Cafeteria Manager Intern (FNS)
Cafeteria Manager SB III

McCammon, Cindy OLJ Effective 01/05/11 Transfer from Cafeteria Manager (TES)
Cafeteria Asst.-7.0 hrs

II. JOB DESCRIPTION ACTIONS

Approve the following revised job descriptions:

I-1.2.18

Supervisor of Instructional Support Services

Job duties added and the position grade is being reassigned to the Supervisor I level.

I-1.2.26

Reading/Language Arts Supervisor

Job duties added and the position grade is being reassigned to the Supervisor II level.

P-2.2.42

SPRINT Specialist

Job duties and required qualifications have been revised.

I-2.2.72

Distance Learning Specialist

Job duties and job qualifications have been revised.

G-3.1.13

Career Specialist (School Choice)

This job description is a modified version of the current Career Specialist job description and is being created to fit School Choice program needs.

Supplement

Virtual School Principal

This administrative supplement is being added to implement guidelines and requirements of the virtual school program.

Job Locator: I-1.2.18

Supervisor of Instructional Support Services

Position Grade: Supervisor III I

Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Supervisor of Instructional Support Services is responsible to the Assistant Superintendent for Instruction for the coordinating and supervision of support areas assigned to the Instructional Support Services Department.

Responsibilities and duties of this position include:

1. Supervise the overall Instructional Support Services Resource Department.
2. Supervises the planning, development and operation of the district's K-12 virtual school program.
3. Assist in the comprehensive planning and budgeting for district-level aspects of the Department of Instructional Support Services Resources.
4. Administer the instructional materials categorical allocations, purchases and inventories for all schools, and departments within the district.
5. Organize and coordinate all instructional materials adoption and selection processes for the Clay County School District.
6. Coordinate all media services.
7. Coordinate and supervise all curricula technology support.
8. Supervise all Print Center operations.
9. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Five (5) or more years as a certified school-based employee.

Desired Qualifications:

1. One (1) or more years in media services and/or instructional technology experience.

Board Approved: 3/20/97 (Effective 7/1/97)

Revised: 6/23/98 (effective 7-01-98)

Revised: 2-17-11 (effective 7-01-11)

Job Locator: I-1.2.26

Reading/Language Arts Supervisor

Position Grade: Supervisor III **II**

Evaluated by: ~~Director of Elementary Education~~
Asst. Superintendent of Instruction

Job Description:

The Reading/Language Arts Supervisor is responsible to the assigned Instructional Division administrator for the development, implementation, and monitoring of reading/language arts programs and certification for the District.

Responsibilities and Duties of this Position Include:

1. Provide leadership in the development and revision of K-12 reading/language arts programs.
2. **Provide leadership and supervision of the district's Response to Intervention program.**
3. Provide administrative/supervisory support for coordinating and monitoring federal and state requirements.
4. Maintain such records and reports as are necessary to the successful execution of the position.
5. Coordinate and supervise reading/language arts programs.
6. **Coordinate and supervise the district's VPK program.**
7. Assist in the development of comprehensive plans, budgeting and federal or state applications.
8. Observe instruction in classrooms, provide support and coaching, identify materials, and analyze test results to ensure proper instruction in the areas of phonemic awareness, phonics, fluency, vocabulary, and reading comprehension.
9. Coordinate and supervise the reading endorsement inservice program including teacher practicums.
10. Develop and direct a positive public relations program for reading/language arts programs.
11. Attend appropriate conferences and workshops.
12. Perform other duties as assigned by the immediate supervisor.

Required Qualifications:

1. Valid Florida Educator's teaching certificate in Reading.
2. Master's Degree in Reading and/or Educational Leadership or the equivalent.
3. Supervisory experience.
4. Three years successful experience in classroom teaching.
5. Ability to communicate and work well with others.

Approved: 2/19/04, Effective: 7/01/04

Revised: 2/17/11 (Effective 7/01/11)

Job Locator: P-2.2.42

SPRINT Specialist

Position Grade: Teacher's Salary Schedule

Evaluated by: Director of Instructional Personnel Services

Job Description:

The SPRINT Specialist is responsible to the Director of Instructional Personnel Services.

Responsibilities and duties of this position include:

1. Recommend and facilitate appropriate placements for pre-interns/interns.
2. Observe and consult with UNF pre-interns **and/or interns.** ~~and assist in writing and updating the professional development plans for these pre-interns.~~
3. Teach seminars for pre-interns for the University of North Florida three days a week **and participate in curriculum development.**
4. Act as liaison between university supervisory personnel and the directing teachers and school personnel where **pre-interns and** interns have been placed.
5. Serve as a consultant for pre-interns/interns, beginning teachers, and probationary teachers and other teachers requesting peer consultation.
6. Research, create, and facilitate staff development/inservice workshops that deal with effective teaching practices and the State of Florida mandated teacher competencies.
7. Research, acquire and maintain a library of effective teaching resources.
8. Assist the Director of Instructional Personnel Services in the implementation of the Teacher Induction Program (T.I.P.) for Clay County. Conduct orientations to the program requirements, maintain required databases, conduct training workshops, monitor and evaluate program completion for T.I.P. participants.
9. Upon request, observe teachers requiring support/resources. Provide consultation and recommendations for the teacher and school administrator.

Required Qualifications:

1. Currently employed Clay County teacher with five years of successful teaching, three of which must be in Clay County.
2. Skills in supervision through coursework or through practice as a directing teacher, department head or peer teacher.
3. Training as an FPMS certified Summative or Formative Instrument Observer (or must be completed within 3 months).
4. Clinical Educator Training (or must be completed within 3 months) and willingness to gain state trainer status in C.E.T.
5. Master's **or higher** degree **in Education with a minimum of 18 graduate semester hours in Curriculum and/or Instruction coursework.** ~~and currently possess, or eligibility to receive a valid Florida Educator's Certificate~~
6. **Currently possess, or be eligible to receive, a valid Florida Educator's Certificate.**

Desirable Qualifications:

1. Training in educational research.
2. Recent experience as a facilitator/presenter for inservice training.

Effective: 4/20/89

Revised: 9/20/90, 3/16/95, 12/18/97, 3/16/00,
9/19/02, 8/17/06, **2/17/11 (effective 3/01/11)**

Job Locator: I-2.2.72

Distance Learning Specialist

Position Grade: Teacher Salary Schedule

Evaluated by: Supervisor of Instructional Support Services

Job Description:

The Distance Learning Specialist is directly responsible to the Supervisor of Instructional Support Services. She/he works collaboratively with the district's Technology, Media, and Virtual School contacts.

~~Configures, operates and maintains District instructional television and distance learning equipment including equipment related to media retrieval, videoconferencing, satellite programming, video production, and web casting. Produces and schedules programming, trains school site operators, produces training or other District related videos, and maintains web based program library.~~

Responsibilities and duties of this position include:

1. **Assists Supervisor in new program development.**
2. **Researches, develops and implements K – 12 virtual school curricula.**
3. **Coordinates delivery of digital curriculum via the District's learning management system.**
4. **Assists Supervisor with awareness and marketing of virtual school programs.**
5. Maintains District instructional television, videoconferencing, and online/ distance learning equipment.
6. Troubleshoots and corrects equipment related issues.
7. Assists Supervisor in scheduling programming **and course access for virtual programs.** as directed by immediate supervisor.
4. ~~Produces original programs as directed by immediate supervisor.~~
5. ~~Maintains records relating to instructional television and distance learning, purchasing, equipment repairs, and budget.~~
8. Trains and supports virtual school contacts, digital and print content users.
6. ~~Publishes and maintains instructional television and distance learning schedule via department website.~~
9. Serves as the technology contact for students, parents and virtual school instructors.
7. ~~Converts format and maintains web based District program library.~~
10. **Provides input to Supervisor regarding comprehensive planning, district procedures, grant applications and funding sources.**
11. Performs other duties of a similar level or nature.

Required Qualifications:

1. Currently possess, ~~or eligibility to receive~~ a valid Florida Educator's certificate showing certification in Educational Media, Instructional Technology or other related field.
2. A minimum of three years experience in ~~video production, troubleshooting, and maintaining equipment~~ **educational technology** related to online course development, instructional television and/or videoconferencing and web casting, or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. Computer literate with knowledge of Blackboard.

Desired Qualifications:

1. ~~Certification in Educational Media or Master's degree in Instructional Technology or a related degree field.~~
1. Experience in technology integration.
2. Experience in distance learning course development.

Board Approved: 12/14/06

Revised: 2/17/11 (Effective 7/01/11)

Job Locator: G-3.1.13
Career Specialist (School Choice)
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~~-assigned Instructional Division administrator receiving advisory technical assistance ~~through the Director of Career and Technical Education~~, from the district's distance learning and technology specialists.

Responsibilities and duties of this position include:

1. Develop and maintain a career information resource center within the ~~school~~ district.
2. Provide prepared materials concerning ~~employment~~, and **school choice opportunities**, and requirements to students, parents, and out-of-school youth and adults.
3. ~~Prepare information on local and state job requirements and opportunities in cooperation with public and state agencies concerned with employment.~~
4. Compile and disseminate information on ~~employment and educational opportunities at the local, state and national levels.~~ **course opportunities and graduation requirements for virtual school students and parents.**
5. Assist in the identification and counseling of potential or actual ~~school dropouts~~ **virtual school students.**
6. ~~Advise students, teachers and parents about available job opportunities and requirements.~~
6. **Assist home schools in the management of student records as required for school choice students.**
7. Assist with school or district-wide ~~College~~ **School Choice** Night and ~~Financial Aid~~ **School Choice** Workshops.
8. ~~Coordinate district-wide Career Fairs, Career Shadowing and Internships.~~
8. **Manages the virtual school database including registration, scheduling and monitoring of grades and course credits.**
9. ~~Coordinate follow-up counseling for the 8th grade career interest inventory at all junior high schools.~~
9. **Coordinates and conducts training for virtual school instructors on local, state and federal course and program requirements.**
10. **Coordinate home acquisition of all required technology and related equipment.**
11. **Serve as liaison between instructors, parents, Florida Virtual/Connections Academy/Charter staff and appropriate district and school staff.**
12. Perform other such duties as requested by the Principal.

Required Qualifications:

1. ~~An Associate A Bachelor's degree from a regionally accredited institution.~~
2. Verification of at least six (6) years of full-time occupational experience (outside of teaching experience)
3. ~~Must complete twelve (12) semester hours (four courses) as required by Florida Statute 1012.39 and Florida State Board of Education Administrative Rule 6A 4.072(4), within three (3) years of initial employment.~~

Desirable Qualifications:

1. Occupational experience involving successful multiple job responsibilities.
2. Experience in database management and school choice requirements and opportunities.

Revised: 01/18/90, 11/16/99, 4/18/02, 9/19/02,
5/20/04, **2/17/11 (effective 7/01/11)**

SUPPLEMENTED POSITION (New)
Virtual School Principal

The Virtual School Principal will implement guidelines and requirements established by law relating to human resources, effective instruction, and student achievement.

The primary responsibilities for this position include:

1. Facilitate the hiring, developing, and mentoring of virtual school instructional staff.
2. Supervise and evaluate designated teachers and staff.
3. Serve as the instructional coach for virtual school instructional staff.
4. Encourage communication, innovation, and refinement of best practices for instruction.
5. Assist in the development of short and long-term program development goals.
6. Monitor compliance with state and local accountability requirements.
7. Monitor the effectiveness of program implementation as evidenced by student performance.

Board Approved: 2/17/11 (Effective 7/01/11)

III. INSTRUCTIONAL ACTIONS 2010-2011

A. Appointments

Bowers, Bradley T ESE-Alt	BLC	Effective 01/21/11	10 mos	AC
Brown, Tiara Att Asst-Soc Wk	SS	Effective 01/03/11	10 mos	AC
Hearn, Stefanie L Math Coach	CEB	Effective 01/03/11	10 mos	AC
Mann, Jessica D Fam/Cons Ed	RHS	Effective 12/10/10	10 mos	AC
Stevens, Edward L Int Dis PMH	RVE	Effective 01/03/11	10 mos	AC
Strickland, Amanda Title I/ESOL OF	CEB	Effective 01/03/11	10 mos	AC
Warren, Kimberly Reading	KHH	Effective 01/04/11	10 mos	AC

Pending Appointments

Johnson, Jacki J Inclus-Rdg OF	MHS	Effective 10/18/10	10 mos	AC
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III. INSTRUCTIONAL ACTIONS 2010-2011

B. Resignations

Drawdy, Kimberly Gr 2/ESOL OF	RVE	Effective 01/10/11 Redesignate from Gr 2
Gorman, Patricia AC	OPH	Effective 06/01/11 Redesignate from CC
Starosta, Marlene Gr 2/ESOL OF	RVE	Effective 01/10/11 Redesignate from Gr 2

III. INSTRUCTIONAL ACTIONS 2010-2011

C. Transfers

Bartholomew, Melanie S WJH Effective 01/31/11 transfer from Counselor (.5 DIS/.5MBE)
1.0 Counselor

III. INSTRUCTIONAL ACTIONS 2010-2011

D. Resignations/Retirements/Conclude Employment

Adams, Elizabeth H Lang Arts	OPH	Effective 06/09/11	Retirement
DiFranco, Deborah Psych Adv Plac	OPH	Effective 06/09/11	Retirement
Turner, Danielle Earth Science	LAJ	Effective 01/12/11	Resignation
Washington, Audrey D Gr 6	DIS	Effective 02/25/11	Retirement

III. INSTRUCTIONAL ACTIONS 2010-2011

E. SUPPLEMENTS

Appointments

Blackwood, Jennifer	FIH	Effective 12/24/10	Intervention Team Fac
Capper, Payton	KHH	Effective 08/09/10	Tennis Head
Carver, Robert	OHS	Effective 02/01/11	Baseball Asst
Dubose, Rodney	OPH	Effective 12/11/10	Track Asst
Dusinberre, Richard	LAJ	Effective 01/21/11	Wrestling Head
Duval, Thomas	OHS	Effective 02/01/11	Basketball Asst
English, Robert	TES	Effective 08/10/10	.5 Science Fair
Fields, Kyle	OLJ	Effective 01/24/11	.33 Baseball Asst
Freeman, Joshua	CHS	Effective 10/29/10	Basketball Asst
Kapeghian, Susan	BLC	Effective 01/21/11	Peer Teacher for Bradley Bowers
LaFontant, Florence	RHS	Effective 01/10/11	Intervention Team Fac
Lawrence, Bonita	OLJ	Effective 01/20/11	Track Head
Loudy, Deborah	RHS	Effective 12/10/10	Peer Teacher for Jessica Mann
McNealy, Christopher	RHS	Effective 08/09/10	Wrestling Head
Milner, William	OLJ	Effective 01/24/11	Baseball Head
Papp, James	OLJ	Effective 01/24/11	.33 Baseball Asst
Platts, Shawn	FIH	Effective 02/02/11	Basketball Asst
Randolph, Michael	MSH	Effective 01/07/11	Weightlifting Head
Senters, April	DIS	Effective 01/31/11	Int Team Fac
Sullivan, Betsy	KHH	Effective 01/07/11	Tennis Head
Tennant, Traci	TES	Effective 01/03/11	Int Team Fac
Williams, Kenneth	OPJ	Effective 08/09/10	Flag Football Head

III. INSTRUCTIONAL ACTIONS 2010-2011

E. Supplement Resignations

Haynes, Michelle CEB Effective 12/24/10 From.5 Dept Head Gr 1
1.0 Dept Head Gr 1

III. INSTRUCTIONAL ACTIONS 2010-2011

E. SUPPLEMENTS

Resignations

Bartholomew, Melanie	DIS	Effective 01/28/11	Intervention Team Fac
Bazley, Jean	CEB	Effective 12/17/10	.5 Dept Head Gr 1
Becton, Patricia	FIH	Effective 12/17/10	Intervention Team Fac
Carmichael, Barbara	RHS	Effective 01/07/11	Intervention Team Fac
Conroy, Joseph	MHS	Effective 01/06/11	Football Asst. JV (spring only)
Conroy, Joseph	MHS	Effective 01/06/11	Weightlifting Head
Johnson, Amy	TES	Effective 06/10/10	Int Team Fac
La Barbara, Jason	MHS	Effective 01/18/11	Football Asst. JV (spring only)
Milner, William	OLJ	Effective 11/19/10	Baseball Asst
Murree, Ashley	KHH	Effective 01/06/11	Tennis Head
Reyes, Kristie	OLJ	Effective 01/19/11	Track Head
Smith, Terry	OPH	Effective 12/10/10	Track Asst
Yearty, Dennis	OLJ	Effective 11/19/10	Baseball Head

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Abramowich, Stanley	RVE	Effective 01/11/11 Academic Tutoring Hourly as needed
Altwater, Allison	ROE	Effective 01/05/11 Academic Tutoring Hourly as needed
Ammons, Stephanie	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Angers, Janice	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Askew-Sharp, Jennifer	POE	Effective 01/20/11 Academic Tutoring Hourly as needed
Baker, Elizabeth	CHE	Effective 01/25/11 Academic Tutoring Hourly as needed
Baker, Lisa	ROE	Effective 01/05/11 Academic Tutoring Hourly as needed
Baker, Tina	LAJ	Effective 01/18/11 Academic Tutoring Hourly as needed
Borum, Amanda	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed
Boswell, Tonja	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Bowen, Trini	CHS	Effective 01/11/11 Tch on Special Assign Hourly as needed
Brusca, Cassandra	POE	Effective 01/20/11 Academic Tutoring Hourly as needed
Brusen, Denise	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Budzinski, Ted	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed
Burt, Tracy	ROE	Effective 01/05/11 Academic Tutoring Hourly as needed
Calloway, Deidre	AES	Effective 01/10/11 Academic Tutoring Hourly as needed
Carter, Amber	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Castleberry, Stephanie	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed
Cedano, Niorka	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Clark, Sally	ROE	Effective 01/05/11 Academic Tutoring Hourly as needed
Clifton, Janice	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Christopher, Nakia	PES	Effective 01/10/11 Academic Tutoring Hourly as needed
Colangelo, Donald	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Cooksey, Rebecca	PES	Effective 01/10/11 Academic Tutoring Hourly as needed
Creswell, Jennifer	PES	Effective 01/10/11 Academic Tutoring Hourly as needed
Cummings, Gina	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Davis, Amanda	LES	Effective 02/22/11 Academic Tutoring Hourly as needed
Dibble, Ian	WES	Effective 11/15/10 Academic Tutoring Hourly as needed
Dicks, Terri Anne	LAE	Effective 01/11/11 Tch on Special Assign Hourly as needed
Doughty, Steven	RVE	Effective 01/17/11 Academic Tutoring Hourly as needed
Dyal, Amy	LAJ	Effective 01/18/11 Academic Tutoring Hourly as needed
Farmer, Carrie	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Farwell, Kimberly	G CJ	Effective 01/05/11 Academic Tutoring Hourly as needed
Flack, Dorreen	WES	Effective 11/15/10 Academic Tutoring Hourly as needed
Flagg, Pamela	RHS	Effective 09/01/10 Academic Tutoring Hourly as needed
Ford-Hudson, Susan	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed
Frakes, Christa	KHHS	Effective 02/22/11 Academic Tutoring Hourly as needed
Franklin, Machele	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed
Frawley, Lindsey	ROE	Effective 01/05/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Gaglione, Janis	WES	Effective 11/15/10 Academic Tutoring Hourly as needed
Gentry, Carrie	GCJ	Effective 01/05/11 Academic Tutoring Hourly as needed
Gilbert, Erica	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed
Glidden, Karla	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed
Glod, Donna	LAJ	Effective 01/18/11 Academic Tutoring Hourly as needed
Glover, Ashley	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Granath, Andrew	WES	Effective 11/15/10 Academic Tutoring Hourly as needed
Graves, Heather	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Gresser, Nancy	AES	Effective 01/10/11 Academic Tutoring Hourly as needed
Gretton, Pamela	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed
Hallstrom, Janet	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Halter, Dawn	RVE	Effective 01/11/11 Academic Tutoring Hourly as needed
Halter, Jonathan	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Harmon, Janna	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Hearn, Stefanie	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Hendry, Katherine	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Holmes, Maureen	OPH	Effective 01/11/11 Tch on Special Assign Hourly as needed
Hornby, Cynthia	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
James, Dustin	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Johnson, Cynthia	G CJ	Effective 01/05/11 Academic Tutoring Hourly as needed
Johnson, Debra	OPH	Effective 01/24/11 Academic Tutoring Hourly as needed
Kaminskas, Lynn	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Kawabe, Katie	G CJ	Effective 01/05/11 Academic Tutoring Hourly as needed
Kelly, Danielle	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Kenny, Kelly	WES	Effective 11/15/10 Academic Tutoring Hourly as needed
Kicklighter, Kelly	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Krysztoforski, Rachael	LES	Effective 02/02/11 Academic Tutoring Hourly as needed
Larson, Cheryl	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed
Lipsitz, Jason	LAJ	Effective 01/18/11 Academic Tutoring Hourly as needed
Little, Ty	LES	Effective 01/18/11 Academic Tutoring Hourly as needed
Loudy, Deborah	RHS	Effective 01/10/11 Tch on Special Assign Hourly as needed
Lowery, Jennifer	G CJ	Effective 01/05/11 Academic Tutoring Hourly as needed
Mainer, Dimitra	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Maly, Richard	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Matz, Melissa	AES	Effective 01/10/11 Academic Tutoring Hourly as needed
McElhone, Bethann	LES	Effective 02/22/11 Academic Tutoring Hourly as needed
McGahee, Michelle	CHS	Effective 01/11/11 Tch on Special Assign Hourly as needed
McGee, Lisa	AES	Effective 01/10/11 Academic Tutoring Hourly as needed
McGuffie, Cheryl	G CJ	Effective 01/05/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

McIver, Melanie	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Melson, Stacy	CHE	Effective 01/25/11 Academic Tutoring Hourly as needed
Merritt, Jason	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Monks, Bethany	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Morrell, Susan	POE	Effective 01/20/11 Academic Tutoring Hourly as needed
Mulcahy, Jennifer	AES	Effective 01/10/11 Academic Tutoring Hourly as needed
Nelms, Deborah	LES	Effective 02/02/11 Academic Tutoring Hourly as needed
Norton, Daphne	OPH	Effective 01/24/11 Academic Tutoring Hourly as needed
Norton, Daphne	OPH	Effective 01/11/11 Tch on Special Assign Hourly as needed
Oliver, Tracy	ESE	Effective 11/15/10 Hospital/Homebound Hourly as needed
Otti, Marsha	LAJ	Effective 01/18/11 Academic Tutoring Hourly as needed
Pandich, Thomas	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Papuga, Carol	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Parman, Vicki	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Pellett, Marcy	LES	Effective 02/02/11 Academic Tutoring Hourly as needed
Pippin, Gayle	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed
Pittman, Shemeka	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed
Poole, Cheryl	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Pugh, Nathan	GCJ	Effective 01/05/11 Academic Tutoring Hourly as needed
Rasch, Tracie	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed
Raybeck, Carrie	PES	Effective 01/10/11 Academic Tutoring Hourly as needed
Reed, Linda	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Rexroad, Megan	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Rizzo, Patricia	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed
Robbins, Jennifer	ROE	Effective 01/05/11 Academic Tutoring Hourly as needed
Rodifer, Kellie	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Rodillas, Dinah	OPH	Effective 01/24/11 Academic Tutoring Hourly as needed
Rodriguez, Brandy	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Rothweiler, Stacey	KHHS	Effective 02/22/11 Academic Tutoring Hourly as needed
Sampsel, Khela	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Santa Maria, Christine	SBJ	Effective 01/19/11 Academic Tutoring Hourly as needed
Santiago, Jasmine	AES	Effective 01/10/11 Academic Tutoring Hourly as needed
Sciandra, Celeste	POE	Effective 01/20/11 Academic Tutoring Hourly as needed
Shoff, Julie	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed
Silverman, David	LAJ	Effective 01/18/11 Academic Tutoring Hourly as needed
Smith, Glenda	LAE	Effective 01/11/11 Tch on Special Assign Hourly as needed
Smith, Jennifer	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Stadelmaier, Cherelle	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Stubbs, Sundae	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Suter, Dawn	SS	Effective 01/03/11 Academic Tutoring Hourly as needed
Tackett, Crista	WES	Effective 11/15/10 Academic Tutoring Hourly as needed
Tadiello, Anthony	OPH	Effective 01/24/11 Academic Tutoring Hourly as needed
Tarrant, Mary	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Teto, Heather	FIH	Effective 01/08/11 Academic Tutoring Hourly as needed
Tillo, William	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed
Torrens, Scott	LES	Effective 02/02/11 Academic Tutoring Hourly as needed
VanBuren, Jenny	RHS	Effective 01/10/11 Tch on Special Assign Hourly as needed
VanGundy, Brenda	WJH	Effective 02/08/11 Academic Tutoring Hourly as needed
Walker-Ford, Antonette	OLJ	Effective 01/20/11 Academic Tutoring Hourly as needed
Wallace, Salli	CHE	Effective 01/25/11 Academic Tutoring Hourly as needed
Walls, Melanie	KHHS	Effective 02/22/11 Academic Tutoring Hourly as needed
Ward, Antoinette	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Weeks, Brenda	POE	Effective 01/20/11 Academic Tutoring Hourly as needed
Weeks, Michelle	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed
White, Christopher	G CJ	Effective 01/05/11 Academic Tutoring Hourly as needed
White, Deborah	CHE	Effective 01/25/11 Academic Tutoring Hourly as needed
White, Heidi	SS	Effective 01/03/11 Academic Tutoring Hourly as needed
Williamson, Amy	CEB	Effective 01/18/11 Academic Tutoring Hourly as needed
Wiley, Jennifer	FIE	Effective 01/11/11 Academic Tutoring Hourly as needed
Wishnek, Carol	LES	Effective 02/22/11 Academic Tutoring Hourly as needed
Yacavone, Greer	L AJ	Effective 01/18/11 Academic Tutoring Hourly as needed
Yeldell, Amy	KHHS	Effective 02/22/11 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

B. ADULT EDUCATION

Resignations

Carmichael, Barbara Effective 01/07/11 ESOL

Retirements

Becton, Patricia Effective 12/17/10 ESOL

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

C. COMMUNITY EDUCATION

Appointments

Devault, Rebecca

Effective 01/12/11-06/30/11 Culinary Arts/Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2010-2011

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Atkinson, Charlotte	01/05/11	Regular
Cassidy, Kelly	01/26/11	Regular
Contos, Carol	01/26/11	Regular
Crayon, John	01/31/11	Regular
Fuentes, Mayra	01/26/11	Regular
Glenn, Donna	01/05/11	Regular
Harding, Lindsey	01/26/11	Regular
Hurley, Makenzie	12/07/10	Regular
Ives, Susan	01/26/11	Regular
Karkkainen, Kristina	01/05/11	Regular
King, Donna	01/05/11	Regular
Lazenby, Donna	12/07/10	Regular
Mierzwinski, Kevin	01/05/11	Regular
Montford, Tammy	01/05/11	Regular
Motes, Christine	01/31/11	Regular
Ragasa, Barbara	12/07/10	Regular
Wilson, Amy	01/05/11	Regular
Winfrey, Kimberly	01/05/11	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2010-2011

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Ausmus, Jessica	Effective 01/31/11
Barnard, Robin	Effective 01/19/11
Cooper, Barbara	Effective 01/13/11
Crayon, John	Effective 01/31/11
Dortch, Brandy	Effective 01/31/11
Ferguson, Laurel	Effective 01/03/11
Glenn, Donna	Effective 01/06/11
Hartigan, Katheryn	Effective 01/05/11
Hawkins, Kimberly	Effective 01/31/11
Jensen, Heidi	Effective 01/10/11.
Khaoprachan, Paula	Effective 01/04/11
Maddox, Patricia	Effective 01/10/11
McKenzie, Erin	Effective 01/13/11
Mick, Kathryn	Effective 12/13/10
Midgett, Dana	Effective 02/14/11
Mitchell, Elizabeth	Effective 01/24/11
Philpot, Lauren	Effective 01/24/11
Smeltzer, Lauren	Effective 01/03/11
Suter, Diane	Effective 01/05/11
Taylor, Lee C.	Effective 01/31/11
Teague, Elaine	Effective 01/04/11
Yost, Rhoda Leann	Effective 01/21/11

VI. SUPPORT 2010-2011

A. APPOINTMENTS

Abraham, Marcus Bus Driver	TRANS	Effective 12/6/10 Annual Contract
Brown, Nathaniel .8 ISS Asst.	OPJ	Effective 1/12/11 - 6/8/11 Limited Contract
Chapman, Lisa .9 ESE Asst. - B. Health	RHS	Effective 1/18/11 - 6/8/11 Limited Contract
Edwards, Sherry ESE Asst. - Bus Monitor	TRANS	Effective 12/6/10 Annual Contract
Hoppen, Melissa .8 Classroom Asst.	POE	Effective 1/5/11 - 6/8/11 Limited Contract
Kern, Lisa .9 ESE Asst. - General	PES	Effective 1/10/11 - 6/8/11 Limited Contract
Kuehn, Siegrid .6 ISS Asst.	LAE	Effective 1/18/11 - 5/6/11 Limited Contract
Lanier, Brenda .8 ISS Asst.	WES	Effective 1/7/11 - 6/7/11 Limited Contract
Martin, Susan Bus Driver	TRANS	Effective 12/6/10 Annual Contract
Matto, Autumn Cafe' Asst. - 3.5 hrs.	POE	Effective 1/18/11 - 6/8/11 Limited Contract
Montgomery, Meghan RN - 10 mo.	WEC	Effective 1/7/11 Annual Contract
Morse, Robert Cafe' Asst. - 5.0 hrs.	POE	Effective 1/24/11 - 6/8/11 Limited Contract
Mosley, Michael Custodian	CHE	Effective 1/6/11 - 6/30/11 Limited Contract
Parnell, Kirsten Cafe' Asst. - 3.0 hrs.	CHS	Effective 1/19/11 - 6/8/11 Limited Contract
Rivera, Gina Cafe' Asst. - 3.5 hrs.	OHS	Effective 1/5/11 - 6/8/11 Limited Contract

VI. SUPPORT 2010-2011

A. APPOINTMENTS

Sirmans, Webster .9 ESE Asst. - General	ROE	Effective 1/5/11 - 6/8/11 Limited Contract
Stedman, Derek Custodian	TES	Effective 1/3/11 - 6/30/11 Limited Contract
Stroup, Amanda .9 ESE Asst. - General Health	RVE	Effective 1/6/11 - 6/8/11 Limited Contract

VI. SUPPORT 2010-2011

B. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Bingham, Cindy Cafe' Asst. - 5.25 hrs.	WJH	Effective 12/17/10 Resignation
Black, Willie Mae Custodian	WEC	Effective 2/28/11 Retirement
Blandin, Piedad Cafe' Asst. - 3.75 hrs.	OPJ	Effective 12/31/10 Resignation
Bullard, Dana Cafe' Asst. - 5.0 hrs.	POE	Effective 12/10/10 Resignation
Houde, Cariann Cafe' Asst. - 3.5 hrs.	POE	Effective 12/9/10 Resignation
Kimsey, Patricia Bus Driver	TRANS	Effective 12/15/10 Resignation
Letioa, Myrna Bus Driver	TRANS	Effective 12/17/10 Retirement
MacDonald, Shannon RN - 10 mo.	KHE	Effective 1/4/11 Resignation
Martin, Aleshia .9 ESE Asst. - General	SLE	Effective 1/7/11 Resignation
Michael, Dawn Cafe' Asst. - 4.25 hrs.	OPH	Effective 1/10/11 Resignation from Limited Contract
Mills, Rodney Bus Driver	TRANS	Effective 12/16/10 Resignation
Ross, Diane Custodian	GCJ	Effective 2/28/11 Retirement
Stevens, Edward .9 ESE Asst. - General Health	RVE	Effective 12/31/10 Resignation
Taylor, James Custodian	POE	Effective 1/28/11 Resignation
Turner, Judy Cafe' Asst. - 6.25 hrs.	CEB	Effective 6/8/11 Retirement

VI. SUPPORT 2010-2011

C. TRANSFERS

Atkinson, Stephanie Cafe' Asst. - 3.75 hrs.	MHS	Effective 1/17/11 transfer from Cafe' Asst. - 3.0 hrs. (MHS)
Dyal, Rene' Media Tech. Asst.- 10 mo.	AES	Effective 1/3/11 transfer from Health Asst. - 10 mo. (AES)
Knight, Cynthia Cafe' Asst. - 5.25 hrs.	WJH	Effective 1/17/11 transfer from Cafe' Asst. - 4.25 hrs. (WJH)
Metheny, Melissa Custodian	SPC	Effective 1/18/11 transfer from .9 ESE Asst. - B. Health (LES)
Reynoso, Isabel Custodian	RHS	Effective 2/1/11 transfer from .9 ESE Asst. - B. Health (RHS)
Short, Yesenia Cafe' Asst. - 6.0 hrs.	CHS	Effective 1/5/11 transfer from Cafe' Asst. - 3.0 hrs. (CHS)
Tessaro, Tara Cafe' Asst. - 4.0 hrs.	MHS	Effective 1/5/11 transfer from Cafe' Asst. - 3.75 hrs. (MHS)
Tryon, Dawn School Secretary - 10 mo.	OPH	Effective 1/4/11 transfer from .4 Student Rec. Secty - 10 mo. (TBE)

VII. SHORT TERM LEAVE 2010-2011

A. ILOD, Military, and Association Leaves

Cloud, Kristi Teacher	TBE	11/30/10 - 12/14/10 6.0 hrs. ILOD Date of incident - 11/1/10
Dyal, Amy Teacher	LAJ	11/5/10 1.0 hr. ILOD Date of incident - 10/29/10
Fields, Teresa Teacher	MRE	1/4/11 1.83 hrs. ILOD Date of incident - 8/16/10
Fisher, Lisa ESE Asst.	WEC	12/15/10 6.75 hrs. ILOD Date of incident - 5/25/10
Floyd, Vickie Teacher	MHS	12/10/10 7.83 hrs. Military Leave Annual Training
Grant, Darlene Media Specialist	RVE	12/14/10 3.5 hrs. ILOD Date of incident - 8/13/04
Griffis, Mildred "Kelly" Bus Driver	TRANS	1/21/11 - 2/4/11 34.17 hrs. Assoc. Leave CESPA Union Business
Hollowell, Peggy Teacher	LJH	12/7/10 - 12/17/10 2.0 hrs. ILOD Date of incident - 11/29/10
McConney, Lindsey Teacher	CEB	12/10/10 - 12/17/10 46.98 hrs. ILOD Date of incident - 11/8/10
Nuss, Virginia Bus Monitor	TRANS	10/26/10 5.50 hrs. ILOD Date of incident - 10/25/10
Otti, Marsha Teacher	LAJ	11/17/10 1.5 hrs. ILOD Date of incident - 9/2/10
Pike, Paula Teacher	CHE	11/15/10 7.0 hrs. ILOD Date of incident - 11/12/10
Rodriguez, Ana ESE Asst.	OHS	12/8/10 1.5 hrs. ILOD Date of incident - 10/25/10
Seiple, David Custodian	POE	11/12/10 - 11/19/10 39.83 hrs. ILOD Date of incident - 11/10/10
Tooley, Christina ESE Asst.	RHS	1/19/11 5.0 hrs. ILOD Date of incident - 11/4/10

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Cole, Sharon Guidance Counselor	RHS	DROP enrollment effective 6/1/10 Future Resignation 6/9/11 Redesignate DROP end date from 5/31/15 to 6/9/11
Gorman, Patricia Teacher	OPH	DROP enrollment effective 6/1/06 Future Resignation 6/9/11 Redesignate DROP date from 5/31/11 to 6/9/11 (Extension)
Kelly, Florine Custodian	RHS	DROP enrollment effective 6/1/11 Future Resignation 5/31/16
Kirkham, Paul Guidance Counselor	OLH	DROP enrollment effective 1/1/11 Future Resignation 12/31/15
LaMoy, Mary Cafeteria Manager	LAJ	DROP enrollment effective 2/1/11 Future Resignation 1/31/16
Palmatier, Sharon Media Specialist	WJH	DROP enrollment effective 7/1/11 Future Resignation 6/30/16
Washington, Audrey Teacher	DIS	DROP enrollment effective 4/1/10 Future Resignation 2/25/11 Redesignate DROP end date from 3/31/15 to 2/25/11
Wasik, Gay Media Specialist	KHE	DROP enrollment effective 1/1/11 Future Resignation 12/31/15