

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA**

February 19, 2009

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**CONSENT AGENDA  
February 19, 2009**

**I. ADMINISTRATIVE ACTIONS 2008-2009**

**A. Appointments**

Oliver, Cheryl Lee  
Principal

POE

Effective 04/01/09

Annual + PSC Teacher

## II. JOB DESCRIPTION ACTIONS

### A. Approve the following new job description:

- I-1.1.17 Director of Exceptional Student Education and Student Services**  
Due to current budget constraints and through attrition, two director positions will be combined. Required qualifications have been amended to include school level experience.

### B. Approve the following revised job descriptions:

- C-3.5.01 Data Entry/Records Technician**  
Job responsibilities have been amended to add vendors and contractors to the list of those required to be fingerprinted before gaining access to district schools. No changes in required qualifications.
- C-3.7.04 Classroom Assistant (Generic)**  
Required qualifications amended to require successful completion of training for specific federal grant-funded positions to occur during the contracted day.
- C-3.7.07 ESE Assistant**  
Required qualifications have been amended to match job title changes with federal and state guidelines.
- C-3.7.16 Licensed Practical Nurse**  
Clean up of required qualifications to require a high school diploma or equivalent.
- C-3.8.15 Registered Nurse**  
Clean up of required qualifications to require a high school diploma or equivalent.

**Job Locator: I-1.1.17 (NEW)**

**Director of Exceptional Student Education and  
Student Services**

**Position Grade: Director I**

**Evaluated By: Assistant Superintendent for Instruction**

**Job Description:**

**The Director of Exceptional Student Education/Student Services is responsible to the Assistant Superintendent for Instruction and serves in a staff relationship with other directors.**

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

1. **Plan and budget for district-wide and school-based programs and services that support regular education and special education students, Pre-K through Adult Education, to improve their academic achievement.**
2. **Consult with principals regarding comprehensive planning and budgeting for school-based programs and services of Exceptional Student Education and Student Services.**
3. **Promote adequate procedures for the implementation of the Response to Intervention process.**
4. **Promote adequate procedures for the screening, referral, parent notification and placement of students whose needs are not met through Response to Intervention.**
5. **Initiate new programs and plan for expanded sequential programming for all exceptional children/youth in Clay County.**
6. **Supervise, coordinate and evaluate Exceptional Student Education and Student Service staff at the district level.**
7. **Prepare Board Policies, district, state and federal reports and proposals for Exceptional Student Education and Student Services. Prepare and manage grants, contracts, agreements and pilot studies related department programs.**
8. **Coordinate activities and programs with community agencies which provide directives and services to students and information to parents and community.**
9. **Supervise record keeping for all students.**
10. **Prepare and manage district-wide hearing procedures as the superintendent's designee regarding suspension/expulsions appeals and other Student Services related areas.**
11. **Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.**

**Required Qualifications:**

1. **Valid Florida Educator's Certificate in Administration/Supervision, Educational Leadership, and School Principalship, or guidance, or school psychology, or at least one area of exceptionality.**
2. **Master's Degree**
3. **Three (3) years experience in administration at the school level.**
4. **Skills in human relations.**

Job Locator: C-3.5.01  
Data Entry/Records Technician  
Position Grade: Support Salary Schedule  
Evaluated By: Assistant Superintendent for Human  
Resources or designee

Job Description:

Inputs employee and personnel information into the system database to ensure all employee pre-employment, employment and personnel information is current and up-to-date. Performs a variety of other tasks, including but not limited to the electronic or otherwise updating of employment data cards, reference materials, or departmental files/records.

Responsibilities and duties of this position include:

1. Sorts, scans, verifies readability, and files employment, pre-employment and personal employee data into the personnel database. Proofs printouts to ensure accuracy of input data and reports.
2. Conducts fingerprinting and drug screening for all new employees/contractors/vendors as required. Notifies supervisor of results.
3. Collects and distributes department mail.
4. Assists and updates employment data cards in the instructional or support personnel department to ensure the accuracy of contracts, summer school information, Board action and reappointment letters.
5. May type and send requisitions for supplies or materials to the warehouse and records vendor numbers or other needed information on the requisitions.
6. Serves as a backup to the switchboard operator or departmental receptionist by answering calls and assisting callers with requested information.
7. Performs other duties of a comparable level/type.

Required Qualifications:

1. High school diploma or equivalent (GED)
2. One year data entry experience
3. Passing score on the Primary Skills Test

Board Approved: 5/20/93  
Revised: 2/19/04, 8/17/06, 10/18/07,  
2/19/09

**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. Effective March 1, 2008, all Classroom Assistants (Generic) assigned to Bannerman Learning Center must have successfully completed SCM.
5. 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.*)
6. 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.
7. 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.
8. **Effective March 1, 2009 for Classroom Assistants funded through the Federal grant for Enhanced Instructional Opportunities for Immigrant Children and Youth, project number 100-1029A-9CR01 only, successful completion of Rosetta Stone, Diversity, LeapFrog and Effective Teaching strategies of ESOL Students Training for Classroom Assistants assigned to Immigrant or ESOL students and/or**

**classes to be provided by the School Board during contracted working hours at the employee's regular rate of pay within 6 months of employment.**

Board Approved: 5/20/93,  
Revised: 2/20/97, 10/21/99 9/20/01, 3/21/02, 11/19/02, 4/20/06,  
10/18/07, 2/19/09

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. 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.
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 March 22, 2002, for new hires and January 8, 2006 for existing j~~ Jobholders assigned to "School wide 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. Successful completion of Safe Crisis Management (SCM) training within the first 6 months of employment for Assistants assigned to Emotional Behavior Disorder (E/BD), or Autistic Spectrum Disorder (ASD) **Behavioral Health** Assistant classes. ~~Effective March 1, 2005 w~~ 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. ~~Effective March 1, 2008, a~~ All ESE Assistants assigned to Bannerman Learning Center must have successfully completed SCM.
7. Must be able to lift 35 pounds in ~~PI or PMH~~ **General Health** Assistant classes.
8. Successful completion of training requirements in CPR, First Aid and Medication Management **Administration** as required by Federal Medicaid regulations to be provided by the School Board during contracted working hours at the employee's regular rate of pay within 6 months of employment for **Behavioral Health** Assistants **or** **General Health Assistants** assigned to a unit with a Medicaid student, in the job titles of TMH, Individual, E/BD, PI, PMH, ASD, PK/PI, PK/ASD, or combinations thereof. Effective March 1, 2008, all existing job



~~holders in the job titles of PI, PMH, and ASD must have successfully completed the training. Effective March 1, 2009, all **Behavioral Health Assistant or General Health Assistant** existing job holders in the remaining job titles above must have successfully completed the training.~~

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, 5/17/07, 10/18/07, 2/21/08,  
2/19/09

**Job Locator: C-3.7.16**  
**Licensed Practical Nurse**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

The Licensed Practical Nurse provides practical nursing services to students enrolled in the School District of Clay County in accordance with Clay County's Procedures and Policies regarding School Health Services and Health Services Manual for Medically Complex Students, including emergency care of students and other such duties as may be assigned by the principal.

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

1. Provides basic first aid to students who become ill or sustain injuries during the school day.
2. Maintains daily logs on health room services provided and compiles reports or forms as needed.
3. Monitors the inventory of medical supplies and recommends the replenishment of supplies, as needed.
4. Conducts various health screenings and tests to assess student growth and developmental health patterns.
5. Assists students with the administration of prescribed medication according to School Board policies and protocol.
6. Assures health room is maintained in an organized manner and facility is maintained in hygienic condition to ensure a safe environment.
7. Participates as a member of the Crisis Intervention Team and Student Assistance Team to provide information on health issues and to facilitate student referrals for service.
8. Assists in providing staff awareness regarding health related instruction including, but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
9. Participates in workshops and training sessions as required.
10. Provides other duties of a similar nature or level.

**Required Qualifications:**

1. **Must be a high school graduate or have passed the G.E.D. equivalency examination.**
2. Must be certified in CPR and maintain certification during employment.
3. Must be licensed, at a minimum, as a Practical Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
4. Effective 4/18/03, must possess current certification in First Aid prior to employment, and must maintain certification while employed. Existing employees must become certified in First Aid no later than 12/31/03 and must maintain certification while employed thereafter. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

Board Approved: 5/20/93  
Revised: 9/15/94, 3/20/97, 3/31/99  
4/17/03, 5/15/03, 11/16/04,  
8/17/06, 2/19/09

**Job Locator: C-3.8.15**

**Registered Nurse**

**Position Grade: Support Salary Schedule**

**Evaluated by: Principal**

**Job Description:**

The Registered Nurse provides professional nursing services to medically involved students enrolled in the School District of Clay County in accordance with Clay County's Procedures and Policies regarding School Health Services and Health Services Manual for Medically Complex Students; provides supervision of medical services; assists in the implementation of the health services program, including emergency care of students and other such duties as may be assigned by the principal.

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

1. Assists when appropriate in completing health room records, screenings, and keeping records on students being referred to the health room and services to students.
2. Assists in implementation of the Annual School Health Services Plan and completion of data for Annual Report.
3. Provides and monitors physician ordered nursing care, treatments, procedures and medications to designated students, which may include medically complex students.
4. Assists in maintaining health room area and supplies, when appropriate.
5. Performs medically complex procedures within the scope of Florida Registered Nurse licensure, includes but not limited to catheterization, tracheal suctioning, postural drainage, gastrostomy feedings, and nursing assessment.
6. Provides supervision, coordination, and/or consultation to LPN and other staff who provide medical services to students (including student's physician).
7. May be assigned to ride school bus or other school vehicles with specific medically fragile students in an emergency.
8. Participates as a member of the child study team, staffings and core teams to provide information on health issues and to facilitate student referrals for service.
9. Assists in the establishment of a cumulative health record and nursing care plan on appropriate students and documentation of health problems identified, medical procedures or corrective measures.
10. Assists child's physician in the development of specific individualized nursing care plans for exceptional students or 504 students.
11. Assists in providing staff awareness regarding health related instruction, including but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
12. Participates in workshops and training sessions as required.
13. Provides other duties of a similar nature or level.

**Required Qualifications:**

1. **Must be a high school graduate or have passed the G.E.D. equivalency examination.**
2. Must complete pre-employment screening by Public Health Department Nurse Supervisor or designee for placement in RN applicant pool.
3. Must be certified in CPR and maintain certification during employment.
4. Must be licensed as a Florida State Licensed Registered Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
5. Effective 4/18/03, must possess current certification in First Aid prior to employment, and must maintain certification while employed. Existing employees must become certified in First Aid no later than 12/31/03 and must maintain certification while employed thereafter. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

Board Approved:

3/31/99

Revised:

4/17/03, 11/16/04,

8/17/06, 2/19/09

**III. INSTRUCTIONAL ACTIONS 2008-2009**

**A. Re-appointments**

Kovaleski, Kim M  
Inclusion

LAJ

Effective 08/11/08

Contract: Annual

### III. INSTRUCTIONAL ACTIONS 2008-2009

#### B. Appointments

Chisom, Shantell Inclusion	LSJ	Effective 01/09/09-06/05/09	10 mos	Interim (AC)
Farmer, Carrie E Gr 2 (HR error/originally scheduled for 08/08 agenda)	OVE	Effective 08/11/08	10 mos	Annual
Geiger, Ted W Drivers Ed	KHH	Effective 02/04/09	10 mos	Annual
Jones, Hope C Soc Studies	LAJ	Effective 08/11/08	10 mos	Annual
Lawrence, Pamela L Speech Clinician	MBE	Effective 01/13/09	10 mos	Annual
Newberg, Darren W Soc Studies	WJH	Effective 08/11/08	10 mos	Annual
O'Brien, Kathryn E Phys Science	CHS	Effective 01/05/09	10 mos	Annual
Peavy, Kristan J Gr 4	CEB	Effective 08/11/08	10 mos	Annual
Ruszkowski, Michael S DOP	WJH	Effective 08/11/08	10 mos	Annual
Starnes, Bruce W LA	FIH	Effective 08/11/08	10 mos	Annual

### III. INSTRUCTIONAL ACTIONS 2008-2009

#### C. Resignations

Corbin, Gaythur H AC	ESE	Effective 08/11/08 Redesignate from CC
Creswell, Bert AC	FIH	Effective 08/11/08 Redesignate from CC
Downard, Jessica L PSC	SLE	Effective 08/11/08 Redesignate from AC
Fisher, Kathleen AC	RVE	Effective 08/11/08 Redesignate from CC
Hardrick, Susan AC	SBJ	Effective 08/11/08 Redesignate from PSC
Hendry, Susan D AC	LAE	Effective 10/01/08 Redesignate from PSC
Hughes, Julia J AC	DIS	Effective 08/11/08 Redesignate from PSC
Hume, Robert J AC	ESE	Effective 05/01/09 Redesignate from CC
McAfee, Rebecca AC	CHS	Effective 06/01/09 Redesignate from CC
O'Brien, Sherry S AC	WEC	Effective 02/01/09 Redesignate from PSC
Smith, Robert L AC	WJH	Effective 11/01/08 Redesignate from CC
Weeks, Brenda O AC	SS	Effective 08/01/08 Redesignate from CC

### III. INSTRUCTIONAL ACTIONS 2008-2009

#### D. Resignations/Retirements/Conclude Employment

Atkinson, Loreen K	FIH	Effective 01/15/09	Sign Lang	Resignation
Barber, Sarah A	CW	Effective 01/07/09	Leave	Conclude Employment
Chipoletti, Derek N	FIH	Effective 01/30/09	PE	Resignation
Creswell, Bert	FIH	Effective 06/05/09	Music	Retirement
Garlington, James	MBH	Effective 04/30/09	PE	Retirement
Knowles, Emil	BLC	Effective 01/13/09	.6 Mental Health Counselor	Resignation
Kroft, Gary	MBH	Effective 06/05/09	Math	Retirement
Layton, James	LSJ	Effective 06/05/09	Music	Retirement
Morris, Robert E	CHS	Effective 01/30/09	NJROTC	Resignation
Payne, Jennifer	OPJ	Effective 03/06/09	Math	Resignation
Starnes, Kathyrne W	LSE	Effective 01/13/09	Gr 1	Retirement
Stone, Ashley C	OPE	Effective 02/06/09	KG	Resignation
Wood, Cheryl	CHS	Effective 01/30/09	Intel Dis EMH	Retirement

### III. INSTRUCTIONAL ACTIONS 2008-2009

#### E. SUPPLEMENTS

##### Appointments

Adamson, Robert	RVH	Effective 08/11/08-01/01/09	Peer Teacher for Mark Michaels
Baldwin, Ruel H	OPJ	Effective 01/27/09	Head Wrestling
Chismark, Robert A	OPJ	Effective 09/16/08	.5 Asst Football
Forhan, Gary J	OPH	Effective 01/29/09	Head Tennis
Goray, Melissa L	OPJ	Effective 01/05/09	Dept Head Soc Studies
Haddle, Margaret S	WJH	Effective 01/01/09	Peer Teacher for Ashley Hanson
Halter, Jonathan K	OPJ	Effective 01/06/09	Asst Track
Hartzog, Travis L	GCSJ	Effective 01/30/09	Head Wrestling
Houser, Megan R	GCSJ	Effective 09/30/08	Annual
Hurst, Troy M	MBH	Effective 01/26/09	Asst. Wrestling
Isert, Eugene	CHS	Effective 02/02/09	Co-Curr Club: NJROTC
Ivey, Rodney F	WJH	Effective 12/08/08	Intramural Prog Sponsor
Jones, Wendy M	LSJ	Effective 12/08/08	National Honor Society
Katz, Howard S	GCSJ	Effective 08/11/08-10/30/08	Peer Teacher for Christopher Carrella
Lannom, Christopher P	OLS	Effective 01/06/09	Asst Baseball
Layton, Norma L	LSJ	Effective 08/11/08-10/16/08	Peer Teacher for Scott Shier
Lurie, Vickie N	AES	Effective 01/05/09	.5 ESE Int Team Fac
Mericle, Sandra H	AES	Effective 01/05/09	.5 ESE Int Team Fac
O'Brien, Kathryn Emily	CHS	Effective 01/08/09	Head JV Soccer
Prose, Gabrielle L	RVH	Effective 01/07/09	Asst Track
Randolph, Jr, Michael A	MBH	Effective 01/08/09	Head JV Soccer
Ryan, Martha, M	LSJ	Effective 01/09/09	Peer Teacher for Shantell Chisom
Shaw, Janet E	SPC	Effective 08/11/08-11/21/08	Peer Teacher for Leah Starr
Sleeper, Elizabeth R	OVE	Effective 12/05/08-03/27/09	Dept Head Gr 3
States, Diane M	CHS	Effective 01/23/09	Asst Softball FP
Warner, Ronald H	MBH	Effective 01/26/09	Head Wrestling



### III. INSTRUCTIONAL ACTIONS 2008-2009

#### E. SUPPLEMENTS

##### Resignations

Fletcher, William	OPH	Effective 01/14/09	Head Tennis
Foster, Donna	AES	Effective 01/01/09	ESE Int Team Fac
King, Donna	LSJ	Effective 12/05/08	National Honor Society
Molasso, Joy	OPJ	Effective 12/01/08-3/02/09	Dept Head Soc Studies
Morris, Robert E	CHS	Effective 01/30/09	Co-Curr Club: NJROTC
Schaus, Robin A	OVE	Effective 12/04/08	Dept Head Gr 3

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Allen, Susan	MCE	Effective 01/12/09 Academic Tutoring Hourly as needed
Anderson, Constance	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Anderson, Cynthia	KHH	Effective 01/20/09 Academic Tutoring Hourly as needed
Askew-Sharp, Jennifer	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
Barnes, Kathy	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
Bodenweber, Catherine	SS	Effective 01/12/09 Academic Tutoring Hourly as needed
Borko, Jason	KHH	Effective 01/20/09 Academic Tutoring Hourly as needed
Brandon, Robin	GCSJ	Effective 01/24/09 Saturday School Hourly as needed
Brandow, Scott	KHH	Effective 01/20/09 Academic Tutoring Hourly as needed
Brown, Deborah	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Bruce, Janet	SLE	Effective 01/20/09 Academic Tutoring Hourly as needed
Brusca, Cassandra	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Bryan, Leslee	LAJ	Effective 01/13/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Burt, Tracy	ROE	Effective 01/05/09 Academic Tutoring Hourly as needed
Buscemi, Frances	SLE	Effective 01/20/09 Academic Tutoring Hourly as needed
Buxton, Lisa	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Cannon, Joan	MHS	Effective 01/12/09 Academic Tutoring Hourly as needed
Catalonotto, Lauren	MRE	Effective 02/01/09 Saturday School Hourly as needed
Clark, Joy	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Clark, Sally	ROE	Effective 01/05/09 Academic Tutoring Hourly as needed
Clifton, Janice	ESE	Effective 01/12/09 Homebound Hourly as needed
Coddington, Andrea	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
DeMarie, James	MHS	Effective 01/12/09 Academic Tutoring Hourly as needed
Dingman, Jeanne	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Dixon, Wilnitra	GCSJ	Effective 12/03/08 Academic Tutoring Hourly as needed
Dobelstein, Susan	MCE	Effective 01/12/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Dowd, John	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Durham-Parson, Nancy	LSJ	Effective 01/17/09 Saturday Tutoring Hourly as needed
Edwards, Lindsay	SLE	Effective 01/20/09 Academic Tutoring Hourly as needed
Eppich, Janet	ROE	Effective 01/05/09 Academic Tutoring Hourly as needed
Evinger, Laura	ESE	Effective 01/20/09 Homebound Hourly as needed
Fisher, Raymond	OPJ	Effective 01/10/09 Saturday School Hourly as needed
Fisher, Shaye	SBJ	Effective 02/09/09 Academic Tutoring Hourly as needed
Floyd, Vickie	MHS	Effective 01/12/09 Academic Tutoring Hourly as needed
Fogarty, Karla	MRE	Effective 02/01/09 Saturday School Hourly as needed
Frakes, Christa	KHH	Effective 01/20/09 Academic Tutoring Hourly as needed
Franklin, Russell	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Frawley, Lindsey	ROE	Effective 01/05/09 Academic Tutoring Hourly as needed
Gilliam, Chernell	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Gilliard, Jana	GPE	Effective 01/17/09 Saturday Tutoring Hourly as needed
Goodier, Paul	GCSJ	Effective 01/24/09 Saturday School Hourly as needed
Grant, Glenn	MHS	Effective 01/12/09 Academic Tutoring Hourly as needed
Gresser, Nancy	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Gumber, Cheryl	MRE	Effective 02/01/09 Saturday School Hourly as needed
Gustafson, Marilyn	LSJ	Effective 01/17/09 Saturday Tutoring Hourly as needed
Hager, Joshua	SLE	Effective 01/20/09 Academic Tutoring Hourly as needed
Hanson, Michele	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Harmon, Janna	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Harrison, Kimberly	MRE	Effective 02/01/09 Saturday School Hourly as needed
Hawkins, LeeAnn	MRE	Effective 02/01/09 Saturday School Hourly as needed
Hollis, Pamela	GCSJ	Effective 01/24/09 Saturday School Hourly as needed
Hon, Darlene	MHS	Effective 01/12/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Hoyt, Kirsten	FIE	Effective 01/22/09 Academic Tutoring Hourly as needed
Hunt, Holly	SLE	Effective 01/20/09 Academic Tutoring Hourly as needed
Jackson, Mia	MRE	Effective 02/01/09 Saturday School Hourly as needed
Johnson, Margaret	OPJ	Effective 01/10/09 Saturday School Hourly as needed
Jones, Wendy	LSJ	Effective 01/17/09 Saturday Tutoring Hourly as needed
Joyce, Julie	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Katz, Howard	GCSJ	Effective 01/24/09 Saturday School Hourly as needed
Knabb, Elizabeth	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Kraemer, Nancy	SS	Effective 01/12/09 Academic Tutoring Hourly as needed
Lawless, Trudi	LSJ	Effective 01/17/09 Saturday Tutoring Hourly as needed
Layne, Johanna	LAJ	Effective 01/13/09 Academic Tutoring Hourly as needed
Lybarger, Tara	MRE	Effective 02/01/09 Saturday School Hourly as needed
Mace, Shanna	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Madaychik, Jennifer	LAJ	Effective 01/13/09 Academic Tutoring Hourly as needed
Magazu, Susan	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
Mallory, Holly	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Maly, Richard	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Mann, Kimberly	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Mansfield, Lisa	ROE	Effective 01/05/09 Academic Tutoring Hourly as needed
Marquise, Thomas	LAJ	Effective 01/13/09 Academic Tutoring Hourly as needed
Mastenbroek, Chanda	SS	Effective 01/08/09 Academic Tutoring Hourly as needed
McHugh-Clark, Judith	SS	Effective 11/20/08 Academic Tutoring Hourly as needed
McKernan, Donald	LSJ	Effective 01/17/09 Saturday Tutoring Hourly as needed
McLean, James	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
McLeod, Pamela	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
McRae, Stephanie	LSJ	Effective 01/17/09 Saturday Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Mengelson, Malinda	MRE	Effective 02/01/09 Saturday School Hourly as needed
Mimbs, John	KHH	Effective 01/26/09 Academic Tutoring Hourly as needed
Mondello, Grace	SS	Effective 01/08/09 Academic Tutoring Hourly as needed
Moriarty, Micheala	FIH	Effective 02/01/09 Academic Tutoring Hourly as needed
Morrell, Susan	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Morrison, Katherine	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
Moyd, Robin	KHH	Effective 01/20/09 Academic Tutoring Hourly as needed
Murphy, Becky	LAJ	Effective 01/13/09 Academic Tutoring Hourly as needed
Murphy, Dianne	MRE	Effective 02/01/09 Saturday School Hourly as needed
Myrick, Constance	KHH	Effective 01/20/09 Academic Tutoring Hourly as needed
Nix, Jennifer	ESE	Effective 01/15/09 Homebound Hourly as needed
Parker, Chad	ESE	Effective 01/12/09 Homebound Hourly as needed
Peters, Elizabeth	ROE	Effective 01/05/09 Academic Tutoring Hourly as needed



#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Poole, Cheryl	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Ramsey, Laura	ESE	Effective 01/12/09 Homebound Hourly as needed
Reed, Linda	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Reeves, Melissa	GPE	Effective 01/17/09 Saturday Tutoring Hourly as needed
Rexroad, Megan	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Rhodes, Linda	OPH	Effective 01/23/09 Academic Tutoring Hourly as needed
Rogers, Denise	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Ross, Barbara	MHS	Effective 01/12/09 Academic Tutoring Hourly as needed
Runte, Terry	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Rustia, Erika	SLE	Effective 01/20/09 Academic Tutoring Hourly as needed
Schmidt, Meyin	SBJ	Effective 02/09/09 Academic Tutoring Hourly as needed
Seneca, Kenneth	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Simoneaux, Bart	OPJ	Effective 01/10/09 Saturday School Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Smothermon, Laura	WES	Effective 01/24/09 Saturday Tutoring Hourly as needed
Snow, Nancy	LAE	Effective 01/20/09 Academic Tutoring Hourly as needed
Stachulski, Lawrence	OPJ	Effective 01/10/09 Saturday School Hourly as needed
Stubbs, Sundae	OLS	Effective 10/01/08 Academic Tutoring Hourly as needed
Suhr, Casey	AES	Effective 01/20/09 Academic Tutoring Hourly as needed
Sullivan, Betsy	LAE	Effective 01/20/09 Academic Tutoring Hourly as needed
Tabet, Ilona	OPH	Effective 01/20/09 Academic Tutoring Hourly as needed
Thacker, Mary	MRE	Effective 02/01/09 Saturday School Hourly as needed
Thornton, Elaine	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Tillis, Sharon	SS	Effective 01/12/09 Academic Tutoring Hourly as needed
Tillo, William	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
Torres, Sandra	MRE	Effective 02/01/09 Saturday School Hourly as needed
Toth, Linda	LSJ	Effective 01/17/09 Saturday Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Traphagen, Andrea	OPJ	Effective 01/10/09 Saturday School Hourly as needed
Tucker, Janice	GCSJ	Effective 01/24/09 Saturday School Hourly as needed
Umbaugh, Jennifer	LAE	Effective 01/20/09 Academic Tutoring Hourly as needed
Upton, Trixie	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
VanGundy, Brenda	WJH	Effective 01/13/09 Academic Tutoring Hourly as needed
Warner, Donna	MHS	Effective 01/12/09 Academic Tutoring Hourly as needed
Waters, Linda	MRE	Effective 02/01/09 Saturday School Hourly as needed
Whidden, Vikki	KHE	Effective 01/13/09 Academic Tutoring Hourly as needed
Williams, Patricia	KHH	Effective 01/20/09 Academic Tutoring Hourly as needed
Wiseman, Cathy	OLS	Effective 01/20/09 Academic Tutoring Hourly as needed
Wright, Patricia	SLE	Effective 01/20/09 Academic Tutoring Hourly as needed
Zangrilli, Allyson	CHE	Effective 01/12/09 Academic Tutoring Hourly as needed
Zimmerman, Jennifer	ESE	Effective 01/15/09 Homebound Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2008-2009**

**B. ADULT EDUCATION**

**Appointments**

Kent, Cheryl                      Effective 12/08/08-06/30/09 ACE Substitute/Hourly as needed

May, Ozro                         Effective 01/21/09-06/30/09 GED/Hourly as needed

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2008-2009**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Adams, Christine	01/14/09	Regular
Alford, Mabelle	01/09/09	Regular
Altman, Kathryn	12/18/2008	Regular
Andrews, Barbara	02/03/09	Regular
Arp, Wendy	11/04/08	Regular
Aures, Kimberly	01/14/09	Regular
Behr, Jacqueline	12/10/08	Emergency
Berry, Ellen	01/14/09	Regular
Brennan, Colleen	12/10/08	Regular
Brown, Daniell	12/10/08	Emergency
Carver, Sheri	01/05/09	Emergency
Collins, Jackie	12/10/08	Emergency
Cox, Andrew	01/14/09	Regular
Crisp, Tara	12/10/08	Regular
Daniels, Sally	01/09/09	Regular
Drake, Brooke	01/19/09	Regular
Fesco, Susan	01/14/09	Regular
Fontan, Charissa	12/10/08	Regular
Franzoni, Christine	12/10/08	Regular
Fuentes, Mayre	01/14/09	Regular
Hardee, Gregory	12/10/08	Regular
Hendry, Katherine	01/14/09	Regular
Heuser, Erin	12/10/08	Regular

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2008-2009**

**A.. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Holmes, Windsor	01/14/09	Regular
Houston, Lisa	01/14/09	Regular
Hunter, Jocelyn	01/21/09	Emergency
Jones, Tracey	01/28/09	Regular
Knight, Teresa	01/14/09	Regular
Koche, James	01/16/09	Regular
Lalla, Lekesha	12/10/08	Regular
Lee, Nadine	01/14/09	Regular
Lestrangle , Paulamae	01/14/09	Regular
Leveton, Alan	01/14/09	Regular
McCollum, Tina	12/10/08	Regular
OConnor, Kathryn	01/14/09	Regular
ONeill, Laura	12/12/08	Regular
Ortiz-Ortiz, Maria Del C.	01/14/09	Regular
Painter, April	01/28/09	Regular
Pfile, Jodi	01/28/09	Regular
Pratt, Shantilya	12/10/08	Regular
Prichett, Kenneth	12/10/08	Regular
Richards, Valerie	01/14/09	Regular
Rinaldi, Liesl	01/28/09	Regular
Rud, Dawn	12/10/08	Regular
Rush, Patricia	01/14/09	Regular
Salsman-Gould, Judith	01/14/09	Regular

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2008-2009**

**A.. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Saunders, Crystal	12/10/08	Regular
Shoup, Jennifer	12/10/08	Regular
Tucker, Charles Curtis	01/28/09	Regular
Whitehead, Deborah	12/10/08	Emergency
Wilson, Kimberly	12/10/08	Emergency
Wonderlin, Meredith	01/14/09	Regular
Woodall, Donald	12/10/08	Regular
Wright, Amy	01/15/09	Regular

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2008-2009**

**B. SUBSTITUTE LONG TERM TEACHER APPROVAL**

**Appointments**

Altom, Lynn	Effective 12/08/08
Brokas, Stefan	Effective 01/05/09
Cioffi, Lee Bett	Effective 12/01/08
Donalson, Jayne	Effective 02/04/09
Holt, Linda	Effective 01/05/09
Massey, Angela	Effective 01/06/09
Mercer, Sharon	Effective 12/08/08
Occhiogrosso, Sheila	Effective 01/05/09
Ruckersfeldt, Dana	Effective 12/09/08
Ryan, Angela	Effective 02/02/09
Shelley, Ryan	Effective 01/05/09



## VI. SUPPORT 2008-2009

### A. APPOINTMENTS

Bohlscheid, Jeffery Cafe' Asst. - 3.0 hrs.	OPHS	Effective 1/21/09 - 6/5/09 Limited Contract
Brown, Corey ESE Asst. - Ind.	RHS	Effective 1/14/09 - 6/4/09 Limited Contract
Cook, Jeremy ESE Asst. - ASD	TES	Effective 1/16/09 - 6/4/09 Limited Contract
Gebhart, Ruby Cafe' Asst. - 5.25 hrs.	KHE	Effective 1/7/09 - 6/5/09 Limited Contract
Grinsell, Angela .6 ISS Asst.	RVE	Effective 12/18/08 - 6/3/09 Limited Contract
Levo, Catherine Cafe' Asst. - 3.5 hrs.	RHS	Effective 1/7/09 Annual Contract
Maffett, Jr., William Custodian	WJH	Effective 1/5/09 Annual Contract
Roth, Mae Cafe' Asst. - 3.5 hrs.	SPC	Effective 1/21/09 - 6/5/09 Limited Contract
Smith, Katie Classroom Asst.	TBE	Effective 1/6/09 - 6/4/09 Limited Contract
West, John Electronics Tech. Asst.	MAINT	Effective 2/2/09 Annual Contract
Yates, Cindy Custodian	SPC	Effective 1/20/09 - 3/2/09 Limited Contract

**VI. SUPPORT 2008-2009**

**B. REAPPOINTMENTS**

<u>NAME</u>	<u>CONTRACT TYPE</u>	<u>MONTHS</u>
<b>0501 TYNES ELEMENTARY BOYETTE, KATLYN N ESE ASST - ASD</b>	ANNUAL	9

**VI. SUPPORT 2008-2009**

**C. REDESIGNATIONS**

Johnson, Joyce ESE Asst. - ASD	CEB	Effective 1/16/09 redesignate from ESE Asst. - E/BD (FIH) due to Involuntary Transfer.
Tuttle, Phyllis Data Entry/Rec. Tech.	HRD	Effective 6/30/09 redesignate Limited Contract end date from 1/14/09.
Williams, Patricia LPN	OPHS	Effective 12/16/08 redesignate Limited Contract end date from 12/12/08.

**VI. SUPPORT 2008-2009**

**D. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Alger, Martha Bus Monitor	TRANS	Effective 12/15/08 - from leave Resignation
Campbell, Pamela Cafe' Van Driver - 6.50 hrs.	OPHS	Effective 1/15/09 Resignation
Chisom, Shantell ESE Asst. - E/BD	LJH	Effective 1/8/09 Resignation
Foster, Shanci DOP Asst.	TES	Effective 1/13/09 Resignation
Hall, Joyce Press Operator	ISS	Effective 2/27/09 Retirement
Hemphill, Ponja LPN - 10 mo.	LAE	Effective 12/19/08 Resignation
Thompson, Alicia ESE Asst. - Ind.	RHS	Effective 1/21/09 Resignation

**VI. SUPPORT 2008-2009**

**E. TRANSFERS**

Adams, Charles-Alex Electronics Tech. Asst.	MAINT	Effective 1/16/09 transfer from Gen. Maint. Worker (MAINT)
Barton-Weeks, Elaine Principal's Secretary	ROE	Effective 1/21/09 transfer from ESE Secretary (ROE)
Britton, Sheri Cafe' Asst. - 3.75 hrs.	OPHS	Effective 12/9/08 transfer from Cafe' Asst. - 3.0 hrs. (OPHS)
Cararie, Grace Cafe' Asst. - 6.25 hrs.	OPHS	Effective 12/16/08 transfer from Cafe' Asst. - 5.0 hrs. (OPHS)
Fox, Jesse Electronics Tech.	MAINT	Effective 12/16/08 transfer from Electronics Tech. Asst. (MAINT)
Holloway, Donald Head Custodian	POE	Effective 1/5/09 transfer from Lead Custodian (KHHS)
Pesterfield, Charles Custodian	FIH	Effective 1/23/09 transfer from Custodian (CHE)
Shelton, Randall HVAC Tech	MAINT	Effective 1/1/09 transfer from HVAC Tech. Asst. (MAINT)

## VII. SHORT TERM LEAVE 2008-2009

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

Arrieta, Luis Custodian	RHS	1/7/09 7.5 hrs. ILOD Date of incident - 1/6/09
Boswell, Tonja Teacher	GCSJH	9/25/08 - 10/8/08 78.30 hrs. ILOD Date of incident - 9/24/08
Carter, Kenneth Lead Elec. Technician	MAINT	1/20/09 - 1/23/09 30.0 hrs. Association Leave CESPA Union Business
Dorcent, Elisine Custodian	TBE	9/10/08 - 9/19/08 59.95 hrs. ILOD Date of incident - 7/21/08
Ducut, Kimberly Teacher	FIE	12/3/08 - 1/15/09 21.67 hrs. ILOD Date of incident - 2/14/08
Elia, Karen Teacher	OPHS	12/9/08 3.25 hrs. ILOD Date of incident - 2/14/08
Floyd, Vickie Teacher	MHS	12/12/08 7.83 hrs Military Leave Annual Leave
Freet, Anita Press Operator	ISS	11/25/08 - 1/5/09 5.5 hrs. ILOD Date of incident - 9/29/08
Hampshire, James General Maint. Worker	MAINT	12/15/08 - 12/16/08 15.0 hrs. ILOD Date of incident - 12/12/08
Harlow, Iris ESE Asst.	FIE	1/13/09 2.0 hrs. ILOD Date of incident - 11/17/00
Harper, Billy Custodian	PES	12/29/08 - 12/31/08 22.5 hrs. ILOD Date of incident - 11/18/08
Hoilman, Wanda Custodian	MHS	12/12/08 - 12/17/08 29.0 hrs. ILOD Date of incident - 12/11/08
Jenkins, Eugene Head Custodian	RHS	1/6/09 - 1/7/09 15.0 hrs. ILOD Date of incident - 1/5/09
Jones, Hope Teacher	LAJH	12/18/08 3.67 hrs. ILOD Date of incident - 12/17/08
Marler, Frances Bus Monitor	TRANS	1/9/09 - 1/12/09 9.5 hrs. ILOD Date of incident - 1/7/09

## VII. SHORT TERM LEAVE 2008-2009

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

Marshall, Abron Courier	BAD	1/9/09 - 1/21/09 55.0 hrs. ILOD Date of incident - 12/16/08
Rivers, Arthur Locksmith	MAINT	12/11/08 - 1/23/09 8.5 hrs. ILOD Date of incident - 12/2/08
Rowe, Janet Teacher	OLS	1/5/09 3.83 hrs. ILOD Date of incident - 9/12/08
Shodd, Cheryl Teacher	AES	1/20/09 - 1/22/09 23.49 hrs. Military Leave Annual Leave
Simmons, Robert Custodian	TBE	1/2/09 2.0 hrs. ILOD Date of incident - 9/12/08
Tucker, Janice Vice Principal	GCSJH	12/8/08 - 12/16/08 11.0 hrs. ILOD Date of incident - 5/20/08
Whitacre, Beverly Teacher	PES	1/12/09 4.0 hrs. ILOD Date of incident - 1/22/01
Whitfield, Teresa Teacher	KHHS	12/15/08 - 1/9/09 78.83 hrs. ILOD Date of incident - 10/5/04

## VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

### A. ENROLLEES

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

Banner, Diane School Psychologist	Student Services	DROP enrollment effective 1/1/09 Future Resignation 12/31/13
Burkett, Richard HVAC Technician	MAINT	DROP enrollment effective 1/1/09 Future Resignation 12/31/13
Creswell, Bert Teacher	FIH	DROP enrollment effective 9/1/03 Future Resignation 6/5/09 Redesignate DROP ext. end date from 8/31/11 to 6/5/09
Elarbee, Elizabeth Teacher	MBE	DROP enrollment effective 1/1/09 Future Resignation 12/31/13
Filipkowski, Antoinette Admin. Support Asst.	TRANS	DROP enrollment effective 2/1/09 Future Resignation 1/31/14
Jones, Lonnie Teacher	CHS	DROP enrollment effective 6/1/09 Future Resignation 5/31/14
Kroft, Gary Teacher	MHS	DROP enrollment effective 6/1/03 Future Resignation 6/5/09 Redesignate DROP ext. end date from 5/31/11 to 6/5/09
Layton, James Teacher	LJH	DROP enrollment effective 9/1/05 Future Resignation 6/5/09 Redesignate DROP end date from 8/31/10 to 6/5/09
Martin, III, Levi Lead Painter	MAINT	DROP enrollment effective 3/1/09 Future Resignation 2/28/14
McAfee, Rebecca Teacher	CHS	DROP enrollment effective 6/1/04 Future Resignation 5/31/12 Extend DROP from 5/31/09 to 5/31/12
McNelly, Glen Head Custodian	CHE	DROP enrollment effective 1/1/09 Future Resignation 12/31/13
Myrick, Constance Teacher	KHHS	DROP enrollment effective 1/1/09 Future Resignation 12/31/13



## VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

### A. ENROLLEES

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

Phelps, Mark Asst. Principal	CEB	DROP enrollment effective 3/1/09 Future Resignation 2/28/14
Presley, Eleanor Bus Driver	TRANS	DROP enrollment effective 3/1/06 Future Resignation 6/4/09 Redesignate DROP end date from 2/28/11 to 6/4/09
Sumlar, Vanessa Teacher	GPE	DROP enrollment effective 7/1/09 Future Resignation 6/30/14
Wood, Cheryl Teacher	CHS	DROP enrollment effective 1/1/09 Future Resignation 12/31/13