

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

February 21, 2008

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CONSENT AGENDA
February 21, 2008

I. ADMINISTRATIVE ACTIONS 2007-2008

A. Appointments

Name	Sch	Eff Date	Position	Mths	Contract
Blanton, Jeffrey C	BLC	01/14/08	.5 Asst Principal	11	Annual + PSC/teacher
Bradley, Anthony S	GPE	01/28/08	Asst. Principal	12	Annual + PSC/teacher
Cory, Jacqueline E	LAE	04/01/08	Principal	12	Annual + PSC/teacher
Hans, Philip	FP&C	02/01/08	Coord of Plan & Intergov. Rel	12	Annual
Mead, Sandra D	FIE	04/01/08	Principal	12	Annual + CC/teacher

I. ADMINISTRATIVE ACTIONS 2007-2008

B. Transfers

Name	Eff Date	To	Position	Mths	From	Position	Mths
Braxton, Lynda C	04/01/08	GPE	Principal	12	FIE	Principal	12
Crowder, Nancy A	04/01/08	OLS	Vice Principal	12	OPE	Asst Principal	11
Eichhorn, Dale R	04/01/08	SLE	Principal	12	LAE	Principal	12
Jones, Jeanne	04/01/08	FIE	Asst Principal	12	FIE	.5 Asst. Principal/.5 teacher	10
Pleasant, Renee	01/01/08	RVE	Asst Principal	12	GPE	Asst Principal	12
Wyant, Colette	04/01/08	OVE	Principal	12	GPE	Principal	12

I. ADMINISTRATIVE ACTIONS 2007-2008

C. Resignations/Retirements

Name	Sch	Eff Date	Position	Type
Alford, Kimberly A	OPH	12/25/07	Asst Principal	Deceased
Silcox, Loraine	TES	Effective 2/29/08	Cafeteria Manager - SBII	Retirement

II. Job Description Actions

O-1.1.05 Assistant Superintendent for Support Services – Revision

No changes to Required Qualifications. Changes to responsibilities and duties only.

O-1.1.31 Director of Facility Planning and Construction – Revision

No changes to Required Qualifications. Changes to responsibilities and duties only.

O-1.2.41 Coordinator of Operations – Revision

No changes to Required Qualifications. Changes to responsibilities and duties only.

O-1.1.23 Director of Maintenance - Revision

No changes to Required Qualifications. Changes to responsibilities and duties only.

C-3.7.07 ESE Assistant – Revision

Revision to required qualifications to amend classifications of assistants and provide training requirements required by the Federal Medicaid regulations.

Job Locator: O-1.1.05

Assistant Superintendent for Support Services

Position Grade: Assistant Superintendent

Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Support Services is responsible to the Superintendent and serves in a line-staff relationship with the Deputy Superintendent and staff relationship with other Assistant Superintendents.

Responsibilities and Duties of this Position Include:

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, and Maintenance, and the Coordinator of Operations.
2. Provide overall direction and organization to the areas of Attendance Boundaries, Construction Management, Custodial, Energy, Environmental, Facility Design and Construction, Facility Planning, Growth Management, Inspection, Intergovernmental Relations, Maintenance, Permitting, Plan Review, Planning Plant Surveys, Safety, and Security and Intergovernmental Relations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments and functions in the Division of Support Services.
4. ~~Direct the development of long range planning efforts associated with the Department of Education and District as it pertains to the Division of Support Services.~~
45. Ensure compliance with all laws, rules, regulations and policies governing Support Services.
5. Advise and consult with the Superintendent and the School Board on Support Service related issues.
6. ~~Direct all Department of Education School Plant and Site Surveys.~~
7. ~~Direct and coordinate the development and submission of encumbrance requests and authorizations for State Capital Outlay Funding.~~
8. ~~Establish and maintain construction management, documentation, inspection and finance procedures on all facility projects.~~
69. Direct the development and recommendation of policies relative to Support Services.
740. Supervise the preparation of the Support Services agenda for School Board approval.
811. Prepare required studies and reports relative to Support Services.
12. ~~Direct the development of the annual updating of the Florida Inventory of School Houses.~~
13. ~~Direct the District programs of emergency preparedness.~~
14. ~~Develop District budgets in utilities and energy and establish monitoring and assistance programs.~~
945. Direct the development of the District's annual Classroom Assessment.
16. ~~Direct the development and maintenance of attendance boundaries of all schools within the District.~~
1047. Facilitate communication, organization and planning efforts among District-level Support Service Administrators, and local other Divisional District Administrators, School Administrators and local governments.
1148. Promote and facilitate positive public relations for the School System especially as that pertains to Support Services.
1249. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

Required Qualifications:

1. Bachelor of Science Degree with considerable course work in construction, civil engineering, mathematics, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.
3. Minimum of five (5) years experience in supervision or administration.
4. Experience in bidding procedures and contract law.
5. Must maintain a safe driving record.

Desirable Qualifications:

1. Master's Degree in Educational Administration and Supervision or School Plant Management.
2. Three (3) years experience in School Plant Management.

Revised: 12/13/87, 8/13/87, 2/16/89, 1/17/91,
5/20/93, 4/21/94, 9/18/97, 11/17/98

Revised: 2/15/01 (Effective 7-01-01)

Revised: 01/20/05; Revised: (Effective 7-01-06)

Revised: 2/21/08

Job Locator: O-1.1.31

Director of Facility Planning and Construction

Position Grade: Director II

Evaluated By: Assistant Superintendent for Support Services

Job Description:

The Director of Facility Planning and Construction is responsible to the Assistant Superintendent for Support Services and serves in a staff relationship with other Directors.

Responsibilities and Duties of this Position:

1. ~~Assist with Direct~~ the development of the Annual and Long Range Capital Projects Educational Facilities Plan and Budget on general capital outlay facility projects the School District Facilities Work Program as required by the Florida Department of Education.
4. ~~Coordinate the development and submission of the Department of Education's School District Facilities Work Program.~~
2. Establish and maintain construction management, documentation, administration, quality control and finance procedures on all general capital outlay facility projects.
3. Ensure Direct long range planning in order to meet the five, ten and twenty year projected capital construction and land acquisition needs of the District.
48. Direct the development of and review for all construction plans, project specifications, bid specifications, and contracts on all general capital outlay projects.
54. Ensure coordination and compliance with Florida Statutes, all required governmental and regulatory agencies, all applicable local, State and Federal laws and regulation and the Florida Building Code governing educational facility planning and construction.
65. ~~Coordinate~~ Direct and set overall direction in the scheduling of Architects, Engineers and Contractors in order to meet District needs for general capital outlay projects.
76. Direct the development of educational specifications involving appropriate stakeholders for all facility construction projects.
87. ~~Ensure~~ Direct the development and routine update of the Florida Inventory of School Houses.
9. Assist with the development of the District's annual classroom assessment.
1044. ~~Ensure~~ Direct the development and current status of the District's Five-Year Plant Survey.
11. Direct the development and maintenance of attendance boundaries of all schools within the District.
12. Direct the maintenance of a current and accurate schematic document and ensure its distribution for to all District sites and facilities and Governmental recipients.
13. ~~Direct the county wide movement of relocatable buildings~~ Ensure District participation in planning coordination with County and municipal governments and attendance at required meetings.
14. Administer and maintain interlocal agreements, comprehensive plan elements and other necessary documents with County and municipal governments.
15. Administer growth management, school concurrency requirements, developer agreements and impact fee requirements.
1644. Perform other duties as assigned by the Assistant Superintendent for Support Services.

Required Qualifications:

1. Bachelors Degree
2. Minimum of five years experience in Building Construction, Civil Engineering, Surveying and related areas.
3. Minimum of five years experience in personnel supervision.
4. Knowledge of all aspects relating to school facility construction.
5. Be able to work in harmony with school based administrators, district staff, subordinates, and the public.
6. Must have a valid Florida Drivers License and must maintain the same during employment.
7. Must maintain a safe driving record during employment.

Desirable Qualifications:

1. Bachelors Degree in Building Construction.
2. Hold a current General Contractors License.
3. Masters Degree in Educational Administration and Supervision or School Plant Management.

Board Approved: 6/23/98 (Effective 7/1/98)

Revised: 2/15/01 (Effective 7/01/01)

Revised: 01/20/05; Revised 11/22/05

Revised: 2/21/08

Job Locator: O-1.2.41
Coordinator of Operations
Position Grade: Coordinator I
Evaluated By: ~~Director of Maintenance and Operations~~
Assistant Superintendent for Support Services

Job Description:

The Coordinator of Operations is responsible to the ~~Director of Maintenance and Operations~~ Assistant Superintendent for Support Services and serves in a staff relationship with other Coordinators and ~~Directors~~.

Responsibilities and Duties of this Position Include:

1. Maintain and update, as necessary, the District's Disaster Preparedness Plan and coordinate activities with other Governmental Agencies.
2. Coordinate the development of Emergency Evacuation plans for individual schools and for District.
3. Coordinate the District's Security Program including vandalism evaluation, school security guards, security alarm systems and identifying additional security measures.
4. Coordinate the District's safety program including the review of injuries and accidents to personnel and regulatory agency compliance.
5. Maintain required records of storage and disposal of hazardous waste materials.
6. Conduct indoor air quality audits, testing and training programs for District facilities and personnel by establishing and maintaining a protocol and the development of all required records.
7. Develop sanitation and housekeeping standards, and staffing patterns ~~and provide assistance~~ in coordinating all custodial service activities.
8. Prepare initial budgets and staff requirements for custodial services at for all District ancillary and educational facilities in conjunction with comprehensive plans.
9. Provide general information and product specifications to the purchasing agent for equipment and supplies for the custodial program, including new products and uniforms.
10. Schedule, direct and supervise ~~the Pest Control Operators~~ in the on-going interior and exterior pest control programs.
11. Schedule, direct and supervise ~~the Custodial Equipment Repairman~~ in the on-going program of custodial equipment purchase, care, use and repair. Maintain cost accounting records of budgeted funds pertaining to repairs and reclassifications.
12. Develop utility and energy budgets for the District and provide reports and assistance to schools as may be necessary.
13. Coordinate energy management schedules and school training to maximize effectiveness.
14. Perform other duties as requested by the ~~Director of Maintenance and Operations~~ Assistant Superintendent for Support Services.

Required Qualifications:

1. Bachelor of Arts or Science Degree or an Associates Degree with three (3) years related experience.
2. Possess the ability to interpret State and Federal laws and rules.
3. Have demonstrated abilities in oral and written communication skills.
4. Possess the ability to plan, inspect, budget and supervise the work of others.
5. Must maintain a safe driving record.

Desirable Qualifications:

1. Three (3) years experience in school administration including program development, supervision and budgeting.

Approved: 9-18-97 (effective 1-1-98)
Revised: 2-15-01 (effective 7-01-01)
Revised: 11-22-05
Revised: 2/21/08

Job Locator: O-1.1.23-II

Director of Maintenance and Operations

Position Grade: Director II

Evaluated By: Assistant Superintendent for Support Services

Job Description:

The Director of Maintenance and Operations is responsible to the Assistant Superintendent for Support Services and serves in a staff relationship with other Directors.

Responsibilities and Duties of this Position Include:

1. Provide direction and supervision to for the District's Maintenance program and Operations including comprehensive planning and budgeting.
2. Develop standards for maintenance and care of the District's educational, auxiliary and ancillary facilities.
3. Ensure compliance with all laws, rules, regulations and policies governing maintenance.
4. Provide inspection of the District's educational, auxiliary and ancillary facilities to ensure a well maintained educational environment.
5. Establish preventive maintenance programs to ensure the extension of life to equipment and facilities.
6. Direct long range planning and budget requirements to meet the maintenance and improvement needs of the District's educational, auxiliary and ancillary facilities.
7. Foster communication among School based Administrators/Staff, and Support Service Departments and District-level Administrators/Staff.
7. ~~Direct the District program of environmental management.~~
8. ~~Direct the District custodial program including budgeting, staffing, training and establishment of standards.~~
89. Coordinate, monitor and maintain records for the compliance of potable water consumption, wastewater and testing in accordance with Local/State/Federal regulations.
940. Maintain a system of cost accounting as it relates to man hours, materials, equipment and warehousing.
1044. ~~Coordinate~~ Direct and set overall direction in the scheduling of Architects, Engineers and Contractors in order to meet the District needs for special maintenance projects.
1142. Direct the development of and review for all plans, project specifications, bid specifications and contracts on all special maintenance projects.
12. Establish and maintain construction management documentation, administration, quality control and finance procedures on all special maintenance capital outlay projects.
13. Process payroll, leave request, evaluations and other appropriate actions required of the Maintenance and Operations Department.
14. Provide required information annually for the development of the Educational Facilities Plan and the District's Work Program.
1544. Perform other duties as assigned by the Assistant Superintendent for Support Services.

Required Qualifications:

1. Bachelor of Arts or Science Degree.
2. Be knowledgeable of all phases of trades relating to school facilities maintenance.
3. Be able to work in harmony with school based administrators, staff, subordinates and the public.
4. Be able to read and interpret plans and specifications, estimate cost and plan and schedule work.
5. Have demonstrated abilities in oral and written communication skills.
6. Must have a valid Florida Drivers License and must maintain the same during employment.
7. Must maintain a safe driving record during employment.

Desirable Qualifications:

1. Masters Degree in educational administration and supervision or school plant management.
2. Have a minimum of fifteen (15) years experience as general supervisor in maintenance related activities.
3. Have a minimum of fifteen (15) years experience in general construction coordination.

Revised: 12-13-84, 8-13-87, 9-21-89, 1-17-91

Revised: 4-21-94 (Effective 4-1-94)

Revised: 9-19-97

Revised: 2-15-01 (Effective 7-01-01)

Revised: 01/20/05

Revised: 2/21/08

Job Locator: C-3.7.07

ESE Assistant

Position Grade: Support Salary Schedule

Evaluated by: Assigned Supervisor

Job Description:

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

Responsibilities and duties of this position include:

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

Required Qualifications:

1. High School diploma or equivalent.
2. Desire to work with children.
3. Successful completion of Safe Crisis Management (SCM) training within the first 6 months of employment for Assistants assigned to ~~EHSC, SED, or Autistic~~ **Emotional Behavior Disorder (E/BD), or Autistic Spectrum Disorder (ASD) classes**. Effective March 1, 2005 when enrollment of special students dictate, all ESE Assistants-Individual must have successfully completed SCM or its equivalent within 6 months of assignment to that individual student. Effective March 1, 2008, all ESE Assistants assigned to Bannerman Learning Center must have successfully completed SCM.
4. If transportation of students is a routine part of the assigned duties: must have a valid Florida driver's license and a safe driving record prior to employment; must maintain same while employed. The definition of a safe driving record shall be as established in the District's Safe Driver Plan.
5. ~~Effective January 8, 2006, existing jobholders assigned to schools qualifying as Schoolwide Projects, as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.~~
- 5.6. Effective March 22, 2002, **for new hires and January 8, 2006, for existing jobholders** assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
- 6.7. Must be able to lift 35 pounds in PI or PMH classes.

- 7.8. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.*)
- 8.9. Successful completion of a ~~one-time~~ training requirement in CPR, First Aid, and Medication Management 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 Assistants assigned to a unit with a Medicaid student in the job titles of TMH, ~~Inclusion~~, Individual, **E/BD**, EH, EHSC, SED, EMH, LI, PI, PMH, **ASD, PK/PI, PK/ASD**, Autistic, PK, PreK/VE/EI, PK/K, or combinations thereof. Effective March 1, 2008, all existing job holders in the job titles of PI, PMH, and **ASD** Autistic—must have successfully completed the training. Effective March 1, 2009, all 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**

III. INSTRUCTIONAL ACTIONS 2007-2008

A. Appointments

Name	Sch	Eff Date	Position	Mths	Contract
Arthurs, Robert L	LAJ	12/10/07-06/05/08	Inclusion	10	Interim (Annual)
Baker, Una	SPC	01/07/08	Gr 6	10	Annual
Bragg, Regina M	LAE	11/27/07	VE	10	Annual
Carlyle, Christopher C	MBH	01/08/08	Int. Science	10	Annual
Castelberry, Susan G	ESE	01/23/08	Speech Clin	10	Annual
Crawford, Patrick M	OPH	01/07/08	Lang Arts	10	Annual
Daniel, Bethany R	CHE	02/04/08	VE	10	Annual
Grill, Jenny L	KHE	01/07/08	Kindergarten	10	Annual
Hahn, Joanna M	CHE	01/07/08	K/Gr 1/2/3	10	Annual
Koike, Christopher J	KHH	12/03/07	Environ Science	10	Annual
Lively, Pamela D	RVE	01/07/08	EMH	10	Annual
Phillips, Amanda B	AES	08/13/07	Gr 4	10	Annual
Ramsingh, Andrea N	BLC	01/14/08	ESE Alternative	10	Annual
Reinhardt, Sherri L	CEB	12/21/07	Gr 2	10	Annual
Ross, Micah D	FIH	08/17/07	Soc. Studies	10	Annual
Rothermel, Heidi A	WJH	08/13/07	Rdg OF	10	Annual
Sarpy, Melanie E	MBH	01/07/08	Spanish	10	Annual
Scott, Amy N	KHE	11/01/07	Gr 6	10	Annual
Simmons, Theresa M	OPH	12/19/07	Rdg Coach	10	Annual
Smith, Catherine A	AES	01/11/08	Kindergarten	10	Annual
Smith, William L	SS	02/01/08	.6 Student Hearing Officer	10	Annual
Smith, Caitlin P	CEB	01/14/08	Kindergarten	10	Annual
Starr, Leah J	SPC	11/13/07	Gr 6	10	Annual
Walsh, Jennifer A	TES	12/17/07	Autistic	10	Annual
Wentz, Sarah C	WES	01/14/08	VE	10	Annual
Wood, Tyler A	WES	12/19/07	Gr 6	10	Annual

III. INSTRUCTIONAL ACTIONS 2007-2008

B. Resignations

Name	Sch	Eff Date	From	To
Altman, Dawn	KHH	08/13/07	Inclusion Rdg/ESOL OF	Inclusion Rdg
Brown, Cynthia W	OPJ	12/03/07	Inclusion (LA)/ESOL OF	Inclusion (LA)
Cambron, Michelle	TES	12/03/07	Gr 3/ESOL OF	Gr 3
Cervantes, Angela	SBJ	12/03/07	KG/ESOL OF	KG
Chambers, Bonnie	KHH	01/14/08	Rdg OF/ESOL OF	Rdg
Crosby, Kaleema	RVH	08/13/07	Rdg OF/ESOL OF	Rdg OF
Dentel, Joann	PES	12/17/07	VE/ESOL OF	VE
Dunn, Kelly J	WEC	12/17/07	Gr 2/ESOL OF	Gr 2
Falls, Bethany	SPC	01/09/08	Gr 2/ESOL OF	Gr 2
Flaris, Linda J	FIE	12/17/07	Gr 2/ESOL OF	Gr 2
Fortune, Sarah A	RVH	12/17/07	Lang Arts/ESOL OF	Lang Arts
Halter, Jennifer	OPJ	12/03/07	Lang Arts/ESOL OF	Lang Arts
Jackson, Alicia	OPJ	12/03/07	Lang Arts/ESOL OF	Lang Arts
Jones, Kimberly A	WEC	12/03/07	Gr 1/ESOL OF	Gr 1
Lane, Bryn	LSE	12/04/07	Gr 2	Gr 2/ESOL OF
May, Sandra	OLS	12/03/07	Gr 1/ESOL OF	Gr 1
McCrosky, Melissa M	OPH	01/15/08	Counselor OF	Counselor
McKissick, Mary J	RVH	10/04/07	Inclusion OF	Inclusion
McMurry, Diane L	LAJ	12/17/07	Lang Arts/ESOL OF	Lang Arts
Middleton, Carolyn	PES	01/07/08	Gr 6/ESOL OF	Gr 6
Pellett, Marcy	LSE	12/03/07	VE/ESOL OF	VE
Powers, Lisa	MBH	01/28/08	Inclusion/Rdg OF	Inclusion
Pryor, Emily	DIS	01/02/08	Kindergarten/ESOL OF	Kindergarten
Pryor, Margaret	OLS	08/13/07	Rdg OF/ESOL OF	Rdg OF
Reid, Stacey	SBJ	08/13/07	Gr 2/ESOL OF	Gr 2
Richardson, Amber	LSE	12/19/07	Kindergarten	Kindergarten/ESOL OF

III. INSTRUCTIONAL ACTIONS 2007-2008

B. Redesignations

Name	Sch	Eff Date	From	To
Roemer, Renee	MBH	01/16/08	Lang Arts/ESOL OF	Lang Arts
Ryan, Rachel	RVH	01/14/08	Rdg OF	Rdg
Toth, Linda	LSJ	01/28/08	Rdg OF	Rdg
Tully, Kristen	FIE	12/17/07	KG/ESOL OF	KG
Williams, Barbara	RVH	08/13/07	Rdg OF	Rdg

III. INSTRUCTIONAL ACTIONS 2007-2008

C. Transfers

Name	Sch	Eff Date	To	Position	From	Position
Paine, James C	SLE	Effective 04/01/08	SLE	Media Spec.	LAE	Media Spec

III. INSTRUCTIONAL ACTIONS 2007-2008

D. Resignations/Retirements/Conclude Employment

Name	Sch	Eff Date	Position	Type
Blanton, Jeffrey C	BLC	01/14/08	.5 Behavior Mgt 11 mo	Resignation
Bliven, Robin	SS	01/07/08	Hearing Impaired	Resignation
Boree, Karen W	CO	10/24/07	Child Care Leave	Conclude Employment
Johns, Michael J	OPH	02/22/08	PE	Resignation
McKinney, Tiffany	OLS	02/07/08	Inclusion	Resignation
Sanfilippo, Alicia	LAJ	02/29/08	PMH	Resignation
Schulster, Mary L	KHE	02/20/08	EMH	Resignation

III. INSTRUCTIONAL ACTIONS 2007-2008

E. SUPPLEMENTS

Appointments

Name	Sch	Eff Date	Supplement
Burleson, Judith J	KHH	08/13/07 12/14/07	Peer Teacher for Alfred Ivie (08/13/07-12/28/08) Peer Teacher for Payton Capper (12/14/07-06/05/08)
Capper, Payton B	KHH	08/13/07	Asst Basketball
Carella, Christopher M	GCSJ	12/18/07	.5 Head Softball FP
Carmichael, Denise R	CGE	12/14/07	.5 Dept Head Gr 3
DeLong, Charlotte L	LSE	01/17/08	.20 Elem Perf/Prod
Dougher, Patrick A	GCSJ	12/18/07	.5 Head Softball FP
Giddens, Sharon R	LSE	01/17/08	.20 Elem Perf/Prod
Glod, Robert P	CHS	01/24/08	Asst Track
Grybb, Meghan E	RVH	01/16/08	Asst Basketball
Hartzog, Travis	GCSJ	01/22/08	Head Wrestling
Hill, Jodi L	TES	01/10/08	Elem Perf/Prod
Jernigan, Kelly L	LSE	01/17/08	.16 Elem Perf/Prod
Jones, Jonathan C	LSE	01/17/08	.20 Elem Perf/Prod
Joyce, Julie	WJH	01/23/08	Asst Softball FP
Koerber, Amanda	RVH	01/25/08	.5 Flag Corps
Lane, Bryan C	LSE	01/17/08	.16 Elem Perf/Prod
Marquis, Stephen P	RVH	01/25/08	.5 Asst Soccer
Massey, Elnora E	LSE	01/17/08	.20 Elem Perf/Prod
Matricardi, Mandi D	OPH	01/08/08	Dept Head PE
Nelms, Deborah S	LSE	01/17/08	.20 Elem Perf/Prod
Orduna-Muslimani, Maria C	OPH	01/09/08	Co-Curr Club: Spanish Honor Society
Over, Elizabeth J	LSE	01/17/08	Elem Perf/Prod
Pereira, Kimberly A	FIH	08/13/07-12/18/07	Peer Teacher for Joel Brighton
Pittman, Meredith A	CHE	02/04/08	Peer Teacher for Bethany Daniel

III. INSTRUCTIONAL ACTIONS 2007-2008

E. SUPPLEMENTS

Appointments

Name	Sch	Eff Date	Supplement
Reyes, Kristie M	OLS	01/28/08	Asst Track
Schmierer, Lynda M	PES	08/13/07	Peer Teacher for Faith Wilkinson
Scrubby, Margaret S	OPH	01/24/08	Peer Teacher for Christopher Trahan
Smith, William L	SS	02/01/08	Spec., .6 Student Hearing Off.
Solomon, Gussie L	LAJ	11/26/07	Support Peer Teacher for David Silverman
Strickland, Melissa M	LSE	01/17/08	.16 Elem Perf/Prod
Thingvold, Cheryl A	OPH	11/13/07	Peer Teacher for Jennifer Martinez
Trahan, Christopher A	OPH	02/04/08	Freshman Class Sponsor
Upchurch, Stacie R	SPC	01/07/08	Peer Teacher for Una Baker
Waits, Terri D	LSE	01/17/08	.16 Elem Perf/Prod
Warmouth, Nathan M	MBH	08/13/07	Head JV Soccer
Weldon, Jane S	LSE	01/17/08	.16 Elem Perf/Prod
Williams, Charlean	LSE	01/17/08	.16 Elem Perf/Prod
Zagrocki, Hallie R	CHS	01/24/08	Head Track

III. INSTRUCTIONAL ACTIONS 2007-2008

E. SUPPLEMENTS

Redesignations

Name	Sch	Eff Date	From	To
Holbrook, Leann	RVH	11/15/07	Resignation date of 11/26/07	Resignation date of 11/15/07
McInarnay, Susan	RVH	01/18/08	Peer Teacher	Support Peer Teacher
Miller, Marilyn	OPH	11/13/07	Peer Teacher end date of 11/13/07	Peer Teacher end date 06/05/08
Walker-Ford, Antonette	OLS	02/04/08	Peer Teacher end date of 02/04/08	Peer Teacher end date 04/25/08

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

A. MISCELLANEOUS AFTER HOURS

Appointments

Addison, Tammey	KHE	Effective 01/15/08 Academic Tutoring Hourly as needed
Adler, Susan	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Allen, Douglas	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Cannon, Ivy	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Cannon, Joan	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Carson, Carol	KHE	Effective 01/15/08 Academic Tutoring Hourly as needed
Cobleigh, Karen	OLS	Effective 01/15/08 Academic Tutoring Hourly as needed
Compton, Dawn	OLS	Effective 01/15/08 Academic Tutoring Hourly as needed
DeMarie, James	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Floyd, Vickie	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Formsma, Emily	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Grant, Glenna	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Hackbardt, Michael	KHE	Effective 01/15/08 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

A. MISCELLANEOUS AFTER HOURS

Appointments

Hall, Lisa	DIS	Effective 01/15/08 Academic Tutoring Hourly as needed
Heupel, Annie	OLS	Effective 01/15/08 Academic Tutoring Hourly as needed
Hon, Darlene	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Hon, David	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Kelley, Martha	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Kent, Cheryl	OPH	Effective 01/14/08 Academic Tutoring Hourly as needed
Klemm, Katherine	ESE	Effective 01/07/08 Hospital/Homebound Hourly as needed
Kroft, Gary	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Lang, Jennifer	DIS	Effective 01/15/08 Academic Tutoring Hourly as needed
Lanoux, Kimberly	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Lemak, Sarah	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Leveton, Alan	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Lewis, Marne	SPC	Effective 10/17/07 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

A. MISCELLANEOUS AFTER HOURS

Appointments

Lisgaris, Charles	OPJ	Effective 01/12/08 Saturday School Hourly as needed
McLeod, Kimberly	OLS	Effective 01/15/08 Academic Tutoring Hourly as needed
Marks, Kimberly	SBJ	Effective 01/08/08 Academic Tutoring Hourly as needed
Marlette, Nancy	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Masden, Tammy	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Parman, Jessica	OLS	Effective 01/15/08 Academic Tutoring Hourly as needed
Pike, Paula	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Powers, Dawn	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Pryor, Margaret Leslie	OLS	Effective 01/15/08 Academic Tutoring Hourly as needed
Ragan, Joseph	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Regas, Troy	OLS	Effective 01/15/08 Academic Tutoring Hourly as needed
Rhoden, Lea	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed
Rhoden, Lea	SS	Effective 01/08/08 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2007-2008

A. MISCELLANEOUS AFTER HOURS

Appointments

Ross, Barbara	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Sullivan, Desiree	DIS	Effective 01/15/08 Academic Tutoring Hourly as needed
Thomas, Dave	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Tippit, Rebecca	SS	Effective 01/08/08 Academic Tutoring Hourly as needed
Warner, Donna	MBH	Effective 01/14/08 Academic Tutoring Hourly as needed
Young, James	OPJ	Effective 01/12/08 Saturday School Administrator Hourly as needed
Zangrilli, Allyson	CHE	Effective 01/08/08 Academic Tutoring Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2007-2008

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Ackley, Paul	12/12/07	Regular
Adrick, Mark	12/05/07	Regular
Alexander, Daniel	01/23/08	Regular
Anderson, Christine	01/23/08	Regular
Barfield, August	12/12/07	Regular
Barrett, Matthew	01/23/08	Regular
Beam, Joan	12/12/07	Regular
Bennett, Bonita	01/23/08	Emergency
Boneta, Ralph	12/12/07	Regular
Boyd, Deborah	12/05/07	Emergency
Breeding, Jennifer	01/23/08	Regular
Breindel, Julie Ann	01/07/08	Regular
Detoro, Mikal	12/12/07	Emergency
Dill, Marsha	12/12/07	Regular
Dixon, Adeleane	01/29/08	Emergency
Facundo-Serrano, Sandra	12/12/08	Regular
Foley, James	01/23/08	Regular
Folsom, Jon	01/12/08	Regular
Freeman, Brian	12/05/07	Regular
Godwin, Robert	12/12/07	Regular
Hoppen, Melissa	12/05/07	Regular
Hutchison, Della	01/23/08	Regular
Joines-Smith, Bonnie-Rae	01/23/08	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2007-2008

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Malavar, Christopher	01/23/08	Regular
McDougal, Tony	12/14/07	Regular
Pressler, Heather	12/12/07	Regular
Rivera, Valerie	01/23/08	Regular
Ross, Sara	12/05/07	Regular
Roush, Christopher	01/23/08	Regular
Shaughnessy, Harriet	12/12/07	Emergency
Stoppelmann, Serena	12/05/07	Emergency
Sucsy, Eleta	12/12/07	Regular
Tippen, Jason Todd	12/12/07	Regular
Toussaint, Marvinx	12/12/07	Regular
Vetter, Marissa	01/23/08	Regular
Voiro, Patricia	12/05/07	Emergency
Walker, Charles	01/25/08	Regular
Walters, LaShawnda	12/05/07	Regular
Welch, Darlene	12/12/07	Regular
Wimberly, Angela	12/12/07	Regular
Wright, Tyler	01/23/08	Emergency

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2007-2008

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Brabston, Nora	Effective 01/15/08
Evans, Burney	Effective 01/07/08
Haberlin, Linda	Effective 01/28/08
Kelly, Kathlene	Effective 01/24/08
Menzen, Martha	Effective 01/07/08
Moseley, Mary T.	Effective 01/22/08
Smith, Alicia	Effective 01/07/08
Summers, Erlinda	Effective 01/15/08
Zeolla, Sandra	Effective 02/01/08

VI. SUPPORT 2007-2008

A. APPOINTMENTS

Bradshaw-Cox, Laura Custodian	DIS	Effective 1/7/08 Annual Contract
Bussey, Daphne Bus Monitor	TRANS	Effective 1/8/08 Annual Contract
Carlson, Amy Cafe' Asst. - 3.0 hrs.	OPHS	Effective 1/8/08 Annual Contract
Erickson, Theresa Bus Monitor	TRANS	Effective 1/8/08 Annual Contract
Hersey, Trevor Gen. Maint. Worker	MAINT	Effective 1/7/08 Annual Contract
Kay, Carol Bus Driver	TRANS	Effective 1/8/08 Annual Contract
Kent, Veronica ESE Asst. - EHSC/SED/ALT.	ROE	Effective 1/8/08 Annual Contract
Meeks, James Electronic Tech. Asst.	MAINT	Effective 1/15/08 Annual Contract
Smith, Pamela .8 Registered Nurse - 10 mo.	RVE	Effective 1/25/08 Annual Contract
Strickland, Melissa .8 ESE Asst. - PK/VE	WES	Effective 1/14/08 Annual Contract
Thomas, Amanda Bus Monitor	TRANS	Effective 1/8/08 Annual Contract
Wilson, Adam Custodian	LJH	Effective 1/8/08 Annual Contract
Woolwine, Laurie ESE Asst. - EHSC	OPHS	Effective 12/13/07 Annual Contract

VI. SUPPORT 2007-2008

B. REDESIGNATIONS

Silke, Garcia
ESE Asst. - Ind.

LAJH

Effective 12/21/07 redesignate from ESE Asst. -
EHSC (GCSJH) due to involuntary transfer

Uyaan, Emilio
ESE Asst. - Ind.

RHS

Effective 12/14/07 redesignate end date of
limited contract to 6/4/08

VI. SUPPORT 2007-2008

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Baker, Holly Cafe' Asst. - 6.0 hrs.	MRE	Effective 1/11/08 Resignation
Davis, Ruth Bus Driver	TRANS	Effective 2/28/08 Retirement
Decker, Kristen LPN - 10 mo.	CHE	Effective 12/21/07 Resignation
Do, Nho Head Custodian I	MHS	Effective 3/31/08 Retirement
Gallant, Diane ESE Asst. - Ind.	RHS	Effective 1/16/08 Resignation
Gormican, Mai Custodian	OPJH	Effective 1/31/08 Retirement
Grant, Cheryl ESE Asst. - Autistic	RHS	Effective 12/21/07 Resignation
Harlow, Stephanie Cafe' Asst. - 4.0 hrs.	LAJH	Effective 1/11/08 Resignation
Haydu, Elizabeth School Secretary - 12 mo.	MHS	Effective 6/5/08 Retirement
Henry, Eddie Lead Custodian	OPHS	Effective 11/30/07 Retirement
Hyatt, Harriet Payroll Support Asst.	TRANS	Effective 1/31/08 Retirement
Jones, Ernestine ESE Asst. - P.I.	LAJH	Effective 1/31/08 Retirement
Larsen, Shirley Cafe' Asst. - 7.25 hrs.	KHHS	Effective 1/30/08 Retirement
Marx, Annette LPN - 10 mo.	OPJH	Effective 12/10/07 Resignation
Moore, Maria Cafe' Asst. - 6.5 hrs.	GPE	Effective 12/14/07 Resignation

VI. SUPPORT 2007-2008

D. TRANSFERS

Bellamy, Diana Head Custodian	OVE	Effective 4/1/08 transfer from Head Custodian (GPE)
Figueroa, Frances ESE Asst. - Ind.	RHS	Effective 2/1/08 transfer from Classroom Asst. - ESOL (GPE)
Finney, Russell Computer Svcs. Tech.	IS	Effective 1/22/08 transfer from Tech. Suppt. Asst. (LES)
Francisco, Michael Technology Specialist	RHS	Effective 1/10/08 transfer from Computer Svcs. Tech. (IS)
Manwarren, Kimberly ESE Asst. - Autistic	RHS	Effective 1/16/08 transfer from .8 ESE Asst. - EHSC (RHS)
Norwood, Pamela Principal's Secty.	OVE	Effective 4/1/08 transfer from Principal's Secty. (GPE)
Pollard, Dora Head Custodian	SLE	Effective 4/1/08 transfer from Head Custodian (LAE)
Salyer, Pamela ESE Asst. - PK/VE	WES	Effective 1/11/08 transfer from .8 ESE Asst. - PK/VE (WES)
Schreiber, Mary Ann Student Rec. Secty. - 12 mo.	KHHS	Effective 2/29/08 transfer from ESE Secretary - 10 mo. (KHHS)
Shuey, Robyn ESE Asst. - Ind.	CGE	Effective 1/22/08 transfer from .8 ESE Asst. - TMH Alternative (RHS)
Smith, Heather ESE Asst. - TMH	WEC	Effective 1/14/08 transfer from ESE Asst. - Autistic (LJH)
Trimble, Debbie Media Tech. Asst.	SLE	Effective 4/7/08 transfer from Media Tech. Asst. (BLC)
Wilson, Dolores ESE Asst. - TMH	OPJH	Effective 1/14/08 transfer from ESE Asst. - Ind. (OPJH)

VII. SHORT TERM LEAVE 2007-2008

A. ILOD, Military, and Association Leaves

Caldwell, Mary ISS Aide	GCSJH	12/18/07 - 1/9/08 22 hrs. ILOD 12/17/07 Tripped on gutter, fell, sprain of left wrist and elbow
Carter, Kenneth Lead Electrician	MAINT	1/23/08 - 1/31/08 14.0 hrs. Association Leave CESPA Union Business
Forhan, Gary Teacher	RHS	12/3/07 - 12/4/07 15.66 Military Leave Annual Training
Gray, Cynthia School Psychologist	STUDENT SERVICES	11/26/07 1.68 hrs. ILOD 8/27/07 Tripped on uneven pavement
Hampshire, Felecia Admin. Suppt. Asst.	TRANS	11/28/07 3.50 hrs. Association Leave CESPA Union Business
Hampshire, Tracy Custodian	PES	11/16/07 7.50 hrs. Association Leave CESPA Union Business
Hoilman, Wanda Custodian	MHS	12/4/07 2.25 hrs. ILOD 11/30/07 Fell on left knee
Jackson, Jacquelyn Teacher	KHE	10/24/07 - 12/19/07 24.0 hrs. ILOD 10/11/07 Employee fell from a fort while helping a child on a field trip
Knaak, Renata Teacher	OPJH	11/16/07 2.0 hrs. ILOD 10/6/07 Injured during Safe Crisis Management Training
Parish, Sara Teacher	PES	1/7/08 2.0 hrs. ILOD 11/14/07 Wall map fell and injured right hand
Renken, Beverly ESE Secretary	GCSJH	12/20/07 1.0 hr. ILOD 5/23/07 Tripped on rubber mat, turned ankle
Rodatz, Sharon Teacher	MHS	12/10/07 - 1/24/08 15.66 hrs. Association Leave CCEA Union Business
Sallie, Stephanie Bus Monitor	TRANS	11/15/07 - 11/16/07 13.34 hrs. Association Leave CESPA Union Business
Walters, Gina Guidance Counselor	MHS	1/31/08 - 2/14/08 86.13 hrs. Military Leave Annual Training

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Gormican, Mai Custodian	OPJH	DROP enrollment effective 1/1/06 Future Resignation 1/31/08 redesignate DROP end date from 12/31/10 to 1/31/08
Haydu, Elizabeth School Secretary	MHS	DROP enrollment effective 4/1/04 Future Resignation 6/5/08 redesignate DROP end date from 2/28/09 to 6/5/08
Horton, Sandra Principal's Secretary	OPJH	DROP enrollment effective 12/1/07 Future Resignation 11/30/12
Jordan, Mary Teacher	RHS	DROP enrollment effective 2/1/08 Future Resignation 1/31/13
Schwabe, Deidria Cafe' Asst.	OPHS	DROP enrollment effective 6/1/08 Future Resignation 5/31/13
Smith, Glenda Teacher	LAE	DROP enrollment effective 8/1/08 Future Resignation 7/31/13
Wakefield, John Guidance Counselor	OPHS	DROP enrollment effective 6/1/03 Future Resignation 5/31/11 DROP extended from 5/31/08 to 5/31/11