

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
February 21, 2013**

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I. ADMINISTRATIVE ACTIONS 2012-2013

A. Transfers

Amburgey, Steven B Supervisor, Inst Tech	Inst Div	Effective 02/04/13 Transfer from Supervisor/ACE
Dowling, Julius M Manager Sat III	OPE	Effective 01/22/13 Transfer from SFS Manager Intern/FNS
Kosek, Shannah M Supervisor	ACE	Effective 02/04/13 Transfer from Supervisor/Sch Imp; PD & A
Sutton, Katie D Manager SC III	LAJ	Effective 01/14/13 Transfer from Manager Sat III/OPE

I. ADMINISTRATIVE ACTIONS 2012-2013

B. Resignations/Retirements

Parker, Paul E Director, CTE	CTE	Effective 06/28/13	Retirement
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II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

REVISED:

O-1.2.40-I Supervisor of Transportation Services

Transportation reorganization includes the reduction of one administrator (Coordinator I – Coordinator of Shop Operations) and the upgrading of this position to a Supervisor III from a Coordinator I – Coordinator of Transportation Services to include supervision of Fleet Maintenance.

I-1.1.13 Director of Career and Technical Education

The Director of Career and Technical Education job description is amended to include the critical role this individual will play as a community and business liaison responsible for developing awareness, support and partnerships that will increase college and career opportunities for students.

Job Locator: O-1.2.40-I

~~Coordinator~~ Supervisor of Transportation Services

~~Coordinator~~ Supervisor III

Evaluated By: Director of Transportation

Job Description:

The ~~Coordinator~~ Supervisor of Transportation Services is responsible to the Director of Transportation.

Responsibilities and Duties of this Position Include:

1. Provide daily supervision of all bus transportation operations, including home-to-school and school-to-home transportation of all students, extracurricular bus trips, and bus driver assignments.
2. Supervise all personnel involved in vehicle maintenance and assist with employee performance evaluations.
3. Supervise the collection and input of vehicle maintenance data through automated programs, and prepare routine reports for the Director's review.
4. Schedule personnel/equipment within the realm of fleet maintenance to assure vehicle inspections in accordance with statutory requirements and Board Policy.
5. Supervise Routing Personnel and monitor the utilization of the computerized Bus Routing Program to assure safe, efficient and effective use of personnel and equipment.
6. Coordinate training for bus drivers and bus monitors.
7. Assist the Director in investigating and responding to requests from parents, school-based personnel and others as appropriate regarding bus routing, bus drivers, bus monitors and District transportation needs.
8. Assist in completion of required District, State and Federal reports.
9. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
10. Assist in the investigation of school bus accidents.
11. Supervise the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet. ~~Coordinate with the Coordinator of Shop Operations in recommending guidelines for transportation services.~~
12. Assist Director in employee performance evaluations for bus drivers and bus monitors. Assist with bus stop and bus loading zone observations and safety checks.
13. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with an ~~Associate's~~ Bachelor's degree or an ~~High School Diploma~~ Associate's Degree and ten (10) years administrative experience in a Transportation-related field.
2. Ability to follow DER and EPA guidelines as to handling, storing and disposing of waste materials.
3. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.
4. Must maintain a safe driving record during employment.
5. Must have the ability to work in harmony with other School Board employees and general public.
6. Must be skilled in written and oral communication.

Desired Qualifications:

1. Graduate from an accredited college or university with a Master's Degree.
2. Experience in teaching, instruction of others.
3. Considerable knowledge of school bus operation and training program.
4. Experience in school transportation or credentials in related field.

Effective: 4/10/86

Revised: 8/13/87, 1/19/89, 4/23/92

4/21/94, 6/22/95, 6/30/99, 8/19/99, 8/16/07, 10/18/07

9/16/10, Revised 2/21/13 (pending Board Approval)

Job Locator: O-1.2.40-I
Supervisor of Transportation Services
Position Grade: Supervisor III
Evaluated By: Director of Transportation

Job Description:

The Supervisor of Transportation Services is responsible to the Director of Transportation.

Responsibilities and Duties of this Position Include:

1. Provide daily supervision of all bus transportation operations, including home-to-school and school-to-home transportation of all students, extracurricular bus trips, and bus driver assignments.
2. Supervise all personnel involved in vehicle maintenance and assist with employee performance evaluations.
3. Supervise the collection and input of vehicle maintenance data through automated programs, and prepare routine reports for the Director's review.
4. Schedule personnel/equipment within the realm of fleet maintenance to assure vehicle inspections in accordance with statutory requirements and Board Policy.
5. Supervise Routing Personnel and monitor the utilization of the computerized Bus Routing Program to assure safe, efficient and effective use of personnel and equipment.
6. Coordinate training for bus drivers and bus monitors.
7. Assist the Director in investigating and responding to requests from parents, school-based personnel and others as appropriate regarding bus routing, bus drivers, bus monitors and District transportation needs.
8. Assist in completion of required District, State and Federal reports.
9. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
10. Assist in the investigation of school bus accidents.
11. Supervise the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet.
12. Assist Director in employee performance evaluations for bus drivers and bus monitors. Assist with bus stop and bus loading zone observations and safety checks.
13. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's degree or an Associate's Degree and ten (10) years administrative experience in a Transportation-related field.
2. Ability to follow DER and EPA guidelines as to handling, storing and disposing of waste materials.
3. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.
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3. Considerable knowledge of school bus operation and training program.
4. Experience in school transportation or credentials in related field.

Effective: 4/10/86
Revised: 8/13/87, 1/19/89, 4/23/92
4/21/94, 6/22/95, 6/30/99, 8/19/99, 8/16/07, 10/18/07
9/16/10, 2/21/13 (Pending Board Approval)

Job Locator: I-1.1.13

Director of Career & Technical Education

Position Grade: Director I

Evaluated By: Assistant Superintendent for Instruction

Job Description:

The Director of Career & Technical Education 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. Assist the Superintendent and Assistant Superintendent for Instruction with building community and business partnerships to strengthen the school district and the community at large.
2. Serve as district liaison on local area committees that serve the interest of the school system and the business community.
3. Coordinate with local, state and federal agencies to enhance career and technical education in Clay County.
4. Provide leadership in developing and maintaining public awareness and support the development, operation, and evaluation of the Career and Technical Education programs and academies.
5. Assist principals in the selection, supervision, and evaluation of Career and Technical Education personnel, and recommend, supervise, and evaluate district level technical education personnel.
6. Administration of Career and Technical Education programs based on identifiable needs.
7. Develop comprehensive plan for the district-wide budget for Career and Technical Education.
8. Consult with principals in the comprehensive planning and budgeting for school-based Career and Technical Education programs.
9. Develop plans, schedules, and guidelines for the implementation of Career and Technical Education programs and specifications for facilities.
10. Develop and implement the strategies for Career and Technical Education personnel inservice activities.
11. Develop, implement and evaluate special Career and Technical Education programs for handicapped students.
12. Supervise the preparation of required district, state and federal reports, and projects and develop and supervise proposals for Career and Technical Education.
13. Supervise the county-wide Survey 5 data collection for Career Technical Education.
14. Develop and implement the TechPrep, Carl Perkins and other federal projects.
15. Serve as liaison with the Workforce agencies to support regional Workforce needs.
16. Perform other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Possesses or has eligibility determined to gain a valid Florida Educator's Certificate
2. Five (5) years experience in teaching, administration or supervision.
3. Certified or eligible for certification in Education Leadership, school principal, administration or supervision.

Desired Qualifications:

1. Valid Florida Educator's Certificate as Director of Vocational Education.
2. Vocational certification and/or vocational teaching experience.
3. Ability to develop strong relationships with the business community through exemplary communication and interpersonal skills.

Revised: 5/08/86, 6/21/90, 7/01/94,
8/17/95, 11/16/99, 2/20/13
Revised 2/19/04, (Effective 7/01/04),
Revised 2/16/06, 2/21/13 (Revised pending
Board Approval)

Job Locator: I-1.1.13

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Evaluated By: Assistant Superintendent for Instruction

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10. Develop and implement the strategies for Career and Technical Education personnel inservice activities.
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2. Five (5) years experience in teaching, administration or supervision.
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Desired Qualifications:

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2. Vocational certification and/or vocational teaching experience.
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Revised: 5/08/86, 6/21/90, 7/01/94,
8/17/95, 11/16/99, 2/20/13
Revised 2/19/04, (Effective 7/01/04),
Revised 2/16/06, 2/20/13 (Revised pending
Board Approval)

III. INSTRUCTIONAL ACTIONS 2012-2013

A. Appointments

Bazelais, Claudine Speech Clinician	ESE	Effective 08/07/12	AC	10 mth
Brayman, Keith J .128 6th period	OHS	Effective 09/11/12-12/19/12	AC	10 mth
Castleberry, Stephanie B Inclusion	RHS	Effective 08/07/12	AC	10 mth
Curvier, Angela V Math	OPH	Effective 08/07/12	AC	10 mth
Freeman, Joshua .128 6th period	CHS	Effective 01/07/13-06/06/13	AC	10 mth
Gwynes III, Johnny H Math	OHS	Effective 08/07/12	AC	10 mth
Gillenwaters, Melissa L Gr 3	MBE	Effective 08/07/12	AC	10 mth
Harvill, Barbara Math	GCI	Effective 10/08/12	AC	10 mth
Herman, Karen P Math	MHS	Effective 08/07/12	AC	10 mth
Hubbard, Brittany D Gr 1	CEB	Effective 08/07/12	AC	10 mth
Johnson, Sarah L Math Coach	GPE	Effective 11/26/12	AC	10 mth
Jones, Tiffany M Speech Clinician	ESE	Effective 08/07/12	AC	10 mth
Laurence Jr., Ernest W Science	CHS	Effective 08/07/12	AC	10 mth
Losure, Melissa French	MHS	Effective 08/07/12	AC	10 mth
Lynn, Marissa S Inclusion	POE	Effective 08/07/12	AC	10 mth
McClain, Amy Rdg	CHS	Effective 01/17/13	AC	10 mth

III. INSTRUCTIONAL ACTIONS 2012-2013

A. Appointments

Michaels, Donna C Counselor	RHS	Effective 08/07/12	AC	10 mth
Morford, Carey E Lib/Media Spec	KHE	Effective 08/07/12	AC	10 mth
Reilly, April H KG	FIE	Effective 09/20/12	AC	10 mth
Smith, Katie L Title I	CEB	Effective 08/07/12	AC	10 mth
Thomas, Denarius Q DOP	OHS	Effective 08/07/12	AC	10 mth
Tunsil, Demario S Gr 6	LES	Effective 10/01/12	AC	10 mth
Urfer, Brenna G KG	MBE	Effective 09/05/12	AC	10 mth
Van Pelt, Jamie L Lang Arts	OLJ	Effective 09/11/12	AC	10 mth
Williams, Tricia L Music	RVE	Effective 08/07/12	AC	10 mth

III. INSTRUCTIONAL ACTIONS 2012-2013

B. Resignations

Green, Daniel C PE 10 mth	OPH	Effective 01/15/13 Redesignate from PE 11 mth
Nosse, Craig PE 11 mth	OPH	Effective 01/15/13 Redesignate from PE 10 mth

III. INSTRUCTIONAL ACTIONS 2012-2013

C. Transfers

Featheringill-Scott, Lori M Counselor 12 mos	RHS	Effective 01/28/13 transfer from Counselor 11 mos (CHS)
Fowler, Christy Inclusion	CHS	Effective 01/14/13 transfer from Intel DIS-I (LAE)
Patrylo, Liane L Science Resource	TES	Effective 12/17/12 transfer from Spec, Curr 10 mth (SS)
Robertson, Kelly R Title I	CEB	Effective 02/11/13 transfer from Title I (CHE)
Senters, April Counselor 11 mth	CHS	Effective 01/28/13 transfer from Counselor 10 mth (DIS)
Wiley, Jennifer Inclusion	LAE	Effective 01/14/13 transfer from Inclusion (Leave)
Wolfe, Ryan Soc Studies	CHS	Effective 02/04/13 transfer from Soc Studies (OPH)

III. INSTRUCTIONAL ACTIONS 2012-2013

D. Resignations/Retirements/Conclude Employment

Andrews, Andrea L Agriculture 11 mth	LAJ	Effective 03/22/13	Resignation
Bailen, Joshua A Soc Studies	RHS	Effective 12/20/12	Resignation
Caudel, Helen T Title I/ESOL OF	CEB	Effective 06/06/13	Retirement
Connolly, Della S Rdg Dev Fac	RLD	Effective 03/22/13	Retirement
Conrad, Lucille L Math	CHS	Effective 01/08/13	Resignation
Dennelly, Emilee K Gr 1/ESOL OF	AES	Effective 03/01/13	Resignation
DeRaps, Jaime L Science	FIH	Effective 01/18/13	Resignation
Forhan, Gary J Math	OPH	Effective 02/15/13	Resignation
Hall, Mary E Gr 6	TES	Effective 06/06/13	Retirement
Houck, Cheryl W Spec, ESE Curr 11 mth	ESE	Effective 01/31/13	Retirement
Hubbard, Brittany D Gr 1	CEB	Effective 02/07/13	Resignation
McKinney, William M .128 Sixth Period	CHS	Effective 12/25/12	Resignation
Nettles, Jeffery G Inclusion	CHS	Effective 01/18/13	Resignation
Richens, Susan G Speech Clinician	ESE	Effective 01/11/13	Resignation

III. INSTRUCTIONAL ACTIONS 2012-2013

E. SUPPLEMENTS

Appointments

Behnken, Maria	SS	Effective 02/01/13	.5 Academic Coach STEM
Cobbert, Paul	FIH	Effective 11/02/12	Wrestling Asst
Darty, Walter	KHH	Effective 01/15/13	.25 Football Asst (spring only)
Dickinson, Lynn	KHH	Effective 12/25/12	Co-Curr Club: SAS
Eason, Doug	LAJ	Effective 11/08/12	Basketball Head
Foster, Nathaniel	OPH	Effective 01/22/13	Baseball JV Head
Godwin, Kelly	CGE	Effective 01/28/13	Dept Head Gr 3
Jolley, Tyler	KHH	Effective 01/03/13	Baseball Head JH
Knight, Gina	POE	Effective 01/14/13	.5 Gr 2 Dept Head
Kupfer, Linda	FIE	Effective 11/28/12	Peer Teacher for L. Martin
Lee, Sandra	KHH	Effective 10/01/12	.5 Basketball Hd JH
Leone, Casey	SS	Effective 02/01/13	.5 Academic Coach STEM
Maner, Charles	SS	Effective 02/01/13	.5 Academic Coach STEM
McGuffie, Cheryl	GCI	Effective 01/30/13	.5 Track Head
Mitchell, J Paige	OVE	Effective 01/14/13	Dept Head ESE
Nicholas, Brian	OHS	Effective 01/31/13	Track Asst
Nicholas, Brian	OLJ	Effective 01/08/13	.2 Track Asst
Nicholas, Brian	OLJ	Effective 01/08/13	.5 Track Head
Nosse, Craig	OPH	Effective 01/22/13	Weightlifting Head
Nosse, Craig	OPH	Effective 01/22/13	.25 Football Head (spring only)
Regula, Christina	OPH	Effective 11/09/12	Softball FP Asst
Roberts, Collin	SS	Effective 02/01/13	.5 Academic Coach STEM
Smeltzer, Karl	MHS	Effective 01/17/13	Football Head (spring only)
Smith, Shannon	OLJ	Effective 10/30/12	.5 Wrestling Hd
Tillo, William	OPJ	Effective 11/06/12	Peer Teacher D. Ham

III. INSTRUCTIONAL ACTIONS 2012-2013

E. SUPPLEMENTS

Resignations

Acton, Jessica	OLJ	Effective 01/07/12	.25 Track Head
Bright, Jordan	FIH	Effective 01/09/13	Track Head
Carmichael, Denise	CGE	Effective 01/25/13	Dept Head Gr 3
Green, Daniel C	OPH	Effective 01/17/13	Weightlifting Head
Justino, Robert	MHS	Effective 12/03/12	Football Head (spring only)
Lawrence, Bonita	OLJ	Effective 01/07/13	.2 Track Asst
Lowe, Ginny	OHS	Effective 01/14/13	Track Asst
Motes, Dorsey	FIH	Effective 01/08/13	Track Asst
Moylan, Patrick	LSJ	Effective 12/10/12	Baseball Head
Nettles, Jeffrey	CHS	Effective 01/18/13	Football Asst (spring only)
Patrylo, Liane	SS	Effective 12/14/12	Spec, Curr 10 mth
Richens, Susan	OVE	Effective 01/11/13	Dept Head ESE
Senters, April	SS	Effective 01/25/13	Core Team
Smeltzer, Karl	MHS	Effective 01/16/13	Football JV Asst (spring only)
Smith, Merlin	OLJ	Effective 01/07/13	.25 Track Head
Spahn, Alexis	POE	Effective 01/11/13	.5 Gr 2 Dept Head
Taylor, James	KHH	Effective 01/14/13	.25 Football Asst (spring only)
Taylor, Robert W	GCI	Effective 01/30/13	.5 Track Head
Todd, Troy	FIH	Effective 11/01/12	Wrestling Asst
Williams, Patricia L	KHH	Effective 12/20/12	Co-Curr Club: SAS
Wolfe, Ryan	OPH	Effective 01/11/13	.25 Football JV Asst (spring only)

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Allbritton, Karen	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed
Ardis, Gail	SPC	Effective 01/16/13 Academic Tutoring Hourly as needed
Askew-Sharp, Jennifer	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Branz, Elizabeth	TBE	Effective 01/12/13 Academic Tutoring Hourly as needed
Bright, Virginia	TES	Effective 01/09/13 Academic Tutoring Hourly as needed
Brown, Darin	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Carter, Kimberly	TES	Effective 01/09/13 Academic Tutoring Hourly as needed
Caudel, Helen	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Chaff, Shannon W.	SS	Effective 11/26/12 Teacher on Special Assignment Hourly as needed
Comer, Terri	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Considine, Jacqueline	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Cothren, Kymberly	TBE	Effective 01/12/13 Academic Tutoring Hourly as needed
Courtney, Erica	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed
DeNapoli, Chantel	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Dillard, Dana	SPC	Effective 01/16/13 Academic Tutoring Hourly as needed
Dodson, Laura	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Edmond, Leslie Erin	RVE	Effective 01/15/13 Academic Tutoring Hourly as needed
Finn, Linda	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Forhan, Linda	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed
Fowler, Christy	CHS	Effective 01/22/13 Academic Tutoring Hourly as needed
Fox, Erin	RVE	Effective 01/15/13 Academic Tutoring Hourly as needed
Gates, Antoinette	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Gillenwaters, Melissa	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed
Girardeau, Patricia	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Glover, Karen	OPH	Effective 01/22/13 Academic Tutoring Hourly as needed
Grybb, Meghan	LES	Effective 02/26/13 Academic Tutoring Hourly as needed
Henderson, Amy	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Hill, Cameron	LES	Effective 02/26/13 Academic Tutoring Hourly as needed
Houser, Cheryl	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Hume, Ellen	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Johnson, Debra K.	OPH	Effective 01/22/13 Academic Tutoring Hourly as needed
Johnson, Victoria	LES	Effective 01/15/13 Academic Tutoring Hourly as needed
Justus, Anna Maria	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Kent, Chery	OPH	Effective 01/22/13 Academic Tutoring Hourly as needed
Lang, Jennifer	DIS	Effective 01/14/13 Academic Tutoring Hourly as needed
LaPierre, Amy	LES	Effective 02/20/13 Academic Tutoring Hourly as needed
Lear, Lynn	TBE	Effective 01/12/13 Academic Tutoring Hourly as needed
Leary, Kevin	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Lee, Kimberly	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Libretto, Lara	LES	Effective 01/15/13 Academic Tutoring Hourly as needed
Little, Ty	LES	Effective 01/15/13 Academic Tutoring Hourly as needed
Lowe, Kimberly	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed
Lunsford, Sherri	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Marcu, Karen	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
McElhone, Bethann	LES	Effective 02/20/13 Academic Tutoring Hourly as needed
McIver, Melanie	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
McKinney, Brittany	LES	Effective 02/20/13 Academic Tutoring Hourly as needed
Miles, Valerie	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed
Montineri, Melissa	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Moran, Stephanie	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed
Morrison, Andrea	TBE	Effective 01/12/13 Academic Tutoring Hourly as needed
Myers, Lina	PES	Effective 01/15/13 Academic Tutoring Hourly as needed
Norton, Daphne	OPH	Effective 01/22/13 Academic Tutoring Hourly as needed
Oliva, Dawn	CHS	Effective 01/22/13 Academic Tutoring Hourly as needed
Owens, Amber	TBE	Effective 01/12/13 Academic Tutoring Hourly as needed
Palmer, Cathy	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Pellett, Marcy	LES	Effective 02/26/13 Academic Tutoring Hourly as needed
Richardson, Clayton	CHS	Effective 01/22/13 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Roberts, Michelle	DIS	Effective 01/14/13 Academic Tutoring Hourly as needed
Robertson, Kelsey	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Rodillas, Dinah	OPH	Effective 01/22/13 Academic Tutoring Hourly as needed
Rodrigues, Brandy	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Schumacher, Courtney	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed
Sciandra, Catherine Celeste	SS	Effective 01/09/13 Teacher on Special Assignment Hourly as needed
Sciandra, Catherine Celeste	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Scott, Carolyn	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Sedam, Amanda	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Seech, Pamela	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Snow, Matthew	DIS	Effective 01/14/13 Academic Tutoring Hourly as needed
Streaty, Jessica	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Strickland, Amanda	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Tebo, Mary	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

A. MISCELLANEOUS AFTER HOURS

Appointments

Thomas, Sheila	TBE	Effective 01/12/13 Academic Tutoring Hourly as needed
Torrens, Scott	LES	Effective 02/20/13 Academic Tutoring Hourly as needed
Van De Water, Rebecca	SPC	Effective 01/16/13 Academic Tutoring Hourly as needed
Vidak, Heidi	TBE	Effective 01/12/13 Academic Tutoring Hourly as needed
Vidal, Niorka	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Watson, Leigh Ann	MBE	Effective 01/17/13 Academic Tutoring Hourly as needed
Weir, Jamee	PES	Effective 01/15/13 Academic Tutoring Hourly as needed
Wheat, Clifford	SS	Effective 12/19/12 Academic Tutoring Hourly as needed
Wheat, Clifford	DIS	Effective 01/14/13 Academic Tutoring Hourly as needed
Wood, Amanda	POE	Effective 01/18/13 Academic Tutoring Hourly as needed
Worthington, Susan	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed
Williamson, Amy	CEB	Effective 01/15/13 Academic Tutoring Hourly as needed
Willoughby, Christine	TES	Effective 01/09/13 Academic Tutoring Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Allen, Vernon	01/16/13	Regular
Andrus, Taylor	01/16/13	Regular
Armbruster, Tina	01/30/13	Regular
Barconey, Keshawn	11/28/12	Regular
Barcus, Becky	11/28/12	Regular
Blanton, Jr., John	01/16/13	Regular
Brennan, Michael	11/25/12	Regular
Chaney, Nellie	01/16/13	Regular
Cooper, Winston	12/12/12	Regular
Donaghy, Kaitlyn	01/16/13	Regular
Foerman, Deanna	01/16/13	Regular
Geiger, Ted Wayne	01/16/13	Regular
Giebeig, Tara	01/30/13	Regular
Gunn, Christina	01/30/13	Regular
Gutierrez Pena, Raul	01/30/13	Regular
Hall, Thomas	12/12/12	Regular
Harkins III, Daniel	01/07/13	Regular
Hignite, Riley	01/30/13	Regular
Hinsch, James	11/28/12	Regular
Hollis, Carla	01/16/13	Regular
LaVangie, Jeff	01/16/13	Regular
Littles, James	01/16/13	Regular
McCrone, Ronald	01/30/13	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Melson, Stacy	01/30/13	Regular
Naughton, Caitlin	01/16/13	Regular
Petty, Nancy	01/30/13	Regular
Sawyer, Rebecca	01/07/13	Regular
Vargas, Diana	01/14/13	Regular
Walker, Lynnette	01/16/13	Regular
Wallace, Anthony	01/16/13	Regular
Zieg, Andrea	01/30/13	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Barconey, Keshawn	Effective 01/14/13
Beaudua, Kristin	Effective 01/07/13
Breeding, Kayla	Effective 01/09/13
Coleman, John	Effective 01/23/13
Cummings, Tracy	Effective 01/14/13
Dykstra, Charlene	Effective 12/05/12
Hardee, Caroline	Effective 01/23/13
Hesterman, Donna	Effective 01/07/13
Hurlock, Lisa	Effective 01/10/13
Klemm, Pamela	Effective 01/22/13
Lee, Christopher	Effective 01/18/13
O'Hara, Therese	Effective 01/29/13
Plato, Kenneth	Effective 12/20/12
Smith, Shadreka	Effective 01/24/13
Vargas, Diana	Effective 01/14/13
Waggoner, Danny	Effective 01/07/13
White, Elizabeth	Effective 02/04/13
Wright, Tyler	Effective 01/09/13

VI. SUPPORT 2012-2013

A. APPOINTMENTS

Burkhardt, Robert Custodian	POE	Effective 1/17/13 Annual Contract
Cunningham, Molly .2 Computer Lab Asst.	WJH	Effective 1/14/13 Annual Contract
Cunningham, Molly .8 DOP Asst.	WJH	Effective 1/14/13 Annual Contract
Cuthbert, Stefani .9 ESE Asst. - B. Health	WEC	Effective 1/14/13 - 6/5/13 Limited Contract
Greene, Kyle Custodian	TBE	Effective 1/9/13 Annual Contract
Hammer, Penny Title I Asst.	CHE	Effective 1/9/13 Annual Contract
Hendricks, Tramese Cafe Asst. - 3.25 hrs	LJH	Effective 1/15/13 Annual Contract
Ledger, Rodney Custodian	SLE	Effective 1/28/13 Annual Contract
Lewis, Andrew Custodian	WJH	Effective 1/8/13 Annual Contract
Matthews, Sandra .6 Child Care Asst. - 10 mos	MHS	Effective 1/15/13 Annual Contract
Palmo, Juano Cafe Asst. - 6 hrs	LAE	Effective 1/23/13 Annual Contract
Pecora, Annette .8 Classroom Asst.	OVE	Effective 1/24/13 - 4/12/13 Limited Contract
Pemberton-George, Hyacinth Cafe Asst. - 4.75 hrs	GCJ	Effective 1/31/13 Annual Contract
Poarch, Brenda .9 ESE Asst. - B. Health	MBE	Effective 1/9/13 - 6/5/13 Limited Contract
Reese, Clarence Custodian	OHS	Effective 1/8/13 Annual Contract

VI. SUPPORT 2012-2013

A. APPOINTMENTS

Romito, Richard Plumber	MAINT	Effective 1/24/13 Annual Contract
Rye, Alice Cafe Asst. - 4.0 hrs	OLJ	Effective 1/28/13 Annual Contract
Thompson, Teresa .9 ESE Asst. - B. Health	WJH	Effective 1/18/13 - 4/26/13 Limited Contract
Tucker-Mellies, Theresa .9 ESE Asst. - B. Health	MBE	Effective 1/11/13 - 6/5/13 Limited Contract
Van De Water, Stephen Custodian	RVE	Effective 1/8/13 Annual Contract
White, Christina Cafe Asst. - 5.25 hrs	PES	Effective 1/24/13 Annual Contract

VI. SUPPORT 2012-2013

B. REDESIGNATIONS

Gibson, Candace Admin. Secretary - 12 mos	RHS	Effective 1/18/13 redesignate from Principal's Secretary (RHS) due to Superintendent's Transfer
Hall, Sherry Principal's Secretary	RHS	Effective 1/18/13 redesignate from School Secretary - 12 mos (MHS) due to Superintendent's Transfer
Miller, Mary .9 ESE Asst. - General Health	FIE	Effective 6/5/13 redesignate Limited Contract end date from 1/1/13

VI. SUPPORT 2012-2013

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Frei, Auren Head Custodian	LAJ	Effective 1/31/13 Resignation
Cuthbert, Stefani .9 ESE Asst. - B. Health	WEC	Effective 1/25/13 Resignation from Limited Contract
Jeffers, Mary Joyce Bus Driver	TRANS	Effective 12/25/12 Retirement from leave
Lawton, Nadia Cafe Asst. - 4 hrs	OLJH	Effective 12/19/12 Resignation
Martinez, Erika .9 ESE Asst. - General	DIS	Effective 1/1/13 Resignation from leave
McGlynn, Melissa .9 ESE Asst. - B. Health	TES	Effective 12/14/12 Resignation from leave
Padgett, Donna Bus Monitor	TRANS	Effective 12/17/12 Retirement from leave
Patten, Karen Cafe Asst. - 5 hrs	G CJ	Effective 1/1/13 Retirement from leave
Reese, Clarence Custodian	OHS	Effective 1/10/13 Conclude Employment
Turner, Donna Bus Driver	TRANS	Effective 1/25/13 Resignation
Vargas, Diana .9 ESE Asst. - B. Health	WEC	Effective 1/11/13 Resignation
Wright, Brice Head Custodian	SBJ	Effective 12/31/12 Resignation
Wyatt, Sharon Media Tech Asst. - 10 mos	FIE	Effective 1/15/13 Resignation

VI. SUPPORT 2012-2013

D. TRANSFERS

Aldridge, Joyce Head Custodian	LAJ	Effective 2/1/13 transfer from Custodian (LAJ)
Becker, Janette Health Asst. - 9 mos	OPH	Effective 1/28/13 transfer from .9 ESE Asst. - General (OPH)
Crum, Thyrel .9 ESE Asst. - General Health	OHS	Effective 2/4/13 transfer from Cafe Asst. - 3.5 hrs (OHS)
Deel, Delorise Cafe Asst. - 5 hrs	G CJ	Effective 1/30/13 transfer from Cafe Asst. - 4.75 hrs (G CJ)
Forest-Dutcher, Holly .9 ESE Asst. - B. Health	ROE	Effective 1/9/13 transfer from Cafe Asst. - 6 hrs (LAE)
Haynes, Karen School Secretary - 12 mos	MHS	Effective 1/31/13 transfer from School Secretary - 11 mos (MHS)
Korn, William Bus Monitor	TRANS	Effective 1/9/13 transfer from Bus Driver (TRANS)
Laniel, Annette School Secretary - 10 mos	OPH	Effective 1/15/13 transfer from Health Asst. - 9 mos (OPH)
Longmire, Rex Courier	BA	Effective 1/8/13 transfer from Custodian (SLE)
Murphy, Kimberly .9 ESE Asst. - B. Health	RHS	Effective 1/22/13 transfer from .6 ISS Asst. (CHE)
Pierson, Dawn .9 ESE Asst. - General	POE	Effective 1/9/13 transfer from .6 ISS Asst. (POE)
Stephens, Cheryl Cafe Asst. - 5 hrs	G CJ	Effective 1/10/13 transfer from Cafe Asst. - 4.75 hrs (G CJ)
Whitener, Teresa .9 ESE Asst. - General	TES	Effective 2/1/13 transfer from .9 ESE Asst. - General Health (OHS)

VII. SHORT TERM LEAVE 2012-2013

A. ILOD, Military, and Association Leaves

Blackmon, Carla Guidance Counselor	RHS	12/3/12 - 12/10/12 4.5 hrs ILOD Date of Incident - 10/15/12
Boyack, Matthew Teacher	OPH	1/23/13 7.5 hrs Association Leave Union Business
Capes, Pebbles Teacher	GPE	12/3/12 - 1/7/13 6.25 hrs ILOD Date of Incident - 4/13/12
Clyatt, Timothy Teacher	BLC	1/11/13 7.5 hrs Association Leave Union Business
Collins, Judy ESE Asst.	OLJ	12/17/12 3 hrs ILOD Date of Incident - 12/14/12
Dallas, Brenda Cafe Manager	LAE	12/6/12 - 1/10/13 6.83 hrs ILOD Date of Incident - 10/23/12
Deese, Rosalie Area Manager	TRANS	11/28/12 - 1/9/13 2.75 hrs ILOD Date of Incident - 10/9/12
Ferraro, Paul Teacher	BLC	1/11/13 7.5 hrs Association Leave Union Business
Gordon, Yvonne Cafe Asst.	SPC	12/18/12 - 12/19/12 9.5 hrs ILOD Date of Incident - 12/14/12
Griffis, Mildred Bus Driver	TRANS	2/1/13 6.75 hrs Association Leave Union Business
Harris, Maryanne Teacher	FIE	12/6/12 7.5 hrs ILOD Date of Incident - 9/13/12
Hawkins, Linda Teacher	LSJ	1/16/13 2.17 hrs ILOD Date of Incident - 1/15/13
Lee, Linda Teacher	CHS	1/7/13 .5 hrs ILOD Date of Incident - 10/23/12
Lesinski, Larry Custodian	PES	12/10/12 5.83 hrs ILOD Date of Incident - 3/6/12
Mayberry, Laura Teacher	OPH	1/23/13 1 hrs Association Leave Union Business

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Chastain, Evelyn Principal	CEB	DROP enrollment effective 3/1/13 Future Resignation 2/28/18
Friel, Hope Teacher	CEB	DROP enrollment effective 5/1/13 Future Resignation 4/30/18
Harbison, Rosanne Teacher	FIE	DROP enrollment effective 1/1/13 Future Resignation 12/31/17
Hoffman, Karl Teacher	MHS	DROP enrollment effective 2/1/13 Future Resignation 1/31/18
Lang, Marilyn Student Records Secretary	WES	DROP enrollment effective 2/1/13 Future Resignation 1/31/18
Martin, Romonia Bus Driver	TRANS	DROP enrollment effective 2/1/13 Future Resignation 7/31/13
Parker, Paul CTE Director	CTE	DROP enrollment effective 12/1/12 Future Resignation 6/28/13 Redesignate DROP end date from 11/31/17
Reed, Glenda Teacher	OPE	DROP enrollment effective 1/1/13 Future Resignation 12/31/17
Stapleton, Linda Teacher	OPE	DROP enrollment effective 1/1/13 Future Resignation 12/31/17
Thomas, Pamela Personnel Assistant	HR	DROP enrollment effective 2/1/13 Future Resignation 1/31/18