

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

February 23, 2016

TABLE OF CONTENTS

I.	<u>Administrative Actions</u>	
	A. 2015-2016 Appointments	I-A, p. 1
	B. 2015-2016 Reappointments	I-B, p. 1
	C. 2015-2016 Redesignations	I-C, p. 1
	D. 2015-2016 Transfers	I-D, p. 1
	E. 2015-2016 Resignations, Retirements, Conclude Employment	I-E, p. 1
II.	<u>Job Descriptions and Supporting Documents</u>	II, p. 1-3
III.	<u>Instructional Actions</u>	
	A. 2015-2016 Appointments	III-A, p. 1-3
	B. 2015-2016 Reappointments	III-B, p. 1
	C. 2015-2016 Redesignations	III-C, p. 1
	D. 2015-2016 Transfers	III-D, p. 1
	E. 2015-2016 Resignations/Retirements/Conclude Employment	III-E, p. 1-2
	F. 2015-2016 Supplements	III-F, p. 1-4
	G. 2015-2016 Pending Appointments	III-G, p.1
IV.	<u>Instructional Miscellaneous Actions</u>	
	A. 2015-2016 Appointments	IV-A. p. 1
	B. 2015-2016 Adult Education	IV-B. p. 1
V.	<u>Instructional Substitute Teacher Actions</u>	
	A. 2015-2016 Substitute Teacher Approval (None)	V-A. p. 1
VI.	<u>Support Actions</u>	
	A. 2015-2016 Appointments	VI-A, p. 1-2
	B. 2015-2016 Reappointments	VI-B, p. 1
	C. 2015-2016 Redesignations	VI-C, p. 1
	D. 2015-2016 Transfers	VI-D, p. 1
	E. 2015-2016 Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
	F. 2015-2016 Supplements	VI-F, p. 1

I. ADMINISTRATIVE ACTIONS 2015-2016

A. Appointments

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
--------------------------	-------------	-----------------

None

I. ADMINISTRATIVE ACTIONS 2015-2016

B. RE-APPOINTMENTS

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
------------------------	-------------	-----------------

NONE

I. ADMINISTRATIVE ACTIONS 2015-2016

C. REDESIGNATIONS

Name / Assignment

Site

Previous Assignment

NONE

I. ADMINISTRATIVE ACTIONS 2015-2016

D. TRANSFERS

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
JONES , PATRICIA MANAGER SB I	KHH	Effective 01/25/2016 transfer from (B.A.D) SFS MGR INTERN

I. ADMINISTRATIVE ACTIONS

2015-2016

**E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

Name / Assignment

Site

Effective / Action

NONE

II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

REVISED

B-1.1.28-1 Director of Finance- Director II

This position is revised to reflect changes to the job description by adding the Accounts Payable function under the Director of Finance position. This recommendation is based on a potential audit finding “Segregation of Duties” within the Purchasing/Accounts Payable Department discussed during the exit conference by the Auditor General’s office.

This change will not affect the Band/Grade assigned to the position.

B-1.1.29-11 Director of Purchasing- Director III

This position is revised to reflect changes to the job description by reducing the responsibility of managing the Accounts Payable function. This recommendation is based on a potential audit finding “Segregation of Duties” discussed during the exit conference by the Auditor General’s office.

This change will affect the Band/Grade assigned to the position.

Job Locator: B-1.1.28-1
Director of Finance
Position Grade: Director II
Evaluated By: Asst. Supt. For Business Affairs

Job Description:

The Director of Finance is responsible for directing the operation of ~~account~~ accounting and budgeting. This position serves in a staff relationship with other administrators in the Business ~~Affair~~ Affairs Division.

Responsibilities and duties of this position include:

1. Supervises the daily operations of the accounting department to ensure that records are accurate for the preparation of all financial and management reporting.
2. Supervises the daily operations of the Accounts Payable department to maintain and implement accounts payable policies and procedures in accordance with District Goals and School Board Policies.
- ~~2.3.~~ Coordinates the preparation of monthly and annual financial reports to meet the requirements of the laws of the State of Florida and rules of Florida State agencies.
- ~~3.4.~~ Assists the Assistant Superintendent for Business Affairs in the development, preparation, and submission of the annual budget in the format required by the Florida Department of Education.
- ~~4.5.~~ Advises divisions and departments of budget policies and procedures and assists in the maintenance of proper budget controls, monitoring and management of the district's budget.
- ~~5.6.~~ Develops and implements new procedures to ensure compliance with governmental accounting standards (State and Federal).
- ~~6.7.~~ Conducts fiscal impact analyses and revenue and expenditure forecasting.
- ~~7.8.~~ Supervise Supervises the receipt and deposit of all funds.
- ~~8.9.~~ Supervise- Supervises the accounting for federal programs and food services.
- ~~9.10.~~ Acts as the coordinator between school board staff and federal/state agency personnel on required audits other than the audits of school internal accounts.
- ~~10.11.~~ Coordinate Coordinates cash management, investment opportunities and determine daily cash needs.
- ~~11.12.~~ Prepares periodic reports, trend analysis and other statistical data.
- ~~12.13.~~ Performs other duties requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Accounting and/or Business Administration.
2. Five (5) years experience in accounting and/or auditing.
3. Knowledge of laws and rules pertaining to School/Governmental Accounting.

Desired Qualifications:

1. Certified Public Accountant.
2. Experience in school financial management or accounting/auditing.
3. ~~Experience in payroll systems.~~ Knowledge of Business Software Applications.

Revised: 2/09/84, 12/13/84, 1/21/93,
4/15/93, 5/15/03, 2/19/2004, 3/18/04
02/10/14

PENDING BOARD APPROVAL: 2/23/2016

Job Locator: B-1.1.29-II

Director of Purchasing/~~Accounts Payable~~ and
Material Management

Position Grade: Director II III

Evaluated by: Assistant Superintendent for
Business Affairs

Job Description:

Directs the District's purchasing, ~~accounts payable~~ and materials management processes. Directs the performance of Purchasing/~~Accounts Payable~~ and Material Management. ~~Assists in the development of the Business Affairs Division's comprehensive plan and budget.~~

Responsibilities and duties of this position include:

1. Supervise the development and implementation of policies, standards and procedures for district purchasing, ~~accounts payable~~, and materials management (Central Warehouse and Property Control).
2. ~~Supervise the preparation and processing of bids according to current local and state regulatory requirements. Administer bidding process and contracts for vendor performance/compliance within established limits (e.g.) prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc. for the purpose of securing items and or services within budget and in compliance with regulatory requirements.~~
3. Develop bid tabulations and make recommendations to the Superintendent for School Board action related to bid contracts.
4. Advise district personnel regarding needed products or services and assist with development of product/service specifications and available sources.
5. Supervise the maintenance of bid contracts, state contracts purchasing and accounts payable files.
6. Establish and maintain procedures to ensure District purchases meet are in compliance with current local, and state and Federal regulations and GASB Accounting procedures.
~~purchasing regulatory requirements.~~
7. Supervise the process for professional negotiations for selection of consultants including assistance with development of resulting contract.
8. Establish the criteria for the selection, indoctrination, performance and development of Department personnel.
9. Assist with preparation of purchasing, ~~Account Payable~~ and Material Managements annual budget for review.
10. Assist other personnel in areas of mutual concern and perform other such duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Business Administration or Related Area.
2. Five (5) years experience within an educational system.
3. Experience in governmental purchasing, accounts payable and materials management.
4. Knowledge of the following: Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and ~~Clay County~~ School Board Policies.
5. Experience in Contract Development and Negotiations
6. Knowledge of ~~TERMS software~~; of Business Software Application.

Desired Qualifications:

1. Skill in Human Relations
2. Supervisory experience in local school and/or district level purchasing/~~accounts payable~~ and material management.

Effective: 7/14/83

Revised: 4/24/84, 12/13/84, 7/01/93, 4/15/04, 5/19/05, 2/10/14

Revised: 3/20/2014

PENDING SCHOOL BOARD APPROVAL: 2/23/2016

III. INSTRUCTIONAL ACTIONS 2015-2016

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
CAREY , EMILY 1.0 IND-ASD	BLC	Effective 11/16/2015 10 months / Instructional Probationary
WRIGHT , TYLER 1.0 TEACHER, SOC ST-SH	BLC	Effective 01/29/2016 10 months / Instructional Probationary
BLANDFORD , KARI 1.0 TEACHER, FIRST GRADE	CEB	Effective 01/11/2016 10 months / Instructional Probationary
TOUCEY , LEIGHTON 1.0 TEACHER, FIRST GRADE	CEB	Effective 08/10/2015 10 months / Instructional Probationary
NEESE , SHANNON 1.0 INCLUSION	CHE	Effective 08/10/2015 10 months / Instructional Probationary
SKIPPER , PAIGE 1.0 TEACHER, SIXTH GRADE	CHE	Effective 09/01/2015 10 months / Instructional Probationary
NORTH , DONNA 1.0 BEHAVIOR SITE COACH	ESE	Effective 01/13/2016 10 months / Instructional Probationary
SMITH , KATE 1.0 TEACHER, SOC ST-SH	FIH	Effective 08/12/2015 10 months / Instructional Probationary
WEINER , SUE 1.0 TEACHER, KINDERGARTEN	KHE	Effective 12/14/2015 10 months / Instructional Probationary
BASSETT , ASSINE 1.0 INCLUSION OF	KHH	Effective 08/10/2015 10 months / Instructional Probationary
RICHARD , GEORGE 1.0 TEACHER, PE-SH	KHH	Effective 01/04/2016 10 months / Instructional Probationary
CARAWAY , TELISSA 1.0 TEACHER, MATH-M/J	LAJH	Effective 01/04/2016 10 months / Instructional Probationary

III. INSTRUCTIONAL ACTIONS 2015-2016

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
CARTER , ASHLEY 1.0 TEACHER, LANG AR-M/J	LAJH	Effective 01/04/2016 10 months / Instructional Probationary
KIMBALL , CYNTHIA 1.0 LANG ARTS JH OF	LAJH	Effective 01/04/2016 10 months / Instructional Probationary
FOSTER , TRAVIS 1.0 E-BD OF	LJH	Effective 12/14/2015 10 months / Instructional Probationary
JOHNSTON , JENNIFER 1.0 COUNSELOR-M/J	LJH	Effective 02/08/2016 10 months / Instructional Probationary
DEWALD , APRIL 1.0 TEACHER, SIXTH GRADE	MCE	Effective 01/25/2016 10 months / Instructional Probationary
WRIGHT , KATHRYN 1.0 TEACHER, MUSIC-ELEM	MCE	Effective 01/25/2016 10 months / Instructional Probationary
JOURDAN , JAMES 1.0 TEACHER, IND ED	MHS	Effective 01/22/2016 10 months / Instructional Probationary
ROBERTS , CHELSEY 1.0 TEACHER, MUSIC-SH	MHS	Effective 08/10/2015 10 months / Instructional Probationary
KELLY , HUNTER 1.0 TEACHER, SCIENCE-SH	OHS	Effective 01/04/2016 10 months / Instructional Probationary
MCCLAIN, LINDA 1.0 TEACHER, SCIENCE-SH	OHS	Effective 08/18/2015 10 months / Instructional Probationary
MELFA , KAMI 1.0 COUNSELOR-SH	OPH	Effective 01/04/2016 10 months / Instructional Probationary
DUPREE , MEGAN 1.0 PREK-ESE	POE	Effective 01/06/2016 10 months / Instructional Probationary

III. INSTRUCTIONAL ACTIONS 2015-2016

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
FERGUSON , BENJAMIN 1.0 TEACHER, SECOND GRADE	POE	Effective 01/04/2016 10 months / Instructional Probationary
HERREN , TIFFANY 1.0 TEACHER, FIFTH GRADE	POE	Effective 08/10/2015 10 months / Instructional Probationary
SIMS , FAITH 1.0 TEACHER, SIXTH GRADE	RVE	Effective 01/11/2016 10 months / Instructional Probationary
MASIULIS , ERIKA 1.0 TEACHER, THIRD GRADE	SPC	Effective 01/11/2016 10 months / Instructional Probationary
ROACH , CELESTINA 1.0 TEACHER, KINDERGARTEN	WEC	Effective 01/13/2016 10 months / Instructional Probationary
JOURDAIN , JESSICA 1.0 VE-LI-PI	WES	Effective 01/04/2016 10 months / Instructional Probationary

III. INSTRUCTIONAL ACTIONS 2015-2016

B. RE-APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
HOLTON , LYNETTE 1.0 TEACHER, KINDERGARTEN	CHE	10 months/Annual
GAY , DELISHA 1.0 TEACHER, AUTISM SPE DIS	LJH	10 months /Annual
KARABLY-SMITH , JENNY 1.0 TEACHER, FOURTH GRADE	MBE	10 months /Annual
MACPHERSON , MAUREEN 1.0 TEACHER, SCIENCE-M/J	OLJH	10 months /Annual
WILLIAMS , KAYLA 1.0 TEACHER, FIRST GRADE	OVE	10 months /Annual
COURSEY , TERRY 1.0 TEACHER, GRD 5/ESOL (OF)	POE	10 months /Annual
DANIELS , KAREN 1.0 TEACHER, FOURTH GRADE	ROE	10 months /Annual
UNDERWOOD , JENNIFER 1.0 INCLUSION	ROE	10 months /Annual
MORRISON , KIMBERLY 1.0 TEACHER, THIRD GRADE	RVE	10 months /Annual
KOZLOSKI , KARA 1.0 TEACHER, PRE K HDCP	SBJ	10 months /Annual
KING , JENNIFER 1.0 LI/ESOL OF	SLE	10 months /Annual
WARREN , JENNIFER 1.0 TEACHER, FIFTH GRADE	TES	10 months /Annual
MUSSELWHITE , DONNA 1.0 COUNSELOR-E	WES	10 months /Annual

III. INSTRUCTIONAL ACTIONS 2015-2016

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
MCKENZIE , ERIN 1.0 E-BD OF - 10 months	BLC	Effective 01/06/2016 redesignate from 1.0 TEACHER, SOC ST-SH - 10 months (BLC)
SOUD , MARY 1.0 TEACHER, LANG AR-SH - 10 months	FIH	Effective 01/08/2016 redesignate from 1.0 LANG ARTS SH/ESOL OF - 10 months (FIH)
DYAL , CARI 1.0 TEACHER, SOC ST-M/J - 10 months	LAJH	Effective 01/19/2016 redesignate from 1.0 SOC STUDIES OF - 10 months (LAJH)
PELLETT , MARCY 1.0 TEACHER, GRD 3/ESOL (OF) - 10 months	LES	Effective 01/06/2016 redesignate from 1.0 TEACHER, THIRD GRADE - 10 months (LES)
RAY , KATHERINE 1.0 TEACHER, FIRST GRADE - 10 months	MCE	Effective 01/08/2016 redesignate from 1.0 TEACHER, GRD 1/ESOL (OF) - 10 months (MCE)
STRICKLAND , JENNIFER 1.0 COUNSELOR-SH - 11 months	OHS	Effective 01/18/2016 redesignate from 1.0 COUNSELOR-SH - 10 months (OHS)
RICHARDS , BARBARA 1.0 TEACHER, GRD 2/ESOL (OF) - 10 months	PES	Effective 12/15/2015 redesignate from 1.0 TEACHER, SECOND GRADE - 10 months (PES)
WARD , SHANNON 1.0 AUTISM SPE DIS (OF) - 10 months	POE	Effective 01/22/2016 redesignate from 1.0 ASD OF/ESOL OF - 10 months (POE)
STOVER , CHRISTOL 1.0 INCLUSION - 10 months	TES	Effective 08/10/2015 redesignate from 1.0 INCLUSION-RDG OF/ESOL OF - 10 months (TES)
RUOSS , MEGAN 1.0 TEACHER, SECOND GRADE - 10 months	WES	Effective 01/08/2016 redesignate from 1.0 TEACHER, GRD 2/ESOL (OF) - 10 months (WES)

III. INSTRUCTIONAL ACTIONS 2015-2016

D. TRANSFERS

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
CLARK , CODY 1.0 COUNSELOR-M/J - 10 months	LJH	CORRECTION TO 01/21/2016 AGENDA Effective 01/12/2016 transfer from 1.0 COUNSELOR-E - 10 months (MCE)
CHISOM , SHANTELL 1.0 ESE SUPP FACIL - 10 months	OHS	Effective 01/04/2016 transfer from 1.0 COUNSELOR-M/J - 10 months (LJH)
GOOLSBY , TIFFANY 1.0 COUNSELOR-SH - 11 months	OPH	Effective 01/18/2016 transfer from 1.0 COUNSELOR-M/J - 10 months (LJH)
STRICKLAND , AMANDA 1.0 TEACHER, FIFTH GRADE - 10 months	POE	Effective 01/04/2016 transfer from 1.0 TEACHER, SIXTH GRADE - 10 months (MCE)
TAMMINEN , JILL 1.0 TEACHER, FIRST GRADE - 10 months	POE	Effective 01/04/2016 transfer from 1.0 TEACHER, KINDERGARTEN - 10 months (WEC)
CREEL , LYDIA 1.0 SPEC-CURR 11 MTH - 11 months	SCHIM	Effective 01/05/2016 transfer from 1.0 MATH COACH, M/J HIGH - 10 months (WJH)

III. INSTRUCTIONAL ACTIONS**2015-2016****E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
HILDEBRANDT , JUNE 1.0 TEACHER, FOURTH GRADE	CGE	06/06/2016 Retirement
MACKEY , LYNNE 1.0 TEACHER, FOURTH GRADE	CGE	06/06/2016 Retirement
PRATT , CHRISTOPHER 1.0 TEACHER, SCIENCE-SH	FIH	01/28/2016 Resignation
HANNA , CHRISTOPHER 1.0 TEACHER, LANG AR-SH	KHH	02/12/2016 Resignation
CHIPOLETTI , DEREK 1.0 TEACHER, PE-SH	OHS	01/29/2016 Resignation
JOHNS , GRETCHEN 1.0 COUNSELOR-SH	OHS	01/15/2016 Resignation
MCCLAIN, LINDA 1.0 TEACHER, SCIENCE-SH	OHS	12/18/2015 Conclude Employment
AINSLEY , PATRICIA 1.0 TEACHER, SCIENCE-M/J	OLJH	06/06/2016 Retirement
ROBINSON , JUDITH 1.0 TEACHER, GRD 2/ESOL (OF)	PES	06/06/2016 Retirement
STORY , ALFRED .6 TEACHER, GIFTED	PES	06/06/2016 Retirement
MCRAE , STEPHANIE 1.0 INTERVENTION COACH	RDG/L	01/11/2016 Resignation
HANKS , ANNA 1.0 TEACHER, MUSIC-ELEM	SBJ	01/22/2016 Resignation

III. INSTRUCTIONAL ACTIONS**2015-2016****E. RESIGNATIONS/RETIREMENTS/
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
LEWIS , MARYANN 1.0 TEACHER, FIFTH GRADE	SPC	12/11/2015 Conclude Employment
LOADER , KATHERINE 1.0 ATT ASST-SOC WK 10 MTH	STDTS	06/06/2016 Retirement
STORY , ALFRED .4 TEACHER, GIFTED	TES	06/06/2016 Retirement
LUKE , DEBORAH 1.0 TEACHER, FIFTH GRADE	WEC	01/15/2016 Resignation

III. INSTRUCTIONAL ACTIONS 2015-2016

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement</u>
CARVER , KRISTI ELEM PERF/PROD	CGE	Appointment
CONROY , TRACI ELEM PERF/PROD	CGE	Appointment
MISKOWSKI , KIMBERLY ELEM PERF/PROD	CGE	Appointment
HILL , WILLIAM WRESTLING	CHS	Appointment
KELLER , RODNEY WEIGHLTING HD HS SUP	CHS	Appointment
MCQUAIG , TRAVIS SOCCER HEAD JV SUP	CHS	Appointment
REAPE , JAMES WRESTLING	CHS	Appointment
HALLSTROM , JANET PEER TEACHER SUP	FIH	Appointment
HUDGENS , LACI SOFBAL FP AST HS SUP	FIH	Appointment
SPRINGS , DAMENYUM WEIGHLTING HD HS SUP	FIH	Appointment
DICKINSON , CHARLES FOOTBAL HD JV 25%	KHH	Appointment
MATTOX , JESSE FOOTBAL AST HS 25%	KHH	Appointment

III. INSTRUCTIONAL ACTIONS 2015-2016

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement</u>
QUALLS , BOBBY FLAG FOOTBALL HD	KHH	Appointment
QUALLS , BOBBY FOOTBAL AST HS 25%	KHH	Appointment
RICHARD , GEORGE WEIGHTLING HD JH SUP	KHH	Appointment
SCHOFIELD , VINCENT TRACK AST HS SUP	KHH	Appointment
WALKER , DAVID FOOTBAL AST HS 25%	KHH	Appointment
GERNHARD , IVY DISCRETIONARY SHARED	LES	Appointment
KNOTTS , KRISTEN DISCRETIONARY SHARED	LES	Appointment
DAILEY , ROGER SOCCER HEAD JH SUP	LJH	Appointment
GRINER , BRUCE WRESTLING HD JH SUP	LJH	Appointment
VALMYR , OLANAUD FOOTBALL AST JH 25%	LJH	Appointment
ALLITON , JACOB DEPARTMENT HD SHARE	MHS	Appointment
GIBSON , ERIK FLAG FOOTBALL HD SH	MHS	Appointment
WEISKOPF , CHASE FOOTBAL AST HS 25%	MHS	Appointment

III. INSTRUCTIONAL ACTIONS 2015-2016

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement</u>
BOGGS , AUDIE SOPHOMORE CL SPONS	OHS	Appointment
CONSIDINE , FRANCIS TRACK AST HS SUP	OHS	Appointment
HANSON , MICHELE CO-CURRICULAR CLUB	OHS	Appointment
HANSON , MICHELE CO-CURR CLUB SUP	OHS	Appointment
MAULONI , JASON BASEBALL JV HD HS SH	OHS	Appointment
REYNOLDS , STEVEN WEIGHTLING HD HS SUP	OHS	Appointment
CANNON , ANDREW TENNIS HEAD HS SUP	OPH	Appointment
FOSTER , NATHANIEL BASEBAL JV HD HS	OPH	Appointment
BARKER , BRYSON WRESTLING HD HS SUP	RHS	Appointment
BRIGHTMAN , DESTINY VOLLEYBAL HD JV	RHS	Appointment
COX , MATTHEW DEPT HEAD(17-20) SUP	RHS	Appointment
DAVIS , TRENTIN WEIGHTLING HD HS SUP	RHS	Appointment
LIBRETTO , CHARLES WRESTLING AST HS SUP	RHS	Appointment

III. INSTRUCTIONAL ACTIONS 2015-2016

F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement</u>
CREEL , LYDIA SPECIALIST 11MO SUP	SCHIM	Appointment
SMITH , ROBERT BASKETBALL HD JH	WJH	Appointment
SMITH , DEBORAH DEPARTMENT HD SHARE	WJH	Appointment
CHIPOLETTI , DEREK FOOTBAL HD HS 25%	OHS	Resignation
WEGMANN , JAMES ASST FOOTBALL SPLIT	OLJH	Resignation
GARCIA , ROBERT FOOTBAL AST HS 25%	OPH	Resignation
NOSSE , CRAIG FOOTBAL HD HS 75%	OPH	Resignation
SCHARF , EVAN FOOTBAL AST HS 25%	OPH	Resignation
TOMARO , PAUL SOCCER HEAD JV SUP	RHS	Resignation
PORTER , CATHERINE SPECIALIST 11MO SUP	SCHIM	Resignation
HANSON , MICHELE DEPARTMENT HD SHARE	WJH	Resignation

III. INSTRUCTIONAL ACTIONS 2015-2016

G. PENDING APPOINTMENTS

<u>Name/Assignment</u>	<u>Location</u>	<u>Effective</u>
NONE		

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2015-2016

A. MISCELLANEOUS AFTER HOURS

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2015-2016

B. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2015-2016

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. SUPPORT ACTIONS 2015-2016

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
HEAD , SHANNON .9 ESE ASST BEHAVIORAL HEALTH	BLC	Effective 01/20/2016 Annual / 9 months
JAMES , CHRISTINE .9 ESE ASST BEHAVIORAL HEALTH	BLC	Effective 01/19/2016 Annual / 9 months
VARKOLY , JEANETTE CAFE ASST 6.25 HRS	CEB	Effective 01/13/2016 Annual / 9 months
ALBRECHT , THERESA .9 ESE ASST BEHAVIORAL HEALTH	KHE	Effective 01/11/2016 Annual / 9 months
CALLOWAY , CHARISMA .5 COMPUTER LAB ASST	KHH	Effective 02/01/2016 Annual / 9 months
CALLOWAY , CHARISMA .5 ESE ASST GENERAL	KHH	Effective 02/01/2016 Annual / 9 months
BASDON , VANGIER CUSTODIAN	LES	Effective 01/21/2016 - 05/02/2016 Limited Contract / 12 months
KINNEY , NICHELLE .9 ESE ASST BEHAVIORAL HEALTH	LES	Effective 01/20/2016 Annual / 9 months
LAGUERRE , JENNIFER .9 ESE ASST GENERAL HEALTH	MHS	Effective 01/21/2016 Annual / 9 months
WRIGHT , LORETTA .9 ESE ASST GENERAL	MRE	Effective 01/06/2016 Annual / 9 months
LIVERPOOL , TORSHADER .8 ISS ASST	OLJH	Effective 01/25/2016 Annual / 9 months
SCOBLE , MICHAEL CAFE ASST 3.75 HRS	OPH	Effective 01/21/2016 Annual / 9 months
GRIFFIS , BARBARA CUSTODIAN	POE	Effective 01/15/2016 Annual / 12 months
NAZARIO , SHANNON SCHL SECTY/ADMIN	POE	Effective 01/22/2016 - 06/06/2016 Limited Contract / 10 months

VI. SUPPORT ACTIONS 2015-2016

A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
ROBERTS , KATHLEEN .9 ESE ASST BEHAVIORAL HEALTH	POE	Effective 01/06/2016 Annual / 9 months
BRANHAM , DONOVAN CUSTODIAN	RHS	Effective 01/13/2016 Annual / 12 months
CLARIDA , KEVIN .9 ESE ASST BEHAVIORAL HEALTH	RHS	Effective 01/11/2016 Annual / 9 months
HARLEY , KACIE .9 ESE ASST GENERAL	SLE	Effective 01/21/2016 Annual / 9 months
ROLLO , MICHELLE .9 ESE ASST GENERAL HEALTH	TBE	Effective 01/20/2016 Annual / 9 months
BYRD , TINÁ CUSTODIAN	TES	Effective 01/04/2016 Annual / 12 months
PEERY , HOLLISAN .9 ESE ASST BEHAVIORAL HEALTH	WEC	Effective 01/11/2016 Annual / 9 months

VI. SUPPORT ACTIONS 2015-2016

B. REAPPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
MERCER , CATHY .8 SCHL SECTY/ADMIN	SPC	Multi-Year Conditional / 10 months

VI. SUPPORT ACTIONS 2015-2016

C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
--------------------------	-------------	-----------------

NONE

VI. SUPPORT ACTIONS 2015-2016

D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
FREE , DAVID CUSTODIAN - 12 months	CHS	Effective 01/22/2016 transfer from CUSTODIAN - 12 months (WJH)
ROBY , AARON CUSTODIAN - 12 months	CHS	Effective 01/25/2016 transfer from CUSTODIAN - 12 months (OLJH)
WESEMAN , JENNIFER BOOKKEEPER - 12 months	CHS	Effective 01/04/2016 transfer from PRINC SECRETARY - 12 months (SBJ)
LEINO , BRIDGET TESTING & ADMIN SUP ASST - 12 months	IS	Effective 01/13/2016 transfer from ADMIN SUPPT ASST - 12 months (LAE)
MCCORMICK , SUSAN .9 ESE ASST GENERAL HEALTH - 9 months	KHH	Effective 01/20/2016 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (KHH)
CRAWFORD , TAMMY LPN - 10 months	MHS	Effective 01/22/2016 transfer from LPN - 9 months (MHS)
MCDONALD , JEAN PRINC SECRETARY - 12 months	SBJ	Effective 01/12/2016 transfer from PAYROLL AIDE - 12 months (BA)
HERKO , KAREN CAFE ASST 5.75 HRS - 9 months	SLE	Effective 01/06/2016 transfer from CUSTODIAN - 12 months (POE)
TAYLOR , DAWN BUS DRIVER - 9 months	TRANS	Effective 01/06/2016 transfer from TITLE I ASST - 9 months (MBE)

VI. SUPPORT ACTIONS 2015-2016

E. RESIGNATIONS/RETIREMENTS/ CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
PAXTON , KIMBERLY ACCTG ASST 12 months	FNSB29	Retirement 02/01/2016
PIPPIN , PATRICIA WAREHOUSER, SENIOR 12 months	BA	Retirement 03/31/2016
COBBERT , WANDA .9 ESE ASST BEHAVIORAL HEALTH 9 months	BLC	Resignation 01/15/2016
SEVERE , MARIE .9 ESE ASST BEHAVIORAL HEALTH 9 months	BLC	Resignation 01/29/2016
DUBBERLY , BONITA PRINC SECRETARY 12 months	CGE	Retirement 12/31/2015
MARTIN , CHRISTY .6 ESE SECRETARY 10 months	CHE	Resignation 01/13/2016
DONOVAN , THOMAS CUSTODIAN 12 months	CHS	Conclude Employment 01/01/2016
BLITCH , COURTNEY .9 ESE ASST BEHAVIORAL HEALTH 9 months	GPE	Resignation 01/15/2016
MATTOX , CAROL ESE SECRETARY 10 months	KHH	Resignation 01/22/2016
STRUBE , BARBARA .9 ESE ASST GENERAL 9 months	KHH	Retirement 01/06/2016
HOLLEY II , ROBERT .9 ESE ASST BEHAVIORAL HEALTH 9 months	RHS	Resignation 12/18/2015
JOURDAIN , JESSICA .9 ESE ASST BEHAVIORAL HEALTH 9 months	ROE	Resignation 01/01/2016
HOWARD , ANASTASIA .9 ESE ASST GENERAL HEALTH 9 months	RVE	Resignation 01/22/2016
SOWERS , DEBORAH CAFE ASST 4.50 HRS 9 months	RVE	Retirement 03/31/2016

VI. SUPPORT ACTIONS 2015-2016

E. RESIGNATIONS/RETIREMENTS/ CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
COX , SHYANN CUSTODIAN 12 months	SPC	Resignation 01/01/2016
JOHNSON , BRIDGETT CUSTODIAN	SPC	Deceased 01/02/2016
DIXON , ANGELINA CUSTODIAN 12 months	TES	Resignation 01/06/2016
SOUTH , AMY .9 ESE ASST BEHAVIORAL HEALTH 9 months	TES	Resignation 01/18/2016
FREEMAN , KELLI ESE ASST/BUS MONITOR 9 months	TRANS	Resignation 12/18/2015
PUCKETT , HEATHER ESE ASST/BUS MONITOR 9 months	TRANS	Resignation 12/16/2015
SUTER , COURTNEY CUSTODIAN 12 months	WES	Resignation 01/01/2016

VI. SUPPORT ACTIONS 2015-2016

F. SUPPLEMENTS

Name / Assignment

Site

Supplement Act

N/A