

**CLAY COUNTY SCHOOLS**  
**SCHOOL BOARD MEETING AGENDA**  
**Item Backup Cover Sheet**

**ITEM TYPE:**     Recognition/Aware     Presentation     Discussion Item     Consent Item  
**ACTION TYPE:**    Receive for Information     Take Action     Tabled Item From:     Recognition

**AGENDA STATEMENT:**

Request Approval of Personnel Consent Agenda.

**ISSUE:**

Actions regarding Personnel have been recommended by Supervisors, approved by the Superintendent and are being forwarded to the Board for action or, if appropriate, for information. Personnel Action, Transfer Request, Preemployment, Leave Forms or Directives from the Superintendent are available for review in the Human Resources Division.

**ALTERNATIVES:**

1. Approve the Superintendent's recommendations regarding Personnel actions.
2. Amend the Superintendent's recommendations regarding Personnel actions.
3. Reject the Superintendent's recommendations regarding Personnel actions.

**RECOMMENDED ACTION:**

Alternative #1 is recommended.

**RATIONALE:**

Florida Statutes, State Board Rules and Clay County School Board Policies require Board notification and/or action regarding the Superintendent's recommendations and decisions related to Personnel matters.

**IMPACT STATEMENT:**

Personnel changes involving already-allocated positions will result in salary impact per the current Board-approved Salary Schedule. This also includes supplemental positions. See current backup for allocation changes for impact of new positions.

**DATA SOURCE:**

Ira W. Strickland, Assistant Superintendent for Human Resources  
Neil Sanders, Director for Instructional Personnel  
Linda Lancaster, Director for Support Personnel

**SUBMITTED BY:**

Ira W. Strickland, Assistant Superintendent for Human Resources

**Consent Agenda - Human Resources**  
**Personnel Consent Agenda**  
**February 16, 2006**

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA  
February 16, 2006**

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**I. ADMINISTRATIVE ACTIONS 2005-2006**

**A. Appointments**

Adams, Denise	INST	Effective 07/01/06	Asst. Superintendent for Inst. Division (From Principal - WES)	Annual
Swain, Donna	FNS	Effective 01/09/06	Cafeteria Manager Intern	Annual

**I. ADMINISTRATIVE ACTIONS 2005-2006**

**B. Transfers**

Davis, Larry	Effective 04/01/06	To Oakleaf School - Principal	From DIS - Principal
Gibson, Barbara	Effective 01/17/06	To OPE - Cafeteria Manager Sat. III	From OPJH - Cafeteria Manager
Koehler, Hugo	Effective 01/05/06	To LSE - Cafeteria Manager Sat.	From FNS - Cafeteria Manager Interim

**I. ADMINISTRATIVE ACTIONS 2005-2006**

**C. Resignations/Retirements**

Howard, Nola      LSE      Retirement - Effective 01/05/06      Cafeteria Manager Sat.

## **II. Job Description Actions**

- I-1.1.11 Director of Secondary Education - No change in Position Grade
- I-1.1.13 Director of Career & Technical Education - No change in Position Grade
- I-1.1.16 Director of School Improvement - Upgraded to Director II
- B-1.1.47 Coordinator of Health Benefits - Upgraded to Coordinator II
- I-2.2.43 Instructional Personnel Specialist - New Position

**Job Locator: I-1.1.11-I**

Director of Secondary Education

Position Grade: Director I

Evaluated by: Assistant Superintendent for Instruction

**Job Description:**

The Director of Secondary Education is responsible to the Assistant Superintendent for Instruction for the administration and supervision of secondary school basic education programs.

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

1. Direct the overall secondary education program.
2. Facilitate curriculum planning for the District's 7-12 curricula.
3. Comprehensive plan and budget for district-level aspects of secondary education.
4. Assist secondary principals, teachers, parents, students, and district administrators with school improvement initiatives involving education programs, media services, and administrative functions.
5. Assist with the selection of instructional materials for the secondary curricula.
6. Assist in planning for secondary school attendance zones and facility needs.
7. Assist in promoting positive public relations.
8. Monitor and assist in meeting Southern Association Accreditation Standards.
9. Assist school-based and district-level administration with secondary student projections and staff allocations.
10. Assist in planning and administration of secondary district-wide testing and assessment.
11. Articulate students' educational process in cooperation with Elementary Education, Exceptional Student Education, and Applied Technology Education.
12. Act as a role model and provide supervision for all staff working to enhance secondary education curricula.
13. Serve as principal for the Florida Youth Challenge Academy.
14. Administer the District's Drop-out prevention programs.
15. Administer all activities under the Florida High School Activities Association.
16. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

**Required Qualifications:**

1. Rank II or Master's level Valid Florida Educator's Certificate.
2. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
3. Five (5) years secondary education, three of which must be in administration and/or supervision.

**Desired Qualifications:**

1. One (1) or more years as a secondary principal.

Revised: 5/10/84, 5/6/86,  
3/20/97 (effective 7/1/97)  
Revised: 2/16/06

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**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 principals in the selection, supervision, and evaluation of Career and Technical Education personnel, and recommend, supervise, and evaluate district level technical education personnel.
2. Administration of Career and Technical Education programs based on identifiable needs.
3. Develop comprehensive plan for the district-wide budget for Career and Technical Education.
4. Consult with principals in the comprehensive planning and budgeting for school-based Career and Technical Education programs.
5. Develop plans, schedules, and guidelines for the implementation of Career and Technical Education programs and specifications for facilities.
6. Develop and implement the strategies for Career and Technical Education personnel inservice activities.
7. Develop, implement and evaluate special Career and Technical Education programs for handicapped students.
8. Supervise the preparation of required district, state and federal reports, projects and develop and supervise proposals for Career and Technical Education.
9. Supervise the county-wide Survey 5 ~~and Placement follow-up program~~ data collection for Career Technical Education.
10. Develop and implement the TechPrep, Carl Perkins and other federal projects.
11. ~~Serve as principal for the Florida Youth Challenge Academy.~~
11. Serve as liaison with the Workforce agencies to support regional Workforce needs.
12. 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 as ~~Director of Vocational Education.~~
2. Five (5) years experience in K-12 teaching, administration or supervision.
3. Certified or eligible for certification in Education Leadership, school principal, administration or supervision.
4. Master's Degree

**Desired Qualifications:**

1. Valid Florida Educator's Certificate as Director of Vocational Education.
2. Vocational certification and/or vocational teaching experience.

Revised: 5/08/86

Revised: 6/21/90

Revised: 7/01/94

Revised: 8/17/95

Revised: 11/16/99

Revised 2/19/04 (Effective 7/01/04)

Revised: 2/16/06



**Job Locator: I-1.1.16**

~~Supervisor~~ Director of School Improvement/  
Professional Development and Assessment  
Position Grade: ~~Supervisor III~~ Director II  
Evaluated by: Assistant Superintendent for  
Instruction

**Job Description:**

The ~~Supervisor~~ Director of School Improvement/Professional Development and Assessment is directly responsible to the Assistant Superintendent for Instruction for the administration and supervision of school improvement, professional development and assessment.

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

1. Provide leadership and direction in school improvement based on federal, state and district guidelines.
2. Facilitate planning and implementation and monitoring of school improvement at the district and school level based upon current student data.
3. Assist the Assistant Superintendent for Instruction in the evaluation of school improvement implementation.
4. Promote and facilitate positive public relations for the school improvement process.
5. Administer and supervise the District's Master Inservice Plan.
6. Provide instructional leadership, direction, and monitoring of the development and implementation of district and school level professional development plans that have a positive impact on student achievement.
7. Coordinate, provide and evaluate professional development to enhance instructional leadership based upon state and district initiatives. Maintain, schedule and monitor professional development activities throughout the district.
8. Supervise the inservice certification process in accordance with Florida Statutes and the State Board of Education regulations.
9. Provide administrative leadership in the District's administration and supervision for all K-12 student assessment, required by the United States Department of Education, Florida Department of Education, or the Clay County School Board.
10. Provide schools and district with current K-12 testing data.
11. Develop, administer, and supervise the District's ESOL Curriculum and LEP Plan as required by the META agreement, Consent decree, Florida Department of Education and Clay County School Board.
12. Supervise the tracking of the State of Florida required ESOL training for teachers, guidance counselors, and administrators.
13. Coordinate and provide training for ESOL Parent Leadership Council and ESOL parents to improve student achievement and promote positive public relations.
14. Perform such other tasks and assume such responsibilities as the Assistant Superintendent for Instruction may assign.

**Required Qualifications:**

1. Rank II Valid Florida Educator's Certificate showing certification in Administration and Supervision or Educational Leadership.
2. Five (5) years of successful classroom experience.
3. Experience in delivery of Staff Development Inservice Training.
- 4.

**Desired Qualifications:**

1. Demonstrated record of instructional leadership.

Board approved: 3/20/97 (Effective: 7/01/97)  
Revised: 2/19/2004 (Effective 7/01/2004)  
Revised: 2/16/2006

**CORRECTED COPY: Bachelor's Degree was removed in error under "Qualifications".  
Language has been corrected and will be replaced in the Board Agenda Backup for 2/16/06.**

**Job Locator: B-1.1.47**

Coordinator of Health Benefits

Position Grade: Coordinator III II

Evaluated By: Assistant Superintendent for Business Affairs

**Job Description:**

The Coordinator of Health Benefits is directly responsible to the Assistant Superintendent for Business Affairs. This person serves in a staff relationship with other administrators in the Business Affairs Division.

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

1. Assist in the preparation and analyzing of bids and/or negotiations.
2. Examine and approve new and renewal insurance policies.
3. Coordinate all aspects of the fringe benefit program related to employee health insurance benefits.
4. Coordinate payroll information as necessary, i.e. changes in carrier/coverage/services.
5. Coordinate payroll self-accounting for Health/Life as necessary.
6. Coordinate insurance deductions, remittance to proper companies and maintenance of related files.
7. Interface with other departments, especially Payroll and Human Resources, in the data accumulation and other pertinent employee information related to insurance eligibility.
8. Act as liaison for the department in the area of data processing by assisting the Information Service programmers with the information necessary to program the needs of the Insurance Department.
9. Be responsible for the accounting, reconciling and submitting of the Division of Retirement Certification of Retirees' Health Insurance Premium Payments.
10. Program and maintain Access software for Retirees, Leave and Cobra participants.
11. Coordinate and implement the annual or open enrollment process for all benefit eligible employee's, retiree's and COBRA participants.
12. Coordinate health screenings, lectures and behavior change programs
13. Supervise and coordinate Wellness Committee Activities
14. Responsible for the Well Workplace Designation and recertification yearly.
15. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

**Qualifications**

1. Bachelor's Degree ~~and/or~~ graduate from an accredited college with an Associates Degree and 3-5 years of Insurance Benefits experience
2. Supervisor and Administrative experience
3. Experience in financial management and/or accounting.
4. Skilled in Excel Spreadsheet and other applicable software.
5. Skill in Human Relations
6. ~~Skill in making presentations to large groups.~~ Ability to work independently

**Desired Qualifications**

1. Bachelor's Degree in Business with emphasis in Health Insurance Benefits.
2. Experience in insurance procedures and management.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost accounting and Reporting for Florida Schools and Clay County School Board Policy.
4. Knowledge in Data processing Procedures and Programs.

Effective: 7-01-04 (Approved 4/15/04)

Revised: 2/16/06

New Job Description for New Position. See Allocation Document

Job Locator: 2.2.43

Instructional Personnel Specialist

Position Grade: Teacher's Salary Schedule

Evaluated By: Director of Instructional Personnel

**Job Description:**

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

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

1. Assist in screening and evaluating the qualifications of instructional applicants who apply to Clay County via the online application system.
2. Assist in coordinating the activities of the Teacher Induction Program and Alternative Certification Program.
3. Present training to new teachers when appropriate.
4. Evaluate certification status of applicants and assist in monitoring the certification status of presently employed teachers.
5. Assist in recruitment of new teachers to Clay County including organizing recruitment materials and preparing required paperwork to participate in recruitment events.
6. Assist in monitoring compliance with No Child Left Behind related to teacher certification.
7. Assist in presentation and organization of pre-employment meetings for new hires
8. Assist in verifying accuracy of personnel files materials received after employment.
9. Other duties as deemed necessary by the Director

**Required Qualifications:**

1. Bachelors degree
2. Holds a valid Florida Educator's certificate in at least one academic coverage
3. 5 years of successful teaching experience, three of which must be in Clay County
4. Has demonstrated supervision leadership skills through serving as a directing teacher, department head, peer teacher, grade chairperson, or other educational leadership positions.
5. Ability to effectively communicate and work cooperatively with others
6. Be willing to become trained by the Dept. of Education in Florida Certification rules.

**Desired Qualifications:**

1. Master's degree
2. Experience as a facilitator/presenter for inservice workshops/training
3. Training in educational research
4. Certified in Educational Leadership/Administration-Supervision

Board Approved: 2/16/06

### III. INSTRUCTIONAL ACTIONS 2005-2006

#### A. Appointments

Allen, John	GPE	Effective 01/05/06-05/26/06	Grade 3- Interim	Annual
Beard, Douglas	KHH	Effective 12/01/05	Intense Math	Annual
Brown, Cynthia	OPJ	Effective 08/02/05	VE	Annual
Browning, Tara	GPE	Effective 01/10/06	VE	Annual
Cunningham, Clarise	OPH	Effective 01/20/06	Int. Reading	Annual
Davis, Courtney	FIH	Effective 01/04/06	Lang. Arts	Annual
Dougall, Rhonda	WJH	Effective 08/02/05	VE	Annual
Downard, Jessica	LAE	Effective 12/12/05	VE	Annual
Faust, Shannon	SPC	Effective 10/25/05	Grade 3	Annual
Frew, Kimberly	MBH	Effective 08/02/05 (Should have been on the 09/15/05 agenda)	Lang. Arts	Annual
Gaither, Lisa	BLC	Effective 01/03/06	DOP/Eng	Annual
Gardner-Hale, Michele	FIH	Effective 01/09/06	Lang. Arts	Annual
Hall, Patrick	BLC	Effective 01/03/06	SED	Annual
Heavener, Courtney	WEC	Effective 01/04/06	Grade 3	Annual
Kimbrow, Ivy	LSJ	Effective 01/17/06	VE	PSC
Milikin, Patti	TBE	Effective 01/03/06	VE	Annual
Murray, Mathew	LAJ	Effective 10/31/05	DOP	Annual
Perry, Mandi	OPH	Effective 12/05/05	VE (OF)	Annual
Schwartz, Steven	MBH	Effective 01/04/06	VE (OF)	Annual

### III. INSTRUCTIONAL ACTIONS 2005-2006

Smith, Edith	GCSJ	Effective 01/03/06-05/26/06	VE (OF) - Interim	Annual
Tomoney, Patricia	GPE	Effective 01/03/06-05/26/06	VE - Interim	Annual
Willard, Katherine	GPE	Effective 01/03/06	Grade 2	Annual
Worthington, Paul	CHE	Effective 01/03/06	VE	Annual

**III. INSTRUCTIONAL ACTIONS 2005-2006**

**B. Redesignations**

Francis, Loquita	OPJ	Effective 03/01/06 -05/26/06	From Continuing Contract to Annual Contract/(Drop extension)
Illies, Shawna	TES	Effective 01/10/06	From Kindergarten to Kindergarten/ESOL (OF)
Miller, Brett	OPH	Effective 10/03/05	From Resignation date of 09/30/05
Palmatier, Robert	MBH	Effective 12/06/05	From Reading to Reading/ESOL (OF)
Stackhouse, Kammie	DIS	Effective 09/20/05	From Grade 3 to Grade 3/ESOL (OF)
Williams, Barbara	RVH	Effective 01/06/06	From Lang. Arts to Lang. Arts/ESOL (OF)

### III. INSTRUCTIONAL ACTIONS 2005-2006

#### C. Resignations/Retirements/Terminations

Bates, Elizabeth	MBH	Resignation - Effective 02/07/06	English
Biwer, Stacy	OPH	Resignation - Effective 01/20/06	Reading Coach
Buttner, Sharon	Personal Leave	Conclude Employment - Effective 01/04/06	Title One
Goodwin, Dale	Personal Leave	Retirement - Effective 01/13/06	Grade 5
Martin, Jeffrey	ESE	Resignation - Effective 09/09/05	Speech Clinician
Walton, James	OPH	Resignation - Effective 01/11/06	Math
Wills, Roberta	Extended Leave	Retirement/Effective 01/26/06	Grade 3

**III. INSTRUCTIONAL ACTIONS 2005-2006**

**D. Transfers**

Merrill, Melissa      Effective 01/23/06      To MCE - Guidance Counselor      from RVE - VE



**III. INSTRUCTIONAL ACTIONS 2005-2006**

**E. NBPTS Excellent Teacher Program Mentors**

Fedorowich, Lori                    TBE

Frampton, Melissa                KHH

Lurie, Vickie                        AES

Owens, D. Lynn                    RVH

Smith, Christina                  TBE

Summers, Paula                    AES

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**A. ADULT EDUCATION**

Appointments

Gaynes, Edward

Effective 01/30/06-06/30/06 Science  
Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**B. MISCELLANEOUS AFTER HOURS**

**Appointments**

Adams, Rebecca	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Adams, Rebecca	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Adams, Teresa	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Adler, Susan	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Almeida, Joanne	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Alred, Dianna	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Basilio, Deborah	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Beason, Linda	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Bethoney, Richard	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Blanden, Alexandra	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Blanton, Suzette	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Bliss, Rebekah	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Bradley, Anthony	WJH	Effective 01/05/06 Academic Tutor Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**B. MISCELLANEOUS AFTER HOURS**

**Appointments**

Brooks, Helen	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Bullock, Chrystopher	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Burris, Nancy	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Bush, Eugene	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Carrell, James	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
Clifton, Marilee	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Compton, Dawn	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Crowder, Nancy	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Crump, Kristin	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Dixon, Wilnitra	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Donnell, William	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
Duris, Frank	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Fidler, Sandra	MBE	Effective 01/17/06 Academic Tutor Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**B. MISCELLANEOUS AFTER HOURS**

**Appointments**

Fisher, Raymond	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Fleming, Margaret	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Francis, Kenneth	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Guidry, Amanda	WJH	Effective 01/05/06 Academic Tutor Hourly as needed
Hagen, Ilona	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Hall, Lisa	DIS	Effective 01/02/06 Academic Tutor Hourly as needed
Halter, Jennifer	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Halter, Jennifer	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Halter, Jon	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Hanson, Michele	WJH	Effective 01/05/06 Academic Tutor Hourly as needed
Hawthorn, Geneva	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Henderson, GERALYNN	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Howle, Mary	MBE	Effective 01/17/06 Academic Tutor Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**B. MISCELLANEOUS AFTER HOURS**

**Appointments**

Hudson, Meredith	OPH	Effective 01/03/06 Academic Tutor Hourly as needed
Huffman, Edward	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Joca, Lisa	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Joca, Sharon	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Johns, Kerri	ESE	Effective 01/18/06 Homebound Hourly as needed
Jones, Leisa	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
Kamm, Jacquelyn	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Katz, Howard	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Kennedy, Courtney	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Keskinen, Janet	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
King, Samantha	SS	Effective 01/03/06 Academic Tutor Hourly as needed
King, Samantha	LA/R	Effective 11/01/05 Academic Tutor Hourly as needed
Kinnear, Sylvia	GCSJ	Effective 01/04/06 Academic Tutor Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### B. MISCELLANEOUS AFTER HOURS

###### Appointments

Knight, Rex	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Kupfer, Linda	ESE	Effective 01/18/06 Homebound Hourly as needed
Lucius, Christine	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Mackey, Lynne	DIS	Effective 01/02/06 Academic Tutor Hourly as needed
Marks, Kimberly	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Mason, Lisa	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Miles, Valerie	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Mimbs, John	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Mineo, Kristi	DIS	Effective 01/02/06 Academic Tutor Hourly as needed
Mounts, Kristen	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Murray, Alison	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
Murray, Alison	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Neal, Christine	OPJ	Effective 01/21/06 Saturday School Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### B. MISCELLANEOUS AFTER HOURS

###### Appointments

Northrop, Joseph	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
O'Brian, John	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Patrick, Sue Ellen	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Pope, Lori	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Pratt, Darrell	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Puskar, Tonya	DIS	Effective 01/02/06 Academic Tutor Hourly as needed
Rabidoux, Diana	ESE	Effective 01/18/06 Homebound Hourly as needed
Ragan, Joe	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Rexroad, Megan	WJH	Effective 01/05/06 Academic Tutor Hourly as needed
Rhoden, Autumn	DIS	Effective 01/02/06 Academic Tutor Hourly as needed
Rodgers, Joshua	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Rodgers, Joshua	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Satterfield, Lisa	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed



#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### B. MISCELLANEOUS AFTER HOURS

###### Appointments

Saunders, Betty	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Schoenfield, Connie	RVE	Effective 02/06/06 Academic Tutor Hourly as needed
Sease, Cynthia	SBJ	Effective 01/30/06 Academic Tutor Hourly as needed
Smith, Eileen	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Srader, Tonya	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Srader, Tonya	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
Stachulski, Lawrence	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Stachulski, Lawrence	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Starnes, Dori	DIS	Effective 01/02/06 Academic Tutor Hourly as needed
Teaque, Elaine	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Thomas, Sheila	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Thompson, Frances	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Todd, Larry	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### B. MISCELLANEOUS AFTER HOURS

###### Appointments

Tucker, Janice	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Tucker, Laurie	ESE	Effective 01/25/06 Homebound Hourly as needed
Tuggles, Catherine	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Tuttle, Christy	MBE	Effective 01/17/06 Academic Tutor Hourly as needed
Van Gundy, Brenda	WJH	Effective 01/05/06 Academic Tutor Hourly as needed
Verunac, Michelle	CHE	Effective 01/09/06 Academic Tutor Hourly as needed
Walker-Ford, Antonette	GCSJ	Effective 01/21/06 Saturday School Hourly as needed
Warner, Donna	WJH	Effective 01/05/06 Academic Tutor Hourly as needed
Wegner, Angela	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Wegner, Angela	LA/R	Effective 11/01/05 Academic Tutor Hourly as needed
Wilber, Jennifer	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Wilkes, Delores	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Wooten, Betty	MBE	Effective 01/17/06 Academic Tutor Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**B. MISCELLANEOUS AFTER HOURS**

**Appointments**

Young, James	OPJ	Effective 01/21/06 Saturday School Hourly as needed
Young, James	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

##### C. SUPPLEMENTS

###### Appointments

###### \*PENDING SUCCESSFUL COMPLETION OF CARE AND PREVENTION OF ATHLETIC INJURY

Bandor, Crystal L.	LSJ	Effective 08/02/05	*Head Track
Bollmer, Janiece M.	MBH	Effective 01/25/06	*Head Softball FP
Carlyle, Christopher	OPH	Effective 11/07/05	*Head JV Soccer
Chastain, Paula M.	GCSJ	Effective 08/02/05	.5 Co-Curr. Club: Media
Cloud, Bruce A.	FIH	Effective 08/02/05	*Head JV Softball FP
Davis, Courtney A.	FIH	Effective 01/04/06	Annual Staff
Dubis, Kimberly N.	BLC	Effective 01/03/06	Peer Teacher for Patrick Hall
Giddens, Anthony	MBH	Effective 08/02/05	Asst. Softball FP
Hardy, Meyin	SBJ	Effective 01/05/06	.5 Dept. Head Grade 1
Harkins, Daniel J.	FIE	Effective 11/14/05	Peer Teacher for Karri Van Ebers
Holt, Laurie D.	SPC	Effective 01/20/06	.5 ESE Int. Com. Facilitator
Keskinen, Janet L.	GCSJ	Effective 09/06/05	Peer Teacher for Quentin Price
Kohn, Ervin	OPJ	Effective 10/06/05	Asst. Football
Kutyna, Patricia M.	KHH	Effective 12/01/05	Peer Teacher for Douglas Beard
Mackey, Lynne S.	DIS	Effective 08/02/05	Peer Teacher for Mia Cotroneo
Mayberry, Laura L.	OPH	Effective 01/23/06	Senior Class Sponsor
Merrill, Melissa C.	MCE	Effective 01/23/06	ESE Int. Com. Facilitator
Nesi, Jodi M.	RVE	Effective 01/23/06	ESE Int. Com. Facilitator
Oller, Barbara J.	FIH	Effective 08/02/05	Asst. Basketball
Palmatier, Sharon B.	GCSJ	Effective 08/02/05	.5 Co-Curr. Club: Media
Parrish, Terri	KHH	Effective 10/27/05	*Head Weightlifting
Quattlebaum, Simon H.	OPH	Effective 08/02/05	*Head Tennis
Ryan, Martha M.	LSJ	Effective 10/27/05	Support Peer Teacher for Marchete Kelly-Cole

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**C. SUPPLEMENTS**

**Appointments**

**\*PENDING SUCCESSFUL COMPLETION OF CARE AND PREVENTION OF ATHLETIC INJURY**

Stutts, Karen	GPE	Effective 01/05/06	Peer Teacher for John Allen
Teel, Kathryn E.	OPJ	Effective 12/13/05	Dance Team
Valero, Gary B.	LSJ	Effective 08/02/05	*Head Soccer
Vaughan, Jennifer N.	KHE	Effective 08/18/05	Peer Teacher for Lindsey Sheffield
Walker, Catherine M.	WES	Effective 01/03/06	.5 ESE Int. Com. Facilitator
Weeks, Donald E.	WES	Effective 08/02/05	Peer Teacher for Laura Hannigan
West, Mary B.	BLC	Effective 01/03/06	Peer Teacher for Lisa Gaither
Williams, Valarie J.	LAJ	Effective 01/10/06	Drama
Williams, Charlean	LSE	Effective 11/04/05	Peer Teacher for Scott Touence
Worthington, Susan A.	WES	Effective 09/20/05	Peer Teacher for Renee Marti

**IV INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**C. SUPPLEMENTS**

**Redesignations**

Noody, Andrea	LSE	Effective 01/04/06 from Dept. Head Grade 1 to .5 Dept. Head Grade 1
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**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006**

**C. SUPPLEMENTS**

**Resignations**

Biwer, Stacy	OPH	Effective 01/20/06	Senior Class Sponsor
Bollmer, Janiece	MBH	Effective 01/25/06	Asst. Softball FP
Cassidy, Myra	OPH	Effective 01/20/06	Peer Teacher for Beverly Aqui
Davis, Suzanne	MBH	Effective 01/24/06	Head Softball FP
Deaton, Cherry	OPJ	Effective 11/21/05	Peer Teacher for Darren Dorsey
Loudy, Deborah	RVH	Effective 10/07/05	Peer Teacher for Anthony Epifano
Lowery, Lantz	KHH	Effective 10/26/05	Head Weightlifting
Mason, Lisa	WES	Effective 01/02/06	ESE Int. Com. Facilitator
Merrill, Melissa	RVE	Effective 01/22/06	ESE Int. Com. Facilitator
Phillips, Kimberly	SPC	Effective 01/19/06	ESE Int. Com. Facilitator
Starr, David	LSJ	Effective 08/02/05	Head Track/(submitted in error by school)
Toloczko, Stephen	RVH	Effective 01/05/06	Asst. Football (spring)
Walker, Catherine	MCE	Effective 12/16/05	ESE. Int. Com. Facilitator
Williams, Charlean	LSE	Effective 10/28/05	Peer Teacher for Heather Campbell

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006**

**A.. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Blake, Thomas	Effective 01/18/06	Regular
Bowen, Tiffany	Effective 01/11/06	Regular
Brundle, Nicole	Effective 01/11/06	Regular
Cole, Audrey	Effective 01/25/06	Regular
Cowherd, Casey	Effective 01/25/06	Regular
DePalmer, Shelly	Effective 01/09/06	Regular
Dewey, Emily	Effective 01/18/06	Regular
Edden, Kathleen	Effective 01/11/06	Regular
Epifano, Anthony	Effective 01/11/06	Regular
Filz, Michael	Effective 01/25/06	Regular
Gaulding, Robert	Effective 01/18/06	Regular
Gelinas, Crystal	Effective 01/11/06	Regular
Gifford, Andrew	Effective 01/25/06	Regular
Gifford, Amber	Effective 01/25/06	Regular
Gillis, Latrica	Effective 01/25/06	Regular
Greene, Kathryn	Effective 01/11/06	Regular
Guzewich, Richard	Effective 01/25/06	Regular
Harrell, Kimberly	Effective 01/25/06	Regular
James, Sonya	Effective 01/11/06	Regular
Koerner, Carolyn	Effective 01/25/06	Regular
Leach, Thomas	Effective 01/25/06	Regular
Legg, William	Effective 01/07/06	Regular
Lopp, Bradley	Effective 01/18/06	Emergency



**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006**

**A.. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Lyle, Marsha	Effective 01/18/06	Regular
Mirsky Ortiz, Heather	Effective 01/11/06	Regular
Parham, Thomas	Effective 01/25/06	Regular
Plyler, Tina	Effective 01/18/06	Regular
Podolski, Wendy	Effective 01/11/06	Regular
Powers, Erin	Effective 01/25/06	Regular
Reid, Robert	Effective 01/25/06	Regular
Romito, Karen	Effective 01/13/06	Regular
Rose, Deborah	Effective 01/25/06	Regular
Seville, Angela	Effective 01/11/06	Regular
Stone, Tami	Effective 01/18/06	Emergency
Thomas, Christina	Effective 01/11/06	Regular
Thompson, Deborah	Effective 01/25/06	Regular
Vossekuil, Gregory	Effective 01/18/06	Regular
Wenzel, John	Effective 01/18/06	Regular
Wilcut, Jennifer	Effective 01/25/06	Emergency

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006**

**B. SUBSTITUTE LONG TERM TEACHER APPROVAL**

**Appointments**

Altom, Lynn	Effective 01/03/06
Jung, Wesley	Effective 01/03/06
Midkiff, Ronnie	Effective 01/04/06
Romito, Karen	Effective 01/13/06

## VI. SUPPORT 2005-2006

### A. APPOINTMENTS

Agurkis, Michelle Bus Driver	TRANS	Effective 1/9/06 Annual Contract
Bannon, Craig Custodian	WJH	Effective 1/17/06 Annual Contract
C'Miel, Michael Custodian	LES	Effective 1/6/06 Annual Contract
Cannon, Kristin Switchboard Operator	HRD	Effective 12/22/05 Annual Contract
Chaffin, Lester Custodian	FIH	Effective 1/10/06 Annual Contract
Coffin, Sarah ESE Asst - Ind	LES	Effective 1/31/06 Annual Contract
Curry, Janice Cafe. Asst. - 3.0 hrs.	MHS	Effective 1/11/06 Annual Contract
De La Cruz, Robert Custodian	TBE	Effective 1/10/06 Annual Contract
Dunn, Leroy ESE Asst. - EHSC	FIH	Effective 1/24/06 Annual Contract
Freeman, Georgia ESE Asst/Bus Monitor	TRANS	Effective 1/9/06 Annual Contract
Frei, Auren Bus Driver	TRANS	Effective 1/9/06 Annual Contract
Gann, Franklin Custodian	FIH	Effective 1/11/06 Annual Contract
Green, Karen .8 Classroom Asst.	TES	Effective 1/4/06 Annual Contract
Jodoin, Terry ESE Asst - Autistic	LJH	Effective 1/4/06 Annual Contract
Key, Tara Health Asst., 10 mo.	AES	Effective 1/3/06 Annual Contract

## VI. SUPPORT 2005-2006

### A. APPOINTMENTS

McKenzie, Neil Carpenter	MAINT	Effective 1/18/06 Annual Contract
Parke, Patricia ESE Asst. - EHSC/SED	SPC	Effective 1/9/06 - 5/25/06 Limited Contract
Smith, Melanie Bus Driver	TRANS	Effective 1/9/06 Annual Contract
Sylliac, Christella .8 Classroom Asst.	CEB	Effective 1/10/06 Annual Contract
Szczechowicz, Lawrence Bus Driver	TRANS	Effective 1/9/06 Annual Contract
Thompson, Michaela ESE Asst. - Ind.	LAJH	Effective 1/9/06 Annual Contract
Toribio, Miriam ESE Asst./Bus Monitor	TRANS	Effective 1/9/06 Annual Contract
Upchurch, Lori .8 Classroom Asst.	SPC	Effective 1/9/06 Annual Contract
Varkoly, Jeanette ESE Asst. - Autistic	TES	Effective 1/5/06 Annual Contract
Williams, Christie ESE Asst. - TMH	WES	Effective 1/6/06 Annual Contract
Winters, Ann Cafe. Asst. - 3.75 hrs.	OPJH	Effective 1/30/06 Annual Contract

**VI. SUPPORT 2005-2006**

**B. REDESIGNATIONS**

Winters, Joan  
ESE Asst. - Ind.

AES

Effective 1/4/06 redesignate from .8 ESE Asst. -  
Ind. (allocation increase on 12/15/05 Board  
Agenda)

## VI. SUPPORT 2005-2006

### C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Bolick, Robert Head Custodian I	TES	Effective 1/31/06 retirement
Coon, Joyce ESE Asst/Bus Monitor	TRANS	Effective 12/16/05 resignation
Jackson, Carol Bus Driver	TRANS	Effective 12/16/05 resignation
Lapp, Lisa School Secty/Admin - 10 mo.	PES	Effective 1/31/06 resignation
Lecaroz, Davina ESE Secty	RHS	Effective 1/27/06 resignation
Lewis, Angela .8 Classroom Asst.	WES	Effective 1/27/06 resignation
McKay, Jeremy Electronics Tech	MAINT	Effective 1/20/06 resignation
Moody, Donna Cafe. Asst. - 6.5 hrs.	FIE	Effective 1/6/06 resignation
Nathan, Antonio Custodian	TBE	Effective 11/30/05 conclude employment
Padgett, Tasha ESE Asst. - EHSC	LAJH	Effective 1/4/06 resignation
Romito, Karen .8 Classroom Asst.	WES	Effective 1/12/06 resignation

**VI. SUPPORT 2005-2006**

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Shapp, Bobby Bus Driver	TRANS	Effective 1/13/06 retirement
Upchurch, Lori .8 Classroom Asst.	SPC	Effective 1/6/06 resignation from limited contract
Wright, Labarran Custodian	LAJH	Effective 1/4/06 conclude employment

## VI. SUPPORT 2005-2006

### D. TRANSFERS

Anderson, Sally Admin. Suppt. Asst. - 12 mo.	BA	Effective 1/17/06 transfer from School Secty. - 10 mo. (GCSJH)
Blitch, Margaret .8 ESE Asst. - PK/VE	DIS	Effective 1/4/06 transfer from ESE Asst. - TMH (WES)
Booth, Rikki ESE Asst. - VE	RVE	Effective 1/18/06 transfer from ESE Asst - TMH (RVE)
Boree, Wendy ESE Asst. - EHSC/SED	ROE	Effective 1/4/06 transfer from ESE Asst. - Ind. (involuntary transfer) (OPH)
Boyer, Ruth Media Tech Asst.	RVE	Effective 1/6/06 transfer from ESE Asst. - VE (RVE)
DuFour, Joann School Secty. - 10 mo.	GCSJH	Effective 1/18/06 transfer from ESE Asst. - EHSC (GCSJH)
Fethe, Martha .6 ISS Asst.	PES	Effective 1/23/06 transfer from Classroom Asst. (involuntary transfer) (OPH)
Gallagher, Lucille ESE Secty.	PES	Effective 1/9/06 transfer from .6 ISS Asst. (PES)
Glaze, Sarah ESE Asst. - Ind.	RHS	Effective 1/17/06 transfer from ESE Asst. - Ind. (FIH)
Henao, Bertha Cafe. Asst. - 3.75 hrs.	TBE	Effective 1/11/06 transfer from Cafe. Asst. - 3.5 hrs. (TBE)
Palmquist, Laurie ESE Interp. IV	MBE	Effective 1/5/06 transfer from ESE Interp. IV (involuntary transfer, allocation moved on 1/19/06 Board Agenda) (TES)
Qualls, Trisha ESE Asst. - EHSC/SED/ALT	SPC	Effective 1/9/06 transfer from ESE Asst. - EHSC (FIH)
Sanchez, Rose ESE Asst. - EHSC	LAJH	Effective 1/18/06 transfer from ESE Asst. - PMH (LAJH)
Strong, Sandra School Secty. - 12 mo.	RVE	Effective 1/3/06 transfer from Media Tech Asst. (RVE)



**VI. SUPPORT 2005-2006**

**D. TRANSFERS**

Sutton, Marilyn ESE Asst. EHSC/SED/ALT	SPC	Effective 1/19/06 transfer from .8 Classroom Asst. (SPC)
Thurston, Margaret Cafe. Asst. - 6.5 hrs.	FIE	Effective 1/18/06 transfer from Cafe. Asst. - 6.75 hrs. (FIE)

## VII. SHORT TERM LEAVE 2005-2006

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

Davis, Scott Teacher	BLC	11/9/05 7.83 hrs. ILOD 10/14/05 Injured knee at PE
Forhan, Gary Teacher	RHS	11/28/05 - 12/9/05 78.30 hrs. Military Leave Annual Training
McCoy, Paul Locksmith	MAINT	12/13/05 1.25 hrs. ILOD 12/10/05 Drill bit broke, injured finger
McQuiston, Judy Teacher	MBE	12/8/05 3.25 hrs. ILOD 12/5/05 Closed fingers in door, injured left hand middle finger
Markle, Ellen ESE Asst.	RVE	12/12/05 5.5 hrs. ILOD 12/12/05 Head lice
Rivers, Arthur Locksmith	MAINT	11/28/05 1.5 hrs. ILOD 11/15/05 Removing lock, cut left index finger
Rowe, L. Wayne Teacher	LES	12/15/05 1/27/95 Pushing paper, injured lower back
Sirmans, Nancy Teacher	TBE	11/28/05 2.83 hrs. ILOD 4/26/05 Picked up gymnastics mat, injured upper back and neck
Stotler, Diane Teacher	CHS	12/6/05 7.83 hrs. ILOD 11/3/05 Playing volleyball, injured right hand finger
Taldi, Helen Café. Asst.	OPJH	8/29/05 - 7.0 hrs. ILOD 4/23/01 Slipped on floor, injured multiple body parts
Whitfield, Teresa Teacher	KHH	11/21/05 - 11/28/05 6.83 hrs. ILOD 10/5/04 Slipped on steps, injured multiple body parts
Wingard, Shannon ESE Asst.	LJH	11/8/05 - 11/22/05 75.0 hrs. ILOD 11/7/05 Working with students, injured multiple body parts

**VII. SHORT TERM LEAVE 2005-2006**

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

Winters, Joan	AES	10/25/05 1.5 hrs. ILOD
ESE Asst.		10/11/05 Slipped on food, injured multiple body parts

## VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

### A. ENROLLEES

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

Black, Willie Custodian	WEC	DROP enrollment effective 3/1/06 Future Resignation 2/28/11
Chapman, Sharon Director	ELEM ED	DROP enrollment effective 3/1/06 Future Resignation 2/28/11
Donalson, Jayne Counselor	OPJH	DROP enrollment effective 6/1/04 Future Resignation 5/26/06 redesignate from 5/31/09
Middleton, Carolyn Teacher	PES	DROP enrollment effective 2/1/06 Future Resignation 1/31/11
O'Shields, Marietta Teacher	PES	DROP enrollment effective 4/1/06 Future Resignation 3/31/11
Ray, Christine Social Wkr	STUDENT SVCS	DROP enrollment effective 2/1/06 Future Resignation 1/31/11
Singleton, Carmen Principal's Secty.	GPE	DROP enrollment effective 9/1/02 Future Resignation 3/31/06 redesignate from 8/31/07
White, Rose Teacher	CHS	DROP enrollment effective 9/1/01 Future Resignation 8/31/09 Drop extension from 8/31/06