

**DIVISION OF HUMAN RESOURCES**  
**PERSONNEL CONSENT AGENDA**  
January 17, 2013

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**I. ADMINISTRATIVE ACTIONS**

NONE

## II. JOB DESCRIPTION ACTIONS

### Approve the following job descriptions:

#### **REVISED:**

##### **I-1.2.17 Supervisor of Student Services**

This position is revised to reflect changes in job expectations resulting from an increased need to pursue, acquire and manage federal and state grants that will provide additional revenue and services for schools and students.

#### **NEW:**

##### **I-1.2.14 Coordinator of Curriculum Pre-K-12**

The acquisition of several large federal grants requires district oversight and administration. Recent feedback from the Department of Defense, DODEA, provider of two grants providing over 2 millions dollars, addresses the need to have an administrator/project director to supervise grant staff, provide related professional development, monitor program implementation, collect data on performance outcomes and complete quarterly reports on grant deliverables. The DODEA grants provide funding for an administrative allocation.

**Job Locator: I-1.2.17-I**

Supervisor of Student Services

Position Grade: Supervisor III

Evaluated by: Director of Student Services

**Job Description:**

The Supervisor of Student Services is responsible to the Director of Student Services and serves in a staff relationship with other coordinators/supervisors.

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

1. Provide leadership in the development and revision of district-wide instructional programs and services.
2. Conduct research to identify grant opportunities, write grant applications, implement and supervise staff for grants as received.
3. Supervise, evaluate, and support staff at the district level assigned to the Department of 21<sup>st</sup> Century Program Initiatives & Safe/Healthy Learning Environments.
4. Provide program coordination and related activities with appropriate community agencies and institutions that support Clay County Schools 21st Century Program Initiatives and Safe/Healthy Learning Environments.
1. Coordinate district-wide Safe & Drug Free Schools Prevention/Intervention Programs and inservice activities.
2. Assist in the coordination of the Student Services Programs and Dropout Prevention/Intervention Programs and services (including Code of Conduct).
3. Assist in developing, ordering, and updating appropriate district-wide Student Services materials and handbooks covering alcohol/drug abuse, child abuse, dropout prevention, suicide prevention, counseling students at risk, and counseling school-to-work plan.
4. Provide program coordination and evaluation of the Violence and Substance Abuse Prevention Counseling alternative-to-suspension/expulsion program for students, Program for Parents and Students. Assist in inservicing administrators regarding all areas of procedures and practices in the Family Counseling Programs and legal requirement area related to Safe and Drug Free School Program.
5. Provide program coordination and related activities with appropriate community agencies and institutions that support the Safe and Drug Free School Programs and Dropout Prevention programs. (Children and Family Services, Juvenile Justice Department, River Region, Clay Behavioral Health Center, University of North Florida Drug Education programs and local residential treatment and prevention agencies.)
- 6.5. 6. Provide assistance in the implementation and evaluation of Safe and Civil Schools Programs, Positive Behavior Support, the Clay County Crisis Intervention, Bullying Prevention, Suicide Prevention Services and Home Education Program.
- 7.6. 7. Provide support for the development and implementation of the Clay County comprehensive Guidance and Counseling PreK-12 Program.
7. 8. Maintain appropriate records to reflect accountability for successful execution of the job.
8. 9. Attend appropriate conferences and workshops.
9. 10. Perform other duties as may be required including 504 procedures and practices, Professional Development Plan and Special Pupil Assignment.

**Required Qualifications:**

1. Master's Degree
2. Valid Florida Teaching Educator's Certificate in Administration and Supervision or Educational Leadership.
3. Three (3) years experience in Guidance and Counseling, a related Student Services area or Administration/Supervision.

**Desirable Qualifications:**

1. Advanced training beyond Master Degree
2. Skills in human/public relations.
3. In-depth knowledge of Student Services area and Substance Abuse Programs.
4. In-depth knowledge of secondary discipline.
- 4.5. Experience in federal and state grant writing planning and implementation of programs.

Effective: 7/20/89

Revised: 11/18/97

Revised: 6/23/98 (effective 7-01-98)

Revised: 1/17/2013

**Job Locator: I-1.2.14 (NEW)**  
**Coordinator of Curriculum Pre-K-12**  
**Position Grade: Coordinator I**  
**Evaluated By: Instructional Division**

**Job Description:**

The Coordinator of Curriculum Pre-K-12 is responsible to the assigned Instructional Division Administrator for the development, implementation and monitoring of Pre-K-12 basic education programs and grant funded 21<sup>st</sup> Century Program Initiatives & Safe/Healthy Learning Environments.

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

1. Provide leadership in the development and revision of Pre-K-12 Curriculum.
2. Assist in identifying staff development needs and programs for Pre-K-12 personnel.
3. Conduct research to identify grant opportunities, write grant applications, implement and staff for grants as received.
4. Coordinate the use of grant funds for programs across the district.
5. Assist in the supervision, evaluation, and support of instructional personnel assigned to the Department of 21<sup>st</sup> Century Program Initiatives & Safe/Healthy Learning Environments.
6. Review and identify appropriate instructional materials.
7. Coordinate and supervise the implementation of Pre-K-12 programs and grant funded programs.
8. Observe instruction in classrooms, and, when requested, assist teachers in improving their performance.
9. Assist in promoting positive public relations and developing community partnerships for Pre-K-12 education.
10. Serve as liaison with collaborating agencies.
11. Maintain such records and reports as necessary to the successful implementation of the job.
12. Attend appropriate conferences and workshops.
13. Perform such other tasks and assume such other responsibilities as assigned by district leadership.

**Required Qualifications:**

1. Master's Degree, Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
2. Five (5) years teaching experience.
3. Ability to work with people.

**Desired Qualifications:**

1. Successfully complete Human Resources Management Development Program.
2. Experience in federal and state grant writing, planning, and implementation of programs.

Board Approved: 1/17/2013

### III. INSTRUCTIONAL ACTIONS 2012-2013

#### A. Appointments

Bertsch, Amanda Speech Clinician	RHS	Effective 01/07/13	10 mos	AC
Brody, Kimberly H Gr 2	WEC	Effective 09/14/12	10 mos	AC
Burt, Jerry R Carpentry	MHS	Effective 09/18/12	10 mos	AC
Capper, Danielle B KG	KHE	Effective 09/06/12	10 mos	AC
Cassidy, Shannon J Lang Arts	OPJ	Effective 08/07/12	10 mos	AC
Chaney, Melinda J KG	MRE	Effective 09/10/12	10 mos	AC
Ferraer, Kayla A Gr 3/ESOL OF	OVE	Effective 08/07/12	10 mos	AC
Leavell, Julie Science Coach	GPE	Effective 11/26/12	10 mos	AC
Lewis, Lyndsey DOP	WJH	Effective 01/07/13	10 mos	AC

### III. INSTRUCTIONAL ACTIONS 2012-2013

#### B. RE-APPOINTMENTS

Makofka, Natalie .6 Sch Psych	SS	Effective 07/02/12	AC	12 mos
Palomino, Nitza J Science	GCI	Effective 08/07/12	AC	10 mos

### III. INSTRUCTIONAL ACTIONS 2012-2013

#### C. Resignations

Hoffman, Herta Title I Curr Co	Inst Proj	Effective 12/17/12 Redesignate from Title I Curr Co-Rdg OF
Morton, Megan Gr 2	AES	Effective 12/05/12 Redesignate from Gr 2/ESOL OF
Rud, Dawn Gr 5/ESOL OF	POE	Effective 12/04/12 Redesignate from Gr 2
Worsdell, Lacey Intervention Coach	RLD	Effective 12/17/12 Redesignate from Intervention Coach OF



### III. INSTRUCTIONAL ACTIONS 2012-2013

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

Elliott, Lynn M Gr 1	LAE	Effective 01/11/13	Retirement
Fraum, Melissa C Lang Arts	OLJ	Effective 01/11/13	Resignation
Henderson, Ashton K Gr 1	WEC	Effective 12/20/12	Resignation
Melson, Stacy A Gr 3	CHE	Effective 01/11/13	Resignation
Melvin, Melody L Lang Arts	OPH	Effective 01/18/13	Resignation
Wickes, Deborah M Rdg/ESOL OF	CHS	Effective 01/08/13	Resignation

### III. INSTRUCTIONAL ACTIONS 2012-2013

#### E. SUPPLEMENTS

##### Appointments

Amato, Amber	RHS	Effective 10/22/12	.5 Basketball Asst
Brock, Dana	SS	Effective 01/07/13	Core Team
Flagg, Pamela	OLJ	Effective 11/08/12	Discretionary
Payne, Shamberley	SS	Effective 01/07/13	Core Team
Redford, April	OLJ	Effective 11/08/12	Math Team
Riley, Patricia	SS	Effective 01/07/13	Core Team
Thomas, Tyler	RHS	Effective 10/22/12	.5 Basketball Asst

**III. INSTRUCTIONAL ACTIONS 2012-2013**

**E. Supplement Redesignations**

Stansberry, Tonya

FIH

Effective 11/01/12

From Asst Track/RHS to Asst Track/FIH

**III. INSTRUCTIONAL ACTIONS 2012-2013**

**E. SUPPLEMENTS**

**Resignations**

Green, Daniel C	OPH	Effective 12/12/12	.25 Football Head (spring only)
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#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Adams, Christine	TES	Effective 11/26/12 Academic Tutoring Hourly as needed
Bennett, Lori	SS	Effective 11/06/12 Teacher on Special Assignment Hourly as needed
Boring, Theresa	PES	Effective 01/14/13 Academic Tutoring Hourly as needed
Brazelton, Dennis	ESE	Effective 12/03/12 Hospital/Homebound Hourly as needed
Bryan, Janice	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Castellini, Katherine	OPH	Effective 12/03/12 Academic Tutoring Hourly as needed
Chisholm, Diane	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Christopher, Nakia	PES	Effective 01/14/13 Academic Tutoring Hourly as needed
Cloud, Kristi	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Dominey, Lorena	SS	Effective 11/06/12 Teacher on Special Assignment Hourly as needed
Dryden, Katharine	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Dyal, Cari	SS	Effective 12/04/12 Teacher on Special Assignment Hourly as needed
Edwards, Lindsay	SS	Effective 12/04/12 Teacher on Special Assignment Hourly as needed
English, R. Bruce	SS	Effective 11/26/12 Teacher on Special Assignment Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Ferguson, Mary Beth	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed
Forte, Michelle	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Hanlin, Anita	SS	Effective 12/11/12 Teacher on Special Assignment Hourly as needed
Helm, Stephanie	SS	Effective 12/19/12 Teacher on Special Assignment Hourly as needed
Hughes, Jack	SS	Effective 12/19/12 Teacher on Special Assignment Hourly as needed
Hutchingson, LaDonna	SS	Effective 12/04/12 Teacher on Special Assignment Hourly as needed
Ingold, James	SS	Effective 12/11/12 Teacher on Special Assignment Hourly as needed
Jones, Kwame	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed
Karnuth, Marilyn	SS	Effective 11/26/12 Teacher on Special Assignment Hourly as needed
Knight, Laurie	PES	Effective 01/14/13 Academic Tutoring Hourly as needed
LaRue, Arthur	SS	Effective 12/04/12 Teacher on Special Assignment Hourly as needed
Lawless, James	SS	Effective 12/11/12 Teacher on Special Assignment Hourly as needed
Love, Mary E.	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Ludlam, Kelly	SS	Effective 11/26/12 Teacher on Special Assignment Hourly as needed
Martin, Norma	FYCA	Effective 01/02/13 Teacher on Special Assignment Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2012-2013

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Moreland, Laura	SS	Effective 12/11/12 Teacher on Special Assignment Hourly as needed
Newman, Terry	TBE	Effective 12/10/12 Academic Tutoring Hourly as needed
Norton, Daphne	OPH	Effective 12/03/12 Academic Tutoring Hourly as needed
Oliver, Tracy	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed
Osborne, Cassandra	OPH	Effective 12/03/12 Academic Tutoring Hourly as needed
Reynolds, Thomas	ESE	Effective 12/10/12 Hospital/Homebound Hourly as needed
Roman, Nick	SS	Effective 11/26/12 Teacher on Special Assignment Hourly as needed
Ruelas, Kathryn	OPH	Effective 12/03/12 Academic Tutoring Hourly as needed
Schultz, Kim	SS	Effective 11/06/12 Teacher on Special Assignment Hourly as needed
Sciandra, C. Celeste	SS	Effective 11/26/12 Teacher on Special Assignment Hourly as needed
Tracey, Constance	SS	Effective 12/19/12 Teacher on Special Assignment Hourly as needed
Van De Water, Rebecca	SS	Effective 11/26/12 Teacher on Special Assignment Hourly as needed

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Bartlett, Michelle	12/12/12	Regular
Beaudua, Kristin	01/07/13	Regular
Blackmon, Kristin	11/28/12	Regular
Bush, Jocqwin	01/07/13	Regular
Byars, Michelle	12/12/12	Regular
Clisante-King, Emma	10/31/12	Regular
Cole, Damien	12/12/12	Regular
Coleman, John	12/12/12	Regular
Dekle, Austin	12/05/12	Regular
Epps, Denise	12/12/12	Regular
Garner, William	12/12/12	Regular
Hardee, Caroline	12/12/12	Regular
Hays, Brenda	11/28/12	Regular
Hernandez, Brittaney	12/12/12	Regular
Hesterman, Donna	01/07/13	Regular
Hettle, Amanda	12/12/12	Regular
Ilagan, Aileen	11/28/12	Regular
Kirby, Stephanie	12/12/12	Regular
Lesh, Ashley	12/12/12	Regular
Mathews, Rebekka	11/28/12	Regular
O'Hara, Therese	11/28/12	Regular
Oliver II, Glen	12/12/12	Regular
Paine, Pamela	11/28/12	Regular



**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Pavlisko, Ambra	11/28/12	Regular
Ray, Allyson	11/28/12	Regular
Sanders, Neil	12/03/12	Regular
Spears, Sarah	12/12/12	Regular
Stewart, Scott	11/28/12	Regular
Sturdivant, Barbara	11/28/12	Regular
Summersett-Francis, Tonya	11/28/12	Regular
Thomas, Emily	12/12/12	Regular
Vaughn, Lauren	12/12/12	Regular
Waggoner, Danny	01/07/13	Regular
Wood, Rebekah	12/12/12	Regular

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2012-2013**

**B. SUBSTITUTE LONG TERM TEACHER APPROVAL**

**Appointments**

Johns, Michael	Effective 12/04/12
Leibold-Todd, Nicole	Effective 01/07/13
Mills, Angie	Effective 12/14/12

## VI. SUPPORT 2012-2013

### A. APPOINTMENTS

Baker, Peggy .9 ESE Asst. - B. Health	BLC	Effective 1/9/13 - 4/26/13 Limited Contract
Barker, Stephanie .9 ESE Asst. - B. Health	TES	Effective 12/10/12 Annual Contract
Baucom, Shellie Bus Monitor	TRANS	Effective 12/17/12 Annual Contract
Butler, Ashtyn .4 Computer Lab. Asst.	GCJ	Effective 1/9/13 Annual Contract
Culpepper, Jennifer .9 ESE Asst. - B. Health	WEC	Effective 12/17/12 - 6/5/13 Limited Contract
Gowens, Michael .9 ESE Asst. - B. Health	SPC	Effective 11/28/12 Annual Contract
Griffin, Andrea Bus Driver	TRANS	Effective 12/17/12 Annual Contract
Guthrie, Melissa Bus Driver	TRANS	Effective 12/17/12 Annual Contract
Harmon, Glenda Cafe Asst. - 3.0 hrs	RVE	Effective 11/28/12 Annual Contract
Hershberger, Nancy Cafe Asst. - 5 hrs	MCE	Effective 12/17/12 Annual Contract
Karshner-Smith, Mary .8 Classroom Asst.	MRE	Effective 12/10/12 - 6/5/13 Limited Contract
Lewis, Joshua Bus Driver	TRANS	Effective 12/17/12 Annual Contract
Montgomery, Molly .8 Classroom Asst.	AES	Effective 1/9/13 Annual Contract
Ramos, Desirae .9 ESE Asst. - General	RVE	Effective 1/9/13 Annual Contract
Rhodes, Kristen .8 Classroom Asst.	SPC	Effective 12/10/12 Annual Contract

**VI. SUPPORT 2012-2013**

**A. APPOINTMENTS**

Roper, Melissa .9 ESE Asst. - B. Health	MRE	Effective 1/9/13 Annual Contract
Senear, Amy Cafe Asst. - 3.75 hrs	MHS	Effective 12/3/12 Annual Contract
Sparks, Janet LPN - 10 mos	MBE	Effective 12/20/12 Annual Contract
Townsend, Ernest Custodian	OHS	Effective 1/4/13 Annual Contract
Wallace, Charissa .9 ESE Asst. - General	LAE	Effective 12/14/12 Annual Contract
White, Molly .9 ESE Asst. - General Health	MHS	Effective 12/11/12 Annual Contract

**VI. SUPPORT 2012-2013**

**B. REDESIGNATIONS**

Casper, Sandra .9 ESE Asst. - General Health	FIE	Effective 3/22/13 redesignate end date from 1/1/13
Miller, Mary .9 ESE Asst. - General Health	FIE	Effective 1/1/13 redesignate end date from 12/7/12
Turner, Amy Cafe Van Driver - 5.5 hrs	SPC	Effective 9/24/12 redesignate from Cafe Van Driver - 6.5 hrs (SPC) due to Allocation Decrease in hours on the 9/20/12 board

## VI. SUPPORT 2012-2013

### C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Anderson, Haydee .9 ESE Asst. - B. Health	WEC	Effective 12/20/12 Resignation
Bell, Tarsha .9 ESE Asst. - B. Health	TES	Effective 12/7/12 Resignation
Bowlin, Jessica Cafe Asst. - 5.25 hrs	PES	Effective 11/16/12 Conclude Employment
Caricato, Katherine .9 ESE Asst. - General	POE	Effective 11/14/12 Resignation
Chapman, Lisa .9 ESE Asst. - B. Health	RHS	Effective 1/11/13 Resignation
Cowart, Danny Custodian	POE	Effective 11/20/12 Resignation
Eason, Sydney .9 ESE Asst. - B. Health	MRE	Effective 12/20/12 Resignation
Figueroa, Azalia .4 Computer Lab. Asst.	GCJ	Effective 12/20/12 Resignation
Hallisey, Daniel Courier	BA	Effective 11/27/12 Resignation from leave
Harper, Katherine Custodian	OHS	Effective 11/30/12 Retirement
Hedrick, Lynda Custodian	TBE	Effective 12/31/12 Retirement
Lewis, Lyndsey .8 DOP/.2 Computer Lab. Asst.	WJH	Effective 1/01/13 Resignation
Love, Deborah .9 ESE Asst. - General	LAE	Effective 11/29/12 Conclude Employment from leave
McCarthy, Debra Media Tech Asst. - 10 mos	CEB	Effective 1/11/13 Retirement

**VI. SUPPORT 2012-2013**

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Rariden, Brandi .9 ESE Asst. - B. Health	RHS	Effective 12/20/12 Resignation
Sopalski, Diedre .9 ESE Asst. - General	RVE	Effective 1/1/13 Resignation from leave
Weaver, Donald Custodian	KHH	Effective 11/30/12 Resignation

**VI. SUPPORT 2012-2013**

**D. TRANSFERS**

Brown, Phillajoy .6 Child Care Asst. - 10 mos	OHS	Effective 1/7/13 transfer from .6 Child Care Asst. - 10 mos (MHS)
Cunningham, Vincent Custodian	POE	Effective 12/5/12 transfer from Custodian (WJH)
Finney, Russell Instr. Application Specialist	IS	Effective 12/3/12 transfer from Network Security Specialist (IS)
Gordon, Yvonne .9 ESE Asst. - B. Health	FIE	Effective 1/9/13 transfer from Cafe Asst. - 4.75 hrs (SPC)
Morrison, John Custodian	TBE	Effective 11/29/12 transfer from Custodian (RVE)
Stephens, Danita Cafe Asst. - 6 hrs	G CJ	Effective 12/12/12 transfer from Cafe Asst. - 5 hrs (G CJ)



## VII. SHORT TERM LEAVE 2012-2013

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

Dallas, Brenda Cafe Manager	LAE	11/27/12 - 11/30/12 5.41 hrs ILOD Date of Incident - 10/23/12
Hupp, Delbert Custodian	LJH	10/30/12 1.75 hrs ILOD Date of Incident - 10/29/12
Johnson, Eileen Teacher	MRE	10/31/12 - 11/14/12 75 hrs ILOD Date of Incident - 10/29/12
Ledbetter, Jane Teacher	AES	9/5/12 - 9/15/12 5 hrs ILOD Date of Incident - 4/4/12
Lee, Linda Teacher	CHS	11/13/12 6.40 hrs ILOD Date of Incident - 10/23/12
Lewis, Lynda Teacher	LJH	11/8/12 1.66 hrs ILOD Date of Incident - 11/7/12
Morrison, Andrea Teacher	TBE	11/2/12 - 11/9/12 45 hrs Military Leave Annual Training
Randall, Angela Teacher	RHS	11/7/12 1.0 hrs ILOD Date of Incident - 8/8/12.

## VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

### A. ENROLLEES

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

Eason, Linda Media Tech Asst.	SPC	DROP enrollment effective 2/1/13 Future Resignation 1/31/18
Ebener, James Teacher	OPH	DROP enrollment effective 1/1/13 Future Resignation 12/31/17
Ford, Beth Teacher	RHS	DROP enrollment effective 2/1/13 Future Resignation 1/31/18
Heath, Pamela ESE Secretary	DIS	DROP enrollment effective 3/1/13 Future Resignation 2/28/18
Smith, Karen Sprint Specialist	HR	DROP enrollment effective 2/1/13 Future Resignation 1/31/18
Wakeley, Beverly Teacher	RVE	DROP enrollment effective 4/1/13 Future Resignation 3/31/18