

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
January 20, 2011

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I. ADMINISTRATIVE ACTIONS 2010-2011

A. Appointments

Deese, Rosalie A
Area Manager, Trans

Trans

Effective 12/17/10

AC

I. ADMINISTRATIVE ACTIONS 2010-2011

B. Transfers

Kornegay, Diane
Asst. Superintendent of Instruction

Inst. Division

Effective 03/01/11 Transfer from Dir II, SI, Prof Dev,
ASMT (Prof Dev, ASMT

I. ADMINISTRATIVE ACTIONS 2010-2011

C. Resignations/Retirements

Chapman, Sharon Asst. Superintendent of Instruction	Inst. Division	Effective 02/28/11	Retirement
Elliott, Michael Asst. Superintendent of Support Services	Support Serv	Effective 05/31/11	Retirement

II. JOB DESCRIPTION ACTIONS

Approve the following revised job description:

I-1.1.16 **Director of School Improvement/Professional Development and Assessment**

Title change to “Supervisor” of School Improvement/Professional Development and Assessment. The job description for this position has been revised, with ESOL responsibilities removed, and the position grade is being reassigned to the Supervisor II level.

Job Locator: I-1.1.16

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

Job Description:

The Director **Supervisor** 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.
- 14-11. Perform such other tasks and assume such responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. **Hold, or be eligible to receive, a** Rank-II valid Florida Educator's Certificate showing certification in Administration and Supervision, or Educational Leadership, **or School Principal.**
2. Five (5) years of successful classroom experience.
3. Experience in delivery of Staff Development Inservice Training. **Strong verbal and written communication skills.**
4. **Effective interpersonal skills.**

Desired Qualifications:

1. Demonstrated record of instructional leadership.
2. **Experience in delivery of Staff Development Inservice Training.**
3. **Experience in school improvement planning and implementation.**
4. **Experience in grant writing.**

Board approved: 3/20/97 (Effective: 7/01/97)
Revised: 2/19/2004 (Effective 7/01/2004)
Revised: 2/16/2006
Revised: 1/20/11 (Effective 3/01/11)

III. INSTRUCTIONAL ACTIONS 2010-2011

A. Appointments

Hooks, Kellye Lang Arts	FIH	Effective 08/09/10	10 mos	AC
Kingston, Joan Att Asst/Soc Wk	SS	Effective 01/03/11	10 mos	AC
Smith, Heather M Autism Spe Dis	WEC	Effective 09/27/10	10 mos	AC
Tracey, Constance Math Coach	SBJ	Effective 01/03/11	10 mos	AC

III. INSTRUCTIONAL ACTIONS 2010-2011

B. Resignations

Allen, Lisa L KG	CGE	Effective 11/30/10 Redesignate from KG/ESOL OF
Baird, John Gr 5	OPE	Effective 11/30/10 Redesignate from Gr 5/ESOL OF
Doughty, Carol Gr 4	POE	Effective 11/30/10 Redesignate from Gr 4/ESOL OF
Farmer, Carrie Gr 3	CEB	Effective 10/19/10 Redesignate from Gr 3/ESOL OF
Foster, Suzanne Gr 3	RVE	Effective 10/19/10 Redesignate from Gr 3/ESOL OF
Garland, Kathleen Gr 3	CEB	Effective 10/19/10 Redesignate from Gr 3/ESOL OF
Graves, Heather Gr 3	CEB	Effective 11/30/10 Redesignate from Gr 3/ESOL OF
Inman, Sheri Gr 2	MBE	Effective 11/30/10 Redesignate from Gr 2/ESOL OF
Jordan, Letreze LA	MHS	Effective 11/30/10 Redesignate from LA/ESOL OF
Koehler, Stefanie LA	RHS	Effective 11/30/10 Redesignate from LA/ESOL OF
Lear, Lynn Gr 4	TBE	Effective 11/30/10 Redesignate from Gr 4/ESOL OF
McGuffie, Cheryl LA	GCI	Effective 11/30/10 Redesignate from LA/ESOL OF
Miller, Karen B Gr 5	WES	Effective 11/30/10 Redesignate from Gr 5/ESOL OF
Schriver, Jeffrey Gr 4	POE	Effective 11/30/10 Redesignate from Gr 4/ESOL OF
Schweiger, Patricia KG	DIS	Effective 11/30/10 Redesignate from KG/ESOL OF
Strickland, Holly Gr 1	WEC	Effective 11/30/10 Redesignate from Gr 1/ESOL OF
Townsend, Angela Lang Arts	MHS	Effective 11/25/10 (Deceased) Redesignate from 11/30/10 Resignation date.

III. INSTRUCTIONAL ACTIONS 2010-2011

B. Resignations

Turner, Naomi Gr 1	PES	Effective 11/30/10 Redesignate from Gr 1/ESOL OF
Wilbur, Jennifer Incl/Rdg	KHH	Effective 11/04/10 Redesignate from Incl/Rdg/ESOL OF

III. INSTRUCTIONAL ACTIONS 2010-2011

C. Resignations/Retirements/Conclude Employment

Biegel, Eileen Gr 5	PES	Effective 12/17/10	Resignation
Carmichael, Barbara Reading	RHS	Effective 01/07/11	Resignation
Clement, Jason LA/ESOL OF	CHS	Effective 12/17/10	Resignation
Eichhorn, Susan PE	WJH	Effective 12/17/10	Retirement
Ford, Pamela Title I	SBJ	Effective 12/17/10	Resignation
Hume, Robert Guid Counselor	WJH	Effective 01/28/11	Resignation
McMurry, Diane Lang Arts	LAJ	Effective 01/11/11	Resignation
Peters, Elizabeth Gr 1	ROE	Effective 12/17/10	Retirement
Roubos, Gayle Reading	KHH	Effective 12/17/10	Resignation
Van Landingham, Sarah Gr 2	Leave	Effective 12/09/10	Resignation

III. INSTRUCTIONAL ACTIONS 2010-2011

D. SUPPLEMENTS

Appointments

Anderson, Autumn	RHS	Effective 08/09/10	.75 Basketball Asst.
Anderson, Keisha	OPH	Effective 11/09/10	.5 Basketball Asst
Black, Ashley	OHS	Effective 08/09/10	Softball FP Asst.
Boggs, Audie	OHS	Effective 12/01/10	Track Asst
Bonds, Gary	LAJ	Effective 11/17/10	.5 Dept Head Electives
Brandow, Scott	KHH	Effective 12/07/10	Weightlifting Head
Browning, Gail	LAJ	Effective 11/17/10	Activities Prog
Drawdy, Kelley	OLJ	Effective 10/28/10	Co-Curr Club: FCCLA
DuBose, Rodney	OPH	Effective 12/15/10	Basketball Asst.
Eaton, Miranda	OPH	Effective 12/08/10	Softball FP JV Head
Henderson, James	OHS	Effective 12/02/10	Track Asst
Jennings, John	KHH	Effective 12/07/10	Weightlifting Head JH
Meehan, Casey	LAJ	Effective 11/17/10	Baseball Head
Nichols, Deborah	RVE	Effective 01/03/11	.5 Dept Head ESE
Pickering, Ashley	LAJ	Effective 11/17/10	Soccer Head
Valero, Gary	LSJ	Effective 12/14/10	Track Head
Walker, Kimberly	LAJ	Effective 11/15/10	Softball FP Head

III. INSTRUCTIONAL ACTIONS 2010-2011

D. SUPPLEMENTS

Resignations

Anderson, Clayton	OPH	Effective 12/10/10	Track Head
Burgess, Stanley	LSJ	Effective 12/13/10	Track Head
Cromer, Holly	RVE	Effective 12/31/10	.5 Dept Head ESE
Darty, Walter	KHH	Effective 12/06/10	Weightlifting Head JH
Hube, Shannon	OLJ	Effective 10/27/10	Co-Curr Club: FCCLA
Ivey, Darrell	LSJ	Effective 12/13/10	Track Asst
Parrish, Terri	KHH	Effective 12/06/10	Weightlifting Head
Turner, Stephen	LAJ	Effective 11/16/10	Activities Prog
Turner, Stephen	LAJ	Effective 11/16/10	.5 Dept Head Electives
Turner, Stephen	LAJ	Effective 11/16/10	Baseball Head
Turner, Stephen	LAJ	Effective 11/16/10	Soccer Head

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Duffy, Lindsay	SS	Effective 11/01/10 Academic Tutoring Hourly as needed
Garcia, Linda	ESE	Effective 11/09/10 Hospital/Homebound Hourly as needed
Gay, Delisha	ESE	Effective 11/29/10 Hospital/Homebound Hourly as needed
Gilliam, Chernell	OVE	Effective 12/07/10 Academic Tutoring Hourly as needed
Hodgden, Jeanne	ESE	Effective 11/09/10 Hospital/Homebound Hourly as needed
Hume, Ellen	CEB	Effective 11/30/10 Academic Tutoring Hourly as needed
Johnson, Cheryl	ESE	Effective 11/09/10 Hospital/Homebound Hourly as needed
Lee, Connie	WES	Effective 11/08/10 Academic Tutoring Hourly as needed
Lee, Kristie	ESE	Effective 12/14/10 Hospital/Homebound Hourly as needed
McInarnay, Susan	ESE	Effective 11/09/10 Hospital/Homebound Hourly as needed
Moyer, Lisa	WES	Effective 11/08/10 Academic Tutoring Hourly as needed
Pellechio, Barbara	SS	Effective 10/01/10 Academic Tutoring Hourly as needed
Rizzo, Patricia	ESE	Effective 11/29/10 Hospital/Homebound Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2010-2011

A. MISCELLANEOUS AFTER HOURS

Appointments

Vigue, Jessica	TES	Effective 11/30/10 Academic Tutoring Hourly as needed
Wadsworth, Deborah	TES	Effective 11/30/10 Academic Tutoring Hourly as needed
Whidden, Vikki	SS	Effective 10/01/10 Academic Tutoring Hourly as needed
Widdowson, Ryan	WES	Effective 11/08/10 Academic Tutoring Hourly as needed
Wooten, Betty	ESE	Effective 12/07/10 Hospital/Homebound Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2010-2011

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Aubuchon, Kathleen	12/01/10	Regular
Ausmus, Jessica	12/07/10	Regular
Ayers, Jessica	12/07/10	Regular
Campbell, Lindsey	12/07/10	Regular
Caughman, Dwight	01/10/11	Regular
Clanton-Cox, Whitney	12/07/10	Regular
Dortch, Brandy	12/07/10	Regular
Evans, Melissa	12/07/10	Regular
Felder, Audrey	12/07/10	Regular
Ferguson, Laurel	12/07/10	Regular
Guerrier, Prophenise	12/07/10	Regular
Hill, Megan	12/07/10	Regular
Hubbard, Pamela	12/07/10	Regular
Jenkins, Cynthia	01/03/11	Regular
Lamb, Pamela	12/01/07	Regular
Lee, Caroline	12/07/10	Regular
Melquist, Amy	01/05/11	Regular
Moreland, Laura	12/07/10	Regular
Philpot, Lauren	12/07/10	Regular
Poole, Tammy	12/01/10	Regular
Sapp, Kerstin	12/07/10	Regular
Walter, Virginia	12/07/10	Regular
Westmoreland, Michael	12/01/10	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2010-2011

A. SUBSTITUTE TEACHER APPROVAL

Appointments

Williams, Christine	12/07/10	Regular
Williams, Kenneth	01/03/11	Regular
Yost, Rhoda Leann	12/07/10	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2010-2011

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Breast, Patricia	Effective 01/03/11
Breindel, Julie Ann	Effective 01/03/11
Bruns, Melissa	Effective 01/03/11
Caughman, Dwight	Effective 01/10/11
Eckert, Wanda Kelsea	Effective 01/03/11
Edwards, Kimberlee	Effective 11/19/10
Jenkins, Cynthia	Effective 01/03/11
Melquist, Amy	Effective 01/05/11
Powell, Deanna	Effective 01/05/11
Skindziel-Reyes, Pamela	Effective 11/29/10
Wilkes, Amanda	Effective 12/07/10
Williams, Kenneth	Effective 01/03/11

VI. SUPPORT 2010-2011

A. APPOINTMENTS

Adams, Terry Custodian	RVE	Effective 11/30/10 - 6/30/11 Limited Contract
Butler, Karen .9 ESE Asst. - General	LAE	Effective 12/6/10 - 2/28/11 Limited Contract
Creel, Rachel .9 ESE Asst. - General Health	RHS	Effective 12/8/10 - 6/8/11 Limited Contract
Cruz, Lorraine Cafe' Asst. - 4.5 hrs.	SPC	Effective 12/6/10 - 6/8/11 Limited Contract
Davis, Trentin .6 ISS Asst.	TES	Effective 12/9/10 - 6/7/11 Limited Contract
Ekwall, Patricia .9 ESE Asst. - B. Health	RHS	Effective 12/7/10 - 6/8/11 Limited Contract
Emerson, Basalisa .8 Classroom Asst. - ESOL	OHS	Effective 1/5/11 - 6/8/11 Limited Contract
Gartenbush, Lisa .9 ESE Asst. - B. Health	TES	Effective 12/8/10 - 6/8/11 Limited Contract
Hawkins, Estella Cafe' Asst. - 6.5 hrs.	CGE	Effective 12/6/10 - 6/8/11 Limited Contract
Lewandowski, Sondra Cafe' Asst. - 3.5 hrs.	LAJ	Effective 1/5/11 - 6/8/11 Limited Contract
Michael, Dawn Cafe' Asst. - 4.25 hrs.	OPH	Effective 12/1/10 - 2/4/11 Limited Contract
Monsanto, Gregory .8 Classroom Asst. - ESOL	OPH	Effective 12/6/10 - 6/8/11 Limited Contract
Ramsden, Judith .9 ESE Asst. - General Health	LAJ	Effective 12/13/10 - 6/8/11 Limited Contract
Rodgers, Ruth Cafe' Asst. - 4.25 hrs.	PES	Effective 11/30/10 - 6/8/11 Limited Contract
Salgado, Angela .8 Media Tech Asst.	OPE	Effective 12/13/10 - 6/9/11 Limited Contract

VI. SUPPORT 2010-2011

B. REAPPOINTMENTS

<u>NAME</u>	<u>CONTRACT TYPE</u>	<u>MONTHS</u>
9010 TRANSPORTATION PRESLEY, MARGARET JUNE BUS DRIVER	MULTI-YEAR CONDITIONAL	9

VI. SUPPORT 2010-2011

C. REDESIGNATIONS

Hoilman, Rom
Custodian

SLE

Effective 12/31/10 redesignate Limited Contract
end date from 12/6/10

VI. SUPPORT 2010-2011

D. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Allard, Joan .9 ESE Asst. - General Health	RHS	Effective 12/10/10 Resignation
Carolan, Paul Bus Driver	TRANS	Effective 1/14/11 Resignation
Deese, Rosalie Routing Specialist - 12 mo.	TRANS	Effective 12/16/10 Resignation
Donaghy, Karen .9 ESE Asst. - General Health	FIE	Effective 11/19/10 Resignation from Limited Contract
Etheridge, Kenneth .8 ISS Asst.	OPJ	Effective 12/17/10 Resignation
Horvath, Alicia Cafe' Asst. - 3.5 hrs.	OHS	Effective 12/3/10 Conclude Employment
Melton, Sandy .9 ESE Asst. - General	ROE	Effective 12/17/10 Resignation
Palmer, Patricia .9 ESE Asst. - General	PES	Effective 11/29/10 Retirement
Philmon, Dallas Cafe' Asst. - 6.0 hrs.	CHS	Effective 12/3/10 Resignation
Pratt, Marilou Media Tech Asst. - 10 mo.	AES	Effective 12/7/10 Conclude Employment
Roberts, Rachel Custodian	SPC	Effective 1/3/11 Resignation
Scarazzo, Terry Cafe' Asst. - 4.0 hrs.	MHS	Effective 12/17/10 Resignation
Snipes, Carolyn ESE Asst. - Bus Monitor	TRANS	Effective 12/17/10 Retirement

VI. SUPPORT 2010-2011

E. TRANSFERS

Anderson, Leslie .9 ESE Asst. - General	OVE	Effective 1/5/11 transfer from .8 Classroom Asst. (POE)
Frawley, Joan .9 ESE Asst. - General Health	RHS	Effective 1/5/11 transfer from .9 ESE Asst. - B. Health (RHS)
Leavitt, Jennifer School Secretary - 10 mo.	OPJ	Effective 1/3/11 transfer from .8 ISS Asst. (WES)
Maupin, Janice School Secretary - 12 mo.	OPH	Effective 1/3/11 transfer from School Secretary - 10 mo. (OPH)
Phelps, Douglas Head Custodian	WEC	Effective 1/3/11 transfer from Custodian (CHE)

VII. SHORT TERM LEAVE 2010-2011

A. ILOD, Military, and Association Leaves

Allen, Shannon Guidance Counselor	FIH	11/30/10 - 12/1/10 15.66 hrs. Military Leave Annual Training
Fagan, Dylan Teacher	OPH	10/28/10 - 10/29/10 15.66 hrs. Association Leave CCEA
Fields, Teresa Teacher	MRE	11/30/10 1.83 hrs. ILOD Date of incident - 8/16/10
Glod, Donna Teacher	LAJ	10/28/10 - 10/29/10 10.83 hrs. Association Leave CCEA
Griffis, Mildred M. Bus Driver	TRANS	12/7/10 4.0 hrs. Association Leave CESPA
Hallisey, Daniel Courier	BAD	11/1/10 - 12/3/10 73.58 hrs. ILOD Date of incident - 10/19/10
McConney, Lindsay Teacher	CEB	11/9/10 - 11/15/10 31.32 hrs. ILOD Date of incident - 11/8/10
Schmierer, Lynda Speech/Language Path.	TES	12/3/10 7.83 hrs. Association Leave CCEA
Shodd, Cheryl Teacher	FIE	12/8/10 7.83 Military Leave Annual Training

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Brown, Irby Head Custodian	OPH	DROP enrollment effective 6/1/11 Future Resignation 5/31/16
Campbell, Sandra Admin. Secretary	Student Svcs	DROP enrollment effective 6/1/11 Future Resignation 5/31/16
Flaris, Linda Teacher	FIE	DROP enrollment effective 3/1/11 Future Resignation 2/29/16
Flores, Juan Custodian	OPH	DROP enrollment effective 6/1/11 Future Resignation 5/31/16
Harris, Porntip Custodian	OPH	DROP enrollment effective 3/1/11 Future Resignation 2/29/16
Letioa, Myrna Bus Driver	TRANS	DROP enrollment effective 9/1/07 Future Resignation 12/17/10 Redesignate DROP end date from 6/30/12 to 12/17/10
Ogburn, Donna Teacher	GCJ	DROP enrollment effective 2/1/11 Future Resignation 1/31/16
Peters, Elizabeth Teacher	ROE	DROP enrollment effective 7/1/07 Future Resignation 12/17/10 redesignate DROP end date from 6/30/12 to 12/17/10