

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

March 20, 2014

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I. ADMINISTRATIVE ACTIONS 2013-2014

A. Appointments

Mcliver, Melanie E
Asst Principal 12 mths

CEB

Effective 03/03/14

AC + PSC teacher

I. ADMINISTRATIVE ACTIONS 2013-2014

B. Transfers

Campbell, Roni M
Internal Accounts Auditor

Office of Deputy
Super.

Effective 03/24/14 Transfer from Coord, II IA
Purchasing/BAD

II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

NEW

I-2.2.15 **Guidance Curriculum Specialist**

REVISED

I-1.1.12-I **Director of Elementary Education**

Instructional Division Job Descriptions

These job descriptions are submitted to support the Instructional Division's redesign of roles and responsibilities to better support our schools and students. New state and federal mandates over the past several years have required us to rethink our organizational structures and better align our work to ensure a deeper level of support and sustainability. The changes support an organization structure that emphasizes our three core principles:

- Ensure effective, precise and timely supports are available to meet the needs of our teachers, administrators and school staff to improve teaching and learning.
- Ensure effective, precise and timely supports are available to meet the operational needs of our schools.
- Ensure effective, precise and timely supports are available to meet the needs of our students and their families

NEW

I-2.2.10 **ESE Behavioral Site Coach**

This position is designed to provide support to teachers and schools serving students with significant behavior difficulties. The position reflects the changing nature of serving these students, includes requirements for Safe Crisis Management certification, provides for professional development for teachers and staff, and includes collaboration with agency personnel.

II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

REVISED

I-2.2.61

Professional Development Program Specialist

Job Description has been updated to accurately reflect the job responsibilities based upon changes to technology and advances in our ability to provide professional development through a variety of technology mediums.

I-1.1.02

Deputy Superintendent

Change is necessary to include the supervision of the Internal Accounts Auditor.

B-1.1.29-II

Director of Purchasing/Accounts Payable and Material Management

B-1.1.41-II

Coordinator of Purchasing/Accounts Payable

The job descriptions for Director of Purchasing, Accounts Payable/Materials Management and the Coordinator of Purchasing and Accounts Payable have been revised to reflect the change in job responsibilities due to the creation of the Director III (Internal Accounts Auditor). These positions continue to have diverse responsibilities based on regulations stemming from federal, state, and governmental mandates.

Job Locator: I-2.2.15
Guidance Curriculum Specialist
Guidance/Social and Emotional Services
Position Grade: Teacher Salary Schedule
Evaluated By: Assigned Instructional
Division Administrator

Job Description:

The Curriculum Specialist is directly responsible to the assigned Instructional Division Administrator.

Responsibilities and duties of this position include:

1. Serve in a staff relationship with other curriculum specialists in facilitating and coordinating specifically assigned curriculum areas.
2. Ensure the alignment of district initiatives and all professional development.
3. Facilitate the implementation of the social and emotional curriculum within the elementary literacy block.
4. Facilitate articulation among guidance counselors, social workers and school psychologists through Professional Learning Communities.
5. Assist secondary guidance counselors in their understanding of high school graduation requirements and the school's academy options.
6. Assist schools in the development and implementation of strategies to integrate various services.
7. Assist in monitoring of the district's local assessments.
8. Train, coordinate and oversee the Clay County Crisis Intervention Team.
9. Coordinate a district team to regularly monitor suicide data and student behavior data to identify additional student support services.
10. Assist counselors with instruction in the classroom when requested, including modeling effective teaching strategies at school sites.
11. Provide training, support and coaching to guidance counselors, social workers and psychologists.
12. Collaborate and coordinate regular meetings with local hospitals, Clay County Sheriff's Department and other community mental health agencies.
13. Perform tasks and assume responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Master's Degree and valid Florida Educator's Certificate in Counseling, Social Work or School Psychology.
2. Five (5) years successful experience in school counseling, social work or school Psychology.
3. Ability to communicate and work well with others.

3/20/14 – Pending School
Board Approval

Job Locator: 1-1.1.12-1

Director of Elementary Education

Position Grade: Director I

Evaluated by: Assistant Superintendent for
Instruction

Job Description:

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

Responsibilities and Duties of this position include:

1. Direct the overall elementary program including before and after school tutoring and summer academic enrichment programs.
2. Facilitate curriculum planning for the district's K-6 curricula.
3. Comprehensive plan and budget for district-level aspects of elementary education including Title I.
4. Assist elementary principals, teachers, parents, students, and district administration with school improvement initiatives involving educational programs, ~~media services~~, and administrative functions.
5. Write, amend and monitor the implementation of the annual Title I grant.
6. Assist with the selection of instructional materials for the elementary curricula.
7. Maintain knowledge of legislation and its impact on Title I programs.
8. Coordinate the implementation and maintenance of all Title I parent involvement programs.
9. Provide program and instructional support for all Title I schools.
10. Assist in planning for elementary school attendance zones and facility needs.
11. Assist in promoting positive public relations.
12. Monitor and assist in meeting Southern Association Accreditation Standards.
13. Assist school-based and district-level administration with elementary student projections and staff allocations.
14. Assist in planning and administration of elementary district-wide testing and assessment.
15. ~~Provide administrative leadership for federal programs (Title I) in a manner to best serve students.~~
16. ~~Provide administrative leadership in facilitating Pre-K early intervention for the Clay County School District.~~
17. Articulate students' educational process in cooperation with Secondary Education, Exceptional Student Education, and Applied Career and Technical Education.
18. Approve field trips for elementary schools.
19. Provide district-level support for elementary school guidance counselors.
20. Assist in the coordination of academic support services for charter schools serving grades K-5.
21. Act as a role model and provide supervision for all staff working to enhance the elementary education curricula.
22. 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 in elementary education, three of which must be in administration and/or supervision.

Desired Qualifications:

1. One (1) or more years as an elementary principal.

Effective 7/1/97

Revised: 5/10/84, 5/8/86, 3/20/97

Revised: 3/20/14 pending School Board Approval

Job Locator: I-2.2.10
ESE Behavioral Site Coach
Exceptional Student Education
Position Grade: Teacher Salary Schedule
Evaluated by: Director, Exceptional Student Education and Student Services

Job Description:

The Exceptional Student Education Behavioral Site Coach is directly responsible to the Director of Exceptional Student Education and Student Services. He/she provides positive behavioral supports and designated school sites. The behavioral site coach serves in a staff relationship with ESE specialists and ESE teachers.

Responsibilities and duties of this position include:

1. **Provide assistance to ESE and general education teachers in identifying and implementing positive behavioral interventions and crisis prevention strategies for ESE students.**
2. **Provide professional development and assistance in implementing positive behavioral strategies and social skills.**
3. **Conduct demonstration lessons and provide coaching to staff serving students with behavioral difficulties.**
4. **Assist in training teachers and staff regarding ESE procedures and documentation requirements, including functional behavior assessments and positive behavior intervention plans.**
5. **Support implementation of effective behavioral interventions and attend IEP meetings as necessary.**
6. **Serve as the liaison between district staff, principals, teachers, and outside agencies serving ESE students.**
7. **Maintain Safe Crisis Management certification and be knowledgeable of district reporting policies for incidents of restraint and seclusion.**
8. **Perform other such tasks and assume other duties as the Director of Exceptional Education and Student Services may assign.**

Required Qualifications:

1. **Knowledge or experience in programming or planning for the educational and behavioral needs of students with or at risk of emotional or behavioral disability.**
2. **Currently possess, or eligibility to receive a valid Florida Educator's Certificate in a child related field (i.e., Exceptional Student Education, Guidance and Counseling, Psychology).**
3. **Three years of experience teaching or working with students with autism or emotional/behavioral difficulties.**
4. **Current certification in Safe Crisis Management.**
5. **Effective interpersonal skills.**

Desired Qualifications:

1. **Master's degree in Emotionally Handicapped, or a related field.**
2. **Florida Educator Certificate endorsement in autism.**
3. **Strong verbal and written communication skills.**

Effective: 3/20/2014 Pending School Board Approval

Job Locator: I-2.2.61

Professional Development Program Specialist

Position Grade: Teacher Salary Schedule

Evaluated by: ~~Director of Secondary Education~~

Assigned Administrator

Job Description:

The Professional Development Program Specialist is directly responsible to the ~~Director of Secondary Education~~ **Assigned Administrator**. He/she serves in a staff relationship with other teachers.

Responsibilities and duties of this position include:

1. Provide inservice training, coaching and modeling to teachers in mathematics, science, and/or other academic curriculum and methods.
2. Assist classroom teachers with the selection of appropriate math, science, and/or other academic curriculum materials.
3. Develop workshops and instructional materials for teachers in mathematics, science, and/or other academic areas.
4. Maintain such records and reports as are necessary to the successful execution of the job.
5. Perform such other tasks and assume such other responsibilities as the ~~Director of Secondary Education~~ **Assigned Administrator** may assign.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate ~~with a concentration of coursework or degree in the math or science area of elementary education.~~
2. Three years successful teaching experience in Clay County.
3. Ability to communicate and work well with others.
4. Experience in teaching math, science, or other academic curricula and methods, whichever is applicable to the posted job.

Desired Qualifications:

1. Master's degree in math, science, or other related curriculum areas.
2. Five years successful teaching experience.
3. Demonstrated proficiency in integrating technology into the curriculum.

Effective: 1/17/91

Revised: 11/19/92, 6/15/93, 7/15/93,

9/15/94, 10/19/95, 6/19/97,

9/09/97, 6/20/02, 8/15/02, 8/17/06

3/20/14 Pending School Board Approval

Job Locator: D-1.1.02
Deputy Superintendent
Position Grade: Deputy Superintendent
Evaluated By: Superintendent

Job Description

The Deputy Superintendent is directly responsible to the Superintendent of Schools. The Deputy serves in a line-staff relationship with the Assistant Superintendents.

Responsibilities and duties of this position include:

1. Provide assistance to the Superintendent in the general administration of the school system and serve as Administrator-in-Charge of the school system as directed by or in the absence of the Superintendent.
2. Assist the Superintendent in coaching and coordinating the assistant superintendents and principals.
3. Supervise and evaluate the Director of Transportation, ~~and~~ Chief Information Officer **and Internal Accounts Auditor.**
4. Assist the Superintendent in directing and coordinating comprehensive improvement planning and strategic planning for the school district.
5. Assist the Superintendent in promoting and maintaining positive School Board-Superintendent relations.
6. Coordinate the development and maintenance of the policies of the school board.
7. Coordinate the development and revisions of staff allocations of the school district.
8. Coordinate the development and revisions of the student and employee work calendars of the school district.
9. Assist the Superintendent in coordinating agendas for Superintendent's staff and principals' meetings.
10. Assist the Superintendent in promoting and maintaining positive relations between the school system and the community.
11. Assist the Superintendent in ensuring compliance with all laws, rules, regulations, and policies governing the school system.
12. Assist the Superintendent in promptly hearing and responding to the concerns of the parents and the public in general.
13. Perform other duties as directed by the Superintendent.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Five (5) years successful experience in administration or supervision.
3. Skill in human relations.

Revised: 04/10/86

Revised: 11/16/99

Revised: 02/15/2007

Revised: 02/20/2014

Revised: 3/20/2014 pending School
Board Approval

Job Locator: B-1.1.29-II
Director of Purchasing/Accounts
Payable/Internal Accounts and
Material Management
Position Grade: Director II
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/Internal Accounts 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, internal accounts and materials management (Central Warehouse and Property Control).
2. Supervise the preparation and processing of bids according to current local and state 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 current local and state 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.

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

Job Locator: B-1.1.41-II

Coordinator of Internal Accts/Purchasing/
Accts Payable
Position Grade: Coordinator II
Evaluated by: Director of Purchasing/Accounts
Payable/Internal
Accounts/Material Management

Job Description:

The Coordinator is directly responsible to the Director of Purchasing/Accounts Payable/Internal Accounts/Material Management. This person serves in a staff relationship with the Coordinator of Accounting, Coordinator of Payroll, the Property Control Coordinator and, Coordinator of Insurance Activities, and Coordinator of Procurement.

Responsibilities and duties of this position include:

1. Reviews and processes requisitions, confers with schools, centers and departmental personnel as needed.
2. Coordinates Accounts Payable and assist with processing of P-Cards, Construction Payments and Travel.
3. Coordinates Internal Accounts/Purchasing procedures and processes with all schools and centers.
4. Secures prices from vendors and obtains written quotations when required.
5. Mediates payment/invoice problems or disputes between requesting department and vendor.
- ~~6. Assist in HRMD training classes for Internal Accounts.~~
- ~~7. 6.~~ Assist with tabulations and quotations.
- ~~8. 7~~ Prepare the monthly vouchers and warrants report for the School Board.
- ~~9. Trains and develops policies and procedures for the school and center Internal Accounts.~~
- ~~10. 8.~~ Supervise accounts payable personnel and assist in evaluations.
- ~~11. 9.~~ Assist with the hiring and training of Accounts Payable personnel.
- ~~12. Identifies the school and center needs for automated bookkeeping. Plans for, implements and inservices appropriate staff in the operation of the system.~~
- ~~13. Plans for the audits of school and center internal accounts and performs management audits as directed.~~
- ~~14. 10.~~ Provide support to the Director of Purchasing/ Accts. Payable/ Internal Accounts/Material Management in the area of comprehensive planning.
- ~~15. 11.~~ Perform other duties as assigned by the Director of Purchasing/ Accts Payable/Internal Accounts/Material Management.

Required Qualifications:

1. Graduate from an accredited college or university with Bachelor's Degree in Accounting or Business Administrative Management.
2. Experience in governmental purchasing. and Internal Accounts.
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 Policies.
4. Knowledge of current financial software, internal accounts software and other applicable software.

Desired Qualifications:

1. Supervisory experience
2. Experience in local school and/or district level purchasing/accounting regulations.
3. Knowledge of data processing procedures and programs.
4. Purchasing Certification.

Effective: 4/24/84

Revised: 8/17/89, 7/01/93, 10/13/11, 2/10/14

Revised: 2/20/14

Revised: 3/20/14 – Pending School Board Approval

III. INSTRUCTIONAL ACTIONS 2013-2014

A. Appointments

Ackerman, Corey L Art	OHS	Effective 08/12/13	AC
Blakely, James .128 6th period	BLC	Effective 03/10/14-06/05/14	AC
Bonnette, Morgan D .6 Title I	WEC	Effective 02/03/14	AC
Cameron, Nicole M Gr 3	DIS	Effective 12/02/13	AC
Capper, Danielle B PreK-ESE	KHE	Effective 11/18/13	AC
Christoph, Jerry .128 6th period	MHS	Effective 02/05/14-06/05/14	AC
Cronister, Roseann M Inclusion	OPH	Effective 01/06/14	AC
Cruise, Krista M ESE Supp Facil	OHS	Effective 03/03/2014	AC
Duchien, Wanda K Gr 5	KHE	Effective 12/2/13	AC
Evans, Melissa A IND-S-ASD OF	OLJ	Effective 10/21/13	AC
Green, Patricia E .4 Gr 1	CGE	Effective 08/06/13	AC
Johnson, Kayla R PreK-ESE	AES	Effective 12/09/13	AC
Lee, Lauren A .6 Title I	WEC	Effective 08/12/13	AC
Marrero, Maria L Spanish	OHS	Effective 01/06/14	AC
Melton, Cheryl Inclusion	MCE	Effective 08/06/13	AC
Otto, Katherine E E-BD OF	OLJ	Effective 10/21/13	AC

III. INSTRUCTIONAL ACTIONS 2013-2014

A. Appointments

Pavlisko, Ambra J Gr 2	WES	Effective 10/14/13	AC
Radcliffe, Cheryl A Gr 2	WEC	Effective 01/15/14	AC
Ray, Lisa .128 6th period	OLJ	Effective 02/24/14-06/05/14	AC
Richardson, Daniel G Soc Studies	RHS	Effective 11/20/13	AC
Smith, Keisha S Virtual Teacher	CVA	Effective 01/21/14	AC
Tallon, Kristin M PreK-ESE	OVE	Effective 01/13/14	AC
Thomas, Emily R Inclusion	WEC	Effective 12/09/13	AC

III. INSTRUCTIONAL ACTIONS 2013-2014

B. Re-appointments

Brandow, Scott A	CHS	Effective 08/06/13	PSC
Bridges, Amy L	MHS	Effective 07/23/13	PSC

III. INSTRUCTIONAL ACTIONS 2013-2014

C. Transfers

Hunter, Patricia Y
Spec, Military Support

SS

Effective 02/18/14 transfer from Counselor (OLJ)

III. INSTRUCTIONAL ACTIONS 2013-2014

D. Resignations

Caser, Allison Counselor	GPE	Effective 02/07/14 Redesignate from Counselor OF
Collins, Linda Earth/Space Sci OF	RHS	Effective 08/06/13 Redesignate from Science
Edwards, Margena Title I Curr Co	RLD	Effective 02/19/14 Redesignate from Title I Curr Co-Rdg OF
Graves, Heather Gr 4	CEB	Effective 02/26/14 Redesignate from Gr 4/ESOL OF
Hall, Stephanie Math	OPH	Effective 02/17/14 Redesignate from Math/ESOL OF
Knight, Sherrill Inclusion	OHS	Effective 09/16/13 Redesignate from Inclusion/Physics OF
Lee, Lauren A 1.0 Gr 2	WEC	Effective 02/03/14 Redesignate from .6 Title I
Leyimu, Ayomide E-BD	OPH	Effective 12/06/13 Redesignate from E-BD OF
Libretto IV, Charles J Business Ed mths	RHS	Effective 02/04/14 Redesignate from Business Ed 10 mths
Morrison, Andrea Gr 4	TBE	Effective 02/10/14 Redesignate from Gr 4/ESOL OF
Parry, Pamela A Counselor 11 mth	OPH	Effective 05/05/14 Redesignate from Counselor 10 mth
Schwab, A. Darlene Gr 2	SPC	Effective 08/06/13 Redesignate from Gr 2/ESOL OF
Wilhelm, Dana J Counselor 10 mth	OPH	Effective 05/05/14 Redesignate from Counselor 11 mth

III. INSTRUCTIONAL ACTIONS 2013-2014

E. Resignations/Retirements/Conclude Employment

Blickley, Sara A Sch Psychologist	SS	Effective 02/24/14	Resignation
Carpenter, Theresa J Inst Tech	PES	Effective 06/05/14	Retirement
Chaney, Ashley C Gr 2	POE	Effective 06/05/14	Resignation
Guidry, Megan L Science	Leave	Effective 03/13/14	Resignation
Heuser, Erin L Spanish	OHS	Effective 03/14/14	Resignation
Jenkins, Cynthia J .6 Inclusion	SPC	Effective 03/11/14	Resignation
Komperda, Carolyn M Kindergarten	Leave	Effective 02/27/14	Resignation
Litterick, Patricia A Gr 5	CGE	Effective 06/05/14	Retirement
Miller, Kimberly S Gr 6	Leave	Effective 06/05/14	Resignation
Otto, Katherine E E-BD OF	OLJ	Effective 03/03/14	Resignation
Rockwell, Matthew K PE	WES	Effective 03/07/14	Resignation
Smersh, Kathryn R .5 Gr 2	Leave	Effective 02/24/14	Resignation

III. INSTRUCTIONAL ACTIONS 2013-2014

F. SUPPLEMENTS

Appointments

Benda, Charles	RHS	Effective 01/21/14	Softball FP Asst
Bergman, Stefanie	CHS	Effective 02/14/14	.33 Track Asst (1)
Bergman, Stefanie	CHS	Effective 02/14/14	.33 Track Asst (2)
Birch, Randy	CHS	Effective 02/14/14	.33 Track Asst (1)
Birch, Randy	CHS	Effective 02/14/14	.33 Track Asst (2)
Cole, Frederick	G CJ	Effective 08/06/13	Basketball Head
Hagen, Ilona	SBJ	Effective 08/06/13	Dept Head Gr 6
Kay, Jody	RHS	Effective 02/04/14	Dept Head PE
Lee, Kristie	WEC	Effective 02/03/14	Peer Teacher for M. Bonnette
Libretto, Charles	RHS	Effective 02/04/14	Football Head .25
Marsh, Paul	OPH	Effective 02/24/14	Softball FP Asst
Regula, Christina	OPH	Effective 02/14/14	Softball FP JV Head
Rockwell, Jessica	WJH	Effective 08/13/13	Softball FP Asst
Smith, Robert L	WJH	Effective 08/13/13	Baseball Asst
Taylor, Annie	RHS	Effective 02/11/14	Discretionary
Ulricht, Amy	LAE	Effective 02/03/14	Inter Team Fac
Westergaard, Nicole	SS	Effective 02/03/14	DOD Academic Coach STEM
Worley, Robert	OPJ	Effective 02/18/14	Track Asst
Zagora, Justin	WJH	Effective 01/30/14	Track Head
Zanone, James	CHS	Effective 02/14/14	.33 Track Asst (1)
Zanone, James	CHS	Effective 02/14/14	.33 Track Asst (2)

III. INSTRUCTIONAL ACTIONS 2013-2014

F. SUPPLEMENTS

Redesignations

Miller, Heather	SBJ	Effective 08/06/13	From .5 Dept Head Gr 4 to 1.0 Dept Head Gr 4
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III. INSTRUCTIONAL ACTIONS 2013-2014

F. SUPPLEMENTS

Resignations

Birch, Randy	CHS	Effective 02/05/14	Track Asst
Cooper, Justin	OPJ	Effective 02/07/14	Track Asst
DePalma, Jennifer	OPH	Effective 02/10/14	Softball FP JV Head
Gooding, Terri	LAE	Effective 01/17/14	Inter Team Fac
Hagen, Ilona	SBJ	Effective 08/06/13	.5 Dept Head Gr 4
Owens, Daunte	OHS	Effective 01/29/14	Football Asst .25
Regula, Christina	OPH	Effective 02/03/14	Softball FP Asst
Thomas, Tyler	OHS	Effective 02/18/14	Football Asst .25
Yaccarino, Rebecca	KHE	Effective 02/14/14	.5 Safety Patrol
Zanone, James	CHS	Effective 02/05/14	Track Asst

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Allbritton, Karen	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed
Allen, Thomas	MHS	Effective 02/18/14 Academic Tutoring Hourly as needed
Anderson, Constance	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Angers, Janice	CEB	Effective 01/20/14 Academic Tutoring Hourly as needed
Ayers, Jessica	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Baden, Melinda	ESE	Effective 02/03/14 Hospital/Homebound Hourly as needed
Barton, Donna	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Beason, Linda	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed
Blajian, Melanie	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Bolla, Mary	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Bonnette, Morgan	WEC	Effective 02/05/14 Academic Tutoring Hourly as needed
Bradley, Jennifer	FIH	Effective 03/03/14 Academic Tutoring Hourly as needed
Bradley, Stacy	AES	Effective 02/27/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Brown, Cynthia Ann	SLE	Effective 02/18/14 Academic Tutoring Hourly as needed
Bryan, Janice	SS	Effective 02/07/14 Academic Tutoring Hourly as needed
Buscemi, Frances	SLE	Effective 02/18/14 Academic Tutoring Hourly as needed
Capes, Pebbles	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Carlson, Rebecca	SS	Effective 03/03/14 Academic Tutoring Hourly as needed
Christoph, Jerry	SS	Effective 02/03/14 Academic Tutoring Hourly as needed
Christopher, Nakia	PES	Effective 02/04/14 Academic Tutoring Hourly as needed
Compertore, Jesseca	SLE	Effective 02/18/14 Academic Tutoring Hourly as needed
Cooper, Justin	OPJ	Effective 02/18/14 Academic Tutoring Hourly as needed
Cummings, Pama	MCE	Effective 01/27/14 Academic Tutoring Hourly as needed
Daigle, Casie	MHS	Effective 02/18/14 Academic Tutoring Hourly as needed
Damron, Sandra	SLE	Effective 02/18/14 Academic Tutoring Hourly as needed
D'Andrea, Christina	PES	Effective 02/04/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Degryse, Lauren	SLE	Effective 02/18/14 Academic Tutoring Hourly as needed
Devine, Maureen	SS	Effective 03/03/14 Academic Tutoring Hourly as needed
Diamond, Kelly	MHS	Effective 02/18/14 Academic Tutoring Hourly as needed
Diaz, Mirian	PES	Effective 02/04/14 Academic Tutoring Hourly as needed
Dicks, Terri Anne	LAE	Effective 02/03/14 Academic Tutoring Hourly as needed
Drago, Gina	DIS	Effective 02/07/14 Academic Tutoring Hourly as needed
Duke, Jessica	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed
Duncan, Jan	LAE	Effective 02/03/14 Academic Tutoring Hourly as needed
Edmond, Leslie	RVE	Effective 02/10/14 Academic Tutoring Hourly as needed
Ely, Julie	SS	Effective 02/03/14 Academic Tutoring Hourly as needed
Finn, Linda	CEB	Effective 01/20/14 Academic Tutoring Hourly as needed
Floyd, Vickie	SS	Effective 02/07/14 Academic Tutoring Hourly as needed
Frakes, Christa	KHH	Effective 02/18/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Gardner, Sandra	ESE	Effective 02/17/14 Hospital/Homebound Hourly as needed
Giannini, Karen	MCE	Effective 01/27/14 Academic Tutoring Hourly as needed
Green, Lisa	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Halter, Jonathan	SBJ	Effective 02/03/14 Academic Tutoring Hourly as needed
Hanlin, Anita	DIS	Effective 02/07/14 Academic Tutoring Hourly as needed
Hicks, Theresa	SS	Effective 02/07/14 Academic Tutoring Hourly as needed
Hollis, Jessica	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Jenkins, Jacqueline	FIH	Effective 03/03/14 Academic Tutoring Hourly as needed
Jolley, Kimberly	KHH	Effective 02/18/14 Academic Tutoring Hourly as needed
King, Dawn	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed
Lang, Jennifer	DIS	Effective 02/07/14 Academic Tutoring Hourly as needed
Logue, Monica	CVA	Effective 02/24/14 Teacher on Special Assignment Hourly as needed
McClure, Lauren	SLE	Effective 02/18/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

McCormick, Jennifer	CEB	Effective 01/20/14 Academic Tutoring Hourly as needed
McGuffin, Lori	MHS	Effective 02/18/14 Academic Tutoring Hourly as needed
Miles, Valerie	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed
Mimbs, John	KHH	Effective 02/18/14 Academic Tutoring Hourly as needed
Morris, Cynthia	ESE	Effective 02/17/14 Hospital/Homebound Hourly as needed
Morrison, Katherine	CEB	Effective 01/20/14 Academic Tutoring Hourly as needed
Nix, Lori	PES	Effective 02/04/14 Academic Tutoring Hourly as needed
Novelly, David	SS	Effective 03/03/14 Academic Tutoring Hourly as needed
Peters, Nina	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed
Peters, Vikki	PES	Effective 02/04/14 Academic Tutoring Hourly as needed
Phillips, Kelly	CGE	Effective 01/27/14 Academic Tutoring Hourly as needed
Poag, Carrie	OPJ	Effective 02/18/14 Academic Tutoring Hourly as needed
Price, Christina	SS	Effective 03/03/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Ray, Kathleen	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Ray, Kathleen	SS	Effective 03/03/14 Academic Tutoring Hourly as needed
Richard, Sarah	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Salem, Jamison	OPJ	Effective 02/18/14 Academic Tutoring Hourly as needed
Schmidt, Barbara	SLE	Effective 02/18/14 Academic Tutoring Hourly as needed
Schumacher, Courtney	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed
Seco, Jennifer	PES	Effective 02/04/14 Academic Tutoring Hourly as needed
Simoneaux, Bart	OPJ	Effective 02/18/14 Academic Tutoring Hourly as needed
Smith, Catherine	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Smith, Lori Ann	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Snow, Nancy	LAE	Effective 02/03/14 Academic Tutoring Hourly as needed
Steiner, John	MCE	Effective 01/27/14 Academic Tutoring Hourly as needed
Streaty, Jessica	SS	Effective 03/03/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Suarez, Jaime	AES	Effective 02/27/14 Academic Tutoring Hourly as needed
Thomas, Emily	WEC	Effective 10/14/13 Academic Tutoring Hourly as needed
Tillo, William	OPJ	Effective 02/18/14 Academic Tutoring Hourly as needed
Umbaugh, Jennifer	LAE	Effective 02/03/14 Academic Tutoring Hourly as needed
Van Kampen, Krystal	SS	Effective 03/03/14 Academic Tutoring Hourly as needed
Walters, John	FIH	Effective 03/03/14 Academic Tutoring Hourly as needed
Weaver, Heather	MCE	Effective 01/27/14 Academic Tutoring Hourly as needed
Williams, Theressia	MRE	Effective 02/10/14 Academic Tutoring Hourly as needed
Wooten, Betty	MBE	Effective 03/04/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

B. ADULT EDUCATION

Appointments

Johnson, Robert

Effective 02/10/14-06/30/14 GED/Hourly as needed

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS

NONE

VI. SUPPORT 2013-2014

A. APPOINTMENTS

Dobson, Kelly .9 ESE Asst. - B. Health	BLC	Effective 2/5/14 Annual Contract
Drake, JoAnn .9 ISS Asst.	OVE	Effective 2/18/14 - 6/3/14 Limited Contract
Grover, Rachonda .8 Classroom Asst. - ESOL	OLJ	Effective 2/10/14 - 6/4/14 Limited Contract
Johnson, Susan .9 ESE Asst. - B. Health	LES	Effective 2/12/14 - 6/4/14 Limited Contract
Krainiak, Wendy .9 ESE Asst. - General	OLJ	Effective 2/7/14 - 6/4/14 Limited Contract
Magnuson, Sabra .9 ESE Asst. - B. Health	DIS	Effective 2/27/14 - 6/4/14 Limited Contract
Mrwik, Angela .9 ESE Asst. - B. Health	LAE	Effective 2/12/14 - 6/4/14 Limited Contract
Rendon, Yuniore .8 Classroom Asst. - ESOL	GPE	Effective 3/3/14 - 6/4/14 Limited Contract
Sharits, Christina .9 ESE Asst. - General	MRE	Effective 3/3/14 - 6/4/14 Limited Contract
Yarley, Raymond Custodian	WJH	Effective 2/25/14 Annual Contract

VI. SUPPORT 2013-2014

B. REDESIGNATIONS

Landaverde Mendoza, Henry
Custodian

DIS

Effective 2/24/14 redesignate from Custodian
(CW) due to Returning from Leave

VI. SUPPORT 2013-2014

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Adams, Amanda Title I Asst.	SBJ	Effective 2/7/14 Resignation
Cruise, Krista .9 ESE Asst. - General Health	LAJ	Effective 2/28/14 Resignation
Ecklof, Amanda .9 ESE Asst. - General Health	RVE	Effective 6/4/14 Resignation from Leave
Milikin, Sandra Cafe Asst. - 5.5 hrs	KHH	Effective 10/4/13 Resignation
Townsend, Angela .9 ESE Asst. - B. Health	LES	Effective 2/14/14 Resignation from Leave
Townsend, Ernest Custodian	OHS	Effective 3/14/14 Resignation
Valdelamar, Yadira Cafe Asst. - 5.5 hrs	CGE	Effective 6/4/14 Retirement
Wingard, Catherine Cafe Asst. - 3 hrs	MHS	Effective 2/21/14 Resignation
Yaccarino, Rebecca .9 ESE Asst. - General	KHE	Effective 2/14/14 Resignation

VI. SUPPORT 2013-2014

D. TRANSFERS

Griffin, Earl Head Custodian	MBE	Effective 2/18/14 transfer from Custodian (DIS)
Hohman, Christopher Technical Specialist	IS	Effective 2/17/14 transfer from Technology Suppt. Asst. (IS)
Hopkins, Teresa Technical Specialist	IS	Effective 2/17/14 transfer from Service Desk Operator (IS)
McLaughlin, Jimmy Lead Painter	MAINT	Effective 3/3/14 transfer from Maintenance Mechanic (MAINT)
Peppers, Debra .9 ESE Asst. - General	SLE	Effective 2/18/14 transfer from .9 ESE Asst. - B. Health (ROE)
Toney, Yolonda School Secretary - 10 mos	LJH	Effective 3/3/14 transfer from .9 ESE Asst. - B. Health (LES)
Trice, Scott Technical Specialist	IS	Effective 2/17/14 transfer from Technology Suppt. Asst. (IS)
Wright, Vicki Cafe Asst. - 3 hrs	CHS	Effective 3/3/14 transfer from Cafe Asst. - 6.5 hrs (CHS)

VII. SHORT TERM LEAVE 2013-2014

A. ILOD, Military, and Association Leaves

Crosby, Rebecca ESE Asst.	TES	12/10/13 - 2/12/14 3.75 hrs ILOD Date of Incident - 10/4/13
Deel, Deloris Cafe Asst.	GCI	2/18/14 1.5 hrs ILOD Date of Incident - 10/23/14
Evans, Darlene Teacher	MRE	2/12/14 1.75 hrs Association Leave Union Business
Gibson, Candice Administrative Secretary	RHS	1/10/14 - 1/29/14 6.75 hrs ILOD Date of Incident - 12/18/13
Glover, Joan Teacher	PES	1/29/14 1.5 hrs ILOD Date of Incident - 2/16/12
Grelli, Audra Teacher	LAE	2/24/14 1.5 hrs ILOD Date of Incident - 2/21/14
Griffis, Mildred Bus Driver	TRANS	2/7/14 - 2/21/14 14.69 hrs Association Leave Union Business
Hazlip, Marian Dispatcher	TRANS	1/30/14 .5 hrs ILOD Date of Incident - 10/17/13
Jordan, Shannon Counselor	FIH	2/20/14 - 2/21/14 15 hrs Military Leave Annual Training
Kendrick, Felecia Cafe Asst.	GPE	2/14/14 - 2/21/14 1.5 hrs ILOD Date of Incident - 2/11/14
MacDonald, Mary Cafe Asst.	SLE	1/27/14 - 2/5/14 33.25 hrs ILOD Date of Incident - 1/22/14
McCleary, Mary ESE Asst.	TES	1/13/14 - 1/16/14 25.25 hrs ILOD Date of Incident - 12/19/12
Peterson, Christopher ESE Asst.	WEC	2/19/14 - 5/16/14 87.75 hrs Military Leave Annual Training
Rowe, Janet Teacher	OLJ	2/10/14 - 2/26/14 69.5 hrs ILOD Date of Incident - 12/18/12

VII. SHORT TERM LEAVE 2013-2014

A. ILOD, Military, and Association Leaves

Spurrier, Melissa	TES	2/18/14 1 hr ILOD
ESE Asst.		Date of Incident - 2/13/14

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Barnes, Dolores Staffing Specialist	ESE	DROP enrollment effective 3/1/14 Future Resignation 2/28/19
Boyer, Ruth Media Tech Asst.	RVE	DROP enrollment effective 8/1/14 Future Resignation 7/31/19
Dorcent, Lumenes Custodian	OHS	DROP enrollment effective 2/1/14 Future Resignation 12/31/18
Doxey, Mary ESE Asst.	MRE	DROP enrollment effective 6/1/11 Future Resignation 2/28/14 Redesignate DROP end date from 5/31/16
Frangos, Sarah ESE Asst.	TES	DROP enrollment effective 2/1/14 Future Resignation 1/31/19
Kizer, Patricia R.N.	OPH	DROP enrollment effective 4/1/14 Future Resignation 3/31/19
Livingston, Delores R. N.	RHS	DROP enrollment effective 3/1/14 Future Resignation 2/28/19
Merrill, John Director of Maintenance	SS	DROP enrollment effective 2/1/14 Future Resignation 1/31/19
Nulty, Pamela Teacher	CGE	DROP enrollment effective 7/1/14 Future Resignation 6/30/19
Shrowder, Becky Bus Driver	TRANS	DROP enrollment effective 7/1/13 Redesignate DROP dates from 11/1/13 - 7/31/18 to 7/1/13 - 6/30/18 Future Resignation 6/30/18
Williams, Queen Teacher	FYC	DROP enrollment effective 2/1/14 Future Resignation 1/31/19