

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

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I. ADMINISTRATIVE ACTIONS 2005-2006

A. Appointments

Harvin, Patrick B.	Supp. Serv.	Effective 02/01/06	Coordinator of Operations-Coord.	Annual
Jones, Stephen L.	Trans.	Effective 01/30/06	Area Manager	Annual
Moore, Jr., Thomas W.	IS	Effective 02/20/06	Chief Information Officer	Annual

I. ADMINISTRATIVE ACTIONS 2005-2006

B. Transfers

McCammon, Cindy	Effective 01/30/06	To FNS	Cafeteria Manager Intern	From LSJ	Cafeteria Ass. - 4.0 hrs
Michael, Brenda	Effective 01/30/06	To OPJ	Cafeteria Manager	From FNS	Cafeteria Manager Intern

I. ADMINISTRATIVE ACTIONS 2005-2006

C. Resignations/Retirements

Badger, Julie A.	LSE	Retirement	Effective 06/30/06	Principal
Bethea, Mary E.	Inst. Div.	Resignation	Effective 06/30/06	Asst. Superintendent of Instr. Div.
Miller, Steven F.	IS	Retirement	Effective 02/28/06	Director of Information Serv.
Sapp, G. Raleigh	CTE	Resignation	Effective 05/31/06	Director of Career & Tech. Ed.
Smith, William L.	ACE	Retirement	Effective 06/30/06	Supervisor of Adult & Comm. Ed.

II. Job Description Actions

- D-1.1.02 Deputy Superintendent- Change in Responsibilities - No change in Position Grade
- O-1.1.05 Assistant Superintendent for Support Services - Change in Responsibilities - No change in Position Grade
- I-1.1.16 Director of Transportation - Upgraded to Director I
- C-3.1.10 Network Specialist - Changes in Required Qualifications - No changes in Band/Grade of C-43.

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. He 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 when the Superintendent is absent from the county.
2. Assist the Superintendent in supervising and coordinating the assistant superintendents and principals.
3. Supervise and evaluate the Director of Transportation.
- ~~3.~~ 4. Assist the Superintendent in directing and coordinating the comprehensive improvement planning and strategic planning for the school district.
- ~~4.~~ 5. Assist the Superintendent in promoting and maintaining positive School Board-Superintendent relations.
- ~~5.~~ 6. Coordinate the development and maintenance of the policies of the school board.
- ~~6.~~ 7. Coordinate the development and revisions of staff allocations of the school district.
- ~~7.~~ 8. Coordinate the development and revisions of the student and employee work calendars of the school district.
- ~~8.~~ 9. Assist the Superintendent in coordinating agendas for Superintendent's staff and principals' meetings.
- ~~10.~~ Serve as liaison between the Superintendent and School Board and the Clay County Citizens' Advisory Committee on Education.
10. Assist the Superintendent in promoting and maintaining positive relations between the school system and the community.
11. Assist the Superintendent in insuring 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. Valid Florida Educator's Certificate showing certification in Administration/Supervision, Educational Leadership or School Principal.
2. Five (5) years successful experience in administration or supervision.
3. Skill in human relations.

Revised: 04/10/86

Revised: 11/16/99

Revised: 03/16/06

Job Locator: O-1.1.05
Assistant Superintendent for Support Services
Position Grade: Assistant Superintendent
Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Support Services is responsible to the Superintendent and serves in a line-staff relationship with the Deputy Superintendent and staff relationship with other Assistant Superintendents.

Responsibilities and Duties of this Position Include:

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, and Maintenance and Operations, Transportation and the Building Official.
2. Provide overall direction and organization to the areas of Custodial, Energy, Environmental, Facility Construction, Inspection, Maintenance, Permitting, Plan Review, Planning, Safety, Security and Transportation Intergovernmental Relations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments in the Division of Support Services.
4. Direct the development of long range planning efforts associated with the Department of Education and District as it pertains to the Division of Support Services.
5. Ensure compliance with all laws, rules, regulations and policies governing Support Services.
6. Direct all Department of Education School Plant and Site Surveys.
7. Direct and coordinate the development and submission of encumbrance requests and authorizations for State Capital Outlay Funding.
8. Establish and maintain construction management, documentation, inspection and finance procedures on all facility projects.
9. Direct the development and recommendation of policies relative to Support Services.
10. Supervise the preparation of the Support Services agenda for School Board approval.
11. Prepare required studies and reports relative to Support Services.
12. Direct the development of the annual updating of the Florida Inventory of School Houses.
13. Direct the District programs of emergency preparedness.
14. Develop District budgets in utilities and energy and establish monitoring and assistance programs.
15. Direct the development of the District's annual Classroom Assessment.
16. Direct the development and maintenance of attendance boundaries of all schools within the District.
17. Facilitate communication, organization and planning efforts among District-level Support Service Administrators and local School Administrators.
18. Promote and facilitate positive public relations for the School System especially as that pertains to Support Services.
19. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

Required Qualifications:

1. Bachelor of Science Degree with considerable course work in construction, civil engineering, mathematics, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.
3. Minimum of five (5) years experience in supervision or administration.
4. Experience in bidding procedures and contract law.
5. Must maintain a safe driving record.

Desirable Qualifications:

1. Master's Degree in Educational Administration and Supervision or School Plant Management.
2. Three (3) years experience in School Plant Management.

Revised: 12/13/87, 8/13/87, 2/16/89, 1/17/91,
5/20/93, 4/21/94, 9/18/97, 11/17/98, 2/15/01 (Effective 7-01-01)
Revised: 01/20/05, 3/16/06 (Effective 7-01-06)

Director of Transportation
Position Grade: ~~Director II~~ Director I
Evaluated By: Deputy Superintendent
~~Assistant Superintendent~~
~~for Support Services~~

Job Description:

The Director of Transportation is responsible to the Deputy Superintendent ~~Assistant Superintendent~~ for ~~Support Services~~ and serves in a staff relationship with other Directors.

Responsibilities and Duties of this Position Include:

1. Provide direction and supervision to the Transportation Department employees.
2. Ensure that all laws, regulations and policies governing the transportation of students are observed.
3. Provide for the training and development of all Transportation Department employees.
4. Provide for the proper maintenance and prompt submission of all required records and reports for Transportation.
5. Provide for the planning and implementation of school bus routes and schedules.
6. Assist in the development of the Annual and Long Range Comprehensive Plan and Budget on all transportation related needs.
7. Provide leadership in developing and implementing a transportation safety program.
8. Perform other duties as assigned by the Deputy Superintendent ~~Assistant Superintendent~~ for ~~Support Services~~.

Required Qualifications:

1. A Bachelor's Degree.
2. Knowledgeable about school transportation.
3. Experienced and training in management and supervision.
4. Skill in human relations.
5. Skill in oral and written communication.
6. Must maintain a safe driving record.
7. Be able to work in harmony with school based administrators, staff, subordinates and the public.

Revised: 8/13/87

Revised: 5/20/93

Revised: 3/16/06 (Effective 7/01/06)

Job Locator: C-3.1.10

Network Specialist

Position Grade: Support Salary Schedule

Evaluated By: Computer Operations Manager

Job Description

Installs, configures, and maintains new and existing servers and networks. Investigates all server, server-related network, and physical connectivity related problems and determines proper actions to be taken in order to resolve problems with least amount of downtime and data loss. Provides planning and leadership on networking projects.

Responsibilities and duties of this position include:

1. Installs server and network equipment throughout the district
2. Installs, configure, and maintain server services for Windows NT/Windows 2000/Windows XP such as DHCP, DNS, WINS, Terminal Services, IIS, Telnet, TFTP, etc.
3. Installs, configures, and maintains Exchange 2000 and SQL 2000 using Active Directory and other management MMC snap-ins.
4. Installs new software and hardware as necessary on the servers throughout the district.
5. Investigates server, network, and software / OS related problems. Works with appropriate vendor to resolve problems or arrange for repair as necessary.
6. Assigns appropriate levels of control (Through OU management) to members of the Tech Advisors / School Network Administrators group.
7. Monitors, investigates, and repairs potential problems as reported through WinNT / Windows 2000 Event Viewer.
8. Maintains NT user accounts, Windows 2000 Organizational Units, logon and logoff scripts.
9. Supports all server users.
10. Troubleshoots basic router / switch related connectivity issues.
11. Researches, evaluates, and makes suggestions as required and/or necessary with regard to new software and hardware solutions.
12. Perform other duties as assigned.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Post high school training in Network Administration / Design.
3. ~~Must be a MCSE, preferably on both Windows NT4 and Windows 2000.~~
4. ~~Must be A+ certified.~~
5. Must have at least One (1) year experience with Windows 2000 Active Directory.
6. Must have at least Three (3) years experience with Network Administration on a current or recent Network operation system. i.e.: Novel, NT4, 2000, Unix / Linux.
7. Must have at least One (1) year experience designing, deploying, and administering Exchange 2000 and SQL 2000 or similar SQL services such as MySQL, Sybase, Oracle, etc...
8. ~~Programming experience in C++, Visual Basic 6, VBScript, VBA, and PHP helpful.~~
9. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintained.
10. Must have a safe driving record during employment. Safe driving history shall be interpreted as follows: On a license record search no accumulation of points totaling eight (8) or more within any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no contest plea shall be considered the same as a conviction.

Desired Qualifications

1. Preferably a CCNA or minimum One (1) year similar work experience and/or A+ Certification and/or MCSE Certification.
2. Experience in HTML, ~~and ASP, helpful~~ C++, Visual Basic 6, VB Script, VBA, and PHP helpful.
3. Experience with Dell and IBM servers helpful.

Board Approved: 9/19/02-3/16/06

III. INSTRUCTIONAL ACTIONS 2005-2006

A. Appointments

Brundle, Nicole R.	AES	02/22/06	Kindergarten	Annual
Diamantis, Amanda L.	WES	01/03/06	Grade 1	Annual
Dingman, Jeanne C.	KHE	01/30/06	Grade 4	Annual
Guy, Sarah B.	TBE	01/03/06	EMH (OF)	Annual
Hayes, Fannethia S.	OPJ	01/27/06	Reading (OF)	Annual
Hermes, Stephen C.	TES	12/07/05	Grade 6	Annual
Holt, Laurie D.	SPC	01/18/06	Counselor/10 mos.	Annual
Jones, Patti B.	SPC	11/07/05	EHSC	Annual
Leavell, Amanda L.	OPJ	10/28/05	Int. Reading (OF)	Annual
Northrop, Joseph R.	SBJ	12/16/05	Grade 4	Annual
Rush, Toni M.	FIH	02/01/06	.8 AICE Biology .2 Phys Science	Annual
Sahli, Krystal M.	GPE	08/02/05	Grade 4	Annual
Todd, Troy S.	FIH	01/09/06	.2 Lib. Arts/Math JH (OF) .8 Math	Annual

III. INSTRUCTIONAL ACTIONS 2005-2006

B. Redesignations

Merrill, Melissa	MCE	Effective 01/23/06	From Guidance (error on 02/16/06 agenda)	To Guidance (OF)
Roberts, Misty	TES	Effective 01/24/06	From VE	To Ve/ESOL (OF)
Gooding, Terri	TES	Effective 01/24/06	From Grade 6	To Grade 6/ESOL (OF)
Traphagen, Andrea	OPJ	Effective 10/17/05	From VE (OF)	To VE
Baird, Janet	LSE	Effective 01/04/06	From Grade 3	To Grade 3/ESOL (OF)
Allen, Verna	LSE	Effective 08/02/05	From PSC (error on 05/19/05 agenda)	To CC
Garcia, Linda M.	CHS	Effective 02/02/06	From Interim end date of 02/02/06	To Interim end date of 05/26/06

III. INSTRUCTIONAL ACTIONS 2005-2006

C. Resignations/Retirements/Terminations

Alnatour, Reem	AES	Resignation	Effective 05/26/06	Grade 3
Bailey, Mary	MBE	Retirement	Effective 05/26/06	Grade 5
Barrow, Kathleen	MRE	Retirement	Effective 05/26/06	Guidance Counselor
Donalson, Jayne	OPJH	Retirement	Effective 05/26/06	Counselor
Dougall, Rhonda	WJH	Resignation	Effective 02/24/06	VE
Fedorowich, Fred	LAE	Resignation	Effective 05/26/06	.6 P.E.
Foster, Sherry	WES	Resignation	Effective 05/26/06	Grade 4
Francis, Loquita	OPJH	Retirement	Effective 05/26/06	Lang. Arts
Gilloon, Robert	LSJ	Resignation	Effective 05/26/06	Science
Harmer, Amanda	ROE	Resignation	Effective 05/26/06	Kindergarten
Henry, Erin	LSJ	Resignation	Effective 05/26/06	Lang. Arts
Jones, Robert H.	WJH	Resignation	Effective 05/26/06	VE
Kielbasa, Joseph	WJH	Retirement	Effective 05/26/06	Intensive Math
Kinnear, Sylvia	CEB	Retirement	Effective 05/26/06	Grade 4
Lee, Manning	FIH	Retirement	Effective 05/26/06	English
Martin, Tiffany	ESE	Resignation	Effective 05/26/06	Speech/Lang. Thp.
McDonell, Sandra	PES	Retirement	Effective 05/26/06	Grade 2
Nissen, Christina	LAE	Resignation	Effective 05/26/06	Kindergarten
Orellana, Mirna	AES	Resignation	Effective 02/21/06	Kindergarten
Owen, Jeanne	CEB	Retirement	Effective 05/26/06	Title I
Roberts, Michelle	LAE	Resignation	Effective 05/26/06	Kindergarten
Rountree, Linda D.	LAE	Resignation	Effective 05/26/06	Grade 1
Waggoner, Hali	WES	Resignation	Effective 05/26/06	Grade 3
Wolf, Jessica	LAE	Resignation	Effective 05/26/06	Art

III. INSTRUCTIONAL ACTIONS 2005-2006

D. NBPTS Excellent Teacher Program Mentors

Cassidy, Myra OPH

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

A. MISCELLANEOUS AFTER HOURS

Appointments

Adams, Caron	LSJ	Effective 01/21/06 Academic Tutor Hourly as needed
Angers, Jan	CEB	Effective 01/28/06 Saturday School Hourly as needed
Barker, Bonnie	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Birman, Kathy	CEB	Effective 01/28/06 Saturday School Hourly as needed
Bourgeois, Melissa	OPH	Effective 02/13/06 Academic Tutor Hourly as needed
Brock, Dana	LSJ	Effective 01/21/06 Academic Tutor Hourly as needed
Busher, Samantha	LAR	Effective 01/23/06 Academic Tutor Hourly as needed
Carroll, Victoria	WES	Effective 01/04/06 Academic Tutor Hourly as needed
Carter, Amber	CEB	Effective 01/28/06 Saturday School Hourly as needed
Castelli, Barbara	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Chambers, Julie	KHE	Effective 02/13/06 Academic Tutor Hourly as needed
Clifton, Jan	CEB	Effective 01/28/06 Saturday School Hourly as needed
Coccia, Christina	CEB	Effective 01/28/06 Saturday School Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

A. MISCELLANEOUS AFTER HOURS

Appointments

Coffey, Nancy	KHH	Effective 01/17/06 Academic Tutor Hourly as needed
Denmark, Carrie	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Dunn, Kelly	CEB	Effective 01/28/06 Saturday School Hourly as needed
Durant, Dunia	CEB	Effective 01/28/06 Saturday School Hourly as needed
Evans, Darlene	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Ferguson, Kathy	TBE	Effective 02/01/06 Academic Tutor Hourly as needed
Fisher, Raymond	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Fogarty, Karla	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Frisk, Jennifer	CEB	Effective 01/28/06 Saturday School Hourly as needed
Garvey, Melinda	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Graves, Heather	CEB	Effective 01/28/06 Saturday School Hourly as needed
Gustafson, Marilyn	LSJ	Effective 01/21/06 Academic Tutor Hourly as needed
Harned, Danielle	KHH	Effective 01/17/06 Academic Tutor Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

A. MISCELLANEOUS AFTER HOURS

Appointments

Helm, Stephanie	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Holmes, Mauren	OPH	Effective 01/03/06 Academic Tutor Hourly as needed
Hoyt, Kimberly	OPH	Effective 01/03/06 Academic Tutor Hourly as needed
Hume, Ellen	CEB	Effective 01/28/06 Saturday School Hourly as needed
Johnson, Cynthia	CEB	Effective 01/28/06 Saturday School Hourly as needed
Johnson, Donald	ESE	Effective 02/24/06 Homebound Hourly as needed
Kinnear, Sylvia	CEB	Effective 01/28/06 Saturday School Hourly as needed
Kupfer, Linda	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Lafontant, Florence	ESE	Effective 02/24/06 Homebound Hourly as needed
Laird, Thomas	ESE	Effective 02/24/06 Homebound Hourly as needed
Lawless, Trudi	LSJ	Effective 01/21/06 Academic Tutor Hourly as needed
Lisgaris, Charles	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Lisgaris, Charles	OPJ	Effective 01/21/06 Saturday School Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

A. MISCELLANEOUS AFTER HOURS

Appointments

Lohman, Deborah	SS	Effective 02/22/06 Academic Tutor Hourly as needed
Lowrie, Julie	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Mainer, Marcia	CEB	Effective 01/28/06 Saturday School Hourly as needed
McIver, Melanie	CEB	Effective 01/28/06 Saturday School Hourly as needed
McKerna, Donnie	LSJ	Effective 01/21/06 Academic Tutor Hourly as needed
McLeod, Kimberly	DIS	Effective 01/03/06 Academic Tutor Hourly as needed
Miskowski, Kimberly	SS	Effective 01/03/06 Academic Tutor Hourly as needed
Peters, Nina	ESE	Effective 02/19/06 Homebound Hourly as needed
Prouty, Brooke	OPH	Effective 01/03/06 Academic Tutor Hourly as needed
Quattlebaum, Paula	CEB	Effective 01/28/06 Saturday School Hourly as needed
Ramsey, Laura	ESE	Effective 01/27/06 Homebound Hourly as needed
Rhymes, Kim	CEB	Effective 01/28/06 Saturday School Hourly as needed
Richards, Steve	CEB	Effective 01/28/06 Saturday School Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

A. MISCELLANEOUS AFTER HOURS

Appointments

Ryan, Candace	ESE	Effective 02/24/06 Homebound Hourly as needed
Sahli, Krystal	GPE	Effective 01/28/06 Saturday Tutor Hourly as needed
Seneca, Kenney	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Senter, Elizabeth	GPE	Effective 01/28/06 Saturday Tutor Hourly as needed
Sheppard, Lori	GPE	Effective 01/28/06 Saturday Tutor Hourly as needed
Sherman, Terrell	GPE	Effective 01/28/06 Saturday Tutor Hourly as needed
Snowden, Tonya	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Stutts, Karon	GPE	Effective 01/28/06 Saturday Tutor Hourly as needed
Stutts, Larianne	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed
Taylor, Sharon J.	ESE	Effective 02/24/06 Homebound Hourly as needed
Teto, Heather	ESE	Effective 02/09/06 Homebound Hourly as needed
Thornton, Elaine	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Thuy, Sue	LSJ	Effective 01/21/06 Academic Tutor Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

A. MISCELLANEOUS AFTER HOURS

Appointments

Tillo, William	OPJ	Effective 01/17/06 Academic Tutor Hourly as needed
Vaughan, Jennifer	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Whidden, Vikki	KHE	Effective 02/08/06 Academic Tutor Hourly as needed
Williamson, Amy	CEB	Effective 01/28/06 Saturday School Hourly as needed
Yarbough, Rosa	GCSJ	Effective 02/04/06 Academic Tutor Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

B. SUPPLEMENTS

Appointments

*PENDING SUCCESSFUL COMPLETION OF CARE AND PREVENTION OF ATHLETIC INJURY

Adolf, Scott E.	OPJ	Effective 02/07/06	.5 *Head Basketball
Clark, Jr., Lance S.	FIH	Effective 08/02/05	*Head Soccer JV
Damron, Julie K.	LSJ	Effective 02/22/06	Asst. Track
Fortune, Karyle N.	FIH	Effective 08/02/05	Asst. Softball FP
Fossa, James F.	GCSJ	Effective 02/17/06	.51 *Head Softball FP
Gager, Rebecca L.	FIH	Effective 08/02/05	*Head Soccer JV
Hoffman, Herta C.	OPJ	Effective 08/02/05	.5 Asst. Soccer
Johnson, Felicia Y.	MBH	Effective 08/02/05	Asst. Basketball
Kennedy, Courtney H.	GCSJ	Effective 02/17/06	.49 *Head Softball FP
Kirkland, Pamala K.	OPJ	Effective 08/02/05	Asst. Track
Miller, Marilyn E.	OPH	Effective 01/20/06	Peer Teacher for Clarice Cunningham
Neal, Christine C.	OPJ	Effective 02/03/06	Peer Teacher for Michael Westmoreland
Schellhorn, Adam M.	OPJ	Effective 08/02/05	.5 Asst. Soccer

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2005-2006

B. SUPPLEMENTS

Resignations

Kirkland, Pamala K.	OPJ	Effective 02/03/06	.5 Head Basketball
Thompson, Timothy D.	CHS	Effective 02/21/06	Asst. Track Asst. Football JV 25%
Van De Water, Mical A.	LSJ	Effective 12/01/05	Asst. Track

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006

A.. SUBSTITUTE TEACHER APPROVAL

Appointments

Alcock, Kelly	Effective 02/10/06	Regular
Barnett, Lisa	Effective 01/25/06	Regular
Bryant, Gina	Effective 02/22/06	Regular
Carmody, Denice	Effective 02/22/06	Regular
Castillo, Paul	Effective 02/22/06	Regular
Crum, Elsie	Effective 02/22/06	Regular
Dahms, Eric	Effective 02/08/06	Regular
Dasher , Eva P.	Effective 02/22/06	Regular
DiPaolo, Thomas A.	Effective 02/16/06	Regular
Dixon, Martin	Effective 02/22/06	Regular
Elliott, Pamela	Effective 02/22/06	Regular
English, Robert B.	Effective 02/22/06	Regular
Essa, Saker	Effective 02/08/06	Regular
Evans, Eileen F.	Effective 02/08/06	Emergency
Helock, Dina A.	Effective 02/15/06	Regular
Howard, Kimberly	Effective 02/22/06	Regular
Ingram, Cynthia	Effective 02/22/06	Regular
Jones, Frank R.	Effective 02/22/06	Regular
Lee, Michelle E.	Effective 02/22/06	Emergency
Nebrat, Stephen	Effective 02/22/06	Regular
Pierantone, Brie	Effective 02/22/06	Regular
Polaski, Steven	Effective 1/14/06	Regular
Rashel, Fitchett	Effective 02/08/06	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006

A.. SUBSTITUTE TEACHER APPROVAL

Appointments

Rivera, Julissa	Effective 02/08/06	Regular
Salan, Lorraine	Effective 02/08/06	Regular
Sumlar, Barbara B.	Effective 02/22/06	Regular
Thompson, Deborah C.	Effective 01/25/06	Regular
Yuknis, Wendy S.	Effective 02/08/06	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2005-2006

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Adams, Dorothy	Effective 04/03/06
Armbrister, Leo	Effective 02/14/06
Filz, Michael	Effective 02/13/06
Gray, LaVinia M.	Effective 02/27/06
Jenkins, Elizabeth	Effective 04/03/06
Low-Tullous, Susan	Effective 01/26/06
McGuffin, Jamie L.	Effective 02/09/06
Miller, Anna L.	Effective 01/23/06
Raber, Sue	Effective 02/02/06
Trane, Shirley	Effective 01/27/06
Wyzkoski, Mary M.	Effective 01/12/06
Bowen, Tiffany	Effective 01/30/06

VI. SUPPORT 2005-2006

A. APPOINTMENTS

Brooks, Reginald ESE Asst. - EHSC	GCSJH	Effective 2/6/06 - 5/25/06 Limited Contract
Coderre, Sandra ESE Secty.	RHS	Effective 2/2/06 Annual Contract
Emerson, Basilisa Classroom Asst. - ESOL	OPH	Effective 2/24/06 Annual Contract
Gifford, Amber .8 ESE Asst. - PK/VE	WES	Effective 2/9/06 - 5/25/06 Limited Contract
Goodwin, Kassandra Child Care Aide - PK	MHS	Effective 2/10/06 Annual Contract
Gragg, Cindy ESE Asst. - PMH	LAJH	Effective 2/2/06 - 5/25/06 Limited Contract
Harvey, Donald HVAC Tech	MAINT	Effective 3/1/06 Annual Contract
Jones, Nicole Cafe. Asst. - 3.5 hrs.	RHS	Effective 2/21/06 Annual Contract
Klosterman, Jeremiah ESE Asst. - EHSC	FIH	Effective 1/31/06 Annual Contract
Messer, Lillian Custodian	LAJH	Effective 1/30/06 Annual Contract
O'Connell, Kevin Custodian	FIH	Effective 2/6/06 Annual Contract
Rhindress, Tina Custodian	TES	Effective 2/15/06 Annual Contract
Rodriguez, Pamela Cafe. Asst. - 3.75 hrs.	OPH	Effective 2/14/06 Annual Contract
Rumsey, Rhonda School Secty./Admin., 10 mo.	PES	Effective 2/6/06 Annual Contract
Sanders, John General Maint. Wkr.	MAINT	Effective 2/1/06 Annual Contract

VI. SUPPORT 2005-2006

A. APPOINTMENTS

Sellers, William Mechanic	TRANS	Effective 2/16/06 Annual Contract
Spera, Diane .8 Classroom Asst.	WES	Effective 2/6/06 - 5/25/06 Limited Contract
Taylor, Tina Custodian	OPH	Effective 2/13/06 Annual
Tham, Nang Custodian	MHS	Effective 2/9/06 Custodian
Tomlinson, Latosha .8 Classroom Asst.	WES	Effective 2/7/06 - 5/25/06 Limited Contract
Woods, Shawonna Cafe. Asst. - 7.0 hrs.	OPJH	Effective 2/6/05 Annual Contract
Wright, Barbara Cafe. Asst. - 3.5 hrs.	TBE	Effective 2/10/06 Annual Contract

VI. SUPPORT 2006-2007

B. REAPPOINTMENTS

<u>NAME</u>	<u>CONTRACT TYPE</u>	<u>MONTHS</u>
0391 MIDDLEBURG HIGH HUTCHINSON, VINA DEANNA CAFE ASST 3 HRS	ANNUAL	9
9010 TRANSPORTATION FREDERICKS, KATHLEEN JEAN BUS DRIVER	ANNUAL	9
9021 SUPPORT SVC-MAINTENANCE THOMAS, JEFFREY EUGENE GEN MAINT WRKER	ANNUAL	12

VI. SUPPORT 2005-2006

C. REDESIGNATIONS

Lansford, Joy
Cafe. Asst. - 6.0 hrs.

AES

Effective 2/13/06 redesignate from Cafe. Asst. -
6.5 hrs. (allocation decrease on 3/16/06 Board
Agenda)

VI. SUPPORT 2005-2006

D. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Andersen, Carmon Cafe. Asst. - 3.75 hrs.	ROE	Effective 2/2/06 resignation
Chaffin, Lester L. Custodian	FIH	Effective 1/13/06 resignation
De La Cruz, Robert Custodian	TBE	Effective 2/17/06 resignation
Dingman, Jeanne C. ESE Asst. - EMH	KHE	Effective 1/27/06 resignation
Donley, Ernest Head Custodian	KHE	Effective 5/31/06 retirement
Drury, Jackolyn Bus Driver	TRANS	Effective 1/19/06 resignation
Erickson, Melinda Cafe. Asst. - 5.0 hrs.	AES	Effective 2/10/06 resignation
Fouty, Wanda Bus Driver	TRANS	Effective 2/1/06 resignation (from leave)
Gibbons, Dorothy Custodian	WEC	Effective 2/28/06 retirement
Godshall, Yvonne ISS Asst.	MHS	Effective 2/23/06 resignation
Harmon, Mary Cafe. Asst. - 4.5 hrs.	LAE	Effective 4/28/06 retirement

VI. SUPPORT 2005-2006

D. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Harris, Betty Cafe. Asst. - 3.75 hrs.	MHS	Effective 1/4/06 resignation
Kramer, Carol Media Tech Asst.	MRE	Effective 5/26/06 retirement
Leisten, Carlotta Media Tech Asst.	MCE	Effective 2/10/06 resignation
Mabry, Harold Bus Driver	TRANS	Effective 1/30/06 resignation
Partridge, George School Maint. Mechanic	MAINT	Effective 2/1/06 retirement
Person, Sandra Custodian	OPH	Effective 1/30/06 conclude employment
Reynoso, Isabel Custodian	SPC	Effective 2/28/06 resignation
Scoble, George Custodian	MHS	Effective 1/19/06 resignation
Singleton, Carmen Principal's Secty.	GPE	Effective 3/31/06 retirement
Taylor, Tina Custodian	OPH	Effective 2/16/06 resignation
Watts, Alicia Cafe. Asst. - 6.0 hrs.	CEB	Effective 2/2/06 resignation

VI. SUPPORT 2005-2006

E. TRANSFERS

Alred, Glenda Cafe. Asst. - 3.75 hrs.	ROE	Effective 2/13/06 transfer from Cafe. Asst. - 3.0 hrs. (ROE)
Brown, LaToya ESE Asst. - TMH	RVE	Effective 2/13/06 transfer from ESE Asst. - EHSC (OPJH)
Burleson, Michael Head Custodian	TES	Effective 2/1/06 transfer from Custodian (TES)
Curry, Janice Cafe. Asst. - 3.75 hrs.	MHS	Effective 2/14/06 transfer from Cafe. Asst. - 3.0 hrs. (MHS)
Eastep, Janette Custodian	MHS	Effective 2/22/06 transfer from Cafe. Asst. - 3.0 hrs. (OPH)
Griffin, Elizabeth J. Cafe. Asst. - 6.75 hrs.	FIE	Effective 2/13/06 transfer from Bus Driver (TRANS)
Hampshire, Gwendolyn ESE Asst. - Ind.	MRE	Effective 1/20/06 transfer from ESE Asst. - Ind. MBE (involuntary transfer, position deleted)
Knap, Margaret .8 ESE Asst. - PK/VE	TES	Effective 2/24/06 transfer from ESE Asst. - Ind. (TES)
Knight, Jane ESE Asst. - PMH	RHS	Effective 2/6/06 transfer from Cafe. Asst. - 3.5 hrs.. (RHS)
Salvino, Lisa ESE Asst. - Ind.	FIH	Effective 1/23/06 transfer from ESE Asst. - EHSC (FIH)
Strube, Barbara ESE Asst. - EMH	KHE	Effective 2/6/06 transfer from ESE Asst. - Ind. (KHE)
Worth, Debra Cafe. Van Driver - 6.5 hrs.	OPH	Effective 1/20/06 transfer from Cafe. Asst. - 3.75 hrs. (OPH)

VI. SUPPORT 2004-2005

F. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Lawrence, Vicki Instructional Asst.	CW	Effective 5/25/05 resignation (from leave)
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Lynn, Amber Y. Cafe. Asst. - 6.0 hrs.	CW	Effective 5/26/05 resignation (from leave)
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VII. SHORT TERM LEAVE 2005-2006

A. ILOD, Military, and Association Leaves

Abner, Brad Teacher	TBE	12/8/05 - 1/30/06 23.49 hrs. ILOD 6/27/05 Attacked by student, injured head, left hand, and left arm
Barner, Martha ESE Asst.	BLC	2/6/06 7.5 hrs. ILOD 2/2/06 Left hand and middle finger bent backwards, injured fingers
Carter, Kenneth Lead Electrical Tech	MAINT	1/20/06 - 2/24/06 41.25 hrs. Association Leave Union business
Cassidy, Ellen Custodian	FIH	1/5/06 - 1/19/06 75.00 hrs. ILOD 1/4/06 Mopping hallway, someone swung a door opened, injured right foreman
Driggers, Sandra Bus Driver	TRANS	1/23/06 - 1/26/06 29.32 hrs. ILOD 1/20/06 Stepped into a small hole next to sidewalk, injured left hand, arms, and shoulder
Dyer, June ESE Asst.	PES	1/23/06 - 1/30/06 12.50 hrs. ILOD 1/19/06 Pencil was stabbed into right middle finger
Gamble, Jenny School Psychologist	STUDENT SVCS	10/31/05 - 11/6/05 1.75 hrs. ILOD 10/10/05 Heavy mold in office, caused chronic congestion
Griffis, Kelly Payroll Suppt. Asst.	TRANS	1/3/06 - 1/18/06 13.75 hrs. ILOD 12/22/05 Opening compound gate, injured left knee
Harlow, Iris ESE Asst.	FIE	1/19/06 3.0 hrs. ILOD 10/22/03 Fell during PE, injured multiple body parts
Hicks, Donna Teacher	OPE	1/10/06 - 1/12/06 15.66 hrs. Military Leave Annual Training
Higginbotham, Constance Teacher	OPH	8/24/05 - 12/7/05 40 hrs. Association Leave FEA/DOE
Hoskins, Karen Teacher	OPJH	2/3/06 7.83 hrs. ILOD 2/2/06 Tripped over back pack in aisle, injured right knee

VII. SHORT TERM LEAVE 2005-2006

A. ILOD, Military, and Association Leaves

Hutcheson, Wylene Bus Monitor	TRANS	1/31/06 - 2/3/06 27.48 hrs. ILOD 1/27/06 Carried student off bus, injured back and hip
Law, Mary ESE Asst.	BLC	11/17/05 - 11/18/05 15.0 hrs. ILOD 11/16/05 Kicked in lower chest, injured low chest and abdominal area
Lewis, Matthew Teacher	CHS	1/3/06 - 1/17/06 72.80 ILOD 11/4/05 Playing basketball drill, injured knee
Loudy, Debbie Teacher	RHS	1/20/06 - 2/6/06 5.07 hrs. ILOD 1/8/06 Slipped, injured back, arm, and thigh
Mabry, Harold Bus Driver	TRANS	1/6/06 - 1/20/06 60.70 hrs. ILOD 1/5/06 Jumped off back of bus during fire drill, injured right foot and ankle
Ray, Lee School Psychologist	STUDENT SVCS	1/6/06 - 2/3/06 15.66 hrs. Military Leave Annual Training
Rigdon, Mary Bus Driver	TRANS	1/5/06 - 1/11/06 31.0 hrs. ILOD 1/4/06 Stepping off bus, injured right, foot, knee, hip, and ankle
Shortridge, Helen Bus Driver	TRANS	1/25/06 - 1/27/06 20.25 hrs. ILOD 1/24/06 Grabbed bus door handle, fell sideways injuring multiple body parts
Stuebben, Leslie School Psychologist	STUDENT SVCS	1/6/06 -1/20/06 6.0 hrs. ILOD 12/21/05 Tripped on steps, injured right ankle
Szczehowicz, Larry Bus Driver	TRANS	1/25/06 - 2/3/06 38.64 hrs. ILOD 1/17/06 Stepped off bus backwards, injured left ankle
Turner-Gustin, Amanda Café. Asst.	DIS	1/24/06 - 2/2/06 28.0 hrs. ILOD 1/19/06 Putting milk crates up, injured abdomen
Walters, Gina Guidance Counselor	MHS	1/30/06 - 2/10/06 78.30 hrs. 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:

Allen, Verna Y. Media Specialist	LES	DROP enrollment effective 7/1/06 Future Resignation 6/30/11
Bailey, Raymond E. Lead Roofer	MAINT	DROP enrollment effective 2/1/06 Future Resignation 1/31/11
Donley, Ernest Head Custodian	KHE	DROP enrollment effective 6/1/05 Future Resignation 5/31/06 redesignate from 5/31/10
Gibbons, Dorothy M. Custodian	WEC	DROP enrollment effective 1/1/03 Future Resignation 2/28/06 redesignate from 12/31/07
Hendry, Susan Teacher	LAE	DROP enrollment effective 10/1/03 Future Resignation 12/31/08 DROP EXTENSION from 9/30/08
Kramer, Carol A. Media Tech Asst.	MRE	DROP enrollment effective 8/1/04 Future Resignation 5/26/06 redesignate from 7/31/08
Liechty, Kenneth R. Vice Principal	LJH	DROP enrollment effective 8/1/01 Future Resignation 6/30/06 redesignate from 7/31/06
Liechty, Linda G. Guidance Counselor	PES	DROP enrollment effective 10/1/03 Future Resignation 5/31/06 redesignate end date from 9/30/08
McNerney, Martha Staffing Specialist	ESE	DROP enrollment effective 6/1/06 Future Resignation 5/31/11
Oglesby, Beverly Teacher	SBJ	DROP enrollment effective 7/1/01 Future Resignation 6/30/09 DROP EXTENSION from 6/30/06
Presley, Eleanor Bus Driver	TRANS	DROP enrollment effective 3/1/06 Future Resignation 2/28/11

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

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

Ross, Diane F. Custodian	GCSJH	DROP enrollment effective 3/1/06 Future Resignation 2/28/11
Watters, Nancy D. Teacher	FIH	DROP enrollment effective 5/1/06 Future Resignation 4/30/11