

Board of Education Memo #133-08-09

TO: Members, Harrison County Board of Education
FROM: Susan Lee Collins, Superintendent
SUBJECT: Personnel Matters

Attached are the personnel recommendations for Professional and Service Personnel for the meeting November 18, 2008.

I respectfully request your approval of these recommendations.

MCM/skh

Board of Education Memo #133-2

I. PROFESSIONAL RECOMMENDATIONS:

A. Employment:

Substitute Teacher

B. Resignation:

Lead School Psychologist,
Alternative Learning Center,
effective November 23, 2008

C. Permission to Remove from Substitute List:

Expired Certificate

Expired Certificate

Expired Certificate

Expired Certificate

Expired Certificate

Expired Certificate

Expired Certificate

Expired Certificate

D. Request for Leave:

Second Grade Teacher,
Lost Creek Elementary,
request for jury duty,
effective December 1, 2008,
and continue as needed for
approximately four (4)
weeks

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II. SERVICE PERSONNEL RECOMMENDATIONS:

A. Retirement:

Custodian IV, Wilsonburg
Elementary, 250 day employment
term, effective June
30, 2009

B. Resignation:

Cook II, Salem Elementary,
200 day employment term,
effective November 7,
2008

C. Request for Leave of Absence:

Cook II, Liberty High School,
200 day employment term,
Medical leave of absence,
effective October 26, 2008,
until released by physician

D. Permission to Revise Retirement Date:

Carpenter II, Maintenance
Department, 261 day
employment term, effective
November 13, 2008, from
original request of December
31, 2008

E. Permission to Revise Effective Date:

HVAC II, Maintenance
Department, 261 day
employment term, effective
September 22, 2008,
continuing until the return of
the regular employee

F. Permission to Reclassify:

Aide/LPN, Nutter Fort Primary,
to Supervisory Aide/LPN,
effective for the 2008-2009
school term

G. Permission to Abolish:

1.0 Carpenter II

Maintenance Department

H. Permission to Create:

1.0 Carpenter II/Mason/Truck
Driver-Class A-CDL required/
General Maintenance

250 day employment term,
Maintenance Department

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III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Resignation:

Head Wrestling Coach, Liberty
High School, effective October
27, 2008

Head Girls Track Coach,
Lincoln High, effective
November 5, 2008

Bus Monitor Aide, Gifted Run,
effective October 27, 2008

Head Boys Basketball Coach,
S. Harrison High

B. Permission to Create:

1.0 Special Education Aide

Bus Duty, forty-five (45)
minutes per day, as needed,
(7 a.m. - 7:45 a.m.) Nutter
Fort Primary

1.0 Title I Teacher

Extended Day Program, Reading
Corner, Nutter Fort Primary,
Monday through Thursday, (2:50
p.m. to 3:20 p.m.) 50 hours
maximum, beginning December
3, 2008 and ending May 29,
2009

C. Permission to Compensate: (see attachments)

Lunch duty, 1 day, Salem
Elementary

Lunch duty, 1 day, S. Harrison
Middle School

Bus duty, 30 minutes, Big Elm
Elementary

Bus duty, 15 hours, Wilsonburg
Elementary

Bus duty, 20 minutes, Lincoln
High School

Bus duty, 45 minutes,
Lumberport Middle

Bus duty, 135 minutes, South
Harrison Middle

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III. EXTRA CURRICULAR RECOMMENDATIONS: (continued)

Bus duty, 110 minutes, Big Elm
Elementary

Bus duty, 520 minutes, Nutter
Fort Primary

Bus duty, 250 minutes,
Lumberport Elementary

Bus duty, 150 minutes, Norwood Elementary

Bus duty, 110 minutes, Big Elm Elementary

Bus duty, 945 minutes, Washington Irving Middle

Bus duty, 60 minutes, Lincoln High

D. Volunteer Coach:

Assistant Swim Coach, Robert C. Byrd High, effective for the 2008-2009 school year

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IV. Legal:

V. Other:

Parent Volunteers, Drivers and Chaperones, see attachments