

Board of Education Memo #119-08-09

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 3, 2008.

I respectfully request your approval of these recommendations.

JHM/sjs

Board of Education Memo #119-2

November 3, 2008

I. PROFESSIONAL RECOMMENDATIONS:

A. Employments:

Speech Language Pathologist, full time, itinerant schedule, 200 day employment term, Harrison County schools, effective November 17, 2008

Math 9-12 Teacher, full time, 200 day employment term, Lincoln High, effective upon release from Lewis County Schools

Fourth Grade Teacher, full time, 200 day employment term, West Milford Elementary, effective November 10, 2008

Third Grade Teacher, full time, 200 day employment term, West Milford Elementary, effective November 10, 2008

Fourth Grade Teacher, full time, 200 day employment term, Big Elm Elementary, effective November 10, 2008

First Grade Teacher, full time, 200 day employment term, Lumberport Elementary, effective November 10, 2008

Second Grade Teacher, full time, 200 day employment term, Nutter Fort Primary, effective November 10, 2008

Fourth Grade Teacher, full time, 200 day employment term, Nutter Fort Intermediate, effective November 10, 2008

Teacher of Mentally Impaired/ Behavior Disorders with Autism, full time, 200 day employment term, Liberty High, effective November 10, 2008

Substitute Teacher

Board of Education Memo #119-3

November 3, 2008

I. PROFESSIONAL RECOMMENDATIONS:

B. Resignations:

Substitute Teacher, effective  
October 22, 2008

Substitute Teacher, effective  
October 21, 2008

Consumer Sciences Teacher, half  
time, Bridgeport High, effective  
November 7, 2008

Librarian, full time, Adamston  
Elementary, effective November 7,  
2008

C. Permission to Revise Employment Date:

Speech Language Pathologist,  
effective October 21, 2008

D. Transfer and Assign:

to Kindergarten Teacher, full  
time, 200 day employment term,  
Johnson Elementary, effective  
November 10, 2008. Will not  
assume the position until the  
2009-10 school term

to Third Grade Teacher, full  
time, 200 day employment term,  
Wilsonburg Elementary, effective  
November 10, 2008

to Fourth Grade Teacher, full  
time, 200 day employment term,  
Nutter Fort Intermediate,  
effective November 10, 2008. Will  
not assume the position until the  
2009-10 school term

Board of Education Memo #119-4

November 3, 2008

I. PROFESSIONAL RECOMMENDATIONS:

D. Transfer and Assign: (continued)

to Gifted Teacher, full time, 200  
day employment term, itinerant  
schedule, Adamston Elementary

based, effective November 10, 2008. Will not assume the position until the 2009-10 school term

to Reading 6-8 Teacher, full time, 200 day employment term, Mountaineer Middle, effective November 10, 2008. Will not assume the position until the 2009-10 school term

to Pre-School Special Needs Teacher, full time, 200 day employment term, Nutter Fort Primary, effective November 10, 2008. Will not assume the position until the 2009-10 school term

E. Assign:

Reading/Language Arts Teacher, half time, 200 day employment term, effective November 10, 2008

F. Permission to Waive Planning Period:

Substitute Kindergarten Teacher, request to waive planning period for compensation, to provide instruction because of overcrowding, Johnson Elementary, effective for the 2008-09 school term only

Board of Education Memo #119-5

November 3, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

A. Employments:

Special Education Aide II, full time, 200 day employment term, Simpson Elementary, effective November 10, 2008

Special Education Aide II/Braille Specialist, full time, 200 day

employment term, itinerant schedule, Salem Elementary, effective November 10, 2008 and continue for the remainder of the 2008-09 school term only

Special Education Aide IV, half time, 200 day employment term, AM schedule, itinerant schedule, Norwood Elementary, effective November 10, 2008

Pre-School Aide II, full time, 200 day employment term, Lumberport Elementary, effective November 10, 2008

B. Transfer and Assign:

to Special Education Aide III, full time, 200 day employment term, Wilsonburg Elementary, effective November 10, 2008. Will not assume the position until the 2009-10 school term

to Special Education Aide IV, full time, 200 day employment term, West Milford Elementary, effective November 10, 2008. Will not assume the position until the 2009-10 school term

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November 3, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

B. Transfer and Assign: (continued)

to Special Education Aide IV/ Sign Language Interpreter, full time, 200 day employment term, itinerant schedule, North View Elementary, effective November 10, 2008. Will not assume the position until the 2009-10 school term

to Special Education Aide IV, full time, 200 day employment

term, itinerant schedule, Nutter Fort Primary/Intermediate, effective November 10, 2008. Will not assume the position until the 2009-10 school term

to Custodian III, full time, 200 day employment term, 2pm to 10pm, Monday through Friday, Johnson Elementary, effective November 10, 2008

to Custodian III, full time, 200 day employment term, 12am to 8am, Tuesday through Saturday, Lincoln High, effective November 11, 2008

to Custodian III, full time, 200 day employment term, 12am to 8am, Thursday through Monday, Robert C. Byrd High, effective November 13, 2008

to Cook II, full time, 200 day employment term, must be able to lift up to fifty pounds, Liberty High, effective November 10, 2008

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November 3, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

B. Transfer and Assign: (continued)

to Cook II, full time, 200 day employment term, must be able to lift up to fifty pounds, Lumberport Elementary, effective November 10, 2008

C. Permission to Reassign:

From Special Education Aide IV, half time, Bridgeport High to Special Education Aide IV/Braille Specialist, full time, 200 day employment term, Washington Irving Middle, effective October 14, 2008 and continue until

position can be posted and filled

D. Permission to Reclassify:

From Substitute Special Education Aide to Substitute Supervisory Special Education Aide, Wilsonburg Elementary, effective September 29, 2008 and continue for the 2008-09 school term only

E. Permission to Create:

1.0 Special Education Aide/  
Braille Specialist

Itinerant schedule, Washington Irving Middle

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November 3, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employments:

Elementary Teacher, Extended Day Program, three hours per week, effective October 21, through December 4, 2008 and January 13, through February 12, 2009, Johnson Elementary

Elementary Teacher, Extended Day Program, three hours per week, effective October 21, through December 4, 2008 and January 13, through February 12, 2009, Johnson Elementary

Elementary Teacher, Extended Day Program, three hours per week, effective October 21, through December 4, 2008 and January 13, through February 12, 2009,

Johnson Elementary

Elementary Teacher, Soaring Eagles Program, 7am to 7:30am, Monday through Thursday, effective March 3, through May 7, 2009, Lumberport Elementary

Elementary Teacher, Jump Start Program, 7am to 7:30am, Tuesday and Wednesday only, effective October 24, through December 18, 2008, Salem Elementary

Elementary Teacher, Jump Start Program, 7am to 7:30am, Tuesday and Wednesday only, effective October 24, through December 18, 2008, Salem Elementary

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

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November 3, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employments: (continued)

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Elementary Teacher, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Teacher/Coordinator, Terrific Tuesday Program, 3pm to 5:30pm, Tuesday only, effective January 13, through February 24, 2009, Norwood Elementary

Elementary Teacher, Leap Ahead Program, 2:30pm to 3pm, Monday through Friday, effective October 22, 2008 through May 15, 2009, Wilsonburg Elementary

Elementary Teacher, Leap Ahead Program, 2:30pm to 3pm, Monday through Friday, effective October 22, 2008 through May 15, 2009, Wilsonburg Elementary

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November 3, 2008

### III. EXTRA CURRICULAR RECOMMENDATIONS:

#### A. Employments: (continued)

Elementary Teacher, Leap Ahead Program, 2:30pm to 3pm, Monday through Friday, effective October 22, 2008 through May 15, 2009, Wilsonburg Elementary

Elementary Teacher, Leap Ahead Program, 2:30pm to 3pm, Monday through Friday, effective October 22, 2008 through May 15, 2009, Wilsonburg Elementary

Elementary Teacher, Leap Ahead Program, 2:30pm to 3pm, Monday through Friday, effective October 22, 2008 through May 15, 2009, Wilsonburg Elementary

Title I Teacher, Title I Program, 3pm to 4pm, Monday through Thursday, effective October 22, 2008 through May 15, 2009, as funding permits, St. Mary's Elementary

Special Education Team Leader, Alternative Learning Center,

effective November 5, 2008

Building Level Network  
Administrator, Lincoln High,  
effective November 5, 2008

School Webmaster, Lincoln High,  
effective November 5, 2008

Breakfast duty, thirty (30)  
minutes per day, Simpson  
Elementary, effective November 5,  
2008

Head Softball Coach, Washington  
Irving Middle, effective November  
5, 2008

Wellness Facilitator, Big Elm  
Elementary, effective November 5,  
2008 through June 9, 2009

Lunch duty, thirty (30) minutes  
per day, Big Elm Elementary,  
effective November 5, 2008

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November 3, 2008

### III. EXTRA CURRICULAR RECOMMENDATIONS:

#### A. Employments: (continued)

Wellness Facilitator, Salem  
Elementary, effective November 5,  
2008 through June 9, 2009

Substitute GED Examiner, Harrison  
County schools, effective  
November 5, 2008

ESL Tutor, Harrison County  
schools, effective November 5,  
2008

Head Wrestling Coach, Bridgeport  
High, effective for the 2008-09  
school term only, SSAC

Special Education Aide/Autism  
Mentor, bus/breakfast duty, one  
hundred ten (110) minutes per  
day, as needed, 7am to 8am and  
2:30pm to 3:20pm, schedule  
subject to change, Big Elm  
Elementary, effective August 26,  
2008 through June 9, 2009

Special Education Aide, bus duty,  
twenty-five (25) minutes per day,  
as needed, 2:45pm to 3:10pm,  
schedule subject to change, Big  
Elm Elementary, effective  
September 9, 2008 through June

9, 2009

Special Education Aide, bus/academic duty, one hundred five (105) minutes per day, as needed, 6:40am to 8am and 2:30pm to 2:55pm, schedule subject to change, Liberty High, effective August 26, 2008 through June 9, 2009

Special Education Aide/Braille Specialist, bus/academic duty, one hundred fifteen (115) minutes per day, as needed, 7:30am to 8am, and 2:30pm to 3:55pm, schedule subject to change, Liberty High, effective August 26, 2008 through June 9, 2009

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November 3, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employments: (continued)

Special Education Aide/Interpreter, bus duty, fifty (50) minutes per day, as needed, 7:10am to 8am, schedule subject to change, Lost Creek Elementary, effective September 2, 2008 through June 9, 2009

Special Education Aide, bus duty, one hundred fifty (150) minutes per day, as needed, 7am to 8am and 2:30pm to 3:45pm, schedule subject to change, Mountaineer Middle, effective August 26, 2008 through June 9, 2009

Special Education Aide/Autism Mentor, bus/breakfast duty, one hundred fifteen (115) minutes per day, as needed, 7:30am to 8am and 2:30pm to 3:15pm, schedule subject to change, Mountaineer Middle, effective August 26, 2008 through June 9, 2009

Special Education Aide/Autism Mentor, administer medications, thirty (30) minutes per day, as needed, 7:30am to 8am, schedule subject to change, Mountaineer Middle, effective August 26, 2008 through June 9, 2009

Special Education Aide, bus duty, one hundred twenty (120) minutes

per day, as needed, 7am to 8am and 2:30pm to 3:30pm, schedule subject to change, Robert C. Byrd High, effective August 26, 2008 through June 9, 2009

Special Education Aide, bus duty, one hundred twenty (120) minutes per day, as needed, 7am to 8am and 2:30pm to 3:30pm, schedule subject to change, Robert C. Byrd High, effective August 26, 2008 through June 9, 2009

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III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employments: (continued)

Kindergarten Aide, bus duty, thirty (30) minutes per day, as needed, 2:30pm to 3pm, schedule subject to change, Lost Creek Elementary, effective September 2, 2008 through June 9, 2009

Special Education Aide, bus duty, one hundred twenty-five (125) minutes per day, as needed, 6:45am to 8am and 2:30pm to 3:20pm, schedule subject to change, South Harrison High, effective August 26, 2008 through June 9, 2009

Special Education Aide/LPN, medical care, one hundred five (105) minutes per day, as needed, 7am to 8am and 2:30pm to 3:15pm, schedule subject to change, Lumberport Elementary, effective August 26, 2008 through June 9, 2009

Special Education Aide, bus duty, fifty-five (55) minutes per day, as needed, 7:40am to 8am and 11:15am to 11:50am, schedule subject to change, Norwood Elementary, effective September 7, 2008 through June 9, 2009

Kindergarten Aide, bus duty, forty-five (45) minutes per day, as needed, 2:30pm to 3:15pm, schedule subject to change, Simpson Elementary, effective September 22, 2008 through June

9, 2009

Pre-School Aide, bus duty, one hundred five (105) minutes per day, as needed, 6:35am to 7:50am and 2:30pm to 3pm, schedule subject to change, Wilsonburg Elementary, effective August 26, 2008 through June 9, 2009

B. Resignations:

Head Volleyball Coach, Lincoln High, November 10, 2008  
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November 3, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

B. Resignations: (continued)

Building Level Network Administrator, Adamston Elementary, effective November 7, 2008

C. Permission to Create:

1.0 Teacher

Three days per week, ninety (90) minutes per session, Clarksburg Mission, 3:30pm to 5pm, effective on or before November 19, 2008 and conclude on or before June 1, 2009, funded through LEA Title I Homeless Set Aside funds

1.0 Elementary Teacher

Learning Corner P.R.O.M.I.S.E., After School Program, Monday through Thursday, 2:50pm to 4:50pm, effective November 19, 2008 through May 30, 2009, Nutter Fort Primary

1.0 Special Education Aide

Bus duty, one hundred sixty (160) minutes per day as needed, 7am to 8am and 2:30pm to 3:50pm, schedule subject to change, effective August 26, 2008 through June 9, 2009, Nutter Fort Primary

1.0 Special Education Aide

Lunch duty, fifteen (15) minutes per day, as needed, 11:15am to 11:30am, schedule subject to change, effective August 26, 2008 through June 9, 2009, Johnson Elementary

1.0 Special Education Aide

Bus duty, ninety (90) minutes per day, as needed, 7am to 7:45am and 2:30pm to 3:15pm, schedule subject to change, effective August 26, 2008 through June 9, 2009, Lumberport Elementary

1.0 Kindergarten Aide Bus Duty, fifty (50) minutes per day, as needed, 2:30pm to 3:20pm, schedule subject to change, effective August 26, 2008 through June 10, 2009, North View Elementary

1.0 Wrestling Coach Lumberport Middle

1.0 Substitute GED Examiner Harrison County schools  
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November 3, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

D. Permission to Change Schedule:

1.0 Special Education Aide Bus duty, from forty-five (45) minutes per day to seventy (70) minutes per day, as needed, 6:50am to 8am, Washington Irving Middle, effective October 14, 2008 through June 9, 2009

E. Volunteer Coach:

Cheerleading Program, Washington Irving Middle, effective for the 2008-09 school term only

Volleyball Program, Bridgeport High, effective for the 2008-09 school term only

Swim Program, South Harrison High, effective for the 2008-09 school term only

F. Permission to Compensate: (see attachments)

Lunch duty, 1 day, South Harrison Middle

Lunch duty, 3 days, Salem Elementary

Lunch duty, one day, Nutter Fort Primary

Substitute Teacher, half day, called in error, South Harrison High

Substitute Teacher, half day, called in error, Lincoln High

Electrician testing

IV. OTHER:

Parent Volunteers, Drivers and Chaperones, see attachments

