

Board of Education Memo #145-08-09

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 December 2, 2008

I respectfully request your approval of these recommendations.

MCM/sjs

Board of Education Memo #145-2

December 2, 2008

I. PROFESSIONAL RECOMMENDATIONS:

A. Employment:

Substitute Teacher

Teacher of Mentally Impaired/  
Severe and Profound, full time,  
200 day employment term, Robert  
C. Byrd High, effective December  
8, 2008

Art Teacher, full time, 200 day  
employment term, Nutter Fort  
Intermediate, effective December  
8, 2008

French 5-12 Teacher, full time,  
200 day employment term,  
itinerant schedule, Lumberport  
Middle/South Harrison Middle,  
effective December 8, 2008

Alternative Social Studies 7-12  
Teacher, full time, 200 day  
employment term, Alternative  
Learning Center, effective  
December 8, 2008

B. Transfer and Assign:

to Teacher of Special Education,  
Multi-Categorical, full time, 200  
day employment term, Big Elm  
Elementary, effective December 8,  
2008. Will not assume position  
until the 2009-10 school term

to Teacher of Special Education,  
Multi-Categorical, full time, 200  
day employment term, to Teacher  
of Mentally Impaired, full time,  
200 day employment term, North  
View Elementary, effective  
December 8, 2008. Will not assume  
position until the 2009-10 school  
term

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December 2, 2008

I. PROFESSIONAL RECOMMENDATIONS:

B. Transfer and Assign: (continued)

to Gifted Teacher, full time, 200 day employment term, Adamston Elementary, effective December 8, 2008. Will not assume the position until the 2009-10 school term

C. Permission to Remove:

Substitute Teacher, (RESA), failure to sign contract

D. Request for Leave:

Spanish Teacher, half time, request maternity leave, effective approximately March 2, 2009 and continue for the remainder of the 2008-09 school term only, Lumberport Middle

E. Permission to Create:

1.0 Secondary Numeracy Coach

210 day employment term, itinerant schedule, funding through Title II

1.0 Elementary Numeracy Coach

210 day employment term, itinerant schedule, funding through Title II

.5 Gifted Teacher

Itinerant schedule, Adamston Elementary based

F. Permission to Adopt Job Description:

Secondary Numeracy Coach, see attachment

Elementary Numeracy Coach, see attachment

G. Permission to Adopt Revised Job Description:

Lead School Psychologist, see attachment

Board of Education Memo #145-4

December 2, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

A. Employment:

Cook II, half time, 200 day employment term, must be able to lift up to fifty pounds, South Harrison High, effective December 8, 2008

B. Temporary Employment:

Bus Monitor Aide II, full time,  
200 day employment,  
Transportation Department,  
effective December 8, 2008 and  
continue until the return of the  
regular employee

Cook II, full time, 200 day  
employment term, must be able to  
lift up to fifty pounds,  
Johnson Elementary effective  
December 8, 2008 and continue  
until the return of the regular  
employment

C. Transfer and Assign:

to Custodian III, full time, 200  
day employment term, 4pm to 12am,  
Monday through Friday, Bridgeport  
High, effective December 8, 2008

to Custodian III, full time, 200  
day employment term, 4pm to  
12am, Monday through Friday,  
South Harrison High, effective  
December 8, 2008

to Custodian III, full time, 200  
day employment term, 12am to 8am,  
Tuesday through Saturday,  
Nutter Fort Intermediate,  
effective December 9, 2008

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December 2, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

C. Transfer and Assign: (continued)

to Cook II, half time, 200 day  
employment term, 9am to 12:30pm,  
must be able to lift up to fifty  
pounds, Bridgeport High,  
effective December 8, 2008

to Special Education Aide  
IV/Braille Specialist, full time,  
200 day employment term,  
Washington Irving Middle,  
effective December 8, 2008

to Bus Operator bus #108, full  
time, 200 day employment term,  
six hour run to include Elk City,  
Rt 19, Campbell's Fork and Two  
Lick Road, areas to various  
Harrison County schools, bus  
located at South Harrison,  
Transportation Department,  
effective December 8, 2008

D. Temporary Transfer and Assign:

From Bus Operator, full time,  
Transportation Department, to Bus  
Operator, bus #87, full time, 200  
day employment term, six hour run  
to include Rt 20, Laurel Run,  
Reese's Run and Lumberport areas,  
to various Harrison County  
schools, schedule subject to  
change, bus located at Shinnston,  
Transportation Department,  
effective December 2, 2008 and  
continue subject to the return of  
the regular employee

E. Permission to Reclassify:

From Special Education Aide II/  
Interpreter to Supervisory  
Special Education Aide  
II/Interpreter, Bridgeport High,  
effective October 13, 2008

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December 2, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

E. Permission to Reclassify: (continued)

From Special Education Aide II to  
Supervisory Special Education  
Aide II, effective November 10,  
2008, Simpson Elementary

F. Permission to Adopt Revised Job Descriptions:

Cook II, see attachment

Cook III/Cafeteria Manager, see attachment

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December 2, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employment:

Elementary Teacher, Leaps and  
Bounds Program, 3:15pm to 4:45pm,  
Tuesday through Thursday only,  
Salem Elementary, effective  
January 20, through May 14, 2009,  
Salem Elementary

Elementary Teacher, Leaps and  
Bounds Program, 3:15pm to 4:45pm,  
Tuesday through Thursday only,  
Salem Elementary, effective  
January 20, through May 14, 2009,  
Salem Elementary

Substitute Teacher, Terrific

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

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

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

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

Teacher, three days per week,  
ninety (90) minutes per session,  
3:30pm to 5pm, effective on or  
before November 19, 2009 and  
conclude on or June 1, 2009,  
Clarksburg Mission

Elementary Teacher, AM Jumpstart,  
7am to 7:30am, Monday through  
Friday, effective January 5,  
through May 8, 2009, Big Elm  
Elementary

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December 2, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employment: (continued)

Elementary Teacher, AM Jumpstart,  
7am to 7:30am, Monday through  
Friday, effective January 5,  
through May 8, 2009, Big Elm  
Elementary

Special Education 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 9, 2009, North View  
Elementary

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, Nutter Fort Intermediate

Special Education Aide/Interpreter, academic duty, forty (40) minutes per day, as needed, 7:45am to 8am and 2:30pm to 2:55pm, schedule subject to change, effective August 26, 2008 through June 9, 2009, Liberty High

Special Education Aide/Braille Specialist, academic duty, sixty (60) minutes per day, as needed, 7:30am to 8am and 2:30pm to 3pm, schedule subject to change, effective August 26, 2008 through June 9, 2009, Liberty High

Special Education Aide, bus duty, fifty-five (55) minutes per day, as needed, 7:40am to 8am and 11:15am to 11:30am, schedule subject to change, effective September 7, 2008 through June 9, 2009, Norwood Elementary

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December 2, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employment: (continued)

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

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

Special Education Aide, bus duty, seventy (70) minutes per day, as needed, 6:50am to 8am, schedule subject to change, effective August 26, 2008 through June 9, 2009, Washington Irving Middle

Special Education Aide/LPN, After School Program, one hundred fifty (150) minutes per day, as needed, 2:30pm to 5pm, schedule subject to change, effective September 15, 2008 through May 5, 2009, Monday and Tuesday only, West Milford Elementary

Special Education Aide, bus duty, one hundred fifty (150) minutes per day, as needed, 6:45am to 8am and 2:30pm to 3:45pm, schedule subject to change, effective August 26, 2008 through June 9, 2009, Lumberport Middle

Choir Director and Play Sponsor, effective December 3, 2008, Wilsonburg Elementary

Head Softball Coach, Lumberport Middle, effective December 3, 2008

Wellness Facilitator, West Milford Elementary, effective December 3, 2008 through June 9, 2009

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December 2, 2008

### III. EXTRA CURRICULAR RECOMMENDATIONS:

#### A. Employment: (continued)

Head Cheerleader Coach, Washington Irving Middle, effective for the 2008-09 school term only, SSAC

Assistant Swim Coach, Bridgeport High, effective for the 2008-09 school term only, SSAC

Head Wrestling Coach, Lumberport Middle, effective for the 2008-09 school term only, SSAC

Play Sponsor, South Harrison High, effective December 3, 2008

Building Level Network Sponsor, Adamston Elementary, effective December 3, 2008

Mentor for Patrick Joyce, Librarian, Washington Irving, effective for the 2008-09 school term only

Mentor for Michelle Lehosit, Second Grade Teacher, effective

for one semester of the 2008-09 school term only, and Mentor for Helen Morris, Third Grade Teacher, effective for the 2008-09 school term only, North View Elementary

Mentor for Rachel Skubis, English Teacher, effective for the 2008-09 school term only, Robert C. Byrd High

Mentor for Kelly Burch, Title I Teacher, effective for the 2008-09 school term only, Salem Elementary

Mentor for Kelly Rohrbough, Language Arts Teacher, and Mentor for Amy Quinn, Special Education Teacher, effective for the 2008-09 school term only, South Harrison Middle

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December 2, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employment: (continued)

Mentor for Amber Barr, Sixth Grade Teacher, and Stanley Lough, CATS 6-9 Teacher, effective for the 2008-09 school term only, South Harrison Middle

Mentor for Mindy Larew, Science Teacher, effective for the 2008-09 school term only, South Harrison High

Mentor for Kim Holbert, Special Education Teacher, effective for the 2008-09 school term only, South Harrison High

Mentor for Erica Beverage, Science Teacher, effective for the 2008-09 school term only, Lincoln High

B. Volunteer Coach:

Wrestling Program, Lumberport Middle, effective for the 2008-09 school term only

Cheerleading Program, Liberty High, effective for the 2008-09 school term only

Freshman Boys Basketball Program,  
South Harrison High, effective  
for the 2008-09 school term only

Varsity Boys Basketball Program,  
South Harrison High, effective  
for the 2008-09 school term only

C. Permission to Create:

1.0 Supervisory Special Education Aide	Academic duty, sixty (60) minutes per day, as needed, 2pm to 3pm, schedule subject to change, Bridgeport High, effective October 13, 2008 through June 9, 2009
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D. Permission to Adopt Revised Job Description:

Mentor, see attachment

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III. EXTRA CURRICULAR RECOMMENDATIONS:

E. Permission to Compensate:

Lunch duty, 1 day, South Harrison Middle

Breakfast/Lunch duty, 3 days, Lost Creek Elementary

Breakfast duty, 3 days, Lost Creek Elementary

Lunch duty, 1 day, Wilsonburg Elementary

Lunch duty, 2 days, Salem Elementary

Lunch duty, 1 day, Salem Elementary

Lunch duty, 4 days, Salem Elementary

Breakfast/Lunch duty, 1 day, Lumberport Elementary

Lunch duty, 4 days, Salem Elementary

Lunch duty, 2 days, Salem Elementary

Lunch duty, 1 day, Bridgeport Middle

IV. OTHER:

Parent Volunteers, Drivers and Chaperones, see attachments

