

Board of Education Memo #28-08-09

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 August 5, 2008.

I respectfully request your approval of these recommendations.

JHM/sjs

Board of Education Memo #28-2

August 2, 2008

I. PROFESSIONAL RECOMMENDATIONS:

A. Employments:

Teacher of Behavioral Disorders/
Mentally Impaired/Learning
Disabilities, full time, 200 day
employment term, West Milford
Elementary, effective August 21,
2008, pending completion of
paperwork

General Science/ Biological
Science 9-12 Teacher, full time,
200 day employment term, South
Harrison High, effective August
21, 2008

Environmental Science/Cats 9-12
Teacher, full time, 200 day
employment term, Lincoln High,
effective August 21, 2008,
pending completion of paperwork

English 9-12 Teacher, full time,
200 day employment term, Robert
C. Byrd High, effective August
21, 2008, pending completion of
paperwork

Business Teacher, half time, 200
day employment term, Liberty
High, effective August 21, 2008

Math 9-12 Teacher, full time, 200
day employment term, Liberty
High, effective August 21, 2008,
pending completion of paperwork

Title I Teacher, full time, 200
day employment term, itinerant
schedule, Harrison County
schools, effective August 21,
2008, pending completion of
paperwork

Fourth Grade Teacher, full time,
200 day employment term, West
Milford Elementary, effective
August 21, 2008

Teacher of Behavioral Disorders/
Mentally Impaired, full time, 200
day employment term, 200 day
employment term, South Harrison
Middle, effective August 21, 2008

Board of Education Memo #28-3

August 2, 2008

I. PROFESSIONAL RECOMMENDATIONS:

A. Employments: (continued)

Teacher of Behavior Disorders/
Learning Disabilities/Mentally
Impaired, full time, 200 day
employment term, Pressley Ridge,
effective August 21, 2008

Teacher of Behavior Disorders/
Learning Disabilities/Mentally
Impaired, full time, 200 day
employment term, Pressley Ridge,
effective August 21, 2008

Teacher of Behavior Disorders/
Learning Disabilities/Mentally
Impaired, full time, 200 day
employment term, Liberty High,
effective August 21, 2008

Teacher of Behavior Disorders/
Learning Disabilities/Mentally
Impaired, full time, 200 day
employment term, Lincoln High,
effective August 21, 2008

Teacher of Behavior Disorders/
Mentally Impaired, full time, 200
day employment term, South
Harrison Middle, effective August
21, 2008 (4 people tied, will
need to draw)

Substitute Teacher

Substitute Teacher

B. Resignations:

Teacher of Mentally Impaired/
Severe and Profound, full time,
Robert C. Byrd High, effective
July 23, 2008

Reading/English 7-12 Teacher,
full time, Lincoln High/
Lumberport Middle, effective July
29, 2008 (verbal resignation)

Sixth Grade Teacher, full time,
South Harrison Middle, effective
July 29, 2008

Substitute Teacher

Board of Education Memo #28-4

August 2, 2008

I. PROFESSIONAL RECOMMENDATIONS:

C. Transfer and Assign:

From Teacher of Mentally Impaired
/Learning Disabilities, full
time, Liberty High to Teacher of
Behavioral Disorders/Learning

Disabilities/Mentally Impaired, full time, 200 day employment term, Salem Elementary, effective August 21, 2008

From Second Grade Teacher, full time, Simpson Elementary to Pre-School Teacher, full time, 200 day employment term, Nutter Fort Primary, effective August 21, 2008

From Physical Education/Health Teacher, full time, Liberty High, to Physical Education/Health Teacher, full time, 200 day employment term, Bridgeport Middle, effective August 21, 2008

From Cover Planning Period Teacher, full time, Wilsonburg Elementary, to Sixth Grade Teacher with emphasis on math, full time, 200 day employment term, Washington Irving Middle, effective August 26, 2008

From Cover Planning Period Teacher, half time, West Milford Elementary to First Grade Teacher, full time, 200 day employment term, Nutter Fort Primary, effective August 21, 2008

From Fourth Grade Teacher, full time, Nutter Fort Intermediate to First Grade Teacher, full time, 200 day employment term, North View Elementary, effective August 21, 2008

From First Grade Teacher, full time, Big Elm Elementary to First Grade Teacher, full time, 200 day employment term, Wilsonburg Elementary, effective August 21, 2008

Board of Education Memo #28-5

August 2, 2008

I. PROFESSIONAL RECOMMENDATIONS:

C. Transfer and Assign: (continued)

From Title I Teacher, full time, West Milford Elementary to Title I Teacher, full time, 200 day employment term, itinerant schedule, Harrison County schools, effective August 21, 2008

From Teacher of Behavior Disorders/Mentally Impaired/Learning Disabilities, full time, Liberty High to Title I Teacher, full time, 200 day employment term, itinerant schedule, Harrison County schools, effective August 21, 2008

D. Request for Leave:

E. Permission to Compensate: see attachments

Music Teacher, half time, compensate twenty (20) minutes per day, in order to provide instruction, South Harrison High/Middle, effective for the 2008-09 school term only

Occupational Therapist Assistant, 3¼ hours, Special Education Extended Year Program, Nutter Fort Primary

F. Permission to Revise Effective Date:

Vocational Agriculture Teacher, 240 day employment term, revise effective date from August 21, 2008 to August 4, 2008, South Harrison High

G. Permission to Create:

5.0 Title I Teachers

Itinerant schedule, Harrison County schools

Board of Education Memo #28-6

August 2, 2008

I. PROFESSIONAL RECOMMENDATIONS:

G. Permission to Create: (continued)

1.0 Kindergarten Teacher

Itinerant schedule, Wilsonburg Elementary

1.0 Kindergarten Teacher

Itinerant schedule, Salem Elementary

H. Permission to Adopt Revised Job Description:

Lead Therapist, see attachment

Board of Education Memo #28-7

August 5, 2008

I. PROFESSIONAL RECOMMENDATIONS:

Principal, full time, 225 day
employment term, Adamston
Elementary, effective August 6,
2008

Principal, full time, 225 day
employment term, Nutter Fort
Intermediate, effective August
6, 2008

Assistant Principal, full time,
215 day employment term,
Washington Irving Middle,
effective August 6, 2008

Board of Education Memo #28-8

August 5, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

A. Employments:

Bus Operator, bus #218, full time, 200 day employment term, six hour run to include Margaret, Wyatt, Rt 3 and Shinnston areas to various Harrison County schools, schedule subject to change, bus located at Shinnston, Transportation Department, effective August 21, 2008

B. Temporary Employment:

Bus Operator, bus #111, full time, 200 day employment term, six hour run to include Stouts Run, Birds Run, Rt 57, Rt 20, Stonewood and Clarksburg areas, schedule subject to change, bus located at Nutter Fort,

Transportation Department,
effective August 21, 2008 and
continue until the return of the
regular employee

C. Resignations:

Special Education Aide IV/Sign
Language Interpreter, full time,
Bridgeport High, effective August
20, 2008, will return to the
substitute aide and sign language
interpreter list

D. Transfer and Assign:

From Secretary II/Accountant II,
full time, 215 day employment
term, Johnson Elementary, to
Secretary IIIA, full time, 210
day employment term, effective
August 13, 2008, Special Services
Department, Gore Annex

From Cook II, half time, Adamston
Elementary, to Cook II, full
time, 200 day employment term,
must be able to lift up to fifty
pounds, Lumberport Middle,
effective August 21, 2008

Board of Education Memo #28-9

August 5, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

D. Transfer and Assign: (continued)

From Cafeteria Manager/Cook III,
full time, West Milford
Elementary, to Cook II, half
time, 200 day employment term,
must be able to lift up to fifty
pounds, Lost Creek Elementary,
effective August 21, 2008

From Cafeteria Manager/Cook III,
full time, Adamston Elementary,
to Cafeteria Manager/Cook III,
full time, 200 day employment
term, must be able to lift up to
fifty pounds, Lumberport Middle,
effective August 21, 2008

From Supervisory Special
Education Aide IV/Autism Mentor,
full time, Bridgeport High, to
Special Education Aide IV, full
time, 200 day employment term,
Robert C. Byrd High, effective
August 21, 2008

From Supervisory Kindergarten Aide IV, full time, Simpson Elementary, to Special Education Aide IV, full time, 200 day employment term, itinerant schedule, Nutter Fort Primary/Intermediate, effective August 21, 2008

From Special Education Aide II, full time, Nutter Fort Primary to Kindergarten Aide II, full time, 200 day employment term, Nutter Fort Primary, effective August 21, 2008

From Custodian III, full time, 200 day employment term, Robert C. Byrd High to Custodian III, full time, 200 day employment term, 8am to 4pm, Monday through Friday, Lincoln High, effective August 21, 2008

Board of Education Memo #28-10

August 5, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

D. Transfer and Assign: (continued)

From Custodian III/Groundsman, full time, 200 day employment term, Robert C. Byrd High, to Custodian III/Groundsman, full time, 200 day employment term, 1am to 9am, Monday through Friday, Robert C. Byrd High, effective August 21, 2008

From Bus Operator, full time, Transportation Department, to Bus Operator, bus #55T, full time, 200 day employment term, six hour run to include Jack's Run, Little Jack's Run, Glen Falls, Arlington and North View areas to various Harrison County schools, schedule subject to change, bus located at Gore, Transportation Department, effective August 21, 2008

From Bus Operator, full time, Transportation Department to Bus Operator, bus #93, full time, 200 day employment term, six hour run to include Turtle Tree Fort, Jarvisville Road, Shaw's Run,

Sycamore Hill and Wolf Summit areas to various Harrison County schools, schedule subject to change, bus located at Bristol, Transportation Department, effective August 21, 2008

From Bus Operator, full time, Transportation Department, to Bus Operator, bus # 63T, full time, 200 day employment term, six hour run to include Rosebud, Oakmound, Liberty Street, Clarksburg and Nutter Fort areas to various Harrison County schools, schedule subject to change, bus located at Nutter Fort, Transportation Department, effective August 21, 2008

E. Permission to Create:

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|----------------------|---------------------------|
| 1.0 Bus Operator | Transportation Department |
| 1.0 Bus Monitor Aide | Transportation Department |

Board of Education Memo #28-11

August 5, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

E. Permission to Create: (continued)

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|---|--|
| 1.0 Aide II | Pre-School Program, Nutter Fort Primary |
| 1.0 Supervisory Special Education Aide II/Autism Mentor | Itinerant schedule, Big Elm Elementary |
| 1.0 Secretary IIIA | Thirty-five (35) days maximum, as needed, Title I Office, effective August 25, 2008 through January 31, 2009 |

Board of Education Memo #28-12

August 5, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employments:

Supervisory Special Education Aide IV/Autism Mentor, as needed for practice and event schedule, including but not limited to band, Bridgeport High, effective July 1, 2008 through June 30, 2009

Supervisory Special Education Aide IV/Braille Specialist, as needed per practice and event schedule, including but not limited to band, Liberty High, effective July 1, 2008 through June 30, 2009

Work Based Learning Coordinator, Liberty High, effective August 21, 2008

Assistant Varsity Cheerleader Coach, Robert C. Byrd High, effective August 6, 2008

Head Varsity Cheerleader Coach, Robert C. Byrd High, effective for the 2008-09 school term only, SSAC

Assistant Wrestling Coach, South Harrison High, effective for the 2008-09 school term only, pending completion of SSAC certification

Breakfast duty, forty (40)

minutes per day and Lunch duty,
thirty (30) minutes per day,
Bridgeport Middle, effective
August 21, 2008

Athletic Director, Lumberport
Middle, effective August 6, 2008

Special Education Team Leader,
South Harrison Middle, effective
August 21, 2008

Yearbook Sponsor, South Harrison
Middle, effective August 21, 2008

Sixth Grade Team Leader,
Washington Irving Middle,
effective August 21, 2008

Board of Education Memo #28-13

August 5, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employments: (continued)

Choral Director, Washington
Irving Middle, effective August
21, 2008

School Webmaster, Lumberport
Elementary, effective August 21,
2008

PreK-2 Team Leader, Lumberport
Elementary, effective August 21,
2008

Choir Director, Salem Elementary,
effective August 21, 2008

K-2 Team Leader, West Milford
Elementary, effective August 21,
2008

Danceline Sponsor, Lumberport
Middle, effective August 6, 2008

B. Resignations:

Assistant Football Coach,
Washington Irving Middle,
effective July 21, 2008

Building Level Network
Administrator, Norwood
Elementary, effective August 5,
2008

Head Swim Coach, South Harrison
High, effective August 5, 2008

Breakfast duty, thirty (30)
minutes per day, Washington
Irving Middle, effective August

21, 2008, due to transfer

C. Permission to Revise Contracts:

ESL Tutor, Summer Program, 15 hours maximum, itinerant schedule, effective August 4-21, 2008, Harrison County schools

ESL Tutor, Summer Program, 15 hours maximum, itinerant schedule, effective August 4-21, 2008, Harrison County schools

Board of Education Memo #28-14

August 5, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Revise Contracts: (continued)

ESL Tutor, Summer Program, 15 hours maximum, itinerant schedule, effective August 4-21, 2008, Harrison County schools

ESL Tutor, Summer Program, 15 hours maximum, itinerant schedule, effective August 4-21, 2008, Harrison County schools

Custodian III, increase summer contract two (2) hours per day to meet the needs of the Special Education Extended Year Program, to be paid through IDEA Federal Grant, effective July 14, 2008 through August 1, 2008

D. Volunteer Coach:

Girl's Soccer Program, Bridgeport High, effective for the 2008-09 school term only

Boy's Soccer Program, Robert C. Byrd High, effective for the 2008-09 school term only