

Board of Education Memo #71-08-09

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 September 16, 2008.

I respectfully request your approval of these recommendations.

JHM/sjs

Board of Education Memo #71-2

September 16, 2008

I. PROFESSIONAL RECOMMENDATIONS:

A. Employments:

Substitute Teacher, pending completion of paperwork, effective August 26, 2008

Substitute Teacher

Substitute Teacher

Substitute Teacher

Substitute Teacher

Substitute Teacher

Substitute Teacher, pending completion of paperwork

Substitute Teacher, RESA

B. Resignations:

Substitute Speech Language Pathologist, effective August 21, 2008

Art Teacher, full time, Nutter Fort Intermediate, effective September 5, 2008

Librarian, full time, Big Elm Elementary, effective September 8, 2008

First Grade Teacher, Lumberport Elementary, effective September 23, 2008, contingent upon her employment by Lewis County schools (9-22-08) and her release from Harrison County schools contract

Substitute Teacher

Substitute Teacher

Substitute Teacher

Substitute Teacher

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September 16, 2008

I. PROFESSIONAL RECOMMENDATIONS:

C. Permission to Remove from Substitute List:

Expired certificate

Expired certificate

Expired certificate

Expired certificate

D. Permission to Revise Employment Date:

First Grade Teacher, full time,
Lumberport Elementary, from
August 21, 2008 to be effective
August 26, 2008

E. Request for Leave:

F. Permission to Compensate:

As Principal, Nutter Fort
Intermediate, July 28, through
August 6, 2008

G. Permission to Create:

School Nurse

Temporary as needed to work
during absence of Aide/LPN,
Lumberport Elementary (No
substitute Aide/LPN available)

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September 16, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

A. Employments:

Substitute Bus Operator

Substitute Bus Operator

Substitute Bus Operator

Substitute Bus Operator

B. Retirement:

Electrician, full time, 261 day employment term, Maintenance Department, effective September 30, 2008

C. Resignation:

Custodian III, full time, 200 day employment term, Johnson Elementary, effective August 18, 2008

D. Permission to Reclassify:

From Substitute General Maintenance to Substitute General Maintenance/Carpenter, Substitute General Maintenance/Painter, Substitute General Maintenance/Plumber, Maintenance Department, effective September 4, 2008

From Special Education Aide IV, to Supervisory Special Education Aide IV, Robert C. Byrd High, effective August 21, 2008

From Special Education Aide IV, to Supervisory Special Education Aide IV, Robert C. Byrd High, effective August 21, 2008

From Kindergarten Aide IV, to Supervisory Kindergarten Aide IV, Nutter Fort Primary, effective August 21, 2008 and continue until position can be posted and filled

From Kindergarten Aide II, to Supervisory Kindergarten Aide II, Nutter Fort Primary, effective August 21, 2008

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September 16, 2008

II. SERVICE PERSONNEL RECOMMENDATIONS:

D. Permission to Reclassify: (continued)

From Special Education Aide III, to Supervisory Special Education Aide III, Simpson Elementary, effective August 21, 2008

From Special Education Aide III, to Supervisory Special Education

Aide III, Adamston Elementary,
effective August 21, 2008

Secretary III/Accountant II, to
including administering
medications, Salem Elementary,
effective April 21, 2008

From Special Education Aide IV/
Autism Mentor to Supervisory
Special Education Aide IV/Autism
Mentor, Bridgeport High,
effective August 21, 2008

E. Request for Leave:

F. Permission to Create:

1.0 Special Education Aide	Simpson Elementary
.5 Special Education Aide	AM duty, itinerant schedule, Norwood Elementary
1.0 Special Education Aide/ Braille Specialist	Salem Elementary

G. Permission to Compensate:

Mary Brunetti	Substitute Bus Monitor Aide, August 25, through August 29, 2008, Transportation Department, see attachment
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September 16, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

A. Employment:

Front Line Sponsor, Bridgeport
High, effective August 21, 2008

B. Resignation:

Head Girls Track Coach, South
Harrison High, effective
September 9, 2008

Lunch duty, thirty (30) minutes
per day, Big Elm Elementary,

effective August 25, 2008

Staff Development Contact Person,
Central Office based, effective
September 12, 2008

C. Permission to Create:

1.0 Special Education Team Leader	Pressley Ridge
1.0 Wellness Facilitator	Pressley Ridge
1.0 Program Administrator/ Computer Teacher	Learning Corner P.R.O.M.I.S.E. After School Program, Monday through Thursday, 2:50pm to 5:30pm, effective September 17, 2008 through May 21, 2009, Nutter Fort Primary, funding through Safe and Drug Free Grant and/or Homeless Grant
5.0 Elementary Teachers	Learning Corner P.R.O.M.I.S.E. After School Program, Monday through Thursday, 2:50pm to 4:50pm, effective September 17, 2008 through May 14, 2009, Nutter Fort Primary, funding through Safe and Drug Free Grant and/or Homeless Grant
1.0 Music Teacher	Learning Corner P.R.O.M.I.S.E. After School Program, Tuesday and Thursday, 2:50pm to 4:50pm, effective September 17, 2008 through May 14, 2009, Nutter Fort Primary, funding through Safe and Drug Free Grant and/or Homeless Grant

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September 16, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

1.0 Coordinator	Project H.E.L.P. After School Program, Monday through Thursday, 2:50pm to 4:30pm, 150 hours maximum, effective September 17, 2008 through May 7, 2009, Nutter Fort Intermediate, funding through Homeless Grant
4.0 Elementary Teachers	Project H.E.L.P. After School Program, Monday through Thursday, 2:50pm to 4:30pm, 150 hours maximum, effective September 17, 2008 through May 7, 2009, Nutter Fort Intermediate, funding through Homeless Grant

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| 1.0 Substitute Teacher | Project H.E.L.P. After School Program, Monday through Thursday, 2:50pm to 4:30pm, as needed only, not to exceed 60 hours, effective September 17, 2008 through May 7, 2009, Nutter Fort Intermediate, funding through Title I |
| 1.0 Special Education Aide | Bus duty, as needed, 7:15am to 7:30am and 2pm to 2:45pm, for a total of sixty (60) minutes per day, schedule subject to change, Bridgeport Middle, effective August 27, 2008 through June 8, 2009 |
| 1.0 Special Education Aide | Bus duty, as needed, 6:45am to 8am and 2:30pm to 3:45pm for a total of one hundred fifty (150) minutes per day, schedule subject to change, Lumberport Middle, effective August 26, 2008 through June 9, 2009 |
| 1.0 Special Education Aide | Academic duty, as needed, 7:30am to 8am, for a total of thirty (30) minutes per day, schedule subject to change, South Harrison High, effective August 26, 2008 through June 9, 2009 |

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September 16, 2008

III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

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| 1.0 Special Education Aide | Bus duty, as needed, 7:30am to 8am, for a total of thirty (30) minutes per day, Washington Irving Middle, schedule subject to change, effective August 26, 2008 through June 2, 2009 |
| 1.0 Special Education Aide/
Interpreter | Bus/Academic duty, as needed, 7am to 8am and 2:30pm to 3:20 pm, for a total of one hundred and fifty (150) minutes per day, schedule subject to change, Washington Irving Middle, effective September 21, 2008 through June 9, 2009 |
| 1.0 Special Education Aide | Bus duty, as needed, 7:30am to 8am and 2:30pm to 3:30pm, for a total of ninety (90) minutes per |

day, schedule subject to change, Washington Irving Middle, effective August 26, 2008 through June 2, 2009

1.0 Special Education Aide Bus duty, as needed, 7:15am to 8am, for a total of forty-five (45) minutes per day, schedule subject to change, Washington Irving Middle, effective August 26, 2008 through June 2, 2009

1.0 Special Education Aide Bus duty, as needed, 6:45am to 8am and 2:30pm to 3:30pm, for a total of one hundred thirty five (135) minutes per day, schedule subject to change, South Harrison Middle, effective August 26, 2008 through June 8, 2008

1.0 Special Education Aide Bus duty, as needed, 7:45am to 8am, for a total of fifteen (15) minutes, schedule subject to change, Big Elm Elementary, effective August 26, 2008 through June 9, 2009

1.0 Special Education Aide Bus duty, as needed, 7am to 8:15am and 2:45pm to 3:20 pm, for a total of one hundred ten (110) minutes per day, schedule subject to change, Big Elm Elementary, effective August 26, 2008 through June 9, 2009

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III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

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

1.0 Special Education Aide Bus duty, as needed, 7:15am to 8am for a total of forty-five (45) minutes, schedule subject to change, Johnson Elementary, effective August 26, 2008 through June 8, 2009

1.0 Special Education Aide/
Autism Mentor Breakfast duty, as needed, 7:30am to 8am, for a total of thirty (30) minutes per day, schedule subject to change, Nutter Fort Intermediate, effective September 3, 2008 through June 9, 2009

1.0 Special Education Aide	Bus duty, as needed, 6:40am to 8am, for a total of eighty (80) minutes per day, schedule subject to change, Salem Elementary, effective August 26, 2008 through June 9, 2009
1.0 Special Education Aide	Bus duty, as needed, 7:40am to 8am, for a total of twenty (20) minutes per day, schedule subject to change, West Milford Elementary, effective August 26, 2008 through June 2, 2009
2.0 Special Education Aide/ Interpreter	Academic duty, sixty (60) minutes per day, as needed, 2pm to 3pm, schedule subject to change, Bridgeport High, effective August 26, 2008 through June 10, 2009
1.0 Special Education Aide	Academic duty, sixty (60) minutes per day, as needed, 2pm to 3pm, schedule subject to change, Bridgeport High, effective August 26, 2008 through June 10, 2009

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III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

2.0 Special Education Aide/ Autism Mentor	Academic duty, sixty (60) minutes per day, as needed, 2pm to 3pm, schedule subject to change, Bridgeport High, effective August 26, 2008 through June 10, 2009
1.0 Special Education Aide/ Autism Mentor	Academic duty, thirty (30) minutes per day, as needed, 10:45am to 11:15am, schedule subject to change, Bridgeport High, effective August 26, 2008 through June 10, 2009
1.0 Special Education Aide	Academic duty, ninety (90) minutes per day as needed, 7am to 7:30am and 2pm to 3pm, schedule subject to change, Bridgeport High, effective August 26, 2008 through June 10, 2009
1.0 Special Education Aide	Bus duty, eighty (80) minutes per day, as needed, 7am to 8am and 2:30pm to 2:50pm, schedule subject to change, Lincoln High, effective August 26, 2008 through June 2, 2009

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| 1.0 Special Education Aide/
Autism Mentor | Academic duty, sixty (60) minutes per day, as needed, 7:30am to 8am and 2:30pm to 3pm, schedule subject to change, Lincoln High, effective August 26, 2008 through June 2, 2009 |
| 1.0 Special Education Aide/
Interpreter | Academic duty, sixty (60) minutes per day, as needed, 7:30am to 8am and 2:30pm to 3pm, schedule subject to change, Lincoln High, effective August 26, 2008 through June 2, 2009 |
| 1.0 Paraprofessional | Sixty (60) minutes per day, as needed to supervise special needs and distance learning students, and thirty (30) minutes, as needed for clerical duties related to distance learning schedule subject to change, South Harrison High, effective August 26, 2008 through June 9, 2009 |
| 2.0 Bus Operators | Mid morning special needs run, Transportation Department |
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III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

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| 2.0 Bus Monitor Aides | Mid morning Special Needs Run, Transportation Department |
| 1.0 Bus Operator | Gifted/Special Needs run, two hour supplemental run, as needed, Monday only, Johnson Elementary, Transportation Department |
| 1.0 Bus Monitor Aide | Gifted/Special Needs run, two hour supplemental run, as needed, Monday only, Johnson Elementary, Transportation Department |
| 1.0 Bus Operator | Project Issac, Special Needs run, two hour supplemental run, as needed, starting at 4:45pm effective September 15, 2008 through May 14, 2009, Nutter Fort Elementary, Transportation Department |
| 1.0 Bus Monitor Aide | Project Issac, Special Needs run, two hour supplemental run, as needed, starting at 4:45pm effective September 15, 2008 through May 14, 2009, Nutter Fort Elementary, Transportation Department |

D. Permission to Compensate:

Lunch duty, one day, South
Harrison Middle, see attachment

Lunch duty, two days, Wilsonburg
Elementary, see attachment

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IV. LEGAL:

V. OTHER:

Parent Volunteers, Chaperones and Drivers, see attachments