

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:

Chris A. Jeney	Substitute Teacher
Kimberly Wriston	Substitute Teacher
Dena A. Lyon	Substitute Teacher
Amy L. Griffith	Substitute Teacher
Bridgett L. Church	Substitute Teacher
Charlotte A. Lake	Substitute Teacher, RESA

B. Resignations:

Stephanie Richards	Substitute Speech Language Pathologist, effective August 21, 2008
Susan H. Franklin	Art Teacher, full time, Nutter Fort Intermediate, effective September 5, 2008
Billie Jo Shackelford	Librarian, full time, Big Elm Elementary, effective September 8, 2008
Joyce Marsh	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
Andrea M. Richards	Substitute Teacher
Willa Phillips	Substitute Teacher
Tonya Mitchell	Substitute Teacher
Jonathan Sherman	Substitute Teacher

C. Permission to Remove from Substitute List:

Timothy Broadwater	Expired certificate
Linda Williams	Expired certificate
Anita Jesmer	Expired certificate

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September 16, 2008

I. PROFESSIONAL RECOMMENDATIONS:

D. Permission to Revise Employment Date:

Joyce Marsh

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:

Patricia Kinney

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:

Andrea R. Howard

Substitute Bus Operator

Stephanie A. Thorne	Substitute Bus Operator
Jeffrey W. Hawkins	Substitute Bus Operator
Randall W. Harper	Substitute Bus Operator
B. Retirement:	
John D. Hyde	Electrician, full time, 261 day employment term, Maintenance Department, effective September 30, 2008
C. Resignation:	
Richard A. Rogers	Custodian III, full time, 200 day employment term, Johnson Elementary, effective August 18, 2008
D. Permission to Reclassify:	
Edward Maditz	From Substitute General Maintenance to Substitute General Maintenance/Carpenter, Substitute General Maintenance/Painter, Substitute General Maintenance/Plumber, Maintenance Department, effective September 4, 2008
Jeanne L. Dilley	From Special Education Aide IV, to Supervisory Special Education Aide IV, Robert C. Byrd High, effective August 21, 2008
Lou Ann Campbell	From Special Education Aide IV, to Supervisory Special Education Aide IV, Robert C. Byrd High, effective August 21, 2008
Crystal G. McIntire	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
Kelly L. Marple	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)

Elizabeth A. Leuliette	From Special Education Aide III, to Supervisory Special Education Aide III, Simpson Elementary, effective August 21, 2008
Rita A. Walker	From Special Education Aide III,

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

Dorothy Gola

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

Stephanie Fain

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:

Joshua Chiado

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

B. Resignation:

A. Jane Byrd

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

Kevin G. Nuzum

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

effective August 25, 2008

Barbara Reed

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 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 |
| 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 |

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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, 7:15am 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 |
| 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 |

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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, 7:15am 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

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

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III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

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
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

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III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

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
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
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

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III. EXTRA CURRICULAR RECOMMENDATIONS:

C. Permission to Create: (continued)

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:

Lorena Pill	Lunch duty, one day, South Harrison Middle, see attachment
Ashleigh Airhart	Lunch duty, two days, Wilsonburg Elementary, see attachment

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IV. OTHER:

Parent Volunteers, Chaperones and Drivers, see file