

TO: Charles Heinlein, Deputy Superintendent of Schools
 FROM: Keith A. Butcher, Fayette County Schools Superintendent
 DATE: ~~September 11, 2013~~ September 12, 2013 REVISED
 RE: Personnel Agenda

Your immediate consideration and approval of the following personnel items is appreciated.

**Professional Personnel Agenda
 September 16, 2013**

EMPLOYMENT OF PROFESSIONAL PERSONNEL (first time WVDE applicants *ONLY*)

| Social Security Number | Name (last, first) | Valid Credential | Endorsement, Grade Range | Credential Expiration Date | Assigned Location, Position, Grade Range | Employment Effective Date | Fingerprint Clearance Date | County Use |
|------------------------|--------------------|------------------|--------------------------|----------------------------|--|---------------------------|----------------------------|------------|
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EMPLOYMENT OF PROFESSIONAL PERSONNEL (persons who hold or previously held WVDE credentials)

| Name (last, first) | Valid Credential | Endorsement, Grade Range | Credential Expiration Date | Assigned Location, Position, Grade Range | Employment Effective Date | County Use |
|--------------------------|-----------------------------------|--------------------------|----------------------------|--|--|------------|
| Adkins, Kenneth | Professional Teaching Certificate | Eng/LA 5-12 | Permanent | Collins Middle, LA/Interventionist 5-8 | 09.16.13 | P061-14 |
| Higginbotham, Tana | Professional Teaching Certificate | Eng 7-12 | Permanent | Oak Hill High, English 9-12 | 09.16.13 | P065-14 |
| Cook, James | <i>Pending renewal of Permit</i> | Multi-Cat 5-AD | | Oak Hill High, Itin LD/BD/MI 9-12 | <i>Pending release from Raleigh Co Schools</i> | P092-14 |
| Wattie-Tounkara, Krystal | Professional Teaching Certificate | Multi-Cat 5-AD | 06.30.14 | Collins Middle, Itin LD/BD/MI 5-8 | 10.28.13 | P097-14 |
| Hatfield, Cindy | Professional Teaching Certificate | Elem Ed 1-6 | 06.30.17 | Gauley Bridge Elem, Grade K/1 | 09.16.13 | P103-14 |
| Aubry, Karrah | Professional Teaching Certificate | Elem Ed K-6 | 06.30.15 | Mount Hope Elem, Gr 4 | 10.07.13 | P104-14 |

EMPLOYMENT OF PROFESSIONAL PERSONNEL (persons not requiring WVDE credentials)

| Social Security Number | Name (last, first) | Valid Credential | Endorsement, Grade Range | Credential Expiration Date | Assigned Location, Position, Grade Range | Employment Effective Date | County Use |
|------------------------|--------------------|------------------|--------------------------|----------------------------|--|---------------------------|------------|
| | | | | | | | |

RE-EMPLOYMENT OF PROFESSIONAL PERSONNEL FROM PREFERRED RECALL FOR 2013-14
(Posted Position Applied For)

| Social Security Number | Name | Valid Credential | Endorsement, Grade Range | Credential Expiration Date | Assigned Location, Position, Grade Range | Employment Effective Date | County Use |
|------------------------|------|------------------|--------------------------|----------------------------|--|---------------------------|------------|
| | | | | | | | |

TRANSFER OF PROFESSIONAL PERSONNEL

| Name (last, first) | Valid Credential Endorsement Area/s, Grade Range/s | Credential Expiration Date | From Current Location/Position/ Grade Range | To New Location/Position/ Grade Range | Transfer Effective Date | County Use |
|---------------------|---|----------------------------|---|---|---|------------|
| Smallwood, Torri | Multi-Subj K-8, Rdg Spec PK-AD | Permanent | Collins Middle, Elem Ed Math Gr 6 | Collins Middle, Curriculum Coach 5-8 | <i>Pending certified teacher replacement</i> | P044-14 |
| Kincaid, Susan | LA 5-12 | Permanent | Valley High, English 6-12 (200 days) | Fayette County Schools, Itin Sec Ed Spec (210 days) | <i>Pending certified teacher replacement</i> | P087-14 |
| Hedrick, Cynthia L. | Principal PK-AD <i>Pending issuance of initial administrative certificate</i> | | Midland Trail High, Counselor 9-12 (200 days) | Valley High, Asst Principal 6-12 (210 days) | 09.16.13 | P095-14 |
| McCommack, Larry | Multi-Cat 5-AD | 06.30.15 | Fayetteville High, Itin BD 7-12 | Valley High, Itin LD/BD/MI 6-12 | <i>Pending certified teacher replacement</i> | P106-14 |

LEAVE REQUEST FOR PROFESSIONAL PERSONNEL

| Name (last, first) | Position/Location | Type of Leave | Effective Date |
|--------------------|----------------------------|--|-------------------|
| Hutchins, James | Principal, Mount Hope Elem | Intermittent Family Medical Leave with pay (for not more than 41 days) | 09.09.13-06.30.14 |

RESIGNATION/RETIREMENT OF PROFESSIONAL PERSONNEL

| | Name (last, first) | Position/Location | Reason | Date |
|--|--------------------|--|-------------|----------|
| | Graham, Donna | Substitute Teacher, Fayette County Schools | Resignation | 09.11.13 |

EMPLOYMENT OF GENERAL SHORT AND/OR LONG-TERM SUBSTITUTE PROFESSIONAL PERSONNEL
(first time WVDE applicants *ONLY*)

| Social Security Number | Name (last, first) | Valid Professional Certificate (Check if appropriate) | Valid Short-Term Permit (Check if appropriate) | Valid Long-Term Permit (Check if appropriate) | Valid Credential Endorsement Area(s)/ Grade/Range(s) | Valid Credential Expiration Date | County Use |
|------------------------|--------------------|---|--|---|--|----------------------------------|------------|
| | | | | | | | |

EMPLOYMENT OF GENERAL SHORT AND/OR LONG-TERM SUBSTITUTE PROFESSIONAL PERSONNEL
(persons who hold or previously held WVDE credentials)

| | Name (last, first) | Valid Professional Certificate (Check if appropriate) | Valid Short-Term Permit (Check if appropriate) | Valid Long-Term Permit (Check if appropriate) | Valid Credential Endorsement Area(s)/ Grade/Range(s) | Valid Credential Expiration Date | County Use |
|--|--------------------|---|--|---|--|----------------------------------|------------|
| | Green, Natasha | | | ✓ | Ag Ed 5-AD, Elem Ed K-6 | 06.30.16 | |
| | Jones, Hilarie | ✓ | | | Biological Sciences 9-AD, Gen Science 7-12, Prof Dev MCE | Permanent | |

EMPLOYMENT OF PROFESSIONAL PERSONNEL FOR MENTOR PROGRAM

| | Name (last, first) | Position | Employment Effective Date | Valid Teaching Credential | Valid Authorization | Valid Credential Expiration Date | County Use |
|--|--------------------|---|---------------------------|---------------------------|---------------------|----------------------------------|------------|
| | Shuff, Kara L. | Mentor for Mary Strunk Grade 1 Valley Elem, M018-14 | 2013-2014 | ✓ | | 06.30.16 | |

EMPLOYMENT OF EXTRA-CURRICULAR/EXTRA-DUTY PERSONNEL

| | Name (last, first) | Position/Location | Employment Effective Date | Valid Teaching/ Admin. Credential (Check if appropriate) | Valid Authorization (Check if appropriate) | Valid Credential Expiration Date | Funding Source |
|--|--------------------|--|---------------------------|--|--|----------------------------------|----------------|
| | Gerwig, Brandon | Before/After School Tutoring, Critical Skills Ansted Elem PX006-14 | 2013-14 | ✓ | | 06.30.15 | |

| | Name (last, first) | Position/Location | Employment Effective Date | Valid Teaching/ Admin. Credential (Check if appropriate) | Valid Authorization (Check if appropriate) | Valid Credential Expiration Date | Funding Source |
|--|-------------------------------|---|--|---|---|---|---------------------------|
| | Thompson, Kelly | Before/After School Tutoring, Critical Skills Rosedale Elem PX015-14 | 2013-14 | ✓ | | Permanent | |
| | Harper, Sandra | Before/After School Tutoring, Critical Skills Valley Elem PX017-14 | 2013-14 | ✓ | | Permanent | |
| | Boyd, Rebekah | Building Level Coord Mount Hope Elem PX022-14 | 2013-14 | ✓ | | 06.30.14 | |
| | White, Stacy | After School Detention Meadow Bridge High PX027-14 | 2013-14 | ✓ | | Permanent | |
| | Thompson, John E. | SSAC Head Middle Softball Coach Valley High X065-14 | 2013-2014 | | ✓ | 06.30.14 | |
| | Blackburn, Jo Ann | Head Boys/Girls Tennis Coach Fayetteville High X074-14 | 2013-2014 | | ✓ | Permanent | |
| | Young, Candace | Assistant Girls Basketball Coach Midland Trail High TAC026-14 | 2013-2014 | ✓ | | 06.30.15 | |
| | Smith, Walter | Auxiliary SSAC Assistant Softball Coach Oak Hill High TAC035-14 | 2013-2014 | | ✓ | 06.30.14 | |

RESIGNATION OF EXTRA-CURRICULAR/EXTRA-DUTY PERSONNEL

| | Name (last, first) | Position/Location | Effective Date |
|--|-------------------------------|--|-----------------------|
| | Atha, Myra | Sp Ed Transition Coordinator, Midland Trail High | 09.04.13 |
| | Cantrell, Richard L. | Head Girls Basketball Coach, Valley High | 09.03.13 |
| | Hedrick, Cynthia L. | Building Level Coordinator, Midland Trail High | 09.16.13 |

SERVICE PERSONNEL AGENDA

September 16, 2013

Re-Employment of Service Personnel from 2013-2014 Preferred Recall List (posted position applied for)

| | Name (last, first) | Position/Location | Work Hours (approx.) | Effective Date | Certification |
|--|-------------------------------|---|---------------------------------|---------------------------|----------------------|
| | Mullins, Pamela K. | Itinerant Special Education Supervisory Aide IV/Bus Aide/Autism Mentor Collins Middle Pay Grade E, 200 Days S053-14 | 6:50a – 2:50p | 09.16.13 | |
| | Adkins-Payne, Brenda L. | Itinerant Special Education Supervisory Aide III/Bus Aide Collins Middle Pay Grade D, 200 Days S054-14 | 6:50a – 2:50p | 09.16.13 | |
| | Herron, Melissa K. | Itinerant Special Education Supervisory Aide III/Bus Aide Collins Middle Pay Grade D, 200 Days S055-14 | 6:50a – 2:50p | 09.16.13 | |

Employment of Service Personnel

| | Name (last, first) | Position/Location | Work Hours (approx.) | Effective Date | Certification |
|--|-------------------------------|---|--|---------------------------|----------------------|
| | Armstrong, Elizabeth M. | Custodian I Gauley Bridge Elem/Rosedale Elem Pay Grade A, 230 Days S056-14 | 4:30a – 8:30a: Gauley Bridge Elem 2:30p – 6:30p: Rosedale Elem | 09.23.13 | |

Transfer of Service Personnel

| | Name (last, first) | From | To | Work Hours (approx.) | Effective Date | Certification |
|--|-------------------------------|--|--|-------------------------------------|---------------------------|----------------------|
| | Reed, Denise L. | Cook I Fayetteville High Pay Grade A, 200 Days 9:30a – 1:00p (approx.) | Cook I Collins Middle Pay Grade A, 200 Days S052-14 | 5:30a – 1:30p | 09.23.13 | |
| | Hansen, Colleen A. | Itinerant Special Education Supervisory Aide IV/Bus Aide/Autism Mentor New River Elem Pay Grade E, 200 Days 7:50a – 3:50p (approx.) | Supervisory Kindergarten Aide IV Meadow Bridge Elem Pay Grade E, 200 Days S057-14 | 7:00a – 3:00p | 09.23.13 | |
| | Adkins, Christina D. | Itinerant Special Education Supervisory Aide IV/Bus Aide Collins Middle Pay Grade E, 200 Days 6:50a – 2:50p (approx.) | Itinerant Special Education Supervisory Aide IV/Bus Aide/Autism Mentor New River Elem Pay Grade E, 200 Days S058-14 | 7:50a – 3:50a | 09.23.13 | |

| | Name (last, first) | From | To | Work Hours (approx.) | Effective Date | Certification |
|--|-------------------------------|---|--|--|---------------------------|----------------------|
| | Abbott, Lisa S. | Clerk II Collins Middle Pay Grade C, 200 Days 7:30a – 3:30p (approx.) | Clerk II (half-time) New River Elem Pay Grade C, 200 Days S059-14 | 12:00p – 3:30p | 09.23.13 | |
| | Hogg, Janet | Cook I Oak Hill High Pay Grade A, 200 Days 9:00a – 5:00p (approx.) | Cook I Oak Hill High Pay Grade A, 200 Days S060-14 | 5:00a – 1:00p | 09.23.13 | |
| | Cox, Jeffrey L. | Bus Operator – Bus #38 Valley High Pay Grade D, 200 Days 5:30a–8:30a/1:30p–4:30p (approx) | Bus Operator – Bus #42 Valley High Pay Grade D, 200 Days S061-14 | 5:30a – 8:30a / 1:30p – 4:30p | 09.23.13 | |

Termination of Service Personnel

| Social Security Number | Name (last, first) | Position/Location | Date |
|-------------------------------|---------------------------|--------------------------|-------------|
| | | | |

Retirement of Service Personnel

| | Name (last, first) | Position/Location | Date |
|--|---------------------------|--|--------------------------|
| | Buckland, Judy S. | Itinerant Special Education Supervisory Aide/Bus Aide/Autism Mentor Valley High Pay Grade G, 200 Days, 5:30a – 4:30p (approx.) | 09.01.13 |
| | Louisos, Barbara A. | Bus Operator – Bus #45 Oak Hill Pay Grade D, 200 Days, 5:30a – 8:30a/1:30p – 4:30p | 09.30.13 (end of day) |

Recommended Employment of Substitute Service Personnel Effective 2013-2014

| | Name (last, first) | Classification(s) |
|--|---------------------------|--------------------------|
| | Adkins, Arthur J. | Cook |

Recommended Removal of Substitute Service Personnel

| | Name (last, first) | Classification(s) | Effective Date |
|--|---------------------------|--------------------------|-----------------------|
| | Leonard, Chester | Bus Operator | 09.16.13 |
| | McCallister, David | Bus Operator | 09.16.13 |
| | McVey, Vonna | Bus Operator | 09.16.13 |
| | Mitchell, Paget | Bus Operator | 09.16.13 |
| | Scott, Howard | Bus Operator | 09.16.13 |
| | Young, Kenneth | Bus Operator | 09.16.13 |

Leave Request for Service Personnel

| Social Security Number | Name (last, first) | Position/Location | Type of Leave | Effective Date |
|-------------------------------|---------------------------|--------------------------|----------------------|-----------------------|
| | | | | |

***Corrections to Minutes/Agenda/Personnel Action**

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|--|--|--|--------------------------|-------------------------------|-------------------------|-----------------------|
| Board Agenda | Personnel Action: September 6, 2013 | | | | | |
| RESIGNATION/RETIREMENT OF SERVICE PERSONNEL | | | | | | |
| | EMPLOYEE | POSITION/LOCATION | REASON | DATE | <i>Should have been</i> | EFFECTIVE DATE |
| | Stanley, Heather A. | Secretary II/Accountant II Mount Hope Elementary Pay Grade E, 210 Days | Resignation (Medical) | Effective 09.09.13 | | 09.06.13 |

Initial Request for Approval to add a New Professional and/or Service Position within the County School System

| Position Code | Title of Position | Assignment Location | Grade Level Served | Number of Days Employed | Anticipated Start Date | Estimated Annual Salary | Funding Source Code- 1 State aid 2 State Grant 3 Federal Grant 4 County Funds 6 RESA 7 Donations 8 Other Sources | Specific Funding Source if indicate Source Codes 2, 3, 7, or 8 | Account Code- including, *Fund *Project *Program/ Function Codes |
|---------------|-------------------|---------------------|--------------------|-------------------------|------------------------|-------------------------|---|--|--|
| | | | | | | | | | |

Employment of Professional and/or Service Personnel into Newly Funded Positions

| SS Number | Name (last, first) | Valid Credential | Endorsement/ Grade Range | Credential Expiration Date | Assigned Location, Position, Grade Range | Employment Effective Date | Annual Salary |
|-----------|--------------------|------------------|--------------------------|----------------------------|--|---------------------------|---------------|
| | | | | | | | |