**SUPERINTENDENT'S REPORT ON PERSONNEL ACTIONS**

 **February 2016**

Below are personnel actions taken since the last meeting of the Board of Education:

**1. Accepted the resignation and/or retirement of the following employees:**

 ***Certified:***

 District-Wide:

* Amber Galland – Substitute Teacher

 ***Classified:***

 Nothing to Report

 ***Extra Service Assignment*:**

 Nothing to Report

**2. Approved the employment of the following individuals:**

 ***Certified:***

 District-Wide:

* Madison Snow – Substitute Teacher

 ***Classified:***

 Helmwood Heights Elementary School:

* Victoria Carey – Instructional Assistant for Special Needs Student

 Morningside Elementary School:

* Stacia Jones – Instructional Assistant

**3. Approved the following individuals for Level I Volunteer status for their respective**

 **schools/programs, effective for the 2015 - 2016 school year:**

 Elizabethtown High School:

* Sam Edwards – EHS Band
* Sarah Edwards – EHS Band

**4. Approved the following leave requests as submitted by the following employees:**

Elizabethtown High School

* Shewona Love – Food Service Worker requesting a medical leave of absence January 5, 2016-January 15, 2016.
* Tameriah Ledford – Food Service Manager requesting FMLA January 29, 2016-March 5, 2016.

 Helmwood Heights Elementary

* Megan Barnes – Teacher requesting FMLA February 3-11(approximately), 2016.
* Sara Ingram – Instructional Assistant requesting a medical leave of absence Mach 21, 2016-May 6, 2016(approximately).

Panther Academy

* Kimberly Druen – School Secretary at Panther Academy requesting intermittent FMLA February 3, 2016-March 1, 2017.