**SUPERINTENDENT'S REPORT ON PERSONNEL ACTIONS**

 **April 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:

* Erica Frierson – ESL Teacher, effective May 26
* Lucindy Atwell – Part-time Teacher for Visually Impaired Students

 Elizabethtown High School:

* Michael Fox – Project Lead the Way Teacher, Effective May 26

 ***Classified:***

 District-Wide:

* Josh Brown – District Technician/Network Engineer
* Eleena Marshall – Substitute Bus Driver

 T.K. Stone Middle School:

* Donna Burch - Instructional Assistant

 Morningside Elementary School:

* Brenda Bland - Instructional Assistant, Retiring at the Close of the School Year
* Marsha Parr – ASCP Director, Retiring at the Close of the School Year

 ***Extra Service Assignment*:**

 T.K. Stone Middle School:

* Erica Frierson – ESS Coordinator and Student Council Sponsor, Effective May 26

 Elizabethtown High School:

* Michael Fox – Weight Lifting Coach, Effective May 26
* Lisa Mudd – Pep Club Sponsor and Homecoming Coordinator, Effective May 26

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

 ***Certified:***

 District-Wide:

* Anna Wolf – Part-Time Teacher for Visually Impaired Students

 ***Classified:***

 District-Wide:

* Terry Broyles – Maintenance and Facilities Coordinator
* Jackie Higdon – Classified Substitute
* Amy Huff – District Technician/Network Engineer
* Michael LeVato – Bus Driver
* Kenlyn Turowski – Classified Substitute

**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:

* Stephanie Hockenberry – Trip to New York
* Jahi Huggins – Volunteer/Tutor
* Jennifer Patterson – Trip to New York
* Bruce Soderstrom – EHS Band

 Helmwood Heights Elementary School:

* Trelawny Cochran – Talent Pool Fieldtrip
* Michelle Manfull – Talent Pool Fieldtrip
* Ashlie Pitcock – Classroom Volunteer/Tutor

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

 Elizabethtown High School

* Samra Franklin – Guidance Office Secretary, requesting a Family and Medical Leave of Absence March 21, 2016-April 8, 2016.

 Morningside Elementary School

* Lisa Eriksen – Teacher, requesting a Family and Medical Leave of Absence March 24, 2016-May 6, 2016.

 Helmwood Heights Elementary School

* Kevin McDaniel – Custodian, requesting a Family and Medical Leave of Absence April 17, 2016 – TBD(Approx. 6 weeks).