**SUPERINTENDENT'S REPORT ON PERSONNEL ACTIONS**

**November 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:

* Pam Rose – Substitute Teacher

***Classified:***

District-Wide:

* Charles Lee – Substitute Nutrition Service Worker
* Betty Wease – Nutrition Service Manager

Morningside Elementary School:

* Sydney Nall – After School Care Program Substitute Worker

Panther Academy and Valley View Education Center:

* Brandon Frederick – Custodian

Valley View Education Center and Morningside Elementary School:

* Jessica Follett – Instructional Assistant for Special Education Students

***Extra Service Assignment*:**

Nothing to Report

**2. Approved the employment of the following individuals effective for the 2016-2017 school year:**

***Certified:***

District-Wide:

* Elisha Armstrong – Substitute Teacher
* Demra Ashmore – Substitute Teacher
* Lindsey Chambers – Substitute Teacher
* Jenny Claxton – Substitute Teacher
* Kayla Helms – Substitute Teacher

Morningside Elementary School:

* Tiffany Corder – Part-time Reading Intervention Teacher
* Shannon Edlin – Part-time Math Intervention Teacher

***Classified:***

District-Wide:

* Kaci Kays – Cafeteria Monitor
* Charles Lee –Nutrition Service Worker
* Nancy Shores – Classified Substitute

Morningside Elementary School:

* Mona Nelson – After School Care Program Director, increased employment two hours per day, from 6 to 8 hours per day (funded by the ASCP Program)

Panther Academy:

* Samantha Spencer – Preschool Instructional Assistant

Valley View Education Center and Morningside Elementary School:

* Karie Pettus - Instructional Assistant for Special Education Students

***Extra Service Assignment*:**

Helmwood Heights Elementary School:

* Liz Looten – Yearbook Sponsor

Panther Academy:

* Carla Kuhn – ESS Coordinator, effective January 2017
* Caitlin Shilts – Before School Supervisor, Effective January 2017

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

**schools/programs, effective for the 2016 - 2017 school year:**

Elizabethtown High School:

* Anne Bailey – EHS Band
* Michelle Gramling – EHS Band
* Melinda Lee Stephenson – EHS Band

T.K. Stone Middle School:

* Carla Chambliss - School Volunteer

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

Morningside Elementary School

* Karen Keith – Nutrition Services Manager, requesting a Leave of Absence, effective November 10, 2016 to November 23, 2016.