

The Board approved the following action at the called Board meeting held May 3, 2013.

#### ENCLOSURE A – Personnel

##### Termination of Probationary, Classified Employment

1. Heidy Grijalva, CNP Worker, Forest Hills Elementary, effective 5-22-13
2. Devenus Thomas, CNP Worker, Harlan Elementary, effective 5-22-13

##### Employment in Position

3. Cheri Suns, Secretary, Florence Middle School, effective 6-4-13
4. Tammy Stanfield, Bookkeeper, Harlan Elementary School, effective 7-30-13
5. Lisa Guzman, Secretary/Bookkeeper, Central Office, effective 5-6-13

##### Voluntary Transfer, effective 8-13-13

6. Angela Sykes, from CNP worker Hibbett Middle, to CNP worker, FHS, effective 8-13-13
7. Melanie Hughes, from CNP worker, Weeden to CNP worker FMS/FFC, effective 8-13-13

##### Resignation of Position

8. Carol Harlow, 3rd grade, F.A.L.C.O.N., Forest Hills Elementary School, effective 5-16-13
9. Cheri Suns, Bookkeeper, Hibbett effective 6-3-13 (contingent upon employment as Secretary, FMS).
10. Tammy Stanfield, Media Clerk, Harlan effective 5-24-13 (contingent upon employment as bookkeeper, Harlan Elementary).
11. Lisa Guzman, School Bookkeeper, effective 5-3-13 (contingent upon employment as Secretary/Bookkeeper, Central Office)

##### Employment in Supplement

12. Karen Creasey, Academic Leader 2nd grade, Harlan Elementary School, \$1,500 annually, effective 8-13-13.

#### ENCLOSURE B – Job Descriptions – Revisions/Deletions

In an effort to update our job descriptions manual, the descriptions below are being deleted or revised. Many of these positions have not existed for many years or duties have been incorporated as other recent job descriptions have been redefined.

### Deletion

1. Safety Patrol
2. Campus Security
3. Director of Maintenance
4. Temporary Early Headstart/Headstart Fatherhood Specialist
5. Early Head Start Grant Start Up Manager
6. Office Assistant
7. Resource Teacher, K-6/Summer School Administrator
8. School Improvement Specialist
9. Secretary/Bookkeeper-Payroll
10. Child Nutrition Program Assistant

### Revisions

11. Child Nutrition Program Manager\*
12. School Bookkeeper\*

### New

13. Child Nutrition Program Worker\*
14. Instructional Technology Coach

\*The revised job descriptions and/or job title do not reflect a change in salary. The salary will remain the same.

---

Janet S. Womack, Ph.D., Superintendent