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Superintendent Robert Rankin

## GILCHRIST COUNTY SCHOOL DISTRICT

*Fulfilling Every Student's Potential*

[www.gilchristschools.org](http://www.gilchristschools.org)

### MEMORANDUM

TO: Superintendent Rob Rankin  
FROM: Ronda Parrish, Assistant Superintendent  
RE: Summer 2019 Personnel  
DATE: May 13, 2019

The School Board approved the Summer 2019 Schedule, Calendar and Positions at the May 7, 2019 meeting. Attached is a list of personnel that are being requested for approval to fill the approved positions.

Let me know if any additional information is needed.

Sincerely,

Ronda Parrish

## BES Summer Personnel Worksheet

Bell Elementary School				Please enter the names of all possible staff that are approved to work in this summer position.
Position	Qty	Days	Hrs	
Clerical *	1	24	132	Dena Stevens, Carolyn Thomas, Deborah Roberts, Lori Powell
(Front Office) Clerk	1	24	132	Dena Stevens, Carolyn Thomas, Deborah Roberts, Mary Prescott, Elyse Fowler, Lori Mikell, Lori Powell, Trish Stalvey, Brook Smith, Robin Hunter, Tammy White, Melissa Beach
Guidance Clerk IDEA	1	5	30	Carolyn Thomas
Guidance Counselor	2	8	64	Brook Smith, Robin Hunter
Guidance Counselor (Primary) IDEA	1		26	Brook Smith
Teacher (Reg. for IEP) IDEA	1		26	Shannann Cannon (pre-K), Brittany Spears, Holly Walker (K), Tori Jackson, Amy Fletcher (1 <sup>st</sup> ), Lana Hastings (2 <sup>nd</sup> ), Kaye Rolling (3 <sup>rd</sup> ), Heather Class (4 <sup>th</sup> ), Erin Sanders (5 <sup>th</sup> )
Teacher (ESE for IEP) IDEA	1		26	Salley Martin (Pre-K), Jessica Alderman (K), Joy Railey (K, 1), Dawn Dennis (2 <sup>nd</sup> ), June Hutto (3 <sup>rd</sup> ), Peggy Hilliard, William Carawan (4 <sup>th</sup> ), Sandra Carawan (5 <sup>th</sup> )
Guidance Counselor (Upper) IDEA	1		16	Robin Hunter
Teacher (Reg. for IEP) IDEA	1		16	Kaye Rolling, Heather Class, Rani Rhodes, Erin Sanders, Sandra Carawan
Teacher (ESE for IEP) IDEA	1		16	Peggy Hilliard, William Carawan, June Hutto, Sandra Carawan
Data Processor	1	15	120	Deborah Roberts
Guidance Co. (Primary) VPK	1	1	8	Brook Smith
VPK Teacher-VPK	8	1	8	Salley Martin
VPK Clerk-VPK	1	1	8	Carolyn Thomas
Interpreter IDEA	1		16	Emma Garcia

Suzanne Mathe

5/10/19

Principal Signature

Date

# BHS Summer Personnel Worksheet

Bell Middle / High School				Please enter the names of all possible staff that are approved to work in this summer position.
Position	Qty	Days/Hours		
Clerical *	1	24	132	Amy Thomas, Andrea Gregory, Pam Powell, Stephanie Holder
(Front Office) Clerk	1	24	132	Karla Waldron, Andrea Gregory, Pam Powell, Stephanie Holder
Guidance Clerk (MS & HS) IDEA	2	1	8	Andrea Gregory, Stephanie Holder
Guidance Counselor (MS)	1	8	64	Dana Collins
Guidance Counselor (HS)	1	20	160	Xina Leggett
Guidance Counselor (MS) IDEA	1	1	8	Dana Collins
Teacher (Reg. for IEP) IDEA	1	1	8	Linda Lyles, Barb Lindsey, Tonia Hock, Terry Camley, Marianne Penn, Wendy Trantham, Kathy Sikes
Teacher (ESE for IEP) IDEA	1	1	8	Terry Camley, Jason Johnson, Kathy Sikes, Suwana Blakey, Lynette Langford
Staffing Specialist (HS) IDEA	1	1	8	Lisa Martin
Teacher (Reg. for IEP) IDEA	1	1	8	Jackie Downs, Evi Wright, Rebecca Molnar, Brad Sweney, Sarah Brewster, Joey Whittington, Lisa Rowe
Teacher (ESE for IEP) IDEA	1	1	8	Joey Whittington, Billy McCall, Jon Meinholz, Rebecca Molnar, Evi Wright
Physical Education Teacher	1		300	Joey Whittington
JROTC Teacher **	2	31	156	Jon Meinholz, John Spencer
MS Agriculture Teacher	1	5	50	Debbie Jones
Data Processor	1	15	120	Missie Taylor
Credit Recovery Supervisor	1	24	120	Andrea Gregory, Stephanie Holder

Principal Signature

Date

5/13/19

# TES Summer Personnel Worksheet

Trenton Elementary School				Trenton Elementary School
Position				
Clerical *	1	24	132	Lori Summers, Ti Herrington
(Front Office) Clerk	1	24	132	Lena Lancaster, Minerva Alvarez
Guidance Clerk IDEA	1	5	30	Casey Hassell, Ti Herrington
Guidance Counselor	2	8	64	Heather Beach, Dana Smithers
Guidance Counselor (Primary) IDEA	1		26	Heather Beach
Teacher (Reg. for IEP) IDEA	1		26	Charlotte Kearney, Jamie McKenzie, Janie Morrison, Emerald Reed, Christy Russel, Lyndsey Engstrom, Franne Hardee, Jamie Guy, Cayti Welbers, Amie Bachle, Juan Henley, Carrie LaPuma, Vickie Long
Teacher (ESE for IEP) IDEA	1		26	Angela Loy, Denise Cowart, Mary Alice Heath, Amanda Jones, Casey Benson, Kim McKenzie, Tonya Rood, Tammy Crosby
Guidance Counselor (Upper) IDEA	1		16	Dana Smithers
Teacher (Reg. for IEP) IDEA	1		16	Samantha Blumenberg, Amber Davis, Lynsey Kueker, Heidi Bon, Lynsey Grant, Marsha Marchant, Greta Perryman, Drue Barry, Melinda Robinson, Breanna Parnell, Jackie Sohn
Teacher (ESE for IEP) IDEA	1		16	Jeri Lunsford, Wendy Polk, Tonya Rood, Tammy Crosby
Data Processor	1	15	120	Minnie Stalvey
Guidance Co. (Primary ) VPK	1	1	8	Heather Beach
VPK Teacher-VPK	8	1	8	Shana Praet, Wendy Biddle, Erica Leffler, Charley Buck, Amanda Rutter, Sheila Frazier, Jessica Scaggs, Kaylee Beauchamp, Theresa McGee, Marina Bible, Callie Barkevich
VPK Clerk- VPK	1	1	8	Casey Hassell
Interpreter IDEA	1		16	Minerva Alvarez
Summer Custodian	1	7	38.5	Mae Brown

Ronda Adkins

May 13, 2019

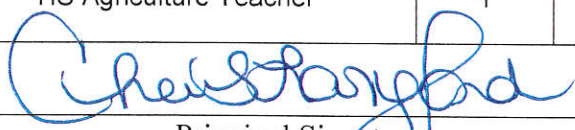
Principal Signature

Date



# THS Summer Personnel Worksheet

Trenton Middle / High School				Please enter the names of all possible staff that are approved to work in this summer position.
Position	Qty	Days/Hours		
Clerical *	1	24	132	Mary Blythe, Rayanne Ferguson, Ginger Mower, Lee Atwood
(Front Office) Clerk	1	24	132	Mary Blythe, Cindy Driggers, Rayanne Ferguson, Ginger Mower, Lee Atwood, Madison Mower
Guidance Clerk (MS & HS) IDEA	2	1	8	Rayanne Ferguson & Lee Atwood
Guidance Counselor (MS)	1	8	64	Taven Bennet & TBA
Guidance Counselor (HS)	1	20	160	Erin Lundy
Guidance Counselor (MS) IDEA	1	1	8	Taven Bennett & TBA
Teacher (Reg. for IEP) IDEA	1	1	8	Lambert, Shelley, Brock, Wheaton, Mercer
Teacher (ESE for IEP) IDEA	1	1	8	Diana Manders, Connie Loy
Staffing Specialist (HS) IDEA	1	1	8	Mandy Brock
Teacher (Reg. for IEP) IDEA	1	1	8	Lambert, Shelley, Brock, Wheaton, Mercer
Teacher (ESE for IEP) IDEA	1	1	8	Diana Manders, Connie Loy
Physical Education Teacher	1		300	Ben Jacqmein, Pat Burton, Marcus Williams
MS Agriculture Teacher	1	5	50	Heather Rucker
Data Processor	1	15	120	Ginger Mower
Credit Recovery Supervisor	1	24	120	Scott Hall & Pat Burton
HS Agriculture Teacher	1	24	156	Ashley Thoron

  
Principal Signature

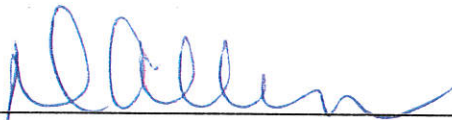
5/13/19

Date

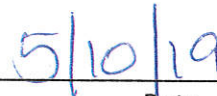
# Director of Elementary Summer 2019 Personnel Worksheet

Due: Monday, May 13, 2019

Position	Quantity	Days/Hours	Enter the names of anyone who might work hours for the position listed to the left.
Elementary Reading Coach	2	15 days / 97.5 hours	Krista Perryman (TES) Cindy Kight (BES)
3 <sup>rd</sup> Grade Reading Camp Teacher	4	27 days / 216 hours	Pamela Rolling (BES) June Hutto (BES) Lana Hastings (BES)  Amie Bachle (TES) Lynsey Grant (TES) Vickie Long (TES) Carrie LaPuma/Chirihella (TES)



Signature



Date

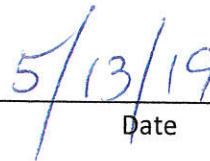
# Director of Secondary Summer 2019 Personnel Worksheet

Due: Monday, May 13, 2019

Position	Quantity	Days/Hours	Enter the names of anyone who might work hours for the position listed to the left.
Secondary Reading Coach	2	15 days / 97.5 hours	Sarah Bradley Jennifer Rosenboom
Drivers Education	1	30 days / 240 hours	Billy Mikell
Algebra I Remediation Teacher	1	14 days / 70 hours	Ben Jacqmein
Secondary ELA Remediation Teacher	1	12 days / 60 hours	Jacqueline Parrish



Signature

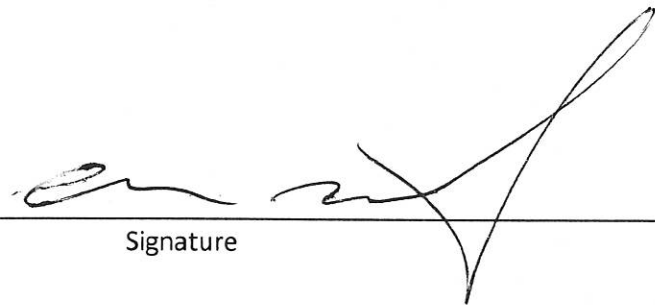


Date

# IT Summer 2019 Personnel Worksheet

Due: Monday, May 13, 2019

Position	Quantity	Days/Hours	Enter the names of anyone who might work hours for the position to the left.
IT Staff	3	10 days / 80 hours	Cynthia Pailthorpe Robert Cooper



Signature

5/9/19

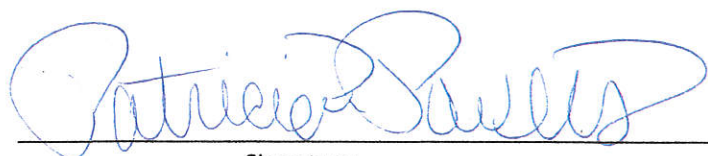
Date




# Director of Resource Development - Summer 2019 Personnel Worksheet

Due: Monday, May 13, 2019

Position	Quantity	Days/Hours	Enter the names of anyone who might work hours for the position listed to the left.
Bus Driver (21 <sup>st</sup> Century)	12	32 days / 128 hours	Any currently-approved bus drivers
Bus Aide (21 <sup>st</sup> Century)	6	32 days / 128 hours	Any currently-approved bus drivers
Academy Coordinator (Engineering)	1	4 days/ 26 hours	Don Barselou
Academy Coordinator (Health Academy)	1	8 days / 52 hours	Becky Thomas
21 <sup>st</sup> Century	25	412.5 hours	Any school-board approved employee or substitute



Signature



Date

# Special Programs Summer 2019 Personnel Worksheet

Due: Monday, May 13, 2019

Position	Quantity	Days/Hours	Enter the names of anyone who might work hours for the position listed to the left.
SLP (Speech Lang. Pathologist)	1	130 hours	Allison Cooper, Amy Douglas, Patricia Dimeo
OT / PT (contracted) Occupational & Physical Therapy)	1	100 hours	Amy Parker, Jennifer Johnson
Staffing Specialist	1	150 hours	Mandy Brock
Staffing Specialist/ PK Coordinator	4	150 hours	Salley Martin and Lisa Martin
Life Skills Teacher ESY	1	12 days / 78 hours	Tiffany Lilies, Joan Reed
Life Skills Paraprofessional ESY	1	12 days / 78 hours	Libby Surrency, Amanda Parker, Joy Bradley
School Psychologist	1	200 hours	Jill Bullock
ESE Summer Tech Camp	5	2 days / 16 hours	Lynette Langford, Connie Loy, Casey Lambert and Linda Lyles
Summer VPK Teachers	8	1500 hours	Janie Morrison, Casey Benson, Charlotte Kearney, Tanya Rood and Dee Jones
VPK Pre Planning Orientation	1	8	Tanya Rood
VPK Post Planning / Close Out Files, records, and clean up room	1	4	Dee Jones
VR Career Camp	1	80 hours	April Akins

Signature

Date

5/13/19

# SUMMER PROGRAM

## District Summer Positions

Below is an account of the positions and hours approved for the Summer 2019 Program.

Please complete the far right column and include the names of anyone you think may work in each position to avoid interruption of someone's pay over the summer months.

Contact: Linda Perry, Director of Food Service

Position	Quantity	Days/Hours	Funding Source	Include anyone who may work in this position and share the total approved days/hours.
Summer Food Service- 5 hour (Elem schools & High Schools)	4	31 days/ 620 hours	Summer Food Service	Lampp-Hill, S. (BES_June Messier, T. (BES July) Lafler, D. (BHS June/July) Reiter, J. (TES June) Cooper, A. (TES July) Flemming G. (THS June) Hans, G. (THS July)  Sherlock, J. (BHS June Sub) McPhearson, C. (Sub June) Lafler, D. (Sub June) Messier, T. (Sub June) Mathis, A. (Sub July) Lampp-Hill (Sub July) Gay, Christina(Sub June/July) Lund, M.A. (Sub-June/July) Conn, Michael (Sub-June)
Summer Food Service- 4 hour (Trenton Mobile Site: Park)	1	38 days / 152 hours	Summer Food Service	Conn, R (June) McPhearson, C. (July) Gay, C. (Sub June/July) Lund, M.A. (Sub-July)
Summer Food Service- 6 hour (Mobile Route Meal Delivery)	1	38 days / 228 hours	Summer Food Service	Arambula, L. (June/July) Sherlock, J. (Sub June) Shannon Lampp-Hill (Sub July) McPhearson, C. (Sub July)
Summer Food Service- 6.5 hour (Managers)	1	40 days / 260 hours	Summer Food Service	Conn, R. (June Mgr.) McPhearson C.(July Mgr) Lund, M.A. (Sub Manager)

Summer Program Substitutes – In the event that a scheduled employee requires to be absent from work, another approved employee who is not scheduled to work will be contacted to fill in for the absentee. The 2 managers scheduled for the summer can also fill in when the need arises. Louis Arambula is driving the bus for the mobile route, but we have subs available should the need arise.

Linda Perry

Signature

May 8, 2019

Date


# Assistant Superintendent Summer 2019 Personnel Worksheet

Due: Monday, May 13, 2019

Position	Quantity	Days/Hours	Enter the names of anyone who might work hours for the position to the left.
Bus Driver ESY (Extended School Year)	1	12 days / 96 hours	All School Board Approved , Active Bus Drivers
Bus Aide ESY (Extended School Year)	1	12 days / 96 hours	All School Board Approved, Active Bus Drivers All School Board Approved, Active Bus Aides All School Board Approved, Paraprofessionals
Truancy Coordinator	1	32 hours	Sharon Langford
Technology Integration Coach	1	8 days / 64 hours	Lynette Langford
Mentor Teachers	10	1 day / 8 hours	To Be Determined



Signature



Date

**Personnel Request  
for Additional  
Hours**

Center: **District**  
Initial: 05/14/19  
Amended on:

Principal Lisa Barry requested that Terry Carnley be added to the list of approved teachers to work the summer credit recovery supervisor position.

Employee Name	New Request (N) -or- Adding Name to Previously Approved Summer Position (A)	Position / Training	Qty.	Days	Hours	Total Hours	Project to Pay from
Terry Carnley	Adding to previously approved summer position	Summer Credit Recovery Supervisor	1	24		120	General

Requesting Supervisor: Lisa Barry

(Signature)

Approved by:

[Signature]

(Signature)

05/13/19

Date submitted

05/14/19

Date approved