



Memorandum

To: Elizabeth School District Board of Directors

Douglas Bissonette, Superintendent of Schools

From: Kin Shuman, Director of Human Resources

Date: 3/12/2018

Re: Additions to Substitute List

Please add the following to the substitute list:

Jessica Crofts - Substitute Para Professional

Andrea Smith - Substitute Teacher

Melissa Hunter – Substitute Para Professional

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3/12/2018				SUMMARY	ONLY		
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		NAC TO STATE		West Francis	2 P 2	Dollar	
Name	Title	Location	* FTE	DOH	Step	Amount	Notes
Sally Strates	Lead Teacher	RCE/PS	1	2/28/2018	G/8	\$14.65/hr	Rehire
Kevin Dickerson	Custodian	RCE	1	3/19/2018	D/7	\$13.20/hr	Rehire
	APPLICATION	-			1		

EMPLOYEE CONTRACT/NOA STATUS SUMMARY ONLY

Transfers & Changes

Name	Title	Location	Current Step	CURRENT Amount	NEW Step	NEW Amount	Individual Impact	District GF	Comments
Drenda Herrick	Assistant Teacher	SHE/PS			B/10	\$11.65/hr			Change from Sped Para
Teri Maher	Director of Food Services	FOOD				\$55,000/yr		######################################	Promotion due to retirement
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3/12/20	18						
		•	Terminat	ions, F	Resignations a	nd Non-Renewals	
Name	Title	Location	DOH	FTE	Reason	Last Work Day	Comments
Aelissa Hunter	Lunch/Recess Supervisor	SHE			Full time job	3/14/2018	Will remain as substitute
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	AND				W WESTER LALL FOR MARK RE. A		

ELIZABETH SCHOOL DISTRICT

TO:

Members of the Board of Education

THROUGH:

Douglas Bissonette, Superintendent

FROM:

Kin Shuman, Director of Human Resources

DATE:

March 12, 2018

SUBJECT:

Requests For 110 Day Transition Year

To date, 3 district employees have announced their retirement from the district and have requested that the district allow them to continue their employment in a 110 day transition year in 2018-2019. Those employees are:

Bernadette Dillavou

Teacher

Running Creek Elementary

Dan Carter

Assistant Principal

Elizabeth High School

Nancy Mowers

Teacher

Running Creek Elementary

Per District policy, the supervisor of the requesting employee must notify the employee of the status of their application for a 110 transition year on or before March 30th of the year in which the application is submitted. A complete copy of the district policy related to a 110 transition year is attached.