

**Konocti Unified School District**  
 MEETING OF THE BOARD OF TRUSTEES  
 Wednesday, February 6, 2019  
 Open Session: 6:15 PM | Closed Session: 5:30 PM  
 Carol McClung Conference Center

**7.a. New Offers / Additional Assignments / Assignment Changes / Extra Duty Stipends / Substitutes / Resignations / Notice of Intent to Retire (v) (Amended 02/06/19)**

**Type:**  
 Action

**Quick Summary/Abstract:**  
 The Board will consider approval of the Personnel Items.

**Description:**  
 New Offers

	Employee	Position & Site	Effect Date
a)	Napier, Luann	3 hr. Para 1 @ELS	01/16/19
b)	Lindsey, Daron	7th Gr. Teacher @ PES	01/07/19
c)	McFarlane, Patrick	SDC Teacher @ BVS	02/07/19

Substitutes

	Employee	Type	Effect Date
a)	Beeler, Isabel	Classified Substitute	02/07/19
b)	Marroquin, Tracy	Classified Substitute	02/07/19
c)	Gonzales, Destone	Classified Substitute	02/07/19
d)	Gravesen, Brenda	Certificated Substitute	02/07/19
e)	Cobb, Sheri	Certificated Substitute	03/11/19
f)	Fiedler, Janet	Certificated Substitute	02/07/19

Assignment Changes/Additional Assignments

	Employee	Position & Site	Effect Date
a)	Lia, Brittany	Site Sec & Campus Supervisor @ LLHS to Site Secretary @ KEC	02/01/19
b)	White, Shadae	Para I @PES to 5 hr. Highlands/Adult Ed Secretary @HA	02/07/19
c)	Lenard, Stacy	Add 0.5 hr. Para I LCAP @ PES	02/01/19

Extra Duty Stipends

	Employee	Position & Site	Effect Date
a)	Mock, Jeremy	6-8 Softball Coach	02/01/19
b)	Fuchs, Ed	6-8 Wrestling Coach	02/01/19
c)	Huffman, Mike	Asst. Track Coach @LLHS	02/01/19
d)	Michel, Javier	K-8 Travel Soccer Coach	02/01/19

Resignations/Notices of Intent to Retire/Release of Probationary

	Employee	Status	Position & Site	Effect Date
a)	Lopes, Tara	Resignation	Para I & Para III @ELS	01/23/19
b)	White, Shadae	Resignation	Para I @PES	02/06/19
c)	Biasotti, Tim	Resignation	Head Boys Basketball Coach @LLHS	01/25/19
d)	Allen, Brandon	Release of Probationary	Lead Mechanic @ Transportation Dept.	02/07/19
e)	<u>Donovan, Shannon</u>	<u>Resignation</u>	Para 1/ <u>ASES @ PES</u>	<u>02/28/19</u>
f)	<u>Barry, Jennifer</u>	<u>Retirement</u>	<u>Kindergarten Teacher @ PES</u>	<u>06/30/19</u>

**Recommended Motion:**

Approval of the Personnel Items

**Attachments:**

1. Resignations
2. New Hires
3. Assignment Changes
4. Extra Duty Stipends
5. Amendments

KONOCTI UNIFIED SCHOOL DISTRICT

New Hire  Assignment Change  Additional Assignment  Extra Duty Stipend  Internal Only

Name: Stacey Lennard Position:  Certificated  Classified  Walk-On Coach

**Section I: To be Completed by Site Admin/Director – Request Must Include: copy of job posting/announcement, application/transfer request, resume, & credentials (if applicable). All interview materials including: interview questions, ranking sheets, & confidentiality statements must be sent to HR. (All incomplete forms will be returned.)**

Assignment Para Educator I LCAP # Hours Per Day 0.5 Position # 341  
 Location: Pomo School  New Position  Replacement for vacant hours  
 Work Year:  12 Month  School Year  Admin Calendar  Other \_\_\_\_\_  
 Interview Date: 8/4/2018 Desired Start Date: 02/01/2019 (Generally day after board meeting)  
 Requested by: Diane I. Johnson Date: 02/01/2019

**Section II: To Be Completed by H. R.**

**Section II:** Current Assignment: Para IV Position # 167 # Hours Per Day 6 Location 220  
 Current Assignment: \_\_\_\_\_ Position # \_\_\_\_\_ # Hours Per Day \_\_\_\_\_ Location \_\_\_\_\_  
 Current Assignment: \_\_\_\_\_ Position # \_\_\_\_\_ # Hours Per Day \_\_\_\_\_ Location \_\_\_\_\_  
 Anticipated Salary Placement: Range: 3 Step: 10 Rate: \$ 19.38 Stipend: \$ \_\_\_\_\_  
 Credential (Cert. Only- copies attached)  Preliminary (Level I)  Clear (Level II)  Other \_\_\_\_\_  
 Title: \_\_\_\_\_ Expires: \_\_\_\_\_  
 Passing CBEST Scores &/or CSET Scores (copy attached)  
 CLAD Certificate Verified By: \_\_\_\_\_ (copy attached)  
 NCLB/HQT Requirements Verified By: \_\_\_\_\_ (copy attached)  
 Pre –Employment Requirements:  Current Employee Pre-employment requirements met  
 Health Screenings: Drug (date) 1/1 TB Clearance (exp. date) AD  
 Fingerprint/Livescan: (date) DB  
 Verified by: Deil Beson Date: 2/5/19 Board Meeting Approval Date: 2/6/19

**Section III: To be Completed by Business Office**

Funding Source 01-0100-2100-0-1110-1000-211  
 Approved by: Bambi Hand Date: 2-5-19  
 Chief Business Official  
 Approved by: [Signature] Date: 2-5-19  
 Director Human Resources

**KONOCTI UNIFIED SCHOOL DISTRICT**

New Hire    Assignment Change    Additional Assignment    Extra Duty Stipend    Internal Only  
 Name: Patrick McFarlane   Position:  Certificated    Classified    Walk-On Coach

**Section I: To be Completed by Site Admin/Director – Request Must Include: copy of job posting/announcement, application/transfer request, resume, & credentials (if applicable). All interview materials including: interview questions, ranking sheets, & confidentiality statements must be sent to HR. (All incomplete forms will be returned.)**

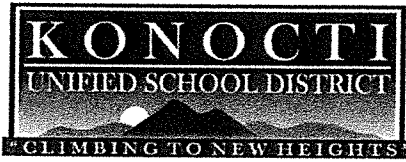
Assignment mid/moderate teacher # Hours Per Day F/T   Position # 312  
 Location: BVS    New Position    Replacement for Kathleen Hayes  
 Work Year:    12 Month    School Year    Admin Calendar    Other \_\_\_\_\_  
 Interview Date: 1/11/19   Desired Start Date: 2/7/19 (Generally day after board meeting)  
 Requested by: Shellie Perry   Date: 1/16/19

**Section II: To Be Completed by H. R.**

**Section II:** Current Assignment: \_\_\_\_\_ Position # \_\_\_\_\_ # Hours Per Day \_\_\_\_\_ Location \_\_\_\_\_  
 Current Assignment: \_\_\_\_\_ Position # \_\_\_\_\_ # Hours Per Day \_\_\_\_\_ Location \_\_\_\_\_  
 Current Assignment: \_\_\_\_\_ Position # \_\_\_\_\_ # Hours Per Day \_\_\_\_\_ Location \_\_\_\_\_  
 Anticipated Salary Placement: Range: AB-30 Step: 1 Rate: \$ 47,509 Stipend: \$ \_\_\_\_\_  
 Credential (Cert. Only- copies attached)    Preliminary (Level I)    Clear (Level II)    Other PIP Multiple Ed Subject Specialist  
 Title: \_\_\_\_\_ Expires: \_\_\_\_\_  
 CLAD Certificate Verified By: \_\_\_\_\_  
 NCLB/HQT Requirements Verified By: \_\_\_\_\_  
 Pre -Employment Requirements:    Current Employee Pre-employment requirements met  
 Health Screenings: Drug \_\_\_\_\_ TB Clearance DD  
 Fingerprint/Livescan DD   Coaching Cert.: \_\_\_\_\_  
 Verified by: Douglas   Date: 2/5/19   Board Meeting Approval Date: 2/6/19

**Section III: To be Completed by Business Office**

Funding Source 01-6500-1100-0-5770-1110-230   9796  
01-0100-1100-0-1100-100-211   3%  
 Approved by: Bambi Hendch   Date: 1-30-19  
Chief Business Official  
 Approved by: [Signature]   Date: 2-6-18  
Director Human Resources



9430-B Lake Street, PO BOX 759  
Lower Lake, California 95457-0759  
(707)994-6475, Fax: (707)994-0210  
[www.konoctiusd.org](http://www.konoctiusd.org)

LETTER OF RESIGNATION/INTENT TO RETIRE

Date: 2/1/2019

To: Board of Trustees of the Konocti Unified School District

Name: Shannon Donovan  
*Please print*

I hereby resign my position of: Para I SDC/ASES at: Pomo  
*Title Site/Location*

Or

I am retiring from the district through:  PERS  STRS

My first day of retirement will be: \_\_\_\_\_

My last day of work will be: 2/28/2019

Reason: We are moving to Idaho

Shannon Donovan  
*Signature*

Pomo / SDC  
*School/Department*

Address: 3731 Johnson Ave. Clearlake, CA 95422  
PO Box 2353 Clearlake, CA 95422

Phone: 707-461-9164

To Whom it may concern;

2/5/19

This is my letter of intent to retire. I plan to retire from Konocti Unified School District on June 30, 2019.

Sincerely,

*Jennifer Barry*  
Jennifer Barry

