WEST BABYLON UNION FREE SCHOOL DISTRICT WEST BABYLON, NEW YORK

REGULAR MEETING BOARD OF EDUCATION BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JULY 27, 2010

ADDENDUM

BOARD OF EDUCATION

**#BE-6

BE IT RESOLVED: that the Board of Education of the West Babylon Union Free School District does hereby elect to provide the benefits of the Chapter 105, Part A retirement incentive program to all targeted employees who are members of the New York State Teachers' Retirement System and the New York State Local Employees' Retirement System and who retire with an effective date of retirement during the "open period" commencing on July 27, 2010, and ending on <a href="August 31, 2010, and who are otherwise eligible to participate in such program. (A list of the titles targeted for the benefits of Part A of Chapter 105 of the Laws of 2010 is annexed hereto.) The Board is not electing to exempt employees from waiving any local retirement incentive. Accordingly, employees who are provided the benefits of the Chapter 105, Part A Retirement Incentive program shall not be permitted to avail themselves of a local retirement incentive.

List of Targeted Titles

#	TITLE
3	ELEMENTARY
1	GUIDANCE
1	HEAD CUSTODIAN
1	HEALTH
1	MECHANIC
1	PERSONNEL ASSISTANT
1	PRINCIPAL ACCOUNT CLERK
1	READING
1	REGISTERED NURSE
1	SENIOR CLERK TYPIST
1	SENIOR STENOGRAPHER
2	SPECIAL EDUCATION
2	TECHNOLOGY

WEST BABYLON UNION FREE SCHOOL DISTRICT WEST BABYLON, NEW YORK

REGULAR MEETING BOARD OF EDUCATION BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JULY 27, 2010

ADDENDUM

BOARD OF EDUCATION

**#BE-7

- WHEREAS, on June 2, 2010, the State signed into law an early retirement incentive designed to achieve cost savings for public employers, including educational employers under the Laws of 2010, Chapter 105, Part A (the "Targeted Part A Retirement Incentive"); and
- WHEREAS, the Targeted Part A Retirement Incentive provides that such incentive may be offered to targeted eligible employees where the District demonstrates a compensation savings of fifty percent over a two (2) year period; and
- WHEREAS, the Superintendent of Schools has developed a compensation plan designed to achieve fifty percent cost savings over the two (2) year period, which targets eligible positions for the Part A Targeted Early Retirement Incentive as set forth at Exhibit A hereto; and
- WHEREAS, by resolution and, based upon the compensation plan attached hereto, the Board has elected to offer the Part A Targeted Retirement Incentive to targeted eligible positions; and
- WHEREAS, said resolution electing the Part A Retirement Incentive identified the targeted eligible positions under the Part A Retirement Incentive; and
- WHEREAS, the employees, within the targeted eligible positions, have submitted letters of resignation to the District availing themselves of the benefit of the Targeted A Retirement Incentive; and
- WHEREAS, the Board of Education has determined that the cost savings to be achieved under the compensation savings plan is in the best interests of the District; and
- NOW, THEREFORE, BE IT RESOLVED: that the Board of Education hereby accepts the letters of resignation from the targeted eligible employees identified at Exhibit B attached hereto.

EXHIBIT A COST SAVINGS PLAN

In the spirit of the legislation, the West Babylon School District will achieve a (1) 50% cost savings; and, (2) that such savings could not have otherwise been realized at this time but for the school district's ability to participate in the Early Retirement Incentive Program, which has assisted in avoiding and/or reducing the likelihood of layoffs in the future. The retirement benefits provided for in the Act are designed to achieve costs-savings for public employers and to avoid or reduce the likelihood of layoffs of public employees in this time of fiscal need.

The West Babylon School District is faced with the following challenges:

- > The potential loss of State aid for the 2010/11 school year in the amount of \$1,777,976;
- > As yet undetermined increased contributions to retirement systems;
- > The cessation of last year's federal stimulus aid;
- > The recent defeat in Congress of additional aid legislation designed to save teaching jobs;
- > State legislative efforts to cap budget increases at extremely dangerously low but politically expedient levels; and
- > State legislative efforts to deplete school district reserve funds.

As a result of the Early Retirement Incentive Program, the West Babylon School District will realize an approximate salary savings in the amount of \$1,526,443 over a two year period.

EXHIBIT A COST SAVINGS PLAN

1

	CURREN	CURRENT EMPLOYEES	S						
					REPLAC	REPLACEMENT EMPLOYEES	APLOYEES		
Name NEILSON JR. JAMES	TITLE	Sal 10-11	Sai 11.12	2yr		RSal	RSal	Rowr	
SCHORTEMEYER JR. FRANK I	HEAD CUSTODIAN	65,024	66.901	134 02F	TITLE	10-11	11-12	Eam	SVGS
DIMARTINO, PASQUALINA	DEPSONNET ASSIST	64,907	64,907	129 814	THEAD CUSTODIAN	41,270	53,133	94,403	-28.44%
TITOLO, LORETTA	PRINCIPAL ACCUMENT	72,474	72,474	144 948	** SENIOD OF FRICE	33,337	41,820	75,157	42.10%
FISHMAN, MARIE A	SENIOR CLERK TARIOT	76,662	76,662	153,324	SENIOR CLERK LYPIST	28,938	36,258	65,196	-55.02%
NOLFO, JOSEPHINE	SENIOR STENOCHARITE	44,549	44,549	89.098	* SENIOR CI EBY TYPIST	34,338	35,616	69,953	-54.38%
HORSTMANN JR, GERARD	EL EMENTADY	63,050	63,050	Ŧ	* SENIOD CI EDV TVDIGT	28,938	30,215	59,153	-33.61%
WILLIAMS, KIM	EI EMENTADY	111,243	113,722	-	FI EMENTADY	28,938	36,258	65,196	48.30%
VIIALE, THERESA R	ELEMENTARY	113,808	116,344	T	FI EMENITADY	68,54	72,708	141,252	-37.21%
CUINLAN JR, WILLIAM	GUIDANCE		104,172		ELEMENTARY FILEMENTARY	60,849	64,723	125,572	45.44%
R, MARGARET A	HEALTH	111,243	113,722		GIIDANCE	46,629	49,823	96,452	-52.60%
	READING		116,344		HEAL TH	46,629	49,823	96,452	-57.13%
	SPECIAL FULL ATION	113,808	116,344	F	READING	46,629	49,823	96,452	-58.09%
	SPECIAL FOLICATION	106,923	109,315	-	SPECIAL EDITORION	46,629	49,823	96,452	-58.09%
MENICO	TECHNOLOGY	113,808	116,344	Н	SPECIAL EDITORION	46,629	49,823	96,452	-55.40%
DAVIES, JAMES E	TECHNOI OGY	113,808	116,344		TECHNOLOGY	46,629	49,823	96,452	-58.09%
			101,550	_	FCHNO! OGV	46,629	49,823	96,452	-58.09%
		1,481,198	1,512,744	2.993.942	- Constant	46,629	49,823	96,452	-51.36%
						698,184	769,315	1,467,499	-50.98%

** ANTICIPATED SEPTEMBER, 2010 START DATE

NOT BEBY AST	
48,463 49,551	
E REGISTERED NURSE	
GORMAN, NANCY	

EXHIBIT B LETTERS OF RESIGNATION

BORZELLECA, FRANCES DAVIES, JAMES E DIMARTINO, PASQUALINA EHRENSPERGER, MARGARET A FISHMAN, MARIE A GORMAN, NANCY E HORSTMANN JR, GERARD LARSON JR, CHARLES A NEILSON, JAMES NOLFO, JOSEPHINE PENN, LINDA R QUINLAN JR, WILLIAM SCHORTEMEYER JR, FRANK J SQUICCIARINI, DOMENICO TITOLO, LORETTA VITALE, THERESA R WILLIAMS, KIM

Anthony Cacciola Superintendent of Schools West Babylon Union Free School District 10 Farmingdale Road West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

This letter is to inform you that effective Juy 28 OI Q will be resigning from my Special Education Teacher position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective is subject to the Board of Education's election of the Chapter 105, Part A early retirement incentive program and conditioned upon my eligibility to retire in accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

[signature]

Frances Borzelleca

[dotal

JUL 1 A 2010

SUPERINTENDENT'S OFFICE
WEST BABYLON SCHOOLS

July 15, 2010

Anthony Cacciola Superintendent of Schools West Babylon Union Free School District 10 Farmingdale Road West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

This letter is to inform you that effective 3/30/10; I will be resigning from my Personnel Assistant position in the West Babylon School District for purposes of retirement under the ERS, which retirement shall be effective 31/10. This irrevocable letter of resignation for purposes of retirement is subject to the Board of Education's election of the Chapter 105, Part A early retirement incentive program and conditioned upon my eligibility to retire in accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very trally yours,

Pasqualina DiMartino

JUL 2 2 2010

SUPERINTENDENT'S OFFICE WEST BABYLON SCHOOLS

Anthony Cacciola Superintendent of Schools West Babylon Union Free School District 10 Farmingdale Road West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

6 met 1-23-2010 This letter is to inform you that effective <u>Aug. 30,20/0</u>; I will be resigning from my Senior Clerk Typist position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective aug 7,2010 (1,31,2010). This irrevocable letter of resignation for purposes of retirement is subject to the Board of Education's election of the Chapter 105, Part A early 3/2010 retirement incentive program and conditioned upon my eligibility to retire in accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

Marie Fishman

Tyly 20, 2010

JUL 20 2000 SUPERINTENDENT'S OFFICE VEST BABYLON SCHOOLS

Anthony Cacciola Superintendent of Schools West Babylon Union Free School District 10 Farmingdale Road West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

This letter is to inform you that effective my Elementary Teacher position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective is subject to the Board of Education's election of the Chapter 105, Part A early accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

[signature]

Gerard Horstmann Jr.

July 12, 2010

JUL 1 3 2010

SUPERINTENDENT'S OFFICE
WEST BABYLON SCHOOLS

Anthony Cacciola
Superintendent of Schools
West Babylon Union Free School District\
10 Farmingdale Road
West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

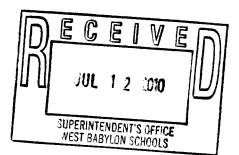
This letter is to inform you that effective 2 27 2010; I will be resigning from my Head Custodian position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective is subject to the Board of Education's election of the Chapter 105, Part A early retirement incentive program and conditioned upon my eligibility to retire in accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

[signature]
James Neilson

July 12, 2010



JW JW

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Anthony Cacciola Superintendent of Schools West Babylon Union Free School District 10 Farmingdale Road West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

This letter is to inform you that effective July 3 | 2010; I will be resigning from my Reading Teacher position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective July 31, 2010. This irrevocable letter of resignation for purposes of retirement is subject to the Board of Education's election of the Chapter 105, Part A early retirement incentive program and conditioned upon my eligibility to retire in accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

[signature] Linda Penn

7/15

[date]

JUL 1 5 2010

SUPERINTENDENT'S OFFICE
WEST BABYLON SCHOOLS

Anthony Cacciola Superintendent of Schools West Babylon Union Free School District 10 Farmingdale Road West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

This letter is to inform you that effective 7-73-20/0; I will be resigning from my Mechanic position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective is subject to the Board of Education's election of the Chapter 105, Part A early accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

[signature]

Frank Schortemeyer

[date]

SUPERINTENDENT'S OFFICE WEST BABYLON SCHOOLS

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Anthony Cacciola
Superintendent of Schools
West Babylon Union Free School District
10 Farmingdale Road
West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

This letter is to inform you that effective 8/20/10; I will be resigning from my Principal Account Clerk position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective is subject to the Board of Education's election of the Chapter 105, Part A early accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

[signature] Loretta Titolo

7/9/2010



Anthony Cacciola Superintendent of Schools West Babylon Union Free School District 10 Farmingdale Road West Babylon, NY 11704

Re: Letter of Resignation

Dear Mr. Cacciola:

This letter is to inform you that effective 8/9/20/0; I will be resigning from my Elementary Teacher position in the West Babylon School District for purposes of retirement under the (TRS/ERS), which retirement shall be effective 3/9/20/0. This irrevocable letter of resignation for purposes of retirement is subject to the Board of Education's election of the Chapter 105, Part A early retirement incentive program and conditioned upon my eligibility to retire in accordance with and subject to the conditions of Chapter 105, Part A, of the Laws of 2010. I acknowledge that I am not entitled to any retirement incentive in my respective collective bargaining agreement.

Should I not be entitled to retire because the above noted conditions are not fulfilled, this letter of resignation shall be deemed revoked and shall be of no force and affect, and the school district shall return this letter to me.

Very truly yours,

[s/gnature] Kim Williams

[date]

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JUL 1 3 2010

SUPERINTENDENT'S OFFICE NEST BABYLON SCHOOLS

WEST BABYLON UNION FREE SCHOOL DISTRICT WEST BABYLON, NEW YORK

REGULAR MEETING BOARD OF EDUCATION BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JULY 27, 2010

<u>ADDENDUM</u>

BOARD OF EDUCATION

**#BE-8

RESOLVED: that the Board of Education authorizes the Superintendent of Schools to sign a memorandum of agreement by and between the West Babylon Union Free School District and the West Babylon Teachers Association regarding Chapter 105, Part A Early Retirement Incentive.

MEMORANDUM OF AGREEMENT

BY AND BETWEEN

WEST BABYLON UNION FREE SCHOOL DISTRICT AND

WEST BABYLON TEACHERS ASSOCIATION

WHEREAS, the West Babylon Union Free School District ("District") and the West Babylon Teachers Association ("Association") are parties to a collective bargaining agreement; and

WHEREAS, on or about June 2, 2010 the Governor of New York State signed into law Chapter 105 Part A which affords school districts the opportunity to elect to participate in a retirement incentive in which the District may target certain employees for retirement; and

WHEREAS, in order for the District to participate in the Chapter 105 Part A retirement incentive the District must show a 50% aggregate savings in the first two years for the positions the District targets; and

WHEREAS, the District is desirous of participating in the Chapter 105 Part A retirement incentive; and

WHEREAS, in order to meet the 50% aggregate savings required under the Chapter 105 Part A retirement incentive it would be necessary for the District to hire new employees at A-1-1 of the 2010-2011 salary schedule of the collective bargaining agreement for 2010-2011 school year; and

NOWTHEREFORE, the parties agree to the following:

- 1. All individuals hired to replace employees retiring under the Chapter 105 Part A retirement incentive shall be placed on A-1-1 of the 2010-2011 salary schedule for the 2010-2011 school year.
- 2. In the second year of their employment, all individuals hired to replace employees retiring under the Chapter 105 Part A retirement incentive shall be placed on A-1-2 of the 2011-2012 salary schedule for the 2011-2012 school year.
- 3. In the third year of their employment and every year thereafter, all individuals hired to replace employees retiring under the Chapter 105 Part A retirement incentive shall be placed on the step equal to the number of years the employee has served in the district and in the column equivalent to the number of credits earned under Article XVI of the collective bargaining agreement.

- 4. All individuals hired to replace employees retiring under the Chapter 105 Part A retirement incentive shall be notified in writing by the District of this agreement and shall be provided with their salary forecast for each of their first three years of employment.
- 5. The District affirmatively acknowledges that the Preferred Eligibility List (PEL) has been exhausted prior to paragraphs 1, 2 and 3 going into effect and that this agreement shall not be applicable to any member who is on a Preferred Eligibility List, except as provided in paragraph 6 herein.
- 6. This agreement shall not be applicable to Debra Mahoney and Louise Pino, who shall be recalled from the elementary preferred eligibility list.
- 7. This agreement shall not constitute a precedent and/or past practice, and may not be used by either party in any future proceedings except for the purpose of enforcing its terms.
- 8. Except for specified herein all terms and conditions of the collective bargaining agreement shall remain unchanged and in effect.
- 9. This memorandum of agreement shall sunset on June 30, 2012.

For the West Babylon Teachers' Association:

For the West Babylon Union Free School District:

Signature of the President of the West Babylon Teachers

Association

July <u>26</u>, 2010

Signature of the Superintendent of West Babylon Union Free School District

July _____, 2010

WEST BABYLON UNION FREE SCHOOL DISTRICT WEST BABYLON, NEW YORK

REGULAR MEETING BOARD OF EDUCATION BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JULY 27, 2010

<u>ADDENDUM</u>

BOARD OF EDUCATION

**#BE-9

RESOLVED: for the purpose of participating in Part A of the Retirement Incentive, the Board of Education hereby waives the 60 day advance notice of retirement requirement that appears in Article 2.11 of the CSEA Non-Instructional Agreement and Article VI of the Chief and Head Custodians' Agreement for the following employees:

DI MARTINO, PASQUALINA

FISHMAN, MARIE A.

NEILSON, JAMES

NOLFO, JOSEPHINE

SCHORTEMEYER, JR., FRANK J.

TITOLO, LORETTA

WEST BABYLON UNION FREE SCHOOL DISTRICT WEST BABYLON, NEW YORK

REGULAR MEETING BOARD OF EDUCATION BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JULY 27, 2010

ADDENDUM

BOARD OF EDUCATION

**#BE-11

RESOLVED: that the President of the West Babylon Board of Education is authorized to sign an agreement between the West Babylon Union Free School District and BBS Architects and Engineer PC for the South Bay Re-construction project.

WEST BABYLON UNION FREE SCHOOL DISTRICT WEST BABYLON, NEW YORK

REGULAR MEETING BOARD OF EDUCATION BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JULY 27, 2010

ADDENDUM

PERSONNEL

**#PE-2

RESOLVED: that the personnel schedules, as attached, are approved:

10-P-2A(a) Professional Personnel 10-C-2A(a) Civil Service Personnel

ADDENDUM

(a)

PROFESSIONAL PERSONNEL SCHEDULE

- Professional Personnel Schedule 10-P-2A I.
 - A. Retirements

CIVIL SERVICE PERSONNEL SCHEDULE

- Civil Service Personnel Schedule 10-C-2A 11.
 - A. Retirements

SCHEDULE 10 -P-2A, Professional Personnel Schedule

Date of Meeting: July 27, 2010

Page 1 of 2 pages.

=======		=======================================	======		ADDENDUM (a)
NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Ehrensperger, Margaret	Health Tchr.	нѕ		7/27/10	Resignation to Retire
Horstmann, Gerard	i Jr. Elementary Tchr.	TK		7/27/10	Resignation to Retire
Squicciarini,Domen	ico Technology Tchr.	JH/HS		7/27/10	Resignation to Retire
/itale, Theresa	Elementary Tchr.	SB		7/27/10	Resignation to Retire
orzelleca,Frances	Special Ed. Tchr.	JH		7/28/10	Resignation to Retire
enn,Linda	Reading Tchr.	JK		7/31/10	Resignation to Retire
ırson,Charles Jr.	Special Ed. Tchr.	нѕ		8/1/10	Resignation to Retire
illiams, Kim	Elementary Tchr.	TA		8/6/10	Resignation to Retire
inlan,William	Guidance Counselor	НЅ		8/28/10	Resignation to Retire
vies,James	Technology Tchr.	HS		8/31/10	Resignation to Retire

Date of Meeting: July 27, 2010

Page 2 of 2 pages.

			========	ADDENDUM (a)
24411	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Senior Clerk Typist (10 mo.)	HS		======== 8/7/10	Resignation to Retire
Head Custodian	FA		8/28/10	Resignation to Retire
Principal Account Clerk	ВО		8/28/10	Resignation to Retire
Personnel Assistant	Adm.		8/31/10	Resignation to Retire
Registered Nurse	JH		8/31/10	Resignation to Retire
Senior Stenographer	нѕ		8/31/10	Resignation to Retire
Auto Mechanic III	Trans.		8/31/10	Resignation to Retire
()	POSITION Senior Clerk Typist (10 mo.) Head Custodian Principal Account Clerk Personnel Assistant Registered Nurse Senior Stenographer	POSITION AREA Senior Clerk Typist HS (10 mo.) Head Custodian FA Principal Account Clerk BO Personnel Assistant Adm. Registered Nurse JH Senior Stenographer HS	SCHOOL/ STEP/ AREA SALARY Senior Clerk Typist HS (10 mo.) Head Custodian FA Principal Account Clerk BO Personnel Assistant Adm. Registered Nurse JH Senior Stenographer HS	SCHOOL/ STEP/ BEG/END APPT. Senior Clerk Typist (10 mo.) Head Custodian FA 8/28/10 Principal Account Clerk BO 8/28/10 Personnel Assistant Adm. 8/31/10 Registered Nurse JH 8/31/10 Senior Stenographer HS 8/31/10