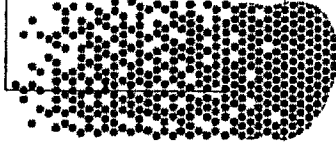


BEAUFORT COUNTY SCHOOL DISTRICT  
 INNOVATION  
 TOWARD EXCELLENCE



**BEAUFORT COUNTY SCHOOL DISTRICT**

Post Office Drawer 309  
 1300 King Street  
 Beaufort, South Carolina 29901-0309  
 (843) 322-2351  
 FAX (843) 322-2371  
 1-800-763-1875

PERSONNEL USE ONLY

Received:

**APPLICATION FOR  
 EMPLOYMENT  
 (CLASSIFIED & SUBSTITUTE TEACHING)**

POSITION(S) APPLIED FOR Teachers Aide

NOTE: ALL INFORMATION REQUESTED ON THE APPLICATION MUST BE COMPLETE. References to other documents such as resumes will not be accepted in place of completing any portion of this application. This application will remain active for a period of twelve (12) months from date submitted.

SOCIAL SECURITY NUMBER [REDACTED]      DATE OF APPLICATION 10/25/01      DATE AVAILABLE 11/8/91

NAME Smalls Alexander  
Last First Middle Other

PRESENT ADDRESS [REDACTED]      HOME PHONE [REDACTED]  
 [REDACTED]      BUS. PHONE [REDACTED]  
City State Zip

PERMANENT ADDRESS [REDACTED]      EMER. PHONE ( )  
 [REDACTED]        
City State Zip

Former Beaufort County School District employee?  Yes  No If "yes" when? \_\_\_\_\_

High School and Location	Date of Attendance	Last Grade Completed	Graduation Date			
Beaufort High School - Beaufort, SC	1981-1985	12 <sup>th</sup>	June 1985			
COLLEGE/UNIVERSITY AND LOCATION	DATES ATTENDED From To		MAJOR	MINOR	DEGREE	DATE
Voorhees College Denmark SC	1985	1990	Sociology	Social Work	Bachelor's of Science	1990

An Equal Opportunity Employer  
 This District does not discriminate on the basis of age, race, religion, sex, marital status, disability or national origin.

**PERSONAL DATA**

Have you ever been dismissed from a position? (Please check)

Yes

No

If yes, explain \_\_\_\_\_

Have you ever been asked to resign from a position? (Please check)

Yes

No

If yes, explain Resigned with Beaufort County Detention Center because of a personal conflict with a Co-worker

Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer and/or disciplinary action against a license/certificate? (Please check)

Yes

No

If yes, explain \_\_\_\_\_

**REFERENCES**

Complete the information called for below. You must include the name of your most recent employer. If you are applying for a substitute teaching position, include the names of all principals who you have worked for.

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1. Dore, Beverly	Director of Special Needs Children. Friend		
2. Smalls, Diane	Teacher - Beaufort Elementary School Friend		
3. Smalls, Marie	Director of Beaufort County Human Resources Friend		

Do you have a relative who is either a member of the Beaufort County Board of Education or who is employed in any capacity in the Beaufort County School District? Yes  No

If "Yes," please give the following information:

Name of Relative	Relationship	Position Held
Holmes, Aswan	sister	Social Worker - Beaufort High
Simmons, Mary	Aunt	Teacher - St. Helena Middle School

This district is required by South Carolina Law (S-59-26-90 Code of Laws, South Carolina, 1976, as amended) to obtain criminal history record information on applicants for employment.

Have you ever been convicted of a felony, misdemeanor, or a crime involving moral turpitude (including but not limited to: theft, attempted theft, rape, murder, swindling, shop lifting, sale or possession of an illegal drug, assault and indecency with a minor) and/or received probation or deferred adjudication?

Yes

No

If Yes, please explain. (If more space is needed, attach additional sheet.): \_\_\_\_\_

(Conviction of a felony is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.) If you are not sure if your police problem fits the above definition, you are encouraged to inform the school district of your problem.

Note: Resume is not sufficient

**EMPLOYMENT EXPERIENCE:** List all employment (except U.S. Armed Forces) in chronological order, with present employment first. ANY VOIDS IN THE CHRONOLOGICAL ORDER MUST BE EXPLAINED ON A SEPARATE ATTACHMENT. Substitute teaching and/or part-time teaching should be clearly labeled under "Position Held." (Use additional paper if necessary.)

PRESENT EMPLOYMENT - Dates from: 9/1-98 to: Present

STAFF USE ONLY  
Yr. \_\_\_ Mo. \_\_\_

Name and Address of Employer: City of Beaufort - Public Works Dept.

Position Held: Park Technician Duties: The upkeep and maintenance of historical parks

Name of Supervisor/Principal: Mr. William Grant Telephone Number: (843) 525-7022

Salary or Hourly Wage: 19,950 yearly Reason for Leaving: Employed with Parks Department <sup>OR 846-0856</sup>

Did you receive any disciplinary action?  No  Yes If yes, explain: \_\_\_\_\_

NEXT MOST RECENT EMPLOYMENT - Dates from: 6/1-98 to: 1/198

STAFF USE ONLY  
Yr. \_\_\_ Mo. \_\_\_

Name and Address of Employer: Jasper County Detention Center

Position Held: Correctional Officer Duties: Maintaining order among inmates, Security Checks

Name of Supervisor/Principal: Unk New supervision Telephone Number: (343) 726-7766

Salary or Hourly Wage: 17,500 yearly Reason for Leaving: Became employed with City of Beaufort

Did you receive any disciplinary action?  No  Yes If yes, explain: \_\_\_\_\_

NEXT MOST RECENT EMPLOYMENT - Dates from: 1/1-98 to: 6/1-98

STAFF USE ONLY  
Yr. \_\_\_ Mo. \_\_\_

Name and Address of Employer: Beaufort Marine Institute

Position Held: Night watchman Duties: To provide security and counseling to juvenile

Name of Supervisor/Principal: \_\_\_\_\_ Telephone Number: (843) 846-2128

Salary or Hourly Wage: 5.25 hour Reason for Leaving: Became employed with Jasper Detention Center

Did you receive any disciplinary action?  No  Yes If yes, explain: \_\_\_\_\_

NEXT MOST RECENT EMPLOYMENT - Dates from: 2/11/93 to: 12/1997

STAFF USE ONLY  
Yr. \_\_\_ Mo. \_\_\_

Name and Address of Employer: Beaufort County Detention Center

Position Held: Wance Corporal Duties: Security Checks, order among inmates, housing of inmates

Name of Supervisor/Principal: Sgt Bailey Telephone Number: (843) 525-7371

Salary or Hourly Wage: 21,995 yearly Reason for Leaving: Resigned because of personal conflict with coworkers

Did you receive any disciplinary action?  No  Yes If yes, explain: \_\_\_\_\_

**MILITARY EXPERIENCE:** (Copy of DD214 must be submitted for verification)

Active Duty Dates from:    /   /    to:    /   /    Branch of Service: N/A

Position/Duties: \_\_\_\_\_

Signature \_\_\_\_\_

BEAUFORT COUNTY SCHOOL DISTRICT

CONFIDENTIAL STATISTICAL DATA

THIS FORM IS PART OF THE APPLICATION PROCESS. AN APPLICATION WILL BE CONSIDERED INCOMPLETE WITHOUT THE RESPONSES TO THESE QUESTIONS.

The Beaufort County School District does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position for which application has been made.

The information we are asking you to provide is NOT part of the EXAMINATION or selection process. It will be used to study recruiting and employment patterns and to determine whether information about BCSD job openings is reaching all segments of the community and is being gathered in compliance with Federal Equal Employment Opportunity Commission regulations.

PLEASE TYPE OR PRINT

NAME OF APPLICANT (LAST, FIRST, MIDDLE) SOCIAL SECURITY NUMBER
TITLE OF POSITION DESIRED APPLICATION DATE (MONTH/DAY/YEAR)
ADDRESS (STREET NUMBER) CITY ZIP CODE

PLEASE CHECK (✓) ONE RESPONSE FOR EACH QUESTION THE INFORMATION REQUESTED BELOW IS OPTIONAL. IF YOU DO NOT WISH TO ANSWER A QUESTION, MARK 'DECLINE TO STATE'.

WHAT IS YOUR GENDER?

- Male Decline to state Female

WHAT IS YOUR AGE GROUP?

[Redacted]

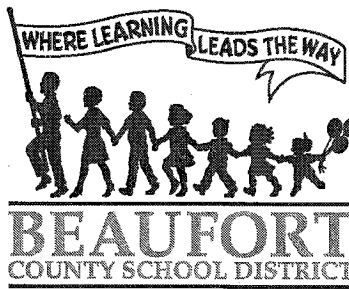
WHAT IS YOUR ETHNIC ORIGIN?

- American Indian or Alaskan Native Hispanic White (Not of Hispanic Origin) Asian Filipino Decline to state Black (Not of Hispanic origin) Pacific Islander

HOW DID YOU LEARN OF THE POSITION

- Job Bulletin BCSD employee New paper Public Agency Professional Conference: Other Internet Walk-In College Recruitment Decline to state

WE ARE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



TO: **ALEXANDER SMALLS**

FROM: Alice Walton  
Chief Administrative and Human Resources Services Officer

DATE: April 4, 2018

RE: **INTENT OF EMPLOYMENT for the 2018-2019 School Year**

It is the intent of the Beaufort County School District to employ you for the 2018-2019 school year at an annual salary based on a Board-approved salary schedule in the following position:

**Location: BEAUFORT HIGH**

**Position: BEHAVIOR MGT SPEC**

**Days per year: 190**

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, i.e., a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor before **May 10, 2018**. Thank you for your assistance with this matter.

✓	<b>I plan to return for the 2018-2019 school year</b>
	<b>I DO NOT plan to return for the 2018-2019 school year</b>

Alex Small  
Employee's Signature

04-06-18  
Date

TO: **ALEXANDER SMALLS**  
FROM: Alice Walton  
Chief Administrative and Human Resources Services Officer  
DATE: April 5, 2017  
RE: **INTENT OF EMPLOYMENT for the 2017-2018 School Year**

It is the intent of the Beaufort County School District to employ you for the 2017-2018 school year at an annual salary based on a Board-approved salary schedule in the following position:

**Location:** **BEAUFORT HIGH**  
**Position:** **BEHAVIOR MGT SPEC**  
**Days per year:** **190**

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, *i.e.*, a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor before **April 25, 2017**. Thank you for your assistance with this matter.

<input checked="" type="checkbox"/>	<b>I plan to return for the 2017-2018 school year</b>
<input type="checkbox"/>	<b>I DO NOT plan to return for the 2017-2018 school year</b>

Alexander Smalls  
Employee's Signature

04-17-17  
Date

TO: **ALEXANDER SMALLS**

FROM: Alice Walton  
Chief Administrative and Human Resources Services Officer

DATE: April 6, 2016

RE: **INTENT OF EMPLOYMENT for the 2016-2017 School Year**

It is the intent of the Beaufort County School District to employ you for the 2016-2017 school year at an annual salary based on a Board-approved salary schedule in the following position:

**Location:** **BEAUFORT HIGH**

**Position:** **BEHAVIOR MGT SPEC**

**Hours per day:** **8**

**Days per year:** **190**

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, *i.e.*, a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor before **April 25, 2016**. Thank you for your assistance with this matter.

✓	<b>I plan to return for the 2016-2017 school year</b>
	<b>I DO NOT plan to return for the 2016-2017 school year</b>

Alexander Smalls  
Employee's Signature

04-18-16  
Date

TO: **ALEXANDER SMALLS**

FROM: Alice Walton  
Chief Administrative and Human Resources Services Officer

DATE: April 7, 2015

RE: **INTENT OF EMPLOYMENT for the 2015-2016 School Year**

It is the intent of the Beaufort County School District to employ you for the 2015-2016 school year at an annual salary based on a Board-approved salary schedule in the following position:

**Position: BEHAVIOR MGT SPEC**

**Location: BEAUFORT HIGH**

**Hours per day: 8**

**Days per year: 190**

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, *i.e.*, a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor before **April 25, 2015**. Thank you for your assistance with this matter.

✓	<b>I plan to return for the 2015-2016 school year</b>
	<b>I DO NOT plan to return for the 2015-2016 school year</b>

*Alexander Smalls*  
Employee's Signature

*04-10-15*  
Date



INTENT OF EMPLOYMENT  
BEAUFORT HIGH SCHOOL



TO: ALEXANDER SMALLS  
FROM: Alice W. Walton  
Chief Administrative and Human Resources Officer  
DATE: April 2014  
RE: 2014-2015 School Year

It is the intent of the Beaufort County School District to employ you for the 2014-2015 School Year in the following position:

**Employee number:** 271225  
**Position:** Behavior Management Specialist  
**Hours per day:** 8  
**Days per year:** 190

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, *i.e.*, a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor. Thank you for your assistance with this matter.

<input checked="" type="checkbox"/>	<b>YES, I plan to return for the 2014 - 2015 school year</b>
<input type="checkbox"/>	<b>NO, I DO NOT plan to return for the 2014 - 2015 school year</b>

Alexander Smalls  
Employee's Signature

04-09-14  
Date

TO: ALEXANDER SMALLS  
Beaufort High School

FROM: Jacqueline M. Rosswurm, Ph.D.  
Human Resources Services Officer

DATE: May 2012

RE: 2012-13 School Year  
**Intent of Employment**

In order to assist Beaufort County School District in anticipating staffing needs for the 2012-13 school year, I am asking all support staff to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2012-13 school year at an annual salary based on a Board-approved salary schedule in the following position:

**Employee number:** 271225

**Position:** Behavior Management Specialist

**Hours per day:** 8

**Days per year:** 190

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, i.e., a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal /supervisor on or before **May 30, 2012**. Thank you for your assistance with this matter.

✓	<b>YES, I plan to return for the 2012-13 school year</b>
	<b>NO, I DO NOT plan to return for the 2012-13 school year</b>

Alex Smalls  
Employee's Signature

05-30-12  
Date

TO: ALEXANDER SMALLS  
Beaufort High School

FROM: Jacqueline M. Rosswurm, Ph.D.  
Human Resources Services Officer

DATE: May 2011

RE: 2011-12 School Year  
**Intent of Employment**

In order to assist Beaufort County School District in anticipating staffing needs for the 2011-12 school year, I am asking all support staff to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2011-12 school year at an annual salary based on a Board-approved salary schedule in the following position:

**Employee number:** 271225  
**Position:** Behavior Management Specialist  
**Hours per day:** 8  
**Days per year:** 190

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, i.e., a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal /supervisor on or before **May 27, 2011**. Thank you for your assistance with this matter.

<input checked="" type="checkbox"/>	<b>YES, I plan to return for the 2011-12 school year</b>
<input type="checkbox"/>	<b>NO, I DO NOT plan to return for the 2011-12 school year</b>

Alexander Smalls  
Employee's Signature

06-07-11  
Date

TO: ALEXANDER SMALLS  
Beaufort High

FROM: Jacqueline M. Rosswurm, Ph.D.  
Human Resources Services Officer

DATE: June 2009

RE: 2009-10 School Year  
**Intent of Employment**

In order to assist Beaufort County School District in anticipating staffing needs for the 2009-10 school year, I am asking all support staff to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2009-10 school year at an annual salary based on a Board-approved salary schedule in the following position:

**Employee number:** 271225  
**Position:** BEHAVIOR MGT SPECIALIST  
**Hours per day:** 8  
**Days per year:** 190

The District's intent of employment is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the number of days worked and pro-rata reduction in salary, i.e., a furlough consistent with State law; or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal /supervisor before **June 12, 2009**. Thank you for your assistance with this matter.

	<b>I plan to return for the 2009-10 school year</b>
	<b>I DO NOT plan to return for the 2009-10 school year</b>

Alexander Smalls  
Employee's Signature

06-12-09  
Date

To: ALEXANDER SMALLS  
Beaufort High

From: Dr. Jacqueline Rosswurm

Date: May 2008

Re: **Intent to Employ**

In order to assist us in anticipating staffing needs for the **2008-09** school year, I am asking classified employees to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2008-09 school year. Your employee number, position title, hours per day, and days per year are:

**Employee number:** 271225  
**Position:** BEHAVIOR MGT SPECIALIST  
**Hours per day:** 8  
**Days per year:** 190

Your annual salary is based on a Board-approved schedule. This assignment is tentative and may be changed by the administration upon notice to and consultation with the employee. Please note that the District's intent of employment is not a contract and is subject to changes in the District's organizational chart, the implementation of a reduction-in-force, a loss of funding, which may require a pro-rata reduction of salary, or other circumstances deemed to be in the best interest of the District.

Please indicate below if you wish to continue your employment with the District for the 2008-09 school year; return the signed form to your principal/supervisor before **May 30, 2008**. Thank you for your assistance.

✓	<b>I plan to return for the 2008-09 school year</b>
	<b>I DO NOT plan to return for the 2008-09 school year</b>

Alexander Smalls  
(Employee's Signature)

05-29-08  
(Date)

To: ALEXANDER SMALLS  
LADY'S ISLAND MIDDLE

From: Dr. Connie M. Long

Date: April 18, 2006

Re: **Intent of Employment**

In order to assist us in anticipating staffing needs for the **2006-07** school year, I am asking classified employees to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2006-07 school year as a TEACHER ASSIST LIMS at an annual salary based on a Board-approved scheduled. This assignment is tentative and may change by the administration upon notice to and consultation with the employee. Please note that the District's intent of employment is subject to changes in the District's organizational chart; the implementation of a reduction-in-force; a loss of funding, which may require a pro-rata reduction of salary; or other circumstances deemed to be in the best interest of the District.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor on or before May 1, 2006. Thank you for your assistance with this matter.

- I plan to return for the 2006-07 school year.
- I do not plan to return for the 2006-07 school year.

Alexander Smalls  
(Employee's Signature)

04-26-06  
(Date)

To: ALEXANDER SMALLS  
LADY'S ISLAND MIDDLE

From: Dr. Otis C. Smith Jr.

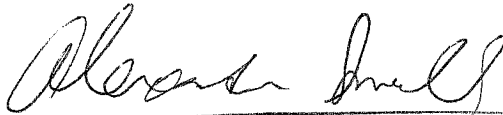
Date: May 16, 2005

Re: **Intent of Employment**

In order to assist us in anticipating staffing needs for the **2005-06** school year, I am asking classified employees to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2004-05 school year as a TEACHER ASSIST LIMS at an annual salary based on a Board-approved scheduled. This assignment is tentative and may change by the administration upon notice to and consultation with the employee. Please note that the District's intent of employment is subject to changes in the District's organizational chart; the implementation of a reduction-in-force; a loss of funding, which may require a pro-rata reduction of salary; or other circumstances deemed to be in the best interest of the District.

Please indicate below whether not you wish to continue working for the District, and return this letter to your principal/supervisor on or before May 20, 2005. Thank you for your assistance with this matter.

- I plan to return for the 2005-06 school year.
- I do not plan to return for the 2005-06 school year.



(Employee's Signature)

5 26 05  
(Date)

To: ALEXANDER SMALLS  
LADY'S ISLAND MIDDLE

From: Dr. Otis C. Smith Jr.

Date: April 28, 2004

Re: **Intent of Employment**

In order to assist us in anticipating staffing needs for the **2004-05** school year, I am asking classified employees to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2004-05 school year as a TEACHER ASSIST LIMS for 180 days at an annual salary based on a Board-approved scheduled. This assignment is tentative and may change by the administration upon notice to and consultation with the employee. Please note that the District's intent of employment is subject to changes in the District's organizational chart; the implementation of a reduction-in-force; a loss of funding, which may require a pro-rata reduction of salary; or other circumstances deemed to be in the best interest of the District.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor on or before May 28, 2004. Thank you for your assistance with this matter.

- I plan to return for the 2004-05 school year.
- I do not plan to return for the 2004-05 school year.

Alexander Smalls  
(Employee's Signature)

05-05-04  
(Date)



To: Alexander Smalls

From: Dr. Otis C. Smith Jr.

Date: May 16, 2003

Re: **Intent of Employment**

In order to assist us in anticipating staffing needs for the **2003-04** school year, I am asking classified employees to let the administration know whether or not they wish to return to work next year. It is the intent of the District to employ you for the 2003-04 school year as a **Teacher Assistant** for **180** days at an annual salary based on a Board-approved scheduled. This assignment is tentative and may change by the administration upon notice to and consultation with the employee. Please note that the District's intent of employment is subject to changes in the District's organizational chart; the implementation of a reduction-in-force; a loss of funding, which may require a pro-rata reduction of salary; or other circumstances deemed to be in the best interest of the District.

Please indicate below whether or not you wish to continue working for the District, and return this letter to your principal/supervisor on or before May 30, 2003. Thank you for your assistance with this matter.

I plan to return for the 2003-04 school year.

I do not plan to return for the 2003-04 school year.

Alexander Smalls  
(Employee's Signature)

05-29-03  
(Date)

BEAUFORT COUNTY SCHOOL BOARD  
DIVISION OF HUMAN RESOURCES

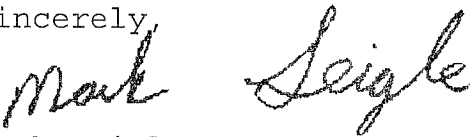
April 1, 2002

Dear Alexander Smalls

In order to assist in anticipating staffing needs for the upcoming school term, I am asking non-certified employees to let me know whether or not they wish to return to work in the district next year. It is the intent of the District to employ you for the 2002-03 school year as a TEACHER AIDE.

Please note that the intent to hire you in the listed position is tentative and may be changed by the District upon prior notice to you. The District's intent of employment is also subject to changes in the District's organization chart, implementation of a reduction-in-force, loss of funding, or whenever it is deemed to be in the best interest of the District.

Sincerely,



Mark Seigle

Asst. Superintendent Human Resources

/dc

Please check the appropriate space:

- I plan to return for the 2002-03 school year.  
 I do not plan to return for the 2002-03 school year.

Employee's Signature Alexander Smalls Date 04-08-02

C.I.M.S.