WHERE LEARNING LEADS THE WAY

BEAUFORT COUNTY SCHOOL DISTRICT

Employee's Information

Name:	CARLA SHELTON
Employee #:	[redacted]
Assignment:	PRINCIPAL
Location:	BEAUFORT HIGH

On September 9, 2022, the Board of Education approved the Administrative and Classified Staff Salary Study. The implementation plan submitted by the Human Resources and Finance Departments was part of the Board's approval as well.

The next phase of this study is to collect educational and chronological work history information on each employee in order to place them on the correct salary level and step. We ask that you provide a complete history of your "Full-Time" work experience. This information will then be reviewed against your employment application and resume that was submitted at the time you were hired.

Please provide your education level information and complete work history in the following fields and table.

You will need to complete and submit this information by September 30, 2022.

A. Education Information

Highest Education Level	Masters + 30

B. Chronological Work History (Only Full-Time Work History Will Be Accepted)

START DATE	END DATE	PRIOR ORGANIZATION	POSITION
07/2018	06/2022	Columbia County School	Principal of Greenbrier
07/2016	06/2018	McDuffie County School	Principal of Thomson
07/2007	06/2016	Columbia County School	Principal of Harlem
07/2004	06/2007	Columbia County School	Assistant Principal of
07/1999	06/2004	Columbia County School	School Counselor of
07/1995	06/1999	Columbia County School	Special Education
01/1994	06/1995	Columbia County School	Special Education
07/1993	12/1993	Richmond County School	Special Education
08/1989	06/1993	Aiken County School	Special Education
01/1988	12/1988	Lunenburg Public	Special Education

Date: December 12, 2022

To: CARLA SHELTON

From: Human Resources

Re: Salary Study Implementation Effective January 2023

As you are aware, the Beaufort County School District, Board of Education commissioned MGT Consulting to conduct an independent compensation and classification study for all classified and administrative staff. The Board approved the implementation of the recommended pay plans and salary adjustments for current classified and administrative staff. If applicable, you will see the new salary adjustment in the January 13, 2023 paycheck.

The **objectives of the study** and implementation plan were to:

- Conduct an analysis of all BCSD job classifications
- Gather salary and compensation data from similar/competitor organizations
- Ensure fair and consistent pay practices
- Develop a revised classification plan
- Develop a revised compensation and pay plan

The following pay information is provided for your review:

	CURRENT INFORMATION	NEW INFORMATION
Position Title	PRINCIPAL	PRINCIPAL
Pay Level	210	211
Pay Step	24	20
Hourly Rate	66.22	67.34
Bi-Weekly Gross	5,297.80	5,387.20
Annual Salary	137,742.80	140,067.20

The new salary pay levels can be found in the **"Salary and Stipend Schedules"** booklet. The updated salary information will be on the website by January 13, 2023.

Also, you can review your salary calculation worksheet by logging into Frontline Central and then accessing the "Personnel Documents" tab in your profile.

There will be **no appeal process** for newly assigned salaries. No employee will have a reduction in salary; therefore, **no grievances** will be considered for this process.

Sincerely,

Alice W. Walton

Alice W. Walton
Chief Administrative and Human Resources Services Officer

Human Resources Administrative Procedures and Policy Acknowledgement Statement

IMPORTANT NOTICE

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO LOCATE AND MAKE MYSELF FAMILIAR WITH THE DISTRICT PROCEDURES/POLICY INFORMATION LOCATED ON THE DIRSTICT'S WEBSITE AT:

WWW.BEAUFORTSCHOOLS.NET

I ACKNOWLEDGE THAT NOTHING CONTAINED IN THESE PROCEDURES/POLICIES OR ANY OTHER MANUAL OF BEAUFORT COUNTY SCHOOL DISTRICT CONSTITUTES OR CREATES AN EXPRESSED ON IMPLIED CONTRACT OF EMPLOYMENT. RATHER, THE PROCEDURE/POLICY INFORMATION SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY BEAUFORT COUNTY SCHOOL DISTRICT AND AN OVERVIEW OF THE PROCEDURES AND RULES.

I FURTHER ACKNOWLEDGE THAT THESE PROCEDURES/POLICIES SUPERCEDES ALL PREVIOUS PROCEDURES/POLICIES, MANUALS, HANDBOOKS, OR OTHER DOCUMENTS WHICH ADDRESS THE SAME SUBJECT MATTER AS THE PROCEDURES AND RULES CONTAINED IN THIS MANUAL.

ADDITIONALLY, THIS PROCEDURE/POLICY INFORMATION MAY BE MODIFIED OR ALTERED AT ANY TIME BY BEAUFORT COUNTY SCHOOL DISTRICT.

CARLA SHELTON

Employee Name

06/27/2022

Date

Carla F. Shelton

Employee Signature

BEAUFORT COUNTY SCHOOL DISTRICT

SECURITY ID BADGE

STATEMENT OF UNDERSTANDING

The Beaufort County School District requires all employees to wear, in a visible manner, a photo Security ID Badge at all times while on district premises. As a district employee you play an important role in creating an environment that is safe and secure for students, staff, and visitors to our school district.

Please review each of the following statements:

I understand that the Security ID Badge is the property of the Beaufort County School District and will only be used for "official" use.

I understand that the Security ID Badge must be worn at or above my waist, on the front of my body, so that my photo and name are visible to others at all times.

I understand that the Security ID Badge will be worn properly while on district premises.

I understand that the Security ID Badge is for my use only and shall not be loaned to anyone else.

I understand that I will not alter, deface, or duplicate the Security ID Badge in any manner. This includes not placing stickers, pins or other objects on the badge.

I understand that I will immediately report the loss of my Security ID Badge to my principal/supervisor, Technology and Human Resources.

I understand that I will return the Security ID Badge to the Human Resources Department when my employment with the school district has ended.

I understand that failure to comply with the above statements may result in disciplinary action.

I understand that the Security ID Badge has been issued, subject to the above statements and in accordance with the district's Access Control Operating Policy.

By signing, I acknowledge and agree to adhere to the guidelines that have been established for the use of the Security ID Badge.

Print Name: CARLA SHELTON **Location (School):** BEAUFORT HIGH

Signature: Carla F. Shelton **Date:** 07/11/2023

TECHNOLOGY ACCEPTABLE USE POLICY

Admin. Reg.
OS-39
February 2021

I. Purposes

A. The Beaufort County School District (BCSD) educational networks support research and education and business activities in and among academic institutions by providing access to unique resources and the opportunity for collaborative work.

B. BCSD makes a variety of communication and information technologies available to authorized users. When properly used, these technologies promote BCSD's instructional and business purposes. Illegal, unethical, or inappropriate use may cause significant negative consequences for BCSD, its students, and its employees. This document is intended to minimize the likelihood of such harm by setting standards which protect BCSD, its users, its data, and its systems.

II. Guiding Principles

A. Accessing the internet through BCSD equipment is a privilege, not a right, and inappropriate use, including violation of the Technology Acceptable Use Policy (AUP), may result in cancellation of the privilege.

B. Technology includes, but is not limited to, computer hardware, peripherals, network and communications equipment, software, web sites, mobile internet connections, and audio and video.

C. In order to maintain system integrity, BCSD reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of BCSD, and no user shall have any expectation of privacy regarding such materials.

D. Upon exit from BCSD, all affiliated accounts will be disabled by the administrator. The use of BCSD intellectual property and data shall be immediately discontinued and/or deleted from any and all personal devices by the exiting user. In addition, personal/individual data will not be available for restoration by BCSD upon exiting.

E. BCSD reserves the right to access/remove files, documents, devices, materials or otherwise from the BCSD network at any time and for any reason, with or without notice to any user.

F. All BCSD technology is the property of BCSD, thus all BCSD employees, students, board members and visitors are responsible for following and complying with any and all BCSD rules, administrative regulations, and procedures pertaining to technology.

G. Any person, vendor, or outside agency bringing technology into a BCSD building or connecting to or through a BCSD network shall adhere to BCSD rules, administrative regulations, and procedures.

H. BCSD technology rules, administrative regulations, and procedures shall be included in BCSD student and staff handbooks as appropriate.

I. Failure to follow BCSD rules, administrative regulations, and procedures may lead to disciplinary or other action appropriate for the infraction and for the individual. Examples include but not limited to, accounts being suspended, students being disciplined in accordance with the Student Code of Conduct, staff being referred to Human Resources for disciplinary action, removal from the approved substitute teacher list, removal from the approved volunteer list, and termination of contracts with vendors or contracted personnel. BCSD further reserves the right to notify law enforcement and/or seek criminal prosecution for violators, impose monetary penalties equal to the cost to repair or replace technology items, and/or impose any other appropriate sanction.

J. BCSD utilizes several online vendors in order to provide educational services to its students. A list of vendors may be referenced in the Connect2Learn Handbook. The Children's Online Privacy Protection Act (COPPA) protects children's privacy and safety online, including restrictions on marketing to those under 13. Per COPPA guidelines, BCSD may consent on parents' behalf to a website or mobile app's collection, use, or disclosure of students' personal information, so long as that collection, use, or disclosure is solely for the benefit of BCSD, for educational purposes and not for any commercial purpose. For more information on COPPA, please visit www.ftc.gov.

K. BCSD shall comply with all state and federal statutes and regulations including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA).

III. District Technology Resources and Usage

A. BCSD technology resources include, but are not limited to, hardware items, such as computers, cell phones, printers, mobile devices, laptops, projectors, and interactive panels.

B. BCSD technology resources also include all software applications and tools available for use at any location in the Beaufort County School System.

C. Users of BCSD technology resources shall abide by all conditions pertaining to software license agreements and copyright laws.

D. Unauthorized use of BCSD computers and hardware items is not permitted.

E. Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited.

F. Using resources for commercial, religious, or political activities is prohibited.

G. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang-related language or symbols is prohibited. Engaging in personal attacks against another BCSD staff or student including prejudicial or discriminatory remarks and/or threatening or harassing another BCSD staff or student using any language in an email or social media platform are also prohibited.

H. Using the district system to access, receive, distribute, or store material that is profane or obscene, pornographic, or sexually explicit; which advocates illegal acts; or that advocates violence or discrimination toward other people (e.g., hate literature), including access through the system and all network peripherals including printers, hard drives, removable disc drives, and electronic storage devices, is strictly prohibited.

I. Access of personal information or confidential BCSD information that becomes available to a computer user must be treated as privileged information. Copying, modifying, disseminating, or using this information is prohibited and subjects the offender to disciplinary action. Students will be disciplined according to the Student Code of Conduct. Staff will be referred to Human Resources for disciplinary action up to and including dismissal per Human Resources guidelines. For any persons, criminal prosecution may be initiated.

J. No user shall willfully or deliberately damage or unlawfully remove BCSD technology, network resources, or BCSD data.

K. Any willful act or omission that could cause either general loss of service or data, or interference with the work of another user, shall be cause for disciplinary action.

L. In the event a person loses or causes damage to BCSD computer files, hardware, software, or other computer related equipment, BCSD may seek from such person full restitution for the actual replacement cost to the BCSD, including but not limited to labor, parts, materials, and related costs.

M. Protection and backup of data on a district issued device is the student or staff member's sole responsibility. BCSD shall not be liable for loss of data. If a device must be re-imaged due to a malfunction or repair, data stored on the device could be lost. BCSD offers cloud storage and network storage space which gets backed up nightly.

IV. Software/Hardware Management

A. Purchases of technology resources shall be made in accordance with BCSD Admin. Reg. IS-37. Procurement of technology resources other than through the procedure contained in Admin. Reg. IS-37 is prohibited and will be considered unauthorized.

B. BCSD shall maintain a list of application software and programs approved for use on the BCSD computers.

C. No software or programs shall be installed on BCSD computers or servers without the proper license or permission.

D. Only software and programs purchased, owned, or explicitly authorized by BCSD shall be installed on BCSD computers. No personal software may be installed and used without prior authorization from the BCSD Technology Department. This includes, but is not limited to, games, productivity software, utilities, and communication software.

E. Copying and/or duplication of BCSD software and/or programs for any reason is prohibited.

F. BCSD will re-image a device or remove any non-approved software or applications discovered on BCSD computers or networks. Removed software and/or applications will not be returned to the installing user or the person to whom the BCSD device was issued. Students will be disciplined according to the Student Code of Conduct. Staff will be referred to Human Resources for disciplinary action up to dismissal pursuant to Human Resources guidelines.

G. BCSD approved and purchased systems/software that are no longer in compliance with current security patches and policies will be removed/discontinued at the discretion of the BCSD Technology Services Officer. All systems that require service contracts to maintain compliance shall be purchased by the original budgeting department until such systems are no longer in use. If the system creates a significant strain on technology resources, the purchasing department and/or school may be required to purchase hardware in order to support the requested system/software.

H. Only BCSD approved and purchased systems/software shall be supported by BCSD technology staff.

V. District E-Mail

A. Email by and through district email accounts is a business communications tool. Users must use this tool in a responsible, lawful manner. Only BCSD business should be conducted on BCSD email.

B. Under certain circumstances, email may be considered public records under the S.C. Freedom of Information Act (FOIA) and therefore subject to disclosure upon proper request, unless exempt from disclosure under one of the exemptions provided in the FOIA.

C. Under certain circumstances, email also may be considered student education records under the Family Educational Rights and Privacy Act (FERPA), subject to the rights of parents/guardians and eligible students, and with limited exceptions others, to inspect and review.

D. Any mass email sent to over 100 users must first be approved by Chief Human Resources Officer or the Director of Communications. Any attempt to circumvent this policy may lead to disciplinary measures against the BCSD employee.

E. It is strictly prohibited to:
   i. Send or forward emails containing libelous, defamatory, offensive, racist, or obscene remarks.
   ii. Forward a message with sensitive information, including credit card numbers, social security numbers or any information protected under FERPA. Information containing Social Security or Credit Card numbers maybe blocked by the Systems Administrator.

VI. Technology Network

A. The BCSD Technology Services Officer or his/her designee will provide all BCSD staff, students, board members, contractors and other approved entities with an access account to the BCSD network.

B. It is the sole responsibility of a user to ensure passwords are unique and difficult to guess by another individual. In addition, users shall safeguard their credentials from all other persons. Any and all activity on the BCSD network conducted under a set of credentials is the responsibility of the owner of said credentials.

C. Users on the BCSD network may access only those files for which they have specific authorization.

D. The BCSD Technology Services Officer will set quotas for disk usage space for all users on the BCSD network.

E. BCSD students/staff/other entities covered by this policy shall not attempt to bypass or interfere with security systems and/or content filters on the BCSD network or with BCSD owned devices.

F. Unless explicitly authorized by the BCSD Technology Services Department, only devices which are owned, managed, and controlled by BCSD are authorized to be on BCSD networks.

G. All copyright laws (see AR OS-38) shall be followed. Making or distributing copies of copyrighted material that includes text, pictures, video, and digital media without authorization is prohibited. Only commercial or institutional based audio/video streaming services may be considered for use and must comply with all BCSD Technology Services requirements. Said services must first be vetted and approved by BCSD Technology Services for use. The use of any other subscription-based video/audio streaming service is not allowed as these services are not authorized for commercial or institutional settings and will violate the terms of service.

H. The use of the BCSD network to obtain, distribute, or store inappropriate materials is prohibited.

VII. Incidental Personal Use

As a convenience to our users, incidental use of the district's network systems is permitted. The following restrictions apply:

A. Incidental personal use of internet access or district issued devices is restricted to approved users of the information systems. It does not extend to family members or other acquaintances.

B. Incidental use must not result in direct costs to BCSD.

C. Incidental use must not be used for personal monetary gain.

D. Incidental use must not interfere with an employee's work duties or impact district network performance.

E. No files or documents may be sent or received which could result in legal liability against or embarrassment to BCSD.

F. BCSD assumes no liability for loss of an employee's personal files or documents stored on the district's networks or other digital resources, whether those personal files or documents are lost through accident, system failures, or intentional removal.

VIII. Data & Records Retention

A. BCSD recognizes the importance of maintaining complete and accurate records in compliance with all applicable law and regulations.

B. BCSD will establish and maintain a system for the securing, cataloging, and storing of all records in compliance with state and federal law. Such system will include the suspension of routine record destruction practices, as applicable.

C. The Superintendent or his/her designee will establish procedures in compliance with the South Carolina Public Records Act, the State FOIA, and/or the electronic records management guidelines established and recommended by the South Carolina Division of Archives and Records Management.

D. BCSD records management manual, incorporated in Administrative Rule OS-40, describes BCSD procedures for the retention of BCSD data and records. Any additional and appropriate forms and guidelines that support this administrative regulation are published as separate documents. Copies of the BCSD administrative rules, forms, and guidelines will be available online, at each school and the district office.

E. In the event that any state and/or federal statutes, regulations, and/or policies conflict with BCSD records retention guidelines, the state and/or federal statutes, regulations, and policies will supersede and take precedent over BCSD guidelines.

Adopted: March, 2016
Revised: February, 2021

NOTE: IS-40 (Acceptable Use Policy), IS-40 R(1) (Internet Safety) and IS-40 R(2) (Network and Internet Acceptable Use) are replaced and incorporated into this Administrative Regulation (OS-39) with the February, 2021 revision.

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
   2. Sections 30-1-10 through 30-1-140 - Public Records Act.
   3. Sections 26-6-10 through 26-6-210 - South Carolina Uniform Electronic Transactions Act.

B. South Carolina Department of Archives and History Regulations 12-901 through 12-906.6 - Article 9 - General retention schedules for school districts.

C. South Carolina Department of Archives and History - Electronic Records Management Guidelines (E-Mail Management).

D. Children's Online Privacy Protection Act of 1998 (COPPA), 15 U.S.C. 6501–6505.

E. The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.

F. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Pub.L. 104-191, August 21, 1996, 110 Stat. 1936.

G. The Children's Internet Protection Act (CIPA) Pub.L. 106–554, Dec 21, 2000, 114 Stat. 2763, 2763 A-335, 20 USCA § 7001.

H. Board Policies
   1. Core Beliefs 1.1.; 1.2.; 1.3.
   2. Board Role and Job Description 2.1.1.; II.A.
   3. Governance Commitment 2.2.B.
   4. Delegation of Authority to Superintendent 2.5.B.
   5. Diversity Statement and Goals 3.7.II.D.

CARLA SHELTON
Employee Name

06/27/2022
Date

Carla F. Shelton
Employee Signature

BEAUFORT COUNTY SCHOOL DISTRICT

CONFIDENTIALITY AGREEMENT

I understand and agree as an employee of Beaufort County School District, I may have access to privileged and confidential information to include records, electronic records, emails, reports, payroll information, financial information, disciplinary information, and other information regarding employees, students, and parents, as well as any other information which Beaufort County School District deems to be confidential. Maintaining the confidentiality of information regarding our employees and our students is fundamental to our District. All personnel employed by or affiliated with the District are expected to conduct themselves in a professional and ethical manner at all times. Working in the District Office, particularly the Human Resources Office, may expose employees to information that is confidential and sensitive or private in nature.

In consideration of my employment with the District, which may provide me with access to such Confidential Information, I understand and agree not to disclose any Confidential Information to any person or entity, through any means, except as authorized by my supervisor. I agree not to discuss any employee-related matters or share any Confidential Information (through any means) with co-workers or with any other individuals who do not have a strict need-to-know, as determined by my supervisor. I agree not to engage in gossip or participate in or spread rumors to others (through any means) regarding matters that I learn of through my employment responsibilities with the District. I further agree to comply with all applicable federal and State laws, rules, regulations or other directives to maintain the confidentiality and security of such Confidential Information, including but not limited to the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act.

My signature below confirms that I understand the District's expectations regarding maintaining Confidential Information and agree to strictly adhere to the District's policies and procedures and this agreement.

CARLA SHELTON
Name of Employee

06/27/2022
Date

Carla F. Shelton
Signature of Employee

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

CERTIFIED ADMINISTRATIVE EMPLOYMENT CONTRACT

CARLA SHELTON
Name of Employee

This is to notify you of your employment as a/an **ADMINISTRATOR** for 260 **Days** during the 2022-2023 School Year. The following conditions of employment have been stipulated by the Beaufort County School District Board of Education and are hereby a part of this contract:

1. The Employee shall maintain throughout the life of this contract a valid and appropriate certificate for the position specified. Failure to maintain professional qualifications during the contractual period shall constitute grounds for termination of the contract. Proof of these qualifications shall be filed with the District Office.

2. The Employee agrees to discharge faithfully all duties and responsibilities imposed upon him/her by the rules and regulations of South Carolina and the District.

3. The District agrees to pay the Employee according to the salary schedule adopted by the Board. This salary schedule will be made available as soon as practicable. Loss or reduction in any amount of anticipated or appropriated state, local or federal funding may, at the discretion of the District, require a pro-rata reduction of salary, a reduction in the term of this contract and pro-rata reduction in salary, i.e., a furlough, a reduction in contract days in accord with state law, or a termination of this agreement. Furthermore, any decline in student enrollment, elimination or change in course programming, financial emergency, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in salary. Any such reduction will take place only upon the recommendation of the Superintendent and approval by the Board after reasonable notice has been provided to the affected parties. Any position eliminations will be handled in accordance with **BCSD Administrative Regulation HRS-30: Professional Staff Reduction in Force.**

4. The Employee shall receive a performance evaluation in accordance with District policy. This evaluation, if conducted during the term of this contract, shall be conducted by the Superintendent or the Superintendent's representative and shall be based in part upon a written instrument approved by the Superintendent and reviewed with the Employee. The Superintendent or her representative shall confer with the Employee concerning the evaluation received and reasons therefor. The Employee shall be given an opportunity to respond to the evaluation in writing.

5. The District's administrative assignments are discretionary with the Superintendent. In the event of any change in the District's organizational chart, reduction in force, or whenever it is deemed in the best interest of the District, the Superintendent may reassign the Employee. Further, the District reserves the right to make reassignments, upon notice to and consultation with the affected employee, consistent with S.C. Code Ann. § 59-24-15, as amended.

6. This contract shall be terminated by:

   (a) mutual agreement of the parties;
   (b) discharge for cause consistent with S.C. Code Ann. § 59-25-410, et seq., as amended; or
   (c) death.

7. An initial offer of employment is subject to receipt of a criminal record history report from the South Carolina Law Enforcement Division, which reveals no good and just cause for its withdrawal.

8. If, during the term of this contract, it is found that a specific clause of the contract is illegal under either federal or state law, the remainder of the contract not affected by such ruling shall remain in force.

Please indicate your acceptance of this contract by signing below and returning the original to the Superintendent or his/her agent, pursuant to **S.C. Code § 59-25-420 by** 07/25/2022 . This contract is not valid unless approved by the Board of Education and signed by the Superintendent.

Carla Shelton
Employee's Signature

Frank, Rodriguez, Ph.D, Superintendent

06/27/2022
Date

BEAUFORT COUNTY SCHOOL DISTRICT
PERSONNEL ACTION FORM

DATE INITIATED: 04/24/2023

TYPE OF REQUST: Administrative Leave With Pay

Provide Additional Information If Needed:

Placed on Administrative Leave with Pay effective 04/24/2023 through June 30, 2023 per the Superintendent and Alice Walton

EMPLOYEE #: [redacted]

FIRST NAME: CARLA **LAST NAME:** Shelton

POSITION TITLE: Principal

SCHOOL / LOCATION: Beaufort High

EMPLOYEE GROUP: Administrative **EMPLOYMENT STATUS:** Full-Time

EFFECTIVE DATE OF ACTION: 04/24/2023

HOURS PER DAY: _____ **ORG #:** 10023390

DAYS PER YEAR: _____ **OBJ #:** 511000

PROJ #: _____

INITIATOR'S SIGNATURE: Teresa L Baird

I HAVE REVIEWED THIS REQUEST AND ALL INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

DATE APPROVED AND SUBMITTED: _____

APPROVER'S SIGNATURE: _____

THIS REQUEST HAS BEEN REVIEWED AND APPROVED BY THE HUMAN RESOURCES DEPARTMENT.

DATE: 04/24/2023

HUMAN RESOURCES APPROVER'S SIGNATURE: MATTHEW D. HUNT

HUMAN RESOURCES and PAYROLL INFORMATION

POSITION #: _____ **JOB CLASS:** _____ **GROUP:** Administrative **FTE:** _____

HOURLY RATE: _____ **DAILY RATE:** _____ **ANNUAL SALARY:** _____

ADMIN STAFF SALARY LEVEL: _____ **ADMIN STAFF SALARY STEP:** _____

CERT STAFF SALARY LEVEL: _____ **CERT STAFF YEARS EXPERIENCE:** _____

CLASS STAFF SALARY LEVEL: _____ **CLASS STAFF SALARY STEP:** _____

DATE ACTION COMPLETED IN MUNIS: 04/24/2023

PROCESSED BY SIGNATURE: Teresa L Baird

Carla F. Shelton

[redacted]

April 25, 2022

Dr. Frank Rodriguez
Superintendent
Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29902

RE: Principal of Beaufort High School

Dear Dr. Rodriguez:

I am writing to express interest in the newly available ***Principal of Beaufort High School*** position with the Beaufort County School District. With the knowledge and skills obtained during my tenure as a building-level principal and assistant principal for the past 17 years, coupled with an additional 16 years of combined experience as a school counselor and teacher, I am confident I can lead Beaufort High School to a new level of excellence.

Beaufort High School dramatically appeals to me because of its commitment to promoting excellence in academic and extra-curricular programs, creating a safe learning environment, and closing achievement gaps for all students. I share the same dedication and uncompromising view that all students can learn. As a school leader, I work hard to ensure student and adult learning is the priority, support and challenge staff, build a trusting school culture, and create shared responsibilities for student performance. My leadership, school counseling, and teaching experiences have allowed me to work with diverse students and school communities in many capacities. I have an extensive background in data-driven instruction, Formative Instructional Practices (FIP), John Hattie's Visible Learning for Teachers, literacy and numeracy strategies, strategic professional learning communities, STEM education, and promoting a safe school environment (Positive Behavior Intervention Support). Also, I was awarded National Principal Mentor Certification by the National Association of Elementary School Principals.

As a building-level leader, my record for improving a school's overall academic performance demonstrates my commitment to continuous improvement. As principal of Greenbrier High School, the school improved in the areas of Content Mastery [90.7 to 91.6], Readiness [87.9 to 88.7], and School Climate [87.50 to 88.80] on the 2019 College and Career Ready Performance Index. As principal of **Thomson High School**, the school experienced the most significant improvements in the annual CCRPI in the following areas: Overall CCRPI Score increased from 62.0 (2016) to 63.7 (2018); Content Mastery increased from 44.3 (2016) to 47.7 (2018); Progress increased from 73.8 (2016) to 75.7 (2017); the 4-Year Cohort Graduation Rate increased from 76.7 (2016) to 81.2 (2018); the School Climate rating increased from 76.7 (2016) to 81.2 (2017); Student Attendance increased from 67.13 (2016) to 79.76 (2018), and School-Wide Attendance Score increased from 90.31 (2016) to 92.68 (2018). Finally, as **Harlem Middle School** principal, the school received the GaDOE's High Progress Reward School award in 2016 and 2017. HMS remains the only middle school in the Columbia County School District to receive this award. During my tenure as principal, HMS experienced exponential growth in ELA, reading, science, and social studies by implementing innovative instructional strategies and best practices. I believe schools must provide a "world-class" education that prepares all students to compete in a global economy and ultimately pursue their dreams.

At this point in my career, I am confident that I have the skills, passion, and enthusiasm necessary to be an effective principal at Beaufort High School. I am enthusiastic and prepared to contribute my knowledge and skills to promote a positive experience for all stakeholders at BHS. I would appreciate the opportunity to speak with you regarding the position. Thank you for your time and consideration.

Best regards,
Carla F. Shelton
Carla F. Shelton



Name	Type Description	Area	Area Description	Level	Certification Number	Effective	Expires
SHELTON, CARLA F	PROFESSIONAL	01	ELEMENTARY	MA30	[redacted]	07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	85	EARLY CHILDHOOD	MA30		07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	2I	SPED MULTICATEGORICAL	MA30		07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	1H	MIDDLE LEVEL SOCIAL STUDIES	MA30		07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	1E	MIDDLE LEVEL LANGUAGE ARTS	MA30		07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	86	SCHOOL COUNSELOR - ELEMENTARY	MA30		07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	89	SCHOOL COUNSELOR - SECONDARY	MA30		07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	7B	ELEMENTARY PRINCIPAL TIER I	MA30		07/01/2022	06/30/2027
SHELTON, CARLA F	PROFESSIONAL	7C	SECONDARY PRINCIPAL TIER I	MA30		07/01/2022	06/30/2027

Important Reminders

COMPLETE

Sent 07/05/2022 At 4:07 PM By TERESA BAIRD

Important General Informtation | Form Entry | CARLA SHELTON
Submitted by CARLA SHELTON on 07/20/2022 at 3:29 AM

Badges

- Your Employee ID badge will be sent to your school before your start date.
- Immediately report a lost badge to your Office Manager.
- Contact Karen Elia at 322-5421 for a replacement badge or if it is no longer working.

Name or Address Change

- Complete the Universal Name Change Form located in Frontline Central
- Complete the Universal Address Change Form located in Frontline Central
  - Change Name or Address: Frontline Central > My Forms > Forms that I can Start

Direct Deposit

- All pay is received via direct deposit.
- Contact Margaret McCarthy in Payroll regarding changes.
  - Change Direct Deposit: Frontline Central > My Forms > Forms that I can Start

Direct Deposit Notices

- You will receive this notification via your district email account.
- Will normally be received the Wednesday before the actual payday.
- Review your direct deposit notification to ensure the following information is correct:
  - Name Spelled Correctly
  - Reflects all your benefit and retirement elections
  - Direct Deposit Location is Correct
  - Sick and Vacation Days Used and Earned (Only 240 & 260 days employees earn vacation days)
  - Federal and State Tax Withholdings
  - Current Address

W-4 Changes

- Complete new W-4 to Payroll for required changes.
- Contact Margaret McCarthy in Payroll regarding changes.
  - Change W-4: Frontline Central > My Forms > Forms that I can Start

Teacher Supply Check

- Actual check, $275.00, will be sent to the school for you to receive on the first day of school.

Locality Payment

- All "Full-Time" employees will receive the locality payment.
- Amounts paid:
  - Administrative Staff - $1,500.00
  - Certified Staff - $5,000.00
  - Classified Staff - $1,500.00

    *Amounts could increase based on budget approval
- Payments:
  - 1st Half is paid on the first pay period in December.
  - 2nd Half is paid on the second pay period in May.

Number of Pay Periods

- Your annual salary will be divided over 26 pay periods.

Experience Verification

- Ebony Wilson, 322-2305 or Ebony.Wilson@beaufort.k12.sc.us
  - Please email your form to Ms. Wilson

Employment Verification

- Diane Standish, 322-2434 or Diane.Standish@beaufort.k12.sc.us
  - Verification of Employment form: Frontline Central > My Forms > Forms that I can Start

Payroll Contacts

- Tricia Baggett – Payroll Manager, 322-2367
- Stephanie Keane – Payroll Specialist, 322-2412
- Margaret McCarthy – Payroll Specialist, 322-2313

Benefit Premiums and Pay

- Your 1st and 2nd paychecks will not show any benefit deductions so they will be larger than your normal net pay.
- Premium amounts will start to be deducted from your 3rd paycheck so your net pay will be significantly lower.
  - 2022-2023 Paycheck schedule: You will be paid Bi-Weekly for 12 months. Your first paycheck is 08/12/2022, your last paycheck is 07/28/2023

Annual Salary Established

- If you hold a valid South Carolina certificate we will use the data provided on your teaching certificate to establish your salary.
- If you do not hold a valid South Carolina teaching certificate we will review your application and resume to determine your degree level and years of teaching experience. We will then pay you on the degree level (BA, MA or Doctorate) with 50% of your years of experience.
- Once your certificate has been issued by the South Carolina Department of Education we will then adjust your annual salary and any retro pay due according to the data provided on your certificate.

Certificate Upgrades and Salary

- Contact – Ebony Wilson, 322-2305 or Ebony.Wilson@beaufort.k12.sc.us
- Email a copy of your updated South Carolina teaching certificate. Normally takes one pay period for this change to reflect in your pay.
- Retro pay will be based on the "Effective Dates" of your certificate update. This date is established by the State Department of Education when your update is processed.

Click here for a copy of the BCSD 2022-2023 School Year Academic Calendar

Date*
07/20/2022

Carla F. Shelton

Signed:
CARLA SHELTON
Time:
07/20/2022 at 3:28 AM
IP Address:
[redacted]

User:
CARLA SHELTON
Email:
carla.shelton@beaufort.k12.sc.us

Standards of Conduct for SC Educators

COMPLETE

Sent 07/05/2022 At 4:07 PM By TERESA BAIRD

Standards of Conduct for South Carolina Educators | Form Entry | CARLA SHELTON

Submitted by CARLA SHELTON on 07/20/2022 at 3:05 AM

Please review the attachment to the right then sign and date below that you reviewed the form. Once submitted click on the "View Forms" button in order to view your compelted form.

Date
07/20/2022

Carla F. Shelton

Signed:
CARLA SHELTON
Time:
07/20/2022 at 3:04 AM
IP Address:
[redacted]

User:
CARLA SHELTON
Email:
carla.shelton@beaufort.k12.sc.us

Employee ID Badge Photo

COMPLETE

Sent 06/27/2022 At 2:53 PM By TERESA BAIRD

Employee ID Badge Photo | Form Entry | CARLA SHELTON
Submitted by CARLA SHELTON on 06/27/2022 at 10:26 PM
Please upload a picture of yourself in front of a solid background.

Legal Name

First Name
CARLA

Last Name
SHELTON

Employment

Hire Date
07/01/2022

School Location:*
Beaufort High School

Position*
Principal

Please enter the last four digits of your social security number:
[redacted]

Please make sure you take your photo in front of a solid background. There should be at least 10 inches above your head and 10 inches below your chest. If your photo does not meet DESC standards, HR will deny your form. You will then need to complete a new form and resubmit your photo.

File Upload(s)
Please upload your photo here:*
cs.jpg

Human Resources - Approve or Deny | Review & Approve (Or Deny) | KAREN ELIA
Submitted by KAREN ELIA on 06/28/2022 at 11:09 AM

Multiple Choice*
(•) Approve ( ) Deny

Date*
06/28/2022

This form was approved or denied by:*
Karen Elia

New Hire Welcome Letter Virtual

COMPLETE

Sent 06/27/2022 At 2:54 PM By TERESA BAIRD

Workflow Step 1 | Form Entry | CARLA SHELTON
Submitted by CARLA SHELTON on 06/27/2022 at 10:33 PM

Dear New Employee,

We are delighted to welcome you to the Beaufort County School District team. New Hire Orientations will be virtual.

Since the orientations are virtual, it is imperative that you complete the below task prior to attending your new hire orientation.

You will need to upload your Driver's license and social security card to the Required Documents form. The name on your social security card is the name we will enter into our system.

Please upload a negative Tuberculosis test that was given within the last 12 months to the Tuberculosis Form.

You will need to upload a voided check or a direct deposit authorization form (from the bank) to your Direct Deposit form.

You will need to upload a picture of yourself to the Employee ID Badge form. Please make sure the picture is in front of a solid background with at least 10 inches above your head and 10 inches below your shoulders. Once your picture is approved, your badge will be created and sent to your school.

You must have all documents completed before you can participate in the orientation. Please make sure you digitally sign and submit each form in your new hire packet. Please make sure to complete your documents in the name listed on your social security card! Your information will be kept confidential and visible only to authorized Human Resource personnel.

For information on all benefits available through Beaufort County School District, please click the link below. This will provide you with good general information, and any additional questions you may have can be addressed during the virtual orientation.

Click this link for information on all benefits.

Click this link to view an informational video on insurance/retirement.

After your new hire orientation, the benefits department will send you a link to sign up for your benefits appointment with Ward Services.

If you plan to enroll any dependents for insurance, you will need to provide the following:

• Spouse: Marriage Certificate or Page 1 of the most recent Joint Federal Tax return (black out financial information)

• Child/Ren: Long-form Birth Certificate (that list the parents' names) or legal documents (i.e. adoption decree, court ordered placement/custody agreement)

• Social Security numbers and birthdates (for all dependents and beneficiaries)

Please remember this is a professional meeting, and we ask that you extend the same courtesy as you would for an in-person meeting.

If you would like to view or print any of your signed new hire documents, please go into your completed forms tab.

Should you have any questions please contact:

For administrative staff please contact Teresa Baird (843) 322-2329
For certified staff please contact Ebony Wilson at (843) 322-2305
For classified staff please contact Diane Standish (843) 322-2434.

Date*
06/27/2022

Carla F. Shelton

Signed:
CARLA SHELTON
Time:
06/27/2022 at 10:33 PM
IP Address:
[redacted]

User:
CARLA SHELTON
Email:
[redacted]

Required Documents

COMPLETE

Sent 06/27/2022 At 2:53 PM By TERESA BAIRD

Required Documents | Form Entry | CARLA SHELTON
Submitted by CARLA SHELTON on 06/28/2022 at 7:30 AM

Please upload the following documentation in order to complete your personnel file and process you into our system.

File Upload(s)
Driver's License*
Carla West Shelton Identification Card.pdf

File Upload(s)
Social Security Card
(Please keep in mind, we will use the name on the social security card that you upload as your legal name)*
Carla F. Shelton's SS Card.pdf

Date*
06/27/2022

Carla F. Shelton

Signed:
CARLA SHELTON
Time:
06/27/2022 at 10:22 PM
IP Address:
[redacted]

User:
CARLA SHELTON
Email:
[redacted]

Workflow Step 2 | Review & Approve (Or Deny) | TERESA BAIRD
Submitted by TERESA BAIRD on 06/28/2022 at 3:52 PM

Multiple Choice

- [x] Approve
- [ ] Deny

Carla Shelton
[redacted]
New Principal @ BHS

Acceptable Use and Responsibility Policy for Cellular Devices

I. REASON FOR POLICY

This policy describes the assignment, use, and management of cellular devices (cellular phones, smartphones, MiFi devices, etc.) by employees of Beaufort County School District (BCSD). BCSD provides the use of cellular devices to those individuals whose duties and responsibilities require immediate or remote communication capabilities.

II. POLICY STATEMENT

The Technology Services Department shall be responsible for the administration of cellular device use, including the acquisition of cellular devices and the specific service plan for cellular device use. The acquisition of cellular devices and service plans shall be in accordance with the BCSD Procurement Code.

A. The assignment of cellular devices must be approved by the district Superintendent or designee and should be only to employees whose duties and responsibilities require immediate communication capabilities. The Technology Services Officer must review the assignment of all cellular devices at least annually to assure compliance with this policy.
B. A current inventory of all cellular devices will be maintained by the Technology Services Department. Such inventory must include device make and model, serial number, telephone number, and the name of employee to which a device has been assigned.
C. Each employee assigned a cellular device must sign an acknowledgement of the *Acceptable Use and Responsibility Policy for Cellular Devices*, which is to be maintained in the employee's personnel file.
D. Each employee assigned a cellular device shall be primarily responsible for the security and maintenance of the unit, and must immediately report the theft, loss, or damage of the unit to the Technology Services Officer. Employees are personally responsible for any charges to replace or repair cellular devices that are lost, stolen, or damaged due to gross negligence.
E. Each employee is responsible for all incoming and outgoing calls, text messages (SMS/MMS) and data usage made against their cellular device. Assigned cellular devices are only to be used for official business related activities.
F. The responsibility for assigned cellular devices cannot be transferred to another employee without the approval of the Technology Services Officer. When an employee, to whom a cellular device has been assigned, terminates employment, the unit and all assigned accessories must be returned to the Technology Services Officer in appropriate working condition prior to the employee's last day of work.
G. All cellular use must be done so in accordance with the BCSD's Acceptable Use and Internet Safety Policies [See Administrative Rules and Procedures I-40, I-40-R(1), I-40-R(2), and I-40-R(4)]. Any employee assigned a cellular device, who fails to comply with the terms of these policies, may have their cellular privileges suspended or revoked and may be subject to disciplinary action.
H. All cellular phones must be used in accordance with all local and state driving laws.

Beaufort County School District Online Application

Shelton, Carla - AppNo: 29552 Date Submitted: 4/25/2022

Personal Data

Name:	Carla	F	Shelton
	(First)	(Middle Initial)	(Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other:	Carla	F	West
	(First)	(Middle Initial)	(Last)

Email Address: [redacted]

Postal Address

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:

[redacted]

Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

[redacted]

Employment Desired

No vacancies or pools are visible.

Experience

Please list
"ALL"
of your work experience
beginning with the most recent.

Current or Most Recent Position		**Employer Contact Information**		**Supervisor/Reference Contact Information**	
Columbia County School District Principal, Greenbrier High School		4781 Hereford Farm Road Evans, Ga. 30809 [redacted]		Mr. Steven Cummings, Assistant Superintendent [redacted] steven.cummings@ccboe.net	
Date From - Date To:	07/2018 - 06/2022	**Full or Part Time:**	Full	**Last Annual Salary:**	123,000.00
Reason for Leaving:	Currently Employed				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Responsibilities: Presently serving in the position of principal. As principal, my primary responsibility is to provide instructional leadership and implement a cohesive educational program at the high school level. Additional areas of responsibility include but are not limited to the following: Build and sustain a school vision; Share leadership; Lead a learning community; Utilize data to make instructional decisions; Monitor curriculum, instruction, and assessment; Oversee the school climate to include fostering and sustaining the school climate, addressing internal and external dynamics at work in the school, establishing a learning environment based on high expectations and respect for all individuals, managing conflict and crisis in a timely and expert manner, and practicing shared decision making; Provide human resource administration to maintain effective operations; Oversee the teacher evaluation process; Provide school management and local school operations oversight; Manage communication and community relations at the local school; Maintain professionalism and a cohesive learning environment; Support continual student achievement, and Perform other duties as assigned.				

Experience Continued

Responsibilities/ Accomplishments at this Position continued...

Accomplishments:
2022 AP Honor School [AP Humanities/Achievement School, AP STEM/Achievement School, and AP School of Distinction]; 2021 Graduation Rate 98.7%; 2021 Top 5% in the Nation by US News and World Reports; 2019 College and Career Ready Performance Index, Greenbrier High School improved in the areas of Content Mastery [90.7 to 91.6], Readiness [87.9 to 88.7], and School Climate [87.50 to 88.80].

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
McDuffie County School District Principal, Thomson High School		716 North Lee Street Thomson, GA 30824 [redacted]		Dr. Mychele Rhodes Superintendent [redacted]	
Date From - Date To:	06/2016 - 06/2018	**Full or Part Time:**	Full	**Last Annual Salary:**	118,000.00
Reason for Leaving:	Obtained a position 30 miles closer to home and higher salary.				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Responsibilities: As the principal of Thomson High School, I served as the instructional and strategic leader for the school. Additional areas of responsibility included but were not limited to the following: Lead and monitored the implementation of the school system curriculum as mandated by the Georgia Department of Education and school system initiatives through classroom visits, grade level and department meetings, scheduling, and other related activities; Communicated organizational goals and objectives to stakeholders; Planned for student success; Evaluated staff and program effectiveness through data analysis and other assessment forms; Hired, trained, and retained highly qualified staff; Facilitated interpersonal interactions including, but not limited to problem resolution with students, parents and staff; Managed finances, resources, and physical plant; Performed other duties as assigned. Accomplishments: On the 2018 College and Career Ready Performance Index, Thomson High School improved its Overall CCRPI Score from 62.0 to 63.7. In addition, the school improved in the areas of Content Mastery [45.8 to 47.7], Progress [57.14 to 71.6], Closing Gaps [41.6 to 61.5], Readiness [46.8 to 66.6], and Graduation Rate [75.2 to 78.4].				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Columbia County School District Principal, Harlem Middle School		4781 Hereford Farm Road Evans, GA 30809 [redacted]		Dr. Jeff Carney, Associate Superintendent [redacted] jcarney@columbiacountyga.gov	
Date From - Date To:	07/2007 - 06/2016	**Full or Part Time:**	Full	**Last Annual Salary:**	115,000.00
Reason for Leaving:	Obtained a position as a high school principal.				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Responsibilities: Served in the position of principal; supervised, hired, and directed administrators, teachers, educational assistants, and administrative support staff; observed and evaluated certified and non-certified staff; guided faculty and staff in all initiatives to raise student achievement; provided purpose and vision for the school; managed all human resources to ensure an orderly work and learning environment; developed and implemented effective professional learning programs; designed the school's master schedule to positively impact student achievement; participated in curriculum planning and development; designed and implemented an effective Response to				

Experience Continued

Responsibilities/ Accomplishments at this Position continued...
Intervention Program; and implemented all requirements for Title I Program.

Accomplishments:
In my tenure as principal of Harlem Middle School, the school was recognized as a High Progress Reward School in 2016 and 2017. Also, HMS experienced exponential growth in the areas of ELA, reading, science, and social studies through the implementation of innovative instructional strategies and best practices.

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Columbia County School District Assistant Principal and School Counselor, Harlem High School		1746 Mattox Creek Drive Thomson, GA 30824 [redacted]		Mr. Alan Griffin [redacted]	
Date From - Date To:	07/1999 - 06/2007	**Full or Part Time:**	Full	**Last Annual Salary:**	80,000.00
Reason for Leaving:	Obtained a position as principal of Harlem Middle School				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Assistant Principal Responsibilities: Served as registrar; constructed the school's master schedule; supervised all student services activities; supervised after-school instructional programs; High Schools That Work Coordinator; facilitated all school improvement and reform efforts to include data collection and action plan evaluation; disciplinarian for ninth through eleventh grade students; supervised special education teachers and programs; supervised and evaluated certified and non-certified faculty and staff; and conducted student support team meetings. School Counselor Responsibilities: Responsible for counseling students in grades nine through twelve with regard to academic, career, and post-secondary issues. Scope of responsibility was diverse and included developing and implementing a comprehensive school-wide advisement program, a rising-ninth grade advisement program, and an after-school programs which were designed to provide academic support to students, to provide students with an opportunity to regain lost credit, and to assist students in preparing for college entrance exams; assisted with designing and supervising a career center for students in grades nine through twelve; Assisted with developing school's master schedule; and assisted with all school improvement and reform efforts to include data collection and action plan evaluation.				

Disclosures

Contract Status

* Are you currently under contract?	Yes
If Yes, which district?	Columbia County School District
If Yes, when does it expire?	June 30, 2022
When may your present employer be contacted?	Immediately

Professional Status

* Have you ever had a teaching certificate or teaching license revoked or suspended?	No

If Yes, explain:

Disclosures continued

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?	No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the Beaufort County School District?	No
Name:	
Position:	
Relationship:	

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?	Yes

What accommodations do you need in order to perform the essential functions of this position? (If no accommodations are needed state "NONE" in the provided area below.

NONE

* Have you ever been employed by Beaufort County School District?	No

If "YES" when were you employed and what position did you hold?

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?	Yes

* Have you ever been arrested, charged or convicted of any type of a criminal offense? (This includes traffic/movement violations as well.)	Yes

If you answered "YES" to the previous question list all arrest, charges, convictions and traffic/movement information in the space provided. If you answered "NO" to the previous question indicate "NONE" in the space provided.

Speeding Ticket December 2018 Georgia

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Legal Information continued

* Have you ever had any indicated finding of child abuse filed in your name?	No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database within the United States or "Other" Country?	No

Equal Opportunity Employer

Beaufort County School District is an Equal Opportunity Employer. Beaufort County School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Beaufort County School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

By checking the box below, I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application to be employed or volunteer.

In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize Beaufort County School District and its agent, at any time during or subsequent to my application process, to conduct an investigative consumer report that may include, but are not limited to, a criminal record check, employment and education verifications, personal references; personal interviews; my personal credit history; and driving record.

I do hereby consent to Beaufort County School District's use of any information provided on this form or during the application process in performing the investigative consumer report. Beaufort County School District has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment or volunteer opportunities. I agree to release, indemnify and hold harmless Beaufort County School District and any reporting agency used with regard to any information reported by the reporting agency. According to the Fair Credit Reporting Act, I am entitled to know if employment or the opportunity to volunteer is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Beaufort County School District. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. I acknowledge that facsimile, copy or email shall be as valid as the original.

I hereby authorize Beaufort County Schools to conduct a personal and professional background check for the purposes of my application of employment/volunteering at Beaufort County Schools. Beaufort County Schools may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Beaufort County Schools contact with the individuals for purposes of employment or volunteer services.

I understand that confidential information about a student may be shared with me. I further understand that any information about a student is not to be discussed with anyone other than the teacher or other staff members responsible for the education of the student.

I also hereby give complete permission for Beaufort County Schools to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of employment/volunteering. I futher acknowledge that an offer of employment is contingent upon receiving a clear crimnal background report.

I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will. I understand that a criminal background check will be conducted prior to and during my service and that an offer of employement is contingent upon a clear criminal background report. I authorize investigations of all statements contained within my application. I agree to observe all of Beaufort County School's guidelines and policies.

I UNDERSTAND AND ACKNOWLEDGE THAT THE BEAUFORT COUNTY SCHOOL DISTRICT EXPECTS EMPLOYEES TO MAINTAIN A PROFESSIONAL RELATIONSHIP WITH STUDENTS AT ALL TIMES. NO EMPLOYEE WILL ENGAGE IN IMMORAL OR CRIMINAL CONDUCT OR COMMIT OR ATTEMPT TO INDUCE STUDENTS OR OTHERS TO COMMIT AN ACT OR ACTS OF IMMORAL OR CRIMINAL CONDUCT. IF IT APPEARS AN EMPLOYEE MAY HAVE VIOLATED THE LAW, THE DISTRICT WILL COOPERATE WITH THE LAW ENFORCEMENT AGENCIES.

I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or a vulnerable adult and that I have never been accused of these acts. I understand that I can withdraw my application from the employment/volunteer process at any time. I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial to be employed or serve as a volunteer and that refusal to inform Beaufort County Schools of the contents of a sealed criminal record will result in the automatic denial of my employment/volunteer application.

I, Carla Shelton, agree to all of the terms above. ☒ I agree

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: DeKalb County High School, Smithville, Tennessee
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
TN - Lincoln Memorial University	07/2000 07/2001	Educational Leadership and Supervision Hrs: 30	None Hrs: None	Educational Specialist	12/2001
GA - University of Georgia, Augusta State University	08/1991 06/1996	Counseling and Guidance Hrs: 50	None Hrs: None	Master of Education	06/1996
MA - Massachusetts State University, Fitchburg State University	01/1986 05/1988	Special Education Hrs: 140	None Hrs: None	Bachelor of Science	05/1988

Education Continued

	Undergraduate	Graduate
Overall GPA	[redacted]	[redacted]
Major GPA		

Highest Degree Attained
Ed. Specialist/6th yr./etc.

Number of graduate hours beyond your highest degree:
None

Grad Program Of Study
Educational Administration and Supervision

List honors, awards or distinctions you have earned:
Fitchburg State College - Magna Cum Laude

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe in detail the nature and length of any experience or training in your professional development which would exemplify your qualifications for service with Beaufort County School District. (i.e., Business, Industrial, Military, Seminars, Professional Certifications or Licenses).

For the past 15 years, I have proudly served as principal at both the middle and high school levels. As a school leader, I have worked hard to ensure student, and adult learning is a priority, supported and challenged staff, built a culture of trust, and created shared responsibility for student performance and development. My experiences in leadership, school counseling, and teaching have allowed me to work with diverse students and school communities in many capacities. I have an extensive background in the following concepts and models: data-driven instruction, Formative Instructional Practices (FIP), John Hattie's Visible Learning for Teachers, literacy and numeracy strategies, strategic professional learning communities, STEM education, Positive Behavior Intervention, and Support model (PBIS), and promoting a safe school environment.

At this point in my career, I am confident that I have the knowledge, skills, passion, ad enthusiasm to be an effective school leader in the Beaufort County School District.

2. From your point of view, how important is technology in education? What technology-related skills can you contribute to Beaufort County School District?

If schools are to prepare students to enter a highly advanced workforce successfully, technology must be taught and used by both students and teachers in our schools. The integration of technology in the classroom can enhance the learning experience for all students. Teachers can use technology to accelerate learning and provide students with exponential opportunities to explore complex subject matters at deeper levels. In addition, technology is an effective tool to promote student engagement and assist the teacher in making a real-world connection to a lesson's concept.

I have expertise in using Google tools for education, Microsoft Office 365, LiveBinders, and Smore Online Newsletter. In addition, I have experience in using the Illuminate Education program to create formative assessments and analyze data.

3. List professional memberships (including Offices held), honors received, publications, civic and community activities.

*Author of The Exceptional Teacher's Handbook: The First-Year Special Education Teacher's Guide for Success(3rd Edition) Corwin Press

*Author of Best Practices for Effective Secondary School Counselors Corwin Press

*Conference Presenter: ASCD, NTPN, NASSP, HSTW,and GSC

*Certified National Principal Mentor [National Association of Elementary School Principals]

3. List professional memberships (including Offices held), honors received, publications, civic and community activities.

*Professional Organizations: ASCD, GAEL, and PAGE

Language Skills

Do you know any language other than English? No

Professional References

	Reference 1	Reference 2
Name:	Mr. Steven Cummings	Mrs. Penny Jackson
School/Org:	Columbia County School District	Columbia County School District
Current Position:	Assistant Superintendent	Associate Superintendent
Home Phone:	NA	NA
Cell Phone:	[redacted]	[redacted]
Work Phone:		
Mailing Address:	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809
Work Email:	steven.cummings@ccboe.net	penny.jackson@ccboe.net
Relationship to Candidate:	Current Evaluator	Previous Evaluator
Years Known:	8	11

	Reference 3	Reference 4
Name:	Dr. Brian Campbell	Mrs. Michele Sherman
School/Org:	Columbia County School District	Columbia County School District
Current Position:	Director of Student Learning High Schools, Grades 9-12	Assistant Superintendent
Home Phone:	NA	NA
Cell Phone:	[redacted]	[redacted]
Work Phone:		
Mailing Address:	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809
Work Email:	brian.coampbell@ccboe.net	msherman@ccboe.net
Relationship to Candidate:	Director over High School Programs	Colleague
Years Known:	18 Years	12

Professional References cont.

	Reference 5	
Name:	Dr. Jeff Carney	
School/Org:	Columbia County Government	
Current Position:	Human Resources Director	
Home Phone:	NA	
Cell Phone:	[redacted]	
Work Phone:	NA	
Mailing Address:	630 Ronald Reagan Drive Evans, Ga 30809	
Work Email:	jcarney@columbiacountyga.gov	
Relationship to Candidate:	Previous Evaluator	
Years Known:	20 Years	

Referrals

How did you hear about employment with us?

Beaufort County Website

Prior Residential Address Information

Date From	Date To	Street Address	City	County	State	Zip Code
[redacted]						

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

1. Author of The Exceptional Teacher's Handbook: The First-Year Special Education Teacher's Guide for Success (3rd Edition) Corwin Press
2. Author of Best Practices for Effective Secondary School Counselors Corwin Press
3. Conference Presenter ASCD, NTPN, NASSP, HSTW, and GSC
4. Certified National Principal Mentor [National Association of Elementary School Principals]

Carla F. Shelton

[redacted]

Professional Summary

- Enthusiastic school leader who advocates for student and faculty continuous improvement programs focused on raising students' academic achievement, improving educators' instructional skills, and encouraging community involvement.
- Experienced school leader committed to developing the whole child, creating healthy, safe learning environments, and establishing a culture of excellence at all levels.
- Innovative leader focused on providing students with a rigorous program of study, along with the confidence, tools, and skills required to build and advance toward college, career, and life readiness.
- Proactive leader with a proven track record of collaborating with innovative professionals to improve instructional practices and raise student achievement to the highest level.
- Student-focused leader who forges strong relationships with all school community members and strives to cultivate, maintain and strengthen stakeholder relationships continuously.

Core Competencies

- AdvancED/Cognia Accreditation
- Curriculum Planning and Improvements
- Data Teams Model
- Google Classroom
- Google Tools for Educators
- Leadership Development and Evaluation
- MindSet Safety Management Training
- Multi-Tiered System of Supports (MTSS)
- Positive Behavioral Intervention and Supports (PBIS)
- School Improvement and Strategic Planning
- Visible Learning and Teaching
- Wraparound Services Model of Support
- YouScience Inventory

Education

Ed.S. Degree in Educational Leadership and Supervision July 2001
Lincoln Memorial University, Harrogate, Tennessee

M.Ed. Degree in School Counseling June 1996
Augusta State University, Augusta, Georgia

B.S. Degree in Special Education May 1988
Fitchburg State College, Fitchburg, Massachusetts
Graduated Magna Cum Laude
Certification in Elementary Education

Experience

PRINCIPAL
Greenbrier High School, Evans, Georgia 2018 -Present

Presently serving in the position of principal. As principal, my primary responsibility is to provide instructional leadership and implement a cohesive educational program at the high school level. Additional areas of responsibility include but are not limited to the following: Build and sustain a school vision; Share leadership; Lead a learning community; Utilize data to make instructional decisions; Monitor curriculum, instruction, and assessment; Oversee the school climate to include fostering and sustaining the school climate, addressing internal and external dynamics at work in the school, establishing a learning environment based on high expectations and respect for all individuals, managing conflict and crisis in a timely and expert manner, and practicing shared decision making; Provide human resource administration to maintain effective operations; Oversee the teacher evaluation process; Provide school management and local school operations oversight; Manage communication and community relations at the local school; Maintain professionalism and a cohesive learning environment; Support continual student achievement, and Perform other duties as assigned.

PRINCIPAL
Thomson High School, Thomson, Georgia 2016 - 2018

Served in the position of principal. As principal, my areas of responsibility included but were not limited to the following: Supervised, hired, and directed assistant principals, teachers, educational assistants, and support staff; observed and evaluated certified and non-certified staff; guided faculty and staff in all initiatives to raise student achievement; provided purpose and vision for the school; managed all human resources to ensure an orderly work and learning environment; developed and implemented effective professional learning communities; designed the school's master schedule to positively impact student achievement; participated in curriculum planning and development; and designed and implemented vital student support programs.

PRINCIPAL
Harlem Middle School, Harlem, Georgia 2007 – 2016

Served in the position of principal. As principal, my areas of responsibility included but were not limited to the following: Supervised, hired, and directed administrators, teachers, educational assistants, and administrative support staff; observed and evaluated certified and non-certified staff; guided faculty and staff in all initiatives to raise student achievement; provided purpose and vision for the school; managed all human resources to ensure an orderly work and learning environment; developed and implemented effective professional learning programs; designed the school's master schedule to positively impact student achievement; participated in curriculum planning and development; and designed and implemented an effective *Response to Intervention* program.

ASSISTANT PRINCIPAL
Harlem High School, Harlem, Georgia 2004 - 2007

Served as registrar; constructed the school's master schedule; supervised all student services activities; supervised after-school instructional programs; High Schools That Work Coordinator; facilitated all school improvement and reform efforts to include data collection and action plan evaluation; disciplinarian for ninth through eleventh-grade students; supervised special education teachers and programs; supervised and evaluated certified and non-certified faculty and staff; and conducted student support team meetings.

Experience

SCHOOL COUNSELOR
Harlem High School, Harlem, Georgia 1999 - 2004

As a school counselor at Harlem High School, I was responsible for counseling students in grades nine through twelve concerning academic, career, and post-secondary issues. The scope of my responsibility was diverse and included developing and implementing a comprehensive school-wide advisement program, a rising-ninth grade advisement program, and an after-school program. These programs provided academic support to students, allowed them to regain lost credit, and assisted students in preparing for college entrance exams. As a school counselor, I assisted with designing and supervising a career center for students in grades nine through twelve, assisted with developing the school's master schedule, and helped with all school improvement and reform efforts to include data collection and action plan evaluation.

INTERRELATED SPECIAL EDUCATION TEACHER
Lakeside High School, Evans, Georgia 1995 - 1999

Responsible for teaching communication skills to students with learning disabilities in grades nine through twelve; designed and implemented individualized education programs; developed accommodations and strategies for general education teachers to implement with inclusion students; responsible for scheduling students in general and special education classes; responsible for administering and interpreting education assessments; and responsible for conducting parent-teacher conferences.

Certificates

Georgia Department of Education
Educational Leadership (P-12)
Elementary/Middle Grades (4-8)
School Counseling (P-12)

Massachusetts Department of Elementary and Secondary Education
Elementary Education (1-8)
Special Education (P-12)

Accomplishments

- Author of *The Exceptional Teacher's Handbook: The First-Year Special Education Teacher's Guide for Success* (3rd Edition) Corwin Press
- Author of *Best Practices for Effective Secondary School Counselors* Corwin Press
- Conference Presenter ASCD, NTPN, NASSP, HSTW, and GSC
- Certified National Principal Mentor [National Association of Elementary School Principals]

References

Furnished upon request

Administrative Staff
Salary Calculation Worksheet

EMPLOYEE and POSITION DATA			
NAME	Carla Shelton	HIRE DATE	7/1/2022
POSITION TITLE	Principal	HOURS PER DAY	8
POSITION PAY LEVEL	Level 210	DAYS PER YEAR	260
LOCATION	Beaufort High School	HOURS PER YEAR	2080

CHRONOLOGICAL WORK HISTORY						
START DATE MM/YYY	END DATE MM/YYYY	EMPLOYER	POSITION	TOTAL YEARS	SAME	DIFF
07/2018	07/2022	Columbia County School Dist	Principal - Greenbrier HS	4 yrs, 0 mos	4.00	
07/2016	07/2018	McDuffie County School Dist	Principal - Thomson HS	2 yrs, 0 mos	2.00	
07/2007	07/2016	Columbia County School Dist	Principal - Harlem MS	9 yrs, 0 mos	9.00	
07/2004	07/2007	Columbia County School Dist	Asst Prin - Harlem HS	3 yrs, 0 mos		3.00
07/1999	07/2004	Columbia County School Dist	School Counselor - Harlem HS	5 yrs, 0 mos		5.00
07/1995	07/1999	Lakeside HS, Evans, GA	Special Education Teacher	4 yrs, 0 mos		4.00
01/1994	07/1995	Blue Ridge Ele, Evans, GA	Special Education Teacher	1 yrs, 6 mos		1.50
07/1993	01/1994	Richmond County, August, G	Special Education Teacher	0 yrs, 6 mos		0.50
07/1989	07/1993	Jackson MS, Jackson, SC	Special Education Teacher	4 yrs, 0 mos		4.00
01/1988	12/1988	Turkey Hill MS, Lunenburg	Special Education Teacher	0 yrs, 11 mos		0.92
				TOTALS:	15.00	9.46

The Base Hourly Rate is determined from a formula based on the Hourly Minimum, Hourly Maximum and percentage of Years Experience. The Base Hourly Rate is used to begin the process of determing the new employee's hourly rate and annual salary.

BASE HOURLY RATE COMPUTATION			
Years to Max	21	Years Experience Granted	Base Hourly Rate
Pay Level Hourly Minimum	$47.1600	24.46	$60.5953
Pay Level Hourly Maximum	$66.2200		

The Base Hourly Rate is then multiplied by the "Hours Per Year" totalPin order to determine the claculated annaul salary. The calculated annual salary will be used to determine the employee's "Actual" annual salary. The employee will be placed on the Hourly Step "CLOSEST" to the calculated rate.

APPROVED HOURLY RATE AND ANNUAL SALARY INFORMATION	
Approved Step:	17
Approved Hourly Rate:	$66.2200
Approved Daily Rate:	$529.76
Approved Annual Salary:	$137,738
Bi-Weekly Gross:	$5,298

EMPLOYEE'S ACKNOWLEDGEMENT:

By signing, I acknowledge that the calculation information on this worksheet is correct and I was provided with a copy of this information. Also, I understand that my Annual Salary will be divided into 26 paychecks and paid in accordance with the district's published Payroll Pay Schedule.

EMPLOYEE SIGNATURE: Carla F. Shelton DATE: 6/29/2022

HUMAN RESOURCES APPROVAL	
MUNIS FTE Factor:	1.0000

APPROVAL SIGNATURE: Alice W. Walsh DATE: 6/27/2022

Administrative Staff
Salary Calculation Worksheet

EMPLOYEE and POSITION DATA			
NAME	Carla Shelton	HIRE DATE	7/1/2022
POSITION TITLE	Principal	HOURS PER DAY	8
POSITION PAY LEVEL	Level 210	DAYS PER YEAR	260
LOCATION	Beaufort High School	HOURS PER YEAR	2080

CHRONOLOGICAL WORK HISTORY						
START DATE	END DATE	EMPLOYER	POSITION	TOTAL	SAME	DIFF
MM/YYY	MM/YYYY			YEARS		
07/2018	07/2022	Columbia County School Dist	Principal - Greenbrier HS	4 yrs, 0 mos	4.00	
07/2016	07/2018	McDuffie County School Dist	Principal - Thomson HS	2 yrs, 0 mos	2.00	
07/2007	07/2016	Columbia County School Dist	Principal - Harlem MS	9 yrs, 0 mos	9.00	
07/2004	07/2007	Columbia County School Dist	Asst Prin - Harlem HS	3 yrs, 0 mos		3.00
07/1999	07/2004	Columbia County School Dist	School Counselor - Harlem HS	5 yrs, 0 mos		5.00
07/1995	07/1999	Lakeside HS, Evans, GA	Special Education Teacher	4 yrs, 0 mos		4.00
01/1994	07/1995	Blue Ridge Ele, Evans, GA	Special Education Teacher	1 yrs, 6 mos		1.50
07/1993	01/1994	Richmond County, August, G	Special Education Teacher	0 yrs, 6 mos		0.50
07/1989	07/1993	Jackson MS, Jackson, SC	Special Education Teacher	4 yrs, 0 mos		4.00
01/1988	12/1988	Turkey Hill MS, Lunenburg	Special Education Teacher	0 yrs, 11 mos		0.92
				TOTALS:	15.00	9.46

The Base Hourly Rate is determined from a formula based on the Hourly Minimum, Hourly Maximum and percentage of Years Experience. The Base Hourly Rate is used to begin the process of determing the new employee's hourly rate and annual salary.

BASE HOURLY RATE COMPUTATION			
Years to Max	25	Years Experience Granted	Base Hourly Rate
Pay Level Hourly Minimum	$47.1600	24.46	$60.5983
Pay Level Hourly Maximum	$66.2200		

The Base Hourly Rate is then multiplied by the "Hours Per Year" total in order to determine the claculated annaul salary. The calculated annual salary will be used to determine the employee's "Actual" annual salary. The employee will be placed on the Hourly Step "CLOSEST" to the calculated rate.

APPROVED HOURLY RATE AND ANNUAL SALARY INFORMATION	
Approved Step:	17
Approved Hourly Rate:	$66.2200
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EMPLOYEE SIGNATURE: Carla F. Shelton DATE: 6/29/2022

HUMAN RESOURCES APPROVAL	
MUNIS FTE Factor:	1.0000

APPROVAL SIGNATURE: Alice W. Wachs DATE: 6/27/2022

STANDARDS OF CONDUCT FOR SOUTH CAROLINA EDUCATORS

Pursuant to State Board of Regulation 43-58, the State Board of Education has the legal authority to deny, revoke, or suspend a certificate, or issue a public reprimand, for the following causes:

- incompetence,
- willful neglect of duty,
- willful violation of the rules and regulation of the State Board of Education,
- unprofessional conduct,
- drunkenness,
- cruelty,
- crime against the law of this state or the United States,
- immorality,
- any conduct involving moral turpitude,
- dishonesty,
- evident unfitness for the position for which one is employed,
- sale or possession of narcotics,
- obtaining or attempting to obtain a certificate by fraudulent means or through misrepresentation of material facts,
- failure to comply with the provisions of a contract without the written consent of the local school board,
- test security violation,
- failure to comply with a court order for child support, and
- failure for a second time to complete successfully the formal evaluation process as an annual contract teacher.

The State Board of Education may impose any one of the following disciplinary actions on an educator certificate:

- permanent revocation;
- revocation with the right to reapply after three years,
- suspension for a specified period of time;
- suspension for a specified period of time, upon satisfaction of certain conditions such as drug or alcohol testing, counseling, or treatment; psychiatric testing, counseling, or treatment; or other conditions appropriate to the facts of the case,
- public reprimand.

The process for taking disciplinary action on an educator certificate:

1. The Department of Education may learn of possible grounds for disciplinary action on an educator certificate from a school district superintendent pursuant to State Board of Education Regulation 43-58.1, other states, the media, and individual complaints.
2. Once the Department of Education learns of conduct that may constitute just cause for disciplinary action, the Department will notify the educator of pending disciplinary action and of the educator's right to a hearing. The educator has fifteen days from the receipt of the notice to make a written request for a hearing.
3. If the educator fails to request a hearing within this time frame, he or she will waive the right to a hearing and the State Board may impose disciplinary action based on the information presented by the Department.
4. If the educator requests a hearing, a hearing will be conducted before the Board or a hearing officer, pursuant to State Board of Education Rule BCAF, Procedures for Educator Certification Hearings.

South Carolina educators have had disciplinary action taken on their certificates for

- pursuing a personal, inappropriate relationship with a student;
- touching a student inappropriate;
- engaging in a physical altercation with a student;
- supplying alcohol or drugs to a student;
- using a school computer to view or download pornography;
- sending or receiving prurient e-mails;
- violating test security;
- violating state or federal laws involving drugs or alcohol or other illegal behavior;
- embezzling public funds;
- committing breach of trust; and
- breaching a teaching contract.

Applicants for certification in South Carolina have had their applications for certification denied because they have serious criminal records and, in some cases, failed to fully disclose their criminal records.

Notice of the denial, suspension or revocation of an educator's certificate is sent to all districts in South Carolina and to the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse. Notice of a public reprimand is sent only to the school districts.

WHERE LEARNING LEADS THE WAY

BEAUFORT
COUNTY SCHOOL DISTRICT



NEW EMPLOYEE ORIENTATION

ASSURANCE FORM

Name: CARLA SHELTON

Home Address: [redacted]

School: BEAUFORT HIGH Home Phone: [redacted]

Subject and/or Grade Assignment: PRINCIPAL

Please carefully read the statements below and verify each by initialing the appropriate space.

✓ I have been provided an orientation session on district information.

✓ I understand the varied demographics found within Beaufort County School District.

✓ I have been provided with an overview of my school/cluster and student demographics.

✓ I have been provided with an overview of Beaufort County's mission/vision.

✓ I have received a New Employee Orientation Guide.

✓ I understand that I must complete all Safe Schools training by the deadline.

✓ I have been provided information on BCSD's Administrative policies and procedures.

✓ I have been provided information about BCSD's Employee Services.

By signing below, I acknowledge that I have read and understand the statements above.

Carla F. Shelton 07/20/2022

Employee Signature Date

III. EMPLOYEE AGREEMENT (To be completed for each assigned device)

Assigned Cellular Device(s):

☐ Cellular Phone ☒ Smartphone ☐ MiFi Device ☐ Other Cellular Device

Device Make/Model: iPhone SE (2020)

Device Serial Number: [redacted]

Assigned Accessories: Power Supply / Case

My signature below acknowledges that I have read, understand, and accept the terms and conditions stated above.

[redacted] 7/18/2022

Employee's Signature Date

ADMINISTRATIVE NEW HIRE CHECK LIST

Name SHELTON, CARLA	**Position** PRINCIPAL
Department/School - BHS	**Hire Date** ~~TBD~~ 7/1/2022 **Days** 260
1. PRE-HIRE CHECKS- *Teresa Baird*	**Date:** 6/22/2022
Active employee -	**Certificate** [redacted]
Former Employee	**Expiration Date** 06/30/1999
Phone: [redacted]	**In-Process** ☐ **Not on file at SDOE** ☐
SSN: [redacted]	**D.O.B.** [redacted]
2. REVIEW/SALARY CALCULATION ***Matthew Hunt***	**Date**
3. Teresa Baird	**CAHRO SIGNATURE ON SALARY CALCULATION** ☑
DATE: **POSITION OFFERED** ☑ Board Alice	**Accepted Position** (Yes/No)
Email Supervisor/Benefits ☐ **Supervisor:**	**New Hire Orientation Date** 6/30/22 **Zoom Orientation Link Sent** ☑
Process BIB Application ☑	**Close Job Posting #** ·
Hired in Applitrack ☑ **Invite in Frontline** ☑ **New Hire Packet in Frontline** ☑	**Salary Calculation Sent** ☑ **Received Signed** ☑ **Contract Sent** ☑
4. STAFFING ***Matt Hunt***	***Date*** 6/27/22
5. DOCUMENT REVIEW – *Teresa Baird*	**Required Documents** ☑
Acceptable Use Policy ☑	**Policies/Procedures** ☑ **Procedures**
Emergency Contact ☑	**ID Badge Statement** ☑
FED W-4 Form ☑ **SC W-4 Form** ☑	**TB Test** ☑ **I-9** ☑
Direct Deposit ☑	**Contract** ☑
6. NEW EMPLOYEE ACTIONS- *Teresa Baird* **Completed Orientation Packet Sent** ☑ 7/5/22	210 **PAY LEVEL** 04 **STEP**

Date: **Entered in MUNIS** ☑	**Emailed Employee Number** [redacted]	**Complete Information in Frontline** ☐	**Entered on Google Sheet** ☑	**E-Verify** ☑

Revised 3/10/2022

Administrative Staff
Salary Calculation Worksheet

EMPLOYEE and POSITION DATA			
NAME	Carla Shelton	HIRE DATE	7/1/2022
POSITION TITLE	Principal	HOURS PER DAY	8
POSITION PAY LEVEL	Level 210	DAYS PER YEAR	260
LOCATION	Beaufort High School	HOURS PER YEAR	2080

CHRONOLOGICAL WORK HISTORY						
START DATE MM/YYY	END DATE MM/YYYY	EMPLOYER	POSITION	TOTAL YEARS	SAME	DIFF
07/2018	07/2022	Columbia County School Dist	Principal - Greenbrier HS	4 yrs, 0 mos	4.00	
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07/2007	07/2016	Columbia County School Dist	Principal - Harlem MS	9 yrs, 0 mos	9.00	
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07/1999	07/2004	Columbia County School Dist	School Counselor - Harlem HS	5 yrs, 0 mos		5.00
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01/1994	07/1995	Blue Ridge Ele, Evans, GA	Special Education Teacher	1 yrs, 6 mos		1.50
07/1993	01/1994	Richmond County, August, G	Special Education Teacher	0 yrs, 6 mos		0.50
07/1989	07/1993	Jackson MS, Jackson, SC	Special Education Teacher	4 yrs, 0 mos		4.00
01/1988	12/1988	Turkey Hill MS, Lunenburg	Special Education Teacher	0 yrs, 11 mos		0.92
				TOTALS:	15.00	9.46

The Base Hourly Rate is determined from a formula based on the Hourly Minimum, Hourly Maximum and percentage of Years Experience. The Base Hourly Rate is used to begin the process of determing the new employee's hourly rate and annual salary.

BASE HOURLY RATE COMPUTATION			
Years to Max	24	Years Experience Granted	Base Hourly Rate
Pay Level Hourly Minimum	$47.1600	24.46	$66.5853
Pay Level Hourly Maximum	$66.2200		

The Base Hourly Rate is then multiplied by the "Hours Per Year" total in order to determine the claculated annaul salary. The calculated annual salary will be used to determine the employee's "Actual" annual salary. The employee will be placed on the Hourly Step "CLOSEST" to the calculated rate.

APPROVED HOURLY RATE AND ANNUAL SALARY INFORMATION	
Approved Step:	H24 - Corrected 7/5/2022 by Dale Crawford
Approved Hourly Rate:	$66.2200
Approved Daily Rate:	$529.76
Approved Annual Salary:	$137,738
Bi-Weekly Gross:	$5,298

EMPLOYEE'S ACKNOWLEDGEMENT:

By signing, I acknowledge that the calculation information on this worksheet is correct and I was provided with a copy of this information. Also, I understand that my Annual Salary will be divided into 26 paychecks and paid in accordance with the district's published Payroll Pay Schedule.

EMPLOYEE SIGNATURE: _____ DATE: _____

HUMAN RESOURCES APPROVAL	
MUNIS FTE Factor:	1.0000
APPROVAL SIGNATURE:	Alice W. Wachs
DATE:	6/27/2022

CERTIFICATION
» Tiered Certification +
» Certification Fields & Endorsements +
» GaPSC Licenses & Permits +
» Test Eligibility
» Application Forms & Procedures +
» Certification & Licensure Assessments +
» Special GA Requirements
» National Board Certification
» Georgia Master Teacher Certification
» Public Certificate Lookup
» Certification Rules
» About the Certification Division
» Jobs and Job Fairs
» Certification FAQs
» Retired Educator Certificate FAQs
» Glossary of Terms

Check Certification Status

Back

Certification Lookup

View/Print

CERTIFICATION CHANNEL INFORMATION

Carla Faye Shelton
PSC Account Number: [redacted]

Overall Ethics Status/Action: None

Exceptional Children Course: Yes

The educator's certification level is **level 6** effective **08/07/2001**.

Fields in ~~strikeout font~~ with a **dark grey** background have expired. If all fields have expired, the certificate has expired.

Type	Field	First Issued	Current Issued	Beginning Validity	End Validity
C	CLEARANCE CERTIFICATE [FLD694]	01/28/2013	06/21/2018	07/01/2018	06/30/2023
	The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators.				
SRL	EDUCATIONAL LEADERSHIP - TIER II [FLD710]	01/15/2016	06/21/2018	07/01/2018	06/30/2023
	The Standard Professional leadership certificate indicates that all requirements for professional leadership certification have been met, including applicable Special Georgia Requirements. The Standard Professional leadership certificate is issued to Georgia educators completing GaPSC-approved educator preparation programs prior to September 30, 2009. It is also issued to educators who meet reciprocity requirements.				
SRS	SCHOOL COUNSELING (P-12) [FLD709]	07/16/1998	06/21/2018	07/01/2018	06/30/2023
	The Standard Professional service certificate is issued to Georgia educators who have met all requirements for professional certification in a service field, including applicable Special Georgia Requirements.				
SRT	ELEMENTARY EDUCATION (P-5) [FLD808]	03/18/2003	06/21/2018	07/01/2018	06/30/2023
SRT	MIDDLE GRADES (4-8) - LANGUAGE ARTS [FLD853]	07/02/2003	06/21/2018	07/01/2018	06/30/2023
SRT	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	07/02/2003	06/21/2018	07/01/2018	06/30/2023
SRT	SP ED ADAPTED CURRICULUM (P-12) CONSULTATIVE [FLD805]	07/16/1998	06/21/2018	07/01/2018	06/30/2023
SRT	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]	07/16/1998	06/21/2018	07/01/2018	06/30/2023
SRT	SP ED LANGUAGE ARTS COGNITIVE LEVEL	08/15/2005	06/21/2018	07/01/2018	06/30/2023

	(P-5, 4-8) [FLD931]				
SRT	SP ED MATH COGNITIVE LEVEL (P-5) [FLD910]	08/15/2005	06/21/2018	07/01/2018	06/30/2023
SRT	SP ED READING COGNITIVE LEVEL (P-5) [FLD950]	08/15/2005	06/21/2018	07/01/2018	06/30/2023
SRT	SP ED SCIENCE COGNITIVE LEVEL (P-5) [FLD920]	08/15/2005	06/21/2018	07/01/2018	06/30/2023
SRT	SP ED SOCIAL SCIENCE COGNITIVE LEVEL (P-5, 4-8) [FLD941]	08/15/2005	06/21/2018	07/01/2018	06/30/2023

The Standard Professional teaching certificate is a Georgia professional certificate issued to educators who have completed all requirements for professional certification in a teaching field and applicable Special Georgia Requirements, but have not met experience requirements for the Performance-Based Professional certificate or are not evaluated on the statewide evaluation system. Educators who are not evaluated on the statewide evaluation system are evaluated by a school, district, or agency approved evaluation system.

C	CLEARANCE CERTIFICATE [FLD594]	01/28/2013	01/28/2013	07/01/2013	06/30/2018
SPL	EDUCATIONAL LEADERSHIP (P-12) [FLD704]	12/19/2001	01/28/2013	07/01/2013	06/30/2018
L	EDUCATIONAL LEADERSHIP (P-12) [FLD704]	12/19/2001	02/25/2008	07/01/2008	06/30/2013
L	EDUCATIONAL LEADERSHIP (P-12) [FLD704]	12/19/2001	04/17/2003	07/01/2003	06/30/2008
L	EDUCATIONAL LEADERSHIP (P-12) [FLD704]	12/19/2001	12/10/2001	08/07/2001	06/30/2003
SPL	EDUCATIONAL LEADERSHIP - TIER II [FLD710]	01/15/2016	01/15/2016	07/01/2013	06/30/2018
SRT	EARLY CHILDHOOD EDUCATION (P-5) [FLD603]	03/18/2003	01/28/2013	07/01/2013	06/30/2018
T	EARLY CHILDHOOD EDUCATION (P-5) [FLD603]	03/18/2003	02/25/2008	07/01/2008	06/30/2013
T	EARLY CHILDHOOD EDUCATION (P-5) [FLD603]	03/18/2003	04/17/2003	07/01/2003	06/30/2008
T	EARLY CHILDHOOD EDUCATION (P-5) [FLD603]	03/18/2003	03/18/2003	03/18/2003	06/30/2003
T	ELEMENTARY GRADES (P-8) [FLD702]	07/16/1998	04/17/2003	07/01/2003	06/30/2008
T	ELEMENTARY GRADES (P-8) [FLD702]	07/16/1998	07/16/1998	07/01/1998	06/30/2003
T	ELEMENTARY GRADES (P-8) [FLD702]	06/27/1997	06/27/1997	07/01/1996	06/30/1998
CT	ELEMENTARY GRADES (P-8) [FLD702]	07/28/1993	08/04/1993	07/01/1993	06/30/1994
T	MIDDLE GRADES (4-8) [FLD800]	07/02/2003	02/25/2008	07/01/2008	06/30/2013
T	MIDDLE GRADES (4-8) [FLD800]	07/02/2003	07/02/2003	07/01/2003	06/30/2008
SRT	MIDDLE GRADES (4-8) - LANGUAGE ARTS [FLD853]	07/02/2003	01/28/2013	07/01/2013	06/30/2018
T	MIDDLE GRADES (4-8) - LANGUAGE ARTS [FLD853]	07/02/2003	02/25/2008	07/01/2008	06/30/2013
T	MIDDLE GRADES (4-8) - LANGUAGE ARTS [FLD853]	07/02/2003	07/02/2003	07/01/2003	06/30/2008
SRT	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	07/02/2003	01/28/2013	07/01/2013	06/30/2018
T	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	07/02/2003	02/25/2008	07/01/2008	06/30/2013
T	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	07/02/2003	07/02/2003	07/01/2003	06/30/2008

SRS	SCHOOL COUNSELING (P-12) [FLD709]	07/16/1998	01/28/2013	07/01/2013	06/30/2018
S	SCHOOL COUNSELING (P-12) [FLD709]	07/16/1998	02/25/2008	07/01/2008	06/30/2013
S	SCHOOL COUNSELING (P-12) [FLD709]	07/16/1998	04/17/2003	07/01/2003	06/30/2008
S	SCHOOL COUNSELING (P-12) [FLD709]	07/16/1996	07/16/1998	07/01/1998	06/30/2003
S	SCHOOL COUNSELING (P-12) [FLD709]	06/27/1997	06/27/1997	07/01/1996	06/30/1998
SRT	SP ED ADAPTED CURRICULUM (P-12) CONSULTATIVE [FLD805]	07/16/1998	01/28/2013	07/01/2013	06/30/2018
T	SP ED ADAPTED CURRICULUM (P-12) CONSULTATIVE [FLD805]	07/16/1998	02/25/2008	07/01/2008	06/30/2013
T	SP ED ADAPTED CURRICULUM (P-12) CONSULTATIVE [FLD805]	07/16/1998	04/17/2003	07/01/2003	06/30/2008
T	MENTAL RETARDATION (P-12) [FLD805]	07/16/1998	07/16/1998	07/01/1998	06/30/2003
T	MENTAL RETARDATION (P-12) [FLD805]	06/15/1994	06/15/1994	07/01/1993	06/30/1998
T	MENTAL RETARDATION (P-12) [FLD805]	08/23/1996	08/23/1996	07/01/1996	06/30/1998
CT	MENTAL RETARDATION (P-12) [FLD805]	07/28/1993	08/04/1993	07/01/1993	06/30/1994
SRT	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]	07/16/1998	01/28/2013	07/01/2013	06/30/2018
T	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]	07/16/1996	02/25/2008	07/01/2008	06/30/2013
T	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]	07/16/1998	04/17/2003	07/01/2003	06/30/2008
T	INTERRELATED SPECIAL EDUC. (P-12) [FLD798]	07/16/1998	07/16/1998	07/01/1998	06/30/2003
T	INTERRELATED SPECIAL EDUC. (P-12) [FLD798]	06/15/1994	06/15/1994	07/01/1993	06/30/1998
T	INTERRELATED SPECIAL EDUC. (P-12) [FLD798]	08/23/1996	08/23/1996	07/01/1996	06/30/1998
CT	INTERRELATED SPECIAL EDUC. (P-12) [FLD798]	07/28/1993	08/04/1993	07/01/1993	06/30/1994
SRT	SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5, 4-8) [FLD931]	08/15/2005	01/28/2013	07/01/2013	06/30/2018
T	SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5, 4-8) [FLD931]	08/15/2005	02/25/2008	07/01/2008	06/30/2013
T	SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5, 4-8) [FLD931]	08/15/2005	08/15/2005	08/15/2005	06/30/2008
SRT	SP ED MATH COGNITIVE LEVEL (P-5) [FLD910]	08/15/2005	01/28/2013	07/01/2013	06/30/2018
T	SP ED MATH COGNITIVE LEVEL (P-5) [FLD910]	08/15/2005	02/25/2008	07/01/2008	06/30/2013
T	SP ED MATH COGNITIVE LEVEL (P-5) [FLD910]	08/15/2005	08/15/2005	08/15/2005	06/30/2008
SRT	SP ED READING COGNITIVE LEVEL (P-5) [FLD950]	08/15/2005	01/28/2013	07/01/2013	06/30/2018
T	SP ED READING COGNITIVE LEVEL (P-5) [FLD950]	08/15/2005	02/25/2008	07/01/2008	06/30/2013
T	SP ED READING COGNITIVE LEVEL (P-5) [FLD950]	08/15/2005	08/15/2005	08/15/2005	06/30/2008
SRT	SP ED SCIENCE COGNITIVE LEVEL (P-5) [FLD920]	08/15/2005	01/28/2013	07/01/2013	06/30/2018
T	SP ED SCIENCE COGNITIVE LEVEL (P-5)	08/15/2005	02/25/2008	07/01/2008	06/30/2013

	[FLD920]				
T	SP ED SCIENCE COGNITIVE LEVEL (P-5) [FLD920]	08/15/2005	08/15/2005	08/15/2005	06/30/2008
SRT	SP ED SOCIAL SCIENCE COGNITIVE LEVEL (P-5, 4-8) [FLD941]	08/15/2005	01/28/2013	07/01/2013	06/30/2018
T	SP ED SOCIAL SCIENCE COGNITIVE LEVEL (P-5, 4-8) [FLD941]	08/15/2005	02/25/2008	07/01/2008	06/30/2013
T	SP ED SOCIAL SCIENCE COGNITIVE LEVEL (P-5, 4-8) [FLD941]	08/15/2005	08/15/2005	08/15/2005	06/30/2008

MAILING ADDRESS

Georgia Professional Standards Commission
200 Piedmont Avenue SE
Suite 1702, West Tower
Atlanta, GA 30334-9032

GaPSC - Email Contact

PHONE CONTACT

(404) 232-2500
Metro Atlanta and Long Distance Line

(800) 869-7775
Toll Free Outside the Metro Atlanta Area

Our Certification Call Center is open 8:00 am to 4:30 pm on Mondays, Wednesdays, and Fridays, except for state holidays.

GaPSC NOTICE

The Georgia Professional Standards Commission is available to customers by phone, email, and mail.

Our office currently does not accept walk-in visitors or take appointments.

Recommendation To Hire (Use to fill a vacant position)

Assigned To: **User - TLB9460**
Show History
Remove Applicants or Employees

Applicant: Carla Shelton
Job ID: **12240 - Principal 2022-2023 at ...**

JOB POSTING INFORMATION

Posting #: **12240**

Position Title: **Principal 2022-2023**

* Employee Group: Please read to ensure you are selecting the correct Group so that it follows the proper workflow path. Administrative, OR Certified

School / Location: **BEAUFORT HIGH**

Funding Account Org: **10023390**

Funding Account Obj: **511100**

Funding Account Proj:

Top (3) Applicants Considered For This Position

[redacted] Carla Shelton

[redacted]

[redacted]

APPLICANT RECOMMENDED FOR THIS POSITION

Employee #: [redacted]

Name: **Carla Shelton**

* **Is this applicant a current district employee?** ○ Yes ◉ No

* Start Date: 07/01/2022

* Position Status: Full-Time

* Hours Per Day: 8

* Days Per Year: 260

* Principal's / Hiring Manager's Email Address: matthew.hunt@beaufort.k12.

* **Is this a Special Education Related Position?** ○ Yes ◉ No

* **References Were Checked By:** Matthew D. Hunt

* **Principal/Supervisor Contacted:** Dr. Steven Cummings

* **Position Title:** Assistant Superintendent Columbia County Schools

* **Contact Number:** [redacted]

* **Details of Conversation:**

[redacted]

Characters Available: 31

* Date Submitted: 06/22/2022

* **PRINCIPAL'S / HIRING MANAGER'S SIGNATURE:**
(Type your name and then click the button to digitally sign)

Signed:**Matthew D. Hunt**
Stamped:Wed Jun 22 2022 08:49:38 GMT-0400 (Eastern Daylight Time);6/22/2022 7:49:39 AM;2022-06-22 12:49:39Z;149.19.33.187;User - mdh0189 - MATTHEW.HUNT@BEAUFORT.K12.SC.US

CERTIFICATION and SLED CHECK STAGE

Certification Status: SC teaching certificate in process.

SC Certificate Number: [redacted]

SC Certificate Expires: 06/30/1999

* Criminal Background Check Results: Pending BIB results.

* **CERTIFICATION and SLED INFORMATION VERIFIED BY:**
(Type your name and then click the button to digitally sign)

Signed:**Teresa L. Baird**
Stamped:Wed Jun 22 2022 10:55:10 GMT-0400 (Eastern Daylight Time);6/22/2022 9:55:10 AM;2022-06-22 14:55:10Z;149.19.84.224;User - TLB9460 - TERESA.BAIRD@BEAUFORT.K12.SC.US

APPROVAL STAGE

Recommendation Request Has Been: APPROVED

Reason Recommendation was Not Approved:

Characters Available: 250

* Contract Level: ADMINISTRATOR - CERTIFIED

* Date: 06/27/2022

* Munis Processing: Teresa Baird

* **RECOMMENDATION REQUEST APPROVED / DIS-APPROVED BY:**

(Type your name and then click the button to digitally sign)

Signed:**Matthew D. Hunt**

Stamped:Mon Jun 27 2022 17:40:15 GMT-0400 (Eastern Daylight Time);6/27/2022 4:40:15 PM;2022-06-27 21:40:15Z;149.19.40.194;User - mdh0189 - MATTHEW.HUNT@BEAUFORT.K12.SC.US

MUNIS PROCESSING STAGE

Hourly Rate:

FTE: 1.0

Annual Salary: 137,742.80

Position #: **290001156**

Job Class: PRIN

Employee Group: Administrative

Administrative Salary Level: Level 210

Administrative Salary Step: 24

Certified Salary Classification:

Certified Years of Experience:

Professional Salary Level:

Professional Salary Step:

Classified Salary Level:

Classified Salary Step

Additional Information:

Characters Available: **250**

MUNIS PROCESS COMPLETED BY:
(Type your name and then click the button to digitally sign)

Signed:**Teresa L. Baird**

Stamped:Tue Jun 28 2022 16:01:47 GMT-0400 (Eastern Daylight Time);6/28/2022 3:01:47 PM;2022-06-28 20:01:47Z;149.19.41.121;User - TLB9460 - TERESA.BAIRD@BEAUFORT.K12.SC.US

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