

**DIVISION OF HUMAN RESOURCES**  
**PERSONNEL CONSENT AGENDA**  
**April 1, 2021**  
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**I. Administrative Actions**

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**A. APPOINTMENT**

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<b>Name/Assignment</b>	<b>Site</b>	<b>Contract</b>
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**I. Administrative Actions**

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**B. RE-APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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**I. Administrative Actions**

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**C. RE-DESIGNATION**

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<b>Name/Assignment</b>	<b>Site</b>	<b>Previous Assignments</b>
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**I. Administrative Actions**

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**D. TRANSFER**

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<b>Name/Assignment</b>	<b>Site</b>	<b>Contract</b>
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**I. Administrative Actions**

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**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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**I. Administrative Actions**

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**F. SUPPLEMENT**

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<b>Name/Assignment</b>	<b>Site</b>	
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## **II. JOB DESCRIPTION ACTIONS**

### **A. Administrative - Approve the following job descriptions:**

#### **REVISED:**

As a response to the OPPAGA Audit, the job description for Building Official was reviewed and revised for the December, 2020 Board Meeting. This current revision is only to reflect the change in Pay Grade for this job description.

#### **O-1.1.60 - Building Official**



**Job Locator: O-1.1.66**

**Job Description: Building Official**

**Position Grade: ~~Director III~~ Director I**

**Evaluated by: Assistant Superintendent For Operations**

**Job Description:**

The Building Official is directly responsible to the Assistant Superintendent Operations. The Building Official is responsible for the overall guidance, direction, and management of the Clay County School District Building Code Division.

**Responsibilities and duties of this position include:**

1. Administrate, supervise, direct, enforce, and perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of the Clay County School District, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code administrator or building official shall faithfully perform these responsibilities without interference from any person.
2. Direct and administer the examination of plans and/or plan review.
3. Issue Building Permits, construction trades permits, fire sprinkler, fire alarm, life safety permits, school initiated project permits, and other similar permits as assigned.
4. Review the CCSD annual facility maintenance permit work orders for compliance with the State Statutes, SREF, Florida Building Code and the Florida Fire Prevention Code.
5. Supervise, schedule and manage the Code Enforcement Department effectively and efficiently.
6. Develop and maintain a complete file system and database on all permitting, plan review, enforcement and inspection of projects.
7. Establish standard operations procedures to ensure all division activities are properly documented.
8. Confer with other Department Directors and Division Heads on issues relating to various code interpretation, plan review, permit issuance, field inspections, and other administrative matters.
9. Meet with architects, engineers, contractors, and school administration regarding inspections and code compliance requirements.
10. Perform and/or oversee the performance of annual required inspections including sanitation, casualty, fire, relocatable inspections, bleacher, asbestos, Health Department, structural, and playground inspections.
11. Perform and administer the division's annual operating budget.
12. Perform annual fire safety inspection per F.S. 1013.12.

13. Prepare monthly and annual activity reports regarding permit plan review and field inspections.
14. Establish and maintain systems to ensure that all files, correspondences, reference documents, reports, permits, plans, and other data or materials are maintained in an organized fashion.
15. Perform other duties as directed by the Assistant Superintendent for Operations.

**Required Qualifications:**

1. Bachelor of Arts or Science Degree; or a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or two (2) year Technical Degree; or have ten (10) years experience in building construction and a high school diploma or G.E.D..
2. Must be State Certified as a Building Code Administrator, under Chapter 468, Part 12.
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent verbal and written skills.
8. Must be certified as a fire safety inspector per F.S. 633.081.
9. Must have a valid Florida Drivers Licence and maintain a safe driving record during employment

**Desired Qualifications:**

1. Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.
2. Proven track record as an effective administrator.
3. SREF Certified.

Approved: 02/15/2001

Revised: 04/19/2001

Revised: 01/20/2005

Revised: 09/20/2012

Revised: 02/10/2014

Revised: 12/10/2020

Revised: 04/01/2021

Effective: 07/01/2021

**II. JOB DESCRIPTION ACTIONS**

**B. Support - Approve the following job descriptions:**

**REVISED:**

As a response to the OPPAGA Audit and in an effort to ensure that all job descriptions are current, Human Resources is leading the revision of all job descriptions throughout the District. This month, all Custodial job descriptions have been carefully reviewed and revised.

**C-3.4.09 - Custodian**

**C-3.4.17 - Head Custodian I**

**C-3.4.58 - Head Custodian**

**Job Locator: C-3.4.09**

**Title: Custodian**

**Position Grade: Support Salary Schedule**

**Evaluated By: Principal/Assigned Supervisor**

**Job Description:**

**Actively** maintains, cleans, sweeps, dusts ~~or~~ **and** mops assigned areas of a facility and maintains District buildings and grounds. Assists in evening set up **and break down of seating, tables and stage, provides restroom service for special** events.

**Responsibilities and duties of this position include:**

1. Cleans **and disinfects** facilities ~~to include but not limited to~~ **ing** sweeping, strip, **wax-~~ing~~** and mopping of floors, vacuum ~~ing~~ and **extraction of shampooing** carpets, dusts ~~ing~~ blinds and shelves, washes ~~ing~~ windows, tables, chalk **white** boards, sinks, and **all restroom fixtures**. ~~urinals, toilets, etc.~~
2. ~~Performs minor or preventive maintenance repairs (i.e. changing light bulbs, oil, or spark plugs, replacing air conditioning filters, unplugging sinks or toilets, tightening bolts and screws, assembling furniture or toys).~~ **Performs minor and preventive maintenance repairs (i.e. changes light bulbs, oil, or spark plugs, replaces air conditioning filters, unclogs restroom fixtures, tightens bolts and screws, completes minor painting jobs, assembles furniture, equipment or toys, etc.)**
3. Ensures building security by turning off lights and locking doors.
4. Assists in setting up bleachers, chairs, tables, or other materials/equipment needed for **school building special** events/meetings.
5. **Reviews and knows their role in the school's lockdown and emergency protocols and procedures.**
6. **Knows their role in support of shelter operations.**
7. **Reports suspicious activity or persons to the schools resource officer or guardian.**
8. ~~Maintains grounds by: mowing, edging and weeding the grass, planting, watering, and fertilizing shrubs, trees, flowers and plants, and raking and picking up dead leaves.~~ **Waters, mows, edges school sidewalks and weeds plant beds ~~the grass~~; cleans sidewalks and parking lots. Assists in removal of yard waste (leaves, small branches and other debris)**
9. May also perform a variety of miscellaneous duties (i.e. painting classrooms, lining ball fields, delivering equipment to teachers or staff, ~~stocking soda machines~~, setting up and arranging furniture or special equipment, and picking up paper or debris).
10. Performs other duties of a similar nature or level.

**Required Qualifications:**



1. Previous experience operating light maintenance and cleaning equipment (i.e. mowers, edgers, vacuum cleaners, scrubbers, extractors, etc.).
2. Ability to move objects weighing up to fifty (50) pounds.
3. Must be able to climb a six ft ladder.
4. Must be able to independently follow written instructions.
5. Must be competent, after suitable instruction, in the proper use of chemicals and compounds used in the custodial process.
6. Must be competent, after suitable instruction, in the operation, care and use of all assigned custodial equipment.

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
<u>Lifting/carrying objects under 20 pounds</u>	<b>x</b>			
<u>Lifting/carrying object between 21-50 pounds</u>		<b>x</b>		
<u>Standing for sustained period of time</u>	<b>x</b>			
<u>Stooping/bending</u>	<b>x</b>			
<u>Walking for sustained periods of time</u>	<b>x</b>			
<u>Climb steps, stools or ladders</u>		<b>x</b>		
<u>Kneeling/crouching</u>		<b>x</b>		
<u>Twisting</u>	<b>x</b>			
<u>Pushing/pulling carts or other such objects</u>	<b>x</b>			
<u>Reach above shoulders</u>		<b>x</b>		
<u>Repetitive motions of the wrists, hands and fingers</u>	<b>x</b>			
<u>Operation of power tools, mechanical equipment</u>		<b>x</b>		

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
<u>Working in normal office environment with few physical discomforts.</u>		<b>x</b>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>	<b>x</b>			
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<b>x</b>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high</u>		<b>x</b>		

<u>places, and exposure to heat or chemicals.</u>				
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Approved: 05/20/1993

Revised: 09/15/1994

Revised: 04/01/2021

**Job Locator: C-3.4.17**

**Title: Head Custodian I**

**Position Grade: Support Salary Schedule**

**Evaluated By: ~~Principal~~ Assigned Supervisor**

**Job Description:**

Coordinates, schedules and directs the district's roving custodial staff and contracted services. Assists in the work and daily porter activities as required by the district offices; ~~activities of custodial staff;~~ performs preventive maintenance duties; monitors equipment for safety concerns; orders supplies and monitors expenses. Oversees custodial operations at all district facilities ~~in an assigned facility~~ directly or through designated head ~~lead~~ custodial personnel to ensure a safe and clean environment for both students and staff.

**Responsibilities and duties of this position include:**

1. Coordinates, plans, assigns and inspects the work of the district's contracted custodial staff. Provides work direction, and monitors onsite quality, performance and provides feedback to contractor's managing supervision.
2. Provides custodial training, support and assistance to all district schools.
3. Coordinates scheduling and supervises the district's roving custodial staff.
4. Monitors and makes minor adjustments to the heating, cooling, plumbing, electrical and lighting systems; checks and/or inspects control and emergency procedures; (i.e. fire extinguishers, exit lights, etc.).
5. Performs minor and preventive maintenance (~~i.e. cleaning air filters~~). Requests outside repair person for major repairs, writes work requisitions for district offices and local school level custodial and equipment services.
6. Liaison with custodial chemical and equipment suppliers, orders supplies and equipment, monitors inventory levels and orders accordingly. Unloads and delivers equipment and special supplies to all district facilities.
7. ~~Orders custodial supplies from the storeroom and monitors inventory levels.~~
8. ~~Orders beverages for soda machines; stores inventory and stocks items on an as-needed basis.~~
9. ~~Loads and unloads equipment and supplies; delivers to the designated party.~~
10. Sets up and takes down furniture in the multipurpose room and various conference rooms. (~~i.e. chairs, stages, benches, etc.~~)
11. Performs daily porter services on an as needed basis to include restock supplies, office moves, common area and specified cleaning services. ~~cleaning activities, such as: cleaning halls, emptying trash, cleaning restrooms or commons area, and~~ minor cutting grass, landscaping and hedge trimming. ~~hedges.~~



12. Performs special cleaning or maintenance activities, such as: stripping and waxing floors, shampooing carpet, and summer cleaning.
13. Recommends capital equipment purchases and monitors expenditures; completes necessary forms and/or paperwork.
14. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Requires a minimum of five years of previous custodial experience, of which at least one year includes some lead or supervisor experience.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must be expert ~~competent~~, after training and ~~suitable~~ instruction, in the proper use of chemicals and compounds in the custodial program.
4. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
5. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12- month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no- contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>	<u>X</u>			
<u>Stooping/bending</u>	<u>X</u>			
<u>Walking for sustained periods of time</u>	<u>X</u>			
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>	<u>X</u>			
<u>Twisting</u>	<u>X</u>			
<u>Pushing/pulling carts or other such objects</u>	<u>X</u>			
<u>Reach above shoulders</u>	<u>X</u>			
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		



<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>x</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>x</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>x</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>			<u>x</u>	

Board Approved: 05/20/1993

Revised: 04/01/2021

**Job Locator: C-3.4.58**

**Title: Head Custodian**

**Position Grade: Support Salary Schedule**

**Evaluated By: Principal/Assigned Supervisor**

**Job Description:**

Provides work direction and ~~assists works with~~ the custodial staff in general **and deep** cleaning and facility maintenance activities. Oversees custodial operations, priorities and schedules to ensure **operational excellence, cleanliness, and safety. Works to ensure full educational use of the facility is realized and provides** a safe and comfortable environment for both students and staff.

**Responsibilities and duties of this position include:**

1. Monitors **and assists in** the cleaning activities of the custodial staff. Inspects work and responds to issues and/or concerns **as directed by school administration.**
2. Turns out lights and secures entrances and exits. Inspects fire extinguishers **monthly for proper operability.** ~~for safety concerns.~~
3. **Reports all safety concerns, initiates work requisitions.**
4. Distributes cleaning supplies to staff. Inventories custodial **equipment** and supplies. **Makes equipment and supplies order requests to the school's book keeper or designated individual.**
5. Performs routine cleaning activities; ~~such as~~ dusting, sweeping, moping, vacuuming and emptying **trash waste baskets.**
6. Wipes out sinks, disinfects **and cleans restroom fixtures-toilets-and sweeps and mops restroom swashes bathroom floors.**
7. Waters, mows, edges **school sidewalks** and weeds **plant beds** ~~the grass~~; cleans sidewalks and parking lots.
8. **Reviews and knows their role in the school's lockdown and emergency protocols and procedures.**
9. **Knows their role in support of shelter operations.**
10. **Reports suspicious activity or persons to the schools resource officer or guardian.**
11. Monitors and makes minor adjustments ~~or~~ **and** performs minor preventive maintenance **in the areas** of ~~an~~ electrical, carpentry, plumbing or mechanical ~~systems-nature~~ (i.e. ~~chang~~**es**-~~ing~~ light bulbs, oil, **mower** blades or spark plugs, ~~replaces~~ **ing** air conditioning filters, **unclogs** ~~unplugging~~ sinks or toilets **restroom fixtures**, ~~tightens~~ **ing** bolts and screws, ~~repairs~~ **ing** steps and ramps, ~~completes~~ **ing** minor painting jobs, ~~assembles~~ **ing** furniture, **equipment** or toys, etc.)
12. Sets up and takes down furniture and equipment needed for ~~a~~ special events or activities **y** .
13. Loads and unloads equipment and supplies; delivers to the **receiving entity.** ~~designated party.~~

14. Performs special cleaning ~~and~~ ~~on~~ maintenance activities, such as, strip-ping and waxing floors, ~~top scrub and recoat~~, ~~shampooing~~ ~~extract~~ carpets and summer cleaning.
15. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Requires a minimum of ~~three~~ **two** years previous custodial and grounds experience - one year previous lead or supervisory experience is desirable.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Ability to read basic operating instructions and write reports. Demonstrated aptitude for the successful completion of tasks.
4. Must be able to climb a six ft ladder.
5. Be a high school graduate or have passed the recognized equivalency examination for GED.
6. Must be competent, after suitable instruction, in the proper use of chemicals and compounds used in the custodial program.

<b><u>PHYSICAL EFFORT</u></b>	<b><u>REGULARLY</u></b>	<b><u>FREQUENTLY</u></b>	<b><u>OCCASIONALLY</u></b>	<b><u>NEVER</u></b>
<u>Lifting/carrying objects under 20 pounds</u>	<b>x</b>			
<u>Lifting/carrying object between 21-50 pounds</u>			<b>x</b>	
<u>Standing for sustained period of time</u>	<b>x</b>			
<u>Stooping/bending</u>	<b>x</b>			
<u>Walking for sustained periods of time</u>	<b>x</b>			
<u>Climb steps, stools or ladders</u>			<b>x</b>	
<u>Kneeling/crouching</u>		<b>x</b>		
<u>Twisting</u>	<b>x</b>			
<u>Pushing/pulling carts or other such objects</u>	<b>x</b>			
<u>Reach above shoulders</u>		<b>x</b>		
<u>Repetitive motions of the wrists, hands and fingers</u>	<b>x</b>			
<u>Operation of power tools, mechanical equipment</u>	<b>x</b>			

<b><u>WORKING CONDITIONS</u></b>	<b><u>REGULARLY</u></b>	<b><u>FREQUENTLY</u></b>	<b><u>OCCASIONALLY</u></b>	<b><u>NEVER</u></b>
<u>Working in normal office environment with few physical discomforts.</u>		<b>x</b>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise,</u>	<b>x</b>			

<u>temperature variations and other conditions.</u>				
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		X		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>			X	

Board Approved: 08/21/1997

Revised: 04/01/2021

### III. Instructional Actions

#### A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BOIVIN, GERALD A WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2021-02-22 10 MONTH / interim
BONDS, GARY A LAJ TEACHER, PHYSICAL ED JH 10 MONTH	Lake Asbury Junior High School	Effective 2021-02-12 10 MONTH / interim
CAVIN, CHRISTEN DENISE WJH TEACHER, BUSINESS ED 10 MONTH	Wilkinson Jr High	Effective 2021-02-16 10 MONTH / interim
DEMORE, DALLAS D AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	Effective 2021-02-12 10 MONTH / interim
HERMETZ, DANIEL LESLIE CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2021-02-16 10 MONTH / interim
JACKSON, TAMMY LEE OVE TEACHER, SC, THIRD GR 10 MONTH	Oakleaf Village Elementary	Effective 2021-02-22 10 MONTH / interim
LOPEZ, SULLY SBJ TEACHER, SC, SECOND GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2021-02-22 10 MONTH / interim
LUECHTEFELD, ROBERT EUGENE OPJ TEACHER, MATHEMATICS, JH 10 MONTH	Orange Park Jr High	Effective 2021-02-12 10 MONTH / interim
RAYNOLDS, VIRGINIA JO LEE ROE TEACHER, VE SELF- CONTAINED 10 MONTH	Rideout Elementary	Effective 2021-02-22 10 MONTH / interim
ROSE, ERICA LYNNE DIS TEACHER, SC, SIXTH GR 10 MONTH	Doctors Inlet Elementary	Effective 2021-03-01 10 MONTH / interim
SMITH, ROBYN LEIGH KHH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Keystone Heights High School	Effective 2021-02-18 10 MONTH / interim

**III. Instructional Actions**

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**B. RE-APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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**III. Instructional Actions**

**C. RE-DESIGNATION**

<b>Name/Assignment</b>	<b>Site</b>	<b>Previous Assignment</b>
FLESHER, DEBORAH RAYE INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-03-04 / redesignated from / INSTRUCTIONAL - CWL 10 MO Out of field / LNG TRM
RAE, ROBIN JOY ELE CURR SPEC 12 MO 12 MONTH	Dept Of Elementary Education	EFFECTIVE 08/11/2020 / TRANSFER FROM SIP PROF LEARNING FACILITATOR / 10 MONTH

### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
PATTERSON, MELISSA LAIRD LJH TEACHER, SCIENCE, JH 10 MONTH	Ridgeview High School	EFFECTIVE 08/11/2020 / REDESIGNATE FROM RHS TEACHER, VE SELF- CONTAINED (OOF) / 10 MONTH
ROSS, STEPHANIE MICHELLE OPJ TEACHER, BUSINESS ED 10 MONTH	Orange Park Jr High	Effective 2021-02-08 /transfer from / ESE TEACHER, VE/INCLUSION



### III. Instructional Actions

#### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
ANDERSON, PATRICIA R K12 CURR SPEC 11 MO 11 MONTH	K-12 Academic Services	Effective 2021-02-17 RESIGNATION
AXTELL, GRACE LADEAN INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-02-23 RESIGNATION
BRUTON, DAWN M OLJ TEACHER, VE LANG IMPAIRED 10 MONTH	Oakleaf Junior High School	Effective 2021-02-17 RESIGNATION
BRYAN, IVELISSE STS STUD SERV PSYCH 12 MO 12 MONTH	Student Services	Effective 2021-03-12 RESIGNATION
CHASON, CRISTIN L INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-02-15 Conclude Employment
DECHMAN, JANET ELISE CHE TEACHER, VE/INCLUSION 10 MONTH	Clay Hill Elementary	Effective 2021-03-12 RESIGNATION
DYER III, ROBERT W RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2021-02-08 RESIGNATION
HOLLAND, PATRICIA ESE CURR SPEC 12 MO 12 MONTH	Exceptional Student Education	Effective 2021-06-30 RETIREMENT
HOWE III, RAYMOND KING BLC TEACHER, VE SELF- CONTAINED 10 MONTH	Bannerman Learning Center	Effective 2021-02-11 RESIGNATION
KOBELIN, JORDAN ADLER TES TEACHER, SC, FOURTH GR 10 MONTH	Tynes Elementary	Effective 2021-02-12 CONCLUDE EMPLOYMENT
MUZAFFAR, HINNA INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-02-13 RESIGNATION
NAY, AMANDA GRACE INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-06-04 RESIGNATION
SEARS, SIBRENA ELISHA AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	Effective 2021-03-22 RESIGNATION
STONE, JESSICA TAYLOR INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-02-18 RESIGNATION
WARNER, ROBERT D KHH TEACHER, INDUSTRIAL ED 10 MONTH	Keystone Heights High School	Effective 2021-06-04 RETIREMENT
WILLIAMS, PEGGY A ESE CURR SPEC 11 MO 11 MONTH	Exceptional Student Education	Effective 2021-06-10 RETIREMENT

### III. Instructional Actions

#### F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	ALEXANDER, JACKLYN LISA ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
	CARNES, SHELBY DANIELLE FIH SWIMMING HD SH SUPPLEME	Fleming Island High School	Appointment
	CESSNA, KRISTI VICTORIA RHS VOLLEYBALL HD JV SUPPLEME	Ridgeview High School	Resignation
	DICKINSON, CHARLES TODD KHH TRACK HD SH SUPPLEME	Keystone Heights High School	Appointment
	FARBER, JOCELYN FAITH DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Resignation
	FIGUEROA MERLE, ERICK YADIER OHS BASEBALL ASST SH SUPPLEME	Oakleaf Junior High School	Appointment
	GRAHAM, PAULA MARIE CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Appointment
	GREN, ERIC ANTHONY FIH SOCCER HEAD JV SUPPLEME	Fleming Island High School	Appointment
	HALE, PHYLLIS GENE FIE DISCRETIONARY SUPPLEME	Fleming Island Elementary	Resignation
	HARRISON, KRISTEN ELAINE DIS DEPT HD (3-5) SUPPLEME	Doctors Inlet Elementary	Appointment
	HAWKINS, KAREN MARIE ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Resignation
	JIMENEZ-SANTIAGO, SAUL OHS BASEBALL JV HD SH SUPPLEME	Oakleaf High School	Resignation
0.5	LOHSE, ALISHA ROSE CEB ESE INTERVENTION FAC. SUPPLEME	Charles E. Bennett Elementary	Appointment
	MCDADE, LORI ALLEN FIE DISCRETIONARY SUPPLEME	Fleming Island Elementary	Appointment
	PAYNE, KATIE ELAINE KHH DISCRETIONARY SUPPLEME	Keystone Heights High School	Appointment
	REYNOLDS JR, STEVEN MICHAEL KHH WEIGHTLIFTING HD JH SUPPLEME	Keystone Heights Elementary	Appointment
	SHAVERS, JERMAINE MARQUIS CHS BASKETBALL ASST SH SUPPLEME	Clay High	Appointment

**III. INSTRUCTIONAL ACTIONS 2020-2021**

**G. PENDING APPOINTMENTS**

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Effective</u>
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NONE

**III. INSTRUCTIONAL ACTIONS 2020-2021**

**H. OUT OF FIELD**

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
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NONE

**IV. INSTRUCTIONAL 2020-2021**

**MISCELLANEOUS ACTIONS**

**A. SUMMER SCHOOL**

**Name/Assignment**

**Site**

**Effective Dates**

NONE

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021**

**B. COMMUNITY EDUCATION**

**Appointments**

NONE

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021**

**C. ADULT EDUCATION**

**Appointments**

NONE

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2020-2021**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

NONE



**VI. Support Actions**

**A. APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	BOWERS, SETH ALYNN WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2021-03-01 12 MO SU / Annual
0.9	CARTER, KAMESA EVETTE BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2021-03-02 9 MON SU / Annual
	CREWS, JAMIE LUCIENDA ROE CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2021-02-15 12 MO SU / Annual
	CUMPA, PATRICIA D RHS CAFE ASSISTANT 3.5 HOURS 9 MON CA	Ridgeview High School	Effective 2021-03-03 9 MON CA / Annual
	FRAZE, MARY HELEN SBJ SCHOOL SECRETARY 10 MONTH 10 MONTH	S. Bryan Jennings Elementary	Effective 2021-03-01 10 MONTH / Annual
	GODBOLD JR, THOMAS J ITS PROGRAMMER/ANALYST 12 MO SU	Information Services	Effective 2021-03-01 12 MO SU / Annual
	HENRY, GASSETTIA O CEB GENERAL ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2021-03-04 9 MON SU / Annual
	JOHNSON, SHELTON ARNEZ OPR CUSTODIAN 12 MO SU	Division Of Support Services	Effective 2021-02-10 12 MO SU / Annual
0.9	MALONE, ELIZABETH ARIANA POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2021-03-02 9 MON SU / Annual
	MIDDLETON, CHRISTIAN MCKADE MNT CARPENTER ASSISTANT 12 MO SU	Division of Support Svcs	Effective 2021-02-25 12 MO SU / Annual
0.9	MILLER, KIMBERLY DIANE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2021-03-01 9 MON SU / Annual
0.9	MILLER, RACHEL ANN MRE GENERAL ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2021-03-04 9 MON SU / Annual
	PARMENTER, AMBER LEIGH PES CAFE ASSISTANT 3.75 HOURS 9 MON CA	Robert M. Paterson Elementary	Effective 2021-03-01 9 MON CA / Annual
0.9	PATE, RENEE S BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2021-03-02 9 MON SU / Annual
0.9	RAMOS, ANGELEE MARIE OLJ BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Junior High School	Effective 2021-02-25 9 MON SU / Annual
	RAMOS, EMILY ANNE CEB GENERAL ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2021-03-03 9 MON SU / limited

## VI. Support Actions

### A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	SANDERS, JORDAN MAURICE SLE CUSTODIAN 12 MO SU	Shadowlawn Elementary	Effective 2021-02-23 12 MO SU / Annual
	SANTIAGO FIGUEROA, LIONARYS GPE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Grove Park Elementary	Effective 2021-02-26 9 MON CA / Annual
	SAYLOR, PAMELA ROXANNE OPH CAFE ASSISTANT 5 HOURS 9 MON CA	Orange Park High	Effective 2021-02-19 9 MON CA / Annual
0.9	SCOTT, LAUREN JOY TBE BEHAVIORAL HEALTH ASST 9 MON SU	Thunderbolt Elementary	Effective 2021-02-17 9 MON SU / Annual
0.9	SMITH, SHAYNE MICHAEL RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2021-02-16 9 MON SU / Annual
	THOMPSON, GLENDA LEE CHS CAFE ASSISTANT 3.25 HOURS 9 MON CA	Clay High	Effective 2021-03-01 9 MON CA / Annual
	TRACE, JAMES MICHAEL OPH CAFE ASSISTANT 6.5 HOURS 9 MON CA	Orange Park High	Effective 2021-02-16 9 MON CA / Annual
	WELLS, KAITLIN LEANNE RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2021-03-01 10 MONTH / Annual

## VI. Support Actions

### B. RE-APPOINTMENT

	<b>Name/Assignment</b>	<b>Site</b>	<b>Contract</b>
0.9	BROUGHTON, CASSANDRA L WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Multi-Year Conditional
0.9	COULTER, TIFFANY RENEE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional
0.9	CREWS, SHELLY L LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	DIAZ, RAMONA M CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	9 MON SU / Multi-Year Conditional
0.9	GAMBOA CALDERA, ANGIE L POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	9 MON SU / Multi-Year Conditional
0.9	GARDNER, HEATHER C FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	GIBSON, CRYSTAL D LES BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Elementary	9 MON SU / 3rd year annual, support
0.9	HETU, LYNDSEY B LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional
0.9	HOLT, MELISSA ANN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	INGRAM, TERESA A BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	9 MON SU / Multi-Year Conditional
0.9	LEVERETTE, JESSICA LYNN KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	9 MON SU / 3rd year annual, support
0.9	MATHIS, JOHNNY L BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	9 MON SU / Annual
0.9	MONTESDEOCA, LIZA DEL CARMEN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	9 MON SU / Multi-Year Conditional
0.9	NEWMAN, JENNY DAHLAN OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	9 MON SU / Multi-Year Conditional
0.9	NIBERT, HANNAH SALOME TES BEHAVIORAL HEALTH ASST	Tynes Elementary	9 MON SU / Annual

## VI. Support Actions

### B. RE-APPOINTMENT

	<b>Name/Assignment</b>	<b>Site</b>	<b>Contract</b>
	9 MON SU		
0.9	SALLIE, LINDSAY D ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	9 MON SU / Multi-Year Conditional
0.9	SANDERS, ELVIN ALTON RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional
0.9	SHERROW, ASHLEY M WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Multi-Year Conditional
0.9	TATE, BRITTANY MARIE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional
0.9	TAYLOR, DEBORAH D FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	TRAHAN, PATRICIA M FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	VITALE, BRENDA A SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	9 MON SU / Multi-Year Conditional
0.9	VITALE, DANIEL JAMES SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	9 MON SU / Multi-Year Conditional
0.9	WANEK, JUDY CATHERINE LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional

**VI. Support Actions**

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**C. RE-DESIGNATION**

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<b>Name/Assignment</b>	<b>Site</b>	
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## VI. Support Actions

### D. TRANSFER

	<b>Name/Assignment</b>	<b>Site</b>	<b>Previous</b>
0.7	BEGUE, EMILY DAWN KHH COMPUTER LAB ASSISTANT 9 MON SU	Keystone Heights High School	Effective 2021-03-01 /transfer from / KHH GENERAL HEALTH ASSISTA
0.9	DOWELL, SARAH DANIELLE KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2021-02-15 /transfer from / KHH BEHAVIORAL HEALTH ASST
	E0105396 SCHOOL SAFE OFFICER LEAD 9 MON SU	Division Of Support Services	Effective 2021-03-01 /transfer from / SCHOOL SAFETY OFFICER
	E0117950 SCHOOL SAFE OFFICER LEAD 9 MON SU	Division Of Support Services	Effective 2021-03-01 /transfer from / SCHOOL SAFETY OFFICER
	FLYNN, KATHI RHS MEDIA TECHNICAL ASST 10 MONTH	Ridgeview High School	Effective 2021-03-08 /transfer from / RHS SCHOOL SEC ADMINISTRATION
	KELLEY, DORA ALICIA OPJ ST RECORD SEC 12 MO 12 MO SU	Wilkinson Elementary	Effective 2021-03-15 /transfer from / WES IN SCHOOL SUSPENSION
	LAZARIDES, SONYA CHRISTINE RHS SCHOOL SEC ADMINISTRATION 10 MONTH	Orange Park High	Effective 2021-03-08 /transfer from / OPH TESTING/ADMIN SUPPORT ASST
	LITTLE, CHARLES JACOB ITS TECH SPECIALIST 12 MO SU	Information Services	Effective 2021-03-01 /transfer from / TRN MECHANIC
	LITTLES, BARBARA IDELLA OVE CAFE ASSISTANT 6.75 HOURS 9 MON CA	Oakleaf Village Elementary	Effective 2021-02-22 /transfer from / LES CAFE ASSISTANT 6 HOURS
0.9	MATHIS, AMANDA M SLE GENERAL ASSISTANT 9 MON SU	Shadowlawn Elementary	Effective 2021-04-05 /transfer from / SLE CLASSROOM ASSISTANT PREK
0.9	NICHOLS, RAELYNN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2021-03-02 /transfer from / WEC GENERAL ASSISTANT
0.9	NICHOLSON, CORY JACOB MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2021-03-23 /transfer from / RHS BEHAVIORAL HEALTH ASST
	PARDUE, KIMBERLY ANN KHH PRINCIPAL SECRETARY CONFIDEN	Keystone Heights High School	Effective 2021-02-22 /transfer from / WJH PRINCIPAL SECRETARY
	POWELL, NICHOLE CARTER OPH SECRETARY 11 MO 11 MONTH	Orange Park High	Effective 2021-02-22 /transfer from / OPH BEHAVIORAL HEALTH ASST
0.9	RODRIGUEZ, MIRANDA LANE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2021-03-01 /transfer from / TES BEHAVIORAL HEALTH ASST
0.9	SANTIAGO, ELIZABETH LOUISE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2021-02-22 /transfer from / RHS BEHAVIORAL HEALTH ASST
0.9	SNELL, JONATHON LEE	Division Of Support Services	Effective 2021-03-23

## VI. Support Actions

### D. TRANSFER

	<b>Name/Assignment</b>	<b>Site</b>	<b>Previous</b>
	LAJ BEHAVIORAL HEALTH ASST 9 MON SU		/transfer from / OPR CUSTODIAN
0.8	STELLY, TAMMY L STS HEALTH ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2021-03-23 /transfer from / DOE SCHOOL SEC ADMINISTRATION
	STODDARD, ROBERT P MNT LEAD ROOFER 12 MO SU	Division of Support Srvc	Effective 2021-03-02 /transfer from / MNT CARPENTER
	WILLOUGHBY, RYDER WILLIAM LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2021-02-08 /transfer from / OPR CUSTODIAN
	WOOD, TESSA ANN GCJ CAFE ASSISTANT 4 HOURS 9 MON CA	Green Cove Springs Junior High	Effective 2021-03-01 /transfer from / GCJ CAFE ASSISTANT 3.5 HOURS
	ZAYAS, AMANDA RENEE WJH PRINCIPAL SECRETARY CONFIDEN	Wilkinson Jr High	Effective 2021-03-01 /transfer from / OPR ADMIN SECRETARY

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	BROWN, AIMEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2021-02-12 RESIGNATION
	CASTLEMAN II, BRYAN KEITH FIE CUSTODIAN 12 MO SU	Fleming Island Elementary	Effective 2021-02-10 CONCLUDE EMPLOYMENT
	CHADWELL, FAYE THERESE PES SECRETARY 11 MO 11 MONTH	Robert M. Paterson Elementary	Effective 2021-03-01 CONCLUDE EMPLOYMENT
	CREWS, JAMIE LUCIENDA ROE CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2021-02-16 RESIGNATION
	E0117918 SCHOOL SAFE OFFICER LEAD 9 MON SU	Division Of Support Services	Effective 2021-03-12 RESIGNATION
	FUTCH, CHRISTINA HOLLY OPJ CAFE ASSISTANT 6.5 HOURS 9 MON CA	Orange Park Jr High	Effective 2021-02-26 RESIGNATION
	GRINSELL, ANGELA LYNN TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	Effective 2021-02-11 RESIGNATION
	HICKS, RENEA REATHA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2021-02-24 RESIGNATION
	HOUSER, JAMES R TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2021-03-12 RESIGNATION
0.9	KILDUFF, CARRIE ELIZABETH FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2021-03-11 RESIGNATION
	KING, SARAH CAITLYN RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2021-03-12 RESIGNATION
	LUNA, REBECCA SUE TRN BUS DRIVER LNG TRM	Transportation	Effective 2021-02-22 CONCLUDE EMPLOYMENT
0.9	MCCRAY, CASSANDRA P POE BEHAVIORAL HEALTH ASST LNG TRM	Plantation Oaks Elementary	Effective 2021-02-15 RESIGNATION
	MOLINARO, BRIANA JUSTINE KHE CAFE ASSISTANT 3 HOURS 9 MON CA	Keystone Heights Elementary	Effective 2021-02-05 RESIGNATION
	NEWTON, ANGELA FAYE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2021-02-16 RESIGNATION
	OLIVER, DAVID W CC POLICE DEPT SERGEANT 12 MO SU	School Police Department	Effective 2021-03-12 RESIGNATION
	ROSSOW, KRISTEN M CHS REGISTERED NURSE 10 MONTH	Clay High	Effective 2021-03-09 RESIGNATION



## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<b>Name/Assignment</b>	<b>Site</b>	<b>Action/Effective</b>
	SABERG, KIMBERLY LYNN MHS CAFE ASSISTANT 3.75 HOURS 9 MON CA	Middleburg High	Effective 2021-02-25 RESIGNATION
	SAUNDERS, JOSHUA MCQUEEN ACCESS CONTROL TECHNICIAN 12 MO SU	Division Of Support Services	Effective 2021-03-12 RESIGNATION
	TRACE, JAMES MICHAEL OPH CAFE ASSISTANT 6.5 HOURS 9 MON CA	Orange Park High	Effective 2021-02-17 RESIGNATION
0.9	WILDER, ANITA DIANE CGE GENERAL HEALTH ASSISTA 9 MON SU	Coppergate Elementary	Effective 2021-02-26 RETIREMENT
	YEARSLEY, BRITTANI LYNNE CEB TITLE I ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2021-03-12 RESIGNATION

## VI. Support Actions

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### F. SUPPLEMENT

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<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
ALLEN SR, DANIEL A OPH SOCCER HEAD JV SUPPLEME	Orange Park High	Appointment
NESMITH, CARL EDWARD MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
TRIPLETT, REBECCA J MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Resignation