

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
January 9, 2025
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I. Administrative Actions

A. APPOINTMENT

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

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

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

D. TRANSFER

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

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
KELLOGG, AUGUST L FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2024-12-06 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	
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II. JOB DESCRIPTION ACTIONS

A. Certificated - Approve the following job descriptions:

NEW:

I-2.1.13 Blended/Hybrid Teacher

The blended/hybrid teacher job description is being created to define the teacher responsibilities of this position. In order to qualify for blended funding, the FLDOE requires a minimum of one day per week of direct, in person instruction by the primary teacher. We do not currently have a job description that fits this need. This will allow courses that are primarily digital to qualify for more funding than the fully virtual model when the school district is able to allocate a blended teacher.

Job Locator: I-2.1.13

Title: Blended/Hybrid Teacher

Position Grade: Teacher Salary Schedule

Evaluated By: Principal or Administrator Designee

Job Description:

The Blended/Hybrid teacher is responsible for the organization and implementation of an instructional program that results in students achieving academic success in accordance with Clay Virtual Academy (CVA), state and local policies and statutes.

Responsibilities and duties of this position include:

- Establish a positive environment in which students are encouraged to be actively engaged in the learning process.
- Plan, prepare, and implement instructional activities to meet the needs of students with varying backgrounds, learning styles or special needs.
- Identify, select, create, and modify instructional resources.
- Use a minimum of 1 day per week of direct, face to face instruction in conjunction with a digital platform to deliver instruction.
- Be available to assist students via phone, computer, email, and instant messaging.
- Assist in assessing changing curricular needs and develop plans for improvement.
- Provide individual and/or small group instruction to meet student needs.
- Meet course goals and contribute to the achievement of school-wide goals.
- Evaluate student progress and demonstrate gains in student performance.
- Maintain effective and efficient record keeping procedures.
- Have a minimum of 3 days per week of established contact hours.
- Communicate effectively and regularly, orally and in writing, with students, parents and other stakeholders and respond to any correspondence within 1 workday as evidenced in the Virtual School Administrator (VSA) log.
- Assist with screening, evaluating, and recommending interventions for students.
- Complete reports, collect data, and provide information for monitoring of program and student performance.
- Participate in school activities including, but not limited to team meetings, staff development, student outreach activities and events, home visits, presentations, and instructional tutoring.
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and maintaining current and timely records including weekly student/parent contact records.
- Performs any other related duties as assigned.

Required Qualifications:

- Valid Florida Professional Teaching Certificate in content area assigned; endorsements as required by Florida Department of Education.
- Strong oral and written communication skills.
- Ability to travel

Desired Qualifications:

- Prior experience in a distance learning environment.
- Prior experience with Google Classroom and VSA/Educator.

Board Approved: 01/09/2025

III. Instructional Actions

A. APPOINTMENT

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

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
BOUDREAU, ERYN KATHALEEN ESE, PHYSICAL THERAPIST 10 MONTH	Fleming Island Elementary	Effective 2025-01-31 RETIREMENT

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
2.0	ADDIE, NICOLE ELIZABETH SUPPORT PEER TEACHER SUPPLEME	Oakleaf Village Elementary	Appointment
2.0	ALT-REVELS, JOETTE ANN SUPPORT PEER TEACHER SUPPLEME	Clay High	Appointment
2.0	ARMOGAN, CARRIE LORRAINE SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
2.0	CAMPBELL, ROBIN MARIE SUPPORT PEER TEACHER SUPPLEME	Wilkinson Jr High	Appointment
2.0	CAMPBELL, RYAN S SUPPORT PEER TEACHER SUPPLEME	Tynes Elementary	Appointment
2.0	CHANEY, MARCIA H SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
2.0	DIAZ, JENNIFER LYNNE KRUSE SUPPORT PEER TEACHER SUPPLEME	Fleming Island High School	Appointment
2.0	FATIMA, BATUL SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
2.0	FLAGG, PAMELA REGINA SUPPORT PEER TEACHER SUPPLEME	Adult/Community Education	Appointment
2.0	FORBIS, MICHELLE DEANNE SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
2.0	FOSTER, TRAVIS GOODWIN SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
2.0	FOWLER, JEFFREY ROBERT SUPPORT PEER TEACHER SUPPLEME	Orange Park High	Appointment
2.0	GANN, ASHLEY NICHOLE SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Elementary	Appointment
2.0	GORDON, JASMINE MARIE SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
2.0	HAMMOND, LISA MARIE SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
2.0	HARVEY, DIANE P SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
2.0	HAYES, ANN MARIE SUPPORT PEER TEACHER SUPPLEME	Green Cove Springs Junior High	Appointment
2.0	HONOUR, NICOLE V SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
2.0	KEEN, KENDRA ANN SUPPORT PEER TEACHER	Coppergate Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
2.0	LENTZ, BILLIE ANNE SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
2.0	MAGPIONG JR, DAVID M SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
2.0	MCCORD, AMY C SUPPORT PEER TEACHER SUPPLEME	Swimming Pen Creek Elem	Appointment
2.0	MCGHGHY, LINDA FAYE SUPPORT PEER TEACHER SUPPLEME	Bannerman Learning Center	Appointment
2.0	MCKENZIE, MARIAH CHRISTINA SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
2.0	NAVARRO, STEPHANIE ERIN SUPPORT PEER TEACHER SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
2.0	PATERNOSTER, DAWN MARIE SUPPORT PEER TEACHER SUPPLEME	Swimming Pen Creek Elem	Appointment
2.0	PRYOR, EMILY ANNE SUPPORT PEER TEACHER SUPPLEME	Doctors Inlet Elementary	Appointment
2.0	RAMON, MARIA MERCEDES SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
2.0	ROCKWELL, JESSICA L SUPPORT PEER TEACHER SUPPLEME	Wilkinson Jr High	Appointment
2.0	SCAMAHORN, ALEXANDRA VIRGINIA SUPPORT PEER TEACHER SUPPLEME	Mcrae Elementary	Appointment
2.0	SHAFFER, STEPHANIE S SUPPORT PEER TEACHER SUPPLEME	Shadowlawn Elementary	Appointment
2.0	SMITH, OLIVIA CELESTE SUPPORT PEER TEACHER SUPPLEME	Thunderbolt Elementary	Appointment
2.0	STERIO, AMANDA M SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
2.0	STEVENS, CANDICE ELBON SUPPORT PEER TEACHER SUPPLEME	Clay Hill Elementary	Appointment

III. INSTRUCTIONAL ACTIONS 2024-2025

G. PENDING APPOINTMENTS

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

III. INSTRUCTIONAL ACTIONS 2024-2025

H. OUT OF FIELD

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

IV. INSTRUCTIONAL 2024-2025

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
NONE		

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2024-2025

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2024-2025

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2024-2025

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ASBELL, SHANNON LEON MNT CUSTODIAN 12 MO SU	Division of Support Srvc	Effective 2024-11-18 12 MO SU / Annual
0.8	BARDSLEY, JUSTIN AARON SBJ GENERAL ASSISTANT 9 MON SU	S. Bryan Jennings Elementary	Effective 2024-12-02 9 MON SU / Annual
0.9	BIGHAM, NICOLE MARIE MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2024-12-02 9 MON SU / Annual
	CLEEK, KRISTINA LETTIE SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2024-11-15 9 MON SU / Annual
	COUSAR, JESSICA RAE SPS SCHOOL SECRETARY 10 MONTH 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2024-12-02 10 MONTH / Annual
	DEGOTHSEIR, CHLOE DANIELLE BAF PAYROLL ASSISTANT CONFIDEN	Business Affairs	Effective 2024-11-26 CONFIDEN / Annual
	E0201826 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2024-12-02 9 MON SU / Annual
	E0206765 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2024-11-14 9 MON SU / Annual
	GUIRALDI, JEISY PATRICIA DOE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Discovery Oaks Elementary	Effective 2024-11-22 9 MON SU / Annual
	HALL, MYEISHA RACQUEL WES CAFE VAN DRIVER 5.75 HOURS 9 MON SU	Wilkinson Elementary	Effective 2024-11-18 9 MON SU / Annual
	HERNANDEZ TORRES, LORENA OVE CAFE ASSISTANT 6.75 HOURS 9 MON SU	Oakleaf Village Elementary	Effective 2024-11-21 9 MON SU / Annual
	HOUCK FRONEK, ANDREA LYNN RHS SCHOOL SEC ADMINISTRATION 10 MONTH	Ridgeview High School	Effective 2024-12-02 10 MONTH / Annual
0.9	JOHNSON, JORDYN MIKAYLA WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-11-22 9 MON SU / Annual
	KYLER, MOLLIE LENORA SPS REGISTERED NURSE 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2024-12-02 10 MONTH / Annual
	LOWERY, ASHLEY HAIGLER OPJ REGISTERED NURSE 10 MONTH	Orange Park Jr High	Effective 2024-12-02 10 MONTH / Annual
0.9	MAXI, MELISSA NAISHA AES BEHAVIORAL HEALTH ASST	Argyle Elementary	Effective 2024-12-02 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	9 MON SU MENSER, DYLAN CLAY KHE CUSTODIAN 12 MO SU	Keystone Heights Elementary	Effective 2024-11-18 12 MO SU / Annual
0.9	MEYER, NANCY DIANNE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2024-12-02 9 MON SU / Annual
	MICHAUD, NICOLE LEE KHH CAFE ASSISTANT 4.75 HOURS 9 MON SU	Keystone Heights High School	Effective 2024-11-22 9 MON SU / Annual
	MORENO, ODHALIS PES CUSTODIAN 12 MO SU	Robert M. Paterson Elementary	Effective 2024-11-21 12 MO SU / Annual
0.9	MOSER, MARGAUX JAYNE ROE GENERAL ASSISTANT 9 MON SU	Rideout Elementary	Effective 2024-11-15 9 MON SU / Annual
0.9	MUNOZ PEREZ, YASMARY RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2024-11-21 9 MON SU / Annual
	OWENS, BONNIE MARIE CHS CAFE ASSISTANT 6.75 HOURS 9 MON SU	Clay High	Effective 2024-11-21 9 MON SU / Annual
	WARNEZ PONTON, ETHEL PADAYHAG MRE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Mcrae Elementary	Effective 2024-11-18 9 MON SU / Annual
	WILSON, JOSEPH UNTAYAO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-11-04 TRANSPOR / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	CARNEGIE, DELROY J WJH BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Jr High	9 MON SU / Multi-Year Conditional

VI. Support Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	BUMBALOUGH, LOUISA MARIE CHS CAFE ASSISTANT 6.5 HOURS 9 MON SU	Clay High	Effective 2024-12-02 /transfer from / CHS CAFE ASSISTANT 4.5 HOURS
	E0205018 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2024-11-04 /transfer from / SCHOOL SAFETY OFFICER
	E0206152 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2024-11-18 /transfer from / SCHOOL SAFETY OFFICER
	FLYNN, LEAH KRISTYNE CHS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	Clay High	Effective 2024-11-18 /transfer from / CHS CAFE ASSISTANT 6.5 HOURS
	FOGERTY, JOHN B TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-12-02 /transfer from / TRN BUS DRIVER
	GARCIA CONEJERO, MARIA C CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2024-12-02 /transfer from / CHS CAFE ASSISTANT 4.5 HOURS
	LOPEZ, YOLANDITA M OPH TESTING/ADMIN SUPPORT ASST 10 MONTH	Oakleaf Village Elementary	Effective 2025-01-03 /transfer from / OVE ESOL CLASSROOM ASSISTANT
	NGUYEN, PHI VAN LJH BEHAVIORAL SUPPORT TECH 9 MON SU	Lakeside Junior High	Effective 2024-09-19 /transfer from / RHS BEHAVIORAL SUPPORT TECH
	PRUM, SOKONG WES CAFE ASSISTANT 5.75 HOURS 9 MON SU	Wilkinson Elementary	Effective 2024-12-02 /transfer from / MHS CAFE ASSISTANT 4.5 HOURS
	SANTILLAN, MARCO A RHS COMPUTER LAB ASSISTANT 9 MON SU	Middleburg High	Effective 2025-01-06 /transfer from / MHS CUSTODIAN
0.9	SMITH, JESSICA DAWN LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2024-12-02 /transfer from / LAE GENERAL HEALTH ASSISTA
0.9	STARLING, LINDA KAY LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2024-12-02 /transfer from / LAE BEHAVIORAL HEALTH ASST
	TOTTY, ALEXIS MARIE CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2024-12-02 /transfer from / CHS CAFE ASSISTANT 4.25 HOURS

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	ADRIANO, ANGELICA RAMIEREZ RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2024-12-04 RESIGNATION
	ANDERSON, SALLY ANN ITS DATA SERVICES ASSISTANT 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2025-01-17 RETIREMENT
	BONNER, LORI MEGAN MHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Middleburg High	Effective 2024-11-13 RESIGNATION
	CAMPBELL, DONALD E WJH CUSTODIAN 12 MO SU	Wilkinson Jr High	Effective 2024-11-19 RESIGNATION
	COFFEY, STACY LYNN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-11-22 RESIGNATION
	GILLIES, KIMBERLY ANNE MHS REGISTERED NURSE 10 MONTH	Middleburg High	Effective 2025-01-17 RESIGNATION
	HOOKS, FELICIA ANN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-11-22 RESIGNATION
	HOOKS, SAHRA RASHELLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-12-03 RESIGNATION
0.9	PETERSON, KATINA GWINN FIE BEHAVIORAL HEALTH ASST LNG TRM	Fleming Island Elementary	Effective 2024-11-01 RESIGNATION
	PYLES, LISSETTE MARIE LES CAFE ASSISTANT 3 HOURS 9 MON SU	Lakeside Elementary	Effective 2024-11-15 RESIGNATION
0.9	ROQUEMORE, CHRISTOPHER LEIGH MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2024-11-22 RESIGNATION
0.7	SCOTT, SHANNON PEARL RUTH WEC IN SCHOOL SUSPENSION 9 MON SU	W.E. Cherry Elementary	Effective 2024-12-20 RESIGNATION
	SETTLE, CATHERINE M GCJ MEDIA TECHNICAL ASST 10 MONTH	Green Cove Springs Junior High	Effective 2024-12-20 RETIREMENT
0.9	THOMAS-GRIFFIN, KEVIN K OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2024-12-20 RESIGNATION
	TIESMAN, CYNTHIA J TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2025-01-17 RESIGNATION
0.9	WALLEY, SANDRA ANN CEB TITLE I ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2024-12-06 RESIGNATION
0.9	WASDIN, ALEXA L	W.E. Cherry Elementary	Effective 2024-11-08

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	WEC GENERAL HEALTH ASSISTA 9 MON SU		RESIGNATION
0.9	ZEIGLER JR, RICHARD E MBE IN SCHOOL SUSPENSION 9 MON SU	Middleburg Elementary	Effective 2024-12-13 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	
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