

**DIVISION OF HUMAN RESOURCES**  
**PERSONNEL CONSENT AGENDA**  
January 4, 2024  
**TABLE OF CONTENTS**

<b>I. <u>Administrative Actions</u></b>	
A. 2023-2024 Appointments	I-A, p. 1
B. 2023-2024 Re-Appointments	I-B, p. 1
C. 2023-2024 Redesignations	I-C, p. 1
D. 2023-2024 Transfers	I-D, p. 1
E. 2023-2024 Resignations, Retirements, Conclude Employment	I-E, p. 1
F. 2023-2024 Supplements	I-F, p. 1
<b>II. <u>Job Descriptions and Supporting Documents</u></b>	
A. Support	II-A, p. 1-3
<b>III. <u>Instructional Actions</u></b>	
A. 2023-2024 Appointments	III-A, p. 1
B. 2023-2024 Reappointments	III-B, p. 1
C. 2023-2024 Redesignations	III-C, p. 1
D. 2023-2024 Transfers	III-D, p. 1
E. 2023-2024 Resignations/Retirements/Conclude Employment	III-E, p. 1-2
F. 2023-2024 Supplements	III-F, p. 1-2
G. 2023-2024 Pending Appointments	III-G, p. 1
H. 2023-2024 Out of Field	III-H, p. 1
<b>IV. <u>Instructional Miscellaneous Actions</u></b>	
A. 2023-2024 Summer School	IV-A. p. 1
B. 2023-2024 Community Education	IV-B. p. 1
C. 2023-2024 Adult Education	IV-C. p. 1
<b>V. <u>Instructional Substitute Teacher Actions</u></b>	
A. 2023-2024 Substitute Teacher Approval (None)	V-A. p. 1
<b>VI. <u>Support Actions</u></b>	
A. 2023-2024 Appointments	VI-A, p. 1-3
B. 2023-2024 Reappointments	VI-B, p. 1
C. 2023-2024 Redesignations	VI-C, p. 1
D. 2023-2024 Transfers	VI-D, p. 1
E. 2023-2024 Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
F. 2023-2024 Supplements	VI-F, p. 1

**I. Administrative Actions**

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**A. APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
PERKINS, RYAN IRBY MANAGER, INFORMATION SERV 12 MONTH	INFORMATION AND TECH SERVICES	Effective 2023-12-04 12 MONTH / Annual

**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**

**C. RE-DESIGNATION**

<b>Name/Assignment</b>	<b>Site</b>	<b>Previous Assignments</b>
LAWSON, SARAH TIMM DIRECTOR, HUMAN RESOURCE 12 MONTH	Human Resources	Effective 2024-02-02 / redesignated from / HMR SUPV, HR / 12 MONTH
WARNER, AMANDA BETH LES ASST PRINCIPAL EL 12 MO 12 MONTH	Lakeside Elementary	Effective 2023-12-04 / redesignated from / LES ASST PRINCIPAL EL 11 MOS / 11 MONTH

**I. Administrative Actions**

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**D. TRANSFER**

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<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>
FOWLER, CHRISTY ANNE LES ASST PRINCIPAL EL 12 MO 12 MONTH	Lakeside Elementary	Effective 2023-12-01 RESIGNATION
PERKINS, RYAN IRBY ITS TECH SPECIALIST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2023-12-01 RESIGNATION

**I. Administrative Actions**

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**F. SUPPLEMENT**

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

### A. Support - Approve the following job descriptions:

#### REVISED:

Human Resources is leading the revision of all job descriptions throughout the District. This month, the following Support job descriptions have been carefully reviewed and revised. Special care has been taken in review of the Required Qualifications for these job descriptions.

#### **C-3.2.11 - Physical Therapist Assistant**



**Personnel Consent Agenda - Job Description Actions ii, A, p. 1 - 01/04/2024**

**Job Locator: C-3.2.11**

**Title: Physical Therapist Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Assigned School Administrator or Director of Exceptional Student Education**

**Job Description:**

The Physical Therapist Assistant is directly responsible to the supervising Physical Therapist.

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

1. Participates in the preliminary identification of students who might benefit from Physical Therapy.
2. Assists the Physical Therapist in the completion of appropriate screening and/or evaluation of students referred.
3. Participates in ESE staffing and IEP meetings regarding Physical Therapy as assigned by ~~and~~ or when accompanied by the supervising Physical Therapist.
4. Provides therapy, classroom and/or home programs and alternatives for students under the supervision of a Physical Therapist.
5. Provides inservice training for parents, teachers, and administrators in the area of Physical Therapy under the supervision and direction of the supervising Physical Therapist.
6. Documents treatments in the district adopted electronic system for record keeping and potential medicaid billing.

**Required Qualifications:**

1. Licensed by the State as a Physical Therapy Assistant.
2. Graduate of an accredited Physical Therapy Assistant program with an Associate Degree.

**Desired Qualifications:**

1. Experience in providing therapy in public schools.
2. Member of the American Physical Therapy Association.

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
Lifting/carrying objects under 20 pounds			<b>x</b>	
Lifting/carrying object between 21-50 pounds		<b>x</b>		
Standing for sustained period of time	<b>x</b>			
Stooping/bending	<b>x</b>			

Walking for sustained periods of time	X			
Climb steps, stools or ladders		X		
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment				X

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment with few physical discomforts.		X		
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.		X		
Working with equipment or performing procedures where carelessness could result in injury		X		
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.				X

Approved: 08/18/1994

Revised: 09/15/1994

Revised: 01/04/2023

**III. Instructional Actions**

**A. APPOINTMENT**

	<b>Name/Assignment</b>	<b>Site</b>	<b>Contract</b>
	BRADLEY, ALICYN SYDNEY WJH TEACHER, MATHEMATICS, JH 10 MONTH	Wilkinson Jr High	Effective 2023-11-17 10 MONTH / Instructional Probationary Annual
	BURNETT, WILLIAM RYAN KHH TEACHER, MATHEMATICS, JH 10 MONTH	Keystone Heights High School	Effective 2023-11-30 10 MONTH / Instructional Probationary Annual
	DUNN, KRISTY ANN CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2023-12-01 10 MONTH / Instructional Probationary Annual
	HAWTHORNE, AUSTIN NEAL KHH TEACHER, SCIENCE, JH 10 MONTH	Keystone Heights High School	Effective 2023-11-27 10 MONTH / Instructional Probationary Annual
	HOUSTON, AMELIA LARSSON CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2023-12-04 10 MONTH / Instructional Probationary Annual
	JOHNSON JR, EDWARD JERMELL AES TEACHER, PHYSICAL ED EL 10 MONTH	Argyle Elementary	Effective 2023-12-04 10 MONTH / Instructional Probationary Annual
	LUTZ III, CHARLES ALBERT CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2023-11-15 10 MONTH / Instructional Probationary Annual
	NOLAN, TRAVIS WILLIAM SPECIALIST, SEDNET 12 MONTH	SEDNET	Effective 2023-11-13 12 MONTH / Instructional Probationary Annual
	PERALTA, TANYA PADGETT WES TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Elementary	Effective 2023-11-27 10 MONTH / Instructional Probationary Annual
0.4	SAMPSON, SANDRA BERNADETTE ROE TEACHER, SUPP FACIL SPECIAL	Rideout Elementary	Effective 2023-11-28 SPECIAL / Instructional Probationary Annual
	TROWELL, CHRISTOPHER JAMES KHH TEACHER, INDUSTRIAL ED 10 MONTH	Keystone Heights High School	Effective 2023-12-04 10 MONTH / Instructional Probationary Annual

**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**

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**C. RE-DESIGNATION**

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

**D. TRANSFER**

<b>Name/Assignment</b>	<b>Site</b>	<b>Previous Assignment</b>
EUNICE, SHEREHE LYNN OPJ TEACHER, READING, JH 10 MONTH	Orange Park Jr High	Effective 2023-11-06 /transfer from / SPC TEACHER, SC, FIRST GR
GOMES, JENNIFER JOAN RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf Village Elementary	Effective 2023-12-18 /transfer from / OVE TEACHER, SC, FIFTH GR
KANDT, SIERRA DANYELLE POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2023-11-27 /transfer from / SIP CURRICULUM COACH/TRAINER
SLATER, ANNE F OLJ TEACHER, SUPP FACIL 10 MONTH	Ridgeview High School	Effective 2024-01-05 /transfer from / RHS TEACHER, READING, SH
TERRY, BONNIE MICHELE PES VE SELF-CONTAINED-LI 10 MONTH	Doctors Inlet Elementary	Effective 2024-01-05 /transfer from / DIS TEACHER, SC, KINDERGARTEN
VIGUE, JESSICA NICOLE FIH TEACHER, VE/INCLUSION 10 MONTH	Tynes Elementary	Effective 2024-01-08 /transfer from / TES TEACHER, SC, THIRD GR

### III. Instructional Actions

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ANDERSON, LENOIR DANA PES VE SELF-CONTAINED-LI 10 MONTH	Robert M. Paterson Elementary	Effective 2023-12-20 RESIGNATION
BEASLEY JR, JOHN BLAUVELT POE TEACHER, SC, FIFTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2023-11-01 RESIGNATION
DAVIS, STACY FLICK OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2023-12-01 RESIGNATION
FINN, LINDA LEE CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2023-12-20 RETIREMENT
JACOWAY, TARA LARAE FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	Effective 2023-12-20 RESIGNATION
JOHNSTON, ELIZABETH ANN SPS TEACHER SC KINDERGARTEN 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-11-17 CONCLUDE EMPLOYMENT
LEDBETTER, JANE NANCY AES TEACHER, VE/INCLUSION 10 MONTH	Argyle Elementary	Effective 2024-01-08 RESIGNATION
MATTHEWS, KAYLA LOREAL AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	Effective 2023-11-17 RESIGNATION
MCCALLISTER, MICHAEL SCOTT CHS VE SELF-CONTAINED-IND 10 MONTH	Clay High	Effective 2024-01-05 RESIGNATION
MCPHATTER JR, LEE PERCELL OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2023-12-20 RESIGNATION
MERRILEES, CINDY G FIH TEACHER, VE/INCLUSION 10 MONTH	Fleming Island High School	Effective 2024-01-08 RETIREMENT
NUTTING, JARED TODD POE TEACHER, PHYSICAL ED EL 10 MONTH	Plantation Oaks Elementary	Effective 2023-12-08 RESIGNATION
O SHEA, MALEAH NOEL SPS TEACHER SC THIRD GR 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2023-12-20 RESIGNATION
SANDIN, LINDSEY CATHERINE MBE TEACHER, SC, FIFTH GR 10 MONTH	Middleburg Elementary	Effective 2023-11-16 RESIGNATION
SANTILLAN, MARCO A OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2023-11-13 RESIGNATION
SHEARIN, MICHELLE NICOLE CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2023-11-17 RESIGNATION
URGO, MANDI LEIGH POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2023-12-12 RESIGNATION

**III. Instructional Actions**

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
WILSON, KENNETH SCOTT RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2023-11-07 RESIGNATION



### III. Instructional Actions

#### F. SUPPLEMENT

	<b>Name/Assignment</b>	<b>Site</b>	<b>Supplement Action</b>
0.5	AMERSON, VERNON LAVON OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	BANKHEAD, JONCHRISTY DESHAE AES DEPT HEAD (6-10) SUPPLEME	Argyle Elementary	Appointment
	CAREN, LORI MOSLEY CHE DEPT HD (3-5) SUPPLEME	Clay Hill Elementary	Appointment
	COMO, AVA ELIZABETH ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Resignation
0.8	CREWS, REBECCA LADAWN OHS JUNIOR CLASS SPONSOR SUPPLEME	Oakleaf High School	Appointment
	DUNCAN, CADE EDWARD FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Appointment
	DUNCAN, CADE EDWARD FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
	FREEZE, ANN MARGARET ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
	GRACE, ADRIENNE B FIH CHEERLEADING VARSITY SUPPLEME	Fleming Island High School	Appointment
	HINTON, TAYLOR N WJH VOLLEYBALL ASST JH SUPPLEME	Wilkinson Elementary	Appointment
	HUNTER, CRISTIAN ISAAC WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	JOHNSON, ANGELA LOUANN SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
0.5	LENTZ, BILLIE ANNE OHS DEPT HEAD (11-16) SUPPLEME	Oakleaf High School	Resignation
	MACK, MARIAH C OHS DEPT HEAD (11-16) SUPPLEME	Oakleaf High School	Appointment
	MATTHEWS, KAYLA LOREAL AES DEPT HEAD (6-10) SUPPLEME	Argyle Elementary	Resignation
	MCPHATTER JR, LEE PERCELL OPJ SOCCER HEAD JH SUPPLEME	Orange Park Jr High	Resignation
	MERRILEES, CINDY G FIH ANNUAL STAFF SH SUPPLEME	Fleming Island High School	Resignation
	MORFORD, ISAAC MICHAEL KHH BASKETBALL ASST SH SUPPLEME	Exceptional Student Education	Appointment
	PATTERSON, LLOYD CLARK	Lakeside Junior High	Appointment

**III. Instructional Actions**

**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	LJH WRESTLING HD JH SUPPLEME		
	PROPPER, CHARLES DANA CHS SOFTBALL FP ASST SH SUPPLEME	Clay High	Resignation
	ROBINSON, JASON MATTHEW GCJ SOFTBALL FP ASST JH SUPPLEME	Green Cove Springs Junior High	Appointment
	RONEY, HANNAH GRACE MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Resignation
	SANDIN, LINDSEY CATHERINE MBE DEPT HD (3-5) SUPPLEME	Middleburg Elementary	Resignation
	TOBLER, ULYSSES MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Middleburg High	Resignation
0.5	VIGUE, JESSICA NICOLE TES DEPT HEAD (6-10) SUPPLEME	Tynes Elementary	Resignation
	WATSON, CINDY MARIE CHE DEPT HD (3-5) SUPPLEME	Clay Hill Elementary	Appointment

**III. INSTRUCTIONAL ACTIONS 2023-2024**

**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 2023-2024**

**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 2023-2024**

**MISCELLANEOUS ACTIONS**

**A. SUMMER SCHOOL**

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

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024**

**B. COMMUNITY EDUCATION**

**Appointments**

NONE

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024**

**C. ADULT EDUCATION**

**Appointments**

NONE

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2023-2024**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

NONE



**VI. Support Actions**

**A. APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	AVILA, MADELIS CEB ESOL CLASSROOM ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2023-12-05 9 MON SU / Annual
0.9	BABCOCK, ASHLEY LYNN TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2023-12-04 9 MON SU / Annual
	BASKIN, MICHELLE DENISE KHE CUSTODIAN 12 MO SU	Keystone Heights Elementary	Effective 2023-11-20 12 MO SU / Annual
	BATTLE, HALEY VIRGINIA SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-11-30 12 MO SU / AC Safety and Security
	BULLOCK, PAUL LAMAR SASSER TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-11-06 TRANSPOR / Annual
	BURRIS, ANNIE ISABELLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-11-27 TRANSPOR / Re-employed retiree, A/C support
0.9	CALOW, SUSAN DIANA LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-12-05 9 MON SU / Annual
0.9	DAMPIER, HALEY LENORA TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-11-08 9 MON SU / Annual
	DONOHUE, CHRISTINA LYNN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-11-27 TRANSPOR / Annual
0.9	ELLIOTT, KARELIS DANETTE LES BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Elementary	Effective 2023-11-17 9 MON SU / Annual
0.9	FIRLOTTE, GILLIAN E PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2023-11-27 9 MON SU / Annual
0.9	GELINAS, TINA MARIE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2023-11-29 9 MON SU / Annual
	HAYES, ROBYN D AES CUSTODIAN 12 MO SU	Argyle Elementary	Effective 2023-11-16 12 MO SU / Annual
	HECHT, JASMINE ROUGINA MCE CAFE ASSISTANT 5.25 HOURS 9 MON SU	Montclair Elementary	Effective 2023-11-13 9 MON SU / Annual
	HERBST, RICHARD WYATT ESE BEHAVIORAL SUPPORT TECH 9 MON SU	Exceptional Student Education	Effective 2023-11-08 9 MON SU / Annual
	HOILMAN, EDWARD MALONE LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2023-11-09 12 MO SU / Annual

## VI. Support Actions

### A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	HOVINGA, CHAILLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-11-06 TRANSPOR / Annual
	JOHNSON, MARGIE L TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-11-27 TRANSPOR / Annual
0.8	KAHLIG, MICHELLE RENEE STEVENSON DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2023-12-05 9 MON SU / Annual
	KIRKMAN, RICHARD L TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-04 TRANSPOR / Annual
	KRAUSE, SHEREE ANNETTE OPR ADMIN SECRETARY 12 MO SU	SAFETY AND SECURITY	Effective 2023-12-04 12 MO SU / Professional Services
	LOPEZ OROZCO, EDWIN OVE CUSTODIAN 12 MO SU	Oakleaf Village Elementary	Effective 2023-11-17 12 MO SU / Annual
0.8	MANZI GONZALEZ, YENNY AMALIA TES ESOL CLASSROOM ASSISTANT 9 MON SU	Tynes Elementary	Effective 2023-11-28 9 MON SU / Annual
	MATTINGLY, LORES MAUREEN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-04 TRANSPOR / Annual
	MCNAMARA, DONNA HAYES LJH CAFE VAN DRIVER 7 HOURS 9 MON SU	Lakeside Junior High	Effective 2023-11-17 9 MON SU / Annual
	MICHEL, JEAN ROLKENS RHS CUSTODIAN 12 MO SU	Ridgeview High School	Effective 2023-11-20 12 MO SU / Annual
	NIEVES, JASMINE MICHELLE LJH CAFE ASSISTANT 3 HOURS 9 MON SU	Lakeside Junior High	Effective 2023-11-27 9 MON SU / Annual
	OSKIRKO, M ELAINE CHS CAFE ASSISTANT 4.25 HOURS 9 MON SU	Clay High	Effective 2023-11-07 9 MON SU / Annual
	PADGETT, MARGARET E TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-11-27 TRANSPOR / Annual
	POLAND III, JOHN THERON TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-11-27 TRANSPOR / Annual
0.9	POWELL, HAZEL DELOISE OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2023-11-06 9 MON SU / Annual
0.8	RODRIGUEZ, MELISSA MCE ESOL CLASSROOM ASSISTANT 9 MON SU	Montclair Elementary	Effective 2023-11-08 9 MON SU / Annual
	RUIZ TORRES, JENNIFER OVE CAFE ASSISTANT 5	Oakleaf Village Elementary	Effective 2023-11-14 9 MON SU / Annual

**VI. Support Actions**

**A. APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	HOURS 9 MON SU		
0.9	SHARP, JESSICA LAYNE AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	Effective 2023-11-16 9 MON SU / Annual
0.9	SHOPE, MICHELLE ALEXIS POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2023-11-13 9 MON SU / Annual
0.9	VARGAS, DIANA DENNISE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2023-11-28 9 MON SU / Annual
0.2	WATERS, KELLY S AES TITLE I ASSISTANT 9 MON SU	Argyle Elementary	Effective 2023-11-08 9 MON SU / Multi-Year Conditional
	WHITE, MELISSA JOYNER MRE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Mcrae Elementary	Effective 2023-11-29 9 MON SU / Annual
	WHITNEY, JOHN ALLEN OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2023-12-06 12 MO SU / Annual

## VI. Support Actions

### B. RE-APPOINTMENT

	<b>Name/Assignment</b>	<b>Site</b>	<b>Contract</b>
0.9	BAJWA, SEEMA TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Multi-Year Conditional
0.9	BRADY, BRITTANY MARIE RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	9 MON SU / Annual
0.9	BROWN, TRACY NICOLE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Multi-Year Conditional
0.9	JOHNSON, DOREEN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Annual
0.9	MORRIS, MELISSA RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional
0.9	NICHOLSON, CORY JACOB RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional
0.9	PETERSON, KATINA GWINN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	SCHAFFER, TIMOTHY ANDREW TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Annual
0.9	THRASHER, MILAGROS FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Annual
0.9	WILSON, ANDREA MARIE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional

VI. Support Actions

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C. RE-DESIGNATION

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Name/Assignment	Site	
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**VI. Support Actions**

**D. TRANSFER**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	BOLE, CHARLENA MARIE OHS CAFE ASSISTANT 7.5 HOURS 9 MON SU	Oakleaf High School	EFFECTIVE 2023-05-26 TRANSFER FROM OHS CAFE ASST 3.75
	BROWN, BENJAMMIN LAZACCHAEUS LES CUSTODIAN 12 MO SU	Lakeside Elementary	Effective 2023-12-04 /transfer from / MNT CUSTODIAN
	FARRIS, ELIZABETH RENEE ROE HEAD CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2023-11-27 /transfer from / OHS CUSTODIAN
	FREDERICK, TAMMY DIXON LJH SCHOOL SEC ADMINISTRATION 10 MONTH	Lakeside Junior High	Effective 2023-11-27 /transfer from / LJH BEHAVIORAL HEALTH ASST
	GADDIS, DONNA M MBE ST RECORD SEC 12 MO 12 MO SU	Middleburg Elementary	Effective 2023-12-04 /transfer from / MBE SCHOOL SEC ADMINISTRATION
	HARMON, GLENDA E TBE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Thunderbolt Elementary	EFFECTIVE 2023-08-09 TRANSFER FROM CHS CAFETERIA ASST 6.75
	HAYS, JOSEPHINE B CHS CAFE ASSISTANT 6.75 HOURS 9 MON SU	Clay High	EFFECTIVE 2023-08-09 TRANSFER FROM CHS CAFETERIA ASST 6.50
	HOHLER, COURTNEY ANNA GCJ CAFE ASSISTANT 4.25 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2023-12-04 /transfer from / GCJ CAFE ASSISTANT 4 HOURS
	KINNEY, NICHELLE R RHS SCHOOL SECRETARY 12 MONTH 12 MO SU	Ridgeview High School	Effective 2023-11-27 /transfer from / LJH SCHOOL SEC ADMINISTRATION
0.8	MARTIN, KALYNDA LEE WEC GENERIC CLASSROOM ASSISTAN 9 MON SU	W.E. Cherry Elementary	Effective 2023-12-04 /transfer from / WEC BEHAVIORAL HEALTH ASST
0.2	MARTIN, KALYNDA LEE WEC TITLE I ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2023-12-04 /transfer from / WEC BEHAVIORAL HEALTH ASST
0.8	SERRANO, CATHARINE MARIE LES IN SCHOOL SUSPENSION 9 MON SU	Lakeside Elementary	Effective 2023-12-04 /transfer from / POE BEHAVIORAL HEALTH ASST
	SOLOMON, HALEY RAE WEC TITLE I ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2023-12-04 /transfer from / WEC GENERIC CLASSROOM ASSISTAN
	SPICONE, ROSALBA OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-12-04 /transfer from / DOE CAFE ASSISTANT 6.25 HOURS
	THOMPSON, DARRELL ESE BEHAVIORAL SUPPORT TECH 9 MON SU	Exceptional Student Education	Effective 2023-12-01 /transfer from / SED SEDNET CASE MANAGER
	WACHTER, NICOL S TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	Effective 2023-11-20 /transfer from / RHS SCHOOL SECRETARY 12 MONTH

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ADERMAN, MICHELLE ASHLEY OPR ADMIN SECRETARY 12 MO SU	SAFETY AND SECURITY	Effective 2023-12-01 RESIGNATION
	BAHR, MAYDEE A OPH CAFE ASSISTANT 5 HOURS 9 MON SU	Orange Park High	Effective 2023-12-01 RESIGNATION
	BOOKER, LESTER H SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-12-08 RESIGNATION
	BRESHEARS, CASEY ALAN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-01 RESIGNATION
	BRESSLER, JOAN E STS ADMINSTRATIVE SECRETARY 12 MO SU	CLIMATE AND CULTURE	Effective 2024-01-31 RETIREMENT
	BROUGHTON, CASSANDRA L WEC TITLE I ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2023-11-28 RESIGNATION
	COATES, JENNA B OHS SCHOOL SECRETARY/ST SER 10 MONTH	Oakleaf High School	Effective 2024-01-19 RESIGNATION
	CONGDON, JENNIFER SUE SBJ CAFE ASSISTANT 5.5 HOURS 9 MON SU	S. Bryan Jennings Elementary	Effective 2023-10-27 CONCLUDE EMPLOYMENT
	CONRAD, MARGARET KATHLEEN AES LICENSED PRAC NURSE 10 MONTH	Argyle Elementary	Effective 2023-11-17 RESIGNATION
0.9	DUTTON, KARI LENORA TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2023-11-17 RESIGNATION
	EDOUARD, MARIE OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2023-12-07 CONCLUDE EMPLOYMENT
	EDWARDS, SHERRY YVONNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-12-20 RESIGNATION
	JEROME, MICHELLE ANN OHS CAFE ASSISTANT 7.5 HOURS 9 MON SU	Oakleaf High School	Effective 2023-10-30 CONCLUDE EMPLOYMENT
	JUDY, PATRICK LEE ROE CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2023-12-08 RESIGNATION
	KRAUSE, SHEREE ANNETTE GCJ COUNSELOR, JH 11 MONTH 11 MONTH	SAFETY AND SECURITY	Effective 2023-12-01 RESIGNATION
	NEHRING, BRADLEY THOMAS TRN PARTS MANAGER 12 MO SU	Transportation	Effective 2023-11-17 RESIGNATION
0.9	PHILLIPS, JEFFREY MICHAEL	Wilkinson Jr High	Effective 2023-11-08

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	WJH BEHAVIORAL HEALTH ASST 9 MON SU		RESIGNATION
0.9	PONDER, SABRINA E CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2023-11-09 RESIGNATION
	RIEGEL, SARAH BROOKE TRN PAYROLL SUPPORT ASST 12 MO SU	Transportation	Effective 2024-01-02 RESIGNATION
0.9	RINERE, MICHAEL JAMES LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2023-12-11 RESIGNATION
	SCHUSTER-HELWIG, JOAN MARGARET SUPPORT - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-11-22 CONCLUDE EMPLOYMENT
	SMITH, RUTH RENEE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-11-27 RESIGNATION
0.9	SPERLE, KATIE LYNN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2023-12-15 RESIGNATION
0.9	TAYLOR, BRENDAN ALEXANDER SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2023-11-17 RESIGNATION
	TAYLOR, MEGAN ANN DIS MEDIA TECHNICAL ASST 10 MONTH	Doctors Inlet Elementary	Effective 2023-11-17 RESIGNATION
	TULL, KAREN ROCIO AES CAFE ASSISTANT 5.5 HOURS 9 MON SU	Argyle Elementary	Effective 2023-12-19 RESIGNATION
	VAN MATRE, BERNARD W MNT HEAVY EQUIP OPERATOR 12 MO SU	Division of Support Svcs	Effective 2024-01-31 RESIGNATION
0.9	WEST, LEE ANN OPJ TITLE 1 ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2023-11-13 RESIGNATION
	WILLIAMS, TAMMY SUE CEB REGISTERED NURSE 10 MONTH	Charles E. Bennett Elementary	Effective 2023-11-30 RESIGNATION
	WINDHAM, CHRISTINA DAWN RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	Effective 2023-11-14 CONCLUDE EMPLOYMENT



## VI. Support Actions

### F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	CANNON, AVERY MARIE LJH VOLLEYBALL HD JH SUPPLEME	Lakeside Junior High	Appointment
	DAVIS, TRENTIN O RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	DAVIS, TRENTIN O RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	HERSEY, MELISSA DANIELLE KHH CHEERLEADING JH SUPPLEME	Keystone Heights High School	Appointment
0.5	KEITT, SAMUEL BERNARD OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf Junior High School	Appointment
0.2	MARBUT, JENNIFER KATHERINE OHS JUNIOR CLASS SPONSOR SUPPLEME	Oakleaf High School	Appointment
0.5	MASSEY, MISTY MARIE LAJ NATION JUNIOR HONOR SOC SUPPLEME	Lake Asbury Junior High School	Appointment
	MICKENS, CHARLES HERBERT MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment
	MICKENS, CHARLES HERBERT MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
	MICKENS, CHARLES HERBERT MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
0.3	THOMAS, JESSICA LEIGH KHH SOCCER HEAD JV SUPPLEME	Keystone Heights High School	Resignation