

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
March 6, 2025
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I. Administrative Actions

A. APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|--|---------------------------|---|
| BISHOP, WILLIAM BRADLEY COOR, WORK FORCE DEVELOPMENT 12 MONTH | Adult/Community Education | Effective 2025-01-21 12 MONTH / Annual |
| ESPOSITO, ROBERT J AREA MANAGER, TRANSPORTATION 12 MONTH | Transportation | Effective 2025-02-03 12 MONTH / Annual |
| HERRING, ANIKA MICHELLE FNS MANAGER FOOD SERVICES INTE CAFETERI | Food & Nutrition Srvc | Effective 2025-02-05 CAFETERI / Annual |

I. Administrative Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

I. Administrative Actions

C. RE-DESIGNATION

| <u>Name/Assignment</u> | <u>Site</u> | <u>Previous Assignments</u> |
|------------------------|-------------|-----------------------------|
|------------------------|-------------|-----------------------------|

I. Administrative Actions

D. TRANSFER

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|--|-----------------------|--|
| SMITH, BRITTANY DIANE WES MGR SATELLITE I CAFETERI | Wilkinson Elementary | Effective 2025-02-07 /transfer from / OPE MGR SATELLITE I |
| THOMAS, ALEXIS FERN OPE MGR SATELLITE I CAFETERI | Food & Nutrition Srvc | Effective 2025-02-18 /transfer from / FNS MANAGER FOOD SERVICES INTE |

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|---|----------------------------------|-------------------------------------|
| ESPOSITO, ROBERT J TRN BUS DRIVER TRANSPOR | Transportation | Effective 2025-01-31 RESIGNATION |
| HAYS JR, WILLIAM BARRY FNS MANAGER FOOD SERVICES INTE CAFETERI | Food & Nutrition Srvc | Effective 2025-01-15 RESIGNATION |
| HERRING, ANIKA MICHELLE MBE CAFE ASSISTANT 6.25 HOURS 9 MON SU | Food & Nutrition Srvc | Effective 2025-02-04 RESIGNATION |
| LEINO, BRIDGET MICHELLE ITS SUPV, IT 12 MONTH | INFORMATION AND TECH SERVICES | Effective 2025-06-30 RESIGNATION |

I. Administrative Actions

F. SUPPLEMENT

| <u>Name/Assignment</u> | <u>Site</u> | |
|------------------------|-------------|--|
|------------------------|-------------|--|

II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

NEW:

SAFETY AND SECURITY COORDINATOR

Numerous school safety projects (Access Control Projects at all schools, Panic Buttons, Camera Systems, Digital Inventory, Weather Systems, etc) have been initiated and will need management, evaluation, and adjustments. We must be responsive to each program to ensure successful implementation and the overall safety of CCDS students and staff. For example, with our badge access programs alone, each school will need to inventory/assign hundreds of badges that will act as passes to allow student movement throughout building doors. This will allow us to eliminate exemptions (under HB1473), but we must provide district support for such programs or we risk causing security issues as badges go missing and are not turned-off and replaced in a timely manner. Programs will be well managed and efficient for schools to use. This position will be responsive to addressing any issues or needs that arise to ensure the schools are safe with all their safety resources up and running.

REVISED:

COORDINATOR OF SHOP OPERATIONS

This position has been revised to enhance customer service within our shop department and help meet district-wide needs, particularly for the white fleet. The role will also ensure that required safety measures are followed by implementing accountability practices within the shop.

Job Locator: O-1.4.37

Title: Safety and Security Coordinator

Pay Grade: Coordinator I

Evaluated By: Director of Safety and Security

Job Description:

Coordinate the district's strategic safety initiatives by leading the implementation and maintenance of related school safety projects. Facilitates professional development for teachers, staff, and school leaders on how to most effectively implement safety technology and procedures. Ensures access control projects are efficient and that badge access security remains responsive and a daily priority. The position involves collaboration with project managers and supervisors to facilitate timely and effective system rollouts. Gather and analyze school safety data to review safety initiatives at each school and ensure current practices and procedures are effective in protecting students and staff. Serves as a member of the Director of Safety and Security's staff.

Responsibilities and Duties of this Position Include:

1. Coordinates, oversees, and reviews the implementation of safety-related projects in schools. Position will support and assist end users of multiple safety projects, including but not limited to: badge access control systems, visitor management systems, camera surveillance systems, mobile panic alert systems (Alyssa's Alert), weather notification systems, key management products and services and/or other safety-related technologies/equipment to ensure proficiency.
2. Coordinates and manages access control projects with school leaders to ensure lost/stolen badges are turned off and new badges created/programmed in a timely manner. Will also collaborate with school leaders to ensure access control door timers coordinate with bell schedule changes.
3. Maintain accurate records of badge/key holders, access levels, and system maintenance crucial for audits and security management.
4. Coordinates project performance review process in schools to determine product effectiveness and collaborates with stakeholders to improve product performance.
5. Collaborates with facility project managers to ensure school comfort/readiness upon project completion.
6. Conducts/leads professional development with school leaders and staff in regards to the proper usage of safety technology (i.e. Audio Enhancement/EPIC, PerryWeather, MyTag, RAPTOR, Avigilon, Genetec/Access Control, etc).
7. Assists with the planning and development of CCDS processes and procedures for proper usage of new safety equipment/technology.
8. Attends professional development to stay abreast of educational safety trends and advances in the fields of safety technology.
9. Coordinates annual school safety walks to identify safety and security vulnerabilities and analyzes/implements recommendations provided by first responders.
10. Communicates with internal and external stakeholders to enhance understanding of school needs, and district initiatives and priorities related to schools.
11. Actively monitors and analyzes school safety data (SESIR, safety infractions, internal audits, FSSAT, etc) on a quarterly basis for trends and creates action plans for overall district safety improvements.
12. Regularly reviews Florida Statute as it relates to school safety and ensures district policies and procedures are meeting state and federal mandates and best practices.
13. Provide a high level of customer service to school based administrators, teachers, staff, and the public.
14. Keeps Director of Safety and Security and Assistant Superintendent of Operations informed of school matters, as well as other potential problems or unusual events, through appropriate channels and responds to constituent issues on behalf of the Superintendent.
15. Performs other duties as assigned by the Superintendent, Assistant Superintendent of Operations, and/or the Director of Safety and Security.

Required Qualifications:

1. Experience with educational safety products/services, i.e., badge access control systems, visitor management systems, camera surveillance systems, mobile panic alert systems (Alyssa's Alert), weather notification systems, and key management products and services.
2. Bachelor's degree from an accredited college or university OR Associates degree with a minimum of three (3) years of experience in the field of Safety and Security OR ten (10) years of experience in the field of Safety and Security.
3. Become a certified School Safety Specialist within one year of being hired.
4. Working knowledge of State of Florida policies, rules, regulations, and statutes which govern school police and safe school operations.
5. Working knowledge of best practices in school security.
6. Strong word processing, spreadsheet, and database software skills.
7. Strong creative problem-solving skills.
8. Strong time management skills.
9. Strong presentation skills.
10. Must have a valid Florida Driver's License and maintain a safe driving record during employment.
11. Ability to manage multiple tasks, set priorities, meet deadlines, and schedules, deal with frequent interruptions, and work as part of a team.

Desired Qualifications:

1. Project Management Experience
2. Proven track record of implementing and managing efficient systems/logistics at the school-level.
3. School administrator and/or program administrator experience preferred.
4. Experience working in an educational setting is preferred.
5. General knowledge of FEMA (Federal Emergency Management Agency) rules, regulations and training requirements.

Board Approved: March 6, 2025

Job Locator: O-1.1.48

Job Title: Coordinator of Shop Operations

Position Grade: Coordinator III

Evaluated By: Director of Transportation

Job Description:

Supervises the District's **Transportation** Shop facilities to ensure the maintenance of District vehicles. The Coordinator of Shop Operations is responsible to the Director of Transportation.

Responsibilities and duties of this position include:

1. Assume overall supervisor/management responsibilities for the District's vehicle maintenance program.
2. Supervise all **shop** personnel: ~~involved in vehicle maintenance and assist with employee performance evaluations.~~ **to include evaluations, planning, developing, and managing shop personnel schedules.**
3. **Manage and oversee the day-to-day operations of the fleet services, record keeping, and preparation of detailed reports for the district's review.**
~~Coordinate the collection and input of vehicle maintenance data through automated programs, and prepare routine reports for the District's review.~~
4. Recommend the procurement/replacement of vehicles in use throughout the District.
5. **Implement preventive maintenance protocols, vehicle maintenance protocols, and inspection protocols for all vehicles district-wide. Develop and maintain a bus inspection schedule to meet current state standards.**
~~Schedule personnel/equipment within the realm of fleet maintenance to assure vehicle inspections in accordance with statutory requirements and Board Policy.~~
6. **Coordinate the appropriate rotation of buses to ensure maximum efficiency/life of each vehicle.**
~~Coordinate vehicle and shop related purchases from Departmental funds and interact as appropriate with District Purchasing.~~
7. **Manage budget/purchasing for all of the shop operations. Assist with vendor procurement, assigning/maintaining contracts, and bid specifications for needed items.**
~~Coordinate the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet.~~
8. **Oversee our county-wide fuel program. Oversee inspections of fuel storage, fuel leak detection, and delivery systems.**
9. Monitor security of the garage shop and District transportation vehicles.
10. **Work in conjunction with the Transportation Supervisors in recommending guidelines and policies for transportation services.**
~~Coordinate with the Operations Supervisor in recommending guidelines and policies for transportation services.~~
11. Assist in the investigation of all school bus accidents.
12. Coordinate after-hour breakdowns.
13. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with ~~an Associates~~ **a Bachelor's** degree in a business related field, or a high school diploma and **15 (fifteen)** ~~ten (10)~~ years of management experience in a transportation **or shop** related field.

2. ~~Must be skilled in all phases of fleet mechanical repair.~~
Must be skilled in written and oral communications.
3. Must have the ability to work in harmony with other School Board employees and the general public.
4. Must have the ability to organize and plan stockroom requirements and workload.
5. Must have the ability to use automotive catalogs and identify parts.
6. Must have a valid driver's license and mMust maintain a safe driving record during employment.
7. Knowledge of computer usage and operating systems.
8. ~~Considerable knowledge of the occupational hazards and safety precautions of the job.~~
~~Ability to follow DER and EPA guidelines as to handling, storing and disposing of waste materials.~~
9. Possess outstanding people skills and leadership qualities.
10. Must successfully have or obtain a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements appropriate for the vehicle/equipment assigned, and any other Florida License as required within the first 6 months of employment.
~~Must possess and maintain a valid Commercial Driver's License.~~

Desired Qualifications:

1. ~~Graduated from an accredited college or university with a Bachelor's Degree.~~
2. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.
3. Experience in school transportation or credentials in related fields.

Approved: 02/18/2010

Reviewed: 01/07/2021

Revised: 03/06/2025

III. Instructional Actions

A. APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|---|----------------------------------|--|
| | ALLISON, HANNAH LYNN POE VE SELF-CONTAINED-ASD 10 MONTH | Plantation Oaks Elementary | Effective 2025-01-27 10 MONTH / interim |
| | BURLEY, ALLISON CLAIRE OHS TEACHER, SOC STUD, SH 10 MONTH | Oakleaf High School | Effective 2025-01-28 10 MONTH / interim |
| | COLLIER, THOMAS MICHAEL GCJ TEACHER, SCIENCE, JH 10 MONTH | Green Cove Springs Junior High | Effective 2025-02-06 10 MONTH / interim |
| | DEHART, TYLER SCOTT OPH TEACHER, SOC STUD, SH 10 MONTH | Orange Park High | Effective 2025-01-24 10 MONTH / interim |
| | DUCKWORTH, LESLIE LEAK OHS TEACHER, MATHEMATICS, SR 10 MONTH | Oakleaf High School | Effective 2025-02-10 10 MONTH / interim |
| | FENNER, SARA PATRICIA SPS TEACHER SC SECOND GR 10 MONTH | SPRING PARK ELEMENTARY SCHOOL | Effective 2025-01-21 10 MONTH / interim |
| | GONZALEZ MORENO, ISABEL DIS TEACHER, SC, KINDERGARTEN 10 MONTH | Doctors Inlet Elementary | Effective 2025-02-10 10 MONTH / interim |
| | KELLY, MONICA C DOE TEACHER, SC, KINDERGARTEN 10 MONTH | Discovery Oaks Elementary | Effective 2025-02-13 10 MONTH / interim |
| | MOONEY, SIERRA KAYLYN MHS TEACHER, FAMILY/CONSUMER 10 MONTH | Middleburg High | Effective 2025-02-10 10 MONTH / interim |
| | MULLINS, AMBER-LYNN MARIE OVE TEACHER, SC, KINDERGARTEN 10 MONTH | Oakleaf Village Elementary | Effective 2025-01-30 10 MONTH / interim |
| | MURPHREE, REBECCA DAWN OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH | Oakleaf High School | Effective 2025-01-17 10 MONTH / interim |
| 0.6 | PIERCE, BARBARA MARIE WOLBER WEC COUNSELOR, ELEM SPECIAL | W.E. Cherry Elementary | Effective 2025-01-27 SPECIAL / interim |
| | RUSSELL, MICHAEL ALLAN DOE TEACHER, SC, FIFTH GR 10 MONTH | Discovery Oaks Elementary | Effective 2025-02-14 10 MONTH / interim |
| | SGROMOLO, CALLIE WOODS ESE, PHYSICAL THERAPIST 10 MONTH | Fleming Island Elementary | Effective 2025-02-03 10 MONTH / interim |
| | STANFORD, GEOFFREY L GCJ TEACHER, SCIENCE, JH 10 MONTH | Green Cove Springs Junior High | Effective 2025-01-23 10 MONTH / interim |
| | STEVENS, ARIEL DESIREE CHE TEACHER, ART, ELEM 10 MONTH | Clay Hill Elementary | Effective 2025-02-07 10 MONTH / interim |
| | TRESCOT, REBECCA ANN DOE TEACHER, SC, FOURTH | Discovery Oaks Elementary | Effective 2025-01-24 10 MONTH / interim |

III. Instructional Actions

A. APPOINTMENT

| Name/Assignment | Site | Contract |
|--|------------------------------|--|
| GR 10 MONTH | | |
| TRIMBLE III, RAYMOND EARNEST KHH TEACHER, VE/INCLUSION 10 MONTH | Keystone Heights High School | Effective 2025-01-16 10 MONTH / interim |
| TRUMAN, ANN MARIE OFELIE OPJ TEACHER, SUPP FACIL 10 MONTH | Orange Park Jr High | Effective 2025-01-24 10 MONTH / interim |
| WALTON, ENDIA CECILIA DOE TEACHER, SC, FIRST GR 10 MONTH | Discovery Oaks Elementary | Effective 2025-01-27 10 MONTH / interim |
| WILLIAMS, JENNIFER LYNNE LJH TEACHER, MATHEMATICS, JH 10 MONTH | Lakeside Junior High | Effective 2025-01-21 10 MONTH / interim |
| WILSON, YVETTE H MRE TEACHER, SC, FIRST GR 10 MONTH | Mcrae Elementary | Effective 2025-02-10 10 MONTH / interim |

III. Instructional Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|------------------------|-------------|-----------------|
|------------------------|-------------|-----------------|

III. Instructional Actions

C. RE-DESIGNATION

| <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|------------------------|-------------|-------------------------|
|------------------------|-------------|-------------------------|

III. Instructional Actions

D. TRANSFER

| Name/Assignment | Site | Previous Assignment |
|--|--------------------------------|--|
| ADAMS, HALLY L ESE SCHOOL SITE SPECIALIST 10M 10 MONTH | Ridgeview High School | Effective 2025-02-18 /transfer from / RHS VE SELF- CONTAINED-IND |
| BUSSEY, AMANDA MICHELLE SIP CURRICULUM COACH/TRAINER 10 MONTH | Fleming Island Elementary | Effective 2025-05-26 /transfer from / FIE TEACHER, SC, FOURTH GR |
| JONES, ASHLEY NICOLE MBE TEACHER, TITLE I, ELEM 10 MONTH | Coppergate Elementary | Effective 2025-02-20 /transfer from / CGE TEACHER, SC, THIRD GR |
| KRAUSE, SHEREE ANNETTE GCJ COUNSELOR, JH 11 MONTH 11 MONTH | Oakleaf High School | Effective 2025-03-03 /transfer from / OHS COUNSELOR, SH 11 MO |
| WANTAGE, MARK EDWARD LAJ VE SELF-CONTAINED-IND 10 MONTH | Lake Asbury Junior High School | Effective 2025-02-04 /transfer from / ESE SCHOOL SITE SPECIALIST 10M |

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Effective/Action</u> |
|-----|---|--------------------------------|---|
| | ADDIE, NOAH AUSTIN OHS TEACHER, MATHEMATICS, SR 10 MONTH | Oakleaf High School | Effective 2025-02-14 RESIGNATION |
| | BRANTLEY, MARGARET ANNE FIH TEACHER, FOREIGN LANG, SH 10 MONTH | Fleming Island High School | Effective 2025-06-02 RETIREMENT |
| | CARTER, JANETT LYNETTE SIP CURRICULUM COACH/TRAINER 10 MONTH | PROFESSIONAL DEVELOPMENT | Effective 2025-02-14 RESIGNATION |
| | EVERINGTON, VIVIANNE MONEIK OHS TEACHER, MATHEMATICS, SR 10 MONTH | Oakleaf High School | Effective 2025-01-31 RESIGNATION |
| | FANNEY, JULIA S LJH VE SELF-CONTAINED-ASD 10 MONTH | Lakeside Junior High | Effective 2025-06-02 RETIREMENT |
| | GAZALEH, JAMAL JASON OLJ TEACHER, VE/INCLUSION 10 MONTH | Oakleaf Junior High School | Effective 2025-02-04 CONCLUDE EMPLOYMENT |
| | GOMEZ, LOUIS FERNANDO WES TEACHER, VE/INCLUSION 10 MONTH | Wilkinson Elementary | Effective 2025-01-31 RESIGNATION |
| | GREER, NICHOLAS A WES TEACHER, SC, FOURTH GR 10 MONTH | Wilkinson Elementary | Effective 2025-02-14 CONCLUDE EMPLOYMENT |
| | HENRY, WINIFRED B DOE TEACHER, SC, FIFTH GR 10 MONTH | Discovery Oaks Elementary | Effective 2025-01-10 RESIGNATION |
| | HUNT, CYNTHIA JEEN GCJ TEACHER, SCIENCE, JH 10 MONTH | Green Cove Springs Junior High | Effective 2025-01-30 RESIGNATION |
| | JACOBS, JULIANNA BRVENIK AES TEACHER, SC, FOURTH GR 10 MONTH | Argyle Elementary | Effective 2025-02-10 RESIGNATION |
| | JONES, SELINA CAROL KHE TEACHER, SC, FIFTH GR 10 MONTH | Keystone Heights Elementary | Effective 2025-06-02 RETIREMENT |
| | LOWRIE, JULIE ANN ESE SCHOOL SITE SPECIALIST 10M 10 MONTH | Exceptional Student Education | Effective 2025-02-11 RESIGNATION |
| 0.4 | MCLAIN, LINDSAY LEE ESE TEACHER, SPEECH CLINICIAN SPECIAL | Ridgeview High School | Effective 2024-12-18 RESIGNATION |
| | NELSON, DIONNA EVELYNN MHS TEACHER, FAMILY/CONSUMER 10 MONTH | Middleburg High | Effective 2025-01-24 RESIGNATION |
| | PARKER, CYNTHIA LYNNE OPH TEACHER, LANGUAGE ARTS, SH | Orange Park High | Effective 2025-06-02 RETIREMENT |

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | Name/Assignment | Site | Effective/Action |
|-----|--|--------------------------------|---|
| | 10 MONTH PEZZELLA, ASHLEY OHS TEACHER, PHYSICAL ED SH | Oakleaf High School | Effective 2025-02-07 RESIGNATION |
| | 10 MONTH ROUMEL, LEEANNA JEAN ESE SCHOOL SITE SPECIALIST 10M | Exceptional Student Education | Effective 2025-01-24 RESIGNATION |
| | 10 MONTH SARVER, CYNTHIA FRANCES WES TEACHER, SC, FIRST GR 10 MONTH | Wilkinson Elementary | Effective 2025-06-02 RETIREMENT |
| | 10 MONTH SMITH, JAMIE T FIH TEACHER, SOC STUD, SH 10 MONTH | Fleming Island High School | Effective 2025-03-03 RESIGNATION |
| | 11 MONTH STRINGER, MAURA DANIELLE GCJ COUNSELOR, JH 11 MONTH | Green Cove Springs Junior High | Effective 2025-02-06 RESIGNATION |
| 0.5 | SWARTZ, JULIE PAIGE LAE TEACHER, PRE-K 10 MONTH | Lake Asbury Elementary | Effective 2025-02-12 CONCLUDE EMPLOYMENT |
| 0.5 | SWARTZ, JULIE PAIGE LAE TEACHER, PRE-KDG ESE 10 MONTH | Lake Asbury Elementary | Effective 2025-02-12 CONCLUDE EMPLOYMENT |

III. Instructional Actions

F. SUPPLEMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Supplement Action</u> |
|-----|---|-------------------------------|--------------------------|
| 0.5 | BREINDEL-HILL, JULIE ANN CHS WRESTLING SUPPLEME | Clay High | Appointment |
| | CALCIANO, BETH ANNE FIE ESE INTERVENTION FAC. SUPPLEME | Exceptional Student Education | Resignation |
| | COBBERT, PAUL JAMES FIH WRESTLING HD SH SUPPLEME | Fleming Island High School | Resignation |
| 0.5 | DUNHAM SR, LYNDON BERNARD CHS WRESTLING SUPPLEME | Clay High | Appointment |
| | GRAY, KORTNEY LATRICE CHS TRACK HD SH SUPPLEME | Clay High | Appointment |
| 0.5 | GREEN, MICHAEL A OLJ FOOTBALL ASST JH 25% SUPPLEME | Oakleaf Junior High School | Appointment |
| 0.5 | GREEN, MICHAEL A OLJ FOOTBALL ASST JH 75% SUPPLEME | Oakleaf Junior High School | Appointment |
| | GREER, NICHOLAS A WES DOD ACADEMIC CH, STEM SUPPLEME | Wilkinson Elementary | Resignation |
| | HACKETT, BRITTANY NICOLE CHS TRACK ASST SH SUPPLEME | Clay High | Appointment |
| | JOLLOW, REBECCA LEIGH OPH SOCCER HEAD SH SUPPLEME | Orange Park High | Appointment |
| | MORFORD, ISAAC MICHAEL KHH BASKETBALL ASST SH SUPPLEME | Keystone Heights High School | Appointment |
| | PEZZELLA, ASHLEY OHS CHEERLEADING JV SUPPLEME | Oakleaf High School | Resignation |
| | SHIELDS, DENNIS CRAIG THOMPSON MHS SOCCER HEAD JV SUPPLEME | Middleburg High | Appointment |
| | STARLING, MELANIE CAITLYN OPH NATIONAL BETA CLUB SP SUPPLEME | Orange Park High | Appointment |
| | YANCEY, KENNETH EARL MHS TRACK ASST SH SUPPLEME | Middleburg High | 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> |
|------------------|-------------------|-------------|----------------|--------------------|
|------------------|-------------------|-------------|----------------|--------------------|

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> |
|------------------|-------------------|-------------|----------------|--------------------|
|------------------|-------------------|-------------|----------------|--------------------|

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

| | Name/Assignment | Site | Action/Effective |
|-----|---|----------------------------------|---|
| 0.9 | AGIC, SABRINA SPS BEHAVIORAL HEALTH ASST 9 MON SU | SPRING PARK ELEMENTARY SCHOOL | Effective 2025-01-30 9 MON SU / Annual |
| 0.9 | BRADLEY, KRISTYN N SPC BEHAVIORAL HEALTH ASST 9 MON SU | Swimming Pen Creek Elem | Effective 2025-01-16 9 MON SU / Annual |
| | BYRD, ELIZABETH GRACE TES CAFE ASSISTANT 7.5 HOURS 9 MON SU | Tynes Elementary | Effective 2025-02-03 9 MON SU / Annual |
| 0.9 | CANALES, ALBA MARGARITA GPE BEHAVIORAL HEALTH ASST 9 MON SU | Grove Park Elementary | Effective 2025-02-03 9 MON SU / Annual |
| 0.9 | CHAU, NANCY H SPS BEHAVIORAL HEALTH ASST 9 MON SU | SPRING PARK ELEMENTARY SCHOOL | Effective 2025-01-30 9 MON SU / Annual |
| 0.9 | COOPER, CHRISTINE MARIE FIE BEHAVIORAL HEALTH ASST 9 MON SU | Fleming Island Elementary | Effective 2025-01-09 9 MON SU / Annual |
| 0.9 | DAVIS, JASMINE BIANCA RHS GENERAL HEALTH ASSISTA 9 MON SU | Ridgeview High School | Effective 2025-01-13 9 MON SU / Annual |
| 0.8 | DAVIS, SHARON LYNETTE DOE IN SCHOOL SUSPENSION 9 MON SU | Discovery Oaks Elementary | Effective 2025-02-11 9 MON SU / Annual |
| | DIAZ, YELINA SBJ CUSTODIAN 12 MO SU | S. Bryan Jennings Elementary | Effective 2025-01-21 12 MO SU / Annual |
| | E0206888 SCHOOL SAFETY OFFICER 9 MON SU | SAFETY AND SECURITY | Effective 2025-02-06 9 MON SU / Annual |
| | E0206966 SCHOOL SAFETY OFFICER 9 MON SU | SAFETY AND SECURITY | Effective 2025-02-06 9 MON SU / Annual |
| | E0206980 SCHOOL SAFETY OFFICER 9 MON SU | SAFETY AND SECURITY | Effective 2025-02-06 9 MON SU / Annual |
| 0.8 | FIGUEROA, AWILDA L OPJ ESOL CLASSROOM ASSISTANT 9 MON SU | Orange Park Jr High | Effective 2025-01-17 9 MON SU / Annual |
| | FILIPPONE, AMBER JEANNE WJH CUSTODIAN 12 MO SU | Wilkinson Jr High | Effective 2025-01-21 12 MO SU / Annual |
| 0.9 | FOGLE, AMANDA RUTH JULIENNE BLC BEHAVIORAL HEALTH ASST 9 MON SU | Bannerman Learning Center | Effective 2025-02-13 9 MON SU / Annual |
| 0.8 | GAGNON, JESSICA MARIE STS HEALTH ASSISTANT 9 MON SU | CLIMATE AND CULTURE | Effective 2025-02-03 9 MON SU / Annual |

VI. Support Actions

A. APPOINTMENT

| | Name/Assignment | Site | Action/Effective |
|-----|--|----------------------------------|---|
| 0.9 | HOWELL, MALORI KAY SPS BEHAVIORAL HEALTH ASST 9 MON SU | SPRING PARK ELEMENTARY SCHOOL | Effective 2025-01-17 9 MON SU / Annual |
| | JOHNSON, BRITTANY JO POE MEDIA TECHNICAL ASST 10 MONTH | Plantation Oaks Elementary | Effective 2025-01-29 10 MONTH / Annual |
| 0.9 | KINSEL, KARLI MELISSA AES BEHAVIORAL HEALTH ASST 9 MON SU | Argyle Elementary | Effective 2025-01-24 9 MON SU / Annual |
| 0.9 | LEE, ERIKA DANIELLE RHS BEHAVIORAL HEALTH ASST 9 MON SU | Ridgeview High School | Effective 2025-01-16 9 MON SU / Annual |
| | LEWIS, HEATHER RAE OPH CAFE ASSISTANT 4.25 HOURS 9 MON SU | Orange Park High | Effective 2025-02-07 9 MON SU / Annual |
| 0.9 | MATHEWS III, GARLAND MAXIE SPS BEHAVIORAL HEALTH ASST 9 MON SU | SPRING PARK ELEMENTARY SCHOOL | Effective 2025-01-16 9 MON SU / Annual |
| 0.9 | MCDAID, AVERY ELIZABETH OVE GENERAL HEALTH ASSISTA 9 MON SU | Oakleaf Village Elementary | Effective 2025-01-24 9 MON SU / Annual |
| | PERALTA DE LAS NIEVES, IREINY OHS CAFE ASSISTANT 5 HOURS 9 MON SU | Oakleaf High School | Effective 2025-02-07 9 MON SU / Annual |
| | PYLES, LISSETTE MARIE FIH CAFE ASSISTANT 3.5 HOURS 9 MON SU | Fleming Island High School | Effective 2025-01-16 9 MON SU / Annual |
| | RIVERS, KIERSTIN EMMA GCJ MEDIA TECHNICAL ASST 10 MONTH | Green Cove Springs Junior High | Effective 2025-01-16 10 MONTH / Annual |
| 0.9 | ROSS, MARVIN MHS BEHAVIORAL HEALTH ASST 9 MON SU | Middleburg High | Effective 2025-01-29 9 MON SU / Annual |
| | SHEFFIELD, AMANDA JENNIFER WES CAFE VAN DRIVER 5.75 HOURS 9 MON SU | Wilkinson Elementary | Effective 2025-02-05 9 MON SU / Annual |
| | WAKEFIELD, MARK ALBERT MNT PLUMBER 12 MO SU | Division of Support Srvc | Effective 2025-01-17 12 MO SU / Annual |

VI. Support Actions

B. RE-APPOINTMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|-----|---|-------------------------------|--|
| | ALEGRE, GLORIA CECILIA TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / 3rd year annual, support |
| | ANDERSON, DEBORAH KAY TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | ANDRES, DONNA RAE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | BEASLEY, RITA DENISE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Annual |
| | BRINK, STEPHANIE LYNNE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / 3rd year annual, support |
| | CARMICHAEL, SHIRLEY MARIE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | CHESSEY, JACKUELYN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Annual |
| | CHRISTMAN, FIONA ANNE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | COURCHENE, ROSA MIRANDA TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Annual |
| | DAVIS, JESSICA LYNNE OPH CAFE ASSISTANT 4.5 HOURS 9 MON SU | Orange Park High | 9 MON SU / Annual |
| | DEAN, TENISHA ANTIONETTE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | DENOZIL, DOMINIQUE FIH CUSTODIAN 12 MO SU | Fleming Island High School | 12 MO SU / Annual |
| 0.9 | DEVERATURDA, AMMIE V ROE BEHAVIORAL HEALTH ASST 9 MON SU | Rideout Elementary | 9 MON SU / Annual |
| 0.9 | DURRANCE, EMILY ANN ROE GENERAL ASSISTANT 9 MON SU | Rideout Elementary | 9 MON SU / Annual |
| | ELLISON, CYNTHIA D FIE CAFE ASSISTANT 4 HOURS 9 MON SU | Fleming Island Elementary | 9 MON SU / Multi-Year Conditional |
| | FAGAN, LORI ANGENETTE TRN BUS DRIVER TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | FLORES, RAYMOND ROE CUSTODIAN 12 MO SU | Rideout Elementary | 12 MO SU / Annual |
| | GOODMAN, LAVONDA PATRICE CEB CUSTODIAN 12 MO SU | Charles E. Bennett Elementary | 12 MO SU / Multi-Year Conditional |

VI. Support Actions

B. RE-APPOINTMENT

| | Name/Assignment | Site | Contract |
|-----|--|--------------------------------|--|
| | GRIMES, NANCY MELRINA TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | HILL, MELISSA ANN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / 3rd year annual, support |
| | JEAN JULIEN, MARIE CAMITA GPE CUSTODIAN 12 MO SU | Grove Park Elementary | 12 MO SU / Annual |
| | MAKARIUS, NICOLE JANAE PES CAFE ASSISTANT 4.25 HOURS 9 MON SU | Robert M. Paterson Elementary | 9 MON SU / Annual |
| | MARTIN, DEBRA LYNN WES CAFE ASSISTANT 3 HOURS 9 MON SU | Wilkinson Elementary | 9 MON SU / |
| | METZLER, TAMARA DAWN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | MILAM, KATHERINE DAWN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | MILLER, PENNY H OPH REGISTERED NURSE 10 MONTH | Orange Park High | 10 MONTH / Multi-Year Conditional |
| | MOORE, ABBY NICOLE BAF PAYROLL ASSISTANT CONFIDEN | Business Affairs | CONFIDEN / Annual |
| | MOORE, CINDY JEAN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | MOSLEY, PAMELA INEZ TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | MOSLEY, WAYNE BRYANT TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / 3rd year annual, support |
| | MOTE, MITCHELL WADE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / 3rd year annual, support |
| | MURRAY, CHRISTIE M TRN BUS DRIVER TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | POTOCKI, RUTH ANN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| | PURVIS, MARY JOANNE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Annual |
| 0.9 | REPPER, ROBIN P LAJ GENERAL HEALTH ASSISTA 9 MON SU | Lake Asbury Junior High School | 9 MON SU / Multi-Year Conditional |
| | RICHARDS, SONIA RUTHLYN TRN ESE ASST/BUS MONITOR | Transportation | TRANSPOR / Annual |

VI. Support Actions

B. RE-APPOINTMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Contract</u> |
|---|----------------------------|--------------------------------------|
| TRANSPOR | | |
| SALLIE, STEPHANIE L TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| SAMUELS, VIVIAN JOYCE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| SHEEHAN, JANET M FIH CAFE ASSISTANT 4.5 HOURS 9 MON SU | Fleming Island High School | 9 MON SU / Multi-Year Conditional |
| SILCOX, JULIE LYNN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Annual |
| SINGLETARY, ASHLEY ROBIN ROE REGISTERED NURSE 10 MONTH | Rideout Elementary | 10 MONTH / Multi-Year Conditional |
| SOLANO, BEVERLY A TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / |
| TAYLOR, MAKENZIE DREW TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| TORRENS, AMBER OHS SCHOOL SECRETARY/ST SER 10 MONTH | Oakleaf High School | 10 MONTH / Annual |
| VANWIE, HEATHER LYNN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| WHITTON, GLENDA MARIE TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Multi-Year Conditional |
| ZAYAS, ANTHONY PHILLIP TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | TRANSPOR / Annual |

VI. Support Actions

C. RE-DESIGNATION

| | Name/Assignment | Site | Previous |
|-----|--|-----------------|---|
| 0.9 | CHASE, NATHANAEL THOMAS MHS BEHAVIORAL HEALTH ASST 9 MON SU | Middleburg High | Effective 2025-01-15 / redesignated from / MHS GENERAL HEALTH ASSISTA / 9 MON SU |

VI. Support Actions

D. TRANSFER

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Previous</u> |
|-----|---|----------------------------------|--|
| | ADAMS, STACEY MARIE ROE ST RECORD SEC 12 MO 12 MO SU | Rideout Elementary | Effective 2025-02-03 /transfer from / ROE SECRETARY 11 MO |
| | COCKFIELD, KIMBERLY D TRN ADMIN SUPPORT ASSISTANT 12 MO SU | Transportation | Effective 2025-02-03 /transfer from / TRN PAYROLL SUPPORT ASST |
| | E0117917 SCHOOL SAFETY OFFICER 9 MON SU | SAFETY AND SECURITY | Effective 2025-02-03 /transfer from / SCHOOL SAFETY OFFICER |
| | GIBSON, KATHY R WJH CAFE ASSISTANT 5.25 HOURS 9 MON SU | Wilkinson Jr High | Effective 2025-02-03 /transfer from / WJH CAFE ASSISTANT 4.25 HOURS |
| | GRAY, SARAH MARIE MRE TITLE I ASSISTANT 9 MON SU | Mcrae Elementary | Effective 2025-02-03 /transfer from / MRE IN SCHOOL SUSPENSION |
| | KENNEY, CASSIE RAE WJH CAFE ASSISTANT 4.25 HOURS 9 MON SU | Wilkinson Jr High | Effective 2025-02-03 /transfer from / WJH CAFE ASSISTANT 3.75 HOURS |
| 0.9 | MIMOGLEADOVA, RAISA POE GENERAL ASSISTANT 9 MON SU | Plantation Oaks Elementary | Effective 2025-01-20 /transfer from / POE GENERIC CLASSROOM ASSISTAN |
| | RIVERS, KIMBERLEY E DATA MANAGEMENT SPECIALIST 12 MO SU | INFORMATION AND TECH SERVICES | Effective 2025-02-03 /transfer from / ROE ST RECORD SEC 12 MO |
| | ROBERTS, WADE L SPC CAFE ASSISTANT 5.5 HOURS 9 MON SU | Swimming Pen Creek Elem | Effective 2025-02-07 /transfer from / SPC CAFE VAN DRIVER 5.5 HOURS |
| | SILLS, ANGELINA M WEC CAFE ASSISTANT 6.5 HOURS 9 MON SU | W.E. Cherry Elementary | Effective 2025-01-20 /transfer from / WEC CAFE ASSISTANT 6 HOURS |
| 0.7 | VALLER, TINA D WEC IN SCHOOL SUSPENSION 9 MON SU | W.E. Cherry Elementary | Effective 2025-01-20 /transfer from / WEC CAFE ASSISTANT 6.5 HOURS |
| | WILLIAMS, TASHELL MONIQUE OLJ CAFE ASSISTANT 5.75 HOURS 9 MON SU | Oakleaf Junior High School | Effective 2025-02-03 /transfer from / OLJ CAFE ASSISTANT 4 HOURS |
| | WRIGHT, SKYLER ELIZABETH ADONNA WEC CAFE ASSISTANT 6 HOURS 9 MON SU | W.E. Cherry Elementary | Effective 2025-01-23 /transfer from / WEC CAFE ASSISTANT 4.5 HOURS |

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | <u>Name/Assignment</u> | <u>Site</u> | <u>Action/Effective</u> |
|-----|---|------------------------------|---|
| 0.9 | ALVES, KIMBERLY NICHOLE OHS GENERAL HEALTH ASSISTA 9 MON SU | Oakleaf High School | Effective 2025-01-28 RESIGNATION |
| 0.9 | ANDRADE, CHRISTIAN VICENTE CGE BEHAVIORAL HEALTH ASST 9 MON SU | Coppergate Elementary | Effective 2025-01-29 CONCLUDE EMPLOYMENT |
| 0.8 | BOWMAN, PAMELA FOLK DOE IN SCHOOL SUSPENSION 9 MON SU | Discovery Oaks Elementary | Effective 2025-01-30 RESIGNATION |
| 0.9 | CAJAS, JOHNNY P ROE BEHAVIORAL HEALTH ASST 9 MON SU | Rideout Elementary | Effective 2025-02-28 RESIGNATION |
| 0.9 | CHAIRS II, JAMES ALBERT SBJ BEHAVIORAL HEALTH ASST 9 MON SU | S. Bryan Jennings Elementary | Effective 2025-01-29 RESIGNATION |
| 0.9 | CLAVERE, ZOE RENEE LJH BEHAVIORAL HEALTH ASST 9 MON SU | Lakeside Junior High | Effective 2025-05-30 RESIGNATION |
| | CORREA, LUIS M TRN BUS DRIVER TRANSPOR | Transportation | Effective 2025-02-21 RESIGNATION |
| | DAVIS, ADELYNN FAITH TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | Effective 2024-12-05 RESIGNATION |
| | DEAN, ALAINA LYNN TRN ESE ASST/BUS MONITOR TRANSPOR | Transportation | Effective 2025-01-31 RESIGNATION |
| | DOYLE, YVONNE MARIE SUPPORT - CWL 12 M0 LNG TRM | COUNTY-WIDE LEAVE | Effective 2025-02-07 RESIGNATION |
| | E0206173 SCHOOL SAFETY OFFICER 9 MON SU | SAFETY AND SECURITY | Effective 2025-02-05 RESIGNATION |
| 0.8 | FIGUEROA, AWILDA L OPJ ESOL CLASSROOM ASSISTANT 9 MON SU | Orange Park Jr High | Effective 2025-02-03 RESIGNATION |
| | GAY, JEAN NICHOLE OLJ CAFE ASSISTANT 5.75 HOURS 9 MON SU | Oakleaf Junior High School | Effective 2025-01-07 CONCLUDE EMPLOYMENT |
| | LEE, VERNIS MONROE TRN BUS DRIVER TRANSPOR | Transportation | Effective 2025-02-04 RESIGNATION |
| 0.9 | PETTWAY, DANIEL THOMAS MHS GENERAL HEALTH ASSISTA 9 MON SU | Middleburg High | Effective 2025-01-27 RESIGNATION |
| | RIEGEL, MELODY LOUISE TRN BUS DRIVER TRANSPOR | Transportation | Effective 2025-01-27 RESIGNATION |
| | RIEGEL, PAUL GORDON | Transportation | Effective 2025-01-27 |

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

| | Name/Assignment | Site | Action/Effective |
|-----|---|----------------------------------|-------------------------------------|
| | TRN BUS DRIVER TRANSPOR | | RESIGNATION |
| | RILEY, JO ANN SUPPORT - CWL 12 MO LNG TRM | COUNTY-WIDE LEAVE | Effective 2025-02-03 RETIREMENT |
| 0.8 | SCHOOLEY, CLARA ELIZABETH OHS HEALTH ASSISTANT 9 MON SU | Oakleaf High School | Effective 2025-02-14 RESIGNATION |
| | SILIAC, TORI CHANTAE RHS TESTING/ADMIN SUPPORT ASST 10 MONTH | Ridgeview High School | Effective 2025-02-14 RESIGNATION |
| | TROUP, DARESA A SPC GENERIC CLASSROOM ASSISTAN 9 MON SU | Swimming Pen Creek Elem | Effective 2025-01-13 RESIGNATION |
| | ULECKI, STANLEY A KHE CUSTODIAN 12 MO SU | Keystone Heights Elementary | Effective 2025-02-14 RESIGNATION |
| | WILLIAMS, OLIVIA ERIN FIH SCHOOL SEC ADMINISTRATION 10 MONTH | Fleming Island High School | Effective 2025-03-14 RESIGNATION |
| 0.9 | WRIGHT, MACKENZIE LYNN SPS BEHAVIORAL HEALTH ASST 9 MON SU | SPRING PARK ELEMENTARY SCHOOL | Effective 2025-02-28 RESIGNATION |

VI. Support Actions

F. SUPPLEMENT

| <u>Name/Assignment</u> | <u>Site</u> | <u>Previous</u> |
|---|------------------|-----------------|
| RHODES, JOSHUA JAMES OPH TRACK ASST SH SUPPLEME | Orange Park High | Resignation |