

Nassau County School Board

Human Resources Department

<i>Personnel</i>	<i>Phone</i>	<i>Areas of Responsibility</i>
Mr. Scott D. Hodges Director of Human Resources hodgessc@nassau.k12.fl.us	491-9874	<ul style="list-style-type: none"> • Retirement/DROP • Bereavement and Domestic/Sexual Violence Leaves • Bargaining (Instructional & Non-Instructional) • Out-Of-Field Designations • Evaluation Systems • National Board Certification • Public Record Requests • Fingerprinting and Refingerprinting
Mrs. Laurie Robert/Ms. Jennifer Frederick Instructional Personnel Specialists robertla@nassau.k12.fl.us frederickje1@nassau.k12.fl.us	491-9877 Ext.1237	<ul style="list-style-type: none"> • Instructional & Administrative Hires • Contractors • Issuance of Teacher Numbers • Instructional Reappointments • Instructional Supplements • Instructional Employee Leaves • Teacher Certifications/Re-certifications & Out-Of-Field Designations • Forms & Templates • Non-Instructional Hires • Non-Instructional Reappointments • Non-Instructional Supplements • Non-Instructional Employee Leaves • Non-Instructional Evaluations • Vacation Accrual for 12-Month Employees • Drug Test Results for Transportation Employees • Insurance & Benefits for Active & Retired Employees • Employee Leaves • Worker's Compensation
Mrs. Jenine McKenna Non-Instructional Personnel Specialist mckennaje1@nassau.k12.fl.us	491-9875 Ext. 1235	<ul style="list-style-type: none"> • Employment Verifications • Loan Forgiveness Programs • Substitutes • Long Term Substitutes • Athletic Coaches • Fingerprinting and Refingerprinting
Mrs. Leanne Peacock Benefits Specialist peacockle@nassau.k12.fl.us	491-9876 Ext. 1236	
Mrs. Kimberly Mack Non-Instructional Personnel Specialist mackki@nassau.k12.fl.us	491-9879 Ext. 1239	
Mrs. Judith Meredith Instructional Personnel Specialist meredithju@nassau.k12.fl.us	491-9874 Ext. 1234	<ul style="list-style-type: none"> • General Information • Online Application/Absence Management • Special Projects • Instructional Evaluations and iObservation • School Board Human Resources Agendas/Addendums • Job Descriptions & Vacancy Postings • Forms & Templates • Human Resources Website
Mrs. Robyn Potter Supervisor's Secretary potterro@nassau.k12.fl.us	277-9050 Ext. 1350	<ul style="list-style-type: none"> • Records Management • Public Record Requests