**Nassau County School Board**

**Human Resources Department**

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| ***Personnel*** | ***Phone*** | ***Areas of Responsibility*** |
| Mr. Scott D. Hodges  Director of Human Resources  [**hodgessc@nassau.k12.fl.us**](mailto:davissu@nassau.k12.fl.us) | 491-9874 | * 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  Instructional Personnel Specialist  [**robertla@nassau.k12.fl.us**](mailto:robertla@nassau.k12.fl.us) | 491-9877  Ext.1237 | * 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 |
| Mrs. Garvin Nelson  Non-Instructional Personnel Specialist  [**nelsonga@nassau.k12.fl.us**](mailto:nelsonga@nassau.k12.fl.us) | 491-9875  Ext. 1235 | * 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 |
| Mrs. Leanne Peacock  Benefits Specialist  [**peacockle@nassau.k12.fl.us**](mailto:peacockle@nassau.k12.fl.us) | 491-9876  Ext. 1236 | * Insurance & Benefits for Active & Retired Employees * Employee Leaves * Worker’s Compensation |
| Mrs. Kimberly Mack  Supervisor’s Secretary  [**mackki@nassau.k12.fl.us**](mailto:mackki@nassau.k12.fl.us) | 491-9879  Ext. 1239 | * Employment Verifications * Loan Forgiveness Programs * Substitutes * Long Term Substitutes * Athletic Coaches * Fingerprinting and Refingerprinting |
| Ms. Julie McDonald  Supervisor’s Secretary  [**mcdonaldju1@nassau.k12.fl.us**](mailto:mcdonaldju1@nassau.k12.fl.us) | 491-9874  Ext. 1234 | * General Information * Online Application/Recruiting Program Management * Special Projects * Instructional Evaluations * School Board Human Resources Agendas/Addendums * Job Descriptions & Vacancy Postings * Forms & Templates * Human Resources Website |
| Mrs. Judith Meredith  Supervisor’s Secretary  [**meredithju@nassau.k12.fl.us**](mailto:meredithju@nassau.k12.fl.us) | 277-9050  Ext. 1350 | * Records Management * Public Record Requests |