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## ACTION AGENDA

April 24, 2014

### MEMORANDUM

**TO:** Mr. Tim Wyrosdick, Superintendent of Schools  
**FROM:** Lewis Lynn, Assistant Superintendent for Human Resources  
**RE:** Human Resource Items for Action Agenda of School Board

The following personnel items are submitted for your recommendation and the approval of the School Board of Santa Rosa County:

**I. ADMINISTRATIVE APPOINTMENTS**  
NONE

**II. DISCIPLINARY ACTIONS**

**A. UNAPPROVED LEAVES**

1. Coleman, Morgan, Teacher Assistant I, Gulf Breeze Elementary, April 2, 2014

**B. OTHER DISCIPLINARY ACTIONS**

1. White, Brandi, Paraprofessional IIW, Hobbs Middle, Suspension Without Pay (Effective April 25, 28, 29, 30, May 1)

**III. JOB DESCRIPTIONS**

**Administrative**

1. Deputy Director of Exceptional Student Education (New-Replaces Coordinator of SEDNET)
2. Director of Pre-K Programs (Revised)

**Educational Support**

1. A/C Refrigeration Mechanic II (Revised)
2. Accountant I (Reformatted)
3. Accountant II (Revised)
4. Accountant III (Reformatted)
5. Accounting Analyst (Revised)
6. Accounting Specialist (Revised)
7. Accounting Supervisor (Revised)
8. Audiologist (Reformatted)
9. Board Certified Behavior Analyst (Reformatted)
10. Bookkeeper – Community School (Reformatted)
11. Bookkeeper Assistant (Reformatted)
12. Bookkeeper of Federal Programs (Reformatted)
13. Building Official (Reformatted)
14. Bus Assistant (Revised)
15. Bus Driver (Revised)
16. Buyer (Revised)
17. Carpenter II (Revised)

DISTRICT 1  
Diane Scott

DISTRICT 2  
Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
Jennifer Granse

DISTRICT 5  
Scott Peden

18. Central Receiving Manager (Revised)
19. Certification Specialist (Reformatted)
20. Child Development Associate (Revised)
21. Teacher Assistant I – Pre-K Headstart (Reformatted)
22. Teacher Assistant I (Reformatted)
23. Teacher Assistant II (Reformatted)
24. Teacher Assistant IIW (Reformatted)
25. Teacher Assistant IW (Reformatted)

**Instructional**

1. Athletic Director (Revised)
2. High School Teacher (New)
3. Middle School Teacher (New)
4. Pre-Kindergarten Education and Family/Community Engagement Specialist (New)
5. Pre-Kindergarten Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)/Transition Specialist (New)
6. Pre-Kindergarten Student and Family Services Specialist (Revised Title/Job Duties)

**IV. MOTION ON ACTION TO TERMINATE**

1. Posey, Debra, Teacher Assistant I, Gulf Breeze High, effective April 25, 2014
2. Walls, Michelle, Paraprofessional IW, Rhodes Elementary, effective April 25, 2014

**V. CONFLICT OF INTEREST DETERMINATION REQUEST GUIDELINES – DRAFT (Review Only)**

**VI. HUMAN RESOURCE PROCEDURES MANUAL (Revision)**

**VII. STAFFING PLAN (2013-14) Revisions**