



Don Lewis Lynn, Jr.  
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## ACTION AGENDA

July 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**

**B. OTHER DISCIPLINARY ACTIONS**

**III. JOB DESCRIPTIONS**

**Educational Support**

1. Management Information Analyst (Reformatted)
2. Paraprofessional I (Revised)
3. Paraprofessional IW (Revised)
4. Paraprofessional for ESOL (Revised)
5. Senior Computer Programmer/Systems Analyst (Reformatted)
6. Software Support Technician (Revised)

**Instructional**

1. TSA for Locally Developed Assessments-Elementary (Revised)
2. TSA for Locally Developed Assessments-Secondary (Revised)

**IV. INSTRUCTIONAL EVALUATION SYSTEM (Revision)**

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

DISTRICT 1  
Diane Scott

DISTRICT 2  
Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
Jennifer Granse

DISTRICT 5  
Scott Peden