



Liz West  
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## **ACTION AGENDA**

August 19, 2021

### **MEMORANDUM**

**TO:** Dr. Karen Barber, Superintendent of Schools  
**FROM:** Liz West, 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**

NONE

##### **B. OTHER DISCIPLINARY ACTIONS**

NONE

#### **III. OTHER ADMINISTRATIVE ACTIONS**

NONE

#### **IV. JOB DESCRIPTIONS**

1. Coordinator of Risk Management and Benefits revised to Director of Risk Management, requested by Assistant Superintendent for Human Resources
2. Homeless Education Teacher/Visiting Teacher (new) requested by Director of Federal Programs

#### **V. OTHER ITEMS**

1. Revised Administrative Salary Placement Schedule
2. Revised District Administrative Evaluation System
3. Revised Educational Support Evaluation System

DISTRICT 1  
Linda Sanborn

DISTRICT 2  
Elizabeth Hewey

DISTRICT 3  
Carol Boston

DISTRICT 4  
Charles Elliott

DISTRICT 5  
Wei Ueberschaer