



Liz West  
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## ACTION AGENDA

March 8, 2022

### 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 Federal Programs (new), requested by Director of Federal Programs
2. Coordinator of Social Studies (revised), requested by Assistant Superintendent of Curriculum and Instruction
3. Job Coach Paraprofessional I (revised), requested by Director of ESE
4. Job Coach Paraprofessional II (new), requested by Director of ESE
5. Literacy Coach (revised), requested by Coordinator of Literacy
6. Reading/Literacy Coach (revised), requested by Coordinator of Literacy

#### V. OTHER ITEMS

1. Administrative Salary Placement Schedule (revised)
2. Human Resources Procedure Manual (revised)

DISTRICT 1  
Linda Sanborn

DISTRICT 2  
Elizabeth Hewey

DISTRICT 3  
Carol Boston

DISTRICT 4  
Charles Elliott

DISTRICT 5  
Wei Ueberschaer