



Don Lewis Lynn, Jr.  
Asst. Superintendent/Human Resources  
5086 Canal Street Milton, Florida 32570-6706  
Phone: 850/983-5030  
Suncom: 689-5030  
Facsimile: 850/983-5039  
E-mail: LynnL@mail.santarosa.k12.fl.us

---

## ACTION AGENDA

May 23, 2013

### 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**  
NONE

**B. OTHER DISCIPLINARY ACTIONS**  
NONE

**III. JOB DESCRIPTIONS**

1. Certification Specialist (revision – former Certification Specialist II)
2. Personnel Assistant III (revision - former Certification Specialist I)
3. Director, Community School (revision)
4. Director, Employee Evaluations and Accountability (revision - former Director of Human Resources)
5. Teacher On Special Assignment, Race To The Top (revision)

**IV. MOTION ON ACTION TO TERMINATE**

1. Vaughan, Jeanie, Paraprofessional IW, West Navarre Intermediate, effective May 24, 2013

**V. STAFFING PLAN 2013-2014 (Revision)**

DISTRICT 1  
Diane Scott

DISTRICT 2  
Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
Jennifer Granse

DISTRICT 5  
Scott Peden