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**ADMINISTRATIVE**  
**Personnel Board Addendum**  
September 26, 2013

**MEMORANDUM**

**TO:** Mr. Tim Wyrosdick, Superintendent of Schools  
**FROM:** Lewis Lynn, Assistant Superintendent for Human Resources  
**RE:** Human Resource Items for Administrative 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. PERSONNEL RECOMMENDATIONS:**

**A. RETIREMENTS:**

1. Filek, Carolyn, Secretary III, Gulf Breeze Elementary, effective 11-01-13 (last day in paid status 10-31-13) [DROP exit]
2. Gray, Frances, Teacher, Gulf Breeze High, effective 01-01-14 (last day in paid status 12-25-13) [DROP exit]

**DEFERRED RETIREMENT OPTION PROGRAM:**  
NONE

**B. RESIGNATIONS:**

1. Daniel, Stacy, Paraprofessional IW, Hobbs Middle, effective 09-20-13 (last day in paid status 09-20-13)
2. Hines, Jennifer, WIA Career Specialist, Locklin Tech, effective 10-02-13 (last day in paid status 10-01-13)
3. Townsend, Clay, Teacher, Gulf Breeze High, effective 10-07-13 (last day in paid status 10-04-13)

**INVOLUNTARY TERMINATIONS (Contract Expired):**  
NONE

DISTRICT 1  
Diane Scott

DISTRICT 2  
Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
Jennifer Granse

District 5  
Scott Peden

**C. APPOINTMENTS:**

**1. INSTRUCTIONAL**

| <u>NAME</u> | <u>SCHOOL</u> | <u>AREA</u> | <u>CERTIFICATON</u> | <u>EFF. DATE</u> |
|-------------|---------------|-------------|---------------------|------------------|
| NONE        |               |             |                     |                  |

**SUPPLEMENTS:**

1. Davenport, Ryan, Teacher, Gulf Breeze High, Girls Assistant Soccer, effective 08-12-13
2. Mabry, Daniel, Substitute, Pace High, Wrestling, effective 09-24-13
3. Smith, Dennis, Teacher, Milton High, Tennis, effective 08-12-13

**CHANGE IN STATUS:**

1. Karasek, Lindsey, Dixon Intermediate, from Interim Teacher to Full-time Teacher, effective 10-01-13.

**OUT-OF-FIELD:**

See attached list

**COMMUNITY SCHOOL:**

1. Jones, Monica, Caregiver, effective 08-26-13

See attached list

**CLASSIFIED APPOINTMENTS:**

| <u>NAME</u>  | <u>SCHOOL/DEPARTMENT</u>     | <u>APPOINTMENT</u>  | <u>EFF. DATE</u> |
|--|------------------------------|---------------------|------------------|
| 1. Smith, Brandy   | Community School (South end) | Secretary I         | 09-23-13         |
| 2. Williams, Carla   | Russell Elementary           | Paraprofessional IW | 08-12-13         |
| (Correction: Previously listed on 8-22-13 Addendum as appointment to East Milton Elementary) |                              |                     |                  |

**PROMOTIONS:**

1. Waller, Cindy, Berryhill Elementary, from Teacher Assistant I to Paraprofessional IW, effective 09-17-13
2. Zuhlke, Donna, Russell Elementary, from Paraprofessional IW to Paraprofessional IIW, effective 10-01-13

**SUPPLEMENT:**

1. REMOVE: Gorby, Jane, Paraprofessional IW, Navarre High, ESE Teacher Assistant Bodily Fluids, effective 09-17-13
2. Guerra, Kathy, Paraprofessional IW, Navarre High, ESE Teacher Assistant Bodily Fluids, effective 09-17-13