# SUWANNEE COUNTY SCHOOL BOARD REGULAR MEETING October 25, 2016

#### AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee High School

Special Recognition by the Superintendent:

- Branford High School Art Club Students
   Ben Bowman
   Marion-Ian Javier

   Jessica Bowman
   Crystal Stevens
   ➤ Cedar Plank Art Project sponsored by High Springs Historical Society
- <u>Shirley Carte</u>
   > Inducted into the Florida FFA Hall of Fame
- <u>Tim Carver</u>
   Coordinating the Suwannee High School Bulldog Football Breakfast for the past 18 years
- Spirit of Suwannee Music Park
  - Cash donation (approximately \$900) to be used for the Suwannee Middle School, Suwannee High School, and Branford High School Band Programs

<u>Citizen Input</u> (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board <u>prior to</u> addressing the Board. We ask that speakers keep their comments to two minutes.)

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

# CONSENT AGENDA

Anyone present may approach the Board concerning any item on this agenda. Board members may pull any item on the Consent Agenda for discussion and separate action.

1. The Superintendent recommends approval of the following Minutes: (pgs. 6-28)

September 6, 2016	- Workshop Session
	- Special Meeting
	- Public Hearing (adopt final Millage Rates and final Budget for 2016-2017)
September 27, 2016	<ul><li>Expulsion Issues Hearing (Private)</li><li>Regular Meeting</li></ul>

- 2. The Superintendent recommends approval of the monthly financial statement for September 2016.
- 3. The Superintendent presents the following bills for the period September 1-30, 2016:

General Fund	
#163535 - 164257	\$ 1,957,905.21
Electronic Fund Transfers	2,667,170.44
	\$ 4,625,075.65
Federal Fund	
#48536 - 48670	\$ 279,608.47
Electronic Fund Transfers	<u>444,502.10</u>
	\$ 724,110.57
Food Service Fund	
#30905 - 31019	\$ 355,585.28
Electronic Fund Transfers	95,737.88
	\$ 451,323.16

<u>2.0 LCIF</u>	
#7424 - 7454	\$ 35,852.67
Electronic Fund Transfers	<u>826.00</u>
	\$ 36,678.67

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2016-2017:

<u>General</u>	LCIF	Special Revenues
I-3	Ш-3	IV-3 (Federal)
		IV-3 (Food Service)

5. The Superintendent recommends approval to accept the following donated items:

Site Band Programs (SMS/SHS/BHS)	<u>Item</u> Approximately \$900 (cash)	<u>Donor</u> Spirit of Suwannee Music Park
IT Department (SHS/STEM)	\$10,000 (cash)	PotashCorp-White Springs (PCS)

6. The Superintendent recommends approval of the following student transfers for the 2016-2017 school year. Parents will provide transportation.

**District Reassignment:** 

FIRST NAME	LASTENAME	10	FROM	GRADE
Jacobe	Delcastillo	Columbia	Suwannee	10
Cherish	Randles	Columbia	Suwannee	3
Jeremy	Randles	Columbia	Suwannee	5
Leann	Randles	Columbia	Suwannee	1
Billy	Jenkins Jr.	Suwannee	Columbia	12

Zone Reassignment:

FIRST NAME	LASTNAME	ТО	a service and the s	GRADE
Kaitlyn	Brown	BHS	SHS	11

7. The Superintendent recommends approval to change the December Regular Board Meeting from December 27, 2016, to December 20, 2016.

# REGULAR AGENDA

# School Board Member Jerry Taylor:

1. Discussion and possible action regarding the selection of an alternate School Board-Appointed Citizen Member to serve on the Value Adjustment Board (VAB) for 2016-2017.

(Note: Bill O'Connor was originally Board approved, on May 24, 2016, to serve on the VAB for 2016-2017 as the alternate School Board-Appointed Citizen Member. After Adrienne Burke's resignation from the VAB, Mr. O'Connor was Board approved, on October 11, 2016, to be the Sitting/Primary School Board-Appointed Citizen Member.)

# Assistant Superintendent of Instruction – Janene Fitzpatrick:

2. The Superintendent recommends approval of the 2016-2017 School Improvement Plans for all District schools. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) (pg. 29)

# **Director of Federal Programs – Lila Udell:**

3. The Superintendent recommends approval of the 2016-2017 District Parent Involvement Plan and the 2016-2017 Parent Involvement Plans for all District schools. (Copies are available for review in the office of the Director of Federal Programs.) (pg. 30)

# Director of Food Service - Lisa Dorris:

- 4. The Superintendent recommends approval of the following personnel item for the 2016-2017 school year:
  - a. Add one 3-hour temporary Food Service Worker position at Suwannee High School (pg. 31)

# Director of Human Resources - Dr. Bill Brothers:

5. The Superintendent recommends approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:

#4.019	Grade Forgiveness (New) (pgs. 32-34)
#4.09	Athletics (Revised) (pgs. 35-36)
#6.131	Teaching Out of Field (Revised) (pgs. 37-38)
#6.401	Conflict of Interest in Purchasing (Revised) (pg. 39)

6. Personnel Changes List (pgs. 40-47)

# School Board Attorney - Leonard Dietzen:

7. Legal Counsel's Report

# <u>Superintendent of Schools – Jerry Scarborough:</u>

8. Superintendent's Report

# School Board Members:

9. Issues and concerns Board members may wish to discuss

(NOTE: Following the Board meeting, a reception will be held to thank Mrs. Julie Ulmer for her 14 years of service to our School District as the School Board Member for District 3. The reception will be in the kitchen of the District Office.)

End of Agenda

# SUWANNEE COUNTY SCHOOL BOARD WORKSHOP SESSION September 6, 2016

### MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room,  $702 - 2^{nd}$  Street, NW, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Catherine Cason, Julie Ulmer, and Jerry Taylor, along with Superintendent Jerry Scarborough, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Ronald White arrived at 4:40 p.m.

Administrators and others present: David Campbell, Mark Carver, Janene Fitzpatrick, Michele Howard, Chris Landrum, Ted Roush, Elizabeth Simpson, T.J. Vickers, and Josh Williams. School Board Member-Elect Tim Alcorn and Dianne Westcott were also present.

Chairman daSilva called the meeting to order at 1:01 p.m.

Lice Guidelines/Procedures ...... Ted Roush

Mr. Roush distributed and reviewed a handout regarding research pertaining to head lice guidelines and procedures, as well as proposed revised District procedures. Discussion followed and suggestions were made regarding potential additions and deletions for the proposed procedure. Mr. Scarborough stated another draft document will be developed and brought before the Board.

CDL Training ......Chris Landrum/Ted Roush

Mr. Roush and Mr. Landrum provided information regarding CDL training for District coaches, administrators, etc., which would potentially help with substitute bus drivers for trip assignments for the District. Discussion followed regarding issues with compensation of these substitute drivers. Mr. Scarborough asked Mr. Landrum to bring a recommendation back to the Board. Policy Updates (pgs. 2-9).....Dr. Bill Brothers

Dr. Brothers reviewed updates to the following policies:

#4.019	Grade Forgiveness (New)
#4.09	Athletics (Revised)
#5.1001	Corporal Punishment (Review Purposes)
#6.131	Teaching Out of Field (Revised)
<b>#6.40</b> 1	Conflict of Interest in Purchasing (Revised)

Mrs. Simpson asked Board members for direction regarding when a parent does not attend expulsion hearing to have them come back at a later date to address the Board regarding the expulsion hearing. Mr. Dietzen provided information on the topic. Consensus of the Board was to continue with current procedure/policy.

The workshop recessed at 2:57 p.m. and resumed at 3:09 p.m.

Annual Financial Report ......Vickie DePratter

Mrs. DePratter reviewed the Annual Financial Report for fiscal year ended June 30, 2016.

Digital Classroom Plan .....Janene Fitzpatrick SIG Grant Progress Monitoring Calendar (pgs. 10-19)

Mrs. Fitzpatrick provided information/updates regarding the following:

- Progress Monitoring Calendar (Suwannee County 2016-2017 Uniform Statewide Assessment Calendar)
- Digital Classroom Plan
- School Improvement Grant (SIG)

Strategic Plan (pgs. 20-44).....Janene Fitzpatrick

Mrs. Fitzpatrick and Mr. Roush reviewed the draft Suwannee County School District Strategic Plan and Action Plan for 2016-2020.

The workshop adjourned at 5:03 p.m.

# SUWANNEE COUNTY SCHOOL BOARD SPECIAL MEETING September 6, 2016

### MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room,  $702 - 2^{nd}$  Street, NW, Live Oak, FL. School Board members present were Chairman Ed daSilva, Catherine Cason, Jerry Taylor, Julie Ulmer, and Ronald White, along with Superintendent Jerry Scarborough, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Attorney Leonard Dietzen was absent.

Chairman daSilva called the meeting to order at 5:09 p.m.

MOTION by Mrs. Ulmer, second by Ms. Cason, for approval to adopt the agenda, along with the Agenda Addendum. MOTION CARRIED UNANIMOUSLY

#### <u>Chief Financial Officer – Vickie DePratter:</u>

### Action on the Agenda Addendum

#1. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the following budget amendments for the 2015-2016 school year: (pgs. A2-A9)

<u>General</u>	Special Revenue
I-14	IV-14 (Federal)

MOTION CARRIED UNANIMOUSLY

#### End of Agenda Addendum

- MOTION by Mr. Taylor, second by Mr. White, for approval of the following changes to the purchasing cards issued through First Federal Bank of Florida: (pg. 3)
  - a. Issue a new purchasing card to John Olson, Interim Principal of Suwannee Intermediate School, in the amount of \$5,000
  - b. Cancel the current purchasing card issued to Jim Simpson

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the Annual Financial Report for fiscal year ending June 30, 2016. (pg. 4) MOTION CARRIED UNANIMOUSLY

# **Director of Student Services – Elizabeth Simpson:**

(Presented by Director of Human Resources – Dr. Bill Brothers)

- 3. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the following contract/agreement for the 2016-2017 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)
  - #2017-52 Interagency Agreement between the School Board of Suwannee County, Florida, and Department of Children and Families Circuits 3 and 8, and Partnership for Strong Families, Inc., and CareerSource North Florida Board, and Agency for Persons with Disabilities Area 3, and Department of Juvenile Justice Circuit 3 (*Renewal/Revised*) (pgs. 5-23)

MOTION CARRIED UNANIMOUSLY

# Director of Human Resources - Dr. Bill Brothers:

- 4. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the following personnel item for the 2016-2017 school year:
  - a. Add one Teacher position at RIVEROAK Technical College for the Welding Program (Note: This position, if filled, will replace two part-time Teacher positions for the Welding Program.) (pg. 24)

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 5:29 p.m.

# SUWANNEE COUNTY SCHOOL BOARD PUBLIC HEARING September 6, 2016

# MINUTES

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room,  $702 - 2^{nd}$  Street, NW, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Catherine Cason, Jerry Taylor, Julie Ulmer, and Ronald White, along with Superintendent Jerry Scarborough, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Attorney Leonard Dietzen was absent.

Chairman daSilva called the hearing to order at 5:30 p.m. for the purpose of adopting the Final Millage rates for the 2016-2016 school year and the Final Budget for 2016-2017 school year.

The Final Millage rates set for the 2016-2017 school year are as follows:

Required Local Effort	-	4.532
Discretionary Operating	=	.748
Capital Outlay	===	1.500
Total	=	6.780

The Final Millage is less than the roll back rate by 3.49 percent.

The Required Local Effort is 4.532 mills and is set by the State. This is a decrease of .19 mills from the 2015-2016 rate.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2015-2016.

The Capital Outlay is 1.500 mills. This is the same millage rate as in 2015-2016.

1) Chairman daSilva called for questions or comments from the public concerning the Final Millage rates and there were none.

2) MOTION by Mrs. Ulmer, second by Ms. Cason, to Adopt Final Millage rates for 2016-2017 as follows:

Required Local Effort	=	4.532
Basic Discretionary	=	.748
Capital Outlay	=	1.500

MOTION CARRIED UNANIMOUSLY

 MOTION by Mr. Taylor, second by Ms. Cason, to adopt Final Budget for 2016-2017. MOTION CARRIED four to one; Mr. White voted NO.

The hearing adjourned at 5:35 p.m.

# SUWANNEE COUNTY SCHOOL BOARD REGULAR MEETING September 27, 2016

#### MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 702 - 2<sup>nd</sup> Street, NW, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Catherine Cason, Jerry Taylor, Julie Ulmer, and Ronald White, along with Superintendent Jerry Scarborough, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

School Board Member-Elect Tim Alcorn was present.

UTSC President Annette Kinsey and School Resource Officer Rachel Rodriguez were also present.

Chairman daSilva called the meeting to order at 6:00 p.m.

Student remarks and pledge to the flag by the Suwannee Middle School FFA Chapter (student organization)

Special Recognition by the Superintendent:

<u>NEFEC Regional Principal Leadership Academy</u>

Kim Jennings

Katrina Walker-Bius

#### 2016 State FFA Convention Winners – Students

Laura Beth Baker- Awarded American FFA DegreeWill Baker- Awarded State FFA DegreeAnnalise Bunting- Awarded State FFA DegreeJT Byrd- Awarded American FFA Degree

Denver Cameron	- Awarded State FFA Degree
Gavin Cashmore	- Awarded State FFA Degree
Dalton Croft	- Finalist: Specialty Crop Production Proficiency
Wyatte Eakins	- Winner: State Agricultural Processing Proficiency
Ramsey Elliott	- Awarded State FFA Degree
Jonathan Gaylard	<ul> <li>Winner: State Star Farmer</li> <li>Awarded State FFA Degree</li> </ul>
Tania Henderson	- Winner: State Dairy Proficiency
Terrah Henderson	<ul> <li>High Individual: State Dairy Judging Contest</li> <li>Awarded State FFA Degree</li> </ul>
Hunter Hill	- 1 <sup>st</sup> Place: Plant Science – Agriscience Fair
Sara Humphreys	- Awarded State FFA Degree
Chelsey Jackson	- Awarded State FFA Degree
Blake Lamb	- 1 <sup>st</sup> Place: Plant Science – Agriscience Fair
Caleb Land	- Awarded American FFA Degree
Sarah Beth Lee	- Finalist: Agricultural Communications Proficiency
Katie Lloyd	- Winner: State Outdoor Recreation Proficiency
Meredith Lord	<ul> <li>Finalist: Specialty Crop Production Proficiency</li> <li>Awarded State FFA Degree</li> </ul>
Cassidy Monroe	- Finalist: Agricultural Processing Proficiency

Allie Randell	- Winner: State Forage Proficiency - Awarded American FFA Degree
Trey Roberts	- 1 <sup>st</sup> Place: State Tractor Driving - Awarded State FFA Degree
Amy Sullivan	- Awarded State FFA Degree
Dallas Taylor	- Finalist: Poultry Production Proficiency
Barrett Young	- Selected as a Courtesy Corp Participant

# <u>2016 State FFA Convention – Chapter Awards</u>

Branford High School- Chapter	<ul> <li>- 3<sup>rd</sup> Place: Fresh From Florida Award</li> <li>- Florida's Finest Award</li> <li>- SAE Award</li> </ul>
Branford High School Alumni	- 1 <sup>st</sup> Place: Outstanding Alumni Affiliate

<u>Citizen Input</u> (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board <u>prior to</u> addressing the Board. We ask that speakers keep their comments to two minutes.)

 $\succ$  There were none.

MOTION by Mrs. Ulmer, second by Ms. Cason, for approval to adopt the Agenda, along with the Addendum. MOTION CARRIED UNANIMOUSLY

MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the Consent Agenda. MOTION CARRIED UNANIMOUSLY

# CONSENT AGENDA

Anyone present may approach the Board concerning any item on this agenda. Board members may pull any item on the Consent Agenda for discussion and separate action.

1. Approval of the following Minutes: (pgs. 10-31)

August 1, 2016	Public Hearing (adopt the tentative Millage Rates and
	tentative Budget for 2016-2017)
August 9, 2016	Workshop Session
-	Special Meeting
August 23, 2016	Regular Meeting

- 2. Approval of the monthly financial statement for August 2016.
- 3. The following bills for the period August 1-31, 2016:

General Fund		
#163063 - 163534	\$	2,380,723.13
Electronic Fund Transfers		2,585,294.61
	\$	4,966,017.74
Federal Fund		
#48435 - 48535	\$	282,918.34
Electronic Fund Transfers		<u>274,850.48</u>
	\$	557,768.82
Food Service Fund		
#30826 - 30904	\$	291,565.77
Electronic Fund Transfers		85,235.19
	\$	376,800.96
2.0 LCIF		
#7394 - 7423	\$	679,176.94
Electronic Fund Transfers	•	6,619.51
	\$	685,796.45

4. Approval of the following budget amendments for fiscal year 2016-2017:

<u>General</u>	LCIF	Special Revenues
I-2	III-2	IV-2 (Federal)
		IV-2 (Food Services)

- 5. Approval for disposal of property as per the attached Property Disposition Form dated September 27, 2016. (pg. 32-37)
- 6. Approval of the following contracts/agreements for the 2016-2017 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-48	Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Notami
	Hospitals of Florida, Inc. d/b/a Lake City Medical Center
	(Renewal) (pgs. 38-53)
#2017-75	Contract between School District of Suwannee County, Florida
	and Florida Sheriffs Youth Ranches, Inc. (Renewal)
	(pgs. 54-57)
#2017-78	Clinical Education Agreement between the Suwannee County
	School Board Certified Nursing Assistant and Practical Nurse
	Education Programs and LP Live Oak, LLC d/b/a Surrey Place
	Care Center (Renewal/Revised) (pgs. 58-65)
#2017-79	Employee Protection Line Subscriber Agreement between
	in2vate, llc and Suwannee County School Board to provide
	access to the Employee Protection Line service (Renewal)
	(pgs. 66-70)

7. Approval of the following student teacher interns for the fall semester 2016:

<u>Name</u>	<u>University</u>	<u>Site</u>	Cooperating Teacher
Kelsie Allen	St. Leo	SES	Michelle Robertson
Mindy Berry	St. Leo	SES	Amy Boggus
Audrey Borrell	St. Leo	SES	Becky Reaves
Amanda Hurst	St. Leo	SES	Laura Williams
Amanda Maddox	St. Leo	District	N/A-Field Experience
Joshua Obburn	FL Gateway	District	N/A-Field Experience
Hanna Ragan	St. Leo	SPS	Staci Greaves
Brittney Shearer	St. Leo	SES	Michelle Robertson

8. Approval for parents of the following identified student in the Exceptional Student Education program to be reimbursed for transportation costs for the 2016-2017 school year:

<u>Student #</u>	<u>Effective</u>
6111018219	August 16, 2016

- 9. Approval for Branford High School and Suwannee High School FFA students to attend the 2016 National FFA Convention in Indianapolis, Indiana, on October 18-22, 2016. (*Funded by each individual student.*) (pgs. 71-72)
- 10. Presented for informational purposes out-of-state travel for the following employees: (Funded by respective FFA Chapter.) (pgs. 73-74)

<u>Name</u>	<u>Site</u>	<u>Date</u>	Reason	<b>Destination</b>
Jenna Garrett	BHS	10/18-22/2016	National FFA Convention	Indianapolis, IN
Stacy Young	BHS	10/18-22/2016	National FFA Convention	Indianapolis, IN
Sarah Trimm	SHS	10/18-21/2016	National FFA Convention	Indianapolis, IN
Travis Tuten	SHS	10/18-21/2016	National FFA Convention	Indianapolis, IN

11. Approval of the following student transfers for the 2016-2017 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LÁSTENAME	TO	FROM	GRADE
Jocelyn	Bristol	Hamilton	Suwannee	K
Latoria	Graham	Columbia	Suwannee	9
Leon	Graham III	Columbia	Suwannee	12
Keeara	Grover	Columbia	Suwannee	10
Nathaniel	Merritt	Columbia	Suwannee	1
Imunique	Mitchell	Columbia	Suwannee	12
Margaret	Allbritton	Suwannee	Hamilton	10
Brianna	Bryan	Suwannee	Lafayette	12
Aferia	Ford	Suwannee	Columbia	10
Brealynn	Hill	Suwannee	Lafayette	3
Mar-khia	Massey	Suwannee	Lafayette	2
Mark	Massey Jr.	Suwannee	Lafayette	K

FIRST NAME	LAST NAME	OT	FROM	GRADE
Mollie	McGee	Suwannee	Columbia	9
Patrick	O'Hara	Suwannee	Hamilton	1

# **REGULAR AGENDA**

# Chief Financial Officer – Vickie DePratter:

1. Discussion and action regarding the selection and appointment of a School Board Member to serve as the District's trustee on the Florida School Boards Insurance Trust (FSBIT) for the 2016-2017 school year. (pg. 75)

MOTION by Mrs. Ulmer, second by Ms. Cason, for School Board Member Jerry Taylor to continue serving as the District's trustee on the Florida School Boards Insurance Trust (FSBIT) for the 2016-2017 school year.

MOTION CARRIED four to one; Mr. Taylor abstained from the vote.

# Assistant Superintendent of Instruction – Janene Fitzpatrick:

- 2. MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the following curriculum items for the 2016-2017 school year:
  - a. Suwannee County 2016-2017 Uniform Statewide Assessment Calendar (pgs. 76-84)
  - b. Attached Courses of Study for each District school for the 2016-2017 school year (pgs. 85-119)

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the 2016-2017 District Improvement and Assistance Plan (DIAP). (A copy is available for review in the office of the Assistant Superintendent of Instruction.) (pg. 120) MOTION CARRIED UNANIMOUSLY

# Director of Career, Technical, and Adult Education - Walter Boatright:

- 4. MOTION by Mr. Taylor, second by Mr. White, for approval of the following curriculum item for the 2016-2017 school year:
  - a. Vocational Programs/Courses Directory for 2016-2017 (pgs. 121-156)

MOTION CARRIED UNANIMOUSLY

- 5. MOTION by Mr. White, second by Mrs. Ulmer, for approval of the Memorandum of Understanding (MOU) Sabal Trail Transmission, LLC Community Investment for acceptance of the Sabal Trail Scholarship for RIVEROAK Technical College in the amount of \$50,000. (Note: This is a one-time educational scholarship from Sabal Trail.) (pgs. 157-160) MOTION CARRIED UNANIMOUSLY
- 6. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the following contract/agreement for the 2016-2017 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)
  - #2017-77 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Genoa, a QoL Healthcare Company, LLC (*New*) (pgs. 161-167)

MOTION CARRIED UNANIMOUSLY

# Director of Information Technology - Josh Williams:

 MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the Digital Classroom Plan for the 2016-2017 school year as required by s.1011.62(12)(b), F.S. (A copy of the plan is available for review in the office of the Director of Information Technology.) (pg. 168) MOTION CARRIED UNANIMOUSLY

# Director of Human Resources - Dr. Bill Brothers:

8. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of revisions to Appendix B (Noninstructional For Information Purposes Only) of the Salary Schedule 2016-2017, effective October 1, 2016, which increases pay for substitute bus drivers. (pgs. 169-170) MOTION CARRIED UNANIMOUSLY

# <u>Action on the Agenda Addendum</u>

#1. Personnel Changes List Addendum (pgs. A2-A3)

Action on this item was taken along with Item #9 below on the Regular Agenda.

#### End of Agenda Addendum

- 9. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the Personnel Changes List, along with the Personnel Changes List Addendum, and the following change to the Addendum: Under Out-of-Field, add the language below:
  - SVS Nancy Nielsen Economics, US Government, US History, Biology, Chemistry, Physical Science, Algebra 1, Algebra 2, Probability and Statistics, Geometry, Digital Arts, Into to Entrepreneurship

# (pgs. 171-178) MOTION CARRIED UNANIMOUSLY

# PERSONNEL CHANGES APPROVED:

#### **RESIGNATIONS: INSTRUCTIONAL:**

Suwannee Elementary School: Kirsten Boston, Teacher, effective September 7, 2016 Kayla Holland, Teacher, effective September 7, 2016 Amy Robinson, Teacher, effective August 12, 2016 Pamela Wainwright, Teacher, effective, September 26, 2016

Suwannee Primary School: Wendalyn Cordle, Teacher, effective September 30, 2016

Suwannee Intermediate School: Janice Diaz-Reyes, Teacher, effective August 26, 2016

#### **RESIGNATIONS: NON-INSTRUCTIONAL:**

<u>RIVEROAK Technical College:</u> James Larson, Head Custodian, effective August 25, 2016

Transportation: Lillian Moman, Bus Driver, effective August 23, 2016

#### TERMINATIONS:

Suwannee High School: William Roche, Teacher, effective September 19, 2016

<u>RIVEROAK Technical College:</u> Lynda Carter, Teacher, effective September 7, 2016

#### **RETIREMENTS: NON-INSTRUCTIONAL:**

<u>Food Service:</u> Darlene Hillhouse, Food Service Worker, effective September 30, 2016 Linda Plymel, Food Service Manager, effective November 30, 2016

#### **RECOMMENDATIONS: INSTRUCTIONAL:**

Branford Elementary School: Renita Kelly, Teacher, Temporary, effective September 6, 2016 REPLACES: Myab Sanders-

District Wide/ Student Services: Debra Land, Teacher/TSA TSC, Probationary, effective September 9, 2016 REPLACES: Jennifer Beach

<u>RIVEROAK Technical College:</u> Kevin Mercer, Teacher, part-time hourly Probationary, effective September 1, 2016 REPLACES: New Position

Suwannee Intermediate School: Maria Rodriguez, Teacher, effective September 12, 2016 REPLACES: Janice Diaz Reyes

<u>Suwannee Middle School:</u> Beckyann Larson, Teacher, Probationary, effective August 9, 2016 REPLACES: Jayvis Ward

#### LEAVE OF ABSENCE (FMLA):

District Office:

Lila G. Udell, Federal Programs, September 6, 2016 through November 22, 2016, with the option of returning sooner, using days as needed for insurance purposes.

#### LEAVE OF ABSENCE (MEDICAL):

<u>District Office:</u> Lila G. Udell, Federal Programs, November 23, 2016 through January 4, 2017 with the option of returning sooner, using days as needed for insurance purposes.

#### LEAVE OF ABSENCE (MATERNITY):

Branford Elementary School: Myah Sanders, tentatively September 6, 2016 through October 14, 2016

1.

#### LEAVE OF ABSENCE (ILLNESS IN THE LINE OF DUTY):

#### RIVEROAK Technical College

Melissa Francisco, Teacher, August 22, 2016 & August 29, 2016, for a total of 11.50 hours.

Suwannee Primary School Nancy Seale, Teacher, October 28, 2015, for a total of 7.25 hours.

#### SUPPLEMENTARY:

NAME	POSITION	<b>LOCATION</b>	<b>REPLACES</b>
Michael Braun	Boys' Weightlifting Head Coach	SHS	Josh Jacobson
Nahjawan Dukes	JV Football Assistant Coach	SHS	Glen Green
William Harris	JV Girls Soccer Coach	SHS	Tommy Brett
James McDonald	Varsity Football Assist Coach	SHS	Brock Canaday
Kenyon McFatten	Varsity Football Assist Coach	BHS	Brett Suggs
Brittney Shearer	Girls' Weightlifting Head Coach	SHS	Brock Canaday
Mirian Venero	Planning Period Supplement	SMS	-

#### TRANSFERS/REASSIGNMENTS:

<u>NAME</u>	FROM: SITE/POSITION	TO: SITE/POSITION	REPLACES	<b>FFECTIVE</b>
Kathy Smith	RTC/Guidance Counselor	<b>BES/Guidance</b> Counselor	Nancy Nielsen	9/1/2016

#### MISCELLANEOUS:

The Superintendent recommends 40 additional hours for the following District CPR instructors below to provide CPR certification courses to District staff for the 2016-2017 school year as directed by the School Health Services Coordinator.

Patricia Nixon Kathy Sellgren Damon Wooley

Francis Cohen resigned from his coaching position as the Boys Soccer Coach for Suwannee Middle School Boys effective September 14, 2016.

Jeffry Boatright resigned from his teaching position with Suwannee Virtual School effective September 20, 2016.

The following employees to be paid up to 30 hours from the TIF seek grant for curriculum mapping.Rebecca CarterStephanie SelphKelly DriggersConnie Leavitt

#### District Wide/21st Century:

The following to work as paraprofessional or teacher in the 21st Century Program:

Hunter Abercrombie
Amy Allen
Teresa Allen
Christina Batton
Jennifer Bonds
Matt Campbell
Isaac Chandler
Andrew Chapman

Robbin Chapman Amanda Clark Tracy Combee Teresa Conger Wendalyn Cordle Brooke Cox-Knowles Tanya Crain Daniel Crews Annemarie Croucher Shannon Daniel Melissa Davis Robyne Edwards Summer Ely Staci Feeny Lesley Fry Rhonda Furry

Crystal Gill Mayra Gonzalez Lisa Grav Staci Greaves April Greene Julie Griswold Natalie Haney William Harris Pam Hasting Cristina Herrington Heather Holt Mandi Howard Travis Howard Kelley Humphries Lacey Humphries Victoria Jensen Patrick Jernigan Hannah Johnson Elizabeth Johnston Mary Kinard Amanda Kiser Julie Kleka Vera Knighton Karen Knighton Traci Kirby

Candice Land Charlena Land Connie Leavitt JoAnn LeDew Pamela Lewis Heather Marshall Grace McClendon William Jimmy McCullers Christina McCullers Holly McMillan Jennifer McMillan Jessica Melgar Wildaly Nieves-Lopez Dona Norris Yvette Perez **Denah Phillips** Kimberly Procko Georgette Ragan Mandy Ramsey Lindsey Ramsey Susan Ratliff Brenda Raulerson Kristin Register Darlene Rice Marcia Riegel

Donna Rightmire Ona Robertson Tiffany Sanders Tralene Sasso Susan Schicker Nancy Seale Stehanie Selph Beth Southerland Wendy Stines Carla Suggs Wynette Sumner Adrienne Taylor Yvonne Topham Lori Torres Lacey Van Etta Jessica Wagner Margaret Williams **Amy Williams** Sandra Winburn Jennifer Winnett Jennifer Wooley Ashley Wooley Casandra Yulee

#### RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School: Michelle Bozeman, Paraprofessional, effective September 12, 2016 REPLACES: New Position Kelly Davidson, Paraprofessional REPLACES: New Position Kimberly Clyatt, Paraprofessional REPLACES: Kelly Davidson

<u>Food Service Department:</u> Mattie Herring, SMS Food Service Worker 8 hour, effective August 16, 2016 REPLACES: Pam Carver

Kimberly Choe, SES Food Service Worker 8 hour, effective August 16, 2016 REPLACES: Reba Hurst

Information Technology Department: Bruce Kinsey, IT Technician, effective October 3, 2016 REPLACES: Michael Howell

<u>RIVEROAK Technical College:</u> Robert George, Head Custodian, effective September 7, 2016 REPLACES: James Larson <u>Suwannee High School:</u> Kelly McManaway, Paraprofessional Temporary, effective September 15, 2016 REPLACES: New Position

<u>Transportation Department:</u> Carol Deas, Bus Driver, effective August 24, 2016 REPLACES: Elizabeth Ash

Cathy Reed, Bus Driver, effective September 12, 2016 REPLACES: Lillian Moman

Sheila Rowden, Bus Driver, effective September 12, 2016 REPLACES: Tina Johns

#### TRANSFERS/REASSIGNMENTS:

<u>NAME</u>	FROM: SITE/POSITION	TO: SITE/POSITION	<b>REPLACES</b>	<b>EFFECTIVE</b>
Yvette Perez	SES / Tutor	SHS / Tutor	Maria	08/29/2016
			Cartagena Reye	5
Maria Cartagena Reyes	SHS/ Paraprofessional	SES/Paraprofessional	Yvette Perez	08/29/2016
Paul Otterbine	BHS/Food Service	SHS/Food Service	Linda Hingson	09/19/2016
Claudies Ivey	SHS/Custodian	RTC/Custodian	Robert George	09/12/2016

#### LEAVE OF ABSENCE (ILLNESS IN THE LINE OF DUTY):

Food Service:

Linda Hingson, Food Service Worker 8 hour, August 28, 2016 & August 29, 2016, for a total of 16 hours.

#### LEAVE OF ABSENCE (FMLA):

Suwannee Primary School:

Mattie Herring, 3 hour Food Service Worker, tentatively August 12, 2016 through January 3, 2017, with the option of returning sooner, using days as needed for insurance purposes.

Vicki Waters, 8 hour Food Service Worker, tentatively September 7, 2016 through November 22, 2016, with the option of returning sooner, using days as needed for insurance purposes.

Transportation:

Carol Jenkins, Bus Driver, tentatively August 16, 2016 through October 16, 2016, with the option of returning sooner, using days as needed for insurance purposes.

#### LEAVE OF ABSENCE (MEDICAL):

Branford High School:

Deborah Yates, Paraprofessional, August 15, 2016 through October 1, 2016, or until released by her doctor.

#### Suwannee Middle School:

Theresa Owens, Paraprofessional, August 9, 2016 through October 15, 2016, or sooner if released by her doctor.

Suwannee Primary School;

Vicki Waters, 8 hour Food Service Worker, November 23, 2016 through December 6, 2016, with the option of returning sooner if released by her doctor.

#### SUSPENSION:

Suwannee High School: Maria Cartagena-Reyes, Paraprofessional, August 19, 2016 through August 26, 2016 with pay.

Tammy Turner, Paraprofessional, September 19, 2016 without pay.

#### STUDENT WORKERS:

Stacie Fortner Macy Jordan Kirstin Rogers Savannah Slaughter RTC/Early Childhood Education/My Play School RTC/Early Childhood Education/My Play School RTC/Early Childhood Education/My Play School RTC/Early Childhood Education/My Play School

#### SUBSTITUTES:

The following as a Substitute Custodian: Dawn Shearer

The following as Substitute Food Service Workers:Renee HochRobin KrauseTammie BoutellAbigail BeachFelicia D. CrawfordHeather Thomas

The following as Substitute Bus Attendants: Terri Johnson Amy Baker Washington

The following as a Substitute Bus Driver: Amy Solano-Boswell

#### **VOLUNTEERS:**

Brittany Durham Patricia Bryant Mamie Jackson Shirely Tomac LaDonna Jones Tylyn Stansel **Emily Brantley** Pamela Mikitta Kimberly Law William Hunt Marilyn Filion Jessica Hillman Amy Bailey Jason Smith Chadwick McCormick Jamie Bowen

Summer Bales Halev Edgar **Darlene** Galloway **Rachel Wainscott** Patricia Anne Roberts Majesta Hewiett Chelsea Harrell James Mikitta Kenneth Sivik Jennifer Ross Betsy Byrd **Kimberly Plummer** Christie Magahee Jim Walker James Mikitta George Gray

Emma Hare Wendy Chauncey Ana Delgado Michelle Carter Wade Thomas Celicia Ford Mary Ward Andrew Harrell Christina Sivik Andrew Ross Shannon Tessier Heather Thomas Carla Spradley Rhonda Alfonso **James Pardee** William Lewis

Daisy Couture Alex Anderson Linda Gross Charles Adams Betty Ann McFarland Laura VanBrocklin Barrh Hicks Thomas Jackson Marilyn Prins Tasha Thomas Robert Gerlach Lance Kleinsmith Rob Cassube William Klecka Euguene Kramp Felicia Holder Clifford Carver Nicole Kinsey Kristi Mullen Matthew Dyer Victoria McDonald **Rachel Nicholson** Grace McClendon Nancy Roberts Sharon Chamberlain Tatiana Rodriguez Cecil Ethridge Mae Daniel **Betty Driggers** Robert Eaken John Good Kay Harvard Jennifer Hitt Shana Hodge Heather Marshall James McMillan Sylvia Netter

Katherine Wood Bobbi Jo Deas Randy McFarland Nicole Keen Fallon Bush Jerrad Boles Patricia Gray Jeremiah Smith Sheila Gerlach-Young Amanda Mabey Tina Meyer Loween Driver Donna Kramp Martha Jones Jessica Payne William Cannon Douglas Mullen Melissa Dyer Tiffany Moore Greg Benson Josh Gerhauser Glenn Newland Robert Nicholson Ashley Nicholson Diana Potter Thomas Sapp Nicole Stratton Amanda Teachman Joyce Warren **Barry Washington** Lynn Eaken Dana Swords Sarah Ann Whitten James Nielsen Jayvis Ward

> End of List 2016-2017 School Year

Mark Arthur Molli Humphrey Crystal Delcastillo Jeffrey Wegner Sabrina Lieupo Mark Nickerson George Gray Douglas Mabey Rhonda Wood Jennifer Music Barbera Wilkins Kelsev Driver Julie Klecka Vandora McFatten Wayne Holder Ann Carver **Tim Collins** Crystal Royal Scott Connelly Maria Rodriguez Crystal Udell LaShonda McClendon Ryan Vermilyer Pamela Liley Brittany Furst Stevan Furst John Hendrick Linda Roddenberry Steven Schwab Amber Williams Shana Hodge Kollin Blanco John Carter Tammy Corbin **Bethany Guilmette** 

# Personnel Changes List Addendum

# **RECOMMENDATIONS: 2016-2017 SCHOOL YEAR**

# **RECOMMENDATIONS: INSTRUCTIONAL:**

**<u>OUT-OF-FIELD:</u>** Approval for the following to teach out-of-field for the first semester of the 2016-2017 school term:

SCHOOL BHS BHS BHS BHS BHS BHS BHS BHS BHS BHS	NAME Timothy Clark Diaz Carlos Jenna Garrett Shannon Jernigan Fred O'Quinn Mendy Sikes Mickey Spradlin Ana Delgado Timothy Clark Lynda McInnis Michael Meek Eleanor Coker John Creel Susan Moffatt Lina Saleem Vicky Vaught Mary Metz Mary Johnson Skylar Phillips Emily Bass Sherry Dean Summer Ely Chelsea Burgess Jamie Wiles	OOF SUBJECTMathBiology 1 HonorsAgricultureMath College ReadinessHOPEHOPEElementary Education ContentESOL
		•
	• •	
	•	
	-	•
SHS	•	ESOL
SIS	Summer Ely	ESOL
SIS	Chelsea Burgess	ESOL
SIS		ESOL
SIS	Ruth Roberson	ESOL
SIS	Jessica Davis	ESOL
SIS	Mary Kinard	ESOL
SIS	Violet Tipton	ESOL .
SIS	Amy Stratton	ESOL
SIS	Christina Newhart	ESOL
SIS	Kelly McKissick	ESOL
SIS	Elisa Hall	ESOL
SMS	Benjamin Thomas	Civics
SPS	Katie Melland	ESOL
SVS	Nancy Nielsen	Economics, US Government, US History, Biology,
		Chemistry, Physical Science, Algebra 1, Algebra 2,
		Probability and Statistics, Geometry, Digital Arts, Into
		to Entrepreneurship

### SUBSTITUTE TEACHER:

Shawn Crocker

#### End of Personnel Changes List Addendum - 2016-2017

#### <u>School Board Attorney – Leonard Dietzen:</u>

10. Legal Counsel's Report – No legal matters to report.

#### Superintendent of Schools - Jerry Scarborough:

11. Superintendent's Report – No matters to report.

# **School Board Members:**

12.Issues and concerns Board members may wish to discuss

- Mr. White asked for continued prayers for the Branford family who lost a loved one this week.
- Mr. Taylor and Mrs. Ulmer shared information regarding their visit of Polk County Schools' academies as part of the FSBA Board of Directors conference recently. Mrs. Ulmer urged our school district to increase the student participation of our academies.
- Mrs. Ulmer shared that a statement was made against our school district at a county meeting she had attended recently. Mrs. Ulmer expressed concern that we are proceeding with projects first, then asking forgiveness later, and this needs to stop.
- Mr. daSilva shared that Clifford Green, with Learning.com, presented our school district with the Digital Literacy District of the Year Award recently. Mr. daSilva gave an explanation of the program.

The meeting adjourned at 7:06 p.m.

# SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • Live Oak, Florida 32064 Telephone: (386) 647-4600 • Fax: (386) 364-2635 www.suwannee.k12.fi.us

> JERRY A. SCARBOROUGH Superintendent of Schools

"Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success." JERRY TAYLOR DISTRICT 1

CATHERINE CASON DISTRICT 2

> JULIE ULMER DISTRICT 3

ED DA SILVA DISTRICT 4

RONALD WHITE DISTRICT 5

LEONARD J. DIETZEN, III BOARD ATTORNEY

#### **MEMORANDUM**

- TO: Jerry A. Scarborough Superintendent of SchoolsFROM: Janene Fitzpatrick, Assistant Superintendent of Instruction
- **DATE:** October 12, 2016
- RE: Agenda Item for October 25, 2016, Regular Board Meeting

# **RECOMMENDATION:**

The Superintendent recommends approval of the 2016-2017 School Improvement Plans from the following District schools:

Suwannee High School Suwannee Middle School Suwannee Intermediate School Suwannee Primary School Suwannee Elementary School Branford Elementary School Branford High School Suwannee Virtual School

#### **BACKGROUND:**

In compliance with Title I Part A, all schools are to have a School Improvement Plan. Copies are available for review in the office of the Assistant Superintendent of Instruction.

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Serving The Children Of Our Community

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> JERRY A. SCARBOROUGH Superintendent of Schools

> > MEMORANDUM

JERRY TAYLOR DISTRICT 1

CATHERINE CASON DISTRICT 2 JULIE ULMER

DISTRICT 3

ED DA SILVA DISTRICT 4

RONALD WHITE DISTRICT 5

LEONARD J. DIETZEN, III BOARD ATTORNEY

# Jerry A. Scarborøten, Superintendent of Schools TO: Lila G. Udell, Director of Federal Programs Hila H. Udell

FROM:

Janene Fitzpatrick, Assistant Superintendent of Instruction THRU:

DATE: September 20, 2016

RE: Board Agenda Item for October 25, 2016, Regular Board Meeting

#### **RECOMMENDATION:**

The Superintendent recommends approval for the District Parent Involvement Plan and all Schools' Parent Involvement Plans for the 2016-2017 School year. (Copies are available for review in the office of the Director of Federal Programs and the office of each school.)

# **BACKGROUND:**

As a part of the NCLB (No Child Left Behind) and ESSA (Every Student Succeeds Act) ruling, all districts and schools must have a Parent Involvement Plan which is written by the Local Educational Agency (LEA), schools and parents. The Parent Involvement Plans must be adopted by the LEA.

These plans were discussed at the October 11, 2016, School Board Workshop.

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# MEMORANDUM

JERRY TAYLOR DISTRICT 1

CATHERINE CASON DISTRICT 2

> JULIE ULMER DISTRICT 3

ED DA SILVA DISTRICT 4

RONALD WHITE DISTRICT 5

LEONARD J. DIETZEN, HI BOARD ATTORNEY

TO:	Jerry A. Scarborough, Superintendent of Schools Lisa Dorris, Director of Food Service
FROM:	Lisa Dorris, Director of Food Service
THRU:	Bill Brothers Director of Human Resources Vickie M. DePratter, Chief Financial Officer Ted Korsh, Assistant Superintendent of Administration
DATE:	October 13, 2016
RE:	Agenda Item for October 25, 2016, Regular Board Meeting

1

# **RECOMMENDATION:**

The Superintendent recommends approval for a three (3) hour temporary food service worker position to be assigned at Suwannee High School.

# **BACKGROUND:**

Due to the increasing number of student being served at Suwannee High School additional staff is needed.

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#### JERRY TAYLOR DISTRICT 1

CATHERINE CASON DISTRICT 2

> JULIE ULMER DISTRICT 3

ED DA SILVA DISTRICT 4

RONALD WHITE DISTRICT 5

BOARD ATTORNEY

LEONARD J. DIETZEN, III

# MEMORANDUM

TO: Jerry Scarbarough, Superintendent of Schools
FROM: Bill Brothers, Director of Human Resources B
THRU: Vickie DePratter, Chief Financial Officer MM
Ted Roush, Assistant Superintendent of Administration
DATE: October 10, 2016

**RE:** October 25, 2016 Regular Meeting Agenda Item

# **RECOMMENDATION:**

The Superintendent recommends approval to advertise the following revisions to the Suwannee County School Board Policy Manual:

4.019	Grade Forgiveness (new)
4.09	Athletics (revised)
6.131	Teaching Out of Field (revised)
6.401	Conflict of Interest in Purchasing (revised)

# **BACKGROUND:**

These policy revisions were discussed in the Board workshop on September 6, 2016.

# CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

# **GRADE FORGIVENESS**

4.019

The purpose of the forgiveness policy is to assist students in meeting graduation requirements including a minimum grade point average and successful completion of academic and credit requirements.

#### I. Required Courses

A grade of D or F or an equivalent of a grade of D or F in a required course may be replaced with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or a comparable course.

#### II. Elective Courses

A grade of D or F or an equivalent of a grade of D or F in an elective course may be replaced with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in another course.

#### III. Middle Grades Students

A student in the middle grades who takes a high school course for high school credit and earns a grade of C. D. or F or an equivalent of a C. D. or F may replace the grade with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or comparable course.

### IV. Grade Point Average

Only the new grade shall be used in calculating the student's grade point average. A course grade that is not replaced according to the forgiveness policy will be used in the calculation of the grade point average.

#### V. Student Records

<u>All courses and grades must be included on the student's transcript. The</u> forgiveness provision does not give the authority to delete the forgiven course and grade from the student's record.

#### VI. Notification

Students shall be notified of the grade forgiveness provisions and the procedure for replacing eligible grades.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

 STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

 LAW(S) IMPLEMENTED: 1001.43, 1003.4156, 1003.4281, 1003.4282,

 1003.437, 1003.49, 1008.25, F.S.

 STATE BOARD OF EDUCATION RULE(S): 6A-1.0955

 HISTORY: ADOPTED:
 REVISION DATE(S):

 FORMERLY: NEW

# CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### ATHLETICS

4.09

# POLICY:

- I. Athletic programs shall be under the control of the school principal.
- II. All District high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the School Board which are consistent with Florida Statutes.
- III. Students practicing or participating in any type of interscholastic athletics shall be required to have student accident insurance which is available to the parent(s) or legal guardian(s) through the School Board. The principal shall be responsible for maintaining an accurate roster of all student athletes and for assuring that no student athlete will practice or participate who is not properly covered. The portion of the premium to be paid by the student athlete will be the same for all sports, with the balance of the premium being equally shared between the athletic department of the school and the School Board.
- IV. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian being on file.
- V. No student shall be a candidate for an athletic team or a participant in athletic competition without filing an informed consent signed by his/her parent(s). The consent must explain the nature and risk of concussion and head injury as required by law. The consent must be filed annually prior to participating in any physical activity related to athletic competition or candidacy for an athletic team.
- VI. A student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel.

# CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

- VII. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- VIII. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every FHSAA state championship series contest. Staff will be trained to use such equipment.
- IX. All students shall be subject to all School Board Rules and to the Codes of Student Conduct while attending athletic events and practices.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 768.135; 943.0438, 1001.43; <u>1002.20</u>, <u>1002.31</u>, 1006.07; 1006.15; 1006.16; 1006.20, F.S.

History:	Adopted:	
	Revision Date(s): 10/23/12	
	Formerly: IGD, JHA	

# CHAPTER 6.00 – PERSONNEL

#### **TEACHING OUT OF FIELD**

6.131

#### <u>POLICY:</u>

Employment of Out-of-Field Teachers: The employment or assignment of out-offield teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education Rule 6A 1.0503. if he or she is appointed in a subsequent school year(s). The deadline for earning the six (6) semester hours of college credit or the equivalent in the appropriate field shall be within one calendar year of the initial appointment to the out-of-field assignment<sub>5</sub>. and any subsequent school year(s) of the out-of-field teaching assignment.

- I. Subject Area Expertise: A teacher may receive in-field designation by several means or a combination of means including, but not limited to:
  - A. Presenting a passing score on a subject area test;
  - B.— Demonstration of subject area competencies as established by the national subject professional organization;
  - C. Demonstration of current subject area competencies as identified by the Department for the certification subject area tests (some areas will be revised beginning July 1, 2002);
  - D. Demonstration of the appropriate Subject Matter Content Standards for Teachers developed by the Educational Standards Commission and approved by the State Board of Education in the areas of Art, Elementary Education, English Language Arts, Foreign Languages, Health, Mathematics, Music, Physical Education, Sciences, or Social Studies;
  - E. Past successful experiences in the field; and

# CHAPTER 6.00 – PERSONNEL

- F. Systematic observations and favorable evaluations of classroom instruction by supervisor(s) and other educators with expertise in the subject area.
- III. In addition to any one of II, A-F, an adjunct teacher may demonstrate expertise in a subject area if applicant has a minor in the subject area.
- IV. Reporting: Each principal shall report to the Superintendent any teacher who is assigned to teach a subject or subjects for which he/she is not properly certificated. Such reports shall be filed at the beginning of each school year, or if when changes occur thereafter, and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator's Certificate, the out-of-field assignment and the justification. The School Board minutes shall reflect such approvals.
- V. The District shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester.
- VI. The Superintendent shall recommend and the Board shall adopt a plan to assist such teacher.
- VI. Recommendations will be given to a teacher to assist in meeting infield certification requirements.

**STATUTORY AUTHORITY:** 

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.42; 1012.55, 1012.57, F.S.

<u>History</u> :	Adopted:			
	Revision Date(s):	12/14/99, 11/20/01, 6/2	22/10	

# CHAPTER 6.00 – PERSONNEL

# CONFLICT OF INTEREST IN PURCHASING

- I. No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a material interest. No business in which an employee holds ownership or material interest shall provide either directly or indirectly purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.
- II. This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and, when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.
- III. Any employee who is found to have violated the provisions of this policy shall be subject to the provisions of policy 6.30.

**STATUTORY AUTHORITY:** 

1001.41, 1012.22, 1012.23, F.S.

# LAW(S) IMPLEMENTED:

112.313, 1001.43, F.S.

# STATE BOARD OF EDUCATION RULE(S): 6B-1.006(5) 6A-10.081

#### HISTORY:

ADOPTED: 10/26/10 REVISION DATE(S): FORMERLY: NEW

# SUWANNEE COUNTY SCHOOL DISTRICT



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#### MEMORANDUM

JERRY TAYLOR DISTRICT I

CATHERINE CASON DISTRICT 2

> JULIE ULMER DISTRICT 3

> > ED DA SILVA DISTRICT 4

RONALD WHITE DISTRICT 5

LEONARD J. DIETZEN, III BOARD ATTORNEY

TO:Jerry A. Scarborough, Superintendent of SchoolsFROM:Bill Brothers, Director of Human Resources

**DATE:** October 12, 2016

**RE:** Personnel Changes List for October 25, 2016, Regular Meeting

#### **RECOMMENDATION:**

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations. Approval of each is respectfully requested.

#### SUWANNEE COUNTY SCHOOL BOARD Personnel Changes October 25, 2016

TO: District School Board of Suwannee County FROM: . Scarborough, Superintendent

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations. Approval of each is respectfully requested.

#### **RESIGNATIONS: NON-INSTRUCTIONAL:**

Suwannee Primary School: Rajan Mahrajh, Custodian, effective October 24, 2016

<u>Transportation:</u> Amanda Colon, Bus Driver, effective September 13, 2016 Tara Spears, Bus Driver, effective September 22, 2016

#### **TERMINATIONS:**

<u>Food Service:</u> Sarah Hatch, Food Service Worker, effective September 29, 2016 Tara Spears, 3 Hour Food Service Worker, effective September 26, 2016

Suwannee Middle School: Theresa Owens, Paraprofessional, effective October 17, 2016

#### **RETIREMENT: NON-INSTRUCTIONAL:**

Food Service: Arlene Baker, Food Service Manager, effective December 30, 2016

#### RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee High School: Cheri Copeland, Teacher, effective October 21, 2016 REPLACES: William Roche Debra Singletary, Teacher, effective October 10, 2016 REPLACES: Debra Land

Suwannee Primary School: Casandra Yulee, Teacher, temporary, effective November 1, 2016 REPLACES: Abby Fleming

#### PART-TIME/HOURLY EMPLOYEES:

<u>RIVEROAK Technical College:</u> <u>COMMUNITY EDUCATION (Pending class enrollment)</u> Kevin Constanza Renderos

**Conversational Spanish** 

#### Food Service: Robin Krause, 3 Hour Food Service Worker- SHS

#### LEAVE OF ABSENCE (MATERNITY):

#### Suwannee Primary School:

Abby Fleming, tentatively November 1, 2016 through March 6, 2017

#### LEAVE OF ABSENCE (ILLNESS IN THE LINE OF DUTY);

#### Branford High School:

Deanna Burkett, Teacher, September 21-22, 2016 for a total of 14.5 hours.

#### Suwannee High School:

Carmen E. Reyes, Teacher, September 15, 2016 and September 19, 20, and 21, 2016, for a total of 24 hours.

#### MENTORS:

The following to serve as mentors:

Mentor:	Mentee:	Location:
Susan Mackin & Lynsee Dicks	Priscilla Jones	BES PECDS
Teresa Conger	Kim Garrett	BES PECDS
Vera Knighton	Erin Roberts	BES PECDS
Danelle Bradow	Carlos Diaz	BHS PECDS
Jennifer Bonds	Ashley Threm	SES
Lisa Gray	Jennifer Hitt	SES PECDS
Michelle Mowry	Mary Metz	SES
Sue Ratliff	Miranda Jackson	SES
Damon Wooley	Ryan Hiers	SHS
Emily Blackmon	Belinda Fries	SHS
Kary Black	Sarah Trimm	SHS
De Broughton	Suzanne Wilson	SHS
Julie Griswold	Brooke Cox-Knowles	SIS
Kelly Parker	Melissa Horn	SIS
Marcia Boatright	Scott Conely	SIS
Marcia Boatright	Stacey Smith	SIS
Shannon Chauncey	Christina Newhart	SIS
Theda Roper	Kendra Crews	SIS
Jenny Clark	Brittany Busby	SMS PECDS
Jenny Clark	Dana Drawdy	SMS
Jenny Clark	Francis Cohen	SMS PECDS
Jenny Clark	Trudy Benson	SMS PECDS
Mary Check-Cason	Alexi Wilson	SMS PECDS
Mary Check-Cason	Samantha Land	SMS
Mary Check-Cason	Scott Morris	SMS PECDS
Melissa Cameron	Katie Quincey	SMS PECDS
Jessica Johnson	Katey Melland	SPS PECDS

#### **SUPPLEMENTARY:**

NAME	POSITION	<b>LOCATION</b>	<b>REPLACES</b>
Trudy Benson	Planning Period Supplement	SMS	
Keith Cherry	Varsity Assistant Football Coach	SHS	Seth Stebbins
Francis Cohen	Basketball Assistant Coach	SMS	Lonnie Ford
Francis Cohen	Football Assistant Coach	SMS	Matthew Yanossy
Tinsley Smith**	Softball Assistant Coach	SMS	Billy McClellan
Ronnie Gray	Football Assistant Coach	SHS	Mark Beach
Glen Green	Head Soccer Coach	SMS	Francis Cohen

**\*\***pending certification

#### MISCELLANEOUS:

The approval of Daniel Taylor as a Suwannee Virtual School Teacher effective October 6, 2016.

Jaclyn Paige Harris resigned from her teaching position with Suwannee Virtual School effective October 18, 2016

#### **RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**

Food Service Department: Tammie Boutell, SMS Food Service Worker 8 hour, temporary REPLACES: Mattie Herring Sheree Dugdale, BHS Food Service Worker 8 hour, temporary REPLACES: Linda Hingson Toni Vargas-Garcia, SPS Food Service Worker 6 hour REPLACES: Lucille Turner

<u>Suwannee High School:</u> Christopher Ringlein, Custodian, effective October 12, 2016 REPLACES: Claudies Ivey

<u>Transportation Department:</u> Joanne Ripley, Bus Driver, effective October 10, 2016 REPLACES: Tara Spears

#### LEAVE OF ABSENCE (ILLNESS IN THE LINE OF DUTY):

<u>Transportation:</u> Crystal Fernandez, Bus Driver, September 23, 26, and 27, 2016 for a total of 10 hours.

#### LEAVE OF ABSENCE (FMLA):

<u>Transportation:</u> Haddie Mann, Bus Driver, tentatively September 22, 2016 through October 5, 2016

Carol Jenkins, Bus Driver, tentatively August 16, 2016 through October 24, 2016, with the option of returning sooner.

Scott Melanson, Transportation Mechanic, tentatively October 3, 2016 through October 17, 2016.

#### **STUDENT WORKERS:**

Cynthia Cruz Jessica Martin-Alunso Liliana Martin Joanna Quezada Carlos Zaragoza Sandra Howard Melanie Rodriguez

#### SUBSTITUTES:

The following as a Substitute Custodian: Antwann Ford

The following as a Substitute Bus Driver: Richard Dunmoyer Wayne Couture

The following as a Substitute Teacher: Paula Woodson Loper

#### **VOLUNTEERS:**

Dana Abbott Kaila Acevdeo Jessica Alcorn Rhonda Alfonso David Allen LaChandra Ansley Christopher Aretino Barry Armstead Ashley Arnold Kelley Arnold Sandra Aycock Amy Bailey James Ballentine Kelly Ballentine Melissa Barker Amanda Barnes Denise Barnett Judy Bass Brooke Bass Aaron Bass Jennifer Bass Senica Bates Melissa Beam Jennifer Beaudoin Chris Benson Sara Benson Victoria Bilodeau Angela Blalock George Blow III Jennifer Bond

Sandra Bonds Rashunda Bowden Christina Bowers Kelly Bradow Candise Branch Kristin Brannan Brandy Brakenwagen **Emily Brantley** Cassie Brantley Gloria Bravo Tara Bronson Shambreya Brooks **Bill Brothers** Erica Brown Carrie Brown Crystal Brown Elizabeth Bruening Candace Buckler Amber Buda Deanna Burkett John Burley Fullon Bush Betsy Byrd Whitney Campbell Shirley Campbell Christina Cannon Kimberly Cannon Lisa Carnley Teresa Carrier Melissa Carter

Craig Carter Harold Carter Amanda Carver Sheila Cashmore Mary Caskin Lindsey Casteel Kelly Caudill **Donneshia Chambers** Jenna Chancev Wendy Chauncey Adrienne Chauncey Andrea Cheshire Westley Christian Amanda Clark Brenda Clark Penny Clark Latavia Clayton Heather Clower Pamela Cochran Jerry Coker Ashley Collins Melissa Conner Holly Conway Nikki Copeland Breanna Copeland Ashley Corbin Brandy Corbin Kristin Corbin Pamela Corbin Tara Corbin

St. Luke's/English Literacy/Civics RTC/Early Childhood Education/My Play School RTC/Medical Administration

Grant Cotton Sky Coupe **Daniel** Courtemanche Megan Cowart Felicia Crawford Michelle Cribbs Brian Criggall Tabetha Crosby Tamala Cruz Delia Cruz-Vargas Ashley Dalton Miranda Danzeisen Jacqueline Darrow Andrea Davis Erin Deadwyler Dallas Deadwyler LeAnn Dees Ravinn Dees Marquette Demps Julia Denmark Rachel Derringer Patricia Dibenedetto Amanda Drake Jennifer DuBose Cathy Dunmover Jennifer Durden Garrett Durham Haley Edgar Cheryl Ervine Veronica Esparza Anairis Espinosa Steven Esposito Casey Estep Kathy Ezell Elouise Felknor Ana Fernandez Angelina Ferrell Donna Fewell Christina Field Takale Fields Stephanie Fields Marilyn Filion Leah Fillyaw Janene Fitzpatrick Flordeliz Flordeliz Cortney Flowers Haley Floyd Jennifer Floyd Ashley Fontenot Amy Fraddosio Teresa Frances Samantha Frazier Mary Fridman

Brittany Gabey Kevin Gabey Ana Manzo-Garcia Angela (Joy) Galler Holly Gamble Jessica Garcia Yanislyvi Garcia Colleen Gartner Jeffrey Geering Joshua Gerhauser Jeri Giddens Keri Gill Liticia Gillespie Naomi Gilliard Esmeralda Gonzales Christina Gonzalez Bret Grantham Jenna Grider Lakeva Griffin Robert Griffith Guyten Guyton-Nelson Irina Hacesone Aimee Hackney Brenda Haefeker Thena Hall Kendall Hall Emma Hare Megan Harrell Andrew Harrell Jr Dylan Harrelson Amanda Harris Dana Harris Aaron Harris Diana Harris Gracelynn Harris Brandi Harrison James Harrison Sarah Hatch Jennifer Hayes Maday Hayes **Tina Hayes** Donna Hedgespeth Jeanie Hegenaurer Tenesha Henderson-Pate Megan Henry Laura Hernandez **Teresita Hernandez** Brittany Hernandez Jessica Hernandez Guadalupe Hernandez Kimberly Hernandez Toi Herring Wendy Hewett

Majesta Hewiett Kelli Hicks Lisa Hicks Amanda Hillard Tawanna Hines Marcella Holden Monica Holt Natalie Horne Heather Hotton Linda Howard Darla Howard Earlene Howard Victoria Hudson Rhonda Hughes Kelley Humphries Jamie Hunt Zena Hunter Jenna Hunter Ester Hurtado Maria Ibarra Suzannah Irby Toby Irby Courtney Ivan Alicia Jackson Melissa Jacobs Cheryl Jaffe **Rianna** Jelks **Michelle Jenkins** Heymi Jimenez Michael Johnson Ann Johnson Brooke Johnson James Johnson Carl Johnson Sarah Jollev Alexis Jones Tina Jones Christina Jones Lamarra Jones Erica Jordan Charity Keen Joni Kelly Jessica Kelly Marguerite Kines Nikky King Scott Koehn Sandra Klecka Thomas Klecka Amanda Konvalinka Amanda Koon Robin Krause Jennifer Kreis Jennifer Kuyrkandal

Angela Lachance Trannie Lacquey Denise Lambert Laura Land Reba Lane James Lanier Lowell Law Rebecca Layman Marisol Leal Calvin LeBlanc Stormy Lee Kenndy Lee Jason Leffler Vanessa Leffler Rhonda Lepper Myra Lewis Marianne Lewis Brittany Logan Marilyn Loges Autumn Lokan Mrytis Lomba Niki Loreniatos **Daniel** Lucier Mary Lyras Rhonda Magargel Amanda Martin Nita Mathis Patriece Matthews Alan May Sebrina May Shelby May Constance McCall Latasha McClaine Grace McClendon Jenny McCook Chadwick McCormick Sharon McEwen Destinee McFadden Kaylee McFarlin Leslie McFarlin Samantha McInnis Dalton McNair Tammy McWherter Carolyn Meeks Holly Melland Nichole Menefee Robyn Metzger Jerry Miller Hannah Miller-Montoya Leslie Mitchell Marsha Mitchell Debbie Mixon Christine Moor

Misty Moseley Mary Moses Jennifer Napier Gina Nardiello Norma Nealon Stephanie Newman-Kirby Morgan Nickerson **Kyle** Nickerson Heather Nolan Patrick O'Hara Natasha O'Hara Jessica Oliver Katee O'Quinn Traci Osborn **Torniqua** Owens Bernard Owens Jr **Brigette Parsons** Karen Parsons Toni Patterson Amanda Patton Jennifer Payne Jerri Pecanha Marita Pendland Robert Pendland **Angelica** Peoples Tara Peppers Leticia Perez April Pinkard Jennifer Ponder Laura Poore Lorraine Poore Ashley Porter Jennifer Prevatt Adam Prins Kimberly Ranck David Rang Kerri Ratliff Kirsten Redman Brenda Reed Myra Regan **Bretne Rich** Tyesha Riley Patricia Rios Juana Rios Alicia Rivas Brittany Roberts Angela Roberts Thomas Roberts Jamie Roberts Mary Roberts Patricia Roberts Ronnika Robinson Maria Rodriguez

**Rachel Rodriguez** Donna Ross Debra Ross KatieMarie Rutsky Heather Sabourin Stephanie Sanchez Vanessa Sanders Rebecca Sapp Ashley Sapp-Edwards Ashley Schick Yvonne Scott Heather Sebourin Amanda Senea Francis Sessions Kristen Shaw Destiny Sheperd April Shuler Mendy Sikes **Emily Simmons** Jennifer Sims Hannah Skinner Ennis Skinner Linda Skinner Ronald Skinner Jr **Brittany Slane** Mandy Slaughter Jenny Sloan Angelic Smith Fatima Smith Jennifer Smith Marcia Smith Samantha Smith Walter Smith Lori Smith Sandra Smith William Smythe Krystina Snider Nichole Snider Nina Snipes Jennifer Soluri Martha Spiwak Victoria St. John Ashley Staley Kevin Stancel Bridget Stegall **Kayla Stephens** Jena Stute Michael Stute Jessica Sullivan Jackie Taylor Ashley Taylor Martha Taylor Tammy Tomlinson

Kimberly Taylor Jerry Taylor Timothy Taylor Miranda Tehan Canisha Thompkins Alice Thompson Aliesha Thompson Cory Thompson Jennifer Thompson Alice Thompson Briana Toledo Shirley Tomac April Truluck Johnny Turnage Ashley Turnage Lila Udell

Laura VanBrocklin Jason Vanzile Megan Vanzile Virginia Vasquez Jamie Wachter Eleni Wachter Andrea Walker Terri Watley Linda Webb Laura Welch Amy White Shantae White April White Dolores White Wendy Whitfield LaToria Williams

> End of List 2016-2017 School Year

Paul David Williams Sylvia Williams Aubrey Wilkerson Amber Wilson Kiya Wiltgen Deborah Winik Jessica Wojcik Sherry Wolfe Melissa Wolfferts Dianelys Woloszyn Kevin Wright Kristen Wright Marian Wright Alyssa Wynn Lori Yohn