

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING

February 28, 2017

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag Branford Elementary School

Special Recognition by the Superintendent:

- United Way ReadingPals Program – Rebecca Layman
- Branford Elementary School
 - 2016 Florida Elementary All State Chorus Participants
 - ✓ Walker Bradow
 - ✓ McKayden Wilkerson

Citizen Input (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board prior to 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. 11-30)

January 10, 2017	- Workshop Session
	- Special Meeting
January 24, 2017	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for January 2017.
3. The Superintendent presents the following bills for the period January 1-31, 2017:

General Fund

#165248 - 165550	\$	1,954,231.17
Electronic Fund Transfers		<u>2,616,280.23</u>
	\$	4,570,511.40

Federal Fund

#48997 - 49073	\$	211,672.07
Electronic Fund Transfers		<u>284,871.63</u>
	\$	496,543.70

Food Service Fund

#31240 - 31333	\$	211,892.99
Electronic Fund Transfers		<u>87,571.98</u>
	\$	299,464.97

2.0 LCIF

#7508 - 7516	\$	22,317.68
Electronic Fund Transfers		<u>0.00</u>
	\$	22,317.68

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

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-7	III-7	IV-7 (Federal) IV-4 (Food Service) IV-5 (Food Service)

- The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated February 28, 2017. **(pgs. 31-33)**
- The Superintendent recommends approval of the following contract/agreement for the 2016-2017 school year: **(RENEWAL)** (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-87 Career Pathways Articulation Agreement between Florida Gateway College and Suwannee County School Board for Health Science Anatomy and Physiology and Health Science Foundations Programs of Study: Introduction to Health Professions; Agriculture Science Foundations, Agritechnology 1, and Agritechnology 2 Programs of Study: Applied Agricultural Chemistry; Introduction to the Teaching Profession and Human Growth and Development Programs of Study: Introduction to Education *(Renewal)* **(pgs. 34-45)**

- The Superintendent recommends approval to accept the following donated item: **(pg. 46)**

<u>Site</u>	<u>Item</u>	<u>Donor</u>
District	ReadingPals materials for kindergarten classes and volunteers (Value: \$6,587)	United Way ReadingPals Program

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Alencia Gisela	Baker	Suwannee	Lafayette	K
Kenna	Greenberg	Suwannee	Hamilton	2
Brooke	Martin	Columbia	Suwannee	10

REGULAR AGENDA

Assistant Superintendent of Administration – Bill Brothers:

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

- #3.16 Charter Schools (*Revised*) (pgs. 47-102)
- #5.025 Educational Stability for Children in Foster Care (*New*) (pgs. 103-104)
- #5.033 Controlled Open Enrollment (*New*) (pgs. 105-107)
- #8.32 Tobacco Use in District Facilities (*Revised*) (pg. 108)

Assistant Superintendent of Instruction – Janene Fitzpatrick:

2. The Superintendent recommends approval of the following curriculum item for the 2017-2018 school year:
- a. 2017-2018 School Calendar (pgs. 109-111)

3. The Superintendent recommends 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.)

#2017-91 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Suwannee River Ridge Technical High School, LLC (*New*) (pgs. 112-124)

Director of Career, Technical, and Adult Education – Mary Keen:

4. The Superintendent recommends approval of the RIVEROAK Technical College Strategic Plan for July 2016 – June 2021 (pgs. 125-131)

Director of Facilities – Mark Carver:

5. The Superintendent recommends approval of the following bids:

#11-203 An additional three year extension to Mobile Modular (*Renewal*) (pg. 132)

#17-205 Energy Performance Contracting Program to Trane Building Advantage (*New*) (pg. 133)

6. The Superintendent recommends approval of the Suwannee County School District Employee Workplace Safety Program Manual for 2017-2018. (A copy is available for review in the office of the Director of Facilities.) (pg. 134)

Director of Student Services – Elizabeth Simpson:

7. The Superintendent recommends approval of the following form:

#5200-043 Suwannee County School District, Student Services Department, Physician's Report (*Revised*) (pgs. 135-136)

Director of Transportation – Chris Landrum:

- 8. The Superintendent recommends approval of the following personnel items, effective immediately:
 - a. Delete two Driver Trainer positions (4-Hour; Vocational/Part-Time/Hourly) at RIVEROAK Technical College (RTC) **(pgs. 137-138)**
 - b. Add one Driver Trainer/Data Entry position (8-Hour; Full-Time) in the Transportation Department **(pgs. 137-138)**
 - c. Revise Job Description #34 – Driver Trainer/Data Entry **(pgs. 139-141)**

Director of Human Resources – Walter Boatright:

- 9. The Superintendent recommends approval of the following personnel items:
 - a. Freeze the following positions: **(pgs. 142-145)**

<u>Position</u>	<u>Effective Date</u>
1) Curriculum Coordinator of Suwannee Virtual School (12 month)	July 1, 2017
2) Director of Elementary and Early Childhood Education (12 month)	Immediately
3) Director of Federal Programs (12 month)	July 1, 2017
4) Guidance Counselor (RIVEROAK Technical College) (11 month)	July 1, 2017
5) Maintenance Foreman (Facilities) (12 month)	Immediately
6) Teacher on Special Assignment (Math Coach/District Office) (12 month)	July 1, 2017
7) Teacher on Special Assignment (Migrant Program/District Office) (12 month)	July 1, 2017
8) Teacher on Special Assignment/Teacher Support Colleague-Math (District Office) (10 month)	July 1, 2017

<u>Position</u>	<u>Effective Date</u>
9) Teacher on Special Assignment/Teacher Support Colleague-Reading (District Office) (10 month)	July 1, 2017
10) Teacher on Special Assignment/Teacher Support Colleague-STEM (District Office) (10 month)	July 1, 2017

b. Unfreeze the following position, effective immediately: **(pgs. 142-145)**

1) Director of Curriculum and Instruction

c. Add the following new positions: **(pgs. 142-145)**

<u>Position</u>	<u>Effective Date</u>
1) Assistant Director of Facilities (12 month)	Immediately
2) Coordinator of Data, Assessment, and Accountability (12 month)	July 1, 2017
3) Coordinator of District K-12 Math (11 month)	July 1, 2017
4) Coordinator of District Professional Development (PD) and K-12 Reading/Title II (11 month)	July 1, 2017
5) Coordinator of District K-12 Technology (11 month)	July 1, 2017
6) Coordinator of Exceptional Student Education (ESE) (12 month)	July 1, 2017
7) Coordinator of School Improvement/Title I (12 month)	Immediately
8) Lead School Psychologist/MTSS Facilitator (12 month)	July 1, 2017

d. Add the following new job descriptions:

- 1) Job Description #167 Assistant Director of Facilities (12 month)
(pgs. 146-148)
- 2) Job Description #169 Coordinator of Exceptional Student Education
(ESE) (12 month) **(pgs. 149-152)**
- 3) Job Description #170 Coordinator of School Improvement/Title I (12
month) **(pgs. 153-155)**
- 4) Job Description #171 Coordinator of Data, Assessment, and
Accountability (12 month) **(pgs. 156-159)**
- 5) Job Description #172 Coordinator of District K-12 Math (11 month)
(pgs. 160-162)
- 6) Job Description #173 Coordinator of District Professional
Development (PD) and K-12 Reading/Title II
(11 month) **(pgs. 163-165)**
- 7) Job Description #174 Coordinator of District K-12 Technology (11
month) **(pgs. 166-168)**
- 8) Job Description #175 Lead School Psychologist/MTSS Facilitator (12
month) **(pgs. 169-172)**

e. Revise *Salary Schedule 2016-2017 Assistant Principals and Curriculum
Coordinators* to reflect compensation for the following positions:
(pg. 173)

<u>Position</u>	<u>Effective Date</u>
1) Coordinator of Data, Assessment, and Accountability (12 month)	July 1, 2017
2) Coordinator of District K-12 Math (11 month)	July 1, 2017
3) Coordinator of District Professional Development (PD) and K-12 Reading/Title II (11 month)	July 1, 2017
4) Coordinator of District K-12 Technology (11 month)	July 1, 2017
5) Coordinator of Exceptional Student Education (ESE) (12 month)	July 1, 2017
6) Coordinator of School Improvement/Title I (12 month)	Immediately

- f. Revise *Salary Schedule 2016-2017 Principals and Administrators* to reflect compensation for the following positions: **(pgs. 174-175)**

<u>Position</u>	<u>Effective Date</u>
1) Line 10 for the Assistant Director of Facilities (12 month)	Immediately
2) Line 8 for the Lead School Psychologist/ MTSS Facilitator (12 month)	July 1, 2017

- g. Reclassify the following positions: **(pgs. 142-145)**

- 1) Principal of Suwannee Virtual School (SVS) from Line 7 to Line 8 on the *Salary Schedule 2016-2017 Principals and Administrators*
- 2) Assistant Principal of Suwannee High School from a 10-month position to an 11-month position

10. Personnel Changes List **(pgs. 176-181)**

School Board Attorney – Leonard Dietzen:

11. Legal Counsel's Report

Superintendent of Schools – Ted Roush:

12. Superintendent's Report

School Board Members:

13. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
January 10, 2017

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter and Administrative Secretary Karen Lager.

Administrators and others present: Walter Boatright, Bill Brothers, Mark Carver, Lisa Dorris, Janene Fitzpatrick, Chris Landrum, Elizabeth Simpson, and T.J. Vickers. Tyson Johnson, with Arthur J. Gallagher & Co., was also present.

Chairman Taylor called the meeting to order at 9:02 a.m.

Health Insurance Renewal..... Vickie DePratter

Mrs. DePratter provided a brief update regarding the upcoming health insurance renewal and deferred to Tyson Johnson, who provided a PowerPoint presentation on the 2017 renewal. Consensus of the Board was to continue with the proposed renewal recommendation from the District Fringe Benefits Committee.

Finance Software Update Vickie DePratter

Mrs. DePratter distributed and reviewed a handout regarding a cost analysis pertaining to the business application software with PAEC versus NEFEC.

Facilities Department Update.....Mark Carver

Mr. Carver distributed and reviewed handouts regarding an update to the Facilities Department.

Food Service Department-Personnel Item Lisa Dorris

Mrs. Dorris provided information regarding the proposed transfer of a 6-hour Food Service Worker position from Branford Elementary School to Branford High School. Mrs. Dorris stated there should be a surplus of approximately \$400,000 for Food Service this year, and she is planning several projects with these funds. Mr. Taylor stated to be sure to work through Mr. Carver on these projects as well

as plan for all expenses for each project. Mr. White questioned the process for Breakfast in the Classroom Program and asked if there were changes that could be implemented to provide for more accurate data. Discussion followed.

AdvancED External Review Team Janene Fitzpatrick
Final Report (pgs. 2-40)

Mrs. Fitzpatrick reviewed the AdvancED External Review Team Final Report.

Miscellaneous

Mr. Alcorn questioned as to why the bus driver discussion was not on the agenda today; Superintendent Roush responded we are still researching the issue and it will be on the February Workshop agenda.

Mr. Taylor reminded Board members of the March 7 Board Retreat; details will be forthcoming; please mark your calendars accordingly.

Mrs. Fitzpatrick provided information regarding the two proposed contracts for services related to the ELL Coach Grant which will be coming to the Board in the near future.

The workshop adjourned at 11:07 a.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
January 10, 2017

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, FL. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

Chairman Taylor called the meeting to order at 11:12 a.m.

MOTION by Mr. daSilva, second by Ms. Cason, for approval to adopt the agenda.
MOTION CARRIED UNANIMOUSLY

Chief Financial Officer – Vickie DePratter:

1. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to notify the Panhandle Area Educational Consortium (PAEC) of the District's intent to withdraw from the Gateway Educational Computing Consultants Project with an effective date of January 31, 2018. (pg. 2) MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Alcorn, second by Mr. White, for approval to notify the North East Florida Educational Consortium (NEFEC) of the District's intent to convert to Skyward as a member district of NEFEC for its finance, payroll, and human resources software solution. (pg. 3) MOTION CARRIED UNANIMOUSLY

Mr. White noted for the record that he was very uncomfortable with this item, but understands the need.

3. Discussion and possible action regarding the Fringe Benefits Committee's recommendation for renewal of employee health insurance plans for the period May 1, 2017 – April 30, 2018. (A copy of the renewal is available for review in the office of the Chief Financial Officer.) (pg. 4)

MOTION by Ms. Cason, second by Mr. daSilva, for approval of the Fringe Benefits Committee's recommendation for renewal of employee health insurance plans for the period May 1, 2017 – April 30, 2018. (A copy of the renewal is available for review in the office of the Chief Financial Officer.)

Mr. White asked that, in the future, more advanced notice and time be given for discussion of this type recommendation, as well as other items requiring approval of the Board. Mr. Taylor agreed with Mr. White's request. Mr. Roush explained there is a very narrow window of making decisions relating to the health insurance renewal. Mr. Roush stated we will look into the possibility of beginning discussions pertaining to this in September of this year to see where we stand for the next year's renewal. Mrs. DePratter explained the process with regards to our claims report, which affects the renewal process and costs.

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 11:30 a.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
January 24, 2017

MINUTES

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

School Resource Officer Lee Willis was also present.

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

Student remarks and pledge to the flag by Suwannee Intermediate School Student Council student organization.

Special Recognition by the Superintendent:

Suwannee Middle School

- Abigail Erickson – Competed and represented the District at *Art in the Capitol* in Tallahassee

Miscellaneous

- Suwannee County Home and Community Educators – Provided school safety supplies for the ALICE Protocol Program

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

➤ There were none.

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

MOTION by Mr. daSilva, second by Mr. Alcorn, 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. 6-17)**

December 13, 2016	- Workshop Session
	- Special Meeting
December 20, 2016	- Expulsion Issues Hearing (Private)
	- Regular Meeting

2. Approval of the monthly financial statement for December 2016.

3. The following bills for the period December 1-31, 2016:

General Fund

#164864 - 165247	\$ 1,915,721.37
Electronic Fund Transfers	<u>2,115,602.83</u>
	\$ 4,031,324.20

Federal Fund

#48847 - 48996	\$ 243,897.29
Electronic Fund Transfers	<u>437,359.22</u>
	\$ 681,256.51

Food Service Fund

#31158 - 31239	\$ 223,965.97
Electronic Fund Transfers	<u>83,864.32</u>
	\$ 307,830.29

2.0 LCIF

#7488 - 7507	\$	307,424.35
Electronic Fund Transfers		<u>3,355.86</u>
	\$	310,780.21

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

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-6	III-6	IV-6 (Federal)

5. Approval for disposal of property as per the attached Property Disposition Form dated January 24, 2017. (pgs. 18-19)
6. Approval of the following contract/agreement for the 2016-2017 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-85 Career Pathways Articulation Agreement between District School Board of Madison County and District School Board of Suwannee County for Allied Health Assisting for Program of Study: Patient Care Technician and Practical Nursing; Culinary Arts for Program of Study: Commercial Foods and Culinary Arts; Early Childhood Education for Program of Study: Early Childhood Education; Web Development for Program of Study: Administrative Office Specialist and Medical Administrative Specialist (*Renewal*) (pgs. 20-27)

7. Approval of the following student teacher interns for the spring semester 2017:

<u>Name</u>	<u>University</u>	<u>Site</u>	<u>Cooperating Teacher</u>
Kelsie Allen	St. Leo	SPS	Mandy Ramsey
Audrey Borrell	St. Leo	SIS	Krystal Cundiff
Megan Hotchkiss	St. Leo	SPS	Vickie Pagliai
Hanna Ragan	St. Leo	SPS	Rhoda Crews
Yvonne Scott	NFCC	District	N/A-Field Experience

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Chase	Hodge	Suwannee	Hamilton	1
Ruben	Thomas	Columbia	Suwannee	PK

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Jacob	Robinson	SPS	BES	PK
Layla	Robinson	SPS	BES	PK

9. Approval of Public Official Bonds and Continuation Certificates for the individuals listed below. (These bonds and certificates have been reviewed by Board Attorney Leonard Dietzen.) (pgs. 28-33)

Public Official Bonds

Ted Roush, Superintendent of Schools (November 2016 – November 2020)
 Tim Alcorn, School Board Member (November 2016 – November 2018)
 Ed daSilva, Vice Chairman (November 2016 – November 2017)
 Jerry Taylor, Chairman (November 2016 – November 2017)

Continuation Certificates

Catherine Cason, School Board Member (November 2016 – November 2020)
 Jerry Taylor, School Board Member (November 2016 – November 2020)

REGULAR AGENDA

Director of Food Service – Lisa Dorris:

(Presented by Assistant Superintendent of Administration – Bill Brothers)

1. MOTION by Mr. daSilva, second by Ms. Cason, for approval of the following personnel item for the 2016-2017 school year:
 - a. Transfer one 6-hour Food Service Worker position from Branford Elementary School to Branford High School, effective January 30, 2017
(pg. 34)

MOTION CARRIED four to one; Mr. White voted NO.

Action on Agenda Addendum – Director of Human Resources

#1. Personnel Changes List Addendum (pgs. A2-A5)

Action on this item was taken along with Item #2 below on the Regular Agenda.

End of Agenda Addendum for Director of Human Resources

Director of Human Resources – Walter Boatright:

2. MOTION by Mr. daSilva, second by Ms. Cason, for approval of the Personnel Changes List, along with the Personnel Changes List Addendum. (pgs. 35-38)

NOTE: Mr. Alcorn stated he would be abstaining from the vote due to a potential conflict of interest. (See attached Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.)

MOTION CARRIED four to one; Mr. Alcorn ABSTAINED from the vote.

Mr. Alcorn stated he would like to revise the hiring process and felt that the Board needed to be made aware of administrative changes prior to hiring. Superintendent Roush responded to Mr. Alcorn's concerns; and asked if he was asking for a courtesy call when administrative positions were filled, and Mr.

Alcorn responded yes. Mr. Dietzen stated that protocol regarding the hiring process will be discussed at a future workshop.

Mr. White expressed his concern regarding not being advised of the resignation of Mr. Harden as Head Football Coach for Branford High School. Mr. White stated he felt that better communication is needed throughout the District. Ms. Cason stated she did not feel it is the responsibility of the Superintendent to inform Board members when an employee resigns. Mr. Alcorn agreed with Ms. Cason.

PERSONNEL CHANGES APPROVED:

RETIREMENT: ADMINISTRATIVE:

District Office:

Lila G. Udell, Director of Federal Programs, July 3, 2017

RESIGNATIONS: NON-INSTRUCTIONAL:

Suwannee Middle School:

Sharan Dedge, Paraprofessional, effective December 31, 2016

Yoleydis Cartaya, Paraprofessional, effective January 26, 2017

Transportation:

Janet Harris, Bus Driver, effective January 4, 2017

RECOMMENDATION: ADMINISTRATIVE:

RIVEROAK Technical College:

Julia Ulmer, Coordinator of Career & Technical Education Student and Community Affairs, effective January 9, 2017

REPLACES: New Position

Suwannee Intermediate School:

Gary Caldwell, Principal, effective January 17, 2017

REPLACES: John Olson

RECOMMENDATION: INSTRUCTIONAL:

Branford Elementary School:

Christine DeMoss, Teacher, Temporary, effective January 13, 2017

REPLACES: Katee O'Quinn

District Wide/21st Century:

The following to work as paraprofessional or teacher in the 21st Century Program effective January 4, 2017:

Janell Miracle

LEAVE OF ABSENCE (MATERNITY LEAVE):

Branford Elementary School:

Katee O'Quinn, Teacher, tentatively January 12, 2017 through March 20, 2017

LEAVE OF ABSENCE (MEDICAL LEAVE):

District Office:

Lila G. Udell, Director of Federal Programs, extension of medical leave beginning January 5, 2017 through June 30, 2017

SUSPENSION:

Branford High School:

Ana Delgado, Teacher, January 6 and 9, 2017, without pay

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Kenneth Certain	Head Middle School Softball Coach	BHS	Shon Riels

TRANSFERS/REASSIGNMENTS:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>REPLACES</u>	<u>EFFECTIVE</u>
Debbie Ibarra	BES/6 hr Food Service Wkr	BHS/6 hr Food Service Wkr	N/A	01/30/2017
Jennifer Wooley	SPS/Resource Teacher	SPS/ESE Teacher	Lauren Belcher	12/19/2016

MISCELLANEOUS:

Branford High School:

Roy Harden, resigned as the Head Football and Boys Track Coach effective December 21, 2016

Suwannee Middle School:

Sarah Grillo, resigned as the Girls Soccer Coach

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford High School:

Karen Tucker, Head Custodian, effective January 5, 2017

REPLACES: Sara Griffith

Food Service Department:

Katrina Johnson, SMS Food Service Assistant Manager, effective January 4, 2017

REPLACES: Pam Carver

Suwannee Elementary School:

James Thomas, Paraprofessional, Temporary, effective January 12, 2017

REPLACES: New Position

Transportation:

Robin Whitt, Bus Driver, effective December 16, 2016

REPLACES: Amanda Colon

Steven Hayes, Bus Driver, effective January 4, 2017

REPLACES: Charity Nasworthy

Luz Cartagena, Bus Driver, effective January 11, 2017

REPLACES: Johna Rafferty

PART-TIME/HOURLY EMPLOYEES:

Sandra Grimsley, BES Food Service Worker 3 hour, effective January 4, 2017

REPLACES: Mary Mais

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

District Office:

Rosa Perez, Custodian, December 2, 2016 and December 9, 2016 for a total of 9 hours.

LEAVE OF ABSENCE (MEDICAL LEAVE):

Suwannee Intermediate School:

Tiffany Sanders, Paraprofessional, January 4, 2017 through March 27, 2017, with the option of returning sooner if released by the doctor.

Transportation:

Carol Jenkins, tentatively December 17, 2016 through February 9, 2017, with the option of returning sooner if released by the doctor.

VOLUNTEERS:

Joseph Anderson
Alexis Brown
Ashley Carrier
Dawn Eakins
Anna Foulk

Teresa Gay
Lacey Humphries
Kiera Jones
Jodi Kelly
Mariah Koon

Dena Miller
Katrana Sessions
Benjamin Smith
Julia Thomas
Levi Thomas

**End of List
2016-2017
School Year**

PERSONNEL CHANGES LIST ADDENDUM

RECOMMENDATIONS: 2016-2017 SCHOOL YEAR

RECOMMENDATION: ADMINISTRATIVE:

Suwannee High School:

Ronnie Gray, Assistant Principal, effective January 24, 2017

REPLACES: Gary Caldwell

RECOMMENDATIONS: INSTRUCTIONAL:

OUT-OF-FIELD:

Approval for the following to teach out-of-field for the second semester of the 2016-2017 school term:

Suwannee County School District - Out of Field Teachers for 2016-2017 SY as of 01/24/2017					
Last Name	First Name	School	Assignment	Area of Certification	Out of Field Certification Areas
Burkett	Deanna	BHS	English	English & Soc Sci	ESOL
Diaz	Carlos	BHS	Biology 1 Hon	Chemistry & Physics	Biology **Test Date 01/26/2017**
O'quinn	Fred	BHS	HOPE	PE	Health
Sikes	Mendy	BHS	HOPE	PE	Health
Spradlin	Mickey	BHS	Opportunity School	Health, Math 6-12 & Physical Education	Elementary Ed Content
Delgado	Ana	BHS	Math 6-12	Math 6-12	ESOL
McInnis	Lynda	BHS	English	Elem Ed, PE, Health, English 6-12 & Rdg/E	ESOL
Meek	Michael	BHS	Bldg. Const.	Bldg. Const.	ESOL
Coker	Eleanor	BHS	M/J Reading 1	Elem Ed & PK/Prim	ESOL
Saleem	Lina	SES	PK/Prim	PK/Prim	PK/Prim Content
Vaught	Vicky	SES	Elem Ed	Elem Ed	ESOL
Metz	Mary	SES	Elem Ed	Elem Ed, Eng 6-12, MGIC, Rdg/E, SLD	ESOL
Johnson	Mary	SHS	Opportunity School	Elem Ed & Early Childhood	Elem Ed Content
Phillips	Skylar	SHS	HOPE	Elem Ed, ESOL/E, Rdg/E, PE	Health
Dean	Sherry	SHS	Drama/English	Eng 6-12	ESOL
Ely	Summer	SIS	Elem Ed	Elem Ed	ESOL

Burgess	Chelsea	SIS	Elem Ed	Elem Ed & Soc Sci 6-12	ESOL
Wiles	Jamie	SIS	Elem Ed	Elem Ed, Eng 5-9 & ESE	ESOL
Roberson	Ruth	SIS	Elem Ed	Elem Ed & SLD	ESOL
Tipton	Violet	SIS	Elem Ed	Elem Ed	ESOL
Stratton	Amy	SIS	Elem Ed	Elem Ed & Soc Sci 5-9	ESOL
Newhart	Christina	SIS	Elem Ed	Elem Ed	ESOL
McKissick	Kelly	SIS	Elem Ed	Elem Ed	ESOL
Hall	Elisa	SIS	English	English 6-12, Rdg/E	ESOL
Conley	Scott	SIS	Elem Ed	Elem Ed	ESOL
Rodriguez	Maria	SIS	Elem Ed	Elem Ed	ESOL
Thomas	Benjamin	SMS	Civics	Soc Sci & PK/Prim	Soc Sci Content
Melland	Katie	SPS	Elem Ed	Elem Ed	ESOL
Sanders	Myah	BES	Elem Ed	Elem Ed	ESOL
Nielsen	Nancy	SVS	Lib Arts Math 1, Inf Geo, Dig Arts, Alg 2, Geo, Prob & Stat, Bio 1, Phy Sci, Chem 1, US Hist, Econ, Econ Fin Lit, US Gov, US Gov Hon, Psych 1, World Hist, World Hist Cr, Intro to Entrepreneurship	Elem Ed, English, ESOL/E, Guid & Coun, MGIC, Sociology, ESE	Lib Arts Math 1, Inf Geo, Dig Arts, Alg 2, Geo, Prob & Stat, Bio 1, Phy Sci, Chem 1, US Hist, Econ, Econ Fin Lit, US Gov, US Gov Hon, Psych 1, World Hist, World Hist Cr, Intro to Entrepreneurship

SUSPENSION:

Suwannee Elementary School:

Maria Cartagena-Reyes, Paraprofessional, effective January 23, 2017 until further notice.

End of Personnel Changes List Addendum – 2016-2017

School Board Attorney – Leonard Dietzen:

3. Legal Counsel’s Report – No legal matters to report.

Mr. Dietzen stated that a workshop will be held regarding protocol and will hopefully clear up the issues that were discussed tonight.

Superintendent of Schools – Ted Roush:

4. Superintendent’s Report – Superintendent Roush asked that his comments be reserved for after the School Board Member comments.

School Board Members:

5. Issues and concerns Board members may wish to discuss
 - Mr. daSilva shared information pertaining to working with our legislative delegation regarding possible funding for the remodeling of the Radio Shack Building for RIVEROAK Technical College (RTC) medical programs.
 - Ms. Cason shared that she received an anonymous letter regarding the hiring of Julie Ulmer at RTC, and felt that if it was that important they should have stood up and addressed their concerns to the Board.
 - Mr. Alcorn asked Mrs. DePratter about the status of NEFEC with regards to the conversion to Skyward; Mrs. DePratter responded. Mr. Alcorn asked about the protocol for agenda items for workshops; Superintendent Roush responded that he would address this item in his comments at the end of the meeting.
 - Mr. White asked about his request for Mr. Lacquey to speak at a workshop regarding his concerns. Superintendent Roush responded that citizen input could only be heard at a regular board meeting, and Mr. Dietzen concurred.
 - Mr. Taylor expressed his concern regarding the issue of teachers having to be out of the classroom to attend training classes; he thought that our Monthly PD Days were supposed to decrease the need for this and felt that the issue needs to be discussed at a future workshop. Mr. Taylor also stated that we need to address the possibility of adding additional teacher positions at Suwannee Virtual School at a future workshop. Mr. Taylor expressed his concern for the possibility of future budget cuts from the state. Mr. Taylor stated that the hiring and firing of personnel is not the Board’s responsibility—it is the Superintendent’s responsibility, and we need to respect those decisions, unless we can prove otherwise of the person’s character as published in statute.

Superintendent's Comments

Superintendent Roush made the following announcements:

- Calendar Committee will be convening very soon to develop the 2017-2018 School Calendar
- Update on the water retention project will be forthcoming in the near future
- An update regarding Food Service projects will be discussed at an upcoming Board workshop
- Controlled Open Enrollment (students) and bus driver training topics will be discussed at the February 14, 2017, Board Workshop, along with agenda process, roles, and responsibilities
- Mr. Dietzen is currently researching the topic of medical marijuana, and an update on this item will be discussed at a future workshop
- The budget process for 2017-2018 will be underway soon
- Department of Education (DOE) personnel were in the District this week to conduct the Plant Survey
- The Board Retreat will be held March 7, 2017

The meeting adjourned at 7:07 p.m.

Suwannee County School District - Out of Field Teachers for 2016-2017 SY as of 01/24/2017

Last Name	First Name	School	Assignment	Area of Certification	Out of Field Certification Areas
Burkett	Deanna	BHS	English	English & Soc Sci	ESOL
Diaz	Carlos	BHS	Biology 1 Hon	Chemistry & Physics	Biology **Test Date 01/26/2017**
O'quinn	Fred	BHS	HOPE	PE	Health
Sikes	Mendy	BHS	HOPE	PE	Health
Spradlin	Mickey	BHS	Opportunity School	Health, Math 6-12 & Physical Education	Elementary Ed Content
Delgado	Ana	BHS	Math 6-12	Math 6-12	ESOL
McInnis	Lynda	BHS	English	Elem Ed, PE, Health, English 6-12 & Rdg/E	ESOL
Meek	Michael	BHS	Bldg. Const.	Bldg. Const.	ESOL
Coker	Eleanor	BHS	M/J Reading 1	Elem Ed & PK/Prim	ESOL
Saleem	Lina	SES	PK/Prim	PK/Prim	PK/Prim Content
Vaught	Vicky	SES	Elem Ed	Elem Ed	ESOL
Metz	Mary	SES	Elem Ed	Elem Ed, Eng 6-12, MGIC, Rdg/E, SLD	ESOL
Johnson	Mary	SHS	Opportunity School	Elem Ed & Early Childhood	Elem Ed Content
Phillips	Skylar	SHS	HOPE	Elem Ed, ESOL/E, Rdg/E, PE	Health
Dean	Sherry	SHS	Drama/English	Eng 6-12	ESOL
Ely	Summer	SIS	Elem Ed	Elem Ed	ESOL
Burgess	Chelsea	SIS	Elem Ed	Elem Ed & Soc Sci 6-12	ESOL
Wiles	Jamie	SIS	Elem Ed	Elem Ed, Eng 5-9 & ESE	ESOL
Roberson	Ruth	SIS	Elem Ed	Elem Ed & SLD	ESOL
Tipton	Violet	SIS	Elem Ed	Elem Ed	ESOL
Stratton	Amy	SIS	Elem Ed	Elem Ed & Soc Sci 5-9	ESOL
Newhart	Christina	SIS	Elem Ed	Elem Ed	ESOL
McKissick	Kelly	SIS	Elem Ed	Elem Ed	ESOL
Hall	Elisa	SIS	English	English 6-12, Rdg/E	ESOL
Conley	Scott	SIS	Elem Ed	Elem Ed	ESOL
Rodriguez	Maria	SIS	Elem Ed	Elem Ed	ESOL
Thomas	Benjamin	SMS	Civics	Soc Sci & PK/Prim	Soc Sci Content
Melland	Katie	SPS	Elem Ed	Elem Ed	ESOL

Nielsen	Nancy	SVS	Lib Arts Math 1, Inf Geo, Dig Arts, Alg 2, Geo, Prob & Stat, Bio 1, Phy Sci, Chem 1, US Hist, Econ, Econ Fin Lit, US Gov, US Gov Hon, Psych 1, World Hist, World Hist Cr, Intro to Entrepreneurship	Elem Ed, English, ESOL/E, Guid & Coun, MGIC, Sociology, ESE	Lib Arts Math 1, Inf Geo, Dig Arts, Alg 2, Geo, Prob & Stat, Bio 1, Phy Sci, Chem 1, US Hist, Econ, Econ Fin Lit, US Gov, US Gov Hon, Psych 1, World Hist, World Hist Cr, Intro to Entrepreneurship
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FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME--FIRST NAME--MIDDLE NAME ALCORN, TIM	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE SUWANNEE COUNTY SCHOOL BOARD
MAILING ADDRESS 14549 CR 250	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY LIVE OAK	COUNTY SUWANNEE
DATE ON WHICH VOTE OCCURRED JANUARY 24, 2017	NAME OF POLITICAL SUBDIVISION: SUWANNEE COUNTY
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, TIM ALCORN, hereby disclose that on JANUARY 24, 20 17 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

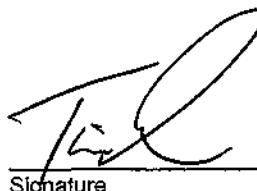
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

MY DAUGHTER, TIFFANY SANDERS, WAS ON THE PERSONNEL AGENDA, ITEM #2, FOR A LEAVE OF ABSENCE/MEDICAL LEAVE.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

JANUARY 24, 2017

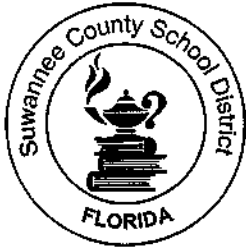
Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

SUWANNEE COUNTY SCHOOL DISTRICT



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

TED L. ROUSH
Superintendent of Schools

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

MEMORANDUM

JERRY TAYLOR
DISTRICT 1



CATHERINE CASON
DISTRICT 2

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

TO: Ted L. Roush, Superintendent of Schools 
FROM: Mark A. Carver, Director of Facilities 
THRU: Bill Brothers, Assistant Superintendent of Administration
DATE: February 13, 2017
RE: Agenda Item for February 28, 2017, Regular Board Meeting

RECOMMENDATION:


The Superintendent recommends approval of Property Records Disposition Form for February 2017.

BACKGROUND:

Capitalized assets are obsolete or no longer serviceable.

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99001188	BUS	\$ 37,691.00	6/16/1994	TRANSPORTATION	Surplus
99000834	BUS	\$ 37,691.00	6/16/1994	TRANSPORTATION	Surplus
99001185	BUS	\$ 37,691.00	6/16/1994	TRANSPORTATION	Surplus
99001183	BUS	\$ 37,691.00	6/16/1994	TRANSPORTATION	Surplus
99000835	BUS	\$ 37,691.00	6/16/1994	TRANSPORTATION	Surplus
99000864	BUS	\$ 43,926.00	7/19/1995	TRANSPORTATION	Surplus
99000833	BUS	\$ 43,926.00	7/19/1995	TRANSPORTATION	Surplus
99001132	BUS	\$ 43,926.00	7/19/1995	TRANSPORTATION	Surplus
99000838	BUS	\$ 43,926.00	7/19/1995	TRANSPORTATION	Surplus
99000845	BUS	\$ 43,926.00	7/19/1995	TRANSPORTATION	Surplus
99000853	BUS	\$ 43,926.00	7/19/1995	TRANSPORTATION	Surplus
99000852	BUS	\$ 45,950.00	3/28/1996	TRANSPORTATION	Surplus
99000842	BUS	\$ 45,950.00	3/28/1996	TRANSPORTATION	Surplus
99000844	BUS	\$ 45,950.00	3/28/1996	TRANSPORTATION	Surplus
99001327	BUS	\$ 53,632.00	3/31/1997	TRANSPORTATION	Surplus
99000836	BUS	\$ 45,950.00	3/31/1997	TRANSPORTATION	Surplus
99000865	BUS	\$ 45,950.00	3/31/1997	TRANSPORTATION	Surplus
99000863	BUS	\$ 45,950.00	3/31/1997	TRANSPORTATION	Surplus
99000286	BUS	\$ 53,610.00	4/22/1999	TRANSPORTATION	Surplus
99007451	RANGE (STOVE)	\$ 4,889.61	3/11/2011	BHS	Surplus
99007093	ICE MACHINE	\$ 2,470.00	2/22/2010	BHS	Surplus
	TOTAL	\$ 842,312.61			

Requested By:



MARK A CARVER,
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

SUPERINTENDENT

2/28/2017


DATE


BOARD CHAIRMAN





415 SW Pinewood Drive | Live Oak, Florida 32064 | P 386-647-4200 | F 386-364-4698

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Mary Keen, Principal/Director of Career, Technical, and Adult Education 

THRU: Vickie Music DePratter, Chief Financial Officer 
Dr. Bill Brothers, Assistant Superintendent of Administration 

DATE: February 7, 2017

RE: Agenda Items for February 28, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract/agreement:
RENEWAL

#2017-87 Career Pathway Agreement with Florida Gateway College – Health Science and Physiology and Health Science Foundations, Agricultural Science Foundations and Agritechnology 1 and Agritechnology 2, and Introduction to the Teaching Profession and Human Growth and Development.

BACKGROUND:

The above listed agreement provides PSAV hours for Florida Gateway College students.



Serving students from Alachua, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee and Taylor Counties

CAREER PATHWAYS ARTICULATION AGREEMENT
Florida Gateway College
And
Suwannee County School Board
Academic Year: 2016-17

Articulation Agreement Programs of Study

In a continuing effort to provide career opportunities for secondary school students in Career Pathways programs to progress into Florida Gateway College (FGC), the Suwannee County School Board and FGC Board of Trustees agree to extend college credit for courses at FGC outlined in this agreement and according to the following requirements.

Mechanisms and Strategies for the Development and Promotion of Career Pathways (Technical Preparation) Programs

A. Courses and Programs Offered under this Agreement

1. Courses to be provided by FGC under this agreement will be mutually agreed upon by FGC and the Suwannee County School Board and will avoid unnecessary duplication of existing courses in grades 9-12. Courses and Program offerings will include those listed in the Appendix. Alterations to this list of offerings may be made with mutual consent of FGC and the Suwannee County School Board.
2. A student education plan will be developed by the county's Career Pathways Representative in collaboration with the FGC Career Pathways Coordinator for each student applying for Career Pathways credit. In order to develop said plan, the student will present to the county Career Pathways Representative a document of Career Pathways application, which will be continually evaluated for purposes of determining college credits to be applied toward a degree, certificate, or diploma from FGC. The student's stated education objective will be correlated to the FGC program under which said degree, certificate, or diploma falls (i.e. "Objective: to pursue post-secondary study in the area of Criminal Justice.")

B. Process for Notifying Students and Parents about Opportunities to Participate in Career Pathways Programs

1. FGC will provide information to the high schools regarding requirements for participation in, and the educational benefits to be derived from, Career Pathways programs.
2. The high schools; in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs.

Additionally, the high schools will provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.

C. Process for Students to Exercise their Options to Participate in Career Pathways Programs

1. Students wishing to participate in Career Pathways programs should contact their high school guidance counselors for information about Career Pathways.

D. Eligibility Criteria

1. The student must be enrolled in a career-themed course in the appropriate high school Career and Technical Education (CTE) program.
2. The student must be able to demonstrate mastery of high school Career Pathways courses taken (i.e. courses taken with the "CTE program") with a grade of at least 3.0 ("B") on a 4.0 scale.
3. Students who remain eligible in progressive years through successfully maintaining the required grade point average (GPA) will continue to be eligible to take the Career Pathways Exam for Credit (CPEC) until the date of their high school graduation.
4. The student must be admitted to FGC within two years from the date of high school graduation, complete the full admissions process and meet other college entrance requirements. The College program must be completed within five (5) years of the date of high school graduation.
5. The evaluation of the assessments, CPEC and/or portfolio, will be accomplished by FGC faculty unless otherwise agreed upon in advance.
6. A minimum CPEC or portfolio score of 80% is considered passing.
7. Articulated credit, including credit for industry certification, will be awarded to students who have declared an A.S. area of study. Credit must be related to the declared A.S. degree program.
8. Industry certification must be current at the time of application for credit.
9. Students enrolled in an A.A. degree program may apply for articulated credit by requesting an exception to the A.S. requirement from the FGC Director of Academic Programs. Requests for credit will be initiated through the FGC Career Pathways Coordinator.

10. The degree track listed on the statewide articulation agreement must be offered at FGC to receive credit through industry certification.
11. The student must present to the FGC Career Pathways Coordinator a completed *Student Request for Career Pathways Credit* form along with a copy of the CPEC award certificate verifying successful completion of the technical course(s) and the results of the Career Pathways assessment.
12. The student must comply with the appropriate placement and course prerequisites of FGC.
13. Career Pathways credits will be awarded and posted to student's FGC transcript of grades upon the successful completion of at least twelve (12) credit hours of college level course work at FGC with an overall GPA of 2.0 ("C") or higher.
14. The high school graduation requirement will be waived for students who complete the required twelve (12) credit hours of college level course work at FGC with an overall GPA of 2.0 ("C") or higher as a Dual Enrollment student.
15. Eligibility of credit will be determined by the Career Pathways Coordinator in conjunction with the Vice President of Occupational Programs and the Office of the Registrar, after a student has submitted a credit request using the *Student Request for Career Pathways Credit* form along with a copy of the CPEC award certificate.

E. *Screening and Monitoring*

1. FGC will make available advising services to Career Pathways students, as for all FGC students. FGC faculty will be available to the high school teacher to ensure that quality of instruction is acceptable to both institutions and will support the student's success.

F. *Instructional Quality, Course Assessment, and Course Equivalence*

1. The Suwannee County School Board shall be responsible for ensuring that the quality of instruction provided Career Pathways students is comparable to that afforded FGC students.
2. The common assessment for most courses will be the CPEC. The CPEC is usually the final exam for the given FGC course and may be written, performance/portfolio-based, or a combination of these forms of assessment. The CPEC will be developed and evaluated by FGC faculty unless other arrangements are made.

3. The CPEC will be taken by the student upon completion of the high school course(s) taken within a “CTE Program” prior to the date of graduation from high school.
4. Credits awarded by CPEC will be appropriately recorded on the student’s official college transcript and will fulfill degree requirements for the appropriate degree program but will not be included in the college GPA.
5. The high school course(s) articulated with FGC will be foundation level technical course(s).

G. Costs of Career Pathways

1. Students who receive Career Pathways credits shall be exempt from the payment of exam fees, registration fees, and laboratory fees for those college classes for which they receive credit according to this articulation agreement. This waiver of fees applies only to exams and courses designated in this articulation agreement. Students that choose to challenge exams outside of this articulation agreement will be charged appropriate fees as per FGC’s standard policies.

H. Program Review

1. The FGC Career Pathways Coordinator and the county’s Career Pathways Representative will, on an annual basis, review and revise existing articulation agreements as needed to keep them aligned with the most current program and course requirements. These programs will also be reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. The FGC Career Pathways Coordinator and the county’s Career Pathways Representative will actively seek to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

Terms of Agreement

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the appropriate School Board Chairperson and School Superintendent as well as the Board of Trustees Chairperson and College President. Additions and deletions may be made at any time upon the mutual agreement of the College President and the District School Board/Superintendent.

This agreement shall be reviewed annually and shall be in effect starting with the last date of approval, until either party, with thirty days written notice, identifies a need for revision or, with ninety days written notice, intent to terminate the agreement at the end of the school/college term.

Public Records

For all contractors as set forth in Section 119.0701, Florida Statutes (2016) see APPENDIX E which is incorporated by reference herein.

Governing Law and Venue

This agreement will be governed by and construed in accordance with the laws of the state of Florida. In the event of any litigation arising from this agreement, the parties agree that the exclusive state court forum for said litigation shall be in Suwannee County, in the court of appropriate jurisdiction.

The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this agreement.

Sovereign Immunity

Nothing contained in this Agreement shall be interpreted or construed to mean that the Client waives its common law sovereign immunity or the limits of liability set forth in Florida statutes.

IN WITNESS WHEREOF, the Suwannee County School Board and the FGC Board of Trustees have adopted this agreement and caused it to be executed in accordance with Section 1007.235, F.S., and District Interinstitutional Articulation Agreements.

Approved: Suwannee County School District

Date _____ Jerry Taylor, Chair, Suwannee County School Board

Date _____ Ted Roush, Superintendent, Suwannee County Schools

Date _____ Malcolm Hines, Principal, Suwannee County High School

Date _____ Dr. Jimmy Wilkerson, Principal, Branford High School

Approved: Florida Gateway College

Date _____ Ms. Suzanne M. Norris, Chair, Board of Trustees, Florida Gateway College

Date _____ Dr. Lawrence Barrett, President, Florida Gateway College

**"Approved as to Form and Sufficiency
BY _____**

**Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"**

APPENDIX A
 For students participating in a high school CTE Program of
 Allied Health

Recommended Secondary Courses	FGC Course	Method of Assessment
Health Science Anatomy and Physiology (8417100) and Health Science Foundations (8417110)	HSC 0003: Introduction to Health Professions (3 credit hours)	FGC's Career Pathways Exam for Credit (CPEC)

Suggested FGC Degree and Certificate Tracks:

Medical Coder and Biller A.T.D.
 Health Information Technology A.S.

Please note: These degree tracks are suggested. This articulation agreement by no means guarantees that a student may count the CP credit added to their transcript of grades towards the degrees listed here. A specific course of study must be determined with individual students, within specific departments, and with an academic advisor.

APPENDIX B
For students participating in a high school CTE Program of
Horticulture or Agriculture

Recommended Secondary Courses	FGC Course	Method of Assessment
Agriculture Science Foundations (8106810) and Agritechnology 1 (8106820) and Agritechnology 2 (8106830)	PLS 1021C: Applied Agricultural Chemistry (3 credit hours)	FGC's Career Pathways Exam for Credit (CPEC)

Suggested FGC Degree Tracks:
Horticulture College Credit Certificate

Please note: These degree tracks are suggested. This articulation agreement by no means guarantees that a student may count the CP credit added to their transcript of grades towards the degrees listed here. A specific course of study must be determined with individual students, within specific departments, and with an academic advisor.

APPENDIX C

For students participating in a high school CTE Program of
Teaching, Education, or Similar

Recommended Secondary Courses	FGC Course	Method of Assessment
Introduction to the Teaching Profession (8909010) and Human Growth and Development (8909020)	EDF 1005: Introduction to Education (3 credit hours)	FGC's Portfolio (See Appendix D)

Suggested FGC Degree:

Teacher Preparation, A.A.

Early Childhood Education, A.S.

Please note: These degree tracks are suggested. This articulation agreement by no means guarantees that a student may count the CP credit added to their transcript of grades towards the degrees listed here. A specific course of study must be determined with individual students, within specific departments, and with an academic advisor.

APPENDIX D

Portfolio Requirements for EDF 1005: Introduction to Education

The common assessment for each course is a portfolio of the student's work in the high school courses identified in these appendices. Students should maintain a portfolio, either electronic or hard copy, which demonstrates the understanding of the following objectives. The portfolio may include article reviews, research papers, projects, presentations, documented observation journals, and other artifacts that demonstrate mastery of the competency.

The portfolio will be organized and divided into the following seven sections. Written responses should be a minimum of 500 words and follow conventional formatting (typed, double spaced, Times New Roman, 12 point font).

1. Demonstrate an understanding of the philosophical foundations of American education and how it relates to your teaching philosophy. (Must include, but not limited to the list below)
 - a. Essentialism
 - b. Progressivism
 - c. Behaviorism
 - d. Perennialism
 - e. Postmodernism
 - f. Existentialism
2. Cite basic ways in which technology can be used in the classroom setting.
3. Demonstrate an understanding of the influence of psychological theories on education. (Must include, but not limited to the list below)
 - a. Johann Herbart
 - b. William James
 - c. John Dewey
 - d. Jean Piaget
 - e. Jerome Bruner
 - f. Benjamin Bloom
 - g. Erik Erikson
 - h. Ivan Pavlov
 - i. Sigmund Freud
 - j. B.F. Skinner
4. Demonstrate an understanding of the legal and ethical issues facing students and teachers in the modern classroom, citing specific court cases. (Must include, but not limited to the list below)
 - a. Buckley Amendment
 - b. 94-142
 - c. Court Cases on Student's Rights
 - d. Court Cases on Teacher's Rights
5. Demonstrate an understanding of the history of education as well as possibilities for reform. (Must include, but not limited to the list below)
 - a. High School Reform
 - b. Overall Education Reform
6. Demonstrate an understanding of social problems facing American education. (Must include, but not limited to the list below)
 - a. Digital Divide
 - b. Socioeconomic Status
 - c. Cultural Diversity
 - d. Funding Sources i.e. Use of Taxes in Education
7. Demonstrate an understanding of major issues in public education as it relates to the state of Florida. (Must include, but not limited to the list below)
 - a. Standards Based Testing
 - b. Teacher/Student Ratio
 - c. Inclusion
 - d. Performance Based Pay for Teachers

Students must meet the requirements as a high school Teacher Cadet Student, pass the specified high school courses identified above with a minimum grade of 3.0 on a 4.0 scale, and receive a "B" or better on the portfolio of the student's work in the high school courses above. If the student does not have a 3.0 or better in the high school course, he/she is not eligible to receive credit via portfolio assessment.

APPENDIX E

**Public Records Law Requirements
Under Chapter 119.0701, Florida Statutes (2016)**

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), you must comply with Florida's public records law.

You must keep and maintain public records required by the School District to perform the contracted services.

Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

You must ensure that public records which are *exempt or confidential and exempt* from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract, if the contractor does not transfer the records to the District.

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. See Section 119.0701(2)(b)4, Florida Statutes (2016), for additional record keeping requirements.

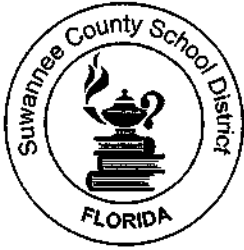
REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

A request to inspect or copy public records relating to a District's contract for services must be made directly to the District's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time.

If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2016).

SUWANNEE COUNTY SCHOOL DISTRICT



702 -- 2nd Street, NW • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

TED L. ROUSH
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


TIM ALCORN
DISTRICT 3

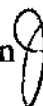
ED DA SILVA
DISTRICT 4



RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 

THRU: Vickie DePratter, Chief Financial Officer  FOR 

DATE: February 6, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

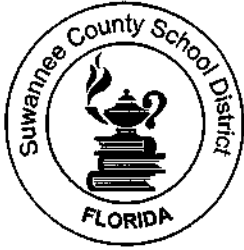
RECOMMENDATION:

The Superintendent recommends approval of a donation from United Way of Suwannee Valley ReadingPals Program. The materials are for Kindergarten classes and volunteers, valued at \$6,587.00.

BACKGROUND:

United Way of Suwannee Valley ReadingPals program is donating items for use by students being tutored through the ReadingPals program and volunteer tutors.

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MEMORANDUM

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DISTRICT 1


CATHERINE CASON
DISTRICT 2


TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

TO: Ted Roush, Superintendent of Schools 

FROM: Bill Brothers, Assistant Superintendent of Administration 

DATE: February 14, 2017

RE: February 28, 2017 Regular Meeting Agenda Item

RECOMMENDATION:

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

- 3.16 Charter Schools (revised)
- 5.025 Educational Stability for Children in Foster Care (new)
- 5.033 Controlled Open Enrollment (new)
- 8.32 Tobacco Use in District Facilities and Vehicles (revised)

BACKGROUND:

These policy revisions were discussed in the Board workshop on February 14, 2017.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CHARTER SCHOOLS

3.16

POLICY:

~~Suwannee District Schools, pursuant to Florida Statutes, may sponsor charter schools for the purpose of increasing learning opportunities for students, with special emphases on low achieving students, increasing the use of innovative learning methods, increasing choices for students, and creating new professional opportunities for teachers.~~

~~I. Responsibility of Suwannee District Schools' Administration:~~

- ~~A. Receive, review, and recommend to the School Board all charter applications, in a timely fashion as stipulated by Florida Statutes.~~
- ~~B. Develop a charter in cooperation with the applicant.~~
- ~~C. Monitor charter school contracts and make recommendations to the School Board.~~

~~II. Eligibility for Charter Application~~

~~The Board may sponsor one or more charters for schools which may serve any grade or combination of grades from kindergarten through grade twelve.~~

- ~~A. Eligible proposers are:
 - ~~1. Any not-for-profit organization;~~
 - ~~2. A public school which requests to convert to a charter school with fifty percent or more support of parents voting provided that a majority of parents participate in the ballot process and fifty percent or more support of teachers.~~~~
- ~~B. Private schools, parochial schools, and home education programs are not eligible to become charter schools.~~

CHAPTER 3.00 - SCHOOL ADMINISTRATION

III. ~~Legal Entity and Requirements~~

- A. ~~Organize as a non-profit organization.~~
- B. ~~Be non-sectarian.~~
- C. ~~Charge no tuition or fees except those fees charged by other public schools.~~
- D. ~~Meet health and safety standards of regular schools.~~
- E. ~~Conduct background screenings and employment history checks on candidates for employment as required by law.~~
- F. ~~Disclose to the District the name of employees who are related to the owner, board of directors, president, school administrator or other person with decision-making authority at the charter school.~~
- G. ~~Publish an annual progress report.~~
- H. ~~Submit a monthly financial report to the School District.~~
- I. ~~Provide an annual financial audit similar to that of the School District to the School Board.~~
- J. ~~Analyze and compare student performance.~~
- K. ~~No single organization may operate more than one elementary, one middle, and one senior high school.~~
- L. ~~Comply with Florida Statutes applicable to public schools as they relate to civil rights, student health, safety, welfare, maximum class size, public records, public meetings, public inspections, and penalties.~~

IV. ~~Student Eligibility~~

- A. ~~Participation and attendance of any student in a charter school is voluntary. If a public school converts to a charter school, parents may request nonparticipation and receive an assignment to a public school.~~

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- ~~B. All students attending a public school which converts to a charter school will be eligible to attend.~~
- ~~C. All students are eligible for participation. Students who are at risk of academic failure, as defined in the statute, shall be a priority. Equal opportunity shall be provided for exceptional education students and limited English proficient students.~~

~~V. Charter School Boundaries~~

~~A charter school shall be open to any student residing in the school district.~~

~~VI. Student Selection for Charter Schools~~

- ~~A. When a public school converts to charter status, enrollment preference shall be given to students who would have otherwise attended that public school.~~
- ~~B. The charter school shall enroll a student who submits a timely application.~~
- ~~C. If the number of eligible students exceeds the capacity of the program, class, grade level or building, a random selection of students will be made.~~

~~VII. Student Assessment~~

~~The charter school must implement a program to assess student achievement. At a minimum, the school must participate in State and local testing programs established to comply with the State wide assessment program and District required evaluations. The District will coordinate the administration of these instruments and will charge the school on an actual cost basis for this service.~~

~~VIII. Student Records~~

~~The charter school must maintain both active and archival records for current/former students. The District will assist the school in establishing appropriate record formats. All permanent (Category A) records of students leaving the school, whether by graduation, transfer to the public school system, or withdrawal to attend another school, must be transferred to the school system in accordance with State law. Records of student progress~~

CHAPTER 3.00 - SCHOOL ADMINISTRATION

~~(Category B) must be transferred to the school system if the student is returning to Suwannee County Public Schools.~~

~~IX. FTE Reporting~~

~~Funding for a charter school is based on the number of full-time equivalent (FTE) students; therefore, it is essential that records of student attendance be maintained in a format consistent with State reporting requirements. The District will assist the charter school in establishing mechanisms for reporting FTE. The charter school will, however, be fully responsible for collecting and maintaining accurate and appropriate records and for reporting attendance in a timely manner to the District.~~

~~X. Withdrawal and Transfer of Students~~

- ~~A. Parents may withdraw a student from a charter school at any time. The student either will return to the home school or to a school with an appropriate program, or, if the home school is the charter school, to a school agreed upon by the parent and the District.~~
- ~~B. Charter schools may not withdraw or transfer a student involuntarily, unless the withdrawal or transfer is accomplished through established administrative procedures under present Board policy used by public schools.~~

~~XI. Transportation and Food Services~~

- ~~A. Transportation and food services are the responsibility of charter schools, and must be provided according to District, State, and Federal rules and regulations.~~
- ~~B. A charter school may contract with the school District for transportation and/or food service, or may contract with a private provider.~~

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~~XII. Application for Charters~~

- ~~A. Applications must be in compliance with the Application for Charter Schools format.~~
- ~~B. The School Board shall receive and review all completed applications for a charter school received on or before August 1, the final application window period. The School Board shall by a majority vote of the full Board approve or deny a formal application no later than 60 days after receiving the completed application during the submission period, following a public hearing to ensure community input.~~
- ~~C. The sponsor has 30 days after approval of the application to provide an initial proposed charter contract to the charter school. The applicant and the sponsor have 40 days thereafter to negotiate and notice the charter contract for final approval by the sponsor unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least 7 calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the sponsor.~~
- ~~D. If the Board denies an application for a conversion charter, the Board shall provide notice of denial to the applicant in writing within 30 days after the meeting at which the Board denied the application. The notice must specify the exact reasons for denial and must provide documentation supporting those reasons.~~

~~XIII. Facility~~

~~It is the responsibility of the applicant to have an appropriate facility consistent with all applicable Florida Statutes or provide evidence that one will be available for the beginning of the school year, consistent with the beginning day for students as listed on the approved public school calendar.~~

CHAPTER 3.00 - SCHOOL ADMINISTRATION

~~XIV. Financial Status~~

~~If a deteriorating financial condition is identified, the School District shall notify the governing board of the charter school within seven (7) business days. The governing board and District shall develop a corrective action plan and submit the plan to the Commissioner of Education within thirty (30) business days after notifying the charter school.~~

~~XV. Funding~~

~~Funding for student enrollment in a charter school shall be the sum of District operating funds from the Florida Education Finance Program, including gross state and local funds, discretionary lottery funds, and discretionary operating millage funds divided by total district funded, weighted, full-time equivalent students times the weighted full-time equivalent students of the particular charter school. Charter schools, if eligible, shall also receive their proportionate share of categorical program funds included in the Florida Education Finance Program.~~

- ~~A. Any eligible student enrolled in a charter school shall be provided federal funds for the same level of service provided other eligible student in the schools operated by the School Board.~~
- ~~B. Total funding shall be recalculated during the school year to reflect actual weighted FTE students reported by the charter school during the FTE student survey period.~~
- ~~C. A charter school shall not levy taxes or issue bonds secured by tax revenue.~~
- ~~D. Any administrative fee charged by the School District for a charter school shall be limited to no more than the actual cost of administering the contract or five percent of available charter school funds, whichever is less.~~
- ~~E. When a charter is not renewed or terminated, any unencumbered funds from the charter school shall revert to the School Board. In that event, all School Board property and improvements, furnishings, and equipment purchased~~

CHAPTER 3.00 - SCHOOL ADMINISTRATION

~~with public funds shall revert automatically to full ownership by the School Board.~~

- ~~F. If a charter is not renewed or is terminated, the governing body of the charter school is responsible for all debts of the charter school.~~
- ~~G. Payment shall be made to the charter school no later than thirty (30) working days after receipt of an invoice. Payment shall be on a monthly basis in arrears based upon the estimated number of FTE students in membership during the FTE survey periods. The final payment during any fiscal year shall be adjusted to reflect the number of actual FTE students in membership during the FTE survey periods.~~

~~XVI. Insurance and Indemnification~~

~~The governing body and employees of a charter school are governed by Section 768.28, Florida Statutes. In accordance with Section 768.28, the governing body and employees of charter schools shall be liable for tort claims in the same manner and to the same extent as a private individual under like circumstances, but liability shall not include punitive damages or interest for the period before the judgment. The governing body and employees of charter schools shall not be liable to pay a claim or judgment by any one person which exceeds the sum of \$200,000 or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the charter school arising out of the same incident or occurrence, exceeds the sum of \$300,000, subject the amount set forth in sovereign immunity caps as set forth in 768.28, F.S.~~

~~The School Board of Suwannee County, Florida, will not be held liable for any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind of nature including, but not by way of limitation, attorney's fees and court costs arising out of injury to persons or damage to property arising out of any injury to persons or property damage as a result of the negligence of the charter school or its agents, employees, invitees, or~~

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~~contractors. The charter school must maintain appropriate Commercial General Liability Insurance, Automobile Liability Insurance, Workers' Compensation Insurance and Professional Liability Insurance. The School Board of Suwannee County, Florida must be listed as additional named insured on these policies.~~

~~XVII. Students Rights, Discipline, and Safe Learning Environment~~

~~Applicants must describe, in writing, the charter schools' rules applicable to student rights, discipline, and safe learning environment.~~

~~XVIII. Employees of Charter Schools~~

~~A charter school shall select its own employee and implement employees labor and other relations pursuant to the requirements of 228.056, Florida Statutes. A charter school may contract with the sponsor for the services of employees by the sponsor.~~

~~XIX. Technical Assistance~~

- ~~A. It is the responsibility of the applicant to request technical assistance, in writing, from the Florida Department of Education. The School Board will provide application assistance to the extent feasible and, within present resources, consistent with assistance provided to other contractors.~~
- ~~B. The rule is intended to be consistent with 1002.33, Florida Statutes. All other conditions, issues and procedures shall be in adherence with the Charter school legislation, intent and statute.~~
- ~~C. The charter schools law is incorporated herein by reference and made a part of this Board rule.~~
- ~~D. The Application for Charter Schools format is incorporated by reference in this rule.~~

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~~XX. Selection of Charter Schools~~

- ~~A. A public announcement will be made at least sixty (60) working days prior to the due date for applications for charter schools which intend to operate during the next school year. Applications, including instructions for obtaining technical assistance, will be provided to all requesters.~~
- ~~B. All completed applications must be received in the appropriate District Office on August 1, no later than 5:00 P.M. All applications will be stamped with the date and time when they are received. Applications received after the prescribed due date may not be considered for a charter for the next school year.~~
- ~~C. A committee shall review all applications and make recommendations to the School Board. The School Board must, by a majority vote, approve or deny all applications no later than sixty (60) days after the application is received.~~
- ~~D. The review committee shall be comprised of at least the following persons: Superintendent, or designee; district level administrator, and school level administrator.~~
- ~~E. The committee shall review all applications and, by majority vote, make a recommendation for acceptance or denial of each application.~~
- ~~F. All applications will be submitted to the School Board with an explanation of acceptance or denial, including the committee vote.~~
- ~~G. The School Board will vote on all applications.~~
- ~~H. Procedures for appealing the School Board's decision to deny an application for a Charter School are set forth in Florida Statutes and State Board of Education Administrative Rules.~~

F.S. 1002.33 gives the School Board the authority to sponsor a charter school within the county over which it has jurisdiction. The Board designates the Superintendent to receive and review all charter applications. The Superintendent shall recommend to the Board the approval or denial of each charter application

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and contract. The Board shall have final authority, by majority vote, to approve or deny any application and charter contract.

Approved charter schools are public schools and shall receive goods and services from the Board as required by law and/or specified through a separate contract with the Board.

If approved, the initial charter shall be for terms as set forth in state law. The Board may renew charters under the conditions and for terms as set forth in State law.

In addition, a charter school that satisfied the requirements set forth in State law for designation as a high-performing charter school may receive a modification of its term to 15 years or a 15 year charter renewal. The charter may be modified or renewed for a shorter term at the option of the high-performing charter school.

The Board and charter school operator shall enter into a charter that is based upon the Model Charter School Contract as adopted by the State Board.

The Board, as sponsor, shall perform the duties provided in F.S. 1002.345. The sponsor may choose not to renew or may terminate the charter for any of the following grounds:

- A. failure to participate in the Florida's education accountability system or failure to meet the requirements for student performance as specified in the charter;
- B. failure to meet generally accepted standards of fiscal management;
- C. violation of law;
- D. material breaches of the charter, as described in State law; and/or
- E. other good cause shown.

A charter may be terminated immediately if the sponsor determines that good cause has been shown or the health, safety, or welfare of the students is threatened.

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The sponsor shall notify in writing the charter school's governing body, the charter school principal and the Department of Education if a charter is immediately terminated. The sponsor shall clearly identify the specific issues that resulted in immediate termination and provide evidence of prior notification of issues resulting in the immediate termination when appropriate.

Upon initial notification of nonrenewal, closure, or termination of its charter, a charter school may not expend more than \$10,000 per expenditure without prior written approval from the sponsor unless such expenditure was included within the annual budget submitted to the sponsor pursuant to the charter contract, is for reasonable attorney fees and costs during the pendency of any appeal, or is for reasonable fees and costs to conduct an independent audit.

An independent audit shall be completed within 30 days after notice of nonrenewal, closure, or termination to account for all public funds and assets.

A provision in a charter contract that contains an acceleration clause requiring the expenditure of funds based upon closure or upon notification of nonrenewal or termination is void and unenforceable.

A violation of this paragraph triggers a reversion or clawback power by the sponsor allowing for collection of an amount equal to or less than the accelerated amount that exceeds normal expenditures. The reversion or clawback plus legal fees and costs shall be levied against the person or entity receiving the accelerated amount.

Application Procedure

Potential applicants should send letters notifying the Board of their intent to submit an application to sponsor a public charter school not later than July 1st. Such correspondence should be directed to the Superintendent's office.

Failing to send the letter of intent will in no way negatively impact a potential sponsor's application.

Applications for a public charter school will be accepted during regular business hours with a submission deadline of August 1st, by 4:45 p.m. If the submission deadline falls on a non-business day, the deadline shall be postponed to 4:45 p.m. on the next business day. Applications may be mailed or hand delivered but receipt by the Board must be on or before the deadline.

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An applicant may submit a draft charter school application on or before May 1st with an application fee of \$500. If a draft application is timely submitted, the sponsor shall review and provide feedback as to material deficiencies in the application by July 1st. The applicant shall then have until August 1st to resubmit a revised and final application. The sponsor may approve the draft application.

The following pertains to the submission of an application:

- A. An individual, teachers, parents, a group of individuals, a municipality, or a legal entity organized under the laws of this State anticipating submission of an application are urged to contact the Superintendent's Office for assistance prior to completion of their applications.
- B. Charter school applicants must participate in training provided by the Florida Department of Education (FLDOE) after approval of an application, but at least 30 days before the first day of classes at the charter school.
- C. The Board and/or any of its designees shall not take unlawful reprisal against another Board employee because that employee is either directly or indirectly involved with a charter school application.
- D. Applicants must submit an application on FLDOE's Model Florida Charter School Application template and forms.
- E. The Board shall not charge any fees for processing or consideration of a charter school application. The Board's approval of a charter shall not be predicated on the promise of any future pay of any kind.
- F. The applicant and Board may mutually agree, in writing, to extend the statutory timeline to consider the charter application. Such agreement shall detail the extension date or timeframe.

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2. The charter school will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case students will be admitted through a random selection process.
3. The charter school will adhere to the antidiscrimination provisions of F.S. 1000.05.
4. The charter school will adhere to all applicable provision of State and Federal law relating to the education of students with disabilities, including the Individuals with Disabilities Education Act; section 504 of the Rehabilitation Act of 1974; and Title II of the Americans with Disabilities Act of 1990.
5. The charter school will adhere to all applicable provisions of Federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.
6. The charter school will participate in the Statewide assessment program created under F.S. 1008.22.
7. The charter school will comply with Florida statutes relating to public records and public meetings, including F.S. Chapter 119 and 286.011 which are applicable to applicants even prior to being granted a charter.
8. The charter school will obtain and keep current all necessary permits, licenses and certifications related

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to fire, health and safety within the building and on school property.

9. The charter school will provide for an annual financial audit in accordance with F.S. 218.39.

C. Proposed Contracts for Services

Applicants anticipating a request for school food service or other services from the District must include a proposed contract for that service.

Application Evaluation Process

A. The District shall receive and review all applications using an evaluation instrument developed by the FLDOE.

B. The Board shall evaluate all timely applications as submitted. During the evaluation process, 1) applications cannot be amended and 2) missing documentation and unsolicited information will not be accepted or considered. However, as required by law, the Board shall allow the applicant, upon receipt of written notification, seven calendar days to make technical or nonsubstantive corrections and clarifications, including, but not limited to corrections of grammatical, typographical, and like errors or to add missing signatures, if such errors are identified as cause to deny the application.

C. The Board shall deny any application that does not comply with the statutory requirements and/or Board's instructions for charter school applications.

D. Additional Information

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1. The Board may solicit information regarding 1) history and background of individual applicants and/or founding/governing boards and its individual members including, but not limited to, a demonstration of the professional experience or competence of those individuals or organizations applying to operate the charter school or those hired or retained to perform professional services; and 2) the description of clearly delineated responsibilities and the policies and practices needed to effectively manage the charter school. A description of internal audit procedures and establishment of controls to ensure that the financial resources are properly managed must be included. This information may be used to evaluate the applicant's ability to operate a charter school.
2. The Board may solicit additional information during the review and evaluation of the charter school application such as whether the applicant currently operates charter schools in Florida and if the proposed school will be a replication of an existing school design. This information may be used to evaluate the applicant's ability to operate a charter school.
3. The applicant may provide evidence of prior experience in establishing and operating public charter schools. Evidence of prior experience and success in establishing and operating charter schools shall be weighed in making a determination to recommend approval or denial of an application.

E. Application Review Committee (ARC)

CHAPTER 3.00 - SCHOOL ADMINISTRATION

The purpose of this committee is to identify deficiencies in the written application and/or areas that require clarification to fully evaluate the quality of the application or the capacity of the group to properly implement the proposed plan.

The ARC shall be comprised of District staff and other appropriate personnel.

Applicants are given an opportunity to make a presentation to the ARC no more than 30 minutes in length.

Applicants shall be notified and requested to attend an interview. The applicant shall have the governing board members present.

The ARC shall make a recommendation to the Superintendent to approve or deny each application.

All applications will be submitted to the Board by the Superintendent with a recommendation for approval or denial no later than 60 calendar days after the application is received, unless the applicant and the District mutually agree, in writing, to postpone the vote to a specific date, at which time the Board shall approve or deny the application.

An application submitted by a high-performing charter school that has satisfied the requirements set forth in State law for such designation may be denied by the Board only if the Superintendent demonstrates by clear and convincing evidence that the application failed to meet one (1) or more of the criteria set forth in F.S. 1002.33(6)(b)(3)(b):

CHAPTER 3.00 - SCHOOL ADMINISTRATION

1. The application does not materially comply with the requirements set forth in F.S. 1002.33(3)(a).
2. The charter school proposed in the application does not materially comply with the requirements in F.S. 1002.33(9).
3. The proposed charter school's educational program does not substantially replicate that of the applicant's high-performing charter school.
4. The applicant has made a material misrepresentation or false statement or concealed an essential or material fact during the application process.
5. The proposed charter school's educational program and financial management practices do not materially comply with the requirements of F.S. 1002.33.

If the Board denies an application submitted by a high-performing charter school, the specific reasons, based upon the criteria set forth in F.S. 1002.33(3)(b), for the denial shall be provided in writing to the applicant and the Department of Education within ten calendar days after such denial.

Appeal of a Decision to Deny an Application

Pursuant to State law, an applicant may, no later than 30 calendar days after receiving the Board's final order denying an application or upon the Board's failure to act on an application, appeal the Board's decision to the State Board of Education. The applicant shall notify the Board of the appeal.

Such appeals shall be conducted in accordance with F.S. 1002.33(6), and applicable State Board rules.

In accordance with State Board rule, the State Board of Education shall by majority vote accept or reject the decision of the Board no later than 90 calendar

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days after the appeal is filed. The State Board of Education shall remand the application to the sponsor with its written decision that the sponsor approve or deny the application. The sponsor shall implement the decision of the State Board of Education. The decision of the State Board of Education is not subject to the provisions of the Administrative Procedure Act.

If the Board denies an application submitted by a high-performing charter school, the Board shall, within ten calendar days after such denial, state in writing the specific reasons, based upon the criteria in F.S. 1002.33 supporting its denial of the application and must provide the letter of denial and supporting documentation to the applicant and to the department. The applicant may appeal the Board's denial of the application directly to the State Board of Education pursuant to F.S. 1002.33.

Appeal of a Proposed Termination or Nonrenewal of a Charter

At least 90 days prior to renewing or terminating a charter, the Board shall notify the charter school's governing board in writing of its proposed action. The notice shall state in reasonable detail the grounds for the proposed action and stipulate that the charter school's governing board may, within 14 calendar days after receiving the notice, request a hearing. The hearing shall be conducted at the sponsor's election by the Board within 60 days after the request for a hearing. The hearing shall be conducted in accordance with F.S. 120.569 and 120.57. The Board shall decide the matter by majority vote. The outcome of the Board's vote shall be issued as a final order, and recorded as such.

The final order shall state the specific reasons for the Board's action and shall be provided to the charter school's governing board and the Department of Education no later than ten calendar days after it is issued. The charter school's governing board may, within 30 calendar days after receiving the Board's final order, appeal the decision pursuant to F.S. 120.68.

A charter may be terminated immediately if the Board sets forth in writing the particular facts and circumstances indicating that an immediate and serious danger to the health, safety, or welfare of the charter school's students exists. The Board's determination is subject to the procedures set forth in F.S. 1002.33 (8)(b) and (c), except that the hearing may take place after the charter has been terminated. The Board shall notify in writing the charter school's governing board, the charter school principal, and FLDOE if a charter is terminated immediately. The Board shall clearly identify the specific issues that resulted in the immediate termination

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and provide evidence of prior notification of issues resulting in the immediate termination when appropriate. Upon receiving written notice from the Board, the charter school's governing board has ten calendar days to request a hearing. A requested hearing must be expedited and the final order must be issued within 60 days after the date of request. The Board shall assume operation of the charter school throughout the pendency of the hearing unless the continued operation of the charter school would materially threaten the health, safety, or welfare of the students.

Charter Contract and Contract Negotiation Process

A standard charter contract shall be consistent with this policy and approved by the Superintendent to be used as the basis for all charters approved under this policy. All contracts and contract amendments, as approved by the Superintendent, must be presented to the Board for approval. The charter contract must contain all information set forth in the Florida Model Charter Contract Format (Form IEPC-M3) prescribed by the FLDOE.

A. Initial Charter Contract

1. Initial contract shall be for a term of four or five years unless a longer term is specifically required by law.
2. Before a recommendation regarding whether or not the Board should approve an initial contract, evidence of the following shall be provided:
 - a. Evidence of a proper legal structure (e.g., articles of incorporation, bylaws, municipal charter). The applicant shall be a not for profit organized pursuant to F.S. Chapter 617.

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b. Except for virtual charter schools, actual location and evidence that a facility has been secured for the term of the charter, or a deadline for submitting evidence that a facility has been secured for the term of the charter is included in the charter. Evidence should include, but is not limited to:

1) letter of intent from the landlord or mortgagee indicating property usage and term of occupancy,

2) executed lease or certificate of occupancy, and/or

3) use or occupational license indicating proper use.

All facilities must meet the requirements set forth in F.S. 1002.33.

B. Charter Contract Negotiations

1. The Board shall have 30 days to provide an initial proposed charter contract to the charter school. The applicant and the Board shall have 40 days thereafter to negotiate and notice the charter contract for final approval by the Board unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least seven calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the Board. The Department of Education shall provide mediation services for any dispute regarding this section subsequent to the approval of a charter application

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2. In the event that the statutory timeline to negotiate and enter into a charter contract is extended, the applicant shall update its charter school application prior to resuming negotiations with regard to: (1) updated budget; and (2) applicable application revisions necessitated by the delay.

3. The application shall be automatically rescinded, without further action by the Board, if the applicant does not enter into contract negotiations or open the school within: (1) the timeframe specified by law, or (2) the date of extension which has been mutually agreed upon in writing by both parties.

4. Unless extended pursuant to this policy, an approved applicant shall open its charter school at the beginning of the Board's next school year following the approval of the charter school application. At the written request of the applicant and at the Board's sole discretion, the Board may allow an applicant with an approved charter school application to defer the opening of its charter school for one school year following the opening date specified in the approved approval of its charter school application. In the event that the opening of the approved applicant's charter school is deferred, the applicant shall update its charter school application prior to the opening of the charter school with regard to: (1) updated budget; and (2) applicable application revisions.

5. An approved contract shall be automatically revoked, without further action by the Board, if the applicant does not open the school within:

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- a. on the first day of school of the initial school year indicated in the contract, or
- b. the first day of the school year indicated in the approved deferral.

D. Charter Contract Amendments/Modifications

- 1. A charter may be modified during its initial term or any renewal term upon the recommendation of the Board or the charter school's governing board and the approval of both parties to the agreement. All modifications must be mutual and in writing. Unilateral modification made by the charter school is grounds for termination or non-renewal.
- 2. Modifications may be considered by the Board for a number of reasons, which may include, but is not limited to, protect the health, safety, or welfare of the students.
- 3. All contract amendment requests shall be submitted in writing to the Superintendent's Office by an authorized agent of the charter school. Additional information or documentation may be requested for consideration of any amendment requests.
- 4. The charter school shall provide evidence of governing board approval for all proposed amendments (e.g., governing board resolution, governing board meeting minutes).
- 5. Requirements for Amendment Requests

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a. Education Program Amendments

Significant changes in the curriculum or changes in grade levels constitute a change in the educational program and shall require an amendment that is mutually acceptable and approved by both parties. Requests for such amendments shall include the following information and supporting documentation:

- 1) justification for change
- 2) effective date of the change
- 3) evidence that financial implications, feasibility, and student access issues have been addressed, including provisions for all required resources, staff, and materials
- 4) evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall notify the sponsor of any increase in enrollment by March 1st of the school year preceding the increase. The written notice shall specify the grade levels that will be added.

b. Location Amendments

- 1) Changes in locations or addition of location (i.e., relocation, secondary campus, satellite locations) shall include

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the following information and supporting documentation:

- a) description of location, including identification as permanent or temporary
-
- If the relocation will be temporary, the request shall include the period of time during which the school will be at the temporary location.
- b) effective date of the relocation
- c) evidence that financial implications, feasibility, and student access issues have been addressed
- d) evidence of parental support for the new facility
- e) evidence of the school's property interest in the facility (owner or lessee)
- f) a disclosure affidavit in accordance with F.S. 286.23, if the school leases the facility
- 2) Nothing in this policy or State law obligates the Board to agree to an increase in the number of facilities, campuses, and/or locations associated with a charter school's operations.

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- 3) The charter school shall not change or add facilities or locations at any time during the term of this charter contract without prior approval of the Board through the contract amendment process. Violation of this provision constitutes a unilateral amendment or modification of this contract and good cause for termination.

- 4) If the request for a location amendment involves a facility in which other schools are operating, the names of the school(s), the grade levels, number of classrooms, number of students in each class, and the number of students enrolled in each school shall be included in the request, in addition to the information and documentation described in paragraphs a and b above.

- 5) No later than 30 days prior to the opening of schools or the initial use of the facility by the school, the school shall have an approved contract and evidence of all necessary permits, licenses, zoning, use approval, facility certification and other approvals required for use of the facility by the local government.

c. Enrollment Capacity Amendments

Changes to enrollment capacity after the established date for enrollment projections shall include the following information and supporting documentation:

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- 1) justification for change
- 2) effective date of the change
- 3) evidence of proper facility approvals and/or allowable facility capacity
- 4) evidence that financial implications, feasibility, and student access issues have been addressed
- 5) evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall be required to notify the Board in writing by March 1st of its intent to increase enrollment the following school year. The written notice shall specify the amount of the enrollment increase.

6. When a contract is amended or renewed, it shall be updated to comply with this policy and the current standard charter contract.

Pre-Opening Requirements

No later than 15 days prior to the initial use of the facility by the school, the school shall have an approved contract and provide evidence of all necessary permits, licensing, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. Failure to comply shall result in automatic rescission of the contract, with no further action by the Board.

School Governance/Management

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A. Charter schools shall organize or be operated by a non-profit organized pursuant to F.S. Chapter 617, a municipality, or another public entity, as provided by law.

B. Charter School's Governing Board Requirements

1. The charter school's governing board shall be solely responsible for the operation of the charter school which includes, but is not limited to, school operational policies; academic accountability; and financial accountability.

As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as the parental involvement representative may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the governing board in this capacity. If the governing board oversees more than one charter school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website.

The charter school's governing board shall hold at least two public meetings per school year in the District. The meetings must be noticed, open, and accessible to the public and attendees must be

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provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative to facilitate parental involvement and the principal or director or his/her equivalent must be physically present at each meeting.

2. Governing board members must:
 - a. notify the Board of changes in membership within 72 hours of change;
 - b. successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.
3. Governing board members must develop and approve by-laws that govern the operations of the governing board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-making of the charter school as it regarding curriculum, financial management, and internal controls.
4. Governing board members must not be an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.
5. An employee of the charter school, or his/her spouse, or an employee of a charter management organization, or his/her spouse, may not be a member of the governing board of the charter school.

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6. Governing board members must participate in the FLDOE sponsored charter school governance training to ensure that each governing board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A-6.0784:
 - a. Each governing board member must complete a minimum of four hours of instruction focusing on Government in the Sunshine, conflicts of interest, ethics, and financial responsibility as specified in F.S. 1002.33(9)(k). After the initial four hour training, each member is required, within the subsequent three years and for each three year period after that to complete a two hour refresher training on the four topics above in order to retain his/her position on the charter school board. Any member who fails to obtain the two hour refresher training within any three year period must take the four hours of instruction again in order to remain eligible as a charter school board member.
 - b. New members joining a charter school board must complete the four hour training with 90 days of appointment to the governing board.
7. Dispute Procedures (Board versus Charter School Governing Board)
 - Application, nonrenewal and termination decisions are not subject to this dispute resolution process and must follow the procedures in F.S. 1002.33, Board policy, and the charter contract. Nothing contained herein shall operate to limit a charter school's rights

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to utilize the dispute resolution procedures set forth in F.S. 1002.33.

- a. The Board and the charter school agree that the existence and the details of a dispute notwithstanding, both parties shall continue without delay their performance under the charter contract, except for any performance, which may be directly affected by such dispute.
- b. Either party shall notify the other party that a dispute exists between them. The notification shall be in writing and shall identify the article and section of the contract that is in dispute and the grounds for the position that such article and section is in dispute. The matter shall be immediately submitted to the Board and the charter school's director for further consideration and discussion to attempt to resolve the dispute.
- c. Should the representatives named in paragraph b above be unable to resolve the dispute within ten days of receipt of written notification by one to the other of the existence of such dispute, then the matter may be submitted by either party to the Superintendent and to the school's governing board chair for further consideration and discussion to attempt to resolve the dispute.
- d. Should the parties still be unable to resolve their dispute within 30 days of the date of receipt of written notification by one to the other of the existence of such dispute, then either party may proceed with utilizing the dispute resolution procedures set forth in F.S. 1002.33.

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- 8. Conflict Resolution (Charter School versus Parents/Legal Guardians, Employees, and Vendors)**
 - a. All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board.**
 - b. Evidence of each parent's acknowledgement of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.**
 - c. All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.**
 - d. All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.**
 - e. The Board shall be provided with the name and contact information of the parties involved in the charter school's conflict resolution process. The Board shall be notified immediately of any change in the contact information.**

C. Management Companies

- 1. If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for**

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review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten days before any payment is made to any of the entities.

2. Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.
3. All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must comply with terms as stated in the charter contract between the charter school and the Board. Any default or breach of the terms of the charter contract by the management company(ies) shall constitute a default or breach of the charter contract by the charter school.
4. Neither employees of the management company nor "relatives" of the management company's employees as defined in F.S. 1002.33 shall serve on the charter school's governing board or serve as officers of the corporation.

Employees of Charter Schools

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A charter school shall employ or contract with employees who have undergone background screening as provided in F.S. 1012.32. Members of the governing board of the charter school shall also undergo background screening in a manner similar to that provided in F.S. 1012.32. A charter school may not enter into a contract with an employee that exceeds the term of the school's charter contract with its sponsor.

A charter school shall disqualify instructional personnel and school administrators, as defined in F.S. 1012.01, from employment in any position that requires direct contact with students if the personnel or administrators are ineligible for such employment under F.S. 1012.315.

Charter school personnel may not appoint, employ, promote, or advance any relative, or advocate for appointment, employment, promotion, or advancement of any relative to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control. An individual may not be appointed, employed, promoted, or advanced in or to a position in a charter school if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or exercise jurisdiction or control over the charter school and who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by the governing board of which a relative of the individual is a member. For purposes of this policy, the definition of relative shall be as it is defined in F.S. 1002.33(24)(a)(2).

Full disclosure of the identity of all relatives employed by the charter school shall be in accordance with F.S. 1002.33.

The governing board of a charter school shall adopt policies establishing standards of ethical conduct for instructional personnel and school administrators.

The policies must require all instructional personnel and school administrators, as defined in F.S. 1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under F.S. 39.203 and 768.095.

A charter school, or any of its employees, may not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination.

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based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide instructional personnel or school administrators with employment references or discuss the personnel's or administrators' performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct. Any part of an agreement or contract that has the purpose of effect of concealing misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced.

Before employing instructional personnel or school administrators in any position that requires direct contact with students, a charter school shall conduct employment history checks of each of the personnel's or administrators' previous employer(s), screen the instructional personnel or school administrators through use of the educator screening tools described in F.S. 1001.10(5) and document the findings. If unable to contact a previous employer, the charter school must document efforts to contact the employer.

The sponsor of a charter school that knowingly fails to comply with this paragraph shall terminate the charter under subsection (8) (F.S. 1002.33(g)).

School Operations

- A. The Board shall not impose any policies or practices to limit charter school enrollment except as may be permitted in accordance with State law.

- B. The Board may document, in writing, any discrepancies or deficiencies--whether fiscal, educational, or related to school climate--and the steps and timelines for correction and additional monitoring. At a minimum, copies will be provided to the charter school's governing board chair, charter school principal and appropriate Board staff.

- C. The charter school shall obtain the appropriate facility capacity approvals from the jurisdictional authority where the facility is located (i.e., county, municipality, or both). The Board, at its discretion, may accept a letter from the

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architect of record specifying the capacity if the capacity is not provided by the facility's jurisdictional authority. The Board may withhold monthly payments for FTE that exceed capacity specified by the charter contract or approved facility capacity.

D. The charter school's calendar will be consistent with the beginning of the Board's calendar for the first school year and must provide instruction for the minimum number of days and minutes required by law for other public schools. Should the charter school elect to provide a summer program or year-round school, the charter school shall notify the Board, in writing, each year to ensure appropriate record keeping.

E. Student Code of Conduct, Student Handbooks, and Parent Contracts

1. Only the Board may expel a student.
2. The charter school may follow the Board's Student Code of Conduct or an alternate code of conduct approved by the Board. The Board shall be provided a copy of an approved alternate student code of conduct annually. Evidence of governing board approval is required for amendments.
3. Any student/parent handbooks and parent contracts shall also be submitted to the Board after approval by the governing board.
4. The charter school may be required to provide proof of parent/guardian's receipt of student code of conduct, handbook, or parent contract.

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F. Charter School Student Transfers

The process for student transfers can be found in Policy 5131.

G. Food Service and Transportation

Transportation and food services are the responsibility of the charter school. These services must be provided according to District, State, and Federal laws, rules, and regulations.

H. Facility Leases

1. If a charter school will be leasing or subleasing a facility, the contract(s) between the charter school and landlord or sub-lessor shall be submitted to the Board for review.
2. Any amendments to the lease shall be submitted to the Board for review prior to execution, by the charter school.
3. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.
4. Any default or breach of the terms of the lease by the lessor/sub-lessor may constitute a default or breach of the charter contract by the charter school.

I. Academic Accountability

1. The Superintendent or designee shall have ongoing responsibility for monitoring all approved charter

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schools with regard to the charter school's progress towards achieving the goals established in the charter. The Superintendent shall have access to the charter school at all times.

2. The Board shall monitor adherence to the educational and related programs as specified in the approved application, charter, curriculum, instructional methods, any distinctive instructional techniques to be used, reading programs and specialized instruction for students who are reading below grade level, compliance with State standards, assessment accountability, and achievement of long- and short-term goals. An analysis comparing the charter school's standardized test scores to those of similar student populations attending other public schools in the District will also be conducted.
3. The charter school shall make annual progress reports to the Board.

 - a. In the event a charter school earns a grade of "D" or "F" the Director and a representative of the governing board of the charter school shall appear before the Board to present information concerning each contract component having noted deficiencies and shall prepare and submit to the Board for approval a proposed School Improvement Plan to raise student achievement. The proposed School Improvement Plan must meet the requirements set forth in State law. The charter school shall implement the proposed School Improvement Plan once approved by the Board.

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b. If a charter school earns three consecutive grades of "D," two consecutive grades of "D" followed by a grade of "F," or two nonconsecutive grades of "F" within a three year period, the charter school governing board shall take corrective action as set forth in F.S. 1002.33. The corrective action must be implemented in the school year following receipt of a third consecutive grade of "D," a grade of "F" following two consecutive grades of "D," or a second nonconsecutive grade of "F" within a three year period. If the charter school does not improve by at least one letter grade after two full school years of implementing the corrective action, the charter school must select and implement a different corrective action in accordance with F.S. 1002.33. If the charter school does improve by at least one letter grade, it is no longer required to implement the corrective action; however, the charter school must continue to implement strategies identified in the School Improvement Plan.

c. Upon publication by the FLDOE or Board of the list of charter schools that meet the criteria set forth in paragraphs I.3.a. and b. above, the Board shall notify, in writing, each charter school in the District that appears on the list that it is required to submit a School Improvement Plan and to appear before the Board. Pursuant to State Board rule, such notification may be delivered electronically, provided there is proof of receipt.

The notification shall include the following:

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- 1) The date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school governing board shall appear before the Board. For purposes of this requirement, "director" shall mean charter school director, principal, chief executive officer or other management personnel with similar authority. The appearance shall be no earlier than 30 calendar days and no later than 90 calendar days after the Board's notification is received by the charter school.
 - 2) The date by which the charter school must submit its proposed School Improvement Plan to the Board for review by staff, which shall be no earlier than 30 calendar days after notification from the Board is received by the charter school.
 - 3) Whether the charter school is required to select a corrective action.
- d. The Board shall notify the charter school, in writing, within ten calendar days of its decision to approve or deny the School Improvement Plan.
- 1) The Board may deny a School Improvement Plan if it does not meet the requirements of State law. If denied, the Board shall provide the charter school, in writing, the specific reasons for denial and the timeline for its resubmission.

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- 2) Either the charter school or the Board may request mediation pursuant to State law if the parties cannot agree on a School Improvement Plan.

- e. As required by State law, the Board will review the School Improvement Plan annually to monitor the charter school's continued improvement.
 - 1) The Director and a representative of the governing board of the charter school shall appear before the Board at least once per year to present information regarding the progress of intervention and support strategies implemented by the charter school pursuant to the School Improvement Plan and, if applicable, to review the corrective actions taken pursuant to I.2.c below.

 - 2) At the meeting, the Board will identify the services that the District will provide to the charter school to assist the charter school in addressing its deficiencies, and following the meeting, these services will be communicated, in writing, to the director.

 - 3) A charter school that improves at least one letter grade is not required to submit a new School Improvement Plan but must continue to implement the strategies identified in the approved School Improvement Plan and continue to report annually to the Board. The Board shall

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notify, in writing, each charter school implementing a School Improvement Plan of the requirement to appear before the Board to present information regarding the progress of the approved School Improvement Plan. The notification shall include the date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school shall appear.

f. The Board shall terminate the charter if the charter school earns two consecutive grades of "F," unless one of the exceptions set forth in State law is applicable.

g. The laws applicable to School Improvement Plans and corrective actions do not limit the Board's authority to terminate the charter at any time in accordance with State law.

4. Exceptional Student Education (ESE)

a. The Board is the Local Educational Agency (LEA) for all charter schools.

ESE students will be educated in the least restrictive environment. The charter school shall ensure that ESE students are provided with programs and services implemented in accordance with Federal, State, and local policies and procedures and specifically, the IDEA, Section 504 of the Rehabilitation Act of 1973, and other related statutes and State Board of Education rules. If an IEP team determines that the charter school cannot meet the needs of

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an ESE student, the charter school and the Board agree to provide the ESE student with the appropriate placement as determined by the IEP team in accordance with State and Federal law.

- b. The Board shall provide ESE administration services to charter schools which shall be set forth in more detail in the charter.
- c. With respect to the provision of special education and related services:
 - 1) The Board shall be responsible for conducting initial evaluations of students referred for potential special education and gifted placement in accordance with Federal and State statutes.
 - 2) The charter school shall deliver all educational and related services indicated on a student's IEP, Section 504 Plan, or EP. The Board may provide related services through a separate contract between the charter school and the Board.
 - 3) The Board shall appoint an "ESE Staffing Specialist" who may, at the Board's discretion, attend all IEP meetings and meetings related to the provision of special education and related services to charter school students. The charter school must provide notice to the ESE Staffing Specialist of all such meetings.

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The ESE Staffing Specialist shall serve as the LEA representative at all meetings.

4) The charter shall further set forth the specific roles and responsibilities of the charter school and the Board with respect to exceptional student education.

5. English Language Learners (ELL) -- Students who are of limited proficiency in English will be served by ESOL certified personnel. The charter school shall demonstrate an understanding of State and Federal requirements regarding the education of English language learners, be committed to serving the full range of needs of ELL students, create and implement sound plans for educating ELL students that reflect the full range of programs and services required to provide all students with a high quality education, and demonstrate capacity to meet the school's obligations under State and Federal law regarding the education of ELL students.

6. The Board may, in accordance with State law, require all charter schools to submit to the Board a school improvement plan to ensure a plan to maintain or raise student academic achievement within the timelines specified by the Board and the FLDOE.

J. Financial Accountability

1. In order to provide comparable financial information to that reported for other public schools, charter schools shall maintain all financial records in accordance with the accounts and codes prescribed in the most recent issuance of the publication titled, *Financial and Program Cost Accounting and Reporting for Florida Schools*. Charter school

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governing boards shall also annually adopt and maintain an operating budget as required by F.S. 1002.33(9)(h). Charter schools shall provide annual financial reports and program cost report information by the deadlines specified in the charter contract, in the State-required formats for inclusion in the Board's reporting in compliance with F.S. 1011.60(1) and 1002.33(9)(g). The financial statements are to be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting, regardless of corporate structure. F.S. 1002.33(9)(g). The annual financial audit must be in the State-required format.

At the discretion of the charter school's governing board, a charter school may elect to follow generally accepted accounting standards for not-for-profit organizations, but must reformat this information for reporting according to the requirement set forth in the paragraph above.

High-performing charter schools are required to submit financial statements in accordance with and within the timeframes stated in F.S. 1002.33.

2. First year charter schools may be required to provide the Board any of the following, which may be in addition to information otherwise required by law:

a. A sensitivity analysis and financial plan based on enrollment of 50%, 75%, and 100% of projected capacity.

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equivalent student membership of the charter school. Thereafter, the results of full-time equivalent student membership surveys shall be used in adjusting the amount of funds distributed monthly to the charter school for the remainder of the fiscal year. The payment shall be issued no later than ten working days after the Board receives a distribution of State or Federal funds.

b. Capital Outlay Payments – The Board shall make payments to the school upon receipt of all required supporting documentation as referenced in the section 8.h – Capital Outlay Payment Process.

c. Miscellaneous Payments – The Board shall make timely miscellaneous payments to the charter school upon receipt of funding from the FLDOE for various programs including Title I. The Board’s payment is subject to the charter school’s fulfillment of its responsibilities under the applicable State and Federal laws.

6. Financial Reports: As required by State law, the charter school shall provide to the Board all required financial statements monthly including a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances. These reports must be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting. A high-performing charter school that has satisfied the requirements set forth in State law for such designation may provide quarterly financial statements.

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7. Annual Financial Statements

- a. Unaudited June 30th year-end financial statements shall be submitted to the Board within the timelines specified by the charter contract. These financial statements must be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting.
- b. Annual Financial Audit - The charter school agrees to submit to and pay for an annual financial audit, in compliance with Federal, State and Board regulations, showing all revenue received, from all sources, and all expenditures for services rendered. The audit shall be conducted by an independent certified public accountant or auditor selected by the governing board of the charter school, and shall be delivered to the Board in compliance with the charter contract. If the charter school's audit reveals a deficit financial position, the auditors are required to notify the charter school's governing board, the Board and the Florida Department of Education in the manner defined in the charter contract. No later than May 1st of each year, the charter school must formally notify the Board of the name, address, and phone number of the auditor engaged to perform the year-end audit.
 - 1) Selection Procedures -- Charter schools shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit pursuant to the

CHAPTER 3.00 - SCHOOL ADMINISTRATION

processes described in F.S. 218.39 and 218.391, which includes, but is not limited to: the establishment of an audit committee and request for proposal (RFP) for audit services, public advertisement of RFP, and development of evaluation and selection criteria.

- 2) Requirements -- Pursuant to F.S. 218.391, the procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. An engagement letter signed by the governing board chair and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:
 - a) a provision specifying the services to be provided and fees or other compensation for such services
 - b) a provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract
 - c) a provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

c. Failure to comply with the timely submission of all financial statements in the required format specified by the Board, shall constitute a material breach of the charter contract.

8. Capital Outlay Funding

Pursuant to F.S. 1013.62(4), the application for, approval of, and process for documenting expenditures from charter school capital outlay funds shall be in accordance with the procedures specified by the Commissioner of Education.

Before receiving capital outlay funds the charter school governing board must enter into a written agreement with the Board. Such agreement must provide for the reversion of any unencumbered funds and all equipment and property purchased with public education funds to the ownership of the Board, as provided for in F.S. 1013.62(3), if the charter school terminates operations. Any funds recovered by the state shall be deposited in the State's General Revenue Fund.

As required by State law, the Board shall remit capital outlay funds to a charter school within ten business days of the receipt of said funds.

9. Review and Audit

a. The Board has the right at any time to review and audit all financial records of the charter school to ensure fiscal accountability and sound financial management pursuant to F.S. 1002.33. The charter school shall provide the Board with

CHAPTER 3.00 - SCHOOL ADMINISTRATION

a copy of the management letter from any audits as well as any responses to the auditor's findings with a corrective plan that shall be prepared and submitted within 30 days from the date of the management letter.

b. Deteriorating Financial Condition and Financial Emergencies (F.S. 1002.345)

1) Deteriorating Financial Condition – "Deteriorating financial condition" means a circumstance that significantly impairs the ability of a charter school or a charter technical career center to generate enough revenues to meet its expenditures without causing the occurrence of a condition described in F.S. 218.503(1).

a) A charter school shall be subject to an expedited review by the Board upon the occurrence of any of the conditions specified in F.S. 1002.345(1)(a)(1)-(4).

b) The Board shall notify the governing board within seven business days after one or more of the conditions set forth in F.S. 1002.345(1)(a)(1)-(4) are identified or occur.

c) The governing board and the Board shall develop a corrective action plan and file the plan with the Commissioner of Education within 30 business days after notification is

CHAPTER 3.00 - SCHOOL ADMINISTRATION

received as provided in paragraph (9)(b)(1)(b) herein. If the governing board and the Board are unable to agree on a corrective action plan, the Commissioner of Education shall determine the components of the plan. The governing board shall implement such plan.

- d) Failure to implement the corrective action plan within one year shall result in additional action prescribed by the State Board of Education, including the appearance of the chair of the governing board before the State Board of Education.
- 2) Financial Emergency – If a financial audit conducted by a CPA in accordance with F.S. 218.39 reveals that one or more of the conditions in F.S. 218.503(1) have occurred or will occur if action is not taken to assist the charter school, the auditor shall notify the governing board of the charter school, as appropriate, the Board, and the Commissioner of Education within seven business days after the finding is made. If the charter school is found to be in a state of financial emergency pursuant to F.S. 218.503(4), the charter school shall file a financial recovery plan pursuant to F.S. 218.503 with the Board and the Commissioner of Education within 30 days after being notified by the Commissioner of Education that a financial recovery plan is needed.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- 3) Annual progress of the corrective action plans and/or financial recovery plans shall be included in an annual progress report to the Board.
- 4) The Board may require periodic appearances of governing board members and charter school representative.

10. Grants

- a. If the Board is required to be the fiscal agent for a grant, the charter school shall comply with the Board's grant procedures.
- b. The Board shall receive written approval from the charter school to include the charter school in a District-wide grant. The appropriate pro-rata share of grants will be allocated to the charter school, as defined by the grant awarded.
- c. The charter school is required to maintain adequate records to support grant-funded programs for the minimum years prescribed by the law. The Board may review these records, upon reasonable notice.

11. Health, Safety and Welfare of Staff and Students

- Charter schools shall comply with Policy 7440.01 Protection of Personnel and Property.

Interpretation

If a court or agency of competent jurisdiction invalidates any provision of this policy or finds a specific provision to be in conflict with the Florida Constitution,

CHAPTER 3.00 - SCHOOL ADMINISTRATION

Florida Statutes, the Florida Administrative Code, or any rule or policy prescribed by the Florida Department of Education, then all of the remaining provisions of this policy shall continue unabated and in full force and effect.

In the event that an existing charter school contract provision is found to be inconsistent with this policy, the contract provision prevails. Any charter approved after the adoption of this policy is required to be fully consistent with this policy.

F.S. Chapter 120

F.S. 39.203, 218.39, 218.391, 218.503, 286.23, 768.095, 1001.10(5), 1001.41,

F.S. 1002.33, 1002.33(g), 1002.345, 1008.31, 1011.60, 1012.01, 1012.315

F.S. 1012.32, 1013.12

Chapter 96-186(1) Laws of Florida

F.A.C. 6A-1.0081; 6A-2.0020; 6A-6.0781 through 6A-6.0788

FL DOE Forms: IEPC-M1, IEPC-M2, IEPC-M3

Revised 4/1/14

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STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.02; 1001.43; 1002.33, 1002.345, F.S.

STATE BOARD RULE: 6A-6.0781, 6A-6.0785, 6A-6.0787

HISTORY:	Adopted: Revision Date(s): 11/21/2000, 2/23/2010, 3/22/2011, 7/22/2014
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CHAPTER 5.00 – STUDENTS

EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE 5.025

- I. The District shall collaborate with child welfare agencies to ensure educational stability for children in foster care.
- II. The District shall designate a contact person for students in foster care. The point of contact will be reported to the Florida Department of Education and the local child welfare agency.
- III. The District shall ensure that children in foster care remain in the school of origin when it is in the best interest of the child.
- IV. If it is determined that it is not in the child's best interest to remain in the school of origin, the District shall expedite transfer and enrollment in the new school.
- V. The District shall collaborate with the local child welfare agency to provide for transportation so that a child in foster care may remain in the school of origin when it is determined to be in the best interest of the child. If additional costs are incurred, the District shall work with the child welfare agency to resolve the issue of transportation expense in accordance with 475 (4) (A) of the Social Security Act.
- VI. The District shall ensure that children in foster care receive all appropriate services.
- VII. Relevant personnel shall be trained on the requirements relating to educational stability for students in foster care and the procedures for best interest determination and transportation.

CHAPTER 5.00 – STUDENTS

- VIII. The Superintendent shall develop procedures for ensuring educational stability for students in foster care. Procedures shall include but are not limited to:
- A. Identification of students in foster care;
 - B. Role of the point of contact;
 - C. Determination of the child’s retention in the school of origin or placement in another school;
 - D. A dispute resolution process developed with the child welfare agency to be used when all parties do not agree on the proposed placement of the student;
 - E. Methods of providing transportation to maintain enrollment in the school of origin or to provide transportation to a different school;
 - F. Process for expediting enrollment and attendance in another school if it is determined to be in the best interest of the child;
 - G. Process for expediting transfer of student records to the enrolling school if the student does not remain at the school of origin.
 - H. Training for staff regarding the requirements for maintaining stability for children in foster care and the effects placement in foster care on students.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1003.21, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, 1003.25, F.S. Elementary and Secondary Education Act of 1965, P.L. 89-10 No Child Left Behind Act of 2001, P.L. 107-110 Family Educational Rights and Privacy Act, 20 USC 1232g Fostering Connections Act of 2008, P.L. 110-351 Every Student Succeeds Act of 2015. P.L. 114-95

HISTORY: ADOPTED: _____

CHAPTER 5.00 – STUDENTS

CONTROLLED OPEN ENROLLMENT

5.033*+

- I. The Suwannee County School District shall develop a *Controlled Open Enrollment Plan* that will be approved by the School Board and considered part of this policy. This plan will enable the District to consider student assignment based on parental preference when requested by the parent as defined by Florida Statutes. The plan shall be in effect beginning with the 2017-2018 school year.
- II. The plan shall include but not be limited to the following:
 - A. Eligibility requirements;
 - B. Application process;
 - C. Twenty-eight (28) day time period for accepting applications;
 - D. Method of determining capacity of schools;
 - E. Capacity determination for each District school;
 - F. Identification of schools that have not reached capacity;
 - G. Class size standards;
 - H. Lottery procedure for determining student assignment if transfer requests exceed available space;
 - I. Provision for a parent to request placement of siblings within the same school;
 - J. Appeals process for hardship cases;
 - K. Availability of transportation; and
 - L. Method and timeline for notifying a parent of his/her child's placement for the next school year.
- III. The plan and process for implementing the plan must
 - A. Adhere to federal desegregation requirements;

CHAPTER 5.00 – STUDENTS

- B. Maintain socioeconomic, demographic, and racial balance;
 - C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school; and
 - D. Maintain existing academic eligibility criteria for public school choice programs.
- IV. Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.
- V. Preferential treatment shall be provided for
- A. Dependent children of active duty military personnel whose move resulted from military orders;
 - B. Children who have moved due to foster care placement in a different school zone;
 - C. Children who have moved due to a court-ordered change in custody as a result of separation or divorce;
 - D. Children who have moved due to the serious illness or death of a custodial parent;
 - E. Students at multiple session schools; and
 - F. Students residing in the District.
- VI. The *Controlled Open Enrollment Plan* shall be available on the District website.
- VII. The process for participating in controlled open enrollment shall be posted on the District website with a list of schools that have not reached capacity, the application for participation, and the deadline for submitting the request to participate in controlled open enrollment.
- VIII. The District shall report the number of students participating in public school choice by type as required by the Department of Education.

CHAPTER 5.00 – STUDENTS

IX. The *Controlled Open Enrollment Plan* and the process for implementing the plan shall be reviewed annually. The Superintendent shall present the plan and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.41, 1001.42, 1001.43, 1001.51,
1002.20, 1002.31, 1002.38, 1013.35, F.S.

HISTORY: ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 8.00 – AUXILIARY SERVICES

TOBACCO USE AND VAPING IN DISTRICT FACILITIES AND VEHICLES

8.32

POLICY:

All uses of tobacco products in any form including, but not limited to, synthetic tobacco, use of electronic cigarettes or similar devices, and/or vaping in any form are prohibited in any District-owned facility or vehicle.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

386.201 – 386.209; 1001.43, F.S.

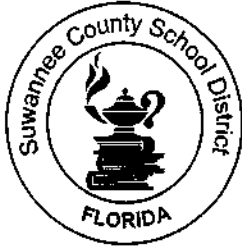
History:

Adopted:

Revision Date(s):

Formerly: NEW

SUWANNEE COUNTY SCHOOL DISTRICT



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

TED L. ROUSH
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


TIM ALCORN
DISTRICT 3


ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 

DATE: February 17, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

RECOMMENDATION(S):

The Superintendent recommends approval of the 2017-2018 Suwannee County School District Calendar.

BACKGROUND:

The school board annually approves the school calendar submitted by the calendar committee.

**SUWANNEE COUNTY SCHOOL DISTRICT
CALENDAR FOR SCHOOL YEAR
2017-2018 (DRAFT)**

July 2017					
4 th Holiday	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

January 2018					
1 st -4 th Winter Break 5 th Teacher Work Day 15 th MLK Day 29 th PD Day	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

August 2017					
3 rd - 9 th Preplanning 10 th Students Begin 28 th PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

February 2018					
16 th County PD Day 19 th Presidents Day				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28		

September 2017					
4 th Labor Day Holiday 25 th PD Day					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

March 2018					
12 th -16 th Spring Break 23 rd Teacher Work Day 30 th Good Friday				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

October 2017					
12 th End of Quarter 1 13 th Teacher Work Day 30 th PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

April 2018					
2 nd PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

November 2017					
20 th -24 th Thanksgiving			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

May 2018					
7 th PD Day 28 th Memorial Day 29 th -30 th Early Release 30 th Students' Last Day 31 st Post Planning		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

December 2017					
20 th End Quarter 2 21 st - 29 th Winter Break 20 th Early Release					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

June 2018					
1 st Post Planning					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

PD Day - Holiday for students.

Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

Holidays for ALL employees and students.

*Early Release days may be subject to change with prior notice

SUWANNEE COUNTY SCHOOL DISTRICT
CALENDAR FOR SCHOOL YEAR
2017-2018 (DRAFT)

Pre-Planning: August 3-9, 2017

Post-Planning: May 31-June 1, 2017

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

Progress reports will be distributed	September 15, 2017
End of first nine weeks/mid 1 st term	October 12, 2017
Grade reports go out	October 20, 2017

Second nine weeks/term:

Progress reports will be distributed	November 17, 2017
End of second nine weeks/end of 1 st term	December 20, 2017
Grade reports go out	January 12, 2018

Third nine weeks/term:

Progress reports will be distributed	February 15, 2018
End of third nine weeks/mid 2 nd term	March 22, 2018
Grade reports go out	March 29, 2018

Fourth nine weeks/term:

Progress reports will be distributed	May 4, 2018
End of fourth nine weeks/end of 2 nd term	May 30, 2018

The school office is responsible for the distribution of report cards at the end of the year.

TEACHERS' WORKDAYS

October 13, 2017	January 5, 2018	March 23, 2018
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PROFESSIONAL DEVELOPMENT (PD) DAYS (7.25 DAYS - EXCEPT **COUNTY PD DAY)

August 29, 2017	January 29, 2018
September 25, 2017	February 16, 2018**
October 30, 2017	April 2, 2018
	May 28, 2018

HOLIDAYS 12-Months

July 4, 2017	January 15, 2018
September 4, 2017	February 19, 2018
November 20-24, 2017	March 12-14, 2018
December 21-29, 2017	March 30, 2018
January 1, 2018	May 28, 2018

HOLIDAYS Students

August 29, 2017	January 15, 2018
September 4, 2017	January 29, 2018
September 25, 2017	February 16-19, 2018
October 13, 2017	March 12-16, 2018
October 30, 2017	March 23, 2018
November 20-24, 2017	March 30, 2018
December 21-29, 2017	April 2, 2018
January 1-5, 2018	May 28, 2018

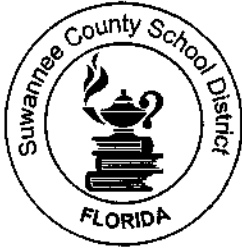
TEACHER PAID HOLIDAYS (6)

Labor Day	Christmas Day
Good Friday	Martin Luther King Jr. Day
Thanksgiving Day	Presidents' Day

- Teachers will work 6 planning days (Pre-Planning/Post-Planning) as determined by the Principal.
- Paraprofessionals will work all student days, 6 professional development days, plus 5 of the following determined by the school principal: Pre Planning, Post Planning, Teacher Work Days
- Food Service and Bus Drivers work 6 professional development days as determined by supervisor.
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB approved ??/??/????

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TED L. ROUSH
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MEMORANDUM

JERRY TAYLOR
DISTRICT 1


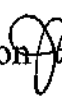

CATHERINE CASON
DISTRICT 2

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

TO: Ted L. Roush, Superintendent of Schools 
FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 
THRU: Vickie DePratter, Chief Financial Officer 
DATE: February 10, 2017
RE: Agenda Item for February 28, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following Professional/Technical Services Agreement for the 2016-2017 school year.

#2017-91 Between the School Board of Suwannee County, Florida and Suwannee River Ridge Technical High School, LLC (NEW)

BACKGROUND:

This Contract will provide for consultation services for the parents of students enrolled in home education in Suwannee County. In the event that Suwannee County School District does not offer an alternative pathway option for the home education student, SRRTHS will assist parents in creating an individualized transition plan for the future success of the student.

SUWANNEE COUNTY SCHOOL BOARD
PROFESSIONAL/TECHNICAL
SERVICES AGREEMENT

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and Suwannee River Ridge Technical High School, LLC. ("Contractor").

WITNESSED:

WHEREAS, SCSB operates schools and educational institutions and is in need of a qualified, experienced Educational Consultant to provide consulting services for SCSB; and

WHEREAS, Contractor may employ and/or contract with qualified and duly licensed and/or certified instructors with expertise and experience in providing educational services; and

WHEREAS, SCSB desires to engage Contractor to provide such services for SCSB and Contractor is willing to provide such services for SCSB.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein set forth, the parties agree as follows:

1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR

A. SERVICES: SCSB hereby engages Contractor to provide consulting services for SCSB as requested by SCSB, and Contractor hereby accepts such engagement and agrees to provide said services in accordance with the terms of this Agreement. Said services are described in Exhibit A attached hereto, which exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Contractor shall provide said services through employees and/or independent subcontractors who are qualified and appropriately licensed and/or certified to perform all functions assigned to them by Contractor in connection with the provision of services by Contractor hereunder.

B. MANNER OF PERFORMANCE OF CONTRACTOR'S SERVICES

- (i) Contractor and staff shall perform all services under this Agreement in the manner and means it or he/she chooses, in its or his/her sole and absolute discretion and judgment. Contractor and staff shall not be required to comply with SCSB's directions or instructions concerning when, where and how to perform services under this Agreement, but shall have full and absolute discretion in such matters.
- (ii) Contractor and staff shall not be required to perform services in any order or sequence specified by SCSB.

- (iii) Contractor and staff shall not be required to attend meetings or participate in training conducted by SCSB as to specific methods or procedures.
 - (iv) Contractor and staff shall not be required to work specified hours, but shall have full and absolute discretion with respect thereto.
 - (v) Contractor and staff shall not be required to submit any written or oral reports to SCSB except such reports as shall be required by law, regulation, or any governmental authority, including reasons for federal, state, or local compliance purposes.
 - (vi) The Contractor and staff shall be responsible for payment of Contractor and staff expenses relating to the performance of duties hereunder, including expenses or travel and similar items.
- C. DOCUMENTATION: Contractor shall submit to SCSB, on a monthly basis, appropriate documentation of services provided hereunder. Such documentation shall be in the form and shall contain the information requested by SCSB.

2. REPRESENTATIVES AND WARRANTIES

Contractor represents and warrants to SCSB, upon execution and throughout the term of this Agreement, as follows:

- A. Contractor is not bound by any agreement or arrangement, which would preclude it from entering into, or from fully performing the services required under, this Agreement;
- B. None of the Contractor staff has ever had his or her professional license or certification in the State of Florida or in any other jurisdiction denied, suspended, revoked, terminated, voluntarily relinquished under threat of disciplinary action, or restricted in any way.
- C. Contractor shall perform the services required hereunder in accordance with:
 - (i) all applicable federal, state, and local laws, rules, and regulations;
 - (ii) all applicable policies of: SCSB;
 - (iii) all applicable Bylaws, Rules, and Regulations of SUWANNEE COUNTY SCHOOLS;
- D. Contractor has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the services required of Contractor under this Agreement; and
- E. Each of the Contractor staff has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for said staff to perform the functions, assigned to him or her by Contractor in connection with the provision of services under this Agreement; and
- F. All Contractor staff shall comply with all applicable terms of this Agreement.

3. INDEPENDENT CONTRACTOR

In performing the services herein specified, Contractor is acting as an independent contractor, and neither Contractor nor any staff shall be or be considered employees of SCSB. Neither Contractor nor any Contractor staff shall be under the control of SCSB as to the manner by which results are accomplished, but only as to the results of Contractor's work. It is agreed and acknowledged by the parties that, as an independent contractor, Contractor staff retains the right to contract with and provide educational consulting services to entities and individuals other than SCSB and its students, and nothing in this Agreement shall be interpreted as limiting or restricting in any way Contractor's right to do so. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. Contractor shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes and benefits with respect to all Contractor staff. Contractor hereby expressly agrees to provide SCSB with proof of payment of such taxes in the event such is requested by SCSB by federal or State tax authorities. Any such proof will be provided directly to SCSB's counsel for delivery to tax authorities in order to preserve the confidentiality of such records. Neither Contractor nor any Contractor staff shall be subject to any SCSB policies solely applicable to SCSB's employees, not to exclude policy directly related to vendors and contractors.

4. TERM

The initial term of this Agreement shall be for a period not to exceed twelve (12) months, commencing on February 28, 2017 and ending June 30, 2017, unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

5. COMPENSATION

For the services rendered pursuant to this Agreement, Contractor shall be paid by SCSB, as and for its sole compensation hereunder, the amounts listed in Exhibit A attached hereto, which Exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Notwithstanding the foregoing, no compensation shall be payable to Contractor for any services for which Contractor has not submitted the documentation required under Paragraph I(C) of this Agreement.

6. BILLING

Contractor shall bill SCSB for services provided hereunder on a monthly basis in the month following the month in which services are rendered. Each invoice shall be in the form, and contain the information, requested by SCSB, and SCSB shall pay each invoice within thirty (30) days after receipt thereof by SCSB. SCSB shall not be required to pay for any services for which Contractor does not provide a proper invoice.

7. CONFIDENTIALITY

Contractor recognizes and acknowledges that, by virtue of entering into this Agreement and providing services hereunder, Contractor and staff may have access to certain confidential information, including confidential student information and personal health information ("PHI"). Contractor agrees that neither it nor any Contractor staff will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by SCSB in writing, any confidential student information, PHI or other confidential information, and Contractor and all Contractor staff shall comply with all Federal and State laws and regulations, and all SCSB rules, regulations, and policies regarding the confidentiality of such information.

8. CRIMINAL BACKGROUND CHECKS

The Legislature amended the Jessica Lunsford Act effective July 1, 2007. This law requires any employee, contractor, vendor who will: (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds; meet Level II Background screening requirements. There are some exceptions. Level 2 screening includes fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level 2 screening may also include local criminal records checks through the local law enforcement agencies.

Level II Background Check – Any vendor providing services under this contract who will (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds, that person shall have a **Level II background check** submitted through the Suwannee County School Board. Documentation of clearance will be on file in the Department of Human Resources in the Suwannee County School Board office. **The contractor shall be required to pay for all costs of the background reports.** If it is discovered during the period of the contract that the successful contractor substituted an unapproved worker for an approved worker, the vendor's contract may be cancelled immediately at the instructions of the Suwannee County School Board.

9. AUDITS, RECORDS, AND RECORDS RETENTION

The District or its representative reserves the right to inspect and/or audit all the Contractor's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Contractor to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Contractor in order:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the

District under this contract.

- B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- C. That completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.
- E. That persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

10. INDEMNIFICATION

Contractor shall indemnify and hold harmless SCSB from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by SCSB in defending actions brought against it arising out of or related to the acts or omissions of Contractor, its agents, officers, or employees in the provision of services or performance of duties by Contractor pursuant to this Agreement.

11. DEBARMENT & SUSPENSION

Suwannee County School Board certifies that, by submission of this document, that neither it nor its agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

12. TERMINATION

- A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by giving the other party at least thirty (30) days prior written notice.
- B. TERMINATION FOR BREACH. Either party may terminate this Agreement upon breach by the

other party of any material provision of this Agreement, provided such breach continues for fifteen

(15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.

C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:

- (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
- (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;
- (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;

D. EFFECT OF TERMINATION. As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement. Notwithstanding the foregoing, the following provisions shall survive the expiration or other termination of this Agreement, regardless of the cause of such termination: Paragraphs 1(B), 2, 5, 10, 13, and 15.

13. ARBITRATION

Any dispute or controversy arising under, out of or in conjunction with, or in relation to, this Agreement, or any amendment hereof, or the breach hereof, shall be determined and settled by arbitration in Suwannee County, Florida, in accordance with the rules of the American Arbitration Association and applying the laws of the State of Florida. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. Should any litigation be commenced between the parties to this Agreement concerning this Agreement or the rights and duties in relation thereto, the SUWANNEE COUNTY SCHOOL BOARD for the SUWANNEE COUNTY SCHOOL BOARD'S attorneys' fees, costs, expenses, out-of-pocket disbursements incurred in such litigation, irrespective of whether such costs, fees, expenses and disbursements are taxable under the law, which shall be determined by the court in such litigation by the court alone on a post-trial motion. In the event that a court shall direct the parties to this Agreement to mediation with respect to any issue, the other contracting entity or person shall pay the fees, costs and expenses of the mediator.

14. ENTIRE AGREEMENT; MODIFICATION

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.

15. GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Florida. Nothing in this Agreement shall be interpreted or construed to mean that the Board waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

16. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement.

17. NOTICES

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to SCSB: The School Board of Suwannee County Florida
c/o Ted L. Roush, Superintendent
702 2nd Street, NW
Live Oak, FL 32064

Copy to: Mr. Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell
Attorney for Suwannee County School Board
215 S. Monroe Street, Suite 702
Tallahassee, FL 32301

Contractor: Cheryl Mae Brinson
Suwannee River Ridge Technical High School, LLC
P. O. Box 365
Live Oak, FL 32060

18. WAIVER

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure.

19. CAPTIONS

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

20. ASSIGNMENT; BINDING EFFECT.

Contractor shall not assign or transfer, in whole or in part, this Agreement or any of Contractor's rights, duties or obligations under this Agreement without the prior written consent of SCSB, and any assignment or transfer by Contractor without such consent shall be null and void. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

21. RELEASE OF STUDENT RECORDS

By signature, Contractor assures that the released student data will be handled with confidentiality as required by Florida Statute 1002.22.

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2016) see EXHIBIT B which is incorporated by reference herein.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this _____ day of _____, 20____.

SUWANNEE COUNTY SCHOOL BOARD

Chairman

Date

Ted L. Roush, Superintendent of Schools

Date

(SEAL)

CONTRACTOR

Witness Signature

Cheryl Mae Brinson, Managing Member
Suwannee River Ridge Technical High School, LLC

Lacy Brinson McAndrew
Type or Print Name of Witness

Date _____

Date _____

EXHIBIT A

SERVICES PROVIDED:

I. TRANSITION PLANS

Suwannee River Ridge Technical High School provides individual transition plans that lead to one of the following diploma types:

1. General
2. College-Ready
3. Tier I Military
4. Vocational

Diploma award is contingent upon plan completion. Transition plans are recommended for students transitioning to home school. Exceptional education, homebound, and teen parent students may also benefit from individual transition plans.

II. PROFESSIONAL DEVELOPMENT

Professional development and other educational services are available, including:

- ESOL training to meet ESOL requirements for Administrators and Counselors (60 hours)
- ESOL training to meet ESOL requirements for Category III teachers/coaches (18 hours)
- Differentiated Instruction
- Customized professional development topics upon request

CONTRACTOR FEDERAL IDENTIFICATION NUMBER:

W-9 on file.

FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:

Funding will be provided by utilizing a combination of federal and general funding. See Fee Schedule on next page.

Suwannee River Ridge Technical High School
 P. O. Box 365
 Live Oak, FL 32064
 (386) 362-8654



FEE SCHEDULE

Service	Cost
Transition Plans for High School Diploma Completion: <ul style="list-style-type: none"> • College-Ready • Military • Workforce • Vocational* 	\$500 per Plan
Other Contracted Services: <ul style="list-style-type: none"> • Homebound Instruction* • Professional Development • Consultative Services 	\$75 per hour

*Vocational Internships and Homebound services require a one-time fee of \$100. This additional fee covers the cost of internship site visits and the additional level of support and services provided by a certified teacher of the student's choosing.

NOTE:

FEES AND SERVICES ARE BASED ON AN ACADEMIC SCHOOL YEAR. EACH YEAR REQUIRES A NEW FEE AND A NEW CONTRACT, UNLESS ALL PARTIES AGREE IN WRITING TO DIFFERENT/ADDITIONAL TERMS.

EXHIBIT B

**Public Records Law Requirements
under Chapter 119.0701, Florida Statutes (2016)**

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), you must comply with Florida's public records law.

You must keep and maintain public records required by the School District to perform the contracted services.

Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

You must ensure that public records which are *exempt or confidential and exempt* from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract, if the contractor does not transfer the records to the District.

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. See Section 119.0701(2)(b)4, Florida Statutes (2016), for additional record keeping requirements.

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

A request to inspect or copy public records relating to a District's contract for services must be made directly to the District's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time.


If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2016).






415 SW Pinewood Drive | Live Oak, Florida 32064 | P 386-647-4200 | F 386-364-4698

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: ^{MK} Mary Keen, Principal, RIVEROAK Technical College/Director of Career, Technical, and Adult Education

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction 
Bill Brothers, Assistant Superintendent of Administration 
Vickie DePratter, Chief Financial Officer 

DATE: January 31, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval to accept the RIVEROAK Technical College Strategic Plan for July 2016-June 2021.

BACKGROUND:

Yearly, RIVEROAK Technical College reviews and amends a five year strategic plan in collaboration with business partners and RIVEROAK Technical College's Advisory Board. The purpose of strategic planning is to set overall goals for RIVEROAK Technical College and to develop a plan to achieve them.



Serving students from Alachua, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee and Taylor Counties



RIVEROAK

TECHNICAL COLLEGE

STRATEGIC PLAN July 2016 - June 2021

Presented to School Board in Workshop Session
Recommended for School Board Approval,
Recommended for overall Advisory Board Approval, January 26, 2017

This document serves as the long and short range planning document for RIVEROAK Technical College.

Mission of the Institution

Our mission at RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

Vision of the Institution

RIVEROAK Technical College will provide technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

Accomplishment Report for the 2015-2016 School Year

- ◆ SkillsUSA qualified 4 students for national competition in Masonry Construction
- ◆ 100% of the Pharmacy Technician Students passed National Board Certification 3rd year consecutive
- ◆ 18 Secondary Students passed Industry Certification Exams
- ◆ 82 Post Secondary Students passed Industry Certification Exams
- ◆ The transition process to become RIVEROAK Technical College was successful and is complete

Objectives of the Strategic Plan – Program & Curriculum Related

Objective	Strategies	Timeline	Evaluation
By June 2016, career students may access courses and materials on-line in the areas of business and automotive as evidenced by student enrollments and logged time on the system	<ul style="list-style-type: none"> a. Identify appropriate vendor, system support needs, software, internet requirements b. Submit Contract to Board c. Coordinate student access to internet and to district email system. d. Distribute access information to faculty and staff e. Train staff f. Identify a lead teacher for student contact g. Enroll students 	<ul style="list-style-type: none"> Accomplished Accomplished In Progress Accomplished Accomplished Accomplished In Progress 	Submit a status report annually to the college advisory board beginning December, 2016
Expand business course offerings through June 2016	<ul style="list-style-type: none"> a. Add Advanced Software Applications to secondary and PSAV for certification test b. Business instructor is certified in Web Design (Dreamweaver) c. Increase the number of students taking certification exams. 	<ul style="list-style-type: none"> Accomplished Accomplished In Progress 	The number of students taking and passing Microsoft exams will increase by 20 students. Instructor completes Dreamweaver certification test.
By June 2016 offer additional community education courses	<ul style="list-style-type: none"> d. Maintain lists of interested students to form classes e. Advertise classes f. Offer classes such as CPR/First Aid and Floral Design, Wreath Making, Stained Glass etc. 	<ul style="list-style-type: none"> On-Going In Progress In Progress 	<ul style="list-style-type: none"> Lists of course interests and student enrollments Successfully completed stained glass inaugural class Fall 2016

Objectives of the Strategic Plan – Program & Curriculum Related

Objective	Strategies	Timeline	Evaluation
Research need/feasibility of offering Dental Assisting Program	Work with area dentists to address needs Identify funding source Identify faculty Work with licensure agency for accreditation	Accomplished In Progress (Fall 2018)	Program advisory meetings Industry contact letter, email, etc.
Research need/feasibility of offering Welding	Work with area machinists and Career Source North Florida to determine need	Accomplished	Successfully began in fall 2016 and student enrollment increased in spring 2017
Explore need to offer a) Telemetry Technician Training b) Medical Records Coder Training c) EKG Technician Training	Workforce Board Employment Outlook Statistics	June 30, 2017	a) School Board Workshop b) North Florida Career Pathways Consortium Approval c) COE Approval
Implement CNA Program @ Advent Christian Village (ACV)	To respond to employment and workforce needs of ACV	Accomplished	7 classes completed with 45 participants and CNA pass rate of 57% with 100% job placement for the 45 participants

Provide mobile teaching lab for medical programs utilizing donated ambulance	<p>a. Accept donation of surplus ambulance from the Suwannee County Board of County Commissioners</p> <p>b. Retrofit and upgrade to a mobile teaching lab</p>	<p>Accomplished</p> <p>June 2018</p>	19 SHS students successfully completed NFCC EMT Program through dual enrollment on the RIVEROAK campus
Explore apprenticeship program	<p>a. Work with FLDOE career and technical education division</p> <p>b. Research feasibility with local business community</p> <p>c. Implementation</p>	<p>2017-2018</p> <p>2017-2018</p> <p>2018-2019</p>	<p>FLDOE Apprenticeship Program Application Industry completion contact letters</p> <p>Enrollment figures</p>
Explore addition of endorsement certifications to existing programs	<p>Complete a needs assessment with business community</p> <p>Example: Power Endorsement for Electricity or Nutrition for Health Programs, etc.</p>	2018-2019	<p>Needs Assessment results</p> <p>Minutes</p> <p>Number of add on certifications acquired</p>

Objectives of the Strategic Plan – Facilities

Objective	Strategies	Timeline	Evaluation
When special school funds or legislative funds are available, acquire a medical facility with additional adult education classrooms	a. Secure state facility funds as a special school	Completed 2016	Board approved and Preliminary architectural plans complete
	b. Meet with legislative delegation	In Progress	Letters on file
	c. Solicit letters of support from community leaders and business partners	In Progress	Photos
	d. Take a delegation to Tallahassee during the legislative session	In Progress	
When funds become available, remodel and renovate older facilities such as child care, masonry and auto body	Secure state facility funds as a special school	2017	Budget architect plan Board approved
Install awnings at the front entrance ways of the main building for aesthetics and safety, (Slippery when wet).	Create acceptable pathway at front entrance from covered walkway to main building entrance.	June 2018	Installation
80% of faculty/staff will become certified in CPR/First Aid	Offer training during early release In-service	Accomplished	Exceeded goal with 90% completion
Purchase new transportation (2 vans)	Purchased from state bid list and added RIVEROAK Technical College recruitment graphics	Accomplished	Utilized for program site visits for career exploration Increased promotion of RIVEROAK Technical College
Construct sidewalk from patio to nursing building and to rear street	Create safer/cleaner walking paths	March 2017	Installation

Objectives of the Strategic Plan – Administrative

Objective	Strategies	Timeline	Evaluation
Improve/Overcome public perception of career, technical, adult and workforce education	Rebrand/Rename Suwannee Hamilton Technical Center to RIVEROAK Technical College	Accomplished	Continue to review and improve signage, stationary, website, brochures, Facebook, catalog and other printed materials
Increase community awareness and community partners	Sponsor the Chamber of Commerce Christmas on the Square, Gala and Business of the Year Dinner	Accomplished	Strengthened relationship with local business community
Working with schools and public library for student recruitment	<p>a. Promotional table and literature at SMS, SHS, BHS and Suwannee River Regional Library branches</p> <p>b. Coordinator of CTE and instructor visits to campuses for student recruitment</p> <p>c. School counselor luncheon and information session luncheon at RIVEROAK Technical College</p> <p>d. Coordinator of CTE classroom visits with guidance counselors</p>	<p>On Going</p> <p>On Going</p> <p>March 2017</p> <p>February 2017</p>	<p>Increased student enrollment</p> <p>Increased awareness of the programs at RIVEROAK Technical College</p>
Increase awareness and support of RIVEROAK Technical College with community leaders	a. Host city, county and state elected officials meeting	December 2017	Obtain endorsements for programs at RIVEROAK Technical College

SUWANNEE COUNTY SCHOOL DISTRICT



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

TED L. ROUSH
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


TIM ALCORN
DISTRICT 3


ED DA SILVA
DISTRICT 4



RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Mark A. Carver, Director of Facilities 

THRU: Bill Brothers, Assistant Superintendent of Administration 
Vickie DePratter, Chief Financial Officer 

DATE: February 13, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

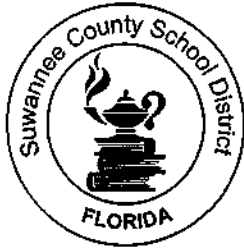
RECOMMENDATION:

The Superintendent recommends approval to extend Bid #11-203 for an additional three (3) years to Mobile Modular.

BACKGROUND:

Mobile Modular is interested in extending their current RFP #11-203 for an additional three (3) years at the same terms and conditions, or as negotiated, if mutually agreeable. Mobile Modular has been providing rental and the purchase of complete, manufactured, delivered, and installed Type IIB Panelized Buildings and other modular facilities to the District. The current agreement expires June 30, 2017. Presently, we are renting six (6) portables within the District.

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LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools *TR*

FROM: Mark A. Carver, Director of Facilities *MAC*

THRU: Bill Brothers, Assistant Superintendent of Administration *BB*
Vickie DePratter, Chief Financial Officer *VD*

DATE: February 13, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval to award Bid #17-205 Energy Performance Contracting Program, to Trane Building Advantage.

BACKGROUND:

The Energy Performance Contracting Committee evaluated proposals submitted for Bid #17-205 by interested ESCO's. The Committee then interviewed the top three ESCO's and ranked them according to their time commitment during their respective site visits, preparation and details of the proposal submitted, and their overall presentation during their interview.

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BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Mark A. Carver, Director of Facilities 

THRU: Bill Brothers, Assistant Superintendent of Administration 

DATE: February 13, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

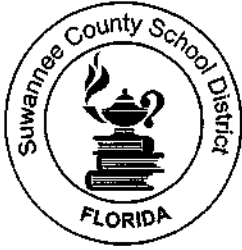
RECOMMENDATION:

The Superintendent recommends approval of the Employee Workplace Safety Program.

BACKGROUND:

The Employee Workplace Safety Program Manual has been updated for 2017-2018. A copy for your review is in the office of the Director of Facilities.

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LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Elizabeth Simpson, Director of Student Services 

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction 

DATE: January 18, 2017

RE: Agenda Item for February 28, 2017 Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following form for district use:

5200-043 Physician's Report

BACKGROUND:

The attached form is a revision of the Physician's Report form, which was Board approved in January 1995. The revised form is intended to describe in more detail medical reasoning for ESE services; and has been approved by the Board attorney.

ES/ts

Attachment

Suwannee County School District
Student Services Department
Physician's Report

Student's Name: _____ Student # _____

DOB: _____ Grade: _____ School: _____ Date: _____

1. What is the student's medical diagnosis? (Please include a description of the impairment.)

A student is eligible for a special program for the physically impaired if the student has an impairment as listed below (CHECK appropriate description of impairment):

- Orthopedic Impairment means a severe skeletal, muscular, or neuromuscular impairment which adversely affects the child's educational performance, and includes impairments resulting from congenital anomaly, disease and other causes(e.g., cerebral palsy, amputations, and fractures or burns that cause contractures). The student is limited in ability to move about, sit or manipulate materials required for learning or affects ambulation, posture or body use necessary in school work.
- Other Health Impairment means having limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, etc. The student is limited in reduced efficiency in school work because of temporary or chronic lack of strength, vitality or alertness.
- Traumatic Brain Injury means an acquired injury to the brain caused by an external physical force resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects educational performance. It does not include congenital or degenerative brain injuries or those induced by birth trauma. This impairment results in the student demonstrating significant difficulty requiring an adaption to the school routine, environment, or curriculum.

2. List any medical implications for instruction.

3. What medications, if any, is the student taking?

4. Describe any emergency procedures appropriate for the student.

5. Date of last physical examination: _____

Physician's Information:

<i>Name/Title (please print)</i>	<i>Phone Number</i>
<i>Address/City/State</i>	
<i>Signature (M.D. or O.D. required)</i>	<i>Date</i>

Please return to:
Office of Student Services
Suwannee County School District
702 2nd St. NW
Live Oak, FL 32064
Fax: 386-208-8687

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TED L. ROUSH
Superintendent of Schools


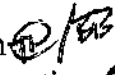

*"Suwannee County School District will be a system of excellence
ensuring all students are prepared for personal success."*

JERRY TAYLOR
DISTRICT 1
CATHERINE CASON
DISTRICT 2
TIM ALCORN
DISTRICT 3
ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Chris Landrum, Director of Transportation 

THRU:  Walter Boatright, Director of Human Resources
Bill Brothers, Assistant Superintendent of Administration 
Mary Keen, Director of Career, Technical, and Adult Education 

DATE: February 15, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following personnel items, effective immediately:

1. Delete two Driver Trainer positions (4-Hour; Vocational/Part-Time/Hourly) at RIVEROAK Technical College (RTC)
2. Add one Driver Trainer/Data Entry position (8-Hour; Full-Time) in the Transportation Department
3. Revise Job Description #34 – Driver Trainer/Data Entry

BACKGROUND:

The current practice is for all of the Transportation Department training and hiring to be conducted through RTC. We are requesting to terminate this partnership with RTC and go back to recruiting, hiring, training, etc., within the Transportation Department. This position will be responsible for attending job fairs, etc., and be available for applicants to

Ted L. Roush
February 15, 2017
Page Two

the Suwannee County School District (SCSD) Transportation Department only. We feel this would better serve our department and the School District in a more efficient and effective manner. This position will work directly for the Director of Transportation and be placed in an office within the Transportation Department. We are also proposing the SCSD assume the initial cost of the training for the applicant (refer to the Levy County Contract in the Workshop Agenda packet for February 14, 2017). **Cost Comparison –** Beginning salary of \$25,032, with a total cost difference of \$13,698.61.

CL/kl

SCHOOL DISTRICT OF SUWANNEE COUNTY

DRIVER TRAINER/~~DATA ENTRY~~ BUS DRIVER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience as a school bus driver.
- (3) Commercial Driver's License (CDL) with passenger endorsement.
- (4) Or other appropriate certificates/licenses required by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable laws, rules and policies related to the operation of a school bus. Ability to use a computer and appropriate software. Skill in data entry. Ability to teach others. Ability to plan and organize.

REPORTS TO:

Director of Transportation

JOB GOAL

To provide training for school bus drivers and update and maintain programs to enhance safety and security for students and drivers.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Teach basic school bus driver operations to new bus drivers as provided in the Florida Department of Education Basic School Bus Driver Training Manual.
- * (2) Analyze data and implement on-going programs to improve school bus safety.
- * (3) Keep student records in the student database current for use in routing and FTE surveys.
- * (4) Design and teach school bus safety instructional programs to bus drivers, attendants, and students.

Employee Qualities/Responsibilities

- * (5) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (6) Follow attendance, punctuality and proper dress rules.
- * (7) Ensure adherence to good safety standards.
- * (8) Maintain confidentiality regarding school/workplace matters.
- * (9) Model and maintain high ethical standards.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (12) Participate in and attend job recruitment fairs.

DRIVER TRAINER/~~DATA ENTRY~~ BUS DRIVER (Continued)**Inter/Intra-Agency Communication and Delivery**

- *(13) Communicate effectively with students, parents, bus drivers, other staff, administrators and the public.
- *(14) Keep supervisor informed of potential problems or unusual events.
- *(15) Serve on school/District committees as required or appropriated.

System Support

- *(16) Maintain records for audit.
- *(17) Assist ~~Operations Manager~~ Assistant Transportation Director with student route assignments.
- *(18) Develop and recommend budgets for training and the safety program.
- *(19) Assist with public relations during emergencies.
- *(20) Follow federal and state as well as School Board policies, rules and regulations.
- *(21) Demonstrate support for the School District and its goals and priorities.
- *(22) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(23) Prepare all required reports and maintain all appropriate records.
- (24) Perform other tasks consistent with the goals and objectives of this position.
- *(25) Serve as a substitute bus and/or field trip driver when needed.
- (26) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

DRIVER TRAINER/~~DATA ENTRY~~ BUS DRIVER (Continued)

3/25/02

Revised 2/28/17

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • Live Oak, Florida 32064
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TED L. ROUSH
Superintendent of Schools

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BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools *TR*

FROM: *WAB* Walter Boatright, Director of Human Resources

THRU: Bill Brothers, Assistant Superintendent of Administration *BB/B*
Vickie DePratter, Chief Financial Officer *VD/V*
Janene Fitzpatrick, Assistant Superintendent of Instruction *JF*

DATE: February 21, 2017

RE: Agenda Item for February 28, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following personnel items:

1. Freeze the following positions:

<u>Position</u>	<u>Effective Date</u>
a. Curriculum Coordinator of Suwannee Virtual School (12 month)	July 1, 2017
b. Director of Elementary and Early Childhood Education (12 month)	Immediately
c. Director of Federal Programs (12 month)	July 1, 2017
d. Guidance Counselor (RIVEROAK Technical College) (11 month)	July 1, 2017

<u>Position</u>	<u>Effective Date</u>
e. Maintenance Foreman (Facilities) (12 month)	Immediately
f. Teacher on Special Assignment (Math Coach/District Office) (12 month)	July 1, 2017
g. Teacher on Special Assignment (Migrant Program/District Office) (12 month)	July 1, 2017
h. Teacher on Special Assignment/Teacher Support Colleague-Math (District Office) (10 month)	July 1, 2017
i. Teacher on Special Assignment/Teacher Support Colleague-Reading (District Office) (10 month)	July 1, 2017
j. Teacher on Special Assignment/Teacher Support Colleague-STEM (District Office) (10 month)	July 1, 2017

2. Unfreeze the following position, effective immediately:

1) Director of Curriculum and Instruction

3. Add the following new positions:

<u>Position</u>	<u>Effective Date</u>
a. Assistant Director of Facilities (12 month)	Immediately
b. Coordinator of Data, Assessment, and Accountability (12 month)	July 1, 2017
c. Coordinator of District K-12 Math (11 month)	July 1, 2017
d. Coordinator of District Professional Development (PD) and K-12 Reading/Title II (11 month)	July 1, 2017
e. Coordinator of District K-12 Technology (11 month)	July 1, 2017
f. Coordinator of Exceptional Student Education (ESE) (12 month)	July 1, 2017
g. Coordinator of School Improvement/Title I (12 month)	Immediately
h. Lead School Psychologist/MTSS Facilitator (12 month)	July 1, 2017

4. Add the following new job descriptions:

- a. Job Description #167 Assistant Director of Facilities (12 month)
- b. Job Description #169 Coordinator of Exceptional Student Education (ESE) (12 month)
- c. Job Description #170 Coordinator of School Improvement/Title I (12 month)
- d. Job Description #171 Coordinator of Data, Assessment, and Accountability (12 month)
- e. Job Description #172 Coordinator of District K-12 Math (11 month)
- f. Job Description #173 Coordinator of District Professional Development (PD) and K-12 Reading/Title II (11 month)
- g. Job Description #174 Coordinator of District K-12 Technology (11 month)
- h. Job Description #175 Lead School Psychologist/MTSS Facilitator (12 month)

5. *Revise Salary Schedule 2016-2017 Assistant Principals and Curriculum Coordinators* to reflect compensation for the following positions:

<u>Position</u>	<u>Effective Date</u>
a. Coordinator of Data, Assessment, and Accountability (12 month)	July 1, 2017
b. Coordinator of District K-12 Math (11 month)	July 1, 2017
c. Coordinator of District Professional Development (PD) and K-12 Reading/Title II (11 month)	July 1, 2017
d. Coordinator of District K-12 Technology (11 month)	July 1, 2017
e. Coordinator of Exceptional Student Education (ESE) (12 month)	July 1, 2017
f. Coordinator of School Improvement/Title I (12 month)	Immediately

6. Revise *Salary Schedule 2016-2017 Principals and Administrators* to reflect compensation for the following positions:

<u>Position</u>	<u>Effective Date</u>
a. Line 10 for the Assistant Director of Facilities (12 month)	Immediately
b. Line 8 for the Lead School Psychologist/ MTSS Facilitator (12 month)	July 1, 2017

7. Reclassify the following positions:

- a. Principal of Suwannee Virtual School (SVS) from Line 7 to Line 8 on the *Salary Schedule 2016-2017 Principals and Administrators*
- b. Assistant Principal of Suwannee High School from a 10-month position to an 11-month position

BACKGROUND:

These positions were discussed with the Board during the February 14, 2017, workshop. These job descriptions and reclassifications represent a net savings of approximately \$56,743.

The following positions will remain frozen:

- Director of Administrative Services
- Director of Exceptional Student Education
- School Psychologist

SCHOOL DISTRICT OF SUWANNEE COUNTY

ASSISTANT DIRECTOR OF FACILITIES

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent required
- (2) Two (2) years of college preferred
- (3) Demonstrated leadership skill and experience supervising personnel
- (4) Extensive coursework, training or experience in several areas of construction and/or maintenance
- (5) Or other appropriate certification required by the Florida Department of Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and district rules, regulations and policies as they relate to job functions. Knowledge of building codes and regulations. Knowledge of system design and the operation of computer systems. Knowledge of building maintenance, construction, construction engineering and management of related fields. Knowledge and understanding of all positions supervised. Working knowledge of blueprints and electrical, HVAC, plumbing, carpentry, concrete and painting trades. Working knowledge of operation of heavy equipment. Skill in reading, interpreting and applying information in technical manuals and other documents. Leadership skills necessary to direct the work of a maintenance team. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to establish and maintain effective working relationships with other employees, general public and government agencies. Ability to troubleshoot problems and implement corrective actions. Ability to delegate and monitor assignments. Ability to supervise assigned employees.

REPORTS TO:

Director of Facilities

JOB GOAL

To assist the Director of Facilities with the maintenance and operation of District facilities and planning and implementing projects related to Growth Management.

SUPERVISES:

Maintenance Worker I	Landscape Foreman
Maintenance Worker II	Landscape Supervisor
Maintenance Worker II (Distribution Center)	Grounds Keeper
Painter	Maintenance Foreman

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Assist the Director of Facilities implement the department program of work.
- (2) Assist with the Energy/Management System.
- (3) Serve in capacity of Director of Facilities in his/her absence.

ASSISTANT DIRECTOR OF FACILITIES (Continued)

- (4) Assign jobs to specific personnel and provide coordination among maintenance functions.
- (5) Ensure that safety practices are followed.
- (6) Direct the work of assigned maintenance personnel.
- (7) Pick up surplus property and process for auction.
- (8) Provide advisory assistance in regard to equipment and facility needs and conditions.
- (9) Supervise and train maintenance personnel for maximum productivity.
- (10) Inspect all schools on a regular basis to ensure a safe and desirable condition for learning.
- (11) Maintain all equipment manuals, equipment warranties, and tool inventories.
- (12) Review work orders to ensure proper documentation.
- (13) Establish and evaluate the preventative maintenance program.
- (14) Develop and update site plans showing utilities that serve the schools or are on School Board property.
- (15) Ensure proper treatment to cooling towers and closed loop systems.

Inter/Intra-Agency Communication and Delivery

- (16) Demonstrate initiative in the performance of assigned responsibilities.
- (17) Ensure adherence to good safety standards.
- (18) Model and maintain high ethical standards.
- (19) Follow attendance, punctuality and proper dress rules.
- (20) Maintain confidentiality regarding school/workplace matters.
- (21) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment
- (22) Communicate effectively with students, parents, staff and administrators.
- (23) Keep supervisor informed of potential problems or unusual events.
- (24) Respond to inquiries and concerns in a timely manner.

Professional Growth and Development

- (25) Provide inservice training for supervised employees.
- (26) Maintain expertise in assigned areas to fulfill District goals and objectives.
- (27) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

- (28) Supervise assigned personnel, assist with annual performance appraisals, and make appropriate employment recommendations.
- (29) Assist in developing the department budget and monitor its implementation as required.
- (30) Prepare all required reports and maintain all appropriate records.
- (31) Follow federal and state laws, as well as School Board policies.
- (32) Demonstrate support for the School District and its goals and priorities.
- (33) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- (34) Provide leadership and direction for assigned areas of responsibility.
- (35) Set high standards and expectations for self and others.

ASSISTANT DIRECTOR OF FACILITIES (Continued)

- (36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF SUWANNEE COUNTY

DIRECTOR, COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE)

JOB DESCRIPTION

QUALIFICATIONS:

- (1) ~~Master's~~ Bachelor's Degree from an accredited educational institution.
- (2) ~~Certification in the appropriate level of Administration/Supervision, Leadership, School Principal, or Professional School Principal plus certification in any field of exceptional education. Minimum of three years successful teaching experience.~~
- (3) Certified by the State of Florida in the appropriate area.
- (4) Or other appropriate certification required by the Florida Department of Education.
- (5) Satisfactorily criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional student education, issues related to exceptional education curriculum and instructional techniques; rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals on a federal, state, or local level. Access to and understanding of litigation affecting disabled individuals. Knowledge of and ability to use student database systems, including, but not limited to, F.T.E. reports, suspension information, and student records. Ability to provide consultation and advice to teachers, parents, principals, and District staff on exceptional student education policies, procedures, rules, regulations, and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpretation of technical issues related to exceptional student education. Knowledge of how exceptional student education meshes with basic curriculum and assessment.

REPORTS TO:

~~Assistant Superintendent of Instruction~~ Director of Student Services

JOB GOAL

<p>To identify and provide appropriate services to students who are eligible for Exceptional Student Education (ESE) programs and provide support services to staff.</p>
--

SUPERVISES:

- Staffing Specialist
- Secretary
- ~~Records Clerk~~ Lead Psychologist/MTSS
- Teacher on Special Assignment/MTSS
- School Psychologist

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Establish, coordinate and evaluate Exceptional Student Education programs including the development of administrative guidelines and procedures.

DIRECTOR, COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE)

(Continued)

- * (2) Develop uniform procedures for screening, referral, assessment, identification and placement of students for Exceptional Student Education program.
- * (3) Prepare and implement the IDEA grant for the District.
- * (4) Provide appropriate parent services to parents of Exceptional Student Education services.
- * (5) Develop and implement agreements/contracts with school districts and private service providers.
- * (6) Assist schools with mediation processes.
- * (7) Assure that all due caution and procedures for due process have been afforded the parents of students as it relates to the Exceptional Student Education program.
- * (8) Initiate new programs and continuously plan for an expanded program for exceptional students.
- * (9) Serve as ~~administrator~~ coordinator for the development of all state and federal grants related to exceptional student programs and services.
- * (10) Plan with principals in providing appropriate programs and related services for exceptional students.
- * (11) Assist in the coordination of transportation for students in county and multi-district programs.
- * (12) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in Exceptional Student Education programs.
- * (13) Monitor the articulation of Exceptional Student Education programs.

Inter/Intra-Agency Communication and Delivery

- * (14) Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged three (3) to 21.
- * (15) Provide administration for students participating in multi-district programs.
- * (16) Serve as a resource person to interpret Exceptional Student Education and Student Services programs to school personnel and the community.
- * (17) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (18) Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education services to students and families.
- * (19) Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

Professional Growth and Development

- * (20) Assure the provision of in-service training programs for Exceptional Student Education personnel.
- * (21) Keep up-to-date and well-informed about trends and best practices, including changes in statutes, rules, and policies related to Exceptional Student Education.
- * (22) Maintain a network of peer contacts through professional organizations.
- * (23) Promote and support the professional growth of self and others.
- * (24) Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Exceptional Student Education.

Systemic Functions

- * (25) Supervise assigned personnel, conduct annual performance appraisals and make

DIRECTOR, COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE)

(Continued)

- recommendations for appropriate employment action.
- *(26) Assist in projecting F.T.E. and personnel needs for Exceptional Student Education programs.
- *(27) Provide input in the planning, modification, and construction of educational facilities.
- *(28) Prepare or oversee the preparation of all required reports and maintain all required records.
- *(29) Assist in the recruitment, recommendation and ~~supervision~~ coordination of Exceptional Student Education personnel and assess the need for additional personnel.
- *(30) Maintain a budget and provide allocations for assigned Exceptional Student Education staff.
- (31) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(32) Provide leadership and ~~direction~~ coordination for the planning, development, implementation, and evaluation of Exceptional Student Education programs and services.
- *(33) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- *(34) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(35) Model and maintain high standards of professional conduct.
- *(36) Contribute to District planning activities, including setting goals and objectives and use of resources.
- (37) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

DIRECTOR, COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE)

(Continued)

3/25/02-2/28/17

SCHOOL DISTRICT OF SUWANNEE COUNTY

DIRECTOR OF FEDERAL COORDINATOR OF SCHOOL IMPROVEMENT/**TITLE I****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) ~~Master's~~ Bachelor's degree from an accredited educational institution.
- (2) ~~Three years teaching experience including experience in related fields.~~ Certified by the State of Florida in the appropriate area.
- (3) ~~Certification in the appropriate level of Administration/Supervision, Leadership, School Principal, Professional School Principal or other appropriate certification required by the Florida Department of Education.~~ Minimum of three (3) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state, federal, policies, statutes and guidelines related to field of responsibility. Knowledge of research and best practices in related areas. Ability to ~~supervise people and~~ to relate to staff and community. Ability to analyze and evaluate areas of responsibility and develop strategies for improvement. Ability to communicate orally and in writing. Ability to prepare and submit required paperwork. Knowledge of and ability to use word processing, data bases and spreadsheet applications. Knowledge of large scale assessments. Ability to analyze, interpret and use data for decision-making. Knowledge of applicable laws, rules, policies and procedures. Knowledge of state and District testing programs.

REPORTS TO:

~~Superintendent~~ Assistant Superintendent of Instruction

JOB GOAL

To provide leadership and oversight in the planning, development, implementation and evaluation of Federal Programs in the District. To provide student assessment services necessary to meet the major system priorities and needs of the School District of Suwannee County.

SUPERVISES:

~~Curriculum Resource Specialist
District Math and Reading Coaches
FSBR/SCSB Paraprofessional~~

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- *(1) Administer and monitor all aspects of federal title programs in coordination with district staff.
- *(2) Prepare and submit grant applications for new programs and/or additional funding.
- *(3) Prepare and submit annual grant applications and amendments for each program.

DIRECTOR OF FEDERAL COORDINATOR OF SCHOOL IMPROVEMENT/TITLE I (Continued)

- * (4) Prepare and submit budget for each program.
- * (5) Prepare and submit all federal and state reports as required.
- * (6) Maintain all appropriate records for each program.
- * (7) Attend county and state meetings related to each program.
- * (8) Monitor and participate in identifying schools and selecting students for each program.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (10) Monitor Parent Involvement Activities as outlined in the Title I Program.
- * (11) Visit schools to assist in monitoring program effectiveness and student performance.
- * (12) Coordinate ESOL K-12 Program (English for Speakers of Other Languages).
- * (13) Coordinate Migrant Education Program.
- * (14) Coordinate District school improvement and accountability, including the formulation and implementation of all school improvement plans.
- * (15) Shall assume additional responsibilities as assigned by the Superintendent.

Inter/Intra-Agency Communication and Delivery

- * (16) Provide consultation and coordinate services with participating non-public schools.
- * (17) Exercise a service orientation when working with others.
- * (18) Respond to inquiries and concerns in a timely manner.
- * (19) Keep supervisor informed of potential problems or unusual events.
- * (20) Serve on district committees as assigned.
- * (21) Serve as a liaison between the schools, the District and the Florida Department of Education.
- * (22) Assist in development, implementation and evaluation of professional development activities.
- * (23) Collaborate with participants in the various programs.
- * (24) Use effective, positive interpersonal communication skills.
- * (25) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Development

- * (26) Plan and supervise appropriate inservice activities for program staff.
- * (27) Maintain expertise in assigned areas to fulfill position goals and objectives.
- * (28) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (29) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (30) Participate in cross-training activities as required.

DIRECTOR OF FEDERAL COORDINATOR OF SCHOOL IMPROVEMENT/TITLE I (Continued)**Systemic Functions**

- *(31) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for employment action.
- *(32) Monitor evaluation of each program and initiate program improvement strategies.
- *(33) Follow federal and state laws and School Board policies.
- *(34) Represent the district in a positive and professional manner.
- *(35) Demonstrate support for the school system and its goals and priorities.

Leadership and Strategic Orientation

- *(36) Assist in implementing the district's goals and strategic commitment.
- *(37) Exercise proactive leadership in promoting the vision and mission of the district.
- *(38) Set high standards and expectations and promote professional growth for self and others.
- *(39) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(40) Maintain confidentiality regarding school/workplace matters.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCSB Approved 10/23/07
Revised SCSB Approved 1/27/09
Revised SCSB Approved 3/24/09
Revised SCSB Approved 2/28/17

SCHOOL DISTRICT OF SUWANNEE COUNTY
**TEACHER (TSA) COORDINATOR OF DATA, ASSESSMENT, AND
ACCOUNTABILITY**
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Minimum of three (3) years successful teaching experience.
- (4) Or other appropriate certification required by the Florida Department of Education.
- (5) Satisfactory criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal-Director of Curriculum and Instruction

JOB GOAL

To provide expertise and support in the planning, implementation, and evaluation of assigned curriculum, program, or service area in accordance with District philosophy, goals, and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparations

- * (1) Establish short- and long-range plans based on school, District and state priorities.
- * (2) Define goals and objectives for the assigned curriculum, program, or service assignment.
- * (3) Plan with teachers and instructional leaders to develop and implement the school/District program.
- * (4) Identify specific intended outcomes that are challenging, meaningful, and measurable.
- * (5) Revise curriculum, program, or service delivery based on annual assessments.
- * (6) Plan and prepare programs and activities considering students' culture, learning styles, special needs, and socio-economic background.
- * (7) Serve on school/District committees for the planning and implementation of programs and/or services.

TEACHER, TSA COORDINATOR OF DATA, ASSESSMENT, AND ACCOUNTABILITY

(Continued)

- * (8) Plan and prepare strategies and support which support school improvement plans and the District mission.
- * (9) Coordinate the selection, development, modification and/or adaptation of materials and resources which support learning objectives and address varying learning styles, backgrounds, and special needs.

Administrative/Management

- * (10) ~~Assist the principal with discipline in the school.~~
- * (11) Establish and maintain a positive, organized and safe learning environment.
- * (12) Establish and maintain effective and efficient record keeping procedures.
- * (13) Use technology resources effectively.
- * (14) Manage time effectively.
- * (15) Assist teachers in establishing routines and procedures and working with students.
- * (16) Assist in developing and interpreting the District instructional program and the pupil progression plan.
- * (17) Manage materials and equipment effectively.
- * (18) Assist in identifying program or service needs for the assigned area of responsibility.

Assessment/Evaluation

- * (19) Develop and assist teachers in using assessment strategies (traditional and alternative) to support the continuous development of learners.
- * (20) Interpret and use data (including but not limited to standardized and other test results) for planning, decision-making, and program evaluation.
- * (21) Assist school personnel in the collection, analysis and use of data for assessment, evaluation and decision-making.
- * (22) Evaluate assigned area of responsibility, program, or services using established criteria.
- * (23) Solicit evaluation of curriculum, program, or service area from teachers, principals, and other appropriate stakeholders.
- * (24) Use evaluation results to improve programs or services.
- * (25) Coordinate District and State student assessment program (K-12).
- * (26) Oversee all District-wide testing programs, testing operations and functions of administration and operations, including: purchasing, acquisition, maintenance of testing materials, distribution of materials and reports, and directing the scanning, scoring and processing of test records and results.
- * (27) Direct the development and implementation of District accountability policies and practice for test preparation, test administration and test security standards.
- * (28) Direct the design, plan, and implementation of all District, state and national standardized testing while supervising the analyses, interpretation, comparative studies, and reporting of test results for the District.
- * (29) Direct the planning and implementation of customized testing-related presentations and/or workshops for the District.
- * (30) Document and prepare student assessment data for District needs assessment.

TEACHER, TSA COORDINATOR OF DATA, ASSESSMENT, AND ACCOUNTABILITY

(Continued)

Intervention/Direct Services

- *(31) Demonstrate knowledge and understanding of assigned curriculum, program or service area.
- *(32) Provide assistance and coordination in curriculum development, alignment, implementation, and evaluation.
- *(33) Model principles of learning and effective teaching in instructional delivery and assessment.
- *(34) Assist school administrators and teachers in understanding programs and implications for instructional practice.
- *(35) Model the use of a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- *(36) Use appropriate materials, technology and resources to help meet learning needs of all students.
- *(37) Assist teachers in providing appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- *(38) Provide support and assistance to teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials, and addressing needs of individual students.
- *(39) Facilitate the implementation of programs, activities, and strategies designed to achieve school improvement objectives.

Collaboration

- *(40) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- *(41) Interact with parents, community agencies, and business to support school and District priorities.
- *(42) Provide accurate and timely information to teachers, administrators, and community.
- *(43) Work with teachers and other professional educators in curriculum development, special activities, and sharing ideas and resources.

Staff Development

- *(44) Assist in planning, implementing and evaluating in-service for teachers, administrators, and other school staff. Assist others in acquiring skills and knowledge in a specific area of responsibility.
- *(45) Engage in continuing improvement of professional knowledge and skills.
- *(46) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- *(47) Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
- *(48) Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.

Professional Responsibilities

TEACHER, TSA COORDINATOR OF DATA, ASSESSMENT, AND ACCOUNTABILITY

(Continued)

- *(49) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- *(50) Perform all assigned duties.
- *(51) Demonstrate attention to punctuality, attendance, records, and reports.
- *(52) Maintain confidentiality of student and other professional information.
- *(53) Comply with policies, procedures, and programs.
- *(54) Support school improvement initiatives by active participation in school activities, services, and programs.
- *(55) Perform other tasks consistent with the goals and objectives of this position.
- *(56) Demonstrate punctuality, regular attendance, and carry out assigned duties.
- *(57) Shall assume additional responsibilities as assigned by the Superintendent.

Student Growth and Achievement

- *(58) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- *(59) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF SUWANNEE COUNTY

COORDINATOR OF DISTRICT K-12 MATH

JOB DESCRIPTION

QUALIFICATIONS

- * (1) Bachelor's degree from an accredited educational institution.
- * (2) Must hold or is eligible for a valid Florida Educator's Certificate in Mathematics or appropriate area.
- * (3) Minimum of five (5) years successful teaching experience in Mathematics
- * (4) Experience in coordinating professional development related to performance responsibilities
- * (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to recommend, utilize and train in current technologies. Skill in maintaining balance, integration and integrity in academic programs. Ability to demonstrate leadership and decision making in a wide variety of situations. Ability to collaborate effectively with teacher/ specialists and other instructional specialists. Skill in effectively communicating, verbally and in written form. Strong planning and organization skills. Ability to work effectively and cooperatively with teachers, staff, schools and community. Ability to process, analyze and make judgments regarding a wide variety of information. Skill in promoting the professional development of others. Demonstrate strong technology skills. Knowledge of Differentiated Accountability process requirements.

REPORTS TO:

Director of Curriculum and Instruction

SUPERVISES:

N/A

JOB GOAL

To coordinate curriculum and school improvement services for the implementation of Mathematics programs and meeting Differentiated Accountability requirements.

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide leadership in developing curriculum scope and sequence for K-12 Mathematics.
- * (2) Communicate the Mathematics curriculum to principals, school Mathematics contacts and other teachers.
- * (3) Monitor school level programs as appropriate to ensure compliance with statutes, regulations and district policy.
- * (4) Identify master teachers with potential for spreading desirable practices, consistent with district goals, throughout the school system.

COORDINATOR OF DISTRICT K-12 MATH

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(CONTINUED)

- * (5) Provide leadership in integrating technology into the Mathematics curriculum.
- * (6) Develop staff development components and arrange for and conduct workshops that support school improvement needs, district priorities and increased student achievement in Mathematics.
- * (7) Assist with district instructional materials adoption for Mathematics.
- * (8) Acquaint teachers with instructional materials, effective teaching strategies and assessment practices.
- * (9) Coordinate county-wide Mathematics activities and events and state Mathematics conferences locally.
- * (10) Assist in the preparation of grant application and work with program development projects.
- * (11) Provide technical assistance for teachers and assist beginning teachers.
- * (12) Participate in professional organizations and continuously update knowledge of subject area responsibilities.
- * (13) Provide leadership in developing end of course examinations for identified courses, including alternative assessments.
- * (14) Act as a resource to schools in the school improvement planning and implementation processes.
- * (15) Assist in the implementation of the National Council of Teachers of Mathematics (NCTM) Curriculum Standards K-12, Sunshine State Standards (Pre-kindergarten – 12), and New Generations Standards.
- * (16) Supervise designated personnel, including selection, training and performance appraisals.
- * (17) Collaborate with school leadership teams, and other District Staff to improve student Mathematics achievement.
- * (18) Provide recommendations regarding the expenditure of funds related to capital outlay projects and Title I programs as related to the Mathematics program.
- * (19) Review and recommend changes in procedures and policies, including the program of studies and the *Pupil Progression Plan*.
- * (20) Plan and collaborate with Title I, Special Needs, and CTE departments.
Provide input to assist in staffing, recruiting and hiring of teachers as requested.
- * (21) Prepare, implement and monitor the role of Mathematics in state accountability programs.
- * (22) Evaluate assessment data and provide assistance to district and school personnel to increase student achievement and outcomes on district exams, Advanced Placement exams, and state accountability.
- * (23) Coordinate efforts of personnel outside scope of authority to achieve program goals.
- * (24) Ensure all required elements of Florida's Differentiated Accountability requirements, as it relates to Mathematics, are being met.
- * (25) Work extensively with school in the Differentiated Accountability requirements to increase student achievement in Mathematics.
- * (26) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- * (27) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- * (28) Maintain confidentiality of student and other professional information.
- * (29) Comply with policies, procedures and programs.
- * (30) Exercise appropriate professional judgment.
- * (31) Support school improvement initiatives.

COORDINATOR OF DISTRICT K-12 MATH

(CONTINUED)

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- *(32) Perform other tasks consistent with the goals and objectives of this position.
- *(33) Demonstrate punctuality, regular attendance, and carrying assigned duties.
- *(34) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and other as deemed appropriate by the District and/or required by adopted curriculum standards.
- *(35) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- *(36) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCSD board approved 2/28/17

SCHOOL DISTRICT OF SUWANNEE COUNTY
**RESOURCE TEACHER COORDINATOR OF DISTRICT PROFESSIONAL
 DEVELOPMENT (PD) AND K-12 READING/TITLE II**

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and staff development. Ability to facilitate various size groups using facilitative leadership skills. Good interpersonal and communication skills. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement.

REPORTS TO:

~~Assigned District or School Administrator~~ Director of Curriculum and Instruction

JOB GOAL

To serve as a resource for principals and teachers to provide more effective classroom instruction and improve student performance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Develop, write and coordinate assigned federal and state grant programs.
- * (2) Provide input and support for District-wide planning to relate the instructional program and the use of financial and human resources to the District's goals and objectives.

Classroom Management

- * (3) Prepare and submit applications, reports, schedules, surveys, projects and grants.
- * (4) Administer assigned budgets and expenditures.
- * (5) Assist in the preparation of the instructional services and staff development budgets.
- * (6) Prepare all required reports and maintain all appropriate records.

Assessment/Evaluation

- * (7) Facilitate the evaluation and selection of textbooks and other instructional materials to support the curriculum.
- * (8) Analyze, interpret and utilize student performance data, including state assessment test results, in planning and updating instructional programs.

**RESOURCE TEACHER COORDINATOR OF DISTRICT PROFESSIONAL DEVELOPMENT (PD) AND
K-12 READING/TITLE II (Continued)****Student Instructional Engagement**

- *(9) Provide input into the development and annual revision of the Student Progression Plan.
- *(10) Coordinate curriculum development task teams.
- *(11) Coordinate program planning to involve District and school personnel, community representatives and students when appropriate.

Technology

- *(12) Use technology resources effectively.
- *(13) Use technology to establish an atmosphere of active learning.
- *(14) Provide students with opportunities to use technology to gather and share information.
- *(15) Facilitate student access to the use of electronic resources.
- *(16) Explore and evaluate new technologies and their educational impact.
- *(17) Use technology to review student assessment data.
- *(18) Use technology for administrative tasks.

Collaboration

- *(19) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- *(20) Collaborate with coordinators and other specialists to assist them in purposeful articulation among all instructional levels as well as between basic and special programs.
- *(21) Work cooperatively with the school staff in curriculum and program planning.
- *(22) Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
- *(23) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Professional Learning

- *(24) Keep abreast of current trends and best practices in assigned areas.
- *(25) Maintain current knowledge of legislative developments.
- *(26) Assist principals with planning school-based staff development.
- *(27) Conduct appropriate staff development workshops.
- *(28) Attend meetings and conferences which promote professional growth and will benefit the District.
- *(29) Participate in school data collection of input on principal's performance assessment program.

Professional Responsibilities

- *(30) Serve as contact to the Department of Education as appropriate and assigned.
- *(31) Maintain good public relations with parents and community groups for dissemination of information and feedback.
- *(32) Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- *(33) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- *(34) Keep the supervisor informed about potential problems or unusual events.
- *(35) Model and maintain high standards of professional conduct.
- *(36) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

**RESOURCE TEACHER COORDINATOR OF DISTRICT PROFESSIONAL DEVELOPMENT (PD) AND
K-12 READING/TITLE II (Continued)**

- * (37) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (38) Facilitate problem-solving by groups or individuals.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- * (40) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SUWANNEE COUNTY
RESOURCE TEACHER COORDINATOR OF DISTRICT K-12 TECHNOLOGY
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and staff development. Ability to facilitate various size groups using facilitative leadership skills. Good interpersonal and communication skills. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement.

REPORTS TO:

~~Assigned District or School Administrator~~ Director of Curriculum and Instruction

JOB GOAL

To serve as a resource for principals and teachers to provide more effective classroom instruction and improve student performance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Planning/Preparation**

- * (1) Develop, write and coordinate assigned federal and state grant programs.
- * (2) Provide input and support for District-wide planning to relate the instructional program and the use of financial and human resources to the District's goals and objectives.
- * (3) Provide training opportunities for teachers, administrators, and district personnel in computer literacy, desired application proficiency and emerging technology.
- * (4) Support school improvement efforts related to the technology plan in all district schools.
- * (5) Assist teachers in implementing technology into their classroom individually, and in small groups.
- * (6) Arrange awareness/informational demonstrations of instructional technologies by vendors and state agencies. Coordinate visits to model technology schools as requested.
- * (7) Assist in the installation and operation of instructional and administrative software.
- * (8) Serve as a resource for the resolution of problems with computer software and hardware in either a referral capacity or resolver.

RESOURCE TEACHER COORDIANTOR OF DISTRICT K-12 TECHNOLOGY (Continued)

- *(9) Assist schools in the optimization of existing technology resources and acquisition decisions for additional technologies and related systems.
- *(10) Maintain knowledge of operating systems, for dominant platforms and related decisions regarding updates.
- *(11) Assist in the evaluation of educational software.
- *(12) Assist in the design and updating of the District Educational Technology Plan.
- *(13) Work toward the provision of training for parents in the use of technology available for children.
- *(14) Assist teachers and administrators in the selection of software by maintaining a district software preview lab. Coordinate the acquisition of software for the above lab.
- *(15) Publish and distribute information regarding educational technology for technology contracts.

Classroom Management

- *(16) Prepare and submit applications, reports, schedules, surveys, projects and grants.
- *(17) Administer assigned budgets and expenditures.
- *(18) Assist in the preparation of the instructional services and staff development budgets.
- *(19) Prepare all required reports and maintain all appropriate records.

Assessment/Evaluation

- *(20) Facilitate the evaluation and selection of textbooks and other instructional materials to support the curriculum.
- *(21) Analyze, interpret and utilize student performance data, including state assessment test results, in planning and updating instructional programs.

Student Instructional Engagement

- *(22) Provide input into the development and annual revision of the Student Progression Plan.
- *(23) Coordinate curriculum development task teams.
- *(24) Coordinate program planning to involve District and school personnel, community representatives and students when appropriate.

Technology

- *(25) Use technology resources effectively.
- *(26) Use technology to establish an atmosphere of active learning.
- *(27) Provide students with opportunities to use technology to gather and share information.
- *(28) Facilitate student access to the use of electronic resources.
- *(29) Explore and evaluate new technologies and their educational impact.
- *(30) Use technology to review student assessment data.
- *(31) Use technology for administrative tasks.

Collaboration

- *(32) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- *(33) Collaborate with coordinators and other specialists to assist them in purposeful articulation among all instructional levels as well as between basic and special programs.
- *(34) Work cooperatively with the school staff in curriculum and program planning.
- *(35) Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
- *(36) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

RESOURCE TEACHER COORDIANTOR OF DISTRICT K-12 TECHNOLOGY (Continued)**Professional Learning**

- *(37) Keep abreast of current trends and best practices in assigned areas.
- *(38) Maintain current knowledge of legislative developments.
- *(39) Assist principals with planning school-based staff development.
- *(40) Conduct appropriate staff development workshops.
- *(41) Attend meetings and conferences which promote professional growth and will benefit the District.
- *(42) Participate in school data collection of input on principal's performance assessment program.

Professional Responsibilities

- *(43) Serve as contact to the Department of Education as appropriate and assigned.
- *(44) Maintain good public relations with parents and community groups for dissemination of information and feedback.
- *(45) Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- *(46) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- *(47) Keep the supervisor informed about potential problems or unusual events.
- *(48) Model and maintain high standards of professional conduct.
- *(49) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- *(50) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(51) Facilitate problem-solving by groups or individuals.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- *(40) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- *(41) Perform other related duties as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SUWANNEE COUNTY
SCHOOL PSYCHOLOGIST LEAD SCHOOL PSYCHOLOGIST/MTSS
FACILITATOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in School Psychology from an accredited educational institution.
- (2) Specialist degree in School Psychology or related field preferred.
- (3) Valid Florida certification as School Psychologist and appropriate licensure.
- (4) ~~Internship in a school setting.~~
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child growth and development; test and measurement theory; and community resources and services available for student assistance. Ability to conduct comprehensive psychoeducational evaluations of students; to verbally communicate and consult effectively with parents, school personnel, and the public; to communicate results of evaluation findings in written reports and correspondence; to assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Ability to interact successfully with parents, school personnel, and administrators. Skill in communicating effectively orally and in writing. Knowledge of laws and rules relating to education and other services for persons with disabilities. Skill and ability to apply and interpret federal, state, and local laws and policies governing the provision of educational services to students with disabilities.

REPORTS TO:

~~Executive Director of Student Services and Exceptional Student Services~~
Coordinator of Exceptional Student Education

JOB GOAL

To improve the academic achievement, behavioral/social skills, and emotional well-being of all students through direct contact with students or through testing and consultation with other professionals.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Establish short- and long-range plans designed specifically to support the District exceptional student educational plan.
- * (2) Plan and prepare intervention strategies for parents and teachers that are effective and contribute to a climate where students become engaged in meaningful learning experiences.

Classroom Management

- * (3) Prioritize and organize schedules and activities.

SCHOOL PSYCHOLOGIST LEAD SCHOOL PSYCHOLOGIST/MTSS FACILITATOR (Continued)

- * (4) Establish a positive and supportive environment for psychological services.
- * (5) Communicate clearly defined expectations to students.
- * (6) Arrange furniture and/or space to facilitate testing and consultation.
- * (7) Maintain organized, accurate, and complete records.
- * (8) Prepare thorough and accurate reports in a timely manner.
- * (9) Implement and coordinate school-wide and District-wide psychological services and activities.
- * (10) Manage time efficiently.
- * (11) Manage materials and equipment effectively.

Assessment/Evaluation

- * (12) Participate in needs assessment activities, planning, and development of interventions, programs, and/or service to students.
- * (13) Select, develop, or modify psychological assessment materials which identify learning needs of students with diverse cultural and social economic background, learning styles, and special needs.
- * (14) Assist in early identification of students' school-related problems.
- * (15) Conduct valid psychological and psycho-educational assessments according to professional standards.
- * (16) Demonstrate knowledge of assessment instruments and techniques in areas of social/emotional development and functioning, behavior, and academic performance.
- * (17) Analyze and interpret information to make diagnoses and recommendations regarding needs for services.
- * (18) Communicate test results with parents and appropriate school personnel.
- * (19) Seek additional data sources which will provide evidence of student growth and/or the identification of developmental needs and share these findings with principals and other instructional leaders.
- * (20) Conduct a comprehensive follow up with tested students to determine the effectiveness and implementation levels of recommendations.

Student Instructional Engagement

- * (21) Assist schools and the district in preparing for changing curriculum and service needs.
- * (22) Accept and value students and parents from diverse cultures and with diverse needs.
- * (23) Demonstrate patience in establishing relationships with students.
- * (24) Demonstrate knowledge and understanding of a broad curriculum base.
- * (25) Formulate recommendations appropriate for students from diverse backgrounds with different learning styles and special needs.
- * (26) Design techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- * (27) Specialize in recognizing overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- * (28) Provide direct observation and/or crisis intervention as necessary and/or requested.
- * (29) Use effective consultative behaviors.
- * (30) Interpret educational policies, programs, and procedures related to psychological services.
- * (31) Make recommendations based on evaluation results for strategies to assist the student at school and at home.
- * (32) Participate in team meetings to share information, determine appropriate placement and services, and recommend interventions to assist the student.

SCHOOL PSYCHOLOGIST LEAD SCHOOL PSYCHOLOGIST/MTSS FACILITATOR (Continued)

- *(33) Assist in providing objectives for the development of the Individual Education Plan for identified students.

Technology

- *(34) Use technology resources effectively.
- *(35) Use technology to establish an atmosphere of active learning.
- *(36) Provide students with opportunities to use technology to gather and share information.
- *(37) Facilitate student access to the use of electronic resources.
- *(38) Explore and evaluate new technologies and their educational impact.
- *(39) Use technology to review student assessment data.
- *(40) Use technology for administrative tasks.

Collaboration

- *(41) Participate in Child Study, eligibility, and IEP committees to help meet the needs of identified students.
- *(42) Participate in multidisciplinary staffing conferences concerning individual cases of special need (academic, social, cultural, emotional, economic).
- *(43) Use language appropriate to the student, parent, or other listener.
- *(44) Provide follow up conferences with parents and teachers to interpret and develop alternative instructional strategies for students with special needs.
- *(45) Suggest realistic and effective intervention strategies for teachers to use with students, based on observations of student behavior and performance assessments.
- *(46) Work effectively with students, parents, colleagues, community agencies and staff.
- *(47) Consult with parents, other school staff, and teachers about ways to facilitate the learning and adjustment of students.
- *(48) Enlist the cooperation of parents in examining the family situation and assessing strengths and problem areas.
- *(49) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Professional Learning

- *(50) Conduct inservice training for faculty and staff.
- *(51) Demonstrate professional growth and continuing improvement of professional knowledge and skills.
- *(52) Assist others in acquiring knowledge and understanding of psychological services and resources available.
- *(53) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and District programs.
- *(54) Participate in District sponsored staff development programs.
- *(55) Share experience and new learning by mentoring new colleagues.
- *(56) Participate in data collection of input on administrator's performance assessment program.

Professional Responsibilities

- *(57) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- *(58) Perform and fulfill professional responsibilities.
- *(59) Demonstrate attention to punctuality, attendance, records, and reports.
- *(60) Maintain confidentiality of student and other professional information.
- *(61) Comply with federal, state, and district laws, rules, policies, and procedures in the delivery of school psychological services.

SCHOOL PSYCHOLOGIST LEAD SCHOOL PSYCHOLOGIST/MTSS FACILITATOR (Continued)

- *(62) Exercise appropriate professional judgment.
- *(63) Support District and local school improvement initiatives, services, and programs.
- *(64) Contribute to the overall District and school mission by supporting various school committees and services.
- (65) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- *(66) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement No. 11

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY SCHEDULE 2016-2017

**ASSISTANT PRINCIPALS, AND CURRICULUM, AND OTHER PROGRAM
COORDINATORS***

REGULAR HOURS ARE 8:00 AM TO 4:30 PM

<u>YEARS</u>	<u>BACHELOR</u>
0	59690
1	60690
2	61690
3	62690
4	63690
5	64690
6	65690
7	66690
8	67690
9	68690
10	69690
11	70690
12	71690
13	72690

*The Program Coordinators are: Coordinator of Data, Assessment, and Accountability; Coordinator of School Improvement/Title I; Coordinator of Exceptional Student Education; Coordinator of District K-12 Math; Coordinator of District Professional Development and K-12 Reading/Title II; and Coordinator of District K-12 Technology

Employee may be placed in appropriate step of classification level based on years of administrative and/or teaching experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation and is effective in accordance with new certification.

Eleven (11) months shall mean 216 duty days and shall be computed as 11/12ths of the above schedule.

Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Assistant Principals

Salary adjustments and/or supplements will be made in accordance with 1012.22 f.s. for:
Master's Degree add \$2,310 to Bachelors
Specialist Degree add \$2,835 to Bachelors
Doctorate Degree add \$3,750 to Bachelors

Effective July 1, 2016-June 30, 2017

Adopted May 24, 2016 by the
SUWANNEE COUNTY SCHOOL BOARD
702 2nd Street NW
Live Oak, Florida 32064
386/647-4600
Jerry A. Scarborough, Superintendent

SALARY SCHEDULE 2016-2017

PRINCIPALS AND ADMINISTRATORS

REGULAR DUTY HOURS 8:00 AM - 4:30 PM

Years. Exp. in
Comparable

Position	0	1	2	3	4	5	6	7	8	9	10	11
10	37972	39944	41912	43882	45847	47819	49787	50596	53474	54866	55738	56552
9	48511	49989	51463	52944	54418	55897	57373	58850	60327	61856	62837	63754
8	58279	60237	62192	64152	66111	68068	70022	71544	73063	74845	76029	77144
7	61690	62690	63690	64690	65690	66690	67690	68690	69690	70690	71690	72690
6	69690	70690	71690	72690	73690	74690	75690	76690	77690	78690	79690	80690
5	62079	64662	67245	69829	72414	74997	77581	79365	81151	83094	84408	85647
4	70690	71690	72690	73690	74690	75690	76690	77690	78690	79690	80690	81690
3	73690	74690	75690	76690	77690	78690	79690	80690	81690	82690	83690	84690
2	71669	74413	77156	79903	82641	85389	88132	90285	92434	94606	96105	97509

CLASSIFICATION OF POSITION

- 10 Supervisor Food Service, Asst. IT Director, Assistant Chief Financial Officer, Assistant Director of Human Resources, Assistant Director of Transportation, Assistant Director of Facilities
- 9
- 8 Coordinator of Health Services and Attendance, Principal Suwannee Virtual School, Lead School Psychologist/Multi-Tiered System of Support (MTSS) Facilitator
- 7 ~~Principal Suwannee Virtual School~~
- 6 Principals Elementary Schools, Principal Suwannee Middle School,
- 5 Director of Food Service, Director of Transportation, IT Director, Director of Student Assessment/Curriculum Specialist, Director of Elementary Ed, Director Human Resources, Director of ESE, Director of Federal Programs, Director of Special Programs, Director of Student Services/School Psychologist, Director of Facilities
- 4 Principal Branford High School, Principal RIVEROAK Technical College/Director of Career, Technical and Adult Education
- 3 Principal Suwannee High School
- 2 Assistant Superintendent of Administration/Instructional, Chief Financial Officer

Employee will be placed in appropriate step of classification level based on years of experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation, and is effective in accordance with new certification.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Principals and Administrators

H. Longevity Supplement for Grandfathered Assistant Principal Salary Schedule:	
1. Step 10	\$189.00
2. Step 11	\$954.00
3. Step 12	\$1,128.00
4. Step 13	\$1,228.00

II. INSTRUCTIONAL EMPLOYEES

A. D or F School Incentive: A non-recurring, one thousand dollar (\$1,000.00) incentive for teachers transferring to a "D" or "F" school from a higher performing school within the District. The transferring teacher must have received a very effective or outstanding performance evaluation the preceding year.	
B. Department Head/Curriculum Leader/Grade Level Chair	\$1,000.00
C. ESE Teacher: As Teacher of Record or Support Facilitation for ESE Students if ESE certification is required based on student enrollment. Shall be earned by completing one extended duty day per week (8 hours)	\$573.00
D. PECDS Mentor/New Teacher Mentor: For satisfactorily serving as a mentor teacher. NBCTE certified teachers are ineligible for this supplement if the bonus provided to them through the National Board (Program) provides for a supplement equal to or greater than \$500. In the event funding from the Program is less than \$500, National Board certified teachers who serve as mentors will be eligible for an amount which will provide for at least \$500 when combined from any amounts paid through the Program Requires approval and documentation of required mentoring hours.	\$500.00
E. Planning Period Supplement: For the voluntary surrender of a teacher's planning period to serve as teacher of record for an additional period of instruction as requested by the school principal. The supplement shall be earned based on completing an additional 30 minutes per day as plan time. The supplement is based on a sixty (60) minute period of instruction during the normal duty day and shall be prorated for varying lengths of periods. Appointments shall be made based on needs of the school, master schedule, and the voluntary acceptance of the teacher and shall not be subject to posting requirements. Travel will be reimbursed by the District if the teacher is assigned to both Live Oak and Branford Schools.	\$3,744.00 per year; \$1,872.00 per semester, \$936.00 per nine weeks
F. Reading Supplement: A one time supplement for Reading Coaches and secondary Reading Teachers who attain the Reading Endorsement or certification in Reading	\$550.00

SUWANNEE COUNTY SCHOOL DISTRICT



702 - 2nd Street, NW • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

TED L. ROUSH
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



TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 
FROM: Walter Boatright, Director of Human Resources 
DATE: February 17, 2017
RE: Personnel Changes List for February 28, 2017, 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

February 28, 2017

TO: District School Board of Suwannee County

FROM: 
Ted Roush, Superintendent of Schools

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

RESIGNATION: INSTRUCTIONAL:

Suwannee High School:

Ryan Hiers, Music/Band Teacher, effective February 10, 2017

RESIGNATIONS: NON-INSTRUCTIONAL:

Suwannee Elementary School:

Maria Cartagena-Reyes, Paraprofessional, effective February 2, 2017

Suwannee Intermediate School:

Joshua Greek, Custodian, effective February 14, 2017

Transportation:

Scott Melanson, Mechanic, effective January 27, 2017

Robin Oliver, Bus Driver, effective February 17, 2017

Hope Robinson, Bus Driver, effective February 13, 2017

James Voiles, Bus Driver, effective February 10, 2017

TRANSFERS/REASSIGNMENTS:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>
John Olson	Dir. of Elem. & Early Childhood Ed.	Dir. of Curriculum & Instruction	2/28/2017

RECOMMENDATIONS: INSTRUCTIONAL:

District Wide/21st Century:

The following to work as paraprofessional or teacher in the 21st Century Program effective February 2, 2017:

Scott Conley

Tina Hayes

Suwannee High School:

Michael Braun, Athletic Director, effective February 13, 2017

REPLACES: Thomas Abercrombie

Robert Marski, Music/Band Teacher, effective February 14, 2017

REPLACES: Ryan Hiers

Thomas Abercrombie, Teacher on Special Assignment (Dean of Students), effective February 2, 2017

REPLACES: Ronald Gray

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

Suwannee Primary School:

Shannon Daniel, Teacher, February 29, 2016, April 26, 2016, and September 22, 2016 for a total of 14.25 hours

LEAVE OF ABSENCE (FMLA):

Suwannee High School:

Trista Morales, Teacher, tentatively March 16, 2017 through April 24, 2017

LEAVE OF ABSENCE (MATERNITY):

Branford Elementary School:

Mandi Howard, Teacher, tentatively February 1, 2017 through March 3, 2017

Suwannee Middle School:

Sarah Grillo, Teacher, tentatively August 1, 2017 through June 29, 2018

Suwannee Primary School:

Brittany Broughton, Teacher, tentatively April 24, 2017 through June 6, 2017

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Erin Clark	Girls Track Coach	BHS	Tim Clark
Tim Clark	Head Boys Track Coach	BHS	Roy Harden
Tim Clark	Head Varsity Football Coach	BHS	Roy Harden
John Perry	Head Middle School Baseball Coach	BHS	Mason Tyler
John Perry	Varsity Football Defensive Coordinator	BHS	Tim Clark
David Riels	Varsity Assistant Softball Coach	BHS	Kenneth Certain
Andrew Chapman	Planning Period	SVS	
Carlos Diaz	Planning Period	SVS	
Angela Hester	Planning Period	SVS	
Dawn Eakins	Sophomore Class Sponsor	BHS	Angel Hill
Paula McMillan	Planning Period	SVS	
Vanessa Menhennett	Planning Period	SVS	
Scott Morris	Assistant Wrestling Coach	SMS	
Nancy Nielsen	Planning Period	SVS	
Yorch Olguin	Head JV Girls Soccer Coach	SHS	William Harris
Sergio Rodriguez	Planning Period	SVS	
Daniel Taylor	Planning Period	SVS	
Kimberly Tuvell	Planning Period	SVS	
Mirian Venero	Planning Period	SVS	

PART-TIME/HOURLY EMPLOYEES:

Approval for the following for part-time/hourly employees for the second term 2016-2017

ADULT EDUCATION

Robbin Chapman	ABE/GED Prep
Tracy Henderson	ABE/GED Prep
Angie Hester	ABE/GED Prep
Kathy Smith	ABE/GED Prep
Darryl Cannon	Adult Basic Education
Glenda Cranford	Adult Basic Education
Pam Poole	Chief GED Test Examiner
Phyllis Doty	ESOL

Sabrina Harrell	ESOL
Ann Warner	GED Test Proctor/TABE Test Examiner
Richard Allen	TABE Test Examiner
Ta-Trease Sapp	TABE Test Examiner

CAREER & TECHNICAL

David Barnes	Bus Driver Training
Pat Fleming	Bus Driver Training
Inez Williams	Bus Driver Training
Susan Morgan	Patient Care Technician/Practical Nursing/I.V. Therapy
Marissa Lane	Early Childcare Education/Paraprofessional
Greta Thornton	Nail Technician
Jessika Hinkle	Phlebotomy

COMMUNITY EDUCATION (Pending class enrollment)

Ann Warner	Beginning Computer
Marilyn Roberts	Business
Debbie Scott	Cake Decorating
Virginia Crews	CPR
Natasha Pittman	Excel, Quickbooks, MS, Office Word, Power Point
Mary Kay Dunaway	Floral Design
Vanessa Grantham	Crochet, Stained Glass
Wayne Musgrove	Gun Safety/Concealed Weapons
Carol Risk	Yoga
Donna Bass	Community Education Coordinator
Katherine Haney	Art, Computer Applications, Graphic Design
Belinda Fries	Computer Technology & Computer Safety
Kevin Constanza Renderos	Conversational Spanish

MISCELLANEOUS:

Approval of Emily Blackmon to be compensated (\$500) for completing the gifted endorsement, which includes 50 hours at \$10 per hour for professional development.

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford High School:

Cathy Carter, Custodian, effective January 26, 2017
 REPLACES: Karen Tucker

Food Service Department:

Dawn Shearer, SMS 8 hour food service worker, effective January 23, 2017
 REPLACES: Katrina Johnson

Suwannee Middle School:

Verhonda Morris, ESE Paraprofessional, effective January 27, 2017
 REPLACES: Sharan Dedge

Transportation:

Bryan Cioni, Bus Driver, effective February 6, 2017
 REPLACES: James Voiles

Kathy Laschanky, Bus Driver, effective January 25, 2017
REPLACES: Janet Harris

TRANSFERS/REASSIGNMENTS:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>
Nellie Pate	SIS/ESE Paraprofessional	SES/ESE Paraprofessional	2/06/2017

LEAVE OF ABSENCE (MATERNITY LEAVE):

Suwannee Elementary School:

Julia Davidson, Paraprofessional, tentatively January 17, 2017 through March 3, 2017

Jessica Melgar, Paraprofessional, tentatively April 21, 2017 through June 2, 2017

LEAVE OF ABSENCE (MEDICAL LEAVE):

Transportation:

Carol Jenkins, tentatively February 10, 2017 through March 12, 2017, with the option of returning sooner if released by the doctor.

LEAVE OF ABSENCE (PERSONAL LEAVE):

Branford High School:

Travis Howard, tentatively March 1, 2017 through May 22, 2017, with the option of returning sooner.

SUBSTITUTE:

The following as a Substitute Bus Driver:

Bryan Cioni

The following as a Substitute School Nurse District-wide:

Brittany Durham

Jared Kirby

Ashton Peterson

VOLUNTEERS:

Amelia Adams

Daleymis Alfonso

DeAnna Barnett

Maria Bruno

Robert Bryant

Crystal Bryson

Matthew Cashmore

Jennifer Creech

Collier Christy

Sean Conner

Clifton Crowe

Jennifer Winnett

Xiaoyu You

Kelly Sikes

Catrina Castillo

Jerry Ramsey

Julia Cedillo

Sean Conner

Mickala Emery

Crystal Fernandez

Timothy Green

Travis Harris

John Hawthorne

Effie Hemphill

Stefani Santos

Carley Herring

Cole Herring

Caroline Hill

Carla Hollinger

Donna Terry

Melinda Stephens

Robert Davis

Ramona Driggers

Amy Atkins

Patricia Lawhorn

Jann Lodernose

Olivia Partin

Doris Pierce

Ethan Roberts

Lisa Roberts

Chad Sessions

Brittany Ward

Charles Ward

Cole Whartar

Kylie Wall

John Terry

Deborah Fairchild

Charity Nasworthy

Erin Davis

Flora Moreno

Mevelyn Lewis
Justin Atkins
Starr Barreto
Ashley Pate
Robert Burnett
Breanna Pollett
Eric Hunt
Kevin Stancel
Charles Bean
John Hendrick
Casey Carter
Lawrence Land
Chelsea Sapp
Nancy Pitts
Maria Cedillo

Crystal Whitt
Corina Johnson
William Johnson
Donna Koon
Billie Vincent
Amanda Colon
Stephanie Hunt
Amity McCall
Barry Washington
Karen Kelly
Michelle Coupe
Norhaya Weisner
Omar Hassan
Somnia Reynolds
Kylie Wall

Daniel Powell
Steven Sexton
Jennifer Allender
Rebecca Rogers
Erin Clary
Vera Massey
Stephanie Poole
Jennifer Ellefson
Joseph Waters
Cameron Humphries
David Williams
Ashley Dalton
Melissa Conner
Jerry Barnes Jr.
Julia Cedillo

**End of List
2016-2017
School Year**