

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
April 10, 2018

AGENDA

Call to Order – Immediately following the workshop

The Superintendent recommends approval to adopt the agenda.

Assistant Superintendent of Instruction – Janene Fitzpatrick:

1. The Superintendent recommends approval of the School Advisory Councils, for the following schools, for the 2017-2018 school year:
 - a. Branford Elementary School (pg. 3)
 - b. Suwannee Primary School (pg. 4)
 - c. Suwannee Elementary School (pg. 5)
 - d. Suwannee Intermediate School (pg. 6)
 - e. Suwannee Middle School (pg. 7)
 - f. Suwannee High School (pg. 8)

Director of Human Resources – Walter Boatright:

2. The Superintendent recommends approval of the following personnel items for the 2017-2018 school year:
 - a. Overlap two contracts for the Assistant Principal position at Branford High School (Note: The overlap will be for approximately two months and will end June 30, 2018.)
 - b. Freeze the Financial Aide Coordinator position at RIVEROAK Technical College, effective immediately
 - c. Add a Financial Aid Specialist position at RIVEROAK Technical College, effective immediately
 - d. Add Job Description #179 - Financial Aid Specialist (*New*) (pgs. 9-11)
 - e. Revise *Salary Schedule Confidential Employees 2017-2018 Secretarial and Other Personnel* to reflect compensation for Financial Aid Specialist position on Line 1AA (pg. 12)

3. The Superintendent recommends approval of the following personnel item for the 2018-2019 school year:

- a. Add one Assistant Principal position at Branford High School, effective July 1, 2018

Adjourn

**SAC Membership Listing
Branford Elementary School
2017-2018**

SAC Officers

Kelly Ballentine – Chair
Donna Koon – Co-Chair
Amanda Harris – Secretary
Stephanie Busch – Treasurer

Parent Representative

| | |
|------------------|------------------|
| Carolina Hill | Norhaya Weisner* |
| Kelly Ballentine | Nanette Tyler* |
| Kenya Manley* | |

Teacher Representative

Stephanie Knighton
Margaret Williams

Education Support Employee Representative

Amanda Harris (Secretary)
Toni Hansard (Bus Driver)

Community/Business Representative

| | |
|---------------|------------------|
| Kathy Woolard | Andrea Walker |
| Donna Koon | Kelli Williamson |

Administration

Jennifer Barrs, Principal
Stephanie Busch*, Asst. Principal

**Minority*

+Non-voting member

**SAC Membership Listing
Suwannee Primary School
2017-2018**

SAC Officers

Kelley Gill – Chair
Kelli Hicks – Co-Chair
Jennifer Wooley – Secretary

Parent Representative

| <u>PreK</u> | <u>Kindergarten</u> | <u>First Grade</u> |
|--------------------|----------------------------|---------------------------|
| Lisa Gill | Kelli Hicks | Dawn Conley |
| Elecxia Reed* | Kelly Driggers | Courtney Goodin |
| Cierra Keen | | |

Teachers:

| <u>PreK</u> | <u>Kindergarten</u> | <u>First Grade</u> |
|--------------------|----------------------------|---------------------------|
| Tara Brock | Abby Fleming | Jennifer Gregory |
| Laritta Hunter* | Shannon Daniel | Stacey Skierski |

Education Support Employee Representative

Kim Steichen (Administrative Secretary)

Community/Business Representative

Kelley Gill
Frank Conley

Administration

Marsha Tedder, Principal
Lisa Garrison+, Asst. Principal

**Minority*

+Non-voting members

**SAC Membership Listing
Suwannee Elementary School
2017-2018**

SAC Officers

Bart Boggus – Chair
– Co-Chair/Secretary
– Treasurer

Parent Representative

Heather Starling
Meredith Garrison
Lori Evans

Teacher Representative

Holly McMillian

Education Support Employee Representative

Tammy Williams (Guidance Counselor)
Becky Carter (Reading Coach)
Tralene Sasso (Para)

Community/Business Representative

| | |
|--------------|---------------|
| Merle Owens* | Bart Boggus |
| Suzanne Dunn | Joyce Warren* |

Administration

Amy Boggus, Principal
Keri Bean+, Asst. Principal

**Minority*

+Non-voting member

**SAC Membership Listing
Suwannee Intermediate School
2017-2018**

SAC Officers

Wendy Stevens – Chair
Taye Patrick – Co-Chair/Secretary
Meredith Garrison – Treasurer

Parent Representative

Taye Patrick*
Meredith Garrison

Teacher Representative

Darlene Rice
Leigh Fountain

Education Support Employee Representative

Sandra Winburn (Guidance Counselor)
Dana Putnal (Guidance Counselor)

Community/Business Representative

Joyce Warren*

Administration

Jennifer Beach, Principal

**Minority*

**SAC Membership Listing
Suwannee Middle School
2017-2018**

SAC Officers

Mike Herring – President
Linda Straight – Vice President
Linda Straight – Secretary
Aubrey Wilkerson – Treasurer

Parent Representative

| | | |
|------------------|-----------------|--------------------|
| James Robinson | Juan Velasquez* | Shannon Thomas |
| Theresa Creech | Maria Pasqual* | Dennshia Chambers* |
| Lidia Velasquez* | Angela Starling | Tammy Walters |

Teacher Representative

Stephanie Sampson*
Mirian Venero
Stephanie Land

Education Support Employee Representative

| | |
|------------------------------------|------------------------------------|
| Shawn Herring (Guidance Counselor) | Martha Jones (Para) |
| Kim Cohen* (Guidance Counselor) | Tim Burbridge (Guidance Counselor) |
| Goldie Fralick (School Nurse) | Joyce Warren* (Parent Liaison) |

Community/Business Representative

| | |
|--------------|--------------|
| John Dunn | Lee Willis |
| Suzanne Dunn | Connie Hicks |

Administration

Jimmy Wilkerson
Laura Williams+, Asst. Principal

**Minority*

+Non-voting member

**SAC Membership Listing
Suwannee High School
2017-2018**

SAC Officers

Belinda Fries – Faculty Chair
John Boggus – Community Chair
Carla Blalock* – Secretary

Parent Representative

Kasey Wynn

Student Representative

Daniel Hendricks
Jessica Starling

Teacher Representative

Elise Hall
Donna Leslie

Education Support Employee Representative

Carla Blalock

Community/Business Representative

John Boggus

Administration

| | |
|--------------------------------|----------------------------------|
| Malcolm Hines*, Principal | Ronnie Gray+, Asst. Principal |
| Tammy Boggus+, Asst. Principal | Angela Stuckey+, Asst. Principal |

**Minority*

+Non-voting members

SCHOOL DISTRICT OF SUWANNEE COUNTY

FINANCIAL AID SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's Degree from an accredited educational institution preferred, or equivalent.
- (2) Or other certificates/licenses required by the District.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and district rules, regulations and policies as they relate to job functions, including Veteran's benefits. Knowledge of School Board policies and practices as they relate to job function. Knowledge of office practices and procedures. Knowledge of district accounting and financial aid practices. Skill in reading, interpreting and applying information in technical manuals and other documents. Skill in the use of business mathematics. Skill in handling constituents problems and concerns with sensitivity and tact. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to analyze, interpret and use data in decision making. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to prepare and maintain accurate financial records and reports. Ability to operate a computer and utilize software applications, word processing, databases and spreadsheets. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to work effectively to furnish needed information to administrators, other departments, governmental agencies, and parents.

REPORTS TO:

Principal

JOB GOAL

To assist qualified students in obtaining financial assistance for continuing their education.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist students in applying for Financial Aid.
- * (2) Counsel students in the Financial Aid process.
- * (3) Develop and write Institutional Financial Aid Policies and Procedures Manual.
- * (4) Develop and write Student Financial Aid Handbook.
- * (5) Maintain current knowledge of state and federal financial aid regulations and Veteran's Affairs regulations.
- * (6) Maintain auditable records of students receiving State and Federal Financial Aid.

FINANCIAL AID SPECIALIST (Continued)

- * (7) Maintain auditable records of students receiving Veteran's benefits.
- * (8) Maintain eligibility requirements and Title IV reimbursements for ineligible students.
- * (9) Revise and update financial forms and system procedures on a continuing basis.
- * (10) Provide assistance and information for auditors, as required.
- * (11) Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
- * (12) Serve as contact for federal Financial Aid reports.
- * (13) Assist with IPEDs reporting.

Employee Qualities/Responsibilities

- * (14) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (15) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- * (16) Ensure adherence to good safety standards.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Model and maintain high ethical standards.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (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.
- * (25) Serve on school/District committees as required or appropriate.

System Support

- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (28) Demonstrate support for the School District and its goals and priorities.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (30) Prepare all required reports and maintain all appropriate records.
- * (31) Participate in cross-training activities as required.
- (32) Perform other tasks consistent with the goals and objectives of this position.
- (33) Appear before the School Board as needed.
- (34) 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.

FINANCIAL AID SPECIALIST (Continued)

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.

*Essential Performance Responsibilities

SALARY SCHEDULE CONFIDENTIAL EMPLOYEES 2017-2018
SECRETARIAL AND OTHER PERSONNEL

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

| LEVEL | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 5 | 23726 | 24064 | 24669 | 25434 | 26182 | 26936 | 27686 | 28447 | 29199 | 29953 | 30937 | 31888 | 32390 | 32867 | 33344 |
| 4 | 25198 | 25954 | 26425 | 27184 | 27932 | 28693 | 29446 | 30202 | 30956 | 31712 | 32734 | 33721 | 34256 | 34758 | 35260 |
| 3 | 26743 | 27220 | 27687 | 28448 | 29198 | 29957 | 30501 | 31463 | 32224 | 32979 | 34032 | 35046 | 35599 | 36121 | 36643 |
| 2 | 28502 | 28975 | 29447 | 30202 | 30956 | 31714 | 32465 | 33181 | 33957 | 34732 | 35828 | 36879 | 37461 | 38011 | 38561 |
| 1B | 29811 | 30237 | 30724 | 31480 | 32243 | 33037 | 33778 | 34557 | 35315 | 36073 | 37203 | 38280 | 38886 | 39452 | 40018 |
| 1A | 30997 | 31429 | 31907 | 32671 | 33436 | 34229 | 34965 | 35743 | 36482 | 37265 | 38420 | 39525 | 40149 | 40739 | 41329 |
| 1AA | 32258 | 32734 | 33220 | 33975 | 34698 | 35499 | 36258 | 37018 | 37779 | 38540 | 40927 | 42083 | 42751 | 43373 | 43995 |
| 1C | 40443 | 41549 | 42658 | 43770 | 44878 | 45990 | 47097 | 48208 | 49313 | 50424 | 52087 | 53529 | 54378 | 55173 | 55968 |
| 1D | 35807 | 36284 | 36769 | 37527 | 38248 | 39046 | 39810 | 40569 | 41330 | 42091 | 44478 | 45702 | 46427 | 47107 | 47787 |
| 1E | 36695 | 37169 | 37659 | 38412 | 39134 | 39936 | 40697 | 41455 | 42212 | 42975 | 45367 | 46608 | 47345 | 48040 | 48735 |
| 1 | 33763 | 34240 | 34727 | 35485 | 36205 | 37007 | 37766 | 38526 | 39287 | 40047 | 42472 | 43659 | 44350 | 44999 | 45648 |

CLASSIFICATION LEVEL

- 5 General Secretary
- 4 District Level Secretary, District Secretary (Custodian of Records)
- 3 Administrative School Secretary/Confidential, Administrative Secretary IT
- 2 Administrative Secretary II
- 1B Administrative Secretary I, School Bookkeeper, Operations Manager
Transportation
- 1A Personnel Specialist, Accounts Payable Specialist
- 1AA Assistant Superintendents' Secretary, Asst. Textbook and Certification,
Secretary for Administration, Employee Benefits Specialist, Financial Aid
Specialist
- 1C IT Specialist, Network Specialist, Software Specialist, Facilities Technology
Technician, Supervisor/Payroll, Assistant Coordinator of Food Service,
Attendance Assistant
- 1D
- 1E
- 1 Secretary to the Superintendent, Administrative Support Specialist – Food
Service/Federal Programs

Normally upon appointment to a position, employee will be placed in step "0"; however, the Superintendent, upon consideration of pertinent factors, (educational backgrounds, prior experience, see job description), may approve placement into any of the succeeding steps. Thereafter, employee will progress to the succeeding step on July 1 of each year, provided he has performed satisfactorily for a minimum period of nine (9) months as of June 30.

All salaries are based on 12 months. Where employee is on less than 12 months, salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

Effective July 1, 2017-June 30, 2018 Adopted _____ by the
SUWANNEE COUNTY SCHOOL BOARD
 1729 Walker Avenue, SW, Suite 200
 Live Oak, Florida 32064
 386/647-4600
 Ted L. Roush, Superintendent