SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
March 23, 2021

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Middle School

Special Recognition by the Superintendent

Suwannee Middle School

- Yohana Gonzalez – Competed and represented the District at *Art in the Capitol Competition* in Tallahassee

District Spelling Bee Winners

- Bradley Harrison (Suwannee Riverside Elementary, 5th Grade) – First Place
- Camron Wilson, (Westwood Christian School, 6th Grade) – Runner Up

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. 7-27)**

February 9, 2021	- Workshop Session
	- Special Meeting
February 23, 2021	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for February 2021.

3. The Superintendent presents the following bills for the period February 1-28, 2021:

General Checking Account	
General Fund 1000	$ 458,718.18
LCI Fund 3200	28,745.96
Food Service Fund 4100	133,737.60
Federal Fund 4200	129,598.94
Elem & Sec School Emerg Relief Fund 4410	974.35
Other Cares Act Relief Fund 4420	8,282.19
	$ 760,057.22
Payroll Checking Account	
General Fund 1000	$ 3,212,636.33
Food Service Fund 4100	145,580.39
Federal Fund 4200	345,828.26
Elem & Sec School Emerg Relief Fund 4410	12,967.41
Other Cares Act Relief Fund 4420	4,117.76
	$ 3,721,130.15
Total	$ 4,481,187.37

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2020-2021:

General	LCIF	Special Revenues
I-8	III-7	IV-2 (ESSER)
		IV-8 (Federal)
		IV-7 (Food Service)
		IV-3 (Other CARES)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated March 23, 2021. **(pg. 28)**

6. The Superintendent recommends approval of the following contract/agreement for the 2020-2021 school year: (RENEWAL) (Note: This contract/agreement has been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2021-90 Career Pathways Articulation Agreement between North Florida College and Suwannee County School District for Nursing Assisting and Nursing Assistant/Program of Study: Medical Assisting; Early Childhood Education/Program of Study: Early Childhood Education; and Surgical Technology/Program of Study: Medical Assisting (*Renewal*) **(pgs. 29-33)**

7. The Superintendent recommends approval of the following student teacher interns for the spring semester 2021:

Name	University	Site	Cooperating Teacher
Kaydee Ivey	St. Leo University	SSE	Jennifer Bonds

8. The Superintendent recommends approval of the following student transfers for the 2020-2021 school year. Parents will provide transportation.

   District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Jonathan	Humpage Jr	Suwannee	Dixie	K

   Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Ansley	Howard	BES	Live Oak	PK

9. Expulsions/Suspensions

   a. **Case #2021-06**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year and all of the 2021-2022 school year. (*Final Action*)
   b. **Case #2021-07**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated February 17, 2021, for placement of the student at the Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)
   c. **Case #2021-10**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year and all of the 2021-2022 school year. (*Final Action*)

10. Human Resources Transactions **(pgs. 34-38)**

REGULAR AGENDA

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

#3.05	Administrative Organization (*Revised*) **(pgs. 39-40)**
#3.06	Safe and Secure Schools (*Revised*) **(pgs. 41-47)**
#3.141	Suicide Prevention (*New*) **(pgs. 48-49)**
#3.41	Service Animals (*Revised*) **(pgs. 50-52)**
#5.19	Student Records (*Revised*) **(pgs. 53-55)**
#6.25	Military Leave (*Revised*) **(pgs. 56-57)**

2. The Superintendent recommends approval of the following contract/agreement for the 2020-2021 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2021-89	Internship/Worksite Agreement between CareerSource North Florida (CSNF) and Suwannee County School Board to provide internship and career readiness opportunities for CSNF clients (*New*) **(pgs. 58-62)**

3. Discussion and action regarding the selection of one School Board member to serve as the Alternate on the Value Adjustment Board (VAB) for 2021-2022.

   (Note: School Board Members and Business Owners appointees from the 2019-2020 school year continued to serve for the 2020-2021 school year [due to COVID-19]. However, Catherine Cason was the Alternate School Board Member, and did not get re-elected to the School Board in November 2020. Therefore, there is the need to appoint a replacement for Ms. Cason for the 2021-2022 school year; all other appointees, from 2019-2020, will remain the same.)

4. The Superintendent recommends approval of the District Strategic Plan for 2020-2024 (A copy is available in the office of the Assistant Superintendent of Instruction.)

5. The Superintendent recommends approval of the following personnel items for the 2020-2021 school year:

   a. Fourteen (14) day laborers to work on summer projects under the direction of the Director of Facilities
   b. Job Description #53 – Mechanic (*Revised*) **(pgs. 63-64)**

6. The Superintendent recommends approval of the following personnel item for the 2021-2022 school year:

   a. Reclassify one 11-month Assistant Principal position at Suwannee High School to a 12-month Assistant Principal position at Suwannee High School, effective July 1, 2021

7. The Superintendent recommends approval of the 2021-2022 Minority Teacher Recruitment Plan. **(pgs. 65-67)**

8. The Superintendent recommends approval to award the following bid:

#21-201	One year extension, July 1, 2021-June 30, 2022, to Bassett Dairy for Milk

9. Discussion and possible action on the following motion that was tabled at the Special Meeting (on the Agenda Addendum) on August 11, 2020: (Note: The attachment is revised from the original that was presented at the Special Meeting on August 11, 2020.) **(pg. 68)**

    a. **Motion stated**: The Superintendent recommends approval to adopt the Administrative Salary Schedule for 2020-2021.

10. Comments from Student Ambassadors

11. Legal Counsel's Report

12. Superintendent's Report

13. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
February 9, 2021

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, 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: Hunter Abercrombie (arrived at 9:07 a.m.), Jennifer Barrs, Walter Boatright, Amy Boggus (arrived at 9:06 a.m.), Ethan Butts, Lisa Dorris (arrived at 9:06 a.m.), Janene Fitzpatrick, Ronnie Gray (arrived at 9:28 a.m.), Malcolm Hines, Michele Howard (arrived at 10:01 a.m.), Elizabeth Johnston (arrived at 10:06 a.m.), Teri Jones (arrived at 11:04 a.m.), Mary Keen (arrived at 1:02 p.m.), Carl Manna (arrived at 10:02 a.m.), Dee Dee McManaway (arrived at 9:06 a.m.), Kecia Robinson, Angie Stuckey, Marsha Tedder (arrived at 10:34 a.m.), Julie Ulmer (arrived at 1:20 p.m.), T.J. Vickers (arrived at 1:02 p.m.), Kelly Waters, Jimmy Wilkerson (arrived at 9:49 a.m.), Josh Williams, and Laura Williams (arrived at 1:02 p.m.).

Also present: Evan Ernst, Co-Founder and Executive Director of Who We Play For organization, along with Matt Susin, Vice Chairman/School Board Member for Brevard County School District; and Arthur J. Gallagher & Company representatives (Julie Calvitt, J.D. Curls, Tyson Johnson, and Eric Scott). Two RIVEROAK Technical College students (one from Nursing Assistant Program and one from Finance Program) were present during the Career, Technical, and Adult Education Department update.

Chairman Alcorn called the meeting to order at 9:02 a.m., and led the pledge.

Assistant Superintendent of Administration .....Malcolm Hines
Department Update

Mr. Hines provided updates on the following:

- Employee Workplace Safety Manual for 2020-2021 – Mr. Hines stated there was only one revision to the manual, which will be to change the date. Mr. daSilva asked Mrs. DePratter if our workers' compensation claims are staying

the same or increasing. Mrs. DePratter responded they are increasing. Discussion followed regarding the topic.

- School Bus Radios – Currently working through a couple of issues regarding infrastructure, which should be resolved within the next couple weeks. Also, waiting on live tracking program for buses.
- School Hardening Grant – Mrs. DePratter stated that the grant has been submitted and approved by DOE; we are waiting to be able to draw down the funds.
- Will be working on perimeter security around Suwannee Riverside Elementary and RIVEROAK Technical College.
- Currently making modifications to the Emergency Response Plan (ERP), which will include mental health response. The goal is to have all safety and security type documents all in one place, as part of the ERP.

Mr. Hines answered questions from Board members.

The workshop recessed at 9:39 a.m. and resumed at 9:49 a.m.

Sudden Cardiac Arrest Presentation..... Ted Roush/Jerry Taylor (and Special Guest)

Mr. Taylor introduced Matt Susin, Vice Chairman/School Board Member for Brevard County School District; and Evan Ernst, Co-Founder and Executive Director for Who We Play For. Mr. Susin and Mr. Ernst provided a PowerPoint presentation titled "Advancing the Standard of Care" pertaining to sudden cardiac arrest among student athletes. Consensus of the Board was to proceed with mandatory student athlete screening (required—no opt outs) through Who We Play For, as well as offering to all District students; and look at developing Board policy to be discussed at a future workshop and ultimately implemented throughout the District.

The workshop recessed at 11:00 a.m. and resumed at 11:04 a.m.

Self-Insured Health Insurance Renewal..... Vickie DePratter and Arthur J. Gallagher & Company Representatives

Mrs. DePratter provided background information regarding the recent meeting of the Fringe Benefits Committee pertaining to the upcoming health insurance plan renewal. She then introduced Tyson Johnson, with Arthur J. Gallagher & Company, who provided a PowerPoint presentation regarding an update for the District's self-insured health insurance plan and renewal. Discussion followed regarding the 8 ½ percent increase in health insurance premiums for the upcoming

plan year. Mrs. DePratter stated that it was the recommendation of the committee that the Board contribution not be increased as it's too early to know what the legislative appropriations will be, and the Board funds will have to support the reserve requirement. This would mean that the 8 ½ percent increase, district wide, would be passed to the employees.

The workshop recessed at 12:01 p.m. and resumed at 1:02 p.m.

Budget Update for 2020-2021 ..... Vickie DePratter

Mrs. DePratter distributed and reviewed handouts regarding current General Fund Expenditure Report and ESSER Fund Expenditure Report.

Director of Career, Technical, and Adult ..... Mary Keen
Education Department Update

- Industrial Arts Program

Mr. Vickers distributed handouts regarding RIVEROAK Technical College (RTC) and Career and Technical Education Snapshots. Ms. Keen introduced two RTC students who read a Proclamation recognizing February as Career and Technical Education (CTE) Month. Ms. Keen then reviewed the handouts distributed by Mr. Vickers. Ms. Keen shared detailed information for each program offered at RTC.

Superintendent Update ..... Ted Roush

Mr. Roush provided updates on the following:

- Received a thank you certificate for our help and assistance with the Census Project for 2020.
- Shared that Student Ambassadors, Isaac Mincks and Morgan Larney, will be producing a video to address legislative issues pertaining to the upcoming legislative session.
- Human Resources Department is currentlyfacilitating personnel recommendation meetings.
- Shared background information regarding the process and status of proposing a ½ cent sales tax referendum, which would be placed on the November 2022 ballot. Additional information will be provided at the March workshop. This increase would potentially bring in approximately two million dollars to our District each year.

- Distributed and reviewed handouts regarding the proposed new administrative salary schedule, which included a spreadsheet of teacher salaries for surrounding school districts and the proposed administrative salary schedule. Mr. Roush and Mrs. DePratter answered questions from Board members.

MISCELLANEOUS

Mr. White stated he would be glad to donate to a fund to support the student athletic screening, as well as screening for all students in our District. Several other Board members also agreed to donating to the fund, as well. Mr. Dietzen stated that we need to develop a policy first, then move forward with the procedures for the screening process. Mr. Dietzen mentioned that Brevard County School District is willing to help us with developing our policy and procedures.

The workshop adjourned at 2:38 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
February 9, 2021

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

Chairman Alcorn called the meeting to order at 2:38 p.m.

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

1. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the Employee Workplace Safety Program for 2020-2021. (A copy is available in the office of the Assistant Superintendent of Administration.) MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Taylor, second by Mr. daSilva, for approval of the following changes to be made to the purchasing cards issued through First Federal Bank of Florida:

   a. Cancel the existing card for Debra Land (previous Director of Student Services) in the amount of $5,000 (Card #X1057)
   b. Cancel the existing card for Bill Brothers (previous Assistant Superintendent of Administration) in the amount of $5,000 (Card #X4003)
   c. Issue a new card for Kelly Waters, Director of Student Services, in the amount of $5,000

   MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. daSilva, second by Mr. Taylor, for approval to award the following Bid/RFP:

   #21-202 Suwannee Springcrest Elementary Covered Play, to Thomas May Construction Company **(pg. 2)**

   MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. daSilva, second by Mr. White, for approval of the Human Resources Transactions **(pgs. 3-4)** MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES APPROVED:

RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:

OUT-OF-FIELD:

Out of Field Teachers for 2020-2021 SY 2/9/2021

Last Name	First Name	School	Assignment	Area of Certification	Out of Field Certification Areas
Adams	Rachel	SMS	ESOL	Agriculture	ESOL
Allbritton	Georgette	SRE	Reading Intervention	Elem Ed, PK/Prim Ed	Reading Endorsement
Allen	Brandy	SOS/CBI	Math, English, PE, Health, Science, Reading, Elem Ed	Social Science	Math, English, PE, Health, Science, Reading, Elementary Ed
Allen	Brandy	SOS/CBI	ESOL	Social Science	ESOL
Allen	Brandy	SOS/CBI	Reading Intervention	Social Science	Reading Endorsement
Anderson	Jessica	SSE	ESOL	Social Science, M/G Social Science, PK/Primary	ESOL
Anderson	Jessica	SSE	Reading Intervention	Soc Sci, M/G Soc Sci, PK/Prim	Reading Endorsement
Arnold	Evelyn	SPE	Reading Intervention	Elementary Ed	Reading Endorsement
Barton	Joann	SSE	Reading Intervention	Elem Ed	Reading Endorsement
Beach	Mark	SOS/CBI	Math, English, Science, Health, Reading, Social Science	ESE , PE	Math, English, Science, Health, Reading, Social Science
Beach	Mark	SOS/CBI	Reading Intervention	ESE , PE	Reading Endorsement
Beach	Mark	SOS/CBI	ESOL	ESE , PE	ESOL
Belcher	Lauren	SRE	Reading Intervention	Emotionally Handicapped	Reading Endorsement
Bell	Summer	SRE	ESOL	Elementary Ed	ESOL
Bell	Summer	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Blackmon	Emily	SVS/District	Social Science	English, PK/Primary, ESOL/E, Gifted/E, Music	Social Science
Boatright	Jeffrey	SVS/District	Math, Science	Social Studies	Math, Science
Boatright	Marcia	SVS/District	Science, Social Science, Math	Elementary Ed, MG Eng, ESOL, Ed Media, Reading, Social Science	Science, Math
Bonds	Jennifer	SSE	Reading Intervention	Elem Ed, MG English	Reading Endorsement
Brown	Allison	SMS	ESOL	Biology, Chemistry, M/G Math	ESOL
Browning	Lyndsey	BES	ESOL	Elementary Ed	ESOL
Bruce	Justin	SOS/CBI	Reading Intervention	ESE , M/G Soc Science	Reading Endorsement
Bruce	Justin	SOS/CBI	ESOL	ESE , M/G Soc Science	ESOL
Bruce	Justin	SOS/CBI	Elementary Ed	ESE , M/G Soc Science	Elementary Ed
Buchanan	Kimberly	SPE	ESOL	Elementary Ed	ESOL

Burgess	Chelsea	SPE	ESOL	Elementary Ed & Soc Science	ESOL
Burgess	Chelsea	SPE	Reading Intervention	Elementary Ed, Soc Sci	Reading Endorsement
Burkett	Deanna	SMS	Science	English & Social Science	Science
Butts	Tammy	SMS	Art	M/G Math, M/G Endorsement	Art
Byrd	Bethany	BHS	Reading Intervention	Elem Ed, Eng, ESE	Reading Endorsement
Campbell	Jennifer	SVS/District	Math, Science	English, ESOL/E, Reading/E	Math, Science
Cannon	Erin	BHS	ESE Math	Elem Ed: 1013/K; Math:1031/C	ESE
Cannon	Kimberly	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Cassube	Pamela	BHS	Social Studies	Elem Ed, MG Gen Science	Social Studies
Cato	Jamie	SRE	ESOL	Social Science, PK/Primary	ESOL
Chapman	Robbin	SRE	Reading Intervention	Elem Ed, SLD, EH	Reading Endorsement
Cherry	Jimmy	SOS/CBI	ESOL	Social Studies	ESOL
Christy	Pamela	BHS	English	Elem Ed	English
Coker	Eleanor	BHS	English/Reading	Elem Ed, PK/Prim	ESOL
Coker	Eleanor	BHS	Reading Intervention	Elem Ed, Pk/Prim	Reading Endorsement
Coker	Eleanor	BHS	English	Elem Ed, Pk/Prim	English
Combee	Tracy	BES	Reading Intervention	ESE, PK/Prim	Reading Endorsement
Conger	Teresa	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Crews	Rhoda	SRE	Reading Intervention	Elem Ed, E Ch Ed	Reading Endorsement
Davidson	Julia	SPE	Reading Intervention	PK/Prim, ESOL	Reading Endorsement
Davis	Kiara	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Day	Carolyn	SSE	Reading Intervention	Elem Ed	Reading Endorsement
Dean	Heather	SMS	ESOL	MGIC, Earth/Space Science	ESOL
Drawdy	Dana	DRCS	Secondary English	Elementary Ed	English 6-12
Driggers	Erin	SSE	Reading Intervention	Elem Ed, VE	Reading Endorsement
Eckhoff	Jean	SVS/District	Spanish, Math, Science, Social Science, Health, PE	English, French	Spanish, Math, Science, Social Science, Health, PE
Edwards	Robyne	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Fleming	Abby	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Fountain	Leigh	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Francisco	Melissa	SVS/District	Health, PE, Photography	Bus Ed	Health, PE, Art
Francisco	Melissa	BHS	Art, Hope/Health	Bus Ed	Art, PE/Hope
Francisco	Melissa	SMS	Hope/Health	Bus Ed	PE/Health
Franciso	Melissa	SHS	PE, Art	Bus Ed	PE, Art
Frazier	Theodore	SHS	English	Sub - Pending Certification	English
Frazier	Theodore	SHS	ESOL	Sub - Pending Certification	ESOL
Furry	Rhonda	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Gray	Stephanie	SSE	Reading Intervention	Elem Ed	Reading Endorsement
Green	Jimmie	SVS/District	Health	MGIC, PE, Driver's Ed	Health
Gustavson	Chantal	SHS	Science, Biology, Chemistry, ESE	Math, French, MGIC, Elem Ed	Science, Biology, Chemistry, ESE
Gustavson	Chantal	SHS	ESOL	Math, French, MGIC, Elem Ed	ESOL
Hahn	Darace		SMS	Reading Intervention	Reading Endorsement
Hale	Diane	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Hall	Elisa	SHS	ESOL	English, Rdg	ESOL
Hamby	Cletia	SHS	ACCESS Courses	ESE	Elementary Ed
Haney	Natalie	SSE	Reading Intervention	Elem Ed	Reading Endorsement
Harrell	Meri	SPE	Reading Intervention	Elementary Ed, ESOL	Reading Endorsement

Harrell	Sabrina	BES	ESOL	Elementary Ed, Business Ed	ESOL
Hart	Brandi	SRE	ESOL	Art, Elementary Ed	ESOL
Hart	Brandi	SRE	Reading Intervention	Art, Elem Ed	Reading Endorsement
Hawthorne	Melinda	BES	Reading Intervention	Elementary Ed, Fam & Cons Sci	Reading Endorsement
Hayes	Amanda	BES	ESOL	Elementary Ed	ESOL
Hayes	Amanda	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Heeney	Colleen	BHS	Social Studies	Pending Certification	ESOL
Heeney	Colleen	BHS	Social Studies	Pending Certification	ESE
Helvenston	Susan	SRE	Reading Intervention	Elem Ed, ESOL, Prim Ed, ESE	Reading Endorsement
Herring	Rhoshonda	BES	Reading Intervention	Elementary Ed/ESE	Reading Endorsement
Herrington	Christina	SMS	English	Elementary Ed, ESE, ESOL/E, Rdg/E, ASD/E	English
Hitt	Jennifer	SPE	ESOL	Elementary Ed	ESOL
Hohman	Nicole	SPE	ESOL	Elementary Ed	ESOL
Hohman	Nicole	SPE	Reading Intervention	Elementary Ed	Reading Endorsement
Holtzclaw	Melissa	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Hudson	Kimberly	SPE	Music	Elementary Ed, ESE	Music
Hunter	Heidi	SRE	Reading Intervention	E Child Ed, Elem Ed	Reading Endorsement
Hurst	Logan	SMS	Reading Intervention	Elementary Ed	Reading Endorsement
Hurst	Logan	SMS	ESOL	Elementary Ed	ESOL
Jackson	Monica	BHS	Reading Intervention	Elem Ed, Prim Ed, Eng	Reading Endoresement
Jensen	Victoria	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Jernigan	Courtney	BHS	Art, English, PE, Science, Social Studies	Math, Bus Ed	Art, English, PE, Science, Social Studies
Johnson	Mary	SOS/CBI	Reading, Math, Science, Social Science, Health, PE	Elementary Ed, Early Childhood, ESOL/E	Reading, Math, Science, Social Science, Health, PE
Johnson	Mary	SOS/CBI	Reading Intervention	Elementary Ed, Early Childhood, ESOL/E	Reading Endorsement
Kite	James	BES	ESOL	Music	ESOL
Klecka	Julie	BES	Reading Intervention	Elementary Ed/PK/Prim	Reading Endorsement
Koon	Karen	BHS	Social Science	Ed Media Spec, Elem Ed, ESOL, MG Int Curr,Gifted	Social Science
Land	Samantha	SMS	ESOL	English	ESOL
Land	Samantha	SMS	Reading Intervention	English	Reading Endorsement
Land	Stephanie	SMS	Reading Intervention	English	Reading Endorsement
Land	Stephanie	SMS	ESOL	English	ESOL
Leslie	DonnaJean	SOS/CBI	Math, English, PE, Health, Reading, Social Studies, Art	Bio, M/G Gen Sci, PE	Math, English, PE, Health, Science, Reading, Social Studies, Art
Leslie	DonnaJean	SOS/CBI	ESOL	Bio, M/G Gen Sci, PE	ESOL
Lewis	Marjerian	SPE	Reading Intervention	Elementary Ed	Reading Endorsement
Mackin	Susan	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Marrero	Jazmin	SMS	Spanish, English	ESE, Health	Spanish, English
McClendan	William	BHS	English, Math, Hope/PE, Agriculture, Culinary	Eng, Music	English, Math, Hope/PE, Agriculture, Culinary
McClendan	William	BHS	ESOL	English, Music	ESOL
McCook	Jenny	SSE	Reading Intervention	PK/Prim	Reading Endorsement
McKay	Tammy	SMS	Reading Intervention	Primary, ESE, ESOL	Reading Endorsement
McKay	Tammy	SMS	ACCESS Courses	Primary, ESE, ESOL	Elementary Ed
Melland	Katey	SSE	Reading Intervention	Elem Ed	Reading Endorsement
Miracle	Janell	SRE	Reading Intervention	Elem Ed, Prim Ed	Reading Endorsement

Mott	Kimberly	SRE	Reading Intervention	Elem Ed, Prim Ed	Reading Endorsement
Oliver	Sean	SPE	Elementary Ed, ESE	Elementary Ed	ESE
Owens	Lynda	SMS	PE	Elementary Ed	PE
Parker	Kelly	SPE	Reading Intervention	Elementary Ed	Reading Endorsement
Petersen	Ashton	SMS	Science	Health	Science
Petersen	Ashton	SMS	ESOL	Health	ESOL
Pollock	Malcolm	SHS	PE	Soc Sci	PE
Pollock	Malcolm	SHS	ESOL	Soc Sci	ESOL
Ragan	Sharon	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Ratliff	Susan	SMS	Reading Intervention	Elementary Ed, ESOL/E	Reading Endorsement
Reid	Stephanie	SRE	ESOL	Elementary Ed, Reading/E	ESOL
Rice	Darlene	SSE	Reading Intervention	Elem Ed, Prim, SLD	Reading Endorsement
Roberts	Erin	BHS	Science	Elem Ed	Science
Robertson	Ona	SPE	Reading Intervention	Elementary Ed	Reading Endorsement
Ross	Brooklyn	SOS/CBI	Elementary Ed	Pending Cert-Long Term Sub	Elementary Ed
Ross	Brooklyn	SOS/CBI	Reading Intervention	Pending Cert-Long Term Sub	Reading Endorsement
Ross	Brooklyn	SOS/CBI	ESOL	Pending Cert-Long Term Sub	ESOL
Skipper	Becky	SSE	ESOL	M/G Math, Elementary Ed	ESOL
Smith	Taelyn	SPE	PreK Disabled	Pending Cert-Long Term Sub	PreK Disabled
Stewart	Janet	BHS	English, Math, Hope/PE, Driver's Ed, Biology, Science, Social Studies	Elem Ed, Prim Ed,M/G Math	English, Math, Hope/PE, Driver's Ed, Biology, Science, Social Studies
Stewart	Janet	BHS	ESOL	Elem Ed, Prim Ed,M/G Math	ESOL
Sumner	Wynette	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Taylor	Tommy	BHS	Welding, Ag Operations	Non-Certificated	Agriculture
Terry	Kathryn	SPE	ESOL	PE, ESE & Elementary Ed	ESOL
Terry	Kathryn	SPE	Reading Intervention	PE, ESE, Elementary Ed	Reading Endorsement
Townsend	Michael	SRE	Music	Pending Cert - Long Term Sub	Music
Townsend	Michael	SRE	ESOL	Pending Cert - Long Term Sub	ESOL
Ward	Misty	BHS	AP Studio Art, Photography	PE, Bus Ed, ESE, Journ	Art & Photography
Warren	Marie	SSE	Reading Intervention	Elem Ed	Reading Endorsement
Williamson	Kayla	SMS	Health	PE	Health
Wimberly	Jo Anne	SRE	Reading Intervention	Elem Ed	Reading Endorsement
Wingate	Kenneth	BHS	Math, Science, Social Science, Spanish, Art, Culinary Arts, Health, PE, Ag, English, Biology, Chemistry	Eng, SLD, Rdg/E, ESOL/E	Math, Science, Social Science, PE, Health, Ag, Family & Consumer Science, Health, Spanish, English, Art, Biology, Chemistry
Winnett	Jennifer	BES	Reading Intervention	Elementary Ed	Reading Endorsement
Wooley	Ashlee	SPE	Reading Intervention	Elementary Ed, Prim Ed	Reading Endorsement
Wooley	Jennifer	SPE	PreK Disabled	Elementary Ed, Prim Ed, ESE	PreK Disabled
Zimmerman	Lawanna	SRE	Library Skills	Elementary Ed	Media Specialist
Story	Lisa	DRCS	Math	MG Math	HS Math
Thompson	Michelle	SHS	Art	Elem Ed, MG Eng, ESE	Art

End of List
2020-2021
School Year

The meeting adjourned at 2:57 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
February 23, 2021

MINUTES

The Suwannee County School Board met in Regular Session on this date in the Branford High School Auditorium, 405 NE Reynolds Street, Branford, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, 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 Jose Garcia and Student Ambassador Isaac Mincks were also present. Student Ambassador Morgan Larney was absent.

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

Student remarks and pledge to the flag by the Branford Elementary School Safety Patrol Student Organization

Special Recognition by the Superintendent

Branford High School

- Dollar General for donating $10,000 to Branford High School
- Barrett Young – State Daughter's of the American Revolution (DAR) Good Citizen Award Winner

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.)

- Walter Brown addressed the Board regarding issues with the Ag classroom at Branford High School (BHS). He explained that, due to all the rain we had recently, water is now coming out of the concrete walls and into the classroom. Mr. Roush stated that he spoke with Ethan Butts, Director of Facilities, regarding the issue; and will address the topic at the end of the meeting under Superintendent's Report.

MOTION by Mr. daSilva, second by Mr. Crawford, for approval to adopt the Agenda. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. Taylor, second by Mr. daSilva, for approval of the Consent Agenda. The following items were pulled for discussion purposes:

- Mr. daSilva pulled Item #5, the donation of the 2008 Ford F450 Mobile Unit to RIVEROAK Technical College (RTC). He asked for additional information, as well as the ambulance that was previously donated to RTC. Mary Keen responded to Mr. daSilva's questions.
- Mr. White pulled Item #9, Human Resources Transactions, Page 31, planning period supplements. He asked for additional information on the supplements as to the specifics of what they were. Mrs. Fitzpatrick responded to Mr. White's question.

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. 7-23)**

January 12, 2021	- Workshop Session
	- Special Meeting
January 26, 2021	- Regular Meeting

2. Approval of the monthly financial statement for January 2021.

3. The following bills for the period January 1-31, 2021:

General Checking Account		
General Fund 1000	$	592,834.55
LCIF Fund 3200		66,267.37
Other Capital Projects Fund 3910		49,176.50
Food Service Fund 4100		162,648.77
Federal Fund 4200		38,624.37
Elem & Sec School Emerg Relief Fund 4410		9,214.15
Other Cares Act Relief Fund 4420		451.50
	$	927,217.21

Payroll Checking Account	
General Fund 1000	$ 3,205,292.64
Food Service Fund 4100	145,625.20
Federal Fund 4200	367,432.30
Elem & Sec School Emerg Relief Fund 4410	8,358.27
Other Cares Act Relief Fund 4420	2,982.36
	$ 3,729,690.77
Total	$ 4,656,907.98

4. Approval of the following budget amendments for fiscal year 2020-2021:

General	Capital Projects	Special Revenues
I-7	III-6 (LCIF)	IV-7 (Federal)
	III-1 (Other Capital Projects	IV-6 (Food Service)

5. Approval to accept the following donated items:

Site	Item	Donor
BHS	Cash Donation ($10,000)	Dollar General
RTC	Compounding Aseptic Isolator (utilized by Pharmacy Technology Program; estimated value: $3,000)	Doctors' Memorial Hospital, Perry, FL
RTC	2008 Ford F450 Mobile Unit (utilized by career and technical education programs throughout the District; estimated value: $10,000) **(pg. 24)**	CareerSource North Florida, Madison, FL

6. Approval of the following student transfers for the 2020-2021 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Rhett	Arnold	Suwannee	Lafayette	K
Matthew	Berry	Suwannee	Hamilton	5
Rylee	Funkhouser	Suwannee	Lafayette	7
Kyla	Owen Barnette	Suwannee	Lafayette	1
Brylee	Thompson	Suwannee	Columbia	10
Joseph	Wainwright	Suwannee	Hamilton	K
Mason	Weenick	Suwannee	Lafayette	1

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Aubrey	Siggers	BES	Live Oak	5

7. Approval of Public Official Bonds and a Continuation Certificate for the individuals listed below. (The bonds and certificate have been reviewed by Board Attorney Leonard Dietzen.) **(pgs. 25-29)**

Public Official Bonds
Ted Roush, Superintendent of Schools (November 2020 – November 2024)
Norman Crawford, School Board Member (November 2020 – November 2024)
Tim Alcorn, Chairman (November 2020 – November 2021)
Jerry Taylor, Vice Chairman (November 2020 – November 2021)

Continuation Certificate
Jerry Taylor, School Board Member (November 2020 – November 2024)

8. Expulsions

a. **Case #2020-13**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year and all of the 2021-2022 school year. (*Final Action*)

b. **Case #2021-01**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated January 26, 2021, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

c. **Case #2021-02**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated January 28, 2021, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

d. **Case #2021-03**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year. (*Final Action*)

e. **Case #2021-04**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated February 5, 2021, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

9. Human Resources Transactions **(pgs. 30-34)**

PERSONNEL CHANGES APPROVED:

RECOMMENDATIONS FOR THE 2020-2021 SCHOOL YEAR:

RETIREMENTS: INSTRUCTIONAL:

Branford Elementary School:
Teresa Conger, Teacher, effective June 30, 2021

Branford High School:
Vaster Fryar, Teacher, effective June 30, 2021

Suwannee Middle School:
Lynda Owens, Teacher, effective May 3, 2021

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee Virtual School / Suwannee Opportunity School:
Lorri Ann Mercer, Guidance Counselor, effective January 27, 2021
REPLACES: Lisa Garbett

TRANSFER/REASSIGNMENT:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE
Vickie Pagliai	Suwannee Pineview Elementary Teacher	Suwannee Pineview Elementary Media Specialist	January 8, 2021

SUPPLEMENTARY:

Employee Name	Position	Location
Kary Black	Planning Period Supplement	Suwannee Virtual School
Kyler Hall	Assistant Boys' Track Coach	Suwannee High School
Coleen Heeney	Auxiliary Sponsor	Branford High School
Laritta Hunter	Head Girls' Basketball Coach	Suwannee High School
Joyce McIntosh	Planning Period Supplement	Suwannee Pineview Elementary
*Caroline Suggs	Assistant Girls' Basketball Coach	Branford High School
Kimberly Tuvell	Planning Period Supplement	Suwannee Virtual School
Brian Williamson	Head Junior Varsity Baseball Coach	Branford High School
Matthew Yancey	Middle School Head Baseball Coach	Branford High School
Amy Yarick	Assistant Girls' Track Coach	Suwannee High School

**Pending certification*

RETIREMENT: NON-INSTRUCTIONAL:

Suwannee Middle School:
Goldie Fralick, Nurse, effective August 27, 2021

RESIGNATIONS: NON-INSTRUCTIONAL:

Suwannee Pineview Elementary:
Stephanie Pinkard, Custodian, effective February 11, 2021

Vernita Reed, Custodian, effective January 8, 2021

Transportation:
Timothy OSullivan, Bus Driver, effective February 3, 2021

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford High School:
Tracy Felty-Janosh, Food Service Monitor, effective February 10, 2021
REPLACES: Maria Owen

RIVEROAK Technical College:
Ashley Kirby, Financial Aid Coordinator, effective March 1, 2021
REPLACES: Laura Hernandez

Suwannee Pineview Elementary:
Traci Davis, Pre-K Paraprofessional, effective January 26, 2021
REPLACES: Lois Lock

Kadie Butler, Paraprofessional, effective February 3, 2021
REPLACES: Traci Davis

Transportation:
Timothy OSullivan, Driver, effective February 2, 2021
REPLACES: Sheila Rowden

TRANSFER/REASSIGNMENT:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Amanda Williams (Temporary)	Suwannee Middle School Paraprofessional	Suwannee Pineview Elementary Paraprofessional	January 15, 2021	Tamara Felton

LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE):

Riverside Elementary:
Dawn Shearer, Food Service, February 8, 2021 through May 7, 2021
With the option to return sooner if permitted by her doctor

Transportation:
Kathy Laschanzky, Bus Aide, January 12, 2021 through March 11, 2021
With the option to return sooner if permitted by her doctor

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

Suwannee High School:
Kathleen Aukerman, School Secretary, January 22, 2021 (8 hrs.), January 25, 2021 through January 29, 2021 (40 hrs.), and February 1, 2021 through February 4, 2021 (32 hrs.) for a total of 80 hours

Christopher Ringlein, Custodian, January 27, 2021 through January 29, 2021 for a total of 24 hours

LEAVE OF ABSENCE (MEDICAL):

Facilities Department:
Levi McCall, Groundsman, February 1, through February 15, 2021

Suwannee Pineview Elementary:
Stephanie Pinkard, Custodian, December 7, 2020-February 10, 2021

MISCELLANEOUS:

The following to be approved as a Practicum Student Teacher:

Intern	School	Cooperating Teacher	School
Mallory Fernald	Florida Gateway College	Rhonda Furry	Suwannee Riverside Elementary

The following to be approved as Teachers in the 4th Grade After School Reading Program at Suwannee Riverside Elementary:

Leigh Fountain Stephanie Reid

STUDENT WORKER:

The following to serve as a Student Worker at RIVEROAK Technical College – *Medical Administration Specialist*:

Jenifer Creech

SUBSTITUTES:

The following to serve as Substitute Bus Aide:

Mariah Shearer Gina Henderson Keely Rondell

VOLUNTEERS:

Amber Bosik
Maci Brown
Joshua Carson
Shannon Coleman
Ryan Combee
Julian Corbin
Stephanie Duarte
Joanne Duncan
James Herrington
Stephen Hollar
Tonya Hollar
Sarah Jolley
Inez Pate
Amanda Shelton
Abigail Wynn
Bonnie Yancey

End of List
2020-2021
School Year

REGULAR AGENDA

1. MOTION by Mr. daSilva, second by Mr. White, for approval of the following contracts/agreements for the 2020-2021 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

   Mr. Taylor questioned why #2021-86 did not have any effective dates. Mr. Dietzen stated that it starts on date of execution by both parties.

#2021-85	Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and RES-CARE Inc., Lake City, Florida (*New*) **(pgs. 35-41)**
#2021-86	Clinical Education Agreement between Shands Teaching Hospital and Clinics, Inc. d/b/a UF Health Shands Hospital and the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs (*New*) **(pgs. 42-47)**
#2021-87	Clinical Education Agreement between the Suwannee County School Board Patient Care Technician, Phlebotomy, Medical Administrative Assistant, and Practical Nurse Education Programs and Southern Medicine Primary and Urgent Care, Inc., Live Oak, Florida (*New*) **(pgs. 48-54)**

   MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Crawford, second by Mr. Taylor, for approval to renew the employee health insurance plans for the period of May 1, 2021 – April 30, 2022. (Note: The Fringe Benefits Committee has reviewed and evaluated the health insurance renewal plan for the period above. The vote was unanimous in favor of the recommendation.) MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the following curriculum items:

   Mrs. Fitzpatrick provided information on the revision for the 2021-2022 school calendar, which was moving the district-wide PD Day from March 2021 to September 2021. She distributed and reviewed a handout of the 2022-2023 school calendar and noted the revision on this calendar, which was correcting the last two days of school in May 2023, as well as those two days being early release.

   Mr. White asked Mrs. Fitzpatrick for a report on teacher attendance for PD days. Mrs. Fitzpatrick responded that she would provide him with the report.

   a. 2021-2022 School Calendar (*previously discussed in workshop session*) (*Revised*) **(pgs. 55-56)**
   b. 2022-2023 School Calendar (*previously discussed in workshop session*) **(pgs. 57-58)**

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

4. Comments from Student Ambassadors

   - Isaac Mincks stated all is going well. He shared that students have asked for more food options for breakfast and lunch at BHS.

5. Legal Counsel's Report – No legal matters to report. Mr. Dietzen expressed his thanks to the Board for adopting the new expulsion process; he feels the process will work well for our District.

6. Superintendent's Report

   Mr. Roush provided information/updates on the following:

   - Mr. Roush expressed his thanks to Mr. Huddleston, and his staff at BHS, for hosting the Board meeting tonight.

- Provided an update on Who We Play For (health screenings for student athletes). He stated we are working with Brevard County School District to get additional information regarding their Board policy and process for the health screenings. Hope to have this new process in place for the upcoming school year (2021-2022).
- Mrs. DePratter is researching the process to propose a ½ percent sales tax increase referendum for Suwannee County. Recently met with our Supervisor of Elections regarding the legal aspects and process to have this placed on a future ballot. More details will be presented and discussed at the March 9 Board workshop.
- Shared background information regarding the BHS Ag Building/Classroom. Mr. Roush met with Ethan Butts regarding the current issue of water coming into the building. After inspection on the building, Mr. Butts shared his findings that the roof needs to be replaced as soon as possible. In speaking with the Ag teacher and BHS administration about the issue, no one was in favor of demolishing the entire building. Mr. Roush proposed a 3-phase project to renovate the building. For Phase 1, he suggested using $50,000 from the Klausner funds, to get a new roof put on immediately; then address Phase 2 (remodel inside of building--classrooms, ceiling tile, floors, bathrooms, etc.) and Phase 3 (includes renovation of the outside building, which could be used for ag and welding classes) through the Five Year Facilities Work Plan. Looking at approximately $300,000 for the entire project. Mr. Butts distributed a handout on the proposed costs for the renovation of the BHS Ag Building; he provided additional information regarding the condition of the building. Mr. Roush noted that we have an ongoing contract with O'Neal Roofing. He asked for direction from the Board as to proceed with immediate replacement of the roof. Mr. White questioned if we renovate this building, will the dollars be placed in the Five-Year Facilities Work Plan to fund the renovation and not be pulled at a later date. Consensus of the Board was to proceed with immediate replacement of the roof, and then proceed with Phase 2 and Phase 3 being included in the Five-Year Facilities Work Plan for complete funding within the next year and a half.

Miscellaneous

Mr. Alcorn mentioned that he spoke with Mr. Butts regarding the need for lighting in the parking lot on the north side of the District Office building. Mr. Butts noted that LED lights were installed in the parking lot.

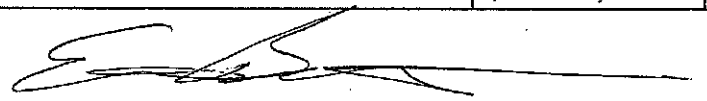
7. Issues and concerns Board members may wish to discuss

- Board members expressed their thanks and appreciation to Mr. Huddleston and his staff at BHS, for their hospitality in hosting tonight's Board meeting. They also expressed their thanks and appreciation to Dollar General for its generous cash donation to BHS.
- Mr. daSilva shared that James Cooper passed recently and to please keep the Cooper family in your thoughts and prayers. He appreciates the efforts of our Superintendent and administration to help keep Suwannee County as a leader of education in the state of Florida.
- Mr. Crawford expressed his appreciation on the consensus of the Board to proceed with the immediate roof replacement on the BHS Ag Building. He asked if there was anything the District can do to embrace February as Black History Month. Mr. Roush responded that each school, in our District, has various teaching activities to embrace and acknowledge February as Black History Month each year. Mr. Crawford expressed his appreciation to the Superintendent for all he does for our District.
- Mr. White expressed his appreciation to the Superintendent in getting the issues resolved with the BHS Ag Building. Mr. White stated that prior to him being a Board member, no Board meetings were held in Branford; and he was thankful to finally get two Board meetings scheduled in Branford each year.
- Mr. Taylor clarified that we have always held one Board meeting in Branford, each February; then a total of two Board meetings were scheduled to be held in Branford each year. Recently attended the FHSAA Liaison Committee Meeting, and the question was raised if we want to reclassify our District's athletic class or remain the same for the next two years. Consensus was to remain the same. Recognized the recent accomplishments of the BHS and SHS girls weightlifting teams' competition at state.
- Mr. Alcorn received a call recently from one of our county commissioners, who asked for a letter of support in getting County Road 250 re-paved. Consensus of the Board was to proceed with the letter of support. He raised the question whether it would be more cost effective to utilize a District van rather than a school bus when transporting students to wrestling matches. Mr. Roush responded that he has spoken with Mr. Wilkerson and Mr. Hines regarding this issue over the last couple weeks.

The meeting adjourned at 7:29 p.m.

2020-2021 MARCH SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99000203	LAMINATOR	$ 759.00	7/14/1998	SUWANNEE SPRINGCREST	SURPLUS
99002059	MIXER	$ 3,330.53	3/9/2000	BRANFORD HIGH SCHOOL	SURPLUS
99004756	RADIO, BASE STATION	$ 1,358.34	7/15/2004	BRANFORD ELEMENTARY	SURPLUS
99005187	TERMINAL, TOUCHSCREEN	$ 2,313.21	8/31/2005	TECHNOLOGY	SURPLUS
99006454	MACBOOK 13"	$ 1,577.00	6/30/2008	TECHNOLOGY	SURPLUS
99006460	CAMCORDER	$ 2,908.75	6/30/2008	TECHNOLOGY	SURPLUS
99007040	SERVER, RACKMOUNT	$ 1,737.59	10/5/2009	TECHNOLOGY	SURPLUS
99007520	COMPUTER, LAPTOP	$ 855.00	7/15/2011	TECHNOLOGY	SURPLUS
99007760	SERVER	$ 1,050.00	10/23/2012	TECHNOLOGY	SURPLUS
99007791	COMPUTER, LAPTOP	$ 984.52	2/7/2013	TECHNOLOGY	SURPLUS
99008049	HP PROBOOK 650G1	$ 765.00	9/3/2015	TECHNOLOGY	SURPLUS
99008053	HP PROBOOK 650G1	$ 765.00	9/3/2015	TECHNOLOGY	SURPLUS
99008057	HP PROBOOK 650G1	$ 765.00	9/17/2015	TECHNOLOGY	SURPLUS
99008069	TRIPPLITE 12000 RACKMOUNT UPS	$ 5,705.00	9/3/2015	TECHNOLOGY	SURPLUS
99008070	HP PROBOOK 650G1	$ 765.00	10/22/2015	TECHNOLOGY	SURPLUS
99008077	HP PROBOOK 650G1	$ 765.00	10/1/2015	TECHNOLOGY	SURPLUS
99008493	POWER MODULE	$ 2,699.00	4/28/2017	TECHNOLOGY	SURPLUS
		$ 29,102.94			

Requested By: 

ETHAN BUTTS
DIRECTOR OF PROPERTY RECORDS

3/23/2021
DATE

APPROVED BY: _____

SUPERINTENDENT

_____

BOARD CHAIRMAN

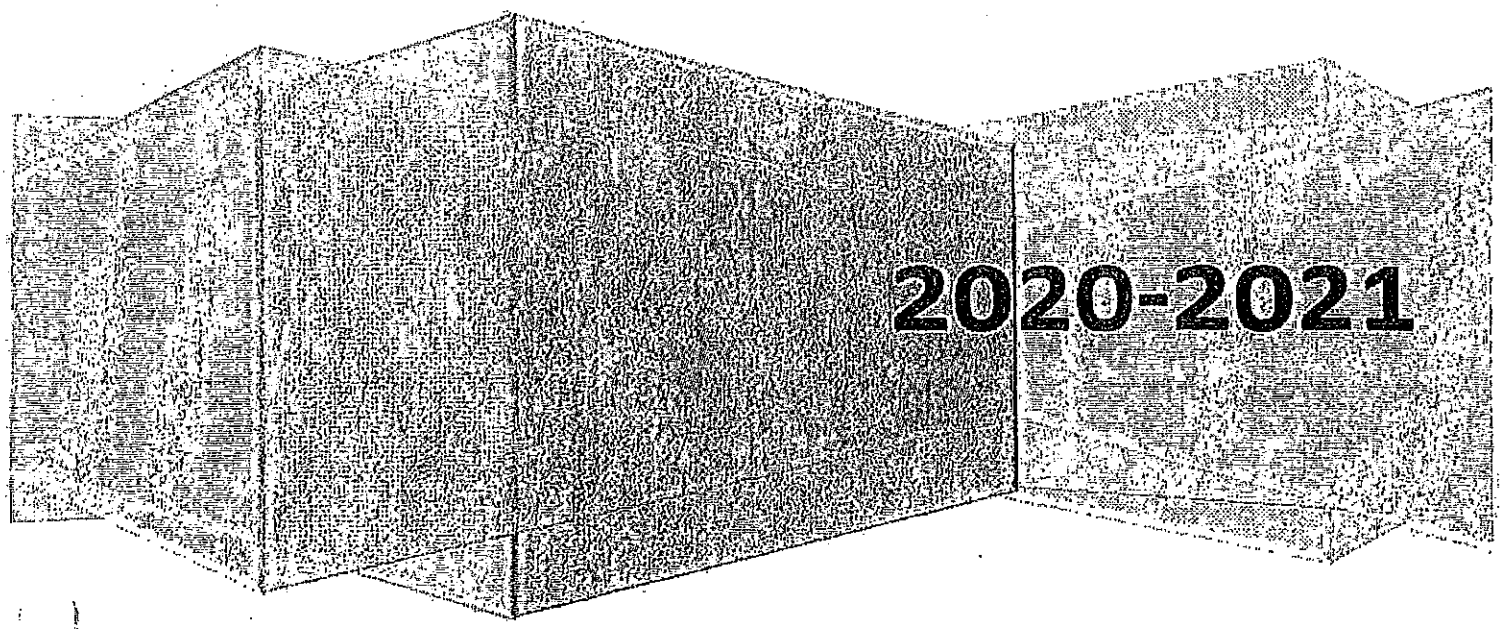
NORTH FLORIDA COLLEGE

North Florida College

Career Pathways Agreements

With

Suwannee County School District



Career and Workforce Education
North Florida College & Suwannee County School District
Career Pathways Articulation Agreement
2020-2021

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school and postsecondary instruction. Suwannee County School District and North Florida College (NFC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

NFC will work with the high school to establish Career Pathways to serve Career and Workforce Education (CWE) students. Agreements will be developed during the year and will be amended as agreements are completed.

Student Qualifications
Students must meet all NFC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary or postsecondary technical program of study with a grade of 3.0 (on a 4.00 scale) or better.

2. Completion of North Florida College Application for Admission and placement testing requirements as well as additional specific program requirements.

3. Graduation from secondary or postsecondary school no more than 24 months prior to enrollment at North Florida College.

4. Enrollment in an A.S.; College Credit Certificate; or Postsecondary Career Certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

5. Courses that make up an Associate in Science degree that are included in a College Credit Certificate program may also receive articulated credit in the same courses for the College Credit Certificate program.

Procedure

1. The school guidance department provides evidence of completion to the district Career and Workforce Education contact who forwards the information to the NFC's Career Pathways contact.

2. High School Guidance Counselors will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district guidance department contact informing the student of the Career Pathway articulation agreement opportunities.

3. NFC will award/enter high school earned credits under this agreement after the student has completed 12 semester hours or 150 clock hours in the program in which the degree or certificate is to be awarded.

Conditions of Agreement

1. Suwannee High School, Branford High School, and RIVEROAK Technical College faculty members and NFC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.

2. Suwannee High School, Branford High School, and RIVEROAK Technical College and NFC will review the list of articulated programs of study annually. Necessary changes will be made based on changes in program offerings and outcomes.

3. Suwannee High School, Branford High School, and RIVEROAK Technical College and NFC will cooperate in publicizing this program to school students in order to ensure that they are aware of these opportunities.

Credit Articulation

1. To receive articulated credit for CGS 1100, CGS 2515 and/or, ACG 2450 the following must be completed prior to such credit being awarded:
   a. The most recent version of Microsoft Office Word and PowerPoint will articulate credit for CGS 1100 - Computer Applications 1.
   b. The most recent version of Microsoft Excel will articulate credit for CGS 2515 - Spreadsheet Applications for Business.
   c. Certification in Quickbooks Pro 2016 or later will articulate credit for ACG 2450 - Accounting Using Quickbooks.

2. Comprehensive examinations may be required for students who have not completed the industry certifications listed on this articulation.

3. NFC will not charge tuition for any courses for which a student receives articulated credit.

This agreement is valid for the current school year and may be terminated at any time by either Suwannee County School District or North Florida College through providing thirty (30) days' notice. In the event of a termination, Suwannee County School District agrees that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at NFC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Dean of Academic Affairs, North Florida College; Associate Dean of Economic Development and Workforce Education of North Florida College; Registrar, North Florida College; Coordinator of Dual Enrollment, North Florida College; Representative for Suwannee County School District, and others as so designated.

High School Career Pathway	Associated Industry Certification	NFC Program of Study/ Certificate	Assessment	Articulated Credit
Nursing Assisting 8417210 8417100 Health Science Anatomy & Physiology 8417110 Health Science Foundations OCP A **Nursing Assistant** H170602 PRN0090 Nurse Aide and Orderly	**FDMQA002** – Certified Nursing Assistant (Not required for articulation purposes)	**Medical Assisting – PSAV**	Completion of the high school program of study. Student must receive a **grade of "B"** or better in each class in the **Technical Core** and must successfully complete all academics with an **overall GPA of "C" or higher.**	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A
Early Childhood Education E300100 8405110 Early Childhood Education 1 8405120 Early Childhood Education 2 8405130 Early Childhood Education 3	**NRAEF003** – Certified Professional Food Manager (SERVESAF) (Not used for articulation purposes) **8405100** Early Childhood Professional Certificate (Part 1 – 40 hours – DFC transcript required)	**Early Childhood Education - PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	HEV 0870 Child Care Worker 1 (150 Clock hours)
Surgical Technology – H170211 HSC0003 Basic Health Care Worker OCP A	**NSTSA001** – Certified Surgical Technologist (CST) (Not required for articulation)	**Medical Assisting – PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A

IN WITNESS WHEREOF, the School Board of Suwannee County, Florida and The Board of Trustees, North Florida College, Suwannee, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

2/16/21
Date

Chair, Board of Trustees,
North Florida College, Florida

1.26.21
Date

President, North Florida College

Date

Chair, District School Board of Suwannee County

Date

Superintendent, Suwannee County School District

Date

Director, Career & Workforce Education, Suwannee County School District

"Approved as to Form and Sufficiency
BY_____
Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"

SUWANNEE COUNTY SCHOOL DISTRICT

JERRY TAYLOR
DISTRICT 1
NORMAN CRAWFORD
DISTRICT 2
TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD DIETZEN, III
BOARD ATTORNEY

1740 Ohio Avenue, South
Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools

FROM: Walter Boatright, Director of Human Resources WB

DATE: March 8, 2021

RE: Human Resources Transactions for March 23, 2021, Regular Meeting

RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations.

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
March 23, 2021

TO: District School Board of Suwannee County

FROM: _____
Ted L. Roush, Superintendent of Schools

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations.

RECOMMENDATIONS FOR THE 2020-2021 SCHOOL YEAR:

RETIREMENTS: INSTRUCTIONAL:

Suwannee Pineview Elementary:
Phyllis Smith, Teacher, effective September 3, 2021

Suwannee Springcrest Elementary:
Wendy Stevens, Teacher, effective September 30, 2021

RESIGNATIONS: INSTRUCTIONAL:

Suwannee High School:
Kate Bromley, Teacher, effective February 26, 2021

Suwannee Middle School:
Laura-Kaitlyn Boatright, Guidance Counselor, effective June 14, 2021

RECOMMENDATION: INSTRUCTIONAL:

Suwannee Pineview Elementary:
Taelyn Smith, Teacher, (Temporary, Long-Term Substitute), effective February 16, 2021
REPLACES: Jennifer Wooley

LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE):

Suwannee Middle School:
Patrice Parker, Teacher, effective March 15, 2021 through May 28, 2021

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

Suwannee Middle School:
Angela Hicks, Teacher, effective January 1, 2021 (2 hours) and February 16, 2021 (7.25 hours) for a total of 9.25 hours

SUPPLEMENTARY:

Employee Name	Position	Location
Abby Fleming	Instructional Leadership	Suwannee Riverside Elementary
Greg Gabey	Head Softball Coach	Suwannee Middle School
Ashton Petersen	Assistant Softball Coach	Suwannee Middle School
Sean Oliver	Assistant Baseball Coach	Suwannee Middle School

RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee High School:
Zafayrs Kennedy, Custodian, effective February 8, 2021

Victoria Saunders, Custodian, effective February 25, 2021

Transportation:
Billy Starling, Crossing Guard, effective February 22, 2021

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:
Chelsea Jones, Custodian (Temporary, COVID-19 Sanitizer), effective March 1, 2021
REPLACES: Heidi Davis

Suwannee Pineview Elementary:
Emilee Cannon, Paraprofessional, effective February 22, 2021
REPLACES: Kadie Butler

Suwannee Springcrest Elementary:
Kade Humphries, Custodian, (Temporary), effective February 25, 2021
REPLACES: Clifford Shearer

Transportation:
Lawrence Brannon, Head Mechanic, effective March 2, 2021
REPLACES: Stacy Futch

Toni Phillips, Crossing Guard, effective February 11, 2021
REPLACES: Charles Dakota Carey

Heather Thornton, Crossing Guard, effective March 8, 2021
REPLACES: Billy Starling

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Lyndze Jandle	Suwannee Springcrest Elem. 3 hour Food Service Worker	Suwannee Pineview Elem. 3 hour Food Service Worker	March 3, 2021	Gloria Presley
Gloria Presley	Suwannee Pineview Elem. 3 hour Food Service Worker	Suwannee Springcrest Elem. 3 hour Food Service Worker	March 3, 2021	Lyndze Jandle
Stacy Ray	Transportation Bus Mechanic	Suwannee Riverside Elem. Custodian (Temporary)	March 1, 2021	Jody Ellison

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

Facilities:
Terry Richardson, Painter, effective February 16, 2021 through March 1, 2021 for a total of 80 hours

Suwannee Middle School:
Verhonda Morris, Paraprofessional, effective January 20, 2021 (7.25 hours), and February 12, 2021 (7.25 hours) for a total of 14.50 hours

Suwannee Springcrest Elementary:
Clifford Shearer, Custodian, effective January 14, 2021 (8 hours), February 3, 2021 (8 hours), February 8, 2021 (2 hours) and February 12, 2021 (2.5 hours) for a total of 20.5 hours

Transportation:
Gina Knight, Bus Driver-Aide, effective January 27, 2021 through January 29, 2021 (12 hours), February 8, 2021 through February 12, 2021 (20 hours), and February 16, 2021 through February 17, 2021 (8 hours) for a total of 40 hours

LEAVE OF ABSENCE (MEDICAL):

Branford Elementary School:
Deborah Yates, Paraprofessional, effective March 3, 2021 through March 12, 2021

Suwannee Middle School:
Balinda Federick, Paraprofessional, effective January 19, 2021 through April 19, 2021

Suwannee Riverside Elementary:
Janice McCall, Paraprofessional, effective March 29, 2021 through April 26, 2021

Jody Ellison, Custodian, February 19, 2021 through March 31, 2021
With the option to return sooner if released by his doctor

MISCELLANEOUS:

Mentee	Mentor	School
Rachel Adams	Angela Hicks	SMS
Brandy Allen	Brooke Cox-Knowles	SOS
Laura Boatright	Angela Hester	SMS
Livesay Boggus	Christina McCullers	SPE
Lyndsey Browning	Denah Phillips	BES
Justin Bruce	Brooke Cox-Knowles	SOS
Deanna Burkett	Deanna Horton	SMS
Jerrica Byrd	Julie Dees	BHS
Jamie Cato	Kelly Driggers	SRE
Jimmy Cherry	Brooke Cox-Knowles	SOS
Nicole Hohman	Jessica Johnson	SPE
Logan Hurst	Annette Chauncey	SMS
Kaycie Kinsey (Browning)	Krystal Fletcher	SPE
James Kite	William McClendon	BES
Jazmin Marrero	Brooke Cox-Knowles	SMS

Jenny McCook	Kerry Melland	SSE
Sean Oliver	Pam Hendrick	SPE
Ashton Petersen	Robyn Bonds	SMS
Malcolm Pollock	Elisa Hall	SHS
Brooklyn Ross	Brooke Cox-Knowles	SOS
Lisa Story	James Wilson	FSBR
Marie Warren	Victoria Carter	SSE
Kayla Williamson	Danielle Ovando	SMS

The following to be approved for additional hours (not to exceed 32 hours) for compliance check of ESE folders:

Amy Allen	Hannah Johnson	Cathy Nicely
Kate Bromley	Melissa McKire	KJ Wingate
Cristina Herrington	Rebecca Monroe	

Approval for the following to work as a paraprofessional in the after-school Pre-K Extended Day Program:

Kadie Butler

Approval for the following to work as a paraprofessional in the 21st Century Program:

Daycia Bandy

Approval for the following teachers to work in the Hospital Homebound Program District wide:

Frank Allen	Angela Hester	Debra Singletary
Michael Braun	Hannah Johnson	K.J. Wingate
Christina Herrington	Holly McMillan	

SUBSTITUTES:

The following to serve as Substitute Bus Aide:

Sinawa Rye

VOLUNTEERS:

Jerry Barnes	Brian Lewis
Lynn Eaken	Ronald Lewis
Stephen Hollar	Christen Mallet
Tonya Hollar	

End of List
2020-2021
School Year

ADMINISTRATIVE ORGANIZATION 3.05*

POLICY:

The administrative head of each school is the School Principal. The District also appoints Assistant Principals and Assistant Principal-Curriculum Coordinators to the school as needed.

The District Staff exists to give support and direction to the schools. The Superintendent is assisted in this responsibility by administrators on staff in the positions of Assistant Superintendent, Director, Supervisor, Manager and Coordinator.

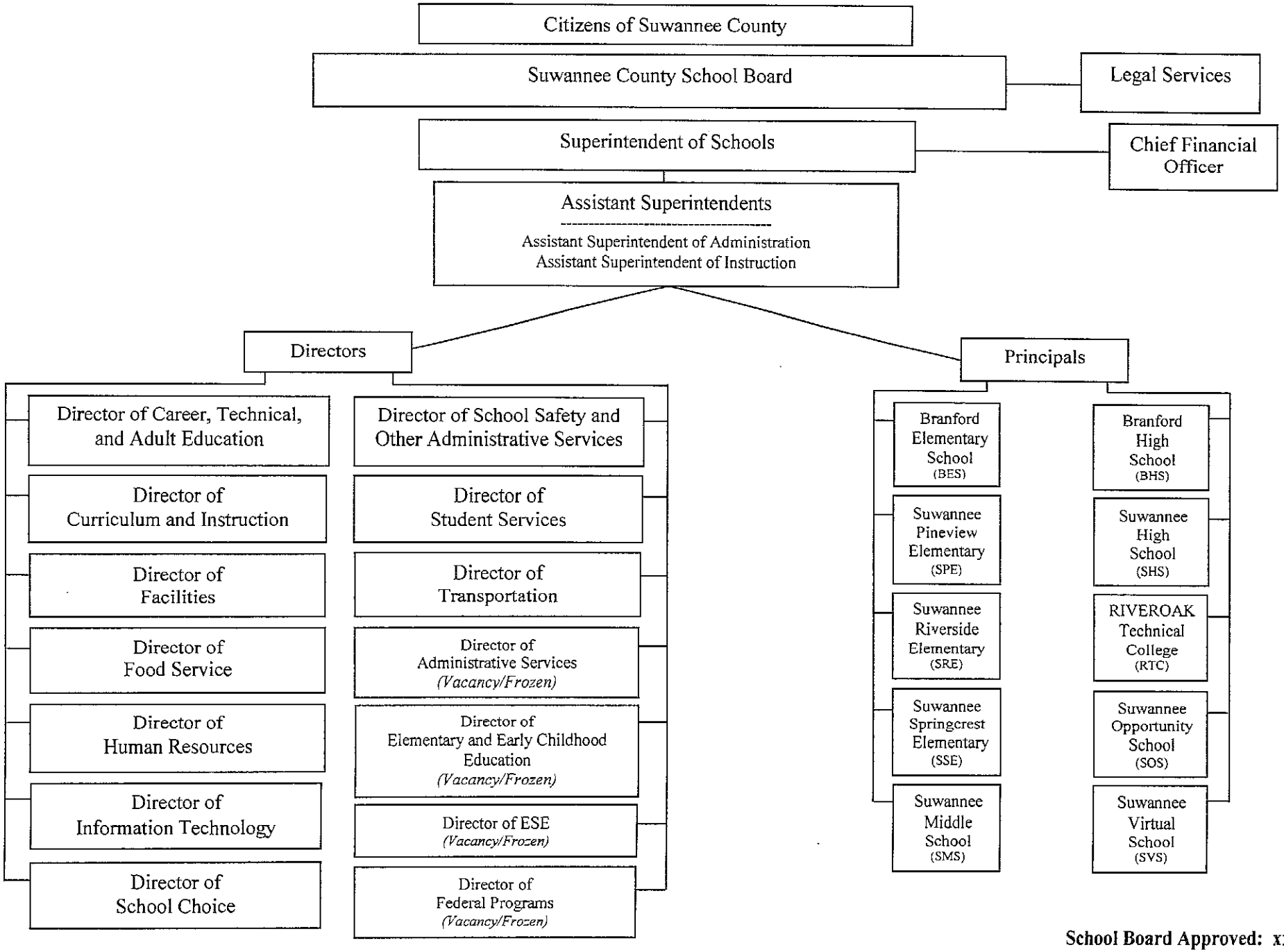
(Organization Chart is attached)

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.53; 1001.42; 1001.43; 1012.27, F.S.

History:	Adopted: Revision Date(s):7/22/2014, 1/27/2015, 10/24/2017, 9/25/2018, 11/19/2019

SUWANNEE COUNTY SCHOOL DISTRICT
ORGANIZATION CHART



School Board Approved: xx/xx/xxxx

POLICY:

I. Introduction

The Suwannee County ~~District~~ School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).

B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.

~~C. This policy shall apply not only during school hours, but at any time students in good standing, teachers, employees and other such persons are on the school campus or school grounds, and shall also apply for all school activities which are held after school hours.~~

C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.

E. No person except law enforcement, security officers, and other legally identified individuals may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events. However, District employees may possess a securely encased concealed firearm in their vehicle in accordance with F.S. 790.25 (5).

III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
Live Oak Police Department	All Emergencies
Suwannee County Sheriff's Department	All Emergencies

District will list agencies and relevant emergency type.

IV. Safety and Security – Emergency Plans

A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Suwannee County Health Department.

B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.

C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of: (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval of appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.

E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.

F. Emergency management and preparedness plans shall include notification procedures for weapon use and active shooter/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

G. Emergency management and preparedness procedures for active shooter situations shall engage the participation of the District's Director of School Safety, threat assessment team members, faculty, staff, and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

I. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Assessment

A. The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication. Threat Assessment in Schools: a Guide to Managing Threatening Situations and to creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

B. The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.

1. The threat assessment team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.

2. If a student with a disability is reported to have made a threat to harm others, and the student's intent is not clear, a referral will be made to the threat assessment team for evaluation.

3. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat assessment team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat assessment. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

4. The threat assessment team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

5. Upon the student's transfer to a different school, the threat assessment team must verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.

VI. Safety – Procedures

A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.

B. A safety program shall be established consistent with the provisions of Policy 8.01.

C. Emergency evacuation drills (fire, hurricane, tornado, active shooter/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator, or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;

3. Identifying and reporting hazardous areas requiring corrective measures; and

4. Preparing and submitting a written report of each emergency evacuation drill to the District Office.

D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

VII. Safety – Violence Prevention

A. The Superintendent shall develop a violence prevention plan for use by each school.

B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

VIII. Security

A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).

B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.

C. Designate an administrator as the school safety specialist for the District.

D. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.

E. Each school's emergency plan shall include security provisions including emergency lockdown procedures.

F. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.

G. Adhering to background screening procedures for all staff, volunteers and mentors.

H. Security trailers may be located on school property.

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

LAW(S) IMPLEMENTED: **316.614, 790.115, 790.25, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.**
STATE BOARD OF EDUCATION RULE(S): **6A-1.0403, 6A-3.0171**

History:	Adopted:
Revision Date(s):	12/17/02, 4/27/10, 5/22/2018, 9/25/2018, 11/19/2019, 12/15/2020
Formerly:	Campus Disorders and Trespassing 3.06

SUICIDE PREVENTION 3.141

I. This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles or at bus stops, and at school-sponsored out-of-school events where school staff are present. This policy applies to the entire school community.

The School Board is committed to protecting the health, safety and welfare of its students and school community. The Board recognizes that suicide is one of the leading causes of death for Florida's youth. It is critical for families and community members to communicate with and provide information to school staff to identify students at risk of suicide.

II. The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-harm or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

III. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools. The Superintendent will prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide. The Superintendent will develop an intervention plan for in-school suicide attempts, out of school suicide attempts and an appropriate re-entry process, including a re-entry meeting to discuss the development of a safety plan and additional interventions or supports.

IV. Professional development training in youth suicide prevention opportunities shall be provided to student personnel services staff, administration and instructional staff. A two (2) hour continuing education program of youth suicide awareness and prevention training, utilizing training materials from the list approved by the Florida Department of Education (FLDOE) is also available for all district staff in all job categories as well as other adults on

campus who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide. Instruction about how to identify appropriate mental health services and how to refer youth and their families to those services should be included in the program. If all instructional personnel at a District school participate in the two (2) hour training, the school will be considered a "Suicide Prevention Certified School".

V. Florida Statute 1003.42 required instruction of 5 hours of mental health instruction for grades 6-12 will be implemented annually through developmentally appropriate instruction and skill building and will address, at a minimum, the following topics: (1) Recognition of signs and symptoms of mental health disorders; (2) Prevention of mental health disorders; (3) Mental health awareness and assistance; (4) How to reduce the stigma around mental health disorders; (5) Awareness of resources, including local school and community resources; (6) The process for accessing treatment; (7) Strategies to develop health coping techniques; (8) Strategies to support a peer, friend, or family member with a mental health disorder; (9) Prevention of suicide; and (10) Prevention of the abuse of and addiction to alcohol, nicotine, and drugs.

VI. The Principal, or designee, shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to a school-based mental health services provider to perform either the CSSRS or SAFE-T suicide risk assessment prior to determining whether the student requires an involuntary examination (Baker Act).

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

LAW(S) IMPLEMENTED: **1003.42, 1012.583, F.S.**

STATE BOARD OF EDUCATION RULE(S):

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

SERVICE ANIMALS 3.41+

I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including

A. Individuals with Disabilities Education Act;

B. Rehabilitation Act of 1973, as amended;

C. Americans with Disabilities Act;

D. Section 413.08, F.S.

II. A service animal is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan. To determine if an animal qualifies as a service animal the District may not ask about the nature or extent of the individual's disability but may ask the following:

A. If the animal is required because of a disability and

B. What work or task the animal is trained to perform.

III. A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.

A. Other species of animals are not considered to be service animals.

B. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.

C. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.

D. A service animal is not a pet.

IV. A *task* is a minor job or piece of work that the animal performs. Tasks include

A. Guiding a person who is visually impaired or blind;

B. Alerting a person who is deaf or hard of hearing;

C. Retrieving objects;

D. Assisting with mobility or balance;

E. Pulling a wheelchair;

F. Alerting an individual to the presence of allergens;

G. Helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors;

H. Reminding an individual with mental illness to take prescribed medications;

I. Calming an individual with posttraumatic stress disorder (PTSD) during an anxiety attack;

J. Alerting and protecting a person having a seizure; and

K. Doing other work or performing other specific tasks.

V. A service animal may not interfere with the educational process of any student or pose a health or safety threat to any student, school personnel or other persons. The service animal must meet health requirements and established standards of behavior.

VI. The service animal must be under the control of its handler.

VII. The Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to

A. The process for requesting approval for the use of a service animal in the school or District setting;

B. Standards of behavior for the service animal;

C. Required accommodation documentation;

D. Required health certification for the animal;

E. Transportation of the service animal;

F. Emergency procedures; and

G. Orientation for school personnel and students.

VIII. The District shall not assume responsibility for training, health care or daily care of any service animal.

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

LAW(S) IMPLEMENTED: **413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S. 28 CFR 35.104, 28 CFR 35.136, 28 CFR 36.104, 34 CFR 104**

HISTORY:
ADOPTED: 4/24/12
REVISION DATE(S): 12/15/2015
FORMERLY: NEW

STUDENT RECORDS 5.19

POLICY:

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education Rules, and Federal Laws relating to Family Educational Rights and Privacy Acts and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

I. Procedures on student records shall be approved by the School Board. Included shall be provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.

II. Parents and students shall be notified annually of their rights regarding education records.

III. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.

IV. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from public records law as required by Florida Statutes.

V. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

VI. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.

VII. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) school days the records of the student.

A. The records to be transferred shall include:

1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
2. Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and
3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

VIII. Reporting of student database information shall comply with these safeguards.

A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,

C. Data shall be protected from unauthorized use at all times.

IX. Social security numbers may be collected from students

A. To be used as student identification numbers as required by 1008.386, F.S., until the Department of Education has issued a student identification number;

B. To facilitate the processing of student scholarships, college admission, and other applications; and

C. For other purposes when consent of the parent or adult student is granted.

STATUTORY AUTHORITY: **1001.41; 1001.42, F.S.**

LAWS IMPLEMENTED: **119.07(1); 119.071; 1001.43; 1001.52; 1002.22; 1002.221; 1002.222, 1003.25; 1008.386, F.S.**
20 USC§ 1232g (34 CFR PART 99) pl 103-382 (34 CFR PART 99)

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

History:	**Adopted:**	
	Revision Date(s):	**5/25/2010, 3/22/2011, 1/27/2015, 10/27/2020**
	Formerly:	**JO**

MILITARY LEAVE 6.25*

POLICY:

I. Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the State of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard.

A. When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the School Board's discretion. ~~Provided, however, an employee whose absence will interfere with the orderly operation of the school program shall be denied military leave except in unusual cases.~~

B. Request for military leave shall be in writing and countersigned by the principal or immediate administrative supervisor. The request shall include:

1. A copy of the military order; and

2. Written evidence that effort has been made to serve the duty when school was not in session. This shall be required only of personnel who are employed for ten (10) or eleven (11) months.

II. An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he / she left in the District.

III. Compensation allowed during military leave for reserve or guard training may not exceed two hundred forty (240) working hours in any annual period as provided in Section 115.07, Florida Statutes.

~~Compensation allowed during military leave for mandated active state duty, as provided in Section 1012.66, Florida Statutes may not exceed (240) working hours in any annual period as provided in Section 115.07, Florida Statutes.~~

~~IV.~~ ~~Compensation allowed for military leave for voluntary state duty shall be calculated based on the difference between military pay and School Board salary. A leave of absence granted under this section shall not exceed thirty (30) days at one time.~~

~~V.~~IV An employee who enters active military service shall be governed by the provisions of Sections 115.09, 115.14, 121.111, and 250.341, Florida Statutes.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23; F.S.**

LAWS IMPLEMENTED: **115.07; 115.09; 115.14; 121.111; 250.341; 1001.43; 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.080**

History:	**Adopted:**	
	Revision Date(s):	**10/26/10, 3/22/11**
	Formerly:	**GCBD; GDBD**

CareerSource
NORTH FLORIDA

INTERNSHIP/WORKSITE AGREEMENT

This agreement of terms is between **CareerSource North Florida** (CSNF) at 705 E Base Street, Madison, FL, 32340 and

Suwannee County School Board

Name of Company or Organization (hereinafter referred to as the **Worksite**)

1740 Ohio Avenue South, Live Oak, FL 32064

Address of Company or Organization

1. Program Overview

The goal of **CareerSource North Florida** work program is to provide a training opportunity to select program participants. This opportunity allows them to gain experience in a work setting that aligns with the career goals of the participant. Many times, the ideal outcome of the experience will result in full-time unsubsidized employment following the internship. Participants referred by **CSNF** to the Worksite will participate in appropriate work experience activities under the guidance and training of the Worksite. No legal employer-employee relationship is created **or** exists between the Worksite and the participant during the timeframe as indicated specifically **in Item 2.**

2. Work Experience Period and Limitations

This Worksite Agreement begins on March 23, 2021 and may be cancelled at the discretion of the Worksite or **CSNF.** Program participants are not allowed to begin working until this Agreement is signed and the participant has been counseled extensively by **CSNF** staff. Participants may work the number of hours per week determined by the program in which they are enrolled and agreed upon by the Worksite and **CSNF.**

3. Responsibilities of Worksite

The Worksite agrees to the following:

A. Suitable job(s) are made available at its site(s) for participants who are selected and referred by **CSNF.** The parties shall consult with each other on the number of participants and job assignment(s).
B. Meaningful work will be assigned to participants, with clear intentions of the participant learning career and/or goal-related skills.
C. Participants' work activities and training must be supervised.
D. There will be supervisory personnel who will act as Worksite Supervisors to provide continuous on-site supervision.
E. Supervisory personnel including any alternate staff directly responsible for the supervision of participants will be oriented and trained as to the Worksite's responsibilities and obligations under this Agreement.
F. Worksite personnel are responsible for communicating with CSNF staff promptly if situations arise that cause concern about the participant's performance, behavior, etc. in order to quickly resolve issues and implement any corrective action needed.
G. Notification must be made to **CSNF** immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participant(s).
H. Verification of participant hours on their time sheet to **CSNF** as scheduled.

An Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers can be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

I. Sanitary and safe working environments must be upheld in accordance with health and safety standards established by State and Federal law.

J. All required safety supplies and equipment must be used in the proper manner in accordance with all laws, including child labor laws where applicable. See http://www.youthrules.dol.gov/about.htm and http://www.osha.gov.teens for details on child labor laws.

K. **CSNF** must immediately be notified should an accident and/or injury occur at the job site affecting or involving a participant.

L. No discrimination against any participant or potential participant because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, creed, or marital status should occur.

M. Participants receive fair and impartial treatment and participants shall not be subjected to harassment of any type or form.

N. The following general working conditions are complied with for all employees:
   1) In no circumstances shall placement of a participant result in the displacement of current employees or the freezing of the hiring of new employees;
   2) There shall be no displacement or partial displacement (reduction of hours worked, wages or employment benefits) of currently employed workers nor replacement of laid-off workers by the **CSNF** program participant(s);
   3) There shall be no infringement of promotional opportunities for regular employees due to this placement; and
   4) Participants shall receive comparable working conditions and non-payroll benefits such as rest breaks, lunch, etc. as other current employees;

O. Participants will not be employed at a casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

P. Participants will not be employed in the building, operating, or maintaining of any part of any building which is used for religious instruction or as a place of worship.

Q. This agreement will not impair existing contracts for services or a collective bargaining agreement between the Worksite and other parties, nor will this agreement assist, promote or deter union organization.

R. Any program participant under this agreement will not assist with any political or lobbying activities or any activity designed to influence legislation or appropriation pending before the Congress of the United States.

S. No subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the prior written approval of **CSNF.**

T. Implementation of administrative controls to ensure that costs for wages and other costs that **CSNF** is responsible for paying are not being paid by other federal, state, or local programs to eliminate the possibility of a duplication of funding.

U. Maintain all records and files pertaining to the operation of this Agreement and any amendment hereto for at least three (3) years following expiration of this Agreement. Records and files shall include, but not be limited to, time and attendance sheets, supervisor assignments, this Agreement, etc.

V. Immediately advise **CSNF** in writing of any actions, suits, claims or grievances filed against the Worksite, **CSNF**, State of Florida, federal officials or participants that in any way relates to this Agreement.

W. Allow **CSNF**, the Governor of the State of Florida, or any of its agents and/or subcontractors, and the US Department of Labor (DOL) access to the Worksite(s) at all reasonable hours for such purposes as monitoring the program, counseling the participants, etc.

X. Confidentiality of information regarding participants or their immediate families which may be obtained from forms, discussions or other sources must be maintained. Without permission of the participant, such information shall be divulged only as necessary for purposes related to the performance of this Agreement or as otherwise required by law.

Y. Work experience participants should be considered for any unsubsidized job openings which may occur with the Worksite, if participants meet the necessary qualifications for the openings.

Z. Worksite will provide an orientation for all participants. Orientation will include, at a minimum, acquainting the participant with the Worksite's mission, information security policies, general service areas, and the participant's role and responsibilities. Participants who will be providing direct services to Worksite's customers, clients, and patients and have access to protected health information and/or the Worksite's information technology network will be trained on the standards pertaining to confidentiality issues and privacy rights including federal Privacy Rules (i.e. HIPAA) and applicable state confidentiality laws. Solely for the purpose of defining participant roles in relation to the use and disclosure of the Worksite's protected health information, participant(s) are defined as members of the Worksite's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, participants are not and shall not be considered to be employees of the Worksite.

4. Responsibilities of CareerSource North Florida

CSNF and its designee/subcontractor, accepts and agrees that it will do the following:

A. Recruit, select and refer participant(s) eligible for this work program to the Worksite. The parties shall consult with each other on the number of participants and job assignment(s).
B. Assist the Worksite supervisor in promptly resolving any problems concerning the participant's performance on the job.
C. Hear all grievances concerning program participant's performance at the job site in accordance with
CSNF's program participant grievance procedures. Notwithstanding the foregoing, Worksite reserves the right to remove from the work experience program at the Worksite any participant not comporting themselves in accordance with the procedures, protocols, regulations, rules, or statutes governing the Worksite. If this should become necessary the Worksite will attempt to give the CSNF five (5) days' notice unless, in the sole discretion of the Director/Administrator of the Worksite, immediate removal is necessary.
D. Provide counseling and supportive services to participants as the need is identified and funding allows.
E. Distribute participant paychecks dependent on timely submission of properly completed and signed timesheets.
F. **CSNF,** through the State of Florida Department of Economic Opportunity, is responsible for engaging
participants, providing program administration, paying participant stipends as appropriate, and assuring Workers' Compensation coverage for all participants. **Note:** no fringe benefits or holiday pay is provided to these participants; when appropriate, participants are paid only for the time spent on the job in training.
G. Monitor the activities under this Agreement at the Worksite at reasonable hours and as frequently as the authorized representatives of **CSNF** may deem necessary.
H. Furnish the Worksite with copies of procedures, forms, etc.
I. Assure that all participants are background screened and meet the Level 2 screening requirements of section 435.04, Florida Statutes, for those applicable Worksites and any others as requested prior to participant(s) beginning their work experience/internship at the Worksite. **CSNF** agrees to take steps to assure that participants inform the Worksite's designated contact person immediately if a court disposition is entered for any disqualifying offense while participating in this work experience program, in which case the Worksite will immediately remove the participant from the program.

5. Hold Harmless

CSNF and Worksite are completely separate entities and neither party may obligate the other in any manner. CSNF and Worksite agree to accept and to be responsible for its own acts or omissions as well as those of its employees and agents, and nothing in this Agreement should be interpreted or construed to

place any such responsibility onto the other party. Nothing in this agreement should be construed to be a waiver of sovereign immunity any greater than the limited waiver set forth in Section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either party to be sued by any third party.

6. Changes to the Agreement
This agreement may be modified or amended as needed.

7. Termination
This Agreement may be terminated as follows:

A. **CSNF** or the Worksite may terminate the Agreement for convenience upon thirty (30) calendar days' prior written notice to the other party.

B. **CSNF** may terminate this Agreement in whole or in part at any time that the **CSNF** Executive Director or designee determines the following:
   1) The Worksite has failed to comply with any of the provisions contained in this Agreement or any modification hereto;
   2) The Worksite fails to perform in whole or in part under this Agreement or fails to take corrective action after receiving oral or written requests to do so within an appropriate time period as may be stipulated by **CSNF**; or
   3) The United States Department of Labor or State of Florida fails to provide adequate funds, reduces, eliminates or otherwise terminates the program under which this Agreement is written.

8. Notice
Other than as provided herein, notice shall be required to be given to **CareerSource North Florida** under this Agreement, and shall be sufficient when hand delivered or mailed to:

CareerSource North Florida
Attn: Executive Director
705 E Base Street
Madison, FL 32340

Suwannee County School Board
Attn: Ted L. Roush, Superintendent
1740 Ohio Ave South
Live Oak, FL 32064

All notices required to be given to the Worksite under this Agreement shall be sufficient when hand delivered or mailed to the Worksite at its office located at the address indicated on Page One of this Agreement.

IN WITNESS THEREOF, the parties hereto having been duly authorized and representing that they have the power and authority to execute this Agreement and perform the responsibilities specified herein have made and executed this Agreement on the respective dates under each signature.

Worksite:

Signature

Ted L. Roush

Printed Name

Superintendent of Schools

Printed Title

Date

CareerSource North Florida:

Date

Chairperson, Suwannee County School Board

59-6000872

Company Federal ID #

17.259

CFDA #

Mary Keen

Contact Name

386-647-4230

Phone number

386-364-4698

Fax number

mary.keen@suwannee.k12.fl.us

Email address

"Approved as to Form and Sufficiency

BY_____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

SCHOOL DISTRICT OF SUWANNEE COUNTY

MECHANIC

JOB DESCRIPTION

QUALIFICATIONS:

(1) High School Diploma or equivalent.
(2) Minimum of three (3) years of experience as an automotive mechanic.
(3) Possess a valid Class B commercial Driver's License.
(4) Or other appropriate certificates/licenses required by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adjustment and repair of a wide variety of vehicles. Ability to diagnose common defects of motors and use shop tools. Ability to keep records of repair and service and to make reports. Ability to follow oral and written instructions. Basic knowledge of computer diagnoses procedures. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to delegate and monitor assignments.

REPORTS TO:

Vehicle Maintenance Manager

JOB GOAL

To maintain a safe and economical fleet of vehicles in a cost-effective and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Assist in everyday fueling of buses.
* (2) Assist in cleaning shop and work area
* (3) Assist in cleaning spare buses and support vehicles
* (4) Diagnosis, replacement, or repair of defective components and return to operation any School Board vehicle.
* (5) Inspect buses every 20 days (and must be State Certified).
* (6) Perform road call as needed.
* (7) Provide safety inspections on all School board vehicles.
* (8) Perform repairs and maintenance on vehicles as specified on work orders.
* (9) Provide diagnosis and repair on reported problems
*(10) Provide preventive maintenance on vehicles as an ongoing plan.
*(11) Perform emergency road repairs and test drive vehicles to ensure they are in a safe operating condition.
*(12) Maintain tools and equipment in good working order.

©EMCS

MECHANIC (Continued)

Employee Qualities/Responsibilities

*(13) Drive or aide on school buses as needed.
*(14) Demonstrate initiative in the performance of assigned responsibilities.
*(15) Model and maintain high ethical standards.
*(16) Follow attendance, punctuality and proper dress rules.
*(17) Maintain confidentiality regarding school/workplace matters.
*(18) Interact ~~Meet and deal~~ effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

*(20) Communicate effectively with students, parents, staff and administrators.
*(21) Keep supervisor informed of potential problems or unusual events.
*(22) Respond to inquiries and concerns in a timely manner.

System Support

*(23) Prepare all required reports and maintain all appropriate records.
*(24) Follow federal and state laws, as well as School Board policies.
*(25) Exhibit interpersonal skills to work as an effective team member.
*(26) Demonstrate support for the School District and its goals and priorities.
*(27) Perform other tasks consistent with the goals and objectives of this position.
(28) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force as 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.

Job Description Supplement No. 01

*Essential Performance Responsibilities

3/25/02
Revised XX/XX/XXX

MINORITY TEACHER RECRUITMENT PLAN 2021-2022

The Suwannee County School Board recognizes the need for greater diversity within the teaching force. This is important for several reasons, as research clearly indicates that all students benefit from educators of diverse backgrounds. Diversity promotes creativity, productivity and good citizenship. In addition, career development theory posits that students need to be able to see themselves in a career. If there are fewer role models for minority students to identify with, the shortage of minority teachers will likely get worse.

In an effort to increase the diversity of the District's instructional and administrative workforce, the Suwannee County School Board has developed the following action plan for minority recruitment.

ACTIONS

1. The District will continue its recruitment program for the purpose of increasing the number of qualified minority applicants for instructional and administrative positions. Specifically,

    a. The District will continue to expand the geographical area of recruitment by sending notices to colleges and universities, including Historically Black Colleges and Universities (HBCU's) in Florida, Georgia and Alabama, of available teacher and administrative vacancies.

    b. The District will seek contacts from other community-based organizations, such as the NAACP and faith based organizations, to help disseminate teacher and administrative vacancy notices.

    c. The District will identify additional recruitment fairs and sites, both within the state and out-of-state, that are the best sources for minority teacher and administrative applicants.

    d. The District will work with teacher education programs at college and universities and encourage preservice teacher field experiences and clinical experiences within our schools.

    e. The District will collaborate and network with organizations such as the local NAACP, United Teachers of Suwannee County, Suwannee and Lafayette Retired Educators, area churches and other appropriate local organizations to assist in identifying free or low-cost housing for student teachers interning in the district.

2. The District will continue to provide training and professional development opportunities that promote diversity and multicultural competence. Specifically,

    a. The District will provide training for the superintendent, school board members, principals and other individuals who have any role in recruiting or hiring teachers or administrators. The training will cover the importance of workforce diversity, the possible disparate impact of the employment criteria utilized for any particular vacancy, and the appropriate use of selection factors and interview techniques in the recruitment process.

b. The District will continue to provide training, such as Ruby Payne, which help reinforce multicultural understanding, competence and effective ESOL teaching strategies for teachers.

c. The District will continue the practice of providing first year teachers with mentors to increase retention.

d. The District will provide training and develop training materials for teachers of ESOL and ELL students.

3. The District will continue seeking opportunities to attract and hire teachers at recruiting fairs. Specifically,

   a. The District will send hiring authorities (principals) to career fairs to interview on site at these recruiting fairs.

   b. The District will participate in virtual recruitment fairs.

   c. The District will utilize conditional contracts when making pre-employment job offers.

   d. District recruiters will continue to maintain a log of prospective candidates; and subsequently, follow up with them regarding the status of their application and any certification questions they may have.

4. The District will continue to find ways to promote teaching as a positive career choice. Specifically,

   a. Guidance counselors and teachers will encourage students to pursue education as a major. There are several scholarships and loan forgiveness programs that are available to students.

   b. The District will continue to disseminate Florida Fund for Minority Teachers (FFMT) and other minority scholarship information to minority students interested in pursuing a career in teaching.

   c. The District will continue to seek resources and personnel to implement Teaching Assistant as a career academy.

5. The District will continue seeking ways to continuously improve recruitment and retention efforts and to monitor progress. Specifically,

   a. The District will conduct a self-assessment to determine the overall success of its recruitment efforts. The self-assessment will include a comprehensive comparison of the racial and ethnic demographics of the District's current teacher and administrative staff to the racial and ethnic demographics of the relevant applicant pools and or qualified labor market.

b. The Superintendent will provide an annual update to the Suwannee County School Board regarding employment demographics. The public will be invited to address the Board regarding this plan.

c. This plan will be reviewed annually, and modified as needed.

Position	Grade
Placement	
Assistant Directors/Assistant Chief Financial Officer	A
Coordinators/Health	B
Assistant Principal/Elementary/Lead School Psych.	C
Assistant Principal/Middle/High	D
Principal Elementary School	E
Principal Middle School	F
High School Principal	G

MAR 2 3 2021

Placement	Grade A	Grade B	Grade C	Grade D	Grade E	Grade F	Grade G
Current Base	$ 39,241.00	$ 61,394.00	$ 63,704.00	$ 63,704.00	$ 71,594.00	$ 71,594.00	$ 75,694.00
Proposed Base	*$ 41,000.00*	*$ 62,000.00*	*$ 64,000.00*	*$ 65,000.00*	*$ 73,000.00*	*$ 74,000.00*	*$ 77,000.00*
Placement and/or Adjustment Per Year of Experience Subject to Superintendent Approval	*$ 1,000.00*	*$ 1,000.00*	*$ 1,000.00*	*$ 1,000.00*	*$ 1,000.00*	*$ 1,000.00*	*$ 1,000.00*
Statutory Performance Adjustment Per Year School-Based Admininstrators Only			*$1,001.00(HE) or up to $750.00(E)*	*$1,001.00(HE) or up to $750.00(E)*	*$1,001.00(HE) or up to $750.00(E)*	*$1,001.00(HE) or up to $750.00(E)*	*$1,001.00(HE) or up to $750.00(E)*

Add $2,310 for Masters
Add $2,835 for Specialist
Add $3,750 for Doctorate
School level assistant principals school grade performance bonus for "B" $1,000
School level assistant principals school grade performance bonus for "A" $2,000
School principals school grade performance bonus for "B" $2,000
School principals school grade performance bonus for "A" $4,000
Compensation may not exceed 90% of the highest paid administrator in the District

DRAFT 3/9/2021		
Board Approval	XXXX	2021
Implementation	1-Jul	2021