

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
June 12, 2018

AGENDA

Call to Order/Welcome/Pledge – 2:30 p.m.

The Superintendent recommends approval to adopt the agenda.

Assistant Superintendent of Administration – Bill Brothers:

1. The Superintendent recommends approval of the following personnel items:
 - a. Add a new Coordinator of Student and Family Support position; 11-month; 8 hours per day; effective July 1, 2018
 - b. Job Description #180 – Coordinator of Student and Family Support (*New*) (pgs. 3-6)
 - c. Revise *Salary Schedule 2017-2018 Assistant Principals, Curriculum, and Other Program Coordinators* to reflect compensation for the Coordinator of Student and Family Support position, effective July 1, 2018 (pg. 7)

Assistant Superintendent of Instruction – Janene Fitzpatrick:

2. The Superintendent recommends approval of the following curriculum item:
 - a. Revise the 2018 Summer School Schedule as follows:
 - Revise the start date for 21st Century (CCLC) Summer Program from June 11, 2018, to June 4, 2018
3. The Superintendent recommends approval of the following personnel item:
 - a. Revise the summer school positions for the 2018 summer school term as follows:

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
Virtual Instruction	13 – Teachers (SVS) (As needed to complete courses already in progress) (Note: Added 4 additional teachers.)	General Fund

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

4. The Superintendent recommends approval for RIVEROAK Technical College SkillsUSA student team members to attend the SkillsUSA National Competition in Louisville, Kentucky, on June 23-30, 2018. (*Funded through Perkins Grant and funds raised by the SkillsUSA Team.*)
5. The Superintendent presents for informational purposes out-of-state travel for the following employees:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
Mona Kelley	RTC	06/23-30/2018	SkillsUSA National Competition	Louisville, KY
Bob Makela	RTC	06/23-30/2018	SkillsUSA National Competition	Louisville, KY

(Funded by Perkins Grant and funds raised by the SkillsUSA Team.)

Director of Human Resources – Walter Boatright:

6. Personnel Changes List (pgs. 8-12)

Adjourn

SCHOOL DISTRICT OF SUWANNEE COUNTY
COORDINATOR OF STUDENT AND FAMILY SUPPORT
JOB DESCRIPTION

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

REPORTS TO:

Director of Student Services

JOB GOAL

To assist the Director of Student Services by providing leadership and coordinating the planning, development, implementation and evaluation of Migrant, ELL and Homeless Programs in the District. To provide services necessary to meet the major system priorities and needs of the School District of Suwannee County.

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Assist the Director of Student Services in all aspects of planning, implementation and evaluation of Title I, Part C, (Migrant), Title III (ELL) and Title X (Homeless) programs in coordination with District staff.
- * (2) Assist in the preparation and submission of grant applications for these programs and/or additional funding.
- * (3) Assist in the preparation and submission of annual grant applications and amendments for each assigned program.
- * (4) Assist in the preparation and submission of budgets for each assigned program.
- * (5) Assist in the preparation and submission of all federal and state reports as required in the assigned program areas.
- * (6) Maintain all appropriate records for each program.

COORDINATOR OF STUDENT AND FAMILY SUPPORT (Continued)

- * (7) Attend county and state meetings related to each program.
- * (8) Assist in the identification of ELL students, teacher training, testing, student-parent meetings, and evaluation of ELL students.
- * (9) Monitor Parent Involvement Activities as outlined in the Title I Program.
- * (10) Visit schools to assist in monitoring program effectiveness and student performance.
- * (11) Coordinate ESOL K-12 Program (English for Speakers of Other Languages) and complete required reports.
- * (12) Coordinate the Migrant Education Program.
- * (13) Identify and recruit homeless families to the program.
- * (14) Inform families of educational services and opportunities that are available.
- * (15) Inform families of transportation services, to and from school of origin, that are available.
- * (16) Assist with planning, designing and developing workshops for parents of homeless children and youth.
- * (17) Assist with coordinating transportation, immunization requirements, residency, birth certificates and legal guardianship requirements.
- * (18) Make home visits as required.
- * (19) Shall assume additional responsibilities as assigned by the Superintendent.

Inter/Intra-Agency Communication and Delivery

- * (20) Work closely with parent liaisons, parents, and parent organizations.
- * (21) Work with and support Migrant Education personnel (advocates, recruiters and tutors) to assess student needs and deliver Migrant Education Services.
- * (22) Provide consultation and coordinate services with participating non-public schools.
- * (23) Assist with developing a Homeless Task Force.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Keep supervisor informed of potential problems or unusual events.
- * (26) Serve on District committees as assigned.
- * (27) Serve as a liaison between the schools, the District and the Florida Department of Education.
- * (28) Assist in development, implementation and evaluation of professional development activities for assigned areas.
- * (29) Use effective, positive interpersonal communication skills.
- * (30) Disseminate public notice of educational rights of homeless children and youth to appropriate locations.
- * (31) Assist with the District's efforts to reduce truancy.

COORDINATOR OF STUDENT AND FAMILY SUPPORT (Continued)

- *(32) Assist with the collaboration of agencies that provide child development and preschool activities.
- *(33) Assist with the collaboration of agencies that provided medical/dental/housing and counseling services.

Professional Growth and Development

- *(34) Maintain expertise in assigned areas to fulfill position goals and objectives.
- *(35) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- *(36) Participate in cross-training activities as required.

Systemic Functions

- *(37) Monitor evaluation of each program and initiate program improvement strategies.
- *(38) Follow federal and state laws and School Board policies.
- *(39) Represent the District in a positive and professional manner.
- *(40) Demonstrate support for the school system and its goals and priorities.
- *(41) Appear before the School Board as needed.

Leadership and Strategic Orientation

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

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

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

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

EVALUATION:

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

COORDINATOR OF STUDENT AND FAMILY SUPPORT (Continued)

SCSB Approved

SALARY SCHEDULE 2017-2018

ASSISTANT PRINCIPALS, CURRICULUM, AND OTHER PROGRAM
COORDINATORS*

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

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

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

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

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

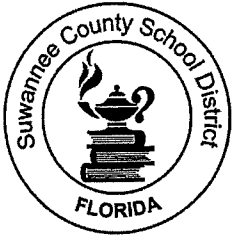
Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

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

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

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

SUWANNEE COUNTY SCHOOL DISTRICT



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TED L. ROUSH
Superintendent of Schools

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

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools ^{TR}

FROM: Walter Boatright, Director of Human Resources ^{WB}

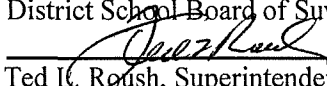
DATE: May 30, 2017

RE: Personnel Changes List for June 12, 2017, Special Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Personnel Changes
June 12, 2018
Special Meeting

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. Approval of each is respectfully requested.

RESIGNATIONS: INSTRUCTIONAL:

District Office/Student Services:

Carolina Figueroa-Crooke, ESOL Support Teacher, effective June 20, 2018

Suwannee Middle School:

Tammy Bradow, Teacher, effective June 30, 2018

Suwannee Primary School:

Cindy Crowell, Teacher, effective June 4, 2018

Jennifer Gregory, Teacher, effective June 4, 2018

Lauren Jenkins, Teacher, effective June 4, 2018

RESIGNATIONS: NON-INSTRUCTIONAL:

Branford Elementary School:

Dave Guyton, Custodian, effective June 4, 2018

Transportation:

Renee Perivolaris, Crossing Guard, effective May 11, 2018

RECOMMENDATIONS 2017-2018 SCHOOL YEAR:

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

District Office/Finance:

Tammy Beauchamp, Accounts Payable Specialist, effective June 11, 2018

REPLACES: Marsha Brown

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

Facilities Department:

James Bryan, Maintenance Man, May 8th through May 21st, for a total of 80 hours.

Bruce Hingson, Assistant Foreman Facilities, May 17, 2018, for a total of 8 hours.

Suwannee Elementary School:

Danielle Gay, Teacher, March 29, 2018 and April 9, 2018, for a total of 10.50 hours.

Cristina Herrington, Teacher, February 8, 2018 and March 28, 2018, for a total of 9.50 hours.

Suwannee Middle School:

Melissa Francisco, Teacher, May 10, 2018, for a total of 7.25 hours.

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Derwin Bass	SkillsUSA	RTC
Michael Bresk	SkillsUSA	RTC
Francis (BJ) Cohen	Girls Inter Mural Coach	SMS
Jenny Hurst	LPN	RTC
Mona Kelley	SkillsUSA	RTC
Ashley Kirby	CDA	RTC
Marissa Lane	CDA	RTC
Jeffrey Lee	SkillsUSA	RTC
Janie Maxwell	SkillsUSA	RTC
Kevin Mercer	SkillsUSA	RTC
William Ragan II	SkillsUSA	RTC
Brad Scarborough	Boys Inter Mural Coach	SMS
Thomas Shea	SkillsUSA	RTC
Becky Skipper	Wellness Coordinator	District wide
Kimberly Steichen	Yearbook Sponsor	SPS
Patricia Sullivan	SkillsUSA	RTC
Kimberly Thomas	SkillsUSA	RTC
Traci Thompson	LPN	RTC
Jeremy Ulmer	SkillsUSA	RTC

TERMINATION:

Food Service:

Brenna Smith, 3 hour worker, effective May 25, 2018

VOLUNTEERS:

Sheryl Adams	Dana Daniel	Denise Makela
Bruce Arnold	Kevin Dasher	Sarah Marangoni
Jedidiah Arnold	Deborah Davis	Christie Megane
Taylor Bass	Sherry Dean	Wanda Osgood
Matthew D Bristol	Linda DeLoach	Katheryn Quincey
Tara Bronson	Christopher Durden	Bretne Rich
Dioris Canalejo	Angela Galler	Kathryn Sapp
Rene Canalejo	Elton Garrison	Leticia Torres
Ashley Cannon	Wanda Green	William Veal
Sarah Carte	Martha Jones	Shekedra Wheeler
Andrew Chapman	Mary Kinard	Karen Williams
John Copeland	William Law	

**End of List
2017-2018
School Year**

SUMMER TERM 2017-2018:

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee Primary School:

Katey Melland, Pre-K School Readiness Teacher
Kerry Melland, Pre-K School Readiness Teacher
Jennifer Wooley, Pre-K School Readiness Teacher

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Transportation:

Tyrone Ansley, ESE Bus Driver, Live Oak
Sharon Bass, ESE Bus Driver, Branford
Crystal Fernandez, ESE Bus Attendant, Branford
Laura Jaramillo, ESE Bus Driver/Attendant, Alternate
Inez Williams, ESE Bus Attendant, Live Oak

**End of Summer Term List
2017-2018
School Year**

RECOMMENDATIONS: 2018-2019 SCHOOL YEAR:

RECOMMENDATIONS: INSTRUCTIONAL:

TRANSFERS/REASSIGNMENTS:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Trudy Benson	SMS/ESE Teacher	SIS/Teacher	8/03/2018	
Keith Cherry	SHS/Teacher	SIS/TSA (7.25 hour)	8/03/2018	
Francis Cohen	SMS/ISS Teacher	SHS/OS Teacher	8/03/2018	
Lynda Owens	SES/OS Teacher	SMS/Teacher	8/03/2018	<i>(involuntarily)</i>
Brittney Shearer	SES/Teacher	SMS/Teacher	8/03/2018	
Daniel Skelly	SHS/Teacher	SMS/Teacher	8/03/2018	

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Transportation:

Becky Reaves, Crossing Guard, effective August 10, 2018
REPLACES: Renee Perivolaris

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
John Blalock	Varsity Boys Basketball Coach	BHS	Ritchie Frye
Christopher Clark	Assistant Wrestling Coach	SHS	Jason Langston

LEAVE OF ABSENCE (PERSONAL LEAVE):

Branford Elementary School:

Linda M. Aderholt, Teacher, tentatively August 3, 2018 through May 30, 2019, with the option of returning sooner.

CONTRACT RECOMMENDATIONS:

ANNUAL CONTRACT RENEWALS:

	<u>TERM</u>
<u>Branford High School:</u> Eleanor C Coker	10
<u>Suwannee High School:</u> T. Hunter Abercrombie Brian Bullock	10 10
<u>Suwannee Intermediate School:</u> Michelle Jessup	10
<u>Suwannee Middle School:</u> Alexi Wilson Kathryn A Bower	10 10
<u>Suwannee Primary School:</u> Brittani L Law Elecxia R Reed	10 10

Professional Service Contract (Renewal):

<u>Suwannee Middle School:</u> Herbert W. Hutchison	10
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**End of List
2018-2019
School Year**