SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
January 26, 2016

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Intermediate School

Special Recognition by the Superintendent:

- United Way ReadingPals Program – Rebecca Layman

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. 7-29)**

December 8, 2015	Workshop Session
	Special Meeting
	Expulsion Issues Hearing (Private)
December 15, 2015	Public Hearing
	Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for December 2015.

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

General Fund		
#160314 - 160637	$	1,655,204.81
Electronic Fund Transfers		2,369,706.04
	$	4,024,910.85
Federal Fund		
#47587 - 47657	$	194,732.22
Electronic Fund Transfers		242,093.44
	$	436,825.66
Food Service Fund		
#30187 - 30260	$	153,139.49
Electronic Fund Transfers		73,787.17
	$	226,926.66
2.0 LCIF		
#7263 - 7273	$	141,346.37
Electronic Fund Transfers		329.90
	$	141,676.27

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2015-2016:

General	LCIF	Special Revenues
I-6	III-5	IV-6 (Federal)
		IV-6 (Food Service)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated January 26, 2016. **(pg. 30-31)**

6. The Superintendent recommends approval for disposal of property for unlocated items to close out the 2014-2015 inventory, per Suwannee County School Board Policy #7.08 (VII), final inventory report for fiscal year 2014-2015, as per the attached Property Disposition forms dated December 2015 **(pgs. 32-41)**

7. The Superintendent recommends approval of the following grant/allocation application for the 2015-2016 school year:

   a. Carl Perkins Secondary 2015-2016 roll forward funds in the amount of $4,687 **(pg. 42)**

8. The Superintendent recommends approval to accept the following donated items: **(pg. 43)**

Site	Item	Donor
District	ReadingPals materials for Kindergarten classes and volunteers (Value: $5,000)	United Way ReadingPals Program

9. The Superintendent recommends approval of the following student transfers for the 2015-2016 school year. Parents will provide transportation.

   District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Micah	Moody	Columbia	Suwannee	K
Carlos	Ortiz	Columbia	Suwannee	K
Gianni-Lee	Maysonet	Suwannee	Columbia	PK
Andres	Maysonet III	Suwannee	Columbia	4
Emily	Thomas	Suwannee	Lafayette	3
Trenton	Thomas	Suwannee	Lafayette	6

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Luke	Spradlin	BES	SIS	5
Sara	Spradlin	BES	SIS	5

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Logan	Norris	Columbia	Suwannee	K

11. The Superintendent recommends approval to change the March Board meeting from March 22, 2016, to March 15, 2016, due to the Spring Break.

12. The Superintendent recommends approval of Public Official Bonds for the individuals listed below. (These bonds have been reviewed by Board Attorney Leonard Dietzen.) **(pgs. 44-45)**

Term: November 2015 through November 2016
Ed daSilva, Chairman
Julie Ulmer, Vice Chairman

REGULAR AGENDA

Assistant Superintendent of Instruction – Janene Fitzpatrick:

1. The Superintendent recommends approval of the following contract/agreement for the 2015-2016 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2016-117 Service Agreement between Empirical Education, Inc., a California corporation, and Suwannee County School Board **(pgs. 46-52)**

Director of Facilities – Mark Carver:

2. The Superintendent recommends approval of the annual Florida Department of Education, Office of Educational Facilities, Florida Inventory of School Houses (FISH) Certification of Facilities Data for 2015-2016. **(pg. 53)**

Director of Student Services – Elizabeth Simpson:

3. The Superintendent recommends approval of the following form (NEW):

   #5100-061 Suwannee County School District Procedures for Responding to Requests for a Student with a Disability to Bring a Service Animal to School (*New*) **(pgs. 54-60)**

Director of Transportation – Chris Landrum:

4. The Superintendent recommends approval of the following personnel item for the 2015-2016 school year: **(pg. 61)**

   a. Add one full-time Bus Driver position
   b. Add one full-time Bus Driver Attendant position

Director of Human Resources – Dr. Bill Brothers:

5. The Superintendent recommends approval of the following contract/agreement for the 2015-2016 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2016-108 Agreement between the Board of /Regents of the University System of Georgia by and on behalf of Valdosta State University (through its Dewar College of Education and Human Services) and Suwannee County School Board (*New*) **(pgs. 62-67)**

6. The Superintendent recommends approval of the following personnel items for the 2015-2016 school year:

   a. Add one Facilities Technology Technician position **(pgs. 68-69)**
   b. Job Description #156 – Facilities Assistant/Inmate Work Crew Manager (*Revised*) (Note: New title will be Facilities Assistant/Project Manager) **(pgs. 70-72)**
   c. Job Description #163 – Facilities Technology Technician (*New*) **(pgs. 73-76)**
   d. Revise the *Salary Schedule Confidential Employees 2015-2016 Secretarial and Other Personnel* to provide compensation for the Facilities Technology Technician on Line 1C **(pg. 77)**
   e. Revise the *Salary Schedule Confidential Employees 2015-2016 Secretarial and Other Personnel* to reclassify the Network Specialist and Software Specialist positions for placement on Line 1C **(pg. 77)**

7. Personnel Changes List **(pgs. 78-84)**

School Board Attorney – Leonard Dietzen:

8. Legal Counsel's Report

Superintendent of Schools – Jerry Scarborough:

9. Superintendent's Report

School Board Members:

10. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
December 8, 2015

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Catherine Cason, Jerry Taylor, and Julie Ulmer, along with School Board Attorney Leonard Dietzen and Administrative Secretary Karen Lager. Chief Financial Officer Vickie DePratter arrived at 9:17 a.m.; School Board Member Ronald White arrived at 10:22 a.m.; and Superintendent Jerry Scarborough, arrived at 10:39 a.m.

Administrators and others present: Dr. Bill Brothers (arrived at 9:42 a.m.), David Campbell, Mark Carver, Janene Fitzpatrick, Jay Jolicoeur, Susan Moffat (arrived at 9:20 a.m.), Ted Roush, Elizabeth Simpson (arrived at 9:05 a.m.), Lila Udell, and Josh Williams (arrived at 1:07 p.m.). John Powers, with the Florida Department of Transportation; and Sharon Chamberlain (arrived at 9:50 a.m.) and Nancy Roberts (arrived at 9:55 a.m.), retired educators representing the Early Learning Matters (ELM) Program; were also present.

Chairman daSilva called the meeting to order at 9:00 a.m.

Student Safety Partnership Program ..... Greg Evans,
Florida Department of Transportation

Mr. John Powers gave a PowerPoint presentation regarding the Student Safety Partnership Program.

i-Ready Presentation .....Janene Fitzpatrick

Mr. Campbell distributed and reviewed a handout regarding the i-Ready Program. Mr. Campbell and Mrs. Fitzpatrick answered questions from Board members.

Early Learning Matters (ELM) Update.....Sharon Chamberlain/
Nancy Roberts

Mrs. Chamberlain and Mrs. Roberts provided an update regarding the District's ELM Program.

The meeting recessed at 10:27 a.m. and resumed at 10:39 a.m.

Policy Review .....Dr. Bill Brothers
- #3.41 – Service Animals

Dr. Brothers provided background information regarding Policy #3.41 and deferred to Mrs. Simpson, who distributed and reviewed a handout pertaining to the proposed procedures for responding to requests for a student with a disability to bring a service animal to school.

Human Resources – Job Descriptions.....Dr. Bill Brothers
- Personnel Specialist
- Employee Benefits Specialist

Dr. Brothers reviewed the proposed new job descriptions for Personnel Specialist and Employee Benefits Specialist. Mr. Taylor expressed concern with the proposed Personnel Specialist job description; he felt the qualifications should be more job specific for the position and to include background/experience in the Human Resources field. Board members suggested various changes to the job description, which included a preference for higher education, experience in the field, and/or industry certification. Mr. Scarborough asked to keep the job description as it was being presented.

21st Century Program Update.....Janene Fitzpatrick
Student Data Update
SEEC Grant Update

Mrs. Fitzpatrick provided updates on the following items:
- 21st Century Program
- SEEC Grant

(Note: Student Data update provided later in the workshop.)

The meeting recessed at 11:55 a.m. and resumed at 1:07 p.m.

Transportation Department Update..... Chris Landrum

Mr. Roush explained that Mr. Landrum was not able to be in attendance, and deferred to Ms. Pat Fleming, who provided an update for the Transportation Department.

Digital Classroom Plan ..... Janene Fitzpatrick/Josh Williams

Mrs. Fitzpatrick and Mr. Williams distributed and reviewed a handout regarding the Digital Classroom Plan.

Mrs. Fitzpatrick provided an update on student data.

Student Transportation to Florida Gateway College ..... Ted Roush

Mr. Roush distributed and reviewed a handout regarding student transportation to Florida Gateway College.

Miscellaneous.....Dr. Bill Brothers

Further discussion was held regarding the proposed Personnel Specialist job description, with revisions discussed earlier; and the current Assistant Personnel Director job description with revisions discussed earlier. Dr. Brothers asked for direction from the Board as to which job description to proceed with for hiring purposes. Mr. Scarborough suggested to pull the items for the Personnel Specialist from the Special Meeting agenda to be held after the Workshop; and bring back a recommendation at the December 15, 2015, Regular Board meeting. Board members agreed.

The meeting recessed at 2:29 p.m. and resumed at 2:42 p.m.

Superintendent's Update ..... Jerry Scarborough

At the request of Mr. Scarborough, the individuals below provided updates as follows:

Vickie DePratter

- Internal Funds Audit
- Report on the monthly PD Day for support staff
- Status on the Auditor General's report

Ted Roush

- The District's efforts to improve the quality of food being served in our cafeterias

Mark Carver

- Cane grinding

Ronald White

- Branford FFA forestry plot and the acquisition of the property from the Suwannee River Water Management District (SRWMD). Mr. White stated he would like to see the deed revised at a future date with regards to the language pertaining to SRWMD being able to take the property back at any time.

Julie Ulmer

- Required ethics training from last Friday

The meeting adjourned at 3:05 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
December 8, 2015

MINUTES

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

Chairman daSilva called the meeting to order at 3:05 p.m.

MOTION by Mrs. Ulmer, second by Ms. Cason, for approval to adopt the agenda, along with the following changes: Under Item #1, remove items b., d., f., g., and h. MOTION CARRIED UNANIMOUSLY

Director of Human Resources – Dr. Bill Brothers:

1. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the following personnel items (a., c., e., i., and j.) for the 2015-2016 school year:

   a. Add an Employee Benefits Specialist position **(pgs. 2-3)**
   ~~b. Add a Personnel Specialist position (pgs. 2-3)~~
   c. Add Job Description #161 – Employee Benefits Specialist (*New*) **(pgs. 4-6)**
   ~~d. Add Job Description #162 – Personnel Specialist (*New*) (pgs. 7-9)~~
   e. Revise *Salary Schedule Confidential Employees 2015-2016 Secretarial and Other Personnel* to reflect compensation for Employee Benefits Specialist on Line 1A **(pg. 10)**
   ~~f. Revise *Salary Schedule Confidential Employees 2015-2016 Secretarial and Other Personnel* to reflect compensation for Personnel Specialist on Line 1A (pg. 10)~~
   ~~g. Add two Personnel Specialist positions to the Human Resources Department (pgs. 2-3)~~
   ~~h. Freeze the Assistant Personnel Director position and the Administrative Secretary position in the Human Resources Department (pgs. 2-3)~~
   i. Add one Employee Benefits Specialist position to the Finance Department **(pgs. 2-3)**

j. Freeze the Accounting Clerk position in the Finance Department **(pgs. 2-3)**

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 3:10 p.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
December 15, 2015

MINUTES

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

Chairman daSilva called the hearing to order at 5:55 p.m.

Director of Human Resources – Dr. Bill Brothers:

1. Final review of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Director of Human Resources.) **(pg. 9)**

#2.16	Prohibiting Discrimination, Including Sexual and Other Forms of Harassment (*Revised*)
#2.17	Reporting Child Abuse (*Revised*)
#3.41	Service Animals (*Revised*)
#4.15	District and State-Wide Assessment Program (*Revised*)
#5.28	School Health Services (*New*)
#5.29	Notification of Involuntary Examination (*New*)
#6.15	Education Paraprofessionals and Aides (*Revised*)
#6.4401	Electronic Records and Electronic Signatures (*New*)
#7.30	Grant Management (*New*)

Chairman daSilva called for comments or questions regarding the additions and revisions to the Suwannee County School Board Policy Manual and there were none.

The hearing adjourned at 5:57 p.m.

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SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
December 15, 2015

MINUTES

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

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

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

Student remarks and pledge to the flag by Suwannee Primary School student volunteers.

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

- There were none.

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

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

CONSENT AGENDA

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

1. Approval of the following Minutes: **(pgs. 10-28)**

   November 17, 2015 - Workshop Session
   - Reorganization Meeting
   - Regular Meeting

2. Approval of the monthly financial statement for November 2015.

3. The following bills for the period November 1-30, 2015:

General Fund		
#159965 - 160313	$	2,347,581.02
Electronic Fund Transfers		2,181,681.97
	$	4,529,262.99
Federal Fund		
#47500 - 47586	$	196,117.13
Electronic Fund Transfers		425,776.00
	$	621,893.13
Food Service Fund		
#30101 - 30186	$	206,350.25
Electronic Fund Transfers		103,262.94
	$	309,613.19
2.0 LCIF		
#7250 - 7262	$	59,655.63

4. Approval of the following budget amendments for fiscal year 2015-2016:

General	LCIF	Special Revenues
I-5	III-4	IV-5 (Federal)
		IV-5 (Food Service)

5. Approval for disposal of property as per the attached Property Disposition Form dated December 15, 2015. **(pg. 29-37)**

6. Approval of the following contracts/agreements for the 2015-2016 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2016-104	Career Pathways Articulation Agreement between District School Board of Lafayette County and District School Board of Suwannee County for Allied Health Assisting for Program of Study: Patient Care Technician and Practical Nursing; Culinary Arts for Program of Study: Commercial Foods and Culinary Arts; Digital Design for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist (*Renewal*) **(pgs. 38-46)**
#2016-109	Career Pathways Articulation Agreement between District School Board of Madison County and District School Board of Suwannee County for Allied Health Assisting for Program of Study: Patient Care Technician and Practical Nursing; Culinary Arts for Program of Study: Commercial Foods and Culinary Arts; Early Childhood Education for Program of Study: Early Childhood Education; Web Development for Program of Study: Administrative Office Specialist and Medical Administrative Specialist (*Renewal*) **(pgs. 47-53)**
#2016-111	Career Pathways Articulation Agreement between District School Board of Hamilton County and District School Board of Suwannee County for Allied Health Assisting for Program of Study: Patient Care Technician and Practical Nursing; Culinary Arts for Program of Study: Commercial Foods and Culinary Arts; Digital Design for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist (*Renewal*) **(pgs. 54-62)**

#2016-112 Career Pathways Articulation Agreement between District School Board of Jefferson County and District School Board of Suwannee County for Digital Design for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist (*Renewal*) **(pgs. 63-68)**

7. Approval of the following contract/agreement for the 2015-2016 school year: (RENEWAL)

#2016-113 Engagement Agreement between Rumberger, Kirk & Caldwell, P.A. and Suwannee County School Board for legal services (Note: The original Engagement Agreement was reviewed and approved by legal counsel, Guy Norris, Columbia County School Board Attorney, and there are no substantive changes to the renewal.) (*Renewal*) **(pgs. 69-74)**

8. Approval to accept the following donated items:

Site	Item	Donor
Facilities	5 Split System A/C Units and 3 Water Source A/C Units (Total Value: $800) **(pgs. 75-76)**	Suwannee County Sheriff's Office
Food Service	4 Moveable Carts and 100 Insulated Bags (Total Value: $9,688) **(pg. 77)**	Dairy Council of Florida

9. Approval of an out-of-state educational field trip for Suwannee High School NJROTC students to travel to Charleston, South Carolina, to participate in an Orientation Trip to visit the aircraft carrier USS Yorktown and Fort Sumter, on February 11-12, 2016. (*All expenses will be paid by the NJROTC Booster Club.*) **(pg. 78)**

10. The following for informational purposes for out-of-state travel for the following employees: **(pg. 79)**

Name	Site	Date	Reason	Destination
Douglas Aukerman	SHS	02/11-12/2016	NJROTC Orientation Trip	Charleston, SC
Debra Kleinsmith	SHS	02/11-12/2016	NJROTC Orientation Trip	Charleston, SC

11. Approval of the following student transfers for the 2015-2016 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Anzel Ray	Westberry	Suwannee	Hamilton	6
James Calvin	Westberry	Suwannee	Hamilton	4

REGULAR AGENDA

Chief Financial Officer – Vickie DePratter:

1. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the Suwannee County School Board Internal Accounts Audit for fiscal year end June 30, 2015. (A copy was provided to Board members.) **(pg. 80)** MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval and certification of the 2015-2016 Class Size Reduction Compliance Plan. **(pgs. 81-83)** MOTION CARRIED UNANIMOUSLY

3. MOTION by Mrs. Ulmer, second by Mr. White, for approval of the following resolution for the 2015-2016 school year: (NEW) (Note: This resolution has been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2016-06R Resolution Authorizing the Granting of a Petition to Release the District's Certain Mineral Rights to Oxford Heirs That May be Retained Pursuant to Statute and Authorizing the Execution of All Necessary Documents by the District; Approving the Form of the Release of Mineral Rights and Providing an Effective Date *(New)* **(pgs. 84-88)**

   MOTION CARRIED UNANIMOUSLY

Assistant Superintendent of Instruction – Janene Fitzpatrick:

4. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the 2015-2016 District Improvement and Assistance Plan. (A copy is available for review in the office of the Assistant Superintendent of Instruction.) **(pg. 89)** MOTION CARRIED UNANIMOUSLY

5. MOTION by Mrs. Ulmer, second by Mr. White, for approval of the 2015-2016 School Improvement Plans for all District schools. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) **(pg. 90)** MOTION CARRIED UNANIMOUSLY

Director of Career, Technical, and Adult Education – Walter Boatright:

6. The following curriculum items for the 2015-2016 school year:

   MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of Item #6.a. as follows:

   a. RIVEROAK Technical College My Play-School Handbook for 2015-2016 **(pgs. 91-103)**

   MOTION CARRIED UNANIMOUSLY

   MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of Item #6.b. as follows:

   b. Offer a Certified Nursing Assistant (CNA) Program (120 hours) on site at Advent Christian Village, effective January 2016. **(pg. 104)**

   MOTION CARRIED UNANIMOUSLY

7. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the following personnel item for the 2015-2016 school year:

   a. Add a part-time hourly Certified Nursing Assistant (CNA) Instructor (Note: This position will not exceed 18 hours per week and will not require benefits. This position will be paid by WDIS funds.) **(pg. 105)**

   MOTION CARRIED UNANIMOUSLY

Director of Human Resources – Dr. Bill Brothers:

8. MOTION by Mr. Taylor, second by Ms. Cason, for approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Director of Human Resources.)
   (pg. 9)

#2.16	Prohibiting Discrimination, Including Sexual and Other Forms of Harassment (*Revised*)
#2.17	Reporting Child Abuse (*Revised*)
#3.41	Service Animals (*Revised*)
#4.15	District and State-Wide Assessment Program (*Revised*)
#5.28	School Health Services (*New*)
#5.29	Notification of Involuntary Examination (*New*)
#6.15	Education Paraprofessionals and Aides (*Revised*)
#6.4401	Electronic Records and Electronic Signatures (*New*)
#7.30	Grant Management (*New*)

   MOTION CARRIED UNANIMOUSLY

9. MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the 2015-2016 Master In-Service Plan developed by North East Florida Educational Consortium (NEFEC). **(pgs. 106-143)** MOTION CARRIED UNANIMOUSLY

10. MOTION by Mr. White, second by Mr. Taylor, for approval of the following contracts/agreements for the 2015-2016 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2016-106	Fieldprint Fingerprint Services Agreement between Fieldprint, Inc. and District School Board of Suwannee County (*New*) **(pgs. 144-150)**
#2016-107	Affiliation Agreement between Keiser University-Tallahassee Campus and Suwannee County School System (*New*) **(pgs. 151-156)**
#2016-110	Student Teaching Affiliation Agreement between Western Governors University and Suwannee County School District (*New*) **(pgs. 157-162)**

MOTION CARRIED UNANIMOUSLY

ACTION ON THE AGENDA ADDENDUM

#1. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following personnel items for the 2015-2016 school year, with the exception of one change on Page A4, revised Job Description #9, under Qualifications, to delete the word "or" on Line (5).

a. Add a Personnel Specialist position **(pgs. A2-A3)**
b. Job Description #9 – Assistant Personnel Director (new title will be Assistant Director of Human Resources) (*Revised*) **(pgs. A4-A6)**
c. Job Description #162 – Personnel Specialist (*New*) **(pgs. A7-A9)**
d. Revise *Salary Schedule Confidential Employees 2015-2016 Secretarial and Other Personnel* to reflect compensation for Personnel Specialist on Line 1A **(pg. A10)**
e. Reclassify the position of Assistant Personnel Director to the Assistant Director of Human Resources and place on Line 10 of the *Salary Schedule 2015-2016 Principals and Administrators* **(pg. A11)**
f. Add two Personnel Specialist positions to the Human Resources Department **(pgs. A2-A3)**

g. Delete the Administrative Secretary position in the Human Resources Department **(pgs. A2-A3)**

END OF AGENDA ADDENDUM

11. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the Personnel Changes List, with the following changes: (1) Page 164, under Retirement: Instructional: Suwannee Primary School: Debbie Mixon: Remove/rescind her retirement; and (2) Page 168, under Recommendations: Non-Instructional/School Related: Transportation Department: Tyrone Ansley: change the effective date from November 10, 2015, to November 12, 2015. **(pgs. 163-170)** MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES APPROVED:

RETIREMENT: INSTRUCTIONAL:

Suwannee Primary School:
~~Debbie Mixon, teacher, effective January 4, 2016~~

RETIREMENT: NON-INSTRUCTIONAL:

Suwannee High School:
Susan Brown, school secretary, effective January 4, 2016

RESIGNATIONS: INSTRUCTIONAL:

Suwannee Intermediate School:
Karri Strong-Mercer, teacher, effective December 1, 2015
Shahna Schultz, teacher, effective January 4, 2016

RESIGNATIONS: NON-INSTRUCTIONAL:

Suwannee High School:
Matthew Jackson, paraprofessional, effective November 21, 2015
Jennifer Prevatt, paraprofessional, effective December 1, 2015

Facilities Department:
Dennis Hollon, crossing guard, effective November 30, 2015

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee Middle School:
Yomaris Vega, teacher, temporary, effective January 4, 2016
REPLACES: Melissa Brinson
Suwannee Primary School:
Lauren Jenkins, teacher, effective November 16, 2015
REPLACES: Danielle Ovando

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

Suwannee Middle School
Rebecca Monroe, teacher, November 3, 2015, for a total of 1.75 hours.

SUWANNEE-HAMILTON TECHNICAL CENTER:
PART-TIME/HOURLY EMPLOYEE

COMMUNITY EDUCATION (pending class enrollment)

Mary Kay Dunaway Wreath Making and Floral Design

SUPPLEMENTARY:

NAME	POSITION	LOCATION	REPLACES
Brooke Johnson	Middle School Girls' Basketball	BHS	M. Sikes
Carl Manna	Marching Band Director	BHS	
Dan Taylor	Drama Instructor	BHS	
Karen Koon	Academic Sponsor	BHS	
Lawanna Gaylard	Class Sponsor	BHS	
Pamela Cassube	Class Sponsor	BHS	
Angel Hill	Class Sponsor	BHS	
Cynthia Frye	Class Sponsor	BHS	J. Dees
Angel Hill	Yearbook	BHS	
Julianna Dees	FCCLA Sponsor	BHS	
Stacy Young	FFA Advisor	BHS	
John Abersold	Middle School FFA Advisor	BHS	
Linda Whitley	Varsity Cheerleader Sponsor	BHS	
Kelsey McCormick	JV Cheerleader Sponsor	BHS	
April Green	Varsity Volleyball	SHS	

Darrell Curls	Bowling	SHS	
Stephen Morgan	Swimming	SHS	
Debbie Durden	Assistant Swimming	SHS	
Traci Green	JV cheerleading	SHS	
Tommy Brett	JV Girls' Soccer Coach	SHS	D. Mabey
Jose Segura	Assistant Boys' Soccer	SHS	
Jenny Hurst	Class Sponsor	SHS	
Vanessa Menhennett	Class Sponsor	SHS	
Emily Bass	Class Sponsor	SHS	
Abigail Rodriguez	Class Sponsor (split)	SHS	
Tamara Burt	Class Sponsor (split)	SHS	
Deborah Kleinsmith	NJROTC Instructor	SHS	
Douglas Aukerman	NJROTC Instructor	SHS	
Michael Pate	Academic Sponsor	SHS	
Violet Noyes	Yearbook Sponsor	SHS	
Sherry Dean	Drama Instructor	SHS	
Jenny Hurst	HOSA Advisor	SHS	
Travis Tuten	FFA Advisor	SHS	
Mary Ward	FFA Advisor	SHS	
Pamela Williams	Cheerleader Sponsor (Basketball)	SHS	
Abigail Rodriguez	Dance Troupe Sponsor	SHS	
Abigail Rodriguez	Auxiliary Sponsor	SHS	
Kelly Waters	Majorette Sponsor	SHS	
Stacey Gindlesperger	Band Director	SHS	
Nicole Furst	Assistant Band Director	SHS	
Traci Green	Cheerleader Sponsor (Football)	SHS	
Pamela Williams	Cheerleader Sponsor (Football)	SHS	
Josh Jacobson	Offensive Coordinator	SHS	
Frank Allen	Varsity Football Assistant	SHS	
Richard Allen	Varsity Football Assistant	SHS	
Matt Yancey	Varsity Football Assistant	SHS	
Chad Bonds	Varsity Football Assistant	SHS	
Matt Jackson	Varsity Football Assistant	SHS	
Brock Canaday	Varsity Football Assistant	SHS	
Jimmy Jackson	Varsity Football Assistant	SHS	
Glen Green	JV Football Assistant	SHS	
Jeremy Ulmer	Boys' Head Basketball	SHS	
Jimmie Taylor	Boys' Assistant Basketball	SHS	
Brian Bullock	Girls' Head Basketball	SHS	
Althea Owens	Girls' JV Basketball Coach	SHS	
Alex Cameron	Boys' Assistant Basketball	SHS	
Terry Mixon	Head Baseball	SHS	

Glen Green	Assistant Baseball	SHS	
Chad Bonds	Assistant Baseball	SHS	
Matt Campbell	JV Baseball	SHS	
Matt Jackson	Boys' Track	SHS	
Eric Rodriguez	Girls' Track	SHS	
Paul Horn	Wrestling	SHS	
Jason Langston	Assistant Wrestling	SHS	
Katherine Haney	Girls' Tennis	SHS	
Katherine Haney	Boys' Tennis	SHS	
Damon Wooley	Boys' Golf	SHS	
Matt Campbell	Girls' Golf	SHS	
April Green	Volleyball	SHS	
Brian Bullock	Assistant Volleyball	SHS	
Josh Jacobson	Boys' Weightlifting	SHS	
Jeff Smith	Head Softball	SHS	
*Billy McClelland	Assistant Softball	SHS	*pending certification
Tim Smith	JV Softball	SHS	
Katie Kinsey	Assistant Softball	SHS	
Darrell Curls	Boys' Soccer	SHS	
*Jenny Prevatt	Girls' Soccer	SHS	*pending certification
William Hall	Boys' JV Soccer	SHS	M. Saleh
Eric Rodriguez	Girls' Cross Country	SHS	
Marcia Boatright	Instructional Leadership	SIS	
Kathy Wood	Instructional Leadership	SIS	
Kim Warren	Instructional Leadership	SIS	
Krystal Cundiff	Instructional Leadership	SIS	
Theda Roper	Instructional Leadership	SIS	
Janice Diaz-Reyes	Instructional Leadership	SIS	
Kristy Chauncey	Instructional Leadership	SIS	
Traci Kirby	Instructional Leadership	SIS	
Pam Hendrick	Instructional Leadership	SIS	
Jenna Garrett	Assistant Girls' Basketball	SMS	
Kaitlin VanHeusen	Middle School FFA Advisor	SMS	
Jimmy McCullers	Intramural Basketball	SMS	

MENTORS:

The following to serve as mentors:

Teacher	Beginning Teacher	Location
Abby Warren	Ana Delgado	BHS PECDS
Traci Kirby	Jessica Davis	SIS
Ruth Roberson	Chelsea Burgess	SIS

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

Kelley Humphries	Donna Rightmire
Travis Howard	Lacey Van Etta
Sue Schnicker	Julie Griswold

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee High School:
Anthony Jones, paraprofessional, effective December 8, 2015
REPLACES: Matt Jackson

IT Department
Edmund Thompson, IT Technician, effective November 30, 2015
REPLACES: Robin Taylor

Transportation Department
Tyrone Ansley, bus driver, effective November ~~10~~ 12, 2015
REPLACES: Tim Bennett

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

Branford High School:
Sara Griffith, head custodian, July 9, 20-24 and 27-29, for a total of 80 hours

Branford Elementary School Food Service:
Crystal Cox, food service worker, November 6-17, 2015, for a total of 42 hours

Transportation Department:
Sharna Blanco, bus driver, September 3 and 4, November 12, 13, 16, 17, 18, 19, and 20, 2015, for a total of 40 hours

Haddie Mann, bus driver, April 15 and16, and May 5 through May 8, 2015, for a total of 24 hours

LEAVE OF ABSENCE (MATERNITY):

Suwannee Middle School:
Ashley Skelly, School Secretary, tentatively February 29, 2016, through May 20, 2016, using days as needed for insurance purposes, with the option of returning sooner if released by her doctor

LEAVE OF ABSENCE (MEDICAL):
Sharan Dedge, paraprofessional, November 30, 2015 through June 6, 2016, using days as needed for insurance purposes, with the option of returning sooner if released by her doctor

Transportation Department
Tina Johns, bus driver, November 9, 2015, through June 2, 2016, using days as needed for insurance purposes, with the option of returning sooner if released by her doctor

SUBSTITUTES

School Nurse:
Amanda Evans

Transportation Department:

James Stratton	bus attendant
James Stratton	bus driver
James Voiles	bus driver

SUSPENSION

Suwannee High School
Jennifer Prevatt, paraprofessional, November 19-20, 2015, suspension without pay

VOLUNTEERS:

Charles Adams
Maydin Baez
Laura Baker
Erika Barga
Leanna Bell
Kaycie Blanton
Daniel Bruno
Bernadette Bund
Amber Burress
Kelly Carter
Barbara Chewning
Jacqueline Christenson
Anthony Corpora
Melissa Cox
Shirley Cribbs
April Darling
Donna Ellison
Laqretta Gross
Melinda Guthrie
Travis Harris
Lana Herdon
Lissette Hill
Rodney Howard
Kimberly Howard
Kelley Humphries
Myrtice Martel
Donna Miles
Lindsay Nettles
Erika Perez
Kathleen Petri
Arnold Philmore
Lori Rogers
Cassie Shuler
Cynthia Smith
Rebecca Talbutt
Timothy Taylor
Amanda Watson
Sherri Williams
Allyson Zollo

End of List
2015-2016
School Year

School Board Attorney – Leonard Dietzen:

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

Superintendent of Schools – Jerry Scarborough:

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

School Board Members:

14. Issues and concerns Board members may wish to discuss

- Board members expressed their thanks and appreciation to everyone and wished a Merry Christmas to everyone as well.

The meeting adjourned at 6:48 p.m.

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JERRY A. SCARBOROUGH
Superintendent of Schools

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

JULIE ULMER
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Mark A. Carver, Director of Facilities

DATE: January 11, 2016

RE: Agenda Item for January 26, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of Property Records Disposition Form for January 2016.

BACKGROUND:

Capitalized assets are obsolete or no longer serviceable.

SUWANNEE COUNTY SCHOOL BOARD

PROPERTY DISPOSITION FORM

BOARD MEETING

JANUARY 2016

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99002992	Steamer	$ 10,495.98	Jun-03	SHS	Surplus
	TOTAL	$ 10,495.98			

Requested By: _____

Mark A. Carver,
Director of Property Records

1/26/2016
Date

Approved By: _____

Superintendent

_____

Board Chairman

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DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Mark A. Carver, Director of Facilities

THRU: Ted Roush, Assistant Superintendent of Administration

DATE: January 11, 2016

RE: Agenda Item for January 26, 2016 Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends disposal of unlocated items to close out the 2014-2015 inventory, per Suwannee County School Board Policy 7.08 (VII), the final inventory report for fiscal year 2014-2015.

BACKGROUND:

Presently there are 4,674 items in the capital inventory with a value of $11,423,172.70. All were located with the exception of 32 items with a value of $34,995.46. Lost property incident reports were filled out and submitted for every missing item and are available for review in the Director of Facilities office.

CAPITALIZED INVENTORY MISSING ITEMS LIST
January 11, 2016

LOCATION	ITEM COUNT	COST OF ITEMS	NOTES
BRANFORD ELEMENTARY	0	$ -	100% COMPLETE
BRANFORD HIGH SCHOOL	0	$ -	100% COMPLETE
CURRICULUM & INSTRUCTION	0	$ -	100% COMPLETE
FEDERAL PROGRAMS	1	$ 902.02	(1) U-SHAPED DESK
FINANCE	0	$ -	100% COMPLETE
FOOD SERVICE	0	$ -	100% COMPLETE
HEALTH	0	$ -	100% COMPLETE
HUMAN RESOURSES	0	$ -	100% COMPLETE
RIVEROAK TC	0	$ -	100% COMPLETE
SPECIAL PROGRAMS	2	$ 2,117.94	(1) COMPUTER LAPTOP & (1) FILE/STORAGE CABINET
STUDENT SERVICES	0	$ -	100% COMPLETE
SUPERINTENDENT	0	$ -	100 % COMPLETE
SUPERINTENDENT (BOARD)	0	$ -	100% COMPLETE
SUWANNEE ELEMENTARY	0	$ -	100% COMPLETE
SUWANNEE HIGH	18	$ 19,705.00	(13) COMPUTER LAPTOPS, (1) DIGITAL CAMERA, (1) DEHUMIDIFIER, & (3) CABINETS
SUWANNEE INTERMEDIATE	0	$ -	100 % COMPLETE
SUWANNEE MIDDLE	7	$ 7,081.46	(3) MACBOOKS, (1) PROJECTOR, (2) COMPUTER LAPTOPS, & (1) MICROPHONE
SUWANNEE PRIMARY	2	$ 3,139.04	(1) COMPUTER LAPTOP & (1) TWO-TIER DISPLAY
TECHNOLOGY	0	$ -	100% COMPLETE
TRANSPORTATION	2	$ 2,050.00	(2) DVR CAMERAS FOR BUS
TOTAL MISSING PER SYSTEM	**32**	**$ 34,995.46**	

CAPITALIZED INVENTORY LAST SCANNED

January 11, 2016

LOCATION	ITEM	LAST SCANNED
FEDERAL PROGRAMS	DESK, U-SHAPED	04/17/12
SPECIAL PROGRAMS	COMPUTER, LAPTOP	02/26/14
SPECIAL PROGRAMS	FILE/STORAGE CABINET	02/26/14
TRANSPORTATION	DVR FOR SCHOOL BUS	04/22/13
TRANSPORTATION	DVR FOR SCHOOL BUS	06/05/14
SUWANNEE PRIMARY	COMPUTER, LAPTOP	05/13/13
SUWANNEE PRIMARY	TWO-TIER DISPLAY	04/08/14
SUWANNEE MIDDLE	COMPUTER, LAPTOP	05/16/12
SUWANNEE MIDDLE	COMPUTER, LAPTOP	06/07/12
SUWANNEE MIDDLE	IMAC/MACBOOK	07/12/12
SUWANNEE MIDDLE	PROJECTOR	06/04/13
SUWANNEE MIDDLE	IMAC/MACBOOK	06/05/13
SUWANNEE MIDDLE	MICROPHONES	06/05/13
SUWANNEE MIDDLE	IMAC/MACBOOK	06/13/13
SUWANNEE MIDDLE	IMAC/MACBOOK	11/22/13
SUWANNEE HIGH	COMPUTER	01/27/09
SUWANNEE HIGH	COMPUTER, LAPTOP	09/12/11
SUWANNEE HIGH	COMPUTER, LAPTOP	02/15/13
SUWANNEE HIGH	COMPUTER, LAPTOP	03/12/13
SUWANNEE HIGH	COMPUTER, NOTEBOOK	03/18/13
SUWANNEE HIGH	COMPUTER, NOTEBOOK	03/19/13
SUWANNEE HIGH	COMPUTER, NOTEBOOK	03/22/13
SUWANNEE HIGH	COMPUTER, NOTEBOOK	03/22/13
SUWANNEE HIGH	COMPUTER, LAPTOP	03/22/13
SUWANNEE HIGH	COMPUTER, LAPTOP	04/17/13
SUWANNEE HIGH	COMPUTER, NOTEBOOK	04/17/13
SUWANNEE HIGH	DEHUMIDIFIER	04/17/13
SUWANNEE HIGH	DIGITAL CAMERA	04/17/13
SUWANNEE HIGH	COMPUTER, LAPTOP	04/17/13
SUWANNEE HIGH	CABINET, SCIENCE EQUIP	04/18/13
SUWANNEE HIGH	FILE CABINET, LATERAL	05/02/13
SUWANNEE HIGH	COMPUTER w/MONITOR	03/24/14
SUWANNEE HIGH	PROOFING HOLDING CABINET	03/26/14

SUWANNEE COUNTY SCHOOL BOARD
PROPERTY DISPOSITION FORM
BOARD MEETING
DECEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99007158	Camera, DVR for School Bus	$ 975.00	May-10	Transportation	UNLOCATED
99006911	Camera, DVR for School Bus	$ 1,075.00	Aug-09	Transportation	UNLOCATED
	TOTAL	$ 2,050.00			

Requested By: _____

Mark A. Carver,
Director of Property Records

_____
Date

Approved By: _____

Superintendent

_____
Board Chairman

SUWANNEE COUNTY SCHOOL BOARD
PROPERTY DISPOSITION FORM
BOARD MEETING
DECEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99007278	Desk, U-Shaped	$ 902.02	Aug-10	Federal Prog.	UNLOCATED
	TOTAL	$ 902.02			

Requested By: _____

Mark A. Carver,
Director of Property Records

_____
Date

Approved By: _____

Superintendent

_____
Board Chairman

SUWANNEE COUNTY SCHOOL BOARD
PROPERTY DISPOSITION FORM
BOARD MEETING
DECEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99004838	Computer, Laptop	$ 1,275.00	Sep-04	Element. Ed	UNLOCATED
99007756	File/Storage Cabinet	$ 842.94	Aug-12	Element. Ed	UNLOCATED
	TOTAL	$ 2,117.94			

Requested By: _____

Mark A. Carver,
Director of Property Records

_____
Date

Approved By: _____

Superintendent

_____
Board Chairman

SUWANNEE COUNTY SCHOOL BOARD
PROPERTY DISPOSITION FORM
BOARD MEETING
DECEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99005836	Computer, Laptop	$ 1,030.88	Jul-07	SPS	UNLOCATED
99007742	Display, Two-Tier	$ 2,108.16	Jul-12	SPS	UNLOCATED
	TOTAL	$ 3,139.04			

Requested By: _____

Mark A. Carver,
Director of Property Records

_____
Date

Approved By: _____

Superintendent

_____
Board Chairman

SUWANNEE COUNTY SCHOOL BOARD
PROPERTY DISPOSITION FORM
BOARD MEETING
DECEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006089	IMAC/MACBOOK	$ 1,132.19	May-08	SMS	UNLOCATED
99006003	PROJECTOR, IN FOCUS	$ 763.93	Jul-07	SMS	UNLOCATED
99006159	IMAC/MACBOOK	$ 1,189.15	May-08	SMS	UNLOCATED
99006820	COMPUTER, LAPTOP W DOCKIN	$ 899.00	Aug-09	SMS	UNLOCATED
99003462	MICROPHONES	$ 925.00	Apr-94	SMS	UNLOCATED
99007343	COMPUTER, NOTEBOOK	$ 1,040.00	Aug-10	SMS	UNLOCATED
99006095	IMAC/MACBOOK	$ 1,132.19	May-08	SMS	UNLOCATED
	TOTAL	$ 7,081.46			

Requested By: _____ Approved By: _____

Mark A. Carver,
Director of Property Records

Superintendent

_____ _____

Date Board Chairman

SUWANNEE COUNTY SCHOOL BOARD

PROPERTY DISPOSITION FORM

BOARD MEETING

DECEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99007334	Computer, Laptop w Dockin	$ 1,040.00	Aug-10	SHS	UNLOCATED
99005576	Computer, Laptop	$ 1,100.70	Aug-06	SHS	UNLOCATED
99005814	computer, Laptop	$ 1,030.88	Jul-07	SHS	UNLOCATED
99007188	Computer, Laptop	$ 990.00	Jun-10	SHS	UNLOCATED
99007217	Computer, Laptop	$ 990.00	Jun-10	SHS	UNLOCATED
99005925	Computer, Laptop	$ 875.00	Apr-07	SHS	UNLOCATED
99006773	Computer, Notebook	$ 1,013.15	Jul-09	SHS	UNLOCATED
99006783	Computer, Notebook	$ 1,013.15	Jul-09	SHS	UNLOCATED
99007374	Computer, Notebook	$ 1,040.00	Sep-10	SHS	UNLOCATED
99007383	Computer, Notebook	$ 1,040.00	Sep-10	SHS	UNLOCATED
99007386	Computer, Notebook	$ 1,040.00	Sep-10	SHS	UNLOCATED
99007090	Computer, Notebook	$ 916.48	Aug-09	SHS	UNLOCATED
99007752	Camera Digital	$ 819.99	Sep-12	SHS	UNLOCATED
99002969	Dehumidifier, Ultra	$ 1,059.25	Jun-03	SHS	UNLOCATED
99005288	File Cabinet, Lateral	$ 895.00	Oct-05	SHS	UNLOCATED
99004511	Computer w/Monitor & Keyboa	$ 1,049.00	Jul-01	SHS	UNLOCATED
99006004	Cabinet, Science Equip	$ 1,142.40	Aug-07	SHS	UNLOCATED
99000268	Proofing Holding Cabinet	$ 2,650.00	Apr-99	SHS	UNLOCATED
	TOTAL	$ 19,705.00			

SUWANNEE COUNTY SCHOOL BOARD

PROPERTY DISPOSITION FORM

BOARD MEETING

DECEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION

Requested By: _____ Approved By: _____

Mark A. Carver, Director of Property Records — Superintendent

Date — Board Chairman

RIVEROAK
TECHNICAL COLLEGE

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

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Walter Boatright, Jr., Principal, Suwannee-Hamilton Technical Center

THRU: Vickie Music-Depratter, Chief Financial Officer
Ted Roush, Assistant Superintendent of Administration

DATE: January 7, 2016

RE: Agenda Item for January 26, 2016 Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the Carl Perkins Secondary 2015-2016 roll forward funds, in the amount of $4,687.00.

BACKGROUND:

Allocation to enhance current fiscal year projects.

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JERRY A. SCARBOROUGH
Superintendent of Schools

JERRY TAYLOR
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JULIE ULMER
DISTRICT 3
ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction

Thru: Vickie Music DePratter, Chief Financial Officer

DATE: January 13, 2016

RE: Agenda Item for January 26, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of a donation from United Way of Suwannee Valley ReadingPals Program. The materials are for Kindergarten classes and volunteers, valued at $5000.00.

BACKGROUND:

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

State of Florida

Secretary of State

Division of Elections

500 South Bronough Street, Room 316
Tallahassee, Florida 32399-0250

Public Official Bond

County of SUWANNEE Bond No. 106215272

KNOW ALL MEN BY THESE PRESENTS, That we, ED DASILVA (Official's Name)
as Principal, and Travelers Casualty and Surety Company of America
as Surety, are bound unto the Governor of the State of Florida, and his successors in office, in the sum of Twelve Thousand Dollars, we hereby bind ourselves and each of our heirs, executors, administrators, successors and assigns, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas, said official was **elected** [X] **appointed** [ ] Suwannee County School Board (Name of Office) Chairman to hold this office for a term beginning November 17, 2015 and ending November 22, 2016 and until his/her successor is qualified according to the Constitution and Laws of the State of Florida.

NOW, THEREFORE, If the official shall faithfully perform the duties of his/her office as provided by law, this obligation is void.

ED DASILVA
X _____
(Signature of Official)

Signed and Sealed this 17 day of November, 2015

One Tower Square Hartford, CT 06183
(Address of Main Surety Company)

Travelers Casualty and Surety Company of America
(Name of Local Bonding Company)

(Address of Local Bonding Company)

(SEAL)

By X _____
(Signature of Florida Licensed Agent)

263-74-1812
(Social Security Number of Florida Licensed Agent)

Lee Harvard
(Type Name of Florida License Agent)

The above is approved this _____ day of _____, _____

Signature: _____

Approved by: _____

1bond.doc (2/04))

State of Florida

Secretary of State

Division of Elections

500 South Bronough Street, Room 316
Tallahassee, Florida 32399-0250

Public Official Bond

County of SUWANNEE Bond No. 106216791

KNOW ALL MEN BY THESE PRESENTS, That we, JULIE ULMER (Official's Name)
as Principal, and Travelers Casualty and Surety Company of America
as Surety, are bound unto the Governor of the State of Florida, and his successors in office, in the sum of Twelve Thousand Dollars, we hereby bind ourselves and each of our heirs, executors, administrators, successors and assigns, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas, said official was **elected** [X] **appointed** [ ] Suwannee County School Board (Name of Office) to hold this office Vice-Chairman
for a term beginning November 17, 2015 and ending November 22, 2016 and until his/her successor is qualified according to the Constitution and Laws of the State of Florida.

NOW, THEREFORE, If the official shall faithfully perform the duties of his/her office as provided by law, this obligation is void.

JULIE ULMER
X Julie Ulmer
(Signature of Official)

Signed and Sealed this 17 day of November, 2015

One Tower Square Hartford, CT 06183
(Address of Main Surety Company)

Travelers Casualty and Surety Company of America
(Name of Local Bonding Company)

(Address of Local Bonding Company)

(SEAL)

By X Lee Harvard
(Signature of Florida Licensed Agent)

263-74-1812
(Social Security Number of Florida Licensed Agent)

Lee Harvard
(Type Name of Florida License Agent)

The above is approved this _____ day of _____, _____

Signature: _____

Approved by: _____

1bond.doc (2/04))

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JERRY A. SCARBOROUGH
Superintendent of Schools

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RONALD WHITE
DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction

Thru: Vickie Music DePratter, Chief Financial Officer FOR

DATE: January 13, 2016

RE: Agenda Item for January 26, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following agreement for the 2015-2016 school year.

#2016-117 Empirical Education Inc. a California Corporation and Suwannee County School Board (NEW)

BACKGROUND:

The Suwannee County School Board enters into a service agreement with Empirical Education Inc. to provide training and support for district administrators in teacher observation. Participants will work to calibrate their observation skills. The product is part of the Instructional Leadership Development allocation from Florida DOE.

SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into on this 26th day of January, 2016 ("Effective Date"), by and between Empirical Education Inc., a California corporation ("Empirical"), and Suwannee County School Board (the "Client").

BACKGROUND

A. Empirical has access to videos of teachers in classrooms (the "Videos") which have been collected and catalogued as part of the Measures of Effective Teaching or Measures of Effective Teaching Extension ("MET") projects;

B. Empirical uses a software tool known as the Calibration & Certification Engine (the "Product"), which uses the Videos, and which is used in training, calibrating and certifying the observers who will be using the observational protocols designed to evaluate teacher effectiveness ("Observers"); and

C. The Client also has the option of working with Empirical to collect and catalog its *own* videos of teachers in classrooms (also "Videos") for integration into the Product;

NOW, THEREFORE, the parties agree as follows:

1. Project. The Client's teachers, principals, administrators and affiliated staff (the "Observers") will watch the Videos, rate the teachers in the Videos in accordance with the Client's observational protocol, and then input these ratings into the Product. The Product will then execute statistical algorithms using the submitted ratings so as to generate a report containing the results of the statistical processes, and provide other feedback on the Observer's performance and characteristics of the observational protocol (the "Report"). The Report will be provided to the person designated by the Client as its Project Manager. The Product also provides the Client with the option of certifying Observers and conducting periodic calibration exercises for Observers.

2. Services. Empirical shall provide the Client with the services described in Exhibit A, attached hereto and incorporated herein by reference.

3. Content. The Product provides the Client with the option to input certain categories of content into the Product, including the observational protocol selected and used by the Client ("Content"). Empirical does not endorse any Content inputted by the Client into the Product. The Client is solely responsible for the Content and the consequences of using and inputting (or having Empirical input) the Content into the Product. The Client represents and warrants that it owns or has the necessary licenses, rights, consents and permissions to use and input the Content into the Product. The Client further agrees that Content inputted into the Product will not contain third party copyrighted material, or material that is subject to other third party proprietary rights, unless the Client has obtained permission from the rightful owner of the material or the Client is otherwise legally entitled to use and input the material into the Product.

4. Term. The initial term of this Agreement shall commence on the Effective Date and shall continue for a period of one (1) year, unless terminated earlier in accordance with the provisions of this Agreement. The Agreement may be renewed by the parties for additional one (1) year renewal terms with the parties' mutual written consent.

5. Intentionally Omitted.

6. Proprietary Products. The Product and the Videos from the MET project (collectively, the "Proprietary Products") are proprietary to the respective owner(s) thereof. Nothing in this Agreement shall be construed to convey to the Client any form of ownership in the Proprietary Products. Empirical or the respective owner(s) shall have the exclusive right to modify, update, enhance, make derivative works or otherwise alter the Proprietary Products.

7. Confidential Information.

(a) "Empirical Confidential Information" means: (i) the Proprietary Products and any information related thereto; and (ii) any personally identifiable information ("PII") of the teachers, students or other participants in the Videos from the MET project.

(b) The Client agrees as follows: (i) the Client shall use the Empirical Confidential Information solely for the purpose of performing the Project described in Section 1, above; (ii) the Client shall not disclose the Empirical Confidential Information, the contents of the Empirical Confidential Information, abstracts or excerpts of the Empirical Confidential Information or copies of the Empirical Confidential Information to any third party, unless required by law; (iii) the Client shall not reverse-engineer, de-compile, or disassemble any of the Proprietary Products and shall not remove, overprint or deface any notice of copyright, trademark, logo, legend, or other notice of ownership from the Proprietary Products; and (iv) nothing in this Agreement is intended to convey permission to the Client to disclose the Empirical Confidential Information to its employees, except as required to perform the Project described in Section 1, above.

(c) Notwithstanding anything to the contrary contained in this Agreement, the Client's Project Manager may disclose the Reports to Client employees and other third parties, at the discretion of the Client or as required by law.

(d) "Client Confidential Information" means: (i) the results of the Client's study and any information related thereto; (ii) any PII of the Observers; (iii) any PII of teachers, students or other participants in the Client's *own* Videos; and (iv) all other Client information of a confidential or proprietary nature which is clearly and conspicuously labeled as "Confidential" or "Proprietary."

(e) Empirical agrees as follows: (i) Empirical shall use the Client Confidential Information solely for the purpose of performing the Project described in Section 1, above; (ii) Empirical shall not disclose the Client Confidential Information, the contents of the Client Confidential Information, abstracts or excerpts of the Client Confidential Information or copies of the Client Confidential Information to any third party; and (iii) nothing in this Agreement is intended to convey permission to Empirical to disclose the Client Confidential Information to its employees, except as required to perform the Project described in Section 1, above.

(f) Notwithstanding anything to the contrary contained in this Agreement, Empirical may: (i) retain and use all ratings provided by the Observers for follow-on analyses for the purpose of improving observational methods and the Product; (ii) disclose the ratings to other researchers for appropriate research purposes, provided, that such disclosure does not include the identities of the Observers, the teachers, students or other participants in the Client's *own* Videos, or the Client; (iii) publish research reports based on data from the ratings, provided, that such publication does not include the identities of the Observers, the teachers, students or other participants in the Client's *own* Videos, or the Client; and (iv) disclose the identities of the Observers to the Client's Project Manager, if requested by the Project Manager.

(g) Each Observer who will watch the Videos, rate the teachers in the Videos, and input the ratings into the Product will be required to agree to the following Confidentiality Agreement, which will appear for each user upon initial log in to the Product:

CONFIDENTIALITY AGREEMENT

The obligation to protect the proprietary rights of the owners and protect the identities of the subjects of the videos dictates that the contents of this online scoring session and the design of the scoring software are kept confidential. Accordingly, you are prohibited from disclosing, reproducing, or distributing of any portion of the material accessed through this site, unless required by law. I understand that, by completing the login information and pressing the "I Agree" button below, I will be given access to this confidential and proprietary material only for the purposes of evaluating the instructional practices of the subjects. Further, I acknowledge that I, as the authorized individual logging on to this system, am the sole individual viewing and scoring the instructional practices of the subjects.

CAREFULLY READ THE FOLLOWING PROVISION. BY UTILIZING THE SCHOOL IMPROVEMENT NETWORK ("SINET") APPLICATIONS HEREINAFTER, YOU AGREE TO THE FOLLOWING PROVISION. IF YOU DO NOT AGREE TO SUCH PROVISION, DO NOT USE THE SINET APPLICATIONS. USING OR VIEWING ANY PART OF THE SINET APPLICATIONS INDICATES THAT YOU ACCEPT THIS PROVISION.

You represent and warrant that you have the full power, right and authority to use any framework, rubric, template, observation form or other tool (the "tools") that you use in connection with the SINET applications and that the tools you use in connection with the SINET applications will not infringe or misappropriate any copyright, trademark, patent, trade secret or rights of any third party.

9. FERPA Compliance. Empirical will not collect any data from the Client's students or their classrooms under this Agreement. As a result, no notice or consent is necessary under the Family Educational Rights and Privacy Act ("FERPA") in connection with this Agreement.

10. Termination.

(a) Either party may terminate this Agreement at any time without cause following the initial term upon thirty (30) days' prior written notice of termination to the other party.

(b) Either party may terminate this Agreement at any time with cause upon ten (10) days' prior written notice to the other party for the following events: (i) a breach by the other party under the Agreement, not cured within the ten (10) day notice period; (ii) the filing by the other party of a voluntary or involuntary petition for bankruptcy, or an assignment for the benefit of creditors; or (iii) the insolvency or discontinuing operations of the other party.

11. Warranty and Limitation of Liability. EMPIRICAL AND THE RESPECTIVE OWNER(S) OF THE PROPRIETARY PRODUCTS MAKE, AND THE CLIENT RECEIVES, NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT, AND THERE ARE EXPRESSLY EXCLUDED ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE CLIENT ACKNOWLEDGES AND AGREES THAT THE CLIENT ESTABLISHES THE CERTIFICATION CRITERIA FOR ITS OBSERVERS AND EMPIRICAL IS NOT RESPONSIBLE OR LIABLE FOR ANY ADVERSE DECISION MADE BY THE CLIENT BASED UPON THE USE OF THE PRODUCT OR CERTIFICATION OF ITS OBSERVERS. IN NO EVENT SHALL EMPIRICAL BE LIABLE FOR CONSEQUENTIAL, EXEMPLARY OR INCIDENTAL DAMAGES EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EMPIRICAL'S SOLE LIABILITY ARISING OUT OF CONTRACT OR WARRANTY, SHALL NOT EXCEED ANY AMOUNTS PAID TO EMPIRICAL UNDER THIS AGREEMENT.

12. Entire Agreement and Modification. This Agreement sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement. This Agreement may be modified only by a writing signed by both parties.

13. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The parties agree to replace any invalid provision with a valid provision which most closely approximates the intent and economic effect of the invalid provision.

14. Indemnification. Each party ("Indemnifying Party") shall indemnify, defend and hold harmless the other party ("Indemnified Party") from any damages, claims, liabilities, losses, and costs, including reasonable attorneys' fees, of any kind or nature, which may in any way arise from: (a) the Indemnifying Party's breach of any of the provisions of this Agreement; or (b) the Indemnifying Party's negligence or willful misconduct. The Indemnified Party shall promptly notify the Indemnifying Party in writing of the assertion of any matter for which Indemnified Party seeks defense or indemnity. The Indemnifying Party shall have sole control over the defense and settlement of any such claim, action or proceeding made by a third party and the Indemnified Party shall cooperate with Indemnifying Party in the defense and settlement of any such claim, action or proceeding.

15. Assignment. Neither this Agreement, nor any of the rights or obligations of either party under this Agreement, may be assigned or transferred without the other party's prior written consent, except in connection with the merger or reorganization of such party or the sale of all, or substantially all, of such party's stock or assets.

16. Construction. Titles or headings to the sections of this Agreement are not part of the terms of this Agreement, but are inserted solely for convenience. If an ambiguity or question of intent or interpretation arises, this Agreement will be construed as if drafted jointly by the parties and no presumption or burden of proof will arise favoring or disfavoring any party because of the authorship of any provision of this Agreement.

17. Notices. All notices, requests and other communications under this Agreement must be in writing, and may be sent by facsimile or electronic mail, mailed by registered or certified mail, postage prepaid and return receipt requested, or delivered by hand to the party to whom such notice is required or permitted to be given. If mailed, any such notice shall be considered to have been given two (2) business days after it was mailed, as evidenced by the postmark. If delivered by facsimile, electronic mail or by hand, any such notice shall be considered to have been given when received by the party to whom notice is given.

If to Empirical: Empirical Education Inc.
425 Sherman Avenue, Suite 210
Palo Alto, CA 94306
Attn: CEO

If to the Client : Suwannee County School Board
702 – 2nd Street, NW
Live Oak, Florida 32064
Attn: Jerry A. Scarborough

18. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.

19. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes, or other work interruptions by employees or any similar or dissimilar cause beyond the reasonable control of either party. Both parties shall make good

faith efforts, however, to perform under this Agreement in the event of any such circumstances.

20. Survival. The following provisions shall survive the termination of this Agreement: Sections 3 and 5 through 19.

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

22. Public Records. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

IN WITNESS WHEREOF, this Services Agreement is executed by the parties as of the Effective Date.

"Empirical"

Empirical Education Inc.

By:_____
Denis Newman, CEO

"Client"

_____
Suwannee County School Board

_____
Jerry A. Scarborough, Superintendent

_____
Ed DaSilva, Board Chairman

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

EXHIBIT A

Product Subscription:

Access to the Calibration & Certification Engine is provided on a per-user, annual subscription basis. Empirical will provide Client with __20 (twenty)__ user subscriptions for one year beginning on the date of this agreement.

Services provided by Empirical:

Technical Support and Maintenance

1. Basic hosting: Access to the system is web-based and browser driven, requiring no remote clients.
2. Bug fixes: All routine bug fixes are provided through system updates.
3. Upgrades: System upgrades such as added functionality and feature enhancements are provided.
4. Telephone support: Basic telephone technical support for Authors, Managers, and Observers, is available Monday through Friday from 7:00am – 5:00pm Pacific Time.
5. Email support: Support for Authors, Managers, and Observers is also available through email. A response is guaranteed by mid-morning the next business day.

Technical Assistance

1. Product training: Online user manuals, video tutorials, and FAQs are available for all users to assist with system setup and general use. Manager and Author level product trainings are also available via webinar.
2. Specialized assistance: Additional product assistance is provided by Teacher Evaluation Specialists at Empirical Education. Teacher Evaluation Specialist assistance includes:
    a. Personalized customer setup (including assistance with selecting appropriate video sets)
    b. Assistance with facilitating master scoring of videos by Client Staff
    c. Assistance with developing tests, studies, or lessons in the Product
    d. Assistance with implementation timelines and templates
    e. Report interpretation

Access to Content Suite:

- The Content Suite contains a selection of videos that have been master scored according to Calibration & Certification Engine's Web Protocol, which is composed of classroom observations elements that are common across a variety of classroom observation protocols. Empirical's Teacher Evaluation Specialist will determine which videos and corresponding master scores and justifications (also considered "Content") can be appropriately aligned and readily modified to the customer's protocol. Customer will have access to this Content during the subscription period. Customer can use this Content in setting up tests, studies, and lessons for use by authorized users of Calibration & Certification Engine.

Additional Custom Services:

- Additional custom services from Empirical can include (but are not limited to) in-depth protocol analyses, in-person trainings, custom software development, local video and artifact integration, assistance with master scoring of selected videos not part of the Content Suite, customization of Content Suite to customer's specific protocol, and other types of consulting.
- Should additional custom services from Empirical be requested by the Client at a later date, a separate contract that details such services as well as associated fees will be prepared by Empirical and subject to approval by both parties.

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Superintendent of Schools

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LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Mark A. Carver, Director of Facilities

THRU: Ted Roush, Assistant Superintendent of Administration

DATE: January 8, 2016

RE: Agenda Item for January 26, 2016, Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the annual Florida Department of Education, Office of Educational Facilities, Florida Inventory of School Houses (FISH) Certification of Facilities Data.

BACKGROUND:

Florida Statute §1013.31(1)(d) F.S., states in part, "...School districts shall periodically update their inventory of educational facilities...."

State Requirements for Educational Facilities (SREF) §6.1(7)(c) requires that, "Prior to April 1 of each year, each district shall review the Florida Inventory of School Houses (FISH) and shall certify to the Office of Educational Facilities that the inventory is current and accurate."

Correct facilities data is essential in our analysis of the need for class size reduction and the determination of PECO maintenance requirements, which ultimately result in legislative funding.

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BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Elizabeth Simpson, Director of Student Services

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: January 5, 2016

RE: Agenda Item for January 26, 2016, Regular Board Meeting

RECOMMENDATION:

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

5100-061 Procedures for Responding to Requests for a Student with a Disability To Bring a Service Animal to School, Request Form, and Guidance for Decisions

BACKGROUND:

The attached was developed to provide a means for a student with a disability to file a request to bring his/her service animal to school or to a school function.

ES/ro

Attachment

Suwannee County School District

PROCEDURES FOR RESPONDING TO REQUESTS FOR A STUDENT WITH A DISABILITY TO BRING A SERVICE ANIMAL TO SCHOOL

PURPOSE

The purpose of these procedures is to provide a system for responding to a request for a student with a disability to bring his/her service animal to school or to a school function.

GENERAL STATEMENT OF PROCEDURES

Suwannee County Schools will comply with all state and federal laws, regulations and rules regarding the use of service animals by students with disabilities under appropriate circumstances.

DEFINITION OF "STUDENT WITH A DISABILITY"

A student with a disability is defined as one who has been determined to be disabled by an appropriate team pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504).

DEFINITION OF "SERVICE ANIMAL"

As defined by federal regulations implemented under Title II of the Americans with Disabilities Act (ADA), a service animal includes any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability including, but not limited to, a physical, sensory, psychiatric, intellectual, other mental disability or autism. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition. (Note: The ADA regulations also include "miniature horses" in appropriate circumstances).

DEFINITION OF "WORK OR TASKS" PERFORMED BY SERVICE ANIMAL

The work or tasks performed by a service animal must be directly related to the student's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of these procedures.

LIABILITY FOR DAMAGE CAUSED

Under Florida law applicable to public accommodations, an individual with a disability is liable for damage caused by a service animal just as a nondisabled person would be liable for damages caused by their pets. However, proof of insurance is not required as a condition for allowing a student to bring his/her service animal to school.

PERSONS TRAINING A SERVICE ANIMAL

Under Florida law applicable to public accommodations, any trainer of a service animal, while engaged in the training of such animal, has the same rights and privileges with respect to access to public facilities and the same liability for damage as is provided for those persons described above.

SPECIFIC PROCEDURES/REQUIREMENTS FOR RESPONDING TO A STUDENT REQUEST TO BRING HIS/HER SERVICE ANIMAL TO SCHOOL

A request to bring a service animal to school by or on behalf of a student with a disability is subject to the following procedures and requirements:

1. Parents/adult students will be asked to complete and submit a written request to bring the service animal to school to the Student Services' office, using the District's Form for such Request. The Request will identify and describe the service animal and what work or task(s) the service animal is trained to perform that is/are directly related to the student's disability. In addition, the individual requesting that the service animal attend school with a student must provide documentation that the animal is properly immunized as required under Florida law and registered and licensed in accordance with all state and local animal licensing and registration requirements.

2. Requests to bring a service animal on School District property must, whenever possible, be made a reasonable time before bringing the animal to school to afford the District adequate time to properly address the request and make any necessary adjustments to the educational environment to accommodate the service animal's presence. A service animal may not be on school property without prior approval by the principal or his/her designee.

3. As part of the consideration of a request to bring a service animal to school, the School District can require proof of immunization and all animal licensing and registration requirements under applicable Florida or local law. In addition, individuals who have service animals are not exempt from local animal control or public health requirements.

   If the parent/student refuses to provide proof of immunization or proper licensing or registration of the animal as required by Florida or local law, the School District may refuse to allow the student to bring the service animal to school.

4. Once the School District has received a formal request for a student to bring a service animal to school, a meeting of the student's IEP or 504 Team (as applicable) will be scheduled and convened. The Team will conduct a case-specific inquiry as to whether the animal meets the definition of a service animal that performs work or tasks directly related to the student's disability.

5. If it is decided that the service animal will be allowed to accompany the student to school, the Team will also discuss a plan for introducing the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the Team.

6. The issue of allowing the service animal to accompany the student to school is subject to periodic review, revision or revocation by the student's IEP/504 Team and at least annually.

7. Service animals must wear proper identification and always have a harness, leash, tether or other form of proper restraint mechanism, unless the handler is unable because of a disability, to use a harness or other form of restraint mechanism or the use of a harness or other restraint would

interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

8. The School District is not responsible for the care or supervision of a service animal. Arrangements for the care/supervision of the service animal must be made by the parent/adult student and any costs incurred to handle the service animal will be the responsibility of the parent/adult student. However, if the student is the handler of the animal, the District may need to provide some assistance to the student in the handling of the animal as an accommodation to the student.

9. The School District retains the discretion to exclude or remove a service animal from its property if:

   a. the animal is out of control and/or the animal's handler does not effectively control the animal's behavior;

   b. the animal is not housebroken;

   c. the animal poses a direct threat to the health or safety of others that cannot be eliminated by making reasonable modifications; or

   d. the animal's presence would constitute a fundamental alteration in the School District's programs/activities.

10. The parent/ student, depending upon the circumstances and applicable law, may be deemed liable for any damage to school property and any injury to individuals caused by the service animal. Florida law applicable to public accommodations specifically provides that a person accompanied by a service animal is not necessarily relieved of liability for damages done by the animal. In addition, federal law provides that if the School District normally charges students for damages caused, then a student may be charged by damages caused by the service animal. However, proof of insurance cannot be required as a condition for allowing a service animal to accompany a student with a disability.

11. If it is determined that the student will not be allowed to bring his/her service animal to school, that determination will be considered a grieveable discrimination issue and subject to the School District's internal grievance procedures. Parents also may be entitled to initiate a due process hearing under the IDEA or Section 504 if they claim that the refusal constitutes a "denial of FAPE" to the student under the IDEA or Section 504.

Suwannee County School District

STUDENT REQUEST TO BRING A SERVICE ANIMAL TO SCHOOL

Date _____ (request made a reasonable period of time prior to the animal's presence at school)

Student name _____

Parent name(s) _____

School _____

Describe the work or task(s) that the service animal performs that is/are directly related to the student's disability:

_____
_____
_____
_____

Type of service animal: □ Dog □ Other: _____

Name of service animal: _____

Name of service animal's handler: _____

Documentation attached that the Service Animal is:

□ Properly and currently immunized, licensed and registered as required by Florida and local law

□ Other relevant information:

_____
_____
_____
_____
_____

Please submit completed Request to Director of Student Services. A meeting of the student's 504/IEP Team will be scheduled to address the request.

Guidance for IEP/504 Team Service Animal Decisions

This guidance is provided to assist IEP/504 Teams in addressing whether or not a student's request to bring his/her service animal to school or to a school function will be honored or whether a student will be asked to remove a service animal that is already at school with the student. The following questions and factors should be considered when making this case-by-case (and interactive) consideration:

1. Is the animal a "service animal" that meets certain qualifications?

   - Does the animal meet the definition of "service animal" under federal law and School District procedures?

   - Does the service animal perform work or a task for the student that is directly related to the student's recognized disability?

   - Is the animal under the handler's control (if the student is the handler, can the student handle the animal with some assistance from the school or school personnel)?

   - Is the service animal housebroken?

   - Has the parent/adult student provided all required and current paperwork regarding immunizations, registration and licensing as required by Florida and local law?

2. The potential risk or threat to health or safety of others

   - Does the animal pose an unacceptable risk or threat to the health or safety of others based upon the best available objective evidence? Factors in answering include:

     - the nature, duration and severity of the risk;
     - the probability that the potential injury will actually occur; and
     - whether reasonable modifications of policies, practices or procedures will mitigate the risk to an acceptable level.

3. Fundamental alteration/undue burden to the nature of the School District's program/activity

   - Will the presence of the animal fundamentally alter the nature of the School District's program or activity or impose an undue burden on the School District?

4. Documenting the Decision on the IEP/504 Plan

In general, the animal itself **IS NOT** part of the IEP/504 Plan as a related service or accommodation for FAPE, unless there is the rare instance where the Team determines that a service animal is *necessary for the student to benefit from special education services or to receive a free appropriate public education.* Rather, the Team is to decide, using the questions above, whether it is appropriate to allow the student to bring the service animal to school or to a school function, and it should be documented that **the accommodation being provided is**

allowing the student to bring his/her service animal to school **NOT** ***the provision of the actual service animal itself.*** It is suggested that the IEP or 504 Plan include a statement such as the following: "Based upon the School District's procedures, the team has determined that it is appropriate to allow _____ to bring his/her service animal to school."

5. Decision that Student will not be Allowed to Bring his/her Service Animal to School

Any determination that a student will *not* be allowed to bring his/her service animal to school is a grieveable issue and subject to the School District's internal grievance procedures regarding claims of disability discrimination. Parents also may be entitled to initiate a due process hearing under the IDEA or Section 504 if they claim that the refusal of the request is a "denial of FAPE" to the student.

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Superintendent of Schools

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DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Chris Landrum, Director of Transportation

THRU: Vickie Music DePratter, Chief Financial Officer
Bill Brothers, Director of Human Resources

DATE: January 7, 2016

RE: Board Agenda Item for January 26, 2016 Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of two new positions for the Transportation Department.

One (1) – Full Time Driver
One (1) – Full Time Attendant

BACKGROUND:

Transportation created a new route (Rt. 20) to accommodate the transportation of an SHS student to BHS as well as to relieve the overload of Route 6 due to high registration of new ESE riders in Branford. The approximate cost to the district is $15,814.62 for the driver and $10,401.97 for the attendant which is a total cost of $26,216.59. This is calculated at step 3.

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BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Bill Brothers, Director of Human Resources

THRU: Vickie DePratter, Chief Financial Officer
Ted Roush, Assistant Superintendent of Administration

DATE: January 11, 2016

RE: Agenda Item for the January 26, 2016, Regular Board Meeting

RECOMMENDATION:

Superintendent recommends approval of the following contract:

a. Contract # 2016-108 between Suwannee County School Board and The Board of Regents of the University System of Georgia by and on behalf of Valdosta State University and Suwannee County School Board. (NEW)

BACKGROUND:

Student teaching and observation agreement between cooperating teacher and intern.

Agreement
Between
The Board of Regents of the University System of Georgia by and on behalf of
Valdosta State University
And
Suwannee County School Board
located at
702 2nd Street NW
Live Oak, FL 32064

The Board of Regents of the University System of Georgia by and on behalf of Valdosta State University through its Dewar College of Education and Human Services (hereinafter "Dewar College of Education and Human Services") and Suwannee County School Board agree to enter into this Agreement for the establishment and maintenance of a mutually beneficial partnership. The parties agree that while we recognize that each partnership is unique, the following common principles are intended to facilitate all work associated with this agreement:

Shared purpose in collaborating for improved learning for all stakeholders; focusing on continuous school/system/agency improvement and student achievement.

Reciprocity whereby the school/system/agency and program provider equally benefit from having candidates and program faculty participate in the school/system/agency environment through mutually valuable opportunities such as preparation of candidates, ongoing professional development for all educators, research and inquiry into improving practice, and other functions as agreed upon by the school/agency and program provider.

This agreement will be reviewed five years from the signature year. Amendments or revisions of this agreement must be approved in writing by the designated school administrator and the dean of the college. Either party (the school or Dewar College of Education and Human Services) may request a review of or withdraw from participation in this agreement at any time.

Any approved and signed addenda to this agreement are attached.

The undersigned accept the terms of this agreement as presented herein:

_____ Date: _____
Jerry A. Scarborough, Superintendent, Suwannee County School District

_____ Date: _____
Ed daSilva, Suwannee County School Board Chairman

_____ Date: _____
Dean, Dewar College of Education and Human Services

_____ Date: _____
Provost and Vice-President of Academic Affairs, Valdosta State University

Please mail the signed agreement to:
Dewar College of Education and Human Services, Office of the Dean
1500 N. Patterson St.
Valdosta, GA 31698-0085

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

FIELD EXPERIENCE AND CLINICAL PRACTICE AGREEMENT

Addendum
to
P-12 School Agreement

The Board of Regents of the University of Georgia by and on behalf of Valdosta State University through its **Dewar College of Education and Human Services (hereinafter "COEHS")** and **Suwannee County School Board** (hereinafter "P-12") located at 702 2nd Street NW, Live Oak, FL 32064 agree to the following:

A. Placements of Students

COEHS students presenting themselves at the school for any of the activities identified below will do so only upon written request of the COEHS Office of Field Experiences and Clinical Practice. The type of work in which the university students are to engage while at the partner school, the duration of the placement, and the school personnel under whose guidance the work is to be done will be agreed upon by the associated COEHS academic program in cooperation with the Office of Field Experiences and Clinical Practice and the P-12 partner school administrator. Students are not to begin placements without the written approval of the appropriate school administrator and the COEHS Office of Field Experiences and Clinical Practice.

B. Criminal Background Checks

The P-12 and/or school system will request a current criminal background check for each COEHS student who is scheduled to participate in observation, field experience, student teaching/internship, and/or graduate field work. Based on the results of the criminal background check, the school and/or school system may then decide whether or not to allow the COEHS student to participate in the requested experience.

COEHS will inform all students that they must have a criminal background check. A copy of such background screen will be provided by the student to the P-12 representative for review prior to being placed in the Field Experience and Clinical Practice program. The P-12 representative shall have the right to refuse any student's clinical assignment should they fail to meet required qualifications.

C. Observations

COEHS students enrolled in educator preparation programs will be permitted to observe in P-12 classrooms as well as observe other activities within the school as agreed upon by the school and the COEHS. Necessary adjustments in the time and place of observations in the schools may be made by the appropriate school administrator and the COEHS program personnel to meet specific conditions in the school.

D. Field Experiences

COEHS students enrolled in educator preparation programs may be assigned to specific P-12 teachers or other school professionals for field experiences in settings that provide them with opportunities to observe, practice, and demonstrate the knowledge, skills, and dispositions delineated in institutional, state, and national education standards. Emphasis will be placed on experiences that provide active

professional practice or demonstration and that include substantive work with P-12 students or P-12 personnel as appropriate for the areas in which the students are being prepared.

E. Student Teaching/Internships (Clinical Practice)

COEHS students enrolled in educator preparation programs will be engaged in student teaching or an internship in appropriate placements as approved by the appropriate school administrator, P-12 mentor teachers to whom the COEHS students are to be assigned, and the appropriate COEHS program personnel. Student teachers or interns will be supervised by the designated P-12 personnel, designated school administrators, and designated university supervisors. As agreed upon by the P-12 mentor teacher and university supervisor, the mentor teacher will delegate gradually increasing responsibilities to the student teacher or intern as the capacity to carry such responsibilities is demonstrated.

F. Graduate Field Experiences, Special Field Studies, and Research Projects

COEHS students enrolled in graduate educator preparation programs will be permitted to carry out assigned field experiences and to provide special services for groups and individual P-12 students by mutual agreement between the appropriate school administrator and COEHS program personnel.

G. Supervision

The supervision of all COEHS student experiences in the P-12 schools will be performed cooperatively by appropriate members of the school personnel and the COEHS program personnel. It is expressly understood that no student will be assigned for any experience without provision for guidance of his or her activities by a member of the COEHS department in which the student is being prepared. Any onsite activities in which the COEHS students participate will follow the guidelines specified by the COEHS with the approval of the P-12 partner school administrator.

H. Both COEHS and P-12 Responsibilities

1. Each party agrees that no student in the education program(s) will be deemed to be an employee of the P-12 nor will the P-12 be liable for the payment of any wage, salary, or compensation of any kind for service provided by the students. Further, no student will be covered under the P-12's Workers' Compensation, Social Security, or Unemployment Compensation programs.

2. Each party will be responsible for any injury or property damage caused by negligence or other wrongful act or omission of its own employees acting within the scope of employment and subject to such limitations as may be prescribed by applicable laws. Any liability of COEHS will be governed by the laws of the State of Georgia, including but not limited to the Georgia Tort Claims Act and Georgia Workers' Compensation Act.

3. Each party agrees to maintain commercial general liability insurance including contractual liability, and teacher professional liability, with limits not less than $1 million per occurrence and $3 million annual aggregate. The COEHS may provide or shall require each student to obtain insurance coverage to protect the interest of the student against allegations of negligence causing bodily injury, personal injury or property damage. Limits for student liability coverage shall not be less than $1 million dollars per occurrence. An insurer licensed or permitted to do business in the State of Georgia or a funded self-insurance program may provide such insurance. Each party further agrees that, with respect to insurance coverage maintained by it, it will:

a. Provide evidence of such insurance upon request and provide 30 days prior written notice of any material changes in such coverage, and

b. Notify the other as soon as possible and cooperate with the other in the investigation and/or settlement of any loss or damage or potential loss or damage arising out of this agreement.

4. Each party accepts students without regard for race, sex, color, religion, national origin or ancestry, age, marital status, handicap, Vietnam-era status, height, weight, or sexual orientation in accordance with the laws of the State of Georgia and of the United States.

I. This Agreement shall commence as of the ____ day of January, 2016 and shall continue until terminated by either party. Should written notice of termination be given, students assigned to the P-12 shall be allowed to complete any previously scheduled assignment then in progress at the P-12. Notice of termination to the P-12 shall be directed to:

a. (P-12 person in charge of the Field Experience program)
Mr. Bill Brothers
Director of Human Resources
702 2nd Street NW
Live Oak, FL 32064
Office: (386) 647-4633

b. Notice of termination to the COEHS shall be directed to:

Office of Clinical Experiences & Certification
1500 N. Patterson Street
Valdosta, Georgia 31698
Office: (229) 333-7834

J. This Agreement will be governed by and construed in accordance with the laws of the state of Georgia.

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

This Limitation of Liability will not apply to any claim for Indemnification under this Agreement.

This addendum will be reviewed at the time the agreement is reviewed. Amendments or revisions to this addendum must be approved in writing by the designated school administrator and the dean of the college. Either party may request a review of, written amendment to, or withdrawal from participation in this agreement at any time.

The undersigned accept the terms of this addendum as presented herein:

_____ Date:_____
Jerry A. Scarborough, Superintendent, Suwannee County School District

_____ Date:_____
Ed daSilva, Suwannee County School Board Chairman

_____ Date: _____
Dean, Dewar College of Education and Human Services

_____ Date: _____
Interim Provost and Vice-President of Academic Affairs,
Valdosta State University

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

SUWANNEE COUNTY SCHOOL BOARD

Serving The Children Of Our Community

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

JERRY A. SCARBOROUGH
Superintendent of Schools

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

MEMORANDUM

TO: Jerry Scarborough, Superintendent of Schools

FROM: Bill Brothers, Director of Human Resources

THRU: Mark Carver, Director of Facilities
Vickie DePratter, Chief Financial Officer
Ted Roush, Assistant Superintendent of Administration
Josh Williams, Director of Information Technology

DATE: January 11, 2016

RE: January 26, 2016 Regular Meeting Agenda Item

RECOMMENDATIONS:

1. The Superintendent recommends approval of one *Facilities Technology Technician* position.

2. The Superintendent recommends approval of the following job descriptions:
   a. *Facilities Technology Technician* # 163 *(new)*
   b. *Facilities Assistant/Project Manager Job Description* #156 *(revised)*

3. The Superintendent recommends approval to place the *Facilities Technology Technician, Network Specialist* and *Software Specialist* positions on line 1C of the *Salary Schedule Confidential Employees 2015-2016 Secretarial and Other Personnel.*

BACKGROUND:

These items were discussed during the January workshop. The objective is to establish job descriptions and compensation that is commensurate with responsibilities and job market conditions.

There will be no increase in the total number of personnel in the staffing plan. The cost to the District will be minimized, as affected employees will be placed on the new schedule at the nearest positive step in relation to their current salary.

SCHOOL DISTRICT OF SUWANNEE COUNTY

Facilities Assistant/ ~~Inmate Work Crew Manager~~ Project Manager

JOB DESCRIPTION

QUALIFICATIONS:

(1) High School Diploma.
(2) Experience in all building trades
(3) Experience in construction project management
(4) Or other appropriate certificates/licenses required by the District.
(5) Valid Florida Drivers License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the trades for assigned areas. Knowledge and skill to use tools of the trades. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to:

- Perform routine duties guided by standard practices.
- Read building plans and schematics.
- Estimate materials needed to complete a project and determine a project cost.
- Take initiative to begin and complete projects without supervision.
- Work cooperatively with others.
- Troubleshoot problems and implement corrective actions.
- Use a Computer for correspondence, data entry, project tracking and markup.

REPORTS TO:

Director of Facilities

JOB GOAL

To work with the Director of Facilities in determining the facility needs of the district by planning and implementing them into the work plan. To assist in the complete process of estimating, funding, specifications, advertising, scheduling, inspections and project closeout to insure efficient and quality workmanship. Maintain the library of construction documents including blue prints, warranties, equipment submittals and operation manuals so that they are a resource for future reference. Collect, log and number all equipment and facility data into a system to track and maintain the long range proactive preventative maintenance plan.

SUPERVISES:

Contract work crews

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Assist the Director with the Implementation, management and coordination of capital and maintenance projects.

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Facilities Assistant/~~Inmate Work Crew Manager~~ Project Manager (Continued)

* (2) Estimate the cost of construction and repair jobs including electrical, plumbing, HVAC, site work, the building of new walls, doorways, repairing cabinetry , concrete slabs, sidewalks and building new structures.
* (3) Collection and data entry of equipment and buildings.
* (4) Maintain historical library of blue prints, warranties, equipment submittals and manuals
* (5) Research historical documents and answer questions submitted for information.

Employee Qualities/Responsibilities

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

Inter/Intra-Agency Communication and Delivery

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

System Support

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

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force and/or up to 10 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.

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Facilities Assistant/~~Inmate Work Crew Manager~~ Project Manager (Continued)

Job Description Supplement No. 08

*Essential Performance Responsibilities

6/11/2013

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SCHOOL DISTRICT OF SUWANNEE COUNTY

FACILITIES TECHNOLOGY TECHNICIAN

JOB DESCRIPTION

QUALIFICATIONS:

(1) High School Diploma or equivalent.

(2) Experience in the installation, repair and maintenance of-

- HVAC electronic control systems.
- Electronic access control systems.
- Identification control systems and databases.
- Video surveillance systems.
- Intercom systems.
- Fire alarm systems.
- Sound systems.
- Closed circuit television systems.
- Locks and keying systems.
- Radio communications.
- Electrical systems.
- Computer technology.
- Computer programming and operation.
- Computer data entry.

- Or other appropriate certificates/licenses required by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to

- Diagnosis and repair failures of heating, ventilation and air conditioning control systems to correct (HVAC) problems, to program, operate and maintain the central site computer for the energy management control system, install, wire, and program electronic HVAC control devices to effectively manage district HVAC systems.
- Install electronic locks and locking devices for building access control systems, program, operate and maintain electronic access control systems and databases, create, manage and maintain Identification control systems.
- Install, operate and maintain electronic surveillance equipment keeping complete confidentiality when archiving surveillance video recordings in instances where and when it is required.
- maintain and repair intercoms
- Operate, maintain, and repair fire alarm systems.
- Install, repair and maintain closed circuit television systems.
- Install, operate and repair public address and sound systems.
- Install, repair and maintain mechanical locks, rekeying locks, maintaining keying systems.
- Diagnose and repair two-way communication devices.
- Work with different forms of computer technologies and software where and when necessary.
- Diagnose and repair electrical systems. General knowledge of electricity and its fundamentals.
- Troubleshoot problems and implement corrective action.
- Thorough understanding of the preventive maintenance program.

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FACILITIES TECHNOLOGY TECHNICIAN (Continued)

- Broad knowledge of mechanical and electrical systems in the District.
- Work as a team member.

REPORTS TO:
Director of Facilities

JOB GOAL

To maintain or assist in maintaining the physical facilities operating systems in the District in a good working condition and to provide a safe and healthy environment for students and staff. To work cooperatively in an effort to maximize the efficiency of all the equipment that provides climate control, security and life safety to the occupants of the buildings. Provide input to the Director of the future needs of the district systems in a timely manner so that funding can be allocated. Provide estimates for repairs and expansions of the mechanical, security and life safety systems. Plan, coordinate and make installations and repairs as needed. Provide technical support and training to Facilities Maintenance staff as needed.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Operate central site computer for Energy Management System to evaluate comfort level and performance of heating and air conditioning equipment during occupied times.
* (2) Computer programming of Energy Management System to include graphics, logical function blocks, configure parameters for effective heating and air conditioning, assist in managing the scheduling for energy savings and after hours use of buildings, ensure proper settings to maintain comfort level, energy savings and proper equipment functions.
* (3) Repair and maintain Energy Management controls at all school sites and facilities where installed.
* (4) Install new Energy Management equipment to expand EMS or upgrade as needed.
* (5) Install, repair and maintain electronic locks and locking devices at all school sites.
* (6) Program and maintain electronic lock access control software and database.
*(7) Create, program and maintain employee Identification software and database.
*(8) Print ID badges and incorporate credentials into Access control software.
*(9) Work with the Human Resources department for accurate records of employees in the database of the Identification software.

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FACILITIES TECHNOLOGY TECHNICIAN (Continued)

*(10) Install, setup, operate and maintain video surveillance systems at all school sites.
*(11) Archive video surveillance footage when requested and exhibit extreme confidentiality due to legal issues that may be involved.
*(12) Troubleshoot and repair minor problems with school television and cable systems within the school system.
*(13) Troubleshoot intercom system failures, make repairs and add to the system if needed.
*(14) Maintain school master clocks to include schedule entry, additions and deletions to schedules, time changes, troubleshooting the system and making repairs.
*(15) Troubleshoot fire alarm system problems and make minor repairs.
*(16) Re-key door locks for all school sites, make repairs on door locks and cylinders and make duplicate keys.
*(17) Maintain keying systems for all school sites.
*(18) Diagnose and repair problems with electrical systems as needed.
*(19) Install, repair, and maintain PA and other sound equipment.
*(20) Maintain two-way radio communications needs at school sites.
*(21) Assist in the procurement of quotes and bids for facilities technology repairs and for new facilities technology equipment.
*(22) Provide technical assistance to co-workers as needed.

Employee Qualities/Responsibilities

*(23) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
*(24) Follow attendance, punctuality and proper dress rules.
*(25) Ensure adherence to good safety standards.
*(26) Model and maintain high ethical standards.
*(27) Demonstrate initiative in the performance of assigned responsibilities.
*(28) Maintain expertise in assigned area to fulfill project goals and objectives.
*(29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(30) Follow confidentiality guidelines

Inter/Intra-Agency Communication and Delivery

*(30) Communicate effectively with staff and administrators.
*(31) Keep supervisor informed of potential problems or unusual events.
*(32) Respond to inquiries and concerns in a timely manner.

System Support

*(33) Exhibit interpersonal skills to work as an effective team member.
*(34) Follow federal and state laws as well as School Board policies, rules and regulations.
*(35) Demonstrate support for the School District and its goals and priorities.
*(36) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(37) Prepare all required reports and maintain all appropriate records.
*(38) Participate in cross-training activities as required.
(39) Perform other tasks consistent with the goals and objectives of this position.
(40) 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 frequently and/or up to 20 pounds of force as needed to move objects.

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FACILITIES TECHNOLOGY TECHNICIAN (Continued)

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

3/25/02

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SALARY SCHEDULE CONFIDENTIAL EMPLOYEES 2015-2016
SECRETARIAL AND OTHER PERSONNEL

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

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13
~~7~~	~~36898~~	~~37566~~	~~38235~~	~~38904~~	~~39576~~	~~40242~~	~~40900~~	~~41581~~	~~42253~~	~~42920~~	~~43923~~	~~45134~~	~~45847~~	~~46521~~
6	39111	41142	43169	45198	47222	49254	51281	52114	55078	56512	57410	58249	58249	58249
5	23726	24064	24669	25434	26182	26936	27686	28447	29199	29953	30937	31888	32390	32867
4	25198	25954	26425	27184	27932	28693	29446	30202	30956	31712	32734	33721	34256	34758
3	26743	27220	27687	28448	29198	29957	30501	31463	32224	32979	34032	35046	35599	36121
2	28502	28975	29447	30202	30956	31714	32465	33181	33957	34732	35828	36879	37461	38011
1B	29811	30237	30724	31480	32243	33037	33778	34557	35315	36073	37203	38280	38886	39452
1A	30997	31429	31907	32671	33436	34229	34965	35743	36482	37265	38420	39525	40149	40739
1AA	32258	32734	33220	33975	34698	35499	36258	37018	37779	38540	40927	42083	42751	43373
1C	40443	41549	42658	43770	44878	45990	47097	48208	49313	50424	52087	53529	54378	55173
1D	35807	36284	36769	37527	38248	39046	39810	40569	41330	42091	44478	45702	46427	47107
1E	36695	37169	37659	38412	39134	39936	40697	41456	42212	42975	45367	46608	47345	48040
1	33763	34240	34727	35485	36205	37007	37766	38526	39287	40047	42472	43659	44350	44999

CLASSIFICATION LEVEL

~~7~~	~~Network Specialist, Software Specialist~~
6	Assistant Coordinator of Food Service, Attendance Assistant
5	General Secretary
4	District Level Secretary, District Secretary (Custodian of Records)
3	Administrative School Secretary/Confidential, Administrative Secretary IT
2	Administrative Secretary II
1B	Administrative Secretary I, School Bookkeeper, Operations Manager Transportation
1A	Personnel Specialist, Employee Benefits Specialist, Accounts Payable Specialist
1AA	Assistant Superintendents' Secretary, Asst. Textbook and Certification, Secretary for Administration
1C	IT Specialist, Network Specialist, Software Specialist, Facilities Technology Technician
1D	Supervisor/Payroll
1E	Supervisor/Finance
1	Secretary to the Superintendent, Administrative Support Specialist – Food Service/Federal Programs

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

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

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

Effective July 1, 2015-June 30 2016

Adopted _____ by the
SUWANNEE COUNTY SCHOOL BOARD
702 2nd Street NW
Live Oak, Florida 32064

SUWANNEE COUNTY SCHOOL BOARD

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JERRY A. SCARBOROUGH
Superintendent of Schools

JERRY TAYLOR
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JULIE ULMER
DISTRICT 3
ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Bill Brothers, Director of Human Resources

DATE: January 13, 2016

RE: Personnel Changes List for January 26, 2016, Regular Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Personnel Changes
January 26, 2016

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

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

RETIREMENT: NON INSTRUCTIONAL:

Food Service/ Branford High School:
Sara Stancel, Food Service Manager, effective June 6, 2016*

* *last day worked, retirement date unavailable*

Suwannee High School:
Edward McLarty, Head Custodian, effective January 5, 2016

RESIGNATION: INSTRUCTIONAL:

Branford High School:
John Abersold, Teacher, effective January 4, 2016

RESIGNATION: NON INSTRUCTIONAL:

Suwannee Middle School:
Jenna Bates, Paraprofessional, January 19, 2016

RECOMMENDATIONS: INSTRUCTIONAL:

RIVEROAK Technical College:
Sabrina Harrell, Teacher, Community Education, part-time/night-time. Salary paid from civics grant
REPLACES: Sahara Perez

June Guy, Teacher, temporary, effective January 6, 2016
REPLACES: Joanne Kietur

Suwannee Intermediate School:
Kelly Murphy, Teacher, temporary, effective January 4, 2016
REPLACES: Shahna Schultz

Constance Crowley, Teacher, temporary, effective January 19, 2016
REPLACES: Karri Strong-Mercer

RIVEROAK TECHNICAL COLLEGE:
PART-TIME/HOURLY EMPLOYEES (for the second term of the 2015-2016 school year):

ADULT EDUCATION

Robbin Chapman	ABE/GED Prep
Tracy Henderson	ABE/GED Prep
Angie Hester	ABE/GED Prep
Kathy Smith	ABE/GED Prep
Darryl Cannon	Adult Basic Education
Glenda Cranford	Adult Basic Education
Pam Poole	Chief GED Test Examiner
Phyllis Doty	ESOL
Ann Warner	GED Test Proctor/TABE Test Examiner
Richard Allen	TABE Test Examiner
Ta-Trease Sapp	TABE Test Examiner

VOCATIONAL

David Barnes	Bus Driver Training
Tina Colvin	Bus Driver Training
Pat Fleming	Bus Driver Training
Inez Williams	Bus Driver Training
Susan Morgan	Patient Care Technician/Practical Nursing/I.V. Therapy
June Guy	Patient Care Technician/Practical Nursing
Marissa Lane	Early Childcare Education/Paraprofessional

COMMUNITY EDUCATION (Pending class enrollment)

Ann Warner	Beginning Computer
Marilyn Roberts	Business
Debbie Scott	Cake Decorating
Juanita Torres	Conversational Spanish
Virginia Crews	CPR
Natasha Pittman	Excel, Quickbooks, MS, Office Word, Power Point
Mary Kay Dunaway	Floral Design
Kim Thomas	Intro to Computers & Excel
Paige Thomas	IPad Training
Vanessa Grantham	Crochet
Wayne Musgrove	Gun Safety/Concealed Weapons
Carol Risk	Yoga
Jenna Bates	Sign Language
Jessika Hinkle	Phlebotomy

Donna Bass	Community Education Coordinator
Katherine Haney	Art, Computer Applications, Graphic Design
Violet Noyes	English Literacy/Civics Grant
Alexander Gonzalez	English Literacy/Civics Grant
Teresa Ayers	English Literacy/Civics Grant
Tiffany-Bellenger-Smith	English Literacy/Civics Grant
James Sellers	English Literacy/Civics Grant

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

Suwannee Middle School
Rebecca Monroe, Teacher, December 1, 2015, for a total of 3.75 hours.

Suwannee Intermediate School
Susan Schicker, Teacher, November 4, 2015 and December 1, 2015, for a total of 14.5 hours

LEAVE OF ABSENCE (MATERNITY):
Vera Knighton, Teacher, February 22, 2016 through April 4, 2016, using days as needed for insurance purposes

LEAVE OF ABSENCE (PERSONAL):
Joanne Kietur, Teacher, December 8, 2015 through June 30, 2016

SUPPLEMENTARY:

NAME	POSITION	LOCATION	REPLACES
Jeffrey Boatright	Planning Period	Virtual School	
Andrew Chapman	Planning Period	Virtual School	
Jaclyn Harris	Planning Period	Virtual School	
Vanessa Menhennett	Planning Period	Virtual School	
Eric Rodriguez	Planning Period	Virtual School	
Sergio Rodriguez	Planning Period	Virtual School	
Kimberly Tuvell	Planning Period	Virtual School	
Cynthia Frye	Class Sponsor	BHS	J. Dees
Kenneth Certain**	Assistant Varsity Softball	BHS	K. O'Quinn
Roger Terry	Head JV Softball	BHS	K. O'Quinn
Matthew Jackson	Assistant Football	SHS	S. Stebbins
Matthew Jackson	Boys' Track	SHS	S. Stebbins
Kyler Hall	Head Football	SHS	J. Rodgers
June Guy	LPN Instructor	RTC	J. Kietur
Lee Willis	Boys' Soccer	SMS	
Sarah Grillo	Girls' Soccer	SMS	
Jayvis Ward	Girls' Basketball	SMS	
Kevin Lewis	Boys' Basketball	SMS	
Jenna Garrett	Asst. Girls' Basketball	SMS	
Rayanna Johnson	Volleyball	SMS	

Logan Register**	Wrestling	SMS
Laritta Hunter	Cheerleading/football	SMS
Laritta Hunter	Cheerleading/basketball	SMS
Kayla Roper	Softball	SMS
Andrew Chapman	Baseball	SMS
Kevin Lewis	Track	SMS
Jimmy McCullers	Intramural Basketball	SMS
Brad Scarborough	Intramural Basketball	SMS

** *pending certification*

MISCELLANEOUS:

Rebecca Mowry to work up to 20 hours as test proctor

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:
Lacey Humphries, Paraprofessional, effective December 14, 2015
REPLACES: Michelle Bozeman

Food Service Department/BHS:
Paul Otterbine, 8 Hour Food Service Worker, effective January 4, 2016
REPLACES: position upgraded

Lisa Fralick, 8 Hour Food Service Worker effective January 4, 2016
REPLACES: position upgraded

William Yates, 8 Hour Food Service Worker, effective January 4, 2016
REPLACES: position upgraded

Suwannee High School:
Kasey Wynn, School Secretary, effective January 7, 2016
REPLACES: Susan Brown

Kelly Wiggins, Paraprofessional
REPLACES: Jennifer Prevatt

Suwannee Primary School:
Catherine Melton, Paraprofessional, effective, January 15, 2016
REPLACES: unfilled position

Transportation Department:
Eva Garitson, Bus Driver, effective Jan 11, 2016
REPLACES: Gerald Guy

James Voiles, Bus Driver, effective Jan 11, 2016
REPLACES: Robin Krause

James Stratton, Bus Driver, effective Jan 11, 2016
REPLACES: Patricia Bryant

TRANSFER:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	REPLACES	EFFECTIVE
Katherine Howard	BHS 6 hour worker	SPS 6 hour worker	P. Otterbine	1/4/2016

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

District Office:
Marilyn Sapp, Administrative Support Specialist, August 14, 2015, August 28, 2015, September 25, 2015, October 1, 2015 and October 18, 2015, for a total of 23 hours.

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE - FMLA):

District Office/Facilities Department:
Rosa Perez, Custodian, January 4, 2016, through January 20, 2016 with the option of returning sooner if released by her doctors

LEAVE OF ABSENCE (MATERNITY):

Food Service:
Ashley Jenkins, Food Service Worker, tentatively January 18, 2016 through February 26, 2016, or until released by her doctor

LEAVE OF ABSENCE (MEDICAL):

Suwannee Middle School:
Theresa Owens, Paraprofessional, January 4, 2016 through June 2, 2016, or until released by her doctor

Transportation:
Donna Cassan, Bus Driver, November 23, 2015, through February 8, 2016

SUBSTITUTES:

The following as substitute school nurses:
Cynthia Dunlap
Lucy Roddenberry
Brenda Valdez

The following as substitute bus drivers/attendants:
Gina Knight
Deborah Clinch
Tramane Carwise

STUDENT WORKERS:

Macy Jordan	My Play School
Aiyhani McCall	Federal Programs
Imunique Mitchell	Federal Programs

SUSPENSION:

Branford High School:
Sarah Griffith, Head Custodian, January 7, 2016, suspension without pay

TERMINATION:

Transportation:
Tiffany Brown, Bus Driver, effective January 27, 2016

End of List
2015-2016
School Year