SUWANNEE COUNTY SCHOOL BOARD
REORGANIZATION MEETING
November 17, 2015

AGENDA

Call to Order – 5:30 p.m.

Superintendent Presiding

1. Election of School Board Officers to serve through November 2016.

Chairman Presiding

2. Establishment of official meeting dates and times through November 2016.

3. Selection of one School Board member to serve as a Legislative Liaison and one School Board member to serve as an Alternate Legislative Liaison on the FSBA Legislative Committee.

4. Selection of one School Board member to serve as the Small School District Council Consortium (SSDCC) School Board Designee for our District.

Miscellaneous

- Items/topics Board members may wish to discuss:
  - Recommitment to the District's vision, mission, and beliefs
  - Meeting and workshop agenda creation policies
  - School visitations by Board members
  - Communications with staff
  - Expectations of reports to the Board
  - Roles and responsibilities of the Chair and Vice-Chair
  - Roles and responsibilities of Board members as liaison to community groups/committees/boards

Adjourn

<<<>>>

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
November 17, 2015

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag – Suwannee Elementary School

Special Recognition by the Superintendent:

- **Suwannee High School Student Government Association – Honor Flight Program**

- **2015 State and National FFA Convention Winners – Students**

Ryan Brantley	- State Winner: Dairy Production Proficiency - Awarded State FFA Degree
Jerrica Byrd	- State Winner: Agriculture Sales Proficiency - Awarded American FFA Degree
Jonathan Crain	- Awarded State FFA Degree
Wyatt Eakins	- Agriculture Electrification Essay Finalist
Harley Feeny	- Awarded American FFA Degree
Jonathan Gaylard	- State Winner: Tractor Operations and Maintenance
Jordan Gaylard	- Awarded American FFA Degree
Johnny Haney	- Awarded State FFA Degree
Wyatt Jackson	- Awarded State FFA Degree
Arica Land	- Awarded State FFA Degree

Caleb Land	- Awarded State FFA Degree - Finalist: State Star Farmer
Seth Land	- State Winner: 3rd Place Agriscience Fair - State Star Discovery Degree Finalist
Darrah Lane	- Awarded State FFA Degree
Brianna Lanier	- Selected as a Courtesy Corp Participant
Sarah-Beth Lee	- Selected as a Courtesy Corp Participant
Katie Lloyd	- State Winner: State Star in Placement - Florida FFA Department of Agriculture Scholarship Recipient
Cassidy Monroe	- Selected as a Courtesy Corp Participant
Mallory Morgan	- Awarded American FFA Degree
Ryan Otterbine	- Awarded State FFA Degree
Allie Randell	- State Winner: Diversified Crop Proficiency
Bo Reid	- Awarded American FFA Degree
Trevor Ross	- Awarded State FFA Degree
Cayden Sanders	- Florida Leadership Adventures Scholarship Recipient
Brandi Taylor	- State Winner: Equine Proficiency - Awarded American FFA Degree
Trey White	- State Winner: Diversified Horticulture Proficiency
Jimmy Williams	- Awarded State FFA Degree

Barrett Young	- Selected as a Courtesy Corp Participant
Christopher Young	- State Winner: Forage Proficiency - Awarded American FFA Degree

- **2015 State and National FFA Convention – Chapter Awards**

Suwannee Middle School	- Premier Chapter Award
Branford High School Chapter	- 1st Place Fresh From Florida Agriculture Advocacy Award - Best Shop for Auction Award - Florida's Finest Award - SAE Award - 3 Star Chapter Award at National
Branford High School Alumni	- 3rd Place in Outstanding Affiliate at State - Silver Ranking at National

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. 10-35)**

October 6, 2015	- Workshop Session - Special Meeting
October 27, 2015	- Expulsion Issues Hearing (Private) - Public Hearing - Regular Meeting

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

3. The Superintendent presents the following bills for the period October 1-31, 2015:

General Fund		
#159529 - 159964	$	2,566,222.92
Electronic Fund Transfers		2,763,195.01
	$	5,329,417.93
Federal Fund		
#47352 - 47499	$	252,525.31
Electronic Fund Transfers		297,427.49
	$	549,952.80
Food Service Fund		
#30007 - 30100	$	303,292.74
Electronic Fund Transfers		83,470.42
	$	386,763.16
2.0 LCIF		
#7226 - 7249	$	70,612.08

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

General	LCIF	Construction	Special Revenues
I-4	III-3	III-3	IV-4 (Federal)
			IV-4 (Food Service)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated November 17, 2015. **(pgs. 36-37)**

6. The Superintendent recommends 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.)

#2016-88	Career Pathways Articulation Agreement between Florida Gateway College and Suwannee County School Board for Academic Year 2015-2016 (*Renewal*) **(pgs. 38-46)**
#2016-100	Career Pathways Articulation Agreement between North Florida Community College and District School Board of Suwannee County for Allied Health Assisting for Program of Study: Patient Care Technician, Pharmacy Technician, and Practical Nursing; Digital Design for Program of Study: Medical Administrative Specialist, Administrative Office Specialist, and Digital Media/Multimedia Technology; Early Childhood Education for Program of Study: Early Childhood Education; Surgical Technology for Program of Study: Patient Care Technician, Pharmacy Technician, and Practical Nursing (*Renewal*) **(pgs. 47-56)**
#2016-101	Attachment #16-051-A43 to Contract #731-16-051 between the District School Board of Suwannee County and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium (NEFEC) to provide human resource management network services and related support services (Note: This is an amendment to original Contract #2016-32, which was Board approved on June 23, 2015.) (*Renewal/Revised*) **(pgs. 57-59)**

7. The Superintendent recommends approval of the following student teacher interns for the fall semester 2015:

Name	University	Site	Cooperating Teacher
Taylor Blackmon	NFCC	SPS/SIS	N/A-Field Experience
Ashley Threm	University of Florida	SES	Jennifer Bonds

8. 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
Mollie	McGee	Suwannee	Columbia	8

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Rendell	Manley	BES	SPS	1
R'nell	Manley	BES	SPS	PK

REGULAR AGENDA

Chief Financial Officer – Vickie DePratter:

1. The Superintendent recommends approval of the Annual Financial Report for fiscal year ending June 30, 2015. **(pg. 60)**

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

2. 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.)

   #2016-99 Clinical Education Agreement between Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Emory Medical Corporation d/b/a Women's Center of Florida in Lake City, Live Oak, Jasper, and Starke (*New*) **(pgs. 61-66)**

Director of Facilities – Mark Carver:

3. The Superintendent recommends approval of the Florida Department of Education Five Year Facilities Work Plan for fiscal year 2015-2016. (A copy is available in the office of the Director of Facilities.) **(pg. 67)**

Director of Food Service – Lisa Dorris:

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

   a. Increase three 6-hour Food Service Worker positions to 8-hour Food Service Worker positions at Branford High School **(pg. 68)**

Director of Student Services – Elizabeth Simpson:

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.)

#2016-102	Suwannee County Public Schools Rate and Service Contract 2015-2016 between the Suwannee County School Board and Renata Beasley d/b/a Renata Beasley Large Family Childcare Home for the Teen Parent Program (*New*) **(pgs. 69-86)**

Director of Human Resources – Dr. Bill Brothers:

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

#2.16	Prohibiting Discrimination, Including Sexual and Other Forms of Harassment (*Revised*) **(pgs. 87-98)**
#2.17	Reporting Child Abuse (*Revised*) **(pgs. 99-104)**
#3.41	Service Animals (*Revised*) **(pgs. 105-107)**
#4.15	District and State-Wide Assessment Program (*Revised*) **(pgs. 108-109)**
#5.28	School Health Services (*New*) **(pg. 110)**
#5.29	Notification of Involuntary Examination (*New*) **(pg. 111)**
#6.15	Education Paraprofessionals and Aides (*Revised*) **(pgs. 112-115)**
#6.4401	Electronic Records and Electronic Signatures (*New*) **(pgs. 116-117)**
#7.30	Grant Management (*New*) **(pgs. 118-119)**

7. 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

   #2016-97 Affiliation Agreement for Speech-Language Pathology between Edinboro University of Pennsylvania and the School Board of Suwannee County for student teaching and observation (*New*) **(pgs. 120-124)**

8. Personnel Changes List **(pgs. 125-130)**

School Board Attorney – Leonard Dietzen:

9. Legal Counsel's Report

Superintendent of Schools – Jerry Scarborough:

10. Superintendent's Report

School Board Members:

11. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
October 6, 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 Ronald White, along with Superintendent Jerry Scarborough, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Attorney Leonard Dietzen was absent. School Board Member Julie Ulmer arrived at 9:03 a.m.

Administrators and others present: Jennifer Barrs, Renee Bass (arrived at 9:27 a.m.), Walter Boatright (arrived at 9:27 a.m.), Amy Boggus, Dr. Bill Brothers (arrived at 9:25 a.m.), David Campbell, Mark Carver (arrived at 9:10 a.m.), Lisa Dorris (arrived at 10:00 a.m.), Malcolm Hines, Michele Howard (arrived at 9:27 a.m.), Jay Jolicoeur (arrived at 9:38 a.m.), Chris Landrum, Susan Moffat, Ted Roush, Elizabeth Simpson (arrived at 9:15 a.m.), Jim Simpson, Marsha Tedder (arrived at 9:03 a.m.), Lila Udell, Kelly Waters, Dr. Jimmy Wilkerson, and Josh Williams.

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

Parent Involvement Plans..... Lila Udell
ELL Update

Mrs. Udell reviewed the proposed Parent and District Involvement Plans.

Mrs. Udell provided an update regarding ELL.

Teacher Evaluations.....Dr. Bill Brothers

Dr. Brothers provided an update regarding teacher evaluations.

Hepatitis B Vaccine Form.....Elizabeth Simpson

Mrs. Simpson and Mrs. Howard reviewed the proposed Hepatitis B Vaccine Employee Declination Form.

Opportunity School Procedures Revisions ..... Ted Roush

Mr. Roush introduced Mr. Hines, Dr. Wilkerson, and Ms. Waters who provided information regarding the proposed revisions to the Opportunity School procedures.

Progress Monitoring Calendar ..... Renee Bass

Mrs. Bass distributed and reviewed the proposed Progress Monitoring Calendars for grades K-5 and 6-12 for the 2015-2016 school year.

The workshop adjourned at 10:23 a.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
October 6, 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, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Attorney Leonard Dietzen was absent.

Chairman daSilva called the meeting to order at 10:37 a.m.

MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval to adopt the Agenda. MOTION CARRIED UNANIMOUSLY

Assistant Superintendent of Instruction – Janene Fitzpatrick:
(presented by Assistant Superintendent of Administration – Ted Roush)

1. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the following contract/agreement for the 2015-2016 school year: (NEW) (Note: This contract been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2016-91 Fuel Education (FuelEd) Contract between Suwannee County Schools and K12 Florida LLC (*New*) **(pgs. 3-15)**

   MOTION CARRIED three to two; Mr. Taylor and Mr. White voted NO.

2. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the following contract/agreement for the 2015-2016 school year: (RENEWAL) (Note: This contract been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2016-94 Contract between School District of Suwannee County, Florida, and Florida Sheriffs Youth Ranches, Inc. (*Renewal*) **(pgs. 16-19)**

   MOTION CARRIED UNANIMOUSLY

3. MOTION by Mrs. Ulmer, second by Mr. White, for approval of the following resolution for the 2015-2016 school year:

   #2016-05R Suwannee County School District Resolution in Support of National Principal's Month – October 2015 (*New*) **(pgs. 20-22)**

   MOTION CARRIED UNANIMOUSLY

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

MOTION by Mr. White, second by Ms. Cason, for approval of Items #4 and #5 below:

4. Out-of-state trip for Branford High School (BHS) FFA students to attend the 2015 National FFA Convention in Louisville, KY, from October 26-31, 2015. **(pg. 23)**

5. Out-of-state travel for Andrea Lanier, BHS Paraprofessional, and Stacy Young, BHS FFA Advisor, to attend the 2015 National FFA Convention in Louisville, KY, from October 26-31, 2015. **(pg. 24)**

MOTION CARRIED UNANIMOUSLY

Director of Information Technology – Josh Williams:

6. MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the following contract/agreement for the 2015-2016 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2016-93 Amendment #1 to Panhandle Area Educational Consortium (PAEC) Contract 11-130 FOCUS Lease Agreement between PAEC and the Suwannee County School District (Note: This amends Contract #2011-113, which was previously Board approved on April 19, 2011.) (*Revised/Renewal*) **(pgs. 25-26)**

   MOTION CARRIED UNANIMOUSLY

Director of Human Resources – Dr. Bill Brothers:

7. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the Personnel Changes List **(pg. 27)** MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES APPROVED:

RECOMMENDATION: INSTRUCTIONAL:

Branford High School:
Robert Phillips, teacher, effective August 11, 2015
REPLACES: Mickey Dempsey
Michael Meeks, teacher, effective August 25, 2015
REPLACES: Perry Davis

Suwannee Elementary School:
Kelsey Mercer, teacher, effective September 21, 2015
REPLACES: Kelli Wusterhausen

Suwannee Intermediate School:
Julie Griswold, teacher, effective September 25, 2015
REPLACES: LaKendra Richardson/Unfilled Position

OUT-OF-FIELD:
Approval for the following to teach out-of-field for the first semester of the 2015-2016 school term:

SCH	LNAME	FNAME	OOF SUBJECT	PERIOD	YEAR
BHS	Coker	Eleanor	ESOL		15-16
BHS	Jernigan	Courtney	ESOL		15-16
BHS	McInnis	Lynda	ESOL		15-16
BHS	Patterson	Jennifer	ESOL		15-16
BHS	Spradlin	Mickey	ESOL		15-16
BHS	Jernigan	Shannon	Into to Finance, Per & Fam Fin	2,3,4,6,7	15-16
FSYR	Moffat	Susan	Into Geo, Geo, Lib Arts Math 1	1,2,3	15-16

SCH	LNAME	FNAME	OOF SUBJECT	PERIOD	YEAR
SES	McIntosh	Joyce	Gifted	1,7	15-16
SES	Vicky	Vaught	ESOL		15-16
SHS	Bullock	Brian	ESOL		15-16
SHS	Harris	Jaclyn	Erth/Space Sci Hon	3,4,5	15-16
SHS	Harris	Jaclyn	ESOL		15-16
SHS	Morales	Trista	ESOL		15-16
SHS	Morgan	Stephen	AP Physics-1	1	15-16
SHS	Vickers	Candy	ESE Content	All Day	15-16
SIS	Burgess	Chelsea	ESOL		15-16
SIS	Davis	Jessica	ESOL		15-16
SIS	Kinard	Mary	ESOL		15-16
SIS	Roberson	Ruth	ESOL		15-16
SIS	Tipton	Violet	ESOL		15-16
SIS	Wiles	Jamie	ESOL		15-16
SMS	Harrell	Meri	ESOL		15-16
SMS	Lewis	Kevin	ESE Content	All Day	15-16
SPS	Cordle	Wendalyn	ESOL		15-16
SPS	Vann	Elizabeth	Kindergarten	All Day	15-16
BHS	Sikes	Mendy	Elem Ed	All Day	15-16

SUPPLEMENTARY:

NAME	POSITION	LOCATION	REPLACES
Erin Clark	Planning Period	BHS	NA
Robert Phillips	Planning Period	BHS	NA
Sergio Rodriguez	Planning Period	BHS	NA
Daniel Taylor	Planning Period	BHS	NA
Abbey Warren	Planning Period	BHS	NA

End of List
2015-2016
School Year

Miscellaneous

Mr. Taylor asked if there was a shortage of substitutes in the District. Discussion followed regarding the shortage, substitute pay, and Kelly Services. Consensus of the Board was to research the possibility of increasing substitute pay.

The meeting adjourned at 11:23 a.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
October 27, 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, Julie Ulmer, and Ronald White, along with Superintendent Jerry Scarborough, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie Music DePratter, and Administrative Secretary Karen Lager.

School Resource Officer Cory Horne was also present.

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

Assistant Superintendent of Instruction – Janene Fitzpatrick:

1. Final review of additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2015-2016. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) **(pg. 8)**

Mr. daSilva called for comments or questions regarding the additions and revisions to the Suwannee County School District Student Progression Plans and there were none.

The hearing adjourned at 5:56 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
October 27, 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 Music DePratter, and Administrative Secretary Karen Lager.

UTSC President Annette Kinsey and School Resource Officer Cory Horne were also present.

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

Student remarks and pledge to the flag by Suwannee High School Leo Club student organization

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.)

- John Lacquey, representing the NCF Tea Party, addressed the Board regarding Common Core.

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

MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the Consent Agenda. Mr. White pulled Item #2 for discussion/information purposes regarding the $16,000 that came from Suwannee High School (SHS) to the School Board for the new scoreboard. Mr. Roush provided additional information regarding SHS's scoreboard. 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. 9-38)**

September 8, 2015	- Workshop Session
	- Special Meeting
	- Public Hearing (*adopt the final Millage Rates and final Budget for 2015-2016*)
September 22, 2015	- Public Hearing
	- Regular Meeting

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

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

General Fund		
#158810 - 159528	$	1,237,960.89
Electronic Fund Transfers		4,231.98
	$	1,242,192.87
Federal Fund		
#47228 - 47351	$	224,128.26
Electronic Fund Transfers		87,859.74
	$	311,988.00
Food Service Fund		
#29920 - 30006	$	425,224.62
Electronic Fund Transfers		6,065.88
	$	431,290.50
2.0 LCIF		
#7195 - 7225	$	56,244.12
Electronic Fund Transfers		0.00
	$	56,244.12

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

General	LCIF	Special Revenues
I-3	III-2	IV-3 (Federal)
		IV-3 (Food Service)

5. Approval for disposal of property as per the attached Property Disposition Form dated October 27, 2015. **(pgs. 39-40)**

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

#2016-92	School Vaccination Services Agreement between Healthy Schools, LLC and Suwannee County School District (*Renewal*) **(pgs. 41-45)**

7. Approval of the following student teacher interns for the fall semester 2015:

Name	University	Site	Cooperating Teacher
Paige Crump	North FL Community College	SPS	N/A-Field Experience
Janee Skriver	FL Gateway	SPS	N/A-Field Experience

8. 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
Kristopher	Allen	Madison	Suwannee	11
Faith	Frishkorn	Columbia	Suwannee	2
Matthew	Harney Jr.	Columbia	Suwannee	K
Madison	Minnich	Columbia	Suwannee	10
Matthew	Minnich	Columbia	Suwannee	8
Spencer	Todd	Columbia	Suwannee	7
Joseph Lance	Mathis	Suwannee	Hamilton	8

REGULAR AGENDA

Chief Financial Officer – Vickie DePratter:

1. MOTION by Mr. Taylor, second by Mrs. Ulmer, for 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.)

   #2016-95 Master Installment Purchase Agreement between Mercedes-Benz Financial Services USA LLC and the School Board of Suwannee County, Florida *(New)* **(pg. 46-75)**

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

Assistant Superintendent of Administration – Ted Roush:

2. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the 2014-2015 Office of Program Policy Analysis and Government Accountability (OPPAGA) School Safety and Security Self-Assessment Form. (A copy is available for review in the office of the Assistant Superintendent of Administration.) **(pg. 76)** MOTION CARRIED UNANIMOUSLY

Assistant Superintendent of Instruction – Janene Fitzpatrick:

3. MOTION by Mrs. Ulmer, second by Mr. White, for approval of additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2015-2016. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) **(pg. 8)** MOTION CARRIED UNANIMOUSLY

4. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the following curriculum items for the 2015-2016 school year:

   a. Suwannee County School District's Elementary Grades K-5 and Secondary Grades 6-12 Progress Monitoring/Assessment Calendars for 2015-2016 **(pgs. 77-79)**
   b. Attached Courses of Study for each District school **(pgs. 80-167)**

   MOTION CARRIED UNANIMOUSLY

5. MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the following personnel item for the 2015-2016 school year:

   a. Job Description #98 – Reading Coach *(Revised)* **(pgs. 168-172)**

   MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the School District of Suwannee County Instructional Employee Observation and Data Collection/Analysis Summary *(Note: Instructional Employee includes Classroom Teacher, Guidance Counselor, Media Specialist, Occupational Therapist, Academic Coach, Resource Teacher, School Psychologist, and Staffing Specialist.)* **(pgs. 173-175)** MOTION CARRIED UNANIMOUSLY

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

7. MOTION by Mr. Taylor, second by Mr. White, for 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.)

   #2016-98 Clinical Education Agreement between the Suwannee County School Board Practical Nurse Education Program and Doctor's Memorial Hospital Inc., Perry, Florida *(New)* **(pgs. 176-181)**

   MOTION CARRIED UNANIMOUSLY

Mr. Boatright asked that Item #8 be pulled from the agenda; the item will be brought back for Board approval at a later date.

~~8. The Superintendent recommends approval of the following curriculum item for the 2015-2016 school year:~~

~~a. RIVEROAK Technical College My Play School Handbook for 2015-2016 (pgs. 182-195)~~

Director of Federal Programs – Lila Udell:
(presented by Assistant Superintendent of Instruction – Janene Fitzpatrick)

9. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the 2015-2016 District Parent Involvement Plan and the 2015-2016 Parent Involvement Plans for all District schools. (Copies are available for review in the office of the Director of Federal Programs.) **(pg. 196)** MOTION CARRIED UNANIMOUSLY

Director of Student Services – Elizabeth Simpson:

10. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the following form:

    #7200-132 Employee Intent Form (*New*) **(pgs. 197-198)**
    (*Note: This form is used for employees to choose an option for the Hepatitis B vaccine.*)

    MOTION CARRIED UNANIMOUSLY

11. MOTION by Mrs. Ulmer, second by Mr. Taylor, for 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.)

    #2016-96 Suwannee County Public Schools Rate and Service Contract 2015-2016 between the Suwannee County School Board and Bright Stars Academy, Inc. for the Teen Parent Program (*New*) **(pgs. 199-215)**

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

Director of Human Resources – Dr. Bill Brothers:

12. MOTION by Ms. Cason, second by Mr. Taylor, for approval of the Personnel Changes List, with the following corrections: Page 217, under Resignation: Instructional: Branford High School, delete Jennifer Patterson's name, due to her withdrawing/rescinding her resignation; and on Page 221, under Transportation Department, Lynn Peaden, bus attendant, change effective date to October 12, 2015 **(pgs. 216-234)**

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

    MOTION CARRIED four to one; Mrs. Ulmer ABSTAINED from the vote.

PERSONNEL CHANGES APPROVED:

RETIREMENT: NON-INSTRUCTIONAL:

Facilities Department:
Sylvia Taylor, administrative secretary, effective January 15, 2016

RESIGNATION: INSTRUCTIONAL:

Suwannee Middle School:
David Bond, teacher, effective September 24, 2015

RESIGNATIONS: NON-INSTRUCTIONAL:

IT Department:
Robin Taylor, IT Technician, effective October 30, 2015

Transportation Department:
Joetta Bennett, bus attendant, effective October 8, 2015

Transportation Department:
Joel Bruce Williamson, mechanic, effective September 25, 2015

RECOMMENDATIONS: INSTRUCTIONAL:

Branford Elementary School:
Tracy Combee, teacher, effective October 19, 2015
REPLACES: Betsy Branche

Suwannee Elementary School:
Benjamin Thomas, teacher, effective October 19, 2015
REPLACES: Tracy Henderson

Suwannee Intermediate School:
Summer Ely, teacher, effective October 19, 2015
REPLACES: Denise Baldwin

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

Isaac Chandler	Shannon Chauncey	Jennifer McMillan
Victoria Ramsey	Susan Ratliff	

RIVEROAK Technical College:
Jeremy Ulmer, teacher
NEW POSITION

Suwannee Primary School:
Casandra Yulee, teacher – temporary
REPLACES: Elecxia Reed

LEAVE OF ABSENCE (PERSONAL):

Suwannee Middle School:
Mirian Venero, teacher, August 11 through October 19, 2015, using days as needed for insurance purposes

MENTORS:
The following to serve as mentors:

Teacher	Beginning Teacher	Location
Holly McMillan	Kelsey Mercer	SES PECDS
Priscilla Woodard	Angela Miller	SES
Robyne Edwards	Ben Thomas	SES PECDS
Susan Michelle Mowry	Lina Saleem	SES PECDS
Kerry Jo Melland	Lauren Jenkins	SPS PECDS
Hannah Johnson	Martha Southerland	SPS
Shannon Daniel	Brittani Law	SPS PECDS
Pam Hastings	Kiara Davis	SPS
Jennifer Gregory	Charis Parker	SPS
April Frye	Summer Ely	SIS PECDS
Kim Warren	Amy Stratton	SIS PECDS
Jennifer Stevens	Mary Kinard	SIS
Traci Kirby	Jessica Davis	SIS PECDS
Traci Kirby	Chelsea Burgess	SIS
Cathy Nicely	Jamie Wiles	SIS
Mary Check-Cason	Kaitlin Vanheusen	SMS
Annette Chauncey	Sarah Grillo	SMS
Cara Disken	Samantha Land	SMS PECDS
Cara Disken	Danielle Ovando	SMS
Melinda Tice	Jenna Garrett	SMS PECDS
Rowena West	Elizabeth Joy Howell	SMS PECDS
Colleen Welsh	Jo Anne Wimberly	SMS
Jenny Clark	Kevin Lewis	SMS PECDS
Lawanna Zimmerman	Jazmine Marrero	SMS PECDS
Meri Harrell	Darace Hahn	SMS
Darrell Curls	Crystiana Butler	SHS
Tamara Burt	Trista Morales	SHS
Jenny Hurst	Rebecca Mowry	SHS
Emily Bass	Sherry Dean	SHS
Abbey Warren	Mickey Spradlin	BHS
Tammy Neil	John Abersold	BHS PECDS
Julie Dees	Michael Meek	BHS PECDS
Nina Tuttle	Deanna Burkett	BHS PECDS
Stefani Santos	Erin Clark	BHS
Denise Stewart	Eleanor Coker	BHS
Angel Hill	Robert Phillips	BHS
Denah Phillips	Tracy Combee	BES

SUPPLEMENTARY:

NAME	POSITION	LOCATION	REPLACES
Julie Klecka	Instructional Leadership	BES	NA
Lori Land	Instructional Leadership	BES	NA
Melinda Hawthorne	Instructional Leadership	BES	NA
Stephanie Knighton	Instructional Leadership	BES	NA
Lindsey Ramsey	Instructional Leadership	BES	NA
Elizabeth Johnston	Instructional Leadership	BES	NA
Candice Land	Instructional Leadership	BES	NA
Juettie Kelley	Instructional Leadership	BES	NA
Amanda Johnson	Instructional Leadership	BES	NA
Nancy Nielsen	Instructional Leadership	BES	NA
Mendy Sikes	Planning Period	BES	NA
Crystiana Butler	Head Volleyball Coach	SHS	K. Owens
Paul Horne	Head Wrestling Coach	SHS	D.L. Laxton
Kevin Lewis	Head Boys' Basketball Coach	SMS	R. Tucker
Kevin Lewis	Girls' Track Coach	SMS	New Position
Patricia Brantley	Planning Period (split)	SVS	NA
Virginia Weaver	Planning Period (split)	SVS	NA
Jaclyn Harris	Planning Period	SVS	NA

TRANSFER:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	REPLACES	EFFECTIVE
Carmen Reyes	SMS / Teacher	SHS / Teacher	L. Cochrane	10/19/2015

MISCELLANEOUS:

Suwannee Elementary School:
Laura Roberts, teacher, to work up to 50 hours for facilitating gifted endorsement courses on Moodle; Salary paid from FDLRS

Suwannee Middle School:
Paul Horne resigned as wrestling coach effective September 29, 2015

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

District Wide/Department of Student Services:
Monica Sauer, interpreter, effective October 19, 2015
REPLACES: Christopher Jordan

District Wide/Facilities Department:
James Larson, custodian 12-month, effective October 12, 2015
NEW POSITION

Food Service Department/SES:
Jennifer Gaskins, food service worker 8 hour, effective September 15, 2015
REPLACES: Pamela Anderson

Transportation Department:
Crystal Fernandez, bus driver, effective September 12, 2015
REPLACES: Karen Willis
Lynn Peaden, bus attendant, effective October 12, 2015
REPLACES: Joetta Jackson
Linda Vanous, bus driver temporary, effective October 2, 2015
REPLACES: Chancie Corbett
LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE ACT):

Transportation Department:
Chancie Corbett, bus driver, September 12 through December 12, 2015

Suwannee Middle School:
Theresa Owens, extend medical leave of absence through December 31, 2015, with the option of returning sooner if released by her doctor

Student Workers:

Lindsey Bricker	RTC/Civics Grant
Skyler Gaylord	RTC/Civics Grant
Destiny Lansford	RTC/Civics Grant
Dawn Sasser	RTC

TRANSFERS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	REPLACES	EFFECTIVE
Jennifer Gaskins	SES / Food Service Wk.	SPS / Food Service Wk.	T. Brannon	9/28/15
Teresa Brannon	SPS / Food Service Wk.	SES / Food Service Wk.	J. Gaskins	9/28/15

SUBSTITUTES:

Substitute Custodians:

Roger Davis	Brenda Johnson	Travis Corbin	Karen Parson
Joseph Anderson	David Thrift	Charles Brown	Lattodrick Gardner
James Larson			

Substitute Food Service Workers:

Brenda Johnson	Travis Corbin	Karen Parson	David Thrift
Lattodrick Gardner	Linda Morrell	Becky Reaves	

Transportation Department:
Linda Vanous
Wayne Couture

VOLUNTEERS:

Mayra Acen	Lori Bell	Sylvia A Burnham
Wanda Adams	Sara Benson	Fallon Bush
Kelly Ahrens	Taylor Blackmon	Stephanie Butler
Denille Alcorn	Kaycie Blanton	Jennifer Butler
Rhonda Alfonso	Brittany Blevins	Shateea Butler
David Allen	Palizzia Blue	Sarah Candwell
Keri Amerson	Hannah Bokowski	April Cannon
Cardina Anderson	Rashanda Bowden	Krishton Cannon
Chanika Ansley	Christina Bowers	Hillary Cannon
Johnnie Armstead	Bickie Bradfield	Alexis Cannon
Victoria Armstead	Emily Brantley	Margie Caparelli
Gloria Arroyo	Gloria Bravo	Melanie Caprio
Heather Ayala	Grace Brett	Peggy Carroll
Katana Baker	Nina Brittain	Harold Carter
Tami Ball	Tiffany Brown	Amanda Carver
Ashley Ballou	Justin Brown	Lindsey Casteel
Erika Barga	Claudia Brown	Wanda Cavazos
Bonnie Bass	Amanda Bruening	Maria Cedillo
Senica Bates	Elizabeth Bruening	Donneshia Chambers
Brenda Bates	Amber Buda	Diane Chavez
Clifford Bean	Angela Burkett	Westley Christian
Heather Beauchamp	Lacy Burnham	Marla Clark
Marion Bell	Sylvia J. Burnham	Deanna Clark

Brenda Clark
Pamela Cochran
Gerald Collins
Kimberley Collins
Lilyana Conger
Samuel Conger
Christen Conine
Heather Corbin
Stacia Corpora
Felicia Crawford
Charles Crews
Brandi Crews
Billy Crocker
Shanae Croft
Ila Croker
Tabetha Crosby
Kathleen Cross
Samantha Crossno
Clifton Crowe
Mae Daniel
Tracie Daniels
Iris Daughtry
Jessica Davis-Jessop
Janet Davis-Stiles
Terry Dees
Crystal Delcastillo
Ana Delgado
Sabrina Denelsbeck
Adrienne DePratter
Vickie DePratter
Lakeshid Derico
Jesse Derringer
Christa Derringer
Fran Doneburgh
Janet Douglas
Betty Driggers
Samantha Driskell
Sheree Dugdale
Shanna Dukes
Christopher Durden
Kristina Durham
Elizabeth Durrance
Robert Eaken
Lynn Eaken
Alice Anne Edwards
Carolyn Eplin
Jamie Espinoza
Timothy Eubanks
Lori Evans
Tabitha Evans
Lorraine Fair
Balinda Federick
Fabiola Fernandez
Angelina Ferrell
Takale Fields
Dustin Fletcher
Samantha Flynn
Joyce Ford
Betty Fortner
Jamie Fountain
Leopoldo Franco
Samantha Frazier
Danell Fullbright
Brenda Futch
Holly Gamble
Richard Gamble
Donna Gardner
Melissa Garrison
Meredith Garrison
Elena Gaskins
Karen Gilbert
Lucy Golub
Christina Gonzalez
John Good
Avery Goodwin
Jesssica Gordy
Shawna Goss
Kristi Greene
Alexander Gregorio
Amy Gregory
Lakeva Griffin
Renada Guyton-Nelson
Candice Hanssen
Robert Hare
Emma Hare
Chelsea Harrell
Andrew Harrell Jr
Dana Harris
Amanda Harris
Michelle Hart
Kay Harvard
Sarah Hatch
Jadia Haynes
Hannah Heffernan
April Henderson
James Herrington
Cynthia Hett
Majesta Hewiett
Jessica Hill
Kalie Hingson
Jennifer Hitt
Shana Hodge
Gary Holland
Heather Hotton
Emily Howe
Jackie Howze
Tori Humphries
Jenna Hunter
Tiffany Hurst
Brooke Hurst
Elizabeth Ice
Suzannah Irby
Bobby Jackson
James Jackson
Rianna Jelks
Josie Jenkins

Michelle Jenkins
Tanya Jernigan
Eva Johnson
Tawanna Johnson
Krystal Johnson
James Johnson
Michael Johnson
LaDonna Jones
Mildred Jones
Michelle Jones
Priscilla Jones
Kathryn Kaczmarek
Nicole Keen
Candace Kennon
Stephanie Kerklin
Elizabeth King
Amanda Kirby
Kenny Kirby
Phyllis Klitzkie
Harriett Knighton
Deloris Knisley
Karen Koon
Paula Land
Heather Law
Robert Law
Crystal Lawson
Jason Leffler
Vanessa Leffler
Margaret Lewis
Thomas Lewis
Mevelyn Lewis
Richard Little, Jr.
Stephanie Littleton
Jennifer Lopez
Judith Loughran
Adrienne Lovett
Mary Lyras
Randy Macario
Garcia

Ariel Mango
Rosemary Manker
Herbert Mantooth
Josie March
Alaina Marcozzi
Heather Marshall
Tammy Marshall
Faith Marvin
Nita Mathis
Austin Mattern
Sharonda Mayo
Amity McCall
Kevin McCall
Latasha McClaine
Susan McClamma
Stephanie McClendon
Mandy McDonald
Randy McFarland
Betty McFarland
Lisa McGee
Heidi McIntosh
Sharonda McMann
James McMillan
Carolyn Meeks
Eneida Melendez
Holly Melland
Latricia Mendoza
Jennifer Merola
Jena Middleton
Marsha Mitchell
Jodi Moore
Sean Morey
Tasha Morgan
Christina Morgan
Donald Morse
Brian Moseley
Misty Moseley
Denise Mosley
Mary Murray

Gina Nardiello
JoAnna Neely
Jennifer Neely
Glenn Newland
Robert Nicholson
Ashley Nicholson
Dana Norman
Heather Ogburn
Patrick O'Hara
Natasha O'Hara
Luseena Oney
Fred O'Quinn
Willmar Orozco
Casey Osborn
Stephene Osborne
Taryn Ott
Lovella Owens
Danielle Paluzzi
Amy Paramore
Brigette Parsons
Leticia Perez
Valerie Perez
Ramona Perkins
Ashton Petersen
Amanda Pettingill
Georgia Pettrey
Lindsey Phelan
Ronnie Plummer
Breanna Pollett
Diana Potter
Tonya Poulton
Kelly Presnell
Janette Pruett
David Ramsey
Kimberly Ranck
Regina Ratliff
Brenda Reed
Arthur Riegel
Jamie Riggs

Tyesha Riley
Patricia Rios
Marcelo Rivera
Erin Roberts
Maryann Robertson
Ronnika Robinson
Tabbi Robinson
Crystal Russell
Jacqueline Sadler
Linda Samano
Robyn Samperio
Magda Sanches
Amy Sansouci
Rebecca Sapp
Patricia Sapp
SueAnn Sasser
Ashley Scarborough
Debbie Scott
Lindsey Scott
Estrella Seco
Brandy Sellers
Driskill Shurter
Peter Shurter
Terri Simmons
Linda Skinner
E. Girvin Skinner
Linda Skinner
E. Girvin Skinner
Brittany Slane
Katie Smith
Fatima Smith
Leslie Smith
Angelic Smith
Daniel Smith
Katie Smith
Rebecca Smith
Samantha Smith
Lou Smith
Jennifer Smith
Nicole Smith
Benjamin Smith
Angelic Smith
Catherine Smith
Kyna Smith
Melissa Snodgrass
Martha Spiwak
Samuel St. John
Tylyn Stansel
Garry Stephens
Jessica Stillwell
Teri Stillwell
Sandra Stover
Nicole Stratton
Karri Stratton
Carol Stevens
Tina Strickland
Lauren Suggs
Michelle Suh
Tanya Surgener
Emilia Swanson
Amy Tatum
Lilly Taylor
Dena Taylor
Jackie Taylor
Edna Taylor
Patrick Taylor
Amanda Teachman
Marty Tedder
Abbie Thomas
DeWayne Thomas
Heather Thompson
Jennifer Thompson
Jessica Thrasher
Emma Tirella
Briana Toledo
Madia Torres
Juanita Troyer
Joyce Trueblood
Kimberly Tuckey
Tammy Turner
Margaret Turner
Regina Valencia
Melissa Vanmeter
Mary Vaughn
Latoria Virgil
Jamie Wachter
Crystal Waits
Tiffany Walker
Tresca Waller
Baynard Ward
Leslie Warner
Joyce Warren
Barry Washington
Erica Washington
Amber Waters
Ashley Waters
Jeffery Waters
Terri Watley
Sheker Weatherspoon
Tina Webb
Tonya Webb
Tanya Weckler
Rosella Wells
Nicole Whittington
Angracia Wielzyn
Justin Wilkinson
Natalie Williams
Stephanie Williams
Sharon Williams
Samantha Wright

End of List
2015-2016
School Year

School Board Attorney – Leonard Dietzen:

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

Superintendent of Schools – Jerry Scarborough:

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

School Board Members:

15. Issues and concerns Board members may wish to discuss

- Mr. Taylor stated he attended the FSBIT meeting last week and announced there are safety trainings now available to our District through FSBIT.
- Board members thanked everyone for their dedication and hard work.

The meeting adjourned at 6:58 p.m.

ATTACHMENT TO 10/27/15 MINUTES.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Ulmer Julie Blake	Suwannee County School Board
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
1322 Copeland St SW	☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
10-27-15 Live Oak Suwannee	Suwannee County
DATE ON WHICH VOTE OCCURRED	MY POSITION IS:
10-27-15	☑ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

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

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

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

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Julie Blake Ulmer, hereby disclose that on 10 - 27; 20 15:

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

My husband Jeremy Ulmer was on the personel agenda item #12 for initial employment at RiverOak Technical College

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

10-27-15
Date Filed

Julie Blake Ulmer
Signature

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

SUWANNEE COUNTY SCHOOL 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 A. Scarborough, Superintendent of Schools JAS/pfs

FROM: Mark A. Carver, Director of Facilities

DATE: November 2, 2015

RE: Agenda Item for November 17, 2015, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of Property Records Disposition Form for November 2015.

BACKGROUND:

Capitalized assets are obsolete or no longer serviceable.

SUWANNEE COUNTY SCHOOL BOARD
PROPERTY DISPOSITION FORM
BOARD MEETING
NOVEMBER 2015

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99004889	HP CLR Printer	$ 871.00	Dec-04	SHS	Surplus
	TOTAL	$ 871.00			

Requested By: _____ Approved By: _____

Mark A. Carver,
Director of Property Records

11/17/2015
Date

Superintendent

Board Chairman

-37-

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 JAS/BB

FROM: Walter Boatright, Jr., Principal, RIVEROAK Technical College WBB

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

DATE: November 2, 2015

RE: Agenda Item for November 17, 2015, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following agreement:

#2016-88 Career Pathways Articulation Agreement between Florida Gateway College and Suwannee County School Board 2015-2016. RENEWAL

BACKGROUND:

This agreement provides high school and vocational students the opportunity to earn college credit through completion of secondary-level programs.

CAREER PATHWAYS ARTICULATION AGREEMENT
Florida Gateway College
And
Suwannee County School Board
Academic Year: 2015-16

Articulation Agreement Programs of Study

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

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

A. *Courses and Programs Offered under this Agreement*

1. Courses to be provided by FGC under this agreement will be mutually agreed upon by FGC and the Suwannee County School Board and will avoid unnecessary duplication of existing courses in grades 9-12. Courses and Program offerings will include those listed in the Appendix. Alterations to this list of offerings may be made with mutual consent of FGC and the Suwannee County School Board.

2. A student education plan will be developed by the county's Career Pathways Representative in collaboration with the FGC Career Pathways Coordinator for each student applying for Career Pathways credit. In order to develop said plan, the student will present to the county Career Pathways Representative a document of Career Pathways application, which will be continually evaluated for purposes of determining college credits to be applied toward a degree, certificate, or diploma from FGC. The student's stated education objective will be correlated to the FGC program under which said degree, certificate, or diploma falls (i.e. "Objective: to pursue post-secondary study in the area of Criminal Justice.")

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

1. FGC will provide information to the high schools regarding requirements for participation in, and the educational benefits to be derived from, Career Pathways programs.

2. The high schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs.

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

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

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

D. *Eligibility Criteria*

1. The student must be enrolled in a career-themed course in the appropriate high school Career and Technical Education (CTE) program.

2. The student must be able to demonstrate mastery of high school Career Pathways courses taken (i.e. courses taken with the "CTE program") with a grade of at least 3.0 ("B") on a 4.0 scale.

3. Students who remain eligible in progressive years through successfully maintaining the required grade point average (GPA) will continue to be eligible to take the Career Pathways Exam for Credit (CPEC) until the date of their high school graduation.

4. The student must be admitted to FGC within two years from the date of high school graduation, complete the full admissions process and meet other college entrance requirements. The College program must be completed within five (5) years of the date of high school graduation.

5. The evaluation of the assessments, CPEC and/or portfolio, will be accomplished by FGC faculty unless otherwise agreed upon in advance.

6. A minimum CPEC or portfolio score of 80% is considered passing.

7. Articulated credit, including credit for industry certification, will be awarded to students who have declared an A.S. area of study. Credit must be related to the declared A.S. degree program.

8. Industry certification must be current at the time of application for credit.

9. Students enrolled in an A.A. degree program may apply for articulated credit by requesting an exception to the A.S. requirement from the FGC Director of Academic Programs. Requests for credit will be initiated through the FGC Career Pathways Coordinator.

10. The degree track listed on the statewide articulation agreement must be offered at FGC to receive credit through industry certification.

11. The student must present to the FGC Career Pathways Coordinator a completed *Student Request for Career Pathways Credit* form along with a copy of the CPEC award certificate verifying successful completion of the technical course(s) and the results of the Career Pathways assessment.

12. The student must comply with the appropriate placement and course prerequisites of FGC.

13. Career Pathways credits will be awarded and posted to student's FGC transcript of grades upon the successful completion of at least twelve (12) credit hours of college level course work at FGC with an overall GPA of 2.0 ("C") or higher.

14. The high school graduation requirement will be waived for students who complete the required twelve (12) credit hours of college level course work at FGC with an overall GPA of 2.0 ("C") or higher as a Dual Enrollment student.

15. Eligibility of credit will be determined by the Career Pathways Coordinator in conjunction with the Vice President of Occupational Programs and the Office of the Registrar, after a student has submitted a credit request using the *Student Request for Career Pathways Credit* form along with a copy of the CPEC award certificate.

E. *Screening and Monitoring*

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

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

1. The Suwannee County School Board shall be responsible for ensuring that the quality of instruction provided Career Pathways students is comparable to that afforded FGC students.

2. The common assessment for most courses will be the CPEC. The CPEC is usually the final exam for the given FGC course and may be written, performance/portfolio-based, or a combination of these forms of assessment. The CPEC will be developed and evaluated by FGC faculty unless other arrangements are made.

3. The CPEC will be taken by the student upon completion of the high school course(s) equating the college course(s) taken within a "CTE Program" prior to the date of graduation from high school.

4. Credits awarded by CPEC will be appropriately recorded on the student's official college transcript and will fulfill degree requirements for the appropriate degree program, but will not be included in the college GPA.

5. The high school course(s) articulated with FGC will be foundation level technical course(s).

G. *Costs of Career Pathways*

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

H. *Program Review*

1. The FGC Career Pathways Coordinator and the county's Career Pathways Representative will, on an *annual basis*, review and revise existing articulation agreements as needed to keep them aligned with the most current program and course requirements. These programs will also be reviewed and revised to accommodate and adapt to changing labor market trends and demands.

2. The FGC Career Pathways Coordinator and the county's Career Pathways Representative will actively seek to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

Terms of Agreement

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

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

Public Records

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.

Governing Law and Venue

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

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

Sovereign Immunity

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

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

Approved: **Suwannee County School District**

Date	Ed daSilva, **Chair, Suwannee County School Board**
Date	**Jerry Scarborough, Superintendent, Suwannee County Schools**
Date	Malcolm Hines, Principal, Suwannee High School
Date	**Dr. Jimmy Wilkerson, Principal, Branford High School**

Approved: **Florida Gateway College**

Date	**Dr. Athena Randolph, Chair, FGC Board of Trustees**
Date	**Dr. Lawrence Barrett, President, Florida Gateway College**
Date	**Dr. Tracy Hickman, Vice-President, Occupational Programs, Florida Gateway College**
Date	**Mrs. Rebecca Golden, Career Pathways Coordinator, Florida Gateway College**

"Approved as to Form and Sufficiency

BY_____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

APPENDIX A

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

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

Suggested FGC Degree and Certificate Tracks:
Medical Coder and Biller A.T.D.

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

APPENDIX B

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

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

Suggested FGC Degree Tracks:
Horticulture College Credit Certificate

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

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, RIVEROAK Technical College

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

DATE: November 2, 2015

RE: Agenda Item for November 17, 2015, Regular Board Meeting

RECOMMENDATION:
The Superintendent recommends approval of the following Articulation Agreements between RIVEROAK Technical College and Career Pathways: RENEWAL

#2016-100 North Florida Community College – Patient Care Technician, Pharmacy Technician, Practical Nursing, Administrative Office Specialist, Digital Media/Multimedia Technology, Medical Administrative Specialist, Early Childhood Education, Administrative Office Specialist.

BACKGROUND:

This articulation agreement provides PSAV hours for Hamilton, Madison, and Taylor County High School students.

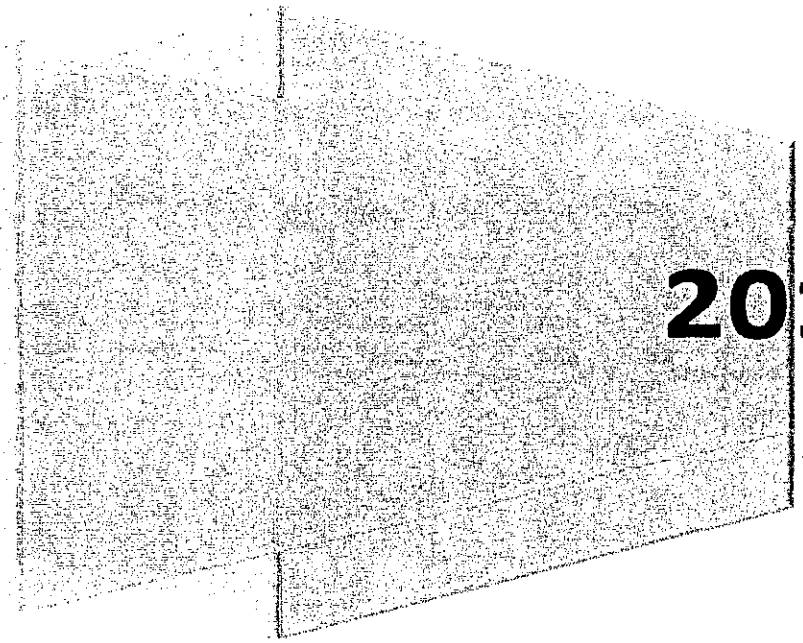
North Florida
COMMUNITY COLLEGE
Small College. Big Possibilities.

North Florida Community College

Career Pathways Agreements

With

District School Board of Suwannee County



2015-2016

Career and Technical Education
North Florida Community College & District School Board of Suwannee County
Career Pathways Articulation Agreement
2015-2016

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

NFCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

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

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

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

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

4. Enrollment in an A.S.; College Credit Certificate; or Post-Secondary Adult Vocational program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

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

Procedure

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

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

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

Conditions of Agreement

1. Suwannee and Branford County High Schools faculty members and NFCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.

2. Suwannee and Branford County High Schools and NFCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.

3. Suwannee and Branford County High Schools and NFCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.

4. To receive articulated credit for CGS 1100C and/or CGS 2571C, the following must be completed prior to such credit being awarded:
   a. The most recent version of Microsoft Office Specialist (Word, Excel and PowerPoint) will articulate credit for CGS 1100C.
   b. The most recent version of Microsoft Access and Microsoft Office Specialist (Word, Excel and PowerPoint) will articulate credit for will articulate credit for CGS 2571C.

5. To receive articulated credit for courses in the Network Security CCC program, the following must be completed prior to such credit being awarded:
   a. The most recent version of CompTIA A+ will articulate for CET 1171C IT Essentials
   b. The most recent version of the Cisco CCENT certificate will articulate for CET 1600C Cisco Introduction to Networks and CET 1610C Cisco Routing and Switching Essentials
   c. The most recent version of the Cisco CCNA will articulate for CET 1600C Cisco Introduction to Networks, CET 1610C Cisco Routing and Switching Essentials, CET 2615C Cisco Scaling Networks, and CET 2620C Cisco Connecting Networks

6. Students wanting to articulate in the 90 hour Basic Healthcare Worker Course must meet the following criteria:
   a. Successful course completion can be validated with an appropriate transcript verifying the course was offered through a DOE accredited allied health program.
   b. Successfully pass a comprehensive Health Core Exam with a grade of at least 77%.
   c. Successfully demonstrate Health Core Skills competency and/or present a comprehensive Health Core skills list validating your competency. The list must have been validated by a Registered Nurse.

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

8. NFCC will not charge tuition for any courses for which a student receives articulated credit.

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

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

High School Career Pathway	Associated Industry Certification	NFCC Program of Study/ Certificate	Assessment	Articulated Credit
Allied Health Assisting 8417130 87417100 Health Science Anatomy & Physiology 87417110 Health Science Foundations OCP A 8417131 Allied Health Assisting 3	**FDMQA002** – Certified Nursing Assistant (Not required for articulation purposes)	**Patient Care Technician –PSAV**	Completion of the high school program of study. Student must receive a **grade of "B"** or better in each class in the **Technical Core** and must successfully complete all academics with an **overall GPA of "C" or higher.**	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A
Allied Health Assisting 8417130 87417100 Health Science Anatomy & Physiology 87417110 Health Science Foundations OCP A 8417131 Allied Health Assisting 3	**FDMQA002** – Certified Nursing Assistant(Not required for articulation purposes)	**Pharmacy Technician – PSAV**	Completion of the high school program of study. Student must receive a **grade of "B"** or better in each class in the **Technical Core** and must successfully complete all academics with an **overall GPA of "C" or higher.**	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A
Allied Health Assisting 8417130 87417100 Health Science Anatomy & Physiology 87417110 Health Science Foundations OCP A 8417131 Allied Health Assisting 3	**FDMQA002** – Certified Nursing Assistant(Not required for articulation purposes)	**Practical Nursing - PSAV**	Completion of the high school program of study. Student must receive a **grade of "B"** or better in each class in the **Technical Core** and must successfully complete all academics with an **overall GPA of "C" or higher.**	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A

Digital Design - 8209600 8207310 Introduction to Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	**MICRO069** – Microsoft Office Specialist **ADOBE012** – Photoshop (8207310 course articulates without certifications)	**Medical Administrative Specialist – PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	OTA 0040 Information Technology Assistant (150 hours) OCP A
Digital Design - 8209600 8207310 Introduction to Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	**MICRO069** – Microsoft Office Specialist **ADOBE012** – Photoshop (8207310 course articulates without certifications)	**Administrative Office Specialist – PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	OTA 0040 Information Technology Assistant (150 hours) OCP A
Digital Design - 8209600 8207310 Introduction to Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	**ADOBE012** - Photoshop	**Digital Media/Multimedia Technology-AS**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher, submission of web/PDF portfolio of work samples, and ADOBE012 certification.~~of work samples.~~	GRA1213 Basic Electronic Imaging (1 credit hour GRA2131C Electronic Imaging (3 credit hours)

Early Childhood Education 8503210 8505110 Early Childhood Education 1 8505120 Early Childhood Education 2 8505130 Early Childhood Education 3 8595140 Early Childhood Education 4	**NRAEF003** – Certified Professional Food Manager (SERVESAFE) (Not used for articulation purposes) **8405100** Early Childhood Professional Certificate (Part 1 – 36 hours required for 8505110 to articulate into HEV0870)	**Early Childhood Education - PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	HEV 0870 Child Care Worker 1 (150 Clock hours) HEV 0871 Child Care Worker 2 (150 Clock hours) HEV0872 teacher Aide Preschool (150 clock hours)
Surgical Technology – H170211 HSC0003 Basic Health Care Worker OCP A STS0015 Central Supply Technician OCP B STS0010 Surgical Technologist 1 STS0011 Surgical Technologist 2 STS0012 Surgical Technologist 3	**NSTSA001** – Certified Surgical Technologist (CST) (Not required for articulation)	**Patient Care Technician –PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A
Surgical Technology – H170211 HSC0003 Basic Health Care Worker OCP A STS0015 Central Supply Technician OCP B STS0010 Surgical Technologist 1 STS0011 Surgical Technologist 2 STS0012 Surgical Technologist 3	**NSTSA001** – Certified Surgical Technologist (CST) (Not required for articulation)	**Pharmacy Technician – PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A
Surgical Technology – H170211 HSC0003 Basic Health Care Worker OCP A STS0015 Central Supply Technician OCP B STS0010 Surgical Technologist 1 STS0011 Surgical Technologist 2 STS0012 Surgical Technologist 3	**NSTSA001** – Certified Surgical Technologist (CST) (Not required for articulation)	**Practical Nursing - PSAV**	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	HSC 0003 Basic Healthcare Worker (90 clock hours) OCP A

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

Date	Chair, Board of Trustees, North Florida Community College, Florida
Date	President, North Florida Community College
Date	Chair, District School Board of Suwannee County
Date	Superintendent, Suwannee County School District
Date	Career & Technical Education Coordinator, Suwannee County Schools

"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 A. Scarborough, Superintendent of Schools JAS/BB

FROM: Bill Brothers, Director of Human Resources BB

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

DATE: November 2, 2015

RE: Agenda Item for the November 17, 2015, Regular Board Meeting

RECOMMENDATION:

Superintendent recommends approval of the following contract:

a. Contract # 2016-101-Attachment #16-051-A43 to contract #731-16-051 between the District School Board of Suwannee County and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium. (REVISED/RENEWAL) (This is an amendment to SCSB 2016-32 previously approved on 6/23/2015).

BACKGROUND:

This contract supplements the NEFEC Master Contract. It provides Human Resource Management Network Services (HRMN). These services include teacher recruitment, induction, mentoring and other best practices. The fees have been pro-rated for the remainder of the 2015-2016 school year.

ATTACHMENT #16-051-A43 TO CONTRACT #731-16-051 BETWEEN THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS THE CONTRACTOR, TO PROVIDE HUMAN RESOURCE MANAGEMENT NETWORK SERVICES AND RELATED SUPPORT SERVICES:

This contract period shall be from November 17, 2015 to June 30, 2016, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF THE CONTRACTOR:

The North East Florida Educational Consortium agrees to the following:

A. Assist Human Resources Management Network members in streamlining their Human Capital Management Systems.
B. Facilitate networking and sharing of best practices in school district Human Resources.
C. Assist districts in planning and coordinating targeted professional development for Human Resource Management Network members.
D. Collaborate and inform members of the Human Resource Management Network on all matters related to innovative recruitment and retention initiatives/strategies.
E. Provide training and support for implementation of Skyward Fast Track.
F. Assist participating districts in developing recruitment programs, budgets, brochures, and other related materials.
G. Target specific universities and teaching colleges within Florida and out-of-state (if applicable) for recruitment visits (includes registration fees for respective career fairs).
H. Coordinate with district staff to plan the annual North East Florida Education Career Fair.
I. Work with districts and NEFEC staff to implement comprehensive induction programs that include mentoring, staffing high need/critical areas, alternative certification options and community involvement in welcoming and supporting new teachers.
J. Work with districts on growing their own teachers using Teacher Cadet and Future Educator Clubs.
K. Serve as a liaison with the Florida Department of Education's Recruitment and Retention Office and work to secure support for NEFEC recruitment initiatives.

II. OBLIGATIONS OF THE BOARD:

The Suwannee County District School Board agrees:

A. To designate the following district staff member Bill Brothers , to act as the contact for educator recruitment.
B. To pay the Contractor a fee of $3,418.00 based on $.66/FTE (October, 2014 enrollment – 5,950) plus $1,200.00 base fee which has been prorated from November 1, 2015 to June 30, 2016. The Contractor will invoice the Board upon receipt of this properly signed contract. Payment will be due within thirty (30) days of receiving the invoice.

C. To cooperate expeditiously in all matters requiring concurrence or approval in order that the contractor will not be unduly delayed in performing contractual obligations.
D. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties, set their hands and seal on this the _____ day of _____ 2015.

APPROVED AND RECOMMENDED FOR SIGNING

District School Board of Suwannee County

_____
by Jerry A. Scarborough, Superintendent

Dated: _____

_____
by Ed daSilva, Chairperson

Dated: _____

District School Board of Putnam County

_____
by Phyllis L. Criswell, Superintendent

Dated: _____

_____
by Kathy Jorgensen, Chairperson

Dated: _____

North East Florida Educational Consortium

_____
by Dr. James A. Surrency, Executive Director

Dated: _____

"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 A. Scarborough, Superintendent of Schools JAS/BB

FROM: Vickie Music DePratter, Chief Financial Officer VMD

DATE: November 2, 2015

RE: Agenda Item for November 17, 2015, Regular Meeting

RECOMMENDATION:

The Superintendent recommends approval of the Annual Financial Report for fiscal year ending June 30, 2015.

BACKGROUND:

The Annual Financial Report (AFR) has been completed as required and approval is requested for submission to the Florida Department of Education. Copies of the AFR will be provided to Board members at the workshop immediately preceding the regular meeting, at which time it will be reviewed.

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, RIVEROAK Technical College

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

DATE: November 5, 2015

RE: Agenda Items for November 17, 2015, Regular Board Meeting

RECOMMENDATION:

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

#2016-99 Emory Medical Corporation – Women's Center of Florida – LPN & PCT

BACKGROUND:

The above listed agreement will provide clinical observations and training for students enrolled in the Patient Care Technician and Practical Nurse Education Programs at RIVEROAK Technical College.

AN AGREEMENT

Between

SUWANNEE COUNTY SCHOOL BOARD

And

EMORY MEDICAL CORPORATION,
d/b/a WOMEN'S CENTER OF FLORIDA
4812 Highway 90, Lake City, FL 32056
609 5th Street Suite 3, Live Oak, FL 32064
Hamilton County Health Dept. Jasper, FL 32052
1546 A South Water Street, Starke, FL 32091

This Agreement is entered into on November 17, 2015, between the Suwannee County School Board (SCSB) and Emory Medical Corporation, d/b/a Women's Center of Florida (Healthcare Agency).

Whereas, SCSB, through the RIVEROAK Technical College (RTC), operates a Patient Care Technician program and Practical Nurse Education program for qualified students preparing to be Patient Care Technicians and/or Practical Nurses; and,

Whereas, SCSB and the Healthcare Agency have agreed jointly to participate in a program in which Patient Care Technician and Practical Nurse students may acquire clinical experience at the facilities of the Healthcare Agency; and,

Whereas, the parties share the mutual goal of high quality patient care and health sciences education;

Now, therefore, in consideration of the mutual covenants and obligations as set forth herein, the parties agree as follows:

I. GENERAL CONDITIONS

1. The Healthcare Agency and the SCSB expressly agree that all faculty and students under the program shall remain agents or students of the RTC. The RTC agrees that it will never act or represent it is acting as an agent of the Healthcare Agency or incur any obligations on the part of the Healthcare Agency without first obtaining the express written authority of the Administrator. The Healthcare Agency agrees that it will not be responsible for any salaries, taxes, or insurance of the RTC faculty, agents, or students.

2. The Healthcare Agency and RTC concur that this agreement may be cancelled at any time by either party hereto, with or without cause upon 30 days written notice to the other party.

3. The Healthcare Agency and RTC concur that this agreement shall continue in effect beginning November 17, 2015 through June 30, 2016; and shall be renewed from year to year unless otherwise notified in writing as in paragraph #2 above.

4. No alteration, modification, or variation of the terms of this agreement shall be valid unless made in writing and signed by both of the parties hereto.

5. The Healthcare Agency and the RTC agree that executed copies of this agreement shall be placed on file with the Administrator of the Healthcare Agency and the Director of the RTC.

6. The SCSB agrees to require the student to maintain professional liability insurance with single limit liability coverage of not less than $1,000,000.00/$3,000,000.00.

7. The SCSB agrees to provide a certificate of liability insurance for the faculty members in the performance of their duties and responsibilities at the Healthcare Agency.

8. The SCSB holds the Healthcare Agency harmless from any acts of negligence of the instructors and students while in the Healthcare Agency facility within the scope of the Practical Nurse Education and Patient Care Technician programs.

II. THE HEALTHCARE AGENCY'S RESPONSIBILITY

1. To share in the responsibility for the education of health care students in the Practical Nurse Education and Patient Care Technician and Home Health Aide programs through the cooperation and assistance of its staff and employees along with the faculty and students of the RTC.

2. Students shall be selected for the programs by the RTC.

3. To make available to faculty and students of the RTC the use of its facilities the same as to its own personnel.

4. To make available whenever possible to faculty and students of the RTC all of its facilities and services in the planned learning experiences of the aforementioned programs.

5. To provide conference and meeting rooms as required and needed, if available, and not being used for other purposes by the Healthcare Agency.

6. To include faculty members of the program in their staff meetings when policies to be discussed affect or directly relate to the programs.

7. Instruction under the program(s) shall be at the time agreed by the parties to this contract and in agreement with the school curriculum calendar.

8. The responsibility for the patient remains with the Healthcare Agency.

III. THE RTC'S RESPONSIBILITY

1. The operation of programs will comply with established policies and practices of the Healthcare Agency, including all applicable legislation and regulations.

2. Ascribes to equal access/equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap, or marital status. To assign students and faculty to the Healthcare Agency based on this statement.

3. To maintain standards of the programs as recommended and prescribed by all governing bodies and accrediting agencies regulating the programs.

4. To comply with and require, if necessary, physical examination, chest x-rays, and certain immunizations as deemed necessary by the Healthcare Agency or other such authority relative to the programs prior to entrance upon premises under the programs.

5. To employ qualified employees in the programs as administrators and instructors. The RTC agrees to the responsibility of interpreting the objectives of the programs to the students, consulting with administrative personnel of the Healthcare Agency in advance about use of the various facilities, and conferring with appropriate members of the Healthcare Agency staff in selecting patients to provide the learning experiences desired for students.

6. To be responsible for the educational supervision of students in the program.

7. The Healthcare Agency may, at any time, direct withdrawal of any faculty or student from the institution facilities or premises whose conduct or performance is not in accord with the standards of the RTC and its programs, or is unprofessional and detrimental to the Healthcare Agency. This request for withdrawal shall be submitted in writing, following a verbal request, to the appropriate school administrator. The RTC agrees that it will maintain the requisite degree of discipline among its students and faculty, giving full consideration to the Healthcare Agency's standard of conduct and performance.

8. Maintain individual records of classes, student activities, and competencies.

9. Maintain strict confidentiality regarding all patient-centered information.

10. Prepare any rotational plans for services to be used for experience and to secure the approval of this plan from the Healthcare Agency prior to the commencing of the educational program under the agreement. Substantive changes in the program will not be effective until such time as they shall be approved by the Healthcare Agency.

IV. HIPAA REQUIREMENTS

The Provider agrees to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d ("HIPAA") and any current and future regulations promulgated thereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements". The Provider agrees not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually

Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement.

The Healthcare Agency will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

V. LIABILITY OF PARTIES

1. Nothing in this Agreement shall be construed to create a joint venture, agency or other legal relationship between the Healthcare Agency and RTC which could result in either party being responsible or liable for the acts or omissions of the other party.

2. Nothing in this Agreement shall be construed to create an employer/employee relationship between the RTC students and the Healthcare Agency.

3. Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable.

VI. INDEMNIFICATION

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

VII. GOVERNING LAW AND VENUE

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

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

VIII. PUBLIC RECORDS

1. 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.

The Healthcare Agency and the RTC agree that copies of any revisions or modifications of this agreement, after execution by the parties, shall have the effect of modifying the terms of this agreement.

SUWANNEE COUNTY SCHOOL BOARD

Live Oak, Florida

BY: _____ DATE: _____

Jerry A. Scarborough
Superintendent of Schools

BY: _____ DATE: _____

Ed daSilva, Chairman
Suwannee County School Board

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

EMORY MEDICAL CORPORATION
d/b/a WOMEN'S CENTER OF FLORIDA

BY: _____ DATE: _____

TITLE: _____

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 JAS/BB

FROM: Mark A. Carver, Director of Facilities MAC

DATE: November 2, 2015

RE: Agenda Item for November 17, 2015, Regular Meeting

RECOMMENDATION:

The Superintendent recommends approval of the District Five-Year Work Plan for 2015-2016.

BACKGROUND:

Each fiscal year, the District is required to complete the Five Year Facilities Work Plan for Revenues, Expenditures, and School Capacity Projects. This Work Plan must be finalized and submitted to the Office of Educational Facilities.

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 A. Scarborough, Superintendent of Schools JAS/BB

FROM: Lisa Dorris, Director of Food Service

THRU: Bill Brothers, Director of Human Resources BB
Vickie Music DePratter, Chief Financial Officer
Ted Roush, Assistant Superintendent of Administration

DATE: November 3, 2015

RE: Agenda Item for November 17, 2015, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval to increase three, 6-hour positions at Branford High School to 8-hour positions.

BACKGROUND:

Branford High School meal per hour rate has increased due to breakfast in the classroom and Community Eligibility Provision (CEP). Breakfast has increased by 81.22% and lunch has increased by 18.78%. This will be at no cost to General Funds. It will be paid by the increased revenue generated from claims.

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 A. Scarborough, Superintendent of Schools JAS/BP

FROM: Elizabeth Simpson, Director of Student Services ES

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction JF/RO

DATE: November 2, 2015

RE: Agenda Item for November 17, 2015, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract for the 2015-2016 school year:

#2016-102	Contract with Renata Beasley Large Family Child Care Home	New

BACKGROUND:

This is a Rate and Service Contract for the 2015-2016 school year between the School Board of Suwannee County and a new Teen Parent Program Childcare Service Provider. The School Board of Suwannee County is required to offer childcare to the children of teenage parents who are students in Suwannee County District Schools (F.S. 1003.54).

ES/ro

Suwannee County Public Schools
Rate and Service Contract
2015-2016

THIS RATE AND SERVICES PROVIDER AGREEMENT ("Contract") is made and entered into on November 17, 2015, between the Suwannee County School Board (hereinafter referred to as the "DISTRICT"), and

Renata Beasley
d/b/a Renata Beasley Large Family Childcare Home
1707 Ruby Street
Live Oak, Florida 32064
Phone - 386-205-0959

Teen Parent Program Childcare Services Provider (hereinafter referred to as the "PROVIDER") for the purpose of providing childcare services to children of eligible students.

ARTICLE I - RECITALS

WHEREAS, the DISTRICT has the responsibility and obligation to operate the public school system of Suwannee County, Florida, and to provide for a free public school education for all children of school age who reside in said County, including services for students pursuant to § 1003.54, Fla. Stat., Teen Age Parent Program (TAPP);

WHEREAS: the DISTRICT is required, among other things, to provide for child care for students that qualify for services under TAPP during the period that the public schools of Suwannee County are in session;

WHEREAS, the DISTRICT is authorized by state law to enter into an agreement with the state approved child care PROVIDER for the aforementioned purpose.

WHEREAS: the DISTRICT proposes to contract with the PROVIDER for the purpose of providing child care services to qualified students under TAPP; and

WHEREAS, the PROVIDER is specially trained, experienced and competent to perform the childcare required by the DISTRICT, and such services are needed on a limited basis; and

WHEREAS, the PROVIDER has been approved by the State of Florida Department of Children and Families (Chapter 65C-22, Florida Administrative Code, Child Care Standards) and has met the qualifications to be licensed as a child care facility or child care program PROVIDER; and

WHEREAS, the PROVIDER is willing to provide such services to children of the DISTRICT'S eligible students (pursuant to § 1003.54, Fla. Stat; Teen Age Parent Program; TAPP); if selected by the eligible students; and

WHEREAS, the PROVIDER is financially sound and otherwise capable of fulfilling its requirements to the children of the DISTRICT, students during the term of this Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **RECITALS.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE II - SPECIAL CONDITIONS

2.1 TERMS.

a. This contract shall become effective November 17, 2015, by both parties and shall remain in force until June 30, 2016.

b. This agreement, however, may be terminated by the DISTRICT or PROVIDER at the end of each fiscal year falling within the term of the agreement without penalty with notice to either party on or before 30 days prior to the end of any fiscal year falling within the term of this agreement.

2.2. The PROVIDER shall provide a program of day care for qualified students as identified by the DISTRICT.

2.3. Students shall be permitted to select a provider from those providers set forth in Exhibit "A" attached: (List of Providers).

2.4 The DISTRICT will pay the PROVIDER selected by the student in accordance with Exhibit "B" attached: (Rate Scale for each Provider). The student shall be responsible for the payment of any provider charges over and above the payment- rate schedule amount.

2.5 The PROVIDER shall submit detailed invoices for reimbursement by the DISTRICT on or before the 20th business day of each month following the month for which services are provided. Monthly invoices must be itemized by student name and student identification number, actual number of hours for which services were provided, and an amount due. With each monthly invoice, PROVIDER shall submit:

Original attendance form provided by the DISTRICT in accordance with Exhibit C (District Attendance Form), showing the dates and times the student was in attendance. Invoices shall be submitted to Michele Howard, TAPP Coordinator, School Board of Suwannee County, Florida, 702 2nd Street, Live Oak, Florida 32064.

2.6 The total amount to be paid to the PROVIDER by the DISTRICT under this contract shall not exceed Provider rate X 180 days for each year of the contract for day care charges without the specific agreement of the DISTRICT. The amount herein set forth may be increased by mutual agreement of the parties subject to availability of funding.

2.7 The PROVIDER shall be deemed an independent contractor. The DISTRICT shall exercise no authority over the personnel assigned to perform this contract by the PROVIDER. The DISTRICT shall have no supervisory authority over the PROVIDER personnel, and shall exercise no control over how the PROVIDER personnel perform their responsibilities under this contract. Should the DISTRICT have any dissatisfaction, concern, or complaints about the manner in which the PROVIDER personnel are performing responsibilities under this contract, those matters shall be communicated to the appropriate management personnel for such appropriate action as that person deems necessary.

2.8 Notwithstanding any provision to the contrary contained in this agreement the PROVIDER and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of § 1002.22(2)(d), Florida Statutes and the Family Educational Rights and Privacy Act (FERPA), any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon the PROVIDER until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

2.9 Upon request the PROVIDER shall permit the DISTRICT to audit the files maintained by the PROVIDER in its performance of this Agreement.

2.10 The PROVIDER contract administrator for this contract is:
Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street
Live Oak, FL 32064

2.11 The PROVIDER shall indemnify, and hold harmless and defend the DISTRICT its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SUWANNEE COUNTY SCHOOL BOARD, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the services furnished by The PROVIDER, its agents, servants or employees in the provision of services or performance of duties by the Provider pursuant to this Agreement.

2.12 The PROVIDER must not disclose to the public the identity of any student or their child eligible for TAPP childcare services without the written permission of the parent/guardian of such student and the student, themselves.

2.13 The PROVIDER must not defame the DISTRICT in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and parent conferences.

2.14 The PROVIDER shall complete and provide the DISTRICT with the following required documents when the executed contract is submitted to DISTRICT:

I. **IRS W-9 Form**
II. **Public Entity Crimes Statement**
III. **Debarment Certification**

2.15 The contract administrator for the DISTRICT is:
Michele Howard
TAPP Coordinator
Suwannee County School Board

The DISTRICT shall:

2.16 Be responsible for the enrollment of qualified students in the TAPP day care program and ensure that each student executes the appropriate agreement attached hereto as Exhibit "D" TAPP Rules Agreement.

2.17 Promptly notify the PROVIDER regarding any student that ceases to be eligible for TAPP day care services under this agreement.

2.18 Promptly pay all verified invoices for reimbursement services in accordance with law.

ARTICLE III – GENERAL CONDITIONS

3.1 Nothing in this Agreement shall be interpreted or construed to mean that the District waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

3.2 The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.3 The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability or sexual orientation.

3.4 This Agreement may be canceled with or without cause by Suwannee County School Board during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement.

3.5 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.

3.6 This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.7 No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.8 The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.9 The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 **GOVERNING LAW**

This Agreement will be governed by and construed in accordance with the laws of the State of Florida. In the event of any litigation arising from this Agreement, the DISTRICT and the PROVIDER agree that the exclusive state court forum for said litigation shall be in Suwannee County, FL, in the court of appropriate jurisdiction. The parties hereby knowingly, voluntarily

and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this Agreement.

3.12 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from Suwannee County School Board.

3.14 Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.16 **Notice.**
When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To DISTRICT:
Superintendent of Schools
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Michele Howard
TAPP Coordinator
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

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

To PROVIDER:
Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street
Live Oak, FL 32064

3.17 Authority.
Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and *obligate such party with respect to all provisions contained in this Agreement.*

3.18 Excess Funds.
Any party receiving funds paid by the DISTRICT under this Agreement agrees to promptly notify the DISTIRCT of any funds erroneously received from the DISTRICT upon the discovery of such erroneous **payment or overpayment.** **Any such excess funds shall be refunded to Board with interest calculated from** the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by the DISTRICT.

3.19 Non-Exclusivity.
It is understood that the DISTRICT may also contract with other PROVIDERS to provide childcare services to children of eligible students. This contract in no way gives exclusivity to the PROVIDER for services rendered under the TAPP program.

3.20 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, the Parties hereto have made and executed this Agreement on the date first above written.

SUWANNEE COUNTY SCHOOL BOARD

_____
Ed da Silva, Board Chairman

Date: _____

_____
Jerry Scarborough, Superintendent
Suwannee County School Board

Date: _____

PROVIDER

_____
Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
Live Oak, Florida 32064

Date: _____

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

SWORN STATEMENT UNDER SECTION 287.133, FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF_____

COUNTY OF_____

Before me, the undersigned authority, personally appeared_____, who, being by be first duly sworn, made the following statement:

1. The business address of_____(Contractor) is_____.

2. My relationship to_____(Contractor) is _____(relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

   (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____, a copy of the order of the Division of Administrative Hearings is attached to this statement.

   (Draw a line through paragraph 7 if paragraph 6 above applies.)

   _____
   Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20____.

_____, (affix seal)
Notary Public

_____,
My Commission Expires

Certification Regarding Debarment, Suspension, and Other Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;

   b. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

   c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and

   d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

_____

Name & Title of Authorized Representative

_____ _____

Signature Date

Exhibit A

List of Providers

Adrienne M. Burke
d/b/a Adrienne Burke-Cobbler Large Family Child Care Home
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
adrienneeburke32@yahoo.com
Phone - 386-965-6447 or 386-364-5487

Peppers Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone - 386-362-7001 FAX - 386-364-1428

Peppers Tripod Daycare Centers, Inc.
d/b/a Peppers Little Helpers
Evelyn Peppers
12715 CR 136
Live Oak, Florida 32064
Phone - 386-362-3600 FAX - 386-364-1428

Andretha Herring
d/b/a Andretha Herring's Family Childcare Home
424 Johnson Boulevard
Live Oak, Florida 32064
Phone – 386-362-5905

Tawanna Bryant
d/b/a Tender Touch Learning Center, LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone – 386-208-2273

Bright Stars Academy, Inc.
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone – 386-362-3600 FAX – 386-364-1428

Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street, NE
Live Oak, Florida 32064
Phone - 386-205-0959

EXHIBIT B
Rate Scale

Renata Beasley Large Family Child Care Home 2015 – 2016 Child Care Rates									
INFANTS 0 – 12 Months		One Year Olds 12 – 23 Months		Two Year Olds 24 – 35 Months		Three Year Olds 36 – 47 Months		Four Year Olds 48 – 59 Months	
Week	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**
100.00	20.00	100.00	20.00	100.00	20.00	100.00	20.00	100.00	20.00

Exhibit C

SUWANNEE COUNTY SCHOOLS
Teenage Parent Child Care Program
2015 - 2016 School Year

Child Care Provider's Name: **Renata Beasley Large Family Child Care Home**
Mailing Address: 1707 Ruby Street
Live Oak, Florida 32064
Phone: 386-205-0959
Contact: **Renata Beasley**

Circle Current Month

AUGUST 2015 SEPTEMBER 2015 OCTOBER 2015
NOVEMBER 2015 DECEMBER 2015
JANUARY 2016 FEBRUARY 2016 MARCH 2016
APRIL 2016 MAY 2016 JUNE 2016

Child's Name ↓ (insert date) →	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F

X = present
H = holiday
*(If child is **absent**, leave space blank)*

Completed Attendance Sheet due by the 10th of each month following the month of attendance. Failure to return completed attendance sheet by due date can result in payment for services being delayed.

Deliver completed attendance sheet to :

Suwannee County School Board
ATTN: Michele Howard
702 2nd Street, Live Oak, Florida 32064
386-647-4636- ofc. 386-208-8687- FAX
michele.howard@suwannee.k12.fl.us

EXHIBIT D

Teenage Parent Program (TAP)
Student Rules and Regulations

1. The Teenage Parent Program is designed to assist teen-parents so that they can attend school and work toward graduating with a standard/special high school diploma.

2. The teen-parent must be enrolled in Suwannee County District Schools and working toward a standard/special high school diploma in order to participate in the Teenage Parent Program.

3. The teen-parent and their guardian/parent must meet with the TAP contact at the teen-parent's school to review their education needs and goals and sign a parental decision letter, the TAP application and the TAP Student Procedures. The parental decision letter must be dated and signed before a student is placed in the TAP program. Students who are 18 years of age or older yet reside with their parents must have parental permission before entering TAP.

4. The teen-parent must bring to this meeting the following documents:
   - The infant's birth certificate/affidavit of age or medical documentation of pregnancy
   - Two (2) sets of the Original HRS forms:
   - 680 (blue immunization)
   - 040 (Yellow health screening)
   - Social security card for infant and self
     (if the infant's SS card is unavailable, bring documentation of application)

5. The TAP contact will make copies of the documents for the student's TAP folder and copies for the Student Services contact in order for the infant to be registered in the Suwannee County School District.

6. If the teen-parent is in need of transportation to school and daycare following the birth of their child, the school contract will notify the Student Services contact so that arrangements can be made for transportation.

7. The teen-parent MUST keep the infant's immunization updated. A original set of the updated immunization Student Services contact so that the infant's record can be updated in the MIS system.

8. The teen-parent must attend school (all classes) on a regular basis. When absent or tardy you must bring in a note so that absence/tardy can be excused. The teen-parent must make-up all work missed due to absences caused by parenting. Your infant will be withdrawn from the daycare center if you are not attending school regularly or you are not working towards graduating with a standard diploma.

9. Your infant must attend daycare on all days that you attend school unless they are ill. If they are unable to attend daycare due to illness, please contact the daycare center as soon as possible.

10. If the teen-parent is in need of health or social services they should meet with the TAP contact in their school so that these services can be arranged.

EXHIBIT D

By signing this form, I acknowledge that I have read and understand the rules and regulations of the Suwannee County District School's Teenage Parent Program.
I also understand that failing to follow these rules and regulations will result in the termination/suspension of my child/children's daycare services.

_____ _____

(Teenage Parent's Signature) (Date)

_____ _____

(Parent'/Guardian's Signature) (Date)

After obtaining signatures make a copy. Give the copy to the student and send the original to the Student Services contact for the student's TAP folder.

EXHIBIT D

Suwanee District Schools
Student Dropout Preventions Component
Teenage Parent Program Referral/Eligibility and Placement

STUDENT_____ DATE OF BIRTH_____GRADE_____

SCHOOL: **Branford High School** **Suwannee High School** **Suwannee Middle**

1. Student referral/eligibility date _____

2. Parent notification of staffing (date of letter) _____

3. Staffing committee meeting date_____

4. Student placed in Teenage Parenting Program (date) _____ on basis of:

   a. _____Attached medical diagnosis of pregnancy by physician (_____)
   date of expected birth

   b. _____Teenage parent(s) age: _____Mother _____Father

   Age of child/children: _____ _____

_____ _____
Signature – Guidance Counselor Date Signature – Curriculum Coordinator Date

---

_____ I give permission for _____ (name of student) to participate in the Teenage Parent Program during the 20_____-20_____ school year.

_____
Parent Signature Date

_____ I do not want my son/daughter to participate in the Teenage Parent Program offered by Suwannee District Schools.

_____
Parent Signature Date

****

Parent Conference Checklist

A Guidance Counselor has discussed the following with the student **and** parent:

____ Explanation of Teenage Parent Program and Services Provided
____ Adjusted Student Schedule (if needed)
____ Homebound Instruction Requirements (if needed)
____ Participation and Criteria for Child Care (if needed)
____ Complete Enrollment Forms for child/Children

Note: Teenage Parent is required to provide the school with the following document for child care:
1. Child's birth certificate 2. Child's Current physical exam with past 12 months
3. Child's Up to Date Immunization Record 4. Completed SCSD Enrollment Form for Child

Staffing Committee Signatures:

_____ Parent/Guardian/Spouse

_____ Student

_____ Other: _____

EXHIBIT D

Suwannee County District Schools
Teen Parent Program

I, _____, wish to participate in the Teen-Parent Program.

1. I understand this is a voluntary program and requires parental permission. (If minor)
2. I certify that I am eligible for participation in the Teen-Parent Program.
   a. Eligibility requirements: currently enrolled in Suwannee County District Schools, have medically documented pregnancy or birth.
3. I understand that the goal of my participation in the Teen-Parent Program is to continue with my educational career, obtain a standard/special diploma and develop my parenting skills.
4. I understand that if I pursue the receipt of an adult diploma, I am no longer eligible for this program or its services.
5. I understand that I am responsible for communicating with Suwannee County District Schools regarding my need for day care, transportation and any change in eligibility for this program.
6. I understand that I am responsible for supplying Suwannee County District Schools the following documents:
   a. Medical documentation of my pregnancy and/or the birth certificate or an affidavit of age for my child
   b. My child's immunization record and health screening form
   c. My child's social security card or documentation of the application requesting my child's card.
7. I understand that I am required to regularly attend school and that my child is required to attend day care on all days that I attend school except in case of illness (mine or my child).

Any person knowingly and willfully giving false information in this application form is guilty of a misdemeanor of the second degree, punishable by imprisonment for up to sixty (60) days and a fine up to $500 pursuant to 837.06, 775.082 (4)(a) and 775.083(1)(d), Florida Statues.

By signing this form, I acknowledge that I have read and understand the rules and goals of Suwannee County District School's Teen-Parent Program and that failure to comply with these rules and goals may result in the termination or suspension of my participation in the Teen-Parent Program.

_____ _____
Student's Signature Date

_____ _____
Student Identification Number Student Social Security #

_____ _____ _____
Date of Birth School Grade

_____ _____
Address Telephone

_____ _____
City Zip Code

_____ _____
Parent's Signature (if minor) Date

_____ _____
Counselor's Signature Date

_____ _____
Emergency Contact Telephone

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 JAS/pas

FROM: Bill Brothers, Director of Human Resources BB

THRU: Ted Roush, Assistant Superintendent of Administration TR

DATE: November 1, 2015

RE: November 17, 2015 Regular Meeting Agenda Item

RECOMMENDATION:

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

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

BACKGROUND:

These policy revisions will be discussed in the Board workshop on November 17, 2015, prior to the regular meeting. Any recommended revisions to these updates from the workshop will be included in this agenda item and will be advertised accordingly.

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT 2.16

I. Policy Against Discrimination

A. No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons or organizations protected by applicable law.

C. The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap.

II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by

applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to nonemployee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

III. Definition of Sexual Harassment

A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

B. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to

1. Graphic verbal comments about an individual's body or appearance.

2. Sexual jokes, notes, stories, drawings, pictures or gestures.

3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.

4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.

5. Spreading sexual rumors.

6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.

7. Cornering or blocking normal movements.

8. Displaying sexually suggestive drawings, emails, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, citizenship, or genetic information or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;

2. Has the purpose or effect of interfering with an individual's work or academic performance; or

3. Otherwise, adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;

2. Threatening, intimidating or hostile acts, such as stalking; or

3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the District's antidiscrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation of, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the School District should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

2. The complaint should be filed with the School Principal, Site Administrator or supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the District's EEO Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site

administrator, the complaint may be filed directly with the EEO officer.

3. If the complaint is against the District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Superintendent or member of the School Board

a. Upon receipt of the written complaint by the District EEO Officer, the District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the District EEO Officer as to whether there is reasonable cause to believe a violation of the District's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the EEO officer along with the summary and recommendation.

b. If the complaint is against the EEO officer, the School Board Attorney shall appoint an investigator, who shall

conduct an investigation in the manner set forth in section VI.B.1.a.

c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days, or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.

d. If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.

e. If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.

f. The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a

written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

g. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.

h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by

the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the District EEO Officer and the Personnel Director.

2. Complaints against School Board Members or against the Superintendent

a. Complaints against School Board Members or the Superintendent shall be filed with the School Board Attorney. The School Board Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.

b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her

investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

c. If reasonable cause is recommended by the investigator against a School Board Member or an elected Superintendent, the recommendation shall within twenty (20) days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Governor's office will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official. The School Board shall receive and make the final determination if the Superintendent is appointed by the Board.

d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Board Attorney shall be final. In compliance with Florida Statute, the investigation file shall become public record.

C. Penalties for Confirmed Discrimination or Harassment

1. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the *Code of Student Conduct.*

2. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

D. Limited Exemption from Public Records Act and Notification of Parents of Minors

1. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

2. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

STATUTORY AUTHORITY: **120.54, 1001.41, 1001.42, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **112.51, 119.07, 760.01 *et seq.*, 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 108, 34 CFR 200.43(c), P.L.110-233**

STATE BOARD OF EDUCATION RULE(S): **6A-19.001 *et seq.***

HISTORY:
ADOPTED: 3/23/2010
REVISION DATE(S): 8/24/10, 4/24/12
FORMERLY: Prohibition Against Harassment 2.201, Unlawful Discrimination, 2.21

REPORTING CHILD ABUSE 2.17

I. Definitions of Child Abuse, Abandonment or Neglect

A. *Abuse* means any willful or threatened act that results in any physical, mental or sexual injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

B. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

C. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual services for relief have been offered and rejected. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

II. Prohibition Against Child Abuse, Abandonment or Neglect

The School Board strongly prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or by other persons affiliated in any way with the School District. Further, all employees, agents, and volunteers of the School District must comply with Florida law requiring reporting of child abuse, neglect, or abandonment.

III. Notification of Responsibility

A. A notice providing the following information shall be posted in a prominent place in a clearly visible location in a public area of each school:

1. All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; immunity from liability if they report such cases in good faith; and the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect.

2. Statewide toll-free telephone number for the central abuse hotline.

3. Instructions for calling 911 for emergencies.

4. Directions for accessing the Department of Children and Families website for additional information on reporting abuse, neglect, and exploitation.

B. The information must be in English and Spanish, in large print, on an 11" by 17" sheet and posted at student eye level.

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

IV. Requirements for Reporting Child Abuse, Abandonment or Neglect

A. Florida Statute requires that any person including, but not limited to, any

1. Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;

2. Health or mental health professional other than one listed in 1.;

3. Practitioner who relies solely on spiritual means for healing;

4. School teacher or other school official or personnel;

5. Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or

6. Law enforcement officer or judge

who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services.

B. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact the principal, a school designee, district office or support person to let them know the case has been reported, and for their own documentation and

protection file a District County Schools Child Abuse Incident Referral Report.

C. Reporters in the categories specified in A. above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.

D. In accordance with state law, the Department of Children and Family Services, in conjunction with applicable law enforcement agencies, are responsible for investigating allegations of child abuse, abandonment, or neglect.

E. Complaint Against School District Employee, Volunteer or Agent

1. If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect or abandonment by that person, that complaint shall be immediately forwarded to the Superintendent. The Superintendent shall forward the complaint to the Department of Children and Family Services for investigation as provided by statute. The person accused of child abuse, abandonment or neglect shall be suspended from duties involving interaction with children pending investigation of the allegations. If the allegations are substantiated by the Department of Children and Family Services, the Superintendent shall take appropriate disciplinary action. School District staff shall in good faith cooperate with, and participate only as directed by, the Department of Children and Family Services and law enforcement during the investigation, and with respect to any subsequent criminal proceedings.

2. Each school shall post in a prominent place at the school site and on each school's website the policies and procedures for reporting alleged misconduct by an instructional employee or school administrator which affects the health, safety or welfare of a student. The notice shall include the person to whom the misconduct should be reported and the penalties that will be imposed on instructional or school administrative staff who fail to report alleged or actual child abuse or misconduct.

F. When a report of child abuse, neglect or abandonment has been made to the Department of Children and Family Services or law enforcement agencies, a teacher, staff member, volunteer or agent should not take it upon himself/herself to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case. Nor should a teacher, staff member, volunteer or agent divulge information relating to the complaint to persons other than school officials, the Child Protection Team, the Department of Children and Family Services, law enforcement, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Department of Children and Family Services and/or the applicable local law enforcement agency.

G. Florida Statute provides that a person required by state law to report child abuse, abandonment, or neglect, but who willingly and knowingly fails to do so, or prevents another from doing so, is guilty of a first degree misdemeanor. Likewise, knowingly and willingly filing a false report of child abuse, neglect, or abandonment or advising another to do so constitutes a third degree misdemeanor.

H. Child Abuse Prevention Training for School District employees, staff, volunteers shall be provided in compliance with and as specified in Florida Statute.

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

STATUTORY AUTHORITY: 120.54, 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 39.0015, 39.01, 39.201, 39.202, 39.203, 39.205, 39.206, 1001.43, 1006.061, F.S.

HISTORY:
ADOPTED: 3/23/2010
REVISION DATE(S):
FORMERLY: NEW

SERVICE ANIMALS 3.41+

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

A. Individuals with Disabilities Education Act;

B. Rehabilitation Act of 1973, as amended;

C. Americans with Disabilities Act;

D. Section 413.08, F.S.

II. A service animal is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan.

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

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

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

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

D. A service animal is not a pet.

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

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

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

C. Retrieving objects;

D. Assisting with mobility or balance;

E. Pulling a wheelchair;

F. Alerting an individual to the presence of allergens;

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

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

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

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

K. Doing other work or ~~P~~performing other specific tasks.

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

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

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

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

B. Standards of behavior for the service animal;

C. Required accommodation documentation;

D. Required health certification for the animal;

E. Transportation of the service animal;

F. Emergency procedures; and

G. Orientation for school personnel and students.

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

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

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

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

DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM 4.15

POLICY:

I. Provisions of the District and state-wide testing program for students shall be set forth in the *Student Progression Plan*. No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, gender, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, disability, genetic information, or religion. Test modifications shall be made for students with disabilities and Limited English Proficiency (LEP) consistent with state and federal requirements.

II. ~~The District shall adopt local assessments to measure student performance in all subjects and grade levels not measured under the statewide assessment program. The assessments shall measure mastery of course content as described in state adopted course descriptions. Local assessments may include statewide assessments, other standardized assessments, industry certification assessments, end of course assessments, and teacher selected or principal selected assessments. The following assessment schedule shall be approved by the School Board and published on the District website and reported to the Department of Education.~~

Measurement of student performance shall be the responsibility of the District for subjects and grade levels that are not measured under the statewide standardized assessment program.

III. The statewide standardized end of course assessment shall be used as the final cumulative examination for the relevant course. A local assessment may be required as the final cumulative examination for a course that is not assessed under the statewide assessment program.

IV. The uniform calendar of assessment and reporting schedules, provided by the Department of Education, shall be published on the District website. The District assessment schedule and required information shall be incorporated into the uniform calendar.

V. The parent, as defined by Florida Statutes, of each student must be notified ~~as~~ regarding the progress of the student towards achieving state and District expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results and the results of district-required local assessments must be reported to the parent or guardian.

VI. The District shall provide student performance results on statewide standardized assessments and district-required local assessments to instructional personnel for the purpose of improving instruction.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.11(5); 1001.43; 1008.22; 1008.34, F.S.

History:	Adopted: Revision Date(s): 12/14/99, 4/27/10, 1/27/2015 Formerly: New

SCHOOL HEALTH SERVICES 5.28+

I. The School Board shall collaborate with the County Health Department and the District school health advisory committee to develop and implement a health services plan. This plan shall be contained in the *Health Services Manual.*

II. The plan shall include, but not be limited to, provisions for all aspects required by law.

III. At the beginning of each school year, the principal shall inform the parent(s) as defined by Florida Statutes, in writing, that students will receive specified health services as provided in the health services plan. A student shall be exempt from any of these services when his/her parent(s) requests an exemption in writing. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) shall be obtained prior to any such screening.

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

LAW(S) IMPLEMENTED: **381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.**

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

NOTIFICATION OF INVOLUNTARY EXAMINATION 5.29*+

I. The principal or designee shall immediately notify the parent, as defined by law, of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination.

II. The principal or designee may delay the notification to the parent for up to twenty-four (24) hours if the delay is considered in the student's best interest and if a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect.

III. The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual.*

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

LAW(S) IMPLEMENTED: **381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.**

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

EDUCATION PARAPROFESSIONALS AND AIDES **6.15***

POLICY:

Aides and paraprofessionals ~~is~~ are ~~any~~ persons assigned by the School Board to assist an instructional staff member(s) in performing his / her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act.

I. The conditions of employment of an aide or paraprofessional shall be governed by Board policy and shall include the following:

A. An aide or paraprofessional shall ~~H~~have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education Rules.

B. A paraprofessional shall meet one of the following requirements:
1. Hold an associate's or higher degree.
2. Two (2) years of study (60 semester hours) at an institution of higher education with a "C" or higher; or
3. A rigorous state or local assessment of knowledge and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.

A "Pass" score on all four parts of the Florida Department of Education General Knowledge Test or a score of 464 on the Praxis Paraprofessional exam shall satisfy I,B,3, above.

C. Be at least eighteen (18) years of age.

D. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a records check by the two (2) agencies.

E. A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by Board approved testing laboratory.

II. The principal shall assure that the aide or paraprofessional assigned to the school possesses a clear understanding of State and District rules relating his/her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.

III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each aide or paraprofessional possesses a clear understanding of all State and District instructional practices and rules relevant to a ~~paraprofessional's~~ his/her responsibilities if he / she is expected to assist a teacher in promoting learning activities. When an aide or paraprofessional is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the paraprofessional possesses the necessary knowledge and skills.

IV. The aide or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the aide or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each aide or paraprofessional.

V. An education paraprofessional may administer or proctor statewide standardized assessments or assessments associated with Florida Approved Courses in accordance with Florida Statutes and State Board of Education rules.

VI. A paraprofessional shall not perform any of the following:

A. Establish instructional objectives;

B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;

C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,

D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.

VII. The principal and instructional staff members who are assigned paraprofessional personnel shall be responsible for assigning duties to paraprofessionals which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules and other controlling regulations.

CHAPTER 6.00 – PERSONNEL

STATUTORY AUTHORITY: 1001.41; 1008.24, 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.32; 1012.37, F.S.
34 CFR 200

STATE BOARD OF EDUCATION RULES: 6A-1.070; 6B-1.006

History:	Adopted: Revision Date(s): 12/15/02, 6/22/10 FORMERLY: NEW

ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES 6.4401

I. Unless a provision of law enacted after July 1, 2000, specifically prohibits the use of an electronic record for the specified purpose, the School Board hereby authorizes the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. Additionally, the School Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.

II. The Superintendent shall consult with the state of Florida's Agency for Enterprise Information Technology (Agency) regarding the District's authorized acceptance and distribution of electronic records and electronic signatures. After giving due consideration to security, the Agency may specify the following:

A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes.

B. If electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process.

C. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and audibility of electronic records.

D. Any other required attributes for electronic records which are specified for nonelectronic records or reasonably necessary under the circumstances.

III. The Superintendent shall require District staff to comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, communicating, storing, process, using, and relying upon electronic records. Further, the Superintendent shall require District staff and other persons who use electronic signatures to do so in compliance with State law..

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: **668.002; 668.006; 668.50 F.S.**

History:	Adopted: Revision Date(s):

GRANT MANAGEMENT 7.30+

I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.

II. All grant monies awarded to the District shall be used in accordance with applicable federal and state laws and rules, grantor rules, and School Board policies.

III. For projects utilizing federal funds, the District shall adhere to the requirements of Uniform Grant Guidance (UGG). In the event that state requirements are more stringent that federal requirements, state mandates shall be followed.

IV. The Superintendent shall develop procedures for grant administration that include but are not limited to

A. Application process for grant funds including School Board approval;

B. Procurement of materials and equipment;

C. Standard of conduct including conflict of interest;

D. Property control;

E. Cash management;

F. Record maintenance;

G. Financial reporting;

H. Protection of personally identifiable information; and

I. Internal evaluation of accomplishments as related to program goals.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1008.385, 1010.01, F.S.
2 CFR 200, 20 USC 7906

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

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 A. Scarborough, Superintendent of Schools JAS/BB

FROM: Bill Brothers, Director of Human Resources BB

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

DATE: November 3, 2015

RE: Agenda Item for the November 17, 2015, Regular Board Meeting

RECOMMENDATION:

Superintendent recommends approval of the following contract.

a. Contract # 2016-97 between Suwannee County School Board and Edinboro University of Pennsylvania. (NEW)

BACKGROUND:

Student teaching and observation agreement between cooperating teacher and intern.

STATE SYSTEM OF HIGHER EDUCATION
EDINBORO UNIVERSITY OF PENNSYLVANIA

AFFILIATION AGREEMENT WITH A SCHOOL DISTRICT/AGENCY FOR SPEECH-LANGUAGE PATHOLOGY

THIS AGREEMENT, is entered into when fully executed by all parties, by and between EDINBORO UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and THE SCHOOL BOARD OF SUWANNEE COUNTY, 702 Second Street NW, Live Oak, FL 32064, (hereinafter "School District/Agency"), Federal Identification (EIN) number 59-6000872.

The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

a. *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the practicum or student teaching experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District/Agency.

b. *Education of Students.* The University shall assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.

c. *Submission of Candidates.* The University shall submit the names of the students to the School District/Agency or a designated representative at least four (4) weeks prior to the clinical experience.

d. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District/Agency, and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.

e. *Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the clinical experience.

The School District/Agency understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq.*

II. DUTIES AND RESPONSIBILITIES OF SCHOOL DISTRICT/AGENCY

a. *Establishment of Practicum or Student Teaching.* The School District/Agency authorizes the use of its facilities as may be agreed upon by the School District/Agency and the University as a practicum or student teaching center. This practicum or student teaching is for students enrolled in the University's College of Science and Health Professions Master of Arts in Speech-Language Pathology. This practicum/student teaching is required and authorized by law.

b. *Policies of School District/Agency.* The University will review with each student, prior to the assignment, any and all applicable policies, codes or confidentiality issues related to the experience. The School District/Agency will provide the University all the applicable information at least two (2) weeks in advance of the Student's participation.

c. *Administration.* The School District/Agency will have the sole authority and control over all aspects of student services. The School District/Agency will be responsible for and retain control over the organization, and operation of its programs.

d. *Removal of Noncompliant Student.* The School District/Agency shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the School District/Agency should immediately contact the responsible University Faculty Advisor.

e. *Designation of Representative.* The School District/Agency shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience on the student(s).

f. *Supervision of Students.* The School District/Agency shall provide either a site supervisor or a cooperating teacher who will supervise student activities during clinical experience.

g. *Reporting of Student Progress.* The School District/Agency shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District/Agency.

h. *Student Records.* The School District/Agency shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

i. *Eligibility Requirements.* Each cooperating teacher selected to supervise the student teacher shall hold a current American Speech-Hearing-Language certificate of Clinical Competence (CCC-SLP), and current teacher certification as a school-based speech-language pathologist by the Department of Education in the state where the student teacher is assigned.

j. *Substitute Teaching.* The School District shall comply with the appropriate Pennsylvania statutes prohibiting student teachers to be used as substitute teachers at any time during their student teaching assignments.

III. MUTUAL TERMS AND CONDITIONS

a. *Number of Participating Students.* The parties will mutually agree upon the number of students that shall be assigned to the School District/Agency for this clinical experience.

b. *Term of Agreement.* The term of this Agreement shall be five (5) years from the date of execution. This Agreement may not exceed a period of five (5) years.

c. *Termination of Agreement.* The University or the School District/Agency may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District/Agency terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

d. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act (ADA). University students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the ADA. School District/Agency agrees to cooperate with the University in its investigation of claims of discrimination or harassment.

e. Reporting of Sexual Violence and Sexual Harassment: School District/Agency shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Mr. Ronald Wilson, at 814.732.1259.

f. *Intentionally Left Blank.*

g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.

h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

i. *Intentionally Left Blank.*

j. Entire *Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regard to this relationship.

IV. GENERAL PROVISIONS

Notices. All notices which either party may be required or desire to give to the other party shall be in writing. Notices sent by mail or courier shall be sent to the following address:

If to the School District/Agency – Suwannee County School District
2nd Street, NW
Live Oak, FL 32064

With a copy to – Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
P.O. Box 10507
Tallahassee, FL 32302-2507

If to the University –

Legal Notices: Edinboro University of Pennsylvania
219 Meadville Street, Reeder Hall
Edinboro, PA 16444
Attn: Mr. Guilbert Brown
Vice President of Finance and Administration

Academic Notices: Edinboro University of Pennsylvania
219 Meadville Street, Reeder Hall
Edinboro, PA 16444
Attn: Dr. Michael Hannan
Provost & Vice President for Academic Affairs

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Edinboro University of Pennsylvania

_____
Darla S. Spaid Date
Director of Purchasing and Contracts

Approved as to Form & Legality:

_____
University Legal Counsel

The School Board of Suwannee County

_____
Jerry A. Scarborough, Superintendent Date

_____
Chairperson, Suwannee County School Board Date

"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 A. Scarborough, Superintendent of Schools JAS/BB

FROM: Bill Brothers, Director of Human Resources BB

DATE: November 5, 2015

RE: Personnel Changes List for November 17, 2015, 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
November 17, 2015

TO: District School Board of Suwannee County
FROM: Jerry A. Scarborough /bz
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.

RESIGNATION: INSTRUCTIONAL:

Branford High School:
Jennifer Patterson, teacher, effective November 3, 2015

RESIGNATIONS: NON-INSTRUCTIONAL:

Branford Elementary School:
Michelle Bozeman, paraprofessional, effective October 30, 2015

Food Service Department:
Marianne Wood, administrative secretary, effective November 6, 2015

Transportation Department:
Wayne Couture, bus driver, effective October 9, 2015

RECOMMENDATIONS: INSTRUCTIONAL:

Branford High School
Ana Delgado, teacher, effective November 10, 2015
REPLACES: Jennifer Paterson

Suwannee Middle School:
Dana Drawdy, teacher, effective November 2, 2015
REPLACES: David Bond

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

Suwannee Middle School:
Rebecca Monroe, teacher, September 17, 18 and 22, 2015

SUPPLEMENTARY:

NAME	POSITION	LOCATION	REPLACES
Linda Whitley	Varsity Cheerleading Sponsor	BHS	
Kelsey McCormick	JV Cheerleading Sponsor	BHS	
Stefani Santos	Girls' Cross Country	BHS	
Roy Harden	Head Football Coach	BHS	
Tim Clark	Offensive/Defensive Coach	BHS	
David Allen	JV Head Football Coach	BHS	
Alex O'Quinn	JV Assistant Football Coach	BHS	
LaDon Terry	Var. Head Volleyball Coach	BHS	
Misty Ward	JV Head Volleyball Coach	BHS	
John Blalock	M/J Boys' Head Basketball Coach	BHS	
Carla Suggs	Var. Girls' Head Basketball Coach	BHS	
Mendy Sikes	JV Girls' Head Basketball Coach	BHS	
Alex O'Quinn	Var. Head Baseball Coach	BHS	
Brad Minks	Var. Asst. Baseball Coach	BHS	
Alex O'Quinn	JV Head Baseball Coach	BHS	
Roy Harden	Head Boys' Track Coach	BHS	
Tim Clark	Head Girls' Track Coach	BHS	
Abbey Warren	Instructional Leadership	BHS	
Angela Hill	Instructional Leadership	BHS	
Angela Wood	Instructional Leadership	BHS	
Danelle Bradow	Instructional Leadership	BHS	
Tammy Neil	Instructional Leadership	BHS	
Vanessa Leffler	Instructional Leadership	BHS	
Vaster Fryar	Instructional Leadership	BHS	
Brant Helvenston	Instructional Leadership	SMS	
Dan Skelly	Instructional Leadership	SMS	
Jenny Clark	Instructional Leadership	SMS	
Mary Check-Cason	Instructional Leadership	SMS	
Matt Grillo	Instructional Leadership	SMS	
Robyn Bonds	Instructional Leadership	SMS	
Cristina Herrington	Instructional Leadership	SPS	
Hannah Johnson	Instructional Leadership	SPS	
Jennifer Gregory	Instructional Leadership	SPS	
Jessica Johnson	Instructional Leadership	SPS	
Kelly Driggers	Instructional Leadership	SPS	
Kerry Jo Melland	Instructional Leadership	SPS	
Melissa Bozeman	Instructional Leadership	SPS	

Rhoda Crews	Instructional Leadership	SPS
Shannon Daniel	Instructional Leadership	SPS
Staci Greaves	Instructional Leadership	SPS
Vickie Pagliai	Instructional Leadership	SPS
Liny Meeks	Instructional Leadership	SES
Vickie Carter	Instructional Leadership	SES
Connie Leavitt	Instructional Leadership	SES
Charlene Redish	Instructional Leadership	SES
Michelle Robertson	Instructional Leadership	SES
Melody Handley	Instructional Leadership	SES
Priscilla Woodard	Instructional Leadership	SES
Evelyn Arnold	Instructional Leadership	SES
Pam Lewis	Instructional Leadership	SES
Becky Carter	Instructional Leadership	SES
Audrey Marshall	Instructional Leadership	SHS
Josh Jacobson	Instructional Leadership	SHS
Debbie Land	Instructional Leadership	SHS
De Broughton	Instructional Leadership	SHS
Kimberly Tuvell	Instructional Leadership	SHS
Jeffry Boatright	Instructional Leadership	SHS
Marilyn Roberts	Instructional Leadership	SHS
Rayanna Johnson	Head Volleyball Coach	SMS
Brad Scarborough	Head Football Coach	SMS
Matt Yanossy	Asst. Football Coach	SMS
Jayvis Ward	Asst. Football Coach	SMS

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Food Service Department/SPS:
Mercedes Gervacio, food service worker 3-hour, effective November 2, 2015
REPLACES: Jennifer Gaskins

Transportation Department:
Timothy Bennett, bus mechanic, effective October 26, 2015
REPLACES: Joel Williamson

TRANSFER:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	REPLACES	EFFECTIVE
Cindy Johnson	District/Asst. Personnel	Food Service/Admin Sec.	M. Wood	11/9/2015

LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE ACT):

District Office/Facilities Department:
Rosa Perez, custodian, November 17, 2015, through January 1, 2016, with the option of returning sooner if released by her doctors

Suwannee Middle School:
Elizabeth Smith, paraprofessional, November 6, 2015 through January 28, 2016, using days as needed for insurance purposes, with the option of returning sooner if released by her doctor

LEAVE OF ABSENCE (MEDICAL):
Elizabeth Smith, paraprofessional, January 29, 2016, until released by her doctor, using days as needed for insurance purposes, with the option of returning sooner if released by her doctor

SUBSTITUTES

District Wide:
The following as a substitute custodian:

Kayla Bonds

The following as a substitute food service worker:

Kayla Bonds

The following as substitute nurses:

Whitney Dubose Amanda Evans Lindsey Lewis Ashley Mallory
Amy Smith

Transportation Department:

Eva Garitson	bus driver
Joanne Riley	bus attendant
Lawrence Schnaudigel	bus attendant

VOLUNTEERS:

Florence Achuo	Laura Bashaw	Kamree Bispham
Melissa Barker	Jeremy Beauchamp	Carrie Brown

Paul Buchanan
Kimberly Cano
Jenna Chancey
Janet Chauncey
Roger Clark
Zachary Clark
Amanda Clark
Marteen Clayton
Tracy Combee
Jon Cummings
Judy Dees
Janice Dicks
Mary Driggers
James Driggers
Melissa Ford
Sabrina Galvin
Jeffrey Geering
Alan Gibson
Katrina Gibson
Edward Harris
Alexis Hernandez
Andretha Herring
Tawanna Hines
Mary Holland
Alexis Jones
Harriett Knighton
Frank Kolk
Donna Koon
Lowell Law
Belinda Lewis
Charlene Lindblade
Idalberto Lopez
Adrienne Lovett
Patricia Luiso
Faye Mancini
Amity McCall
Candice McCallister
Trudy Meeks
James Montgomery
Odelia Montgomery
Gina Nardiello
Tony Owens
Brittany Parrish
Chrissia Paulk
Elva Radford
Jamie Roberts
Lisa Roberts
Allen Sanders
Slade Sikes
Lance Soluri
Bridget Stegall
Donna Suggs
Shirley Thomas
Alicia Tompkins
Meghan Tyrrell
Pamela Van Delden
Alisha Vega
Shekea Weatherspoon
Laura Welch
Dustin Williamson
Brandy Williamson
Kiya Wiltgen
Coty Wiltgen
Buffie Wingate
Kevin Wright
Jinyu Wu

End of List
2015-2016
School Year