SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
January 23, 2024

AGENDA

Call to Order – 6:00 p.m.

1. Final review of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)

#3.06	Safe and Secure Schools (*Revised*)
#3.13	School Volunteers (*Revised*)
#3.22	Internet Safety (*New*)
#4.26	Artificial Intelligence Acceptable Use (*New*)
#4.27	Operation of Unmanned Aerial Vehicles (UAV) – Drones (*New*)
#5.13	Zero Tolerance (*New*)
#5.15	Administration of Medication (*Revised*)
#5.19	Student Records (*Revised*)
#5.40	Children of Military Families (*Revised*)
#6.216	Deferred Retirement Option (DROP) (*Revised*)
#6.39	Report of Misconduct (*Revised*)
#7.40	Online Educational Services Agreements/Contracts (*Revised*)
#8.04	Emergency Drills (*Revised*)

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
January 23, 2024

AGENDA

Call to Order – Immediately following Public Hearing

Student remarks and pledge to the flag by Suwannee Springcrest Elementary

Anyone present may approach the Board concerning any item on this agenda, in accordance with the following Citizen Input information:

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.

CONSENT AGENDA

The Superintendent recommends approval of the Consent Agenda.

Board members may pull any item on the Consent Agenda for discussion and separate action.

1. The Superintendent recommends approval of the following Minutes: **(pgs. 7-18)**

   December 12, 2023
   - Workshop Session
   - Expulsion Hearing
   - Public Hearings
   - Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for December 2023.

3. The Superintendent presents the following bills for the period December 1-31, 2023:

General Checking Account	
General Fund 1000	$957,440.28
LCI Fund 3200	71,664.55
Food Service Fund 4100	611,790.71
Federal Fund 4200	77,589.70
ESSER III - ARP 4450	5,370.89
OTHER ARP ACT RELIEF 4460	178.79
SELF INS - 7110	$589.29

Payroll Checking Account	
General Fund 1000	$3,647,146.55
Food Service Fund 4100	115,620.67
Federal Fund 4200	392,875.17
ESSER III - ARP 4450	97,705.91
Total	$5,977,972.51

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2023-2024:

General	LCIF	Special Revenues
I-6	III-6	IV-2/ARP
		IV-6/Federal
		IV-5/Food Service

5. The Superintendent recommends approval to accept the following donated items:

Site	Item	Donor
SHS FFA	Cash Donation ($10,000)	Nutrien

6. The Superintendent presents for informational purposes an out-of-state trip for Suwannee High School NJROTC students and chaperones to attend the Marine Corps Boot Camp in Parris Island, South Carolina, February 27 – March 1, 2024. (*Funded by NJROTC Booster Club*)

7. The Superintendent presents for informational purposes out-of-state travel for the following employees:

Name	Site	Date	Reason	Destination
Patrick Dawson	SHS	02/27-03/01/24	Marine Corps Boot Camp	Parris Island, SC
Debra Kleinsmith	SHS	02/27-03/01/24	Marine Corps Boot Camp	Parris Island, SC

(Funded by NJROTC Booster Club)

8. The Superintendent recommends approval of the following Controlled Open Enrollment transfer for the 2023-2024 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Jenner	Wallace	Suwannee	Madison	11

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Thomas	Sikes	SHS	BHS	10

9. Expulsions

a. **Case #2324-11**: The Superintendent recommends expulsion of the student through the remainder of the 2023-2024 school year and all of the 2024-2025 school year. (*Final Action*)

b. **Case #2324-12**: The Superintendent recommends expulsion of the student from the school bus through the remainder of the 2023-2024 school year. (*Final Action*)

c. **Case #2324-13**: The Superintendent recommends expulsion of the student through the remainder of the 2023-2024 school year and all of the 2024-2025 school year. (*Final Action*)

d. **Case #2324-14**: The Superintendent recommends expulsion of the student through the remainder of the 2023-2024 school year and all of the 2024-2025 school year. (*Final Action*)

e. **Case #2324-15**: The Superintendent recommends expulsion of the student through the remainder of the 2023-2024 school year and all of the 2024-2025 school year. (*Final Action*)

f. **Case #2324-16**: The Superintendent recommends expulsion of the student from the school bus through the remainder of the 2023-2024 school year. (*Final Action*)

g. **Case #2324-18**: The Superintendent recommends expulsion of the student through the remainder of the 2023-2024 school year and all of the 2024-2025 school year. (*Final Action*)

10. Human Resources Transactions **(pgs. 19-24)**

REGULAR AGENDA

1. The Superintendent recommends approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)

#3.06	Safe and Secure Schools (*Revised*)
#3.13	School Volunteers (*Revised*)
#3.22	Internet Safety (*New*)
#4.26	Artificial Intelligence Acceptable Use (*New*)
#4.27	Operation of Unmanned Aerial Vehicles (UAV) – Drones (*New*)
#5.13	Zero Tolerance (*New*)
#5.15	Administration of Medication (*Revised*)
#5.19	Student Records (*Revised*)
#5.40	Children of Military Families (*Revised*)
#6.216	Deferred Retirement Option (DROP) (*Revised*)
#6.39	Report of Misconduct (*Revised*)
#7.40	Online Educational Services Agreements/Contracts (*Revised*)
#8.04	Emergency Drills (*Revised*)

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

#4.12	Instructional Materials Selection (*Revised*) **(pgs. 25-36)**
#4.13	Educational Media Materials Selection (*Revised*) **(pgs. 37-45)**

3. The Superintendent recommends approval of naming the entry lane, and main entrance to Branford Elementary School, as *Senator Charles Williams Lane.*

4. Comments from Student Ambassadors

5. Legal Counsel's Report

6. Superintendent's Report

7. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
December 12, 2023

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Norman Crawford, Ed daSilva, and Ronald White (arrived at 10:08 a.m.), along with Superintendent Ted Roush, Chief Financial Officer Marsha Brown, and Secretary to the Superintendent/School Board Robinette Odom. Attorney Kayla Rady, with Rumberger, Kirk, and Caldwell, sat in for School Board Attorney Leonard Dietzen, who was absent. School Board member Tim Alcorn was also absent.

Administrators and others present: Jennifer Barrs, Amy Boggus, Tammy Boggus, Bill Brothers, Ethan Butts (arrived at 10:15 a.m.), Cara Disken (arrived at 11:20 a.m.), Leigh Fernald, Lisa Garbett, Ronnie Gray, Angel Hill, Malcolm Hines, Michele Howard, Terry Huddleston, Mary Keen, Jeff Lee, Carl Manna, Audrey Marshall, Dee Dee McManaway, Kecia Robinson, Keith Stavig, Angie Stuckey, Adrienne Taylor, T. J. Vickers, Kelly Waters, Jimmy Wilkerson (arrived at 10:29 a.m.), Josh Williams, Kelli Williams, and Laura Williams. Also present were UTSC President Misty Ward and Janene Fitzpatrick.

Chairman Taylor called the meeting to order at 9:00 a.m. and led the pledge.

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

- Various Policies **(pgs. 2-13)**
- Form #7200-145 Non-Instructional Athletic Coach Acknowledgement **(pgs. 14-15)**

Mr. Hines reviewed the following policies:

#6.216	Deferred Retirement Option Program (DROP)
#7.40	Online Educational Services Agreements/Contracts

He reviewed the following form:

#7200-145	Non-Instructional Athletic Coach Acknowledgement

Assistant Superintendent of Instruction ..... Jennifer Barrs
Department Update

- Revisions to 2023-2024 School Calendar **(pgs. 16-17)**

Ms. Barrs stated the recommendation of the calendar committee is to revise the 2023-2024 school calendar by changing the Professional Development (PD) days in February and March 2024 to student instructional days because of time missed due to Hurricane Idalia.

She distributed and reviewed handouts regarding school grades, just released by DOE.

Discussion followed regarding strategies for encouraging student attendance.

Director of Curriculum & Instruction ..... Tammy Boggus
Department Update **(pgs. 18-39)**

Ms. Boggus reviewed changes to the Sentinel Scholars Collegiate Academy Memorandum of Understanding with North Florida College, which is on the agenda for the regular Board meeting tonight.

The workshop recessed at 10:19 a.m. and resumed at 10:26 a.m.

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

Ms. Keen provided a handout outlining updates regarding CTE.

Facilities Department Update ..... Ethan Butts

Mr. Butts provided updates regarding the Facilities Department and responded to questions.

Superintendent Update ..... Ted Roush

Mr. Roush provided the following updates:

- Called on CFO Marsha Brown, who reviewed the internal audit report. (The report was distributed and previously emailed to Board members.) She stated that approval is scheduled for tonight's regular Board meeting.
- Announced/recognized the District's Principal of the Year as Suwannee Middle School Principal Laura Williams, and the Assistant Principal of the Year as Branford High School Assistant Principal Cara Disken. They will continue on in regional and state competition.
- Deregulation issue - received a call from the Commissioner of Education yesterday. Many factors are involved, and it is still too early to know the outcome.
- Maintenance of buildings - foresees it will be necessary to consider returing to the 2.0 capital outlay levy that went away in 2007, or go out for sales tax referendum. This is because revenue is not keeping up with costs.
- The Fringe Benefits Committee will soon begin work on the health insurance with benefits package renewal.

The workshop adjourned at 11:32 a.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARINGS
December 12, 2023

MINUTES

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Norman Crawford, and Ed daSilva, along with Superintendent Ted Roush, Chief Financial Officer Marsha Brown, and Secretary to the Superintendent/School Board Robinette Odom. School Board Attorney Leonard Dietzen and School Board members Tim Alcorn and Ronald White were absent.

Chairman Taylor called the hearing to order at 5:15 p.m.

1. Final review of additions and revisions to the Suwannee County School District Elementary and Secondary Student Progression Plans for 2023-2024. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

Chairman Taylor called for comments or questions regarding the additions and revisions to the Suwannee County School District Elementary and Secondary Student Progression Plans for 2023-2024, and there were none.

The hearing adjourned at 5:16 p.m.

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Norman Crawford, and Ed daSilva, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Marsha Brown, and Secretary to the Superintendent/School Board Robinette Odom. School Board members Tim Alcorn and Ronald White were absent.

UTSC representative Synthia Schnaudigel was also present.

Chairman Taylor called the hearing to order at 5:30 p.m.

1. Final review of proposed rule relating to redistricting of Suwannee County School Board districts in accordance with the approved map and boundaries described in Suwannee County Board of County Commissioners Resolution No. 2023-24 on August 15, 2023. (Copies are available for review in the office of the Assistant Superintendent of Administration.)

Chairman Taylor called for comments or questions regarding the proposed rule relating to redistricting of Suwannee County School Board districts, and there were none.

The hearing adjourned at 5:32 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
December 12, 2023

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Norman Crawford, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Marsha Brown, and Secretary to the Superintendent/School Board Robinette Odom. School Board member Tim Alcorn was absent.

UTSC representative Synthia Schnaudigel, Media representative John Koch, and Student Ambassadors Ainsley Irby and Audrey Lord were also present. RIVEROAK Technical College staff and student representatives and HCA Florida Lake City Hospital representatives were present during the special recognition portion of the meeting.

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

Student remarks and pledge to the flag by Suwannee Riverside Elementary News Club student organization

Special Recognition by the Superintendent

- HCA Florida Lake City Hospital
  - Appreciation for providing monetary donation to the RIVEROAK Technical College Practical Nursing Program

Anyone present may approach the Board concerning any item on this agenda, in accordance with the following Citizen Input information:

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 following individual completed a Citizen Input Form to address the Board regarding Item #2 on the Regular Agenda (*The Superintendent recommends approval of proposed rule relating to redistricting of Suwannee County School Board districts in accordance with the approved map and boundaries described in Suwannee County Board of County Commissioners Resolution No. 2023-24 on August 15, 2023*):

- John Koch

Mr. Taylor stated the Board would hear Mr. Koch's comments when the Board gets to that particular item on the agenda.

MOTION by Mr. Crawford, second by Mr. daSilva, for approval to adopt the Agenda, along with the removal of consideration of Contract #2024-74, under Item #4. MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

Board members may pull any item on the Consent Agenda for discussion and separate action.

MOTION by Mr. daSilva, second by Mr. White, for approval of the Consent Agenda.

Mr. daSilva's question regarding temporary paraprofessional positions on page 87, Human Resources Transactions, was answered by Ms. Barrs.

Mr. Crawford's question regarding Contract #2024-71 under Item #5 was answered by Mr. Roush.

1. Approval of the following Minutes:
   (pgs. 7-24)

   November 14, 2023 - Workshop Session
   - Expulsion Hearing
   - Reorganization Meeting
   - Regular Meeting

2. Approval of the monthly financial statement for November 2023.

3. The following bills for the period November 1-30, 2023:

General Checking Account	
General Fund 1000	$492,918.39
LCI Fund 3200	173,534.15
Food Service Fund 4100	275,195.43
Federal Fund 4200	84,348.85
ESSER II Fund 4430	31,029.87
ESSER III - ARP 4450	29,506.06
OTHER ARP ACT RELIEF 4460	3,535.17
SELF INS - 7110	$172.37
Payroll Checking Account	
General Fund 1000	$3,716,065.16
Food Service Fund 4100	117,581.56
Federal Fund 4200	409,024.69
ESSER III - ARP 4450	98,976.90
Total	$5,431,888.60

4. Approval of the following budget amendments for fiscal year 2023-2024:

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

5. Approval of the following contracts/agreements for the 2023-2024 school year: (RENEWAL) (Note: These contracts have been reviewed and approved as to form and sufficiency by Board Attorney Leonard Dietzen.)

#2024-71	Engagement Agreement between Rumberger, Kirk, and Caldwell P.A. and Suwannee County School District for legal services *(Renewal/Revised)* **(pgs. 25-32)**
#2024-73	Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Herndon Consulting Services, LLC to provide medical office management services *(Renewal/Revised)* **(pgs. 33-62)**
#2024-75	Sentinel Scholars Collegiate Academy Memorandum of Understanding between North Florida College and Suwannee County School District for dual enrollment purposes *(Renewal/Revised)* **(pgs. 63-84)**

6. Approval to accept the following donated items:

Site	Item	Donor
SHS Wrestling	Cash Donation ($5,000)	Suwannee Education Foundation
SHS Football Charter bus transportation	Cash Donation ($11,406)	Suwannee Quarterback Club

7. For informational purposes an out-of-state trip for Suwannee High School FFA students to attend the 76th Annual Arizona National Livestock Show in Phoenix, Arizona, December 29, 2023 – January 1, 2024. (*Funded by FFA Chapters, Alumni, CAPE funds, and students*)

8. For informational purposes out-of-state travel for the following employees:

Name	Site	Date	Reason	Destination
Buddy Coleman	SHS	12/29/23-1/1/24	76th Annual Arizona National Livestock Show	Phoenix, AZ

(Funded by FFA Chapters, Alumni, and CAPE funds)

9. Approval of the following Controlled Open Enrollment transfer for the 2023-2024 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Aarahiben	Thakor	Suwannee	Hamilton	2

10. Human Resources Transactions **(pgs. 85-89)**

REGULAR AGENDA

1. MOTION by Mr. daSilva, second by Mr. Crawford, 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 2023-2024. (Copies are available for review in the office of the Director of Curriculum and Instruction.) MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. White, second by Mr. daSilva, for approval of proposed rule relating to redistricting of Suwannee County School Board districts in accordance with the approved map and boundaries described in Suwannee County Board of County Commissioners Resolution No. 2023-24 on August 15, 2023. (Copies are available for review in the office of the Assistant Superintendent of Administration.)

   At this time John Koch, having completed a Citizen Input Form, shared comments regarding this issue.

   Board members also provided comments regarding this issue.

   MOTION CARRIED three to one; Mr. Crawford voted NO.

3. MOTION by Mr. daSilva, second by Mr. Crawford, for approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:

#3.06	Safe and Secure Schools **(pgs. 90-104)**
#3.13	School Volunteers **(pgs. 105-107)**
#3.22	Internet Safety **(pgs. 108-116)**
#4.26	AI Acceptable Use **(pgs. 117-119)**
#4.27	Operation of UAV (Drones) **(pgs. 120-123)**
#5.13	Zero Tolerance **(pgs. 124-129)**
#5.15	Administration of Medication **(pgs. 130-135)**
#5.19	Student Records **(pgs. 136-148)**
#5.40	Children of Military Families **(pg. 149)**
#6.216	Deferred Retirement Option (DROP) **(pgs. 150-153)**
#6.39	Report of Misconduct **(pgs. 154-158)**
#7.40	Online Educational Services Agreements/Contracts **(pgs. 159-166)**
#8.04	Emergency Drills **(pgs. 167-168)**

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the following contracts/agreements for the 2023-2024 school year (NEW): (Note: These contracts have been reviewed and approved as to form and sufficiency by Board Attorney Leonard Dietzen.)

#2024-70	Athletic Training and Service Agreement between Suwannee County School Board and the University of Florida Board of Trustees (*New*) **(pgs. 169-182)**
~~#2024-74~~	~~Suwannee County School Board Professional/Technical Services Agreement between the School Board and Southern Loving Care, Inc. to provide medical office secretarial services (*New*) (pgs. 183-196)~~

MOTION CARRIED UNANIMOUSLY

5. MOTION by Mr. Crawford, second by Mr. daSilva, for approval of the following curriculum item:

   a. 2023-2024 School Calendar (*Revised*) **(pgs. 197-198)**

   MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. daSilva, second by Mr. White, for approval of the following form:

   #7200-145 Non-Instructional Athletic Coach Acknowledgement (*New*) **(pgs. 199-200)**

   MOTION CARRIED UNANIMOUSLY

7. MOTION by Mr. White, second by Mr. daSilva, for approval of the Suwannee County School Board Internal Accounts Audit for fiscal year end June 30, 2023. MOTION CARRIED UNANIMOUSLY

8. Comments from Student Ambassadors

   Student Ambassadors Ainsley Irby and Audrey Lord reported on community, school, and athletic accomplishments and responded to questions from the Board.

9. Legal Counsel's Report – no legal matters to report

10. Superintendent's Report

    Mr. Roush advised that the District is committed to continuing to improve in the area of food service, and a tour of food service operations in Wakulla County will take place in the near future.

    He wished everyone a Merry Christmas and also responded to Mr. Crawford's question regarding the new Blalock-Reeves Field sign to be erected at the football stadium.

11. Issues and concerns Board members may wish to discuss

    Board members wished everyone a Merry Christmas.

Mr. Taylor advised that former School Board member Jesse Philpot passed away unexpectedly. He added that Mr. Philpot served with honor and distinction.

The meeting adjourned at 7:30 p.m.

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
January 23, 2024

TO: District School Board of Suwannee County

FROM: Ted L. Roush
Ted L. Roush, Superintendent of Schools

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

RECOMMENDATIONS FOR THE 2023-2024 SCHOOL YEAR:

RESIGNATION: ADMISTRATIVE:

Federal Programs:
Katrina Walker-Bius, Coordinator, effective January 2, 2024

RETIREMENTS: INSTRUCTIONAL:

RIVEROAK Technical College:
Patricia Sullivan, Teacher, effective June 3, 2024

Student Services:
Virginia Weaver, Staffing Specialist, effective September 2, 2024

Suwannee Springcrest Elementary:
Cathy Nicely, Teacher, effective July 1, 2024

RECOMMENDATIONS: INSTRUCTIONAL:

Branford High School:
Michael McCallister, Teacher, effective January 16, 2024
REPLACES: Matthew Yancey

Suwannee High School:
Nanette Johnston, Teacher, effective January 5, 2024
REPLACES: Steven Carney

PART-TIME/HOURLY:

RIVEROAK Technical College:
Susie Tyson Nursing Assistant Instructor

RESIGNATIONS: INSTRUCTIONAL:

Branford High School:
Matthew Yancey, Teacher, effective January 8, 2024

TRANSFERS/REASSIGNMENTS:

NAME:	FROM: SITE/POSITION	TO: SITE/POSITION	REPLACES	EFFECTIVE
Jessica Tuttle	Suwannee Springcrest Elem. Teacher	Suwannee Springcrest Elem. Dean	New Position	January 5, 2024
Melinda Soto	Suwannee Springcrest Elem. Paraprofessional	Suwannee Springcrest Elem. Teacher (Long Term Substitute)	Jessica Tuttle	January 5, 2024

LEAVE OF ABSENCE: (FAMILY MEDICAL):

Hannah Hicks, Teacher, effective February 27, 2024 through May 21, 2024
(With the option to return sooner)

RECOMMENDATIONS: NON-INSTRUCTIONAL:

Suwannee Riverside Elementary:
Angela Herron, Media Clerk (Temporary), effective December 4, 2023
REPLACES: Ronna Williams

Transportation:
Shawn Hill, Bus Driver, effective January 8, 2024
REPLACES: Carol Jenkins

Shateea Hughes, Bus Driver, effective January 8, 2024
REPLACES: Jeffry Hunt

Carlos Lozano, Bus Driver, effective December 11, 2023
REPLACES: Shawn Hill

RESIGNATIONS: NON-INSTRUCTIONAL:

Branford High School:
Tracy Felty-Janosh, Lunch Room Monitor, effective December 1, 2023

RIVEROAK Technical College:
Brittany Dees, Bookkeeper, effective January 5, 2024

Suwannee High School:
Kelly McManaway, Paraprofessional, effective December 8, 2023

Transportation:
James Barton, Bus Aide, effective December 13, 2023
Margaret Barton, Substitute Bus Aide, effective December 13, 2023
Michael Copfer, Bus Driver, effective December 11, 2023
Jennifer Dixon, Bus Driver, effective December 18, 2023

SUPPLEMENTARY:

Employee Name	Position	Location
Kristi Long	Planning Period Supplement	Suwannee Middle School
William McCullers	Girls' Weight Lifting Coach	Suwannee High School
Amy Yarick	Girls' Cross Country Coach	Suwannee High School

MISCELLANEOUS:

Approval for the following to work in the After-School Reading Camp:

Suwannee Pineview Elementary School:
Shannon Armes
Tammy Atkinson
Cierra Keen

Alternates:
Jamie Cato
Kelly Driggers

Suwannee Riverside Elementary School:
Melissa Bozeman
Nicole Hammock
Michele Turman

Suwannee Springcrest Elementary:
Kendall Butts
Ariel Jennings

Approval for the following to work in the Morning Tutoring Program at Suwannee High School:

Deanna Burkett
Marie Mudd

Approval for Kaylee Baker to work in the Extended Day Program at Suwannee Riverside Elementary

Approval for the following to work in the Afterschool Tutoring Program at Branford High School (Grant Funded):

Lindsey Jones
Brian Metzger

Approval for the following to work as Nutritional Food Service Assistants:

Sierra Bozeman
Robin Krause

SUBSTITUTE:

Approval for Ramona Land to work as a substitute nurse

VOLUNTEERS:

SSE	Wayne Archie, Jr.	Classroom, Field Trips
BES	Debra Baldwin	Classroom, Field Trips, Clubs
SHS/SSE/SPS/SRE/RTC	Summer Bales	NJROTC
SPE/SHS	Barbara Barker	Classroom, Field Trips
SSE	Christian Bennett	Classroom, Field Trips
SSE	Tommy Biggs	Classroom, Field Trips
BES/BHS	Delilah Bray	Classroom, Field Trips
SSE	Dylan Carter	Classroom
BES	Diane Caruso	Classroom
SSE	Dallas Chase	Classroom, Field Trips
SSE	Richard Chauncey	Field Trips, Clubs
BES/BHS	Candise Courtemanche	APT Advisory, Classroom, Field Trips
BES/BHS	Daniel Courtemanche	Classroom, Field Trips
BES	Victoria Crossno	Classroom, Field Trips, Clubs
BHS	Michael Dachuk	Basketball
BHS	Stacy Dachuk	Basketball
SPE	Anthony Diroma	APT/Advisory, Classroom, Field Trips
SSE	Sue Exum	Classroom
SHS/SRE	Daren Gay	Classroom, Field Trips, Clubs
SMS	Jabori Gwinn	Basketball
SHS/SSE/SRE/RTC	John Harmon	Band, Sports, FCA, Academic
SHS	Karen Harrell	APT/Advisory, Classroom, Field Trips, Clubs
BES	Tiffany Harris	APT Advisory, Classroom, Field Trips, Clubs
SSE	Marshall Howard	Classroom, Field Trips, Clubs
SSE	Rosalind Howard	Classroom, Field Trips, Clubs
BHS	Markeem Ingram	Basketball
BHS/BES	Stephen James	Basketball
SSE	William Jerkins	Classroom, Field Trips. Clubs
SSE	Zafarys Kennedy	Classroom, Field Trips
SHS	Bill Lawhon	NJROTC
SHS/BES	Dustin Leighton	Classroom, Field Trips
SSE	Jacob Lewis	Classroom, Field Trips
SHS	Danielle Lynch	NJROTC
SHS/BES	Theresa Moore	APT/Advisor, Classroom, Field Trips, Sports
SHS	Ashley Nicholson	NJROTC
SHS	Robert Nicholson, Jr.	NJROTC
BHS	Kelly Onuska	Dance, Cheer, Sports
SHS/SMS	Traci Osborn	NJROTC
BHS	Shannon Osgood	Field Trips, Clubs
BHS	Terrell Paul	Basketball
BES	Catherine Perez	Classroom, Field Trips
BES	Connie Poole	Field Trips
BES/BHS	Stephanie Poole	APT Advisory, Classroom, Field Trips
SSE	Tajhuane Roundtree	Classroom
BES	Amy Rutherford	Classroom, Field Trips, Clubs
SHS	Yvonne Scott	TSIC Mentor
SSE	Estrella Short	Classroom, Field Trips
SSE	John Short	Classroom, Field Trips

SSE	Jeffrey Smiley	Classroom, Field Trips
SSE	Heather Smith	APT Advisory, Classroom, Field Trips
SHS/SMS	Kenneth Smith	Basketball
BES	Jessica Summers-Howard	Classroom, Field Trips
SPE	Matthew Taylor-Doll	APT/Advisory, Classroom, Field Trips
SPE	Monica Taylor-Doll	APT/Advisory, Classroom, Field Trips
SHS	Carl Tillman	APT/Advisor, Classroom, Field Trips, Clubs
SHS	Lionel Torres	Soccer
SHS	Jeff Waters	Field Trips, Clubs, Band
RTC	Kenneth Watts	Math Tutoring Adult Ed
BHS	Kenric Williams	Basketball
SHS	David Wood	TSIC Mentor
SSE	Ross Wood	Classroom, Field Trips

End of List
2023-2024
School Year

CONTRACT RECOMMENDATIONS FOR THE 2024-2025 SCHOOL YEAR:

ADMINISTRATIVE CONTRACTS:	TERM	EFFECTIVE DATE
Jennifer Barrs	36	07/01/2024
Tamara Boggus	36	07/01/2024
William Brothers	36	07/01/2024
Marsha Brown	36	07/01/2024
Ethan Butts	36	07/01/2024
Jimmy Cherry II	12	07/01/2024
Leigh Fernald	12	07/01/2024
Ronald Gray	36	07/01/2024
Jillian Herron	12	07/01/2024
Angel Hill	12	07/01/2024
Malcolm Hines	36	07/01/2024
Michelle Howard	12	07/01/2024
Elizabeth Johnston	12	07/01/2024
*Audrey Marshall		
Natasha Pittman	12	07/01/2024
Kecia Robinson	12	07/01/2024
Keith Stavig	12	07/01/2024
Angelia Stuckey	36	07/01/2024
Kelly Waters	36	07/01/2024
Jimmy Wilkerson	36	07/01/2024
Joshua Williams	36	07/01/2024
Kelli Williams	12	07/01/2024

**Current Administrative 3 Year Contract*

SCHOOL ADMINSTRATORS:	TERM	EFFECTIVE DATE
Melinda Ahrens	12	07/01/2024
Jennifer Beach	36	07/01/2024
Amy Boggus	36	07/01/2024
Stephenie Busch	36	07/01/2024
Keith Cherry	12	07/01/2024
Brooke Cox-Knowles	12	07/01/2024
Perry Davis	12	07/01/2024
Cara Disken	12	07/01/2024
Lisa Garbett	12	07/01/2024
Lisa Garrison	12	07/01/2024
Traci Green	12	07/01/2024
Donald Harrison	12	07/01/2024
*Terry Huddleston		
Mary Keen	36	07/01/2024
Kevin Lewis	12	07/01/2024
Carl Manna	36	07/01/2024
Deidre McManaway	36	07/01/2024
Mileydi Perez	12	07/01/2024
Adrienne Taylor	12	07/01/2024
Marsha Tedder	36	07/01/2024
Julie Ulmer	12	07/01/2024
Laura Williams	36	07/01/2024
Jennifer Wooley	12	07/01/2024

* *Current Administrative 3 Year Contract*

End of School Year
2024-2025
School Year

INSTRUCTIONAL MATERIALS SELECTION 4.12

POLICY:

The Suwannee County School Board is responsible for the content of all instructional materials and any other materials used in its classrooms, made available in school or classroom libraries, or included on a reading list, whether adopted and purchased from the State-adopted instructional materials list, adopted and purchased through a district instructional materials program under s. 1006.283, F.S., or otherwise purchased or made available. As such, all instructional materials, as defined by s. 1006.29(2), F.S., used in Suwannee County Schools, including State-adopted single source textbooks, instructional aids, and other supplementary materials, for the first time shall undergo an evaluation. This evaluation shall determine the suitability of the materials for information being taught in the classroom in relationship to State standards, curriculum frameworks, and district programs, as well as with State and district performance standards.

I. Evaluation of Instructional Materials. The Superintendent shall establish a District Review Committee and develop procedures for the review and evaluation of instructional materials. The District Review Committee will include content area teachers, one or more parents of children who will have access to such materials and with children in SCSD schools, and other district personnel with expertise in this area. Meetings of the Committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the School Board must be noticed and open to the public in accordance with s. 286.011, F.S. The individuals involved in this process shall recommend to the Superintendent the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board Rule as well as the state and district performance standards for submission to the School Board for adoption. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.

II. Qualifications for Instructional Materials Reviewers and Selecting Reviewers. The Superintendent shall establish procedures for selecting reviewers, which shall:

A. List a reviewer's duties and responsibilities, including compliance with the requirements of s. 1006.31, F.S.;

B. Provide that all instructional materials recommended by a reviewer be accompanied by the reviewer's statement that the materials align with the state standards pursuant to s. 1003.41 and the requirements of s. 1006.31;

C. State the requirements for an affidavit to be made by each district instructional materials reviewer which substantially meets the requirements of s. 1006.30; and

D. Incorporate applicable requirements of s. 1006.31, which relates to the duties of instructional materials reviewers.

III. Adoption of Instructional Materials. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature:

A. Prior to final adoption, student editions of the recommended instructional materials will be made accessible for review online for at least twenty (20) calendar days before consideration by the School Board at a hearing and public meeting.

B. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed and viewed. The Superintendent shall develop procedures by which the district will notify parents of their ability to access their children's instructional materials through the district's local instructional improvement system and by which the district will encourage parents to access the system. This notification shall be displayed prominently on the district's website and provided annually in written format to all parents of enrolled students.

C. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption. The Superintendent shall establish procedures by which the Board shall receive public comment on, and review, the recommended instructional materials.

D. The School Board shall conduct an open, noticed public meeting to approve an annual instructional materials plan to identify any instructional materials that will be purchased. The public meeting will take place on a different date after the public hearing.

E. The Superintendent shall establish procedures providing for notice requirements for the Board hearing and the public meeting that must specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed for public review. The hearing must allow the parent of a public school student or a resident of the county to proffer evidence that a recommended instructional material does not meet the criteria provided in s. 1006.31(2), taking into consideration course expectations based on the district's comprehensive plan for student progression under s. 1008.25(2) and course descriptions in the course code directory.

F. The Superintendent shall also establish procedures by which instructional materials will be purchased, including advertising, bidding, and purchasing requirements.

G. To encourage public participation in the selection of instructional materials, the district shall publish on its website, in a searchable format prescribed by the Florida Department of Education, a list of all instructional materials, including those used to provide instruction required by s. 1003.42. The district shall also provide access to all materials, excluding teacher editions, in accordance with s. 1006.283(2)(b)8.a. before the Board takes any official action on such materials. This process must include reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption. The School Board must select, approve, adopt, or purchase all materials as a separate line item on the action agenda.

H. The following procedures shall apply to all objections to the adoption of specific instructional materials by the School Board.

1. The parent of a student attending Suwannee County Schools or a resident of Suwannee County, as defined by Florida Statutes, may contest the Board's adoption of a specific instructional material by filing a written objection using the Objection to Instructional Materials Adoption form that is available in the district's office and on the district's website. The parent or resident must file the form within thirty (30) calendar days after the adoption of the instructional material by the Board. A complainant who does not complete and return the form within the required time shall receive no consideration.

2. The form must be signed by the parent or resident of Suwannee county, include the required contact information, and state the objection to the instructional material based on the criteria stated in ss. 1006.31(2) or 1006.40(3)(c), F.S.

3. The statement shall include the following information:
    a. Author, compiler, or editor;
    b. Publisher;
    c. Title;
    d. Reason for objection;
    e. Page number of each item challenged; and
    f. Signature, address, and telephone number of person making the complaint.

4. Any meetings of committees convened for the purpose of resolving an objection by a parent or resident to specific materials must be noticed and open to the public in accordance with s. 286.011. Any committees convened for such purposes must include parents of students who will have access to such materials.

5. Within thirty (30) days after the initial thirty-day period has expired, the Board, for all timely-received objections, shall conduct at least one public hearing before an unbiased and qualified hearing officer. The hearing officer shall not be an employee or agent of the district or Board. The hearing is not subject to the provisions of chapter 120, Florida Statutes;

however, the hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. The petitioner(s) shall be notified by certified mail of the date and time of the hearing at least seven (7) days prior to the hearing.

6. The contested material shall be made available to the public online at least seven (7) days before the hearing, with reasonable safeguards employed against the unauthorized use, reproduction, and distribution of instructional materials.

7. The decision of the Board, after convening a hearing, shall be final and not subject to further review or petition.

I. The Superintendent shall annually submit to the Commissioner of Education a report identifying each material the District received an objection to pursuant to s. 1006.40(3)(d) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.

IV. Evaluation and Adoption of Other Classroom Instructional Aids and Materials. The following procedures will be followed in the evaluation, selection, and use of additional instructional aids for classroom use that have not been adopted by the State Board of Education, and approved for use:

A. When teachers, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs.

B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:

1. The class(es) or age group(s) that the instructional aid is appropriate.

2. How the use of the instructional aid will meet the curriculum objective(s).

3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).

4. Problems, if any, of style, tone, content or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.

5. Other appropriate instructional aids available for individual students to use in place of the one selected.

6. Where applicable, supporting professional materials which were used in selecting the instructional aid.

C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher, the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Director of Curriculum and the Superintendent. If the instructional aid is rejected by the Director of Curriculum and the Superintendent, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.

D. The Superintendent shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, the Director of Curriculum or by the Superintendent, and not appealed

by the teacher. The list shall state the reasons for the rejection of each instructional aid.

E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.

F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the district providing that the curriculum sequence is maintained.

G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.

H. The complainant will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.

I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.

J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.

K. School-level Instructional Appeals Committee. The Appeals Committee shall consist of two teachers selected by the Superintendent from that particular school, two teacbers selected by the principal from that particular school and three (3) parents of students at the school who will have access to such materials to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the

instructional materials coordinator when a committee is convened. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011.

L. If the challenged material is for a course required by s. 1003.46, s. 1003.42(2)(o)1.g., s. 1003.42(2)(o)3., F.S., or is identified by a State Board of Education rule, the challenged material shall remain available for circulation during the reconsideration process. If the challenged material is subject to an objection on the basis of being pornographic or prohibited under s. 847.012 or if it depicts or describes sexual conduct as defined in s. 847.001(19), it must be removed within five (5) school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.

M. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.

N. The complainant shall be informed in writing concerning the principal's decision.

1. If the principal determines the challenged material be retained, the complainant shall be notified by certified mail within five (5) working days. The Complainant shall be given a copy of the decision of the Committee's decision and a copy of the procedures for filing an appeal.

2. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the

class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing within five (5) working days of the decision at the same time the decision will be referred to the District's Instructional Material Review Committee.

O. District-Level Appeals. An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five (5) working days of the filing of the appeal.

P. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the Curriculum Director as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated. The district level committee will include:

1. District Level Staff Member. One staff member from the level or special area where the material has been challenged.

2. Three Principals. One principal shall be appointed from each level (elementary, middle, and high school). However, only the principal from the same level as the school at which the challenge originates shall serve on the review panel for the particular material.

3. Grade Level Instructional Staff Member. One instructional staff member who is a department head, grade level chair or team leader from the same level (elementary, middle, or high school) at which the challenge originates.

4. Three Teachers. Three teachers from the same level at which the challenge originates shall be appointed by name.

5. Four Parents. One shall be a parent of an elementary school student, one shall be a parent of a middle school student and two shall be the parents of high school students.

Q. The committee's review shall be treated objectively, unemotionally, and in a businesslike manner and shall be conducted in the best interest of the students, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011. Any committees convened for such purposes must include parents of students who will have access to such materials.

R. The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.

S. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

T. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.

U. If a parent disagrees with the determination made by the Board on the objection to the use of a specific instructional material, a parent may request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The special magistrate shall determine facts relating to the district's determination, consider information provided by the parent and the district, and render a recommended decision for resolution to the State Board of Education within thirty (30) days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended

decision at its next regularly scheduled meeting that is more than seven (7) calendar days and no more than thirty (30) calendar days after the date the recommended decision is transmitted. The costs for the special magistrate shall be borne by the school district. The procedures in this subparagraph shall be carried out according to the provisions of Florida Administrative Code Rule 6A-1.094126. The Request for Appointment of a Special Magistrate form shall be publicly available on the district's website.

Commented [GJ1]: FDOE info:

https://www.fldoe.org/schools/k-12-public-schools/special-magistrate/class-library.stml

Template form:

https://www.fldoe.org/core/fileparse.php/20693/urlt/FormSM-MAT6A-1094126.pdf

V. Parents shall have the right to read passages at a Board Meeting from any material that is subject to an objection pursuant to s. 1006.28(2)(a)2., F.S. If the Board denies a parent the right to read passages due to content that is prohibited under s. 847.012 or pornographic, the district shall discontinue the use of the material.

W. If the Board finds that any material meets the requirements under s. 1006.28(2)(a)2.a., F.S., or that any other material contains prohibited content under s. 1006.28(2)(a)2.b.(I), the district shall discontinue use of the material. If the Board finds that any other material contains prohibited content under s. 1006.28(2)(a)2.b.(II)–(IV), F.S., the district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

X. Classroom Libraries. Materials in this category presently in the classroom which have been approved for classroom use shall remain available for continuing use by students. Materials acquired to replace or duplicate books or other materials which have already been approved may be made available for student use without resubmission of their titles to the school's media center. When new materials are added to the classroom library, a list of said new materials shall be submitted to the school's media center. Teachers shall apply the selection criteria set forth in Policy 4.13 Education Media Materials Selection.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.28, 1006.283, 1006.29(5); 1006.31, 1006.32, 1006.40 F.S.; 6A-1.094126, F.A.C.

History:	Adopted:
	Revision Date(s): 4/27/10, 8/23/2022 Formerly: New

EDUCATIONAL MEDIA MATERIALS SELECTION 4.13

POLICY:

~~H.~~I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students being served.

B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

C. A background of information enabling students to make intelligent judgments in their daily life.

D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.

E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.

F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

~~III.~~II. Legal Responsibility for Selection. The School Board is legally responsible for all matters relating to the operation of Suwannee County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.

~~IV.~~III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.

~~V.~~IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format, and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

1. Religion. Factual, unbiased material which represents all major religions.

2. Ideologies. Factual information on any ideology or philosophy that exerts a strong force in society.

3. Sex Education. Factual information, appropriate for the age group or related to the school curriculum.

4. Sex. Pornographic, sensational, or titillating materials shall not be included.

5. Profanity. The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material.

6. Science. Factual information about medical and scientific knowledge, without any biased selection of facts.

E. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

~~VI.~~V. Procedures for Selection

A. In selecting materials made available to students through the district library media center, the school media specialist shall:

1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including media staff, curriculum consultants, faculty, parents, and community members).

2. Require that book selections meet the criteria set forth in ss. 1006.28(2)(d) and 1006.40(3)(c), F.S.

3. Library media center collections will:

   a. be based on reader interest;
   b. support state academic standards and aligned curriculum; and
   c. support the academic needs of students and faculty

4. When considering materials to be purchased, the media specialist shall follow these procedures:

   a. Purchase materials which are outstanding and frequently used;

   b. Periodically replace periodically worn or missing basic items;

   c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph V.A.2.; and replaced by new and age-appropriate materials;

   d. Purchase materials in many types of format: digital, e-books, electronically, soft or hard bound; and

   e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

B. District elementary schools, as defined by rule, must publish on their school website a list of all materials maintained in the school library media center—meaning any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of an elementary school—and in classrooms or classroom libraries or required as a part of a school or grade-level reading list. The website format must include the following:

1. Identify the type of material maintained in the library media center by category - book, ebook, periodical, etc.;
2. List title and author for books and ebooks;
3. List name or title for periodicals and videos,
4. List title for any other material; and
5. Books and ebooks must be searchable by, at a minimum, author and title.

All other materials must be searchable by, at a minimum, title.

~~VII.~~VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent or Suwannee County resident may request reconsideration of school library media; however, the challenged material shall not be removed from circulation during the reconsideration process unless the material is subject to an objection on the bases provided in s. 1006.28(2)(a)2.b.(I) or (II), F.S., *i.e.*, that it is pornographic or prohibited under s. 847.012; or depicts or describes sexual conduct as defined in s. 847.001(19), unless such material is for a course required by s. 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule. If a material is objected to on these bases, it shall be removed within five (5) school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved. All other challenged material will remain in circulation during the pendency of the review process. Parents may at any time opt their child(ren) out of all materials currently under review which remain in circulation.

When an objection is made, the following procedure shall be followed:

A. Objections shall be initiated when the complainant completes a formal written objection using the "Specific Material Objection" form. Failure to do so results in the conclusion of the reconsideration process. This form shall be accessible on the district's website and shall comply with the requirements of Florida Administrative Code Rule 6A-7.0714 in terms of format and content.

Commented [GJ1]: As currently written, this is a very long process. We recommend shortening the process in line with the below changes.

Commented [GJ2]: This form is the template we must use and is accessible at https://www.flrules.org/Gateway/reference.asp?No=Ref-16015.

This is per Fla. Admin. Code R. 6A-7.0714.

Part I of the template "must be modified by school districts with information and directions based upon policies adopted by the school board to handle objections." Part II cannot be altered except for adding a weblink to our processes and forms. We may also "modify the appearance of the template by placing it on [our] letterhead, changing the title or making other changes to the appearance of the template to assist in the ease of use."

B. Upon completion of the form, the principal shall notify the appropriate personnel, including Director of Curriculum and Instruction and Assistant Superintendent of Instruction, and forward to them copies of the completed form.

C. The Superintendent shall appoint a District Review Committee with the following composition:

Commented [GJ3]: Rather than the superintendent, it should be whatever administrative employee is in charge of this process, e.g., assistant superintendent of curriculum.

1. One representative of the general public at large, preferably a parent with a student at the school and from the level from which the complaint originated;
2. One principal from the level at which the complaint originated (K-5, 6-8, or 9-12);
3. Three school-level instructional staff members including the following:

    a. One media specialist from the level at which the complaint originated;
    b. One media specialist from another level; and
    c. One classroom teacher from the level at which the complaint originated.

D. The District Review Committee, in carrying out its assigned function, shall:

1. Read, view, or listen to the material in its entirety;

2. Check general acceptance of the material by reading reviews and consulting recommended lists;

3. Determine the extent to which the material supports the curriculum;

4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and

5. Forward, within fifteen (15) working days, a written

recommendation to the Superintendent and the Assistant Superintendent of Instruction.

E. The Superintendent or his or her designee will inform the complainant by certified mail and the school's media specialist of the Committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee. The Committee's decision shall apply to all schools.

F. If the complainant is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent for review by the School Board at its next regularly scheduled Board meeting, unless the date of the decision being appealed is filed within fourteen (14) days of the next Board meeting. In that instance, the matter will be heard at the following regular Board meeting. The Board reserves the right to schedule a special meeting for consideration of challenged materials. Failure of the complainant to file a written appeal within ten (10) days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

G. The Board shall consider the decision of the District Review Committee and any other appropriate documentation including, but not limited to, all evidence and materials presented to the District Review Committee. If the complainant wishes to offer any additional evidence, it must be submitted to the Superintendent for review by the Board no less than eight (8) days prior to the meeting at which the matter will be heard.

H. At the Board meeting at which the matter will be heard, the public shall be afforded an opportunity to comment before the Board makes a final decision. The Board reserves the right to use outside expertise if necessary to help in its decision-making.

I. At the Board meeting at which the matter will be heard, parents shall have the right to read passages from any material that is subject to an objection. If the Board denies a parent the right to read passages due to content that meets the requirements of s. 1006.28(2)(a)2.b.(I), F.S., *i.e.*,

Commented [GJ4]: Again, doesn't have to be the superintendent, can be an assistant superintendent or other administrative employee

Commented [GJ5]: Added certified mail because the district needs to know when the clock starts for appeal purposes

Commented [GJ6]: 30 days is excessive. Other districts only give 10 days to appeal

that it is pornographic or prohibited under s. 847.012, the district shall discontinue the use of the material. If the Board finds that any material meets the requirements under s. 1006.28(2)(a)2.a., F.S., or that any other material contains prohibited content under s. 1006.28(2)(a)2.b.(I), the district shall discontinue use of the material. If the Board finds that any other material contains prohibited content under s. 1006.28(2)(a)2.b.(II)–(IV), F.S., the district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

The Superintendent or his or her designee will inform the complainant by certified mail and the school's media specialist of the Board's decision on any appeal. The decision of the School Board regarding appropriateness of a particular material shall be final and shall apply to all schools.

J. If a parent disagrees with the determination made by the Board on the objection to the use of a specific material, a parent may request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The special magistrate shall determine facts relating to the school district's determination, consider information provided by the parent and the school district, and render a recommended decision for resolution to the State Board of Education within thirty (30) days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than seven (7) calendar days and no more than thirty (30) days after the date the recommended decision is transmitted. The costs of the special magistrate shall be borne by the school district. The procedures in this subparagraph shall be carried out according to the provisions of Florida Administrative Code Rule 6A-1.094126. The Request for Appointment of a Special Magistrate form sball be publicly available on the district's website.

K. Library media materials in question can only be removed from circulation and/or used in the school district through the procedures of this policy.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

Commented [GJ7]: FDOE info:

https://www.fldoe.org/schools/k-12-public-schools/special-magistrate/class-library.stml

Template form:

https://www.fldoe.org/core/fileparse.php/20693/urlt/FormSM-MAT6A-1094126.pdf

LAWS IMPLEMENTED: 1000.21, 1001.43; 1006.28; 1006.34(2) (b); 1006.40 F.S.

History: Adopted:

Revision Date(s): 4/27/10, 8/23/2022
Formerly: IIAC