SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
February 22, 2022

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Branford Elementary School

Special Recognition by the Superintendent:

2021 National FFA Convention
Branford FFA Chapter - Premiere Chapter Award for Growing Leaders
- Premiere Finalist Chapter for Strengthening Agriculture
- National Chapter 3 Star Award

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. 5-22)**

January 11, 2022	- Workshop Session
January 25, 2022	- Expulsion Hearings (Private)
	- Public Hearing
	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for January 2022.

3. The Superintendent presents the following bills for the period January 1-31, 2022:

General Checking Account		
General Fund 1000	$	762,338.95
LCI Fund 3200		33,147.72
Food Service Fund 4100		291,575.46
Federal Fund 4200		29,128.73
Other Cares Act Relief Fund 4420		49,141.30
ESSER II Fund 4430		2,627.30
	$	1,167,959.46
Payroll Checking Account		
General Fund 1000	$	3,186,770.48
Food Service Fund 4100		147,166.29
Federal Fund 4200		358,378.46
ESSER II Fund 4430		88,541.35
		3,780,856.58
Total	$	4,948,816.04

4. The Superintendent recommends approval of the following budget amendment(s) for fiscal year 2021-2022:

General	LCIF	Special Revenues
I-7	III-7	IV-7/Federal
		IV-5/Food Service

5. The Superintendent recommends approval of the following contract/agreement for the 2021-2022 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2022-103 Employee Protection Line® Subscriber Agreement between Suwannee County School Board and in2vate, llc to provide access to the Employee Protection Line Service (*Renewal*) **(pgs. 23-27)**

6. The Superintendent recommends approval of the following student transfer for the 2021-2022 school year. Parents will provide transportation.

   Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Luis	Rodriguez	Riverside	BES	PK

7. Expulsions

   a. **Case #2020-2022-19**: The Superintendent recommends approval of the Hearing Officer's Recommended Order, dated January 14, 2022, for expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

8. The Superintendent recommends approval of Public Official Bonds for the individuals listed below. (These bonds have been reviewed by Board Attorney Leonard Dietzen.) **(pgs. 28-29)**

   Public Official Bonds – Chairman/Vice Chairman
   Jerry Taylor, Chairman (November 2021 – November 2022)
   Ed daSilva, Vice Chairman (November 2021 – November 2022)

9. Human Resources Transactions **(pgs. 30-35)**

REGULAR AGENDA

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

   #7.17 Authorized Travel Expenses (*Revised*) **(pgs. 36-38)**
   #8.05 Disaster Preparedness (*Revised*) **(pgs. 39-41)**
   #8.22 Safety Belts (*Revised*) **(pg. 42)**

2. The Superintendent recommends approval to renew the employee health insurance plans for the period of May 1, 2022 – April 30, 2023. (Note: The Fringe Benefits Committee has reviewed and evaluated the health insurance renewal plan for the period above. The vote was unanimous in favor of the recommendation.)

3. Comments from Student Ambassadors

4. Legal Counsel's Report

5. Superintendent's Report

6. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
JANUARY 11, 2022

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, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officers Marsha Brown and Vickie DePratter, and Secretary to Superintendent/School Board Robinette Odom. School Board member Tim Alcorn was absent.

Administrators and others present: Jennifer Barrs, Jennifer Beach, Walter Boatright, Lisa Dorris, Janene Fitzpatrick, Ronnie Gray, Malcolm Hines (arrived at 9:11 a.m.), Michele Howard (arrived at 9:29 a.m.), Elizabeth Johnston, Mary Keen, DeeDee McManaway, Lorie Norris (arrived at 10:15 a.m.), Kecia Robinson, Keith Stavig, Angie Stuckey, Marsha Tedder, Kelly Waters, Jimmy Wilkerson (arrived at 9:13 a.m.), Josh Williams, Kelli Williams, and Laura Williams.

Chairman Taylor called the meeting to order at 9:01 a.m. and led the pledge

Assistant Superintendent of Instruction ..... Janene Fitzpatrick
Department Update

Ms. Fitzpatrick, along with Ms. Barrs and Ms. Kelli Williams, provided updates on the following:

- Mid-year and conditionally promoted students.
- Professional Development Protocol Review. The District's academic team will be coming together in preparation for a Florida DOE visit February 16-18 to evaluate the District's professional development and assist in developing ways to help improve our practices. The Board will be updated on this process.
- Grant funds will allow the Resource Center to be open Monday through Thursday evenings from 5:00 p.m. to 7:00 p.m., beginning next week. The purpose is for parents and students to have access to tutoring and computers. Security will be provided, as well.

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

Mr. Hines provided an update on the following item:

- Policy #8.05, Disaster Preparedness. Mr. Hines advised that this policy will be reviewed with the Board again in February, after he and Mr. Dietzen have an opportunity to make any needed changes. He will check with the County regarding requirements for the pet-friendly emergency shelter.

The workshop recessed at 10:29 a.m. and resumed at 10:36 a.m.

School Safety and Other Administrative.....Ronnie Gray
Services Department Update

Mr. Gray and Ms. Norris provided an update and answered questions regarding the Employee Workplace Safety Manual for 2021-2022.

Superintendent Update ..... Ted Roush

Mr. Roush provided updates on the following items:

- Provided DOE reports regarding Cohort Graduation Rate Using Federal Guidelines for 2020-2021.
- Requested the Board's input regarding the development of a protocol for communicating incidents such as school vehicle accidents, major lockdowns/lock-ins, major employee accidents, etc. The consensus of the Board was that a group text be sent out with basic information. Board members can call if they need additional information.
- Distributed a hand-out from the Student Conduct and Discipline Code regarding truancy. The Board discussed Code consequences for excessive absences and supported warning parents that students may forfeit their rights to attend Grad Bash, Prom, field trips, or other extracurricular activities, as a result of excessive absences/truancy.
- Distributed the 2021-2025 District Strategic Plan and discussed measuring goals. He stated a contract for technical services is forthcoming.
- Working on a format to provide the Board with student data updates on a scheduled basis. It will show school-by-school data for the beginning, middle, and end of the school year. He invited Board members to share their ideas.
- Reported that only six to eight white fleet vehicles are being considered for participation in a possible agreement with Enterprise Fleet Management. More information will be presented to the Board at a later date.

- We were one of the first districts to submit an application to DOE for Florida American Rescue Plan (ARP) funding of certain projects in the five-year work plan. At this time there has been no response from DOE.
- Requested that the District's Chief Financial Officers review current reimbursement rates for travel, as compared to other governmental entities, to be discussed with the Board at a later date.
- A key resource to help launch the proposed Employee Wellness Center operation has been identified. The venture is well under the amount in the ARP funding application. A target date of August 2022 has been set. This matter will be discussed further at a workshop or meeting in February. The proposed name for the facility is the Suwannee County School District Employee Wellness Center. Decisions regarding the scope of services and employee participation will need to be made, and a contract will need to be put in place. Board members expressed interest in touring the building.

11:59 a.m. Adjourn

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
January 25, 2022

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, Tim Alcorn, and Ed daSilva, along with Superintendent Ted Roush, Chief Financial Officers Marsha Brown and Vickie DePratter, Secretary to the Superintendent/School Board Robinette Odom, and School Board Attorney Leonard Dietzen. School Board members Norman Crawford and Ronald White were absent.

School Resource Officer Jeff Miara, UTSC President Eric Rodriguez, and Student Ambassadors Nathalia Veal and Jake Wooley were also present.

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

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

#3.06	Safe and Secure Schools (*Revised*)
#8.061	Safe School Officer (*New*)

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

The hearing adjourned at 5:57 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
January 25, 2022

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, Tim Alcorn, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, Chief Financial Officers Marsha Brown and Vickie DePratter, Secretary to the Superintendent/School Board Robinette Odom, and School Board Attorney Leonard Dietzen. School Board member Norman Crawford was absent.

School Resource Officer Jeff Miara, UTSC President Eric Rodriguez, and Student Ambassadors Nathalia Veal and Jake Wooley were also present.

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

Student remarks and pledge to the flag by Suwannee Springcrest Elementary Safety Patrol.

Special Recognition by the Superintendent

2021 National FFA Convention

- Brent Long (SHS) - National Award: American FFA Degree Recipient *(Unable to attend)*

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

➢ There was none.

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

MOTION by Mr. White, second by Mr. daSilva, for approval of the Consent Agenda, along with the following change to Item #9, Human Resources Transactions:

- Page 80, under Recommendations: Instructional, Suwannee Pineview Elementary - delete Long Term Substitute by the name of McKenzie Crews.
- Page 81, under Supplementary, Jonah Carson's position should read Head JV Boys' Basketball Coach.

Note: Mr. daSilva pulled Item #6, Out-of-State Trip, for discussion and separate action (see below). MOTION CARRIED UNANIMOUSLY for approval of the Consent Agenda, minus Item #6.

Separate Action for Item #6/Consent Agenda

Mr. daSilva pulled Item #6, Out-of-State Trip, for discussion and separate action. Mr. daSilva questioned the funding source. Mr. Roush responded.

MOTION by Mr. daSilva, second by Mr. White, for approval of Item #6, Out-of-State Trip, on the Consent Agenda. MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

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

1. Approval of the following Minutes: **(pgs. 6-20)**

   December 14, 2021
   - Workshop Session
   - Expulsion Issues Hearing (Private)
   - Public Hearing
   - Regular Meeting

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

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

General Checking Account	
General Fund 1000	$ 872,416.74
LCI Fund 3200	154,091.30
Food Service Fund 4100	112,586.74
Federal Fund 4200	27,872.80
Elem & Sec School Emerg Relief Fund 4410	5,744.21
Other Cares Act Relief Fund 4420	43,755.13
ESSER II Fund 4430	7,083.74
	$ 1,223,550.66
Payroll Checking Account	
General Fund 1000	$ 3,175,231.76
Food Service Fund 4100	148,672.97
Federal Fund 4200	335,257.72
ESSER II Fund 4430	92,347.01
	$ 3,751,509.46
Total	$ 4,975,060.12

4. Approval of the following budget amendments for the fiscal year 2021-2022:

General	LCIF	Special Revenues
I-6	III-6	IV-6 (Federal)
		IV-4 (Food Service)
		IV-5 (Other Cares)

5. Approval of the following contracts/agreements for the 2021-2022 school year: (REVISED/RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2022-96 2021-2022 Career Dual Enrollment Articulation Agreement between the Lafayette County School Board and the Suwannee County School Board through RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 21-26)**

#2022-97 2021-2022 Career Dual Enrollment Articulation Agreement between the Hamilton County School Board and the Suwannee County School Board through RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 27-32)**

#2022-98 2021-2022 Career Dual Enrollment Articulation Agreement between the Madison County School Board and the Suwannee County School Board through RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 33-38)**

#2022-99 2020-2021 Career Dual Enrollment Articulation Agreement between the Suwannee County School Board and RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 39-51)**

#2022-100 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Joyce M. Warren (*Revised/Renewal*) **(pgs. 52-77)**

6. Approval of an out-of-state trip for Jennifer Byrd, Suwannee Middle School, to attend the Certified Certiport Educator Conference in Dallas, Texas, June 20-22, 2022. (*Funded by CTE Funds; no expense to the District.*)

7. Approval of the following student transfers for the 2021-2022 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Payton	Proulx	Suwannee	Hamilton	7

8. Expulsions

a. **Case #2021-2022-26**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

b. **Case #2021-2022-27**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

c. **Case #2021-2022-28**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

d. **Case #2021-2022-32**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated January 6, 2022, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

e. **Case #2021-2022-33**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated January 7, 2022, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

9. Human Resources Transactions **(pgs. 78-86)**

RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:

RETIREMENT: ADMINISTRATIVE: (*Presented for information purposes only*)

Food Service:
Ann Warner, Assistant Coordinator of Food Service, effective June 30, 2022

RECOMMENDATIONS: INSTRUCTIONAL:

Branford High School:
Janice Lazio, Teacher, effective November 4, 2021
REPLACES: Monica Jackson
(Moving from Long Term Substitute and Received Certification)

Karen Welch, Teacher, effective January 18, 2022
REPLACES: Janice Lazio

District Wide:
Crystal Bryan, Counselor-Mental Health Support, 10 month, effective December 14, 2021
REPLACES: Deborah Godbold

RIVEROAK Technical College:
Rebecca Futch, Teacher, Part-Time Hourly, effective January 18, 2022
REPLACES: New Position

Marisley Leal, Teacher, (Part-Time Hourly) effective January 4, 2022
REPLACES: Mary Kinard

Jenna Stratton, LPN Instructor, effective January 3, 2022
REPLACES: Suzanne Wilson

Jessica Willis, Patient Care Technician Instructor, effective January 10, 2022
REPLACES: Jenna Stratton

Suwannee High School:
Destiny Denson, Teacher, effective October 5, 2021
REPLACES: Keri Bean
(Moving from Long Term Substitute and Received Certification)

Luke Hall, Teacher, effective January 3, 2022
REPLACES: Alexander Franklin

Marisley Leal, Teacher, effective January 3, 2021
REPLACES: Taylor Mingle

Suwannee Middle School:
Stephanie Wall, Teacher (Temporary), November 17, 2021
REPLACES: Kerri Frier
(Moving from Long Term Substitute and Received Certification)

Suwannee Pineview Elementary:
McKenzie Crews, Teacher, effective January 10, 2022
REPLACES: New Position

Suwannee Virtual School:
Alyssa Hahn, Teacher (Temporary), effective January 13, 2022
REPLACES: New Position

TERMINATION:

Suwannee Riverside Elementary:
Michael Townsend, Music Teacher, effective January 5, 2022

LEAVE OF ABSENCE: (MATERNITY):

Branford Elementary School:
April Barnes, Teacher, effective March 14, 2022 through May 27, 2022
(With the option to return sooner if released by her doctor)

Suwannee Middle School:
Allison Brown, Teacher, effective March 1, 2022 through May 31, 2022
(With the option to return sooner if released by her doctor)

Suwannee Riverside Elementary:
Jamie Cato, effective April 12, 2022 through May 31, 2022
(With the option to return sooner if released by her doctor)

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Amanda Bartley-Ramirez	Suwannee Riverside Elem. Teacher *(Temporary)*	Suwannee Riverside Elem. ESE Support Facilitator	January 10, 2022	Cheri Copeland
Emilee Cannon	Suwannee Pineview Elem. Paraprofessional	Suwannee Springcrest Elem. Teacher *(Received Degree)*	November 29, 2021	Candice Land
Cheri Copeland	Suwannee Riverside Elem. ESE Support Facilitator	Suwannee Riverside Elem. Music Teacher	January 10, 2022	Michael Townsend
Janice Lazio	Branford High School Teacher	Suwannee Springcrest Elem. Teacher	January 18, 2022	New Position

SUPPLEMENTARY:

Employee Name	Position	Location
Jonah Carson	Head JV Boys' Basketball Coach	Suwannee High School
Lisa Gray	Planning Period Supplement	Suwannee Middle School
Angela Hicks	Planning Period Supplement	Suwannee Middle School
Marie Mace	Planning Period Supplement	Suwannee Middle School
Terrance Mixon	Varsity Softball Coach	Suwannee High School
Stacey Politano	Planning Period Supplement	Suwannee Middle School

RETIREMENTS: NON-INSTRUCTIONAL: (*Presented for information purposes only*)

Suwannee Pineview Elementary:
Cathy Jerkins, Paraprofessional, effective December 17, 2021

Suwannee Springcrest Elementary:
Georgia Chancey, Cafeteria Manager, effective June 2, 2022

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:
Carla Hollinger, Paraprofessional (Temporary), effective January 4, 2022
REPLACES: Debra Yates

Branford High School:
Peggy Mead, Food Service Worker, effective January 4, 2022
REPLACES: Sheree Dugdale

Facilities:
Austin Murray, Groundskeeper, effective December 15, 2021
REPLACES: Levi McCall

Information Technology:
Jacob Cross, IT Technician, effective December 14, 2021
REPLACES: Bruce Kinsey

Suwannee Middle School:
Magda Sanches, Custodian (Temporary), effective December 14, 2021
REPLACES: Cynthia Ford

Teresa Williams, Paraprofessional, effective January 4, 2022
REPLACES: Naela Salazar

Suwannee Pineview Elementary:
Alexis Cannon, Paraprofessional (Temporary), effective January 4, 2022
REPLACES: New Position

Lashley Fletcher, Paraprofessional, effective January 5, 2022
REPLACES: Rhonda Twilley

Kayla Watson, Paraprofessional, effective January 4, 2022
REPLACES: Emilee Cannon

Suwannee Springcrest Elementary:
Jennifer Starling, Custodian, effective January 14, 2022
REPLACES: Shawn Reed

Transportation:
Jimmy Cannon, Bus Driver, effective January 11, 2022
REPLACES: Heather Riel

RESIGNATIONS: NON-INSTRUCTIONAL: (*Presented for information purposes only*)

Branford Elementary School:
Timothy O'Reilly, Custodian, effective January 6, 2022

Suwannee Springcrest Elementary:
Shawn Reed, Custodian, effective January 4, 2022

Transportation:
Sharna Blanco, Bus Driver, effective December 17, 2021

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Sheree Dugdale	Branford High School Food Service Worker 8 hours	Suwannee Pineview Elem. Food Service Worker 6 hours	January 4, 2022	Robin Krause
Kay Glass	Suwannee Pineview Elem. Registrar	Suwannee Pineview Elem. Media Clerk	February 1, 2022	Cheryl Ann Jackson

LEAVE OF ABSENCE:

Suwannee Riverside Elementary:
Mayra Gonzalez, Paraprofessional, effective January 4, 2022 through April 4, 2022

LEAVE OF ABSENCE: (FAMILY MEDICAL):

Suwannee Riverside Elementary:
Sharlie Bailey, Food Service Worker, effective November 29, 2021 through March 9, 2022

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

Suwannee High School:
Patricia Williams, Media Clerk, effective August 9, 2021 through November 18, 2021 for a total of 54.75 hours

Suwannee Pineview Elementary:
Teresa Brannon, Food Service Worker, effective November 29, 2021 through November 30, 2021 (16 hours), December 1, 2021 through December 3, 2021 (24 hours), January 4, 2022 through January 7, 2022 (32 hours), and January 10, 2022 (8 hours) for a total of 80 hours.

Suwannee Springcrest Elementary:
Alice Gamble, Teacher, effective October 6, 2021 (4 hours), October 7, 2021 (7.25 hours), October 8, 2021 (7.25 hours), October 29, 2021 (3.25 hours), and November 3, 2021 (1.25 hours) for a total of 23 hours

LEAVE OF ABSENCE: (MEDICAL):

Transportation:
Laura Jaramillo, Bus Driver, effective November 30, 2021, through January 3, 2022

MISCELLANEOUS:

Approval for the following custodians to work additional hours as needed for the remainder of the 2021-2022 school year:

Claudies Ivey Lloyd Jackson Sasharine Richardson

21st Century Program:
Approval of the following to work as a paraprofessional in the 21st Century Afterschool program:

Keeley Messer

Resource Center:
Approval for the following to work as Paraprofessionals in the Migrant Education Extended Day Program:
(Not to exceed 10 hours per week)

Erika Leak Takesha Patrick Yvette Perez Becky Skipper

Approval for the following Security Guards to work Monday through Thursday from 5:00 pm - 7:00 pm, for the remainder of the 2021-2022 school year at the Resource Center:
(Only 1 security guard will be on duty at any given time.)

Christopher Ringlein Michael Dunmore

The following to be approved as Practicum Student Teachers:

Intern	College/University	Cooperating Teacher	School
Kendall Butts	Florida Gateway College	Kimberly Warren	Suwannee Riverside Elementary
Jennifer Floyd	Florida Gateway College	Robyn Edwards	Suwannee Riverside Elementary
Kelly Hollingsworth	St. Leo University	Shannon Daniel	Suwannee Springcrest Elementary
Mallory Jackson	Florida Gateway College	April Crawford	Suwannee Pineview Elementary
Madeline Johns	Florida Gateway College	Krystal Cundiff	Suwannee Riverside Elementary
Hannah Knighton	Florida Gateway College	Stephanie Knighton	Branford Elementary School
Emilee Cannon	St. Leo University	Dyanna Leathlean	Suwannee Springcrest Elementary
Jared Thomas	University of Florida	Stacy Young	Branford High School

PART-TIME/HOURLY EMPLOYEES:

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES
January 1, 2022 through June 30, 2022:

ADULT EDUCATION:

Cynthia Frye	ABE/GED Prep
Angie Hester	ABE/GED Prep
Marisley Leal	ESL/ABE/GED Prep
Abbey Warren	ABE/GED Prep
Jennifer Floyd	GED Test Proctor/TABE Test Examiner
Jeff Lee	Test Administrator/Transition Specialist/Chief GED Test Examiner

CAREER AND TECHNICAL EDUCATION:

Suzanne Wilson	Coordinator-Nursing Assistant Program
Greta Thornton	Nail Technician
Kevin Mercer	Welding
Tommy Taylor	Welding
Marivic Blackwell	Phlebotomy
Kelly Grimes	Practical Nursing/Patient Care Technician Clinical Instructor
Ramona Land	Practical Nursing/Patient Care Technician Clinical Instructor/I.V. Therapy
Ashley Cato-Coner	Practical Nursing/Patient Care Technician Clinical Instructor/I.V. Therapy
Tammy Cunningham	Surgical Technology Clinical Instructor
Lyndsey Bricker	IV Therapy
Traci Thompson	Nursing Assistant Instructor
Susie Tyson	Nursing Assistant Instructor
Bonnie Thomas	Nursing Assistant Instructor
Shari Senea	Phlebotomy Instructor

COMMUNITY EDUCATION: (Pending class enrollment)

Debbie Scott	Cake Decorating
Natasha Pittman	Computer Applications
Margaret Wooley	Wreath Making
Robinette Odom	Wreath Making
Vanessa Grantham	Crochet/Stained Glass
Wayne Musgrove	Gun Safety/Concealed Weapons
Donna Bass	Community Education Coordinator
Dana Tidwell	Community Education Assistant
Belinda Fries	Computer Technology/Computer Safety
Kevin Constanza Renderos	Conversational Spanish
Kevin Mercer	Welding Art
Tommy Taylor	Welding Art
Derwin Bass	Basic Car, Home and/or Shop Maintenance
Julie Dees	Culinary, Cake Decorating
Stasia Dupree	Essential Oils
John Sinclair	Culinary

Becky Raymond	Basic Computers
LaDon Terry	Floral
Melinda Polbos	Culinary
Melissa Hottenstein	Sign Language
Logan Hart	Photography
Sherry Laks	Arts, Crafts, and Card Making
William Ragan	Auto Painting
Wendy Perrin	Vinyls/Crafts

SUBSTITUTES:

Transportation:

The following to serve as Substitute Bus Attendants:

Michael Ghent

Kevin Sheffield

VOLUNTEERS:

Carrie Allbritton
Quewan Austin
Paula Bales
Rene Bearden
Marolyn Black
Amber Bonnell
Courtney Bradow
Kimberly Cannon
Allison Caparelli
Ernesto Caparelli
Annagrace Carter
Kimberly Davis

Candace Diaz
Bryan Dixon
Brittney Gabey
Kevin Gabey
Cameron Humphries
Debbie Jones
Keith Jones
Brianna Kelley
Michael Kelley
John Kerry
Ethan Kirby
Joshua Martin

LeeAnn Morales
Josie Moses
Konstantinos Nahabetian
Charity Nasworthy
Carlos Podadera
Logan Register
Lorraine Terry
Alyssa Van Cleef
Troy Van Cleef
Amy Wilkins
Jordon Young

End of List
2021-2022
School Year

REGULAR AGENDA

1. MOTION by Mr. White, second by Mr. daSilva, for approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)

   #3.06 Safe and Secure Schools (*Revised*)
   #8.061 Safe School Officer (*New*)

   MOTION CARRIED UNANIMOUSLY

2. The following report for informational purposes:

   a. Suwannee County District School Board Financial and Federal Single Audit, for the Fiscal Year Ended June 30, 2021. (A copy of the report is available for review in the office of the Chief Financial Officer.)

3. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the Employee Workplace Safety Manual for 2021-2022. (A copy is available in the office of the Director of School Safety and Other Administrative Services.)

   MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the following form:

   #7200-140 Data Privacy Agreement **(pgs. 87-99)**

   MOTION CARRIED UNANIMOUSLY

5. Comments from Student Ambassadors

Student ambassadors Nathalia Veal and Jake Wooley updated the Board on the status of student organization accomplishments and athletic competitions at their respective schools.

6. Legal Counsel's Report – Nothing to report.

7. Superintendent's Report

   Mr. Roush provided updates on the following items:

   - The Annual Legislative Day will be held in Tallahassee February 2-3, 2022.
   - The Teacher of the Year Banquet will be held Thursday, January 27, 2022, at 6:00 p.m. at Camp Weed.

8. Issues and concerns Board members may wish to discuss

   - Mr. Taylor stated that this is National School Choice Week. He stated he attended the Winter FSBIT meeting last week and that workers compensation was a big topic. He would like to discuss ideas that can be implemented to help our District regarding workers compensation at the February workshop.

The meeting adjourned at 6:34 p.m.

EMPLOYEE PROTECTION LINE®
SUBSCRIBER AGREEMENT

THIS AGREEMENT entered into by in2vate, llc ("in2vate") and Suwannee County School Board ("Subscriber").

In consideration of the mutual promises herein contained and for good and valuable consideration, the sufficiency of which is hereby acknowledged, in2vate and Subscriber agree as follows:

1. **Services Provided by in2vate**. in2vate agrees to grant Subscriber access to the Employee Protection Line® service. in2vate or its agents have described this service to Subscriber and shall be substantially the same as outlined on the in2vate website or other materials provided to Subscriber.

2. **Term**. The term of this Agreement shall begin on August 27, 2021 (referred to as the "Beginning Date"). Services to be provided by in2vate will not begin until the last to occur of a.) receipt by in2vate of completed *Subscriber Information* and *Collective Risk Management® Team Contact Information Forms*, and b.) receipt by in2vate of the annual fee. The term shall be for a period of one (1) year starting on the Beginning Date ("Initial Term"). If the Subscriber is not satisfied with the Employee Protection Line service for any reason, within thirty (30) days following the Beginning Date, in2vate will refund the fee for the Initial Term less expenses incurred by in2vate. in2vate will notify Subscriber thirty (30) days prior to renewal to extend the Term for consecutive, one (1) year Terms ("Renewal Terms") on each anniversary of the Beginning Date (referred to as the "Renewal Date") unless either party gives written notice at least thirty (30) days prior to a Renewal Date of its intention to terminate this Agreement. Should Subscriber fail to pay, when due, the Annual Fee in effect at that time, service will be suspended.

3. **Annual Fee**. Subscriber agrees to pay in2vate $2.75 per employee, per annum, with a minimum fee of $750.00, with pricing based on the total number of employees for the Initial Term and all Renewal Terms of this Agreement. The Annual Fee payable for each Renewal Term may be changed at the sole discretion of in2vate, which shall give the Subscriber written notice of the revised Annual Fee no less than sixty (60) days prior to each Renewal Date. The Annual Fee for the Initial Term must be paid by the Subscriber in order to activate the services and will be non-refundable except as set forth in paragraph 2. The Annual Fee for each Renewal Term shall be due and payable no later than each Renewal Date.

4. **Changes in employee base during Term**. Any change in the number of employees of the Subscriber either an increase or decrease will not affect the annual fee until the following Renewal Date. Any employees added after the Beginning Date of the Term are covered under the current Subscriber Agreement. It is the responsibility of the Subscriber to verify the number of employees prior to the Renewal Date. This clause is applicable to Subscriber and its subsidiaries.

5. **Report Fee**. Subscription includes unlimited reports to the Employee Protection Line. However, if a report is received from an employee in a language other than English, Subscriber agrees to pay a translation fee for each such report.

6. **Information/Confidentiality**. Upon in2vate's request, Subscriber shall furnish all information reasonably necessary for in2vate to perform the services purchased. Such information may include, but not be limited to, handbooks, personnel manuals, and organizational charts. Delays in supplying information may delay in2vate's performance of this Agreement. Information furnished to in2vate, designated by Subscriber as confidential, will not be disclosed except as reasonably necessary to in2vate's performance of the services and with Subscriber's written permission. Furnished information shall be returned to Subscriber when it is no longer needed or when this Agreement terminates, whichever occurs first. Subscriber acknowledges information may be subject to production by subpoena or other formal legal process. in2vate hereby gives notice to Subscriber that all information provided to Subscriber by in2vate in the form of manuals, audio tapes, video tapes, handbooks, and publications, is to be considered proprietary to in2vate and none of such information shall be copied, distributed, or reproduced in any manner, whether or not distributed to third parties, without the express written consent of in2vate. In the event either party terminates this Agreement, such material shall be removed from Subscriber's facility and its employees by Subscriber and returned to in2vate. Subscriber also agrees to notify all parties that may have access to the Employee Protection Line of its termination of this Agreement. in2vate agrees not to disclose the substance of reports with a contact not listed by Subscriber unless Subscriber determines those reports discoverable through legal process or upon written permission.

7. **Nonexclusive Services**. Subscriber acknowledges that in2vate provides and will continue to provide its services to other private and governmental entities of in2vate's choosing.

8. **Subcontractors**. Subscriber agrees in2vate may subcontract services to be provided pursuant to this Agreement.

9. **No Warranties/Guarantees**. in2vate does not warrant or guarantee that the Employee Protection Line will prevent illegal activities, wrongdoing, lawsuits, damage assessments, or other claims or charges by any individual or entity.

10. **No Legal Representation or Services**. in2vate will not provide legal representation for Subscriber. No confidential attorney-client relationship is intended or formed by this Agreement or the performance of it. Should Subscriber desire legal representation, it agrees to contact individuals or firms other than in2vate to meet its needs.

11. **Modification of Agreement**. This Agreement contains the entire agreement between the parties. This Agreement may only be modified by agreement, written, and signed by both parties.

12. **Indemnity**. Subscriber agrees to indemnify and hold in2vate harmless for any losses or damages arising out of the acts or omissions of Subscriber, in the performance of this agreement. in2vate agrees to indemnify and hold harmless Subscriber for any loss or damages arising out of acts or omissions of in2vate in its performance of this Agreement. in2vate also agrees to provide Subscriber with a Certificate of Insurance for its Errors and Omissions policy of not less than $1 million per occurrence and in the aggregate.

13. **Report Recording**. Subscriber agrees to in2vate's audio recording and transcription of all reports received from Subscriber's employees through the Employee Protection Line service. Subscriber agrees that the audio recordings are in2vate' sole property. Subscriber agrees to disclose to its employees that their reports will be recorded.

14. **Party Dispute Resolution.** Any claim between the parties hereto arising out of or relating to this Agreement or the services shall be resolved by mediation, the mediator to be agreed upon by the parties. The resulting settlement agreement shall be enforceable in a circuit court having jurisdiction in Suwannee County, Florida.

15. **Miscellaneous.** This Agreement is made and entered into in the State of Florida and is governed by Florida law. This Agreement may be signed in counterparts, in which case each counterpart shall constitute an original of the Agreement. Defined terms are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this Agreement. In this Agreement, the singular shall include the plural, the plural shall include the singular, and pronouns shall be interpreted appropriately as masculine, feminine, or neuter.

16. **Public Records.** For all contractors as set forth in Section 119.0701, Florida Statutes see EXHIBIT A which is incorporated by reference herein.

17. **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.

18. **Force Majeure.** Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Agreement if and to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God, acts of the public enemy, war, riots, strikes, labor disputes, civil disorders, fires, floods, hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the 2021-2022 academic year.

19. **E-Verify** – See EXHIBIT B.

WITNESS the parties, by signature, have agreed to the terms set forth in this Agreement, as of the date last written below.

SUBSCRIBER
(Representative of Subscriber)

Signature _____

(Print) Ted L. Roush

Title Superintendent of Schools

Signature _____

(Print) Jerry Taylor

Title Board Chairman

Date _____

Number of Employees _____

Subscriber's Address:

Physical 1740 Ohio Avenue, South
Live Oak, FL 32064

Mailing (same as above)

Phone (386)647-4600

in2vate, llc
(Representative of in2vate, llc)

Signature _____

Title Director of Client & Support Services

Date _____

AGENT or CONSULTANT (circle one if applicable)
Signature _____

(Print) _____

Organization _____

Address _____

Phone ( ) _____ Ext. _____

SEND SUBSCRIBER AGREEMENT TO:
in2vate, llc
ATTN: Employee Protection Line Manager
P O Box 2550
Tulsa, OK 74101-2550
(918) 582-5262 Phone
(918) 582-5261 Fax

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

EXHIBIT A

Public Records Law Requirements under Chapter 119.0701, Florida Statutes

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1740 OHIO AVENUE SOUTH, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes, you must comply with Florida's public records law.

You must keep and maintain public records required by the School District to perform the contracted services.

Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

You must ensure that public records which are *exempt* or *confidential and exempt* from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the District.

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. *See* Section 119.0701(2)(b)4, Florida Statutes, for additional record keeping requirements.

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

A request to inspect or copy public records relating to a District's contract for services must be made directly to the District's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time.

If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.

Exhibit B

1. **E-Verify**. Effective July 1, 2020

   A. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this Agreement.

   B. Subcontractors

      (i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

      (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095.

      (iii) Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

   C. Contractor must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

   D. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

TRAVELERS

Travelers Casualty and Surety Company of America
Hartford, CT 06183

PUBLIC OFFICIAL BOND - FOR DEFINITE TERM

BOND NO. 107575734

KNOW ALL MEN BY THESE PRESENTS, That we JERRY TAYLOR of 1740 OHIO AVE S, LIVE OAK, FL 32064-4500, as Principal, and Travelers Casualty and Surety Company of America, a corporation of CT, as Surety are held and firmly bound unto Florida Secretary of State in the penal sum of Twelve Thousand ($12,000.00) Dollars, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

SEALED and dated this 31 day of January, 2022.

WHEREAS, the said principal has been ☒ elected or ☐ appointed to the office of: Chairman School Board for a definite term beginning November 16, 2021 and ending November 22, 2022 and is required to furnish a bond for the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over to the persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor all records and property which have come into his/her hands, then this obligation to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the surety shall be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

WITNESS:

Robinette Odom

JERRY TAYLOR

Jerry Taylor (Seal)
(Principal)

Travelers Casualty and Surety Company of America

By: Lee Harvard
Lee Harvard Attorney-in-Fact

S-2232-1 (07-97)

TRAVELERS

Travelers Casualty and Surety Company of America
Hartford, CT 06183

PUBLIC OFFICIAL BOND - FOR DEFINITE TERM

BOND NO. 107575812

KNOW ALL MEN BY THESE PRESENTS, That we ED DASILVA of 1740 OHIO AVE S, LIVE OAK, FL 32064-4500, as Principal, and Travelers Casualty and Surety Company of America, a corporation of CT, as Surety are held and firmly bound unto Florida Secretary of State in the penal sum of Twelve Thousand ($12,000.00) Dollars, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

SEALED and dated this 31 day of January, 2022.

WHEREAS, the said principal has been ☒ elected or ☐ appointed to the office of: Vice Chairman School Board for a definite term beginning November 16, 2021 and ending November 22, 2022 and is required to furnish a bond for the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over to the persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor all records and property which have come into his/her hands, then this obligation to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the surety shall be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

WITNESS:
Robinette Odom

ED DASILVA
Ed DaSilva (Seal)
(Principal)

Travelers Casualty and Surety Company of America

By: Lee Harvard
Lee Harvard Attorney-in-Fact

S-2232-1 (07-97)

SUWANNEE COUNTY SCHOOL DISTRICT

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

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

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

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools

FROM: Walter Boatright, Director of Human Resources WB

DATE: February 7, 2022

RE: Human Resources Transactions for the February 22, 2022 Regular Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
February 22, 2022

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 2021-2022 SCHOOL YEAR:

RETIREMENTS: INSTRUCTIONAL: *(Presented for information purposes only)*

Branford Elementary School:
Gary Barrs, Teacher, effective February 28, 2022
(Amended from the September 28, 2021 Agenda)

Suwannee Pineview Elementary:
Pamela Hendrick, Teacher, effective August 12, 2022

RECOMMENDATION: INSTRUCTIONAL:

District Wide:
Chelsey Chaney, ESE Support Facilitator, effective January 31, 2022
REPLACES: Elizabeth Vann

RESIGNATIONS: INSTRUCTIONAL: *(Presented for information purposes only)*

Branford High School:
Colleen Heeney, Teacher, effective May 31, 2022

Suwannee Pineview Elementary:
Malea Gold, Teacher, effective February 25, 2022

LEAVE OF ABSENCE: FAMILY MEDICAL LEAVE:

Branford High School:
Ayla Hicks, Teacher, effective February 23, 2022 through May 27, 2022
(With the option to return sooner if released by her doctor)

LEAVE OF ABSENCE: (MEDICAL):

Suwannee High School:
Benita Diggs, Teacher, effective January 11, 2022, through January 21, 2022

SUPPLEMENTARY:

Employee Name	Position	Location
Amanda Bartley-Ramirez	ESE Teacher (1/2 Supplement)	Suwannee Riverside Elementary
Aaron Bass	Boys' Assistant Weightlifting Coach	Branford High School
Chelsey Chaney	ESE Teacher (1/2 Supplement)	District Wide
Monica Jackson	Reading Endorsement Supplement	Branford High School
James Leibold	Boys' Varsity Basketball Assistant Coach	Branford High School
Holly Marsee	ESE Teacher	District Wide
Daniel Marsee	Girls' Assistant Weightlifting Coach	Suwannee High School
John Sinclair	SkillsUSA	RIVEROAK Technical College
John Wainwright	Assistant Wrestling Coach	Suwannee High School
Jessica Willis	Patient Care Technician (1/2 Supplement)	RIVEROAK Technical College

RETIREMENTS: NON-INSTRUCTIONAL: *(Presented for information purposes only)*

Suwannee Pineview Elementary:
Loretta Polite, Custodian, effective July 27, 2022

Transportation:
Dorie Bingemann, Bus Driver, effective June 30, 2022

Linda Vanous, Bus Driver, effective June 30, 2022

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:
Shawna Shea, Paraprofessional, effective February 4, 2022
REPLACES: Crystal Bryan

District Office:
Katie Greene, Accounts Payable Specialist, effective February 22, 2022
REPLACES: Leigh Fernald

RIVEROAK Technical College:
Katlin Westrich, Bookkeeper, effective February 1, 2022
REPLACES: New Position

Suwannee Pineview Elementary:
Heather Ayala, Paraprofessional (Temporary) effective February 1, 2022
REPLACES: Cathy Jerkins

Lori Torres, Administrative School Secretary, effective February 9, 2022
REPLACES: Kay Glass

Suwannee Springcrest Elementary:
Shelton Daniel, Custodian, (Temporary) effective February 14, 2022
REPLACES: Jennifer Starling

RESIGNATIONS: NON-INSTRUCTIONAL: (*Presented for information purposes only*)

Transportation:
Scott Koehn, Mechanic, effective February 9, 2022

Dana Powers, Bus Driver, effective February 2, 2022

TRANSFER/REASSIGNMENT:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Dana Tidwell	RIVEROAK Technical College Bookkeeper	Branford High School Bookkeeper	April 4, 2022	Tracy Delegal

LEAVE OF ABSENCE: (MEDICAL):

Suwannee Middle School:
Maritza Torres, Paraprofessional, effective January 10, 2022, through January 31, 2022
(With the option to return sooner if released by her doctor)

MISCELLANEOUS:

Mentee	Mentor	School
Brandy Allen	Brooke Cox-Knowles	SOS
William Blackmon	Katie Miller	RTC
Crystal Brown	Mandi Howard	BES
Deanna Burkett	Deanna Horton	SMS
Chelsey Chaney	Holly Marsee	District
Erin Clary	Monica Jackson	BHS
Destiny Denson	Kimberly Tuvell	SHS
Janet Diaz	Cierra Keen	SPE
Tamara Felton	Cierra Keen	SPE
Theodore Frazier	Elisa Hall	SHS
Rebecca Futch	Kary Black	SHS
Alyssa Hahn	Angela Hester	SVS
Colleen Heeney	Maria Rodriguez	BHS
Ayla Hicks	Misty Ward	BHS
William Hill	Katie Miller	RTC
Ariel Jennings	Joann Weber	SSE
Malea Gold	Cierra Keen	SPE
Jazmin Marrero	Angela Hester	SMS
Marissa Parks	Julianna Dees	BHS
Ashton Petersen	Robyn Bonds	SMS
Kelli Roberts	Tammy Williams	SRE
Kelli Rogers	Kary Black	SHS
Brooklyn Ross	Natalie Haney	SSE
Tralene Sasso	Rebecca Carter	SPE
John Sinclair	Cynthia Frye	RTC

Taelyn Smith	Rebecca Carter	SPE
Jenna Stratton	Cynthia Frye	RTC
Brittany Thomas	Jennifer Bonds	SSE
Jennifer Turner	Cathy Nicely	SRE
Cody Wall	Cristina Herrington	SMS
Stephanie Wall	Cara Disken	SMS
Barrinisha Washington	Neena Brown	SHS
Kayla Williamson	Angel Hicks	SMS
Eric Yount	Maria Rodriguez	BHS

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

Justin Bruce Bethany Byrd Jazmin Marrero

Pre-K Extended Day Program:

Approval for the following to work in the Pre-K Extended Day Program:

Kristin Register Taelyn Smith

Approval for the following custodians to work additional hours as needed for the remainder of the 2021-2022 school year:

Edward McLarty Janice Thompson

Approval for the following as Practicum Student Teachers:

Intern	College/University	Cooperating Teacher	School
Novia Cobin	Florida Gateway College	Janell Miracle	Suwannee Riverside Elementary
Tabitha Tewalt	Florida Gateway College	Mandy Ramsey	Suwannee Riverside Elementary

SUBSTITUTES:

Transportation:

The following to serve as Substitute Bus Attendant:

Toni Vargas-Garcia

The following to serve as a Substitute Bus Driver:

Richard Torgerson

VOLUNTEERS:

George Ballard
Amanda Beaulieu
Michael Fogarasi
Amanda Grinstead
Christa Harris
Amber Herring
Amy Holtzclaw
Jonathan Holtzclaw
Kendall Humphries
Tanner Humphries
Malia Leitch
Brittany Mathis
Christopher McMillan
William Moran
Josie Moses
Stacy Nolan-Bassett
Joanna Praetorius
Diane Starke
Jeffrey Steele
Wendy Stevens
Kimberly Taylor
Tate Van Etta
Kathrine Watkins
Susan White

End of List
2021-2022
School Year

AUTHORIZED TRAVEL EXPENSES 7.17*

POLICY:

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

I. In-District Travel

A. Travel by an authorized officer or employee within the District may be reimbursed at the maximum Federal standard rate per mile, provided, however, that no reimbursement shall be made for travel between an employee's home and his / her official headquarters.

II. Out-of-District Travel

A. One-day Trips. Expenses by officers or employees on authorized school business which require less than one (1) day may be reimbursed for travel and meals at the maximum Federal standard rate.

B. Overnight Trips. Expenses by officers or employees on authorized trips which requiring absence overnight or in excess of twenty-four (24) hours may be reimbursed for travel, lodging and meals at the maximum Federal standard rate. Travel shall be by the most economical route or method.

III. Mileage shall be computed as follows:

A. In-District: In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.

B. Out-of-District. Pursuant to the mileage chart established on the official state road map.

IV. Travel shall be pooled, if practical, when more than one (1) traveler is going to the same destination at approximately the same time. If, for personal reasons, travelers choose not to car-pool, mileage reimbursement shall be pro-rated, between drivers, based on the number of travelers transported.

V. A purchase order shall be issued and processed through the District office when a common carrier is used. Air travel shall be used when practical, using airlines on state contracts if available.

VI. Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities. However, reimbursement for registration fees shall be reduced by the value of any lodging or meals included.

VII. All out-of- state travel by School Board members shall have prior approval of the School Board. The official headquarters of each School Board member shall be his / her place of residence and all in-district travel, including travel to and from School Board meetings, shall be computed on this basis. Travel reimbursement for Board members shall be authorized in accordance with 1001.39.

VIII. An employee in a position which requires travel to perform his / her duties may be paid for the use of his / her personal car while used in travel on school business at the maximum Federal standard rate per mile for travel within the District.

IX. All persons requesting out-of-state travel authorization, except for travel to Georgia, shall have prior authorization from the superintendent, or his designee. The superintendent will publish a monthly report to be made part of the monthly Board meeting Consent Agenda, which will outline the location, individual(s) attending, purpose, and dates of all out-of-state travel that was authorized for the respective month. All out-of-state travel requests shall be accompanied by a statement of benefits to the District with the leave request. To pay expenses from public funds, there shall be a showing of benefits flowing to the District by reason of his / her having attended such a meeting.

X. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

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

LAW(S) IMPLEMENTED: **112.061, 1001.39, 1001.43, 1011.09, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.056**

History:	Adopted: 09/25/07 Revision Date(s): 08/28/07, 2/23/10, 8/23/11, 2/28/12, 9/22/2015, 5/22/2018 Formerly: DLC

DISASTER PREPAREDNESS **8.05***

POLICY:

I. The School Board shall participate in emergency management by providing facilities and personnel necessary to staff such facilities during a state or local emergency and upon the request of the local department of emergency management.

A. Prior to June 1 of each year, the Superintendent shall develop, with local emergency management agencies, a list of schools to be used as emergency shelters.

B. The principals of the designated facilities and other personnel shall be available to assist the department of emergency management in the operation of their schools as emergency shelters when requested.

C. The Superintendent may authorize the use of custodians, food service personnel, electricians, maintenance employees, and other School Board employees to assist in the safe operation of the emergency shelter or disaster operation.

II. Transportation assistance provided by the School Board shall be coordinated with the department of emergency management. The Superintendent may authorize the use of bus drivers and assistants as needed to provide emergency transportation services.

III. The Board recognizes that exempt and nonexempt employees who serve on the crisis management teams and who staff shelters during a declared emergency will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty. Once an emergency has been declared by local, state, or federal government, all personnel will be compensated based on a flat rate of pay. Personnel contractual obligations for compensation will not apply, compensation will be as follows.

A. While performing duties in an emergency management shelter or at another duty station, non-exempt (hourly) personnel asked to perform emergency related duties once an emergency has been declared by local, state, or federal government, non-exempt (hourly) personnel will be compensated based on a flat rate of pay at the Superintendent's discretion. This level of compensation will assume that the 40-hour work week requirement has been met. All hours worked must be approved by a supervisor or Superintendent and/or designee where applicable.

B. While performing duties in an emergency management shelter or at another duty station, exempt personnel required by the Superintendent and or/designee to work at a shelter or at another duty station will be compensated based on a flat rate of pay at the Superintendent's discretion.

IV. The Superintendent and local emergency management agencies shall develop a shelter operation plan and annual training that will clearly identify staff roles and responsibilities for the safe administration of the school as an emergency shelter and for emergency transportation services.

V. Following the use of district facilities as shelters the Superintendent shall calculate the amount spent during the period the facilities were used for shelter operations that is above and beyond the usual and customary expenses to operate the facilities during that time period for the following:

A. Utilities (such as power, water, and telephone).

B. Generator usage (rental cost and/or fuel required).

C. Shelter Staffing.

D. Costs related to use of buses and other vehicles, excluding operator costs.

E. Food Service costs and all supply costs related to shelter operations.

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VI. The Superintendent is authorized to submit the itemized total amount expended by the District for extra compensation for exempt and non-exempt staff, as well as the additional amount expended for the operation of the

District Facilities used as emergency shelters to the Federal Emergency Management Agency (FEMA) and /or appropriate state agency for reimbursement. The Board shall be informed of the amount of reimbursement requested and amount received at a regular scheduled Board meeting.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.23, 1013.372, F.S.**

HISTORY:	ADOPTED: 9/27/05 REVISION DATE(S): 9/27/05 FORMERLY: NEW

SAFETY BELTS	8.22

POLICY:

I. The operator and each front seat passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in motion. This provision is applicable to all vehicles as defined in section 316.003, Florida Statutes, except for the following:

A. A school bus except as required by law or rule;

B. A bus used for transportation of persons for compensation;

C. A farm tractor or implement of husbandry;

D. A truck of net weight of more than five thousand (5,000) pounds;

E. A motorcycle, moped, golf cart, or bicycle.

II. A school bus purchased new after December 31, 2000 must be equipped with safety belts or other federally approved restraint system if used for pre-K to grade 12 students. Each passenger shall be instructed to wear a seatbelt when the bus is in operation.

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III. The number of passengers of a pick-up truck shall not exceed the number of safety belts which were installed by the manufacturer.

IV. School bus drivers shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 316.003; 316.614; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.0171

History:	Adopted:
	Revision Date(s): 2/22/11
	Formerly: EEB