

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
August 13, 2019

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge ..... Ed daSilva, Chairman
- 9:02 a.m. School Configuration ..... Janene Fitzpatrick
- 10:00 a.m. Alternative Health Care Options..... Ted Roush
- 11:00 a.m. Kelly Services Annual Presentation ..... Walter Boatright/Kelly  
(pg. 2) Services Representatives
- 11:30 a.m. Lunch
- 12:30 p.m. Human Resources Department Update ..... Walter Boatright  
• Job Descriptions (pgs. 3-9)
- 1:00 p.m. Assistant Superintendent of Administration .....Bill Brothers  
Department Update  
• Ag Farm Signage
- 1:30 p.m. Student Services Department Update .....Debbie Land
- 2:00 p.m. Superintendent Update..... Ted Roush
- 2:30 p.m. Adjourn

## EXHIBIT A PRICING FOR KELLY EDUCATIONAL STAFFING

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Services between Kelly Services, Inc. and Suwannee County Public Schools, dated July 17, 2019. The pricing in Exhibit A is confidential and proprietary to Kelly. Customer agrees not to disclose the contents of Pricing Exhibit A to persons or entities not party to this agreement without Kelly's written permission.

### 1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following rates:

Position	Pay Rate	Pay Type	Markup	Bill Rate
Teacher w/ HS Diploma	\$ 9.00	Hourly	1.335	\$ 12.02
Teacher w/ 60+ College Credits	\$ 9.75	Hourly	1.335	\$ 13.02
Teacher w/ Bachelor's Degree	\$ 10.75	Hourly	1.335	\$ 14.35
Teacher w/ Master's Degree	\$ 12.25	Hourly	1.335	\$ 16.35
Paraprofessional	\$ 8.75	Hourly	1.335	\$ 11.68
Clerical	TBD	Hourly	1.335	TBD
Retiree DROP Program	TBD	Hourly	1.185	TBD
Food Service	\$ 8.75	Hourly	1.390	\$ 12.16
Custodial	\$ 9.00	Hourly	1.390	\$ 12.51

- 2. Early Payment.** Kelly shall provide to Customer a discount of one-percent (1%) on each invoice if Customer pays within thirty (30) days from receipt of invoice. Kelly shall format each invoice to establish the pricing as set forth in section 1 above, and also format the invoice to include the alternative of this 1% discount for payment within 30 days as a separate line item in the invoice.

**KELLY SERVICES, INC.**

**Suwannee County Public Schools**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# 185 (DRAFT)

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### FOOD SERVICE MONITOR

#### JOB DESCRIPTION

##### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Good physical health.
- (3) Or other appropriate certificates/licenses required by the District.
- (4) Satisfactory criminal background check and drug screening.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of district student code of conduct, school policies and safety procedures. Skill in de-escalating potential conflict and resolving problems. Ability to work harmoniously with school staff, students and fellow workers and provide a friendly food service experience to participants. Ability to understand and follow written and verbal instructions and demonstrate skill in maintaining proper decorum.

##### REPORTS TO:

School Principal in consultation with the Food Service Manager

#### JOB GOAL

To promote a safe and orderly campus environment by monitoring student behavior during meal service periods.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

###### Service Delivery

- \*( 1) Provide student supervision during meal service periods.
- \*( 2) Assist in the enforcement of school rules and address negative behavior.
- \*( 3) Refer behavior problems to proper authorities according to guidelines established by the individual school site.
- \*( 4) Communicate with students and school staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills.
- \*( 5) Circulate throughout the cafeteria or in assigned areas and assist students as needed.

###### Employee Qualities/Responsibilities

- \*( 6) Wear district provided vest while on duty.
- \*( 7) Carry district provided communication device.
- \*( 8) Participate in ongoing in-service programs.
- \*( 9) Work independently or as a team member.

# 185 (DRAFT)

## FOOD SERVICE MONITOR (Continued)

- \*( 10) Work cooperatively with other workers.
- \*( 11) Display a pleasant attitude toward students.

### Inter/Intra-Agency Communication and Delivery

- \*( 12) Follow all school and food service policies.
- \*( 13) Follow attendance, punctuality and proper dress rules.
- \*( 14) Communicate well with Manager.
- \*( 15) Communicate effectively with students, staff and administration.
- \*( 16) Observe all safety rules and report any accident to the proper authority.

### System Support

- \*( 17) Represent the School Board in a positive manner.
- \*( 18) Appear before the School Board as needed.
- \*( 19) Shall assume additional responsibilities as assigned by the principal.

## PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

## TERMS OF EMPLOYMENT:

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

\*Essential Performance Responsibilities

**NONINSTRUCTIONAL**

**SALARY SCHEDULE 2018-2019**  
**LUNCHROOM**

Food Service Monitor

\$12.00 per hour

Effective July 1, 2018-June 30, 2019

Adopted \_\_\_\_\_ by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### STUDENT SUCCESS AND SAFETY ADVOCATE

#### JOB DESCRIPTION

##### QUALIFICATIONS:

- (1) High school diploma. Bachelor's degree in social work or related field from an accredited educational institution preferred.
- (2) Minimum of three (3) years successful experience in social work or an educational setting.
- (3) Satisfactory criminal background check and drug screening.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of district services available to students. Skill in the human interaction and conflict resolution. Ability to work effectively with students of diverse backgrounds, including at-risk and low socioeconomic students and their families. Ability to assist teachers with students in alternative school settings and support as variety of instructional delivery models. Knowledge of community agencies that can provide assistance to students. Ability to communicate effectively verbally and in writing. Ability to collect and maintain data. Ability to maintain confidentiality. Ability to develop and maintain effective working relationships with faculty, staff, students, and parents. Skill in the operation of standard up-to-date computer applications. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to prepare and maintain accurate records and reports.

##### REPORTS TO:

Director of School Choice

##### JOB GOAL

To serve as an advocate for students and assist in the delivery of alternative learning programs.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

###### Service Delivery

- \*(1) Demonstrate initiative and high level of visibility in assigned area to fulfill project goals and objectives.
- \*(2) Help monitor grounds, buildings and parking lots and report potential safety problems.
- \*(3) Use strategies to prevent incidents and to protect employees, students, and property of the School District of Suwannee County.
- \*(4) Maintain an approved, flexible work schedule by clocking in at appropriate sites at appropriate times.
- \*(5) Perform student attendance and registration duties as assigned.
- \*(6) Serve as a substitute teacher in classes as needed.
- \*(7) Assist with other office activities as assigned.

## STUDENT SUCCESS AND SAFETY ADVOCATE (Continued)

- \* (8) Assist with the enforcement of school rules, administrative regulations and School Board policies.
- \* (9) Assist in completing referrals, incident reports, and other reports in an acceptable manner, as well as provide mentorship and supervision as needed.
- \* (10) Interact with students to provide occupational information.
- \* (11) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- \* (12) Assist students with personal hygiene, health and safety issues or grooming as required.
- \* (13) Use classroom management techniques conducive to an effective classroom environment.
- \* (14) Proctor tests as assigned.
- \* (15) Serve on the District Safety Committee.

### Inter/Intra-Agency Communication and Delivery

- \* (16) Assist with the District's efforts to reduce truancy.
- \* (17) Work closely with the District Director of School Safety and Other Administrative Services, in completing ERP and other required documentation.
- \* (18) Communicate effectively with students, parents, staff and administration.
- \* (19) Keep supervisor informed of potential problems or unusual events.
- \* (20) Respond to inquiries and concerns in a timely manner.

### Employee Qualities/Responsibilities

- \* (21) Demonstrate initiative in the performance of assigned responsibilities.
- \* (22) Ensure adherence to good safety procedures.
- \* (23) Model and maintain high ethical standards.
- \* (24) Follow attendance, punctuality and proper dress rules.
- \* (25) Maintain confidentiality regarding school/workplace matters.
- \* (26) Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment.

### System Support

- \* (27) Maintain a broad knowledge of District policies and procedures.
- \* (28) Assist other staff members upon request, thereby reflecting a team effort.
- \* (29) Demonstrate support for the school and its goals and priorities.
- \* (30) Perform other tasks consistent with the goals and objectives of this position.
- \* (31) Appear before the School Board as needed.
- \* (32) Shall assume additional responsibilities as assigned by the superintendent.

### PHYSICAL REQUIREMENTS:

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

### TERMS OF EMPLOYMENT:

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

### EVALUATION:

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

## STUDENT SUCCESS AND SAFETY ADVOCATE (Continued)

\*Essential Performance Responsibilities

SCSB Approved XX/XX/XX



## NONINSTRUCTIONAL

SALARY SCHEDULE 2018-2019COMMUNITY SCHOOLS COORDINATOR/STUDENT SUCCESS AND  
SAFETY ADVOCATE


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0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
30865	31556	32262	32944	33637	34326	35019	35712	36402	37098	38134	39233	39859	40441	41024

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The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

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

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

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

Effective July 1, 2018-June 30, 2019

Adopted \_\_\_\_\_ by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent