

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
October 22, 2019

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Branford High School

Special Recognition by the Superintendent:

- **Branford High School**

- Cash Blalock - Perfect Score on 2019 Spring FSA
- Lachelle Sikes – Awarded the *Meldon Law Scholar Athlete of the Week* by WCJB-TV 20

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. 6-31)

September 5, 2019	- Public Hearing ( <i>Adopt final Millage Rates and final Budget for 2019-2020</i> ) (NOTE: Minutes already Board approved at the September 10, 2019, Special Meeting, due to Department of Revenue requirements for TRIM compliance.)
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- |                    |                                      |
|--------------------|--------------------------------------|
| September 10, 2019 | - Workshop Session                   |
|                    | - Special Meeting                    |
|                    | - Expulsion Issues Hearing (Private) |
| September 24, 2019 | - Regular Meeting                    |

2. The Superintendent recommends approval of the monthly financial statement for September 2019.
3. The Superintendent presents the following bills for the period September 1-30, 2019:

### General Checking Account

General Fund 1000	\$ 1,111,429.74
Special Act Bonds 2200	13,706.01
LCIF Fund 3200	45,040.52
Spec Act Revenue Bond 3210	26,570.89
Other Capital Proj 3210	3,115.07
Food Service Fund 4100	142,921.49
Federal Fund 4200	<u>95,586.52</u>
	\$ 1,438,370.24

### Payroll Checking Account

General Fund 1000	\$ 3,102,796.52
Food Service Fund 4100	143,634.70
Federal Fund 4200	<u>357,214.64</u>
	\$ 3,603,645.86

<b>Total</b>	\$ 5,042,016.10
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4. The Superintendent recommends approval of the following budget amendments for fiscal year 2019-2020:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-3	III-3	IV-3 (Federal)
		IV-3 (Food Service)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated October 22, 2019. **(pg. 32)**

6. The Superintendent recommends approval to accept the following donated item:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS (Football Pgm.)	Cash Donation (\$1,000)	James F. Waters III PA/Jacksonville

7. The Superintendent recommends approval of the following student transfers for the 2019-2020 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Victoria	Diaz	Suwannee	Lafayette	PK
Annabelle	Stokes	Suwannee	Hamilton	1
Claudia	Tur Delgado	Suwannee	Lafayette	9
Cayden	VanEtten	Suwannee	Lafayette	8
Caylyn	VanEtten	Suwannee	Lafayette	4

8. The Superintendent recommends approval to change the November Regular Board Meeting and Reorganization Meeting from November 26, 2019, to November 19, 2019.
9. The Superintendent recommends approval to change the December Regular Board Meeting from December 24, 2019, to December 17, 2019.
10. Human Resources Transactions (pgs. 33-37)

## REGULAR AGENDA

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

- #3.05 Administrative Organization (*Revisions*) **(pgs. 38-39)**
- #3.06 Safe and Secure Schools (*Revisions*) **(pgs. 40-46)**
- #4.01 Student Progression Plan (*Revisions*) **(pg. 47)**
- #4.025 Academic and Career Planning (*Revisions*) **(pgs. 48-50)**
- #5.05 Requirements for Original Entry (*Revisions*) **(pgs. 51-52)**
- #5.13 Zero Tolerance for School-Related Crimes (*Revisions*) **(pgs. 53-58)**
- #5.40 Children of Military Families (*New*) **(pg. 59)**
- #5.101 Bullying and Harassment (*Revisions*) **(pgs. 60-76)**
- #6.19 Certification of Administrative and Instructional Personnel (*Revisions*) **(pgs. 77-78)**

2. The Superintendent recommends approval of the following contract/agreement for the 2019-2020 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

- #2020-79 Memorandum of Agreement between the University of South Florida and the Suwannee County School District, Florida for the Youth Mental Health Awareness and Training (YMHAT) Project (*New*) **(pgs. 79-83)**

3. The Superintendent recommends approval of the following personnel items for the 2019-2020 school year:

- a. Job Description #73 – School Security Guard (*Revised*) **(pgs. 84-85)**
- b. Unfreeze the Assistant Director of Information Technology position, which was previously frozen by the Board on May 22, 2012 (NOTE: The actual frozen date was to be when the current Assistant Director of Information Technology vacated the position, which occurred on August 2, 2012.)

4. Legal Counsel's Report
5. Comments from Student Ambassadors
6. Superintendent's Report
7. Issues and concerns Board members may wish to discuss

End of Agenda

**INFORMATION ONLY – THESE MINUTES WERE SCHOOL BOARD APPROVED AT  
THE SEPTEMBER 10, 2019, SPECIAL MEETING, DUE TO DEPARTMENT OF  
REVENUE REQUIREMENTS FOR TRIM COMPLIANCE.**

**SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
September 5, 2019**

**MINUTES**

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason, Jerry Taylor, and Ronald White, along with Chief Financial Officer Vickie DePratter and Administrative Secretary Karen Lager. Bill Brothers, Assistant Superintendent of Administration, sat in for Superintendent Ted Roush who was absent. School Board Attorney Leonard Dietzen was also absent.

Chairman daSilva called the hearing to order at 5:30 p.m. for the purpose of adopting the Final Millage rates for the 2019-2020 school year and the Final Budget for the 2019-2020 school year.

The Final Millage rates set for the 2019-2020 school year are as follows:

Required Local Effort	=	3.908
Discretionary Operating	=	.748
Capital Outlay	=	<u>1.500</u>
Total	=	6.156

The Final Millage is greater than the roll back rate by 1.52 percent.

The Required Local Effort is 3.908 mills and is set by the State. This is a decrease of .011 mills from the 2018-2019 rate.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2018-2019.

The Capital Outlay is 1.500 mills. This is the same millage rate as in 2018-2019.

- 1) Chairman daSilva called for questions or comments from the public concerning the Final Millage rates and there were none.

**INFORMATION ONLY – THESE MINUTES WERE SCHOOL BOARD APPROVED AT  
THE SEPTEMBER 10, 2019, SPECIAL MEETING, DUE TO DEPARTMENT OF  
REVENUE REQUIREMENTS FOR TRIM COMPLIANCE.**

NOTE: The Board approved the following items (Item #2 and #3) individually, in order, as shown below.

- 2) MOTION by Mr. Taylor, second by Ms. Cason, to adopt the Final Millage rates for 2019-2020 as follows:

Required Local Effort	=	3.908
Basic Discretionary	=	.748
Capital Outlay	=	1.500

MOTION CARRIED UNANIMOUSLY

- 3) MOTION by Mr. Taylor, second by Ms. Cason, to adopt the Final Budget for 2019-2020. MOTION CARRIED four to one; Mr. White voted NO.

The hearing adjourned at 5:33 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
September 10, 2019

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Jerry Taylor, and Ronald White (arrived at 10:00 a.m.), along with Superintendent Ted Roush (arrived at 9:21 a.m.), School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Catherine Cason was absent.

Administrators and others present: Jennifer Barrs (arrived at 9:09 a.m.), Walter Boatright, Amy Boggus, Bill Brothers (arrived at 9:04 a.m.), Mark Carver (arrived at 9:05 a.m.), Lisa Dorris (arrived at 9:05 a.m.), Janene Fitzpatrick, Ronnie Gray (arrived at 9:24 a.m.), Malcolm Hines, Debbie Land, Angie Stuckey, Marsha Tedder (arrived at 9:39 a.m.), Julie Ulmer (arrived at 10:00 a.m.), Kelly Waters, Jimmy Wilkerson (arrived at 9:21 a.m.), Josh Williams, Kelli Williams, and Laura Williams. Tyson Johnson and representatives with Arthur J. Gallagher & Company; Elizabeth Porter, Joe Albritton, and representatives with AVAIL Benefits; Carol Johnson and Takale McDaniel, with Vivid Visions; and SCSD Fringe Benefits Committee Members were also present.

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

School Configuration..... Janene Fitzpatrick

Mrs. Fitzpatrick provided a PowerPoint presentation regarding an update on School Configuration.

Mr. Taylor asked that a School Configuration update be provided at the next ELM Meeting, which will be held October 15.

Alternative Health Care Options ..... Ted Roush

Mr. Roush introduced Elizabeth Porter and Joe Albritton, with AVAIL Benefits, who were referred to our District by FSBIT. AVAIL Benefits is a health risk management consulting firm, which provides long-term strategy analytics. Mr. Albritton provided a PowerPoint presentation regarding alternative health care options.

Vivid Visions Program Update .....Ted Roush/Carol Johnson,  
Vivid Visions Representative

Mr. Roush introduced Carol Johnson and Takale McDaniel, with Vivid Visions, who provided an update on the Vivid Visions Program within our District.

The workshop recessed at 11:20 a.m. and resumed at 12:30 p.m.

Suwannee Middle School.....Laura Williams/Andrew Chapman  
Softball Field Proposal

Andrew Chapman provided a PowerPoint presentation regarding the proposal to build a softball field at Suwannee Middle School (SMS). Mr. Chapman explained this is due to the First Federal Sportsplex changing all its fields over to artificial turf. SMS Softball Team used the Sportsplex for practice and games; however, the girls wear metal cleats, which can't be used on artificial turf.

School Safety and Other Administrative.....Malcolm Hines  
Services Department Update (**pgs. 2-22**)

Mr. Hines provided information regarding the proposed Water Tower Lease Agreement/Contract pertaining to the installation of communications equipment.

Human Resources Department Update ..... Walter Boatright

Mr. Boatright provided updates on the following:

- Mr. Boatright provided information regarding the need for the District to go in a different direction than previously discussed pertaining to transferring the Community Schools Coordinator position from RIVEROAK Technical College (RTC) to Suwannee Opportunity School (SOS). He explained that the new direction would be a cost savings to the District. There is a vacant School Security Guard position at Suwannee High School that would be transferred to SOS. He noted that the position could potentially be used to help cover in classrooms, as well as other duties for SOS and Suwannee Virtual School (SVS). Mr. Alcorn suggested to revise the current School Security Guard job description to include the additional responsibilities. Mr. Roush stated that we already have the position as a vacancy, which can be filled.
- Mr. Boatright provided information on two proposed renewal contracts for the September agenda pertaining to Florida Learning Alliance and Kelly Services.

### Miscellaneous

Mr. Taylor questioned the cost of the digital radios for buses. Mr. Hines responded the cost will be approximately \$54,000; plus additional costs of 50-75 radios needed for district-wide use.

Superintendent Update ..... Ted Roush

Mr. Roush provided updates on the following:

- Mr. Roush provided a recap on the alternative health care options presented over last two workshops, which were not identical in what each company was proposing. The initial idea was for the Fringe Benefits Committee to meet and discuss the presentations and formulate a recommendation, if needed, for the upcoming plan year, effective May 1, 2020. He asked Board members to provide him with comments and suggestions as soon as possible. Mr. Taylor shared that Arthur J. Gallagher & Co. has stated they can provide the same services that have been presented regarding alternative health care options. It was questioned as to why Gallagher hasn't come forward before now to address these alternative options. Consensus was to have Gallagher come and present their opinion and review of alternative health care options for our District at the October workshop. Mr. White suggested that, after the Gallagher presentation, a summary be provided of all three presenting companies.
- Pertaining to school reconfiguration, availability of restrooms in all PreK through 3<sup>rd</sup> grade classrooms is not required, but recommended. Mr. Roush stated that an additional eight restrooms would have to be constructed at Suwannee Intermediate School in order to have a restroom in every class from PreK through 3<sup>rd</sup> grade. Mr. Alcorn stated that we need to go with what we have and not add additional restrooms.
- Distributed a handout regarding an article on Promising Practices When Schools Are Hit by Hurricanes.
- Best and Brightest Update – Mr. Roush, Mr. Boatright, Mr. Brothers, and Mrs. Fitzpatrick recently attended a meeting in Gainesville, where Mr. Dietzen provided a presentation on best and brightest. Mr. Roush stated that an Executive Session would need to be held after the September 24, 2019, Board meeting regarding best and brightest.

- Distributed and reviewed a draft copy of NEFEC's 2020 Legislative Initiatives, specifically pertaining to the restoration of local capital outlay millage to 2 mills in order to meet school hardening. He asked NEFEC to request that school hardening be removed from 2 mills and be a standalone allocation base of \$250,000, in which they agreed.
- Master Board certification process is underway. Also, looking for ways to streamline the process regarding Board meetings, so effective with today's Special Meeting and going forward, you will no longer see director names listed for each of the agenda items. We will be reverting back to the process of the Board Chair reading all agenda items.
- Invited Board members and Mr. Dietzen to a breakfast on Wednesday, September 25, at 8:15 a.m., followed by a brief walk-through of the new District Office Administrative Building. Mr. Dietzen cautioned Board members to NOT ask any questions—just remember this is a walk-through to look at the new building.

The workshop adjourned at 2:28 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
September 10, 2019

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Catherine Cason was absent.

Chairman daSilva called the meeting to order at 2:46 p.m.

MOTION by Mr. Alcorn, second by Mr. Taylor, for approval to adopt the agenda.  
MOTION CARRIED UNANIMOUSLY

1. MOTION by Mr. White, second by Mr. Alcorn, for approval of the Annual Financial Report for fiscal year ending June 30, 2019. MOTION CARRIED UNANIMOUSLY
2. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of the following Minutes: **(pgs. 3-4)**

September 5, 2019                      - Public Hearing (Adopt the final Millage Rates and final Budget for 2019-2020)

(Note: Approval of these minutes is required by the Florida Department of Revenue, within 30 days of September 5, 2019, in order to be in compliance with TRIM.)

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of an out-of-state trip for Suwannee Intermediate School (SIS) Student Government Association students, and parent chaperones, to travel to Washington, DC, on April 17-22, 2020. (*Funded by fundraising and parents of students; no expense to the District.*) NOTE: Out-of-state travel for SIS employees/advisors will be submitted for approval at a later date. MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. Taylor, second by Mr. White, for approval of an out-of-state trip for Suwannee High School (SHS) FFA students, and parent chaperones, to attend the 2019 National FFA Convention in Indianapolis, Indiana, on October 29 – November 2, 2019. (*Funded by SHS FFA Chapter and parents of students; no expense to the District.*) MOTION CARRIED UNANIMOUSLY
5. Presented for informational purposes out-of-state travel for the employees listed below:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
Katie Quincey	SHS	10/29-11/2/2019	National FFA Convention	Indianapolis, IN
Travis Tuten	SHS	10/29-11/2/2019	National FFA Convention	Indianapolis, IN

(*Funded by SHS FFA Chapter; no expense to the District.*)

6. MOTION by Mr. Alcorn, second by Mr. White, for approval of the following contract/agreement for the 2019-2020 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2020-71      Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and Tallahassee Medical Center Inc. d/b/a Capital Regional Medical Center  
(*New*) (pgs. 5-22)

MOTION CARRIED UNANIMOUSLY

### Miscellaneous

- Mr. daSilva distributed a document titled “Who Are We?” that came out of the first Master Board Session held recently.
- Mr. daSilva suggested holding the next Master Board Session (4-hour) on September 24, 2019, 1:00 p.m. – 5:00 p.m. (prior to the regular Board meeting). Mr. daSilva stated he would call Tina Pinkoson regarding the proposed date.

The meeting adjourned at 3:29 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
September 24, 2019

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason (arrived at 6:05 p.m.), Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

UTSC President Eric Rodriguez, School Resource Officer Zack Clark, and Student Ambassadors Antonio White (arrived at 6:05 p.m.) and Barrett Young were present.

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

Student remarks and pledge to the flag by Suwannee Middle School Coding Club Student Organization.

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

➤ There were none.

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

MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of the Consent Agenda.

The following items were pulled for discussion purposes:

- Mr. Taylor pulled Item #5, Contract #2020-74, page 25, under “II. Obligations of the Board”/B. – Asked for clarification on the \$1.75 per FTE being based on previous year. Mr. Roush provided a response to Mr. Taylor’s concern.

- Mr. Taylor pulled Item #5, Contract #2020-76, page 61, under “Program Support”/#2. and #3. – Asked for clarification as to why Branford High School (BHS) is the only school listed. Mr. Roush responded that BHS is the only school to have school health services provided by the Department of Health; all other schools have employees/school nurses.
- Mr. Alcorn pulled Item #5, Contract #2020-78, page 84, under Agreement/#2. – Asked for clarification if this included travel time. Mr. Roush responded that it does not include travel time.
- Mr. Taylor also questioned Item #5, Contract #2020-78, page 74, under 1) Documentation of Time Worked/(b)(iv), regarding KASS web time administrator. Mrs. Dorris responded to Mr. Taylor’s concern. He also questioned on page 73, the clerical and retiree positions pay rate. Mr. Boatright responded to Mr. Taylor’s concern.

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. 5-24)

August 13, 2019	- Workshop Session
	- Special Meeting
August 27, 2019	- Regular Meeting

### 2. Approval of the monthly financial statement for August 2019.

3. The following bills for the period August 1-31, 2019:

**General Checking Account**

General Fund 1000	\$ 865,217.20
LCIF Fund 3200	282,856.51
Spec Act Revenue Bond Fund 3210	148,106.92
Food Service Fund 4100	199,718.39
Federal Fund 4200	126,229.70
	\$ 1,622,128.72

**Payroll Checking Account**

General Fund 1000	\$ 3,044,576.29
Food Service Fund 4100	127,683.07
Federal Fund 4200	324,786.21
	\$ 3,497,045.57

**Total** \$ 5,119,174.29

4. Approval of the following budget amendments for fiscal year 2019-2020:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-2	III-2	IV-2/Federal
		IV-2/Food Service

5. Approval of the following contracts/agreements for the 2019-2020 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2020-74	Contract between the Florida Learning Alliance, Inc. (FLA, Inc.) and the District School Board of Suwannee County to provide a staff development management system referred to as the Track Application and related support services ( <i>Renewal/Revised</i> ) (pgs. 25-45)
#2020-75	Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Genoa Healthcare, LLC ( <i>Renewal/Revised</i> ) (Note: This contract replaces SCSB #2020-24, which was previously approved on May 28, 2019.) (pgs. 46-57)

- #2020-76 Memorandum of Agreement between the State of Florida Department of Health and the Suwannee County School Board for the Provision of School Health Services in Suwannee County (*Renewal*) (pgs. 58-64)
- #2020-78 Agreement for Educational Staffing between Kelly Services, Inc. and Suwannee County School Board, Florida for substitute Teachers, Paraprofessionals, Clerical, Retiree DROP Program Participants, Food Service Workers, and Custodians (*Renewal/Revised*) (pgs. 65-114)

6. Approval to accept the following donation:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS-Football Program	Cash Donation (\$1,500)	B.W. Helvenston & Sons Insurance

7. Approval of the following student transfers for the 2019-2020 school year. Parents will provide transportation.

District Reassignment:

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TO</b>	<b>FROM</b>	<b>GRADE</b>
Brealynn	Hill	Suwannee	Lafayette	6

Zone Reassignment:

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TO</b>	<b>FROM</b>	<b>GRADE</b>
Payton	Parkerson	BES	SES	3

8. Human Resources Transactions (pgs. 115-124)

**RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:**

**RESIGNATION: INSTRUCTIONAL:**

Suwannee Middle School:

Kim Cohen, Guidance Counselor, effective August 28, 2019

**RETIREMENTS: NON-INSTRUCTIONAL/SCHOOL RELATED:**

Branford High School:

Deborah Crawford, 6 hour Food Service Worker, effective March 2, 2020

Sharon Cregg, Custodian, effective April 30, 2020

Suwannee Opportunity School:

Richard Allen, Community Schools Coordinator, effective August 28, 2019

**RECOMMENDATION: INSTRUCTIONAL:**

Suwannee Middle School:

Laura-Kaitlyn Boatright, Guidance Counselor, effective September 9, 2019

REPLACES: Kim Cohen

**LEAVE OF ABSENCE (PERSONAL/MATERNITY LEAVE):**

Branford Elementary School:

Mandi Howard, Teacher, tentatively, December 16, 2019 through March 13, 2020 with pay, with the option of returning sooner if released by the doctor.

**LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):**

Suwannee Middle School:

Rebecca Monroe, Teacher, tentatively may use up to 12 weeks as needed.

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

Suwannee Elementary School:

Danielle Gay, Teacher, November 30, 2018, April 25, 2019, and September 3, 2019, for a total of 11.75 hours.

**RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**

Branford Elementary School:

Melissa Hygema, 3 hour Food Service Worker, effective August 30, 2019

REPLACES: Debbie Rogers

Lisa Young, 3 hour Food Service Worker, effective September 9, 2019

REPLACES: Brenna Smith

Suwannee Elementary School:

Janet Diaz, Bilingual Paraprofessional, effective September 4, 2019

REPLACES: Elizabeth Romulo

Marilin Gonzalez-Santos, 8 hour Food Service Worker, effective September 9, 2019

REPLACES: Linda Hingson

Suwannee High School:

Jennifer Ponder, 2 hour Food Service Monitor, effective August 12, 2019

REPLACES: New Position

Suwannee Middle School:

RoseMerry Bell, 3 hour Food Service Worker, effective September 10, 2019

REPLACES: Cierra Parker

Suwannee Opportunity School:

Tyrone Ansley, Security Guard, effective September 13, 2019

REPLACES: Richard Allen

Transportation:

Kimberly Harnage, Bus Driver, effective August 30, 2019

REPLACES: Rhonda Garrett

Joseph Phillips, Crossing Guard, effective September 13, 2019

REPLACES: James Newport

**TRANSFER/REASSIGNMENT:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Linda Hingson	SES/8 hour Food Service Worker	SES/6 hour Food Service Worker	08/21/2019	Marilyn Santos

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Harrison Ambrose	Planning Period	SHS	
Emily Blackmon	Planning Period	SVS	
Marcia Boatright	Instructional Leadership	BHS	
Pamela Cassube	Planning Period	BHS	
Andrew Chapman	Planning Period	SVS	
Carlos Diaz	Instructional Leadership	BHS	
Carlos Diaz	Planning Period	SVS	
Jean Eckhoff	Planning Period	SVS	
Anne Etcher	Instructional Leadership	BHS	
Sarah Grillo	Planning Period	SVS	
Angela Hester	Planning Period	SVS	
Frank Hufty	Assistant Varsity Football Coach	SHS	Jimmy Jackson
Brooke Cox-Knowles	Planning Period	SOS	
Brooke Cox-Knowles	Planning Period	SVS	
Karen Koon	Instructional Leadership	BHS	
Kevin Lewis	Girls' Basketball Head Coach	SMS	Nicole Williamson
Amanda Mabey	Girls' Soccer Head Coach	SMS	Tommy Brett
Douglas Mabey	Boys' Soccer Coach	SMS	Jimmie Green
Vanessa Menhennett	Planning Period	SVS	
Eduardo Moreno	Assistant Swim Coach	SHS	Debbie Durden

Tammy Neil	Yearbook Sponsor	SMS	
Lisa Pennington	Planning Period	SVS	
Maria Rodriguez	Planning Period	BHS	
Sergio Rodriguez	Planning Period	BHS	
Sergio Rodriguez	Planning Period	SVS	
Stefani Santos	Planning Period (one semester)	BHS	
Alex Scarborough	Assistant Football Coach	SMS	Francis Cohen
Brad Scarborough	Boys' Basketball Head Coach	SMS	Kevin Lewis
Brittney Shearer	Girls' JV Volleyball Coach	SHS	Anslie Creech
Daniel Taylor	Planning Period	BHS	
Daniel Taylor	Planning Period	SVS	
Kimberly Tuvell	Planning Period	SVS	
Jeremy Ulmer	Planning Period	RTC	
Bryan Wainwright	Head Wrestling Coach	SMS	Jeremy Griswold
Jonathan Wainwright	Head Wrestling Coach	SHS	Bryan Wainwright
Abbey Warren	Instructional Leadership	BHS	
Abbey Warren	Planning Period	BHS	
Vernon Wiggins	Planning Period	SHS	
Kenneth Jay Wingate	Instructional Leadership	BHS	
Amy Yarick	Girls' Cross Country Coach	SHS	Eric Rodriguez

#### **LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):**

##### Suwannee Middle School:

Goldie Fralick, Nurse, tentatively may use up to 12 weeks as needed.

##### Suwannee Primary School:

Sarah McIntosh, Paraprofessional, tentatively, September 16, 2019 through December 16, 2019 without pay, with the option of returning sooner if released by the doctor.

#### **LEAVE OF ABSENCE (MEDICAL LEAVE OF ABSENCE):**

##### Food Service:

Lisa Fortner, 8 hour Food Service Worker, tentatively, August 9, 2019 without pay, with the option of returning sooner if released by the doctor.

#### **MISCELLANEOUS:**

##### Suwannee Middle School:

Approval for Misty Shawn Herring to work up to 48 additional hours for assistance in guidance administration to be paid from the General Fund.

District Wide/21<sup>st</sup> Century:

Approval of the following employees to work as a paraprofessional or teacher in the 21<sup>st</sup> Century program:

Mary J Kinard

Hannah Knighton

Rebecca Monroe

Transportation:

Approval of the following employees to be driver trainers part-time hourly District-wide.

Tyrone Ansley

David Barnes

Inez Williams

**STUDENT WORKERS:**

Laura Alvarez, RIVEROAK Technical College/Surgical Tech

Bethany Mabey, RIVEROAK Technical College/Early Childhood Education/My Play School

**SUBSTITUTE:**

The following to serve as Substitute Bus Attendant:

Francisco Perez

**VOLUNTEERS:**

Alicia Acosta

Candace Adams

Charles Adams

Martha Adams

Nicole Agrew

Tia Albert

Jessica Alcorn

Mary Alford

Carrie Allbritton

Holli Allbritton

Amanda Allen

Leslie Allen

Priscilla Allred

Amanda Anderson

Latoria Ansley

Blanca Ardilla

Ashley Arnold

Christy Arrington-Curl

Stephanie Ascough

Suzanne Atkins

Patiesha Baker

Felicia Baldwin

Lisa Ballard

Dee Ballou

Angela Barker

Dusty Barlow

Amanda Barnes

Brian Barnes

Elizabeth Barnes

Lauren Barnett

Sharon Barnett

Marlee Barreto

Jennifer Barrington

Melissa Barrs

Russell Barrs

Eric Bartelme

Aaron Bass

Brooke Bass

Benny Beckner

Megan Beckner

Benjamin Bell

Geralunda Bell

Lori Bell

Catherine Bennett

Sara Benson

Carol Bent

Victoria Bilodeau

Donna Boatright

Jennifer Bond

Amber Bosik

Marsha Bower

Brandi Bowers

Christina Bowman

Jessica Bradow

Matthew Bradow

Brandy Brakenwagen

Kirk Brandstrup

Emily Brantley

Tommy Brett

Lindsey Bricker

Britni Brooks  
David Brooks  
Catherine Brookshire  
Bill Brothers  
Andy Brown  
Claudia Brown  
Crystal Brown  
Maria Brown  
Sheena Brown  
Tresca Brown  
Elizabeth Bruening  
Linda Bruzzese  
Brittanie Bryant  
Robert Bryant  
Crystal Bryson  
Jennifer Burke  
Jasmine Burns  
Robert Burns  
Teri Butts  
Barton Byrd  
Bethany Byrd  
Daniel Byrd  
Kirsinda Byrd  
Regina Cain  
David Campbell  
Kenneth Campbell  
Violet Campbell  
Christina Cannon  
Erin Cannon  
Hillary Cannon  
James Cannon  
Leah Carlucci  
Joanne Carr  
Jason Carroll  
Peggy Carroll  
Casey Carter  
Kierra Carter  
Melissa Carter  
Amanda Carver  
Mary Caskin  
Ana Castillo  
Mirtha Castro  
Maria Cedillo  
Ragan Chauncey  
Robert Childress  
Deborah Christensen

Brittany Christie  
Danielle Christie  
Amanda Clark  
Brenda Clark  
Vicki Clark  
Mariah Clayton  
Amy Cline  
Heather Clower  
Kimberly Clyatt  
Jerry Coker  
John Coker  
Penny Coleman  
Carrie Collins  
Mark Collins  
Teresa Colvin  
Tracy Combee  
Christen Conine  
Charles Conley  
Dawn Conley  
Holly Conway  
Nichol Cook  
Breanna Copeland  
Candance Copeland  
Dennis Copeland  
Lisa Copeland  
William Copeland  
Joan Corbett  
Brandice Corbin  
Brian Corbin  
Heather Corbin  
Kristin Corbin  
Lisa Corbin  
Erin Cornish  
Skylynn Coupe  
Candise Courtemache  
Daniel Courtemache  
Crystal Cox  
Dottie Cranford  
Jenifer Creech  
Allison Crisp  
Kathie Crisp  
Victoria Crossno  
Tamala Cruz  
Justin Curl  
Shelby Curl  
Tiffeney Cusick

Ashley Dalton  
Derrick Daniel  
Kierston Daniels  
Lori Daniels  
Kevin Dasher  
Stevie Dasher  
Andrea Davis  
Erin Davis  
Heather Davis  
Jordan Davis  
Kristen Davis  
Robert Davis  
Mahailey Dees  
Ravinn Dees  
Christine Demoss  
Joe Denton  
Carmilla Derringer  
Cayla Derringer  
Nina Derringer  
Rachel Derringer  
Kyle Desarreux  
Jason Diaz  
Alvin Dicks  
Bradley Dicks  
Janice Dicks  
Lynsee Dicks  
Christian Dixon  
Jennifer Dixon  
Mackenzie Dole  
Stephanie Donaway  
Mariel Downing  
Amanda Drake  
Kelly Driggers  
Halie Dubose  
John Dulses  
Brittany Durham  
Michelle Eaken  
Erika Edwards  
Alisa Epperson  
Veronica Esparza  
Casey Estep  
Phyllis Etcher  
Cecil Ethridge  
Nancy Eubanks  
Maggie Evans  
Kathy Ezell

Lorraive Fair  
Gerily Falcon  
Mellisa Fennell  
Christopher Ferguson  
Samantha Ferguson  
April Fernandez  
Crystal Fernandez  
Beverly Fetter  
Christina Field  
Shelly Fletcher  
Amanda Floyd  
Lisa Fowler  
Angie Fralick  
Juanice Fralick  
Andrew Frenock  
Nicole Fusco  
Elliot Garcia  
Jessica Garcia  
Yanisleyvi Garcia  
Colleen Gartner-Gain  
Carlton Gaskins  
June Gay  
Amanda Gaylord  
Chad Gaylord  
Lacey Geiger  
Joshua Gerhauser  
Melanie Gerhauser  
Jessica Gest  
Hope Giamarino  
Joshua Gill  
Keri Gill  
Desarae Gillyard  
Tiffany Gimenez  
Canisha Givens  
Douglas Glover  
Sharon Golding  
Astrid Gonzalez  
Esmeralda Gonzalez  
James Goodin  
Jessica Gordy  
Jacob Grantham  
Kegan Grantham  
Shelley Grantham  
Jennifer Greene  
Jenna Grider  
Alexandra Griffin

Samantha Griffin  
Elizabeth Grimm  
Brandi Grizzle  
Katherine Grubbs  
Ashley Gurganus  
Megan Hale  
Rhonda Hale  
Morgan Hall  
Thena Hall  
Tori Hall  
Barbara Hallman  
Kimberly Hammock  
Nicole Hammock  
Natalie Haney  
Alicia Hardy  
Robert Hardy  
Chelsea Harrell  
Brooke Harrelson  
Brandy Harris  
Dale Harris  
Robin Harris  
Tiffany Harris  
Travis Harris  
Ariel Harrison  
Michelle Hart  
Spencer Hart  
Sarah Hatch  
Maday Hayes  
Natalie Hayes  
Brenda Hedges  
Kathryn Hegenauer  
Teneshia Henderson  
Megan Henry  
Brittney Hernandez  
David Hernandez  
Guadalupe Hernandez  
Amber Herring  
Wendy Hewett  
Mayesta Hewiett  
Kelli Hicks  
Jessica Hillman  
Tawanna Hines  
Ashley Hingson  
Adam Hitt  
Erika Hodge  
Heather Hodge

Kayla Hodge  
Leah Hodge  
Felicia Holder  
Wayne Holder  
Stephen Hollar  
Tonya Hollar  
Carla Hollinger  
Kelly Hollingswotz  
Briana Holroyd  
Heather Holt  
John Holton  
Mary Hooper  
Jessica Hosford  
Gaylia Howard  
Kimberly Howard  
Kyndal Howard  
Melissa Hughes  
Heather Humphrey  
Lacey Humphries  
Jenna Hunter  
Markese Hunter  
Chad Hurst  
Skyla Hutchison  
Mary Hygema  
Melissa Hygema  
Maria Ibarra  
Mirian Ibarra  
Sazannah Irby  
Melissa Jacobs  
Jennifer Janusas  
Rianna Jelks  
Jessica Jenkins  
Michelle Jenkins  
Juan Jimenez  
Amy Johnson  
James Johnson  
Rueben Johnson  
Julianna Jokay-Szilagi  
Amanda Jones  
Debbie Jones  
Keith Jones  
LaDonne Jones  
Mike Jones  
Tahnessia Jones  
Taylor Jones  
Roxanne Kardaseslea

Charity Keen  
Jennifer Kelly  
Joni Kelly  
Zafarys Kennedy  
Terrie Kersey  
Amanda Kilgore  
Marguerite Kines  
Katie Kinsey  
Cherie Kirkland  
Crissy Kirkland  
Julie Klecka  
William Klecka  
Amy Knight  
Ragon Knight  
Brent Knighton  
Farrell Knighton  
Hannah Knighton  
Kevin Knighton  
Stephanie Knighton  
Vera Knighton  
Shannon Knisley  
Scott Koehn  
Keri Kohen  
Keni Koon  
Karen Kramer  
Jennifer Kreis  
Kimberly Krogulski  
Paul Krogulski  
Jennifer LaCasse  
Crystal Lamm  
Leah Land  
Raymon Land  
Reba Lane  
Amber Lau  
Christopher Law  
Patricia Lawhorn  
Rovon Lawson  
Rebecca Layman  
Thahn Le  
Erika Leak  
Heather Lee  
Linda Lee  
Theresa Lee  
Sarah Leffew-Flores  
Dustin Leighton  
Jessica Leighton

Jennifer Lewis  
Shatae Lewis  
Sabrina Lieupo  
Jessica Lindsey  
Valua Linton  
Joshua Loll  
Cassandra Long  
David Long  
Dailenis Lopez  
Jennifer Loy  
Olga Lugo Knott  
Ashley Luke  
Brandon Lustik  
Karissa Lustik  
Elizabeth Lynn  
Matthew Lynn  
Doug Mabey  
Brittany MacDonald  
Erin MacDonald  
Jackie Malaguti  
Dwayne Manley  
Kenya Manley  
Savannah Manuel  
Josie March  
Amanda Martin  
Charlotte Martin  
Tracy Martin  
Maria Martinez  
Regina Marvin  
Erica Mathews  
Shane Mathews  
Jessica Mathis  
Patriece Matthews  
Victoria Maxwell  
April McClanahan  
Skye McCollum  
Kelsey McCormick  
Megan McDaid  
Kristen McDonald  
Charlisa McGowan  
Joshua McInnis  
Samantha McInnis  
Kristin McIntosh  
Kristy McManaway  
Susan McMillan  
Brenna McMullen

Terry McMullen  
Dalton McNair  
Peggy Mead  
Christie Megahee  
Holly Melland  
Nicole Menefee  
Michelle Metzger  
Robyn Metzger  
Tammie Miller  
Wendi Mimbs  
Katie Mims  
Renee Mincks  
Laura Minks  
Heather Misinec  
Elwanda Moore  
Aaron Morales  
Andrew Morales  
Natalia Morales  
Brian Moseley  
Misty Moseley  
Josie Moses  
Melba Mott  
Cynthia Murray  
Kevin Murray  
Kristina Murray  
Konstantinos Nahabetian  
Lyndsi Nahabetian  
Kelly Nail  
Brittany Napoleon  
Leah Nettles  
Michael T. Nettles  
Michael W. Nettles  
Pamela Nettles  
Rachel Newsome  
Kyle Nickerson  
Heather Nolan  
Rebecca Norris  
Karen-Ann Norton  
Terry Norton  
Scott Nunley  
Crystal Nur  
Julia Oliva  
Kelly Onuska  
Nichole Ortiz  
Traci Osborn  
Shannon Osgood

Wesley Osgood  
Danna Owen  
David Owen  
Samantha Owen  
Bernard Owens  
Desiree Owens  
Secilie Owens  
Tomiqua Owens  
Jewell Oxendine  
Alfredo Pacheco  
Ana Palacios Frias  
Chris Parker  
Dena Parker  
Michelle Parker  
Jennifer Parramore  
Ashley Pate  
Amy Patterson  
William Patterson  
Amanda Patton  
Mattie Paulin  
Cindy Payne  
Emily Peacock  
Savanna Pearson  
Jeffery Pena Quinones  
Ammisaddai Perez  
Jalon Perry  
Jessie Peterson  
Amanda Pettigill  
Traci Phelps  
Belinda Phillips  
Lana Pidgeon  
James Pinkard  
Sheila Pittman  
Kimberly Plummer  
Lisa Poirier  
Stephanie Poole  
Silvia Porras  
Lillie Porter  
Pamela Powell  
Samantha Prater  
Rebecca Prescott  
Steven Prescott  
Kaylee Pressley  
Courtney Provau  
Catherine Queen  
Dale Queen

Stacey Ragans  
Mark Rains  
William Rains  
Ericka Ramirez  
Kimberly Ranck  
Alexander Rang  
Brenda Raulerson  
Christin Ray  
Kasey Regar  
Terry Rhoden  
Bretne Rich  
Maria Richard  
Michelle Richards  
Sasharine Richardson  
Helen Riels  
Michelle Riels  
Jamie Riggs  
Joseph Riglion  
Tyesha Riley  
Patricia Rios  
Michelle Rioux  
Kimberly Rizer  
Erin Roberts  
Megan Roberts  
Nancy Roberts  
Maryann Robertson  
Averys Robinson  
Peter Rodriguez  
Charlotte Rogers  
Danny Rogers  
Jennifer Rogers  
Lisa Rogers  
Lori Rogers  
Rebecca Rogers  
Suzan Rogers  
Dana Root  
Rebecca Rose  
Debra Ross  
Tina Roush  
Crystal Royal  
Chad Rucker  
Destinee Rutherford  
Jamie Rutland  
Katie Rutsky  
Christopher Ryker  
Heather Sabourin

Ashley Salazar  
Patricia Sanchez  
Stephanie Sanchez Lopez  
James Santandea  
Rebecca Sapp  
Addie-Bell Saylor  
Emily Scaff  
Deborah Scott  
Meranda Scott  
Twyla Sears  
Amanda Senna  
Billy Shaw  
Kristin Shaw  
Wendy Shaw  
Phillip Shea  
Shawna Shea  
Johnathan Sheffield  
Taylor Sheffield  
Destiny Shepherd  
Tiffani Shiver  
Slade Sikes  
Gloria Simmons  
Jennifer Sims  
Darrell Singleton  
Myrisa Sixto  
Mandy Slaughter  
Jenny Sloan  
Amber Smith  
Ashley Smith  
Christina Smith  
Donna Smith  
Jennifer Smith  
Kelvin Smith  
Lori Smith  
Samantha Smith  
Sandra Smith  
Tunia Smith  
Wilonia Smith  
Mary Smith-Richardson  
Helen Snider  
Krystina Snider  
Matthew Snider  
Krystal Sobczyk  
Cara Soride  
Matthew Soride  
Martha Spiwak

Carla Spradley  
Ashley Staley  
Kimberly Stanfield  
Tylyn Stansel  
Bridget Stegall  
Krishna Stemple  
Melony Stevens  
Janet Stiles  
Magen Stofel  
Nicole Stratton  
Samantha Sturdivant  
Breanna Suggs  
Donna Suggs  
Kasse Suggs  
Jennie Sullivan  
Jessica Sullivan  
Myranda Sullivan  
Latonya Talbert  
Jackie Taylor  
Kimberly Taylor  
Kimberly N. Taylor  
Martha Taylor  
Raychel Taylor  
Christina Terrell  
Alexis Tew  
Denisha Thomas  
Manda Thomas  
Alice Thompson  
Aliesha Thompson  
Amber Thompson  
Jennifer Thompson  
Paula Thompson  
Sarah Thormodson  
Holly Tomlinson  
Carrie Torres

Gina Tucker  
John Tucker  
Ashley Turnage  
Crystal Turner  
Danielle Turner  
Leah Tyrone  
Yuleidys Ulloa  
Carolyn Underwood  
Melissa Underwood  
Kristin VanRiel  
Jason VanZile  
Megan VanZile  
Toni Vargas Garcia  
Yomaris Vega  
Sara Vincent  
Amelia Voss  
Jessica Wagner  
Angela Walker  
Tiffany Walker  
Brittany Ward  
Christina Ward  
James Ward  
Mary Ward  
Marie Warren  
Amy Washington  
Amanda Watson  
Sierra Watson  
Crystal Waugaman  
Jerri Webb  
Julie Weeks  
Tiffanie Weeks  
Brittany Wendt  
Samantha Wenig  
James Westberry  
Katlin Westrich

Shekedra Wheeler  
Bryan Whitaker  
Misty Whitaker  
Chrissy White  
Ashley Whitener  
Jeff Whitener  
Wendy Whitfield  
Sarah Whitt  
Crystal Whitt  
Shannon Whittle  
Aubrey Wilkerson  
Danielle Williams  
Jacob Williams  
Theresa Williams  
Brian Williamson  
Gary Willis  
Karen Willis  
Kerry Willis  
Amber Wilson  
Carolyn Wilson  
Helen Wilson  
Vickie Withey  
Dianelys Woloszyn  
Lisa Wootters  
Jennifer Wright  
Kevin Wright  
Kristin Wright  
Yolanda Xithe  
DeErra Yates  
Anthony Young  
Jessica Young  
Wayne Young  
Ashley Zarate  
Hannah Zboralski  
Briana Zonnevylle

**End of List  
2019-2020  
School Year**

## REGULAR AGENDA

1. The following contracts/agreements for the 2019-2020 school year: (NEW)  
(Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of Contract #2020-73 as follows:

#2020-73      Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and Starke HMA, LLC d/b/a Shands Starke Regional Medical Center (*New*)  
**(pgs. 125-140)**

MOTION CARRIED UNANIMOUSLY

MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of Contract #2020-77 as follows:

#2020-77      Water Tower Lease Agreement between the City of Live Oak, Florida, and the School Board of Suwannee County, Florida for installation of communications equipment (*New*)  
**(pgs. 141-161)**

Mr. Taylor requested that on page 141 and page 160, in the legal description, that the word “comer” be corrected to “corner.”

AMENDED MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of Contract #2020-77 as stated above, with the correction as noted.

AMENDED MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following curriculum item for the 2019-2020 school year:
  - a. Suwannee County School District 2019-2020 Uniform Statewide Assessment Calendar **(pgs. 162-170)**

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. Alcorn, second by Mr. White, for approval to award the following bid:

Mr. daSilva noted that the bid number was submitted incorrectly, and should be #20-207.

#20-206 207 Food Service: Bread to Flowers Bakery Corporation (*New*)

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. Taylor, second by Ms. Cason, for approval of a facility modification to design and construct a new softball field at Suwannee Middle School (SMS). This project will be fully funded by SMS athletic donations and fundraisers. MOTION CARRIED UNANIMOUSLY
5. Legal Counsel's Report – No legal matters to report.

**Action on the Agenda Addendum**

- #1. MOTION by Ms. Cason, second by Mr. Alcorn, for approval of the Human Resources Transactions Addendum List. MOTION CARRIED UNANIMOUSLY

**RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:**

**RECOMMENDATIONS: INSTRUCTIONAL:**

**OUT-OF-FIELD:**

Approval for the following to teach out-of-field for the first semester of the 2019-2020 school term:

<b><u>SCHOOL</u></b>	<b><u>NAME</u></b>	<b><u>OUT OF FIELD SUBJECTS</u></b>
SOS	Brandy Allen	Math, Science, Social Science, PE, English, Health
SOS	Frank Allen	Math, English, Science, PE, Health
SIS	Summer Bell	ESOL
SHS	Barbara Barker	ESOL
SOS	Justin Bruce	Elementary Education
SES	Kimberly Buchanan	ESOL
SIS	Chelsea Burgess	ESOL
SMS	Deanna Burkett	Science
BHS	Bethany Byrd	Reading

BHS	Jerrica Byrd	Reading, Social Science
RTC	Eden Camejo	Business Education
BHS	Pamela Cassube	Business Education, English Technical Education
SOS	Francis Cohen	PE, Math, English, Science, Social Science, Health
BHS	Eleanor Coker	ESOL, English
SHS	Sherry Dean	ESOL
SPS	Brandy Geering	ESOL
SHS	Elisa Hall	ESOL
BES	Amanda Hayes	ESOL
BES	Victoria Jensen	ESOL
SMS	January Jernigan	English Technical Education
SIS	Michelle Jessup	ESOL
BHS	Karen Koon	Social Science
SMS	Samantha Land	ESOL
SHS	Tammy McKay	Elementary Education
SMS	Lindy Meeks	English
SES	Mary Metz	ESOL
SHS	Eduardo Moreno	ESOL
SHS	Trista Morales	ESOL
SHS	Malcolm Pollock	ESOL, PE
SIS	Stephanie Reid	ESOL
BHS	Erin Roberts	Science
FSYR	Matthew Robinson	PE & Health
BHS	Maria Rodriguez	Spanish
SIS	Theda Roper	Art
SMS	Brad Scarborough	PE
FSYR	Lisa Story	Math
SIS	Kathryn Terry	ESOL
SIS	James Thomas	ESOL
RTC	Jeremy Ulmer	English Technical Education
BHS	Misty Ward	Art & Photography
SMS	Jayvis Ward	Science
SHS	Vernon Wiggins	Elementary Education
SPS	Jennifer Wooley	PK/Primary

**End of HR Transactions Addendum List**  
**2019-2020**  
**School Year**

**End of Agenda Addendum**

## 6. Superintendent's Report

- Distributed and reviewed a draft of the SCSD Organization Chart as of July 22, 2019.
- Announced that Suwannee Elementary School was once again named as a School of Excellence by the State Board of Education. Will recognize SES at a future Board Meeting.
- Build My Future event will be held next week, October 2, in Lake City, where students from Branford High and Suwannee High Schools will be participating. RIVEROAK Technical College will have a booth at the event, as well.
- SHS Homecoming will be held on October 4; and BHS Homecoming will be held November 1.
- Received insurance settlement on the Suwannee Primary School portable loss in the amount of \$430,185.86; funds have been placed in an assigned account for restricted use; can discuss at a future date as to where these funds will be spent. Mr. White questioned if the band/instrument expenses that were previously distributed to SPS were deducted from the insurance settlement funds, and Mr. Roush responded yes.
- Announced that an Executive Session would need to be held after the meeting tonight.

### **Student Ambassador Comments**

Barrett Young suggested that Board members attend football games, and he would introduce them to the students.

## 7. Issues and concerns Board members may wish to discuss

- Mr. White thanked the Student Ambassadors for being in attendance at the Board meeting.
- Mr. Taylor asked Mark Carver to check into speed limits in school zones, as well as flashing signs not always working. It was noted that by statute/law, speed limit signs within the city limits are the responsibility of the City to change and/or update these signs. Mr. Taylor commended school officials, law enforcement, and the superintendent for their actions and response to last week's alleged safety issue at Suwannee Middle School.

- Mr. Alcorn thanked the Student Ambassadors for being in attendance at the Board meeting. He expressed his concern that we need to follow policy, word for word, in the Student Conduct and Discipline Code handbook with regards to “no rips, tears, or holes” in jeans/pants, and stand by it! Mr. Taylor stated he agrees with Mr. Alcorn. Student Ambassador Antonio White stated that the way we dress and act is preparing us for the work place; he also agreed with Mr. Taylor and Mr. Alcorn. Mr. Roush stated he appreciates the comments, and it will be discussed at the October 8 workshop.
- Mr. daSilva commended Board members for their participation in Master Board. He also commended the School Configuration Committee.

The meeting adjourned at 7:02 p.m.

2019-2020 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99005203	ACTIVE BOARD/SMART BOARD	\$ 1,395.00	8/25/2005	RIVEROAK	SURPLUS
99007321	COOLER, MILK BOX	\$ 1,625.08	8/2/2010	BRANFORD HIGH SCHOOL	JUNKED
99000292	TRACTOR	\$ 17,500.00	5/20/1999	BRANFORD HIGH SCHOOL	TRADED FOR NEW TRACTOR IN 2016
	TOTAL	\$ 20,520.08			

Requested By:



MARK A CARVER,  
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

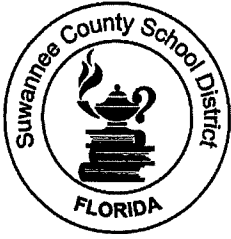
SUPERINTENDENT

10/22/2019

DATE

BOARD CHAIRMAN

# SUWANNEE COUNTY SCHOOL DISTRICT



1729 Walker Avenue, SW, Suite 200 • Live Oak, Florida 32064  
Telephone: (386) 647-4600 • Fax: (386) 364-2635  
www.suwannee.k12.fl.us

**TED L. ROUSH**  
Superintendent of Schools

*"Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success."*

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2

**TIM ALCORN**  
DISTRICT 3

**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

**LEONARD J. DIETZEN, III**  
BOARD ATTORNEY

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools  
**FROM:** Walter Boatright, Director of Human Resources *WB*  
**DATE:** October 7, 2019  
**RE:** Human Resources Transactions for October 22, 2019  
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**  
**October 22, 2019**

**TO:** District School Board of Suwannee County

**FROM:**   
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 2019-2020 SCHOOL YEAR:**

**RESIGNATIONS: INSTRUCTIONAL:**

Suwannee High School:

Megan E. Roush, Allied Health Instructor, effective November 11, 2019

Suwannee Opportunity School:

Francis (BJ) Cohen, Teacher, effective September 27, 2019

**RETIREMENT: INSTRUCTIONAL:**

Branford High School:

Daniel N. Taylor, Teacher, effective June 1, 2020

**RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**

Finance Department:

Tammy S. Beauchamp, Accounts Payable Specialist, effective October 17, 2019

Food Service:

Lisa Fortner, 8 hour Food Service Worker, effective September 30, 2019

RIVEROAK Technical College:

Sherry B. Peppers, Financial Aid Specialist, effective September 27, 2019

Suwannee Middle School:

Jacob Fletcher, Custodian, effective September 27, 2019

**RETIREMENT: NON-INSTRUCTIONAL/SCHOOL RELATED:**

Transportation:

Gary Colvin, Vehicle Maintenance Manager, effective November 1, 2019

**RECOMMENDATIONS: INSTRUCTIONAL:****Suwannee Intermediate School:**

Debra Singletary, Guidance Counselor, effective September 11, 2019

REPLACES: Kim Cohen

**Suwannee Opportunity School:**

Jeremy Griswold, Teacher, effective October 8, 2019

REPLACES: Francis "BJ" Cohen

**LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):****Suwannee High School:**

Lillian Henderson, Teacher, tentatively, October 18, 2019 through December 2, 2019, with the option of returning sooner if released by the doctor.

**RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:****RIVEROAK Technical College:**

Laura Hernandez, Financial Aid Specialist, October 3, 2019

REPLACES: Sherry Peppers

**Suwannee Intermediate School:**

Susana Beltres, ELL Paraprofessional, Temporary Grant Funded, effective October 2, 2019

REPLACES: New Position

**Suwannee Middle School:**

Leslie Ramsey, ELL Paraprofessional, Temporary Grant Funded, effective October 2, 2019

REPLACES: New Position

**Transportation:**

Stacy Futch, Transportation Maintenance Manager, effective November 1, 2019

REPLACES: Gary Colvin

**TRANSFER/REASSIGNMENT:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Leigh Fernald	District Office/Admin Support Specialist-Federal Programs	Finance/Accounts Payable Specialist	10/17/2019	Tammy Beauchamp

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Brandy Allen	Planning Period	SOS
Frank Allen	Planning Period	SOS
Justin Bruce	Planning Period	SOS
Erin Clark	Planning Period	BHS
Jeremy Griswold	Planning Period	SOS

Cindi Hiers	Planning Period	SOS
Cristina Herrington	Planning Period	SMS
Mary Johnson	Planning Period	SOS
Elizabeth Simpson	Planning Period	SOS

**PART-TIME/HOURLY EMPLOYEE:**

Approval for the following employee for the first term 2019-2020

**RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEE**

**July 1, 2019-December 31, 2019:**

**COMMUNITY EDUCATION (Pending class enrollment)**

Paz Kent Dietary Management Review Class

**LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):**

**Suwannee Middle School:**

Goldie Fralick, Nurse, tentatively may use up to 6 weeks as needed.

*(Revised from the 9/24/19 Human Resource Transactions, employee only had 6 weeks FMLA remaining)*

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

**District Office:**

Rosa Perez, Custodian, September 23, 2019 and September 24, 2019, for a total of 11.50 hours.

**MISCELLANEOUS:**

**District Wide/21<sup>st</sup> Century:**

Approval of the following employee to work as a paraprofessional in the 21<sup>st</sup> Century program:

Tara Smith

**SUSPENSION:**

**Suwannee Opportunity School:**

Ronald Tucker, Paraprofessional, effective October 4, 2019 and October 7, 2019, without pay.

**STUDENT WORKERS:**

Susana Neria-Maya, RIVEROAK Technical College/Early Childhood Education/My Play School

Brookelyn Sutton, RIVEROAK Technical College/Early Childhood Education/My Play School

**SUBSTITUTES:**

The following to serve as Substitute Bus Attendants:

Izabella Munsell Randy Shefbuch

## **VOLUNTEERS:**

Aucia Acosta  
Sevevadell Allen  
Stacy Allen  
James Ballentine  
Kelly Ballentine  
Jennifer Bass  
Sharon Bass  
Christina Blanco  
Felicia Blow  
Richard Bobbitt  
Savannah Boone  
Kayla Braswell  
Britni Brooks  
Paul Buchanan  
Stephenie Busch  
Karen Bush  
Lauren Byrd  
Whitney Campbell  
Allison Caparelli  
Ernie Caparelli  
Jamilah Cherry  
Samuel Chouinard  
Miranda Clayton  
Pamela Corbin  
Elizabeth Cranford  
Rebecca Douglas  
JoAnn Dunmoyer  
Robert Feeney  
Staci Feeney  
Angela Fennell  
Leah Fillyaw  
Karen Fraley  
Cassandra Freeman  
Peggy Frye  
Michael Fusco  
Elida Garcia  
Gerard Gardner  
Robert Gerlach  
Mark Glover

Dylan Harrelson  
Alexis Hernandez  
Dana Hill  
Raymond Hodge  
Darbi Holtzclaw  
Shriley Jenkins  
Tommy Jenkins  
Heymi Jimenez  
Sandra Jimenez  
Karen Kelly  
Gary Key  
Barbara Knapp  
Donna Koon  
William Koon  
Kyle Lacosse  
Mallory Lacosse  
Denise Lee Combs  
Donna Jean Leslie  
Jenny Lloyd  
Marilyn Loges  
Mary Lyras  
Suzette Maddox  
Grace Maples  
John Martz  
Wilma Matthews  
Scarlett Mobley  
Elsa Mondragon  
Gloria Moreno  
Maria Moreno  
Douglas Mullen  
Kristi Mullen  
Lindsey Nettles  
Tyson Nettles  
Travis Norton  
Katee O'Quinn  
Matthew Pennington  
Megan Pinkerton  
Emilee Rains  
Linda Ray

Arthur Reigel  
Cara Richmond  
Anne Rissman  
Jennifer Rizo Cordera  
Catherine Rogers  
Megan Roush  
Alexis Rucker  
Lahegry Sanchez  
Stephanie Sanchez  
Anna Schubarth  
Mary Sellgren  
Amy Shearer  
Daniel Shepard  
Jeremian Smith  
Allison Spitzer  
Caroline Suggs  
Lauren Suggs  
Christopher Taylor  
Robert Torres  
Ashley Turner  
Denisia Vann  
Lynda Vann  
Candyce Vickers  
Terry (TJ) Vickers  
Jennifer Vincent  
Eleni Wachter  
Jamie Wachter  
Courtney Walker  
Hansen Ward  
Nicole Washington  
Anetha Whitaker  
Delores White  
LaToria Williams  
Paul Williams  
Terrence Williams  
Buffie Wingate  
Wendy Wynn  
Lori Zipperer

**End of List  
2019-2020  
School Year**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### ADMINISTRATIVE ORGANIZATION

3.05\*

#### POLICY:

The administrative head of each school is the School Principal. The District also appoints Assistant Principals and Assistant Principal-Curriculum Coordinators to the school as needed.

The District Staff exists to give support and direction to the schools. The Superintendent is assisted in this responsibility by administrators on staff in the positions of Assistant Superintendent, Director, Supervisor, Manager and Coordinator.

(Organization Chart is attached)

#### STATUTORY AUTHORITY:

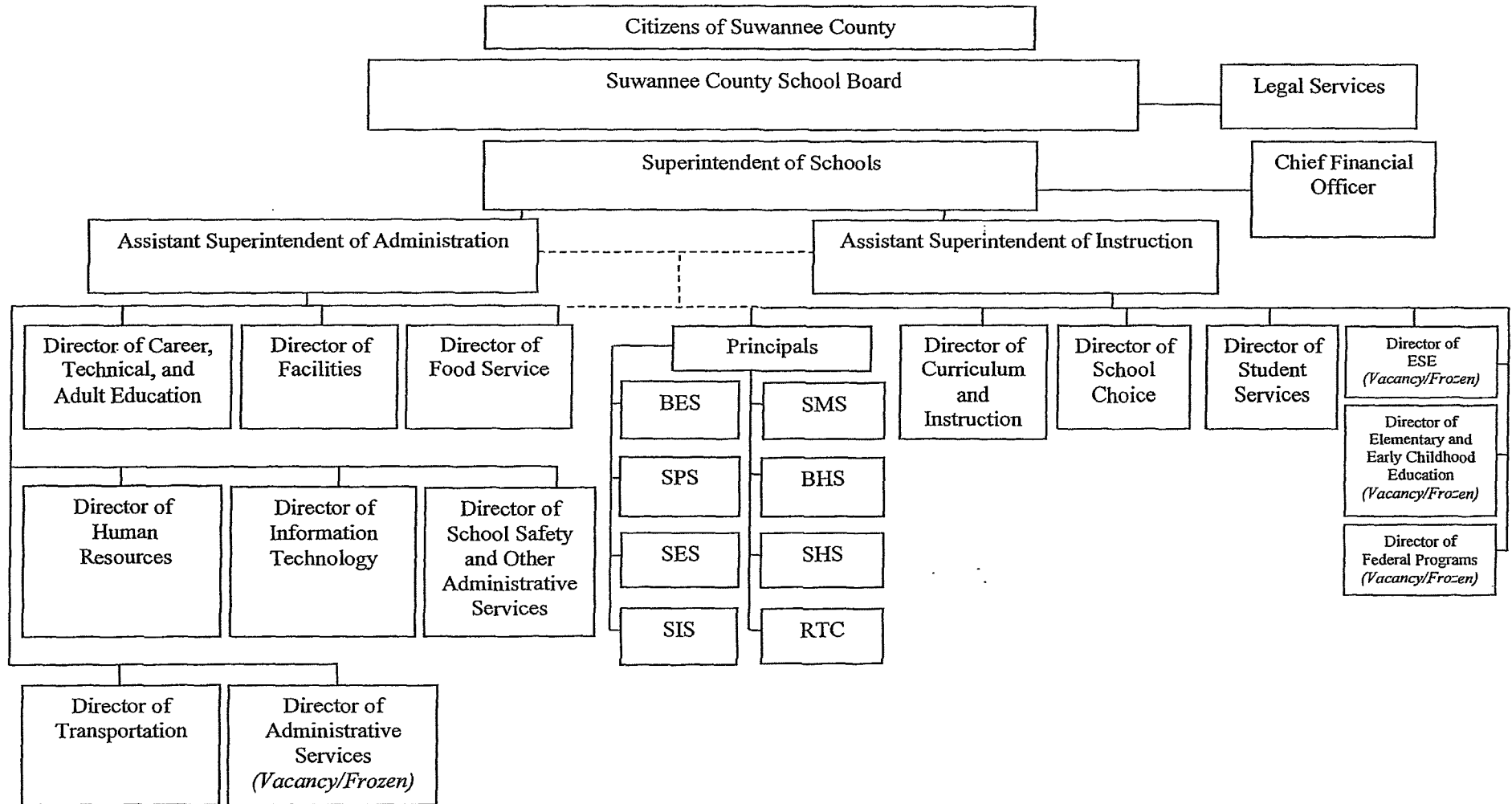
1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

120.53; 1001.42; 1001.43; 1012.27, F.S.

<u>History:</u>	Adopted:
	Revision Date(s): 7/22/2014, 1/27/2015, 10/24/2017, 9/25/2018

# SUWANNEE COUNTY SCHOOL DISTRICT ORGANIZATION CHART



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SAFE AND SECURE SCHOOLS

3.06

#### POLICY:

##### I. Introduction

The Suwannee County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

##### II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. This policy shall apply not only during school hours, but at any time students in good standing, teachers, employees and other such persons are on the school campus or school grounds, and shall also apply for all school activities which are held after school hours.
- D. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

- E. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.
- F. No person except law enforcement, security officers and other legally identified individuals as special deputies, may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events. However, district employees may possess a securely encased concealed firearm in their vehicle in accordance with F.S. 790.25 (5).

### III. Safety, Security and —Emergency Plans

- A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Suwannee County Health Department.

### CHAPTER 3.00 - SCHOOL ADMINISTRATION

- B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.
- D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval of appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.
- E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.
- F. Emergency management and preparedness plans shall include notification procedures for weapon use and active shooter/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- G. Emergency management and preparedness procedures for active shooter situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
  - H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
  - I. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.
- IV. Threat Assessment
- A. The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication. Threat Assessment in Schools: a Guide to Managing Threatening Situations and to creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

B. The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.

1. The threat assessment team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
2. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat assessment team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.
3. The threat assessment team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

### V. Safety – Procedures

- A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of Policy 8.01.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- C. Emergency evacuation drills (fire, hurricane, tornado, active shooter/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for
  - 1. Developing and posting emergency evacuation routes and procedures;
  - 2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
  - 3. Identifying and reporting hazardous areas requiring corrective measures; and
  - 4. Preparing and submitting a written report of each emergency evacuation drill to the District office.
- D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

### VI. Safety – Violence Prevention

- A. The Superintendent shall develop a violence prevention plan for use by each school.
- B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### VII. Security

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- C. Designate an administrator as the school safety specialist for the District.
- D. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
- E. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
- F. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
- G. Adhering to background screening procedures for all staff, volunteers and mentors.
- H. Security trailers may be located on school property.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

316.614, 790.115, 790.25, 1001.43, 1001.51,  
1006.062, 1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

**STATE BOARD OF EDUCATION RULE(S):**

6A-1.0403, 6A-3.0171

*History:*

*Adopted:*

Revision Date(s): 12/17/02, 4/27/10, 5/22/2018, 9/25/2018

Formerly: Campus Disorders and Trespassing 3.06

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### STUDENT PROGRESSION PLAN

4.01

#### **POLICY:**

The School Board shall approve the *Student Progression Plan* and copies shall be maintained in the District Office and at each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, and vocational education including programs and courses in agriculture, business, marketing, health occupations, public service, home economics, industrial, technical education, and compensatory education. The plan shall include options for virtual instruction, academic acceleration and early high school graduation. After School Board approval, the District *Student Progression Plan* shall be made a part of this rule. ~~The Area Vocational-~~ RIVEROAK Technical Center shall be authorized to add courses / programs during the school year in addition to those listed in the Student Progression Plan. These courses / programs shall be added on the basis of business, industry, or community needs.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43, 1002.3105, 1002.321, 1003.4156,  
1003.4281, 1003.4295, 1003.437, 1003.49, 1008.25, F.S.

#### *History:*

#### Adopted:

Revision Date(s): 11/20/01, 4/27/2010, 4/24/12, 10/23/12,  
7/22/2014, 1/27/2015

Formerly: IA, Pupil Progression Plan 4.01

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### ACADEMIC AND CAREER PLANNING

4.025

- I. Middle grade students shall participate in a career and education planning course during the sixth seventh or eighth grade. The course must be internet-based, customizable to each student, and include research-based assessments to assist with determining educational and career options and goals. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop realistic a personalized academic achievement and career goals for postsecondary experience. ~~By the end of the course, each student shall have completed a four (4) to five (5) year academic and career plan (ePersonal Education Planner) based on postsecondary and career goals.~~
- II. The academic and career plan shall include
  - A. A destination;
  - B. A major area of interest;
  - C. A list of courses to meet the requirements of the destination and major area of interest.
  - D. A detailed explanation of the requirements for earning a high school diploma designation.
  - E. The requirements for each scholarship in the Florida Bright Futures Scholarships Program
  - F. The requirements for state university and Florida College System institution admission.
  - G. Opportunities available to earn college credit in high school, including Advanced Placement courses; the International Baccalaureate Program; the Advanced International Certificate of Education Program; dual

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

enrollment, including career dual enrollment; and career education courses.

- III. Destinations shall include
  - A. Four (4) year college or university, community college plus university, or military academy degree;
  - B. Two (2) year postsecondary degree;
  - C. Postsecondary career certificate;
  - D. Immediate employment or entry level military; or
  - E. A combination of any of these destinations.
- IV. The destinations shall accommodate the needs of exceptional education students to the extent appropriate for individual students. These students may follow the courses outlined in the *Student Progression Plan*.
- V. Completion of the academic and career plan shall be required for promotion to grade nine (9).
- VI. Secondary schools shall ensure that students and parents are aware of the destinations and the process of developing and revising academic plans.
- VII. The District shall encourage the business community to support career preparation by providing internships and apprenticeships.
- VIII. Each high school principal shall
  - A. Designate an instructional or administrative staff member to serve as a specialist who will:
    - 1. Coordinate the use of student achievement strategies;

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

2. Assist teachers in integrating academic and career curricula, using technology, providing feedback about student achievement and implementing career and technical preparation programs;
  3. Coordinate the review of academic plans; and
  4. Coordinate the collection and retention of signed academic plans.
- B. Implement strategies to improve reading, writing and mathematics skills and eliminate deficiencies in these areas.
- C. Ensure that each student shall have an academic advisor if parental involvement is not evident.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.4156, 1003.491, F.S.**

**HISTORY:**

**ADOPTED: 4/27/10**

**REVISION DATE(S): 7/22/2014**

**FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### REQUIREMENTS FOR ORIGINAL ENTRY

5.05

#### POLICY:

- I. Any student who initially enrolls in the District shall be required to present have on file with the immunization registry a certification of immunization for those communicable diseases as required by Florida Statutes. Any child who is excluded from participation in the immunization registry must present or have on file with the school such certification of immunization.
  - A. Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.
  - B. Immunization shall be as required by the State of Florida. The Superintendent shall maintain a current list of required immunizations.
  - C. A transfer student from another Florida district may be granted thirty (30) days to provide documentation of school entry health examination and certificate of immunization prior to school attendance.
  - D. Exceptions may be granted as provided in Florida Statutes.
- II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.
  - A. Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.

## CHAPTER 5.00 – STUDENTS

- B. The Superintendent may grant exceptions to this rule pursuant to Florida Statutes.
  - C. The health examination shall be completed by a health professional licensed in Florida or in the state where the examination was performed.
- III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the County, except as provided in this Rule.
- IV. A student entering a District school from a private or non-public school shall be assigned to a grade based on placement tests, age, and previous school records.
- V. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had and any prior referrals to mental health services. If the student is admitted, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district, when appropriate, at the direction of the School Board. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have grounds for expulsion according to the receiving District School Boards Code of Student Conduct.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1003.01; 1003.21; 1003.22; 1006.07 F.S.

STATE BOARD OF EDUCATION RULE:

6A-6.024

History:

Adopted:

Revision Date(s): 12/15/98, 11/20/01, 5/25/10, 9/25/2018

## CHAPTER 5.00 – STUDENTS

### ZERO TOLERANCE FOR SCHOOL- RELATED CRIMES

5.13\*

#### **POLICY:**

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the State Board of Education's zero tolerance policy as outlined in Florida Statutes.
- II. Acts that pose a serious threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Students found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall be brought before the Board for expulsion or expelled from their regular school, unless the superintendent requests in writing that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:
  - A. Such acts include but are not limited to:
    1. homicide (murder, manslaughter);
    2. sexual battery;
    3. armed robbery;
    4. aggravated battery;
    5. battery or aggravated battery on a teacher or other school personnel
    6. kidnapping or abduction;
    7. arson;

## *CHAPTER 5.00 – STUDENTS*

8. possession, use or sale of any firearm or weapon;
9. possession, use or sale of a controlled substance;
10. possession, use or sale of any explosive device;
11. threat or false report to do harm related to bombs or weapons,  
or
12. victimization of students.

The expulsion limit is mandatory for a minimum of one (1) full year from the student's regular school.

- B. Prior to taking such action against any student, the School Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in State Board of Education Rule 6A-6.0331. This provision shall not be construed to remove a School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.
- C. The School Board may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.
- D. Local law enforcement authorities shall be notified immediately when one of the offenses listed above is committed on school property, on school- sponsored transportation, or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

## CHAPTER 5.00 – STUDENTS

- E. The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. Annually, the principal shall review school discipline data with the school advisory council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.
- III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to:
  - A. Cellular telephone violation;
  - B. Defiance of authority;
  - C. Disruption, minor;
  - D. Dress code violation;
  - E. Eating or drinking on the bus;
  - F. Forgery;
  - G. Horseplay;
  - H. Leaving campus without permission;
  - I. Lying or misrepresentation;
  - J. Profanity;
  - K. Vehicle parking violation.
- IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.
- V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other

## *CHAPTER 5.00 – STUDENTS*

persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

- A. Alcohol violation;
- B. Alcohol, sale or distribution;
- C. Arson;
- D. Battery;
- E. Bomb or biochemical threat;
- F. Breaking and entering or burglary;
- G. Disruption of school, major;
- H. Drug use, sale or distribution;
- I. Explosives, possession or use;
- J. Extortion;
- K. False alarm;
- L. Firearms violation;
- M. Gang-related activity;
- N. Hate crime;
- O. Illegal organization, membership;
- P. Robbery;
- Q. Sexual battery;
- R. Sexual harassment;
- S. Sexual misconduct;
- T. Sexual offense;
- U. Stalking;
- V. Trespassing;

## *CHAPTER 5.00 – STUDENTS*

- W. Weapons violation;
- X. Any felony as defined by Florida Statutes.
- VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.
- VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.
- VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system, unless the superintendent requests that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:
  - A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
  - B. Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.
  - C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.
  - D. Hazing as defined in 1006.135, Florida Statutes.
- IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.
- X. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

## **CHAPTER 5.00 – STUDENTS**

- XI. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- XII. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.
- XIII. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.
- XIV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04, 1001.42, 1001.43, 1001.54, 1003.31, 1006.07, 1006.08, 1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

### **STATE BOARD OF EDUCATION RULE(S):**

**6A-6.03311**

#### **HISTORY:**

Adopted:

Revision Date(s): 11/21/2000, 2/23/10, 3/22/2011,  
9/25/2018, 7/23/2019

Formerly: New

## CHAPTER 6.00 – PERSONNEL

### CHILDREN OF MILITARY FAMILIES

5.40+

- I. The District shall recognize the provisions of the *Interstate Compact on Educational Opportunities for Military Children* and shall address the educational transition issues faced by military families.
- II. Assistance to children of military families, as defined in the *Compact*, shall include but not be limited to
  - A. Enrollment and eligibility;
  - B. Educational records;
  - C. Placement;
  - D. Attendance; and
  - E. Graduation.
- III. A student must be considered a resident for enrollment purposes and provided preferential treatment in the controlled open enrollment process when presented with an official military order advising that the parent is transferred or pending transfer to a military installation within the school district.
- IV. The Superintendent shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1000.36, 1001.43, 1003.05, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**

## CHAPTER 5.00: STUDENTS

### **BULLYING AND HARASSMENT**

**5.101\***

#### **I. Statement Prohibiting Bullying and Harassment**

- A. It is the policy of the Suwannee County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited
  - 1. During any education program or activity conducted by a public K- 12 educational institution;
  - 2. During any school-related or school-sponsored program or activity;
  - 3. On a school bus of a public K-12 educational institution; or
  - 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; . or
  - 5. Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the

## CHAPTER 5.00: STUDENTS

education process or orderly operation of a school. School staff is not required to monitor any nonschool-related activity, function, or program.

### II. Definitions

- A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.
- B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
  - 1. Teasing;
  - 2. Social Exclusion;
  - 3. Threat;
  - 4. Intimidation;
  - 5. Stalking;
  - 6. Cyberstalking
  - 7. Physical violence;

## CHAPTER 5.00: STUDENTS

8. Theft;
9. Sexual, religious, or anti-semitic or racial harassment;
10. Public or private humiliation; or
11. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

- C. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.
- D. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

## CHAPTER 5.00: STUDENTS

- F. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
  3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
  4. Has the effect of substantially disrupting the orderly operation of a school.
- G. Bullying and harassment also encompass
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
  2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
    - a. Incitement or coercion;
    - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;

## CHAPTER 5.00: STUDENTS

- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

### III. Behavior Standards

- A. The Suwannee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.
- C. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.
- D. Student rights shall be explained in the *Student Code of Conduct*;
- E. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the *Student Code of Conduct*.

### IV. Consequences

- A. Committing an act of bullying or harassment

## CHAPTER 5.00: STUDENTS

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
  2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
  3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
  4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- B. Wrongful and intentional accusation of an act of bullying or harassment
1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
  2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.

## CHAPTER 5.00: STUDENTS

3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### V. Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future

## CHAPTER 5.00: STUDENTS

employment, grades, learning or working environment, or work assignments.

- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### VI. Investigation of a Report of Bullying or Harassment

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.
- B. The principal or designee shall select an individual(s), employed by the school to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to
  - 1. Description of incident(s) including nature of the behavior;
  - 2. Context in which the alleged incident(s) occurred;
  - 3. How often the conduct occurred;

## CHAPTER 5.00: STUDENTS

4. Whether there were past incidents or past continuing patterns of behavior;
  5. The relationship between the parties involved;
  6. The characteristics of parties involved, *i.e.*, grade, age;
  7. The identity and number of individuals who participated in bullying or harassing behavior;
  8. Where the alleged incident(s) occurred;
  9. Whether the conduct adversely affected the student's education or educational environment;
  10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
  2. A written final report to the principal.
- F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District

## CHAPTER 5.00: STUDENTS

- A. The principal or designee will assign an individual(s) to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
- B. The investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
  - 1. If it is within the scope of the District, a thorough investigation shall be conducted.
  - 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
  - 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
- C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

### VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
  - 1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

## CHAPTER 5.00: STUDENTS

2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

- C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

### IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

## CHAPTER 5.00: STUDENTS

- A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, *e.g.*, school counselor, school psychologist), to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
  - B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.
  - C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
  - D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend
    - 1. Counseling and support to address the needs of the victims of bullying or harassment;
    - 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
    - 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.
- X. Reporting Incidents of Bullying and Harassment
- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included

## CHAPTER 5.00: STUDENTS

within the bullying incidents category. The report shall also include in a separate section each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as incident codes as well as bullying-related as a related element code.

- 1. SESIR Definitions

- a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
  - b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
- 2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.
- 3. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the

## CHAPTER 5.00: STUDENTS

relevant incident code and the bullying-related code. Such incidents are:

- a. Alcohol
- b. Arson
- c. Battery
- d. Breaking and Entering
- e. Disruption on Campus
- f. Drug Sale/Distribution Excluding Alcohol
- g. Drug Sale/Possession Excluding Alcohol
- h. Fighting
- i. Homicide
- j. Kidnapping
- k. Larceny/Theft
- l. Robbery
- m. Sexual Battery
- n. Sexual Harassment
- o. Sexual Offenses
- p. Threat/Intimidation
- q. Trespassing
- r. Tobacco
- s. Vandalism

## CHAPTER 5.00: STUDENTS

- t. Weapons Possession
    - u. Other Major (Other major incidents that do not fit within the other definitions)
  - C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
  - D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
  - E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat / intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.
- XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment
  - A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
  - B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.

## CHAPTER 5.00: STUDENTS

- C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.
- XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school-staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.

## CHAPTER 5.00: STUDENTS

- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

### XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

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

**LAW(S) IMPLEMENTED:** 1001.43, 1003.04, 1003.31, 1003.32, 1006.07,  
1006.08, 1006.09, 1006.10, 1006.147, F.S.,  
20 USC 1232g

**STATE BOARD OF EDUCATION RULE(S):****6A-10.081****HISTORY:****ADOPTED: 12/16/2008****REVISION DATE(S): 1/28/2014, 8/25/2015,  
6/28/2016, 10/24/2017****REVIEWED  
DATE(S)**

## CHAPTER 6.00 – PERSONNEL

### CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

6.19\*

#### POLICY:

No person shall be employed or continued in employment if he / she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as non-certificated instructional personnel pursuant to School Board Rule. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his / her certificate and each certificate reissuance or renewal in the District Office as soon as the Department of Education issues the new validity period on the certificate.

- I. The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.
  - A. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination, the District must provide information regarding the availability of state-level and district level supports and instruction to assist in achieving a passing score.
  - B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.
- II. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education Rules or qualify for employment or re-

## ***CHAPTER 6.00 – PERSONNEL***

employment as a non-degreed vocational education or adult education teacher based on School Board Rule.

- III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of temporary instructors, teachers of adult education, non-degreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district will establish the minimal qualifications for the issuance of Suwannee County Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.
- A. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.
- B. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.
- C. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1011.60; 1012.24; 1012.54;

1012.55; 1012.56; 1012.57, F.S.

STATE BOARD OF EDUCATION RULES:

6A-1.0501; 6A-1.0502; 6A-1.0503

History:

Adopted:

Revision Date(s): 6/22/10

Formerly: GCD

## Memorandum of Agreement

by and between

University of South Florida and

The Suwannee County School District, Florida

for the

Youth Mental Health Awareness and Training (YMHAT) Project

This Memorandum of Agreement ("Agreement") describes the partnership between the University of South Florida Board of Trustees, a public body corporate for its USFSP College of Education's Division of K-16 Educational Initiatives (USFSPCOEK-16) and The Suwannee County School District a public corporate body operating and existing under the laws of the state of Florida. It represents the intent of the USFSPCOEK-16 administration and faculty and Suwannee County Public Schools to collaborate in the training of public-school administration and staff in the area of youth mental health awareness and first-aid.

### Article I

#### Scope of Agreement

In receipt of YMHAT funding in the amount of \$7,424.00 to support youth mental health awareness and first-aid training, Suwannee County School District agrees to adhere to each of the following:

1. **All funds must be encumbered by June 30, 2020.** If it is anticipated that the funds will not be used in their entirety by this date, all unencumbered funds **must be returned to the University project by May 1, 2020.** These funds must be used to support the training of all school personnel in youth mental health awareness training.
2. If the total funding amount for your district exceeds \$5,000.00, please note that the funds will be disbursed in two separate payments, approximating a 50/50 split. Upon satisfactory reporting of activities and expenditures, the second payment will be disbursed 5 months after the first payment, or at documentation of 75% of expended funds, whichever occurs first.
3. The school district as fiscal agent will administer this funding in accordance with all applicable federal and state statutes, regulations, program plans, and application. **Quarterly reporting of training activities, numbers of personnel trained, and itemized expenditures to YMHAT will be required for continued funding. This reporting will be through an electronic database, with support from YMHAT staff as needed.**
4. This State funding is a direct result of the Marjory Stoneman Douglas High School Public Safety Act (s.1012.584, F.S.). **Allowable expenditures under this funding include expenses directly related to the training of trainers and the training of all school personnel in the area of youth mental health awareness.** Generally unallowable uses for funding include candy, alcohol, banquets, decorations, greeting cards, gift cards, lobbying, personal cellular telephones, fund raising, promotional items, entertainment,

food and beverages, perquisites, meals not in accordance with Section 112.061, F.S., items for personal convenience (i.e. refrigerators for office staff), and items that are not necessary and reasonable (i.e., expensive office equipment to meet personal preferences). This list is not all-inclusive and is presented for example purposes only. An expenditure of state funds must be authorized by law and the expenditure must meet the intent and spirit of the law authorizing the payment. Some of the items above may be allowable if there is statutory authority for their purchase and other rules or laws do not prohibit them. Agencies should refer to the *Reference Guide for State Expenditures* and/or their agency legal staff when determining whether specific purchases are allowable pursuant to the laws, rules, and requirements of their agreement and program.

5. School districts as fiscal agents for these funds must
  - a. Maintain both cost and programmatic records for five (5) years and allow YMHAAT Administration Project access to the records, as requested.
  - b. Have an adequate cost accounting system or maintain a separate bank account for these funds.
  - c. Ensure all costs are reasonable, allowable, allocable and documented, and repay all disallowed costs.
  - d. Participate in monitoring as necessary to ensure that activities and/or deliverables are meeting expectations.
  - e. Agree to payment terms (e.g., frequency of payments, method of payment, and required documentation).

**Failure to comply with the agreement outlined above may result in the return of funds and/or denial/limitation of future funding.**

## **Resources**

- FDOE "Green Book" Project Application and Amendment Procedures for Federal and State Programs: <http://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>
- FDOE "Red Book" Financial and Program Cost Accounting and Reporting for Florida Schools: <http://www.fldoe.org/fefp/redtoc.asp>
- Department of Financial Services Reference Guide for State Expenditures: <http://www.fcadv.org/sites/default/files/Reference%20Guide%20For%20State%20Expenditures.pdf>

## **Article II**

### **Period of the Agreement**

The Agreement shall become effective September 9, 2019 and be in force up to and including June 30, 2020.

**Article III  
Termination of Agreement**

Either USFSPCOEK-16 or Suwannee County School Board may terminate the Agreement without cause by delivering written notice to the other party at least thirty days prior to the date on which the termination is to be effective. Upon early termination the Suwannee County School Board shall submit a final report to USFSPCOEK-16 within thirty (30) days from official notification of termination. The Suwannee County School Board shall return any unused funds to USFSPCOEK-16 within thirty (30) days from official notification of termination.

**Article IV  
Modification**

This Agreement may be amended or modified by a written instrument executed by the duly authorized representatives of the parties' hereto. Similarly, no agreement that affects the provisions of this Agreement shall be valid unless in writing and executed by USFSPCOEK-16.

**Article V  
Contact Information**

**District Fiscal Contact Information**

Below, **you must provide** a name, phone number, email, and mailing address for the person to whom the check should be sent.

Check Receiver Name: Vickie DePratter, Chief Financial Officer  
Phone #: 386-647-4600  
Email: vickie.depratter@suwannee.k12.fl.us  
Complete mailing address, including zip code:  
Suwannee County School District  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

*Signature pages to follow*

**IN WITNESS WHEREOF**, the parties have executed this Agreement by their authorized representatives on the date first above written.

\_\_\_\_\_  
District School Safety Specialist

Name (print): Malcolm Hines

Date:

Email: malcolm.hines@suwannee.k12.fl.us

\_\_\_\_\_  
District Superintendent

Name (print): Ted L. Roush

Date:

Email: ted.roush@suwannee.k12.fl.us

\_\_\_\_\_  
Chairperson, Suwannee County School Board

"Approved as to Form and Sufficiency

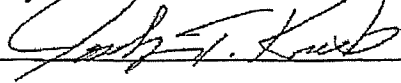
BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

University of South Florida Board of Trustees



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Jordan T Knab, Ed.S.

Principal Investigator, K-16 Educational Initiatives

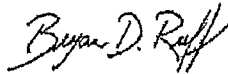
University of South Florida St. Petersburg



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Keith Anderson, Director of Sponsored Research University  
of South Florida

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



Bryan D. Ruff  
Associate General Counsel - University of South Florida

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### SCHOOL SECURITY GUARD

#### JOB DESCRIPTION

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years law enforcement experience.
- (3) Or other appropriate certificates/licenses required by the District.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of applicable laws, rules, and policies. Ability to deal calmly and effectively with crises. Ability to work well with people in stressful situations. Must exhibit initiative, high degree of awareness of surroundings, and good judgment. Ability to communicate effectively orally and in writing. Ability to work responsibly with minimum supervision.

**REPORTS TO:**

Assigned Administrator

#### JOB GOAL

To protect employees, students and property at assigned site.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Patrol grounds, buildings and parking lots.
- \* (2) Use strategies to prevent incidents and to protect employees, students, and property of the School District of Suwannee County.
- \* (3) Maintain an approved, flexible work schedule by clocking in at appropriate sites at appropriate times.
- \* (4) Complete referrals, incident reports, and other reports in an acceptable manner.

**Employee Qualities/Responsibilities**

- \* (5) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons.
- \* (6) Ensure adherence to good safety standards.
- \* (7) Maintain confidentiality regarding school/workplace matters.
- \* (8) Model and maintain high ethical standards.
- \* (9) Demonstrate initiative and high level of visibility in assigned area to fulfill project goals and objectives.
- \* (10) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**SCHOOL SECURITY GUARD (Continued)****Inter/Intra-Agency Communication and Delivery**

- \*(11) Work closely with county law enforcement agencies and Director of School Safety and Other Administrative Services.
- \*(12) Communicate with students, parents, staff and administrators.
- \*(13) Keep supervisor informed of potential problems or unusual events.
- \*(14) Respond to inquiries and concerns in a timely manner.

**System Support**

- \*(15) Maintain a professional attitude in working with the public.
- \*(16) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(17) Demonstrate support for the School District and its goals and priorities.
- \*(18) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(19) Prepare all required reports and maintain all appropriate records.
- \*(20) Perform other tasks consistent with the goals and objectives of this position.
- \*(21) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(22) Appear before the school board as needed.
- \*(23) Shall assume additional responsibilities as assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

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

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities

3/25/02