

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
December 13, 2022

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Riverside Elementary.

Special Recognition by the Superintendent

- **“Willingness to Go Above and Beyond”** (For providing assistance to Sarasota County School District after Hurricane Ian)

**Facilities Department**

John Betz

Ethan Butts

Nick Copeland

Austin Murray

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. 6-20)

November 8, 2022	- Workshop Session
	- Special Meeting
November 22, 2022	- Reorganization Meeting
	- Public Hearing
	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for November 2022.
3. The Superintendent presents the following bills for the period November 1-30, 2022:

**General Checking Account**

General Fund 1000	\$ 979,275.48
LCI Fund 3200	87,783.32
Food Service Fund 4100	235,660.24
Federal Fund 4200	86,045.54
Other Cares Act Relief Fund 4420	1,124.93
ESSER II Fund 4430	2,104.73
ESSER III – ARP 4450	167,600.05
OTHER ARP ACT RELIEF 4460	<u>1,570.14</u>
	\$ 1,557,164.43

**Payroll Checking Account**

General Fund 1000	\$ 3,570,454.87
Food Service Fund 4100	140,864.54
Federal Fund 4200	460,273.96
Other Cares Act Relief Fund 4420	3,913.38
ESSER II Fund 4430	27,659.30
ESSER III – ARP 4450	74,019.69
OTHER ARP ACT RELIEF 4460	<u>7,317.40</u>
	\$ 4,284,503.14

<b><u>Total</u></b>	\$ 5,841,667.57
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4. The Superintendent recommends approval of the following budget amendments for fiscal year 2022-2023:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-5	III-5	IV-2 (ARP)
		IV-2 (ESSER II)
		IV-2 (ESSER III)
		IV-4 (Food Service)
		IV-3 (Other Cares)

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

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SHS (Girls Basketball) Batting Cages)	Cash Donation (\$1,000)	Lafayette State Bank
SPE (General Fund)	Cash Donation (\$1,000)	Radiant Credit Union

6. Expulsions

- a. **Case #2223-09:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. *(Final Action)*
- b. **Case #2223-10:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. *(Final Action)*
- c. **Case #2223-11:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year. *(Final Action)*
- d. **Case #2223-15:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. *(Final Action)*

- e. **Case #2223-17:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. *(Final Action)*
- f. **Case #2223-18:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year. *(Final Action)*
- g. **Case #2223-20:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year. *(Final Action)*
- h. **Case #2223-22:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. *(Final Action)*

7. Human Resources Transactions **(pgs. 21-24)**

## REGULAR AGENDA

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

#5.12              Expulsion of Students *(Revised)* **(pgs. 25-35)**

2. The Superintendent recommends approval of the following contracts/agreements for the 2022-2023 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- #2023-103      Apprenticeship Training Program Agreement between the Suwannee County School Board, through RIVEROAK Technical College, and Associated Builders and Contractors Florida East Coast Institute, Inc. *(New)* **(pgs. 36-43)**
- #2023-104      Inter-District Foster/Homeless/Transitional Transportation Agreement between the Lafayette County School District and the Suwannee County School District *(New)* **(pgs. 44-48)**
- #2023-105      Transitional Inter-District Transportation Agreement between the Columbia County School District and the Suwannee County School District *(New)* **(pgs. 49-50)**

3. The Superintendent recommends approval of the following personnel item for the 2022-2023 school year:
  - a. Overlap the Assistant Superintendent of Instruction position, from January 3, 2023 through June 30, 2023. The estimated cost savings is \$40,000.
4. The Superintendent recommends approval of the RIVEROAK Technical College Strategic Plan for July 2022 – June 2027. **(pgs. 51-57)**
5. Comments from Student Ambassadors
6. Legal Counsel's Report
7. Superintendent's Report
8. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
November 8, 2022

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Norman Crawford, and Ed daSilva, along with Superintendent Ted Roush, Chief Financial Officers Marsha Brown and Vickie DePratter, and Secretary to the Superintendent/School Board Robinette Odom. Attorney Derek Dzwonkowski, with Rumberger, Kirk, and Caldwell, sat in for School Board Attorney Leonard Dietzen, who was absent. School Board member Ronald White was also absent.

Administrators and others present: Jennifer Barrs, Jennifer Beach, Amy Boggus, Tammy Boggus, Michael Braun, Bill Brothers, Stephenie Busch, Brooke Cox-Knowles, Leigh Fernald, Lisa Garbett, Ronnie Gray, Jillian Herron (arrived at 1:10 p.m.), Malcolm Hines (arrived at 9:47 a.m.), Michele Howard, Terry Huddleston, Carl Manna, Dee Dee McManaway, Kecia Robinson, UTSC President Eric Rodriguez, Angie Stuckey, Marsha Tedder, Christina Vann, Katrina Walker-Bius, Kelly Waters, Jimmy Wilkerson (arrived at 9:30 a.m.), Josh Williams, Kelli Williams, and Laura Williams.

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

School Improvement Plans..... Janene Fitzpatrick/Principals for 2022-2023

Ms. Robinson spoke on behalf of Ms. Fitzpatrick.

Ms. Barrs distributed handouts regarding the School Improvement Plans, and the following were presented to the Board:

- Suwannee Pineview Elementary – Amy Boggus
- Suwannee Riverside Elementary – Marsha Tedder
- Suwannee Springcrest Elementary – Jennifer Beach  
*At this time Ms. Beach and Ms. Busch were recognized as the Principal and Assistant Principal of the Year*
- Branford Elementary School – Dee Dee McManaway

- Suwannee Middle School – Laura Williams
- Suwannee High School – Carl Manna
- Branford High School – Terry Huddleston
- Suwannee Opportunity School – Brooke Cox-Knowles
- Suwannee Virtual School – Lisa Garbett

There was a discussion regarding attendance/truancy and discipline issues, including policies, deficiencies, and needs. This will be further discussed at a future workshop.

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

- Policy Update (**pg. 2**)

Mr. Hines reviewed proposed revisions to Policy #2.021, Superintendent's Compensation. He stated this policy relates to Board action taken at the October 25, 2022 meeting regarding compensation for the office of the Superintendent. It was the consensus of Board members to move forward with the proposed language.

Curriculum and Instruction Department Update.....Jennifer Barrs

- 2022-2023 Elementary Student Progression Plan (**pgs. 3-70**)
- 2022-2023 Secondary Student Progression Plan (**pgs. 71-168**)

Ms. Barrs provided a summary sheet for each Plan and stated there have been no changes since the last workshop.

She also provided a handout updating the Board regarding Data Privacy Agreements.

Food Service Department Update .....Michael Braun

Mr. Braun stated school principals and staff have done a great job with efforts to improve student lunch participation and that we are in a good position as of right now.

He advised the Board he would like to be able to have three and six-hour employees work an hour or two more per day, as needed, at the request of cafeteria managers. Mr. Braun stated this would be more cost efficient than adding

substitutes or another full-time employee that is under-utilized. He stated this will be an agenda item at the special meeting to follow the workshop.

The workshop recessed at 12:05 p.m. and resumed at 1:10 p.m.

District Insurance Options..... Ted Roush

Mr. Roush stated there have been concerns over the last several months regarding the District's health insurance options. He advised we have an issue with potential employees liking the job salary, but that after being offered the position, they are often turning it down, due to the benefits. Mr. Roush distributed information he has compiled through research, which compares our health insurance plan elements with neighboring districts. He discussed the comparison and stated we rank 7 out of 11 districts. Mr. Roush distributed a second handout which showed that out of 800 eligible employees in the District, only 487 are taking a major medical plan. Of the 487, 443 are covering only themselves and not spouse or family. He stated this is because the coverage is not comparable or affordable. He pointed out that only five out of 800 eligible employees are covering a spouse under a major medical plan; 33 are covering children; and six are covering the employee and family. Mr. Roush stated the District must encourage more people to insure themselves, their families, and their children. He further stated we must do something to improve the situation. He is convinced that we are overpaying our administrative only service (AOS) fees and not getting the best deal for the dollar, including prescription costs. Mr. Roush stated we must lower payroll deductions for insurance premiums and that now is the right time to implement a plan that will allow us to increase the 487 participating employees to approximately 630 by May 2023. The third handout shows where he would like to see the District go, as it pertains to premium costs, if more employees, spouses, and families participated. A fourth handout was provided that shows how the District compares with neighboring districts relating to dental and vision benefits and costs, which are two categories most often utilized. The fifth and final handout shows the number of participants in each additional plan category in the District. Mr. Roush stated he has asked the District's current broker to provide a complete vendor to broker renewal fee structure for every product (major medical and all other plans) to show the mark-up and commission on each product. He stated the District needs to acquire a person to conduct an independent review of RFPs for health insurance. He recommended that the District spend \$5,000 to \$20,000 for an independent evaluator, not allowed to participate in the RFP process, to evaluate all submitted proposals. He stated the current broker would be allowed to submit an RFP, along with any others. The consensus of Board members was to move forward to select



a third party evaluator. This independent evaluator would rank all proposals but not be allowed to submit an RFP.

Superintendent Update ..... Ted Roush

Mr. Roush provided updates on the following:

- An addendum item is coming up at the special meeting to approve the purchase of the Branford Woman’s Club property.
- After discussion with Mr. Dietzen, he recommends that a change be made in the expulsion process so that evidentiary hearings come before the full Board, instead of one individual Hearing Officer. He stated he is growing increasingly concerned about the heaviness of these cases resting on any one individual to make a recommendation, especially when the other members have not heard the case. Board members were in agreement.
- He is pleased with the results of the Internal Accounts Audit, as well as the initial report from the Auditor General FTE Audit.
- The SCSD Wellness Center has served 72 people during the last month.
- Recognized Principal and Assistant Principal of the year; the District has great teams at all schools.

The meeting adjourned at 2:29 pm.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
November 8, 2022

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Norman Crawford, and Ed daSilva, along with Superintendent Ted Roush, Chief Financial Officers Marsha Brown and Vickie DePratter, and Secretary to the Superintendent/School Board Robinette Odom. Attorney Derek Dzwonkowski, with Rumberger, Kirk, and Caldwell, sat in for School Board Attorney Leonard Dietzen, who was absent. School Board member Ronald White was also absent.

Chairman Taylor called the meeting to order at 2:35 p.m.

MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to adopt the agenda, along with the Agenda Addendum. MOTION CARRIED UNANIMOUSLY

1. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the 2022-2023 School Improvement Plans for all District schools. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to award the following bid (*New*):

#23-201            Facilities Department: Dump Trailer, to Midway Trailers, Inc.  
d/b/a Missouri Great Dane (**pg. 2**)

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. Crawford, second by Mr. daSilva, for approval of the Florida Department of Education Five Year Facilities Work Plan for fiscal year 2022-2023. (A copy is available in the office of the Director of Facilities.)

(NOTE: This Plan was emailed by Mr. Butts to Board members and has been revised to include requested changes discussed in the October 11, 2022 workshop.)

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the following personnel item for the 2022-2023 school year:
  - a. Allow three-hour and six-hour Food Service employees to work additional hours, as needed, at the request of cafeteria managers.

MOTION CARRIED UNANIMOUSLY

5. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of Case #2223-16 Stipulated Expulsion Agreement, dated October 20, 2022, for placement of the student in Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

MOTION CARRIED UNANIMOUSLY

**Action on the Agenda Addendum**

- #1. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the purchase of real property from the Town of Branford, located at 26807 State Road 247, Branford, Florida, commonly referred to as the Branford Woman's Club property. (pgs. A2-A6)

Mr. Roush advised it will be necessary to have an environmental study done to ensure nothing on the site needs to be remediated; the contract is not binding until that is completed.

MOTION CARRIED UNANIMOUSLY

**End of the Agenda Addendum**

The meeting adjourned at 2:59 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REORGANIZATION MEETING

November 22, 2022

MINUTES

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

Superintendent Roush called the meeting to order at 5:30 p.m.

Superintendent Presiding

1. Election of School Board Officers to serve through November 2023.

Nomination by Mr. Crawford for Mr. daSilva to serve as Chairman. Mr. daSilva declined.

MOTION by Mr. Crawford, second by Mr. Alcorn, for Mr. Taylor to serve as Chairman through November 2023. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. Taylor, second by Mr. Crawford, for Mr. daSilva to serve as Vice Chairman through November 2023. MOTION CARRIED UNANIMOUSLY

Chairman Presiding

2. Establishment of official meeting dates and times through November 2023.

MOTION by Mr. Crawford, second by Mr. Alcorn, to continue holding regular monthly Board meetings on the fourth Tuesday of each month at 6:00 p.m., at the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida, with the exception of February and October 2023 regular monthly Board

meetings, which will be held at Branford Elementary School or Branford High School in Branford, Florida. MOTION CARRIED UNANIMOUSLY

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

MOTION by Mr. Alcorn, second by Mr. Crawford, for Mr. daSilva to serve as the Small School District Council Consortium (SSDCC) School Board Designee for our District. MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 5:38 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
November 22, 2022

MINUTES

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

School Resource Officer Slade Collins and Student Ambassador Jake Wooley were also present. Student Ambassador Cash Blalock was absent.

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

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

#4.141            Educational Field Trips and Extracurricular Trips (*Revised*)

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

2. Final review of additions and revisions to the Suwannee County School District Elementary and Secondary Student Progression Plans for 2022-2023. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

Chairman Taylor called for comments or questions regarding the additions and revisions to the Suwannee County School District Elementary and Secondary Student Progression Plans for 2022-2023, and there were none.

The hearing adjourned at 5:57 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
November 22, 2022

MINUTES

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

School Resource Officer Slade Collins and Student Ambassador Jake Wooley were also present. Student Ambassador Cash Blalock was absent.

Chairman Taylor called the meeting to order at 6:00 p.m. and led the pledge to the flag.

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

There was none.

MOTION by Mr. Alcorn, second by Mr. Crawford, for approval to adopt the Agenda. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the Consent Agenda. MOTION CARRIED UNANIMOUSLY

## CONSENT AGENDA

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

1. Approval of the following Minutes:  
(pgs. 6-29)

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

2. Approval of the monthly financial statement for October 2022.
3. The following bills for the period October 1-31, 2022:

### **General Checking Account**

General Fund 1000	\$1,244,866.83
LCI Fund 3200	81,615.94
Food Service Fund 4100	485,366.78
Federal Fund 4200	201,265.64
Other Cares Act Relief Fund 4420	11,095.99
ESSER II Fund 4430	280.80
ESSER III - ARP 4450	380,761.42
OTHER ARP ACT RELIEF 4460	2,880.71
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	\$2,508,134.11

### **Payroll Checking Account**

General Fund 1000	\$3,495,546.16
Food Service Fund 4100	138,955.17
Federal Fund 4200	322,476.45

Other Cares Act Relief Fund 4420	3,913.38
ESSER II Fund 4430	27,658.14
ESSER III - ARP 4450	70,467.76
OTHER ARP ACT RELIEF 4460	<u>7,317.40</u>
	\$4,066,334.46

**Total** \$6,574,468.57

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

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-4	III-4	IV-4 (Federal)

5. Approval of the following contracts/agreements for the 2022-2023 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2023-99	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. 30-43)
#2023-100	Engagement Agreement between Rumberger, Kirk, and Caldwell P.A. and Suwannee County School District for legal services ( <i>Renewal/Revised</i> ) (pgs. 44-51)

6. Approval to accept the following donated item:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SHS FFA	Cash Donation (\$5,000)	Suwannee FFA Alumni
SMS General Fund	Cash Donation (\$1,000)	SHS Weightlifting



7. Approval of the following student transfers for the 2022-2023 school year.  
Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Matthew	Partin	Suwannee	Columbia	8

8. Human Resources Transactions (pgs. 52-57)

### REGULAR AGENDA

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

#4.141 Educational Field Trips and Extracurricular Trips (*Revised*)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Alcorn, second by Mr. daSilva, for approval of additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2022-2023. (Copies are available for review in the office of the Director of Curriculum and Instruction.)

MOTION CARRIED UNANIMOUSLY

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

#2.021 Superintendent's Compensation (pg. 58)

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. Crawford, second by Mr. Alcorn, for approval of the following contract/agreement for the 2022-2023 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2023-101      Professional and Technical Services Agreement between Kelly Grimes and the School Board of Suwannee County, Florida, through RIVEROAK Technical College, to develop curriculum and laboratory activities, provide clinical simulation and clinical facility instruction, and maintain simulation equipment. (New) (pgs. 59-71)

MOTION CARRIED UNANIMOUSLY

5. MOTION by Mr. White, second by Mr. Crawford for approval of the Suwannee County School Board Internal Accounts Audit for fiscal year end June 30, 2022.

MOTION CARRIED UNANIMOUSLY

6. Comments from Student Ambassadors

Student Ambassador Jake Wooley updated the Board on the status of student organization accomplishments, upcoming events, and athletic competitions at Suwannee High School. He brought a senior class shirt for Board members to see.

6. Legal Counsel's Report

Mr. Dietzen advised that the three Board members (Alcorn, daSilva, and White) who were re-elected must sign the Oath of Office to be sent to the State. He also advised that Derek Dzwonkowski, with Rumberger, Kirk, and Caldwell, and his wife, have a new baby girl.

7. Superintendent's Report

Mr. Roush reported on the following:

- Appreciates the opportunity to continue the working relationship with Rumberger, Kirk, & Caldwell, as the Board approved the renewal contract at tonight's meeting.

- Recent events have necessitated reorganization at the Suwannee Opportunity School; more to come on that issue.
- Last week's Superintendent Update recognized employees from the Facilities Department who provided assistance in Sarasota County in the aftermath of Hurricane Ian. These employees will be honored at the December 13 Board meeting.
- Pleased with how the SCSD Employee Wellness Center has taken off; the Finance Department has had a big hand in the success. The Palms Medical Group staff have been great to work with, as well. A meeting will be held on November 28 in an effort to iron out any kinks, and a quarterly update will be provided to the Board.
- A mid-year update meeting with our current health insurance broker will be held on November 29. Based on the outcome of those conversations, we may go out to bid for brokered services. The Finance Department has assured that there is still have time to issue an RFP and get the renewal done by May 1, 2023.
- Since the Board requested an update on disciplinary and attendance data trends, the plan is to provide this information at the December or January workshop.
- The Suwannee High School Bulldogs will play the Florida High School Seminoles in Tallahassee this Friday night; this has been a great season for the coaches and players.
- Wished everyone a Happy Thanksgiving and appreciates the Board's continued support.

8. Issues and concerns Board members may wish to discuss

- Mr. daSilva reported that a Fringe Benefits Committee Meeting will be held next week.
- Mr. Taylor spoke on the following:
  - Question regarding classroom libraries was answered by Mr. Roush and Mr. Dietzen.
  - Reminded Mr. Roush that Mr. White would like to discuss the NEFEC contract.
  - Question regarding the grant for the Suwannee High School culinary arts program was answered by Mr. Hines.
  - Question regarding the access road near Suwannee Middle School was answered by Mr. Alcorn.

- Thanked Ms. Brown for the hard work on helping to get the SCSD Employee Wellness Center up and running.
- Appreciates all the hard work that has been done to improve health insurance coverage and rates for staff/employees.

Board members expressed gratitude to all staff/employees, as well as Student Ambassadors, and wished everyone a safe and blessed Thanksgiving.

The meeting adjourned at 6:38 p.m.

# SUWANNEE COUNTY SCHOOL DISTRICT

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




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

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

**TED L. ROUSH**  
Superintendent of Schools

## MEMORANDUM

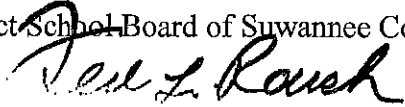
**TO:** Ted L. Roush, Superintendent of Schools  
**FROM:** William Brothers, Director of Human Resources   
**DATE:** November 29, 2022  
**RE:** Human Resources Transactions for December 13, 2022  
Regular Meeting

### RECOMMENDATION:

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

**SUWANNEE COUNTY SCHOOL BOARD**  
**Human Resources Transactions**  
**December 13, 2022**

**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 2022-2023 SCHOOL YEAR:**

**ADMINISTRATIVE:**

Jennifer Barrs, Assistant Superintendent of Instruction, effective January 3, 2022

REPLACES: Overlap Position

**RETIREMENT: INSTRUCTIONAL:**

Suwannee Springcrest Elementary:

Lynda McInnis, Teacher, effective December 12, 2022 (*Amended from the November 22, 2022 Agenda*)

**RECOMMENDATION: INSTRUCTIONAL:**

Suwannee Springcrest Elementary:

Wendy Stevens, Teacher (Temporary), effective November 28, 2022

REPLACES: Lynda McInnis

**TRANSFERS/REASSIGNMENTS:**

<u>NAME:</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>REPLACES</u>	<u>EFFECTIVE</u>
Darrel Curls	Suwannee Opportunity School Coordinator of SOS	Branford High School Teacher	Abbey Warren	November 28, 2022
Abbey Warren	Branford High School Teacher	Branford High School (TSA Guidance 10 Month)	Tiffany Criswell	November 28, 2022

**RECOMMENDATIONS: NON-INSTRUCTIONAL:**

Branford Elementary School:

Heather Lewis, Custodian (Sanitizer Temporary), effective November 28, 2022

REPLACES: Michael Harris

Suwannee Middle School:

Brittany ONeal, Custodian (Sanitizer Temporary), effective November 18, 2022

REPLACES: New Position

Suwannee Opportunity School:

Nahjawan Dukes, Security Guard, effective December 5, 2022

REPLACES: Chris Ringlein

Suwannee Pineview Elementary:

Mariah Shearer, Food Service Worker, effective November 28, 2022

REPLACES: Rosanna Holtzclaw

Transportation:

Erika Broad, Bus Driver, effective November 28, 2022

REPLACES: Yvan Theoret

Kamera McGriff, Bus Driver, effective November 28, 2022

REPLACES: Carol Deas

**RESIGNATIONS: NON-INSTRUCTIONAL:**

Branford Elementary School:

Deborah Yates, Paraprofessional, effective November 14, 2022

RIVEROAK Technical College:

Kelly Grimes, Instructor-Part Time, effective November 30, 2022

Transportation:

Ana Gienger, Bus Driver, effective November 16, 2022

**TRANSFER/REASSIGNMENT:**

<u>NAME:</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>REPLACES</u>	<u>EFFECTIVE</u>
Christopher Ringlein	Suwannee Opportunity School Security Guard	Suwannee Middle School Security Guard	New Position	November 28, 2022

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

Suwannee High School:

Natelle Smith, Food Service Worker, effective November 14, 2022 through January 6, 2023

*(With the option to return sooner if released by her doctor)*

Transportation:

Jennifer Ponder, Bus Driver, effective November 18, 2022 through January 4, 2023

*(With the option to return sooner if released by her doctor)*

**LEAVE OF ABSENCE: FAMILY MEDICAL LEAVE:**

Suwannee Riverside Elementary:

Carol Townsend, Paraprofessional, effective December 5, 2022 through December 16, 2022

## **SUPPLEMENTARY:**

<u>Employee Name</u>	<u>Position</u>	<u>Location</u>
James Leibold	Varsity Assistant Boys' Basketball Coach	Branford High School

## **MISCELLANEOUS:**

### Branford High School:

Approval for Abbey Warren to work an additional 20 days as TSA in Guidance

### District Wide:

Approval for Jessica Petri to work as a Substitute School Nurse District-Wide

Approval for Amy Allen to work in the Hospital Homebound and Community Based Instruction Programs

Approval for the Crystal Brown to work in the Afterschool Reading Tutor Program

Approval of the following employees to work as paraprofessionals in the 21<sup>st</sup> Century Afterschool Program:

Amanda Gaylord	Vanessa Isidro
Kalie Hingson	Janice McCall

### Resource Center:

Approval for the following to work as Paraprofessionals in the Resource Center Extended Hours Program:

Angela Hester	Naela Jimenez	Vance Wiggins
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### Suwannee Riverside Elementary:

Approval to retract retirement letter for Susan Helvenston

*(Amended from the November 22, 2022 Agenda)*

## **VOLUNTEERS:**

SPE	Amber Aikens	Field Trips
SPE	Jedidiah Arnold	Classroom
BES/BHS	Megan Mohsin	Classroom/Field Trips
SPE	James Pinkard	Field Trips
SPE	Heather Voss	Classroom
SMS	Melissa Waldron	APT/Advisory
SMS	Carla Williams	Classroom, Office, Sports

**End of List  
2022-2023  
School Year**



**POLICY:**

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct including, but not limited to: willful disobedience; open defiance of authority of the School Board employee; violence against persons or property; giving or selling intoxicating beverages, controlled substances, drugs or counterfeit drugs to any person on school grounds or at any school-sponsored activity; threatening or using a weapon against any person; conviction of a felony; and any other act which substantially disrupts the orderly conduct of the school, and any Level I and/or II violation of the code of student conduct. The school principal or designee shall recommend to the Superintendent, the expulsion of any student who has violated School Board rules which require expulsion. Mandatory expulsion includes, but is not limited to giving or selling intoxicating beverages, controlled substances, drugs, or counterfeit drugs to any person on school grounds or at any school-sponsored activity; threatening or using a weapon against any person; any felonious act; conviction of a felony; and any second offense of possessing or under the influence of intoxicating beverages, controlled substances, drugs, or counterfeit drugs on school grounds or at any school-sponsored activity.

- A. The following procedures shall be observed when a student is suspended with a recommendation of expulsion:
  - 1. The Superintendent or designee shall receive and review recommendations for expelling a student from the school principal or designee who is directly charged with the supervision of the student concerned. These recommendations shall be submitted in writing to the Superintendent by the individual and shall indicate the grounds for the recommendation. The student's parent(s) or the adult student shall be notified in writing to inform them of the recommendation and to provide a reasonable opportunity to meet with the principal to discuss the recommendation and shall receive a copy of the recommendation submitted to the Superintendent. Such notification shall be sent by certified mail

or by regular mail if the parent(s) or the adult student has been notified in person.

2. A preliminary investigation shall be conducted in accordance with the following:
  - a. The Superintendent shall direct an investigation based on the school's recommendation within five (5) school days of receipt of a recommendation for expulsion. The student's parent(s) or adult student shall be informed that the investigation is being conducted in a manner reasonably calculated to notify them. The Superintendent or designee may extend an existing school suspension pending the results of the investigation when reasonable belief exists that the student's return to school or continued attendance at school is detrimental to the student, school staff, and other students or tends to interrupt the orderly conduct of the educational process.
  - b. The Superintendent shall inform the student's parent(s) or adult student by certified mail of the suspension or extended suspension. If requested, the student's parent(s) or adult student shall be given a hearing with the Superintendent or his / her staff to challenge the extension or imposition of a suspension. Such hearing shall be informal in nature and shall be granted upon an oral or written request.
  - c. All interested parties shall be immediately informed in an appropriate manner when the Superintendent's investigation reveals that no reasonable basis exists for an expulsion recommendation to the School Board. The student shall immediately be readmitted to school with no penalty imposed for absences related to the investigation; this does not include the initial school suspension if reasonable in nature. Student records shall be properly annotated to indicate that grounds for expulsion were insufficient.

- d. All necessary school personnel shall cooperate in the investigation. Inquiries shall be made into alternatives to expulsion before further proceedings are initiated. The student's parent(s) or adult student shall be informed of any feasible alternatives and appropriate changes shall be made in the student's assignment or program to avoid expulsion proceedings. Any changes shall be based upon sound educational reasons and upon a reasonable belief that such a change will alleviate the problems leading to the school expulsion recommendation.
  - e. The Superintendent may develop routine procedures and forms for gathering data relating to expulsions. Such forms and procedures shall be internal administrative matters.
  - f. Investigations shall be conducted with deliberate speed, considering the nature of the facts underlying the school's recommendation and the characteristics of the student and his / her program.
3. Charges and the notice of the right to a hearing shall be governed by the following:
- a. Charges shall be made when a preliminary investigation is completed and there is reason to believe grounds exist for expulsion. The basis of the charges shall be specified with the Superintendent's recommended action, including specific allegations of fact to support the recommendation.
  - b. Charges shall be served upon the student's parent(s) or adult student in a manner reasonably calculated to inform him/her of the charges. Certified mail addressed to the last known address of the parent(s) or adult student shall be considered sufficient notice.
  - c. The student's parent(s) or adult student shall be notified, in

writing, of a proposed hearing date and of the right to an administrative hearing, in accordance with the provisions of chapter 120.57(1), Florida Statutes, before the School Board's ~~Hearing Officer~~ if they desire to dispute the material allegations of fact contained in the charges and the recommendation of expulsion. To request a hearing, the parent(s) or adult student shall file a written request for a hearing with the Superintendent's office at the specified address and before a certain date and time identified in the notice. Failure to timely request a hearing, in writing, shall be considered a waiver of the student's right to a hearing to contest the charges.

- d. The student's parent(s) or adult student who timely requests a hearing shall be notified in a manner calculated to inform him / her of the time, place, and nature of the hearing, including a statement of the legal authority and jurisdiction under which the hearing is to be held, a reference to the particular sections of the Florida Statutes and State Board of Education Rules involved, and specific references to School Board Rules.
4. A hearing shall be conducted pursuant to the following:
- a. The hearing shall be governed by Florida Statutes relating to administrative procedures.
  - b. The School Board ~~chairperson~~ ~~Hearing Officer~~ may direct the Superintendent ~~or~~, an administrative staff member, ~~or~~ ~~the School Board attorney~~ to present the evidence and testimony during the hearing in support of the Superintendent's recommendation for expulsion.
  - c. Reasonable flexibility in method or order of presentation shall be permitted. No parent, or adult student shall be prohibited from presenting reasonable matters to the School Board ~~Hearing Officer~~ because of unsubstantiated procedural irregularities.

- d. No parent, or adult student shall be prohibited from being represented at the hearing by an adult, whether as legal counsel or qualified representative.
- e. The School Board Hearing Officer shall be the finder of fact and shall make conclusions of law based on competent substantial evidence presented at the hearing. Nothing herein shall prevent the School Board Hearing Officer from seeking the advice or counsel of the attorney assisting at the hearing. The School Board shall enter an order following the hearing containing the School Board's findings of fact and conclusions of law.

~~Both the principal or designee and the parent/guardian shall have the right, but not obligation, to submit a recommended order to the School Board Hearing Officer containing proposed findings of facts and conclusions of law within one week following the hearing. The Hearing Officer may, in his/her discretion, use a proposed order submitted by either the principal/designee or the parent/guardian; provided however, the School Board Hearing Officer may reject both proposed orders and issue his/her own order.~~

~~The School Board Hearing Officer shall indicate his/her finding of facts and conclusions of law in the form of a written Recommended Order to be sent to the parent or adult student and to the Superintendent. If the parent or adult student desires to appeal the findings of fact or conclusions of law, to the entire School Board they shall file written Exceptions to the Recommended Order specifying the grounds for appeal and the Superintendent will schedule a hearing before the entire school School board Board to hear the appeal. The School Board shall vote on the Recommended Order and/or the Exceptions to the Recommended Order and shall issue its final order in writing.~~

5. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
  - a. A written copy of the charges against the student;
  - b. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
  - c. The right to cross-examine witnesses;
  - d. The right to defend the student's actions;
  - e. Legal counsel at the student's expense to assist the student in presenting a defense; and,
  - f. A written copy of the School Board's findings or action.
6. The following shall apply to informal proceedings on undisputed facts:
  - a. The student's parent(s) or the adult student may request, in writing, that an informal proceeding be conducted before the School Board's ~~Hearing Officer~~ when the facts alleged in the charges upon which the Superintendent's recommendation is based are not disputed. The student's parent(s) or the adult student shall file a written request for informal proceeding before a date and time certain with the Superintendent's office as provided in the notice. Failure to timely file a written request for an informal proceeding shall be deemed a waiver of the student's rights to an informal proceeding before the School Board's ~~Hearing Officer~~.

- b. Notification of the right to informal proceedings shall be given in the same manner as in the notice of right of hearings of disputed fact. The Superintendent, acting for the School Board, may establish a date for the informal proceeding to provide timely information on proceedings of the charges. Acceptance of the informal proceeding date by the student's parent(s) or the adult student shall be deemed waiver of the notice requirements as to time.

The hearing shall not be held in a manner calculated to cause inadequate preparation time. Fourteen (14) days shall be deemed sufficient preparation time unless an objection is timely raised; the days shall be calculated from the day immediately following the actual personal notice or posting of the notice by certified mail.

- c. An informal proceeding shall be held before the School Board's ~~Hearing Officer~~ on the date proposed in the notice of right of informal proceeding when a timely request for an informal proceeding is filed. At the informal proceeding before the School Board's ~~Hearing Officer~~, the student's parent(s)/guardian(s), the adult student, or the student/parent(s)/guardian(s)'s legal counsel or representative may present written or oral evidence in opposition to the Superintendent's recommendation for expulsion ~~is based~~. The School Board shall consider oral testimony or written statements submitted by the parties and render a final order in the same manner as in formal hearings of disputed fact.

~~Both the principal or designee and the parent/guardian shall have the right, but not obligation, to submit a recommended order to the School Board Hearing Officer containing proposed findings of facts and conclusions of law within one week following the hearing. The School Board Hearing Officer may, in his/her discretion, use a proposed order submitted by either the principal/designee or the parent/guardian; provided however, the School~~

~~Board Hearing Officer may reject both proposed orders and issue his/her own order as in formal hearings of disputed fact.~~

7. The Superintendent shall notify the student's parent(s) or the adult student of the official School Board final action by certified mail with reasonable speed and include a copy of the School Board's final order. The notice shall inform the student's parent(s) or the adult student of his / her right to appeal the School Board's final order to the District Court of Appeal.
8. Other provisions for dismissal proceedings shall include the following:
  - a. The School Board may establish a set hearing time for routine consideration of matters of expulsion.
  - b. Any student who commits an act on school grounds or on a school bus which results in suspension during the last week of school shall be suspended for the remaining number of days of the suspension period when school opens the following year.
  - c. Any student who is suspended for the fourth (4<sup>th</sup>) time in a school year may be referred to the Superintendent for possible expulsion. After a student receives the third (3<sup>rd</sup>) suspension, the principal shall notify the parent(s) by telephone, conference, or by certified letter and explain the next suspension may result in a recommendation for dismissal. In all cases, telephone conferences shall be documented in writing.
9. A student who is expelled from the District by School Board action shall not be afforded a rehearing before the School Board



~~/Hearing Officer~~ unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for rehearing shall be made by the parent(s) to the Superintendent or designee. The Superintendent's office shall determine whether the expulsion shall be reheard by the School Board ~~/Hearing Officer~~.

- B. The Superintendent may recommend to the School Board expulsion of a student who is found guilty of a felony. Provided, however, any student subject to discipline or expulsion for the unlawful possession or use of any substance controlled under chapter 893, Florida Statutes, shall be entitled to a waiver of the discipline or expulsion if he / she divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if he/she voluntarily discloses the unlawful possession of such controlled substance prior to arrest.
- C. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct.
  - 1. The dismissal of an exceptional education student shall not result in a complete cessation of educational services; the District is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).
  - 2. The following procedures shall be followed for the expulsion of exceptional education students:
    - a. The principal shall adhere to State Board of Education Rules when recommending expulsion of exceptional students and shall be responsible for convening a disciplinary review committee. The disciplinary review committee membership shall comply with State Board of Education Rule 6A-6.0331(2) and shall include, but not be limited to, the District administrator of exceptional students or designee, the school psychologist, the

exceptional student education teacher, and the principal or designee. The disciplinary review committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to his / her exceptionality. A disciplinary review committee that determines the student's behavior is in relation to his / her exceptionality may modify the student's IEP in accordance with current needs and expulsion may not be applied. Procedures in subsection C.2.c. herein shall apply when a student's conduct does not bear a relationship to his / her exceptionality.

- b. An IEP meeting shall be conducted in compliance with State Board of Education Rule 6A-6.0331(3)

and in conjunction with the disciplinary review committee meeting. The decision of the disciplinary committee shall be recorded on the IEP and shall be used in determining the adequacy of the current special program and related services. The student's IEP may be revised to reflect:

- (1) A modification of the current special program or an alternative placement;
- (2) An indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in the District's Code of Student Conduct.

- c. The principal is responsible for taking appropriate action consistent with School Board Rules and the Special Programs and Procedures for Exceptional Student Education Manual.
- d. The parent(s), or custodian of an exceptional education student shall be provided a copy of the suspension and expulsion procedures regarding

discipline of exceptional education students at the initial placement meeting or at the first IEP meeting held in the District.

3. Additional requirements for the expulsion of exceptional education students may be set forth in the Special Programs and Procedures for Exceptional Student Education Manual.

- D. This rule shall prevail over any District procedure which is contrary to or conflicts with these rule provisions.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.57(1); 1000.21 1001.43; 1001.54; 1003.31; 1006.07; 1006.08; 1006.09; 1012.28, F.S.

STATE BOARD OF EDUCATION RULE:

6A-6.0331

History:

Adopted:

Revision Date(s): 04/26/05, 7/23/2019, 8/25/2020

Formerly: JGE

**APPRENTICESHIP TRAINING PROGRAM AGREEMENT BETWEEN THE  
SUWANNEE COUNTY SCHOOL BOARD AND ASSOCIATED BUILDERS AND  
CONTRACTORS FLORIDA EAST COAST INSTITUTE, INC.**

This Agreement entered into this 1st day of January, 2023, the Suwannee County School Board – hereinafter referred to as the “Board” and Associated Builders and Contractors Florida East Coast Institute, Inc., 3730 Coconut Creek Parkway, Suite 180, Coconut Creek, Florida 33066, hereinafter referred to as “ABC.”

**WHEREAS**, the Board is authorized by the State Department of Education (DOE) to provide vocational training programs in accordance with Florida Statutes and State Board of Education Rules; and

**WHEREAS**, the Board desires to cooperate with ABC in designing and implementing an apprenticeship training program; and

**WHEREAS**, ABC has experienced staff to provide apprenticeship students with realistic work experiences and related classroom experiences; and

**WHEREAS**, the Board and ABC desire to train the student to meet the journeymen level of efficiency and enhance the skills of journeymen in their trade area;

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

**ABC agrees to:**

1. Provide a training director, who, along with ABC, will oversee the day-to-day, on-the-job training of the student(s) in cooperation with the designated Industrial Education Coordinator. This person will maintain all Florida Division of Workforce Development Office of Apprenticeship (DWDA) and Department of Education (DOE) required training records for the program, including on-the-job training (OJT) reports, official instructor credential files, classroom or virtual attendance, grades, and registered apprenticeship records.
2. ABC will recruit instructors who have appropriate credentials. The official credentials must be evaluated and maintained by ABC for auditing purposes. ABC agrees to supply curriculum and provide equipment in laboratories and classrooms provided for the program by the Board.
3. An official interview between ABC, RIVEROAK Technical College (RTC), and the applicant will be conducted for final approval by RTC. Approved candidates

will be checked against the sexual predator data base per RTC before a final offer is made to a candidate by ABC.

4. Be responsible for recruiting and assigning students to the Board's instructional program.
5. Provide all appropriate and required DWDA registration forms, documentation, and data for each class, use College registration forms, attendance rosters, and provide other information necessary to meet Florida Statutes and Board Rules.
6. Arrange a teaching schedule and training program that will meet the requirements for the Board's program.
7. Provide written assurance to the Board that (1) ABC does not discriminate against its members or applicants for membership on the basis of race, color, national origin, sex or disability; and (2) apprentice training will be offered and conducted for its membership free of such discrimination. Such written assurance shall be submitted to the Board each term to comply with Section 504 of the Rehabilitation Act of 1973.
8. Be responsible for the placement of all student work assignments for accomplishment of OJT in conformance with participating employer agreements.
9. Allow the Board to recommend students for the Apprenticeship program if they meet ABC's requirements.
10. ABC employees understand that, by coordinating the apprenticeship program, they will have access to records that contain individually identifiable information. The Family Educational Rights and Privacy Act of 1974, better known as the Buckley Amendment or "FERPA," prohibits the disclosure of such information. ABC employees acknowledge that they fully understand that intentional disclosure of this information to any unauthorized person could result in criminal and civil penalties imposed by law. ABC employees further acknowledge that such willful or unauthorized disclosure also violates with provisions of this Agreement and could constitute just cause for termination of this Agreement.

**The Board agrees to:**

1. Provide a liaison to coordinate the activities of this program between ABC and the Board.
2. Provide dedicated lab space, appropriate classrooms (classrooms with tables), facilities offices, and office equipment agreed upon by both parties.
3. Furnish required college forms and letters necessary to support this program.
4. Compensate ABC as follows during the term of this contract, unless the provisions of paragraph one under section, "Both parties" concerning adjustments modify the following provisions:

- a. Compensate ABC in the amount of sixty percent (60%) of the funded amount per apprentice for instructors' salaries, classroom or virtual instruction and coordinators; instructional materials and supplies; and other program costs to include, but not limited to, equipment repair, equipment upgrade, and replacement, administrative costs, travel expenses, and expenses to attend conferences and professional meetings. All travel and travel-related expenses shall be in accordance with Chapter 112, F.S.
  - b. Both parties agree to a three year delay, allowing funding to catch up with enrollment. Grant funding will be used to fund the growth for the first 3 years.
5. Both parties agree to a three year delay, allowing funding to catch up with enrollment. Therefore, payment for year 1 will be made in year 4, year 2 in year 5, year 3 in year 6, and so on. No additional monies, other than those described in paragraph (4) (A) shall be provided to ABC. Payment would be made within 30 days of receipt of state allocation.
6. Authorize ABC to maintain the official records and files as required by the Division of Workforce Development, Office of Apprenticeship. ABC will maintain all DWDA required records and files as well as all education records for students.

**Both parties agree that:**

1. This Agreement shall be reviewed at the conclusion of each academic year for program adjustments. Any state legislative recommendations mandated for Board operations or funding of apprenticeship programs will be reviewed and incorporated, as necessary.
2. The responsibility for a day-to-day coordination and supervision of this educational program shall be vested with ABC.
3. Through their designated representatives, both parties shall collaborate in the development of policies and operational procedures for the efficient management and operation of this program.
4. Both Parties will perform their obligations hereunder in accordance with all applicable federal, state, and local laws.
5. This Agreement is for one (1) year period and shall commence on January 1, 2023 and shall terminate on December 31, 2023. This Agreement can be canceled by either party with a ninety (90) day prior written notice at any time during the one (1) year period of the Agreement. The parties may agree in writing to renew this Agreement for an additional one (1) year term, with ninety (90) prior written notice to the other party.

6. It is further understood that all equipment, supplies, and materials provided by ABC under this Agreement shall remain the property of ABC. However, any and all capital improvements to Board facilities as approved by the site director, funded by ABC, remain the property of the Board.
7. To ensure that ABC is offering and reporting apprenticeship-related instruction and coordinated activities in accordance with prescribed program review standards, the following provision shall be met:
  - a. The apprenticeship program and all participants reported for FTE have been registered with the Division of Jobs & Benefits, Department of Labor, an Employment Security of Federal Bureau of Apprenticeship Training through RAPIDS.
  - b. The classroom related or virtual-related instruction and on-the-job training for apprentices are reported as job preparatory under the post-secondary occupational program title appropriated for instruction being given.
  - c. The related classroom instructors and apprenticeship coordinators are approved by ABC and the Board as referred in Section 3 of page 1.
  - d. Supervised related classroom instruction in a classroom or virtual setting is provided to each apprentice for not less than 144 hours per year and has been approved by ABC.
  - e. The capability exists in the instructional setting to accomplish the apprenticeship program objectives as evidenced by adequate facilities, equipment supplies, and instructional materials.
  - f. The records are available documenting coordination of related instruction with job experience and will be maintained by ABC.
  - g. The administration of the "Apprenticeship" program and the general welfare of the apprentices is the responsibility of ABC.
8. ABC and Board will work in good faith and make an effort to develop strategies and proposals to pursue and secure a mutually beneficial state funding formula/mechanism for the apprenticeship program.
9. Apprenticeship program enrollees are exempt from fees in accordance with F.S. 1009.25.

**Other Contract Provisions:**

1. ABC agrees to indemnify and hold harmless the Board and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs, or expenses of any kind, which each party, its officers, employees, or agents, may incur arising from the negligence of either party during the performance of any

provision of this Agreement or from the activities of the Board's or ABC's personnel, apprentices, agents, or faculty, as aforesaid under the provisions of this Agreement. Nothing in this indemnity clause shall be construed to require ABC to indemnify or ensure the Board for the Board's negligence or for either party to assume any liability for the other party's negligence. Nothing in this Agreement shall be interpreted to limit, waive, or modify the Board's sovereign immunity under Section 768.28, F.S.

2. All persons employed by ABC shall be considered the employees of ABC, and ABC is responsible for payment of workers' compensation, unemployment insurance, social security, and withholding taxes.
3. This contract may be modified only by a written amendment, which has been executed and approved by the appropriate authorized parties as indicated on the signature page of this contract.
4. ABC will not assign this contract or enter into a subcontract for any of the services performed under this contract without obtaining the prior written approval of the Board.
5. ABC will maintain documentation for all charges against the Board under this contract. The books, records, and documents of ABC, insofar as they relate to work performed or money received under this contract, shall be maintained for a period of three (3) full years from the date of payment, and shall be subject to audit, at any reasonable time upon reasonable notice by the Board or Office of the Auditor General for the State of Florida, or their duly appointed representative. These records shall be maintained in accordance with generally accepted accounting principles.
6. ABC, being an independent contractor, agrees to carry public liability and other forms of insurance as may be identified by the Board, and to pay all taxes incident to this contract. ABC will name the Board as additional insured on such policies and shall provide the Board with proof of such coverage. The parties agree that this contract is for their mutual benefit and is not intended to create any third party beneficiaries.
7. The parties shall comply with all applicable federal and state laws and regulations in the performance of this contract.
8. This contract shall be governed by the laws of the State of Florida, and proper venue for any legal actions brought to enforce terms of this contract shall be the Circuit Court of Suwannee County, Florida.
9. The Legislature amended the Jessica Lunsford Act effective July 1, 2007. This law requires any employee, contractor, vendor who will: (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds; meet Level II Background screening requirements. There are some exceptions. Level 2 screening includes fingerprinting, statewide



criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level 2 screening may also include local criminal records checks through the local law enforcement agencies.

**Level II Background Check** – Any vendor providing services under this contract who will (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds, that person shall have a **Level II background check** submitted through the SCSB. Documentation of clearance will be on file in the Department of Human Resources in the SCSB office. **The contractor shall be required to pay for all costs of the background reports.** If it is discovered during the period of the contract that the successful contractor substituted an unapproved worker for an approved worker, the vendor's contract may be cancelled immediately at the instructions of the SCSB.

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

SUWANNEE COUNTY SCHOOL  
BOARD

ASSOCIATED BUILDERS AND  
CONTRACTORS FLORIDA EAST  
COAST INSTITUTE, INC.

By: \_\_\_\_\_  
Jerry Taylor  
School Board Chairman

By: \_\_\_\_\_  
Peter M. Dyga  
President/CEO

Attest: \_\_\_\_\_  
Ted Roush  
Superintendent

Attest: \_\_\_\_\_  
Nathan Ferree  
Chief Operating Officer

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

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

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

**EXHIBIT A**

**Public Records Law Requirements  
under Chapter 119.0701, Florida Statutes**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, LORIE NORRIS, RISK MANAGER, AT 386-647-4608, LORIE.NORRIS@SUWANNEE.K12.FL.US, OR 1740 OHIO AVENUE, SOUTH, LIVE OAK, FL 32064.**

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

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

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

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

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

**REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES**

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

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

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

**LAFAYETTE COUNTY SCHOOL DISTRICT**  
**363 NE Crawford Street**  
**Mayo, FL 32066**

**INTER-DISTRICT FOSTER TRANSPORTATION AGREEMENT**

**Agreement between Lafayette County School District and Suwannee County School District**

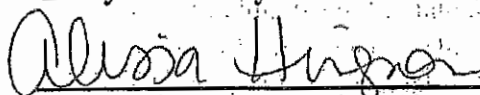
According to the provisions in the Every Student Succeeds Act (ESSA) that focus on ensuring educational stability for children in foster care, the State and its local educational agencies (LEAs/school districts) will develop practices and procedures to ensure such support is available. The LEA responsibilities, Section 1111(g)(1)(E) and 1112(c)(5) of the Elementary and Secondary Education Act as amended by ESSA require LEAs to:

1. The Lafayette County School District Point of contact will be the district social worker if the corresponding child welfare agency notifies the LEA in writing of foster student needs.
2. The LEA will network with all agencies to:
  - a. arrange for transportation to maintain children in foster care in their school of origin when in their best interest for the duration of the time in foster care.
  - b. ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with the federal Social Security Act.
  - c. ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the LEA will provide transportation to the school of origin if
    - (1) the local child welfare agency agrees to reimburse the LEA for the cost of such transportation;
    - (2) the LEA agrees to pay for the cost of such transportation; or
    - (3) the LEA and the local child welfare agency agree to share the cost of such transportation.
3. Ensure that any such child enrolls or remains in such child's school of origin, unless a determination is made that it is not in such child's best interest to attend the school of origin, which decision shall be based on all factors relating to the school in which the child is enrolled at the time of placement.
4. Ensure that when a determination is made that it is not in such child's best interest to remain in the school or origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for academic and other records.

**All participants signing this Agreement concur that:**

1. If a student remains in his/her school of origin, the District of Origin and the new District of Residence will share the cost of transportation either on an agreed upon method to apportion the responsibility and cost for providing the transportation or on a 50/50 basis, if the two cannot agree.
2. The district where the student is enrolled/attending (District of Origin) arranges the transportation and monitors billing.
3. The foster point of contact in the District of Residence, in conjunction with the foster point of contact in the District of Origin, monitors the student's situation in order to define the foster care status accurately.
4. The District of Residence, in conjunction with the District of Origin, will periodically check on the housing status of students in transition who are receiving transportation to and from their school of origin. On a case-by-case basis, the District of Residence, in conjunction with the District of Origin,

- will explore with the foster care manager if it is in the best interest of the child/youth to enroll in the District of Residence at the beginning of the next school year if the student is still in the foster care program.
5. Each district has established contacts for meeting foster care education needs. These contacts have the ability to approve transportation arrangements within each district. The districts below have named specific contacts as appropriate individuals to contact when a family is in transition.
  6. In cases requiring inter-district transportation of ESE students.
    - a. The District of Residence provides the specialized transportation. The District of Origin receives FTE funding from the state for the specialized transportation since the District of Origin provides all other ESE services. The District of origin allocates half of the FTE funds to the District of Residence for the specialized transportation costs since both districts are required to share the cost of foster care student transportation expenses.
    - b. The District of Residence reports any incident of restraint or seclusion that occurs during the transportation route to and/or from school. This District of Origin reports any other incidents of restraint or seclusion.
  7. This inter-district Foster Transportation Agreement will remain in effect until revisions are required.

**Lafayette County School District:**


School District (Authorized Signature)

10/6/2022

Date

Alissa Hingson

Name (Type or Print)

Director of Teaching & Learning Services

Title/Position

**Suwannee County School District:**

School District (Authorized Signature)

Date

Ted L. Roush

Name (Type or Print)

Superintendent of Schools

Title/Position

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"

**LAFAYETTE COUNTY SCHOOL DISTRICT**  
**363 NE Crawford Street**  
**Mayo, FL 32066**

**INTER-DISTRICT HOMELESS TRANSPORTATION AGREEMENT**

**Agreement between Lafayette County School District and Suwannee County School District**

According to the McKinney Vento Act, Section 722(g)(1)(J)(iii), Public Law 107-110, the State and its local educational agencies will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in case of an unaccompanied youth, the liaison), to and from the school of origin, as determined by paragraph (3)(A), in accordance with the following, as applicable:

- (I) If the homeless child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.
- (II) If the homeless child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another local educational agency in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

**All participants signing this Agreement concur that:**

1. If a student remains in his/her school of origin, the District of Origin and the new District of Residence will share the cost of transportation either on an agreed upon method to apportion the responsibility and cost for providing the transportation or on a 50/50 basis, if the two cannot agree.
2. The district where the student is enrolled/attending (District of Origin) arranges the transportation and monitors billing.
3. The homeless liaison in the District of Residence, in conjunction with the homeless liaison in the District of Origin, monitors the student/family's situation in order to define the homeless status accurately.
4. The District of Residence, in conjunction with the District of Origin, will periodically check on the housing status of students in transition who are receiving transportation to and from their school of origin. On a case-by-case basis, the District of Residence, in conjunction with the District of Origin, will explore with the parent/guardian/unaccompanied youth if it is in the best interest of the child/youth to enroll in the District of Residence at the beginning of the next school year if the student is still homeless.
5. Each district has established contacts for meeting transitional education needs. These contacts have the ability to approve transportation arrangements within each district. The districts below have named specific contacts as appropriate individuals to contact when a family is in transition.
6. In cases requiring inter-district transportation of ESE students.
  - a. The District of Residence provides the specialized transportation. The District of Origin receives FTE funding from the state for the specialized transportation since the District of Origin provides all other ESE services. The District of origin allocates half of the FTE funds to the District of

Residence for the specialized transportation costs since both districts are required to share the cost of homeless student transportation expenses.

- b. The District of Residence reports any incident of restraint or seclusion that occurs during the transportation route to and/or from school. This District of Origin reports any other incidents of restraint or seclusion.
7. This inter-district Homeless Transportation Agreement will remain in effect until revisions are required.

**Lafayette County School District:**

Alissa Hingson

10/6/2022

School District A (Authorized Signature)

Date

Alissa Hingson

Director of Teaching & Learning Services

Name (Type or Print)

Title/Position

**Suwannee County School District:**

School District B (Authorized Signature)

Date

Ted L. Roush

Superintendent of Schools

Name (Type or Print)

Title/Position

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"

# Agreement Between Suwannee County School District and Lafayette County School District

## Transitional Inter-District Transportation Agreement Based on the McKinney-Vento Act Transportation Criteria

According to the McKinney Vento Act, Section 722 (g)(1)(J)(iii), Public Law 107-110, The State and the local educational agencies in the State will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin (as determined under paragraph (3)), in accordance with the following, as applicable:

- (I) If the child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.
- (II) If the child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

All participants signing this Agreement agree that:

- 1 If a student remains in his/her school of origin, the District of Origin (Suwannee) and the new District of Residence (Lafayette) will share the cost of transportation either on an agreed upon method to apportion the responsibility and cost for providing the transportation or on a 50/50 basis, if the two cannot agree.
- 2 The district where the student is enrolled/attending (District of Origin - Suwannee) arranges the transportation and monitors billing.
- 3 The homeless liaison in the District of Residence (Lafayette), in conjunction with the homeless liaison in the District of Origin (Suwannee), monitors the student's/family's situation in order to define the homeless status accurately.
- 4 The District of Residence (Lafayette), in conjunction with the District of Origin (Suwannee), will periodically check on the housing status of students in transition who are receiving transportation to and from their school of origin. On a case-by-case basis, the District of Residence, in conjunction with the District of Origin, will explore with the parent/guardian/unaccompanied youth if it is in the best interest of the child/youth to enroll in the District of Residence at the beginning of the next school year if the student is still homeless.
- 5 Each district has established contacts for meeting transitional education needs. These contacts have the ability to approve transportation arrangements within each district. The districts below have named specific contacts as appropriate individuals to contact when a family is in transition.

### SCHOOL DISTRICT A (District of Origin)

By (Authorized Signature)

Date

Ted L. Roush

Superintendent of Schools

Name (Type or Print)

Title/Position

### SCHOOL DISTRICT B (District of Residence)

By (Authorized Signature)

Date

Name (Type or Print)

Title/Position

Chairperson, Suwannee County School Board

Appended as to Form d Sanctioned

Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney



# Agreement Between Suwannee County School District and Columbia County School District

## Transitional Inter-District Transportation Agreement Based on the McKinney-Vento Act Transportation Criteria

According to the McKinney Vento Act, Section 722 (g)(1)(J)(iii), Public Law 107-110, The State and the local educational agencies in the State will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin (as determined under paragraph (3)), in accordance with the following, as applicable:

- (I) If the child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.
- (II) If the child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

All participants signing this Agreement agree that:

- 1 If a student remains in his/her school of origin, the District of Origin (Suwannee) and the new District of Residence (Columbia) will share the cost of transportation either on an agreed upon method to apportion the responsibility and cost for providing the transportation or on a 50/50 basis, if the two cannot agree.
- 2 The district where the student is enrolled/attending (District of Origin - Suwannee) arranges the transportation and monitors billing.
- 3 The homeless liaison in the District of Residence (Columbia), in conjunction with the homeless liaison in the District of Origin (Suwannee), monitors the student's/family's situation in order to define the homeless status accurately.
- 4 The District of Residence (Columbia), in conjunction with the District of Origin (Suwannee), will periodically check on the housing status of students in transition who are receiving transportation to and from their school of origin. On a case-by-case basis, the District of Residence, in conjunction with the District of Origin, will explore with the parent/guardian/unaccompanied youth if it is in the best interest of the child/youth to enroll in the District of Residence at the beginning of the next school year if the student is still homeless.
- 5 Each district has established contacts for meeting transitional education needs. These contacts have the ability to approve transportation arrangements within each district. The districts below have named specific contacts as appropriate individuals to contact when a family is in transition.

### SCHOOL DISTRICT A (District of Origin)

By (Authorized Signature)

Date

Ted L. Roush

Superintendent of Schools

Name (Type or Print)

Title/Position

### SCHOOL DISTRICT B (District of Residence)

By (Authorized Signature)

Date

Name (Type or Print)

Title/Position

Chairperson, Suwannee County School Board

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

**Transitional Inter-District Transportation Agreement**  
**Based on the McKinney-Vento Act Transportation Criteria**

According to the McKinney Vento Act, Section 722 (g)(1)(J)(iii), Public Law 107-110, The State and the local educational agencies in the State will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin (as determined under paragraph (3)), in accordance with the following, as applicable:

(I) If the child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.

(II) If the child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

All participants signing this Agreement agree that:

1. If a student remains in his/her school of origin, the District of Origin-(Columbia) and the new District of Residence-(Suwannee) will share the cost of transportation either on an agreed upon method to apportion the responsibility and cost for providing the transportation or on a 50/50 basis, if the two cannot agree.
2. The district where the student is enrolled/attending (District of Origin-Columbia) arranges the transportation and monitors billing.
3. The homeless liaison in the District of Residence-(Suwannee), in conjunction with the homeless liaison in the District of Origin-(Columbia) monitors the student's/family's situation in order to define the homeless status accurately.
4. The District of Residence-(Suwannee), in conjunction with the District of Origin-(Columbia), will periodically check on the housing status of students in transition who are receiving transportation to and from their school of origin. On a case-by-case basis, the District of Residence, in conjunction with the District of Origin, will explore with the parent/guardian/unaccompanied youth if it is in the best interest of the child/youth to enroll in the District of Residence at the beginning of the next school year if the student is still homeless.
5. Each district has established contacts for meeting transitional education needs. These contacts have the ability to approve transportation arrangements within each district. The districts below have named specific contacts as appropriate individuals to contact when a family is in transition.

**SCHOOL DISTRICT A (District of Origin)**

By: Superintendent- Columbia County School District

Date

10/11/22

Dana Huggins, Columbia McKinney Vento Liaison

Name (Type or Print) Title/Position

**SCHOOL DISTRICT B (District of Residence)**

By (Authorized Signature) Date

Ted L. Roush, Superintendent of Schools

Name (Type or Print) Title/Position

**APPROVED**

OCT 11 2022

"Approved as to Form and Sufficiency  
BY

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

COLUMBIA COUNTY  
SCHOOL BOARD

Chairperson, Suwannee County School Board



**FIVE-YEAR STRATEGIC PLAN**  
**July 2022 - June 2027**

Approved by Institutional Advisory Committee, September 22, 2022  
Presented to School Board in Workshop Session, December 13, 2022  
Recommended for School Board Approval, December 13, 2022

This document serves as the long and short-range planning document for RIVEROAK Technical College.

**Mission of the Institution**

Our mission at RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

**Vision of the Institution**

RIVEROAK Technical College will provide technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

**Accomplishment Report for the 2021-2022 School Year**

- ✓ 323 industry certifications/licensures earned (196 adult/127 dual enrolled)
- ✓ Over \$56,000 in scholarships awarded to postsecondary career certificate students
  - Sabal Trail
  - Academic Development
  - Merit (High School Seniors)
  - Bernard Williams Memorial
  - Pat Collins Memorial Nursing Scholarship
  - Live Oak Ladies Auxiliary Nursing Scholarship
  - Don Boyette Memorial Scholarship
  - Walter Brown Excellence in Agriculture
  - Wyatt Miller Memorial Scholarship
- ✓ Served 462 students in adult education and career certificate programs

### Objectives of the Strategic Plan – Program & Curriculum Related

Objective	Strategies	Timeline	Financial Resources	Evaluation
Completed student exit forms will indicate a minimum 80% of 2022-2023 exiting adult education graduates (GED) go on to postsecondary education, enter the workforce, and/or retain employment.	<ul style="list-style-type: none"> <li>a. Implement postsecondary transition model with appropriate services.</li> <li>b. Complete individualized career plan with each adult education student.</li> </ul>	In Progress	None	<p>Completed student exit forms Follow-up student services</p> <p>Currently, 79% of 2021-2022 graduates are either employed, enrolled in postsecondary education, or in workforce. During 2020-2021, 86% of graduates placed.</p>
Industry Certification Data Reports will reflect a minimum 10% increase of industry certifications earned by students in Secondary and career certificate CTE programs at RTC during 20-21 year.	<ul style="list-style-type: none"> <li>a. Provide professional development as needed.</li> <li>b. Regularly monitor student industry certification data.</li> </ul>	Complete	None	<p>Local and state data reports</p> <p>Industry certification certificates</p> <p>196 postsecondary and 127 secondary credentials were earned in 2021-2022. Postsecondary credentials earned increased by 5% and secondary credentials earned increased by 53%.</p>

<b>Objective</b>	<b>Strategies</b>	<b>Timeline</b>	<b>Financial Resources</b>	<b>Evaluation</b>
Industry Certification Data Reports will reflect a minimum 15% increase of industry certifications earned by students in Secondary and career certificate CTE programs at RTC during 22-23 year.	<ul style="list-style-type: none"> <li>a. Provide professional development as needed.</li> <li>b. Regularly monitor student industry certification data.</li> <li>c. Research additional industry certifications to assist students in being more employable.</li> </ul>	In Progress	None	<p>Local and state data reports</p> <p>Industry certification certificates</p>
Utilizing 21-22 Comprehensive Local Needs Assessment (CLNA) data, develop tentative plan for career certificate program implementation.	<ul style="list-style-type: none"> <li>a. Review CLNA data, including surveys sent to industry and business.</li> <li>b. Identify current job trends and needed skills.</li> <li>c. Expand Evening Program Opportunities</li> <li>d. Seek School Board approval and support.</li> <li>e. Complete required paperwork with Council on Occupational Education and FLDOE.</li> </ul>	In Progress	None	<p>CLNA Data</p> <p>School Board Meeting minutes</p> <p>COE and FLDOE approval documentation</p> <p>HVAC/Refrigeration program implemented Fall 2022.</p>

**Objectives of the Strategic Plan –  
Facilities**

<b>Objective</b>	<b>Strategies</b>	<b>Timeline</b>	<b>Financial Resources</b>	<b>Evaluation</b>
When special school funds or legislative funds are available, acquire a medical facility with additional adult education classrooms. Plan for Industrial Compound addition.	<ul style="list-style-type: none"> <li>a. Secure state facility funds as a special school</li> <li>b. Meet with legislative delegation</li> <li>c. Solicit letters of support from community leaders and business partners</li> <li>e. Apply for Legislative Appropriations</li> <li>f. Submit Job Growth grant proposals</li> </ul>	In Progress	<p>None</p> <p>Approximate cost: \$600,000.00</p>	<p>Board approved and Preliminary architectural plans complete</p> <p>Letters on file &amp; Photos</p>
Retrofit front entrance as a single point of entry for campus safety.	<ul style="list-style-type: none"> <li>a. Secure funding from District</li> <li>b. Utilize Technology Fees and/or CARES HEERF 1 Funds</li> </ul>	In Progress	School District funding	<p>Included in annual School Security Risk Assessment (2018 – present)</p> <p>Included in Five-Year School District Work Plan</p> <p>At this time college has fully installed keyless entry and video intercom system in interim.</p>

<b>Objective</b>	<b>Strategies</b>	<b>Timeline</b>	<b>Financial Resources</b>	<b>Evaluation</b>
Build additional fencing on west side of college campus to enclose nursing building and back of business building. Gate to be installed between main building and business building.	a. Secure funding from District	In Progress	School District funding	Included in annual School Security Risk Assessment (2018 – present)  Included in Five-Year School District Work Plan
At least 80% of faculty/staff will continue to be certified in CPR/First Aid.	a. Offer training during professional development day	Accomplished and Ongoing  Faculty and Staff were recertified Spring 2021	\$1,000.00	All faculty and staff are scheduled to complete CPR/First Aid certification training October 31, 2022.
Construct sidewalk from Nails Specialty portable to front of RTC between nursing/business and main building.	a. Create safer/cleaner walking paths	Postponed to Summer 2023	Approximately \$2,000.00 needed for project.	Drafted Plans  Installation
Add additional power supply to RIVEROAK Technical College to support growing industrial programs.	a. Acquire electrical engineering plans to meet demands of increased enrollment in Electrical and Welding and equipment needs  b. Power pole installation	On-going	Monies -Research ESSER Grant Fundable Projects \$13,400 Currently expended for design services through CARES HEERF funding  Approximate Cost: \$135,000.00	Engineering Plans Contract Pursue Legislative Appropriation. Firm to disseminate proposal contracted.

## Objectives of the Strategic Plan – Administrative

Objective	Strategies	Timeline	Financial Resources	Evaluation
Continue to provide additional professional development addressing sensitivity training, mental health and services	<ul style="list-style-type: none"> <li>a. Identify County-wide PD dates for training</li> <li>b. Procure District Trainer</li> </ul>	In Progress	Approximate Cost: \$100.00	<p>Training supplied during pre-planning in August 2022. Additional PD planned throughout year.</p> <p>Faculty and Staff surveys</p> <p>Follow-up and reflection activities</p> <p>Inservice points</p>
Increase community awareness and community partnerships	<ul style="list-style-type: none"> <li>a. Sponsor the Chamber of Commerce Christmas on the Square, Gala, and Business of the Year Dinner.</li> <li>b. Attend school and community events.</li> </ul>	Accomplished/On Going	<p>Approximate cost to sponsor events: \$3,500.00</p> <p>Approximate cost for resources needed for community outreach: \$1,200.00</p>	<p>Strengthened relationship with local business community</p> <p>Activities with local community groups</p>
Work with schools and public library for student recruitment	<ul style="list-style-type: none"> <li>a. Promotional table and literature at SMS, SHS, BHS and Suwannee River Regional Library branches</li> </ul>	<p>On Going</p> <p>On Going</p>	Approximate cost: \$150.00	<p>Increased student enrollment</p> <p>Increased awareness of the programs at RIVEROAK Technical College</p>



	<ul style="list-style-type: none"> <li>b. CTE Coordinator and instructor visits to campuses for student recruitment</li> <li>c. Annual school counselor luncheon and information session luncheon at RIVEROAK Technical College</li> <li>d. CTE Coordinator classroom visits with guidance counselors</li> </ul>	<p>Accomplished/On Going</p> <p>Ongoing</p>		
Increase awareness and support of RIVEROAK Technical College with community and state leaders	<ul style="list-style-type: none"> <li>a. Visit Tallahassee during Legislative Session.</li> <li>b. Host city, county and state elected officials meeting.</li> </ul>	<p>Ongoing</p> <p>Spring 2023</p>	Approximate cost: \$500.00	Obtain endorsements for programs at RIVEROAK Technical College