

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
March 26, 2019

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Middle School

Special Recognition by the Superintendent:

**Branford High School**

- Evan Procko – Competed and represented the District at *Art in the Capitol* in Tallahassee

**District Spelling Bee Winners**

- Cassie Clay (Westwood Christian School, 8<sup>th</sup> grade) – First Place
- Taylar Smith (Branford High School, 8<sup>th</sup> grade) – Runner Up

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 AMENDED Minutes: **(pgs. 8-17)**

January 22, 2019

- Regular Meeting (*Amended per Board vote on February 26, 2019*)

2. The Superintendent recommends approval of the following Minutes:  
(pgs. 18-35)

February 12, 2019	- Workshop Session
	- Special Meeting
	- Expulsion Issues Hearing (Private)
February 26, 2019	- Regular Meeting

3. The Superintendent recommends approval of the monthly financial statement for February 2019.
4. The Superintendent presents the following bills for the period February 1-28, 2019:

**General Checking Account**

General Fund 1000	\$ 675,191.48
LCIF Fund 3200	222,428.82
Spec Act Revenue Bond 3210	40,035.60
Food Service Fund 4100	170,287.07
Federal Fund 4200	<u>123,976.34</u>
	\$ 1,231,919.31

**Payroll Checking Account**

General Fund 1000	\$ 3,062,688.30
Food Service Fund 4100	136,458.05
Federal Fund 4200	<u>440,644.65</u>
	\$ 3,639,791.00

<b>Total</b>	<b>\$ 4,871,710.31</b>
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5. The Superintendent recommends approval of the following budget amendments for fiscal year 2018-2019:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-8	III-8	IV-8 (Federal)
		IV-7 (Food Service)

6. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated March 26, 2019. (pg. 36)

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

#2020-01      Retainer Services and Master Service Agreement between Defero Network Solutions, Inc. and the School Board of Suwannee County, Florida (*Renewal/Revised*) (pgs. 37-51)

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

<u>Site</u>	<u>Item</u>	<u>Donor</u>
District/HR	Cash Donation (\$1,300) (To help defray costs associated with the District Teacher of the Year/School Related Employee of the Year Social; and the District Retirement Reception for 2019)	Kelly Services
BHS/Ag Program	1990 Horse Trailer (Value: \$1,200)	Sheriff Sam St. John

9. The following reports for informational purposes:

- Suwannee County District School Board Financial and Federal Single Audit for the Fiscal Year Ended June 30, 2018*
- Suwannee County District School Board Operational Audit for the Fiscal Year Ended June 30, 2018*

10. The Superintendent recommends approval of the following student transfers for the 2018-2019 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Genesis	Alexander	Suwannee	Hamilton	2
Serenity	Alexander	Suwannee	Hamilton	K
Ezra	King	Suwannee	Hamilton	PK

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Kendell	Wynn	Suwannee	Hamilton	K

12. Human Resources Transactions (pgs. 52-56)

REGULAR AGENDA

**Assistant Superintendent of Instruction – Janene Fitzpatrick:**

1. The Superintendent recommends approval of the following curriculum item for the 2018-2019 school year:
  - a. 2019 Summer School Schedule (pgs. 57-59)
2. The Superintendent recommends approval of the following personnel item for the 2018-2019 school year:
  - a. The following summer school positions for the 2019 summer school term:

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
Credit Recovery (Grades 8-11)	6 – Teachers (BHS-2; SHS-4) 3 – Paraprofessionals (BHS-1; SHS-2)	Federal Programs/ General Fund
Driver's Education	2 – Teachers (SHS) <i>(Teachers will serve students from BHS, SHS, and SVS, as needed)</i>	Federal Programs/ General Fund
Virtual Instruction	9 – Teachers (SVS) <i>(As needed to complete courses already in progress)</i>	General Fund

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
3 <sup>rd</sup> Grade Reading Camp	5 – Teachers (BES-1; SES-4)	Reading Allocation/ General Fund
VPK	6 – Teachers (SPS)	VPK
Extended School Year (ESY) Services for ESE	3 – Teachers 4 – Paraprofessionals 1 – Nurse	IDEA Grant
21 <sup>st</sup> Century (CCLC) Program	4 – Site Coordinators (BES-1; SES-1; SIS-1; SPS-1) 8 – Paraprofessionals (BES-2; SES-2; SIS-2; SPS-2)	21 <sup>st</sup> CCLC Grant
Migrant Summer Program	5 – Paraprofessionals	Title I Part C
Transportation	2 – Bus Drivers 2 – Bus Attendants ( <i>as needed for ESE travel</i> )	Federal Programs, as available

NOTE: Positions will be based on student enrollment daily.

3. The Superintendent recommends approval of the following personnel item for the 2019-2020 school year:
  - a. Reclassify the Principal of Suwannee Virtual School position to a Director of School Choice position; 12-month; 8 hours per day; effective July 1, 2019
  - b. Reclassify the Teacher on Special Assignment (TSA)/Counselor position at Suwannee Virtual School to a Coordinator of Virtual School position; 12-month; 8 hours per day; effective July 1, 2019
  - c. Job Description #183 – Director of School Choice (*New*) **(pgs. 60-63)**
  - d. Job Description #184 – Coordinator of Virtual School (*New*) **(pgs. 64-67)**
  - e. Revise *Salary Schedule 2018-2019 Principals and Administrators* to reflect compensation for the Director of School Choice position, effective July 1, 2019 **(pgs. 68-69)**

- f. Revise *Salary Schedule 2018-2019 Assistant Principals, Curriculum, and Other Program Coordinators* to reflect compensation for the Coordinator of Virtual School position, effective July 1, 2019 (pg. 70)
- 4. The Superintendent recommends approval of the 2018-2019 District and School Advisory Councils and Bylaws, for the following:
  - a. Suwannee County School District (pgs. 71-81)
  - b. Branford Elementary School (pgs. 82-89)
  - c. Suwannee Primary School (pgs. 90-95)
  - d. Suwannee Elementary School (pgs. 96-100)
  - e. Suwannee Intermediate School (pgs. 101-107)
  - f. Suwannee Middle School (pgs. 108-112)
  - g. Branford High School (pgs. 113-119)
  - h. Suwannee High School (pgs. 120-126)

**Director of Facilities – Mark Carver:**

- 5. The Superintendent recommends approval of the annual Florida Department of Education, Office of Educational Facilities, Florida Inventory of School Houses (FISH) Certification of Facilities Data for 2018-2019.
- 6. The Superintendent recommends approval of the following personnel item for the 2018-2019 school year:
  - a. Twelve day laborers to work on summer projects under the direction of the Director of Facilities

**Director of Information Technology – Josh Williams:**

- 7. The Superintendent recommends approval of the 2019-2020 Official Enrollment Packet for student enrollment in Suwannee County School District. (pgs. 127-140)

**School Board Attorney – Leonard Dietzen:**

- 8. Legal Counsel's Report

**Superintendent of Schools – Ted Roush:**

9. Superintendent's Report

**School Board Members:**

10. Issues and concerns Board members may wish to discuss

End of Agenda

**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
**Regular Agenda – Item #6; Second Bullet**  
(For Board Approval March 26, 2019)

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
January 22, 2019

MINUTES

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

School Resource Officer Mike Landis was also present.

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

Student remarks and pledge to the flag by Suwannee Intermediate School Student Council student organization

Special Recognition by the Superintendent:

- Suwannee High School  
Herman Gunter – 2019 Sunshine State STEM Scholar

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

➤ There were none.

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



**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
**Regular Agenda – Item #6; Second Bullet**  
(For Board Approval March 26, 2019)

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

Ms. Cason questioned the process for the disposition of property. Mr. Carver responded.

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. 4-23)**

December 11, 2018	- Workshop Session
	- Special Meeting
December 18, 2018	- Regular Meeting

2. Approval of the monthly financial statement for December 2018.

3. The following bills for the period December 1-31, 2018:

**General Checking Account**

General Fund 1000	\$	877,191.41
LCIF Fund 3200		58,302.46
Special Act Revenue Bond Fund 3210		330.38
Food Service Fund 4100		162,106.31
Federal Fund 4200		<u>63,856.51</u>
	\$	1,161,787.07

**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
**Regular Agenda – Item #6; Second Bullet**  
(For Board Approval March 26, 2019)

**Payroll Checking Account**

General Fund 1000	\$ 3,199,348.20
Food Service Fund 4100	130,361.35
Federal Fund 4200	<u>329,970.48</u>
	\$ 3,659,680.03

<b><u>Grand Total</u></b>	\$ 4,821,467.10
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4. Approval of the following budget amendments for fiscal year 2018-2019:

<u>General</u>	<u>LCIF</u>	<u>Special Act Revenue Bonds</u>	<u>Special Revenue</u>
I-6	III-6	III-1	IV-5 (Food Service)
			IV-6 (Federal)

5. Approval for disposal of property as per the attached Property Disposition Form dated January 22, 2019. **(pg. 24)**
6. Approval to accept the following donated item:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
BHS Athletic Internal Funds (purchase wind screens for BHS baseball field)	Cash Donation (\$1,500)	Jeremy Miller

**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
**Regular Agenda – Item #6; Second Bullet**  
(For Board Approval March 26, 2019)

REGULAR AGENDA

**Chief Financial Officer – Vickie DePratter:**

1. Discussion and possible action regarding the Fringe Benefits Committee's recommendation to award RFP #19-203 for Group Health Insurance to Florida Blue for the period May 1, 2019, through April 30, 2020. (*Copies of the RFP submittals are available for review in the office of the Chief Financial Officer. The renewal reflects a 21% increase in premium over the current year.*)

MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the Fringe Benefits Committee's recommendation to award RFP #19-203 for Group Health Insurance to Florida Blue for the period May 1, 2019, through April 30, 2020.

MOTION CARRIED UNANIMOUSLY

**Director of Human Resources – Walter Boatright:**

2. MOTION by Mr. Taylor, second by Mr. White, for approval of the following personnel items for the 2018-2019 school year:
  - a. Job Description #24 – Chief Financial Officer (*Revised*) (pgs. 25-27)
  - b. Job Description #159 – Community Relations Specialist (*Revised*) (pgs. 28-30)

Mr. White suggested that more cleanup is needed on Job Description #159.

MOTION CARRIED UNANIMOUSLY

**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
**Regular Agenda – Item #6; Second Bullet**  
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**Action on the Agenda Addendum**

**Director of Human Resources – Walter Boatright:**

**#1. Personnel Changes List Addendum (pgs. A2–A3)**

- Action taken with Item 3 below on the Regular Agenda.

**End of Agenda Addendum for Director of Human Resources Walter Boatright**

3. MOTION by Mr. White, second by Mr. Taylor, for approval of the Personnel Changes List, along with the Personnel Changes List Addendum (pgs. 31-35)  
MOTION CARRIED UNANIMOUSLY

**PERSONNEL CHANGES APPROVED:**

**RECOMMENDATIONS 2018-2019 SCHOOL YEAR:**

**RESIGNATION: INSTRUCTIONAL:**

Suwannee High School:

Ashley Cato Conner, Teacher, effective February 11, 2019

**RETIREMENTS: INSTRUCTIONAL:**

Suwannee Elementary School:

Daphne McClendon, Teacher, effective June 30, 2019

Suwannee High School:

Gary Croxton, Teacher, effective June 30, 2019

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

Suwannee Intermediate School:

Dona E. Norris, Media Clerk, effective January 21, 2019

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

Transportation:

Teneshia Henderson, Bus Driver, effective January 22, 2019

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**RECOMMENDATIONS: INSTRUCTIONAL:**

Suwannee High School:

Cletia Hamby, ESE Teacher, effective January 7, 2019

REPLACES: Myra Bell

Eduardo Moreno, Teacher, effective January 7, 2019

REPLACES: Deborah Cathey

Suwannee Intermediate School:

Emily Goss, Teacher, effective January 7, 2019

REPLACES: Joseph Eakins

Hanna Moreno, Teacher, effective January 7, 2019

REPLACES: Brenda Morris

Suwannee Primary School:

Brandy Geering, Teacher, effective January 7, 2019

REPLACES: Salome Saenz

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

Suwannee Intermediate School:

Krystal Cundiff, Teacher, tentatively December 7, 2018 through February 15, 2019, without pay, with option of returning sooner if released by doctor.

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

Suwannee Elementary School:

Elizabeth Romulo, Bilingual Paraprofessional, effective January 7, 2019

REPLACES: Natalia Morales

Suwannee Middle School:

Michael Dunmore, Custodian, effective January 14, 2019

REPLACES: Michael Harris

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Emily Blackmon	Planning Period	SVS	
Andrew Chapman	Planning Period	SVS	
Brooke Cox-Knowles	Planning Period	SVS	
Anslie Creech	JV Girls' Volleyball Coach	SHS	Deborah Cathey
Carlos Diaz	Planning Period	SVS	
Jean Eckhoff	Planning Period	SVS	
Greg Gabey	Head Softball Coach	SMS	Terry Mixon
Sarah Grillo	Planning Period	SVS	
Angela Hester	Planning Period	SVS	
Vanessa Menhennett	Planning Period	SVS	

**AMENDED MINUTES**  
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Sergio Rodriguez	Planning Period	SVS	
Christopher Ryker	Varsity Boys' Assistant Basketball Coach	BHS	Chris Ferguson
Brittney Shearer	Assistant Softball Coach	SMS	
Roger Sumner	Planning Period	SVS	
Daniel Taylor	Planning Period	SVS	
Daniel Taylor	Planning Period	BHS	
Kimberly Tuvell	Planning Period	SVS	
Mirian Venero	Planning Period	SVS	
Morgan Williams	Auxiliary Guard Sponsor	SHS	Abigail Rodriguez
Morgan Williams	Assistant Band Director	SHS	

**TRANSFER/REASSIGNMENT:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Kelly Wiggins	SHS/ESE Paraprofessional	SES/6 hour food service worker	1/7/2019	Marilyn Santos

**PART-TIME/HOURLY EMPLOYEES:**

Approval for the following employees for the second term 2018-2019

**RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES**  
**January 1, 2019-June 30, 2019**

**ADULT EDUCATION**

Robbin Chapman	ABE/GED Prep
Tracy Henderson	ABE/GED Prep
Angie Hester	ABE/GED Prep
Kathy Smith	ABE/GED Prep
Darryl Cannon	Adult Basic Education
Glenda Cranford	Adult Basic Education
Pam Poole	Chief GED Test Examiner
Richard Crockett	ESOL
Jennifer Floyd	GED Test Proctor/TABE Test Examiner
Richard Allen	TABE Test Examiner
Ta-Trease Sapp	TABE Test Examiner
Jeff Lee	Test Administrator/Transition Specialist

**CAREER AND TECHNICAL EDUCATION**

Susan Morgan	Patient Care Technician/Practical Nursing/I.V. Therapy
Greta Thornton	Nail Technician
Kevin Mercer	Welding
Tommy Taylor	Welding

**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
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Marivic Blackwell	Phlebotomy
Brenda Lacy	Dietary Management
Kelly Grimes	Practical Nursing/Patient Care Technician Clinical Instructor
Hildelita Warren	Practical Nursing/Patient Care Technician Clinical Instructor

**COMMUNITY EDUCATION (Pending class enrollment)**

Debbie Scott	Cake Decorating
Virginia Crews	CPR
Natasha Pittman	Computer Applications
Margaret Wooley	Wreath making
Vanessa Grantham	Crochet/ Stained Glass
Wayne Musgrove	Gun Safety/Concealed Weapons
Donna Bass	Community Education Coordinator
Dana Tidwell	Community Education Assistant
Belinda Fries	Computer Technology / Computer Safety
Kevin Constanza Renderos	Conversational Spanish
Kevin Mercer	Metal Art
Derwin Bass	Basic car, home and/or shop maintenance
Julie Dees	Culinary, Cake Decorating
Stasia Dupree	Essential Oils
John Sinclair	Culinary
LaDon Terry	Floral

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

Transportation:

Nisa Smith Carlisle, Bus Driver, tentatively January 7, 2019 through January 24, 2019, with option of returning sooner if released by doctor.

**MISCELLANEOUS:**

Hospital Homebound:

The following to work as teachers in the Hospital Homebound Program District wide up to 6 hours per week per student:

Kate Bromley	Daniel Taylor
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PreK Extended Day:

The following to work as an alternate paraprofessional/PreK teacher in the PreK Extended Day Program at BES, as needed:

Kelly Davidson	Amanda Martin	Tiffany Phillips	Edna Roberts
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**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
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**VOLUNTEERS:**

Bridgette Alderman  
Severadell Allen  
Cherie Bradow  
Nathan Broughton  
Ashley Campbell  
Brian Campbell  
Kelly Caudill  
Alexis Chambliss  
Kenneth Davidson  
Joyce Davis

Juana Garcia  
Joseph Harmon  
Bailey Hayes  
Telma Herrera  
Tonya Hollar  
Stacey Lane  
Erika Leak  
Jenna McCray  
Jason Nash  
Merinda Nash

Donna Newton  
Kathleen Parnell  
Jessica Petri  
Shelia Pittman  
William Roberts  
Danny Rogers  
Jessica Webb  
Yomalie White  
Pamela Williams

**End of List**  
**2018-2019**  
**School Year**

**School Board Attorney – Leonard Dietzen:**

4. Legal Counsel's Report – No legal matters to report.

**Superintendent of Schools – Ted Roush:**

5. Superintendent's Report

Mr. Roush provided information on the following:

- Exit Audit Report was held today with the Auditor, which will most likely be the cleanest audit we've had as a District.
- Distributed and briefly reviewed a handout regarding the Marjorie Stoneman Douglas Safety Report provided by Joy Frank, FADSS Legal Counsel. The report will be discussed further at a future workshop.
- TRESPASS icon/folder, which was recently placed on First Class. The folder will be populated in the near future.



**AMENDED MINUTES**  
**Regular Meeting - January 22, 2019**  
**Regular Agenda – Item #6; Second Bullet**  
(For Board Approval March 26, 2019)

**School Board Members:**

6. Issues and concerns Board members may wish to discuss

- Mr. Taylor requested that an Executive Session be scheduled to update the Board regarding where the District is in relation to school safety and security planning. Mr. Roush responded that one would be scheduled in the near future.
- Mr. White requested an update on the 21<sup>st</sup> Century Program; Mrs. Fitzpatrick responded. Mr. White questioned whether the District surplus auctions could be held on Saturday, instead of during the work week; Mr. Roush and Mr. Carver responded to Mr. White's concern.

**\*\*\* AMENDED, PER BOARD VOTE ON FEBRUARY 26, 2019, TO FURTHER INCLUDE THE FOLLOWING LANGUAGE:**

**Mr. White had a specific question regarding the 21<sup>st</sup> Century Grant and the timing of payment to teachers. Mrs. Fitzpatrick responded that she addressed this matter by having an email sent to all teachers working in the 21<sup>st</sup> Century Program setting forth an explanation of the 21<sup>st</sup> Century Program delays in payments to teachers. \*\*\***

- Mr. Taylor commended the Teacher of the Year and School-Related Employee of the Year Banquet that was held last week. He stated that he was proud of our employees and all that they do for our students and our District.
- Mr. daSilva reiterated Mr. Taylor's comments regarding the banquet; he said that it showcased the hard work and dedication of our employees.

The meeting adjourned at 7:08 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
February 12, 2019

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason, and Jerry Taylor, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Ronald White arrived at 9:05 a.m.

Administrators and others present: Walter Boatright, Amy Boggus, Bill Brothers, Lisa Dorris, Janene Fitzpatrick, Malcolm Hines (arrived at 9:05 a.m.), Terry Huddleston (arrived at 9:18 a.m.), Debbie Land, Dee Dee McManaway, Natasha Pittman, Kathy Smith (arrived at 10:00 a.m.), Keith Stavig, Angie Stuckey, Marsha Tedder (arrived at 9:05 a.m.), Jimmy Wilkerson, Josh Williams, and Kelli Williams. Canvas Coaches (school sites) were also present: Marcia Boatright (BHS), Melissa Bozeman (SPS), Lynsee Dicks (BES), Belinda Fries (SHS), Deanna Horton (SMS), Pam Lewis (SES), and Erin Roberts (BES).

Chairman daSilva called the meeting to order at 9:01 a.m.

Canvas Program Update .....Janene Fitzpatrick/Keith Stavig

Mrs. Fitzpatrick deferred to Mr. Stavig, along with the Canvas Coaches, who provided a PowerPoint presentation regarding an update on the Canvas Program.

The workshop recessed at 10:30 a.m. and resumed at 10:40 a.m.

School Safety and Other Administrative.....Malcolm Hines  
Services Department Update

- Emergency Management Plan

Mr. Hines distributed a copy of the draft Emergency Management Plan to each Board member. He explained that the Plan will be reviewed at future workshops over the next several months. He asked Board members to make any suggested changes to their respective copy and turn those changes back in to him. Mr. Hines reviewed the draft Plan.

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

Mrs. Fitzpatrick distributed and reviewed an updated draft of the Boys Ranch contract.

The workshop recessed at 11:37 a.m. and resumed at 12:37 a.m.

Human Resources Department Update ..... Walter Boatright

Mrs. Dorris provided an update regarding the Food Service positions that would be needed for the Summer Food Service Program.

Mr. Boatright provided information regarding the following:

- Proposed new contract with the University of West Florida (**pgs. 17-24**)

Student Services Department Update.....Debbie Land

Mrs. Fitzpatrick provided information regarding the following:

- Proposed new contract with Johnson's Family Child Care Home for the Teen Age Parent Program (TAPP) (**pgs. 2-16**)

Superintendent Update ..... Ted Roush

Mr. Roush provided information on the following:

- Currently drafting information for parents regarding Common Core and Florida Standards.
- Reported that he and Mr. Hines attended a meeting recently, in Tampa, regarding school safety and security. Distributed and reviewed handouts regarding a unity of coming together pertaining to school safety progress; and on parents questioning whether school shooting drills traumatize the students. Mr. Roush expressed his appreciation to the Board for supporting the District's decisions regarding school safety and security; and feels that our District is setting the bar.
- Spoke on the Governor's budget for our District; asked everyone to please email and/or contact our legislators to push efforts to keep compression adjustment as part of our funding efforts—a list of names and contact information will be provided to everyone.
- RIVEROAK Technical College has submitted a budget request to the House and the Senate to address electrical upgrades needed for the campus.

- Budget meetings will begin next week for the 2019-2020 school year.
- Received email from Sharon, at EOC, regarding our FEMA reimbursement from Hurricane IRMA. She has been pushing to get the money reimbursed; and feels we should receive the money by mid-April.
- Reminder that the February 26 Board Meeting will be held at Branford High School Auditorium.
- Attending a meeting at Branford High School (BHS) with Board Member White and parents of BHS students regarding athletic issues. Most likely these parents will attend the Board Meeting in Branford this month. Mr. Roush stated that he would follow up with the parents after the meeting.

### **Miscellaneous**

- Mr. Taylor shared information pertaining to the possible decline in education funding throughout the state. Mr. Taylor urged everyone to contact their legislators to ask not to decrease public education funding.
- Mr. daSilva stated that he received an email from a board member, in a neighboring district, where they are developing a resolution regarding math book adoption and funding. Mrs. Fitzpatrick stated that our District is looking at a selection process, but not a formal adoption process.

The workshop adjourned at 1:14 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
February 12, 2019

MINUTES

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

Chairman daSilva called the meeting to order at 1:15 p.m.

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

**Director of Career, Technical, and Adult Education – Mary Keen:**  
(Presented by Director of Human Resources – Walter Boatright)

1. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following contract/agreement for the 2018-2019 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-89      Clinical Education Agreement between NF Suwannee, LLC d/b/a Suwannee Health and Rehabilitation Center, Live Oak, Florida and the Suwannee County School Board Nursing Assistant Program to provide a clinical training site for students enrolled in the Nursing Assistant Program at Suwannee High School (*Renewal/Revised*) (NOTE: This contract replaces SCSB Contract #2019-82, which was previously Board approved on December 18, 2018.) (pgs. 2-17)

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 1:20 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
February 26, 2019

MINUTES

The Suwannee County School Board met in Regular Session on this date in the Branford High School Auditorium, 405 NE Reynolds Street, Branford, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

School Resource Officer Caleb McInnis was also present.

Chairman daSilva called the meeting to order at 6:02 p.m.

Student remarks and pledge to the flag by Branford Elementary School Safety Patrol student organization.

Special Recognition by the Superintendent:

**Branford High School**

- Evan Procko – Competed and represented the District at *Art in the Capitol* in Tallahassee
- Wyatt Eakins – Selected as a National Semifinalist in the Coca Cola Scholars Program/National Competition

The following were also recognized:

**Branford High School**

- Branford High School Varsity Girls Basketball Team for advancing to the Final 8 in competition, along with Coach Carla Suggs
- Rountree Moore Chevrolet for various cash donations
- Branford High School – Recipient of the National Athletic Trainers' Association (NATA) Safe Sports School Award for its athletic programs. Branford High School's Certified Athletic Trainer, Erin Clark, along with her Care and Prevention of Athletic Injuries Class (Dakota Hamm, Halleigh-Ray Harris, and Jaylynn Smith) were also recognized.

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

The following individuals addressed the Board:

- Greg Hill – Represented a group of concerned parents regarding issues at Branford High School (i.e., 504 Plans; athletic department and equipment; alleged bullying against athletes; vaping; inconsistency with dress code). Mr. Hill stated he would email a copy of his speech/concerns to Administrative Secretary Karen Lager, and she will forward to Superintendent and Board Members.
- Shannon Osgoud – Thanked the Board for the 21<sup>st</sup> Century Program offered by the District; has helped her financially as well as academically for her children.
- Nina Snipes – Thanked the Board for the 21<sup>st</sup> Century Program offered by the District; has helped her children emotionally and academically.

Mr. Roush recognized Mrs. Janene Fitzpatrick for all her hard work in getting the 21<sup>st</sup> Century Program up and running this year. Mr. Roush spoke on some of the issues that Mr. Hill addressed. He stated that the principal of the school works with the athletic director regarding hiring decisions and the various sports that would be offered. The principal is the head of the school. He encouraged the parents to schedule a meeting with Mr. Huddleston to address the issues and concerns.

Mr. Huddleston addressed the Board regarding several of the issues expressed by Mr. Hill. Mr. Huddleston stated that everyone is treated equal at BHS and was very upset with the comments expressed by Mr. Hill against BHS and himself.

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

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

Mr. White pulled Item #1 (January Meeting Minutes) and Item #8 (Mary Keen's Out-of-State Travel) from the Consent Agenda for discussion purposes.

### **Item #1**

- Mr. White requested that additional information be provided in the January 22, 2019, Regular Meeting Minutes, on the Regular Agenda, Item #6, Second Bullet, as to Mrs. Fitzpatrick's response to Mr. White's question regarding the 21<sup>st</sup> Century Grant Program and the timing of payment to teachers. Discussion followed.

MOTION by Mr. White, second by Mr. Alcorn, to AMEND Item #6, Second Bullet, on the Regular Agenda portion of the January 22, 2019, Regular Meeting Minutes, to include the language of Mrs. Fitzpatrick's response to Mr. White's question regarding the 21<sup>st</sup> Century Grant Program and the timing of payment to teachers.

Mr. Dietzen suggested that Mr. White address his concerns at tonight's meeting with the stipulation that the exchange between he and Mrs. Fitzpatrick be put in tonight's meeting minutes. Mr. White insisted on amending the January 22, 2019, meeting minutes to reflect Mrs. Fitzpatrick's response.

Mr. Taylor called for question to vote on Mr. White's motion to amend.

MOTION to AMEND the January 22, 2019, Regular Meeting Minutes, as noted above, carried three to two; Mr. daSilva and Mr. Taylor voted NO.

### **Item #8**

- Mr. White questioned Mary Keen's out-of-state travel and asked what "COE" was; Mr. Roush stated that it stood for the Council on Occupational Education, and that Ms. Keen had been asked to be a COE Team Member, which is a requirement for RTC's upcoming COE accreditation process.

MOTION CARRIED UNANIMOUSLY for approval of the Consent Agenda, with the amendment noted above.



## 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. 7-20)

January 8, 2019	- Workshop Session
	- Special Meeting
<del>January 22, 2019</del>	<del>Regular Meeting</del> (Stricken from these minutes; to be AMENDED and up for Board approval on March 26, 2019.)

2. Approval of the monthly financial statement for January 2019.

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

**General Checking Account**

General Fund 1000	\$	538,333.92
LCIF Fund 3200		124,191.13
Spec Act Revenue Bond		13,000.00
Food Service Fund 4100		134,003.18
Federal Fund 4200		<u>145,964.32</u>
	\$	955,492.55

**Payroll Checking Account**

General Fund 1000	\$	3,091,248.21
Food Service Fund 4100		135,744.45
Federal Fund 4200		<u>325,775.95</u>
		3,552,768.61

<b><u>Total</u></b>	\$	4,508,261.16
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4. Approval of the following budget amendments for fiscal year 2018-2019:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-7	III-7	IV-7 (Federal)
		IV-6 (Food Service)

5. Approval of the following contract/agreement for the 2018-2019 school year:  
(RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-86      Contract between School District of Suwannee County, Florida,  
and Florida Sheriffs Youth Ranches, Inc. Boys Ranch Contract  
(*Revised/Renewal*) (pgs. 21-40)

6. Approval of an out-of-state trip for Branford High School Brain Bowl students, and parent chaperones, to attend the 2019 NAQT Small School National Championship Tournament (SSNCT) in Rosemont, Illinois, May 3-6, 2019.  
(*Funded by Branford High School.*)
7. Approval of an out-of-state trip for Branford High School Beta Club students, and parent chaperones, to attend the National Beta Competition in Oklahoma City, Oklahoma, June 18-22, 2019. (*Funded by Branford High School and Beta Club internal account.*)
8. The following for informational purposes of out-of-state travel for the employees listed below:

	<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
(*)	Karen Koon	BHS	05/03-06/2019	2019 NAQT Small School Natl. Championship Tournament (Brain Bowl)	Rosemont, IL
(*)	Lindsey Ramsey	BHS	05/03-06/2019	2019 NAQT Small School Natl. Championship Tournament (Brain Bowl)	Rosemont, IL
(**)	Dawn Eakins	BHS	06/18-22/2019	National Beta Competition	Oklahoma City, OK
(**)	Lindsey Ramsey	BHS	06/18-22/2019	National Beta Competition	Oklahoma City, OK
(***)	Mary Keen	RTC	09/09-12/2019	COE Accreditation Team Member-Site Visit	Akron, OH

(\*) *Funded by Branford High School.*

(\*\*) *Funded by Branford High School and Beta Club internal account.*

(\*\*\*) *Funded by COE at no cost to the District.*

9. Approval of the following student transfers for the 2018-2019 school year.  
Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Clinton	Fletcher	Suwannee	Lafayette	5
Robert "Bryce"	Polk	Suwannee	Hamilton	8

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Selena	Montes	SES	BES	2
Hazel	Porter	SMS	BHS	7
Joshua	Ramirez	BHS	SHS	11

10. Approval of Public Official Bonds for the individuals listed below. (These bonds and certificates have been reviewed by Board Attorney Leonard Dietzen.) (pgs. 41-45)

**Public Official Bonds – Chairman/Vice Chairman**

Ed daSilva, Chairman (November 2018 – November 2019)

Tim Alcorn, Vice Chairman (November 2018 – November 2019)

**Public Official Bonds – School Board Members**

Tim Alcorn (November 2018 – November 2022)

Ed daSilva, (November 2018 – November 2022)

Ronald White (November 2018 – November 2022)

## REGULAR AGENDA

### **Director of Career, Technical, and Adult Education – Mary Keen:**

(Presented by Director of Human Resources – Walter Boatright)

1. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following contract/agreement for the 2018-2019 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-88      Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and North Florida Regional Medical Center, Inc., d/b/a North Florida Regional Medical Center, Gainesville, Florida (*New*) (pgs. 46-70)

MOTION CARRIED UNANIMOUSLY

### **Director of Facilities – Mark Carver:**

2. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of the following bid/RFP:

#19-204      Cooling Tower Replacements for Suwannee Middle School and Suwannee High School to Certified Air Contractors, Inc. (*New*) (pg. 71)

MOTION CARRIED UNANIMOUSLY

### **Director of Food Service – Lisa Dorris:**

(Presented by Assistant Superintendent of Administration – Bill Brothers)

3. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following personnel item for the 2018-2019 school year:

- a. The following personnel to implement the 2019 Summer Food Service Program:

<u>Site</u>	<u>Personnel</u>	<u>Up to Hours/Week</u>
All sites	2 - Food Service Managers-8 hour	32
	5 - Food Service Workers-7.5 hour	28
	1 - Food Service Monitor-7.5 hour	20
	2 - Substitute Food Service Workers	As needed

(All Food Service positions are subject to program participation.)

MOTION CARRIED UNANIMOUSLY

**Director of Student Services – Debbie Land:**

4. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of the following contract/agreement for the 2018-2019 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-87      Suwannee County Public Schools Rate and Service Contract 2018-2019 between the Suwannee County School Board and Florlene Johnson d/b/a Johnson's Family Child Care Home for the Teen Age Parent Program (TAPP) (*New*) (pgs. 72-86)

MOTION CARRIED UNANIMOUSLY

**Director of Human Resources – Walter Boatright:**

5. MOTION by Mr. White, second by Mr. Alcorn, for approval of the following contract/agreement for the 2018-2019 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-85      University of West Florida, Department of Education and Professional Studies, Student Internship Agreement between the Suwannee County School Board and the University of West Florida (*New*) (pgs. 87-94)

MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the Personnel Changes List, with the following changes: Page 98, first line, Hannah Morano should be Hannah Moreno; and on Page 99, delete the entire section “STUDENT WORKER: Sherri Bromwell, RIVEROAK Technical College/Pell Grant Work Study Program” from the agenda. (pgs. 95-100)

MOTION CARRIED three to two; Mr. Alcorn and Mr. White voted NO.

Mr. Dietzen reminded Board members that, legally, if you vote NO on the Personnel Changes List, you must have good cause, and the good cause must be stated. Mr. Dietzen specified that case law states that the Superintendent has sole authority to nominate personnel and that Board members can only reject the personnel for good cause.

Mr. Roush requested to let the record reflect that the only legal way a Board member can vote against the Personnel Changes List is due to the employee's qualifications or having a felony charge.

Mr. daSilva reminded the Board that they do not have the ability to tell the Superintendent who to hire and who to fire...not allowed to do this by statute. Mr. Alcorn stated he has to vote with a clear conscience. Mr. Taylor stated if there is no moral turpitude and no wrong legal act, then by law we have to approve the Personnel Changes List; feels this action is very unprofessional. Ms. Cason stated she did not see anything out of order on the Personnel Changes List and that we've all had time to speak with the Superintendent prior to the Board meeting.

Mr. Dietzen reminded Board members that information on this same type issue had been provided to them previously.

## **PERSONNEL CHANGES APPROVED:**

### **RECOMMENDATIONS 2018-2019 SCHOOL YEAR:**

#### **RETIREMENT: INSTRUCTIONAL:**

Suwannee Middle School:

John Johnson, Teacher, effective June 30, 2019

**RESIGNATION: INSTRUCTIONAL:**

Suwannee Intermediate School:

Glenn Newland, Teacher, effective February 11, 2019

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

Suwannee Intermediate School:

Shari L. Herron, Paraprofessional, effective August 30, 2019

Suwannee Middle School:

Evelyn Aue, School Secretary, effective June 30, 2019

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

Branford Elementary School:

Jason Sparkman, Custodian, effective March 1, 2019

Facilities Department:

John Garrison, Assistant Grounds Foreman, effective February 15, 2019

Food Service:

Cathy Carter, Food Service Worker, effective February 11, 2019

Suwannee Primary School:

Meredith Garrison, Paraprofessional, effective February 15, 2019

Transportation:

Contara Ross, Bus Attendant, effective February 4, 2019

**RECOMMENDATIONS: INSTRUCTIONAL:**

RIVEROAK Technical College:

Tammy Cunningham, Clinical Instructor Surgical Technology, part-time hourly, effective February 25, 2019

REPLACES: New Position

M'Alice Julius, Patient Care Technician Instructor, effective February 14, 2019

REPLACES: Susan Morgan

Susan Morgan, LPN Instructor, effective January 7, 2019

REPLACES: Traci Thompson

Suwannee High School:

Holly Gamble, Allied Health Teacher, effective February 19, 2019

REPLACES: Ashley Cato Conner

Suwannee Intermediate School:

Skyler Phillips, Teacher, effective February 11, 2019

REPLACES: Glenn Newland

Suwannee Middle School:

Cheri Copeland, ESE Inclusion Teacher, effective January 24, 2019

REPLACES: Dana Drawdy

**SUBSTITUTE:**

The following to serve as a long term Substitute Teacher effective January 25, 2019:

Suwannee Elementary School:

Darias Bowers

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Jimmy Wilkerson	SMS/Principal	Transportation/Director	2/12/2019	Chris Landrum
Laura Williams	SMS/Assistant Principal	SMS/Principal	2/12/2019	Jimmy Wilkerson

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

Suwannee Primary School:

Brittany Broughton, Teacher, tentatively January 17, 2019 through April 22, 2019, without pay, with option of returning sooner if released by the doctor. *(Revised from the October 23, 2018 Personnel Changes)*

Rosa Davis, Teacher, tentatively May 1, 2019 through May 30, 2019, with the option of returning sooner if released by the doctor.

**MISCELLANEOUS:**

<u>MENTOR</u>	<u>MENTEE</u>	<u>SCHOOL</u>
Shannon Daniel	Jessica Anderson	SPS
Kerry J. Melland	Jenny McCook	SPS
Vickie Pagliai	Brandy Geering	SPS/PDCP
Krystal Cundiff	Jeremy Griswold	SIS
Ashlee Wooley	James Thomas	SIS
Ashlee Wooley	Stephanie Reed	SIS
Shannon White	Glenn Newland	SIS
Shannon White	Hannah Moreno	SIS
Angelia Stuckey	Megan Fortner	SHS
Kimberly Boatright	Mallory Morgan	SHS
Sandra Hurst	Lillian Henderson	SHS
James Wilson	Eduardo Moreno	SHS
Mary Check-Cason	Sabrina Harrell	SMS
Angie Hester	Tyler Winburn	SMS/PDCP
Brooke Cox-Knowles	January Jernigan	SMS
Tracy Henderson	Richard Crockett	RTC
Robbin Chapman	Justin Bruce	SIS/PDCP
Vera Knighton	Erin Roberts	BES/PDCP





Suwannee Elementary School:

Cheryl Ann Jackson, Media Clerk, December 6, 2018, for a total of 2.45 hours.

Suwannee Middle School:

Rebecca Monroe, Teacher, March 15, 2016, for a total of 7.25 hours.

Food Service:

Edith Underwood, Food Service Worker, January 15, 2019 through January 29, 2019, for a total of 80 hours

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

Transportation:

Robin Garbett, Bus Driver, tentatively February 5, 2019 through February 26, 2019 without pay, with the option of returning sooner if released by the doctor.

**SUSPENSION:**

Branford High School:

John Perry, Paraprofessional, effective January 15, 2019 through January 25, 2019, with pay.  
(Revised from the January 22, 2019 Personnel Changes List Addendum)

**SUBSTITUTES:**

The following to serve as Substitute Bus Attendants:

Victoria Brown	Renee Carter	Shandy Dean	Maria Richard
Vandarian Robinson	Jessica Sadberry	Melissa Schroeder	Annette Saldo
Robert Williams			

**VOLUNTEERS:**

Alicia Acosta	Zahra Hines	Heidi Schenauer
Ann-Marie Albertson	Tammy Land	Joanna Schneider
Katelynn Bielejeski	Lakrishna Lee	Nancy Seale
Felicia Blow	Daphnie Mellette	Cassandra Simpson
Catherine Brookshire	Heather Misinec	Melissa Simpson
Lyndsey Browning	Edith Morgan	Martha Taylor
Regina Cain	Melba Mott	Christina Terrell
Jason Carroll	Elida Resendiz-Avila	Ashley Turnage
Charlotte Hamlin	Jalibert Roman-Gonzalez	Johnny Turnage
Harold Hansard	Megan Roush	Kendall Wainwright
Kathy Harrelson	Christian Sandlin	

**End of List  
2018-2019  
School Year**

**School Board Attorney – Leonard Dietzen:**

7. Legal Counsel's Report – No legal matters to report. However, he expressed his thanks to Mrs. Fitzpatrick for all her hard work in getting the Sheriffs Youth Ranch contract together for Board approval.

**Superintendent of Schools – Ted Roush:**

8. Superintendent's Report – Nothing to report.

**School Board Members:**

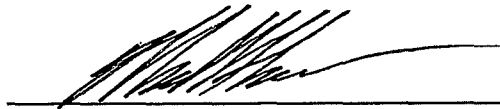
9. Issues and concerns Board members may wish to discuss
  - Mr. White provided comments regarding school safety and security. He also asked the Board to help secure funding to set up and hold career ready classes at BHS, as well as an NJROTC class. He expressed his appreciation to the parents that came out and addressed the Board tonight.
  - Mr. Alcorn expressed his thanks to Mrs. Fitzpatrick for all her hard work on the Sheriff's Youth Ranch Contract, as well as to all employees for their hard work.

The meeting adjourned at 7:40 p.m.

## 2018-19 MARCH SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99001728	PAN, BRAISING	\$ 4,450.00	6/30/1993	BHS	SURPLUS
99004828	TIRE CHANGER	\$ 2,939.00	9/9/2004	RTC	SURPLUS
99005531	PROOFING HOLDING CABINET	\$ 4,200.00	6/7/2006	SPS	SURPLUS
99005567	RISOGRAPH	\$ 3,995.00	8/1/2006	SES	SURPLUS
	TOTAL	\$15,584.00			

Requested By:



MARK A CARVER,  
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

SUPERINTENDENT

3/26/2019

DATE

BOARD CHAIRMAN

**RETAINER SERVICES  
AND  
MASTER SERVICE AGREEMENT**

**Preamble**

Defero Network Solutions, Inc., a Florida Corporation, engaged in delivery of Information Technology consulting and management services desires to establish an agreement for security infrastructure consulting and management with the Suwannee County School District (District). Whereas Defero Network Solutions typically operates under “evergreen” service agreements, this agreement is structured accordingly and automatically renews annually unless otherwise terminated in accordance with the provisions detailed herein.

In consideration of the expressed objectives of District, the terms of this agreement will reflect a minimum commitment of four (4) hours professional services delivery each week for elements 1-11 as expressed within the itemization of recurring consulting and professional services outlined below. Such services will be billed under a generalized service schedule to be provided concurrent with invoice documents each month.

All projects and/or engagements involving consulting, engineering or sustained delivery of technical services either desired or contemplated above and beyond the four (4) hour per week commitment may be subject to prior approval and issuance of a statement of intent to procure.

**Introduction**

Defero Network Solutions, Inc. proposes to provide District with a retainer agreement for professional engineering and consulting services. This agreement is intended to provide District with a vehicle by which procurement of information and communications engineering services may be accomplished on a predictable, renewable and recurring basis.

As consultant to District, Defero Network Solutions anticipates a plethora of opportunities to construct and manage information and communications systems. By embracing the ideal of educational advancement through technology investment, Suwannee County School System is a recognized leader in the delivery of K12 multi-media based knowledge enrichment systems. Defero Network Solutions, and our partners, are of the opinion that our depth of experience and exposure to a broad array of network architectures will provide a distinct benefit to Suwannee County Schools in the continued pursuit of technologies that enhance delivery of educational services.

Defero Network Solutions (hereinafter “Defero”) highly values our association with District and seeks to enter into a joint agreement for continued delivery of consulting services.

**Scope of Services Offered**

As a provider of engineering and communications consulting services, Defero and our partners define our core strengths as follows:

DNS-SCSD\_MSA\_EG

July 01, 2019

- Design and construction of information transport systems;
- Serve as virtual Chief Information Security Officer;
- Network security analysis, protective measures implementation and proactive management of technology resources;
- Unix/Linux systems integration and operating system maintenance;
- Communications systems convergence design and solution development;
- Data storage systems design, implementation and management;
- Management of public facing services including domain name service, protective infrastructure, content inspection systems and similar infrastructure residing within the public domain;
- Consulting and engineering services focused upon information infrastructure operability and performance improvement.

In delivering professional services, Defero relies upon a resource mix composed of internal engineers as well as specialists who provide discipline-specific expertise. Accordingly, Defero is uniquely positioned to deliver strategic guidance while providing mission focus.

Support requirements vary with each client inasmuch as each client's technology needs are unique to their specific environment. In order to cater to each client's unique technical support requirements, Defero seeks to understand business practices as well as the manner in which existing information systems have evolved. Achieving an understanding of our client's business environment helps to define areas of specific expertise required by the customer as well as provides Defero engineers with a framework from which to approach service delivery.

Our relationship with District provides Defero with a broad range of opportunities to observe and become knowledgeable of municipal education delivery systems in general and the unique manner in which District approaches technical knowledge enrichment. The role of Defero will quickly become that of "first-line" resource for technical guidance, transport systems management, information protection and engineering support. This role effectively allows the resources of Defero to become a transparent extension of District technical support staff. In essence, it is this role that Defero proposes to assume.

In terms of specific on-going services, Defero would like to propose delivery of recurring consulting and professional services as follows:

- 1) Periodic review of system logs and network activity performance metrics
- 2) Provide and/or facilitate the on-going assessment of District information security practices and information protective systems
- 3) Maintenance of information security and threat mitigation systems to include participation in automated alert systems, warning notification systems and advanced threat management response; authoritative management of SEIM, name service, messaging inspection and access control systems
- 4) Assistance in maintenance of internal information security policies
- 5) Assist District in procurement of information infrastructure components, systems and solutions

- 6) Assistance in deployment of resources, technologies and systems pertaining to District communications requirements
- 7) Provide advice, engineering, design and consulting services as deemed necessary by District Chief Information Officer and/or Educational Governance bodies
- 8) Review technologies, communications, documents and proceedings as requested by District
- 9) Provide strategic guidance and tactical assistance in development of enterprise storage systems to include functional management (i.e. software upgrade, platform provisioning, utilization monitoring, etc.) such storage systems
- 10) Periodically advise District leadership regarding emerging information security risks, threats and associated mitigation tactics
- 11) Attend on-site meetings with District Executive leadership and key employees, in accordance with mutually agreed upon schedules, in order to maintain an open dialog concerning organizational IT strategy and other such topics of interest as expressed by District.

Enumeration of the above is neither intended to limit the role of Defero nor discourage District from requesting support and consulting services outside the areas expressed. Rather, the above eleven items are intended to define the essential recurring services for which Defero is willing to propose acceptance of responsibility.

Defined projects, involving delivery of professional services beyond sixteen hours per project, may be addressed by separate proposal. Examples of defined projects include configuration and installation of new hosts, integration of new communications technologies such as high-speed wireless networks, data center construction and outfitting, etc.

### **Duration of Agreement**

This Agreement shall be effective July 1, 2019 and automatically renewed for successive one (1) year terms thereafter (each identified as a Renewal Term) until and unless either Party provides the other Party with sixty (60) days prior written notice to the end of the Initial Term or the Renewal Term.

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.

### **Terms of Agreement**

Defero offers the services described herein to District at the following rate structures and in accordance with the expressed caveats:

- A base commitment of four (4) hours of professional services, per week, at a rate of \$125.00 USD per hour for that period during which District operates under a formal and auditable Information Security Policy.

- Remote availability and remedial health monitoring of network resources in accordance with the following rate schedule:
  - o 1-99 devices at the monthly charge equivalent to 1 hour of the current professional services base rate
  - o 100-199 devices at the monthly charge equivalent to 1.10 hour of the current professional services base rate
  - o 200-299 devices at the monthly charge equivalent to 1.25 hour of the current professional services base rate
- Professional service delivery in excess of four (4) hours per week may be billed at:
  - o The base educational rate currently \$125.00/hr. USD (as of 01-JAN-13) for evergreen services enumerated herein and delivered to entities operating under a formal Information Security Policy, or
  - o Such other rate explicitly agreed upon in separate documents, agreements or confirmed discussions, or
  - o The prevailing undiscounted professional services rate offered by Defero Network Solutions, Inc. (currently \$175.00/hr. USD as of 01-JAN-04) for those services not specifically stated within this document.

Base hourly rates may be adjusted annually. Any base hourly rate increase shall be consistent with the most recent Non-Seasonal Consumer Price Index (CPI) of Services Less Energy Services published by the U.S. Bureau of Labor Statistics not to exceed 3% per annum. District will be provided with 60-days advance notice of any base hourly rate increase.

On-site service delivery may include charges for travel and subsistence. The rate of any such travel and subsistence will be fixed at \$165.00 USD per day for multi-day engagements that require an overnight presence at District. Single day travel will be billed at a rate not to exceed \$125.00 USD per day for on-site service and support.

This agreement is to be construed as a retainer agreement for purposes of assuring District access to engineering services related to information security systems management and communications systems support.

Project work, defined as any engineering effort exceeding sixteen consecutive hours of sustained focus, is not contemplated within the purview of this offering and is subject to development of a separate proposal.

Financial obligations incurred by Defero, on behalf of District, will be reimbursed at rates presented and in accordance with the fair market value for goods and services delivered to District.

This agreement can be terminated by either party without cause with 60 days written notice given to the other party.

A Letter of Agency (LOA) may be requested by Defero in order to represent District during interactions with external service providers. Most typically, such letters are necessary when representing the client during interaction with communications service providers, managed



service providers and vendors with which District has a maintenance agreement. In the event a Letter of Agency is requested, District will evaluate the request with a sense of urgency and notify Defero of either approval or disapproval of said request within 24 hours of the request date. Defero may prepare and provide a Letter of Agency template for signature by District. Any such template will seek to specify the least permissions and authority necessary in order to effectively represent the interests and protections of the client.

### **Limitation of Liability**

Nothing contained in this Agreement shall be interpreted or construed to mean that the District waives its common law sovereign immunity or the limits of liability set forth in Florida statutes.

### **Force Majeure**

**Liability.** No Party shall be liable for any default or delay in the performance of its obligations under this Agreement: (i) if and to the extent such default or delay is caused, directly or indirectly, by: fire, flood, earthquake, elements of nature or acts of God; riots, civil disorders, rebellions or revolutions in any country; or any other cause beyond the reasonable control of such Party, (ii) provided the non-performing Party is without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans or other means.

**Duration.** In such event, the non-performing Party shall be excused from further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such Party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay. Any Party so delayed in its performance shall immediately notify the Party to whom performance is due by telephone (to be confirmed in writing within two (2) days of the inception of such delay) and describe at a reasonable level of detail the circumstances causing such delay.

**Effect.** If any event as expressed within the "Liability" definition, above substantially prevents, hinders, or delays performance of professional services delivery or the failure to provide any deliverable necessary for the performance of contracted services by Defero Network Solutions, as reasonably identified by Defero Network Solutions, exists for more than thirty (30) consecutive days, then at Defero Network Solutions' option: (i) Defero Network Solutions may modify service delivery terms in such a manner as to accommodate a Force Majeure event; (ii) Defero Network Solutions may terminate any portion of this Agreement so affected and the charges payable hereunder shall be equitably adjusted to reflect those terminated Services; or (iii) Defero Network Solutions may terminate this Agreement without liability to Defero Network Solutions or client for those unperformed services as of a date specified by Defero Network Solutions in a written notice of termination to client.

### **Intellectual Property**

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control, management oversight and protection of Defero our employees and assigns throughout the contract period. Upon cancellation and/or dissolution of this agreement, intellectual property of Defero will be returned and any remaining copies, remnants, images, archives or other duplicates residing with either the client or the client's assigns will be destroyed and certification of destruction will be provided to Defero.

**Hold Harmless Provision**

Defero shall indemnify and hold harmless District from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by District in defending actions brought against it arising out of or related to the acts or omissions of Defero, its agents, officers, or employees in the provision of services or performance of duties by Defero pursuant to this Agreement

**Signature Blocks**

**SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA**

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

Name: Ed daSilva

Title: Chairman

ATTEST: \_\_\_\_\_

Name: Ted L. Roush

Title: Superintendent of Schools

"Approved as to Form and Sufficiency  
BY \_\_\_\_\_

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

**Defero Network Solutions**

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

Name: Vance Baker

Title: Owner

**RETAINER SERVICES**  
**AND**  
**MASTER SERVICE AGREEMENT**

**Preamble**

Defero Network Solutions, Inc., a Florida Corporation, engaged in delivery of Information Technology consulting and management services desires to establish an agreement for security infrastructure consulting and management with the Suwannee County School District (District). Whereas Defero Network Solutions typically operates under "evergreen" service agreements, this agreement is structured accordingly and automatically renews annually unless otherwise terminated in accordance with the provisions detailed herein.

In consideration of the expressed objectives of District, the terms of this agreement will reflect a minimum commitment of four (4) hours professional services delivery each week for elements 1-11 as expressed within the itemization of recurring consulting and professional services outlined below. Such services will be billed under a generalized service schedule to be provided concurrent with invoice documents each month.

All projects and/or engagements involving consulting, engineering or sustained delivery of technical services either desired or contemplated above and beyond the four (4) hour per week commitment may be subject to prior approval and issuance of a statement of intent to procure.

**Introduction**

Defero Network Solutions, Inc. proposes to provide District with a retainer agreement for professional engineering and consulting services. This agreement is intended to provide District with a vehicle by which procurement of information and communications engineering services may be accomplished on a predictable, renewable and recurring basis.

As consultant to District, Defero Network Solutions anticipates a plethora of opportunities to construct and manage information and communications systems. By embracing the ideal of educational advancement through technology investment, Suwannee County School System is a recognized leader in the delivery of K12 multi-media based knowledge enrichment systems. Defero Network Solutions, and our partners, are of the opinion that our depth of experience and exposure to a broad array of network architectures will provide a distinct benefit to Suwannee County Schools in the continued pursuit of technologies that enhance delivery of educational services.

Defero Network Solutions (hereinafter "Defero") highly values our association with District and seeks to enter into a joint agreement for continued delivery of consulting services.

**Scope of Services Offered**

As a provider of engineering and communications consulting services, Defero and our partners define our core strengths as follows:

DNS-SCSD\_MSA\_EG

July 01, 2019

- Design and construction of information transport systems;
- Serve as virtual Chief Information Security Officer;
- Network security analysis, protective measures implementation and proactive management of technology resources;
- Unix/Linux systems integration and operating system maintenance;
- Communications systems convergence design and solution development;
- Data storage systems design, implementation and management;
- Management of public facing services including domain name service, protective infrastructure, content inspection systems and similar infrastructure residing within the public domain;
- Consulting and engineering services focused upon information infrastructure operability and performance improvement.

In delivering professional services, Defero relies upon a resource mix composed of internal engineers as well as specialists who provide discipline-specific expertise. Accordingly, Defero is uniquely positioned to deliver strategic guidance while providing mission focus.

Support requirements vary with each client inasmuch as each client's technology needs are unique to their specific environment. In order to cater to each client's unique technical support requirements, Defero seeks to understand business practices as well as the manner in which existing information systems have evolved. Achieving an understanding of our client's business environment helps to define areas of specific expertise required by the customer as well as provides Defero engineers with a framework from which to approach service delivery.

Our relationship with District provides Defero with a broad range of opportunities to observe and become knowledgeable of municipal education delivery systems in general and the unique manner in which District approaches technical knowledge enrichment. The role of Defero will quickly become that of "first-line" resource for technical guidance, transport systems management, information protection and engineering support. This role effectively allows the resources of Defero to become a transparent extension of District technical support staff. In essence, it is this role that Defero proposes to assume.

In terms of specific on-going services, Defero would like to propose delivery of recurring consulting and professional services as follows:

- 1) Periodic review of system logs and network activity performance metrics
- 2) Provide and/or facilitate the on-going assessment of District information security practices and information protective systems
- 3) Maintenance of information security and threat mitigation systems to include participation in automated alert systems, warning notification systems and advanced threat management response; authoritative management of SEIM, name service, messaging inspection and access control systems
- 4) Assistance in maintenance of internal information security policies
- 5) Assist District in procurement of information infrastructure components, systems and solutions

- 6) Assistance in deployment of resources, technologies and systems pertaining to District communications requirements
- 7) Provide advice, engineering, design and consulting services as deemed necessary by District Chief Information Officer and/or Educational Governance bodies
- 8) Review technologies, communications, documents and proceedings as requested by District
- 9) Provide strategic guidance and tactical assistance in development of enterprise storage systems to include functional management (i.e. software upgrade, platform provisioning, utilization monitoring, etc.) such storage systems
- 10) Periodically advise District leadership regarding emerging information security risks, threats and associated mitigation tactics
- 11) Attend on-site meetings with District Executive leadership and key employees, in accordance with mutually agreed upon schedules, in order to maintain an open dialog concerning organizational IT strategy and other such topics of interest as expressed by District.

Enumeration of the above is neither intended to limit the role of Defero nor discourage District from requesting support and consulting services outside the areas expressed. Rather, the above eleven items are intended to define the essential recurring services for which Defero is willing to propose acceptance of responsibility.

Defined projects, involving delivery of professional services beyond sixteen hours per project may be addressed by separate proposal. Examples of defined projects include configuration and installation of new hosts, integration of new communications technologies such as high-speed wireless networks, data center construction and outfitting, etc.

### **Duration of Agreement**

This Agreement shall be effective July 1, 2019 and automatically renewed for successive one (1) year terms thereafter (each identified as a Renewal Term) until and unless either Party provides the other Party with sixty (60) days prior written notice to the end of the Initial Term or the Renewal Term.

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.

### **Terms of Agreement**

Defero offers the services described herein to District at the following rate/structures and in accordance with the expressed caveats:

- A base commitment of four (4) hours of professional services, per week, at a rate of \$125.00 USD per hour for that period during which District operates under a formal and auditable Information Security Policy.

DNS-SCSD\_MSA\_EG July 01, 2019

- Remote availability and remedial health monitoring of network resources in accordance with the following rate schedule:
  - o 1-99 devices at the monthly charge equivalent to 1 hour of the current professional services base rate
  - o 100-199 devices at the monthly charge equivalent to 1.10 hour of the current professional services base rate
  - o 200-299 devices at the monthly charge equivalent to 1.25 hour of the current professional services base rate
- Professional service delivery in excess of four (4) hours per week may be billed at:
  - o The base educational rate currently \$125.00/hr. USD (as of 01-JAN-13) for evergreen services enumerated herein and delivered to entities operating under a formal Information Security Policy, or
  - o Such other rate explicitly agreed upon in separate documents, agreements or confirmed discussions, or
  - o The prevailing undiscounted professional services rate offered by Defero Network Solutions, Inc. (currently \$175.00/hr. USD) as of 01-JAN-04) for those services not specifically stated within this document.

Base hourly rates may be adjusted annually. Any base hourly rate increase shall be consistent with the most recent Non-Seasonal Consumer Price Index (CPI) of Services Less Energy Services published by the U.S. Bureau of Labor Statistics not to exceed 3% per annum. District will be provided with 60-days advance notice of any base hourly rate increase.

On-site service delivery may include charges for travel and subsistence. The rate of any such travel and subsistence will be fixed at \$165.00 USD per day for multi-day engagements that require an overnight presence at District. Single day travel will be billed at a rate not to exceed \$125.00 USD per day for on-site service and support.

This agreement is to be construed as a retainer agreement for purposes of assuring District access to engineering services related to information security systems management and communications systems support.

Project work, defined as any engineering effort exceeding sixteen consecutive hours of sustained focus, is not contemplated within the purview of this offering and is subject to development of a separate proposal.

Financial obligations incurred by Defero, on behalf of District, will be reimbursed at rates presented and in accordance with the fair market value for goods and services delivered to District.

This agreement can be terminated by either party without cause with 60 days written notice given to the other party.

A Letter of Agency (LOA) may be requested by Defero in order to represent District during interactions with external service providers. Most typically, such letters are necessary when representing the client during interaction with communications service providers, managed

service providers and vendors with which District has a maintenance agreement. In the event a Letter of Agency is requested, District will evaluate the request with a sense of urgency and notify Defero of either approval or disapproval of said request within 24 hours of the request date. Defero may prepare and provide a Letter of Agency template for signature by District. Any such template will seek to specify the least permissions and authority necessary in order to effectively represent the interests and protections of the client.

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# INFO ONLY

SCSB 2020-01 (REVISED/RENEWAL)

## Signature Blocks

### SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA

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

Name: Ed daSilva

Title: Chairman

ATTEST: \_\_\_\_\_

Name: Ted L. Roush

Title: Superintendent of Schools

### Defero Network Solutions

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

Name: Vance Baker

Title: | Owner |

DNS-SCSD\_MSA\_EG July 01, 2019

# **INFO ONLY**

pdfDocs compareDocs Comparison Results

Old (original) file:

8a0552da-84de-4540-b30e-99851e97fb89.pdf

New (Modified) file:

SCSB 2020-01 Defero (changes accepted).pdf

Changes Found:

- 14 insertions
- 15 deletions
- 75 differences
- 11 moves

Statistics:

- 583 inserted bytes
- 1876 deleted bytes
- 6496 difference bytes (newfile)
- 11830 difference bytes (old file)
- 10580 moved bytes
- 424 same bytes

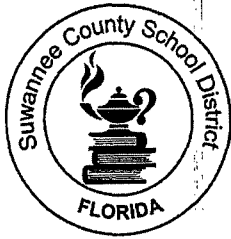
- 18294 total bytes processed (new file)
- 24836 total bytes processed (old file)

98% change between files

Consolidated Results below

(Markup shown relative to New file)

# SUWANNEE COUNTY SCHOOL DISTRICT



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

**TED L. ROUSH**  
Superintendent of Schools

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

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2



**TIM ALCORN**  
DISTRICT 3

**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools   
**FROM:** Walter Boatright, Director of Human Resources   
**DATE:** March 12, 2019  
**RE:** Human Resources Transactions for March 26, 2019 Regular Meeting

### RECOMMENDATION:

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

**SUWANNEE COUNTY SCHOOL BOARD**  
**Human Resources Transactions**  
**March 26, 2019**

**TO:** District School Board of Suwannee County  
**FROM:**   
Ted L. Roush, Superintendent of Schools

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

**RECOMMENDATIONS 2018-2019 SCHOOL YEAR:**

**RETIREMENT: INSTRUCTIONAL:**

Branford Elementary School:

Linda Michelle Aderholt, Teacher, effective June 1, 2019

Suwannee High School:

Kenneth L. Campbell, Teacher, effective June 27, 2019

**RESIGNATION: INSTRUCTIONAL:**

RIVEROAK Technical College:

Richard Crockett, Teacher, effective March 1, 2019

Jenny Hurst, LPN Instructor, effective March 18, 2019

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

Branford Elementary School:

Belinda Horn, Paraprofessional, effective May 30, 2019

Transportation:

Phyllis Postell, Bus Driver, effective October 1, 2019

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

Transportation:

Samantha Kaczmarek, Bus Driver, effective March 4, 2019

Devon Kearney, Bus Driver, effective March 6, 2019

**RECOMMENDATIONS: INSTRUCTIONAL:**

Suwannee Intermediate School:

James Thomas, Teacher, effective February 19, 2019

REPLACES: Christina Newhart

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

### **Suwannee Middle School:**

Lawanna Zimmerman, Teacher, January 7, 2019 through February 15, 2019, without pay.

## **TRANSFERS/REASSIGNMENTS:**

*(Revised from the February 26, 2019 Personnel Changes)*

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Timothy Burbridge	SMS/Guidance Counselor	SIS/Guidance Counselor	3/13/2019	
Jimmy Wilkerson	SMS/Principal	Transportation/Director	4/1/2019	Chris Landrum
Laura Williams	SMS/Assistant Principal	SMS/Principal	4/1/2019	Jimmy Wilkerson

## **MISCELLANEOUS:**

### **Branford Elementary School:**

Approval for the following Pre-K Teachers below to work up to 12 additional hours for Pre-K registration on June 3, 2019 through June 4, 2019:

Kelly Davidson

Cara Howard

Jessica Wagner

### **Suwannee Virtual School:**

Approval for Karen Braun to work up to 250 additional hours paid by Title I and Title V for training through the Suwannee Virtual School effective February 27, 2019 through June 27, 2019.

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

### **Branford Elementary School:**

Alysia Causey, Custodian, effective March 7, 2019

REPLACES: Jason Sparkman

### **Facilities:**

Clayton Ross, Assistant Grounds Foreman, effective March 4, 2019

REPLACES: John Garrison

### **Food Service:**

Cierra Parker, 8 hour Food Service Worker, effective February 21, 2019

REPLACES: Cathy Carter

### **Suwannee Primary School:**

Callie Bullock, K-1 Paraprofessional, Temporary, effective March 18, 2019

REPLACES: Monica Djulvez

Julia Gay, Paraprofessional, effective February 20, 2019

REPLACES: Meredith Garrison

### **Transportation:**

Devon Kearney, Bus Attendant, effective March 7, 2019

REPLACES: Cotara Ross

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Melinda Ahrens	Planning Period	SMS
Karen Braun	Planning Period	SMS
Amanda Hurst	Planning Period	SMS
Katheryn Quincey	Planning Period	SMS
Jayvis Ward	Intramural Basketball	SMS

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

Linda Cheshire, Paraprofessional, February 13, 2019 through February 14, 2019, for a total of 11 hours.

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

Goldie Fralick, School Nurse, tentatively February 11, 2019 through February 18, 2019, and February 20, 2019, and March 7, 2019 and March 18, 2019 through April 22, 2019, without pay.

**LEAVE OF ABSENCE (MEDICAL LEAVE):****Branford High School:**

Deborah Yates, Paraprofessional, tentatively January 7, 2019 through March 15, 2019, without pay, with the option of returning sooner if released by doctor

**Transportation:**

Robin Garbett, Bus Driver, tentatively February 27, 2019 through March 27, 2019 without pay, with the option of returning sooner if released by the doctor.

**SUBSTITUTES:**

The following to serve as Substitute Bus Attendants:

Vicki Padgett                      Kendra Kunkle

**VOLUNTEERS:**

Martha Adams	Terry Brannan	Lori Daniels
Juan Alvarado	Jamie Brennan	Stephanie Donaway
Kelley Arnold	Martha Bressette	Antonio Duarte
Michael Ascough	Doris Cranford	Lisa Dubrute
David Bass	Michelle Cribbs	Heather Duncan
Britnee Bell	Ronald Cribbs	Maggie Evans
Ericka Beltran Ramirez	Allison Crisp	Geily Falcon
Victoria Boston	Ashley Dalton	Angela Galler
Michael Bower	Larry Daniel	Michael Garner
Penny Brannan	Paxton Daniel	Timothy Griffith

Sarah Hatch  
April Henderson  
Christina Hofmann  
Stephen Hollar  
Deanna Horton  
Bryan Hughes  
Jed Humphries  
Eric Hunt  
Adam Jackson  
Chadwick Jacobs  
Mary Jacobs  
Lettie Jelks  
Larry Jenkins  
Michelle Jenkins  
Miranda Jones  
Rosanne Kardaseski  
Katie Kinsey  
Karen Knighton  
Cheree Laurent-Brennan  
Maygualida Lopez  
Pedro Lopez-Lorenzo  
Lynn Mabey  
William Martin

Amanda Martin  
Vera Massey  
Erin McDonald  
Gwendolyn McQuay  
Louise Miller  
Sarah Money  
Maria Moreno  
Stacey Morgan  
Patricia Morse  
Brittany Napoleon-Rico  
Sylvia Netter  
Morgan North  
Crystal Nur  
Michael Ogden Jr  
Fred O'Quinn  
Bernard Owens  
Mellani Reese  
Daynette Ross  
Richard Sapp  
Anthony Scott  
Cheri Sexton  
Daniel Shepard  
Darya Smith

Mary Smith-Richardson  
John Snider  
Ana Sotomayor  
Sylvia Spivey  
Jennie Sullivan  
Kendall Taylor  
Lindsey Taylor  
Wayne Taylor  
Chris Tomlinson  
Gina Tucker  
January Tuten  
Janet Valenti  
Holly Velez-Moore  
Ryan Vermilyea  
Glen Ward  
James Ward  
Shekea Weatherspoon  
Julie Weeks  
Jeffrey Whitener  
Brian Williams  
Deerra Yates  
Ashley Zarate

**End of List  
2018-2019  
School Year**



**Suwannee County School District  
2019 Summer School Schedule  
(Monday – Thursday)**

**RIVEROAK Technical College Programs**

**Practical Nursing**

Schedule: Monday – Thursday, classroom on campus, 8:30 a.m.–3:30 p.m.  
Monday and Friday, clinical rotations will be off-site or labs on campus 8 hours  
(Times will vary per site.)  
Graduation: July 11, 2019  
New Class Begins: August 12, 2019

**IV Therapy**

Schedule: July 15-18, 2019  
Monday, Tuesday, and Wednesday, 8:00 a.m. – 4:00 p.m.  
NO Graduation

**Pharmacy Technology**

Schedule: Monday, classroom on campus, 8:10 a.m. – 2:45 p.m.  
Clinical rotations will be off-site Tuesday, Wednesday, Thursday, 8:00 a.m.-5:00 p.m.  
beginning March 19, 2019, through July, 2019.  
Classes End: August 1, 2019  
Graduation: August 6, 2019  
New Class Begins: August 21, 2019 (tentative)

**Nail Technician**

Schedule: Monday-Wednesday, 9:00 a.m.-3:30 p.m.  
Classes Begin: June 3, 2019  
Classes End: Upon completion of 240 class hours

**Surgical Technology**

Schedule: Monday-Thursday, 8:00 a.m.-2:30 p.m. (Cohort 2)  
Clinical rotation will be off-site, Monday-Friday times will vary (Cohort 1)  
Graduation: July 16, 2019 (tentative)  
New Class Begins: September 9, 2019

**Phlebotomy**

Schedule: Monday and Wednesday, 5:30 p.m. – 8:00 p.m.  
Clinical rotation will be off-site (days and times vary per site)  
Graduation: May 15, 2019  
New Class Begins: June, 2019 (Date to Be Determined)

**Secondary School Programs**

**Suwannee High School**

**Credit Recovery Grades 8-11**

Schedule: 6/3/2019-6/27/2019 at SHS (16 days)  
8:00 a.m. – 2:00 p.m.  
Personnel: Four (4) teachers (6 hours per day)  
Two (2) paraprofessionals (6 hours per day)  
Funding: Federal Programs/General Fund

***\*\*ALL positions are based on daily student enrollment.***

**Suwannee County School District  
2019 Summer School Schedule  
(Monday – Thursday)**

**Suwannee High School**

	<b>Driver's Education</b>
Schedule:	6/3/2019 – 7/11/2019 at SHS (24 days) 8:00 a.m. – 3:00 p.m.
Personnel:	Two (2) teachers – as needed for SHS, SVS, BHS (up to 7 hours per day)
Funding:	Federal Programs/General Fund

**Branford High School**

	<b>Credit Recovery Grades 8-11</b>
Schedule:	6/3/2019 – 6/26/2019, 7/15/2019 – 7/16/2019 at BHS (17 days) 8:00 a.m. – 2:00 p.m.
Personnel:	Two (2) teachers (6 hours per day) One (1) paraprofessional (6 hours per day)
Funding:	Federal Programs/General Fund

**Suwannee Virtual School**

	<b>Virtual Instruction Grades 6-12</b>
Eligibility:	Grades 6-12
Schedule:	6/3/2019-8/1/2019 at SVS (32 days)
Personnel:	Nine (9) teachers (1 hour per day)
Funding:	General Fund

**Elementary School Programs**

**3<sup>rd</sup> Grade Summer Reading Camp**

Eligibility:	Third grade students who have recent FSA performance at Level I or equivalent. Third grade students who have recent FSA performance at Level II or equivalent for remediation purposes as space permits
Schedule:	6/10/2019-7/25/2019 at SES and BES 8:00 a.m. - 1:30 p.m. student day (5.5 hrs.) 8:00 a.m. - 2:30 p.m. teacher day (6.5 hrs.)
Personnel:	One (1) teacher at BES Four (4) teachers at SES 1:10 ratio as necessary depending state assessment scores
Funding:	General Fund/Reading Allocation

**Pre-Kindergarten (VPK)**

Eligibility:	Per DOE guidelines
Schedule:	6/3/2019-7/31/2019 at SPS 7:30 a.m. - 4:30 p.m. student day (9 hrs.) 7:00 a.m. - 5:00 p.m. teacher day (10 hrs.)
Personnel:	Six (6) teachers with 1:12 ratio
Funding:	VPK Funds

**21<sup>st</sup> CCLC Summer School Program**

Eligibility:	As determined by grant – any student grades K - 5
Schedule:	6/10/2019-7/25/2019 at SPS, SES, SIS, BES 8:00 a.m. – 12:00 p.m. student/paraprofessional (4 hrs.) 7:30 a.m. – 12:30 p.m. site coordinators (5 hrs.)
Personnel:	Four (4) site coordinators (SES-1; SIS-1; SPS-1; BES-1) Eight (8) paraprofessionals (SES-2; SIS-2; SPS-2; BES-2)
Funding:	21 <sup>st</sup> Century Community Learning Centers Grant

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**Suwannee County School District  
2019 Summer School Schedule  
(Monday – Thursday)**

**Summer School Student Support Services**

**ESE Consult/Extended Year Services (ESY)/Medically Fragile**

Eligibility:	Elementary and/or secondary students IEP's indicate a need for extended year services Or as identified on student IEPs
Schedule:	6/10/2019-7/25/2019 at BES/SES/BHS/SHS/SMS/SIS/SPS 8:00 a.m. - 12:30 p.m. student day (4.5 hrs.) 8:00 a.m. - 1:30 p.m. teacher day (5.5 hrs.)
Personnel:	Three (3) teachers Four (4) paraprofessionals One (1) nurse
Funding:	IDEA Grant

**Migrant Summer Program**

Eligibility:	Students meeting the migrant definition
Schedule:	Providing support with other district programs from 6/10/2019-7/18/2019
Sites:	Potentially all sites as determined by target student enrollment
Personnel:	Five (5) paraprofessionals
Funding:	Title I Part C

**Transportation**

	All transportation will be arranged through the Director of Transportation, as available.
Eligibility:	To be determined according to funding sources available.
Schedule:	6/3/2019-7/25/2019
Sites:	Any potential summer school site
Personnel:	Two (2) bus drivers, two (2) bus attendants – as needed for ESE Travel
Funding:	Federal Funding as available

**Food Service**

Meals for students in summer school will be arranged through the Director of Food Service.  
Schedule and personnel requested through the Director of Food Service.

***\*\*ALL positions are based on daily student enrollment.***

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### DIRECTOR OF SCHOOL CHOICE

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in Educational Leadership.
- (3) Minimum of three (3) years successful education experience.
- (4) Or other appropriate certification required by the Florida Department of Education.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

The purpose of this position is to provide leadership necessary to design, develop, implement, and evaluate a comprehensive program of instructional and support services which optimize available resources to establish and maintain a safe, caring, and enriching environment to promote student success. Ability to verbally communicate and consult effectively with parents and school personnel. Ability to interact successfully with parents, school personnel, and administrators. Skills in communicating effectively orally and in writing. Skills and ability to apply and interpret federal, state, and local laws and policies governing the provisions of educational services. Knowledge of laws and rules relating to education and other services for students.

#### REPORTS TO:

Assistant Superintendent of Instruction

#### JOB GOAL

To provide expertise and support in the planning, implementation, and evaluation of assigned curriculum, program, or service area in accordance with District philosophy, goals, and objectives.

#### SUPERVISES:

Coordinator of Opportunity Schools	Coordinator of Virtual Education
Opportunity School Teachers	Virtual School Teachers
Opportunity School Support Staff	Virtual School Support Staff

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Provide leadership in the development and implementation of non-traditional school choice options such as: Virtual Education, Opportunity School, and Home Education.
- \* (2) Serve as District Liaison to guide and monitor the contract and operation of the Florida's Sheriff's Youth Ranch School.
- \* (3) Oversee the charter school application process.
- \* (4) Serve as District Liaison to guide and monitor contracts and operations of Charter Schools approved to operate in Suwannee County.
- \* (5) Provide periodic reviews and reevaluation of students in all non-traditional programs.
- \* (6) Monitor students in non-traditional settings for truancy.

**DIRECTOR OF SCHOOL CHOICE (Continued)**

- \* (7) Assist with the Student Conduct and Discipline Code.
- \* (8) Establish, coordinate and evaluate appropriate programs including the development of administrative guidelines and procedures.
- \* (9) Prepare and implement the federal grants related to the non-traditional school programs, such as Title V and Title ID, when applicable.
- \* (10) Provide appropriate parent services.
- \* (11) Develop and implement agreements/contracts with school districts and other service providers.
- \* (12) Initiate new programs and continuously plan for an expanded program for students.
- \* (13) Assists in the implementation and coordination of the State's standardized testing process for non-traditional programs.
- \* (14) Assists in the supervision of the District Testing Lab.
- \* (15) Assists in the monitoring and direction of the non-traditional options selection process.
- \* (16) Utilizes current research, outside sources, performance data, and feedback from students, teachers, parents, and the community to make decisions related to the improvement of instruction and student performance.
- \* (17) Plan with principals in providing appropriate programs and related services.
- \* (18) Assist in the coordination of transportation for students in county and multi-district programs.
- \* (19) Model effective listening and positive interaction skills.
- \* (20) Supervise personnel and maintain professional development plans.
- \* (21) Assist in monitoring and auditing F.T.E. records for non-traditional programs.

**Inter/Intra-Agency Communication and Delivery**

- \* (22) Serve as District Liaison for all non-traditional educational and school choice options in Suwannee County.
- \* (23) Communicate Suwannee County School Choice options online through the District website and through other avenues.
- \* (24) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- \* (25) Work closely with community agencies to enhance communication, and enhance individual or school wide program development.
- \* (26) Interact with parents, outside agencies, business and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance.
- \* (27) Respond to inquiries and concerns in a timely manner, including attendance, truancy and expulsion issues.
- \* (28) Keep supervisor informed of potential problems or unusual events.
- \* (29) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (30) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- \* (31) Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

**DIRECTOR OF SCHOOL CHOICE (Continued)****Professional Growth and Development**

- \* (32) Keep abreast of research, best practices, and legal issues related to assigned areas.
- \* (33) Provide in-service training programs for District and/or school staff.
- \* (34) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \* (35) Assure the provision of in-service training programs.
- \* (36) Keep up-to-date and well informed about trends and best practices, including changes in statutes, rules, and policies.
- \* (37) Maintain a network of peer contacts through professional organizations.
- \* (38) Promote and support the professional growth of self and others.

**Systemic Functions**

- \* (39) Assist in the maintenance of student records.
- \* (40) Appear before the School Board as needed.
- \* (41) Represent the District in a positive and professional manner.
- \* (42) Develop or assist in developing the department budget and monitor its implementation as required.
- \* (43) Maintain a budget and provide allocations.
- \* (44) Assist in projecting F.T.E. and personnel needs.
- \* (45) Assist in the recruitment, recommendation and supervision of personnel and assess the need for additional personnel.
- \* (46) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions including interaction with social workers and guidance personnel.
- \* (47) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (48) Perform other tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (49) Assist in implementing the District's goals and strategic commitment.
- \* (50) Set high standards and expectations and promote professional growth for self and others.
- \* (51) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of ~~funds~~ funds, delivering services and evaluation of services provided.
- \* (52) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (53) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (54) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- \* (55) Shall assume additional responsibilities as assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

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

**DIRECTOR OF SCHOOL CHOICE** (Continued)**TERMS OF EMPLOYMENT:**

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

**EVALUATION:**

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

\*Essential Performance Responsibilities

SCSB Approved xx/xx/xx

# SCHOOL DISTRICT OF SUWANNEE COUNTY

## COORDINATOR OF VIRTUAL SCHOOL

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution, preferred.
- (2) Certified by the State of Florida in Educational Leadership.
- (3) Minimum of three (3) years successful education experience.
- (4) Or other appropriate certification required by the Florida Department of Education.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current trends, research and best practices related to assignment. Knowledge of personnel procedures. Knowledge of the organization and operation of a school district. Knowledge of federal, state and district rules, regulations and policies as they relate to job function. Knowledge of the hardware and software applications used throughout the district. Understanding and knowledge of the use of current technology. Skill in human interaction and conflict resolution. Ability to handle constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate both orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to make presentations to a variety of audiences. Ability to develop and manage budgets. Ability to carry out job responsibilities. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to handle highly stressful situations. Ability to delegate and monitor assignments. Ability to select, assign, and evaluate personnel in accordance with collective bargaining agreements. Ability to understand the unique needs, growth problems and characteristics of high school students. Ability to use group dynamics within the context of cultural diversity.

#### REPORTS TO:

Director of School Choice

#### JOB GOAL

The purpose of this position is to manage the school and its human resources to attain school goals by providing evidence of effective instruction that results in student achievement, as recognized through defined learning gains and survey results, to support instructors in personal and professional growth activities and to oversee full-time virtual instruction programs, online credit recovery options, online summer school options, as well as FTE and audit compliance for virtual programs.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:



## COORDINATOR OF VIRTUAL SCHOOL (Continued)

**Planning/Preparations**

- \* (1) Assigns work within the department equitably.
- \* (2) Serves as the District representative on numerous committees.
- \* (3) Analyzes student performance data from state and District testing programs.
- \* (4) Works with students and parents to ensure all District required paperwork is complete and families are in compliance with Florida Statutes.
- \* (5) Works with online instructors to ensure quality of instruction and adherence to policies and procedures.
- \* (6) Maintains a visible presence for teachers and students, either online or onsite at virtual learning labs.

**Administrative/Management**

- \* (7) Monitors enrollment & re-enrollment processes, student progress, pacing, and completion rates, ensuring targets are met.
- \* (8) Works with ESE program Specialist to ensure the delivery of special education services to identified students.
- \* (9) ~~Supervises~~ Assist in supervision of assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- \* (10) Keeps abreast of changing legal requirements and proposed changes in areas of responsibility.
- \* (11) Addresses personnel problems in a prompt and timely manner.
- \* (12) Oversees the delivery of assigned support services to ensure maximum value from available resources.
- \* (13) Prepares or oversees the preparation of all required reports and maintains appropriate records.

**Assessment/Evaluation**

- \* (14) Analyzes student performance data from state and District testing programs.
- \* (15) Reviews teacher-student communication logs from the student management system.
- \* (16) Prepares and submits student performance reports for staff, students, and parents.
- \* (17) Prepares and submits enrollment and attendance reports as mandated by the State.
- \* (18) Communicates with students about engagement, performance, and reaching goals.
- \* (19) Communicates with parents about student engagement and commitment.
- \* (20) Communicates with vendors and their staff about school performance and school needs.
- \* (21) Facilitates the implantation/coordination of the state standardized testing process for Virtual School students.
- \* (22) Participates and attends school related functions and activities, when necessary and applicable, including conferences and seminars as approved and appropriate.
- \* (23) Serves as administrator of all Virtual instruction programs.

**Intervention/Direct Services**

- \* (24) Promotes high student achievement.
- \* (25) Assist in gathering, analyzing, and interpreting data related to student performance.
- \* (26) Supervises the establishment and maintenance of individual professional development plans for each instructional employee.
- \* (27) Interviews and selects qualified personnel to be recommended for employment.

## COORDINATOR OF VIRTUAL SCHOOL (Continued)

- \* (28) Provides training opportunities and feedback to personnel.

**Collaboration**

- \* (29) Maintains contact with the Districts and agencies related to assigned areas.
- \* (30) Collaborates with other departments and divisions.
- \* (31) Disseminates informational and current research to appropriate personnel.
- \* (32) Maintains a visible presence for parents and students, via instant messenger, onsite virtual learning labs, or at scheduled events.
- \* (33) Keeps well-informed about current trends and best practices in areas of responsibility.
- \* (34) Promotes and supports professional development through training, in-service, and other development.
- \* (35) Attends training sessions and conferences to keep abreast of current practices and legal issues.
- \* (36) Maintains a network of peer contacts through professional organizations.

**Staff Development**

- \* (37) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (38) Use appropriate interpersonal styles and methods to guide individuals and groups to take accomplishment.
- \* (39) Provide recognition and celebration for staff, student, and school accomplishments.

**Professional Responsibilities**

- \* (40) Provides leadership for assigned instructional and support services.
- \* (41) Assist in the development of short and long-range plans.
- \* (42) Anticipates potential problems and initiates steps to correct or solve them.
- \* (43) Uses appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (44) Maintains and models high standards of professional conduct.
- \* (45) Manages and administers the development, implementation, and assessment of virtual instruction options within the School District.
- \* (46) Coordinates the development, implementation, and evaluation of virtual instructional programs, including the use of technology.
- \* (47) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (48) Appear before the School Board as needed.
- \* (49) Shall assume additional responsibilities as assigned by the Superintendent.

**Student Growth and Achievement**

- \* (50) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \* (51) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

COORDINATOR OF VIRTUAL SCHOOL (Continued)

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

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

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

## SALARY SCHEDULE 2018-2019

### PRINCIPALS AND ADMINISTRATORS

REGULAR DUTY HOURS 8:00 AM - 4:30 PM

Years. Exp. in Comparable Position	0	1	2	3	4	5	6	7	8	9	10	11
10	38472	40444	42412	44382	46347	48319	50287	51096	53974	55366	56238	57052
9	49011	50489	51963	53444	54918	56397	57873	59350	60827	62356	63337	64254
8	58779	60737	62692	64652	66611	68568	70522	72044	73563	75345	76529	77644
7	62190	63190	64190	65190	66190	67190	68190	69190	70190	71190	72190	73190
6	70190	71190	72190	73190	74190	75190	76190	77190	78190	79190	80190	81190
5	62579	65162	67745	70329	72914	75497	78081	79865	81651	83594	84908	86147
4	71190	72190	73190	74190	75190	76190	77190	78190	79190	80190	81190	82190
3	74190	75190	76190	77190	78190	79190	80190	81190	82190	83190	84190	85190
2	72169	74913	77656	80403	83141	85889	88632	90785	92934	95106	96605	98009

### CLASSIFICATION OF POSITION

- |    |  |
|----|--|
| 10 | Supervisor Food Service, Asst. IT Director, Assistant Chief Financial Officer, Assistant Director of Human Resources, Assistant Director of Transportation, Assistant Director of Facilities   |
| 9  |  |
| 8  | Coordinator of Health Services and Attendance, Principal Suwannee Virtual School, Lead School Psychologist/Multi-Tiered System of Support (MTSS) Facilitator   |
| 7  |  |
| 6  | Principals Elementary Schools, Principal Suwannee Middle School,   |
| 5  | Director of Food Service, Director of Transportation, IT Director, Director of Student Assessment/Curriculum Specialist, Director of Elementary Ed, Director Human Resources, Director of ESE, Director of Federal Programs, Director of Special Programs, Director of Student Services/School Psychologist, Director of Facilities, Director of School Safety and Other Administrative Services, <u>Director of School Choice</u> |
| 4  | Principal Branford High School, Principal RIVEROAK Technical College/Director of Career, Technical and Adult Education   |
| 3  | Principal Suwannee High School   |
| 2  | Assistant Superintendent of Administration/Instructional, Chief Financial Officer  |

Employee will be placed in appropriate step of classification level based on years of experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation, and is effective in accordance with new certification.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Principals and Administrators

Salary Adjustments and or supplements will be made in accordance with 1012.22 f.s. for:

Master's Degree add \$2,310 to Bachelors  
Specialist Degree add \$2,835 to Bachelors  
Doctorate Degree add \$3,750 to Bachelors

PERFORMANCE SALARY SCHEDULE

School administrators hired on or after July 1, 2014, or those who choose to move from the grandfathered salary schedule to the performance salary schedule shall be placed on a performance schedule using the years of service of the grandfathered schedule for placement purposes. School administrators appointed for the first time to a position of school administrator shall be placed on the performance salary schedule.

A salary adjustment to the performance schedule will be made following the annual evaluation unless the rating is other than highly effective or effective. School administrators rated as highly effective will receive at least \$1,001. The adjustment for an employee rated as effective must be 50%-75% of that amount.

Effective July 1, 2018-June 30, 2019      Adopted \_\_\_\_\_ by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent

## SALARY SCHEDULE 2018-2019

### ASSISTANT PRINCIPALS, CURRICULUM, AND OTHER PROGRAM COORDINATORS\*

REGULAR HOURS ARE 8:00 AM TO 4:30 PM

YEARS	BACHELOR
0	60190
1	61190
2	62190
3	63190
4	64190
5	65190
6	66190
7	67190
8	68190
9	69190
10	70190
11	71190
12	72190
13	73190

\*The Program Coordinators are: Coordinator of Data, Assessment, and Accountability; Coordinator of School Improvement/Title I; Coordinator of Exceptional Student Education; Coordinator of District K-12 Math; Coordinator of District Professional Development and K-12 Reading/Title II; and Coordinator of District K-12 Technology; Coordinator of Career and Technical Education Student and Community Affairs, Coordinator of Opportunity Schools, and Coordinator of Student and Family Support, Coordinator of Virtual School

Employee may be placed in appropriate step of classification level based on years of administrative and/or teaching experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation and is effective in accordance with new certification.

Eleven (11) months shall mean 216 duty days and shall be computed as 11/12ths of the above schedule.

Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Assistant Principals

Salary adjustments and/or supplements will be made in accordance with 1012.22 f.s. for:

Master's Degree add \$2,310 to Bachelors

Specialist Degree add \$2,835 to Bachelors

Doctorate Degree add \$3,750 to Bachelors

Effective July 1, 2018-June 30, 2019

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

**SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR**

**DISTRICT NAME: SUWANNEE**

**ADMINISTRATOR'S SIGNATURE \_\_\_\_\_**

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are not employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)						
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M	
<b>Chairperson:</b> Kim Harrell		<b>Chairperson Address</b> 17369 94 <sup>th</sup> Trail LOFL 32060				X		X						
<b>Vice Chairperson:</b> Kelly Gill		<b>Vice Chairperson Address</b> 13539 44 <sup>th</sup> Street LOFL 32060				X		X						
<b>Secretary/Treasurer:</b> Takesha Patrick				X					X					
Members: (please list alphabetically)														
Katrina Bius					X		X	X						
Darias Bowers									X					
Adam Bricker							X	X						
Kim Cohen					X				X					
Theresa Creech						X		X						
Suzanne Dunn							X	X						
Tammy Dye						X		X						
Cindy Heffernan			X					X						
Daniel Hendrick														
Yenelys Hernandez						X				X				
Rhoshonda Herring				X					X					
Erika Leak					X				X					
Kevin Lewis				X					X					
Bonnie Long						X		X						
Ashley Lundy						X		X						
Bethany McDonald						X		X						
DeeDee McManaway														
Matt McMillian						X		X						

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

**Duplicate Form as Necessary**

**SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR**

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)						
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M	
Mary Vickers														
TJ Vickers									X					
Akyrianna Wheeler									X					
Margaret Williams			X							X				
				X					X					
Enter TOTAL			3	4	3	9	3	15	7	1	0	0	0	
Enter Percentage of Total SAC Membership			14	18	14	41	14	65	30	4	0	0	0	

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

**Duplicate Form as Necessary**



# **SUWANNEE COUNTY SCHOOLS DISTRICT ADVISORY COUNCIL BYLAWS**

## **ARTICLE I: Name of Council**

The name of this council shall be the Suwannee County Schools District Advisory Council and shall be known as the District Advisory Council (DAC).

## **ARTICLE II: Purpose of Council**

The purpose of the DAC shall be to assist the Superintendent and the School Board in making decisions pertaining to the school district as a whole and to the school system's educational philosophy, goals, programs, and the Florida Program for School Improvement and Accountability.

The DAC's participation in the decision-making process shall be advisory in nature, and it shall accomplish its purpose by: (1) investigating; (2) informing; (3) suggesting; (4) recommending; (5) evaluating county-wide issues and concerns identified by the schools, the Superintendent or the School Board; and (6) performing other such duties as appropriate to the advising process.

### **Section 1: Governance**

- A. The DAC shall be governed by these Bylaws and shall function in accordance with them and with the Policies and Procedures as described in the DAC Handbook.
- B. The Bylaws, once adopted, may be amended through a formal process described in Article VII, Section 1. The DAC Handbook shall be reviewed annually and revised as needed by the Executive Committee.

### **Section 2: Function**

The advisory council's function shall include, but not be limited to:

- A. Participating in the District's decision-making processes of:
  - 1. Defining goals,
  - 2. Assessing educational needs,
  - 3. Establishing priorities,
  - 4. Planning educational programs,
  - 5. Budgeting,
  - 6. Evaluating, and
  - 7. Reviewing policies and rules.

- B. Facilitating communication among the school system, parents, students, and community.
- C. Informing and advising the Superintendent and School Board regarding school/community needs, interests, and concerns.

**Section 3: The duties of the members shall include participating in the School Improvement process by:**

- A. Supporting the School Advisory Councils (SACs);
- B. Communicating with their SACs to identify issues and concerns that may be district-wide;
- C. Sharing best practices among the schools;
- D. Providing feedback to the Superintendent and School Board relating to the process of school improvement district-wide; and
- E. Suggesting changes in procedures, policy, resources or programs.

Duties will be advisory in nature, and will not conflict with any of the powers and duties reserved by law or State Board Rule for the School Board.

**ARTICLE III: Membership**

The following guidelines shall be used in establishing the District Advisory Council:

**Section 1: Composition of Membership**

DAC membership shall be comprised of Suwannee County residents who represent: (1) Parents/guardians of children enrolled in Suwannee County schools, (2) high school students, (3) teachers and principals, and (4) community members at-large, whose selection will be determined as follows:

- A. Each school principal shall ensure that two representatives and one alternate representative are selected from the school's School Advisory Council (SAC), PTA/PTO or other group(s) representative of the school community. At least one of the representatives shall be selected from the School Advisory Council (SAC). If any representative is employed by Suwannee County Schools, it is understood that the perspective they bring to the DAC will be representative of that site's parent community.

- B. The Student District Advisory Council shall appoint a member to sit on the DAC to provide the student perspective.
- C. The Superintendent, giving first consideration to recommendations, shall appoint three teachers, one from each level: Elementary, Secondary, and District-wide schools.

In addition, the Superintendent, or his/her designee, shall ensure that one principal from each level is appointed to the District Advisory Council.

- D. The Superintendent and School Board members shall each appoint two persons to serve as at-large members on the DAC. To further broaden the base of representation, one of each official's at-large appointments shall not have children enrolled in Suwannee County Schools.

## **Section 2: Appointment of Site Representatives**

Appointments of site representatives to the District Advisory Council shall be made annually by the Superintendent and the Suwannee County School Board based upon recommendations by site administrators. To be appointed, individuals meeting the composition requirements described in Section 1 above must file a DAC membership appointment request approved by the site administrator with the Superintendent or his/her designee.

## **Section 3: Terms**

All members shall be appointed prior to the last day of school to serve a one-year term on the DAC. The terms shall run from September 1<sup>st</sup> through August 31<sup>st</sup> of the following year (with the exception of officers – see Article IV, Section 2.) Consecutive terms are permissible, but membership is neither transferable nor can it be reassigned to another individual except by formal appointment as described in Section 2 above.

## **Section 4: Duties and Responsibilities**

Each member of the DAC shall be expected to: (1) attend all DAC meetings, (2) regularly report back to and seek input from the group or individual they represent, and (3) serve on any committee or task force when appointed by the DAC Chairperson. DAC members, when performing their district advisory role, represent the perspectives of the group or individual who made their appointment, but must consider the best interest of all children and families in Suwannee County Schools when suggesting changes in procedures, policies, resources, or programs, and before casting votes.

## **Section 5: Voting Rights**

Each DAC member shall be entitled to one vote and may cast that vote on each item brought before the DAC as a whole. Alternates may vote only when standing in for a regular member not in attendance. A quorum must be present before a vote may be taken by the DAC. For purposes of the DAC, a quorum will exist if a majority of the Suwannee County Schools are represented at the DAC meeting and if a majority of elected officials are represented by at least one of their DAC appointees.

## **Section 6: Vacancies**

A vacancy on the District Advisory Council shall be filled for the remainder of the term (but not less than one month) by the Superintendent or designee following the appointment procedures outlined in Section 2.

- A. If a DAC member is appointed by a school and the member's child(ren) for any reason no longer attend(s) such school, the school principal will ensure that a replacement is appropriately chosen to serve on the DAC in accordance with Section 1.
- B. A DAC member may officially resign at any time by filing with the DAC Secretary a written letter of resignation and supplying a copy of the resignation letter to the appointing official and Superintendent or his/her designee.
- C. Any DAC member who has two consecutive, unexcused absences from a District Advisory Council (DAC) meeting shall be replaced on DAC. (Please refer to the Handbook referenced in Article II, Section 1.) Upon such an occurrence, the district office shall notify the member and the official who made the initial appointment. The member shall be replaced using the membership process, outlined above in Article III, Section 1.

## **ARTICLE IV: Officers**

The officers of the District Advisory Council shall be: a Chairperson(s), a Vice-Chairperson(s), a Secretary/Treasurer, and other such officers as the council may deem necessary. All officers shall serve on the DAC Executive Committee.

### **Section 1: Duties**

#### **A. Chairperson(s)**

The Chairperson(s) shall preside at all meetings of the Executive Committee and the DAC.

The Chairperson(s) shall also:

1. Sign all official letters, reports, and other DAC communications;
2. Act as the "official spokesperson" of the DAC to maintain open communication with the Superintendent, School Board, and school system;
3. Formally appoint the chairpersons of all DAC committees and the assignment of DAC members to other (external) committees and task forces;
4. Perform other duties as may be periodically prescribed by the DAC, Superintendent, and School Board; and
5. Appoint a parliamentarian.

B. Vice-Chairperson(s)

The Vice-Chairperson(s) shall:

1. Serve as a member of the Executive Committee and substitute for the Chairperson(s), during his/her absence from such meetings;
2. Serve, in addition to the Chairperson(s), as the Council's DAC official liaison to the School Board; and
3. At the request of the Chair, assist the Chairperson in the duties and responsibilities described in Section 1-A.

C. Secretary/Treasurer

The Secretary/Treasurer, with assistance from the Superintendent's staff, shall record the minutes and attendance at all DAC meetings.

The Secretary/Treasurer shall also:

1. Serve as a member of the Executive Committee;
2. Collect, record, and distribute all monies collected by the DAC;
3. Maintain a monthly budget of such funds; and
4. Arrange for an annual public audit of all collected funds as appropriate.

In addition, the Secretary/Treasurer shall maintain current DAC membership information. The Superintendent's staff will provide clerical, secretarial, typing, printing, and other assistance as the Secretary/Treasurer may require to ensure the timely recording and appropriate distribution of all DAC minutes and other public records.

## **Section 2: Election and Term of Officers**

- A. The election of officers shall take place at the regular May meeting, or at such other regular meeting as deemed appropriate. Election shall be made by a two-thirds vote of the members present from a slate of officers presented by the Nominating Committee (see Article VI, Section 2). Floor nominations will be permitted prior to the close of nominations, at which time all nominees may address the DAC concerning their interests in and qualifications for office. (The vote shall be forwarded to the Superintendent for School Board ratification.)
- B. Officers shall serve from the conclusion of the regular May meeting to facilitate planning for the upcoming year. Officers may serve two consecutive one-year terms.

## **Section 3: Removal and Vacancy**

- A. Any officer elected by the DAC may be removed from the Executive Committee by a two-thirds vote of all DAC members whenever, in the judgment of the members, the best interests of the DAC are not being served.
- B. A vacancy in any office because of death, resignation, removal, disqualification, or any other reason for which an officer is unable to complete the term of office, shall be filled by appointment of the Superintendent or designee based upon recommendations from DAC immediately until such time as an election is held for the post vacated.

## **ARTICLE V: Meetings (and procedures)**

All meetings of the DAC and its committees shall be open to all interested parties. Moreover, input from the community at-large shall be actively solicited by Council members for inclusion in DAC meetings.

### **Section 1: Schedule**

- A. The DAC shall meet on the fourth Monday of each month. There will be no July or August meetings unless determined necessary by the Executive Committee. These Regular Meetings shall begin promptly at 6:00 p.m. and adjourn no later than 8:00 p.m. The time and date of a Regular Meeting may be changed by the Executive Committee with seven days notice to all DAC members.
- B. The DAC may from time to time hold Special Meetings, subject to call by the Chairperson(s), and the Superintendent or his/her designee or by a two thirds vote of the membership upon petition by any member. Unless waived by two-thirds vote of the members present, the agenda of any Special Meeting, regardless of its origin of call, shall be limited to one item only.

## **Section 2: Conduct**

- A. All DAC meetings shall be conducted in accordance with the latest available edition of "Robert's Rules of Order". The Chairperson(s) shall ensure an official parliamentarian is present for all meetings.
- B. An agenda for each Regular Meeting will be developed by the DAC Executive Committee in consultation with the district support staff and then distributed, together with all support material and minutes of the previous meeting(s) and any subsequent Special Meeting held in the interim, to all DAC members at least seven (7) days prior to the next Regular Meeting. The agenda shall be sufficient for the conduct of business by the DAC and shall include an informational/program component for each meeting.

## **ARTICLE VI: Committees**

The DAC shall have an Executive Committee and other Committees as necessary to conduct its business. Membership on committees will be for a period of one year beginning with the September Regular Meeting.

### **Section 1: Executive Committee**

Membership on the Executive Committee will be for a period of one year beginning at the conclusion of the May Regular Meeting.

- A. **Composition:** All elected officers and chairpersons of Committees and liaisons designated by the School Board and Superintendent, respectively, will serve as the DAC Executive Committee.
- B. **Duties, Responsibilities and Authority:**
  - 1. The Executive Committee, in coordination with District staff shall develop the agenda for each DAC Regular Meeting (see Article V, Section 2).
  - 2. Under the leadership of the DAC Chairperson(s) (see Article IV, Section 1 A), the Executive Committee shall have the authority to represent and to act on behalf of the DAC between all Regular Meetings, principally on any issue, concern, or item previously presented to the DAC for information, discussion, and/or action.
  - 3. The Executive Committee also shall have authority to act upon any emergency request(s) by the School Board and/or Superintendent, which needs immediate attention. Such matters will then be presented for information and/or other appropriate action at the next regularly scheduled DAC meeting.

## Section 2: Special Committees

### A. DAC Committees

#### 1. Nature and Composition

- a. Special Committees and/or subcommittees may be established by the DAC Chairperson(s) or another officer designated by the Chairperson(s) when necessary to assist the Executive Committee or to deal with specific matter(s) requiring immediate attention on matters beyond the purview of the Executive Committee.
- b. These committees and/or subcommittees shall be comprised of representatives knowledgeable about and interested in the matter at hand. Appointment to such committee may extend beyond the membership of the DAC. The DAC Chairperson(s) may make particular appointments to specific committees if necessary (e.g. to achieve numerical balance).
- c. Each Special Committee, established above, shall:
  1. Have a defined task to accomplish and a specified timeline for completion of that task;
  2. Submit their findings, conclusions, and/or results in writing at the next scheduled meeting of the Executive Committee and make a summary report of their work to the Executive Committee and/or DAC as a whole; and
  3. Disband upon completion of their task.

#### 2. Council Nominating Committee

- a. One Committee, which shall be formed annually, is the Nominating Committee. This committee shall be comprised of no fewer than five and not more than seven DAC members appointed by the DAC Chairperson at the regular DAC meeting in March.
- b. The sole purpose of the Nominating Committee shall be to bring to the DAC's regular April Meeting a slate of well-qualified DAC members nominated to serve as officers for the coming year.
- c. The election of new officers will be conducted at the DAC's regular May Meeting. Election will require a two-thirds vote of members present.

### B. External Assignments

1. DAC members occasionally may be asked to serve on district-wide committees or community groups formed to deal with specific issues or functions. These external assignments may include (but not be limited to) Capital Outlay, Citizens for Better Schools, Rezoning (either district-wide or grade-level specific), Testing & Evaluation, Textbook Selection, Transportation, Safety, and/or others.



2. On such occasions, at the request of the Superintendent or designee, the DAC Chairperson will appoint an appropriate DAC member(s), subject to approval by the DAC membership. The appointments will be for a specified period (usually one year) and may be consecutive.
3. DAC members appointed to external assignments shall be expected to perform those duties in addition to their continuing involvement on the DAC and to report on the work of the external assignment at every DAC meeting.

In instances in which the DAC has established a policy position on an issue related to the purpose of an external assignment, the DAC member so appointed shall accurately represent that DAC position.

## **ARTICLE VII: Amendments**

### **Section 1: Amendment Process**

- A. DAC Bylaws may be amended using the following process:
  1. At least one (1) week's prior notice of the proposed amendment(s) must be given to all DAC members.
  2. A two-thirds affirmative vote of the DAC members present at a DAC meeting at which the amendment(s) is/are formally presented shall be necessary to effectively amend the Bylaws. Bylaws, as adopted by the DAC, shall be passed to the Superintendent for School Board ratification in order for the amendment(s) to stand.
- B. Any amendment to the Bylaws must conform to the State of Florida guidelines for Advisory Committees and may not be in conflict with any School Board Policy.

SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR

SCHOOL NAME: **BRANFORD ELEMENTARY SCHOOL**

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are not employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)					
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M
<b>Chairperson:</b> Kelly Ballentine						X		X					
<b>Vice Chairperson:</b> Donna Koon							X	X					
<b>Secretary/Treasurer:</b> Amanda Harris					X			X					
Members: (please list alphabetically)													
Stepahnie Busch					X					X			
Tiffeney Cusick						X		X					
Armelia Ellis						X			X				
Bobby Feeney							X	X					
Caroline Hill						X		X					
Toni Hansard					X			X					
Tina Jones						X			X				
Stephanie Knighton				X				X					
Kenyon McFaaton							X		X				
DeeDee McManaway													
Stephanie Ogden							X	X					
Nanette Tyler						X					X		
Andrea Walker							X	X					
Norhaya Weisner						X					X		
Margaret Williams				X				X					
Kelli Williamson							X	X					
Kathy Woolard							X	X					

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

Duplicate Form as Necessary

SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)					
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M
Enter TOTAL													
Enter Percentage of Total SAC Membership													

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

Duplicate Form as Necessary

# **Branford Elementary**

## **SCHOOL ADVISORY COUNCIL BYLAWS**

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### **ARTICLE I: NAME**

The name of this association is: BRANFORD ELEMENTARY SCHOOL ADVISORY COUNCIL. In these bylaws, the Branford Elementary School Advisory Council may be referred to as the "Council" or "SAC."

### **ARTICLE II: GOALS AND PURPOSE**

**SECTION 1:** The goals and purpose of the Council are:

- a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory body to the principal.
- d) Provide a liaison between the school, school organizations and the neighborhood community.
- e) To provide an environment that is drug free and protects students' health, safety and civil rights in the home, school and community.
- f) To assist the School Board in providing a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, science, reading, writing, and the social sciences and appropriate educational materials, equipment and teacher-pupil ratio.
- g) To ensure that students compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy life-long decisions.
- h) To ensure that students are prepared to enter the work force or post-secondary education.
- i) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
- j) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
- k) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
- l) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

### **ARTICLE III: POLICY**

**SECTION 1:** The following are basic policies of this Council:

- a) The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to:

1. Council meetings are publically noticed,
  2. Open to the public,
  3. Include public participation,
  4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
  5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
  - c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the Council.
  - d) The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
  - e) The Council shall work with the school to provide quality education for all children and youth and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
  - f) The Council shall deal with issues and policy rather than individuals.

#### **ARTICLE IV: DUTIES AND OBLIGATIONS**

**SECTION 1:** The Branford Elementary School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory Council as prescribed by the regulations of Florida statutes or the Suwannee County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory Council shall be the sole body responsible for final decision making at the school relating to implementation of the provisions of ss. 1001.42(18) and 1008.345."
- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Suwannee County School Board and Florida Law. (ss24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ss1008.36).
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Suwannee County School Board or Florida Law.
- g) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

## **ARTICLE V: MEMBERS AND ELECTION**

- SECTION 1:** Except as prescribed below, membership in this Council is by election. The constituency of the Council shall be the parents/guardians of students attending Branford Elementary, employees of Branford Elementary, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.
- SECTION 2:** There shall be members elected to the Council from each of the following constituent groups. A majority (51%) of the members of each School Advisory Council must be persons *who are not employees of the district*. The principal and the executive committee will determine the Council maximum number from each group annually. The SAC shall consist of no less than 10 members and no more than 20 members.
- a) The principal, a permanent member of this Council
  - b) Teachers, minimum of 2 (ie. 3)
  - c) Education Support employees, minimum of one [1]
  - d) Students, minimum of one (1)  
[Mandatory student representatives from High School & Vo-tech are mandatory; Optional: Middle/Jr High School student members; **Elementary students may not be Council members (ss1001.452)**]
  - e) Parents/Guardians, minimum of 5
  - f) Business and Community members, minimum of four (4)
  - g) Appointments, those appointed by the principal or school board to comply with Florida Law requiring the Council to be representative of the ethnic, racial, and economic community served by the school
  - h) Alternates may be elected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from 3 or more meetings and must be replaced.
- SECTION 3:** Elections shall take place annually, during the last SAC meeting of the school year for a term of 1 year(s). Community persons serve for one year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term.
- a) Teachers: will be nominated and elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
  - b) Education Support Employees: will be nominated and elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
  - c) Students: will nominate and elect members from the Student Government at the first meeting of the school year. "Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students." [ss.1001.452]
  - d) Parents: nominations/volunteers will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions during August. Nominations/volunteers will be accepted for a designated period of 7 days; at that time a letter/ballot will be sent home with students. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or designee of the SAC. Voting by ballot will be waived for that school year if the amount of nominations/volunteers is the parent/guardian SAC membership number needed for that school year. Representatives must have a child/ward enrolled at Branford Elementary.
  - e) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Branford Elementary. Business/Community members may be nominated by the principal or by a Councils member and be approved by the Council.
  - f) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.

- SECTION 4:** If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.
- a) A vacancy occurs with resignation or absenteeism as defined as three regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.
  - b) Vacancies also occur when school employees or students of Council members are transferred.

#### **ARTICLE VI: OFFICERS AND ELECTION**

- SECTION 1:** SAC officers shall be elected from the current SAC membership in May and serve their term through the following school year. Election to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the Council to fill an officer position, the general public and alternates may be considered for the position(s) and will become members representing their respective peer groups.
- SECTION 2:** Officers and their election:
- a) The officers of the Council shall consist of one chair, one vice-chair, one treasurer, one secretary, and one corresponding secretary or two co-chairs, one treasurer, one secretary, and one corresponding secretary as agreed upon by the Council.
  - b) Election of SAC officers shall be conducted prior to May 30th of each year; however, the election of SAC officers in a particular year may be postponed until September of a year if two-thirds of a quorum of SAC members votes for such postponement prior to May 30th of that calendar year.
  - c) Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year or until his/her successors are elected.
  - d) A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless agreed upon by a consensus of the Council.
- SECTION 3:** Nominating committee:
- a) There shall be a nominating committee composed of two (2) members appointed by the chair at a regular meeting at least one month prior to the election of officers.
  - b) The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the election meeting at which time additional nominations may be made from the floor.
  - c) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- SECTION 4:** Vacancies:
- A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of Council, notice of such election having been given. In case a vacancy occurs in the office of chair, the vice-chair shall assume the chair for the remainder of the term.

#### **ARTICLE VI: DUTIES OF OFFICERS**

- SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition the Chair:
- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
  - b) Shall coordinate the SAC meeting agenda.
  - c) Shall monitor SAC membership for vacancy replacement.

- SECTION 2:** The Vice-Chair/Co-chair shall act as an aide to the chair and shall perform the duties of the chairman on the absence or disability of that officer.
- SECTION 3:** Treasurer (if there is no treasurer, then the vice-chair shall assume the duties of the treasurer)
- a) The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying Council of current balances of SAC funds, watching budgeted items, collecting and maintaining data on approved expenditures, and collecting the reports on how much is actually spent.
- SECTION 4:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.
- a) SAC minutes will be available for public inspection and kept on school premises.
  - b) SAC minutes will record attendance and decisions made by the Council.
- SECTION 5:** Corresponding Secretary shall distribute the SAC minutes and agenda, and perform such duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary.
- SECTION 6:** All officers shall deliver to their successors all official materials prior to July 1.

#### **ARTICLE VIII: EXECUTIVE BOARD**

- SECTION 1:** The executive committee shall consist of the elected officers (chair, vice-chair/co-chairs, treasurer, secretary, and corresponding secretary) and the principal.
- SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between Council meetings, which must be later ratified by the Council by consensus.
- SECTION 3:** The majority of the executive committee shall constitute a quorum.

#### **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

- SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.
- SECTION 2:** The chair of each school improvement committees shall present a plan of work to the Council for approval.
- SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the Council.

#### **ARTICLE X: MEETINGS**

- SECTION 1:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings.
- SECTION 2:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.
- SECTION 3:** A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 7 and at least two (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council.



- SECTION 4:** Meetings will have 3-days' written advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]
- SECTION 5:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.
- SECTION 6:** All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.
- SECTION 7:** Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any Council member or public may present an item for future consideration or discussion.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XIII: AMENDMENTS**

- SECTION 1:** These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present and voting, or by proxy (refer to Article V, Section 3) Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.
- SECTION 2:** The amendment shall become effective upon receipt of approval from [Name of County] County School Board.
- SECTION 3:** A bylaw committee may be appointed annually to review the bylaws.

Branford Elementary School Advisory Council By-laws

Approved: by the SAC Committee on 9/10/18

**SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR**

SCHOOL NAME: **SUWANNEE PRIMARY SCHOOL**

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are not employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)					
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M
<b>Chairperson:</b> Kelly Gill						X		X					
<b>Vice Chairperson:</b> Jennifer Wooley					X			X					
<b>Secretary/Treasurer:</b> Liza Olges						X				X			
Members: (please list alphabetically)													
Adam Bricker							X	X					
Kathia Cordero						X				X			
Rhoda Crews				X				X					
Shannon Daniel				X				X					
Rosa Davis				X				X					
Kelly Driggers					X			X					
Kathryn Driver						X		X					
Elaine Estrada						X				X			
Arum Han						X						X	
Shelanie Hassan						X				X			
Susie Helvenston				X				X					
Kelli Hicks						X		X					
Kalie Hingson						X		X					
Stephanie Mason						X		X					
Sonia Morales						X				X			
Mandy Ramsey				X				X					
Sasharine Richardson						X				X			
Reva Rosado						X		X					

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

**Duplicate Form as Necessary**

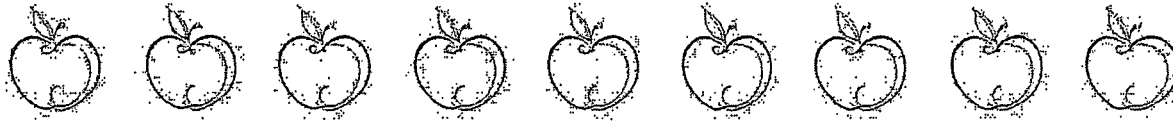
**SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR**

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)					
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M
Martha Southerland				X				X					
Marsha Tedder													
Dora Townsend					X			X					
Michele Turman				X				X					
		Enter TOTAL											
		Enter Percentage of Total SAC Membership											

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

**Duplicate Form as Necessary**



## **BY – LAWS**

### **School Advisory Council for Suwannee Primary School**

#### **Article I: Name**

The name of this organization is the *School Advisory Council for Suwannee Primary*, hereby known as the SAC.

#### **Article II: Purpose**

The purpose of SAC shall be to assist in preparation and evaluation of the school improvement plan, advise the Principal in matters pertaining to the school's educational program, perform functions as prescribed by regulations of the School Board and to provide such assistance as the Principals may request in preparing each school's separate budgets and plans.

#### **Article III: Membership**

Council members shall include the school principal and an *appropriately balanced* number of teachers, parents, business and community members, as designated by state guidelines. As an appropriately balanced SAC:

1. Membership shall be representative of the ethnic, racial and economic community served by the council.
2. Membership will be made up of approximately 75% parents and community members and 25% school personnel.
3. Membership will include:
  - a. The SPS school principal.
  - b. One (1) classroom teacher and one (1) special teacher, representing grades Pre-K through first.
  - c. One (1) support employee, elected by support personnel.
  - d. Twelve (12) parent members, with one (1) parent from Pre-K, five (5) parents from kindergarten and six (6) parents from first grade. The parent members will be elected by parents of SPS.
  - e. Six (6) school business partners/community members.

#### **Article IV: Organization**

The SAC shall hold an organization meeting no later than August 31<sup>st</sup>. The following should be included in the organization meeting:

1. Introduction of the SAC membership.
2. Election of Officers:
  - a. Chair person and Co-Chair
  - b. Secretary
3. Establishment of meeting times and dates.
4. Orientation to the:
  - a. Role and responsibilities of SAC members,
  - b. Sunshine Law, and
  - c. SAC By-laws.
5. Overview of the Evaluation of last year's SPS School Improvement Plans.
6. Report on Outcome Assessments for SPS.
7. Discussion/suggestions for revising the school improvement plan goals, objectives, and/or strategies.

#### **Article V: Term of Office**

1. There will be four (4) designated ex-officio members on the SAC consisting of at least: one (1) assistant principal, one (1) district representative and one (1) Pre-k representative.
2. All SAC members will serve for a one (1) year term.
3. Members who wish to resign must notify the principal in writing and/or by email.
4. Replacement of members during the year will be appointed by the principal.
5. Members will be replaced after two (2) consecutive, unexcused absences, in accordance with state guidelines. Members are expected to contact the school office if they are unable to attend or send a substitute in their place (such as a spouse, staff member, etc.)

#### **Article VI: Meetings**

The SAC shall meet as often as the members deem necessary, but must meet at least eight (8) times during any school year. Five (5) days advanced notice in writing will be given to the members. It will be posted on the marquee and phone calls will be made. Meetings will be scheduled at a time that is convenient for members and the public to attend. At least a 50% member quorum is required before voting. Votes may be taken only if a quorum is present.

#### **Article VII: Roles and Responsibilities of the SAC**

The SAC shall have the duties and responsibilities as outlined in state law and School Board policy. It is important that each member of the SAC understand their own role, as well as the roles of the other members. The roles of the SAC membership are described below:

##### **1. Principal**

- a. Serve as the administrator in charge of the school; as chief executive officers with total responsibility to manage all affairs of the school including general control and supervision of all certificated and classified employees assigned to serve in the school.
- b. Work closely and collaboratively with the SAC Chair to plan each meeting and establish the agenda.
- c. Establish, maintain and regularly consult with the School Advisory Council, involving it in decisions in accordance with stated purposes and policies.
- d. Develop and foster positive actions, feelings of trust, and understanding between SAC, community, and staff.
- e. Demonstrate leadership abilities by encouraging the SAC to exercise its advisory role in the school improvement decision-making process.
- f. The SPS school principal will facilitate the annual school improvement process by:
  1. Coordinating the annual needs assessment which includes staff and parent surveys and analysis of both formative and outcome student performance assessments and reporting the results to both the SAC and the school staff.
  2. Facilitating the school Literacy Committee in the drafting of the annual school improvement plan, which will include feedback to and from the school staff and the SAC.
  3. Coordinating and reporting to the SAC and the school the results of the annual School Improvement Evaluation.
- g. Monitoring the implementation of the school SIP and reporting on the progress at each SAC meeting.

## **2. School Advisory Council Chair**

- a. Work closely and collaboratively with the school principal to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
- b. Call the meeting to order, maintain order and properly adjourn the meeting.
- c. Instruct the secretary and other committee members, as appointed, in their duties.
- d. Assure that minutes are taken, prepared, read, approved, and properly filed.
- e. Assure that business is ordered, considered and disposed of properly.
- f. Assure that subcommittees function as directed and that reports are prepared and presented.
- g. Demonstrate an impartial, conscientious arbitration of discussion and debate and insist on fairness in the actions and debate of members.
- h. Respond in a warm, friendly and caring manner to the concerns and needs for recognition of all members and visitors.
- i. Serve as a parent or community member and not part of the school staff as suggested by the Florida Department of Education.
- j. Sign the school improvement plan as documentation of the SAC approval of the final plan for each year.

## **3. Recording Secretary**

- a. Keeps accurate and complete minutes, providing copies to place in the:
  1. District SAC file (send monthly, right after the meeting to the School Board office of the Assistant Supt of Instruction.)
  2. School SAC file (file with Principal's secretary).
  3. SAC Secretary's SAC Notebook (to be available for inspection by members, at any meeting.)
- b. Coordinates with the Principal's secretary to have the previous month's minutes printed, attached to the next meeting agenda, and mailed out to the membership at least one week prior to the next meeting.
- c. Keeps an accurate roll of committees' membership and accurate list of special assignments of duties.
- d. Notifies the Chair and Principal of members with two unexcused absences and/or excessive absences.
- e. Prepares copies of the order of business for presiding officer and committee chair and reminds the presiding officer of the order of business and time limitations, when necessary.

## **4. Parents and Other Community Representatives**

- a. Serve as representatives of the school community, securing suggestions and recommendations from members of the school community.
- b. Function as a committee member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community.
- c. Actively participates regularly in SAC meetings and carry out committee assignments.
- d. Attends at least 80% of the SAC meetings.
- e. Notifies the school in advance if unable to attend a meeting.
- f. Sends a substitute to the meeting when absent, if possible. (Example: spouse or a staff member).
- g. Become knowledgeable about the personnel and material resources of the school and community and the school's educational program through the process of assisting the schools Literacy Team throughout the annual school improvement process:

- 1) Evaluation of the previous year's school improvement plan (SIP).
- 2) Analysis of test data and other needs assessments to determine and prioritize the current needs of the school.
- 3) Revision and development of SIP goals, objectives and strategies based upon prioritized needs for the current year's SIP.
- 4) Build a budget proposal for effectively allocating the school's SAC allocation funds for implementation of the new school improvement plan.
- 5) Participation in ongoing progress monitoring of the schools implementation of their SIP and student performance
- 6) Assist in reporting the school's progress at each SAC meeting.
- g. Assist in obtaining community resources to aid the schools' educational programs.
- h. Serve as communication liaison between the SAC, the community and the school through personal contacts, written reports and in community meetings.
- i. Participate in activities to improve parent and community support and assistance with school-related programs.

**5. Faculty and School Staff Representatives**

- a. and recommendations from all members of the faculty and school staff. Serve as representatives of the faculty and school staff obtaining suggestions
- b. Function as members of the Team to represent the views and interests of the
- c. school staff.
- d. Participate regularly in SAC meetings, by attending at least 80% of the SAC meetings, and carry out committee assignments.
- e. Become knowledgeable about the personnel and material resources of the school and community and the school's educational program through the process of the assisting each school in the annual school improvement process:
  - 1) Evaluation of the previous year's school improvement plan (SIP).
  - 2) Analysis of the current needs of the school (test data, surveys).
  - 3) Revision of SIP goals, objectives and strategies based on needs assessment data.
  - 4) Development of a prioritized budget proposal of expenditures of the schools SAC Budget.
- f. Act as a resource person for the SAC by making available specialized information about the educational program, innovative ideas and available resources.
- f. Assist in identifying community resources that may enhance the implementation of the SIP.
- g. Accept assigned responsibility for assisting in and coordinating the implementation of new programs.
- h. Serve as communication link between the SAC and the school staff, keeping the staff informed of actions and activities of the council.
- i. Participate in efforts to encourage school staff support for goals and activities of the Advisory Council.

SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR

SCHOOL NAME: SUWANNEE ELEMENTARY SCHOOL

ADMINISTRATOR'S SIGNATURE:

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are **not** employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. **Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.**

Typed NAME		Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)					
				S	T	SRP	P	B/C	WNH	BNH	H	AIP	AIAN	M
<b>Chairperson:</b> Bart Boggus								X	X					
<b>Vice Chairperson:</b> N/A														
<b>Secretary/Treasurer:</b> Kay Glass						X			X					
Members: (please list alphabetically)														
Keri Bean						X			X					
Amy Boggus														
Rebecca Carter						X			X					
Dawn Conley							X		X					
Frank Conley							X		X					
Kim Harrell							X		X					
Katie Mims							X		X					
Joyce Warren								X		X				
Tammy Williams						X			X					
						X			X					
			Enter TOTAL											
			Enter Percentage of Total SAC Membership											

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

**Duplicate Form as Necessary**



## **By-Laws**

### **School Advisory Council for Suwannee Elementary School**

**2018-19**

#### **Article I: Name**

The name of this organization is the *School Advisory Council for Suwannee Elementary School hereby known as the SAC.*

#### **Article II: Purpose**

The purpose of SAC shall be to assist in preparation and evaluation of the school improvement plan, advise the Principal in matters pertaining to the school's educational program, and perform functions as prescribed by regulations of the School Board and to provide such assistance as the Principal may request in preparing each school's separate budgets and plans.

#### **Article III: Membership**

Council members shall include the school administration and an appropriately balanced number of teachers, parents, business and community members, as designated by state guidelines. As an appropriately balanced SAC:

1. Membership shall be representative of the ethnic, racial and economic community served by the council.
2. Membership will be made up of approximately 75% parents and community members and 25% school personnel.
3. Membership will include:
  - a. The SES School Principal or Assistant Principal.
  - b. One (1) classroom teacher and one (1) elective teacher.
  - c. One (1) support employee, elected by support personnel.
  - d. Ten (10) parent members.
  - e. Two (2) school business partners / community members.

#### **Article IV: Organization**

The SAC shall hold an organization meeting at the first scheduled meeting. The following should be included in the organization meeting:

1. Introduction of the SAC membership.
2. Election of Officers:
  - a. Chairperson and Co-Chair
  - b. Secretary
3. Establishment of meeting times and dates.
4. Orientation to the:
  - a. Role and responsibilities of SAC members,
  - b. Sunshine Law,
  - c. SAC By-Laws.
5. Overview of the Evaluation of last year's SES School Improvement Plans.
6. Report on Outcome Assessments for SES.
7. Discuss / suggestions for revising the school improvement plan goals, objectives, and / or strategies.

#### **Article V: Term of Office**

1. All SAC members will serve for a one (1) year term.
2. Members who wish to resign must notify the principal in writing and / or by email.
3. Replacement of members during the year will be appointed by the principal.

#### **Article VI: Meetings**

The SAC shall meet as often as the members deem necessary, but must meet at least six (6) times during any school year. Five (5) days advance notice will be given to the members. It will be posted on the school website, Facebook, marquee and/or on the school newsletter. Meetings will be scheduled at a time that is convenient for members and the public to attend. At least a 50% member quorum is required before voting. Votes may be taken only if a quorum is present.

#### **Article VII: Roles and Responsibilities of the SAC**

The SAC shall have the duties and responsibilities as outlined in the state law and School Board policy. It is important that each member of the SAC understand their own role, as well as the roles of the other members. The roles of the SAC membership are described below:

### **1. Administration**

- a. Serve as the administrator in charge of the school; as chief executive officers with total responsibility to manage all affairs of the school including general control and supervision of all certificated and classified employees assigned to serve in the school.
- b. Work closely and collaboratively with the SAC Chair.
- c. Establish, maintain and regularly consult with the School Advisory Council, involving it in decisions in accordance with stated purposes and policies.
- d. Develop and foster positive actions, feelings of trust, and understanding between SAC, community, and staff.
- e. Demonstrate leadership abilities by encouraging the SAC to exercise its advisory role in the school improvement decision-making process.
- f. Monitoring the implementation of the school SIP and reporting on the progress at each SAC meeting.

### **2. School Advisory Council Chair**

- a. Work closely and collaboratively with the school principal.
- b. Call the meeting to order, maintain order and properly adjourn the meeting.
- c. Serve as a parent or community member and not part of the school staff as suggested by the Florida Department of Education.

### **3. Recording Secretary**

- a. Keeps accurate and complete minutes.
  - 1. District SAC file (send monthly, right after the meeting to the School Board office of the Assistant Sup of Instruction.)
  - 2. School SAC file (file with Principal's Secretary/upload to Title I Crate).
  - 3. SAC Secretary's SAC Notebook (to be available for inspection by members at any meeting).
- b. Coordinates with the Principal's secretary to have the previous month's minutes printed, attached to the next meeting agenda, and mailed out to the membership at least one week prior to the next meeting.
- c. Keeps an accurate roll of committees' membership and accurate list of special assignments of duties.

### **4. Parents and Other Community Representatives**

- a. Serve as representatives of the school community, securing suggestions and recommendations from members of the school community.
- b. Function as a committee member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community.
- c. Actively participates regularly in SAC meetings and carry out committee assignments.

- d. Assist in obtaining community resources to aid the schools' educational programs.
- e. Serve as communication liaison between the SAC, the community and the school through personal contacts, written reports and in community meetings.
- f. Participate in activities to improve parent and community support and assistance with school-related programs.

**5. Faculty and School Staff Representatives**

- a. Serve as representatives of the faculty and school staff obtaining suggestions.
- b. Function as members of the Team to represent the views and interest of the school staff.
- c. Participate regularly in SAC meetings.
- d. Act as a resource person for the SAC by making available specialized information about the educational program, innovative ideas and available resources.
- e. Assist in identifying community resources that may enhance the implementation of the SIP.
- f. Accept assigned responsibility for assisting in and coordinating the implementation of new programs.
- g. Serve as communication link between the SAC and the school staff, keeping the staff informed of actions and activities of the council.
- h. Participate in efforts to encourage school staff support for goals and activities of the Advisory Council.

**SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR**

SCHOOL NAME: **SUWANNEE INTERMEDIATE SCHOOL**

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are **not** employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. **Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.**

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)						
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M	
<b>Chairperson:</b> Wendy Stevens				X					X					
<b>Secretary:</b> Sandra Winburn				X					X					
<b>Treasurer:</b> Brandon Fernald								X	X					
Members: (please list alphabetically)														
Jennifer Beach					X				X					
Kristy Chauncey				X					X					
Ashley Davis						X			X					
Lorena Gardner						X				X				
Shari Herron					X				X					
Ashley Lundy						X			X					
Janet Mantooth						X			X					
Darlene Rice				X					X					
Stacey Smith				X					X					
Joyce Warren					X					X				
Derrick Williams						X			X					
Tammy Williams						X			X					
Amy Yarick				X					X					
				X					X					
		Enter TOTAL												
		Enter Percentage of Total SAC Membership												

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

**Duplicate Form as Necessary**

# **Suwannee Intermediate School**

## **SCHOOL ADVISORY COUNCIL BYLAWS**

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### **ARTICLE I: NAME**

The name of this association is Suwannee Intermediate SCHOOL ADVISORY COUNCIL. In these bylaws, the Suwannee Intermediate School Advisory Council may be referred to as the "Council" and/or "SAC."

### **ARTICLE II: GOALS AND PURPOSE**

**SECTION 1:** The goals and purpose of the SAC are:

- a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory body to the principal.
- d) Provide a liaison between the school, school organizations, and the neighborhood community.
- e) To provide an environment that is drug free and protects students' health, safety, and civil rights in the home, school, and community.
- f) To assist the School Board in providing a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, science, reading, writing, and the social sciences and appropriate educational materials, equipment, and teacher-pupil ratio.
- g) To ensure that students compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy life-long decisions.
- h) To ensure that students are prepared to enter the work force or post-secondary education.
- i) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision-making.
- j) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
- k) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
- l) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

### **ARTICLE III: POLICY**

**SECTION 1:** The following are basic policies of the SAC:

- a) The Council shall comply with Florida's Open Government laws, which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to:

1. Council meetings are publically noticed,
  2. Open to the public,
  3. Include public participation,
  4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
  5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
  - c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the Council.
  - d) The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
  - e) The Council shall work with the school to provide quality education for all children and youth and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
  - f) The Council shall deal with issues and policy rather than individuals.

#### **ARTICLE IV: DUTIES AND OBLIGATIONS**

##### **SECTION 1:**

The Suwannee Intermediate School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a School Advisory Council as prescribed by the regulations of Florida statutes or the Suwannee County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The School Advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of the provisions of ss. 1001.42(18) and 1008.345."
- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or through individual expenditures in support of the School Improvement Plan as provided by regulation of the Suwannee County School Board and Florida Law. (ss24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ss1008.36).
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Suwannee County School Board or Florida Law.
- g) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

## ARTICLE V: MEMBERS AND ELECTION

- SECTION 1:** Except as prescribed below, membership in this Council is by election. The constituency of the Council shall be the parents/guardians of students attending *Suwannee Intermediate School*, employees of *Suwannee Intermediate School* and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.
- SECTION 2:** There shall be members elected to the Council from each of the following constituent groups. A majority (51%) of the members of each School Advisory Council must be persons *who are not employees of the district*. The principal and the executive committee will determine the Council maximum number from each group annually. The SAC shall consist of no less than 10 members and no more than 20 members.
- a) The principal, a permanent member of this Council
  - b) Teachers, minimum of three (3)
  - c) Education Support employees, minimum of one [1]
  - d) Students, minimum of one (1) NOT APPLICABLE  
[Mandatory student representatives from High School & Vo-tech are mandatory; Optional: Middle/Jr High School student members; Elementary students may not be Council members (ss1001.452)]
  - e) Parents/Guardians, minimum of five (5).
  - f) Business and Community members, minimum of one (1)
  - g) Appointments, those appointed by the principal or school board to comply with Florida Law requiring the Council to be representative of the ethnic, racial, and economic community served by the school
  - h) Alternates may be elected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from two (2) or more meetings and must be replaced.
- SECTION 3:** Elections shall take place annually, at the beginning of the school year for a term of one (1) year. Community persons serve for one year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term.
- a) Teachers: will be nominated or volunteer and be elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
  - b) Education Support Employees: will be nominated or volunteer and be elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
  - c) Students: will nominate and elect members from the Student Government at the first meeting of the school year. "Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students." [ss.1001.452] NOT APPLICABLE
  - d) Parents: nominations/volunteers will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions during August.  
Nominations/volunteers will be accepted for a designated period of 7 days; at that time, a letter/ballot will be sent home with students. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or designee of the SAC. **Voting by ballot will be waived for that school year if the amount of nominations/volunteers is the parent/guardian SAC membership number needed for that school year. Representatives must have a child/ward enrolled at Suwannee Intermediate School.**
  - e) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Suwannee Intermediate School. Business/Community members may be nominated by the principal or by a Councils member and be approved by the Council.



- f) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.

- SECTION 4:** If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.
- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.
  - b) Vacancies also occur when school employees or students of Council members are transferred.

#### **ARTICLE VI: DUTIES OF OFFICERS**

- SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition the Chair:
- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
  - b) Shall coordinate the SAC meeting agenda.
  - c) Shall monitor SAC membership for vacancy replacement.
- SECTION 2:** The Vice-Chair/Co-chair shall act as an aide to the chair and shall perform the duties of the chair on the absence or disability of that officer.
- SECTION 3:** Treasurer (if there is no treasurer, then the vice-chair shall assume the duties of the treasurer)
- a) The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying Council of current balances of SAC funds, watching budgeted items, collecting and maintaining data on approved expenditures, and collecting the reports on how much is actually spent.
- SECTION 4:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.
- a) SAC minutes will be available for public inspection and kept on school premises.
  - b) SAC minutes will record attendance and decisions made by the Council.
- SECTION 5:** Corresponding Secretary shall distribute the SAC minutes and agenda, and perform such duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary. Not Applicable
- SECTION 6:** All officers shall deliver to their successors all official materials prior to July 1.

#### **ARTICLE VIII: EXECUTIVE BOARD**

- SECTION 1:** The executive committee shall consist of the elected officers (chair, vice-chair/co-chairs, treasurer, secretary, and corresponding secretary) and the principal.
- SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between Council meetings, which must be later ratified by the Council by consensus.
- SECTION 3:** The majority of the executive committee shall constitute a quorum.

#### **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

- SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.
- SECTION 2:** The chair of each school improvement committees shall present a plan of work to the Council for approval.
- SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the Council.

#### **ARTICLE X: MEETINGS**

- SECTION 1:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings.
- SECTION 2:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.
- SECTION 3:** A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 7 and at least two (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council.
- SECTION 4:** Meetings will have 3-days' written advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]
- SECTION 5:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.
- SECTION 6:** All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.
- SECTION 7:** Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting, which shall include a general topic "Open Agenda" wherein any Council member or public may present an item for future consideration or discussion.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XIII: AMENDMENTS**

- SECTION 1:** These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present and voting, or by proxy (refer to Article V, Section 3) Notice of the proposed amendment shall be

distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.

**SECTION 2:** The amendment shall become effective upon receipt of approval from [Name of County] County School Board.

**SECTION 3:** A bylaw committee may be appointed annually to review the bylaws.

Suwannee Intermediate School Advisory By Laws Accepted: October 2, 2018

# SUWANNEE COUNTY SCHOOL DISTRICT ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR

SCHOOL NAME: **SUWANNEE MIDDLE SCHOOL**

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are not employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)					
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M
<b>Chairperson:</b> Theresa Creech						X		X					
<b>Vice Chairperson:</b> Michael Herring						X		X					
<b>Secretary/Treasurer:</b> Linda Straight					X			X					
Members: (please list alphabetically)													
Kim Cohen					X				X				
Shawn Herring					X			X					
Joyce Warren					X				X				
Laura Williams													
		Enter TOTAL											
		Enter Percentage of Total SAC Membership											

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)  
 Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)  
 Duplicate Form as Necessary

## **By-Laws**

### **School Advisory Council for Suwannee Middle School**

#### **Article I: Name**

The name of this organization is the *School Advisory Council for Suwannee Middle hereby known as the SAC.*

#### **Article II: Purpose**

The purpose of SAC shall be to assist in preparation and evaluation of the school improvement plan, advise the Principal in matters pertaining to the school's educational program, and perform functions as prescribed by regulations of the School Board and to provide such assistance as the Principal may request in preparing each school's separate budgets and plans.

#### **Article III: Membership**

Council members shall include the school administration and an appropriately balanced number of teachers, parents, business and community members, as designated by state guidelines. As an appropriately balanced SAC:

1. Membership shall be representative of the ethnic, racial and economic community served by the council.
2. Membership will be made up of approximately 75% parents and community members and 25% school personnel.
3. Membership will include:
  - a. The SMS School Principal or Assistant Principal.
  - b. One (1) classroom teacher and one (1) elective teacher.
  - c. One (1) support employee, elected by support personnel.
  - d. Twelve (12) parent members.
  - e. Five (5) school business partners / community members.

#### **Article IV: Organization**

The SAC shall hold an organization meeting at the first scheduled meeting. The following should be included in the organization meeting:

1. Introduction of the SAC membership.
2. Election of Officers:
  - a. Chairperson and Co-Chair
  - b. Secretary
3. Establishment of meeting times and dates.
4. Orientation to the:
  - a. Role and responsibilities of SAC members,
  - b. Sunshine Law,
  - c. SAC By-Laws.
5. Overview of the Evaluation of last year's SMS School Improvement Plans.
6. Report on Outcome Assessments for SMS.
7. Discuss / suggestions for revising the school improvement plan goals, objectives, and / or strategies.

#### **Article V: Term of Office**

1. All SAC members will serve for a one (1) year term.
2. Members who wish to resign must notify the principal in writing and / or by email.
3. Replacement of members during the year will be appointed by the principal.

#### **Article VI: Meetings**

The SAC shall meet as often as the members deem necessary, but must meet at least six (6) times during any school year. Five (5) days advance notice will be given to the members. It will be posted on the marquee and phone calls will be made. Meetings will be scheduled at a time that is convenient for members and the public to attend. At least a 50% member quorum is required before voting. Votes may be taken only if a quorum is present.

#### **Article VII: Roles and Responsibilities of the SAC**

The SAC shall have the duties and responsibilities as outlined in the state law and School Board policy. It is important that each member of the SAC understand their own role, as well as the roles of the other members. The roles of the SAC membership are described below:

##### **1. Administration**

- a. Serve as the administrator in charge of the school; as chief executive officers with total responsibility to manage all affairs of the school including general control and

supervision of all certificated and classified employees assigned to serve in the school.

- b. Work closely and collaboratively with the SAC Chair.
- c. Establish, maintain and regularly consult with the School Advisory Council, involving it in decisions in accordance with stated purposes and policies.
- d. Develop and foster positive actions, feelings of trust, and understanding between SAC, community, and staff.
- e. Demonstrate leadership abilities by encouraging the SAC to exercise its advisory role in the school improvement decision-making process.
- f. Monitoring the implementation of the school SIP and reporting on the progress at each SAC meeting.

## **2. School Advisory Council Chair**

- a. Work closely and collaboratively with the school principal.
- b. Call the meeting to order, maintain order and properly adjourn the meeting.
- c. Serve as a parent or community member and not part of the school staff as suggested by the Florida Department of Education.

## **3. Recording Secretary**

- a. Keeps accurate and complete minutes.
  - 1. District SAC file (send monthly, right after the meeting to the School Board office of the Assistant Sup of Instruction.)
  - 2. School SAC file (file with Principal's Secretary).
  - 3. SAC Secretary's SAC Notebook (to be available for inspection by members at any meeting).
- b. Coordinates with the Principal's secretary to have the previous month's minutes printed, attached to the next meeting agenda, and mailed out to the membership at least one week prior to the next meeting.
- c. Keeps an accurate roll of committees' membership and accurate list of special assignments of duties.

## **4. Parents and Other Community Representatives**

- a. Serve as representatives of the school community, securing suggestions and recommendations from members of the school community.
- b. Function as a committee member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community.
- c. Actively participates regularly in SAC meetings and carry out committee assignments.
- d. Assist in obtaining community resources to aid the schools' educational programs.
- e. Serve as communication liaison between the SAC, the community and the school through personal contacts, written reports and in community meetings.

- f. Participate in activities to improve parent and community support and assistance with school-related programs.

**5. Faculty and School Staff Representatives**

- a. Serve as representatives of the faculty and school staff obtaining suggestions.
- b. Function as members of the Team to represent the views and interest of the school staff.
- c. Participate regularly in SAC meetings.
- d. Act as a resource person for the SAC by making available specialized information about the educational program, innovative ideas and available resources.
- e. Assist in identifying community resources that may enhance the implementation of the SIP.
- f. Accept assigned responsibility for assisting in and coordinating the implementation of new programs.
- g. Serve as communication link between the SAC and the school staff, keeping the staff informed of actions and activities of the council.
- h. Participate in efforts to encourage school staff support for goals and activities of the Advisory Council.



**SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR**

SCHOOL NAME: **BRANFORD HIGH SCHOOL**

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are not employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)					
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M
<b>Chairperson:</b> Alicia Terry						X		X					
<b>Vice Chairperson:</b> Jeremiah McCall							X	X					
<b>Secretary/Treasurer:</b> Cathy Glass						X		X					
Members: (please list alphabetically)													
Angela Blalock						X		X					
Ritchie Glass			X					X					
Terry Huddleston													
Lindsey Ramsey				X				X					
Carl Manna					X			X					
Buffie Wingate						X		X					
Angela Wood					X			X					
		Enter TOTAL											
		Enter Percentage of Total SAC Membership											

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

Duplicate Form as Necessary

# **Branford High School**

## **SCHOOL ADVISORY COUNCIL BYLAWS**

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### **ARTICLE I: NAME**

The name of this association is: Branford High School SCHOOL ADVISORY COUNCIL. In these bylaws, the Branford High School School Advisory Council may be referred to as the "Council" or "SAC."

### **ARTICLE II: GOALS AND PURPOSE**

#### **SECTION 1:**

The goals and purpose of the Council are:

- a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory body to the principal.
- d) Provide a liaison between the school, school organizations and the neighborhood community.
- e) To provide an environment that is drug free and protects students' health, safety and civil rights in the home, school and community.
- f) To assist the School Board in providing a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, science, reading, writing, and the social sciences and appropriate educational materials, equipment and teacher-pupil ratio.
- g) To ensure that students compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy life-long decisions.
- h) To ensure that students are prepared to enter the work force or post-secondary education.
- i) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
- j) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
- k) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
- l) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

### **ARTICLE III: POLICY**

#### **SECTION 1:**

The following are basic policies of this Council:

- a) The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to:

1. Council meetings are publically noticed,
  2. Open to the public,
  3. Include public participation,
  4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
  5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
  - c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the Council.
  - d) The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
  - e) The Council shall work with the school to provide quality education for all children and youth and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
  - f) The Council shall deal with issues and policy rather than individuals.

#### **ARTICLE IV: DUTIES AND OBLIGATIONS**

**SECTION 1:** The Branford High School School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory Council as prescribed by the regulations of Florida statutes or the Suwannee School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of the provisions of ss. 1001.42(18) and 1008.345."
- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Suwannee County School Board and Florida Law. (ss24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ss1008.36).
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Suwannee County School Board or Florida Law.
- g) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

## ARTICLE V: MEMBERS AND ELECTION

- SECTION 1:** Except as prescribed below, membership in this Council is by election. The constituency of the Council shall be the parents/guardians of students attending Branford High School employees of Branford High School, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.
- SECTION 2:** There shall be members elected to the Council from each of the following constituent groups. A majority (51%) of the members of each School Advisory Council must be persons *who are not employees of the district*. The principal and the executive committee will determine the Council maximum number from each group annually. The SAC shall consist of no less than 10 members and no more than 20 members.
- a) ~~The principal, a permanent member of this Council~~
  - b) ~~Teachers, minimum of \_\_\_\_ (ie. 3)~~
  - c) ~~Education Support employees, minimum of one (1)~~
  - d) ~~Students, minimum of one (1)~~  
~~[Mandatory student representatives from High School & Vo-tech are mandatory; Optional: Middle/Jr High School student members; Elementary students may not be Council members (ss1001.452)]~~
  - e) ~~Parents/Guardians, minimum of \_\_\_\_~~
  - f) ~~Business and Community members, minimum of one (1)~~
  - g) ~~Appointments, those appointed by the principal or school board to comply with Florida Law requiring the Council to be representative of the ethnic, racial, and economic community served by the school~~
  - h) ~~Alternates may be elected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from 2 or more meetings and must be replaced~~
- SECTION 3:** Elections shall take place annually, at the ~~(detail here the month or whether it is beginning or end)~~ of the school year for a term of ~~\_\_\_\_~~ year(s). Community persons serve for one year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term.
- a) Teachers: will be nominated and elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
  - b) Education Support Employees: will be nominated and elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
  - c) Students: will nominate and elect members from the Student Government at the first meeting of the school year. "Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students." [ss.1001.452]
  - d) Parents: nominations/volunteers will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions during August. Nominations/volunteers will be accepted for a designated period of 7 days; at that time a letter/ballot will be sent home with students. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or designee of the SAC. Voting by ballot will be waived for that school year if the amount of nominations/volunteers is the parent/guardian SAC membership number needed for that school year. Representatives must have a child/ward enrolled at Branford High School.
  - e) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Branford High School. Business/Community members may be nominated by the principal or by a Councils member and be approved by the Council.

- f) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.

- SECTION 4:** If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.
- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.
  - b) Vacancies also occur when school employees or students of Council members are transferred.

#### **ARTICLE VI: OFFICERS AND ELECTION**

- SECTION 1:** SAC officers shall be elected from the current SAC membership in June (or May if there is not a meeting in June) and serve their term through the following school year. Election to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the Council to fill an officer position, the general public and alternates may be considered for the position(s) and will become members representing their respective peer groups.

- SECTION 2:** Officers and their election:
- a) The officers of the Council shall consist of one chair, one vice-chair, one treasurer, one secretary, and one corresponding secretary or two co-chairs, one treasurer, one secretary, and one corresponding secretary as agreed upon by the Council.
  - b) Election of SAC officers shall be conducted prior to June 30th of each year; however, the election of SAC officers in a particular year may be postponed until September of a year if two-thirds of a quorum of SAC members votes for such postponement prior to June 30th of that calendar year.
  - c) Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year or until his/her successors are elected.
  - d) A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless agreed upon by a consensus of the Council.

- SECTION 3:** Nominating committee:
- a) There shall be a nominating committee composed of three (3) members appointed by the chair at a regular meeting at least one month prior to the election of officers.
  - b) The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the election meeting at which time additional nominations may be made from the floor.
  - c) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

- SECTION 4:** Vacancies:
- A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of Council, notice of such election having been given. In case a vacancy occurs in the office of chair, the vice-chair shall assume the chair for the remainder of the term.

#### **ARTICLE VI: DUTIES OF OFFICERS**

- SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition the Chair:
- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
  - b) Shall coordinate the SAC meeting agenda.

c) Shall monitor SAC membership for vacancy replacement.

**SECTION 2:** The Vice-Chair/Co-chair shall act as an aide to the chair and shall perform the duties of the chairman on the absence or disability of that officer.

**SECTION 3:** Treasurer (if there is no treasurer, then the vice-chair shall assume the duties of the treasurer)  
a) The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying Council of current balances of SAC funds, watching budgeted items, collecting and maintaining data on approved expenditures, and collecting the reports on how much is actually spent.

**SECTION 4:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.  
a) SAC minutes will be available for public inspection and kept on school premises.  
b) SAC minutes will record attendance and decisions made by the Council.

**SECTION 5:** Corresponding Secretary shall distribute the SAC minutes and agenda, and perform such duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary.

**SECTION 6:** All officers shall deliver to their successors all official materials prior to July 1.

#### **ARTICLE VIII: EXECUTIVE BOARD**

**SECTION 1:** The executive committee shall consist of the elected officers (chair, vice-chair/co-chairs, treasurer, secretary, and corresponding secretary) and the principal.

**SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between Council meetings, which must be later ratified by the Council by consensus.

**SECTION 3:** The majority of the executive committee shall constitute a quorum.

#### **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.

**SECTION 2:** The chair of each school improvement committees shall present a plan of work to the Council for approval.

**SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the Council.

#### **ARTICLE X: MEETINGS**

**SECTION 1:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings.

**SECTION 2:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.

**SECTION 3:** A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 7 and at least two (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council.

- SECTION 4:** Meetings will have 3-days' written advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]
- SECTION 5:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.
- SECTION 6:** All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.
- SECTION 7:** Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any Council member or public may present an item for future consideration or discussion.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XIII: AMENDMENTS**

- SECTION 1:** These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present and voting, or by proxy (refer to Article V, Section 3) Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.
- SECTION 2:** The amendment shall become effective upon receipt of approval from Suwannee County School Board.
- SECTION 3:** A bylaw committee may be appointed annually to review the bylaws.

Branford High School School Advisory Council By-laws Adopted: DATE OF ACCEPTANCE

**SUWANNEE COUNTY SCHOOL DISTRICT  
ADVISORY COUNCIL MEMBERSHIP ROSTER 2018-2019 YEAR**

SCHOOL NAME: **SUWANNEE HIGH SCHOOL**

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

Beginning July 1, 1998, a majority (51%) of the members of each School Advisory Council must be persons who are not employed by the District. Employees of the District may not be parent/business/community representatives in the Advisory Council. **Membership should be representative of the ethnic, racial, and economic community served by the school. Form must be typed.**

Typed NAME	Member Signature	Date: _____	Membership Type* (Please "X" appropriate box)					Racial/Ethnic** (Please "X" appropriate box)						
			S	T	SRP	P	B/C	WNH	BNH	H	API	AIAN	M	
<b>Chairperson:</b> Belinda Fries				X					X					
<b>Vice Chairperson:</b> Tammy Dye						X		X						
<b>Secretary/Treasurer:</b> Carla Blalock					X				X					
Members: (please list alphabetically)														
Tammy Boggus					X			X						
Gary Caldwell					X				X					
Ronnie Gray														
Timothy Jolicoeur			X					X						
Jessica Starling			X					X						
Angie Stuckey					X			X						
		Enter TOTAL												
		Enter Percentage of Total SAC Membership												

Coding: \*Membership Type: S (Student) T (Teacher) SRP (School-Related Personnel) P (Parents) and B/C (Business/Community)

Note: Principal is not coded under Membership Type nor in Racial/Ethnic Type \*\*Racial/Ethnic Category: WNH (White, Non-Hispanic) BNH (Black, Non-Hispanic) H (Hispanic) API (Asian/Pacific Islander) AIAN (American Indian/Alaska Native), and M (Multiracial)

Duplicate Form as Necessary



# **Suwannee High School**

## **SCHOOL ADVISORY COUNCIL BYLAWS**

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### **ARTICLE I: NAME**

The name of this association is: SUWANNEE HIGH SCHOOL ADVISORY COUNCIL. In these bylaws, the Suwannee High School Advisory Council may be referred to as the "Council" or "SAC."

### **ARTICLE II: GOALS AND PURPOSE**

#### **SECTION 1:**

The goals and purpose of the Council are:

- a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory body to the principal.
- d) Provide a liaison between the school, school organizations and the neighborhood community.
- e) To provide an environment that is drug free and protects students' health, safety and civil rights in the home, school and community.
- f) To assist the School Board in providing a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, science, reading, writing, and the social sciences and appropriate educational materials, equipment and teacher-pupil ratio.
- g) To ensure that students compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy life-long decisions.
- h) To ensure that students are prepared to enter the work force or post-secondary education.
- i) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
- j) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
- k) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
- l) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

### **ARTICLE III: POLICY**

#### **SECTION 1:**

The following are basic policies of this Council:

- a) The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to:

1. Council meetings are publically noticed,
  2. Open to the public,
  3. Include public participation,
  4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
  5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
  - c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the Council.
  - d) The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
  - e) The Council shall work with the school to provide quality education for all children and youth and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
  - f) The Council shall deal with issues and policy rather than individuals.

#### **ARTICLE IV: DUTIES AND OBLIGATIONS**

##### **SECTION 1:**

The Suwannee High School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory Council as prescribed by the regulations of Florida statutes or the Suwannee County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory Council shall be the sole body responsible for final decision making at the school relating to implementation of the provisions of ss. ss. 1001.42(18) and 1008.345."
- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Suwannee County School Board and Florida Law. (ss24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ss1008.36).
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Suwannee County School Board or Florida Law.
- g) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

## **ARTICLE V: MEMBERS AND APPOINTMENTS**

- SECTION 1:** Except as prescribed below, membership in this Council is by appointment and/or election. The constituency of the Council shall be the parents/guardians of students attending Suwannee High School, employees of Suwannee High School, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.
- SECTION 2:** There shall be members appointed to the Council from each of the following constituent groups. The principal and the executive committee will determine the Council maximum number from each group annually. The SAC shall consist of no less than 6 members and no more than 20 members.
- a) The principal, a permanent member of this Council
  - b) Teachers, minimum of 2
  - c) Education Support employees, minimum of one [1]
  - d) Students, minimum of two (2)  
[Mandatory student representatives from High School & Vo-tech are mandatory; Optional: Middle/Jr High School student members; Elementary students may not be Council members (ss1001.452)]
  - e) Parents/Guardians, minimum of 2
  - f) Business and Community members, minimum of one (1)
  - g) Appointments, those appointed by the principal or school board to comply with Florida Law requiring the Council to be representative of the ethnic, racial, and economic community served by the school
  - h) Alternates may be selected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from 2 or more meetings and must be replaced.
- SECTION 3:** Member appointments shall take place annually, at the beginning of the school year for a term of 1 year(s). Community persons serve for one year or until his/her successor is appointed. Appointment to an office will automatically extend the SAC membership for the duration of the term.
- a) Teachers: will be nominated and elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
  - b) Education Support Employees: will be nominated and elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
  - c) Students: will nominate and elect members from the Student Government at the first meeting of the school year. "Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students." [ss.1001.452]
  - d) Parents: nominations/volunteers will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions during August.  
Nominations/volunteers will be accepted for a designated period of 7 days; at that time a letter/ballot will be sent home with students. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or designee of the SAC. Voting by ballot will be waived for that school year if the amount of nominations/volunteers is the parent/guardian SAC membership number needed for that school year. Representatives must have a child/ward enrolled at Suwannee High School.
  - e) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Suwannee High School. Business/Community members may be nominated by the principal or by a Councils member and be approved by the Council.
  - f) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.

- SECTION 4:** If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.
- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.
  - b) Vacancies also occur when school employees or students of Council members are transferred.

#### **ARTICLE VI: OFFICERS AND SELECTION**

- SECTION 1:** SAC officers shall be selected from the current SAC membership in June (or May if there is not a meeting in June) and serve their term through the following school year. Selection to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the Council to fill an officer position, the general public and alternates may be considered for the position(s) and will become members representing their respective peer groups.

- SECTION 2:** Officers:
- a) The officers of the Council shall consist of one chair, one vice-chair, one secretary, and one corresponding secretary or two co-chairs, one secretary, and one corresponding secretary as agreed upon by the Council.
  - b) Selection of SAC officers shall be conducted at the first meeting of each year; however, the selection of SAC officers in a particular year may be postponed until September of a year if two-thirds of a quorum of SAC members votes for such postponement prior to June 30th of that calendar year.
  - c) Officers shall assume their official duties upon selection and shall serve for a term of one (1) year or until his/her successors are selected.
  - d) A person can serve more than two (2) consecutive terms in the same office as long as it is agreed upon by a consensus of the Council.

- SECTION 3:** Nominating committee:
- a) There shall be a nominating committee composed of three (3) members appointed by the chair at a regular meeting at least one month prior to the selection of officers.
  - b) The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the selection meeting at which time additional nominations may be made from the floor.
  - c) Only those persons who have consented to serve if selected shall be nominated for or selected to such office.

- SECTION 4:** Vacancies:
- A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by the executive board. In case a vacancy occurs in the office of chair, the vice-chair shall assume the chair for the remainder of the term.

#### **ARTICLE VI: DUTIES OF OFFICERS**

- SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition the Chair:
- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
  - b) Shall coordinate the SAC meeting agenda.
  - c) Shall monitor SAC membership for vacancy replacement.

- SECTION 2:** The Vice-Chair/Co-chair shall act as an aide to the chair and shall perform the duties of the chairman on the absence or disability of that officer.
- SECTION 3:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.
- a) SAC minutes will be available for public inspection and kept on school premises.
  - b) SAC minutes will record attendance and decisions made by the Council.
- SECTION 4:** Corresponding Secretary shall distribute the SAC minutes and agenda, and perform such duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary.
- SECTION 5:** All officers shall deliver to their successors all official materials prior to July 1.

#### **ARTICLE VIII: EXECUTIVE BOARD**

- SECTION 1:** The executive committee shall consist of the appointed officers (chair, vice-chair/co-chairs, secretary, corresponding secretary, high school students and teacher representative) and the principal.
- SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between Council meetings, which must be later ratified by the Council by consensus.
- SECTION 3:** The majority of the executive committee shall constitute a quorum.

#### **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

- SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.
- SECTION 2:** The chair of each school improvement committees shall present a plan of work to the Council for approval.
- SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the Council.

#### **ARTICLE X: MEETINGS**

- SECTION 1:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings.
- SECTION 2:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.
- SECTION 3:** A majority of the executive board, 51%, shall constitute a quorum for the transaction of business in any meeting of this Council.
- SECTION 4:** Meetings will have 3-days' written advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]
- SECTION 5:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.

**SECTION 6:** All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.

**SECTION 7:** Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any Council member or public may present an item for future consideration or discussion.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XIII: AMENDMENTS**

**SECTION 1:** These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present and voting, or by proxy (refer to Article V, Section 3) Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.

**SECTION 2:** The amendment shall become effective upon receipt of approval from [Name of County] County School Board.

**SECTION 3:** A bylaw committee may be appointed annually to review the bylaws.

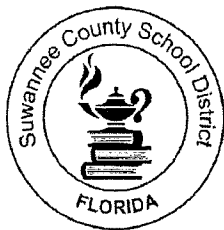
Suwannee High School Advisory Council By-laws Adopted: DATE: 09-20-2018

**SUWANNEE COUNTY SCHOOL DISTRICT STUDENT ENROLLMENT INFORMATION PACKET**  
**SCHOOL OF ENROLLMENT:**

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**SUWANNEE COUNTY SCHOOL DISTRICT**

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Telephone: (386) 647-4600 • Fax: (386) 364-2635  
[www.suwannee.k12.fl.us](http://www.suwannee.k12.fl.us)

**TED L. ROUSH**  
Superintendent of Schools

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

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2

**TIM ALCORN**  
DISTRICT 3

**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

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**2019-2020 ENROLLMENT PACKET**

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**TABLE OF CONTENTS**

CERTIFICATE OF RESIDENCY .....	2
STUDENT REGISTRATION SHEET .....	3
STUDENT RACE/ETHNICITY FORM:.....	4
ANNUAL STUDENT CONTACT FORM .....	5
REQUEST FOR RELEASE OF RECORDS.....	6
PRIOR DISCIPLINE FORM .....	7
OCCUPATIONAL SURVEY .....	8
HOME LANGUAGE SURVEY .....	9
STUDENT RESIDENCY QUESTIONNAIRE.....	10
IT DEPARTMENT STUDENT NETWORK USAGE & INTERNET ACCESS AGREEMENT .....	11
ELECTRONIC DISTRIBUTION OF STUDENT DATA .....	12
ANNUAL EMERGENCY INFORMATION AND HEALTH UPDATE .....	13
NOTIFICATION OF SOCIAL SECURITY COLLECTION AND USE .....	14

**WELCOME TO SUWANNEE COUNTY SCHOOLS!**

For your convenience, you may fill out this form online for data to automatically copy to other pages. Please complete this document entirely and submit a printed copy to your child's school along with his/her Birth Certificate. Your child's enrollment will reflect the name shown on his/her Birth Certificate. To ensure accuracy of records, please also submit your child's Social Security Card. A state-issued ID may also be requested for any parent or guardian to enroll his/her child into Suwannee County Schools. We look forward to educating your child.

## SCHOOL OF ENROLLMENT:

### CERTIFICATE OF RESIDENCY

IN RE: \_\_\_\_\_  
(Last) (First) (Middle)  
(a minor child, as shown on Birth Certificate or Other Official Document)

Student ID \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_ Rt. # \_\_\_\_\_  
(School Use Only)

The relationship of parent/guardian to said student is that of \_\_\_\_\_  
(Mother, Father, Grandparent, Legal Guardian, etc.)

The student has resided with the parent/guardian in the parent's/guardian's home for a period of \_\_\_\_\_  
(Length of time/# of years)

The parent/guardian is the proper person to receive all notices, reports or other communications pertaining to the educational progress and school conduct of the aforesaid minor child. The parent/guardian is the proper person to notify in the event of any emergency involving the aforesaid minor child.

The PRIMARY, true and correct address for the parent/guardian is:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Work, or other Phone Number)

\_\_\_\_\_  
(Initial) I understand that I must notify the school and fill out a new Certificate of Residency immediately if this address changes.

This **Certificate of Residency** is made for the purpose of enrolling the above minor child as a student into the public school system of Suwannee County, Florida, and to ensure that the student is attending the appropriately zoned school/district.

The parent/guardian will notify the Suwannee County School Board of any changes with regard to any of the matters set forth herein above.

Families will need to provide proof of residency upon request (such as a current utility bill, driver's license, or apartment/home rental agreement).

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT, AND ANY FALSE OR MISLEADING STATEMENT MAY RESULT IN MY CHILD BEING TRANSFERRED TO HIS/HER APPROPRIATELY ZONED SCHOOL.

Florida statute 837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## SCHOOL OF ENROLLMENT:

### STUDENT REGISTRATION SHEET

(REGISTRAR USE ONLY)

Date of Entry into Suwannee County Schools \_\_\_\_\_ Teacher \_\_\_\_\_ ☐ Homeless Student ☐ Unaccomp  
☐ Network/Internet ☐ Photo/Electronic Release ☐ No Directory Race \_\_\_\_\_ Grade \_\_\_\_\_ Student ID#: \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Appen \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

911 Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security #: \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother/Guardian Email \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Father/Guardian Email \_\_\_\_\_

Student Lives With: ☐ Both Parents (same address) ☐ Mother ☐ Father ☐ Guardian (Relationship) \_\_\_\_\_  
☐ Shared Responsibility ( Provide legal documentation)

Student DOB \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ ☐ Male ☐ Female Age \_\_\_\_\_

Country of Birth (If not USA) \_\_\_\_\_ Date entered US School \_\_\_\_\_

Immigrant : ☐ (A) are ages 3 through 21; ☐ (B) not born in any state, the District of Columbia, or Puerto Rico ; and ☐ (C) have not attended USA schools for 3 + full academic years; ☐ (D ) Not Applicable

Military: ☐ (1) Active duty in uniformed services; ☐ (2) medically discharged or retired for less than one year; ☐ (3) death during active duty or death as a result of injuries sustained on active duty; for a period of one year after death; ☐ (4) Not Applicable.

Has student attended SCSD previously? ☐ Yes ☐ No Has student attended any Florida Public School previously? ☐ Yes ☐ No

Did student attend Pre-K? ☐ Yes ☐ No Pre-K Year \_\_\_\_\_ Pre-K Location \_\_\_\_\_

Does your child currently hold an IEP, 504 or EP? ☐ Yes ☐ No

Name of previous school: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ District # \_\_\_\_\_ School # \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_

Date of Registration \_\_\_\_\_

School Use Only: Guidance Notified \_\_\_\_\_ Date \_\_\_\_\_ Records Request Date: \_\_\_\_\_

## SCHOOL OF ENROLLMENT:

### STUDENT RACE/ETHNICITY FORM:

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE: \_\_\_\_\_

Please answer **BOTH** questions 1 and 2.

1. Is your child Hispanic or Latino? (Please choose only one.)

- ☐ **No**, my child is not Hispanic or Latino
- ☐ **Yes**, my child is Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. What is your child's race? (Please mark all that apply.)

- ☐ **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American** – A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
- ☐ **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South American (including Central America) and who maintain tribal affiliation or community attachment.
- ☐ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**SCHOOL OF ENROLLMENT:****ANNUAL STUDENT CONTACT FORM**School Year \_\_\_\_\_  
Student ID: \_\_\_\_\_Teacher \_\_\_\_\_  
Grade \_\_\_\_\_ Bus Route # \_\_\_\_\_**STUDENT INFORMATION:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Appen \_\_\_\_\_

Home Phone \_\_\_\_\_ DOB \_\_\_\_\_ ☐ Male ☐ Female Race \_\_\_\_\_ Primary Language \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

911 Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ I understand that I must notify the school and fill out a new Certificate of Residency immediately if this address changes  
(Initial) or does not match the current Certificate of Residency on File.

Mother/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Mother's Email \_\_\_\_\_ Father's Email \_\_\_\_\_

Student Lives With: ☐ Both Parents (same address) ☐ Mother ☐ Father ☐ Guardian (Relationship) \_\_\_\_\_  
☐ Shared Responsibility (Provide legal documentation)

NOTE: If one parent has custody of this child and the other biological parent is NOT permitted to check this child out of school, the school MUST have a copy of the custody papers.

**Please list all siblings of student (including those not enrolled in Suwannee County Schools)**

Brother	Age	Grade	School	Sister	Age	Grade	School

**TRANSPORTATION: Please advise the office immediately of any changes.**

My child goes home each day by: ☐ Parent Pickup at the pickup area ☐ Bus Route # \_\_\_\_\_ Bus address & phone # if not same as above \_\_\_\_\_

Daycare Name: \_\_\_\_\_ Daycare Phone: \_\_\_\_\_ or Other: \_\_\_\_\_

**EMERGENCY CONTACTS: (other than parents)****Only the people you authorize on this form will be allowed to check your child out, NO EXCEPTIONS!**

Photo ID is required when checking your child out. Please include any person that may be contacted in case of an emergency or may pick up your child at some time during the school year.

NAME	PHONE	RELATIONSHIP	CHECK OUT
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**PERMISSION:** I give permission for my child to leave school grounds under supervision of teacher for local class visits in Suwannee County, walking field trips, and other community events. ☐ Yes ☐ No

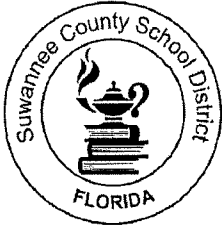
Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

*This information is for contact purposes only and does not change official school records.*

## SCHOOL OF ENROLLMENT:

# REQUEST FOR RELEASE OF RECORDS SUWANNEE COUNTY SCHOOL DISTRICT



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

**TED L. ROUSH**  
Superintendent of Schools

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

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2

**TIM ALCORN**  
DISTRICT 3

**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

Name of Student: \_\_\_\_\_  
(Last) (First) (Middle)

Student's Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_ ☐ Male ☐ Female Withdrawal Date \_\_\_\_\_

The above named student seeks to enroll in \_\_\_\_\_.

### PLEASE LIST ALL SCHOOLS STUDENT HAS ATTENDED WITHIN THE LAST SCHOOL YEAR

Former School: \_\_\_\_\_

Former School City, State: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Former School: \_\_\_\_\_

Former School City, State: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Former School: \_\_\_\_\_

Former School City, State: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### WE REQUEST YOU SEND COPIES OF THE ORIGINAL RECORDS CHECKED BELOW

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> State ID and Alias ID       | <input type="checkbox"/> Discipline Records             | <input type="checkbox"/> Withdrawal Grades         |
| <input type="checkbox"/> FSA/State Test Scores       | <input type="checkbox"/> Behavioral Health Records      | <input type="checkbox"/> Health Records, including |
| <input type="checkbox"/> Most Recent Report Card     | <input type="checkbox"/> Threat Assessment Records      | School Physical, Immunizations,                    |
| <input type="checkbox"/> Education Record, including | <input type="checkbox"/> Full Course History Transcript | Birth Certificate, Social Security                 |
| IEP if ESE, EP if Gifted, ELL if                     | (Preferred via FASTER)                                  | Number, Custodial Parent                           |
| LEP/ESOL   |   | Information <b>(Please include</b>                 |
|  |   | <b>hearing and vision screenings)</b>              |

*Parental permission is no longer required when records are requested by authorized school personnel.  
(Family Educational Rights and Privacy Act, CFR 99.31)*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar/School Secretary

\_\_\_\_\_  
Office Telephone Number

### PLEASE SEND RECORDS TO:

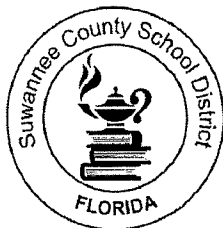
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
1st Request / / 2nd Request / / 3rd Request / /

SCSB Form #5100-049E

Approved: 04/23/13; Revised 04/10/14, 04/25/17, 04/24/18, 03/26/19

## SCHOOL OF ENROLLMENT:

# PRIOR DISCIPLINE FORM SUWANNEE COUNTY SCHOOL DISTRICT



1729 Walker Avenue, SW, Suite 200 • Live Oak, Florida 32064  
Telephone: (386) 647-4600 • Fax: (386) 364-2635  
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DISTRICT 3

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DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

Dear Parent,

You are requested to furnish the following information regarding your child upon registration in a Suwannee County School.

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

Please indicate below:

- ☐ Yes ☐ No My child has had a previous school expulsion.
- ☐ Yes ☐ No My child is currently under expulsion from school.
- ☐ Yes ☐ No My child has an arrest record resulting in a charge.
- ☐ Yes ☐ No My child has been under Juvenile Justice Jurisdiction.
- ☐ Yes ☐ No My child is presently under Juvenile Justice Jurisdiction.
- ☐ Yes ☐ No My child has been placed in an Alternative School setting previously.
- ☐ Yes ☐ No My child is currently placed in an Alternative School setting.
- ☐ Yes ☐ No My child is currently treated for or has been referred for treatment of mental or behavioral health concerns in the past.

If so, please provide details so that we may better serve your child: \_\_\_\_\_

If you answered yes to any of the above, you are required to discuss pertinent history with the principal or designee prior to completing registration.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Sincerely,  
Ted L. Roush  
Superintendent of Schools

SCSB Form #5100-049F

Approved: 04/23/13; Revised 04/25/17, 04/24/18, 09/24/18

## SCHOOL OF ENROLLMENT:

### OCCUPATIONAL SURVEY

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

Parent's Name \_\_\_\_\_ Present Occupation \_\_\_\_\_

This school system is interested in providing help to children whose family has had to move from one school district to another so a member of the family could work/seek work in certain kinds of jobs.

Please assist us in finding out which children we will be able to serve in this special project by filling out this form.

1. Have you, or anyone in your family, crossed state or country lines to work or seek work in one of the following occupations, either full-time or part-time during the last three years?

YES	NO	OCCUPATION OR TYPE OF WORK
<input type="checkbox"/>	<input type="checkbox"/>	FARMING (plowing, planting, cultivating, harvesting, processing of farm crops)
<input type="checkbox"/>	<input type="checkbox"/>	DAIRY WORK (feeding, milking, rounding up)
<input type="checkbox"/>	<input type="checkbox"/>	POULTRY OR EGG FARMS
<input type="checkbox"/>	<input type="checkbox"/>	PLANTING, GROWING OR HARVESTING OF TREES
<input type="checkbox"/>	<input type="checkbox"/>	PINESTRAW BAILING
<input type="checkbox"/>	<input type="checkbox"/>	COMMERCIAL FISHING (fresh/saltwater, crabbing, shrimping, clamming)
<input type="checkbox"/>	<input type="checkbox"/>	FISH FARM
<input type="checkbox"/>	<input type="checkbox"/>	NURSERY WORK (planting, potting, pruning)

If you checked YES in any category above, please continue on and answer Question 2.  
If you checked NO to all items, you may stop at this point.

2. Did your child(ren) move with you? ☐ YES ☐ NO

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address City State Phone Number

Completed Occupational Surveys should be forwarded to:

Juanita Torres  
Migrant Education Program  
(386) 647-4653

## SCHOOL OF ENROLLMENT:

### HOME LANGUAGE SURVEY

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

Check the appropriate box for each of the following questions:

1. Is a language other than English used in the home? ☐ YES ☐ NO

2. Did the student have a first language other than English? ☐ YES ☐ NO

3. Does the student most frequently speak a language other than English? ☐ YES ☐ NO

4. What language is most frequently spoken in the home? \_\_\_\_\_

5. What is the first date of entry into the United States? \_\_\_\_\_

6. What is the first date of entry into a United States School? \_\_\_\_\_

Relationship of person completing the survey:

☐ Mother ☐ Father ☐ Guardian ☐ Self ☐ Teacher ☐ Grandparent

\_\_\_\_\_  
Signature of Person Completing Survey

\_\_\_\_\_  
Date

## SCHOOL OF ENROLLMENT:

### STUDENT RESIDENCY QUESTIONNAIRE

Your child/children may be eligible for additional educational services through Title 1 Part A, Title IX Part A Federal McKinney-Vento Assistance Act. Please answer the following questions to determine eligibility:

If you and/or your family are presently living in one of the following situations:

- ☐ Emergency or transitional shelter or FEMA trailer (A)
- ☐ Family member or friend due to loss of housing, economic hardship or a similar reason; doubled up (B)
- ☐ Car, park, temporary trailer park or campground due to lack of adequate housing, public space, abandoned building, substandard housing, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings. (D)
- ☐ Hotel or motel. (E)
- ☐ Awaiting foster placement. (F)
- ☐ Not in the physical custody of a parent or a guardian (unaccompanied youth). (Y)



IF YOU ARE NOT LIVING IN ONE OF THE SITUATIONS ABOVE, STOP HERE!



Please provide the following information of your school-age child/children. You only have to complete this ONE time.

Student Name	Grade	Student ID	School	Check if on Medicaid
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Have you moved in the past 3 years to seek work in pine straw, farming, dairy, chickens, or other? ☐ Yes ☐ No

Are there any 3 or 4 year old siblings living in the home? ☐ Yes ☐ No

If you marked YES to any questions above, please indicate the cause by placing an "X" in the appropriate box.

- ☐ Mortgage Foreclosure (M)
- ☐ Natural Disaster - Flooding (F)
- ☐ Natural Disaster - Hurricane (H)
- ☐ Natural Disaster - Tropical Storm (S)
- ☐ Natural Disaster - Tornado (T)
- ☐ Natural Disaster - Wildfire or Fire (W)
- ☐ Man - made Disaster (major) (D)
- ☐ Other – i.e., lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc. (O)

Name of Parent(s)/Legal Guardian(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

#### SCHOOL USE ONLY

Print Employee Name

Title

Signature (required)

Date

I certify the above named student qualifies for the Free Lunch Program under the provisions of the McKinney-Vento Act.

McKinney-Vento Liaison Signature

Date

Homeless Liaison Use Only:

- ☐ FOCUS Code Entered
- ☐ Teacher Contact
- ☐ Food Service Contact
- ☐ Love INC



## SCHOOL OF ENROLLMENT:

### STUDENT NETWORK USAGE & INTERNET ACCESS AGREEMENT

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

The Suwannee County Schools Network is an electronic network which serves public education in accessing the Internet. The Internet is an "information highway" connecting thousands of computers and millions of individual people all over the world. Students, teachers, and support staff of Suwannee County Schools with network accounts have access to electronic mail (E-Mail) with the ability to communicate with people all over the world. Information, news, and data can also be received from a variety of world-wide sources.

With access to computers and people all over the world comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Efforts have been made to direct participation to education-related materials only. However, on a global network, it is impossible to control all materials. The Suwannee County School Board has established Acceptable Use Guidelines for all users of technology and the Internet in the school system. ***If any user violates any of these guidelines, his/her access to the network may be terminated and appropriate disciplinary and/or legal action will be taken.***

If you do not wish for your student to access the Suwannee County Schools Network, you may submit a written request to the principal of your desire to remove your student's access to the Suwannee County Schools Network. In that case, your student will only have network access for the purpose of computer-based assessments. Such restriction may cause limitations to your student's schedule as it would restrict the ability for your child to be successful in classes that integrate technology for assigned curriculum. In the absence of written notification to remove network access, the school and the SCSD will assume that neither a parent/guardian of a student objects to the access of the Suwannee County Schools Network.

#### ACCEPTANCE OF GUIDELINES

\_\_\_\_\_  
(Initial) As the parent or guardian of this student, I have read the Acceptable Use Guidelines for technology use and Internet use and understand that Internet access via the Suwannee County Technology Network is being provided for educational purposes only. I further understand that it is impossible for the Suwannee County School System to restrict access to all controversial materials, and I will not hold the Suwannee County School System responsible for materials acquired on the Suwannee County Technology Network. ***I also understand that if my child violates any of the rules of the Acceptable Use Guidelines, the Student Code of Conduct, or the Suwannee County School Board Policies/Rules regarding technology or Internet use, appropriate disciplinary/legal action will be taken.***

I understand that this agreement will be in effect until rescinded through a written request by me, the undersigned.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## SCHOOL OF ENROLLMENT:

### ELECTRONIC DISTRIBUTION OF STUDENT DATA

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

#### PARENT RELEASE

☐ **Option 1** I, as parent/guardian of a student enrolled in a SCSD school, **hereby give SCSD my consent and permission to:** 1) Record said student's participation and appearance on video tape, audio tape, film, photograph, or any other medium; 2) Use said student's name, likeness, voice, and biographical material in connection with these records; and 3) To exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which the SCSD, and those acting pursuant to its authority, deem appropriate. It is specifically understood that the recording may be submitted for use by a school or district newsletter, the local press, the school, or district cable television programming, and the school or district website. I expressly agree and give permission to allow the use of said media in all forms without any royalties, commissions, or other remuneration due to me or any other party, or parties associated with this production. I expressly release and discharge the SCSD from any and all liability that may arise from the use of said media in this manner. Furthermore, I expressly waive any and all privacy rights that would otherwise have been accorded to these recordings or other media in accordance with §1002.20 and §1002.22 (2004), Florida Statutes; **OR**

☐ **Option 2** I **do not give permission** for any of the Parent Release information noted in Option 1 of this area.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness OR School Administrator

\_\_\_\_\_  
Witness Date

*Witnesses required; must be at least 18 years of age, cannot be a current student.*

#### DIRECTORY INFORMATION

The SCSD reserves the right to release "directory information" to the general public without obtaining prior permission from students or parents/guardians. Directory information includes the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, anticipated graduation date, honors and awards received, and diploma conferred. However, a student or his/her parents may notify the principal of the desire NOT to have directory information released. This notification must be submitted in writing to the principal within 30 days of distribution of the Student Conduct and Discipline Code or 30 days after initial enrollment. In that case, this information will not be disclosed except with the consent of a parent/guardian or eligible student, or as otherwise allowed by the Family Educational Rights and Privacy Act. In the absence of written notification to restrict the release of directory information, the school and the SCSD will assume that neither a parent/guardian of a student, or an eligible student, objects to the release of the designated directory information. The SCSD will routinely publish directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. Under provisions of the National Defense Authorization Act and the Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of Armed Forces, etc.) and to post-secondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.

## SCHOOL OF ENROLLMENT:

### ANNUAL EMERGENCY INFORMATION AND HEALTH UPDATE

School Year \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Appen \_\_\_\_\_

Home Phone \_\_\_\_\_ DOB \_\_\_\_\_ ☐ Male ☐ Female Race \_\_\_\_\_ Primary Language \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

911 Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Student Lives With: ☐ Both Parents (same address) ☐ Mother ☐ Father ☐ Guardian (Relationship) \_\_\_\_\_

☐ Shared Responsibility (Provide legal documentation) \_\_\_\_\_

List any health problems, physical disabilities, major illnesses or restrictions your child has and you feel school personnel should know about: \_\_\_\_\_

Does Student wear eye glasses or contact lenses? ☐ Yes ☐ No

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies (if any): \_\_\_\_\_

Medications your child takes on a regular basis: \_\_\_\_\_

#### PERSONS WHO MAY BE CONTACTED IN CASE OF AN EMERGENCY

(PERSONS MUST ALSO BE AUTHORIZED ON THE ANNUAL STUDENT CONTACT FORM TO BE PERMITTED TO CHECK OUT STUDENTS)

NAME	PHONE	RELATIONSHIP	CHECK OUT
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

At some school sites, students receive health services from Suwannee County Health Department personnel.

The Suwannee County School Board, its authorized agents or employees will transport or otherwise deliver any child or ward of the undersigned to Shands at Live Oak or such other hospital as may be reasonably convenient, which is licensed by the state of Florida whenever, in the opinion of the teacher, principal, or other person designated by the principal, an emergency exists with respect to the health or welfare of the child or ward.

Certain Educational records of your child will be shared with the District's health care partners as needed to provide and evaluate health services to students. I understand that my child's medical treatment records created by health care personnel at school may be shared with school officials who have a legitimate educational purpose for accessing such treatment records.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

## SCHOOL OF ENROLLMENT:

### NOTIFICATION OF SOCIAL SECURITY COLLECTION AND USE

In compliance with Florida Statute 119.071(5), Suwannee County School Board issues this notification regarding the purpose of the collection and use of an individual's Social Security Number.

The Suwannee County School Board recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, as required by Florida Statute 1008.386, the Board must request that each student enrolled in the district provide his or her social security number and must use the Social Security Number in the management information system.

The Board further recognizes that under certain circumstances, both as an employer and an education institution, the collection of social security numbers is necessary to be able to properly perform its duties and functions and to ensure that such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's social security number, the Board will secure Social Security Numbers from unauthorized access and will never release them to unauthorized parties. Each student and employee will be issued a unique identification number for reporting purposes unless otherwise prescribed by law.

The Suwannee County School Board collects your social security number only for the following purposes:

Purpose	Statutory Authority	Mandated, Authorized or Business Imperative
Identification and verification – Identity management	Sec. 119.071(5)(a)(2)(a)(III), Fla. Stat. 1008.386, Fla. Stat.	Mandated
Benefit processing	Sec. 6109, I.R.C.	Mandated
Data collection, reconciliation, and tracking	Sec. 6109, I.R.C.	Mandated
Tax reporting	Sec. 6109, I.R.C.	Mandated
Criminal background checks	Sec. 119.071(5)(a)(2)(a)(III), Fla. Stat.	Business Imperative
Billing and payments	Sec. 6109, I.R.C.	Mandated
Payroll administration	Sec. 6109, I.R.C.	Mandated
Garnishments	Sec. 6109, I.R. C.	Mandated
State and federal educational and employment reporting	Sec. 6109, I.R.C.	Mandated
Financial aid programs	Sec. 6109, I.R.C.	Mandated
Vendor applications	Sec. 6109, I.R.C.	Mandated
Independent contractors	Sec. 6109, I.R.C.	Mandated
Employment applications	Sec. 6109, I.R.C.	Mandated
Student admissions - Student record management	Sec. 119.071(5)(a)(2)(a)(III), Fla. Stat. 1008.386, Fla. Stat.	Business Imperative
Volunteer applications	Not applicable	Authorized - SCSB Policy 6.78*

Additionally, Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for RIVEROAK Technical College to collect the Social Security Number of every postsecondary student enrolled. A student may refuse to disclose his/her Social Security Number to RTC, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

All Social Security Numbers are protected by federal regulations and are never released to unauthorized parties.