

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
January 28, 2020

AGENDA

Call to Order –5:55 p.m.

**Assistant Superintendent of Administration – Bill Brothers:**

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

#6.09 Florida Best and Brightest Teacher Scholarship Program (*New*)

Adjourn

<<< >>>

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
January 28, 2020

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Intermediate School

Special Recognition by the Superintendent:

- **Suwannee High School (SHS) NJROTC – Secretary of the Navy Air Rifle Competition**
  - ✓ Levi Bass
  - ✓ Cody Blackburn
  - ✓ Cameron Harrison
  - ✓ Hunter Schenauer

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

### CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes:  
(pgs. 6-21)

December 10, 2019	- Expulsion Issues Hearing (Private)
	- Workshop Session
	- Special Meeting
December 17, 2019	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for December 2019.
3. The Superintendent presents the following bills for the period December 1-31, 2019:

**General Checking Account**

General Fund 1000	\$ 937,836.27
LCIF Fund 3200	20,025.54
Spec Act Revenue Bond Fund 3210	100,919.72
Other Capital Project 3910	23,280.00
Food Service Fund 4100	151,907.11
Federal Fund 4200	<u>117,825.04</u>
	\$ 1,651,793.68

**Payroll Checking Account**

General Fund 1000	\$ 3,345,181.34
Food Service Fund 4100	136,554.90
Federal Fund 4200	<u>341,867.77</u>
	\$ 3,823,604.01

<b><u>Total</u></b>	\$ 5,475,397.69
---------------------	-----------------

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2019-2020:

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

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

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS (New Softball Field)	Cash Donation (\$4,000)	Balanced Chiropractic Institute/ Wade Skinner
SMS (New Softball Field)	Cash Donation (\$5,000)	First Federal Bank Florida (through the Community Foundation for NE Florida)
SHS (New Softball Field)	Cash Donation (\$1,000)	Live Oak Lions Charities

6. The Superintendent recommends approval of an out-of-state trip for Suwannee High School (SHS) NJROTC students, and parent chaperones, to travel to Charleston, SC, on March 19-20, 2020. (*Funded by the NJROTC Booster Club/Fundraising Account.*)

7. The Superintendent presents for informational purposes out-of-state travel for the following employees:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
(*) Doug Aukerman	SHS	03/19-20/2020	NJROTC Annual Trip	Charleston, SC
(*) Debra Kleinsmith	SHS	03/19-20/2020	NJROTC Annual Trip	Charleston, SC
(*) Chris Ringlein	SHS	03/19-20-2020	NJROTC Annual Trip	Charleston, SC
(**) Janene Fitzpatrick	District	02/25-27/2020	Edgenuity Summit	Phoenix, AZ
(***) Lisa Dorris	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN

(\*\*\*)Cindy Johnson Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Carol Warner Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Georgia Chancey Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Jenna Chancey Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Katrina Johnson Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Wendy Jones Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Rebecca Kirby Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Melanie Rickett Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Dawn Shearer Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Edith Underwood Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Julie Verdegem Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN  
 (\*\*\*)Amelia Warner Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN

(\*) *Funded by the NJROTC Booster Club/Fundraising Account.*

(\*\*) *Only expense to the District is airfare.*

(\*\*\*) *Funded by Food Service funds and Suwannee County School Nutrition Association dollars.*

8. 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
Trace	Hayes	Suwannee	Gilchrist	6
Kylee	Twiggs	Suwannee	Columbia	1

9. Human Resources Transactions (pgs. 22-27)

## REGULAR AGENDA

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

#6.09 Florida Best and Brightest Teacher Scholarship Program (*New*)

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

#5.03	Student Assignment ( <i>Revised</i> ) <b>(pgs. 28-29)</b>
#5.031	Student Out of Zone Transfers/Choice ( <i>Revised</i> ) <b>(pgs. 30-37)</b>
#5.032	Postsecondary Enrollment Programs ( <i>Revised</i> ) <b>(pgs. 38-39)</b>
#7.01	School Budget System ( <i>Revised</i> ) <b>(pgs. 40-41)</b>

3. The Superintendent presents the following report for informational purposes:

- a. *Suwannee County District School Board Financial and Federal Single Audit* for the Fiscal Year Ended June 30, 2019 (Copy is available in the office of the Chief Financial Officer.)

4. The Superintendent recommends approval of the Joint Memorandum of Understanding (MOU) for Florida Best and Brightest Teacher Program negotiated between the Suwannee County School Board and the United Teachers of Suwannee County (UTSC) bargaining teams for 2019-2020. (Note: This MOU has been ratified by the UTSC.) **(pgs. 42-47)**

5. The Superintendent recommends approval of revisions to the Suwannee County School District Controlled Open Enrollment Plan **(pgs. 48-62)**

6. Comments from Student Ambassadors

7. Legal Counsel's Report

8. Superintendent's Report

9. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
December 10, 2019

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman 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 (arrived at 1:23 p.m.), and Administrative Secretary Karen Lager.

Administrators and others present: Walter Boatright, Amy Boggus, Bill Brothers, Ethan Butts, Mark Carver, Lisa Dorris, Janene Fitzpatrick (arrived at 1:00 p.m.), Ronnie Gray, Malcolm Hines, Debbie Land, Natasha Pittman (arrived at 1:00 p.m.), Austin Richmond (arrived at 1:45 p.m.), Keith Stavig (arrived at 1:00 p.m.), Angie Stuckey, Marsha Tedder, T.J. Vickers, Kelly Waters, Jimmy Wilkerson, Josh Williams, and Laura Williams.

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

Policy Updates (**pgs. 2-6**) .....Bill Brothers

Mr. Brothers reviewed the following policy:

- Policy #6.09 Florida Best and Brightest Teacher Scholarship Program (*New*)

Facilities Department Update .....Mark Carver

Mr. Carver and Mr. Butts distributed and reviewed handouts for the Facilities Department, which included the following:

- New Administration Building Final Payment Summary
- LED Savings Update
- 2018-2019 Special Maintenance Tracking Sheet
- 2019-2020 Special Maintenance Proposed Spending Plan
- 2019-2020 Technology Proposed Spending Plan
- 2019-2020 Five Year Facilities Work Plan
- 2019-2020 Special Maintenance Tracking Sheet

The workshop recessed at 12:04 p.m. and resumed at 1:00 p.m. (School Board Member Ronald White was not present when the Workshop resumed at 1:00 p.m.)

School Configuration..... Janene Fitzpatrick

Mrs. Fitzpatrick distributed and reviewed a handout regarding HR Configuration Survey to be used in the assignment/placement of teachers currently working in the Live Oak elementary schools; and the School Choice Program Application/Survey for parents to complete for enrollment of their child in the School Choice Program for the Live Oak elementary schools.

Discussion was held with Mark Carver and Ethan Butts regarding a plan/schedule for moving faculty and staff over the summer to their respective school.

Mr. Hines distributed and reviewed the Suwannee County School District 2020-2021 School Choice Program Enrollment Plan.

Mrs. Fitzpatrick shared information regarding the survey she provided to Branford Elementary regarding potential “themed” classes they may want.

Superintendent Update ..... Ted Roush

- Mr. Roush stated that an Executive Session would be held immediately following the Special Meeting today.
- Shared various programs/events being held throughout our schools prior to the Christmas break.
- Received an email from Sharon Hingson regarding mandatory pet shelters in our county; she requested a meeting to share information and ideas with Mr. Roush, Mr. Brothers, and Mr. Hines.

### **Miscellaneous**

Mr. Taylor shared information regarding beginning teacher’s salary that he received last week at the FSBA/FADSS Meeting held in Tampa. They were encouraged to embrace the Governor’s request on the subject for discussion purposes. Mr. Roush shared additional information on the subject.

NOTE: Ronald White never returned to the Workshop after the lunch break.

The workshop adjourned at 2:25 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
December 10, 2019

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason, and Jerry Taylor, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, and Administrative Secretary Karen Lager. School Board Member Ronald White and Chief Financial Officer Vickie DePratter were absent.

Chairman daSilva called the meeting to order at 2:26 p.m.

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

1. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the Human Resources Transactions (pgs. 2-3) MOTION CARRIED UNANIMOUSLY

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

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Daniel Taylor	Planning Period	BHS

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

The meeting adjourned at 2:28 p.m.



SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
December 17, 2019

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, and Administrative Secretary Karen Lager. Assistant Chief Financial Officer Marsha Brown sat in for Chief Financial Officer Vickie DePratter who was absent. School Board Attorney Leonard Dietzen was absent.

UTSC President Eric Rodriguez and School Resource Officer Rachel Rodriguez were present. Student Ambassadors Antonio White and Barrett Young were absent.

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

Student remarks and pledge to the flag by Suwannee Primary School student volunteers.

Special Recognition by the Superintendent:

**2019 National FFA Convention**

- McKayden Wilkerson - National Champion: Agriscience Fair,  
Division 1 Plant Science

**Suwannee High School**

- Pam Williams and Art Students
  - Selected to create ornaments for the 2019 National Christmas Tree display in Washington, D.C.; representing Suwannee High School, our District, and the State of Florida

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:

- UTSC President Eric Rodriguez addressed the Board regarding the Governor's pay plan and rally in Tallahassee on January 13, 2020; he asked Board members if they agree with the beginning teacher salary formula plan. Consensus of the Board was not necessarily in agreement, but felt it was the beginning of dialogue to increase beginning teacher salaries; they felt it would be counterproductive to flat out say no to the plan; also felt the need to be open to discussion to increase not only beginning teacher salaries but teacher salaries in general (including veteran teachers).
- Gabrielle Redfern, with the Community Redevelopment Agency (CRA)/City of Live Oak, addressed the Board regarding Resolution #2020-06R, which is on the agenda, in support of encouraging the USPS to list the Historic Live Oak Post Office on the National Register of Historic Places.

MOTION by Mr. Taylor, second by Mr. Alcorn, for approval to adopt the Regular Agenda, with the exception of Item #7, which was pulled from the agenda.

MOTION CARRIED UNANIMOUSLY

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

Mr. White pulled Items #2, #3, and #4 from the Consent Agenda for separate action.

MOTION by Mr. Alcorn, second by Mr. White, for approval of Items #2, #3, and #4 on the Consent Agenda. Mr. Taylor suggested that if these items were going to be pulled each month, then consider placing them on the Regular Agenda. Mr. daSilva stated that these items are Consent items; Mr. Roush stated that he would be addressing this issue at the end of the meeting under Superintendent comments. MOTION CARRIED four to one; Mr. White voted NO.

MOTION CARRIED UNANIMOUSLY for approval of the remainder 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. Approval of the following Minutes: (pgs. 6-28)

- |                   |                                       |
|-------------------|---------------------------------------|
| November 12, 2019 | - Workshop Session                    |
|                   | - Special Meeting                     |
|                   | - Expulsion Issues Hearings (Private) |
|                   | -                                     |
| November 19, 2019 | - Reorganization Meeting              |
|                   | - Public Hearing                      |
|                   | - Regular Meeting                     |

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

3. The following bills for the period November 1-30, 2019:

**General Checking Account**

General Fund 1000	\$ 592,767.12
LCIF Fund 3200	23,756.49
Food Service Fund 4100	134,935.79
Federal Fund 4200	<u>39,542.96</u>
	\$ 791,002.36

**Payroll Checking Account**

General Fund 1000	\$ 3,175,691.56
Food Service Fund 4100	140,507.66
Federal Fund 4200	<u>373,548.25</u>
	\$ 3,689,747.47

<b><u>Total</u></b>	\$ 4,480,749.83
---------------------	-----------------

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

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-5	III-5	IV-5 (Federal)

5. 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.)

#2020-82      Engagement Agreement between Rumberger, Kirk & Caldwell, P.A. and Suwannee County School District for legal services  
(Note: The original Engagement Agreement was reviewed and approved by legal counsel, Guy Norris, Columbia County School Board Attorney [at that time], and there are no substantive changes to the renewal.) (*Renewal*) (pgs. 29-33)

6. Approval to accept the following donated items:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS (New Softball Field)	Cash Donation (\$1,000)	Live Oak Tire Center, LLC
	Cash Donation (\$5,000)	Suwannee Valley Community Foundation Unrestricted Endowment Fund
SHS (Girls Softball Field; new backstop)	Cash Donation (\$3,500)	Todd Frier and the Suwannee Softball Boosters Club

7. 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
Andrea	Perez Fernandez	Suwannee	Lafayette	5
Daniela	Perez Fernandez	Suwannee	Lafayette	3
Mariana	Perez Fernandez	Suwannee	Lafayette	PK

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Anyeris	Negrin Acosta	BHS	SMS	7

8. Human Resources Transactions (pgs. 34-39)

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

**RETIREMENT: INSTRUCTIONAL:**

Suwannee High School:

Julie Hocutt, Teacher, effective June 30, 2020

**RESIGNATION: INSTRUCTIONAL:**

Suwannee Primary School:

Brandy Geering, Teacher, effective December 9, 2019

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

Suwannee Middle School:

Ashley Rossfield, Custodian, effective November 20, 2019

Transportation:

Christopher Dean, Bus Driver, effective November 15, 2019

**RECOMMENDATIONS: INSTRUCTIONAL:**

RIVEROAK Technical College:

Lydia Mendoza, English Second Language Teacher, effective December 2, 2019

REPLACES: Eden Camejo

Suwannee High School:

Traci Thompson, Allied Health Teacher, non-certificated, effective November 12, 2019

REPLACES: Megan Roush

Suwannee Middle School:

Ashton Petersen, Teacher, (Long-term Substitute), effective November 12, 2019

REPLACES: Jayvis Ward

Seth Stebbins, Teacher, effective December 2, 2019

REPLACES: Chad Bonds

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

Suwannee Elementary School:

Rhonda Furry, Teacher, August 14, 2019 and November 1, 2019, for a total of 6.75 hours.

Suwannee Middle School:

Deanna Burkett, Teacher, October 18, 2019, October 28, 2019, November 6, 2019, and November 12, 2019, for a total of 13 hours.

Suwannee Primary School:

Ronna Williams, Media Clerk, October 23, 2019 through October 25, 2019, for a total of 24 hours.

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
David Arnold	Head M/S Softball Coach	BHS	Kenneth Certain
Erin Clark	Planning Period	BHS	
Matthew Grillo	Assistant Girls' Soccer Coach	SHS	Fred Segura
Sarah Grillo	JV Head Girls' Soccer Coach	SHS	Amanda Mabey
Frank Hufty	Assistant Girls' Basketball Coach	SHS	Francis Cohen

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Tammie McKay	SHS/Teacher	SMS/Teacher	12/2/2019	Rebecca Monroe
Rebecca Monroe	SMS/Teacher	SHS/Teacher	12/2/2019	Tammie McKay

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

Branford Elementary School:

Kathy Ezell, 3 hour Food Service Worker, effective November 13, 2019

REPLACES: Lisa Young

Suwannee High School:

Patricia Williams, Paraprofessional, Temporary, effective December 9, 2019

Transportation:

Jennifer Farrar, Bus Driver, effective November 22, 2019

REPLACES: Pamela Hough

Hope Robinson, Bus Driver, effective November 22, 2019

REPLACES: Christopher Dean

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Michael Herring	SIS/Paraprofessional	SMS/Paraprofessional	12/2/2019	Barbara Tucker
Barbara Tucker	SMS/Paraprofessional	SIS/Paraprofessional	12/2/2019	Michael Herring

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

**Suwannee Primary School:**

Betty Riley, Lead CDA Paraprofessional, tentatively, September 18, 2019 through November 15, 2019, with the option of returning sooner if released by the doctor.

**Transportation:**

Leon Kaczmarek, Bus Driver, tentatively, October 29, 2019 through January 15, 2020, with the option of returning sooner if released by the doctor.

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

**Suwannee Primary School:**

Betty Riley, Lead CDA Paraprofessional, tentatively, November 18, 2019 through January 31, 2020, with the option of returning sooner if released by the doctor.

**Transportation:**

Cathy Reed, Bus Driver, tentatively, November 6, 2019 through January 6, 2020, with the option of returning sooner if released by the doctor.

Charles Livingston, Bus Driver, tentatively, November 19, 2019 through January 6, 2020, with the option of returning sooner if released by the doctor.

**PART-TIME/HOURLY EMPLOYEES:**

Approval for the following employees for the second term 2019-2020

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

**January 1, 2020-June 30, 2020:**

**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
Richard Crockett	ESOL
Jennifer Floyd	GED Test Proctor/TABE Test Examiner
Laura Hernandez	TABE Test Examiner
Ta-Trease Sapp	TABE Test Examiner
Jeff Lee	Test Administrator/Transition Specialist/Chief GED Test Examiner

### **CAREER AND TECHNICAL EDUCATION**

Susan Morgan	Patient Care Technician/Practical Nursing/I.V. Therapy
Greta Thornton	Nail Technician
Kevin Mercer	Welding
Tommy Taylor	Welding
Marivic Blackwell	Phlebotomy
Kelly Grimes	Practical Nursing/Patient Care Technician Clinical Instructor
Hildelita Warren	Practical Nursing/Patient Care Technician Clinical Instructor/I.V. Therapy
Tammy Cunningham	Surgical Technology 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	Welding Art
Tommy Taylor	Welding Art
Derwin Bass	Basic car, home and/or shop maintenance
Julie Dees	Culinary, Cake Decorating
Stasia Dupree	Essential Oils
John Sinclair	Culinary
Becky Raymond	Basic Computers
LaDon Terry	Floral
Melinda Polbos	Culinary
Melissa Hottenstein	Sign Language
Logan Hart	Photography
Ramona Land	IV Therapy
Nancee Murrah	IV Therapy
Paz Kent	Dietary Management Review
Sherry Laks	Arts, Crafts, and Card Making
William Ragan	Auto Painting

### **MISCELLANEOUS:**

#### **Branford Elementary School:**

Approval for the following to work in the after school extended day Pre-K program.

Susan Mackin



**SUBSTITUTES:**

The following to serve as a Substitute Bus Attendants:

Katrina Aikens            Taylor Farrar            Peggy Mead

The following to serve as a Substitute School Nurse District-wide:

Mary Sellgren

The following to serve as Substitute Teachers:

Hannah Hicks            Jennifer Neely

**VOLUNTEERS:**

Janyah Alicea	Georgette Hillard	Jennifer Payne
Christina Batton	Kalie Hingson	Kecia Robinson
Brittany Blanton	Catherine Holtzclaw	Stephanie Sampson
Kimberly Boatright	Lori Hughes	Jesse Schimpfle
Bradley Bracewell	Amanda Hurst	Steven Sexton
Karen Braun	Camdyn Hurst	Daniel Skelly
Jennifer Cameron	Sara Jenkins	Stacey Smith
Elizabeth Cobin	Jessica Johnson	Canary Stephens
Aqua Cofield	Marian Johnson	Barandah Taylor
James Driggers	Martha Jones	Jerry Taylor
Whitney Dubose	Samantha Land	Jamie Wachter
Sandra Fountain	Rovon Lawson	Tina West
Larry Giddens	Victor Lopez	Timothy Wiggins
Teri Giddens	Helen Lynn	Danny Williams
Samantha Goldstein	Jimmy Lynn	Derrick Williams
Franklin Gonzalez	Jacquelyn Miara	Laura Williams
Edward Harris	Jeffrie Miara	Jacob Williamson
Gracelynn Harris	Elizabeth Mitchell	Kayla Williamson

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

## REGULAR AGENDA

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

#6.09 Florida Best and Brightest Teacher Scholarship Program (*New*)  
(pgs. 40-44)

Mr. Brothers noted that the copy in the packet does not include changes discussed at the December 10 workshop; however, changes will be made to the policy as discussed.

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the Suwannee County School Board Internal Accounts Audit for fiscal year end June 30, 2019.

Mr. Alcorn expressed concern with the repetitive findings pertaining to issue of deposits and receipts every year. Mr. Roush stated that our bookkeepers do the best they can, and he also mentioned the strain on teachers with having to submit daily deposits to their respective bookkeeper with regards to fundraisers, etc., as well as the time involved along with daily classroom management. Ms. Cason stated that her past experience agrees that majority of the time teachers do not have time to submit daily deposits. Mr. Taylor stated he feels the issues will be addressed; however, he felt concern was warranted.

MOTION CARRIED UNANIMOUSLY

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

#2020-06R      A Resolution of the Suwannee County School Board, Live Oak, Florida; encouraging the United States Postal Service to formally nominate the Live Oak Main Post Office, located at 400 Ohio Avenue/Dr. MLK Jr. Avenue, South, to the National Register of Historic Places; repealing all resolutions in conflict; providing severability and providing for an effective date  
(New) (pgs. 45-47)

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of District participation in the *2020 Commissioner's Academic Challenge*, Florida's high school academic tournament, scheduled for April 16-18, 2020, in the amount of \$2,000. MOTION CARRIED UNANIMOUSLY
5. MOTION by Mr. Taylor, second by Ms. Cason, for approval for the final pay application to Gray Construction Services, Inc. for the New District Office/Admin. Building Project in the amount of \$100,919.72. MOTION CARRIED four to one; Mr. White voted NO.
6. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the Florida Department of Education Five Year Facilities Work Plan for fiscal year 2019-2020. (A copy is available for review in the office of the Director of Facilities.)

Mr. White asked that the Five Year Facilities Work Plan be workshopped and discussed periodically (i.e., quarterly), instead of once a year.

MOTION CARRIED UNANIMOUSLY

- ~~7. The Superintendent recommends approval of the Suwannee County School District 2020-2021 School Choice Program Enrollment Plan for the Live Oak elementary schools (Suwannee Pineview Elementary, Suwannee Riverside Elementary, and Suwannee Springcrest Elementary). (pgs. 48-51)~~

8. Comments from Student Ambassadors – No comments/reports.

9. Legal Counsel's Report – No report.

10. Superintendent's Report

- Distributed and reviewed a handout titled *Governor's Legislative Budget Request – The Bolder, Better, Brighter Future Budget*. He shared information from a FADSS perspective to try and have dialogue with our legislative representatives in the upcoming months to push for additional dollars for veteran teachers and non-instructional salary schedules, in addition to beginning teacher salaries.
- Making progress on school configuration for the Live Oak elementary schools; update will be provided at the January workshop.
- At the FSBA/FADSS meeting recently, he witnessed various districts branding and advertising of their school districts, which goes along with what our District has been doing. He distributed and reviewed a handout on SUNSPRA; T.J. Vickers will become a member of this organization.
- Working with Mark Carver on signage, playground equipment, etc., with regards to school configuration; more details will be provided in a future workshop.
- Budget and budget planning will begin after the first of the year; purchase order cut off is in the near future as well. He stated that, after he speaks with Mrs. DePratter, he will be asking the Board to revise policy to establish a slightly higher goal than the current goal of 3% general fund reserve balance; he feels that 5% would be a realistic goal. We need to take preventative proactive steps in budgetary planning. Mr. White stated that he agrees with increasing the general fund reserve balance, but felt we need to look at a goal of 8-10%; however, continue to work towards the 5%. Mr. White stated that if we work to increase the general fund reserve balance, he would no longer pull Consent Agenda items #2, #3, and #4 each month. Mr. Roush stated that the schools would be held harmless.
- Five Year Facilities Work Plan – Will need to have ongoing conversation to help prioritize projects; issues with transportation, property values, etc.; continue to explore our options.
- Wished everyone a Merry Christmas and Happy New Year. Thanked everyone for their hard work and dedication—half way through! Be safe!

### **Miscellaneous**

Mr. DaSilva asked Patrick Taylor to share information regarding the new SHS girls' softball field backstop. Mr. Taylor distributed and reviewed a handout on the proposed project.

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

- Board members wished everyone a Merry Christmas and Happy New Year!
- Mr. White asked T.J. Vickers to share the information regarding LED savings throughout the District with the community, via our District website. Expressed appreciation to the students who participated in tonight's Board meeting, along with the pledge, prayer, and musical song. Expressed appreciation to the Superintendent for his efforts on working towards increasing the general fund reserve balance. Expressed concern with our school buses; would like to discuss how to capture funds to purchase additional buses.
- Mr. Taylor expressed concern regarding the teacher salary issue; feels the Governor's proposal for base student allocation is not sufficient for operation of school districts. Need to reach out to our Student Ambassadors regarding their attendance at Board meetings. Attended various school events recently and very proud of our students. Thanked everyone for their hard work and dedication. Applauded the Superintendent for the need to address the financial issue of the District. Mr. Roush noted that Student Ambassador Antonio White sent him a message earlier that he was not able to attend the Board meeting tonight due to band practice.
- Mr. Alcorn stated that he has attended various school events recently and very proud of our students.
- Mr. daSilva shared that he received the second interim report of the state wide grand jury regarding the failure of those school districts that have not complied with the Marjory Stoneman Douglass Public Safety Commission mandate. The grand jury is recommending funding for districts; they want DOE to make all school districts be in compliance; and they completely support the Guardian Program being implemented in all school districts in Florida. Mr. daSilva applauded our District for stepping up and being in compliance. Mr. Roush stated he is proud of the position our Board took in supporting and implementing the Guardian Program.

The meeting adjourned at 7:49 p.m.

**JERRY TAYLOR**  
DISTRICT 1  
**CATHERINE CASON**  
DISTRICT 2  
**TIM ALCORN**  
DISTRICT 3



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

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

**TED L. ROUSH**  
Superintendent of Schools

## **MEMORANDUM**

**TO:** Ted L. Roush, Superintendent of Schools  
**FROM:** Walter Boatright, Director of Human Resources *WB*  
**DATE:** January 16, 2020  
**RE:** Human Resources Transactions for January 28, 2020  
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**  
**January 28, 2020**

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

**FROM:** Ted Roush/RS  
Ted L. Roush, Superintendent of Schools

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

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

**RESIGNATION: INSTRUCTIONAL:**

Suwannee Opportunity School:

Jeremy Griswold, Teacher, effective December 31, 2019

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

Food Service:

Amoreena Miller, 6-hour Food Service Worker, effective January 17, 2020

Transportation:

Deseree Ansley, Bus Driver, effective January 13, 2020

Charles Livingston, Bus Driver, effective January 6, 2020

**RETIREMENTS: INSTRUCTIONAL:**

Suwannee Middle School:

Melissa Cameron, Teacher, effective June 30, 2020

Celia H. Hodge, Teacher, effective June 30, 2020

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

Branford High School:

Sharon Cregg, Custodian, effective January 13, 2020

**RECOMMENDATIONS: INSTRUCTIONAL:**

RIVEROAK Technical College:

Ashley Cato Conner, LPN Instructor, Non-Certificated, PT Hourly Clinicals

Ramona Land, LPN Instructor, Non-Certificated, PT Hourly Clinicals

Suwannee Middle School:

Jennifer Turner, Teacher, (Long-term Substitute), effective January 7, 2020

REPLACES: Jeffrey Johnson

Suwannee Opportunity School:

Jazmin Marrero-Guerra, Teacher, effective January 8, 2020

REPLACES: Jeremy Griswold

Suwannee Primary School:

Jamie Cato, Teacher, effective January 6, 2020

REPLACES: Brandy Geering

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Melinda Ahrens	Instructional Leadership	SMS
Frank Allen	Varsity Assistant Football Coach ( <i>Half</i> )	SHS
Barbara Barker	Planning Period	SHS
Kary Black	Majorette Sponsor	SHS
Kary Black	Auxiliary Sponsor	SHS
Kathryn Bower	Instructional Leadership	SMS
Michael Braun	Varsity Assistant Football Coach ( <i>Half</i> )	SHS
Annette Chauncey	Instructional Leadership	SMS
Keith Cherry	Varsity Assistant Football Coach ( <i>Half</i> )	SHS
Nahjawan Dukes	Varsity Assistant Football Coach ( <i>Half</i> )	SHS
Lisa Gray	Instructional Leadership	SMS
Glen Green	Varsity Assistant Football Coach ( <i>Half</i> )	SHS
Kyler Hall	JV Head Football Coach	SHS
Hetti Jeannie Harry	Instructional Leadership	SMS
Brantly Helvenston	Instructional Leadership	SMS
Angela Hicks	Instructional Leadership	SMS
Frank Hufty	Varsity Assistant Football Coach ( <i>Half</i> )	SHS
Amanda Hurst	Instructional Leadership	SMS
Herbert Hutchison	Instructional Leadership	SMS
Daniel Marsee	JV Assistant Football Coach	SHS
Abigail Rodriguez	Assistant Band Director	SHS
Abigail Rodriguez	Dance Troupe Sponsor	SHS
Lauren Leake (Suggs)	M/S Girls' Basketball Coach	BHS
Seth Stebbins	M/S Boys' Track Coach	SMS

**ESE SUPPLEMENTS 2019-2020:**

Michelle Adams	Connie Leavitt	Shannon Roberts
Amy Allen	Kevin Lewis	Stefani Santos
Lauren Belcher	Holly Marsee	Stacie Swartz
Kate Bromley	Tammy McKay	Michelle Thompson
Justin Bruce	Melissa McKire	Lacey Van Etta
Cynthia Frye	Elizabeth Mitchell	Rowna Valin
Cristina Herrington	Rebecca Monroe	Elizabeth Vann
Kimberly Hudson	Cathy Nicely	Jessica Wagner
Kelly Jackson	Audrey Peake	Linda Whitley
Hannah Johnson	Robert Phillips	Vernon Wiggins
Vera Knighton	Lindsey Ramsey	Kenneth J Wingate
Lynn Lawrence	Darlene Rice	Jennifer Wooley



**GIFTED SUPPLEMENTS 2019-2020:**

Emily Blackmon  
Traci Green  
Rhoshonda Herring  
Karen Koon  
Joyce McIntosh  
Laura Roberts  
Theda Roper  
Lorena Urban  
Kimberly Warren

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

**District Office:**

Cortney Flowers, Administrative Secretary I, January 21, 2020  
REPLACES: Jillian Herron

**Suwannee Middle School:**

Dawn Willms, Custodian, effective December 10, 2019  
REPLACES: Ashley Rossfield

**Suwannee Opportunity School:**

Courtney McHugh, Paraprofessional, effective January 8, 2020  
REPLACES: Ronald Tucker

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

**Transportation:**

August Schomburg, Bus Driver, December 5, 2019 through December 13, 2019, without pay.

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

**Suwannee Middle School:**

Verhonda Morris, Paraprofessional, November 21-22, 2019, for a total of 14.5 hours.  
Barbara Tucker, Paraprofessional, November 15, 2019, for a total of 7.25 hours.

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

**Suwannee Primary School:**

Sarah McIntosh, Paraprofessional, tentatively, December 16, 2019 through April 6, 2020, without pay.

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

**Suwannee Primary School:**

Vanessa Isidro Mares, Paraprofessional, tentatively, February 17, 2020 through March 30, 2020, with the option of returning sooner if released by her doctor.

**PART-TIME/HOURLY EMPLOYEES:**

Approval for the following employees for the second term 2019-2020:

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

**January 1, 2020-June 30, 2020:**

**ADULT EDUCATION**

Cynthia Frye	Adult Basic Education
Lydia Mendoza	ESL/ABE/GED Prep

**COMMUNITY EDUCATION**

Wendy Perrin	Vinyls/Crafts
--------------	---------------

**MISCELLANEOUS:****Student Services:**

Approval for the following staff to work up to 32 additional hours for the purpose of monitoring and compliance of ESE programs at school sites. They will be paid from IDEA Grant Funds.

Amy Allen	Kate Bromley	Cristina Herrington	Jennifer Wooley
Melissa McKire	Cathy Nicely	Kenneth J Wingate	

**MENTOR**

Shannon Daniel  
Kerry J. Melland  
Kelly Driggers  
Kelly Driggers  
Brooke Cox-Knowles  
Angel Hicks  
Angel Hicks  
Laura Roberts  
Meri Harrell  
Neena Brown-Thomas  
Wendy Stevens  
Wendy Stevens  
Wendy Stevens  
James Wilson  
Angela Hester  
Julie Dees  
Elisa Hall  
Shawn Herring  
Deanna Horton  
Danielle Ovando  
Stephanie Selph

**MENTEE**

Jessica Anderson  
Jenny McCook  
Brandy Geering  
Jamie Cato  
Justin Bruce  
Jayvis Ward  
Ashton Peterson  
Nicole Hohman  
Logan Hurst  
Edwardo Moreno  
Hannah Moreno  
Darby Smith  
James Thomas  
Lisa Story  
Tyler Winburn  
Jerrica Byrd  
Malcolm Pollock  
Laura Kaitlyn Boatright  
Deanna Burkett  
Jennifer Neely  
Hannah Hicks

**SCHOOL**

SPS/PDCP  
SPS/PDCP  
SPS/PDCP  
SPS/PDCP  
SOS/PDCP  
SMS  
SMS  
SES  
SMS  
SHS/PDCP  
SIS  
SIS  
SIS  
Boys Ranch  
SMS  
BHS  
SHS  
SMS  
SMS  
SMS  
SES

**SUBSTITUTES:**

The following to serve as Substitute Bus Attendants:

Sandra Barrs                      Becky Reaves

The following to serve as Substitute Bus Drivers:

Deseree Ansley                  Bruce Kemmerer                  Francisco Perez

**VOLUNTEERS:**

Jessica Argentine	Christina Hester	Heather Raulerson
Jessica Bowman	Virgil Hingson	Michelle Ray
Sylvia Burnham	Jenny Hodge	Jennifer Reeves
James Byrd	Christopher Holtzclaw	Mujica Rosangel
Kenneth Campbell	Janell Leow	Kelly Sikes
Andrew Chapman	Chelsey Levin	Kaitlyn Summerfield
Angeline Crusaw	Brandi Linton	Brian Tuvell
Brittany Deaton	Lisa Long	Meagan Tuvell
Gina Donato	Judith Loughran	Kelli Williams
Victoria Hamilton	Ruby Martin	Helen Wilson
Laura Hernandez	Nancy Nielsen	Kelsi Zarza

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

## CHAPTER 5.00 – STUDENTS

### STUDENT ASSIGNMENT

5.03

#### POLICY:

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his / her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the State of Florida. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.

- I. No student shall be permitted to transfer, enroll, or be admitted to a school when he / she has been expelled or suspended from another school district. This prohibition shall be effective for the period of time in which the student was expelled or suspended from another district. Such students shall be accorded the same appeals procedure which is available to District students.
- II. A student may be permitted to attend a school in another residential attendance zone pursuant to the following procedures of the *Controlled Open Enrollment Plan* adopted by the School Board listed below.
  - A. Parents/legal guardians must request reassignment following published timelines if they desire reassignment to any school other than their assigned school.
  - B. An Appeals committee will be appointed by the Superintendent. It will hear protests and requests for reassignment.
  - C. Once a child attends an out-of-zone school, preference for continued attendance will be given to that student and their younger brothers and sisters.
  - D. Parents/ legal guardians participating in the controlled school choice program must provide their own transportation to the school of their choice if the school is outside of their zone.
  - E. Out of county transfers may apply for their school of choice and will be placed in their school of choice in accordance with the

## CHAPTER 5.00 – STUDENTS

procedures set forth in Policy 5.031 Student Out of Zone Transfers/CHOICE following the placement of the Suwannee County Residents who have priority.

- F. In implementing the school choice initiative, no school will be out of compliance with federal desegregation orders.
  - G. ~~Students in the Exceptional Education Program will be placed in the best interest educationally for the child and where the programming for that specific disability is being housed.~~
- III. Any student whose legal residence is outside the boundaries of the Suwannee Ceounty may be enrolled in a District school under the provisions of Florida Statutes and the *Controlled Open Enrollment Plan*. The assigned school for an out-of-district student shall be designated on the basis of space available. Such transfers shall be on a nondiscriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.
- IV. A student who has been attending, in the year prior to the designation a public school that has been classified as performance category “F”, or has earned three (3) consecutive grades of “D” or a student who is assigned to a public school that has been designated as performance grade category “F” or has earned three (3) consecutive grades of “D” may choose to attend a higher performing school in the District or an adjoining district as allowed by law.
- V. Students enrolled in a Home School Program must annually apply for admission consideration to the Superintendent. Granting of admission will be based on space and program availability.

### STATUTORY AUTHORITY:

1001.41; 1001.42 F.S.

### LAWS IMPLEMENTED:

1000.21; 1001.41; 1001.42; 1001.43; 1001.51;  
1002.20, 1002.31; 1002.38; F.S.

### History:

Adopted: 09/25/07

Revision Date(s): 08/28/07, 5/25/10, 1/27/2015, 10/24/2017

Formerly: JC, JECC, JECB

## CHAPTER 5.00 – STUDENTS

### STUDENT OUT OF ZONE TRANSFERS/CHOICE

5.031\*+

- I. The School Board strives to accommodate family choice to the maximum extent possible. Students may attend a school other than their zoned school if they have been granted a choice assignment in accordance with this policy. Disciplinary and/or attendance issues may result in a return to the home zoned school the following school year and/or may result in immediate return to the home zoned school. School choice is available for the following:
  - A. Magnet Programs
  - B. Controlled Open Enrollment
  - C. Charter Schools
  - D. McKay Scholarships
  - E. Home School
  - F. Virtual School
  - G. Dual Enrollment
  - H. Other Opportunity Scholarships
    1. Family Empowerment
    2. HOPE
- II. The following provisions apply to all choice assignments:
  - A. The student must remain in the zoned school until a choice assignment is granted.

## ***CHAPTER 5.00 – STUDENTS***

- B. Applications for certain choice assignments must be submitted within the designated time frame. Time frames are published on the Board website for applications for the following school year.
- C. With the exception of children of full-time Board employees who are non-residents of the District, students whose primary legal residence is in the District shall be given preference over non-resident students with respect to the granting of choice assignment.
- D. The Board does not provide transportation to students with choice assignments except as otherwise provided for in this policy or by law.

### **III. Magnet Programs**

- A. Magnet programs for elementary, middle, and high school students have pre-established criteria for admission which vary by school/program. These admission criteria and application procedures will be made available to interested persons through the school where the program is located.
- B. Application to magnet programs will begin in January for entry into the program at the beginning of the following school year. The Superintendent will annually establish caps for each magnet program and a deadline for applications.
- C. For any school year, parents may apply for admission of the student to magnet programs and, must signify their choice by registering the student by the date established by the Superintendent.
- D. A student who is accepted to a magnet program who ceases to participate in the program will be returned to his/her zoned school. Participation is defined as being registered in and maintaining the expected levels of success as defined by the magnet program. A minimum, grade point average may also be required.

## ***CHAPTER 5.00 – STUDENTS***

- E. Transportation may be provided for students enrolled in magnet programs at the discretion of the Superintendent or as may be required by applicable law.

### **IV. Controlled Open Enrollment**

- A. Students may be granted choice assignments to schools that are not crowded and would not become crowded as a result of such assignments.
- B. Each year, the Board will establish a ~~ninety percent (90%)~~ capacity for each school in the District. Schools having a projected enrollment of less than ~~ninety percent (90%)~~ of the established capacity for the following school year will be available for controlled open enrollment. Projected enrollment will be calculated by taking the number of students zoned to the school, subtracting those students granted acceptance to magnet programs at other schools, adding students granted acceptance to magnet programs at the school, and adding students with continuing zoning exceptions.
- C. Schools having a projected enrollment equal to or greater than ~~ninety percent (90%)~~ the established capacity will not be available for controlled open enrollment, any applications submitted will be placed on a waiting list. Eligible schools will be posted in the ~~Student and Community Engagement~~ School Choice Office and on the Board's website.
- D. Applications for controlled open enrollment will be submitted to the School on the Controlled Open Enrollment Form. The Superintendent will annually establish an application period for controlled open enrollment.
- E. The ~~Student and Community Engagement~~ School Choice Office will compile applications into lists by school of application.



## CHAPTER 5.00 – STUDENTS

1. If the school's ~~ninety percent (90%)~~ capacity would not be exceeded by the number of choice applications when added to the projected school population, choice applicants for that school will be approved as in alignment with the School Choice Plan.
2. If the school's ~~ninety percent (90%)~~ established capacity would be exceeded by the number of choice applications when added to the projected student population, admission will be granted first to students who have siblings in the chosen school, and all other available positions will be filled through ~~a stratified lottery will be utilized~~ provisions of the Controlled Open Enrollment Plan to maintain socioeconomic and demographic and racial balance as defined in statute.
3. ~~Other priorities, once verified, applications for students meeting one or more of the priority criteria as described in this paragraph shall be granted priority to attend their first choice school if a seat is available. Applications with one or more of the priorities provided in this paragraph shall be separated from each group and placed in random order. Students who are eligible for priority preference include:~~
  - a. ~~Dependent children of active duty military personnel whose move resulted from military orders;~~
  - b. ~~Children who have been relocated due to a foster care placement;~~
  - c. ~~Children who have moved due to a court ordered change in custody due to separation or divorce;~~
  - d. ~~Children who have moved due to the serious illness or death of a custodial parent.~~
  - e. ~~Students at multiple session schools; and~~

## ***CHAPTER 5.00 – STUDENTS***

### ***~~f. — Students residing in the District.~~***

- F. Parents will be notified of the approval or denial of their student's application.
- G. A student who is granted a choice assignment under Controlled Open Enrollment must register at the new school within ten (10) days of being notified or the choice assignment will be rescinded.
- H. Students who are not selected to attend the school(s) to which they applied will be notified that the District will be unable to place them at a requested school and they must register at their zoned school. The student will be placed on a waiting list in case a position opens within the first ten (10) days of the school year.
- I. Positions at a school that were assigned to a student under Controlled Open Enrollment will be monitored at the beginning of the school year. Students who have accepted assignments but who are not in attendance by the tenth (10<sup>th</sup>) day of school will have their assignments revoked. A revoked choice assignment may then be assigned to the next student on the waiting list.

### **V. Charter Schools**

In addition to choice within schools operated by the Board, parents may elect for students to attend charter schools that have been approved by the Board. (See Policy 3.16 - Charter Schools). Each charter school is operated and governed by its own independent board. Parents who elect this option need to communicate directly with the charter school to resolve questions and concerns.

### **VI. McKay Scholarships**

Students with disabilities may be granted choice assignments to schools other than the school to which they are zoned under the provisions of the McKay Scholarship Program (F.S. 1002.39).

## ***CHAPTER 5.00 – STUDENTS***

### **VII. Other Opportunity Scholarships**

#### **A. The Family Empowerment Scholarship Program**

Parents may qualify for the Family Empowerment Scholarship Program which provides children of families with limited financial resources with educational options to achieve success in their education (1002.394 f.s.)

#### **B. HOPE**

Parent of a public school student who was subjected to certain incidents listed in 1002.40 f.s. is eligible to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school.

### **VIII. Home School**

Parents may elect to home school students in accordance with State law. See Policy 4.18 - Home Education Programs.

### **IX. Virtual School**

Parents may elect to register their students in a virtual education program.

### **X. Dual Enrollment**

See Policy - Postsecondary Enrollment Programs.

### **XI. Revocation of Choice Assignment**

If a student is granted a choice assignment and displays issues with attendance, grades, or disciplinary actions the principal may make the decision to have the student returned to their zoned school. Prior to revoking a school choice variance the school will document a minimum of three (3) good faith efforts to provide interventions and enlist parental/guardian support for the identified areas of concern. If a student is being returned to their zoned

## **CHAPTER 5.00 – STUDENTS**

school due to a revocation, communication should occur between the schools to establish supports for the student. Revocation of a choice assignment

within ten (10) school days of the end of a nine (9) weeks or semester grading period will be effective the first day of the following grading period. No requests for revocation will be considered during the final twenty (20) days of the school year.

### **XII. Zoning Exceptions**

Students may attend a school other than their zoned school if they have been granted a zoning exception for school choice in accordance with the Controlled Open Enrollment Plan. ~~this policy. Zoning exceptions are not to be used as a substitute for school choice. Zoning exceptions may be granted for the following reasons:~~

- A. ~~Parents employed by the Board: Students are allowed to attend the school of parent's choice if the parent is a full time employee with Suwannee County Schools who resides in Suwannee County. A choice form must be completed and approved prior to the transfer. Students may ride the bus from the nearest existing stop servicing the requested school.~~
- B. ~~Exceptional Student Education (ESE) Transfers: Students who transfer into the District from another school district must have an IEP meeting to review their current IEP after obtaining approval or upon verification as a new resident. Some ESE programs do not allow for choice because they serve the specific needs of a student with a disability at a cluster site. Siblings of ESE students being served in a cluster site program may attend school with the ESE siblings. Parents must complete the request form prior to sibling transfer. Transportation may not be provided for the non ESE siblings. Time Frame: ESE service requirements.~~
- C. ~~Hardship Placement:~~
  - 1. ~~medical/psychological need~~

## **CHAPTER 5.00 – STUDENTS**

2. ~~police/DCF request~~

3. ~~victim of a violent crime~~

- D. ~~Transfers are allowed for a student whose parents have begun actual construction on a home in the receiving school zone, if the student shall permanently move into the home by the end of the semester in which the transfer is to take place. Time Frame: One Semester.~~
- E. ~~Students who move to another school zone within Suwannee County before the end of the first semester of the school year are to enroll in their zoned school or may request choice. Students who move following the end of the first semester are permitted to complete the academic year at the school in which the students were legally enrolled prior to the change of address.~~
- F. ~~Out of district transfers, including students of Suwannee County School employees will be approved on a case by case basis if space is available. An application must be submitted to both the home school district and to Suwannee County Schools. The parent must show verification of release from the home school district prior to being approved and enrolling in Suwannee County Schools.~~

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1000.21, 1001.41, 1001.42, 1001.43, 1001.51,  
1002.20, 1002.31, 1002.38, 1013.35, F.S.**

**HISTORY:**

**ADOPTED: 10/24/2017**

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

**FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### POSTSECONDARY ENROLLMENT PROGRAMS

5.032

- I. The School Board recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities. The Superintendent will annually develop/revise articulation agreements jointly with postsecondary institutions to provide a comprehensive articulated acceleration program including, but not limited to, dual enrollment and early admission programs.
- II. The Board will approve participation by students in grades 9, 10, 11, and 12 who meet the State Board of Education's criteria, to enroll in approved postsecondary programs while in attendance in the District. Students will be eligible to receive secondary credit for completing courses contained in any of these programs. Such credit will count toward graduation requirements.
- III. No student may participate without the written consent of parents/ legal guardians and the high school principal.
- IV. Annually all secondary school students and their parents/ legal guardians shall be informed of the options available to the students for dual enrollment as an educational option and mechanism for acceleration.
- V. The postsecondary education institution will assign a letter grade for the student's work in the course, and the District will be responsible for posting dual enrollment course grades as assigned by the postsecondary institution to the high school transcript. The Superintendent shall also establish the necessary procedures to comply with State law and ensure that it is properly communicated to both students and their parents.
- VI. The District shall deny high school credit for any portion of postsecondary courses which are taken during the period of a student's expulsion. Any District student who is expelled is not eligible for enrollment or continuation in postsecondary courses during the period of expulsion except as determined by mutual agreement between the District and the college or university.

***CHAPTER 5.00 – STUDENTS***

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1007.27, 1007.271, F.S.**

**HISTORY:**

**ADOPTED: 10/24/2017**

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

**FORMERLY: NEW**

## CHAPTER 7.00 – BUSINESS SERVICES

### SCHOOL BUDGET SYSTEM

7.01

#### POLICY:

- I. Through the budget process the School Board intends for its budget to be prepared in a needs responsive, fiscally sound manner, with an emphasis on providing additional resources at the school level with any increase in recurring operating revenues.
- II. In accordance with this philosophy, the School Board intends the following guidelines to be adhered to in the preparation of the annual operating budget:
  - A. **Balanced Budget** – The budget should be prepared to ensure that the operating fund recurring revenue budget for the fiscal year shall be equal to or greater than the recurring expenditure budget.
  - B. **Fund Balance Reserve** – An adequate fund balance reserve is necessary to cover unforeseen events (including, but not limited to, revenue shortfalls and student enrollment under-projections.) The adopted annual operating fund budget shall include, if feasible, a fund balance reserve, which is at least ~~4~~ 5% of the recurring expenditure budget.
  - C. **Fund balances** shall be classified and reported in accordance with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
  - D. The budget system shall be related to the goals and objectives of the district and its programs. To assure equity among schools and program elements, personnel and other resources



## ***CHAPTER 7.00 – BUSINESS SERVICES***

shall be allocated to the schools on a formula basis or by other means as determined by the Board.

- E. The Superintendent shall prepare an annual district budget in the form prescribed by the Commissioner of Education. In formulating the budget, the Superintendent shall take into consideration the immediate and long-range needs of the district's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall submit the proposed annual budget to the School Board for review.
- III. It is the Board's intent that the guidelines enumerated above shall be controlling unless unusual circumstances dictate otherwise. In such instances, any variances from the guidelines will be highlighted and explained prior to the adoption of the budget by the Board.
- IV. The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the District's official website as required by law.

### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

### **LAWS IMPLEMENTED:**

1001.43; 1008.385; 1010.01;  
1010.04; 1011.01 – 1011.18, F.S.

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

6A-1.002, 6A-1.004;  
6A-1.006; 6A-1.007; 6A-1.0071

#### **History:**

Adopted:

Revision Date(s): 11/20/01, 12/17/02, 12/14/10, 2/28/2012

Formerly: NEW

**JOINT MEMORANDUM OF UNDERSTANDING**  
**FLORIDA BEST AND BRIGHTEST TEACHER PROGRAM**

Whereas, the Suwannee County School District (District) and the United Teachers of Suwannee County (UTSC) acknowledge and seek to comply with:

- the definition of instructional employees within Florida Statutes Section 1012.01(02)(a) through (e) – Definitions; and
- the requirements within Florida Statutes Section 1012.731 – The Florida Best and Brightest Teacher Program.

Whereas, both parties understand that it is the intent of the District to reward as many high performing eligible full-time K-12 instructional employees as possible with the funds within the District's allocation for the Florida Best and Brightest Teacher Program;

Whereas, both parties understand that per State law, Pre-Kindergarten instructional and Pre-Kindergarten paraprofessional employees are **not** eligible for any award within the Florida Best and Brightest Teacher Program and shall be excluded from any determinations;

Whereas, both parties understand that per State law, K-12 paraprofessional employees may be eligible for an award within the recognition award category only within the Florida Best and Brightest Teacher Program and shall be included in that determination;

Therefore, be it resolved that for the 2019-2020 contract year, both parties agree to the following terms and conditions related to the District's implementation of the Florida Best and Brightest Teacher Program:

**I. GENERAL CRITERIA THAT APPLY ACROSS ALL AWARD CATEGORIES**

- Pursuant to Florida Statutes Section 1012.731 – The Florida Best and Brightest Teacher Program, all recruitment and retention awards shall be set aside prior to any consideration of recognition awards.
- Any funds remaining after recruitment and retention awards shall be distributed as recognition awards.
- The amount of the recognition award shall be based upon:
  - The amount of the School District's final FEFP appropriation received from the Florida Department of Education (FLDOE) for the Florida Best and Brightest Teacher Program; and

- The total number of eligible full-time K-12 instructional employee candidates, including eligible paraprofessional employees.
- If the total number of eligible full-time K-12 instructional employee candidates, including eligible paraprofessionals, exceeds the amount of the District's final FEFP appropriation received from FLDOE for the Florida Best and Brightest Teacher Program, then the final award amount shall be prorated accordingly for all eligible full-time K-12 employee candidates.
- All awards for eligible full-time K-12 instructional employee candidates, including eligible paraprofessionals, shall be subject to appropriate **employer and employee payroll taxes** as required by State and Federal law.
- **Eligible full-time K-12 instructional employee candidates, including eligible paraprofessionals, shall receive no more than one (1) type of award (e.g. recruitment, retention, or recognition).**
- All awards are dependent upon the final number of eligible full—time K-12 instructional employee candidates, including eligible paraprofessionals, and final determinations of the funds available within the District's allocation received from FLDOE for the Florida Best and Brightest Teacher Program.
- Eligible full-time K-12 instructional employee candidates, including eligible paraprofessionals, must be employed by the District as of the date of an award payment.
- If an employee has a concern about an incorrect Best and Brightest award, they should report the discrepancy to the Human Resources Department for review. The District may require supporting documentation to determine eligibility, based on law, and definitions within the Best and Brightest School Board policy 6.09. All concerns must be filed with the Human Resources Department no later than April 30, 2020 to be considered.

## II. SCHEDULE OF AWARD PAYMENTS

- All retention and recognition awards for eligible full-time K-12 instructional employee candidates, including eligible paraprofessionals, shall be paid in one (1) installment no later than March 31, 2020.
- All recruitment awards for eligible full-time K-12 instructional employee candidates shall be paid in two (2) installments payable at the completion of each semester.
- Eligible full-time K-12 instructional employee candidates who are on approved Family Medical Leave Act (FMLA) leave on the scheduled date of an award payment shall still be eligible to receive the award payment.

**III. RETENTION AWARDS FOR ELIGIBLE FULL-TIME K-12 INSTRUCTIONAL EMPLOYEE CANDIDATES WITHIN FLORIDA STATUTES SECTION 1012.731 – THE FLORIDA BEST AND BRIGHTEST TEACHER PROGRAM**

- For the retention award, an eligible full-time K-12 instructional employee candidate shall meet the criteria established by the FLDOE.
- The FLDOE shall provide the District with the list of schools meeting the requirements to be eligible for the retention award.
- For the 2018-2019 school year, the eligible schools in Suwannee County for purposes of award distribution in 2019-2020 include:

School Number	School Name	School Type
11	Suwannee Primary School	Traditional
60	Suwannee Elementary School	Traditional
43	Suwannee High School	Traditional
91	Branford High School	Traditional

- Per State law, an eligible full-time K-12 instructional employee candidate must teach in an eligible school for two (2) consecutive school years, including the current school year.
- Therefore, if an eligible full-time K-12 instructional employee candidate voluntarily transferred from an eligible school in the 2018-19 school year to another school for the current 2019-2020 school year, then the employee shall no longer be eligible for the retention award.
- Pursuant to Florida Statutes Section 1012.731 – The Florida Best and Brightest Teacher Program, the amount of the retention award for the 2019-2020 school year shall be:
  - \$2,500 for an eligible full-time K-12 instructional employee candidate with a final summative evaluation rating of “Highly Effective” for the 2018-2019 school year; and
  - \$1,000 for an eligible full-time K-12 instructional employee candidate with a final summative evaluation rating of “Effective” for the 2018-2019 school year.

**IV. RECRUITMENT AWARD  
FOR ELIGIBLE FULL-TIME K-12 INSTRUCTIONAL  
EMPLOYEE CANDIDATES  
WITHIN FLORIDA STATUTES SECTION 1012.731**

- For the recruitment award, an eligible full-time K-12 instructional employee shall:
  - be newly hired by the District as a K-12 instructional employee for the first time in the 2019-2020 school year (Note: For clarification purposes, newly hired means never having held a teaching position in the District. A newly hired instructional employee from another state would qualify for the recruitment award. A newly hired instructional employee who previously held a non-instructional position in the District would qualify for the recruitment award.);
  - be certified and employed as a reading, mathematics, science, computer science, or civics classroom teacher; and
  - meet the requirements to be a “content expert” as defined within Florida State Board of Education Emergency Rule 6AER19-01 Content Expert for Best and Brightest Recruitment Award.
- Specifically, an instructional employee **rehired** in the District would **not** qualify for the recruitment award.
- The maximum amount of the recruitment award for the 2019-2020 school year shall not exceed \$2,000.

**V. RECOGNITION AWARDS FOR ELIGIBLE  
FULL-TIME K-12 INSTRUCTIONAL  
EMPLOYEE CANDIDATES WITHIN  
FLORIDA STATUTES SECTION 1012.01(2)(a) through (d)**

- For the recognition award, an eligible full-time K-12 instructional employee candidate shall:
  - have been hired prior to the 2018-19 February Florida Education Finance Program (FEFP) Full Time Equivalency (FTE) Survey 3;
  - be currently employed with the District in a K-12 instructional position listed in Florida Statutes Section 1012.01(2)(a), (b), (c), or (d); and
  - have been rated as “Highly Effective” or “Effective” for the preceding school year (2018-2019) pursuant to Florida Statutes Section 1012.34 – Personnel Evaluation Procedures and Criteria.

- Specifically, full-time K-12 instructional employees currently serving as long-term substitutes will qualify for the recognition award if all other eligibility requirements are met.
- Full-time K-12 instructional employees who have been involuntarily transferred from a school in which they would have qualified for the retention award will qualify for a recognition award at the same amount as if they would have remained at the qualifying school for a retention award.
- The maximum amount of the recognition award, with the exception of involuntary transfers as referenced above, for the 2019-2020 school year shall not exceed:
  - \$800 for an eligible full-time K-12 instructional employee candidate with a final summative evaluation rating of “Highly Effective” or “Effective” for the 2018-2019 school year.

**VI. RECOGNITION AWARDS FOR ELIGIBLE  
FULL-TIME K-12 PARAPROFESSIONAL EMPLOYEES WITHIN  
FLORIDA STATUTES SECTION 1012.01(2)(e)**

- For the recognition award, an eligible full-time K-12 Paraprofessional employee candidate shall:
  - be the equivalent of .5 FTE for purposes of award calculation;
  - have been hired prior to the 2018-2019 February Florida Education Finance Program (FEFP) Full Time Equivalence (FTE) Survey 3;
  - be currently employed with the District in a K-12 Paraprofessional position listed in Florida Statutes Section 1012.01(2)(e) – Definitions; and
  - have been evaluated for the preceding school year (2018-2019).
- Per the District’s Professional Support Staff evaluation system and assessment instrument, employees earn scores on multiple factors.
- For the purposes of this recognition award, a crosswalk will be established to align the existing evaluation instrument with the required parameters comparable to “Highly Effective” and “Effective.”

- The maximum amount of the recognition award for the 2019-2020 school year shall not exceed:
  - \$400 for an eligible full-time paraprofessional employee with comparable evaluation rating of “Highly Effective” or “Effective” for the 2018-2019 school year.

**SUWANNEE COUNTY SCHOOL BOARD**

**UNITED TEACHERS OF  
SUWANNEE COUNTY**

## **Suwannee County School District Controlled Open Enrollment Plan**

The Suwannee County School District's (SCSD) Controlled Open Enrollment Plan is designed to give all parents/legal guardians the opportunity to select a school ~~other than their child's zoned school~~ for the upcoming school year. It is also an important consideration as the District makes short-term programmatic plans and resource allocation.

SCSD has two school transportation zones, Branford and Live Oak. These zones define the students' assigned school(s). For students who reside in the Branford zone, Branford Elementary and Branford High Schools are the assigned schools. For students zoned for Live Oak, there are three elementary schools, Suwannee Pineview, Suwannee Riverside and Suwannee Springcrest; in addition to Suwannee Middle School and Suwannee High School. Parents/legal guardians of elementary age students zoned for Live Oak may select from the three schools in order to meet the right educational needs for their child. Parents/legal guardians are expected to support the theme-based school activities and/or afterschool activities that reinforce the school theme.

### I. Selection of a School Within Student's Assigned Zone

#### A. Eligibility

1. School age children residing in the specified zone, who are not subject to a current expulsion or suspension, are eligible to apply for admission to any school within the zone.

#### B. Application

1. Parents/legal guardians must provide proof of residency and submit a complete student enrollment packet. They may select in rank order a first, second, and third choice, if available. When submitting the application, the parent/legal guardian is verifying, under penalties of perjury, that his/her electronic submitted application is authentic, the information provided is true and correct, and that he/she is the parent/legal guardian authorized to submit the application.



2. Only one application may be submitted per student, and only one school selection change will be allowed at the end of the first or second semester once the application is submitted.
3. Submitting an application does not guarantee that the student will be approved to attend the requested school.

#### C. Selection

1. All eligible applicants who meet the application deadline will be considered for available seats.
2. No school shall use academic or related criteria for determining whether a student is selected for admission. For students entering kindergarten, the school may conduct a series of assessments during the first semester for specific purposes.
3. If there are more eligible applicants requesting admission to a specific school than the number of seats available, students may request to be placed on a waitlist for the first selection and placed based on their second school selection. In the event the second selection is at or above capacity, the student may request to be placed on a waitlist for their second selection and will be placed in their third selection.
4. Approval process for all in-district requests will be completed prior to school selection and placement for out of county students applying under the provisions of section II, *Selection of a School Outside Student's Assigned Zone (Open Enrollment School Choice)*.
5. In planning for school choice at the three Live Oak elementary schools, no one school will house more than 40% of the K-5 population zoned in Live Oak during the given year.

#### D. Assignment Preferences and Priority Placement

1. Assignment preferences and priority placement may be implemented in the following order:

- a. Preference to elementary siblings of elementary students already admitted and attending an elementary school within their assigned zone and who will be returning to the same school in the year for which application is being made.
  - b. In some cases, siblings and students of employees are given priority placement.
  - c. Eligible students who apply to a school where their sibling is currently enrolled will receive priority placement at that same campus, if space is available.
  - d. Students will be given priority placement when the location is the primary worksite of the employee. The employee must be the student's parent/legal guardian who works at the school site to which the student is applying who is a full time employee at the school to which they apply.
  - e. Students of military service members will be admitted if they have a parent/legal guardian who is active military or full time reserves. Applicant must be claimed as a dependent on the Defense Enrollment Eligibility Reporting System (DEERS). Official orders showing active status and proof of dependency such as the student's military ID card is required.
2. For purposes of this preference, siblings are brothers and sisters; step-brothers and step-sisters; or half-brothers and half-sisters living at the same address. To be eligible for this preference, the sibling must be assigned to the school requested.

E. Wait Pool and Waitlist

1. A wait pool will be utilized for applicants who do not receive their first and second school program choices. These applicants may be placed on a waitlist for seats that may become available when or if assigned first choice applicants decline the assignment.

2. Those applicants who cannot be given any of their choices will be placed on a waitlist and may be assigned later if spaces become available before the first day of school. Students accepted to their first school choice will not be placed on a waitlist for their other choices.

F. Student Continuation and Exit Criteria

1. Once a student is admitted to a school choice themed program, the student shall be permitted to remain in that school until the student reaches the highest grade level offered by that school.
2. Students who wish to voluntarily exit after the school year is in progress may complete a request to withdraw from the school. Changes are permitted at the end of the first semester, space provided. Otherwise, a school assignment is the student's assignment for the remainder of the school year. Only one change per school year may be granted.
3. Parents/legal guardians may appeal a placement decision. A written request for appeal and application must be submitted to the School Choice Appeal Committee within five school days of the initial notification of the decision to enter or exit a School Choice Program. After the written request for appeal is received from the parent/legal guardian, the School Choice Appeal Committee will determine its merit and make a determination. The School Choice Appeal Committee is established annually and consists of a diverse group of professional educators and administrators with knowledge of District policies. At the completion of the Committee's review of appeals requests, the appeal will be approved or not approved.

G. Appeals Process for Hardship Cases

1. Parents/legal guardians of students who applied during the enrollment period and were not approved for placement in a school of choice may request an appeal review based on a documented hardship situation within five school days of receiving notice of denial. A written appeal describing the hardship must be submitted via facsimile, or

electronically via email, to the Director of School Choice. The Director of School Choice will take all appeal requests to the School Choice Appeal Committee at their next meeting. The committee will meet twice annually, in July and December, to hear appeals related to the following semester's enrollment. The committee shall consist of a diverse group of professional educators and administrators with knowledge of District policies appointed by the Superintendent or his designee. This committee serves as the contact for appeal requests and coordinates the review of all hardship requests. The results of this appeal will be communicated to the parent/legal guardian within five days of the committee's meeting. All appeal committee decisions are considered final.

2. Hardships or statutory provisions may affect transfers to schools in all status categories. These provisions may include documented medical, emotional, psychological, or legal reasons.
  - a. If a hardship appeal is submitted for medical reasons, including psychiatric, the parent/legal guardian must submit a Medical Hardship Documentation and Release of Records form, including a physician's statement describing the medical condition of the student and specific medical reasons justifying the request.
  - b. If a hardship appeal is submitted for legal reasons, the parent/legal guardian must submit documentation of the legal hardship.

## II. Selection of a School Outside Student's Assigned Zone

### A. Eligibility Requirements

1. School age children residing outside of the assigned zone or District, not subject to a current expulsion or suspension may submit an Open Enrollment School Choice application during the specified period.

## B. Application Process

1. Approval to attend a school outside of a student's zone or District may be considered at any time by the District based on hardships and other mitigating factors. However, for planning purposes, the application window for parents/legal guardians to access schools of choice through an online application process is February 1 through March 1, as established annually by the District and the Board. Parents/legal guardians without computer access may seek assistance from the nearest public school or public library. Submitting an application does not guarantee that the student will be approved to transfer to the requested school. Applications are required when:
  - a. The request is for initial entry of a student in a school of choice.
  - b. A student is attending a school of choice that is impacted by boundary changes, and the parents/legal guardians want their child to remain at the school the student was previously approved to attend through the school choice process.
  - c. There is a change of home address, which places the student in a different neighborhood school, and the parents/legal guardians want their child to remain at the school. Once a child has been approved on school choice for a school other than the zoned school, they are approved to attend the choice school through the highest grade served, regardless of future address changes within the District.
  - d. A student in good standing withdraws from an approved school of choice, and the parents/legal guardians want their child to reenter the same school of choice.
  - e. A student withdraws from a course of study that was the reason for attending the school of choice, and the parents/legal guardians want their child to remain at the school of choice.

- f. A school is severely overcrowded, there are no alternatives for relief, and the Superintendent has deemed that the impact of school choice must be reconsidered.
- g. A parent/legal guardian of a Suwannee County student is requesting attendance in another county or a parent/legal guardian living in another county is requesting attendance at a Suwannee County school. ~~In such cases, parents must reapply annually for release from their home county and entry into Suwannee County.~~

Additional options include:

- School approved enrollment in specific high school program or career academy
- Magnet schools or programs
- McKay Scholarship
- Opportunity Scholarship Program
- HOPE Scholarship
- Family Empowerment Scholarship

#### C. Method of Determining Capacity of Schools

1. SCSD defines school capacity for Open Enrollment School Choice as ~~100~~90% for elementary schools, 90% for middle schools and combination schools, 95% for high schools, and 120% for technical college of permanent FISH capacity, and considers the District's Five Year Facilities Work Plan, as well as class size, constitutionally required in the state of Florida.
  - a. Capacity Determination for Each District School
    - 1) As required in Statute (1002.31), SCSD posts capacity information on its website.
    - 2) Schools projected to be at or above 90% of capacity in the next five years shall be deemed as frozen to Open Enrollment School Choice.

- 3) Schools projected to be below 90% of capacity in the next five years shall be deemed as open to Open Enrollment School Choice.

b. Class Size Standards

- 1) All school choice requests for SCSD are monitored for compliance as per Florida's Constitutional Amendment for Class Size.
2. Schools that are designated "frozen due to class size" have exceeded their teaching allocations (which are based on class size limits).

D. Lottery procedure for determining student assignment if transfer requests exceed available space

1. Once a school reaches or exceeds 90% of permanent FISH capacity the school is reclassified as frozen to Open Enrollment School Choice.
2. Applications for schools which have exceeded available space will receive a randomly generated lottery assignment that prioritizes mitigating factors as detailed in subsection F.

E. Provision for a parent/legal guardian to request placement of siblings within the same school

1. Placement of siblings within the same school is facilitated whenever feasible during the open enrollment period if appropriate educational services are available for each sibling at the requested school. The Open Enrollment School Choice application includes a section for the parent/legal guardian to indicate if they have submitted new applications for other siblings to attend the same school or if a sibling in good standing is currently attending and will continue to attend the requested school. The application includes a section for parents/legal guardians to provide the full name and grade level of each sibling so that blended families with different surnames can be cross-referenced.

2. Special consideration for approval of school choice is given to:
  - a. Siblings of exceptional education students placed at the requested school.
  - b. Siblings of students who are enrolled, in good standing and attending the school of choice for the requested school year.
  - c. Siblings of students who attend another educational level (elementary, middle, or secondary) at schools co-located on the same grounds or physically adjacent to each other when a documented hardship situation warrants approval to attend the requested school.

#### F. Mitigating Factors

1. District staff will assist in the assignment process and will make reasonable efforts to provide an assignment that is appropriate for the individual circumstances. Priority is given to:
  - a. Dependent children of active duty military personnel whose move resulted from military orders.
  - b. Children who have been relocated due to foster care placement in a different school zone.
  - c. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a parent/legal guardian.
  - d. Students residing in the District.
  - e. Students at multiple session schools.
  - f. Homeless students as defined in School Board Policy #5.021.



- g. A child of a full-time school system employee desiring to attend the school where the parent/legal guardian works or that feeder pattern except in cases where student enrollment exceeds capacity.
- h. School assignment issues that arise due to legal situations and administrative circumstances.
- i. A twelfth grader wanting to graduate from the high school he or she has attended since ninth grade.
- j. Enrollment in course offerings not available at their zoned schools.
- k. Opportunity Scholarship Program eligible students.

#### G. Athletics

- 1. The District's middle and high school interscholastic athletic program adheres to the rules and policies of the Florida High School Athletic Association (FHSAA). The FHSAA's new state statute, with regards to student athletes, as of August 1, 2016, is as follows:
  - a. Upon school choice approval, high school students will be "immediately eligible to participate" when first enrolling in school or transferring schools, with certain limiting conditions, set forth below. Mid-season transfers may seek to immediately join an existing team roster, so long as:
    - 1) The designated roster for the sport has not reached maximum size; and the coach determines that the student has the requisite skill and ability to participate.
    - 2) The student hasn't already participated in the same sport at another school during that same school year, unless the student meets one of the following:
      - a) A dependent child of active-duty military personnel whose move resulted from military orders.

- b) A child who has been relocated due to foster care placement in a different school zone.
  - c) A child who moved due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a parent/legal guardian.
  - d) Otherwise authorized to participate for good cause, as determined by Board policy or charter school policy.
- b. "Eligible to participate" is defined as including the required medical forms and has expanded to include off-season conditioning, summer workouts, and preseason conditioning, regardless of whether the student has been placed on a team.
  - c. Non-member, small private schools (125 students or fewer) may now participate at zoned public school in whatever sport(s) their private school does not offer.
  - d. Individual Home Education, Charter School, Florida Virtual School (FLVSFT), or Suwannee Virtual School full-time student, who otherwise meets the criteria, is eligible to participate at the public school to which the student would be assigned to attend by the district School Board.

#### H. Appeals Process for Hardship Cases

1. Parents/legal guardians of students who applied during open enrollment and were not approved for placement in a school of choice may request an appeal review based on a documented hardship situation within three days of receiving notice of denial. A written appeal describing the hardship must be submitted via facsimile, or electronically via email, to the School Choice Appeal Committee. The committee shall consist of the receiving school principal and at least two of the following: Assistant Superintendent of Instruction, Assistant Superintendent of Administration, Director of Facilities, Director of Human Resources,

Director of Information Technology, or Chief Financial Officer. This committee serves as the contact for appeal requests and coordinates the review of all hardship requests. The results of this appeal are considered final.

2. Hardships or statutory provisions may affect choice transfers to schools in all status categories. These provisions include documented medical, emotional or psychological, or legal reasons.
  - a. Availability of day care will not be considered as a basis for hardship beyond the elementary level.
  - b. If a hardship appeal is submitted for medical reasons, including psychiatric, the parent/legal guardian must submit a Medical Hardship Documentation and Release of Records form, including a physician's statement describing the medical condition of the student and specific medical reasons justifying the request.
  - c. If a hardship appeal is submitted for legal reasons, the parent/legal guardian must submit documentation of the legal hardship.
  - d. Hardship appeals based on course availability will not be considered unless the requested program was stated in the original application and is not available at the zoned school; and the selected school has space available in the core academic classes, as well as in the requested program.

#### I. Availability of Transportation

1. The parent/legal guardian is responsible for the transportation of a student approved to attend a school of choice through the open enrollment process.

J. Method and timeline for notifying a parent/legal guardian of his/her child's placement for the next school year.

1. Open Enrollment School Choice applications for the following school year will be accepted February 1 through March 1. Applications must be received electronically no later than March 1. Applications for multiple children, multiple schools, or incomplete applications will *not* be considered.
  - a. If your application was received prior to March 1 deadline, you may expect to receive notification regarding the status of your Open Enrollment School Choice request prior to the end of the current school year.
2. Requests to attend a Suwannee County school from an out of district resident will be considered, only after decisions are finalized for Suwannee County's students. ~~Requests to attend a Suwannee County school, if you live in another county, will require a release from your home county.~~

### III. Process for Implementation of the Controlled Open Enrollment Plan

A. Adhere to federal desegregation requirements.

B. Maintain socioeconomic, demographic, and racial balance.

1. A database of school choice requests is maintained and cross-referenced with the District electronic student information system. Updated lists of students approved to attend a school of choice are generated periodically for review by the District and school based administration.
2. School choice data are collected, and the Superintendent's staff is apprised of emerging patterns that may potentially impact the socioeconomic, demographic, and racial balance of the District. If necessary, further analysis and possible revision to the District Open Enrollment School Choice may be recommended.

- C. Maintain existing academic eligibility criteria for public school choice programs.
- D. Establish criteria for rescinding school choice approval. The approval of a school choice application may be rescinded if:
  - 1. False information was provided (F.S. 837.06 and F.S. 92.525 – providing false information is a criminal act).
  - 2. It is determined by the District and school personnel that enrollment at a requested school is having a negative impact on the student's educational progress.
  - 3. The student withdraws from a course of study that was the basis for enrollment at the requested school (i.e., Career Technical Programs, International Baccalaureate).
  - 4. The principal has the right to rescind approval due to poor attendance, grades, behavior, and/or if the student is chronically tardy to school.
  - 5. Out of district students who commit offenses subject to expulsion recommendations will be returned to their zoned district for determination of alternative schooling or expulsion.
- IV. Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.
- V. Preferential treatment shall be provided for:
  - A. Dependent children of active duty military personnel whose move resulted from military orders
  - B. Children who have moved due to foster care placement in a different school zone.

- C. Children who have moved due to a court-ordered change in custody as a result of separation or divorce.
  - D. Children who have moved due to the serious illness or death of a parent/legal guardian.
  - E. Students at multiple session schools.
  - F. Students residing in the District.
- VI. The Controlled Open Enrollment Plan shall be available on the District website.
- A. Electronic Open Enrollment School Choice applications are accepted for all District schools open to choice. To be open to choice, a school must be below capacity.
  - B. Applications are accepted outside the open enrollment period ONLY when a school choice request is based on a documented hardship or other eligible situation.
- VII. The process for participating in controlled open enrollment is posted on the District website with a list of schools that have not reached capacity. The application for participation is electronic, and the deadline for submitting the request to participate in controlled open enrollment is March 1.
- VIII. The District shall report the number of students participating in public school choice by type as required by the Department of Education.
- IX. The Controlled Open Enrollment Plan, and the process for implementing the plan, shall be reviewed annually. The Superintendent shall present the plan and any recommended changes to the School Board for consideration.