

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
January 22, 2019

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
Herman Gunter – 2019 Sunshine State STEM Scholar

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

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. 4-23)

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

2. The Superintendent recommends approval of the monthly financial statement for December 2018.

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

General Checking Account

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

Payroll Checking Account

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

Grand Total \$ 4,821,467.10

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2018-2019:

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

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

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

REGULAR AGENDA

Chief Financial Officer – Vickie DePratter:

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

Director of Human Resources – Walter Boatright:

2. The Superintendent recommends approval of the following personnel items for the 2018-2019 school year:
 - a. Job Description #24 – Chief Financial Officer (*Revised*) (pgs. 25-27)
 - b. Job Description #159 – Community Relations Specialist (*Revised*) (pgs. 28-30)
3. Personnel Changes List (pgs. 31-35)

School Board Attorney – Leonard Dietzen:

4. Legal Counsel's Report

Superintendent of Schools – Ted Roush:

5. Superintendent's Report

School Board Members:

6. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
December 11, 2018

MINUTES

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

Administrators and others present: Walter Boatright (arrived at 9:26 a.m.), Amy Boggus (arrived at 9:15 a.m.), Bill Brothers, Ethan Butts (arrived at 9:49 a.m.), Mark Carver (arrived at 9:30 a.m.), Dee Dee Cathcart (arrived at 9:10 a.m.), Lisa Dorris, Janene Fitzpatrick, Ronnie Gray (arrived at 9:19 a.m.), Malcolm Hines, Terry Huddleston, Naela Jimenez (arrived at 9:23 a.m.), Mary Keen, Chris Landrum, Susan Moffat (arrived at 9:19 a.m.), Kecia Robinson, Kathy Smith, Marsha Tedder (arrived at 9:15 a.m.), Juanita Torres (arrived at 9:23 a.m.), Joyce Warren (arrived at 9:23 a.m.), and Josh Williams.

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

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

Mr. Hines provided an update on the following:

- SCSD Threat Assessment Procedures Manual (pgs. 2-52)

Board members suggested several corrections/changes.

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

Mrs. Fitzpatrick provided updates on the following:

- Parent Involvement Committee Update

Mrs. Fitzpatrick deferred to Kecia Robinson, and members from the Parent Involvement Committee, who provided a PowerPoint presentation regarding an

update on parent involvement and family engagement throughout the District. Handouts were distributed and reviewed, as well.

- Boys Ranch Contract

Mrs. Fitzpatrick distributed and reviewed a copy of the proposed Boys Ranch contract. Mrs. Fitzpatrick stated that the Boys Ranch Board of Directors does not want to go private or as a charter school; they want to continue to operate as they do now, which is under our Board and District. Will be working with Ms. Deb Metheny and the Boys Ranch to finalize the contract for Board approval in the near future.

- School Calendars for 2019-2020 and 2020-2021

Mrs. Fitzpatrick distributed and reviewed copies of the draft calendars for the next two school years. Mr. Taylor asked for the absenteeism rate on the day before and the day after the week of the 2018 Thanksgiving break.

The workshop recessed at 10:53 a.m. and resumed at 11:03 a.m.

Facilities Department Update.....Mark Carver

Mr. Carver distributed and reviewed a handout regarding an update on the relocation of the off-site Opportunity School, as well as the remodel at the RIVEROAK Technical College Annex for Student Services employees and secured testing area.

Human Resources Department Update Walter Boatright

Mr. Boatright provided an update on the following:

- Substitute Teacher Salary Schedule Revisions (pg. 53)

Career, Technical, and Adult Education Mary Keen
Department Update

Ms. Keen distributed and reviewed a handout regarding an update on the following:

- Surgical Technology Program – Due to the increased enrollment and interest in this program, Ms. Keen proposed to add a part-time PRN Clinical Surgical Technology Instructor (up to 20 hours weekly based on enrollment).

Superintendent Update Ted Roush

Mr. Roush provided updates on the following:

- Distributed recent updated copies of the 2019 Legislative Platforms for NEFEC, FADSS, and FSBA. Mr. Roush shared that Ms. Keen is working on scheduling a meeting with our legislative delegates.
- Very proud of our District students who participated at the FSBA/FADSS joint conference in Tampa recently. Distributed a copy of a note from Bill Graham, who donated money to help offset travel expenses to Tampa for our students, as well as money to support Arts Education in our District.
- Distributed and reviewed an article “How Many Teachers are Chronically Absent from Class in Your State?”, along with data pertaining to the percentage of teachers, by state, that are absent 10 or more days per year. He also reported that the absentee rate for all employees for the Friday before Thanksgiving (November 16, 2018) was 7.2%; and the absentee rate for the Monday after Thanksgiving (November 26, 2018) was 3.97%. The daily absentee rate for all employees for the entire year was 6%.

Miscellaneous

- Mr. Taylor commended our students who participated in the recent FSBA/FADSS meeting held in Tampa; so very proud of our District!!
- Mr. daSilava expressed the importance of advertising and branding our District.

The workshop adjourned at 12:06 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
December 11, 2018

MINUTES

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

Chairman daSilva called the meeting to order at 12:13 p.m.

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

Chief Financial Officer – Vickie DePratter:

1. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following contract/agreement for the 2018-2019 school year: (RENEWAL)

#2019-83 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. 2-6)

MOTION CARRIED UNANIMOUSLY

Assistant Superintendent of Administration – Bill Brothers:

2. MOTION by Mr. White, second by Mr. Alcorn, for approval to change the December Regular Board Meeting from December 25, 2018, to December 18, 2018. MOTION CARRIED UNANIMOUSLY

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

Director of Human Resources – Walter Boatright:

3. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of the following personnel items:

a. Revisions to the Instructional Salary Schedule 2018-2019 Substitute Teacher as follows:

- Add the following language: *Long Term Substitute (greater than 30 days) with BS/BA Degree, or higher, with Certification Issues/Holds (\$18.00 per hour) (pg. 7)*

MOTION CARRIED UNANIMOUSLY

Action on the Agenda Addendum

#1. MOTION by Mr. White, second by Mr. Taylor, for approval of the Personnel Changes List Addendum

RECOMMENDATIONS FOR THE 2018-2019 SCHOOL YEAR:

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

SUSPENSION:

Suwannee High School:

Kelly Wiggins, ESE Paraprofessional, effective December 11, 2018, without pay, until the outcome of the investigation.

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Suwannee Primary School:

Vanessa Isidro, Paraprofessional, tentatively November 19, 2018, through February 8, 2019, without pay, with the option of returning sooner if released by doctor.

End of List
2018-2019
School Year

End of the Agenda Addendum

The meeting adjourned at 12:23 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
December 18, 2018

MINUTES

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

UTSC President Eric Rodriguez and School Resource Officer Rachel Rodriguez were also present.

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:

• **2018 National and State FFA Convention Winners – Students**

Suwannee Middle School

Jake Wooley - National Champion: Agriscience Fair, Plant Systems Division 2 Category

McKayden Wilkerson - National Champion: Agriscience Fair, Plant Systems Division 2 Category

Branford High School

Arley Bryant - Awarded State FFA Degree

Wyatte Eakins - Finalist: Forest Products Proficiency

Destiny Fennell	<ul style="list-style-type: none"> - Finalist: National Agriscience Fair-Top 10 - Winner: Florida FFA Division 6 Power and Technical System Category - Finalist: Dairy Proficiency
Colt Frierson	<ul style="list-style-type: none"> - Awarded State FFA Degree
Alley Hacht	<ul style="list-style-type: none"> - Awarded State FFA Degree
Tania Henderson	<ul style="list-style-type: none"> - Finalist: Agriculture Education - Awarded American FFA Degree
Terrah Henderson	<ul style="list-style-type: none"> - Awarded American FFA Degree
Chloe Linton	<ul style="list-style-type: none"> - Awarded State FFA Degree
Dylan White	<ul style="list-style-type: none"> - Awarded State FFA Degree
Taylor White	<ul style="list-style-type: none"> - Finalist: Florida FFA State Star Placement - Awarded State FFA Degree
Tiffanie White	<ul style="list-style-type: none"> - Finalist: Ag Sales
Trevon White	<ul style="list-style-type: none"> - Winner: Agriculture Service and Repair Proficiency
Trey White	<ul style="list-style-type: none"> - Winner: Nursery Operations Proficiency, National Gold
Barrett Young	<ul style="list-style-type: none"> - Finalist: National Agriscience Fair-Top 10 - Winner: Florida FFA Division 6 Power and Technical System Category - Finalist: Vegetable Production Proficiency
<u>Suwannee High School</u>	
Sarah Beth Lee	<ul style="list-style-type: none"> - Finalist: Agricultural Communications Proficiency

Brent Long	<ul style="list-style-type: none"> - Finalist: Forage Production Proficiency - Winner: Forage Production Proficiency
Maggie Reaves	<ul style="list-style-type: none"> - Awarded State FFA Degree - Finalist: Agricultural Education Proficiency - Winner: Agricultural Education Proficiency
Dallas Taylor	<ul style="list-style-type: none"> - Awarded State FFA Degree - Finalist: Poultry Production Proficiency - Finalist: Fruit and Vegetable Production Proficiency - Winner: Poultry Production Proficiency
Will Wood	<ul style="list-style-type: none"> - Awarded State FFA Degree

• **Fashion Share Program/Donation of Supplies to SCSD School Clinics**

Ms. Constance Pierce-Lackey, President of First Central Missionary Baptist Association Women's Auxiliary on behalf of the following churches:

Falling Creek Missionary Baptist Church
 New Jerusalem Missionary Baptist Church
 Mt. Olive Missionary Baptist Church
 Greater Poplar Springs Missionary Baptist Church
 Deep Creek Missionary Baptist Church
 Greater True Vine Missionary Baptist Church
 Sister Welcome Missionary Baptist Church
 Hope Well Missionary Baptist Church
 New National Grove Missionary Baptist Church
 Springfield Missionary Baptist Church
 Mt. Pleasant Missionary Baptist Church
 New Bethel Missionary Baptist Church

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

Facilities Department

John Betz
 Ethan Butts
 Mark Carver
 Nick Copeland
 Mark Fitzpatrick
 Lawrence Jelks

- **HealthierUS School Challenge: Smarter Lunchrooms Award by USDA**

Branford Elementary School Cafeteria – Rosanna Holtzclaw
 Suwannee Primary School Cafeteria – Leona Ash
 Suwannee Elementary School Cafeteria – Becky Kirby
 Suwannee Intermediate School Cafeteria – Georgia Chancey

- **School of Excellence Award by the State Board of Education**

Suwannee Elementary School

- **SCSD Principal and Assistant Principal of the Year**

Amy Boggus, SCSD Principal of the Year
 Angie Stuckey, SCSD Assistant Principal of the Year

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.)

- Eric Rodriguez, UTSC President, addressed the Board regarding teacher vacancies and the hardship it has caused for our teachers; he asked the Board and District to consider looking at different ways to recruit highly qualified teachers. Mr. Roush responded that the District will be implementing the voluntary transfer process earlier this year, which will hopefully help with the teacher vacancy issue.

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

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

- Mr. White pulled Item #6 (out-of-state trip) for discussion purposes only. He asked for clarification if this was for one student or all of 6th grade. Mrs. Fitzpatrick confirmed it was for one 6th grade student that was not able to participate while a 5th grader.
- Mr. Taylor pulled Item #5 (Contract #2019-80) for discussion purposes only. Mrs. Keen responded to his concerns.

MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

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

1. Approval of the following Minutes: **(pgs. 9-20)**

- | | |
|-------------------|---|
| November 13, 2018 | - Workshop Session |
| | - Special Meeting |
| | - Expulsion Issues Hearing (Private) |
| | - Expulsion Issues Hearing (Private-Evidentiary/Formal Hearing) |
| November 20, 2018 | - Reorganization Meeting |
| | - Regular Meeting |

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

3. The following bills for the period November 1-30, 2018:

General Checking Account

General Fund 1000	\$	759,747.24
LCIF Fund 3200		274,428.53
Food Service Fund 4100		196,797.96
Federal Fund 4200		<u>138,523.82</u>
	\$	1,369,497.55

Payroll Checking Account

General Fund 1000	\$	3,125,177.74
Food Service Fund 4100		135,584.30
Federal Fund 4200		<u>334,538.73</u>
	\$	3,595,300.77

Grand Total \$ 4,964,798.32

4. Approval of the following budget amendments for fiscal year 2018-2019:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-5	III-5	IV-4 (Food Service)
		IV-5 (Federal)

5. Approval of the following contracts/agreements for the 2018-2019 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-80 Clinical Education Agreement between NF Suwannee, LLC d/b/a Suwannee Health and Rehabilitation Center, Live Oak, Florida and the Suwannee County School Board Commercial Food and Culinary Managers, and the Dietary Management Programs (*Renewal/Revised*) (pgs. 21-39)

#2019-81 Clinical Education Agreement between NF Suwannee, LLC
d/b/a Suwannee Health and Rehabilitation Center, Live Oak,
Florida and the Suwannee County School Board Patient Care
Technician and Practical Nurse Education Programs
(Renewal/Revised) (pgs. 40-58)

6. Approval of an out-of-state trip for a Branford High School (BHS) 6th grade student to travel with the Branford Elementary School (BES) Safety Patrol students to Washington, DC, on April 11-16, 2019. (*Funded by fundraising and parents of the student at no cost to the District.*) (Note: The BES out-of-state trip was Board approved on August 28, 2018.)
7. Approval of the following student transfers for the 2018-2019 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Amarriana	Cook	Suwannee	Lafayette	12
Blake	Moses	Suwannee	Hamilton	PK
Layne	Moses	Suwannee	Hamilton	1
Paityn	Moses	Suwannee	Hamilton	1

REGULAR AGENDA

Assistant Superintendent of Instruction – Janene Fitzpatrick:

1. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of the following curriculum items:
 - a. 2019-2020 School Calendar (pgs. 59-60)
 - b. 2020-2021 School Calendar (pgs. 61-62)

MOTION CARRIED four to one; Mr. White voted NO.

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

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

#2019-82 Clinical Education Agreement between NF Suwannee, LLC d/b/a Suwannee Health and Rehabilitation Center, Live Oak, Florida and the Suwannee County School Board Nursing Assistant Program to provide a clinical training site for students enrolled in the Nursing Assistant Program at Suwannee High School (*New*) (pgs. 63-70)

MOTION CARRIED UNANIMOUSLY

Director of Facilities – Mark Carver:

3. MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of the Guaranteed Maximum Price (GMP) for the New District Office/Admin Building construction project. (Note: Mr. Carver stated that the final dollar amount was provided from Gray Construction for \$1,489,969. Mr. Carver stated that the amount does not include paving of the parking lot.) Mr. Carver provided a handout as additional documentation for the GMP, which also reflects information for Contract #2019-65, which was Board approved on August 28, 2018. MOTION CARRIED four to one; Mr. White voted NO.

Director of Student Services – Debbie Land:

(Presented by Assistant Superintendent of Instruction – Janene Fitzpatrick)

4. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following form:

#5200-021 Suwannee County School District Parent/Guardian Conference Documentation Form (*Revised*) (pg. 71)

Mr. Alcorn suggested adding the “Student ID Number” to the form. Mrs. Fitzprick stated she would have it added.

MOTION CARRIED UNANIMOUSLY

Action on the Agenda Addendum

Director of Human Resources – Walter Boatright:

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

Action taken with Item 5 below on the Regular Agenda.

End of Agenda Addendum for Director of Human Resources Walter Boatright

Director of Human Resources – Walter Boatright:

5. MOTION by Ms. Cason, second by Mr. Alcorn, for approval of Personnel Changes List, along with the Personnel Changes List Addendum, and the following changes to the regular Personnel Changes List, Page 73, under *RETIREMENTS: Suwannee Primary School* – Effective dates for Marolyn Black and Nancy J. Jernigan should be June 5, 2019 (not June 5, 2018). (pgs. 72-76) MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES APPROVED:

RECOMMENDATIONS 2018-2019 SCHOOL YEAR:

RESIGNATION: INSTRUCTIONAL:

RIVEROAK Technical College:

Traci Thompson, Teacher, effective December 3, 2018

Suwannee Middle School:

Dana M. Drawdy, ESE Support Facilitator, effective January 7, 2019

SUSPENSIONS:

Suwannee High School:

Myra Bell, Teacher, November 28, 2018, without pay

Cheri Copeland, Teacher, November 28, 2018, without pay

RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee Middle School:

Michael G. Harris, Custodian, effective November 6, 2018

Transportation:

Shawarren Cooks, Bus Driver, effective November 22, 2018

RETIREMENTS:

Suwannee Primary School:

Marolyn Black, Paraprofessional, effective June 5, 2019

Nancy J. Jernigan, Paraprofessional, effective June 5, 2019

TERMINATION:

Transportation:

Holly Shepherd, Bus Driver, effective December 4, 2018

SUSPENSIONS:

Suwannee High School:

Cody Gamble, ESE Paraprofessional, November 29, 2018, without pay.

Transportation:

Devon Kearney, Bus Driver, effective December 5, 2018 through December 11, 2018, without pay.

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

Suwannee Middle School:

Melissa Francisco, Teacher, August 21, 2018 and September 4, 2018, for a total of 14.50 hours.

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee High School:

Brandy Allen, ESE Paraprofessional, effective December 3, 2018

REPLACES: Kelly McManaway

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Amanda Mabey	JV Girls' Soccer Coach	SHS	Tommy Brett
Jennifer Stevens	Instructional Leadership	SIS	
Nicole Stratton	Cheerleader Sponsor	SMS	

ADMINISTRATIVE LEAVE:

Suwannee High School:

Kelly Wiggins, effective November 27, 2018 through December 10, 2018, indefinitely with pay, pending the outcome of the investigation.

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

Suwannee Elementary School:

Cheryl Ann Jackson, Media Clerk, August 21, 2018 through August 31, 2018, for a total of 3 hours.

Suwannee Middle School:

Linda Strait, Clerk, August 16, 2018 through August 17, 2018, for a total of 9.5 hours.

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Branford High School:

Deborah Yates, Paraprofessional, tentatively September 10, 2018, through December 8, 2018, without pay, with the option of returning sooner if released by doctor. *(Revised from the 11/20/18 Personnel Changes)*

Transportation:

Robin Garbett, Bus Driver, tentatively August 10, 2018 through September 11, 2018 and November 13, 2018 through December 21, 2018 and January 7, 2019 through January 28, 2019 without pay, with the option of returning sooner if released by the doctor.

LEAVE OF ABSENCE (MEDICAL LEAVE):

Branford High School:

Deborah Yates, Paraprofessional, tentatively December 10, 2018, through December 20, 2018, without pay, with the option of returning sooner if released by doctor. *(Revised from the 11/20/18 Personnel Changes)*

Transportation:

Robin Garbett, Bus Driver, tentatively January 29, 2019 through February 4, 2019 without pay, with the option of returning sooner if released by the doctor.

LEAVE OF ABSENCE (MATERNITY LEAVE):

Branford Elementary School:

Jessica Wagner, Teacher, tentatively November 13, 2018 through January 14, 2019, without pay, with the option of returning sooner if released by the doctor. *(Revised dates from October 23, 2018 Personnel Changes)*

MISCELLANEOUS:

District Wide/21st Century:

The following to work as the 21st Century Director District wide:
Lesley Fry

District Wide/21st Century:

The following to work as a site coordinators in the 21st Century Program District wide program:

Branford Elementary School:

Denah Phillips

Suwannee Elementary School:

Rhonda Furry

Suwannee Intermediate School:

Julie Griswold

Suwannee Primary School:

Staci Greaves

District Wide/21st Century:

The following to work as a paraprofessional or teacher in the 21st Century Program District wide:

*The employees below may work in other school locations other than listed below.

Branford Elementary School:

Victoria Jensen	Julie Klecka	Jennifer Winnett
Rhoshonda Herring	Carla Suggs	Traci Kirby
Amy Allen	Teresa Conger	Tina Hayes
Margaret Williams	Priscilla Jones	Tracy Combee
Jessica Wagner	Erin Roberts	Donna Rightmire
Brenda Raulerson	Lyndsey Browning	Magaly Ocampo
Yvonne Topham	Kenya Manley	

Suwannee Elementary School:

Pamela Lewis	Angie Hester	Jennifer Hitt
Takesha Patrick	Danielle Gay	Robyne Edwards
Susan Ratliff	Amy Williams	Tanya Crain
Jessica Melgar	Tralene Sasso	Jo Ann Ledew
Yvette Perez	Jennifer McMillan	Heather Marshall
Kristin Register	Joyce McIntosh	Jennifer Bonds
Lacy Van Etta	Mandy Hurst	Mindy Berry

Suwannee Intermediate School:

Pamela Hendrick	Brooke Cox-Knowles	Adrienne Taylor
Jenny Clark	Tiffany Sanders	Tracy Kirby
Crystal Gill	Sandra Winburn	Angie Hester
Joann Barton	Robin Chapman	Jennifer Stevens
Amy Steed	Monica Sauer	Tara Brock
Shannon White	Becky Skipper	Jeremy Griswold
Ashley Wooley	Summer Bell	Lynn Lawrence
Deadre Jolicoeur		

Suwannee Primary School:

Kerry Jo Melland	April Greene	Mandy Ramsey
Hannah Johnson	Annemarie Croucher	Patrick Jernigan
Amanda Kiser	Janell Miracle	Janice McCall
Georgette Ragan	June Bashaw	Laritta Hunter
Shannon Daniel	Kelly Driggers	Susan Johnson
Marcia Riegel	Katey Melland	

SUBSTITUTES:

The following to serve as Substitute Bus Attendants:

Carrie Albritton	Melissa Carter	Deborah Galindo
Tristan Harrington	Josie Jenkins	Sudie Wingard

STUDENT WORKER:

Catherine Bell, RIVEROAK Technical College/Early Childhood Education/My Play School

VOLUNTEERS:

Audrianna Armstrong
Marchelle Braswell
Jere Burnette
Kenneth Campbell
Jenna Chancey
Samantha Chaney
Charles Conley
April Darling
Sabrina De la Vega
Anne Ferguson

Fabiola Fernandez-Badillo
Linda Floyd
Sierra Garcia
Keri Gill
Lydia Hernandez
Richard Little, Jr.
Wilma Matthews
Vanessa Maysonet
Shelly Mendez
Kevin Nissley

Robert Pendland
Jose Ruiz
Bridget Stegall
Carole Strickland
Bonnie Swartz
Stanley Swartz
Craig Topping
George Williams

End of List
2018-2019
School Year

PERSONNEL CHANGES LIST ADDENDUM**RECOMMENDATIONS FOR THE 2018-2019 SCHOOL YEAR:****RECOMMENDATIONS: INSTRUCTIONAL:****SUBSTITUTE:**

The following to serve as a long term Substitute Teacher effective December 11, 2018:

Suwannee Intermediate School:
Glenn Newland

SUSPENSION:

Suwannee High School:
Isaac Chandler, Teacher, effective December 18-19, 2018, without pay

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Suwannee Elementary School:
Miranda Walker, Teacher, tentatively January 7, 2019, through March 4, 2019, without pay, with the option of returning sooner if released by doctor

RECOMMENDATION: NON-INSTRUCTIONAL/SCHOOL RELATED:

SUSPENSION:

Transportation:

Teneshia Henderson, Bus Driver, effective December 18, 2018, through January 22, 2019, without pay

End of List
2018-2019
School Year

End of Personnel Changes List Addendum

School Board Attorney – Leonard Dietzen:

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

Superintendent of Schools – Ted Roush:

7. Superintendent's Report

Mr. Roush provided the following information:

- Distributed and reviewed a handout regarding an Absence/Attendance and Substitute Report from January 8, 2018, to current for substitute-based District employees.
- Planning will begin early for the 2019-2020 budget year; a conservative budget will be developed.
- Wished everyone a Merry Christmas and safe travels!

School Board Members:

8. Issues and concerns Board members may wish to discuss

- Board members wished everyone a Merry Christmas!
- Mr. Taylor commended our students for their many talents (chorus, art, etc.).
- Ms. Cason asked Mr. Roush about the status of the Student Ambassador Program for the District. Mr. Roush responded that he and Ms. Cason need to meet after the first of the year and finalize the process for the Program.
- Mr. Alcorn suggested having a staff person on hand to take pictures to document and help promote our District. Mr. Brothers responded that is part of T.J. Vickers' job responsibilities as the Community Relations Specialist. He mentioned that Mr. Vickers was not able to attend tonight's meeting; however, Mrs. Keen did take some pictures during the meeting.
- Ms. Cason suggested that we provide information to the local newspaper and have it placed in a separate section for "school news". She stated that the District needs to do a better job of getting the information to the newspaper. Mr. Brothers noted that Mr. Vickers' job description will be reviewed and discussed at the January Board Workshop, which will include this topic.
- Mr. daSilva commended the Superintendent, administrators, teachers, and staff for their consistency and hard work, which adds to the success of our District.

The meeting adjourned at 7:25 p.m.

2018-19 JANUARY SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99005337	POWER EDGE SERVER	\$ 1,601.44	2/3/2006	TECHNOLOGY	SURPLUS
99005587	SERVER, XEON 800 MHZ 2.8	\$ 1,375.00	8/17/2006	TECHNOLOGY	SURPLUS
99006937	SWITCH, 3 NETWORK	\$ 2,109.00	1/22/2010	TECHNOLOGY	SURPLUS
99007350	COMPUTER, NOTEBOOK	\$ 1,040.00	8/9/2010	TECHNOLOGY	SURPLUS
99007418	FIREWALL	\$ 5,197.02	12/3/2010	TECHNOLOGY	SURPLUS
99007420	FIREWALL	\$ 5,197.03	12/3/2010	TECHNOLOGY	SURPLUS
99007581	COMPUTER, LAPTOP W DOCKIN	\$ 855.00	8/19/2011	TECHNOLOGY	SURPLUS
99007641	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007652	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007722	SWITCH, 3 COM	\$ 2,028.00	6/8/2012	TECHNOLOGY	SURPLUS
99007799	SWITCH 12 PORTS	\$ 2,650.00	4/25/2013	TECHNOLOGY	SURPLUS
99007931	WEB FILTER, IWF-14600	\$ 3,247.50	5/15/2014	TECHNOLOGY	SURPLUS
99007932	WEB FILTER, IWR-5960-A	\$ 5,497.50	5/15/2014	TECHNOLOGY	SURPLUS
	TOTAL	\$32,475.49			

Requested By:



MARK A CARVER,
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

SUPERINTENDENT

1/22/2019

DATE

BOARD CHAIRMAN

SCHOOL DISTRICT OF SUWANNEE COUNTY

CHIEF FINANCIAL OFFICER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree in Business, Management, Accounting or related field; Certified Public Accountant; ~~preferred~~ or Certification from the Institute of Florida School Finance
- (2) Minimum of three (3) years experience in one of the above fields.
- (3) Or other appropriate certification required by the Florida Department of Education.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of government accounting standards. Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments and food service. Knowledge of State Funding Methods and FTE. Knowledge of State Statutes, State Board rules, Board policy and Federal Fair Labor Standards in areas of finance, insurance and personnel. Group dynamics and communication skills for both oral and written presentations. Ability to plan and analyze. Ability to utilize personal computer/mainframe software and hardware. Knowledge of banking as it relates to investments.

REPORTS TO:

Superintendent

JOB GOAL

To ensure delivery of fiscally responsible business services to the District in order to provide students the best educational experience possible.

SUPERVISES:

Assistant Chief Financial Officer
Payroll Supervisor
Administrative Secretary

Employee Benefits Specialist
Accounts Payable Specialist

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate and manage financial planning and reporting for the District.
- * (2) Coordinate and direct the budget control function.
- * (3) Oversee purchasing, including RFPs or bids as necessary for the District.
- * (4) Direct the District's cash management program.
- * (5) Respond to individual auditor concerns and questions during audit period and coordinate the District's formal response to audits.
- * (6) Supervise the preparation of financial reports.
- * (7) Assign and supervise work within the accounting office.
- * (8) Coordinate budget, accounting, billing and collection control procedures.
- * (9) Record cash receipts, deposit all funds, and assist in the District's investment program.

CHIEF FINANCIAL OFFICER (Continued)

- * (10) Provide funding advice for capital improvement and debt service programs.
- * (11) Oversee all functions necessary for maintaining the District's payroll system.
- * (12) Prepare the Superintendent's Annual Financial Report.
- * (13) Coordinate the District's investment program of surplus funds.
- * (14) Prepare and submit monthly financial statements to the Superintendent and School Board members.
- * (15) Coordinate the District's risk management program.
- * (16) Assist with internal funds and coordinate internal audits.
- * (17) Provide administrative and supervisory direction to the MIS IT function.
- * (18) Serve as a member of Facilities Construction Team providing financial oversight of construction projects.
- * (19) Assure that all expenditures are made within the provisions of the approved budget.
- * (20) Approve all fundraising activities.
- * (21) Responsible for District contracts.
- * (22) Act as District contact for Suwannee County School Board and United Teachers of Suwannee County negotiations.

Inter/Intra-Agency Communication and Delivery

- * (23) Assist with the planning and evaluation of District-wide food service.
- * (24) Maintain effective community relations and interpret financial matters to the community.
- * (25) Provide coordination of activities between units within the business services department.
- * (26) Advise and assist District staff members on budgets, accounting policies and interpret/apply policies to the various financial functions.

Professional Growth and Development

- * (27) Provide technical assistance to assigned employees as needed.
- * (28) Provide for the cross-training of personnel within the department.
- * (29) Set high standards for self and others.
- * (30) Maintain a network of peer contacts through professional organizations.
- * (31) Promote and support the professional growth of self and others.

Systemic Functions

- * (32) Provide information to the Superintendent and School Board on the financial status of the School District and the wise use of its resources through sound business management practices.
- * (33) Assist in the development of School Board policies and administrative guidelines.
- * (34) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding the impact on the District.
- * (35) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (36) Prepare all required reports and maintain all appropriate records.
- * (37) Act as legislative liaison to represent the District's financial interests.
- * (38) Perform other tasks consistent with the goals and objectives of this position.

CHIEF FINANCIAL OFFICER (Continued)**Leadership and Strategic Orientation**

- * (39) Direct and coordinate the planning, implementation and evaluation of business services.
- * (40) Direct the preparation and administration of the annual School District budget.
- * (41) Direct the preparation of financial reports and statements to schools, the district, the state and the federal government.
- * (42) Serve as a member of the Superintendent's Executive Leadership Team.
- * (43) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- * (44) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

*Essential Performance Responsibilities

SCSB Approved 3/25/02
Revised SCSB Approved 1/27/09
Revised SCSB Approved 3/24/09
Revised SCSB Approved 5/26/09
Revised SCSB Approved X/XX/XX

SCHOOL DISTRICT OF SUWANNEE COUNTY

COMMUNITY RELATIONS SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution; in a communication related field.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the school district and school programs. Ability to relate to people with varied backgrounds and interests. Ability to interview. Ability to deal with crisis situations. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

~~Coordinator of Career & Technical Education Student & Community Affairs~~ Director of Career, Technical and Adult Education.

JOB GOAL

To assist the ~~Superintendent~~ and district staff in clearly communicating essential information to district personnel, members of the community and members of the press in a timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) ~~Regularly~~ Coordinate publications and dissemination of information for the district from concept to final product.
- * (2) Gather news from the district and develop press releases.
- * (3) Coordinate public relations efforts of the school district with ~~the Superintendent and~~ assigned staff and provide materials for dissemination related to the operation of the school district and partnership programs.
- * (4) Provide suggestions to the Superintendent on effective means to share and implement the vision and mission of the district.
- * (5) ~~Host~~ Participate in television and radio shows ~~weekly on the educational channel as~~ needed.

COMMUNITY RELATIONS SPECIALIST (Continued)

- * (6) Serve as district videographer and photographer for school and district events.
- * (7) Collaborate with the district webmaster to create and update the district websites.
- * (8) Coordinate partnership programs including volunteers, businesses and organizations.
- * (9) ~~Assist principals with requests and needs for volunteer services.~~ Monitor websites for compliance with all federal and state regulations.
- * (10) ~~Provide training for building volunteer coordinators.~~
- * (11) ~~Assist and advise principals with interviews and screening procedures for prospective volunteers, including recruitment, orientation, training, ongoing inservice and record keeping.~~
- * (12) ~~Plan the~~ Participate in district recognition programs for parent related organizations, business partnerships, community groups and other events as assigned.
- * (13) ~~Coordinate~~ Assist in coordination of special events including groundbreakings, grand openings, volunteer recognition and awards ceremonies.
- * (14) ~~Prepare~~ Assist in preparation of an annual summary of public partnership efforts during the year, ~~detailing the number of students served,~~ the type of services provided, and summarizing the general effectiveness.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (16) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (17) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (18) Ensure adherence to good safety standards.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Model and maintain high ethical standards.
- * (21) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (23) Exercise service orientation when working with others.
- * (24) Keep supervisor informed of potential problems or unusual events.
- * (25) Use effective, positive interpersonal communication skills.
- * (26) Respond to inquiries and concerns in a timely manner.
- * (27) Serve and assist on school/district committees and the PDC as required or appropriate.

System Support

- * (28) Exhibit interpersonal skills to work as an effective team member.
- * (29) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (30) Demonstrate support for the school district and its goals and priorities.
- * (31) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (32) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (33) Participate in cross-training activities as required.
- * (34) Perform other tasks consistent with the goals and objectives of this position.
- * (35) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- * (36) Shall assume additional responsibilities as assigned by the Superintendent.

COMMUNITY RELATIONS SPECIALIST (Continued)

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

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

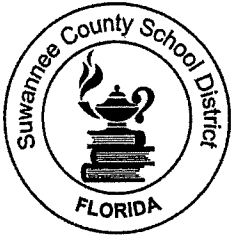
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

Revised XX/XX/XX

SUWANNEE COUNTY SCHOOL DISTRICT



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

TED L. ROUSH
Superintendent of Schools

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

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools *TR*
FROM: Walter Boatright, Director of Human Resources *WB*
DATE: January 10, 2019
RE: Personnel Changes List for January 22, 2019 Regular Meeting

RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations. Approval of each is respectfully requested.

SUWANNEE COUNTY SCHOOL BOARD

Personnel Changes

January 22, 2019

TO: District School Board of Suwannee County

FROM: 
Ted L. Roush, Superintendent of Schools

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations. Approval of each is respectfully requested.

RECOMMENDATIONS 2018-2019 SCHOOL YEAR:

RESIGNATION: INSTRUCTIONAL:

Suwannee High School:

Ashley Cato Conner, Teacher, effective February 11, 2019

RETIREMENTS: INSTRUCTIONAL:

Suwannee Elementary School:

Daphne McClendon, Teacher, effective June 30, 2019

Suwannee High School:

Gary Croxton, Teacher, effective June 30, 2019

RETIREMENT: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee Intermediate School:

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

TERMINATION: NON-INSTRUCTIONAL/SCHOOL RELATED:

Transportation:

Teneshia Henderson, Bus Driver, effective January 22, 2019

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee High School:

Cletia Hamby, ESE Teacher, effective January 7, 2019

REPLACES: Myra Bell

Eduardo Moreno, Teacher, effective January 7, 2019

REPLACES: Deborah Cathey

Suwannee Intermediate School:

Emily Goss, Teacher, effective January 7, 2019

REPLACES: Joseph Eakins

Hanna Moreno, Teacher, effective January 7, 2019

REPLACES: Brenda Morris

Suwannee Primary School:

Brandy Geering, Teacher, effective January 7, 2019

REPLACES: Salome Saenz

LEAVE OF ABSENCE (MATERNITY LEAVE):**Suwannee Intermediate School:**

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

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**Suwannee Elementary School:**

Elizabeth Romulo, Bilingual Paraprofessional, effective January 7, 2019

REPLACES: Natalia Morales

Suwannee Middle School:

Michael Dunmore, Custodian, effective January 14, 2019

REPLACES: Michael Harris

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Emily Blackmon	Planning Period	SVS	
Andrew Chapman	Planning Period	SVS	
Brooke Cox-Knowles	Planning Period	SVS	
Anslie Creech	JV Girls' Volleyball Coach	SHS	Deborah Cathey
Carlos Diaz	Planning Period	SVS	
Jean Eckhoff	Planning Period	SVS	
Greg Gabey	Head Softball Coach	SMS	Terry Mixon
Sarah Grillo	Planning Period	SVS	
Angela Hester	Planning Period	SVS	
Vanessa Menhennett	Planning Period	SVS	
Sergio Rodriguez	Planning Period	SVS	
Christopher Ryker	Varsity Boys' Assistant Basketball Coach	BHS	Chris Ferguson
Brittney Shearer	Assistant Softball Coach	SMS	
Roger Sumner	Planning Period	SVS	
Daniel Taylor	Planning Period	SVS	
Daniel Taylor	Planning Period	BHS	
Kimberly Tuvell	Planning Period	SVS	
Mirian Venero	Planning Period	SVS	
Morgan Williams	Auxiliary Guard Sponsor	SHS	Abigail Rodriguez
Morgan Williams	Assistant Band Director	SHS	

TRANSFER/REASSIGNMENT:

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

PART-TIME/HOURLY EMPLOYEES:

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

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES

January 1, 2019-June 30, 2019

ADULT EDUCATION

Robbin Chapman	ABE/GED Prep
Tracy Henderson	ABE/GED Prep

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

CAREER AND TECHNICAL EDUCATION

Susan Morgan	Patient Care Technician/Practical Nursing/I.V. Therapy
Greta Thornton	Nail Technician
Kevin Mercer	Welding
Tommy Taylor	Welding
Marivic Blackwell	Phlebotomy
Brenda Lacy	Dietary Management
Kelly Grimes	Practical Nursing/Patient Care Technician Clinical Instructor
Hildelita Warren	Practical Nursing/Patient Care Technician Clinical Instructor

COMMUNITY EDUCATION (Pending class enrollment)

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

LEAVE OF ABSENCE (MEDICAL LEAVE):

Transportation:

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

MISCELLANEOUS:

Hospital Homebound:

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

Kate Bromley	Daniel Taylor
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PreK Extended Day:

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

Kelly Davidson

Amanda Martin

Tiffany Phillips

Edna Roberts

VOLUNTEERS:

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

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

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

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