

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
August 22, 2017

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Florida Sheriffs Youth Ranch students

Special Recognition by the Superintendent:

- Perfect Scores on 2017 Spring FSA
- Level II Principal Leadership Certification
  - Gary Caldwell
  - Malcolm Hines

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. 8-30)

July 6, 2017	- Workshop Session (Federal Budget for 2017-2018)
July 11, 2017	- Workshop Session
	- Special Meeting

- July 24, 2017                    - Special Meeting (Advertise tentative Millage Rates and tentative Budget for 2017-2018)
- July 25, 2017                    - Regular Meeting
- July 31, 2017                    - Public Hearing (Adopt the tentative Millage Rates and tentative Budget for 2017-2018)

2. The Superintendent recommends approval of the monthly financial statement for July 2017.
3. The Superintendent presents the following bills for the period July 1-31, 2017:

General Fund	
#167240 - 167392	\$ 959,592.41
Electronic Fund Transfers	<u>812,508.59</u>
	\$ 1,772,101.00

Federal Fund	
#49655 - 49725	\$ 122,246.92
Electronic Fund Transfers	<u>137,284.08</u>
	\$ 259,531.00

Food Service Fund	
#31772 - 31802	\$ 105,247.79
Electronic Fund Transfers	<u>25,483.30</u>
	\$ 130,731.09

LCIF	
#7573 - 7590	\$ 80,348.45
Electronic Fund Transfers	<u>0.00</u>
	\$ 80,348.45

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2016-2017:

<u>General</u>	<u>Special Revenues</u>
I-13	IV-13 (Federal)

5. The Superintendent recommends approval of the following budget amendments for fiscal year 2017-2018:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-1	III-1	IV-1 (Federal)
		IV-1 (Food Service)

6. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated August 22, 2017. **(pgs. 31-33)**
7. The Superintendent recommends approval of the following contracts/agreements for the 2017-2018 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-72	Inter District Private School Services Agreement 2017-2018 between the Suwannee County School District and the Columbia County School District Title I Programs ( <i>Renewal/Revised</i> ) (Note: This agreement was initiated by the Columbia County School District.) <b>(pgs. 34-39)</b>
#2018-73	Inter District Private School Services Agreement 2017-2018 between the Suwannee County School District and the Madison County School District Title I Programs ( <i>Renewal/Revised</i> ) (Note: This agreement was initiated by the Madison County School District.) <b>(pgs. 40-43)</b>
#2018-74	Inter District Private School Services Agreement 2017-2018 between the Suwannee County School District and the Lafayette County School District Title I Programs ( <i>Renewal/Revised</i> ) (Note: This agreement was initiated by the Lafayette County School District.) <b>(pgs. 44-46)</b>

8. The Superintendent recommends approval of the following student transfers for the 2017-2018 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Sarabeth	Adams	Suwannee	Hamilton	11
Aubree	Anderson	Suwannee	Hamilton	PK
Kade	Brannon	Suwannee	Hamilton	5
Trevor	Eddings	Suwannee	Columbia	12
Kolton	Hunter	Suwannee	Hamilton	2
KeShawn	Jones	Suwannee	Hamilton	9
Abby	Kearns	Suwannee	Madison	11
McKenna	Kiefer	Suwannee	Columbia	10
Branson	McDaniel	Suwannee	Hamilton	K
Darahn	Reed	Suwannee	Columbia	PK
Charles	Robarts	Suwannee	Lafayette	12
Malia	Smart	Suwannee	Columbia	11
Ella	Sullivan	Suwannee	Lafayette	6
Hanna	Sullivan	Suwannee	Lafayette	11
Nyasia	Taylor	Suwannee	Hamilton	1
Jessee	Turner	Suwannee	Hamilton	4

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Jevin	Johnson	SHS	BHS	11
Kyson	Johnson	SMS	BHS	8

## REGULAR AGENDA

### **Chief Financial Officer – Vickie DePratter:**

1. The Superintendent recommends approval of the following changes to be made to the purchasing cards issued through First Federal Bank of Florida: **(pg. 47)**
  - a. Issue a new card to Debra Land, Director of Student Services, in the amount of \$5,000
  - b. Cancel the current card issued to Elizabeth Simpson.

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

2. The Superintendent recommends approval of the following contract/agreement for the 2017-2018 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-75      Agreement between the School Board of Seminole County, Florida, on behalf of the East Coast Technical Assistance Center (ECTAC), and the School Board of Suwannee County, Florida, to provide support and technical assistance to Title I and other specified Elementary and Secondary Education Act (ESEA) Programs (*New*) **(pgs. 48-59)**

3. The Superintendent recommends approval of the following personnel item for the 2017-2018 school year:
  - a. Reclassify the part-time Teacher position, for the Welding Program, at Branford High School to a full-time Teacher position, for the Welding Program, at Branford High School, effective immediately (Note: The part-time position was originally Board approved as an addendum item for the June 20, 2017, Special Meeting.) **(pg. 60)**

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

4. The Superintendent recommends approval of the following curriculum item for the 2017-2018 school year:
  - a. Add the following program at RIVEROAK Technical College:
    - (1) Program #N900100 – Dietary Management and Supervision (pg. 61)

**Director of Facilities – Mark Carver:**

5. The Superintendent recommends approval of a 60-day time extension for the Investment Grade Energy Audit being performed by Trane. (pgs. 62-63)

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

6. The Superintendent recommends approval of the following contract/agreement for the 2017-2018 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)
  - #2018-76 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and TCB Consulting, LLC for consulting services (New) (pgs. 64-77)

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

7. The Superintendent recommends approval of the following form:
  - #5100-082 Suwannee County School District Student Technology and Device Guidelines Form (New) (pgs. 78-79)

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

8. The Superintendent recommends approval of the following form:

#7200-136      Suwannee County School District Interview Checklist Form  
(New) (pgs. 80-81)

9. Personnel Changes List (pgs. 82-89)

**School Board Attorney – Leonard Dietzen:**

10. Legal Counsel's Report

**Superintendent of Schools – Ted Roush:**

11. Superintendent's Report

**School Board Members:**

12. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
July 6, 2017

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 702 – 2<sup>nd</sup> Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, 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, Bill Brothers, Leigh Fernald, Janene Fitzpatrick, Leah Harrell, Mary Keen, Debbie Land, John Olson, Sherry Peppers, Kecia Robinson, and Jimmy Wilkerson.

Chairman Taylor called the meeting to order at 10:00 a.m.

Federal Budgets for 2017-2018.....Lisa Dorris/Janene Fitzpatrick/  
Mary Keen /Debra Land

The following proposed federal budgets for 2017-2018 were presented:

- Food Service..... Bill Brothers (for Lisa Dorris)

(Note: School Board Member Ronald White left the workshop at 10:42 a.m.)

- Perkins Grants ..... Mary Keen
- Title I/Basic ..... Janene Fitzpatrick/Kecia Robinson

The workshop adjourned at 11:33 a.m. and resumed at 12:34 p.m.

The remainder of the proposed federal budgets for 2017-2018 were presented as follows:

- Title II.....Janene Fitzpatrick/John Olson
- ELL and 21<sup>st</sup> Century Program ..... Janene Fitzpatrick
- IDEA; Title III; Title I/Migrant; Title X; Title VI.....Debbie Land



Mrs. DePratter distributed and reviewed the proposed 2017-2018 Budget and Trim Calendar.

The workshop adjourned at 1:44 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
July 11, 2017

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 702 – 2<sup>nd</sup> Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, and Ed daSilva, along with Administrative Secretary Karen Lager. Bill Brothers, Assistant Superintendent of Administration, sat in for Superintendent Ted Roush who was absent. School Board Members Catherine Cason and Ronald White arrived at 9:05 a.m. School Board Attorney Leonard Dietzen and Chief Financial Officer Vickie DePratter were absent.

Administrators and others present: Walter Boatright (arrived at 9:20 a.m.), Mark Carver, Janene Fitzpatrick, Chris Landrum, Julie Ulmer, T.J. Vickers, and Josh Williams. Alexis Spoehr, with the Democrat, was also present.

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

Facilities Department Update.....Mark Carver

Mr. Carver provided an update for the Facilities Department on the following:

- Performance Contracting
- Summer Projects
- Heinking Building Inspection and Appraisal

Mr. Alcorn reported that he spoke to a representative from Gordon Tractor, and their plans are to present an offer to the District, within 60 days, to purchase one acre behind the Gordon Tractor building. Mr. Carver responded that there are specific procedures that the District must follow when selling property.

Equity Report..... Walter Boatright

Mr. Boatright distributed and reviewed a handout regarding the proposed changes and updates to the 2016-2017 Equity Report/Plan.

Mr. Boatright distributed and reviewed a handout regarding the proposed changes and updates to the 2017-2018 Minority Teacher Recruitment Plan.

Mr. Boatright also provided information regarding two contract renewals with Florida Learning Alliance and Kelly Services, which will be on the July 25, 2017, Board agenda.

The workshop recessed at 10:22 a.m. and resumed at 10:30 a.m.

Student Services Department Update.....Debbie Land

Mrs. Fitzpatrick provided an update for the Student Services Department for Mrs. Land, which including the following:

- Proposed new contract, with Bauer Child Development Services, which will provide coverage for Speech Language Pathologist, who will be on maternity leave
- Bullying forms

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

Mrs. Fitzpatrick provided an update for the Assistant Superintendent of Instruction Department on the following:

- ELL Coaching Grant
- Student Progression Plans for 2017-2018
- Changes to the 2017 summer school schedule
- Additional teacher and paraprofessional positions for the 2017 summer school term (Drivers Ed and Credit Recovery)

HB 7069 Update ..... All

Mrs. Fitzpatrick distributed and reviewed a handout regarding HB 7069.

The workshop adjourned at 12:00 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
July 11, 2017

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 702 – 2<sup>nd</sup> Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, and Ronald White, along with Administrative Secretary Karen Lager. Bill Brothers, Assistant Superintendent of Administration, sat in for Superintendent Ted Roush who was absent. School Board Attorney Leonard Dietzen and Chief Financial Officer Vickie DePratter were absent.

Chairman Taylor called the meeting to order at 12:07 p.m.

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

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

1. MOTION by Mr. daSilva, second by Mr. White, for approval of the following curriculum item for the 2016-2017 school year:
  - a. Amend the 2017 Summer School Schedule to add one week to the Middle School Intervention Camp, at Suwannee Middle School, to allow the program to run through July 13, 2017. (pg. 3)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following personnel items for the 2016-2017 school year:
  - a. Amend the summer school positions for the 2017 summer school term as follows: (pg. 3)

- (1) Add one additional Teacher position for the Driver's Education Program at Suwannee High School, effective June 6, 2017
- (2) Add one additional Paraprofessional position for the Credit Recovery (Grades 8-11) Program at Suwannee High School, effective June 12, 2017

MOTION CARRIED UNANIMOUSLY

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

(Presented by Assistant Superintendent of Instruction – Janene Fitzpatrick)

3. MOTION by Mr. Alcorn, second by Mr. daSilva, for approval of the following contracts/agreements for the 2017-2018 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- |          |   |
|----------|---|
| #2018-58 | Dual Enrollment Articulation Agreement between the District School Board of Suwannee County (for RIVEROAK Technical College) and the District School Board of Hamilton County<br>(New) (pgs. 4-8)   |
| #2018-59 | Dual Enrollment Articulation Agreement between the District School Board of Suwannee County (for RIVEROAK Technical College) and the District School Board of Lafayette County<br>(New) (pgs. 9-12) |
| #2018-60 | Dual Enrollment Articulation Agreement between the District School Board of Suwannee County (for RIVEROAK Technical College) and the District School Board of Madison County<br>(New) (pgs. 13-16)  |

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 12:20 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
July 24, 2017

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 702 – 2<sup>nd</sup> Street, NW, Live Oak, FL. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Catherine Cason and School Board Attorney Leonard Dietzen were absent.

Chairman Taylor called the meeting to order at 5:30 p.m.

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

**Chief Financial Officer – Vickie DePratter:**

1. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to advertise the tentative Millage Rates and tentative Budget for the 2017-2018 school year.  
(pg. 2) MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 5:36 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
July 25, 2017

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 702 - 2<sup>nd</sup> Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Catherine Cason was absent.

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

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

Student remarks and pledge to the flag by Bill Brothers, Assistant Superintendent of Administration. (Note: Student organizations from Branford High School were not able to participate.)

Special Recognition by the Superintendent:

- Hugh Mills, Retired Director of Transportation – Awarded the Florida Association for Pupil Transportation's *Pioneer in Student Transportation Award*
- Suwannee FFA Alumni Chapter – Recognized as the #1 FFA Alumni Chapter for 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.)

➤ There were none.

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

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

### CONSENT AGENDA

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

1. Approval of the following Minutes: (pgs. 7-31)

June 20, 2017	- Workshop Session
	- Special Meeting
June 27, 2017	- Regular Meeting

2. Approval of the monthly financial statement for June 2017.

3. The following bills for the period June 1-30, 2017:

General Fund	
#166732 - 167239	\$ 3,226,123.46
Electronic Fund Transfers	<u>3,065,968.00</u>
	\$ 6,292,091.46

Federal Fund	
#49465 - 49654	\$ 506,137.62
Electronic Fund Transfers	<u>592,932.48</u>
	\$ 1,099,070.10

Food Service Fund	
#31632 - 31771	\$ 415,241.39
Electronic Fund Transfers	<u>81,076.87</u>
	\$ 496,318.26



LCIF		
#7570 - 7582	\$	737,749.58
Electronic Fund Transfers		<u>0.00</u>
	\$	737,749.58

4. Approval of the following budget amendments for fiscal year 2016-2017:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-12	III-12	IV-10 (Food Service)
		IV-12 (Federal)

5. Approval for disposal of property as per the attached Property Disposition Form dated July 25, 2017. **(pgs. 32-33)**

6. Approval of the following contracts/agreements for the 2017-2018 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-51	Humana Wellness Services Agreement between Harris, Rothenberg International Inc. d/b/a Humana Wellness and Suwannee County School Board ( <i>Renewal</i> ) <b>(pgs. 34-69)</b>
#2018-53	Memorandum of Understanding between Florida Virtual School and Suwannee County School Board for all students within the Blended Learning Community ( <i>Renewal</i> ) <b>(pgs. 70-74)</b>
#2018-54	Memorandum of Understanding between Florida Virtual School and Suwannee County School Board for all students within the Virtual Learning Lab ( <i>Renewal</i> ) <b>(pgs. 75-78)</b>
#2018-53	Florida Virtual School Franchise Agreement for State of Florida School District between the Board of Trustees of the Florida Virtual School and Suwannee County School Board ( <i>Renewal</i> ) <b>(pgs. 79-114)</b>
#2018-56	Gateway Educational Computing Consultants Project Resolution and Contract for District Participation between the School Board of Washington County, Florida, fiscal agent for the Panhandle Area Educational Consortium (PAEC) and the District School Board of Suwannee County ( <i>Renewal</i> ) <b>(pgs. 115-117)</b>

- #2018-57 PAEC Student Data Services Resolution and Contract for District Participation between the School Board of Washington County, Florida, fiscal agent for the Panhandle Area Educational Consortium (PAEC) and PAEC Student Data Services and the District School Board of Suwannee County, Florida (*Renewal/Revised*) (pgs. 118-121)
- #2018-63 Contract between the Florida Learning Alliance, Inc. (FLA, Inc.) and the District School Board of Suwannee County to provide a staff development management system referred to as the Track Application and related support services (*Renewal*) (pgs. 122-129)
- #2018-64 Agreement for Educational Staffing between Kelly Services, Inc. and Suwannee County School Board for substitute Teachers, Paraprofessionals, Retiree DROP Program Participants, School Nutrition (Food Service) Workers, and Custodians (*Renewal/Revised*) (pgs. 130-149)

7. Approval of the following student transfers (*incoming*) for the 2017-2018 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Hayne	Allbritton	Suwannee	Hamilton	1
Sarah	Godwin	Suwannee	Hamilton	10
Olivia	Goolsby	Suwannee	Hamilton	1
Daniel	Hendry	Suwannee	Hamilton	5
Chase	Hodge	Suwannee	Hamilton	2
Matt Andrew	Hodges	Suwannee	Hamilton	1
Patrick Holt	Hodges	Suwannee	Hamilton	PK
Victoria	Marshall	Suwannee	Columbia	10
Luke	Ramsey	Suwannee	Dixie	10
Seth	Ramsey	Suwannee	Dixie	7
Chelsee	Shipp	Suwannee	Hamilton	VPK
Barrett	Young	Suwannee	Lafayette	9
Braxton	Young	Suwannee	Lafayette	7
Hannah	Young	Suwannee	Lafayette	7

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Hunter	Hawthorne	BHS	SHS	12
McKayden	Wilkerson	SMS	BHS	6

REGULAR AGENDA

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

1. MOTION by Mr. daSilva, second by Mr. White, for approval of the Suwannee County School District Emergency Management Plan for 2017-2018. (A copy is available for review in the office of the Assistant Superintendent of Administration.) (pg. 150) MOTION CARRIED UNANIMOUSLY

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

2. MOTION by Mr. White, second by Mr. Alcorn, for approval of the following contract/agreement for the 2017-2018 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-61      Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida and Bauer Child Development Services, LLC to provide part-time Speech Language Pathologist services (New) (pgs. 151-164)

MOTION CARRIED UNANIMOUSLY

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

3. MOTION by Mr. daSilva, second by Mr. White, for approval of the Suwannee County School District Employee Handbook for 2017-2018. (pgs. 165-201) MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. White, second by Mr. Alcorn, for approval of the 2017-2018 Minority Teacher Recruitment Plan. (A copy is available for review in the office of the Director of Human Resources.) (pg. 202) MOTION CARRIED UNANIMOUSLY
5. MOTION by Mr. daSilva, second by Mr. White, for approval of the Suwannee County School District 2016-2017 Annual Update to the Florida Educational Equity Act Plan. (A copy is available for review in the office of the Director of Human Resources.) (pg. 202) MOTION CARRIED UNANIMOUSLY

**Action on the Agenda Addendum**

**Superintendent of Schools – Ted Roush:**

- #1. MOTION by Mr. daSilva, second by Mr. Alcorn, for the Board to approve the Settlement Agreement at Mediation between Tina Salyers and Mathew Salyers, as guardians of P.S., a minor, dated July 20, 2017. (pgs. A2) MOTION CARRIED UNANIMOUSLY

**End of Agenda Addendum for Superintendent Ted Roush**

**Action on the Agenda Addendum**

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

- #2. Personnel Changes List Addendum (pgs. A3-A4)

Action taken on Item 6 below on the Regular Agenda.

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

6. MOTION by Mr. Alcorn, second by Mr. daSilva, for approval of the Personnel Changes List (pgs. 203-208) MOTION CARRIED UNANIMOUSLY

**PERSONNEL CHANGES APPROVED:**

**SUMMER TERM 2016-2017**

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**RECOMMENDATION: INSTRUCTIONAL:**

Suwannee High School:

Jimmie Green, Teacher, Drivers Education

**END OF 2016-2017 SUMMER TERM**

**RECOMMENDATIONS FOR THE 2017-2018 SCHOOL YEAR:**

**RETIREMENTS: INSTRUCTIONAL:**

Branford Elementary School:

Sharon Denise Barnett, Teacher, effective June 30, 2017

Suwannee Intermediate School:

Susan Schicker, Teacher, effective June 30, 2017

**RESIGNATIONS: INSTRUCTIONAL:**

Suwannee High School:

James McDonald, Teacher, effective July 10, 2017

Suwannee Intermediate School:

Kelly McKissick, Teacher, effective June 26, 2017

Jamie Wiles, Teacher, effective June 27, 2017

Suwannee Middle School:

Elizabeth Howell, Teacher, effective June 30, 2017

Scott Morris, Teacher, effective July 13, 2017

**RETIREMENTS: NON-INSTRUCTIONAL:**

District Office:

Karen Minton, Accounts Payable Specialist, effective July 6, 2017

Food Service:

Lucile Turner, Food Service Worker, effective December 29, 2017

Suwannee Primary School:

Ellawese Washington, Paraprofessional, effective July 31, 2017

**RESIGNATION: NON-INSTRUCTIONAL:**

Suwannee High School:

Gretchen Rasdorf, Paraprofessional, effective July 6, 2017

## **RECOMMENDATIONS: INSTRUCTIONAL:**

### **Branford High School:**

Erin Cannon, Teacher, effective August 3, 2017

REPLACES: Timothy Clark

Joshua McInnis, Teacher, effective August 3, 2017

REPLACES: Scott Ware

Laura Merritt, Teacher, effective August 3, 2017

REPLACES: Gretchen Rasdorf

Samantha Roundtree, Teacher, effective August 3, 2017

REPLACES: Deanna Burkett

### **District-wide:**

Phyllis Bailey, Speech and Language Pathologist, effective August 3, 2017

REPLACES: Amber Russell

### **RIVEROAK Technical College:**

Susan Morgan, Patient Care Technician Instructor, effective July 31, 2017

REPLACES: Traci Thompson

### **Suwannee Elementary School:**

Megan Collins, Teacher, effective August 3, 2017

REPLACES: Adrienne Taylor

Connie Leavitt, ESE Support Facilitator, effective August 3, 2017

REPLACES: New Position

Daphne McClendon, Teacher, effective August 3, 2017

REPLACES: Melody Handley

### **Suwannee High School:**

Akeia Allen, Teacher, effective August 3, 2017

REPLACES: Rhonda Broughton

Deborah Cathey, Teacher, effective August 3, 2017

REPLACES: Annette Kinsey

Alexander Franklin, Teacher, effective August 3, 2017

REPLACES: Robert Marski

### **Suwannee Intermediate School:**

Audrey Peake, ESE Support Facilitator, effective August 3, 2017

REPLACES: Lisa Pennington

### **Suwannee Middle School:**

Kathryn Bower, Teacher, effective August 3, 2017

REPLACES: Becky Ann Larson

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Carl Manna	SMS/Band Director	BHS/Teacher	8/03/2017	Michael Meek
Michael Meek	BHS/Teacher	SMS/Teacher	8/03/2017	Jazmin Marrero

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

Melissa Francisco, Teacher, June 1, 2017 for a total of 3.25 hours.

**LEAVE OF ABSENCE (PERSONAL LEAVE):****Suwannee Elementary School:**

Bethany Byrd, Teacher, tentatively August 3, 2017 through June 1, 2018 without pay, with the option of returning sooner.

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACE</u>
Robbin Chapman	Instructional Leadership	SIS	
Kristy Chauncey	Instructional Leadership	SIS	
Belinda Fries	Assistant Band Director	SHS	Nicole Furst
Mary Kinard	Instructional Leadership	SIS	
Traci Kirby	Instructional Leadership	SIS	
Ruth Roberson	Instructional Leadership	SIS	
Phyllis Smith	Instructional Leadership	SIS	
Kayla Williamson	Head Volleyball Coach	SMS	Rayanna Johnson
Ashley Wooley	Instructional Leadership	SIS	

**PART-TIME/HOURLY EMPLOYEES:**

Approval for the following for part-time/hourly employees for the first term 2017-2018

**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
Phyllis Doty	ESOL
Sabrina Harrell	ESOL
Ann Warner	GED Test Proctor/TABE Test Examiner
Richard Allen	TABE Test Examiner
Ta-Trease Sapp	TABE Test Examiner
Keiry Soto Chavez	Childcare-Family Literacy/ESOL

**CAREER & TECHNICAL**

Kevin Mercer	Welding
Susan Morgan	Patient Care Technician/Practical Nursing/I.V. Therapy
Marissa Lane	Early Childcare Education/Paraprofessional
Greta Thornton	Nail Technician
Jessika Hinkle	Phlebotomy

**COMMUNITY EDUCATION (Pending class enrollment)**

Ann Warner	Beginning Computer
Debbie Scott	Cake Decorating
Virginia Crews	CPR
Natasha Pittman	Excel, Quickbooks, MS, Office Word, Power Point
Mary Kay Dunaway	Floral Design
Vanessa Grantham	Crochet, Stained Glass
Wayne Musgrove	Gun Safety/Concealed Weapons
Carol Risk	Yoga
Donna Bass	Community Education Coordinator
Dana Tidwell	Community Education Assistant
Katherine Haney	Art, Computer Applications, Graphic Design
Belinda Fries	Computer Technology & Computer Safety
Kevin Constanza Renderos	Conversational Spanish
Annah Davis	Sign Language
Kevin Mercer	Metal Art
Derwin Bass	Basic car, home and/or shop maintenance
Julie Dees	Culinary, Cake Decorating
Chad Hale	Self Defense

**MISCELLANEOUS:**

The following Prekindergarten staff to work up to 12 additional hours for parent orientation transitional meetings.

Tara Brock	Traci Davis	Laritta Hunter	Amanda Kiser	Lois Lock
Betty Riley	Drea Taylor	Dora Townsend	Deanna Yott	

The following to work as site coordinators in the 21<sup>st</sup> Century Program:

Rhonda Furry	Staci Greaves	Natalie Haney	Candace Land
--------------	---------------	---------------	--------------

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

John Betz, Maintenance Worker I, effective July 17, 2017

REPLACES: Jon Hunsinger



Suwannee Middle School:

Jan Prentice, Bookkeeper, effective June 22, 2017

REPLACES: Leigh Fernald

Transportation:

Iva Cannon, Bus Driver, effective August 10, 2017

REPLACES: Robin Whitt

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

Transportation:

Dorie Bingemann, tentatively August 10, 2017 through September 30, 2017, without pay, with the option of returning sooner if released by the doctor.

Carol Jenkins, tentatively August 10, 2017 through October 15, 2017, without pay, with the option of returning sooner if released by the doctor.

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

Transportation:

Mike Martin, tentatively October 10, 2017 through November 14, 2017, without pay, with the option of returning sooner.

**CONTRACT RECOMMENDATIONS:**

**ANNUAL CONTRACTS:**

	<u>Term</u>
<u>Branford High School:</u>	
Timothy Clark	12
<u>Suwannee High School:</u>	
Frank Allen	10
Brian Bullock	10
Matthew Grillo	10
Trista Wright Morales	10
<u>Suwannee Middle School:</u>	
Samantha Land	10

**End of List  
2017-2018  
School Year**

**Personnel Changes List Addendum**

**SUMMER TERM 2016-2017**

**RECOMMENDATIONS: INSTRUCTIONAL:**

**MISCELLANEOUS:**

**Branford Elementary School:**

The Superintendent recommends that the following employee to work as substitute Teacher for the ESE/ESY Summer Program:

Carla Suggs

**Food Service:**

Approval for the following Food Service personnel to work up to 10 hours each for the Horizon Software rollover:

Leona Ash              Kim Choe

**PAL/Title I Program:**

Approval for the following teachers to work up to 14 hours each (30 minutes per day for 28 days) for planning time for the Summer Pal Program. The hours will be funded by Title IA.

Angie Hester              Mary Kinard      Takeisha Patrick

**Suwannee High School:**

Kim Jennings to work up to 20 hours for the 2017 Summer School term in the month of July. The hours will be funded by Title IA.

**End of Personnel Changes List Addendum**

**2016-2017**

**School Year**

**School Board Attorney – Leonard Dietzen:**

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

Mr. Taylor stated he spoke to Mr. Dietzen prior to the meeting regarding the matter where several school boards, throughout the state, will be potentially entering into a lawsuit pertaining to HB 7069. He said that FSBA will not be a part of the lawsuit and feels that our District does not need to participate in the lawsuit as well.

**Superintendent of Schools – Ted Roush:**

8. Superintendent's Report

- Mr. Roush shared that our District will not be seeking to join other districts in a lawsuit pertaining to HB 7069.
- Mr. Roush provided an update regarding the District Office relocation, which was due to the health, safety, and welfare of our employees. He thanked everyone for their positive attitude during this process, as well as their hard work and dedication.
- Mr. Roush provided an update regarding the Heinking property. He stated that due to the appraisal coming back much less than anticipated, the District will not pursue purchasing the property.
- Mr. Roush stated he has several options regarding the proposed purchase of the Hatch property in Branford, and will discuss this matter at the Board Workshop on August 8, 2017.
- Mr. Roush stated that the proposed reconfiguration of the Live Oak elementary schools will also be discussed at the Board Workshop on August 8, 2017.

### **School Board Members:**

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

- Board members commended District Office staff and administrators for the smooth relocation.
- Mr. White questioned how the site coordinators were chosen for each school for the 21<sup>st</sup> Century Program. Mr. Roush responded that candidates must go through the hiring/interview process; then Lesley Fry and principals make the recommendations. Mr. White had a question regarding the back packs that are distributed at the Back to School Bash; Mrs. Fitzpatrick and Mr. Roush responded.
- Mr. Alcorn questioned the roofing project at Suwannee Intermediate School and if the rain had affected the project/timeline. Mr. Carver responded that the rain had delayed the project, but the workers will continue working at night and weekends to make up the time.
- Mr. Taylor read a letter he received from FADSS regarding Mr. Roush's successful completion of the FADSS certification program for school superintendents.

### **Miscellaneous**

Mr. Roush congratulated and recognized the new UTSC President Eric Rodriguez.

The meeting adjourned at 6:52 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
July 31, 2017

MINUTES

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

Chairman Taylor called the hearing to order at 5:30 p.m. for the purpose of adopting the Tentative Millage rates for the 2017-2018 school year and the Tentative Budget for 2017-2018 school year.

The Tentative Millage rates set for the 2017-2018 school year are as follows:

Required Local Effort	=	4.163
Discretionary Operating	=	.748
Capital Outlay	=	<u>1.500</u>
Total	=	6.411

The Tentative Millage is less than the roll back rate by 4.49 percent.

The Required Local Effort is 4.163 mills and is set by the State. This is a decrease of .369 mills from the 2016-2017 rate.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2016-2017.

The Capital Outlay is 1.500 mills. This is the same Millage rate as in 2016-2017.

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

- 2) MOTION by Mr. Alcorn, second by Mr. daSilva, to adopt the Tentative Millage rates for 2017-2018 as follows:

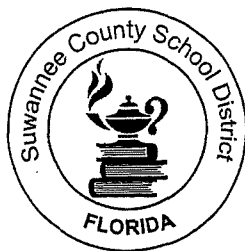
Required Local Effort	=	4.163
Basic Discretionary	=	.748
Capital Outlay	=	1.500

MOTION CARRIED UNANIMOUSLY

- 3) MOTION by Mr. daSilva, second by Mr. Alcorn, to adopt the Tentative Budget for 2017-2018. MOTION CARRIED four to one; with Mr. White voting NO.

The Public Hearing adjourned at 5:34 p.m.

# SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • Live Oak, Florida 32064  
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www.suwannee.k12.fl.us

**TED L. ROUSH**  
Superintendent of Schools

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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/BB*  
**FROM:** Mark A. Carver, Director of Facilities *MAC*  
**THRU:** Bill Brothers, Assistant Superintendent of Administration *BB*  
**DATE:** August 7, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval of Property Records Disposition Form for August 2017.

### BACKGROUND:

Capitalized assets are obsolete or no longer serviceable.

## 2017-18 AUGUST SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99002750	BUFFER	\$ 750.00	10/30/2002	SPS	Surplus
99002630	SCRUBBER, FLOOR	\$ 2,999.00	7/31/2002	SPS	Surplus
99006761	STEAMER	\$ 10,341.74	2/6/2009	SMS	Surplus
99005358	CARPET/FLOOR MACHINE	\$ 3,922.00	3/30/2006	SMS	Surplus
99004557	PRESSURE WASHER	\$ 999.00	7/26/2001	SMS	Surplus
99003134	BUFFER	\$ 765.00	8/26/1991	SMS	Surplus
99003060	BUFFER	\$ 850.00	9/7/1990	SMS	Surplus
99003059	BUFFER	\$ 850.00	9/7/1990	SMS	Surplus
99003056	CARPET/FLOOR MACHINE	\$ 1,215.40	8/7/1998	SMS	Surplus
99003733	COUNTER, SERVING	\$ 2,615.00	6/30/1996	SHS	Surplus
99001402	REFRIGERATOR	\$ 2,710.00	6/30/1996	SHS	Surplus
99001396	REFRIGERATOR	\$ 2,710.00	6/30/1996	SHS	Surplus
99001388	COOLER, REACH-IN	\$ 2,752.00	6/30/1996	SHS	Surplus
99001386	COOLER, REACH-IN	\$ 2,752.00	6/30/1996	SHS	Surplus
99001381	STAND, CASHIER	\$ 1,300.00	6/30/1996	SHS	Surplus
99001379	STAND, CASHIER	\$ 1,300.00	6/30/1996	SHS	Surplus
99001373	FREEZER, ICE CREAM BOX	\$ 3,170.00	6/30/1996	SHS	Surplus
99001371	COUNTER, SERVING	\$ 2,995.00	6/30/1996	SHS	Surplus
99001370	FREEZER, ICE CREAM BOX	\$ 3,170.00	6/30/1996	SHS	Surplus
	TOTAL	\$ 48,166.14			



2017-18 AUGUST SURPLUS ITEMS

Requested By:



MARK A CARVER,  
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

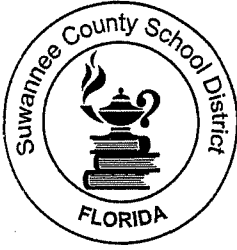
TED L. ROUSH,  
SUPERINTENDENT

8/22/2017

DATE

JERRY TAYLOR,  
BOARD CHAIRMAN

# SUWANNEE COUNTY SCHOOL DISTRICT



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DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BO*  
**FROM:** Janene Fitzpatrick, Assistant Superintendent of Instruction *JF*  
**THRU:** Vickie DePratter, Chief Financial Officer *VD*  
**DATE:** August 4, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval of the following Agreement:

# 2018-72 Inter District Private School Services Agreement between the Suwannee County School District and the Columbia County School District for the 2017-2018 school year. (REVISED/RENEWAL)

### BACKGROUND:

This agreement stipulates that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by Columbia County School District on behalf of the Suwannee County School District, in return for compensation from the Suwannee County School District.

# Inter District Private School Services Agreement | 2017-18

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Resident District, in return for compensation from the Resident District.

Receiving District: **Columbia County**

Resident District: **Suwannee County**

\_\_\_\_\_  
Joseph N. Adkins, Director of Federal Projects  
Columbia County School District

\_\_\_\_\_  
Kecia Robinson, Coordinator – Title I  
Suwannee County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alex L. Carswell Jr., Superintendent  
Columbia County School District

\_\_\_\_\_  
Ted L. Roush, Superintendent  
Suwannee County School District

\_\_\_\_\_  
Dana G. Brady-Giddens, Chairman  
Columbia County School District

\_\_\_\_\_  
Jerry Taylor, Chairman  
Suwannee County School District

For July 25, 2017  
Date

\_\_\_\_\_  
Date

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

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

# Inter District Private School Services Agreement | 2017-18

## COLUMBIA COUNTY SCHOOL DISTRICT

Agreement for School Year 2017 – 2018 and terminating by mutual agreement

The Federal Elementary and Secondary Education Act (ESEA) in Title I Section 1117, Section 200.62 (b)(1)(i) defines...

### Participation of Eligible Children in Private Schools

#### §200.62 Responsibilities for providing services to private school children.

(a) After timely and meaningful consultation with appropriate officials of private schools, an LEA must—

(1) In accordance with §§200.62 through 200.67 and section 1120 of the ESEA, provide special educational services or other benefits under subpart A of this part, on an equitable basis and in a timely manner, to eligible children who are enrolled in private elementary and secondary schools; and

(2) Ensure that teachers and families of participating private school children participate on a basis equitable to the participation of teachers and families of public school children receiving these services in accordance with §200.65.

(b)(1) Eligible private school children are children who—

(i) Reside in participating public school attendance areas of the LEA, regardless of whether the private school they attend is located in the LEA; and

(ii) Meet the criteria in section 1115(b) of the ESEA.

(2) Among the eligible private school children, the LEA must select children to participate, consistent with §200.64.

(c) The services and other benefits an LEA provides under this section must be secular, neutral and non-ideological.

[82 FR 31709, July 7, 2017]

The school district in which the child resides is responsible for providing services to the child, but it may arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Resident District**. The district in which the student attends will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in **Suwannee County School District** but attend school in **Columbia County School District**.

#### Responsibilities of the Receiving District:

1. Conduct all consultation requirements under S.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the **Resident District** using Appendix B or another method that provides comparable information.

## Inter District Private School Services Agreement | 2017-18

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3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.
7. Invoice the **Resident District** for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of **Receiving and Resident District** are reversed.

### Responsibilities of Resident District

1. Upon notification of a student by the **Receiving District**, verify in writing (e-mail is acceptable) whether or not the student is address-eligible for Title I services.
2. Annually reserve equitable funds for any verified eligible private school students identified by a **Receiving District**.
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the **Receiving District** regarding the amount of funds reserved using Appendix A or another method that provides comparable information.
6. Upon invoice from the **Receiving District**, pay the amount due for services rendered to eligible private school students, parents, and teachers: OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of **Receiving and Resident District** are reserved.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

# Inter District Private School Services Agreement | 2017-18

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## Appendix A: Suwannee County School District (Resident District)

### Title I Allocation Details for School Year 2017 – 2018

1. Equitable services allocation for private school students:	
2. Equitable services allocation for the parents of eligible private school students:	
3. Equitable services allocation for the teachers of eligible private school students:	

# Inter District Private School Services Agreement | 2017-18

## Appendix B: Columbia County School District (Receiving District)

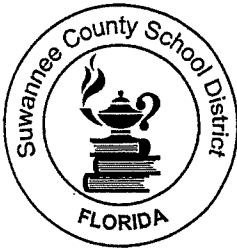
<u>Participating Private School</u>	<u>Address</u>	<u>City</u>	<u>Grade</u>	<u>Income Eligible</u>	<u>Food Stamp Eligible</u>	<u>Receiving TANF</u>	<u>Eligibility Verified</u>

Y = Yes

N = No

*This information also may be provided electronically to facilitate communications.*

# SUWANNEE COUNTY SCHOOL DISTRICT



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DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BA*  
**FROM:** Janene Fitzpatrick, Assistant Superintendent of Instruction *JF*  
**THRU:** Vickie DePratter, Chief Financial Officer *VDP*  
**DATE:** August 4, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval of the following Agreement:

# 2018-73 Inter District Private School Services Agreement between the Suwannee County School District and the Madison County School District for the 2017-2018 school year. (REVISED/RENEWAL)

### BACKGROUND:

This agreement stipulates that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by Madison County School District on behalf of the Suwannee County School District, in return for compensation from the Suwannee County School District.



# District School Board of Madison County

210 NE Dixie Avenue - Madison, Florida 32340

## Inter-District Private School Services Agreement

Agreement for School Year 2017-2018 NS Terminating by mutual agreement

Madison County School District

The Federal Elementary and Secondary Education Act (ESE), in Title I Section 1120 and associated regulations (200.62(b)(1)(i)) defines private school children as those who reside in participating public school attendance areas of a school district, regardless of whether the private school they attend is located in the same district in which they reside.

Therefore, the school district in which the child resides is responsible for providing services to the child, or to arrange to have services provided by another district. For purposes of this agreement, the district in which the student resides will be called the **Resident District**. The district in which the student attends school will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in Madison County School District but attend school in another district.

Responsibilities of Receiving District	Responsibilities of Resident District
Conduct all consultation requirements under S.200.63 for all private schools within the boundaries of the district.	Upon notification of a student by the Receiving District, verify in writing, (email is acceptable) whether or not the student is address eligible for Title I services
Upon identifying a student attending an eligible private school in the Receiving District, inform the Resident District using Appendix B or another method that provides comparable information.	Annually reserve equitable funds for any verified eligible private school students identified by a Receiving District
Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.	Annually reserve equitable funds for the parents of identified private school students

PHONE 850-973-5022 FAX 850-973-5027 ANNEX FAX 850-973-5017 WWW.MADISON.K12.FL.US

Karen Pickles, Superintendent Susie Williamson District 1 Carol Gibson District 2 YeEtta Hagan District 3 Reginald Daniels District 4 Bart Alford District 5

A copy of this agreement is to be maintained in the district's files.

# District School Board of Madison County

210 NE Duval Avenue, Madison, Florida 32340

Responsibilities of Receiving District	Responsibilities of Resident District
Provide equitable services to the parents of identified students	Annually reserve equitable funds for the regular teachers of identified private school students
Provide equitable professional development to the regular teachers of identified students	Notify the Receiving District regarding the amount of funds reserved. Optional
Provide all necessary administrative services to carry out the items above	Upon invoice from the Receiving District, pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
Invoice the Resident District for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of Receiving and Resident District are reversed	Provide reciprocal services in an equal amount to private school students for whom the roles of Receiving and Resident District are reversed

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Residing District, in return for compensation from the Resident District.

**Resident District**

Signature

*Paula Ginn*

Name Paula Ginn

Title Federal Programs Coordinator

Date 2/24/17

**Receiving District**

Signature

Chairperson, Suwannee County School Board

Name Ted L. Roush

Title Superintendent of Schools

Date

"Approved as to Form and Sufficiency

BY

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

PHONE 850-973-5022 FAX 850-973-5027 ANNEX FAX 850-973-5017 WWW.MADISON.K12.FL.US

Karen Pickles, Superintendent Susie Williamson District 1 Carol Gibson District 2 VeEtta Hagan District 3 Reginald Daniels District 4 Bart Alford District 5

Madison County School Board

## District School Board of Madison County

240 NE Duval Avenue - Madison, Florida 32110

Inter District Agreement 2017-18

### APPENDIX A: Madison County School District (Resident District)

#### Title I Allocation Details for School Year 2017-2018

1. Equitable services allocation for private school students: \_\_\_\_\_
2. Equitable services allocation for the parents of eligible private school students: \_\_\_\_\_
3. Equitable services allocation for the teachers of eligible Private School Students: \_\_\_\_\_

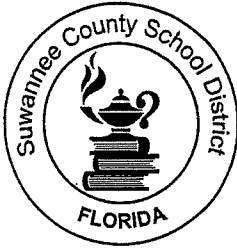
-----\*No participating Title I students in 2017-2018

PHONE 850-973-5022 FAX 850-973-5027 ANNEX FAX 850-973-5017 WWW.MADISON.K12.FL.US

Karen Pickles, Superintendent Susie Williamson District 1 Carol Gibson District 2 Velitta Hagan District 3 ReginaId Daniels District 4 Bart Alford District 5

\* District 5 is currently closed

# SUWANNEE COUNTY SCHOOL DISTRICT



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**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BO*  
**FROM:** Janene Fitzpatrick, Assistant Superintendent of Instruction *JF*  
**THRU:** Vickie DePratter, Chief Financial Officer *VD*  
**DATE:** August 4, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval of the following Agreement:

# 2018-74 Inter District Private School Services Agreement between the Suwannee County School District and the Lafayette County School District for the 2017-2018 school year. (REVISED/RENEWAL)

### BACKGROUND:

This agreement stipulates that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by Lafayette County School District on behalf of the Suwannee County School District, in return for compensation from the Suwannee County School District.

2017- 2018 Inter District Agreement
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## LAFAYETTE COUNTY SCHOOL DISTRICT

### Inter-District Private School Services Agreement

#### Agreement for School Year 2017 – 2018 and terminating by mutual agreement

##### Lafayette County School District

The Federal Elementary and Secondary Education Act (ESEA), in Title I Section 1120 and associated regulations (200.62(b)(1)(i)) defines private school children as those who reside in participating public school attendance areas of a school district, regardless of whether the private school they attend is located in the same district in which they reside.

Therefore, the school district in which the child resides is responsible for providing services to the child, or to arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Residing District**. The district in which the student attends school will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in Lafayette County School District but attend school in another district.

##### Responsibilities of Receiving District

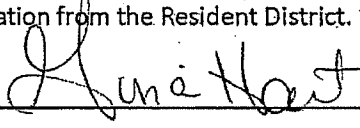
1. Conduct all consultation requirements under S.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the Resident district using Appendix B or another method that provides comparable information.
3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.

7. Invoice the Resident District for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of Receiving and Resident District are reversed.

#### Responsibilities of Resident District

1. Upon notification of a student by the Receiving district, verify in writing (email is acceptable) whether or not the student is address-eligible for Title I services.
2. Annually reserve equitable funds for any verified eligible private school students identified by a Receiving District.
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the Receiving District regarding the amount of funds reserved.
6. Upon invoice from the Receiving District, pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of Receiving and Resident District are reversed.

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Residing District, in return for compensation from the Resident District.

Signature 

Signature \_\_\_\_\_

Name Gina Hart

Name Ted L. Roush

Title Director of Teaching & Learning Services

Title Superintendent of Schools

Date 02/10/2017

Date \_\_\_\_\_

Resident District: Lafayette County School District

Receiving District: Suwannee County School District

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

"Approved as to Form and Sufficiency

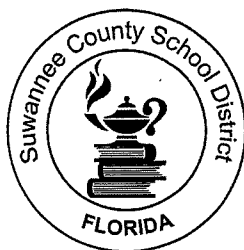
BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

# SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • 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/MB*  
**FROM:** Vickie Music DePratter, Chief Financial Officer *VMD*  
**DATE:** July 31, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Meeting

### RECOMMENDATION:

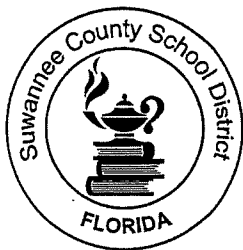
The Superintendent recommends approval of the following change to be made to the purchasing cards issued through First Federal Bank of Florida.

1. Issue new card to Debra Land, Director of Student Services, in the amount of \$5,000
2. Cancel current card issued to Elizabeth Simpson

### BACKGROUND:

Board action is required in order to initiate corporate card changes for the District.

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DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BP*  
**FROM:** Janene Fitzpatrick, Assistant Superintendent of Instruction *JF*  
**THRU:** Vickie DePratter, Chief Financial Officer *VDeP*  
**DATE:** August 4, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval of the following Agreement:

# 2018-75 East Coast Technical Assistance Center (ECTAC) Agreement between The School Board of Suwannee County and The School Board of Seminole County, Florida for the 2017-2018 school year. (NEW)

### BACKGROUND:

This agreement is to form a relationship whereas The School Board of Seminole County on behalf of the East Coast Technical Assistance Center (ECTAC) provides support and technical assistance to Title I and other specified Elementary and Secondary Education Act (ESEA) programs in the Suwannee County School District.



**AGREEMENT**

This Agreement is entered into between The School Board of Seminole County, Florida, located at 400 E. Lake Mary Blvd., Sanford, Florida 32773-7127 and The School Board of Suwannee County, Florida, (hereinafter called member district), located at 1729 Walker Avenue, SW, Suite 200, Live Oak, Florida 32064.

WHEREAS, The School Board of Seminole County on behalf of the East Coast Technical Assistance Center (ECTAC) provides support and technical assistance to Title I and other specified Elementary and Secondary Education Act (ESEA) programs in the State of Florida; and

WHEREAS, the member district wishes to enter into an agreement with the School Board of Seminole County, Florida, for support and technical assistance regarding its Title I and other ESEA programs.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. Term. This Agreement shall commence on the last date of approval by a party and shall terminate on June 30, 2018. Thereafter, the Agreement may be renewed for additional annual terms upon the mutual written consent of both parties.
2. Payment. The member district agrees to pay to The School Board of Seminole County, Florida, the amount of \$4,000 for services provided under this Agreement. The School Board of Seminole County, Florida, shall submit an invoice no later than July 31, 2017 and the member district shall remit payment within forty-five (45) days of the invoice date.
3. Scope. In consideration of the payment set forth in paragraph 2 above, ECTAC shall provide support and technical assistance to the Title I and other specified ESEA programs of the member district. This support and technical assistance shall include specific program activities and deliverables in support of the approved district Title I Project Applications as appropriate, and other services to be provided which are specified and attached hereto as Exhibit "A" and incorporated by reference. See also Exhibit "B", Operational Procedures incorporated herein by reference.
4. Termination. Either party may terminate this Agreement without cause upon 30 days' written notice to the other party. In the event of termination, The School Board of Seminole County, Florida, shall immediately cease providing services as described in paragraph 3 above, and the member district shall be entitled to a pro rata refund of funds paid in advance for the 2017-2018 school year, pursuant to paragraph 2 above.
5. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this agreement is subject to the laws of Florida. Venue for any action shall be in the Circuit Court, Eighteenth Judicial Circuit, Seminole County, Florida.

6. Hold Harmless/Indemnification. Subject to the limitations of §768.28 Florida Statute, each Party to this agreement shall indemnify and hold harmless the other Party against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of their employees, agents, or officers to the extent that such acts are performed within the scope of their employment. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable.

7. Notice. All notices required under this Agreement shall be in writing, and shall be sent by certified mail, return receipt requested or hand delivery. Notice given in any manner shall be effective only if and when received by the party to be notified. All notices to be given to the parties shall be sent to or delivered at the addresses set forth below:

If to School Board of Seminole County:

Walt Griffin, Ed.D., Superintendent  
The School Board of Seminole County, Florida  
400 E. Lake Mary Blvd  
Sanford, FL 32773-7127

With a copy to:

Mrs. Marjorie Murray, Director  
East Coast Technical Assistance Center  
400 E. Lake Mary Blvd.  
Sanford, FL 32773-7127

If to member district:

Ted L. Roush, Superintendent  
The School Board of Suwannee County, Florida  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

With a copy to:

Kecia Robinson, Coordinator  
School Improvement/Title I  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

By giving the other party at least fifteen (15) days written notice, each party shall have the right to change its address and the name of its representative for notice purposes.

8. Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to the matters covered by this Agreement. All prior negotiations, representations, and agreements not incorporated in this Agreement are canceled. This Agreement can be modified or amended only by a written document duly executed by the parties or their duly appointed representatives.

9. Authorization. Each party warrants and represents with respect to itself that neither the execution of this Agreement nor the performance of its obligations under this Agreement shall violate any legal requirement or other commitment or restriction to which it is a party or by which it is bound. Each party also warrants and represents, with respect to itself, that the execution of this Agreement and the performance of its obligations under this Agreement shall not require any consent, vote, or approval which has not been obtained, or at the appropriate time shall not have been given or obtained. Each party agrees that it has or will continue to have throughout the term of this Agreement the full right and authority to enter into this Agreement and to perform its obligations. Upon written request, each

party agrees to supply the other party with evidence of its full right and authority.

10. Access and Retention of Documents. Each party will, upon request, provide access to the other party, the Federal Grantor agency, the Comptroller General of the United States or any of their duly authorized representatives, to any books, documents, papers and records which are directly related to this project. Both parties to this Agreement will retain all records related to the services provided pursuant this Agreement, for five (5) years after the member district has made final payments and all other matters between the parties in connection with this Agreement, are closed. Further, both parties agree to comply with s.119.0701, F.S., as applicable.

11. Copyrights. The parties are hereby notified that the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes: the copyright in any work developed under a grant, subgrant, or agreement under a grant or subgrant; and, any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support. Furthermore, the parties agree that The School Board of Seminole County, Florida, has the right to make copies of any materials, whether in tangible or electronic means or media, that are delivered under the provisions of this Agreement for use within The School District of Seminole County, Florida for purposes related to The School Board of Seminole County, Florida, business, operations, the delivery of the educational program or to comply with the requirements of law, rule, policy or regulation.

12. Debarment. By signing this Agreement, the parties certify, to the best of their knowledge and belief, that they and their principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.

(b) Have not, within the preceding five (5) year period, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or agreement under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

(c) Are not presently indicted or otherwise criminally charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in the preceding paragraph (b).

(d) Have not within the preceding five (5) year period had one (1) or more public transactions (federal, state or local) terminated for cause or default.

(e) Are not presently, nor have been within the last three (3) years, listed on the convicted vendor list.

The parties agree to notify each other within thirty (30) days after the occurrence of any of the events, actions, debarments, proposals, declarations, exclusions, convictions, judgments, indictments, informations, or terminations as described in paragraphs (a) – (e) above, with respect to the parties or their principals.

13. IF THE MEMBER DISTRICT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MEMBER DISTRICT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, CAROLYN BEDSOLE, MANAGER, IS PROJECT MANAGEMENT AT 407-320-0466, carolyn\_bedsole@scps.k12.fl.us, THE SCHOOL BOARD OF SEMINOLE COUNTY, FLORIDA, 400 EAST LAKE MARY BLVD., SANFORD, FLORIDA 32773.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

**THE SCHOOL BOARD OF  
SEMINOLE COUNTY, FLORIDA:**

By: \_\_\_\_\_  
Amy Lockhart, Chairman

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

**ATTEST:**

By: \_\_\_\_\_  
Walt Griffin, Ed.D., Superintendent

**THE SCHOOL BOARD OF  
SUWANNEE COUNTY, FLORIDA:**

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

Print Name: Jerry Taylor

Title: Chairman

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

**ATTEST:**

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

Print Name: Ted L. Roush

Title: Superintendent of Schools

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

## EXHIBIT A

### ECTAC TECHNICAL ASSISTANCE SERVICES

The purpose of the East Coast Technical Assistance Center is to:

- assist in closing the academic achievement gap in Florida by providing technical assistance to member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA) and
- maintain a network of school districts that collaborate on the implementation of selective ESEA programs.

The selective ESEA programs are:

1. Title I, Part A
2. Title I, Part C
3. Title I, Part D
4. Other grant funded programs as they interact with Title I.

The services include assisting member school districts in:

1. the development and implementation of Title I programs consistent with the requirements of The Elementary and Secondary Education Act (ESEA) and Differentiated Accountability.
2. the administration of Title I, and building the capacity of Title I district administrators and key staff in the understanding of appropriate laws, rules, regulations, guidance, policies, and best practices through periodic professional development meetings and activities.
3. the development and implementation of Title I plans, project applications, and amendments to include schoolwide, targeted assistance, nonpublic, migrant, neglected and delinquent, school improvement, and others as requested.
4. effectively utilizing Title I resources, and other resources in the school improvement/school reform process.
5. the implementation of effective instructional strategies and educational best practices identified in scientifically based research.
6. building capacity for the effective engagement of families in the education of their children.
7. networking with high performing/high poverty schools across the state for the purpose of sharing effective practices.
8. accessing other collaborative service providers, such as ESCORT, the Bureau of Federal Educational Programs, the Grants Management Office, No Child Left Behind Office (NCLB), other Bureaus and Offices at the Florida Department of Education (FLDOE), Florida Association of State and Federal Education Program Administrators (FASFEPA), National Association of Federal Education Program Administrators (NAFEPA), as well as other offices and organizations.
9. advocating for the needs of the Local Educational Agencies (LEAs).
10. other areas as necessary.

## **EXHIBIT B OPERATING PROCEDURES**

The name of the Center will be the East Coast Technical Assistance Center (ECTAC). The Center may change its name by a simple majority vote of the membership.

### **Purpose:**

The purpose of the East Coast Technical Assistance Center is to:

- assist in closing the academic achievement gap in Florida by providing technical assistance to member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA) and
- maintain a network of school districts that collaborate on the implementation of selective ESEA programs.

### **Members:**

Membership in ECTAC will be open to all school districts in Florida.

### **Advisory Board:**

An Advisory Board will guide the proper development, approval, and execution of the operation of ECTAC.

### **Advisory Board Members:**

The Advisory Board will be composed of five (5) administrators that are representative of small, medium, and large school districts comprising the organization. Board members receive no compensation for their services. The number of Board members may be increased by vote of the general membership but will never be less than five (5).

### **Election and Term of Advisory Board Members:**

Election of Advisory Board members will occur annually and prior to the last quarterly meeting of the membership. Board members will be elected by a simple majority vote of the membership. The terms are for two (2) years.

Vacancies will be filled by simple majority vote of the membership for the unexpired term. A Board member elected to fill a vacancy will be elected for the unexpired term of his/her predecessor in office and will serve until his/her successor is elected.

A Board member may be removed by a simple majority vote of the membership, at any regularly scheduled or special meeting of the membership, whenever in its judgment the best interests of the organization would be served thereby.

A Board member may resign from the Board at any time by giving notice in writing to the Board at least thirty (30) days before such resignation. No acceptance of such resignation will be necessary to

make it effective.

**Quorum of the Advisory Board:**

A simple majority of the Advisory Board members will constitute a quorum for the transaction of business. The act of a simple majority of Advisory Board members present at a meeting at which a quorum is present will be the act of the Board. Each Advisory Board member will have one vote and no proxy will be allowed.

**Meetings of the Board:**

An annual meeting will be held once a year at a time and location set by the Advisory Board, with additional meetings scheduled as needed. Minutes of the meetings will be shared with general membership.

Action may be taken by the Advisory Board without a meeting if a simple majority of the Board members consent in writing through fax, mail, or by electronic mail to the action. Such actions will be filed with the Board minutes.

**Absence of Board Members:**

Each Board member is expected to communicate in advance of all Board meetings stating whether or not he/she is able to attend or participate by conference telephone or other agreed-upon means of communication. Any Board member who is absent from three (3) successive Board meetings will be deemed to have resigned due to non-participation, and his/her position will be declared vacant, unless the Board affirmatively votes to retain that member.

**Fiscal Year:**

The fiscal year of the organization will be aligned July 1 to June 30.

**Fiscal Agent:**

The School Board of Seminole County, Florida, (SBSC) is the fiscal agent for ECTAC. All employees of ECTAC are employees of SBSC. The interview committees for vacant ECTAC positions will have representation from an ECTAC member district.

Travel will be approved by the fiscal agent to ensure ECTAC staff travel to member districts as well as attend events, meetings, and/or conferences that will benefit the purpose of ECTAC.

SBSC assures that the operation of ECTAC will be excluded from any freeze on vacant positions or travel restrictions that might be imposed by SBSC due to budget shortfalls.

SBSC will charge the ECTAC budget an administrative fee equal to the SBSC approved indirect cost rate. Any additional administrative charges must be requested through and approved by the ECTAC Advisory Board. Other than the administrative fee described above, the ECTAC budget will be used solely for ECTAC purposes. ECTAC will provide an annual budget report to ECTAC member districts.



**Agreement:**

An agreement for ECTAC services will be executed annually with ECTAC member districts. The agreement will include attachments of the description of services and operating procedures.

**Website:**

An ECTAC website will be established and maintained to provide school districts with information that will facilitate the implementation of Title I program services.

**Representation in State and National Organizations, Committees, and Meetings:**

The ECTAC Director will represent ECTAC member districts in state and national organizations, committees, and meetings as appropriate.



## Quote

MARJORIE  
MURRAY  
DIRECTOR

Quote Number: 2017Q-Suwannee  
Quote Date: 7/17/2017

Seminole County  
Public Schools  
  
400 East Lake Mary  
Blvd  
Sanford, Florida  
32773

**Quote For:**  
Suwannee County School District  
Kecia Robinson, Coordinator  
School Improvement/Title I  
1729 Walker Ave., SW, Ste. 200  
Live Oak, Florida 32064

**From:**  
Marjorie Murray  
East Coast Technical Assistance Center  
Seminole County Public Schools  
400 East Lake Mary Boulevard  
Sanford, Florida 32773

Phone  
407-320-0244  
407-320-0302

Fax  
407-320-0293

Website  
[www.ectacfl.net](http://www.ectacfl.net)

Item	Quantity	Unit		Unit Price	Total
1	1	ea	The East Coast Technical Assistance Center (ECTAC) agrees to provide The Suwannee County School District with specific program activities and deliverables for the 2017-2018 school year as specified by the approved contract, the TITLE I Project applications, and other services as agreed upon by both parties.  For these services and deliverables, The Suwannee County School District agrees to pay the East Coast Technical Assistance Center an amount of \$4,000.00. This payment portion will encompass the project period thru June 30, 2018.	\$4,000.00	\$4,000.00

Subtotal	\$4,000.00
Tax	
Shipping	
Misc	
Balance Due	\$4,000.00

Notice to Remitter: Return a copy of this invoice with remittance to ensure proper credit to your account. Include invoice number on your check.

## REMITTANCE

Date:  
Amount Enclosed:



Walt Griffin, Ed.D.  
Superintendent

7/17/2017

## ECTAC Funding Structure - School Year 2017-2018

	District	2015-2016	Annual Fee
1	GLADES	985	500
2	HAMILTON	1377	2,000
3	UNION	1901	2,000
4	WAKULLA	2807	2,000
5	BRADFORD*	2987	2,000
6	BAKER	2987	2,000
7	FLORIDA VIRTUAL**	3040	2,000
8	DESOTO	4009	4,000
9	HARDEE	4225	4,000
10	MONROE	4240	4,000
11	SUWANNEE	4706	4,000
12	SUMTER**	5135	4,000
13	OKEECHOBEE**	5274	6,000
14	NASSAU**	5655	6,000
15	HENDRY	6933	8,000
16	MARTIN	7858	8,000
17	FLAGLER	8112	8,000
18	COLUMBIA	8131	8,000
19	ST. JOHNS	8591	8,000
20	PUTNAM	9029	8,000
21	HIGHLANDS	9587	8,000
22	CITRUS**	10177	8,000
23	CHARLOTTE	10266	12,000
24	INDIAN RIVER	11172	12,000
25	HERNANDO	15014	12,000
26	ALACHUA	18476	12,000
27	SARASOTA	20884	12,000
28	LEON	21198	12,000
29	ESCAMBIA	25650	12,000
30	LAKE	26475	12,000
31	ST. LUCIE	26705	12,000
32	COLLIER	29661	12,000
33	SEMINOLE	33116	16,000
34	MANATEE	34004	16,000
35	VOLUSIA	40963	16,000
36	BREVARD	39477	16,000
37	PASCO	40229	16,000
38	OSCEOLA	50107	16,000
39	PINELLAS	67418	18,000
40	LEE	75846	18,000
41	POLK	86664	18,000
42	DUVAL	90510	18,000
43	PALM BEACH	113831	18,000
44	HILLSBOROUGH***	130484	9,500
45	ORANGE	137085	18,000
46	BROWARD*	169065	22,000

Eligibility numbers are based on the FDOE 2015-2016 Survey 3 Data Report. If the district is CEP, either the CEP multiplier or prior baseline was applied.

Due to the uncertainty surrounding HB7069, membership fees will remain at the FY 16-17 levels, except for those districts that joined mid-year and had pro-rated fees.

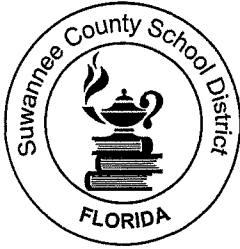
# Eligible for Free/Reduced Lunch	
up to 1,000	500
1,001-3,000	2,000
3,001-5,000	4,000
5,001-10,000	8,000
10,001-30,000	12,000
30,001-60,000	16,000
60,001-150,000	18,000
150,000 +	22,000

\*Districts that had a pro-rated fee in 16-17 due to new membership

\*\* Districts held at 16-17 fee rate

\*\*\*Reduced membership rate due to leadership responsibilities in the ECTAC Evaluation workgroup(approved by ECTAC Advisory Board)

# SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • Live Oak, Florida 32064  
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DISTRICT 3

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DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BR*  
**FROM:** Janene Fitzpatrick, Assistant Superintendent of Instruction *JF/BR*  
**THRU:** *WR* Walter Boatright, Director of Human Resources  
Vickie DePratter, Chief Financial Officer  
**DATE:** August 11, 2017  
**RE:** Agenda Item for the August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval to reclassify the part-time Teacher position, for the Welding Program, at Branford High School to a full-time Teacher position, for the Welding Program, at Branford High School, effective immediately. (Note: The part-time position was originally approved as an addendum item for the June 20, 2017 Special Meeting.)

### BACKGROUND:

Due to increased student interest of the welding program, this reclassification is requested to meet the growing needs at Branford High School.



415 SW Pinewood Drive | Live Oak, Florida 32064 | P 386-647-4200 | F 386-364-4698

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BB*

**FROM:** *MK* Mary Keen, Principal/Director of Career, Technical, and Adult Education

**THRU:** Vickie DePratter, Chief Financial Officer *VMD*  
Janene Fitzpatrick, Assistant Superintendent of Instruction *JF*

**DATE:** August 9, 2017

**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval to add the following program at RIVEROAK Technical College effective 2017-2018 school term:

Program # N900100 – Dietary Management and Supervision

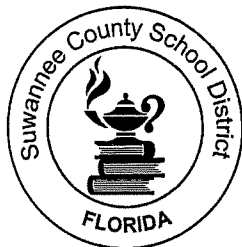
### BACKGROUND:

To provide opportunities to meet local work force education needs. Students will earn a Certified Dietary Management credential.



Serving students from Alachua, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee and Taylor Counties

# SUWANNEE COUNTY SCHOOL DISTRICT



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DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BB*

**FROM:** Mark A. Carver, Director of Facilities *[Signature]*

**THRU:** Bill Brothers, Assistant Superintendent of Administration *BB*  
Vickie DePratter, Chief Financial Officer *[Signature] FOR VP*

**DATE:** August 7, 2017

**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends a 60-day time extension for the Investment Grade Energy Audit, being performed by Trane.

### BACKGROUND:

In an effort to provide a comprehensive and financially sound Investment Grade Energy Audit, Trane is requesting a 60-day time extension to the original Energy Performance Contracting Program, Comprehensive Solutions Audit Agreement, which was originally School Board approved on April 25, 2017. Trane will deliver the Investment Grade Energy Audit by September 30, 2017.



July 31, 2017

Mr. Ted Roush, Superintendent  
Suwannee County School District  
702 2<sup>nd</sup> Street NW  
Live Oak, Florida 32064

**Re: Investment Grade Energy Audit Time Extension**

Dear Mr. Roush -

On behalf of Trane, thank you for the opportunity to investigate energy conservation measures for the Suwannee County School District energy conservation project.

In an effort to provide a comprehensive and financially sound Investment Grade Energy Audit, Trane is requesting a 60 day time extension to the original Energy Services Agreement dated April 25, 2017. Trane will deliver the IGEA by September 30, 2017.

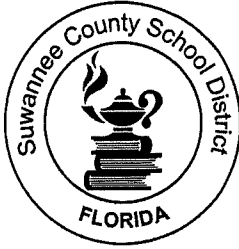
Pursuant to our discussions, we continue to explore and develop the opportunities we have previously identified and presented to you and your team. We believe we have a mix of conservation measures that will deliver a successful and measurable energy conservation program to help the District achieve its goals in the areas of energy conservation, infrastructure improvement, operating cost reduction, and a demonstration of Suwannee County School District's commitment to sustainability and alternative energy solutions.

Respectfully submitted,

A handwritten signature in black ink, reading 'Tracey E. Gallentine', with a long horizontal flourish extending to the right.

Tracey E. Gallentine  
Trane, U.S., Inc.  
Account Manager, Complex Solutions

# SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • 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/BB*  
**FROM:** Lisa Dorris, Director of Food Service *(LD)*  
**THRU:** Vickie DePratter, Chief Financial Officer *VD/BB*  
**DATE:** August 7, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Meeting

### RECOMMENDATION:

The Superintendent recommends approval of the following contract for the 2017-2018 school year. NEW

2018 – 76                      TCB Consulting, LLC

### BACKGROUND:

This consulting company will provide menu planning services, onsite visits, label book maintenance, training, and monthly database maintenance.



## SUWANNEE COUNTY SCHOOL BOARD

### PROFESSIONAL/TECHNICAL SERVICES AGREEMENT

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and TCB Consulting, LLC ("Individual"), (hereinafter "Contractor.").

#### WITNESSED:

WHEREAS, SCSB operates schools and educational institutions and is in need of a qualified, experienced Educational Consultant to provide consulting services for SCSB; and

WHEREAS, Contractor may employ and/or contract with qualified and duly licensed and/or certified instructors with expertise and experience in providing educational services; and

WHEREAS, SCSB desires to engage Contractor to provide such services for SCSB and Contractor is willing to provide such services for SCSB.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein set forth, the parties agree as follows:

#### 1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR

A. SERVICES: SCSB hereby engages Contractor to provide educational consulting services for SCSB as requested by SCSB, and Contractor hereby accepts such engagement and agrees to provide said services in accordance with the terms of this Agreement. Said services are described in Exhibit A attached hereto, which exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Contractor shall provide said services through employees and/or independent subcontractors who are qualified and appropriately licensed and/or certified to perform all functions assigned to them by Contractor in connection with the provision of services by Contractor hereunder.

#### B. MANNER OF PERFORMANCE OF CONTRACTOR'S SERVICES

- (i) Contractor and staff shall perform all services under this Agreement in the manner and means it or he/she chooses, in its or his/her sole and absolute discretion and judgment. Contractor and staff shall not be required to comply with SCSB's directions or instructions concerning when, where and how to perform services under this Agreement, but shall have full and absolute discretion in such matters.
- (ii) Contractor and staff shall not be required to perform services in any order or sequence specified by SCSB.
- (iii) Contractor and staff shall not be required to attend meetings or participate in training conducted

by SCSB as to specific methods or procedures.

- (iv) Contractor and staff shall not be required to work specified hours, but shall have full and absolute discretion with respect thereto.
  - (v) Contractor and staff shall not be required to submit any written or oral reports to SCSB except such reports as shall be required by law, regulation, or any governmental authority, including reasons for federal, state, or local compliance purposes.
  - (vi) The Contractor and staff shall be responsible for payment of Contractor and staff expenses relating to the performance of duties hereunder, including expenses or travel and similar items.
- C. DOCUMENTATION: Contractor shall submit to SCSB, on a monthly basis, appropriate documentation of services provided hereunder. Such documentation shall be in the form and shall contain the information requested by SCSB.

## 2. REPRESENTATIVES AND WARRANTIES

Contractor represents and warrants to SCSB, upon execution and throughout the term of this Agreement, as follows:

- A. Contractor is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under, this Agreement;
- B. None of the Contractor staff has ever had his or her professional license or certification in the State of Florida or in any other jurisdiction denied, suspended, revoked, terminated, voluntarily relinquished under threat of disciplinary action, or restricted in any way.
- C. Contractor shall perform the services required hereunder in accordance with:
  - (i) all applicable federal, state, and local laws, rules, and regulations;
  - (ii) all applicable policies of: SCSB;
  - (iii) all applicable Bylaws, Rules, and Regulations of SUWANNEE COUNTY SCHOOLS;
- D. Contractor has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the services required of Contractor under this Agreement; and
- E. Each of the Contractor staff has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for said staff to perform the functions, assigned to him or her by Contractor in connection with the provision of services under this Agreement; and
- F. All Contractor staff shall comply with all applicable terms of this Agreement.

### 3. INDEPENDENT CONTRACTOR

In performing the services herein specified, Contractor is acting as an independent contractor, and neither Contractor nor any staff shall be or be considered employees of SCSB. Neither Contractor nor any Contractor staff shall be under the control of SCSB as to the manner by which results are accomplished, but only as to the results of Contractor's work. It is agreed and acknowledged by the parties that, as an independent contractor, Contractor staff retains the right to contract with and provide educational consulting services to entities and individuals other than SCSB and its students; and nothing in this Agreement shall be interpreted as limiting or restricting in any way Contractor's right to do so. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. Contractor shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes and benefits with respect to all Contractor staff. Contractor hereby expressly agrees to provide SCSB with proof of payment of such taxes in the event such is requested by SCSB by federal or State tax authorities. Any such proof will be provided directly to SCSB's counsel for delivery to tax authorities in order to preserve the confidentiality of such records. Neither Contractor nor any Contractor staff shall be subject to any SCSB policies solely applicable to SCSB's employees, not to exclude policy directly related to vendors and contractors.

### 4. TERM

The initial term of this Agreement shall be for a period not to exceed twelve (12) months, commencing on the date of execution and ending June 30, 2018, unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

### 5. COMPENSATION

For the services rendered pursuant to this Agreement, Contractor shall be paid by SCSB, as and for its sole compensation hereunder, the amounts listed in Exhibit B attached hereto, which Exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Notwithstanding the foregoing, no compensation shall be payable to Contractor for any services for which Contractor has not submitted the documentation required under Paragraph I(C) of this Agreement.

### 6. BILLING

Contractor shall bill SCSB for services provided hereunder on a monthly basis in the month following the month in which services are rendered. Each invoice shall be in the form, and contain the information, requested by SCSB, and SCSB shall pay each invoice within thirty (30) days after receipt thereof by SCSB. SCSB shall not be required to pay for any services for which Contractor does not provide a proper invoice.

### 7. CONFIDENTIALITY

Contractor recognizes and acknowledges that, by virtue of entering into this Agreement and providing services hereunder, Contractor and staff may have access to certain confidential information, including confidential student information and personal health information ("PHI"). Contractor agrees that neither it nor any Contractor staff will at any time, either during or subsequent to the term of this Agreement, disclose

to any third party, except where permitted or required by law or where such disclosure is expressly approved by SCSB in writing, any confidential student information, PHI or other confidential information, and Contractor and all Contractor staff shall comply with all Federal and State laws and regulations, and all SCSB rules, regulations, and policies regarding the confidentiality of such information. Without limiting the generality of the foregoing, Contractor shall comply with the Health Insurance Portability and Accountability Act. Contractor may not use or further disclose Personal Health Information ("PHI") other than as permitted or required by law or this Agreement. In addition, Contractor shall:

- Report to SCSB any impermissible use or disclosure of PHI.
- Ensure that any agents, including subcontractors to whom it provides PHI created or received from SCSB agrees to the same restrictions or conditions that apply to Contractor.
- Make PHI available in accordance with HIPAA Privacy Rules.
- Make PHI available for amendment and incorporate amendments into PHI in accordance with HIPAA rules.
- Make available the information required to make an accounting of disclosures under the applicable HIPAA law and regulations.
- Make its internal practices, and any information related to the use and disclosure of PHI received from, or created or received by Contractor, available to applicable governmental entities.
- Upon termination of the contract, if feasible, return or destroy any and all PHI received from or created or received by the Contractor in performance of this Agreement.

## 8. CRIMINAL BACKGROUND CHECKS

The Legislature amended the Jessica Lunsford Act effective July 1, 2007. This law requires any employee, contractor, vendor who will: (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds; meet Level II Background screening requirements. There are some exceptions. Level 2 screening includes fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level 2 screening may also include local criminal records checks through the local law enforcement agencies.

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

## 9. AUDITS, RECORDS, AND RECORDS RETENTION

The District or its representative reserves the right to inspect and/or audit all the Contractor's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Contractor to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not

limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Contractor in order:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under this contract.
- B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- C. That completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.
- E. That persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### 10. INDEMNIFICATION

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

#### 11. DEBARMENT & SUSPENSION

Suwannee County School Board certifies that, by submission of this document, that neither it nor its agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

#### 12. TERMINATION

- A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by

giving the other party at least thirty (30) days prior written notice.

- B. TERMINATION FOR BREACH. Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.
- C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:
- (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
  - (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;
  - (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;
- D. EFFECT OF TERMINATION. As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement. Notwithstanding the foregoing, the following provisions shall survive the expiration or other termination of this Agreement, regardless of the cause of such termination: Paragraphs 1(B), 2, 5, 10, 13, and 15.

### 13. ARBITRATION

Any dispute or controversy arising under, out of or in conjunction with, or in relation to, this Agreement, or any amendment hereof, or the breach hereof, shall be determined and settled by arbitration in Suwannee County, Florida, in accordance with the rules of the American Arbitration Association and applying the laws of the State of Florida. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. Should any litigation be commenced between the parties to this Agreement concerning this Agreement or the rights and duties in relation thereto, the SUWANNEE COUNTY SCHOOL BOARD'S attorneys' fees, costs, expenses, out-of-pocket disbursements incurred in such litigation, irrespective of whether such costs, fees, expenses and disbursements are taxable under the law, shall be determined by the court in such litigation by the court alone on a post-trial motion. In the event that a court shall direct the parties to this Agreement to mediation with respect to any issue, the other contracting entity or person shall pay the fees, costs and expenses of the mediator.

### 14. ENTIRE AGREEMENT; MODIFICATION

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

## 15. GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Florida. Nothing in this Agreement shall be interpreted or construed to mean that the Board waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

## 16. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement.

## 17. NOTICES

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to SCSB: The School Board of Suwannee County Florida  
c/o Ted L. Roush, Superintendent  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

Copy to: Mr. Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell  
Attorney for Suwannee County School Board  
101 North Monroe Street, Suite 120  
Tallahassee, FL 32301

Contractor: TCB Consulting, LLC  
2910 Kerry Forest Parkway, Suite D4-293  
Tallahassee, FL 32309

## 18. WAIVER

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure.

## 19. CAPTIONS

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

20. ASSIGNMENT; BINDING EFFECT.

Contractor shall not assign or transfer, in whole or in part, this Agreement or any of Contractor's rights, duties or obligations under this Agreement without the prior written consent of SCSB, and any assignment or transfer by Contractor without such consent shall be null and void. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

21. RELEASE OF STUDENT RECORDS

By signature, Contractor assures that the released student data will be handled with confidentiality as required by Florida Statute 1002.22.

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2016) see EXHIBIT C which is incorporated by reference herein.



**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals to this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**SUWANNEE COUNTY SCHOOL BOARD**

\_\_\_\_\_  
Jerry Taylor, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ted L. Roush, Superintendent of Schools

\_\_\_\_\_  
Date

**CONTRACTOR**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature of Person or  
Authorized Representative

\_\_\_\_\_  
Type or Print Name of Witness

\_\_\_\_\_  
Type or Print Name of Contractor

Date \_\_\_\_\_

Date \_\_\_\_\_

## **EXHIBIT A**

### **SERVICES PROVIDED:**

#### **1. Scope**

The contractor's primary responsibilities include:

- a. Menu planning
- b. Recipe development
- c. Staff training
- d. Database maintenance
- e. Production Record development
- f. Data entry into automated system to ensure compliance
- g. Create label book
- h. Assist in Administrative Review preparation
- i. RD review of menus

The contractor will work in collaboration with the Suwannee County School Schools' Director of Child Nutrition Programs.

#### **2. Responsibilities**

The contractor will follow the most current standards of the Healthy Hunger Free Kids Act to plan menus.

#### **3. Communication**

The contractor will communicate with Child Nutrition staff to ensure accuracy and completion of all required tasks.

The contractor will provide weekly status reports to the Director of Child Nutrition Programs.

The contractor will participate in monthly status calls as deemed necessary by Suwannee County School District's Director of Child Nutrition Programs.

The contract will conduct onsite training as needed to ensure staff understanding of menus, recipes, and production records.

#### **4. Staffing**

The contractor will provide qualified staff that possess knowledge and experience of Child Nutrition Programs, including familiarity with the federal regulations governing them.

#### **5. Professionalism**

The contractor shall be professional and courteous in their interactions with Suwannee County School District staff.

**6. Work Products**

Submitted work products shall be complete and free of grammatical and mathematical errors.

**7. Terms**

Suwannee County School Board shall not exceed \$29,500 during School Year 2017-2018.

This contract shall commence on August 22, 2017 and terminate June 30, 2018.

The contract will submit monthly invoices in the amount of \$2,458.33 beginning September 1, 2017.

**CONTRACTOR FEDERAL IDENTIFICATION NUMBER:  
INDIVIDUAL SOCIAL SECURITY NUMBER: 20-5410678**

*IRS Form W-9 must be attached.*

**FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:**

Food Service

## **EXHIBIT B**

### **FEE SCHEDULE**

**Deliverables:**

Weekly progress reports  
Monthly phone calls  
Onsite planning – July 2017  
Label book – August 1, 2017  
Staff Training – August 9, 2017  
Production record development (interim) – August 9, 2017  
Monthly recipe development – ongoing  
Database entry – January 1, 2018  
Monthly database maintenance – ongoing  
Staff training – January 2018, Springs 2018

Suwannee County School Board shall not exceed payment of \$29,500 during School Year 2017-2018.

This contract shall commence on August 22, 2017 and terminate on June 30, 2018.

The contractor will submit monthly invoices in the amount of \$2,458.33 beginning August 1, 2017.

Payment is due within 30 days.

**EXHIBIT C**

**Public Records Law Requirements  
under Chapter 119.0701, Florida Statutes (2016)**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1729 WALKER AVENUE, SW, SUITE 200, LIVE OAK, FL 32064.**

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), you must comply with Florida's public records law.

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

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

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

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. *See* Section 119.0701(2)(b)4, Florida Statutes (2016), for additional record keeping requirements.

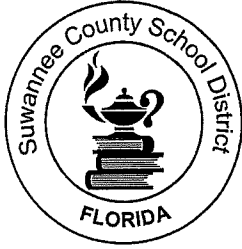
**REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES**

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

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

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2016).

# SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • Live Oak, Florida 32064  
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**TED L. ROUSH**  
Superintendent of Schools

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**RONALD WHITE**  
DISTRICT 5

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

## MEMORANDUM

**TO:** Ted L. Roush, Superintendent of Schools *TR/BB*  
**FROM:** Josh Williams, Director of Information Technology *JW*  
**THRU:** Vickie DePratter, Chief Financial Officer *VD/BB*  
**DATE:** August 11, 2017  
**RE:** Agenda Item for August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval of the following form:

#5100-082 Suwannee County School District Student Technology and Device  
Guidelines (New)

### BACKGROUND:

This form will be used to check out computer devices for students.

**Suwannee County School District**  
**Student Technology and Device Guidelines**

The Suwannee County School District (SCSD) provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources.

All users, including parents and students, must read and be familiar with the IT Policies and Procedures Handbook. A copy can be found on the District website on the Information Technology Department web page. In addition to those set forth in the IT Policies and Procedures Handbook, the following policies apply:

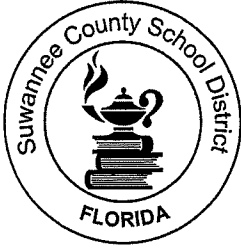
1. Students are responsible for good behavior on the SCSD network and devices just as they are in a classroom or school hallway.
2. SCSD devices and its network shall only be used for instructional and school related purposes.
3. Devices and network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all devices and information stored on the network.
4. Students must notify a school administrator or teacher of device or network malfunctions immediately.
5. All SCSD devices must be made available for immediate inspection by SCSD staff with or without prior notification.
6. Scheduled device checks will occur throughout the year; all devices must be brought to school every day.
7. Students and/or parents must notify a school administrator or teacher of device damage immediately.
8. Devices will be expected to be maintained in good working order. If misuse is evident, the full price of repair or replacement of the device becomes the responsibility of the parent.
9. It is strongly suggested that protective equipment, covers, bags, etc. are used to ensure an additional layer of protection from damage to the device.
10. Students may not use the device for purposes in contrast to the SCSD Acceptable Use Policy.
11. If a student violates this policy, the SCSD device must be immediately returned in good working order.
12. If a device is damaged, the parent/student is responsible for the cost or repair in accordance to the following:
  - a. Screen Replacement: \$50
  - b. Keyboard Assembly or Replacement: \$75
  - c. Charger: \$40
  - d. Battery: \$40
  - e. Full Replacement: \$200

If a student violates any of these guidelines, his/her access to the network or SCSD devices may be terminated and appropriate disciplinary and/or legal action will be taken.

.....

SCSD Property Record Number: _____	Date Issued: _____
Student Signature: _____	Printed Name: _____
Parent Signature: _____	Printed Name: _____

# SUWANNEE COUNTY SCHOOL DISTRICT



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

## MEMORANDUM

**TO:** Ted Roush, Superintendent of Schools *TR/BB*  
*WV*  
**FROM:** Walter Boatright, Director of Human Resources  
**THRU:** Dr. Bill Brothers, Assistant Superintendent of Administration *BB*  
Vickie DePratter, Chief Financial Officer  
**DATE:** August 11, 2017  
**RE:** Agenda Item for the August 22, 2017, Regular Board Meeting

### RECOMMENDATION:

The Superintendent recommends approval of the following form:

Form #7200-136 Suwannee County School District Interview Checklist (NEW)

### BACKGROUND:

The attached form is to comply with the hiring process.



**Suwannee County School District**  
**Interview Checklist**

Position: \_\_\_\_\_

Vacancy Posting #: \_\_\_\_\_

Date Position Closed: \_\_\_\_\_

Location and/or Department: \_\_\_\_\_

Interview Committee (Identify Chair): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Applicants Selected to be Interviewed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Criteria for Position (Examples include, but are not limited to, Bachelors, Masters, Specific certifications required, etc.) \_\_\_\_\_

\_\_\_\_\_

Date/Time Interview(s) to be Held: \_\_\_\_\_

\_\_\_\_\_

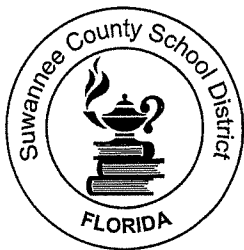
Attach agenda including interview questions.

\_\_\_\_\_  
Director of Human Resources Approval

\_\_\_\_\_  
Date

Upon completion of this form, email to the Director of Human Resources for approval prior to holding interviews.

# SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • 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 Roush, Superintendent of Schools *TR/AB*  
*W/B*  
**FROM:** Walter Boatright, Director of Human Resources  
**DATE:** August 7, 2017  
**RE:** Personnel Changes List for August 22, 2017

### 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**

**August 22, 2017**

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

**FROM:** Ted Roush / RS  
Ted 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.

**SUMMER TERM 2016-2017**

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**RECOMMENDATIONS: INSTRUCTIONAL:**

PAL/Title I Program:

Susan Ratliff, Teacher, Alternate

**MISCELLANEOUS:**

PAL/Title I Program:

Approval for the following teacher to work up to 14 hours (30 minutes per day for 28 days) for planning time for the Summer Pal Program. The hours will be funded by Title IA.

Susan Ratliff

**RECOMMENDATIONS FOR THE 2017-2018 SCHOOL YEAR:**

**RESIGNATIONS: INSTRUCTIONAL:**

Branford High School:

Roy Harden, Teacher, effective August 2, 2017

Suwannee Elementary School:

Kimberly Jennings, Teacher, effective August 3, 2017

Kelsey Mercer, Teacher, effective August 7, 2017

Suwannee Middle School:

Jaclyn Harris, Teacher, effective August 14, 2017

Colleen Welsh, Teacher, effective July 28, 2017

**RETIREMENTS: NON-INSTRUCTIONAL:**

District: County Wide:

Janice Benzing, Homeless Advocate, effective March 31, 2018

Suwannee Middle School:

Pamela L. Caruso, Custodian, effective September 6, 2017

**RESIGNATION: NON-INSTRUCTIONAL:**

District: County Wide:

Keith Jackson, Occupational Therapist Assistant, effective July 20, 2017

Food Service:

Vicki Waters, 8 hour Food Service Worker, effective July 25, 2017

Suwannee Middle School:

Yaniris Perez, ELL Paraprofessional, effective August 1, 2017

Transportation:

Sharna Blanco, Bus Driver, effective July 18, 2017

Luz Amanda Cartagena, Bus Driver, effective August 7, 2017

Bryan Cioni, Bus Driver, effective July 18, 2017

David Reed, Mechanic, effective August 1, 2017

**TERMINATION:**

Suwannee Intermediate School:

James Johnson, Custodian, effective July 25, 2017

**RECOMMENDATIONS: INSTRUCTIONAL:**

Branford Elementary School:

Renita Kelly, Teacher, effective August 3<sup>rd</sup>-7<sup>th</sup>, 2017

REPLACES: Elizabeth Johnston

Branford High School:

Anne Etcher, Middle School Agriculture Teacher, effective August 3, 2017

REPLACES: Jenna Garrett

Tommy Taylor, Welding Instructor, Non certificated, effective August 11, 2017

REPLACES: New Position

District: County Wide:

Elizabeth Johnston, Teacher on Special Assignment, effective August 3, 2017

REPLACES: Debbie Land

Suwannee Elementary School:

Brandi Hart, Teacher, effective August 3, 2017

REPLACES: Connie Leavitt

Patricia Hines, Teacher, effective August 3, 2017

REPLACES: Lina Saleem

Tammy Flowers, Teacher, effective August 3, 2017

REPLACES: Bethany Byrd

Suwannee High School:

Kimberly Boatright, Teacher, effective August 7, 2017

REPLACES: Crystiana Butler

Keith Cherry, Opportunity School Teacher, effective August 4, 2017

REPLACES: Skyler Phillips

Daniel Marsee, Teacher, effective August 4, 2017

REPLACES: James McDonald

Emma “Suzanne” Tillman, Temporary, Teacher, effective August 7, 2017  
REPLACES: Emily Blackmon

Suwannee Intermediate School:

Joseph Eakins, Teacher, effective August 7, 2017  
REPLACES: Kelly McKissick  
Michelle Jessup, Teacher, effective August 3, 2017  
REPLACES: Jamie Wiles  
Brenda Morris, Teacher, effective August 7, 2017  
REPLACES: Natalie Haney  
John Shivy, Teacher, effective August 7, 2017  
REPLACES: Kendra Crews

**PART-TIME/HOURLY EMPLOYEE:**

RIVEROAK Technical College:

Joanne Kietur, LPN Clinical Instructor, Non certificated, effective July 31, 2017

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

Emily Blackmon, Teacher, tentatively August 4, 2017, through October 30, 2017, without pay, with the option of returning sooner.

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

Carmen Reyes, Teacher, tentatively August 2, 2017, through August 31, 2017, without pay, with the option of returning sooner.

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
David Allen	Offensive Coordinator	BHS
David Allen	JV Head Football Coach	BHS
Melinda Berry	Instructional Leadership	SES
John Blalock	Boys Middle School Basketball	BHS
Marcia Boatright	Instructional Leadership	BHS
Michelle Boone	JV Cheerleading	BHS
Danelle Bradow	Instructional Leadership	BHS
Rebecca Carter	Instructional Leadership	SES
Victoria Carter	Instructional Leadership	SES
Robert Cassube	Varsity Assistant Coach	BHS
Kenneth Certain	Middle School Softball	BHS
Timothy Clark	Assist. Athletic Director	BHS
Timothy Clark	Head Football Coach	BHS
Timothy Clark	Boys’ Track	BHS
Erin Clark	Girls’ Track	BHS
Julianna Dees	Culinary Arts	BHS
Mickey Dempsey	Girls’ Golf Coach	BHS
Dawn Eakins	11 <sup>th</sup> Grade Class Sponsor	BHS
Anne Etcher	Middle School FFA Advisor	BHS
Chris Ferguson	Varsity Boys Assist. Basketball	BHS
Cynthia Frye	12 <sup>th</sup> Grade Class Sponsor	BHS
Ritchie Frye	Varsity Boys’ Basketball	BHS
Ritchie Frye	JV Boys’ Basketball	BHS

Danielle Gay	Instructional Leadership	SES
Angel Hill	Instructional Leadership	BHS
Angel Hill	9 <sup>th</sup> Grade Class Sponsor	BHS
Shannon Jernigan	Boys' Golf Coach	BHS
Brooke Johnson	Girls' Middle School Basketball	BHS
Karen Koon	Brain Bowl	BHS
Kenyon McFatten	Varsity Assistant Coach	BHS
Joyce McIntosh	Instructional Leadership	SES
Lindy Meeks	Yearbook Sponsor	SES
Brad Mincks	Varsity Assist. Baseball	BHS
Susan M. Mowry	Instructional Leadership	SES
Tammy Neil	Instructional Leadership	BHS
Fred (Alex) O'Quinn	Athletic Director	BHS
Fred (Alex) O'Quinn	Varsity Boys' Baseball	BHS
Fred (Alex) O'Quinn	JV Baseball	BHS
John Perry	Defensive Coordinator	BHS
John Perry	Middle School Baseball	BHS
Robert Phillips	Band Director	BHS
Rebecca Reaves	Instructional Leadership	SES
David Riels	Middle School Volleyball	BHS
David Riels	Varsity Softball Assist.	BHS
Michelle Robertson	Instructional Leadership	SES
Oscar Saavedra	Varsity Softball	BHS
Stephanie Selph	Instructional Leadership	SES
Cara Soride	10 <sup>th</sup> Grade Class Sponsor	BHS
Mendy Sikes	Varsity Volleyball	BHS
Mendy Sikes	JV Girls' Basketball	BHS
Carla Suggs	Varsity Girls'	BHS
LaDon Terry	JV Softball	BHS
Misty Ward	JV Volleyball	BHS
Misty Ward	Yearbook Sponsor	BHS
Abby Warren	Instructional Leadership	BHS
Linda Whitley	Varsity Cheerleading	BHS
Kenneth Wingate	Cross Country	BHS
Angela Wood	Instructional Leadership	BHS
Stacy Young	FFA Advisor	BHS

#### **MISCELLANEOUS:**

The Superintendent recommends that the following teachers to provide Hospital/Homebound services:

Jenny Clark, Teacher part-time  
Toni Greenberg, Teacher part-time  
Melissa McKire, Teacher part-time  
Kelly Waters, Teacher part-time

The following to work as site coordinators in the 21<sup>st</sup> Century Program:

Rhonda Furry                      Staci Greaves                      Traci Kirby                      Candice Land

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

The following to work as 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:

Amy Allen	Vera Knighton	Wendy Stines
Teresa Allen	Karen Knighton	Carla Suggs
Tracy Combee	Candice Land	Wynette Sumner
Teresa Conger	Lori (Charlena) Land	Yvonne Topham
Staci Feeney	Denah Phillips	Jessica Wagner
Belinda Horne	Lindsey Ramsey	Margaret Williams
Mandi Howard	Brenda Raulerson	Jennifer Winnett
Elizabeth Johnston	Donna Rightmire	Lacy Van Etta
Julie Klecka	Erin Roberts	

Suwannee Elementary School:

Tanya Crain	Kristen Register	Taye Patrick
Robyne Edwards	Connie Leavitt	Yvette Perez
Lesley Fry	Pam Lewis	Susan Ratliff
Rhonda Furry	Heather Marshall	Michelle Robertson
Lisa Gray	Tina McCullers	Traleene Sasso
Jennifer Hitt	Holly McMillian	Stephanie Selph
JoAnn Ledew	Jessica Melgar	Amy Williams

Suwannee Intermediate School:

Hunter Abercrombie	Natalie Haney	Tiffany Sanders
Christina Batton	Julie Griswold	Sandra Winburn
Robbin Chapman	Mary J Kinard	Ashley Wooley
Brooke Cox Knowles	Traci Knighton Kirby	
Crystal Gill	Lynn Lawrence	

Suwannee Primary School:

Andrew Chapman	Heather Holt	Grace McClendon
Dan Crews	Patrick Jernigan	Janell Miracle
Annemarie Croucher	Hannah Johnson	Sharon Ragan
Mayra Gonzalez	Susan Johnson	Mandy Ramsey
Staci Greaves	Amanda Kiser	Martha Southerland
April Greene	Brittany Law	
Pam Hastings	Janice McCall	
Ronna Williams		

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

Branford Elementary School:

Kelly Davidson, Lead Pre-K Paraprofessional, Temporary, effective August 9, 2017

REPLACES: Pamela Norton

Facilities:

Mark Fitzpatrick, Maintenance Worker II, effective July 31, 2017

REPLACES: John Betz

Suwannee Elementary School:

Tammy Johns, Bookkeeper, effective August 8, 2017

REPLACES: Patricia Hines

Elisahar Woloszyn, Paraprofessional, effective August 9, 2017

REPLACES: Julie Davidson

Suwannee High School:

Jazmin Marrero, Paraprofessional, effective August 9, 2017

REPLACES: Gretchen Rasdorf

Suwannee Intermediate School:

Benjamin Smith, Paraprofessional, effective August 10, 2017

REPLACES: New Position

Suwannee Primary School:

Mackia Strickland, Paraprofessional, effective August 9, 2017

REPLACES: Hanna Ragan

Nicole Poole, Paraprofessional, effective August 9, 2017

REPLACES: Ellawese Washington

Transportation:

John Jenkins, Bus Mechanic, effective August 9, 2017

REPLACES: David Reed

Rosamay King Stinson, Bus Driver, effective August 10, 2017

REPLACES: Manuel Puente

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Connie Little	SPS/School Secretary	SES/School Secretary	09/06/2017	Marilynn Eaken
Pamela Norton	BES/Lead Pre-K Paraprofessional	BES/Pre-K Paraprofessional	08/09/2017	Kelly Davidson

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

Food Service:

Paul Otterbine, tentatively August 2, 2017, through October 30, 2017, without pay, with the option of returning sooner if released by the doctor.

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

Branford Elementary School:

Sara Benson, tentatively August 3, 2017, through September 5, 2017, without pay, with the option of returning sooner.

Food Service:

Donna Rightmire, tentatively August 2, 2017, through September 22, 2017, without pay, with the option of returning sooner.

Karen Parson, tentatively August 10, 2017, through May 30, 2017, without pay, with the option of returning sooner if released by the doctor.



**SUBSTITUTES:**

The following as Substitute Bus Drivers:

Richard Dunmoyer                      Tony Sloan                      Ashley Wildman

The following as Substitute Bus Attendants:

Jacquelyn Brown                      Eppie Brown                      Cleo Eady                      Victoria Gellner  
Dawn Sasser                      Cotara Ross                      Jennifer Hurst                      Howard Kemp

**VOLUNTEERS:**

Kasie Allen	Tyler Allen	Kristin Brannan
Robin Barbera	Stephanie Busch	William Cannon
Winifred Davis	Matthew Espinosa	Staci Feeney
Rebecca Fletcher	Mary Fridman	Raven Graham
Amanda Harris	Aaron Harris	Dana Harris
Sarah Hamlin	Marcella Holden	Lacy Humphries
Mary Hygema	Renita Kelly	Rebecca Layman
Marilyn Roberts	Codie Lee Shamp	Ennis Skinner
Linda Skinner	Marilyn Sapp	Melony Stevens
CodieLee Shamp	Ashley Ballou	Morgan Williams

**End of List  
2017-2018  
School Year**