

AGENDA
SCHOOL BOARD OF SANTA ROSA COUNTY
October 5, 2021-9:00 AM

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes
 - 1. Approval of School Board Meeting Minutes of September 21
- D. Oral Written Communications
- E. Recognitions/ Resolutions/ Proclamations
 - 1. Student Recognition Added Late
- F. Public Hearing
 - 1. SB Policy Updates/Request to Advertise Changed
- G. Public Comment- (Request to address the School Board)

Administrative Agenda

- H. Approval of Agenda- Items may be pulled from the Administrative Agenda and placed under the respective Action Agenda category by request of the Board member/Superintendent
 - 1. Human Resource items
 - a. Administrative Agenda Added Late
 - b. Leave and Temporary Duty
 - c. 2021-2022 Annual Inspections
 - 2. Curriculum/Instruction Items
 - a. Suspensions
 - b. Student Reassignments
 - c. Level 1 Volunteers Changed
 - d. Level 2 Volunteers
 - 3. Administrative Operational Items
 - a. Facility Use Requests
 - b. Field Trips
 - c. Religious Venue Requests

Action Agenda

- I. Administrative/Operational Recommendations- Joey Harrell, Assistant Superintendent for Administrative Services
 - 1. Surplus 100521 Changed

- 2. **DAG Agenda Items**
 - 3. **Direct Purchasing Change Orders**
- J. **Human Resource Recommendation- Liz West, Assistant Superintendent for Human Resources**
 - 1. **Action Agenda** Addendum Added
 - 2. **Health Insurance Plan Stop Loss Coverage Renewal**
- K. **Curricular and Instructions Recommendation – Michael Thorpe, Assistant Superintendent for Curriculum and Instruction**
 - 1. **Early Terminations** Added Late
 - 2. **Alternative Placements**
 - 3. **New In-Service Component**
 - 4. **Professional Development System 2021-2022**
 - 5. **Proposed Childcare Fee Increase 2022-23**
 - 6. **2021-2022 School Improvement Plans, SAC Rosters and By-Laws**
- L. **Financial Recommendations – Susan McCole, Assistant Superintendent for Finance**
- M. **Information Technology Services Recommendations – David Hicks, Assistant Superintendent for Information Technology Services**
 - 1. **ITS Project Updates**
- N. **Items from Board Members**
- O. **Items from Board Attorney**
- P. **Items from Superintendent**
 - 1. **Request Board Meeting Time Change - November 16** Added Late
- Q. **Adjournment**

(If a person decides to appeal any decision made by this board with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for that purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.)

Santa Rosa County District Schools

Submitted By: Melanie Pattullo, Secretary to Superintendent and School Board

Title of Item:	Approval of School Board Meeting Minutes of September 21
Description/Introduction:	Minutes for the September 21, Board Meeting
Recommendation/Action Requested:	Request approval

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Pattullo, Melanie	Approved	9/27/2021 - 10:54 AM

ATTACHMENTS:

Description	Upload Date	Type
SB Meeting Minutes 092121	9/27/2021	Backup Material

MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
September 21, 2021-6:30 PM

A. Call to Order and Roll Call

The School Board of Santa Rosa County met in regular session at 6:30 P.M. with the following members present: Mrs. Wei Ueberschaer, Chairperson; Mrs. Linda Sanborn, Vice-Chairperson; Mrs. Carol Boston, Mr. Charles Elliott, and Mrs. Elizabeth Hewey.

Also present were School Board Attorney, Terry Harmon; and Dr. Karen Barber, Superintendent of Schools and Secretary.

B. Pledge of Allegiance

Chairperson Mrs. Wei Ueberschaer called the meeting to order and Mr. Chris Archangel led us in a moment of silence and the Pledge of Allegiance to the Flag.

C. Approval of Minutes

1. Approval of School Board Meeting Minutes of September 9, 2021

Motion to Approve was moved by Charles Elliott, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

D. Oral Written Communications

None

E. Recognitions/Resolutions/Proclamations

None

F. Public Hearing

Assistant Superintendent for Administrative Services, Joey Harrell, came forward to discuss and provide information on the potential purchase of 35 acres of land for a future educational facility.

Mr. Harrell explained that this has been a lengthy process. Over a year ago we thought we had a site to purchase but through due diligence the environmental survey discovered a potential hazardous issue that would require remediation. So we denied that contract and moved on; it had been nine months that we pursued this.

Mr. Harrell recalled the extensive due diligence process to ensure that we have a viable piece of property that is suitable for a school site. This includes wetland surveys, endangered species surveys, environmental survey, appraisals and site layout. There is a little over an acre of wetlands that will be mitigated in order to gain partial use of the designated area.

Mr. Harrell explained the appraisals have just been made public due to the negotiation process. Through the negotiation process the price was reduced by approximately \$1 million. This necessitated an amended contract with new purchase price; also an amended resolution to match the new contract. He emphasized that on the south end it is very difficult to find a contiguous piece of property to build a school on due to wetlands and other issues in this area.

He continued that this site will be tight but shared the acreage for other high schools in the district:

Gulf Breeze High - 33 acres

Milton High - 36 acres

Pace High - 30 acres

Navarre High - 40 acres

School Board Attorney Terry Harmon summarized changes in the paperwork/process for the transaction. He noted the amended contract reflects a new purchase price, from \$8,675,000 to \$7,587,500. The amended resolution corrected typographical errors and one substantive change in subsection G - the original amendment stated that the Board may receive appraisals (it was written prior to the Board receiving appraisals); the updated amendment states that the average value of the appraisals may not be less than the purchase price.

Board Chairperson Mrs. Ueberschaer asked if anyone would like to address the Board regarding the potential land purchase.

Paul Karaskevicius came forward and shared his concerns regarding the effect a high school may have on the Zoo which is across the street from the property. Mr. Karaskevicius specifically mentioned traffic.

Jeanne Knier had some questions regarding the exact location of the potential school site and also stated that she loves the thought of a high school being built there. Ms. Knier feels that it will be a good thing for the community; we need to get as much land as possible.

Ryan Fowler stated that the purchase of the property is too much for the school district to spend on land for a high school; this is prime

commercial property. He shared traffic concerns and feels that a better idea would be to locate land for purchase that is off the main highway. Mr. Fowler suggested building vertically at Gulf Breeze High and Navarre High; possibly parking garages.

Robert Corbett and Donna Fackrel came to the podium and stated that they are vendors at the flea market. Mr. Corbett continued that putting the flea market out of business would end employment for approximately 100 working class people. He feels that using vacant land right next to the high school (currently used for sports) would be a better option.

Ms. Fackrel recalled a bad car wreck a few years ago that spooked the giraffes at the zoo causing one giraffe to run into the fence and break his neck. She feels that the flea market is a cultural thing in this area and needs to stay.

Mrs. Ueberschaer asked if anyone else would like to address the Board on this subject. No one came forward and the public hearing was closed.

Motion to Approve was moved by Carol Boston, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.

The Board approved the resolution approving and ratifying execution of a purchase and sale agreement for real property for public educational facilities authorizing the members, Superintendent, officers, attorneys, and other agents and employees to do all things necessary to carry out transactions; and providing an effective date.

Motion to Approve was moved by Carol Boston, Seconded by Charles Elliott. Motion Passed by a Vote of 5 - 0.

The Board approved the amended contract with amended price to purchase the 35 acre parcel on Highway 98.

G. Public Forum- (Request to address the School Board regarding an item not on the agenda)

For a complete word for word transcript, please see the video. The following comments to the Board have been condensed.

Chairperson Wei Ueberschaer asked if anyone would like to address the Board. The following citizens came forward.

Debbie Gunnoe read from FS 1003.42. She is concerned about curriculum and if our website meets legal requirements.

Sharon White read the current events topics from Savvas books; she reiterated her curriculum concerns. Ms. White asked for an update on the company that provides our substitute teachers; our Board attorney responded that this is pending litigation and we can't comment.

Larry Hetu berated the Board for wearing masks.

John Clinton suggested a process for determining who tested positive that is on quarantine or been quarantined. He also stated that Florida has a new surgeon general; Mr. Clinton would like for the School Board to quarantine only symptomatic students.

Glenn Moore began by saying "adults need to be adults." He is not pleased with the Board.

Chairperson Mrs. Ueberschaer asked if anyone else would like to address the Board. No one came forward and the Public Comment section of the Board meeting was closed.

Administrative Agenda

H. Approval of Agenda- Items may be pulled from the Administrative Agenda and placed under the respective Action Agenda category by request of the Board member/Superintendent

Motion to Approve was moved by Charles Elliott, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.

The Board approved all Administrative Agenda items H. 1, 2, and 3 as submitted.

- 1. Human Resource items**
 - a. Administrative Agenda**
 - b. Leave and Temporary Duty**
- 2. Curriculum/Instruction Items**
 - a. Suspensions**
 - b. Student Reassignments**
 - c. Level 1 Volunteers**
 - d. Level 2 Volunteers**
- 3. Administrative Operational Items**
 - a. Facility Use Requests**
 - b. Religious Venue Requests**
 - c. Non-Competitive Contracts 092121**

Action Agenda

I. Administrative/Operational Recommendations- Joey Harrell, Assistant Superintendent for Administrative Services

1. Surplus 092121

Motion to Approve was moved by Elizabeth Hewey, Seconded by Charles Elliott. Motion Passed by a Vote of 5 - 0.

2. RFB 21-09 Emisters 092121

Motion to Approve was moved by Linda Sanborn, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

The Board approved the recommendation to award RFB 21-09 Emisters to Mas Vida Health Care Solutions.

3. Food Service Quarterly Report 092321

Leslie Bell presented the Food Service Quarterly Report:

- *Staff Development - Successful in putting together training academy for potential managers and current managers who may need a refresher. The academy included team building exercises and working on problem solving.*
- *Retention - Maintaining and developing recognition programs*
- *School Operations - New training including customer service, food safety, occupational safety, diversity and inclusion, guidelines for working with students*
- *Future Events - New serving line at Bagdad Elementary, FoodiE Program test pilot at Sims Middle School*
- *National School Lunch Week; October 11-15*

4. DAG Agenda Items

The Board reviewed current DAG Architects construction projects.

5. McKim & Creed Agenda Items

Motion to Approve was moved by Carol Boston, Seconded by Charles Elliott. Motion Passed by a Vote of 5 - 0.

The Board approved final payment request in the amount of \$1,408.32.

Motion to Approve was moved by Linda Sanborn, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

The Board approved the recommendation to award paving rehab of Milton High, Jay High, and Central to Panhandle Grading & Paving.

Mrs. Hewey requested a breakdown by school of the total cost. The original bid included the following approximate numbers: \$45,000 for Milton High; \$108,000 for Jay High; and \$403,000 for Central.

The Board reviewed current McKim & Creed construction projects.

6. Berube Leonard Agenda Items

Motion to Approve was moved by Carol Boston, Seconded by Charles Elliott. Motion Passed by a Vote of 5 - 0.

The Board approved Change Order #03 for Bid Item #1 deduct of \$25,000 for Pace High School weight room floor replacement.

7. Conduct Public Meeting and Approve Purchase of 35 Acre Parcel for Future Educational Facilities

Refer to Item F, Public Hearing.

J. Human Resource Recommendation- Liz West, Assistant Superintendent for Human Resources

1. Action Agenda

There were no items on the Human Resource Action Agenda or Addendum.

2. 2022 Health Insurance Premiums and Plan Design

For a complete word for word transcript, please see the video. The following presentation to the Board has been condensed.

Pam Smith, Risk Manager, came forward to talk about the 2022 benefits renewal.

Ms. Smith noted that this has been a very difficult year for our self-funded plan. Our costs this year will be over projection and will impact our renewal rates. She introduced Mark Johnson with Fisher Brown Bottrell who provided further information regarding the renewal.

Mr. Johnson shared that our trends are up in every category. He pointed out that costs are rising significantly; our loss ratio through July 31 is 110%. The recommendation is to remain with a 3-plan design but lower the employer contribution on the HSA plan and affect premiums.

- We are projected to finish the year at a 10-year high loss ratio above 135%. Projected expenses for this plan year are expected to reach \$27 million.*

- *Fisher Brown Bottrell's analytics and actuarial study confirms that our plan is projected to continue with high claims experience. With this information we have made changes to health plan designs and fixed our premium renewal at the proposed rate with funding 100% of the plan premiums.*
- *Recommended rates represent a total renewal increase of \$6,044,279 over our renewal level of 2021. \$4,203,301 of this increase would be paid by the School Board in premiums. HSA contribution decreases as well as expected migration off the HSA plan for some members will help offset the overall cost to the Board. The expected school Board increase with the offset cost change is expected to be \$2,182,581.*
- *The recommended School Board HSA contribution for 2022 for single tier is \$40 per month; the family tier contributions are \$85 monthly. This change is recommended in order to decrease the overall cost of renewal for the School Board from \$4,203,301 to an estimated \$2,182,581.*
- *Employees will collectively share a \$1,840,978 increase. The total paid by the School Board (not including HSA contributions) would be \$20,576,280, which is 73.6% of the total cost of health care premiums.*

The 2022 year is a high cost renewal for our group. We are fortunate to have a reserve in our self-funded account to help us cover the current year losses. The 2022 proposal offers new plan designs to give our members options that fit a variety of needs.

Claims management strategies are being put in place. Teledoc system will continue to provide a telemedicine program. Florida Blue will be offering a full range of behavioral health services and new programs offering customized prevention and next steps health coaching.

In closing, Mr. Johnson stated that "every lever has been pulled;" we've looked at plan design and also affected premiums. Ms. Smith pointed out that there will be an extra week for open enrollment, many educational opportunities including Teams meetings, on site and individual meetings to help employees navigate through this process.

Motion to Approve was moved by Charles Elliott, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.

The Board approved the recommended plan design changes and premium rates for the 2022 Health Insurance plan designs and premium rates.

K. Curricular and Instructions Recommendation – Michael Thorpe, Assistant Superintendent for Curriculum and Instruction

1. Perkins V Secondary Grant Synopsis 2021-2022

Motion to Approve was moved by Carol Boston, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

2. Perkins V Postsecondary 2021-2022

Motion to Approve was moved by Carol Boston, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

3. Perkins V Rural Innovation Grant Synopsis 2021-2022

Motion to Approve was moved by Carol Boston, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

4. SRCSD Comp School TA Guidelines CSTAG

Motion to Approve was moved by Carol Boston, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.

5. SRCSD Suicide Prevention Protocol

Motion to Approve was moved by Charles Elliott, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

6. HS Homecoming Bell Schedules

Motion to Approve was moved by Linda Sanborn, Seconded by Charles Elliott. Motion Passed by a Vote of 5 - 0.

L. Financial Recommendations – Susan McCole, Assistant Superintendent for Finance

None

M. Information Technology Services Recommendations – David Hicks, Assistant Superintendent for Information Technology Services

None

N. Items from Board Members

Mrs. Boston expressed appreciation to Chris Archangel for his work for the School Board. (This was Mr. Archangel's last meeting.)

Superintendent Barber also thanked Mr. Archangel for his service.

O. Items from Board Attorney

Mr. Harmon explained the difference between an executive session and litigation strategy session (which was held last week).

An executive session, per F.S. 447.605, a meeting between the Chief Executive Officer and Board members to discuss collective bargaining, may take place outside of the sunshine.

The question is sometimes asked, does it include one Chief Executive Officer? It can be a committee which may include Board attorney and other staff members (as it does in Santa Rosa County).

P. Items from Superintendent

Dr. Barber shared that today's Covid dashboard shows that we have .8% of students who are Covid positive. This is a great improvement! At one point in the latest surge we were at 8%. On the employee side we have .7% who are testing positive.

She continued that she is in schools daily and sees great instruction and joy in our classrooms. As of Friday, September 17, we had 29,217 students enrolled in our schools; Dr. Barber is very proud of our employees and students.

1. Executive Session

The Superintendent requested an Executive Session to discuss upcoming collective bargaining.

Q. Adjournment

Motion to Approve was moved by Linda Sanborn, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.

At this time the regular meeting was adjourned to convene Executive Session.

DONE AND ORDERED IN LEGAL SESSION by the School Board of Santa Rosa County the 21st day of September, 2021.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

ATTEST:

Superintendent and Secretary

Santa Rosa County District Schools

Submitted By: Dr. Karen Barber, Superintendent

Title of Item: Student Recognition

Description/Introduction:

Recommendation/Action Requested:

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer

Pattullo, Melanie

Action

Approved

Date

9/28/2021 - 11:49 AM

Santa Rosa County District Schools

Submitted By: Vikki Williamson for Michael Thorpe

Curriculum/ Instruction

Title of Item: SB Policy Updates/Request to Advertise

Description/Introduction: Request to advertise SB Policy Updates to be considered at the regular School Board meeting on December 9, 2021 at 6:30 p.m. (pending Board Approval of meeting date) in the Board Room at Canal Street.

Recommendation/Action Requested: Approve as requested

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Thorpe, Mike	Approved	9/30/2021 - 1:35 PM
Pattullo, Melanie	Approved	9/30/2021 - 3:18 PM

ATTACHMENTS:

Description	Upload Date	Type
SB Policy Strikethroughs 2.27	9/26/2021	Cover Memo

SB Policy Strikethroughs 2.30	9/26/2021	Cover Memo
SB Policy Strikethroughs 2.261	9/26/2021	Cover Memo
SB Policy Strikethroughs 3.40	9/26/2021	Cover Memo
SB Policy Strikethroughs 3.61	9/26/2021	Cover Memo
SB Policy Strikethroughs 5.55	9/26/2021	Cover Memo
SB Policy Strikethroughs 5.70	9/26/2021	Cover Memo
SB Policy Strikethroughs 6.29	9/26/2021	Cover Memo
SB Policy Strikethroughs 6.531	9/26/2021	Cover Memo
SB Policy Strikethroughs 6.90	9/26/2021	Cover Memo
SB Policy Strikethroughs 7.22	9/26/2021	Cover Memo
SB Policy Strikethroughs 8.10	9/26/2021	Cover Memo
SB Policy Strikethroughs 8.16	9/26/2021	Cover Memo
SB Policy Strikethroughs 4.18	9/26/2021	Cover Memo
SB Policy Notice of Intent to Adopt	10/4/2021	Cover Memo

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.27

- I. Special committees may be appointed by the School Board Chairperson when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the School Board accepts the committee's final report. Each School Board member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of School Board committees shall be open to the public. Members of special committees may attend the meetings in person, by telephone or through video conferencing.
- II. Special committees or individuals who serve on special committees shall take no action which is binding upon the School Board.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.41, 1001.43, F.S.

HISTORY:

ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04
FORMERLY: NEW

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL ADVISORY COUNCILS

2.30*+

The School Board authorizes the establishment of a School Advisory Council in each District school to assist in the enhancement of school site decision-making, to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the School Improvement Plan required pursuant to Florida Statutes. The Superintendent shall develop guidelines pursuant to Florida Statutes to assist school advisory councils to ensure their active role in school site decision-making (see School Advisory Council Operational Bylaws). School Advisory Councils shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the District and/or local school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules or regulations. Each school advisory council shall include in its name the words “school advisory council.”

- I. Composition and Selection of Councils - Council members shall include the school’s principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
 - A. Members shall be representative of the ethnic, racial, and economic community in the geographic area served by the school.
 - B. Student representation shall be required for School Advisory Councils established at vocational-technical centers and high schools and may be included for School Advisory Councils serving middle schools. Student representation shall not be required for School Advisory Councils serving elementary schools.
 - C. The term *education support employees* as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.
 - D. The term *teacher* as used herein shall include classroom teachers, certified student services personnel, media specialists, and other instructional personnel.
 - E. A majority of members must be persons who are not employed at the school. A non-district member majority must be in place prior to the selection of business and community members.

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- F. *Appropriately balanced* as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal.
 - G. The size of the School Advisory Council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the operational bylaws adopted by each School Advisory Council.
 - H. School Advisory Councils of technical and adult education centers are not required to include parents as members.
- II. Selection of Council Members – The school is responsible for setting up election and appointment procedures, which should be accurately reflected in the school's bylaws. New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
- A. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner.
 - 1. A teacher(s) shall be elected by teachers;
 - 2. An education support employee(s) shall be elected by education support employees;
 - 3. A student(s), when appropriate, shall be elected by students; and,
 - 4. A parent(s) shall be elected by parents.
 - B. The School Advisory Council shall select business and community member(s) to serve on the School Advisory Council after reviewing the list of nominees prepared by the school principal.
 - 1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each School Advisory Council.
 - a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.
 - b. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
 - c. The school principal shall prepare a list of individuals seeking

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nomination to the School Advisory Council and shall present the list to the School Advisory Council for selecting the business and community representative(s).

2. Subsequent to the initial selection as described in section II.B.1. herein, the operational bylaws of the School Advisory Council shall set forth procedures for nominating business and community representatives to serve on the School Advisory Council.
- C. The principal shall submit the list of council members to the Superintendent for review of each school to determine compliance with section I. herein. The membership list shall contain the name of each council member and the peer group which is being represented by each member and a description of how the council represents the ethnic, racial, and economic community served by the school.
- III. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for each School Advisory Council in the District. The School Board shall determine if a School Advisory Council meets criteria specified in section I. Additional members shall be appointed by the School Board when it is required to achieve the proper representation on the School Advisory Council.
- IV. Responsibilities of Councils - Each School Advisory Council shall
 - A. Review the results of any needs assessments conducted by the school administration.
 - B. Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. The school Advisory Council shall be the final decision-making body at the school relating to school improvement.
 - C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
 - D. Monitor students' and the school's progress in attaining goals by evaluating the appropriateness of the indicators of student progress and the strategies and evaluation procedures which are selected to measure student performance.

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- E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
- F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
- G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
- H. Provide input on the annual school budget and the use of school improvement funds, and assist in the preparation of the school budget.
- I. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- J. Act as a liaison between the school and the community.
- K. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Florida Statutes.
- L. Identify other duties and functions of the School Advisory Council.
- V. Operation of Council - Operational bylaws shall be established and mutually agreed upon by members of the School Advisory Council.
 - A. The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to the following:
 - 1. State the duties and functions of the council.
 - 2. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.
 - 3. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
 - 4. Establish the membership term for each peer group.

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5. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.
 6. Require a quorum to be present before a vote may be taken by the School Advisory Council. A majority of the membership of the council constitutes a quorum.
 7. Replace any member who has two (2) unexcused consecutive absences from a School Advisory Council meeting that is noticed according to the procedures in the bylaws.
- B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings, scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend. School Advisory Councils should meet a minimum of four times per school year. Members of the advisory council may attend meetings in person, by telephone or through video conferencing.
- C. The date and time of a meeting, with an accompanying agenda shall be advertised to the school community at least seven (7) calendar days in advance of the scheduled meeting. If no agenda is available, a statement of the general subject matter of the upcoming meeting shall be included.
- D. Meeting notices shall be advertised on each school's website and by way of the school's public call-out system.
- E. Members of the advisory council shall be notified three (3) days in advance, in writing of any matter that is scheduled before the council for a vote.
- F. All meetings shall be open, public, and subject to Florida Statutes and the Florida Sunshine Law. All Council member votes shall be cast in an open meeting forum and not by email.
- G. The School Advisory Council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution. Each School Advisory Council shall record minutes of each meeting of the council. A copy of the minutes of each meeting shall be submitted to the appropriate grade level director in a timely manner. The grade level director shall review the minutes of each council meeting and submit a copy to the Superintendent and to each School Board member.
- H. School Improvement Plans which require waivers of the terms or conditions

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in negotiated agreement(s) shall be subject to the approval of the Board and Bargaining Agent.

- I. The records and minutes of the School Advisory Council will be available for public inspection at the school during normal business hours. All members of the school community shall be advised of the availability of the records for inspection.
- J. Guidelines may be revised when such revisions are mutually agreed upon by members of the School Advisory Council. Revisions shall be submitted to the School Board for approval prior to implementation.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.452, 1008.385, 1012.01, F.S.

HISTORY:

ADOPTED: 07/01/2002
REVISION DATE(S): 06/22/2017
FORMERLY: 2.341

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT 2.261*

- I. The School District and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The District will coordinate and integrate parental involvement strategies with school improvement, Federal Educational Programs, Community Involvement Programs, Business Partnerships, and other community involvement activities.
- II. The District will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs, based on the National Standards for Parent/Family Involvement Programs, which include:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Responsible parenting is promoted and supported.
 - C. Parents play an integral role in assisting student learning.
 - D. Parents are welcome in school and their support and assistance are sought.
 - E. Parents are full partners in the decisions that affect children and families.
 - F. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The District will communicate parental choices and responsibilities to parents and develop procedures for a parent to learn about parental involvement, rights and responsibilities, including:
 - A. Opting the minor child from any portion of the school district's comprehensive health education required under section 1003.42, F.S.;
 - B. Sharing information about school choice options, including controlled open enrollment;
 - C. Exemptions for immunization requirements;
 - D. Reviewing statewide, standardized assessment results;
 - E. Enrollment in gifted or special education programs;

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- F. Inspecting instructional materials and how to object to instructional materials based on their religious or moral beliefs that the material is harmful;
 - G. Accessing information about the district's student progression plan, including policies for promotion, retention and graduation;
 - H. Receiving a school report card and being informed of attendance requirements;
 - I. Accessing information about the state education system, report card requirements, state standards, attendance requirements and instructional materials requirements;
 - J. Participating in parent-teacher associations and organizations;
 - K. Opting out of any district-level data collection effort not required by law to learn about the nature and purpose of clubs and activities offered at the minor child's school
- IV. The District recognizes the fundamental right of parents, as defined by law, to direct the upbringing, education, and care of their minor children. Important information relating to a minor child should not be withheld, either inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district. Parents have the right to access and review all school records related to the minor child including but not limited to the right to access school safety and discipline incidents as reported pursuant to section 1006.07(7) and (9), F.S.
- V. Upon a parent's direct written request to the Superintendent for any of the information required under section 1014.05, the Superintendent has ten (10) days to provide the information. The parent has the right to appeal directly to the school board if the Superintendent fails to respond or provide the information within ten (10) days. The School Board must hear the appeal at its next public meeting, in accordance with meeting notice requirements.
- VI. The District shall develop and distribute a parent guide to successful student achievement. The guide shall contain information that parents need to know about their child's educational progress and how parents can help their child's success in school by improving parent and teacher cooperation in such areas as homework, school attendance and discipline.
- VII. The District will use a variety of strategies and resources to encourage parent participation in trainings and activities at school. These include, but are not limited to:
- A. Providing food at appropriate meal times using federal grant funds.

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- B. Providing materials, at no cost to the parent(s), to help their child improve academics or behavior.
 - C. Providing child-care services for young children, at the event, in order to be active in the training or activity.
- VIII. The District will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the District professional development plan.
- IX. The District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
- A. To determine the effectiveness in increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Board of Education.
- X. The District will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1000.21, 1001.42, 1001.43, 1001.51,
1001.54, 1002.20, 1002.23, 1003.33,
1006.07, 1008.25, 1012.98, 1014 et. Seq., F.S.
Every Student Succeeds Act, Title I, Part A, Subpart 1, Section 1116**

**ADOPTED: 04/09/2020
REVISION DATE(S):
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40+

- I. The Santa Rosa County District School Board has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:
 - A. No persons other than students and employees of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.60, Visitors.
 - B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus or school grounds.
 - C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
 - D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board chairperson, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
<i>EOC-Emergency Operations Center</i>	<i>General Emergency</i>
<i>Santa Rosa Sheriff Office</i>	<i>General Emergency</i>
<i>City of Gulf Breeze</i>	<i>General Emergency</i>
<i>City of Milton</i>	<i>General Emergency</i>
<i>Gulf Power Company</i>	<i>Electrical Issues</i>
<i>EREC-Escambia River Electric Co-Op</i>	<i>Electrical Issues</i>
<i>Bagdad Garcon Water System</i>	<i>Water Issues</i>
<i>Berrydale Water System</i>	<i>Water Issues</i>
<i>Chumuckla Water</i>	<i>Water Issues</i>
<i>East Milton Water</i>	<i>Water Issues</i>
<i>Holley Navarre Water</i>	<i>Water Issues</i>
<i>Point Baker Water</i>	<i>Water Issues</i>
<i>Midway Water</i>	<i>Water Issues</i>
<i>Pace Water</i>	<i>Water Issues</i>
<i>Town of Jay-Jay Utilities</i>	<i>Gas and Water Issues</i>
<i>City of Gulf Breeze</i>	<i>Gas and Water Issues</i>
<i>City of Milton</i>	<i>Gas and Water Issues</i>

- IV. Safety, Security and —Emergency Plans

- A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Santa Rosa County Health Department.
- B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.
 - E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.
 - F. Emergency management and preparedness plans shall include notification procedures for weapon use and hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
 - G. Emergency management and preparedness procedures for active ~~shooter~~ assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
 - 1. Accommodations for drills conducted at exceptional student education centers may be provided.
 - H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
 - I. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments and emergency preparedness officials.
- V. Threat Assessment
- a. The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication. Threat Assessment in Schools: a Guide to Managing Threatening Situations and to creating

CHAPTER 3.00 - SCHOOL ADMINISTRATION

Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

- b. The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.
 - i. The threat assessment team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
 - ii. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat assessment team for evaluation.
 - iii. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat assessment team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat assessment. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.
 - iv. The threat assessment team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- v. Upon the student's transfer to a different school, the threat assessment team must verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services. Threat assessment teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

VI. Safety - Procedures

- A. School alarms shall be monitored and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of Policy 8.10. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.
- C. Emergency evacuation drills (fire, hurricane, tornado, active ~~shooter~~ assailant /hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for the following
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training all staff members in specific responsibilities to ensure prompt, safe and orderly evacuation;
 - 3. Identifying and reporting hazardous areas requiring corrective measures; and
 - 4. Preparing and submitting a written report of each emergency evacuation drill to the District office.

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- D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.
- E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.
 - 1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

VII. Safety – Violence Prevention

- a. The Superintendent shall develop a violence prevention plan for use by each school.
- b. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

VIII. Security

- a. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- b. The principal shall conduct an annual review of each school's security provisions and submit a written report to the Superintendent or designee for submission to the Board for review.
- c. Designate an administrator as the school safety specialist for the District.
- d. Each school's emergency plan shall include security provisions including emergency lock down procedures.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1006.062,
1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0403, 6A-1.0018, 6A-3.0171

HISTORY: ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04; 08/10/06; 03/13/2014; 02/04/2021
04/20/2021
FORMERLY: 2.25, 2.28, 7.70, 9.10, 9.17

CHAPTER 3.00 - SCHOOL ADMINISTRATION

A MOMENT OF SILENCE

3.61

Each school day, first period teachers, in all grades, shall set aside up to two (2) minutes for a A moment of silence, during which students may not interfere with other students' participation. not to exceed two (2) minutes, may be provided for students at the beginning of each school day.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1003.45, F.S.

HISTORY:

ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

NOTIFICATION OF INVOLUNTARY EXAMINATION

5.55*+

- I. When there is a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact, either in person or using telehealth, a mental health professional who may initiate an involuntary examination pursuant to section 394.463, unless the child poses an imminent danger to themselves or others.
- II. The principal or designee shall exercise reasonable diligence and care to make contact with ~~immediately notify~~ the parent, as defined by law, ~~of a~~ before the student who is removed from school, school transportation, or a school-sponsored activity ~~and is to be taken to a receiving facility for an involuntary examination.~~
 - A. Methods of communication to contact the student's parent or other known emergency contact include but are not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.
 - B. The method and number of attempts made to contact the student's parent or other known emergency contact and the outcome of each attempt must be documented.
 - C. If an emergency contact is notified, the principal/designee may only share the information necessary to alert such contact that the parent must be contacted.
- III. The principal or designee may delay the required notification to the parent for up to twenty-four (24) hours ~~if the delay is considered in the student's best interest and if~~ provided a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect ~~and:~~
 - A. the delay is considered in the student's best interest or
 - B. it is reasonably believed to be necessary to avoid jeopardizing the health and safety of the student.
- IV. Before contacting a law enforcement officer, a principal or designee must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.
- V. The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*. The Superintendent shall annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., initiated at a school, on school transportation, or at a school-sponsored activity.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.

HISTORY:

**ADOPTED: 03/10/2016
REVISION DATE(S): 02/04/2021
FORMERLY: NEW**

CHAPTER 5.00: STUDENTS

STUDENT RECORDS

5.70*+

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the “Parents’ Bill of Rights”, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment – U.S. Codes (20 USC 1232g), Code of Federal Regulations (CPR) for Title 34; part 99. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board and contained in the Student Records Handbook. The provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations shall be included in the procedures.
- II. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.
 - A. Directory information may be released in accordance with the Santa Rosa County School District Code of Student Conduct.
 - B. Digital images of child's name, individual student picture/video image, and/or creative work(s) may be posted on school or district websites in accordance with the student's signed Acceptable Use Policy (AUP).
- III. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- IV. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.
- V. Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.
- VI. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the

CHAPTER 5.00: STUDENTS

school, law enforcement authorities and other signatory agencies as allowed by law.

- VII. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.
- VIII. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) school days the records of the student.
 - A. The records to be transferred shall include:
 - 1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
 - 2. Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and
 - 3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.
- IX. Reporting of information in any student database shall comply with these safeguards.
 - A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
 - B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,
 - C. Data shall be protected from unauthorized use at all time
- X. Social security numbers may be collected from students
 - A. To be used as student identification numbers as allowed by §1008.386, F.S. until the Department of Education has issued a student identification number;
 - B. To facilitate the processing of student scholarship, college admission and other applications; and
 - C. For other purposes when consent of the parent or adult student is granted.

CHAPTER 5.00: STUDENTS

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 119.07(1), 119.071, 1001.43, 1001.52,
1002.221, 1002.22, 1002.222, 1003.25, 1014, et. Seq., 1008.386, F.S.
20 USC § 1232g (34 CFR PART 99)
P.L. 103-382 (34 CFR PART 99)

STATE BOARD OF EDUCATION RULE(S): 6A-1.0955

HISTORY: **ADOPTED:** 07/01/2002
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01/22/2009; 12/14/2010; 01/22/2015; 03/28/17; 04/09/2020
04/20/2021
FORMERLY: 5.18

CHAPTER 6.00 – HUMAN RESOURCES

REPORT OF MISCONDUCT

6.29*

The School District of Santa Rosa County shall adhere to all requirements related to employee misconduct that affects the health, safety or welfare of a student.

I. Mandatory Reporting of Misconduct

- A. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.
- B. Educational support employees, instructional personnel and school administrators shall report alleged misconduct of other educational support employees, instructional personnel or school administrators who engage in or solicit sexual, romantic, or lewd conduct with a student.
- C. If the prohibited conduct occurs while employed by the district, the School Board and Superintendent must report the employees or personnel and the disqualifying circumstances to the department of education for inclusion on the disqualification list maintained by the department pursuant to section 1001.10(4)(b), F.S.

II. Investigation

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student regardless of whether the person resigned or was terminated before the conclusion of the investigation. The Superintendent shall notify the department of the result of the investigation and whether the misconduct warranted termination, regardless of whether the person resigned or was terminated before the conclusion of the investigation.

- A. An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.
- B. Information related to the alleged misconduct shall be considered confidential until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.

CHAPTER 6.00 – HUMAN RESOURCES

- C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report alleged misconduct of educational support employees, instructional personnel or school administrator who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, Florida Statutes or any allegation of sexual misconduct with a student. Failure to report such conduct to the Department or law enforcement forfeits the Superintendent's salary for up to one year.
- D. The School District shall notify the parents of a student affected by an educator's violation of the district's Standards of Ethical Conduct. This notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:
1. The nature of the misconduct,
 2. If the District reported the misconduct to the department in accordance with Section 1012.796, Florida Statutes,
 3. The sanctions imposed against the employee, if any, and
 4. The support the school district will make available to the student in response to the employee's misconduct.

III. Legally Sufficient Complaint

The Superintendent shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the District became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

IV. Resignation or Retirement in Lieu of Termination

If the Superintendent determines that misconduct by an educational support employee, instructional staff member or an administrator who holds a certificate issued by the Florida Department of Education affects the health, safety, or welfare of a student and the misconduct warrants termination, the staff member may resign or be terminated and ~~If an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety or welfare of a student,~~ the Superintendent shall report the misconduct to the Department of Education as required.

CHAPTER 6.00 – HUMAN RESOURCES

V. Employment Reference

The Board, Superintendent, or any other A representative of the School District shall not enter into a confidentiality agreement regarding terminated or dismissed educational support employees, instructional personnel or school administrators, or educational support, instructional personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety or welfare of a student. Any part of an agreement or contract that has the purpose or effect of concealing misconduct by educational support, instructional personnel or school administrators which affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced. A District official shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

VI. Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety or welfare of a student shall be posted in a prominent place at each school and on each school's website. The notice shall include the name of the person to whom the report is made and the consequences for misconduct.

VII. Protection from Liability

- A. Any individual who reports in good faith any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.
- B. An employer who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

CHAPTER 6.00 – HUMAN RESOURCES

VIII. False or Incorrect Report

The Superintendent, a Board member or any District official shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false or incorrect. An individual who knowingly makes a false or incorrect report shall be subject to disciplinary action as prescribed by Florida Statute.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061,
1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-10.080, 6A-10.081

HISTORY:

ADOPTED: 01/22/2009

REVISIONS: 03/13/2014; 06/09/2016; 02/05/2019

FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

6.531

- I. The Deferred Retirement Option Program (DROP) as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to sixty (60) ~~or ninety-six (96)~~ months after an eligible member of the Florida Retirement System reaches his or her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding, irrevocable letter of resignation establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and his or her regular retirement benefits under Chapter 121, Florida Statutes.
- II. Certain K-12 instructional personnel may be permitted to extend DROP participation for up to an additional 36 months upon authorization from the District and approval by the division.
- III. Participation in DROP - All members of the Florida Retirement System are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statute.
- IV. Benefits Payable
 - A. Sick Leave - Employees will be paid terminal pay for accumulated sick leave at retirement, or, if service is terminated by death, pay for accumulated sick leave will be paid to his or her beneficiary. Upon election to participate in DROP and based upon the employee-established deferred termination date, previously accumulated sick leave shall be paid at the hourly rate of the current working year with the maximum days determined by the contract work days.

Sick leave will be earned during DROP as prescribed by state statutes. Accumulated sick leave earned during DROP participation will be included in the yearly percentage payout.
 - B. Annual Leave - Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Board Policy and/or union contract. Upon election to participate in DROP, payment shall be made according to Policy 6.541.

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 121.091, 1001.43, F.S.

HISTORY: ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04; 06/12/2012
FORMERLY: 2.50, 3.31, 3.66

CHAPTER 6.00 – HUMAN RESOURCES

PERSONNEL FILES

6.90

The term *personnel file*, as used in this rule, shall mean all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

- I. A personnel record shall be maintained by the Superintendent on each employee. The record shall include
 - A. Application for employment
 - B. References
 - C. Annual evaluations
 - D. Letters of commendation, reprimand, etc.
 - E. Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
 - F. Teaching certificate, if applicable
 - G. Any other pertinent data.
- II. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.
- III. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.
 - A. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.
 - B. Additional information related to such written materials previously placed in the file may be appended to such materials to clarify or amplify as needed. A copy of such materials to be added to an employee's

CHAPTER 6.00 – HUMAN RESOURCES

personnel file shall be provided to the employee either by certified mail or by personal delivery.

- C. The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded every right as outlined in Florida Statutes.
 - D. In cases of separation due to termination or resignation in lieu of termination, the person competent to know the facts or make the judgment on the separation shall execute and maintain an affidavit of separation, on the form adopted by the Department of Education, setting forth in detail the facts and reasons for such separation. The affidavit must expressly disclose when separation is due to a report of sexual misconduct with a student. The affidavit of separation must be executed under oath and constitutes an official statement within the purview of section 837.06. The affidavit of separation must include conspicuous language that intentional false execution of the affidavit constitutes a misdemeanor of the second degree.
- IV. Personnel files, regardless of their location in the school system, are open to inspection pursuant to Florida Statutes, except as follows:
- A. Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes.
 - B. Employee evaluations prepared pursuant to Florida Statutes, rules adopted by the State Board of Education, or a local School Board shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983, shall be made public.
 - C. No material derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to III.B. of this rule.
 - D. The payroll deduction records of the employee shall be confidential.
 - E. Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any

CHAPTER 6.00 – HUMAN RESOURCES

hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.

- F. Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee.
- G. Agency personnel information that is excluded under the provisions of 119.071, F.S.
- V. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by School Board members, the Superintendent and the principal or their respective designees, in the exercise of their respective duties.
- VI. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

**112.08(7), 119.07, 119.071,
441.85(10), 1001.43, 1008.24, 1012.31, F.S.
34 CFR 99 (FERPA), 45 CFR 164 (HIPAA)**

HISTORY:

**ADOPTED: 07/01/2002
REVISION DATE(S): 10/23/2003; 09/12/2013; 01/22/2015
FORMERLY: 2.19**

CHAPTER 7.00 - BUSINESS SERVICES

ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC FUNDS

7.22+

- I. Electronic Records, Electronic Signatures and Electronic Funds
 - A. Unless a provision of law enacted after July 1, 2000, specifically prohibits the use of an electronic record for the specified purpose, the School Board hereby authorizes the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. Additionally, the Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.
 - B. The Superintendent shall consult with the State of Florida's Agency for State Technology (Agency) regarding the District's authorized acceptance and distribution of electronic records and electronic signatures.
 - C. The issuance or acceptance of an electronic signature by the Board may be permitted in accordance with the provisions of this policy and all applicable State and Federal laws. If permitted, the electronic signatures shall have the full force and effect of a manual signature provided the electronic signature satisfies all of the following requirements:
 - 1. The electronic signature is unique to the individual and identifies the individual signing the document by his/her name and title.
 - 2. The identity of the individual signing with an electronic signature is capable of being verified and authenticated.
 - 3. The integrity of the electronic signature can be assured.
 - 4. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.
 - 5. The electronic signature complies with the School Board procedures for ensuring the security, integrity, and auditability of each signature.
 - 6. The electronic signature conforms to all other provisions of this policy.

CHAPTER 7.00 - BUSINESS SERVICES

II. Electronic Fund Transfers

- A. The Board authorizes electronic fund transfers (EFTs) for any purpose including direct deposit, wire transfer, automatic clearinghouse (ACH), withdrawal, investment, or payment, provided such EFTs are consistent with the provision of Chapter 668, Florida Statutes. Upon the recommendation of the Superintendent, the Board shall approve:
1. The financial institutions that are authorized to receive monetary transactions through electronic or other medium.
 2. Written agreements with financial institutions with whom EFTs will be made.
- B. Such agreements shall set forth internal controls required by State law and State Board Rule that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:
1. The official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;
 2. the manual signatures of the Board Chairman, Superintendent, and the employees authorized to initiate EFTs shall be contained therein;
 3. a requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;
 4. a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds;
 5. a requirement that written or printed documentation from the financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, transfer acknowledgements, or canceled warrants, shall be provided so that it may be kept in the official files of the School District, which shall be maintained in a manner which facilitates easy review and validation of transactions.

CHAPTER 7.00 - BUSINESS SERVICES

III. Internal Controls and Delegation of Authority

- A. The oversight of the EFTs resides with the Chief Financial Officer and the Director of Finance. A system of internal controls and operational procedures has been established to manage the funds transfer process and the reconciliation of bank accounts. Staff will utilize effective internal controls including the separation of duties when performing funds transfers and cash management functions. Independent auditors, as part of the District's financial audits, will review the system of internal controls and compliance with the operational procedures and with this policy.

IV. Scope

- A. Board funds shall be electronically transferred for the following purposes:
 - 1. receipt of revenue from local, State, and Federal sources;
 - 2. settlement on investment transactions (e.g. purchases, sales, or principal and interest distributions);
 - 3. transfers between Board accounts as needed for legitimate funds management activities;
 - 4. payment of obligations, based upon legal or contractual requirements incurred in the course of Board business, including e-payables; and
 - 5. payroll and other payroll related direct deposit payments.

V. Outgoing Electronic Funds Transfers

- A. Wire transfers are established by the accounting personnel, with the District's financial institution, using secure banking software which is password protected. These wire transfers, with the District's financial institutions, require the transfers to be initiated by one staff member and released by another staff member.
- B. Wire transfers from investment accounts can only be transferred to the District Control Bank Account. All transfers will be reviewed by the Director of Finance or designee when made. Wire transfers will be traced from the bank statement to the respective authorizations on a monthly basis as part of the bank reconciliation process.

CHAPTER 7.00 - BUSINESS SERVICES

- C. ACH transactions are allowed for the following transaction types:
1. ACH debit transactions require funds to be paid from a Board bank account by the counterparty's financial institution and are prohibited unless the counterparty to the transaction is another governmental entity or the transaction is required by a Board approved contract, including credit card processing fees.
 2. ACH credit transactions require funds to be deposited directly to the Board bank account. ACH credit transactions are acceptable when required based on contractual obligations or when this method of depositing/receipting is advantageous to the Board as determined by the Executive Director of Finance and Budgeting or equivalent position.
 3. Direct deposit payments of employees' wages or other direct payments will be initiated by payroll/accounting personnel in compliance with established accounting procedures and in accordance with F.A.C. 6A-1.0012(2).
 4. Individuals performing ACH and wire transfers cannot both initiate and approve one of these transactions.
 5. Other methods of electronic funds transfers as established by the District's financial institution may be permitted, as long as transfers follow similar procedures as outlined above.

STATUTORY AUTHORITY: 668.01 et seq., 668.50, 1010.11, 282.0041, F.S.
F.A.C. 6A-1.0012

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10*

- I. The principal shall cooperate with the Police Department, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students.
- II. The principal, bus drivers, teachers, school food service personnel, building maintenance personnel, and custodians shall strive to protect the physical welfare of each student.
- III. The principal shall remove hazards where possible and shall report in writing to the Superintendent all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.
- IV. School Environmental Safety Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of education rules. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department Of Education.
 - A. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., that were initiated at a school, on school transportation, or at a school-sponsored activity.
 - B. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.
 - C. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.
- V. Students shall be given information which encourages compliance with the safety belt usage law by means of appropriate courses such as driver education, health, and safety.

CHAPTER 8.00 - AUXILIARY SERVICES

- VI. A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.
- VII. School fire alarm systems shall be monitored on a daily basis. Any malfunction shall be reported to the Maintenance Department for immediate repair.
- VIII. The principal shall develop instructional procedures for incorporating animals on School Board property in accordance with Santa Rosa County's Animals on School Property policies and guidelines.

Search for AnimalOnSchoolPropBoardPolicy.pdf on the school district website

- IX. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.

HISTORY:

ADOPTED: 07/01/2002
REVISION DATE(S): 10/23/2003; 10/25/2007; 11/17/2009;
06/12/2012; 02/04/2021
FORMERLY: 2.24

CHAPTER 8.00 - AUXILIARY SERVICES

EMERGENCY EVACUATION DRILLS

8.16*

- I. The Principal shall hold at least two (2) emergency evacuation drills during each semester with the first drill being held within the first thirty (30) days of the school term. A written report of each emergency evacuation drill shall be sent to the District Office.
 - A. Accommodations for drills conducted at exceptional student education centers may be provided.
- II. The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.
- III. The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.
- IV. The Principal shall identify and report to the Superintendent hazardous areas requiring corrective measures. The Superintendent shall be responsible for informing the School Board of the Principal's report.
- V. The Superintendent shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 404.056, 1001.43, 1013.12, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

MULTI-TIERED SYSTEM of SUPPORTS

4.18

Each school shall offer and provide the assistance of a Multi-Tiered System of Supports (MTSS), which will assist with meeting the academic, behavioral, social, emotional, and health needs of students. The data-based problem-solving model will be used to provide necessary student supports. These supports will enable students to meet the requirements of the Santa Rosa County Student Progression Plan, the Santa Rosa County Student Comprehensive Development Plan and the Florida Sunshine State Standards. The Multi-Tiered Support Systems (MTSS) will serve to periodically monitor student outcomes for the purpose of providing input for improvements in school-based continuous improvement, student services and ESE programs.

Leadership teams will meet based upon the number of students identified as not meeting grade level mastery or no less than each mid-quarter and end of quarter. ~~at least once per month during the school year.~~ Representation on the team shall include, but is not limited to a school administrator, guidance counselor, school psychologist, regular classroom teacher and/or ESE teacher. Members of the team may be added as appropriate. Team members will adhere to all confidentiality guidelines.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.41, 1003.26, 1008.25, F.S.

HISTORY:

ADOPTED: 07/01/2002

REVISION DATE(S): 04/26/04; 06/22/2017

FORMERLY: 10.35

NOTICE OF INTENT TO ADOPT, UPDATE OR CORRECT POLICY OF SCHOOL BOARD FOR SANTA ROSA COUNTY, FLORIDA

The Santa Rosa County District School Board, acting through the superintendent of schools, hereby gives notice of its intent to enact, update or correct School Board Policy. A complete version of each policy being affected is available at the main School Board office located at 6032 Hwy 90 in Milton between the hours of 7:30 am and 4 pm. Monday – Friday excluding holidays.

POLICY NUMBER	SUMMARY	Specific Authority Specific Statutory Authority	Estimate of Costs
2.27	Special Committees- Revision-Adds language; Section I	Revised to reflect changes in law 1001.43 F.S.	-0-
2.30	School Advisory Councils-Revision-Adds language; Section V	Revised to reflect changes in law 1001.43 F.S.	-0-
2.261	Family and School Partnership for Student Achievement-Revision-Sections III, IV, V and VI	Revisions to reflect required additions with new statute 1014 et. Seq. "Parents Bill of Rights"	-0-
3.40	Safe and Secure Schools-Revision-Sections V and VI	Revisions to reflect changes in law per SB 590 to Florida statutes 1002.20, 1006.07, Fl. Admin Code 6A-1.0018	-0-
3.61	A Moment of Silence-Revision-Adds/changes language	Revises policy to reflect changes in law per 1003.45	-0-
5.55	Notification of Involuntary Examination-Revision-Sections I, II, III and V	Revises policy to reflect changes in law per 1001.212 F. S	-0-
5.70	Student Records-Revision- Section I, II, IV and V	Revises policy to reflect required additions with new statute 1014 et. Seq. "Parents Bill of Rights" and 1006.07	-0-
6.29	Report of Misconduct- Revision-Section I, II, IV and V	Revises policy to reflect required changes per 1001.42; 1012.27 F.S	-0-
6.531	Deferred Retirement Option Program-Revision-Section II	Revised to reflect district policy	-0-
6.90	Personnel Files-Revision-Section III	Revised to reflect changes to law per 1001.42; 1012.27 F.S	-0-
7.22	NEW-Electronic Records, Signatures and Funds	Per district request	-0-
8.10	Safety-Revision-Section IV	Revises policy to reflect changes to law per 1002.20; 1006.07	-0-
8.16	NEW-Emergency Evacuation Drills	Policy to reflect changes to law per 1006.07	-0-
4.18	Multi-Tiered System of Supports-Revision	Revises policy to reflect district policy	-0-

The text of the proposed policy changes may be obtained without cost from the office of the Superintendent of Schools. Adoption of these proposed policies is anticipated to be considered at the regular School Board meeting on December 9, 2021 at 6:30 pm in the board room at 5086 Canal St., Milton, FL. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodation to participate in this hearing is asked to advise the agency at least 48 hours in advance by contacting the board's secretary at (850) 983-5010. Any person substantially affected by the proposed policy(s) who wishes to challenge the validity must file a petition with the board's secretary (12 copies) in conformity with section 120.56, 2007 Florida Statutes, not later than 10 days prior to the meeting of the board, as set forth above. The hearing is open to the public.

Dr. Karen Barber, Superintendent of Schools
Santa Rosa County, Florida

Santa Rosa County District Schools

Submitted By: Liz West, Assistant Superintendent for Human Resources

Human Resources Administrative Agenda

Title of Item: Administrative Agenda
Description/Introduction: Administrative Agenda
Recommendation/Action Requested: School Board Approval

Financial Impact:

A-Funds required from School Board? No
B-Amount required
C-Grant/Project Synopsis attached? No
D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No
If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
West, Elizabeth	Approved	9/27/2021 - 2:47 PM
Pattullo, Melanie	Approved	9/27/2021 - 2:50 PM

ATTACHMENTS:

Description	Upload Date	Type
Administrative Agenda	9/27/2021	Cover Memo
Administrative Addendum	9/30/2021	Cover Memo
2021-22 Out of Field	10/4/2021	Cover Memo
ESOL Out-of-Field 2021	10/1/2021	Cover Memo



Liz West
Asst. Superintendent/Human Resources
6032 Highway 90 Milton, Florida 32570-6706
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E-mail: WestE@santarosa.k12.fl.us

ADMINISTRATIVE
Human Resource Board Agenda
October 5, 2021

MEMORANDUM

TO: Dr. Karen Barber, Superintendent of Schools
FROM: Liz West, Assistant Superintendent for Human Resources
RE: Human Resource Items for Administrative Agenda of School Board

The following personnel items are submitted for your recommendation and the approval of the School Board of Santa Rosa County:

I. PERSONNEL RECOMMENDATIONS:

RETIREMENTS:

1. Weeks, Ronald, Teacher, Woodlawn Beach Middle, effective 10-01-2021 (last day in paid status 09-30-2021)

DEFERRED RETIREMENT OPTION PROGRAM:

1. Godwin, Suzette, Principal, Bennett Russell Elem., effective 09-01-2021
2. Watts, Jon, Assistant Principal, Gulf Breeze High, effective 10-01-2021

DROP EXTENSION:

1. Robey, Marianne, TSA for Technology Ed, Office of Professional Learning, extend to 05-27-2022

RESIGNATIONS:

1. Archangel, Chris, Digital Media Specialist II, Office of Professional Learning, effective 10-01-2021 (last day in paid status 09-30-2021)
2. Berry, Jamie, Clerical Data 1, Bennett Russell Elem., effective 10-08-2021 (last day in paid status 10-07-2021)
3. Burgess, Angela, Paraprofessional 1:1 Limited Term, West Navarre Primary, effective 09-24-2021 (last day in paid status 9-23-2021)
4. Campbell, Andrea, Job Coach Paraprofessional IW, ESE Department, effective 09-13-2021 (last day in paid status 09-10-2021)
5. Despaux, Vicky, Paraprofessional IW, ESE Department, effective 09-13-2021 (last day in paid status 09-10-2021)
6. Fairbanks, Jetta, Paraprofessional II, King Middle, effective 09-20-2021 (last day in paid status 09-17-2021)
7. Forrester, Dellany, Paraprofessional 1, Bennett Russell Elem., effective 10-06-2021 last day in paid status 10-05-2021)
8. Graham, Abby, Paraprofessional IW 1:1 LT, Rhodes Elem., effective 09-29-2021 (last day in paid status 09-28-2021)
9. Ketterer, April, Teacher, Chumuckla Elementary, effective 09-27-2021 (last day in paid status 09-24-2021)
10. Manke, Jeannie, ESE Pre-K Teacher, Berryhill Elem., effective 09-16-2021 (last day in paid status 09-15-2021)
11. Owens, Eric, Paraprofessional IW, Milton High, effective 09-23-2021 (last day in paid status 09-22-2021)
12. Ragsdale, Bill, Paraprofessional IW, Gulf Breeze High, effective 09-14-2021 (last day in paid status 09-13-2021)

**APPOINTMENTS:
INSTRUCTIONAL**

<u>NAME</u>	<u>SCHOOL</u>	<u>AREA</u>	<u>CERTIFICATIONS</u>	<u>EFF. DATE</u>
1. Ates, John	King Middle	Social Science	Social Science 6-12*	09-27-2021
2. Crounse, Jennifer	East Milton Elem.	Kindergarten	*Temp. School social worker @Pre-K/Primary Ed or Elem. Ed.	09-27-2021
3. Dean, Chelsea	Oriole Beach Elem.	ESE Inclusion Teacher	*Elem. Ed @ESE K-12	09-13-2021
4. Dixon, Christopher	Hobbs Middle	ELA and Inclusion	Social Science*/ESE and Elem. Ed@	09-27-2021
5. Ford, Kenneth	Milton High	PE Teacher	Biology 6-12*@	09-17-2021
6. Hartwig, Alicia	Rhodes Elem.	CBSA Teacher	ESE K-12 and Elem. Ed	09-27-2021
7. Hawthorne, Tally	SS Dixon Intermediate	AIS	Reading, ESE, Ed Leadership, Elem. Ed K-6 and ESOL End.	09-23-2021
8. Joiner, Kirstyn	Milton High	Science/ESE Inclusion	PE K-12*@	09-20-2021
9. Lipinski, Ashtyn	Holley Navarre Int.	5 th Grade	Elem. Ed. K-6*	09-07-2021
10. Marinovich, Sheri	ESE Department	Behavior Coach	ESE K-12/Elem Ed K-6/ESOL K-12	09-23-2021
11. McDonald, Jason	ESE Department	Adaptive PE Coach	PE K-12/Driver's Ed End.	09-13-2021
12. Rowe, Angela	ESE Department	ESE Access Remote	ESE K-12/Elem Ed K-6	09-27-2021
13. Zeiler, Hannah	Milton High	Spanish	Spanish K-12*	09-13-2021

Certification Notations: * means certificate is pending, @ means teaching out of field

INSTRUCTIONAL TRANSFERS:

1. Barnes, Marsha, from ESE K-5 Teacher at Easy Bay Elem. to ESE Pre-K Teacher at Berryhill Elem., effective 09-22-2021
2. Caupp, Mary, from ESE/Language at Hobbs Middle, to ESE at Jay High, effective 09-23-2021
3. Jimenez, Katherine, from Biology at Milton High to PE at King Middle, effective 09-20-2021
4. Kimmons, Jonathan, from ESE at King Middle, to ESE at Jay High, effective 09-20-2021
5. Northcutt, Stephanie, from Science at Woodlawn Beach Middle to English at Navarre High, effective 09-13-2021

2021-22 HOSPITAL/HOMEBOUND RECORDS:

1. Bagley, Mark, Central School, effective 09-08-2021
2. Godwin, David, Pace High, effective 08-10-2021
3. Roper, Amy, Rhodes Elem, effective 09-14-2021
4. Saunders, Jennifer, Woodlawn Beach Middle, effective 08-19-2021

ED SUPPORT APPOINTMENTS:

<u>NAME</u>	<u>SCHOOL/DEPARTMENT</u>	<u>APPOINTMENT</u>	<u>EFF. DATE</u>
1. Brooks, Ashley	Rhodes Elem.	Paraprofessional IW Pre-K	09-27-2021
2. Cornwell, Stacy	Berryhill Elem.	Teacher Assistant IW	09-16-2021
3. Fenner, Sara	Oriole beach Elem.	Paraprofessional IW 1:1 LT	09-21-2021
4. Hansen, Austin	ESE Department	Clerical Data I	09-14-2021
5. Hermann, Stephanie	Oriole Beach Elem.	Paraprofessional IW 1:1 LT	09-22-2021
6. Holt, Melissa	Navarre High	Paraprofessional IW	09-13-2021
7. Kramer, Laurie	Holley Navarre Primary	Paraprofessional IW Pre-K	09-20-2021
8. Laviolette, Laura	Oriole Beach Elem.	Paraprofessional IW	09-22-2021
9. Magruder, David	Navarre High	Teacher Asst for Tech	09-13-2021
10. McDiarmid, Sally	Rhodes Elem.	Clerical Data I	09-20-2021
11. Mina, Mariacristina	Rhodes Elem.	Paraprofessional IW Pre-K	10-11-2021
12. Pemberton, Diane	Bagdad Elem.	Paraprofessional I	09-16-2021
13. Perkins, Sonja	Hobbs Middle	Paraprofessional IW	09-20-2021
14. Polk, Jena	Dixon Primary	Teacher Asst. IW 1:1	09-14-2021

15. Schroeder, Cassie	Navarre High	Paraprofessional I	09-02-2021
16. Welling, Annette	Pace High	Secretary II (11 month)	09-23-2021

ED SUPPORT TRANSFERS:

1. Dixon, Telisa, from Paraprofessional IW at Rhodes Elem. To Paraprofessional IW at Bagdad Elem., effective 09-07-2021

EMPLOYEE FILLING VACANT POSITION:

1. Thornton, Johnnilyn, ESE Liaison, ESE Department, effective 09-20-2021

2021-2022 CHANGE IN STATUS:

1. Waller, Cassidy, Paraprofessional IW Pre-K (full-time) to Paraprofessional IW (Temporary) at Berryhill Elementary, effective 09-16-2021

PROMOTIONS:

1. Bonome, Wilma, West Navarre Intermediate, from Paraprofessional IW to Paraprofessional IIW, effective 11-01-2021
2. Danley, Courtney, King Middle, from Clerical Data I to Clerical Data II, effective 11-01-2021
3. Hamilton, Donna, Locklin Tech, from Fiscal Assistant II to Fiscal Assistant III, effective 11-01-2021
4. McCary, Rachelle, King Middle, from Internal Funds Bookkeeper I to Internal Funds Bookkeeper II, effective 11-01-2021
5. Revis, Tamara, Milton High, from Paraprofessional IW to Paraprofessional IIW, effective 11-01-2021

2021-22 SUPPLEMENTS:

1. Alexander, Justin, JV Baseball, Milton High, effective 09-16-2021
2. Ashby, Teresa, Bodily Fluid, TR Jackson, effective 08-02-2021
3. Benware, Sharon, Pre-K Grade Level Chair, TR Jackson, effective 08-02-2021
4. Berkeley, Brandi, Bodily Fluid, Pea Ridge, effective 08-02-2021
5. Black, Tiffany, Bodily Fluid, Gulf Breeze Elem., effective 08-02-2021
6. Blake, George, Head Baseball, Milton High, effective 09-10-2021
7. Bruno, Shelby, Bodily Fluid, Pea Ridge, effective 08-28-2021
8. Cook, Kelli, Bodily Fluid, East Milton Elem., effective 08-02-2021
9. Coon, Alicia, Supplemented Part-time Curriculum Coordinator, effective 08-02-2021
10. Coonley, Ashley, Bodily Fluid, West Navarre Primary, effective 08-02-2021
11. Cornwell, Stacy, Bodily Fluid, Berryhill Elem., effective 09-16-2021
12. De La Garza, Nikki, Girls JV Soccer, Milton High, effective 09-15-2021
13. Denney, Patricia, Pre-K Bodily Fluid, Community School, effective 08-03-2021
14. Estes, Michelle, Bodily Fluid, West Navarre Primary, effective 08-02-2021
15. Flanigan, Allison, Bodily Fluid, Pace High, effective 08-02-2021
16. Ford, Kenneth, Asst. Baseball, Milton High, effective 09-17-2021
17. Hattaway, Emily, Bodily Fluid, TR Jackson, effective 08-02-2021
18. Hunton, Marla, Bodily Fluid, ESE Department, effective 08-02-2021
19. Johnson, Clara, Bodily Fluid, East Milton Elem., effective 08-02-2021
20. Keegan, Alison, Web Manager, East Bay, effective 08-02-2021
21. Koehler, Mikhy, Assistant Girls Softball, Central School, effective 08-02-2021
22. Ledbetter, Tammy, Bodily Fluid, ESE Department, effective 08-02-2021
23. Manson, Tammy, Bodily Fluid, ESE Department, effective 08-02-2021
24. McDonal, Shaun, Bodily Fluid, TR Jackson, effective 08-02-2021
25. Naquin, Emily, Bodily Fluid, Oriole beach Elem., effective 08-02-2021
26. New, Toni, Supplemented Part-time Curriculum Coordinator, effective 08-02-2021
27. Nye, Emily, Annual Sponsor/Newspaper Sponsor, Gulf Breeze High, effective 01-19-2021
28. Prescott, Kimberly, Bodily Fluid, Rhodes Elem., effective 08-02-2021
29. Renfro, Lawrence, 9th Boys Basketball, Milton High, effective 09-10-2021
30. Roesch, James, Boys Asst Basketball, Navarre High, effective 09-13-2021
31. Simmons, Deanna, Bodily Fluid, Avalon Middle, effective 08-02-2021
32. Smith, Taren, Bodily Fluid, East Bay, effective 08-02-2021
33. Stinnett, Angel, ESE Dept. Chair, TR Jackson, effective 08-02-2021
34. Torres, Melba, Bodily Fluid, Avalon Middle, effective 08-02-2021
35. Wade, Rachel, Web Manager, Blended Academy, effective 08-02-2021
36. Walker, Cindy, Bodily Fluid, TR Jackson, effective 08-02-2021
37. Weaver, John, Supplemented Part-Time Curriculum Coordinator, Milton High, effective 08-02-2021

38. Whitfield, Craig, Bodily Fluid, Pace High, effective 01-04-2022

39. Wojtowicz, Ann, Bodily Fluid, East Bay, effective 08-02-2021

SUPPLEMENT CORRECTION:

1. Bennett Vanessa, Bodily Fluid, West Navarre Intermediate, effective 08-02-2021, listed incorrectly at Milton High on the 09-21-2021 Board Agenda

CELL PHONE STIPEND:

1. Hamilton, James, Computer Support Technician, Technical Support Services, effective 08-18-2021
2. Morales, Esman, Computer Support Technician, Technical Support Services, effective 08-16-2021

2021-22 VOLUNTARY SUPPLEMENT SEPARATION:

1. Alexander, Justin, JV Softball, Milton High, effective 09-16-2021
2. Robertson, Kevin, Girls JV Basketball, Navarre High, effective 09-30-2021
3. Waller, Cassidy, Paraprofessional IW Pre-K, Berryhill Elem., effective 09-16-2021

2021-2022 COMMUNITY SCHOOLS:

1. Dement, Viola Joyce, caregiver, effective 08-26-2021
2. Edwards, Deanna, caregiver, effective 09-13-2021
3. Heard, Jayla, caregiver, effective 09-14-2021

2021-2022 SUMMER SCHOOL SUPPLEMENT CORRECTION:

1. Holifield, Shonda, 3rd Grade, Oriole Beach Elem., 5.5 hours @ 2 additional days



Liz West
Asst. Superintendent/Human Resources
6032 Highway 90 Milton, Florida 32570-6706
Phone: 850/983-5030
Facsimile: 850/665-0843
E-mail: WestE@santarosa.k12.fl.us

ADMINISTRATIVE
Human Resource Board Addendum
October 5, 2021

MEMORANDUM

TO: Dr. Karen Barber, Superintendent of Schools
FROM: Liz West, Assistant Superintendent for Human Resources
RE: Human Resource Items for Administrative Agenda of School Board

The following personnel items are submitted for your recommendation and the approval of the School Board of Santa Rosa County:

I. PERSONNEL RECOMMENDATIONS:
NONE

II. OUT-OF-FIELD
*See Attached

DISTRICT 1
Linda Sanborn

DISTRICT 2
Elizabeth Hewey

DISTRICT 3
Carol Boston

DISTRICT 4
Charles Elliott

District 5
Wei Ueberschaer

Out-of-Field
October 5, 2021

Site	Name		Certification Area	Out-of-Field Assignment
Avalon Middle School				
	Galbreath	Megan	ESE K-12	Social Science
	Pape	Kay	Social Science, Ed. Leadership	English
Bagdad Elementary School	None			
Bennett C. Russell	Black	Amanda	Elem. Ed. K-6	Art K-12
	Floyd	Hillary	English 6-12 and ESE K-13	Elem. Ed. K-7
	Long	Katherine	ESE	Elem. Ed. K-6
Berryhill Elementary	NONE			
Camelot Academy (High Road Academy)	Barnes	Regan		English, Reading Endorsement
	Banhill	Josh		Biology, MG General Science, ESE
	Fugerson	India		Social Science
	Mayer	Lauren		Elem. Ed, Art, Music, ESE
	McGee	Paula		Math
	Patterson	Stephanie	ESE, Elem Ed, PreK/Pri. Ed.	Art, Music
	Robinson	Jasmine	Pending Elem Ed.	Elem. Ed., ESE
	Rivera Torres	Jean	English	ESE & Autism Spectrum Endorsement
Central School	Nash	Alexandria	Social Science, ESE	English
	Strauss	Ashley	Health	Elementary Ed.
Chumuckla Elementary School	NONE			
ESE Development Center	Caile	Vickie	Business Ed, Ed Leadership	ESE
East Bay Elementary	Carrico	Amy	ESE K-12, Ed Leadership, ESOL End, Elem. Ed.	Math 5-9, Engineering & Technology Ed.
	Cunningham	Michelle	ESOL End, Elem. Ed. K-6, Math 5-9 Gen Science 5-9	Mg English
	Gillman	Stacey	Social Science	School Counseling
	Rowland	Lindsay	Social Science 6-12	Elem. Ed K-6
	Scott	Marie		
East Milton Elem.	Barlow	Caitlin	ESE K-12	Elem. Ed .K-6
	Clark	Carol	ESE K-12, English 5-9, Reading End, Math 5-9, Gen. Science 5-9, Social Science 5-9	Elem. Ed. K-6
Gulf Breeze Elementary School	NONE			
Gulf Breeze High School	Johnson	April	Elem Ed, ESOL & Reading Endorsement	Business Ed.
	Mersereau	Molly	Pending Family & Consumer Science	Business Ed. & Family & Consumer Science
	Sellers	Amanda	Elem Ed, ESE, Reading & ESOL Endorsement	English
	Skelton	Nicholas	P. E.	ESE
Gulf Breeze Middle School	NONE			

Out-of-Field
October 5, 2021

Hobbs Middle School	Baker	Maegan	Elem Ed, English, ESOL & Reading End.	Business Ed
	Dixon	Christopher	Pending Social Science	Social Science, English
	L'Orange	Janet	Elem Ed, ESE, Reading & ESOL End.	Guidance
	Mainer	Stephanie	English, MGIC, ESOL End.	Gifted Endorsement (2nd year working toward)
	Martillano	Adrianne	English. ESOL & Reading Endorsement	Educational Media Specialist
Holley Navarre Intermediate	NONE			
Holley-Navarre Middle School	NONE			
Holley-Navarre Primary School				
Jay Elementary School	Carroll	Davina	Primary Ed. K-3	Media Specialist PK-12
	Davis	Amanda	Social Science 6-12	Elem. Ed. K-6
Jay High School	Jordan	Mindy	Elem Ed, Soc Sci., MGIC, Bus. Ed, ESOL End	P. E. K-12
	Lanier	Cassidy	Biology	MG English & MG Math
Learning Academy Of Santa Rosa	Dickerson	Kendreaah	Elem Ed & ESE	MG General Science
	Valarezo	Michael	Pending P. E.	Math 6-12, P. E.
Martin Luther King Middle School	Ates	John	Eligible for Social Science	Agriculture, Social Science
Milton High School	Browning	Claire	English	Biology
	Ford	Kenneth	Pending Biology	P. E.
	Harrigill	Caitlyn	Eligible for Biology	Biology
	James	Casey	P. E.	Earth-Space Science
	Joiner	Kirstyn	Pending P. E.	Biology
	Renfro	Regina	MG English, Elem Ed, ESOL & Reading End	English 6-12
	Rodgers	Patricia	Social Science	ESE, Elem Ed,
	Snell	Laurel	Eligible for ESE	ESE
	Solares	Samantha	Eligible for English	English 6-12
Navarre High School	Glover	Dillon	Pending Biology	Chemistry
	Hemphill	Rodney	P. E. & ESE	MG Math, Social Science 6-12
	Henshaw	Peggy	ESE	English 6-12
	Herod	Kellie	Eligible for Elem Ed, ESE	Social Science, ESE
	Roesch	James	English 6-12	Social Science 6-12
	Schuetz	Shelli	Elem Ed, Ed Leadership	English 6-12
	Snyder	Mason	Social Science 6-12, ESE	English, Math
	West	Heather	ESE, MG English, MG Math	Guidance
Literacy	Lewis	Tracy	Elem Ed	ESOL
Oriole Beach Elementary School	Mann	Jennifer	Elem. Ed. K-6, ESE K-12, ESOL End	School Counseling
	Slaybaugh	Meghan	Soc. Science 6-12	Elem. Ed. K-6
Pace High School	Cumbie	Jennifer	Math 5-9 & 6-12	Business Ed

Out-of-Field
October 5, 2021

Pea Ridge Elementary School				
PK/12+ PDC	NONE			
Locklin Technical College	NONE			
S. S. Dixon Intermediate	Ballard	Faith		
	Qualls	Melonie	ESE K-12, Pre-K/Primary Ed. PK-3	Elem. Ed. K-6
S. S. Dixon Primary School	NONE			
Santa Rosa Virtual Franchise	Lewis	Myra	Earth-Space Science, P. E. MGIC	Music
	Manning	Kimberly	Elem Ed, MGIC, Reading & ESOL End.	Hearing Impaired
	Soto	Sonia	Spanish	Art
	Wade	Rachel	Elem Ed, P.E. ESE, Health	Family & Consumer Science
	Weidman	Angie	ESE, Elem Ed, Social Science, Reading End	Family & Consumer Science or PreK/Primary Ed
	Zeiger	Lia	Business Ed, MG Math, School Counseling	P. E.
S.R. Virtual Inst. Course Offerings	NONE			
Thomas L. Sims Middle School	Gullickson	Denise	Elem Ed, MGIC	Gifted Endorsement
	Preston	Tailer	ESE, Elem Ed	MG English
	Shuck	Triesta	Elem Ed, ESOL & Reading End.	MG General Science
	Wolff	Sarah	Music	Social Science
T. R Jackson Pre-K	NONE			
W. H. Rhodes	Dean	Chelsea	Elem. Ed. K-6	ESE K-12
	Roper	Amy	ESE	Elem. Ed. K-6
West Navarre Intermediate	Alexander	Kim	Elementary Ed. K-6, ESOL End	School Counseling PK-12
West Navarre Primary School				
Woodlawn Beach Middle School	NONE			

ESOL Out of Field

The following teachers are considered **out of field**. They are not certified or endorsed in their area of teaching assignment for ESOL.

<u>TEACHER</u>	<u>SCHOOL</u>
Ashtyn Kaunitz	Bagdad Elementary
Susan Crawford	Central
Megan Etling	Gulf Breeze High
Cailyn Hamstra	Gulf Breeze High
Michelle Walton	Gulf Breeze Middle
Elizabeth Feinberg	Hobbs Middle
Ashley Grant	Hobbs Middle
Karen Frye	Holley-Navarre Intermediate
Alma Fowler	Holley-Navarre Middle
Tracy Crawford	Holley-Navarre Primary
Frank Byers	King Middle
Mary Freeman	LASR
David Lowrey	Milton High
Dixon Brock	Milton High
Rachel Laffitte	Milton High
Lisa Pascoe	Navarre High
Courtney Davidson	Oriole Beach Elementary
Kimberly Lewis	Oriole Beach Elementary
Elizabeth Cunningham	Pace High
Deanna Jackson	Pace High
Kathryn Harrington	Pace High
Susan Sayle	Pace High
Stephanie Miles	Pea Ridge Elementary

Kelly Reed

Jerilyn Hughes

Heather Castro

Emily Harrington

Darcy Stubbs

Pea Ridge Elementary

Santa Rosa Virtual

West Navarre Primary

West Navarre Primary

West Navarre Primary

Santa Rosa County District Schools

Submitted By: Liz West, Assistant Superintendent for Human Resources

Human Resources Administrative Agenda

Title of Item: Leave and Temporary Duty

Description/Introduction: A complete list of Unpaid Leave forms collected during last month, including unpaid personal leave; unearned sick leave; worker's compensation; maternity leave without pay; professional leave without pay; and family medical leave without pay. This list encompasses leave forms with paid leave not charged to any accrued leave, including: military leave and illness in line-of-duty.

A complete list of Temporary Duty forms for those employees traveling out-of-county

Recommendation/Action Requested: School Board Approval

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
West, Elizabeth	Approved	9/27/2021 - 2:48 PM
Pattullo, Melanie	Approved	9/27/2021 - 2:50 PM

ATTACHMENTS:

Description

Temporary Duty

Upload Date

9/27/2021

Type

Cover Memo

Last	First	TD	Date	Location	approved	un-approved				
Anderson	Debbie	X	10/21/2021- 10/22/2021	IDA Conference, Charlotte, NC	X					
Chatwell	Danna	X	09/16/2021-09/21-2021	Flight Adventure Field Trip, NAS	X					
Cozart	Amy	X	10/13/2021-10/15/2021	Fieldtrip NAS Pensacola	X					
Farrell	Shannon	X	10/18/2021 and 10/22/2021	Flight Adventure Field Trip, NAS	X					
Gadboys	Pamela	X	11/10/2021-11/14/2021	NACG Conference, Denver, CO	X					
George	Kathie	X	10/25/2021 and 10/26/2021	Flight Adventure Field Trip, NAS	X					
Hines	Jennifer	X	11/15/2021-11/18/2021	ESSEI Conference, Orlando, FL	X					
Hines	Jennifer	X	11/30/2021-12/05/2021	ACTE Conference, New Orleans, LA	X					
Knight	Charlin	X	11/15/2021-11/18/2021	ESSEI Conference, Orlando, FL	X					
Knight	Charlin	X	11/30/2021-12/05/2021	ACTE Conference, New Orleans, LA	X					
Miller	Paul	X	11/05/202111/05/2021	Performance, WNIS	X					
Miller	Paul	X	12/01/2021-12/01/2021	Chorus Dress Rehearsal, St. Sylvester's, Navarre	X					
Miller	Paul	X	01/12/2022-01/15/2022	FMEA PD Conference/All State, Tampa, FL	X					
Miller	Paul	X	04/27/2022-04/27/2022	Chorus Dress Rehearsal, St. Sylvester's, Navarre	X					
Mitchell	Krista	X	11/10/2021-11/14/2021	NACG Conference, Denver, CO	X					
Nawoschik	Anna	X	09/06/2021-09/20/2021	Fieldtrip Naval Aviation Museum, Pensacola	X					
Saunders	Jennifer	X	10/13/2021-10/15/2021	Flight Adventure Field Trip, NAS	X					
Sigman	Lisa	X	10/18/2021 and 10/22/2021	Flight Adventure Field Trip, NAS	X					
Short	Kelly	X	10/20/2021-10/22/2021	IDA Conference, Charlotte, NC	X					
Smith	Floyd	X	11/15/2021-11/18/2021	ESSEI Conference, Orlando, FL	X					
Stanford	Sharon	X	11/10/2021-11/14/2021	NACG Conference, Denver, CO	X					
White	Gencie	X	10/25/2021 and 10/26/2021	Chaperone Students/FAD, NAS Museum, Pensacola, FL	X					

Santa Rosa County District Schools

Submitted By: Pam Smith

Human Resources Administrative Agenda

Title of Item: 2021-2022 Annual Inspections

Description/Introduction: Date: 09/24/2021

To: Santa Rosa County School District Board Members
Dr. Karen Barber: Superintendent of Schools

RE: 2021-2022 Santa Rosa County School District Annual Fire
and Life Safety Inspections

The purpose of this letter is to submit for your review and approval,
the annual fire and life safety inspection for the following schools or
facilities:

Central School
Dixon Intermediate School
Gulf Breeze Elementary School
Gulf Breeze Middle School
Holley Navarre Intermediate School
Holley Navarre Middle School
Jay Elementary School

If you have any questions, please let me know. Thank you.

Tobin Faciane
Safety Specialist/Fire Inspector I
Santa Rosa District Schools
facianet@santarosa.k12.fl.us

**Recommendation/Action
Requested:** Approval.

Financial Impact:

A-Funds required from School Board?

No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Smith, Pam	Approved	9/24/2021 - 2:16 PM
West, Elizabeth	Approved	9/27/2021 - 2:47 PM

ATTACHMENTS:

Description	Upload Date	Type
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Santa Rosa County District Schools

Submitted By: Floyd Smith, Director, Middle Schools, on behalf of Grade Level Directors

Curriculum/ Instruction Administrative Agenda

Title of Item: Suspensions

Description/Introduction: List of students in the District who were placed on suspension from September 9, 2021 through September 24, 2021.

Recommendation/Action Requested: Review as submitted

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Smith, Floyd	Approved	9/27/2021 - 11:28 AM
Thorpe, Mike	Approved	9/27/2021 - 11:28 AM

ATTACHMENTS:

Description	Upload Date	Type
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Santa Rosa County District Schools

Submitted By: Vikki Williamson for grade level departments

Curriculum/ Instruction

Title of Item: Student Reassignments

Description/Introduction: Student Reassignments

Recommendation/Action Requested: Approve as submitted

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Thorpe, Mike	Approved	9/27/2021 - 10:30 AM
Pattullo, Melanie	Approved	9/27/2021 - 1:57 PM

ATTACHMENTS:

Description	Upload Date	Type
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Santa Rosa County District Schools

Submitted By: April Martin, Director of Elementary Ed and District Volunteer Coordinator

Curriculum/ Instruction Administrative Agenda

Title of Item: Level 1 Volunteers
Description/Introduction: Level 1 volunteers
Recommendation/Action Requested: Approval of Level 1 volunteers

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Martin, April	Approved	9/27/2021 - 11:16 AM
Thorpe, Mike	Approved	9/27/2021 - 11:25 AM

ATTACHMENTS:

Description	Upload Date	Type
Level 1 Volunteers	9/29/2021	Backup Material
Elementary Level 1 Volunteers	9/29/2021	Backup Material
Middle Level 1 Volunteers	9/27/2021	Cover Memo
High Level 1 Volunteers	9/27/2021	Cover Memo

MEMORANDUM

TO: Dr. Barber and School Board Members

FROM: April Martin
Director of Elementary Education

DATE: October 5, 2021

RE: **School Volunteers for 2021-22**

The total number of School Volunteers for approval during the School Board meeting on October 5 is 703. The overall total for the 2021-2022 school year is 6665.

Bagdad (14)

See attached list

Berryhill (5)

See attached list

Central (1)

See attached list

Dixon Prim (49)

See attached list

East Bay K-8 (10)

See attached list

East Milton (24)

See attached list

Gulf Breeze Elem (60)

See attached list

Holley-Navarre Int (5)

See attached list

Holley Navarre Prim (43)

See attached list

Jay (15)

See attached list

Oriole Beach (10)

See attached list

Pea Ridge (206)

See attached list

Rhodes (8)

See attached list

Russell (39)

See attached list

T.R. Jackson (10)

See attached list

West Navarre Prim (14)

See attached list

Gulf Breeze Middle (15)

See attached list

Hobbs Middle (3)

See attached list

Holley Navarre Middle (2)

See attached list

King Middle (17)

See attached list

Woodlawn Beach Middle (8)

See attached list

Gulf Breeze High (53)

See attached list

Jay High (8)

See attached list

Milton (23)

See attached list

Navarre (15)

See attached list

Pace (46)

See attached list

Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

14

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Bagdad Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

[Signature]
Principal Signature (sign each page)

September 24, 2021
Date

- | | | | |
|----|----------------------------|----|---------|
| 1 | <u>Belanger, Amber</u> | 21 | <u></u> |
| 2 | <u>Crockett, Chrystal</u> | 22 | <u></u> |
| 3 | <u>Eisenhauer, Alycia</u> | 23 | <u></u> |
| 4 | <u>Estey, Amy</u> | 24 | <u></u> |
| 5 | <u>Greene, Duncan</u> | 25 | <u></u> |
| 6 | <u>Greene, Victoria</u> | 26 | <u></u> |
| 7 | <u>Harrison, Alice</u> | 27 | <u></u> |
| 8 | <u>Harrison, Jason</u> | 28 | <u></u> |
| 9 | <u>Hyler, Macy</u> | 29 | <u></u> |
| 10 | <u>Mughal, Rafia</u> | 30 | <u></u> |
| 11 | <u>Penton, Alexis</u> | 31 | <u></u> |
| 12 | <u>Roper, Courtney</u> | 32 | <u></u> |
| 13 | <u>Stearns, Allyn</u> | 33 | <u></u> |
| 14 | <u>Stephens, Paisleigh</u> | 34 | <u></u> |
| 15 | <u></u> | 35 | <u></u> |
| 16 | <u></u> | 36 | <u></u> |
| 17 | <u></u> | 37 | <u></u> |
| 18 | <u></u> | 38 | <u></u> |
| 19 | <u></u> | 39 | <u></u> |
| 20 | <u></u> | 40 | <u></u> |

Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

RECEIVED
9/23/21

5

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Berryhill Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Dawn Chapman
Principal Signature (sign each page)

9/22/21
Date

1 Cowperthwaite, Alice

21 _____

2 Moore, Tara

22 _____

3 McGill, Erica

23 _____

4 Allman, Cynthia

24 _____

5 Handley, Kim

25 _____

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Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

①

Submitted for School Board Meeting to be held on: 10/05/2021

As principal of: Central School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Sean T. [Signature]

9/25/2021

Principal Signature (sign each page)

Date

- 1 Clandell, Kevin
- 2 _____
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- 40 _____

RECEIVED
9/24/21

Level 1 Volunteer Approval List Form

9

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: S.S. Dixon Primary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Jenny Frick
Principal Signature (sign each page)

9/23/21
Date

- | | | | |
|----|--|----|-------|
| 1 | <u>Sarah Nordstrom</u> | 21 | _____ |
| 2 | <u>Bobbi Vaughn (Field Trip Only)</u> | 22 | _____ |
| 3 | <u>Shanna Miller (Field Trip Only)</u> | 23 | _____ |
| 4 | <u>Lindsay Koppes</u> | 24 | _____ |
| 5 | <u>Emily Stilwell</u> | 25 | _____ |
| 6 | <u>Kirby Strahan</u> | 26 | _____ |
| 7 | <u>Lori Newcomer</u> | 27 | _____ |
| 8 | <u>Mary Bryan</u> | 28 | _____ |
| 9 | <u>Stephanie Turner</u> | 29 | _____ |
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Level 1 Volunteer Approval List Form

RECEIVED
9/24/21

40

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: S.S. Dixon Primary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

Date

9/23/21

1 Mary Hennick
2 Cole Anderson
3 Alana Aripez
4 Carlee Baecker
5 Lani Bennett
6 Helen Bellew
7 Cheyenne Collier
8 Haleigh Collier
9 Fletcher Carroll
10 Cali Duncan
11 Katrina Fiscus
12 Charles Griffith
13 Amy Hendershott
14 Amy Hyche
15 Anna Kennedy
16 Katharine Mathaws
17 Marley Mayo
18 Abriana McMath
19 Benjamin Morgan
20 Sophia Odum

21 Ryleigh Perkins
22 Savannah Pugh
23 Britney Rawls
24 Remington Rawls
25 Jasmine Roberts
26 Bailey Scott
27 Sydney Smiga
28 Bailee Sproat
29 Benjamin Tyner
30 Jackson Tyner
31 Annalisa Wagner
32 Lauren Watts
33 Hale Wood
34 Autumn Zagar
35 Katherine Butler
36 Kristen Bertagnolli
37 Jennifer Bichan
38 Sandra Cook
39 Molly Lameda
40 April Nisewonger

Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

Submitted for School Board Meeting to be held on: 10/5/2021

As principal of: East Bay K-8, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

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☒ SCREENED FOR SEXUAL PREDATORS (check each page)

[Signature]
Principal Signature (sign each page)

9/24/2021

Date

- | | |
|-----------------------------|----------|
| 1 <u>Emily Bertsch</u> | 21 _____ |
| 2 <u>Sonia Coon</u> | 22 _____ |
| 3 <u>Kevin Dolan</u> | 23 _____ |
| 4 <u>Mary Alice Foust</u> | 24 _____ |
| 5 <u>Jake Hanley</u> | 25 _____ |
| 6 <u>MyDung Hirschler</u> | 26 _____ |
| 7 <u>Gary Knappe</u> | 27 _____ |
| 8 <u>Terry Knappe</u> | 28 _____ |
| 9 <u>Erin Mays-Williams</u> | 29 _____ |
| 10 <u>Christina Neat</u> | 30 _____ |
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Level 1 Volunteer Approval List Form

RECEIVED
9/23/21

2

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: East Milton Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Nadia Colin

09/20/21

Principal Signature (sign each page)

Date

41 Shepherd, Debra

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42 Barns, Rebecca

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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

RECEIVED
9/24/21

17

Submitted for School Board Meeting to be held on: 10/5/21

As principal of: Gulf Breeze Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

Date

9/23/21

1 Dorothy Benvenuti
2 Amador Quiros
3 Krista Quiros
4 Lindsey Noble
5 Grey Burge
6 Joel Fleekop
7 Bonnie Cobb
8 Kristen Blackwell
9 Merrily York
10 Maureen Roltsch
11 Marvin Smith
12 Claude Manderson
13 Joshua Broxson
14 Jill Bennett
15 James Newton
16 Russell Bennett
17 Erlyn Smith
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9/24/21

Level 1 Volunteer Approval List Form

3

Submitted for School Board Meeting to be held on: 10/5/21

As principal of: Gulf Breeze Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

Date

9/23/21

41 Jeremiah Brown

61 _____

42 Kyle Smith

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43 Luella Bennett

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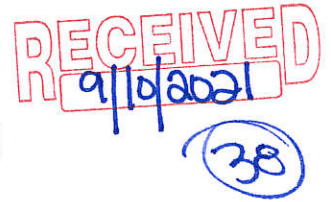
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form



Submitted for School Board Meeting to be held on: 9/21/21

As principal of: Gulf Breeze Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

Date

9/9/21

1 Celeste Whisenant
2 Sarah Barker
3 Meghan Clark
4 Brittany Clifton
5 Mary Cotton
6 Amanda Cotton
7 Nutan Vaz
8 Sylvia Dolfie
9 Lori Farmer
10 Aly Horne
11 Anne Malone
12 Sarah McMorro
13 Jamie Meyerholz
14 Bonnie Adams
15 Holly Roupe
16 Kathy Roupe
17 Tanya Strickland
18 Katrina White
19 Diana Manfredi
20 Leslie Bender-Ralph

21 Kirsten Germann
22 Travis Strickland
23 Tara Gaddy
24 Stephen Gonterman
25 Dorothy Castleberry
26 Stefanie King
27 Robin Zimmern
28 Stacy Robello
29 Jennifer Cannon
30 Natalie Malone
31 Arthur Phillips
32 Leah Johnstone
33 Kerry Whiteley
34 Carol Johnstone
35 Joan Hester
36 Colette Clark
37 Robert Clark
38 Shannon Lynch
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

RECEIVED
9/23/21

5

Submitted for School Board Meeting to be held on: October 5th, 2021

As principal of: Holley-Navarre Intermediate, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.



SCREENED FOR SEXUAL PREDATORS (check each page)

Elizabeth Ann Thompson

September 22nd, 2021

Principal Signature (sign each page)

Date

1	<u>Kristen Anderson</u>	21	<u></u>
2	<u>Richardo Cano</u>	22	<u></u>
3	<u>Melanie Hollis</u>	23	<u></u>
4	<u>Joanne Miller</u>	24	<u></u>
5	<u>Jennifer Runels</u>	25	<u></u>
6	<u></u>	26	<u></u>
7	<u></u>	27	<u></u>
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

(29)

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Holley-Navarre Primary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Allyson M. Murre
Principal Signature (sign each page)

9-24-2021
Date

1 Chelsey L. Watts
2 Angela M. Kennedy
3 Tabytha E. White
4 Olivia M. Coleman
5 Angie G. Brupbacher
6 Rebecca J Pritchett
7 John D. Thomason
8 Patrice L. Adams
9 Tracey L. Thomason
10 Brittani L. Hass
11 Racheal M. Fay
12 Nolan R. Medeins
13 Dreama D. DelPinto
14 Halzy D. Dowden
15 Amber V. Weiland
16 Evelynn M.K. Lewis
17 Paul M. Mormak
18 Justin R. Read
19 Jessica S. Threlkeld
20 Tara E. Holroyd

21 Javier D. Lopez
22 Lindsey K. Henry
23 Terri L. Kirkwood
24 Kirbi L. Manning
25 Tracey L. Thomason
26 Brandi N. Parker
27 Valerie N. Brockman
28 Jada D. Rhodes
29 Tracy J. Fischetti
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form



Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Jay Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Mary Grace White
Principal Signature (sign each page)

September 20, 2021
Date

1	<u>Clara Wright</u>	21	<u></u>
2	<u>Tammy Watson</u>	22	<u></u>
3	<u>Ashley Stokes</u>	23	<u></u>
4	<u>Katie Lloyd</u>	24	<u></u>
5	<u>Nichole Ploof</u>	25	<u></u>
6	<u>Courtney McGowin</u>	26	<u></u>
7	<u>Dustin Mayo</u>	27	<u></u>
8	<u>Sharon Mayo</u>	28	<u></u>
9	<u>Rick Norris</u>	29	<u></u>
10	<u>Caytlyn Gonzalez</u>	30	<u></u>
11	<u>Shaena Reeves</u>	31	<u></u>
12	<u>Hannah Laney</u>	32	<u></u>
13	<u>William (Brian) Nowling</u>	33	<u></u>
14	<u>Jessie Parker</u>	34	<u></u>
15	<u>Samantha Diamond</u>	35	<u></u>
16	<u></u>	36	<u></u>
17	<u></u>	37	<u></u>
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form


RECEIVED
9/24/2021

10

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Oriole Beach Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)


Principal Signature (sign each page)

9/24/2021

Date

- | | |
|----------------------------|----------|
| 1 <u>April Batchelor</u> | 21 _____ |
| 2 <u>Regina Davis</u> | 22 _____ |
| 3 <u>Kenneth Duffy</u> | 23 _____ |
| 4 <u>Regan Helton</u> | 24 _____ |
| 5 <u>Jason Howard</u> | 25 _____ |
| 6 <u>Abigail Lee Lyter</u> | 26 _____ |
| 7 <u>Jennifer Lee</u> | 27 _____ |
| 8 <u>Madelyn Mercado</u> | 28 _____ |
| 9 <u>Denise Narramore</u> | 29 _____ |
| 10 <u>Worth Shuman IV</u> | 30 _____ |
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For the month of: September Oct. 5, 2021

63-10-09 1983

Santa Rosa County Schools Volunteer Approval List Form

RECEIVED
9/10/2021

As principal of Pea Ridge Elementary, a School Volunteer

Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement. ☒ SCREENED FOR SEXUAL PREDATORS"

Principal: Dana Fleming

Date: 9/2/21

(50)

1 Jennifer Wilson
2 Troy Smith
3 Katherine Biggs
4 Sara Baugh
5 Virginia Jenkins
6 Sonya Lamley
7 Jessica Savoy
8 April Meyer
9 Melissa Bigner
10 Colleen McHenry
11 Amanda Waas
12 Kali Norris
13 Cera McHinsey
14 Meagan Lee
15 Krista Caldwell
16 Mercedes Porter
17 Ashley Taylor
18 Nikita Shaffer
19 Karina Allen
20 Thoselyn O'Brien
21 Debra Alvarez
22 Andrea Roberts
23 Martha Paz
24 Adriana Jimenez
25 Meaghan Brammer
26 Beth Savage

27 Nathaniel Hunt
28 Leigh Hendershot
29 Shannon Poole
30 Stephanie Gregory
31 Christy Zuhowski
32 Jessica Whigham
32 Evelyn Bass
33 Jennifer Foust
34 Tanya Newton
35 Holli Pruett
36 Stephanie Hu
37 Leah Scholten
38 Holly Dean
39 Sarah Taylor
40 Canvise Johnson
41 Lisa Benton
42 Jenna Shaw
43 Sarah Lalic
43 Julie Metzler
44 Amanda Hunnell
45 Brenna Bates
46 Megan Wentworth
47 Cortney Doup
48 Tyler Metzler
49 Alexiona Gettis
50 Laura Hopper

~~September~~ Oct. 5, 2021

Santa Rosa County Schools Volunteer Approval List Form

As principal of Pea Ridge, a School Volunteer

Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement. ☒ SCREENED FOR SEXUAL PREDATORS"

Principal:

Dana Fleming

Date:

8/17/21

49

- 1 Kierah Proffitt
- 2 Nicholas Michaud
- 3 Darion Cutts
- 4 Lisa Jones
- 5 Kara Mendez
- 6 Denise Jarrell
- 7 Heather Christopherson
- 8 James Honkins
- 9 Ashton Jackson
- 10 Christina Huntington
- 11 Brittany Cox
- 12 Courtney Brooks
- 13 Amanda Potts
- 14 Sandra Clonts
- 15 Tasha Reeder
- 16 Kendra Stewart
- 17 Amanda Tanner
- 18 Tim Eddins
- 19 Sara Eddins
- 20 Brittany Smith
- 21 Shaunda Salter
- 22 Jennifer Waldron
- 23 Judy Biles
- 24 Holly Heller
- 25 Theresa Lovett
- 26 Paxton Henderson

- 27 Paxton Hudson
- 28 Amanda Hawkins
- 29 Kala Neely
- 30 Kathy Delschlager
- 31 Kandye Boehmer
- 32 Shawn Collins
- 32 Shelley Barrett
- 33 Julie Silver
- 34 Brittany Elliot
- 35 Danielle McMillon
- 36 James Sellers
- 37 Ashley Kasper
- 38 Briana Shellgrove
- 39 Natalie Schwartz
- 40 Leah Crabtree
- 41 Megan Cravatt
- 42 Rebecca Lowe
- 43 Furman Cope
- 43 Bonnie Forrest
- 44 Jessica Vick
- 45 Kristen Mathis
- 46 Margaret Hoffman
- 47 Rachel Mack
- 48 Skylar Wells
- 49 Lillian Armstrong
- 50 Leanna Padgett

~~September~~ Oct 5, 2021

Santa Rosa County Schools Volunteer Approval List Form

As principal of Pea Ridge Elementary, a School Volunteer

Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement. ☒ SCREENED FOR SEXUAL PREDATORS"

Principal: Dana FlemingDate: 8/17/21

50

1 Tisha Patterson
 2 Nicole Page
 3 Jennifer Murphy
 4 Judy Hopkins
 5 Emily Long
 6 Emily Brown
 7 Carmen Smith
 8 Maureen McGuire
 9 Toni Verlin
 10 Jennifer Fowler
 11 Mindy Miller
 12 Mary Stanfield
 13 Raven Wells
 14 Douglas Vann
 15 Cheliseigh Vann
 16 Patricia Johnson
 17 Rebecca Vaughter
 18 Kayla Stokes
 19 Alexis Boner
 20 Courtney Ernest
 21 Marcia Wade
 22 Dylan Biley
 23 Kimberly Hamilton
 24 Jessie Sanders
 25 Christina Leach
 26 Jahzmon French

27 Hailie Torres
 28 Brennica Woodcock
 29 Teri Spaar
 30 Christa Rivera
 31 Heather Hobbs
 32 Angela Hobbs
 32 Teresa Grebenstein
 33 Charlie Norris
 34 Amanda Comer
 35 Angelica Gutierrez
 36 Crystal Aikens
 37 Lincoln Taylor
 38 Valerie Sutton
 39 Keri Lombardi
 40 Stephanie Gregory
 41 Kersten Ward
 42 Ashley Hardy
 43 Shonna Relfe
 43 Andrea Nicholson
 44 D. Michelle White
 45 Whitney Morris
 46 Ashley Thomas
 47 Amanda Voelker
 48 Melinda Olsberg
 49 Mary Mendoza
 50 Russell Neely

September Oct 5, 2021

Santa Rosa County Schools Volunteer Approval List Form

As principal of Pea Ridge Elementary, a School Volunteer

Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement. ☒ SCREENED FOR SEXUAL PREDATORS"

Principal: Dana FlemingDate: 8/17/21

(50)

- 1 Margaret Young
- 2 Allison Gillespie
- 3 Lakesha Heard
- 4 Shannon Elliot
- 5 Crystal Peacock
- 6 Joshua Bledsoe
- 7 Chelsea Palmer
- 8 Susan Hisaw
- 9 Chyenne Young
- 10 Jamie Ebanks
- 11 Summer Lotze
- 12 Amber Gibson
- 13 Cera Boyle
- 14 Alixandra Romero
- 15 Mindy Oliver
- 16 Brittany Perry
- 17 Megan Croft
- 18 Krystal Chacon
- 19 Danielle Rusnak
- 20 Gabrielle Irwin
- 21 Lauryn Gammons
- 22 Margaret Lafferty
- 23 Lindsey Jackson
- 24 Kelli Hamilton
- 25 Lakesha Heard
- 26 Karen Biffenburg

- 27 J Scott Terry
- 28 Shannon Giroux
- 29 Amber Murphy
- 30 Brandy Thorpe
- 31 Cameron Shaw
- 32 Rae Pryjda
- 32 James O'Donovan
- 33 Stephanie Rubio
- 34 Willie Chandler Jr.
- 35 Cynthia Jimenez
- 36 Heather Russell
- 37 Theresa Bigner
- 38 Devon Gallant
- 39 Sarah Mixon
- 40 Mindy Oliver
- 41 Robert McClelland
- 42 Tonya Hood
- 43 Cody Clater
- 43 Tricia Hock-Liskanich
- 44 William Ralin
- 45 Lynda Mistrot
- 46 Caroline Swensen
- 47 Anna Rusch
- 48 Melinda Harrell
- 49 Ashley Johnson
- 50 Brandi Harmon

For the month of: September Oct 5, 2021

63-10-09 1983

RECEIVED
9/10/2021

Santa Rosa County Schools Volunteer Approval List Form

As principal of Pea Ridge Elementary, a School Volunteer

Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement. ☒ SCREENED FOR SEXUAL PREDATORS"

Principal: Dana Fleming

Date: 9/2/21

7

1	<u>Sulio Vargas</u>	27	
2	<u>Adrienne Watson</u>	28	
3	<u>Mary Ann Baker</u>	29	
4	<u>Jeffrey Reed</u>	30	
5	<u>Daniel Dean</u>	31	
6	<u>Jessica Rife</u>	32	
7	<u>Laura Spicer</u>	32	
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

(2)

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: W. H. Rhodes Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Paul H. Rhodes

9-29-2021

Principal Signature (sign each page)

Date

1 Mclain-Roche, Amanda

2 Roche, Richard

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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

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9/24/2021

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Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: W.H. Rhodes Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

Date

9-23-21

- 1 Ingoglia, John
- 2 Ingoslia, Dana
- 3 Lee, Julia
- 4 Rosin, Phyllis
- 5 Shuler, Lori
- 6 West, Kristie
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Level 1 Volunteer Approval List Form

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9/23/21

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Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Russell Elementary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

9/22/21

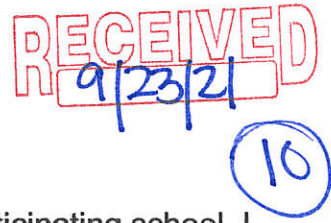
Principal Signature (sign each page)

Date

1 Barnes, Rebecca
2 Barron, Whitney
3 Beasley, Brittney
4 Benton, Mary
5 Bragg, Carolyn
6 Edwards, Britni
7 Fout, Kathryn
8 Getchell, Maria
9 Gillen, Shana
10 Godwin, Jennifer
11 Hall, Erin
12 Hinson, Katherine
13 Jacovino, Desie
14 Keller, Sarah
15 Komo, Monicha
16 Locke, Melissa
17 Locke, Tracey
18 Matthews, Jennifer
19 McCabe, Jessica
20 Mefford, Rachel

21 Moore, Caitlin
22 Morgan, Rebecca
23 Mozingo, Meagan
24 Norris, Cory
25 Pearce, Michelle
26 Probst, Maria
27 Rodgers, Beatrice
28 Saville, Amber
29 Schmidt, Brittany
30 Swett, Heather
31 Taylor, Jessica
32 Ufford, Desiree
33 Wallace, Brianne
34 Wells, Tracy
35 Williams, Audrey
36 Williams, Susan
37 Wood, Brian
38 Yates, Randle
39 Zapata, Kayla
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form



Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: T.R. Jackson Pre-K Center, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

[Handwritten Signature]

09-17-21

Principal Signature (sign each page)

Date

- 1 Anderson, Caitlin
- 2 Blackwell, Astley
- 3 Brown, Bryson
- 4 Clouser, Gage
- 5 Denius, Lauren
- 6 Dwiggins, Lilly
- 7 Fisher, Tiffany
- 8 Hardy, Joann
- 9 Herrman, Tiffany
- 10 Nichols, Ashley
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

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9/23/21

14

Submitted for School Board Meeting to be held on: Oct. 5, 2021

As principal of: West Navarre Primary, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.



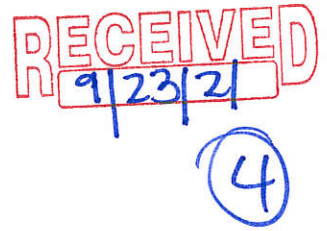
SCREENED FOR SEXUAL PREDATORS (check each page)

[Signature]
Principal Signature (sign each page)

Sept. 22, 2021
Date

- | | | | |
|----|-------------------------|----|---------|
| 1 | <u>Miechea Layton</u> | 21 | <u></u> |
| 2 | <u>Dorothy Dalcerci</u> | 22 | <u></u> |
| 3 | <u>Ashley Kinney</u> | 23 | <u></u> |
| 4 | <u>Sarah Eman</u> | 24 | <u></u> |
| 5 | <u>James Powell</u> | 25 | <u></u> |
| 6 | <u>Christina Heath</u> | 26 | <u></u> |
| 7 | <u>Edna Bolen</u> | 27 | <u></u> |
| 8 | <u>Jennifer Olsen</u> | 28 | <u></u> |
| 9 | <u>Lisa Taylor</u> | 29 | <u></u> |
| 10 | <u>Jordan Downey</u> | 30 | <u></u> |
| 11 | <u>McKayla Marsh</u> | 31 | <u></u> |
| 12 | <u>William Taylor</u> | 32 | <u></u> |
| 13 | <u>Hafdis Miller</u> | 33 | <u></u> |
| 14 | <u>Howard Triebold</u> | 34 | <u></u> |
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form



Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Gulf Breeze Middle School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

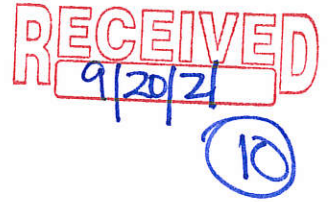
☒ SCREENED FOR SEXUAL PREDATORS (check each page)


Principal Signature (sign each page)

September 22, 2021
Date

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|----|--------------------------|----|---------|
| 1 | <u>Friar, Lindsey</u> | 21 | <u></u> |
| 2 | <u>Narramore, Denise</u> | 22 | <u></u> |
| 3 | <u>Reeves, John</u> | 23 | <u></u> |
| 4 | <u>Reeves, Risa</u> | 24 | <u></u> |
| 5 | <u></u> | 25 | <u></u> |
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form



Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Gulf Breeze Middle School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

September 17, 2021

Date

- | | | | |
|----|----------------------------|----|---------|
| 1 | <u>Brothers, Danny</u> | 21 | <u></u> |
| 2 | <u>Brothers, Lacie</u> | 22 | <u></u> |
| 3 | <u>Brothers, Linda</u> | 23 | <u></u> |
| 4 | <u>Bullard, Cedric</u> | 24 | <u></u> |
| 5 | <u>Bryars, Pamela</u> | 25 | <u></u> |
| 6 | <u>Caluda, Jacqueline</u> | 26 | <u></u> |
| 7 | <u>Morobitto, Jennifer</u> | 27 | <u></u> |
| 8 | <u>Picardi, Heather</u> | 28 | <u></u> |
| 9 | <u>Picardi, James</u> | 29 | <u></u> |
| 10 | <u>Tan, Cherie</u> | 30 | <u></u> |
| 11 | <u></u> | 31 | <u></u> |
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Level 1 Volunteer Approval List Form

RECEIVED
9/23/21
3

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Hobbs Middle School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

Date

- 1 Freelon, Nicole
- 2 Godwin, Betty
- 3 Smith, Brittany
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Level 1 Volunteer Approval List Form

RECEIVED
9/23/21

2

Submitted for School Board Meeting to be held on: October 5

As principal of: Holley Navarre Middle School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Jane Kitefano
Principal Signature (sign each page)

9/21/21
Date

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|-------------------------|----------|
| 1 <u>Katja Lunsford</u> | 21 _____ |
| 2 <u>Jason Donohue</u> | 22 _____ |
| 3 _____ | 23 _____ |
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Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

Submitted for School Board Meeting to be held on: 10-05-2021

As principal of: KING Middle, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

17

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

9-23-2021

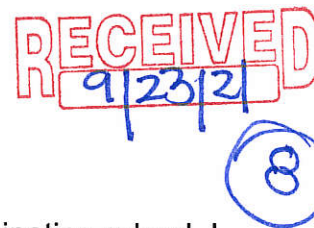
Principal Signature (sign each page)

Date

- 1 Cynthia Perkins
- 2 Nese Fair-Gallant
- 3 Natasha Jones
- 4 Jaylin Simmons
- 5 Crystal Harris
- 6 Christina Roney
- 7 Kimberly McCall
- 8 Jack Moore
- 9 Ialah Hall
- 10 Amanda Heiffrien
- 11 Stacy Daniel
- 12 Brandy Patchell
- 13 Melissa Cote
- 14 Bonnie Burney
- 15 Denise Allen
- 16 Melinda Leaver
- 17 Melinda Franz
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form



Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Woodlawn Beach Middle, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Principal Signature (sign each page)

Date

9/20/21

1 Brewer, Rebecca
2 Gauntt, Kara
3 Lee, April
4 McCann, Beth
5 McDonald, Kevin
6 Pham, Stacy
7 Pickett, Christina
8 Riley, Jessica
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Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

Submitted for School Board Meeting to be held on: 9/24/21

As principal of: GBHS, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Dan B.
Principal Signature (sign each page)

9/24/2021

Date

41 Angela Villarreal
42 Denise Narramore
43 Liga Locmele
44 Lloyd Pedersen
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Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

10/5/2021
50

Submitted for School Board Meeting to be held on: 9/24/2021

As principal of: Gulf Breeze High School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Donna B.

9/24/2021

Principal Signature (sign each page)

Date

1 Chris Herr
2 Erin Hinze
3 Maria Jacobs
4 Shane Jacobs
5 Devin Borger
6 Joshua Hartig
7 Dawn Hartig
8 Jennifer Kaczor
9 William Hendricks IV
10 Morgan Kronlage
11 Kylee Spring
12 Robert Herman
13 Robert Lee
14 Julie White
15 Melissa Harrelson
16 Joshua Rose
17 Michelle Boyd
18 Mark Curran
19 Minda dean
20 Kim Hepworth

21 Mary Neilsen
22 Todd Johnson
23 Stephanie Mickler
24 Heather Morrill
25 William Morrill
26 Casey Mickler
27 Heather Picou
28 Natalie Gall
29 Katie Owens
30 Dawn Ciccarello
31 Kristin Higgins
32 Jason Mangum
33 Jadyn Walters
34 Cynthia Hendricks
35 Megan Foreman
36 Kelly Buck
37 Star Lange Richey
38 Brian Middleton
39 Brisia DeLacruz
40 Lauren King

Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

RECEIVED

Submitted for School Board Meeting to be held on: 10/5/2021
9/21/2021

As principal of: Gulf Breeze High School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

9/21/2021

Principal Signature (sign each page)

Date

1 Chris Herr
2 Erin Hinze
3 Maria Jacobs
4 Shane Jacobs
5 Devin Borger
6 Joshua Hartig
7 Dawn Hartig
8 Jennifer Kaczor
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Level 1 Volunteer Approval List Form



Submitted for School Board Meeting to be held on: October 05, 2021

As principal of: Jay High School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

B. H. W. S. D.

09/21/2021

Principal Signature (sign each page)

Date

- | | |
|----------------------------|----------|
| 1 <u>Alexandra Kilburn</u> | 21 _____ |
| 2 <u>Marshall Kilburn</u> | 22 _____ |
| 3 <u>Amanda Bledsoe</u> | 23 _____ |
| 4 <u>Brandon Bledsoe</u> | 24 _____ |
| 5 <u>Joe Corbit</u> | 25 _____ |
| 6 <u>Timothy Shelton</u> | 26 _____ |
| 7 <u>Taylor Martin</u> | 27 _____ |
| 8 <u>Tyler Morgan</u> | 28 _____ |
| 9 _____ | 29 _____ |
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Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Milton High School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

9/23/2021

Principal Signature (sign each page)

Date

- 1 Shell, Chance
- 2 Cobb, Jaia
- 3 Senter, David
- 4 Anderson, Melissa
- 5 Czarnecki, Ashley
- 6 Ford, Kristi
- 7 Ford Ken
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Level 1 Volunteer Approval List Form

RECEIVED
9/23/21

16

Submitted for School Board Meeting to be held on: Oct. 5, 2021

As principal of: Milton High School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

[Signature]
Principal Signature (sign each page)

9/16/21
Date

- | | | | |
|----|--------------------------|----|---------|
| 1 | <u>West, Kristie</u> | 21 | <u></u> |
| 2 | <u>Anderson, Michael</u> | 22 | <u></u> |
| 3 | <u>Quinn, Angela</u> | 23 | <u></u> |
| 4 | <u>Harris, Melissa</u> | 24 | <u></u> |
| 5 | <u>McCrory, Laura</u> | 25 | <u></u> |
| 6 | <u>Barnes, Jane</u> | 26 | <u></u> |
| 7 | <u>Lichliter, Ashton</u> | 27 | <u></u> |
| 8 | <u>Dawson, Patricia</u> | 28 | <u></u> |
| 9 | <u>English, Gary</u> | 29 | <u></u> |
| 10 | <u>Sapp, Mary</u> | 30 | <u></u> |
| 11 | <u>Dawson, James</u> | 31 | <u></u> |
| 12 | <u>Maiorana, Chuck</u> | 32 | <u></u> |
| 13 | <u>Rojas, Kristen</u> | 33 | <u></u> |
| 14 | <u>Downs, Kanshasa</u> | 34 | <u></u> |
| 15 | <u>Brandy, Nicolas</u> | 35 | <u></u> |
| 16 | <u>Leggett, Leslie</u> | 36 | <u></u> |
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Level 1 Volunteer Approval List Form

RECEIVED
9/24/2021

Submitted for School Board Meeting to be held on: October 5, 2021

As principal of: Navarre HS, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

15

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

Karie Windfelder
Principal Signature (sign each page)

9/21/21

Date

- | | | | |
|----|--------------------------------|----|---------|
| 1 | <u>Mirra, John</u> | 21 | <u></u> |
| 2 | <u>Powell, Debi</u> | 22 | <u></u> |
| 3 | <u>Stafford, Cheryl</u> | 23 | <u></u> |
| 4 | <u>Tilton, Gloria</u> | 24 | <u></u> |
| 5 | <u>Tilton, Paul</u> | 25 | <u></u> |
| 6 | <u>ELLIOTT, Ryan</u> | 26 | <u></u> |
| 7 | <u>BACCARINI, Dan</u> | 27 | <u></u> |
| 8 | <u>STEINKE - Sherman, Alex</u> | 28 | <u></u> |
| 9 | <u>MITCHELL, Christel</u> | 29 | <u></u> |
| 10 | <u>Mohr, Robert</u> | 30 | <u></u> |
| 11 | <u>Prince, William</u> | 31 | <u></u> |
| 12 | <u>Robert, Brianna</u> | 32 | <u></u> |
| 13 | <u>Gosser, Lisa</u> | 33 | <u></u> |
| 14 | <u>OTTLEY, JARED</u> | 34 | <u></u> |
| 15 | <u>OTTLEY, Karinn</u> | 35 | <u></u> |
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Santa Rosa County District Schools
Level 1 Volunteer Approval List Form

RECEIVED
9/23/21

Submitted for School Board Meeting to be held on: 10/05/2021

As principal of: Pace High School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

09/22/2021

Principal Signature (sign each page)

Date

1 Ashpaugh II, Clifford
2 Ashpaugh, Maria
3 Austraw-Donohoe, Krista
4 Avila, Amador
5 Brabham, Sonya
6 Brooks, Raymond
7 Bullard, Jessica
8 Chapman, Keith
9 Chapman, Tammy
10 Confusione, Emma
11 Cook, Alan
12 Cook, Kelly
13 Donohoe, James
14 Doolittle, Kevin
15 Duquette, Temple
16 Enciu, Ana-Maria
17 Etheredge, Megan
18 Etheredge, Rollin
19 Fuller, Marc
20 Griffin, Karen

21 Hagon, Kisandra
22 Hill, Kyle
23 Kennedy, Megan
24 Lemke, Misty
25 Maxwell, Dawn
26 McKinley, Kenna
27 McMains, Kevin
28 Miller, Lillian
29 Ponti, Dakotah
30 Purvis, William
31 Quintanilla, Kathleen
32 Roth, Amanda
33 Ryan, Sandra
34 Ryan, William
35 Scully, Cavel
36 Simon, Eric
37 Simon, Mara
38 Slaughter, Jaid
39 Staszak, Kristen
40 Thompson, Brent

Level 1 Volunteer Approval List Form

RECEIVED
9/23/21

Submitted for School Board Meeting to be held on: 10/05/2021

As principal of: Pace High School, a School Volunteer Program participating school, I recommend approval of the following volunteers to serve at our work location. These volunteers have applications on file in our office and have been appropriately screened for placement.

6

☒ SCREENED FOR SEXUAL PREDATORS (check each page)

09/22/2021

Principal Signature (sign each page)

Date

41 VanMatre, Kristie
42 Webb, Alena
43 Wermers, Shannon
44 Wright, Nicholas
45 Wright, Toni
46 Zagar, Joseph
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Santa Rosa County District Schools

Submitted By: Vikki Williamson for grade level directors

Curriculum/ Instruction

Title of Item: Level 2 Volunteers
Description/Introduction: Level 2 volunteers
Recommendation/Action Requested: Approve as submitted

Financial Impact:

A-Funds required from School Board? No
B-Amount required
C-Grant/Project Synopsis attached? No
D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No
If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Thorpe, Mike	Approved	9/30/2021 - 3:36 PM
Pattullo, Melanie	Approved	9/30/2021 - 4:26 PM

ATTACHMENTS:

Description	Upload Date	Type
HS Level 2 Volunteers	9/27/2021	Cover Memo
Elem Level2 Volunteers	9/30/2021	Cover Memo

Level 2 Volunteer Approval List Form

Submitted for school board meeting to be held on: _____

Grade Level Office: (please check)

Elementary

Middle

High

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Level 2 Volunteer Approval List Form

Submitted for school board meeting to be held on: _____

Grade Level Office: (please check)

Elementary

Middle

High

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Santa Rosa County District Schools

Submitted By: David Sigurnjak

Title of Item: Facility Use Requests

Description/Introduction: Facility Use Requests

Recommendation/Action Requested:

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer

Sigurnjak, David

Thorpe, Mike

Action

Approved

Approved

Date

9/27/2021 - 11:22 AM

9/27/2021 - 11:24 AM

ATTACHMENTS:

Description

Facility Use Requests

Upload Date

9/27/2021

Type

Cover Memo

MILTON OFFICE
6658 Park Avenue
Milton, FL 32570
Phone (850) 983-5650
Fax (850) 983-5655



GULF BREEZE OFFICE
675 Gulf Breeze Parkway
Gulf Breeze, FL 32561
Phone (850) 934-4095
Fax (850) 934-4097

David Sigurnjak, Director

September 27, 2021

MEMORANDUM

TO: Dr. Karen Barber, Superintendent
School Board Members

FROM: David Sigurnjak, Director

RE: School Board Approval

Please approve the following Requests for Facility Use. Thank you for your consideration.

Jay High

Jay Recreation Association – Junior Pro Basketball

Milton High

Pine Terrace Baptist Church – Food Distribution

Santa Rosa County District Schools

Submitted By: Vikki Williamson for grade level departments

Curriculum/ Instruction

Title of Item: Field Trips
Description/Introduction: Field Trip requests
Recommendation/Action Requested: Approve as submitted

Financial Impact:

A-Funds required from School Board? No
B-Amount required
C-Grant/Project Synopsis attached? No
D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No
If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Thorpe, Mike	Approved	9/27/2021 - 10:29 AM
Pattullo, Melanie	Approved	9/27/2021 - 1:56 PM

ATTACHMENTS:

Description	Upload Date	Type
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Santa Rosa County District Schools

Submitted By: Floyd Smith, Director, Middle Schools, on behalf of Grade Level Directors

Curriculum/ Instruction Action Agenda

Title of Item: Religious Venue Requests
Description/Introduction: List of activities being held at a religious venue
Recommendation/Action Requested: Review as submitted

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Smith, Floyd	Approved	9/27/2021 - 10:17 AM
Thorpe, Mike	Approved	9/27/2021 - 10:30 AM

ATTACHMENTS:

Description	Upload Date	Type
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Santa Rosa County District Schools

Submitted By: Travis Fulton, Director of Purchasing and Contract Administration

Administrative Action Agenda

Title of Item: Surplus 100521
Description/Introduction: Surplus 100521
Recommendation/Action Requested: Request Approval

Financial Impact:

A-Funds required from School Board? No
B-Amount required
C-Grant/Project Synopsis attached? No
D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No
If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Fulton, Travis	Approved	9/24/2021 - 9:02 AM
Harrell, Joey	Approved	9/24/2021 - 9:21 AM

ATTACHMENTS:

Description	Upload Date	Type
Surplus List 100521	9/29/2021	Backup Material



Travis Fulton
NIGP-CPP, CPPB, CPCP
Director of Purchasing and Contract Administration
6544 Firehouse Road, Milton, Florida 32570-3411
Phone: (o)850-983-5130
(c)850-380-0278
E-mail: fultont@santarosa.k12.fl.us
Website: <https://sites.santarosa.k12.fl.us/purchasing/>

October 5, 2021

Dr. Karen Barber
Superintendent of Schools
6032 Hwy 90
Milton, Florida 32570

Dear Dr. Barber

It is requested that the School Board declare the property listed on the attached to be surplus.

No present or future need can be found within the Santa Rosa County School System for these items.

Sincerely,



Travis Fulton

TF/KEJ
Att:1

DISTRICT 1
Linda Sanborn

DISTRICT 2
Elizabeth Hewey

DISTRICT 3
Carol Boston

DISTRICT 4
Charles Elliott

DISTRICT 5
Wei Ueberschaer

Santa Rosa County District Schools
Disposed of Inventory
School Board Meeting 10/5/2021

<u>Barcode</u>	<u>Description</u>	<u>Serial #</u>	<u>Manufacturer</u>	<u>Life</u> <u>Expectancy</u>	<u>Acquisition</u> <u>Date</u>	<u>Original</u> <u>Value</u>	<u>Accumulated</u> <u>Depreciation</u>	<u>Net Current</u> <u>Value</u>
Y24243	A/V-MIXER, SOUND SYSTEM	D123029	MACKIE	7 Years	5/26/1997	2,252.00	2,252.00	-
Y31347	DP-PROJECTOR,LCD	A811033D01EAB1040	OPTOMA	5 Years	9/15/2000	3,045.00	3,045.00	-
Y36803	A/V-PROJECTOR, MULTIMEDIA	312319237	SHARP	7 Years	2/6/2004	1,250.00	1,250.00	-
Y39670	PE-VOLLEYBALL NET SYSTEM	N/A	MCGREGOR	10 Years	6/16/2006	1,529.00	1,529.00	-
Y41001	OFF-DUPPLICATOR	79704013	RISOGRAPH	7 Years	1/16/2009	1,650.00	1,650.00	-
Y43793	DP-COMPUTER	DR664V1	DELL	5 Years	9/7/2012	1,030.00	1,030.00	-
Y44827	COMM-REPEATER,UHF	484TLC1156	MOTOROLA	7 Years	10/17/2014	3,200.00	2,628.39	114.47
48718	DP-Printer/Copier	GPQ57230	Canon	5 Years	8/1/2020	1,690.50	-	1,380.57
Grand Total:						15,646.50	13,384.39	1,495.04

Santa Rosa County District Schools

Submitted By: Joey Harrell

Administrative Action Agenda

Title of Item:	DAG Agenda Items
Description/Introduction:	Review status of current projects: East Bay Covered PE Building-Change Order #9 (attached) East Bay K8 School School A K8 School
Recommendation/Action Requested:	Request Board Approval for East Bay Covered PE Building Change Order #9

Financial Impact:

A-Funds required from School Board?	No
B-Amount required	
C-Grant/Project Synopsis attached?	No
D-Date Grant/Project Reviewed/Approved by Accountant:	

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Harrell, Joey	Approved	9/27/2021 - 9:57 AM
Pattullo, Melanie	Approved	9/27/2021 - 10:24 AM

ATTACHMENTS:

Description	Upload Date	Type
DAG Agenda Items	9/27/2021	Cover Memo
East Bay K8 Change Order #9-PE Building	9/27/2021	Backup Material

School Plant Planning Items for the
Santa Rosa County School Board Meeting
10-05-2021
9:00 A.M.
Canal Street



Destin
Tallahassee
Pensacola
Panama City
Panama City Beach

Change Orders – Requesting approval

- **East Bay Covered PE Building**
A.E. New Jr., Inc. Four (4) day extension of time due to weather.

Final Construction Payments / Fees – None at this time

Recommendations / Status of Projects

East Bay K8 School

- Contractor is completing final punch list items and warranty items as required on weekends and after school.
- Additional fencing to has started.
- Test and Balance and Commissioning of Mechanical system is ongoing.

PE Building at East Bay K-8

- Roof purlins are installed, roof panel installation is in progress.
- Gutter installation is in progress.
- Windows are installed.
- Site work and site utilities are in progress.
- Sidewalks are in progress.

School A K8 School

- Layout and excavation for building wing F foundation is in progress.
- Rebar installation at chiller pad in progress.
- Fire line installation in progress
- Underground conduit being laid for transformer pad at Chiller yard.
- Ground Breaking Ceremony scheduled for October 4, 2021

Construction Bids – None at this time

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address) Covered PE Building East Bay K-8 School 2535 Elkhart Drive Navarre, FL 32566	CONTRACT INFORMATION: Contract For: General Construction Architect Project #20055 Date: January 12, 2021	CHANGE ORDER INFORMATION: Change Order Number: 09 Date: August 31, 2021
OWNER: (Name and address) The Santa Rosa County School District 6032 Highway 90 Milton, FL 32570	ARCHITECT: (Name and address) DAG Architects Inc. 40 S. Palafox Place, Suite 201 Pensacola, FL 32502	CONTRACTOR: (Name and address) A.E. New Jr., Inc. 460 Van Pelt Lane Pensacola, FL 32505

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

10-05-2021 Board Approved four (4) day extension of time due to August weather delays (attached).

Add: four (4) days.

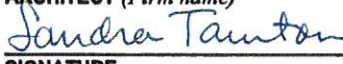
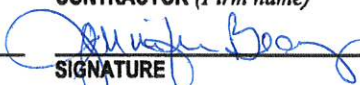
The original Contract Sum was	\$ 768,000.00
The net change by previously authorized Change Orders	\$ -67,929.95
The Contract Sum prior to this Change Order was	\$ 700,070.05
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 700,070.05

The Contract Time will be increased by four (4) days.

The new date of Substantial Completion will be November 6, 2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

DAG Architects Inc. ARCHITECT (Firm name)  SIGNATURE Sandra Taunton PRINTED NAME AND TITLE 9/20/2021 DATE	A.E. New Jr., Inc. CONTRACTOR (Firm name)  SIGNATURE Jennifer Beasley, Secretary PRINTED NAME AND TITLE 9/20/21 DATE	The Santa Rosa County School District OWNER (Firm name) SIGNATURE Dr. Karen Barber, Superintendent of Schools PRINTED NAME AND TITLE DATE
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Taunton, Sandie

From: Jennifer Beasley <jennifer@aenewjr.com>
Sent: Friday, September 17, 2021 9:33 AM
To: Taunton, Sandie
Cc: Will Errington; Carron, Moni; Luttrell, David C; Jennifer Beasley
Subject: RE: East Bay K-8 Covered Play Area

Sandie,
We agree. Thank you.

Thanks,
Jennifer Beasley

A. E. New, Jr. Inc.
460 Van Pelt Lane
Pensacola, FL 32505
Phone (850) 472-1001
Fax (850) 472-1004
E-Mail: jennifer@aenewjr.com

From: Taunton, Sandie [mailto:staunton@dagarchitects.com]
Sent: Thursday, September 16, 2021 4:50 PM
To: Jennifer Beasley <jennifer@aenewjr.com>
Cc: Will Errington <will@aenewjr.com>; Carron, Moni <mcarron@dagarchitects.com>; Luttrell, David C <dluttrell@dagarchitects.com>
Subject: RE: East Bay K-8 Covered Play Area

Jennifer-
I think a total of 4 additional days is justified for August weather.
2 rain days over the average, 1 day for hurricane prep on 8/27/21, and one lost day on 8/28/21.



ARCHITECTS

2020 AIA Florida Firm of the Year

Sandie Taunton ARCHITECT, LEED AP BD&C
Associate

40 S. Palafox Place, Ste 201 Pensacola, FL 32502
O 850.429.9004 D 850.361.2022

From: Jennifer Beasley <jennifer@aenewjr.com>
Sent: Thursday, September 9, 2021 8:37 AM
To: Taunton, Sandie <staunton@dagarchitects.com>
Cc: Jennifer Beasley <jennifer@aenewjr.com>; Will Errington <will@aenewjr.com>
Subject: East Bay K-8 Covered Play Area

Sandy,
Attached is our weather letter for August. Sorry for the delay.

Thanks,
Jennifer Beasley

A. E. New, Jr. Inc.
460 Van Pelt Lane
Pensacola, FL 32505
Phone (850) 472-1001
Fax (850) 472-1004
E-Mail: jennifer@aenewjr.com



460 Van Pelt Lane

East Bay K-8 Covered Play Area
Weather Delay Log, August, 2021

Pensacola, FL 32505

We experienced delays to the masonry progress (block), the painting of the steel prior to erection, metal building erection and roof installation. These delays were due to adverse weather conditions. The site experienced 11 days of rain over .10"; including 1 day over 1", 4 days over 2".

(850) 472-1001 Phone

(888) 319-9256 Wats

We also incurred adverse weather conditions from Hurricane Ida. The site experienced multiple inches of rain over several consecutive days. We also took 1 day to prep the site for the hurricane (Friday – 08/27/21) and returned back to work on Wednesday, September 1st. We respectfully request 5 additional days for this weather event.

(850) 472-1004 Fax

According to the attached average number of rain days anticipated for the month of August is 9 days. We request an additional 2 days of time be added to our contract time for adverse weather.

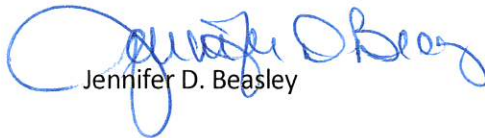
Construction Management

We would also request an additional 5 days due to the excessive rain fall from Hurricane Ida, totaling 7 days.

Construction Scheduling

Project Management

Sincerely,



Jennifer D. Beasley

Licensed Statewide in

Florida and Alabama

	Temperature			Dew Point			Humidity			Speed			Pressure		Precip. Accum.
Date	High	Avg	Low	High	Avg	Low	High	Avg	Low	High	Avg	Low	High	Low	Sum
8/1/2021	94.1 °F	85.8 °F	75.0 °F	84.2 °F	79.4 °F	74.1 °F	98 %	82 %	67 %	2.9 mph	0.8 mph	0.0 mph	30.03 in	29.93 in	0.00 in
8/2/2021	92.1 °F	82.1 °F	73.6 °F	81.7 °F	77.2 °F	72.7 °F	98 %	86 %	70 %	4.0 mph	0.8 mph	0.0 mph	30.01 in	29.91 in	0.21 in
8/3/2021	87.4 °F	77.7 °F	72.9 °F	79.0 °F	75.4 °F	72.5 °F	99 %	93 %	74 %	2.2 mph	0.3 mph	0.0 mph	29.98 in	29.91 in	1.14 in
8/4/2021	87.3 °F	78.8 °F	73.6 °F	78.4 °F	75.8 °F	73.0 °F	100 %	91 %	71 %	4.0 mph	0.6 mph	0.0 mph	30.00 in	29.92 in	0.07 in
8/5/2021	90.5 °F	81.2 °F	72.7 °F	80.2 °F	75.8 °F	72.1 °F	98 %	85 %	65 %	4.0 mph	1.0 mph	0.0 mph	30.10 in	29.98 in	0.76 in
8/6/2021	89.2 °F	80.3 °F	71.4 °F	79.5 °F	75.2 °F	71.4 °F	100 %	85 %	66 %	2.9 mph	0.7 mph	0.0 mph	30.10 in	30.00 in	0.00 in
8/7/2021	90.7 °F	80.6 °F	71.6 °F	80.4 °F	76.0 °F	71.4 °F	100 %	87 %	68 %	2.9 mph	0.3 mph	0.0 mph	30.08 in	30.00 in	0.00 in
8/8/2021	92.3 °F	83.2 °F	74.3 °F	82.4 °F	77.9 °F	74.1 °F	100 %	85 %	65 %	2.0 mph	0.4 mph	0.0 mph	30.09 in	30.01 in	0.00 in
8/9/2021	91.6 °F	82.2 °F	76.3 °F	81.0 °F	78.1 °F	75.9 °F	99 %	88 %	69 %	2.5 mph	0.3 mph	0.0 mph	30.13 in	30.06 in	0.01 in
8/10/2021	93.0 °F	83.8 °F	75.2 °F	81.9 °F	78.1 °F	72.7 °F	100 %	84 %	67 %	2.7 mph	0.7 mph	0.0 mph	30.19 in	30.07 in	0.01 in
8/11/2021	91.2 °F	80.7 °F	73.2 °F	81.3 °F	76.3 °F	72.1 °F	98 %	87 %	67 %	2.9 mph	0.4 mph	0.0 mph	30.16 in	30.06 in	0.09 in
8/12/2021	86.4 °F	78.6 °F	73.6 °F	78.3 °F	74.4 °F	71.1 °F	97 %	87 %	72 %	3.4 mph	0.5 mph	0.0 mph	30.19 in	30.06 in	0.08 in
8/13/2021	91.9 °F	81.4 °F	72.7 °F	80.8 °F	76.1 °F	72.3 °F	99 %	85 %	66 %	2.7 mph	0.5 mph	0.0 mph	30.16 in	30.06 in	0.00 in
8/14/2021	94.3 °F	83.6 °F	74.1 °F	82.8 °F	76.7 °F	73.0 °F	100 %	81 %	62 %	2.9 mph	0.8 mph	0.0 mph	30.13 in	29.98 in	0.00 in
8/15/2021	90.7 °F	81.1 °F	73.2 °F	79.0 °F	74.7 °F	71.6 °F	96 %	82 %	66 %	5.4 mph	1.2 mph	0.0 mph	30.05 in	29.93 in	0.00 in
8/16/2021	82.2 °F	77.6 °F	73.6 °F	75.6 °F	73.7 °F	72.0 °F	97 %	88 %	77 %	4.0 mph	1.5 mph	0.0 mph	29.96 in	29.80 in	0.04 in
8/17/2021	92.1 °F	81.4 °F	73.8 °F	80.1 °F	75.2 °F	71.8 °F	94 %	82 %	63 %	2.7 mph	0.7 mph	0.0 mph	30.02 in	29.87 in	0.00 in
8/18/2021	90.5 °F	82.7 °F	73.9 °F	81.1 °F	77.7 °F	73.4 °F	99 %	85 %	72 %	4.0 mph	0.8 mph	0.0 mph	30.12 in	30.02 in	0.02 in
8/19/2021	92.3 °F	83.2 °F	75.6 °F	81.5 °F	78.1 °F	75.0 °F	99 %	85 %	68 %	3.4 mph	0.7 mph	0.0 mph	30.12 in	30.01 in	0.00 in
8/20/2021	91.8 °F	80.4 °F	74.8 °F	81.3 °F	77.1 °F	74.5 °F	99 %	91 %	71 %	2.0 mph	0.4 mph	0.0 mph	30.04 in	29.96 in	0.28 in
8/21/2021	91.9 °F	81.0 °F	73.2 °F	81.1 °F	77.1 °F	72.9 °F	100 %	89 %	67 %	2.7 mph	0.4 mph	0.0 mph	30.01 in	29.93 in	0.00 in
8/22/2021	93.7 °F	84.8 °F	75.0 °F	82.6 °F	78.5 °F	73.2 °F	98 %	82 %	66 %	2.5 mph	0.7 mph	0.0 mph	30.02 in	29.92 in	0.00 in
8/23/2021	91.2 °F	82.1 °F	73.6 °F	82.2 °F	77.8 °F	72.7 °F	99 %	88 %	73 %	2.5 mph	0.7 mph	0.0 mph	30.00 in	29.92 in	0.35 in
8/24/2021	93.2 °F	83.2 °F	74.8 °F	82.4 °F	78.8 °F	74.1 °F	98 %	88 %	69 %	2.9 mph	0.6 mph	0.0 mph	30.00 in	29.93 in	0.05 in
8/25/2021	91.0 °F	81.6 °F	74.1 °F	81.1 °F	77.2 °F	73.6 °F	99 %	87 %	66 %	14.3 mph	1.1 mph	0.0 mph	30.08 in	29.99 in	2.04 in
8/26/2021	91.0 °F	80.5 °F	72.1 °F	79.2 °F	75.2 °F	71.8 °F	100 %	85 %	68 %	42.3 mph	9.2 mph	0.0 mph	30.10 in	29.97 in	0.13 in
8/27/2021	89.2 °F	79.3 °F	72.3 °F	79.5 °F	75.1 °F	71.4 °F	99 %	88 %	69 %	3.6 mph	1.0 mph	0.0 mph	30.07 in	29.98 in	0.26 in
8/28/2021	90.0 °F	81.3 °F	74.3 °F	79.7 °F	76.4 °F	72.5 °F	96 %	86 %	67 %	5.4 mph	1.9 mph	0.0 mph	30.07 in	29.97 in	0.00 in
8/29/2021	82.8 °F	79.4 °F	74.7 °F	79.2 °F	76.7 °F	74.1 °F	99 %	92 %	83 %	42.9 mph	6.5 mph	0.4 mph	30.04 in	29.95 in	2.18 in
8/30/2021	82.9 °F	79.6 °F	74.7 °F	79.5 °F	76.9 °F	73.9 °F	99 %	92 %	85 %	30.9 mph	4.5 mph	0.4 mph	29.96 in	29.83 in	2.29 in

U.S. Department of Commerce
National Oceanic & Atmospheric Administration
National Environmental Satellite, Data, and Information Service
Current Location: Elev: 112 ft. Lat: 30.4781° N Lon: -87.1869° W
Station: **PENSACOLA REGIONAL AIRPORT, FL US USW00013899**


Summary of Monthly Normals
1981-2010
Generated on 03/01/2021


National Centers for Environmental Information
151 Patton Avenue
Asheville, North Carolina 28801


Precipitation (in.)								
	Totals	Mean Number of Days				Precipitation Probabilities Probability that precipitation will be equal to or less than the indicated amount		
	Means	Daily Precipitation				Monthly Precipitation vs. Probability Levels		
Month	Mean	>= 0.01	>= 0.10	>= 0.50	>= 1.00	0.25	0.50	0.75
01	4.63	8.9	6.6	3.2	1.4	2.83	4.03	5.87
02	5.06	8.6	6.0	3.2	1.5	3.03	5.03	6.67
03	5.81	8.1	6.2	3.5	1.8	3.92	5.86	7.89
04	4.32	6.5	4.4	2.5	1.4	1.93	2.97	4.84
05	4.18	6.7	4.7	2.4	1.3	1.32	3.71	6.52
06	6.60	11.1	8.1	3.8	1.9	3.41	5.78	7.55
07	7.41	14.0	10.2	4.9	2.2	5.05	7.14	9.53
08	6.76	13.6	9.4	4.5	2.0	4.69	6.02	8.87
09	5.98	8.8	6.0	3.1	2.0	2.57	5.45	8.29
10	5.24	6.1	4.3	2.6	1.7	2.03	3.07	7.49
11	4.73	7.2	5.3	2.7	1.6	2.37	3.97	7.33
12	4.55	9.0	6.0	2.7	1.4	2.37	4.55	5.50
Summary	65.27	108.6	77.2	39.1	20.2	35.52	57.58	86.35


-7777: a non-zero value that would round to zero


Empty or blank cells indicate data is missing or insufficient occurrences to compute value


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8		
		460 Van Pelt Lane								2535 Elkhart Drive		
		Pensacola, FL 32505								Gulf Breeze, FL 32563		
		Phone (850) 472-1001										
		Fax (850) 472-1004										
										Submitted by: Jennifer Beasley		
Daily Log:		8/2/2021										
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
92.1	82.1	73.6	0.21			98%	86%	70%	77.2	4	0.8	0
Observed Weather Conditions:												
Weather Delay:	Yes	Sky:	Cloudy / Rain			Length of Delay:	1	Critical Path:	Yes			
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.						3	4	12	Site		
	Notes:	Grade dlrt / Rain out										
2	D. Lenn Masonry						10	3	30	Masonry walls		
	Notes:	Lay brick on north wall / Rain out										
3	MacFarlane Painting						1	1	1	Steel		
	Notes:	Set up to paint purlins / rain										


		A. E. New, Jr., Inc.				Project: Covered P. E. Building, East Bay K-8					
		460 Van Pelt Lane						2535 Elkhart Drive			
		Pensacola, FL 32505						Gulf Breeze, FL 32563			
		Phone (850) 472-1001									
		Fax (850) 472-1004									
								Submitted by: Jennifer Beasley			
Daily Log:		8/3/2021									
Weather Report:											
Temperature			Precipitation Since		Humidity			Windspeed			
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low
87.4	77.7	72.9	1.14		2%	30%	0%	75.4	2.2	0.3	0
Observed Weather Conditions:											
Weather Delay:	Yes	Sky:	Cloudy / Rain		Length of Delay:	1	Critical Path:	Yes			
Comments:											
Manpower Log:											
No	Contact / Company					Workers	# hours	Man Hours	Location		
1	Gene Hamilton / A. E. New, Jr., Inc.						3	4	12	Sidewalk	
	Notes:	Form walkway / Rain out									
2	D. Lenn Masonry						7	4	28	Masonry walls	
	Notes:	Point up / Rain out									


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS	A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8						
	460 Van Pelt Lane					2535 Elkhart Drive						
	Pensacola, FL 32505					Gulf Breeze, FL 32563						
	Phone (850) 472-1001											
	Fax (850) 472-1004											
Submitted by: Jennifer Beasley												
Daily Log: 8/4/2021												
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
87.3	78.8	73.6	0.07			100%	91%	71%	75.8	4	0.6	0
Observed Weather Conditions:												
Weather Delay:	No		Sky:	Cloudy			Length of Delay:			Critical Path:		
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.					3	8	24	Sidewalk			
	Notes: Placed Expansion Joints											
2	D. Lenn Masonry					6	8	48	Masonry walls			
	Notes: Lay Brick / West Wall											
	Start Center Wall											


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS			A. E. New, Jr., Inc.						Project: Covered P. E. Building, East Bay K-8					
			460 Van Pelt Lane								2535 Elkhart Drive			
			Pensacola, FL 32505								Gulf Breeze, FL 32563			
			Phone (850) 472-1001											
			Fax (850) 472-1004											
											Submitted by: Jennifer Beasley			
Daily Log:			8/5/2021											
Weather Report:														
Temperature			Precipitation Since			Humidity				Windspeed				
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low		
90.5	81.2	72.7	0.76			98%	85%	65%	75.8	4	1	0		
Observed Weather Conditions:														
Weather Delay:		Yes	Sky:		Rain	Length of Delay:		1	Critical Path:		Yes			
Comments:														
Manpower Log:														
No	Contact / Company				Workers		# hours	Man Hours	Location					
1	Gene Hamilton / A. E. New, Jr., Inc.				3		3	9	Site					
	Notes:	Clean site / Rain out												
2	D. Lenn Masonry				7		3	21	Masonry walls					
	Notes:	Set up for brick on East Wall / Rain out												


			A. E. New, Jr., Inc.				Project: Covered P. E. Building, East Bay K-8					
			460 Van Pelt Lane				2535 Elkhart Drive					
			Pensacola, FL 32505				Gulf Breeze, FL 32563					
			Phone (850) 472-1001									
			Fax (850) 472-1004									
			Submitted by: Jennifer Beasley									
Daily Log:			8/6/2021									
Weather Report:												
Temperature			Precipitation Since			Humidity			Windspeed			
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
89.2	80.3	71.4	0			100%	85%	66%	75.2	2.9	0.7	0
Observed Weather Conditions:												
Weather Delay:	No		Sky:	Fair			Length of Delay:			Critical Path:		
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.					3	8	24	Site / Concrete			
	Notes:	Form Walkway										
		For Mechanical Pad										
2	D. Lenn Masonry					7	8	56	Masonry walls			
	Notes:	Brick up center wall										


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8				
		460 Van Pelt Lane					2535 Elkhart Drive				
		Pensacola, FL 32505					Gulf Breeze, FL 32563				
		Phone (850) 472-1001									
		Fax (850) 472-1004									
							Submitted by: Jennifer Beasley				
Daily Log:		8/9/2021									
Weather Report:											
Temperature			Precipitation Since		Humidity				Windspeed		
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low
91.6	82.2	76.3	0.01		99%	88%	69%	78.1	2.5	0.3	0
Observed Weather Conditions:											
Weather Delay:	No	Sky:	Sunny		Length of Delay:		Critical Path:				
Comments:											
Manpower Log:											
No	Contact / Company				Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.				8	8	64	Site / Concrete			
	Notes:	Sidewalk - North Side									
		Put up temporary fence									
2	D. Lenn Masonry				5	8	40	Masonry walls			
	Notes:	Clean up / point up brick spots									
		Rub walls									


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8						
		460 Van Pelt Lane						2535 Elkhart Drive					
		Pensacola, FL 32505						Gulf Breeze, FL 32563					
		Phone (850) 472-1001											
		Fax (850) 472-1004											
		Submitted by: Jennifer Beasley											
Daily Log:		8/10/2021											
Weather Report:													
Temperature			Precipitation Since		Humidity				Windspeed				
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low		
93	83.8	75.2	0.01		100%	84%	67%	78.1	2.7	0.7	0		
Observed Weather Conditions:													
Weather Delay:	No		Sky:	Sunny			Length of Delay:	Critical Path:					
Comments:													
Manpower Log:													
No	Contact / Company					Workers	# hours	Man Hours	Location				
1	Gene Hamilton / A. E. New, Jr., Inc.					7	8	56	Sidewalk				
	Notes:	Install temp fence							Mechanical Pad				
		Form & grade for sidewalk & mech pad											
2	D. Lenn Masonry					4	8	32	Masonry walls				
	Notes:	Point up block and brick											
		Clean brick											


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8					
		460 Van Pelt Lane					2535 Elkhart Drive					
		Pensacola, FL 32505					Gulf Breeze, FL 32563					
		Phone (850) 472-1001										
		Fax (850) 472-1004										
		Submitted by: Jennifer Beasley										
Daily Log:		8/11/2021										
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
91.2	80.7	73.2	0.09			98%	87%	67%	76.3	2.9	0.4	0
Observed Weather Conditions:												
Weather Delay:	No		Sky:	Cloudy			Length of Delay:			Critical Path:		
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.					6	8	48	Metal Building			
	Notes:	Install expansion joints along walls										
		Start steel columns and purlins										
2	D. Lenn Masonry											
	Notes:	Clean up masonry materials										
		Wash brick										


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8				
		460 Van Pelt Lane					2535 Elkhart Drive				
		Pensacola, FL 32505					Gulf Breeze, FL 32563				
		Phone (850) 472-1001									
		Fax (850) 472-1004									
							Submitted by: Jennifer Beasley				
Daily Log:		8/12/2021									
Weather Report:											
Temperature			Precipitation Since		Humidity				Windspeed		
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low
86.4	78.6	73.6	0.08		97%	87%	72%	74.4	3.4	0.5	0
Observed Weather Conditions:											
Weather Delay:	No	Sky:	Cloudy		Length of Delay:		Critical Path:				
Comments:											
Manpower Log:											
No	Contact / Company				Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.				5	8	40	Metal Building			
	Notes:	Set columns & wind braces									
		Set purlins									


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8				
		460 Van Pelt Lane					2535 Elkhart Drive				
		Pensacola, FL 32505					Gulf Breeze, FL 32563				
		Phone (850) 472-1001									
		Fax (850) 472-1004									
							Submitted by: Jennifer Beasley				
Daily Log:		8/13/2021									
Weather Report:											
Temperature			Precipitation Since		Humidity				Windspeed		
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low
91.9	81.4	72.7	0		99%	85%	66%	76.1	2.7	0.05	0
Observed Weather Conditions:											
Weather Delay:	No	Sky:	Sunny		Length of Delay:		Critical Path:				
Comments:											
Manpower Log:											
No	Contact / Company				Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.				4	8	32	Metal Building			
	Notes: Set purlins										
2	D. Lenn Masonry				1	8	8	Masonry			
	Notes: Finish washing brick										


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS			A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8				
			460 Van Pelt Lane						2535 Elkhart Drive			
			Pensacola, FL 32505						Gulf Breeze, FL 32563			
			Phone (850) 472-1001									
			Fax (850) 472-1004									
								Submitted by: Jennifer Beasley				
Daily Log:			8/16/2021									
Weather Report:												
Temperature			Precipitation Since		Humidity				Windspeed			
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low	
82.2	77.6	73.6	0.04		97%	88%	77%	73.7	4	1.5	0	
Observed Weather Conditions:												
Weather Delay:	No		Sky:	Windy		Length of Delay:			Critical Path:			
Comments:												
Manpower Log:												
No	Contact / Company				Workers	# hours	Man Hours	Location				
1	Gene Hamilton / A. E. New, Jr., Inc.				6	8	48	Metal Building				
Notes:			Weld clips to wall									
			Set purlins									


 A.E. NEW, JR. BUILDERS & CONTRACTORS			A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8		
			460 Van Pelt Lane								2535 Elkhart Drive		
			Pensacola, FL 32505								Gulf Breeze, FL 32563		
			Phone (850) 472-1001										
			Fax (850) 472-1004										
												Submitted by: Jennifer Beasley	
Daily Log:			8/17/2021										
Weather Report:													
Temperature			Precipitation Since			Humidity				Windspeed			
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low	
92.1	81.4	73.8	0			94%	82%	63%	75.2	2.7	0.7	0	
Observed Weather Conditions:													
Weather Delay:	No		Sky:	Sunny			Length of Delay:			Critical Path:			
Comments:													
Manpower Log:													
No	Contact / Company					Workers	# hours	Man Hours	Location				
1	Gene Hamilton / A. E. New, Jr., Inc.					6	8	48	Metal Building				
	Notes:	Set cables, Eave Struts											
		Purlins											


			A. E. New, Jr., Inc.						Project: Covered P. E. Building, East Bay K-8		
			460 Van Pelt Lane						2535 Elkhart Drive		
			Pensacola, FL 32505						Gulf Breeze, FL 32563		
			Phone (850) 472-1001								
			Fax (850) 472-1004								
									Submitted by: Jennifer Beasley		
Daily Log:			8/18/2021								
Weather Report:											
Temperature			Precipitation Since		Humidity				Windspeed		
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low
90.5	82.7	73.9	0.02		99%	85%	72%	77.7	4	0.8	0
Observed Weather Conditions:											
Weather Delay:	No		Sky:	Partly Cloudy		Length of Delay:			Critical Path:		
Comments:											
Manpower Log:											
No	Contact / Company				Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.				6	8	48	Metal Building			
Notes:			Set cables, finish purlins								
			Weld south wall purlins								


		A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8		
		460 Van Pelt Lane								2535 Elkhart Drive		
		Pensacola, FL 32505								Gulf Breeze, FL 32563		
		Phone (850) 472-1001										
		Fax (850) 472-1004										
										Submitted by: Jennifer Beasley		
Daily Log:		8/19/2021										
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
92.3	83.2	75.6	0.01			99%	85%	68%	78.1	3.4	0.7	0
Observed Weather Conditions:												
Weather Delay:	No		Sky:	Sunny			Length of Delay:			Critical Path:		
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.					6	8	48	Metal Building			
Notes:		Weld purlins - south wall										
		Add 2 x 4 angle										


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS			A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8	
			460 Van Pelt Lane								2535 Elkhart Drive	
			Pensacola, FL 32505								Gulf Breeze, FL 32563	
			Phone (850) 472-1001									
			Fax (850) 472-1004									
											Submitted by: Jennifer Beasley	
Daily Log:			8/20/2021									
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
91.8	80.4	74.8	0.28			99%	91%	71%	77.1	2	0.4	0
Observed Weather Conditions:												
Weather Delay:	Yes		Sky:	Cloudy / Rain			Length of Delay:	1		Critical Path:	Yes	
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.					6	3	18	Metal Building			
Notes:			Weld purlins									
			Rain out									


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8					
		460 Van Pelt Lane					2535 Elkhart Drive					
		Pensacola, FL 32505					Gulf Breeze, FL 32563					
		Phone (850) 472-1001										
		Fax (850) 472-1004										
		Submitted by: Jennifer Beasley										
Daily Log:		8/23/2021										
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
91.2	82.1	73.6	0.35			99%	88%	73%	77.8	2.5	0.7	0
Observed Weather Conditions:												
Weather Delay:	Yes		Sky:	Cloudy / Rain				Length of Delay:	1	Critical Path:	Yes	
Comments:												
Manpower Log:												
No	Contact / Company				Workers	# hours	Man Hours	Location				
1	Gene Hamilton / A. E. New, Jr., Inc.				5	4	20	Metal Building				
	Notes:	Weld angle south side										
		Rain out										
2	Hanssen Glass				3	3	9	Windows				
	Notes:	Begin to set windows										


 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8			
		460 Van Pelt Lane								2535 Elkhart Drive			
		Pensacola, FL 32505								Gulf Breeze, FL 32563			
		Phone (850) 472-1001											
		Fax (850) 472-1004											
										Submitted by: Jennifer Beasley			
Daily Log:		8/24/2021											
Weather Report:													
Temperature			Precipitation Since			Humidity				Windspeed			
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low	
83.8	77.6	74.8	0			98%	94%	82%	75.7	0.7	0.1	0	
Observed Weather Conditions:													
Weather Delay:	No	Sky:	Sunny			Length of Delay:				Critical Path:			
Comments:													
Manpower Log:													
No	Contact / Company					Workers	# hours	Man Hours	Location				
1	Gene Hamilton / A. E. New, Jr., Inc.						6	8	48	Metal Building			
	Notes:	Weld angle & finish purlins											
2	Hanssen Glass						3	8	24	Windows			
	Notes:	Finish windows, install trim & backer rod											


 A.E. NEW, JR. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8				
		460 Van Pelt Lane						2535 Elkhart Drive			
		Pensacola, FL 32505						Gulf Breeze, FL 32563			
		Phone (850) 472-1001									
		Fax (850) 472-1004									
								Submitted by: Jennifer Beasley			
Daily Log:		8/25/2021									
Weather Report:											
Temperature			Precipitation Since		Humidity				Windspeed		
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low
91	81.6	74.1	2.04		99%	87%	65%	77.2	14.3	1.1	0
Observed Weather Conditions:											
Weather Delay:	Yes	Sky:	P. Cloudy / Rain		Length of Delay:	1	Critical Path:	Yes			
Comments:											
Manpower Log:											
No	Contact / Company				Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.				6	3	18	Metal Building			
	Notes:	Set outriggers									
		Place starter strip for roof									
2	Floyd Construction				1	3	3	Site work			
	Notes:	Locate sewer line									

 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8				
		460 Van Pelt Lane					2535 Elkhart Drive				
		Pensacola, FL 32505					Gulf Breeze, FL 32563				
		Phone (850) 472-1001									
		Fax (850) 472-1004									
							Submitted by: Jennifer Beasley				
Daily Log:		8/26/2021									
Weather Report:											
Temperature			Precipitation Since		Humidity				Windspeed		
High	Avg	Low	Daily Total		High	Avg	Low	Dew	High	Avg	Low
91	80.5	72.1	0.13		100%	85%	68%	75.2	42.3	9.2	0
Observed Weather Conditions:											
Weather Delay:	Yes	Sky:	P. Cloudy / Rain		Length of Delay:	1 Critical Path:		Yes			
	Comments:										
Manpower Log:											
No	Contact / Company				Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.				5	4	20	Metal Building			
	Notes:	Adjust purlins - north wall									
		Finish straps									
2	MacFarlane Painting				3	4	12	Metal Building			
	Notes:	Paint purlins & columns									

 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS		A. E. New, Jr., Inc.					Project: Covered P. E. Building, East Bay K-8				
		460 Van Pelt Lane						2535 Elkhart Drive			
		Pensacola, FL 32505						Gulf Breeze, FL 32563			
		Phone (850) 472-1001									
		Fax (850) 472-1004									
								Submitted by: Jennifer Beasley			
Daily Log:		8/27/2021									
Weather Report:											
Temperature			Precipitation Since			Humidity				Windspeed	
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg
89.2	79.3	72.3	0.26			99%	88%	69%	75.1	3.6	1
Observed Weather Conditions:											
Weather Delay:	Yes	Sky:	Rain			Length of Delay:	1	Critical Path:	Yes		
	Comments:										
Manpower Log:											
No	Contact / Company					Workers	# hours	Man Hours	Location		
1	Gene Hamilton / A. E. New, Jr., Inc.					3	3	9	Site Prep		
	Notes:	Prep site for Hurrican Ida									

 A.E. NEW, JR. BUILDERS & CONTRACTORS			A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8	
			460 Van Pelt Lane								2535 Elkhart Drive	
			Pensacola, FL 32505								Gulf Breeze, FL 32563	
			Phone (850) 472-1001									
			Fax (850) 472-1004									
											Submitted by: Jennifer Beasley	
Daily Log:			8/29/2021									
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
82.8	79.4	74.7	2.18			99%	92%	83%	76.7	42.9	6.5	0.4
Observed Weather Conditions:												
Weather Delay:	Yes		Sky:	Rain			Length of Delay:	1 Critical Path:		Yes		
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.											
	Notes:	No work - Rain out										

		A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8		
		460 Van Pelt Lane								2535 Elkhart Drive		
		Pensacola, FL 32505								Gulf Breeze, FL 32563		
		Phone (850) 472-1001										
		Fax (850) 472-1004										
		Submitted by: Jennifer Beasley										
Daily Log:		8/30/2021										
Weather Report:												
Temperature			Precipitation Since			Humidity				Windspeed		
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low
82.9	79.6	74.7	2.29			99%	92%	85%	79.5	30.9	4.5	0.4
Observed Weather Conditions:												
Weather Delay:	Yes	Sky:	Rain			Length of Delay:	1	Critical Path:	Yes			
Comments:												
Manpower Log:												
No	Contact / Company					Workers	# hours	Man Hours	Location			
1	Gene Hamilton / A. E. New, Jr., Inc.											
	Notes:	No work - Rain out										

 A.E. NEW, JR., INC. BUILDERS & CONTRACTORS			A. E. New, Jr., Inc.								Project: Covered P. E. Building, East Bay K-8		
			460 Van Pelt Lane								2535 Elkhart Drive		
			Pensacola, FL 32505								Gulf Breeze, FL 32563		
			Phone (850) 472-1001										
			Fax (850) 472-1004										
											Submitted by: Jennifer Beasley		
Daily Log:			8/31/2021										
Weather Report:													
Temperature			Precipitation Since			Humidity				Windspeed			
High	Avg	Low	Daily Total			High	Avg	Low	Dew	High	Avg	Low	
Observed Weather Conditions:													
Weather Delay:	Yes		Sky:	Rain			Length of Delay:	1		Critical Path:	Yes		
	Comments:												
Manpower Log:													
No	Contact / Company					Workers	# hours	Man Hours	Location				
	1 Gene Hamilton / A. E. New, Jr., Inc.												
	Notes: No work - Rain out												

Santa Rosa County District Schools

Submitted By: Joey Harrell

Administrative Action Agenda

Title of Item: Direct Purchasing Change Orders

Description/Introduction: October 5, 2021 Board Meeting

I am requesting Board Approval of change orders decreasing the projects payable below to the appropriate contractor by the amounts shown. These decreases are to reflect recent payments made to suppliers and the associated tax savings acquired through direct purchasing. Details are printed on the following spreadsheets.

- East Bay K-8 Covered PE Building
 - o A.E. New, Jr. Inc.
 - o \$ 1,497.66

- Hobbs Middle HVAC & Energy Upgrades
 - o Larry Hall Construction
 - o \$ (2,382.21)

- Wallace Lake K-8 School
 - o Culpepper Construction
 - o \$169,579.50

- Wallace Lake K-8 Site Work
 - o Panhandle Grading & Paving
 - o \$ 15,563.45

Recommendation/Action Requested: Board Approval Requested

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Harrell, Joey	Approved	9/27/2021 - 7:48 AM
Pattullo, Melanie	Approved	9/27/2021 - 10:25 AM

ATTACHMENTS:

Description	Upload Date	Type
Direct Purchasing Spreadsheets by Project	9/24/2021	Backup Material

East Bay K-8 ~ Covered PE Building				Tax Savings Thus Far to be Deducted from Contract:				\$	4,265.85
				Savings per paying w/in terms:					-
				TOTAL SAVINGS:				\$	4,265.85
A.E. New Jr., Inc.									
Original Contract Amount								\$	768,000.00
OWNER-DIRECT PURCHASES									
Date of Review	Invoice Date	PO	Vendor	Invoice #	Check #	Amount Paid	6% Sales Tax	County & School Surtax	Discount Terms
07/14/21	06/30/21	731756	ACME BRICK	11970745RI		1,214.10	72.85	12.14	
	07/02/21			11973956RI		5,758.20	345.49	37.86	
08/12/21	07/20/21			11995026RI		4,544.10	272.65		
04/15/21	04/14/21	731661	HARRIS REBAR	PSI394613A		6,316.00	378.96	50.00	
							-	-	
07/19/21	07/19/21	731676	LENNOX	562367566	VISA	3,581.34	214.88	35.81	
	07/19/21			562369831	VISA	1,341.47	80.49	13.41	
08/03/21	08/03/21			562497960	VISA	598.60	35.92	0.78	
05/11/21	04/29/21	731692	OLDCASTLE	361852804		3,175.44	190.53	31.75	
06/10/21	06/09/21			361881216		404.25	24.26	4.04	
06/22/21	06/11/21			361883044		3,100.05	186.00	14.21	
	06/18/21			361887922		202.76	12.17		
07/12/21	06/08/21			361879943		4,076.67	244.60		
07/14/21	06/16/21			361886113		426.65	25.60		
	06/22/21			361889752		2,771.93	166.32		
	06/25/21			361892604		1,687.51	101.25		
03/01/21	02/24/21	731671	REGIONAL STEEL PRODUCTS	1		2,942.00	176.52	29.42	
03/23/21	03/17/21			2		746.00	44.76	7.46	
06/21/21	06/17/21			3		525.00	31.50	5.25	
09/13/21	08/02/21	731690	SEQUEL	S3042659.007		735.32	44.12	7.35	
	08/23/21			S3042659.009		58.51	3.51	0.59	
	08/23/21			S3042659.011		195.22	11.71	1.95	
	08/23/21			S3042659.013		197.47	11.85	1.97	
	08/23/21			S3042659.015		213.17	12.79	2.13	
05/05/21	04/02/21	731662	SLONE DOORS	140360		1,750.00	105.00	17.50	
05/11/21	05/10/21			140477		4,380.00	262.80	32.50	
	05/11/21			140481		4,870.00	292.20		
03/23/21	03/22/21	731663	SOUTHERN STANDARD	2101-01		150.00	9.00	1.50	
	03/22/21			2101-02		900.00	54.00	9.00	
04/05/21	04/05/21			2101-03		500.00	30.00	5.00	
07/12/21	07/01/21			2101-04		3,500.00	210.00	34.50	
	07/12/21			2101-05		3,100.00	186.00		
	07/15/21			2101-06		1,200.00	72.00		
						65,161.76	3,909.73	356.12	-
				Tax Savings Per Chg Order			\$ 4,265.85		
	Direct Purchase Totals								
	Change Order #1 - 04/06/21	\$	5,069.66	\$	331.66	CHECKPOINT FOR CURRENT			
	Change Order #2 - 05/13/21		7,279.96		463.96	(1,497.66)			
	Change Order #4 - 06/17/21		15,107.72		932.28				
	Change Order #6 - 07/22/21		4,509.49		277.43				
	Change Order #8- 08/19/21		30,511.07		1,853.20				
	Change Order #8- 09/09/22		5,452.05		309.35				
	10/05/21 School Bd. Mtg.		1,497.66		97.97				
						Cumulative Reduction to Contract for Direct Purchases			
		\$	69,427.61						(69,427.61)
				\$	4,265.85				
	Changes in Scope of Work (excluding Direct Purchases)								
	Change Order #3 - Time Extension 5 days 6-3-21					\$	-		
	Change Order #5 - Time Extension 60 days 7-8-21						-		
	Change Order #7 -Time Extension 9 days 08-19-21						-		
						\$	-	0.00%	-
Contract Amount Including All Change Orders									
								\$	698,572.39

HOBBS MIDDLE ~ HVAC/ENERGY UPGRADES					Tax Savings Thus Far to be Deducted from Contract:			\$	24,611.61		
							Savings per paying w/in terms:				
							TOTAL SAVINGS:		\$	24,611.61	
LARRY HALL CONSTRUCTION											
Original Contract Amount					\$					1,565,000.00	
OWNER-DIRECT PURCHASES											
Date of Review	Invoice Date	PO	Vendor	Invoice #	Check #	Amount Paid	6% Sales Tax	County & School Surtax	Discount Terms		
06/10/21	04/30/21	731653	ACOUSTI ENGINEERING	14-05355-00002		7,000.00	420.00	50.00			
07/27/21	07/20/21			14-05355-00003		14,500.00	870.00				
03/10/21	02/12/21	731655	AEROMECHANICAL LLC	81764		4,371.00	262.26	43.71			
	02/12/21			81769		3,987.00	239.22		6.29		
	02/12/21			81775		189.00	11.34				
	02/21/21			81800		383.00	22.98				
	02/21/21			81809		1,182.00	70.92				
	02/24/21			81836		1,076.00	64.56				
03/22/21	03/11/21			81926		15,403.00	924.18				
04/28/21	04/21/21	731656	AIR TECH	2212034		116,007.00	6,960.42	50.00			
			(ORIGINALLY ISSUED AS DAIKEN)								
06/21/21	05/13/21	731667	AIR TECH	221367		28,670.00	1,720.20	50.00			
03/09/21	01/19/21	731654	AMERICAN CONCRETE	130036		825.00	49.50	8.25			
	03/01/21			132055		1,320.00	79.20		13.20		
04/07/21	03/23/21			133114		2,196.00	131.76	21.96			
	03/10/21			132292		802.50	48.15	6.59			
06/10/21	03/01/21			131710		1,392.00	83.52				
	04/20/21			134716		963.00	57.78				
	05/06/21			135752		749.00	44.94				
06/21/21	06/14/21			138297		314.00	18.84				
03/22/21	02/26/21	731668	DOWDY & ASSOCIATES	99223		10,940.00	656.40	50.00			
03/22/21	02/26/21	731657	DOWDY & ASSOCIATES	99209		45,318.00	2,719.08	50.00			
06/22/21	02/26/21		correction to surtax calculation	99209							
03/22/21	01/22/21	731658	GULF COAST MARINE SUPPLY	2314999-00		2,114.17	126.85	21.14			
	01/22/21			2315043-00		460.90	27.65		4.61		
	03/03/21			2316211-00		624.84	37.49		6.25		
	03/11/21			2316400-00		112.14	6.73		1.12		
	03/08/21			2316216-01		339.60	20.38		3.40		
06/21/21	03/04/21			2316216-00		57.62	3.46		0.58		
	03/16/21			2316539-00		68.66	4.12		0.69		
	03/18/21			2616617-00		51.00	3.06		0.51		
	03/18/21			2316620-00		278.46	16.71		2.78		
	03/18/21			2316623-00		251.30	15.08		2.51		
	03/19/21			2316623-01		40.58	2.43		0.41		
	03/18/21			2316626-00		119.81	7.19		1.20		
	03/18/21			2316643-00		42.04	2.52		0.42		
	03/22/21			2316179-00		320.68	19.24		3.21		
	03/22/21			2316375-00		3,198.05	191.88		1.17		
	03/22/21			2316377-00		4,166.10	249.97				
	03/22/21			2316712-00		90.41	5.42				
	03/22/21			2316791-00		367.50	22.05				
	03/26/21			2316375-01		816.52	48.99				
	03/30/21			2316966-00		83.86	5.03				
	04/01/21			2316377-01		1,605.56	96.33				
	04/07/21			2317190-00		39.88	2.39				
	04/15/21			2316377-02		2,292.36	137.54				
	04/15/21			2316382-00		10,133.86	608.03				
	04/15/21			2316383-00		1,029.38	61.76				
	04/15/21			2316392-00		657.50	39.45				
	05/03/21			2316393-00		1,122.24	67.33				
	05/12/21			2318119-01		33.67	2.02				
03/09/21	01/27/21	731652	MATHES ELECTRIC	362901-00		20,438.91	1,226.33	50.00			
	02/23/21			362901-01		4,560.47	273.63				
	03/05/21			362905-01		6,729.82	403.79				
	03/05/21			362901-02		24,921.07	1,495.26				
04/07/21	04/06/21			missed by A/P, paid in 08/2021 - jln		362905-03			330.57	19.83	
06/11/21	03/30/21			362905-02		593.70	35.62				
	05/06/21			362905-04		3,342.61	200.56				
08/09/21	02/16/21			362905-00		7,803.30	468.20				
06/10/21	04/26/21	731664	SIEMENS	5446453411	A	18,000.00	1,080.00	50.00			
06/22/21	05/23/21			5446482887		13,911.30	834.68		Sales Tax limited to		
08/06/21				Amt on spdsht in error. s/b \$18,153.00 - jln		5446453411	B		153.00	9.18	\$2185.65 per

HOBBS MIDDLE ~ HVAC/ENERGY UPGRADES	Tax Savings Thus Far to be Deducted from Contract:						\$	24,611.61	
		Savings per paying w/in terms:							-
			TOTAL SAVINGS:				\$	24,611.61	
LARRY HALL CONSTRUCTION									
Original Contract Amount								\$	1,565,000.00
OWNER-DIRECT PURCHASES									
Date of Review	Invoice Date	PO	Vendor	Invoice #	Check #	Amount Paid	6% Sales Tax	County & School District	Discount Terms
08/23/21	07/29/21			5446576971		43,233.30	2,594.00		Siemens
09/10/21		Siemens quote indicated sales tax of only \$2185.65					(2,382.21)		
09/10/21									

HOBBES MIDDLE ~ HVAC/ENERGY UPGRADES					Tax Savings Thus Far to be Deducted from Contract:			\$	24,611.61	
					Savings per paying w/in terms:				-	
					TOTAL SAVINGS:			\$	24,611.61	
LARRY HALL CONSTRUCTION										
Original Contract Amount								\$	1,565,000.00	
OWNER-DIRECT PURCHASES										
Date of Review	Invoice Date	PO	Vendor	Invoice #	Check #	Amount Paid	6% Sales Tax	County & School District	Discount Terms	
05/05/21	03/11/21	731651	SLONE DOORS	140291		434.00	26.04	4.34		
05/24/21	05/20/21			140508		5,419.76	325.19	45.66		
	05/20/21			140509		2,752.65	165.16			
						440,730.65	24,061.61	550.00	-	
				Tax Savings Per Chg Order			\$ 24,611.61			
	Direct Purchase Totals									
	CHG ORDER #2 ~ 04/06/21	\$	154,221.64	\$ 8,925.72	CHECKPOINT FOR CURRENT					
	CHG ORDER #3 ~ 05/13/21		126,574.78	7,238.71	2,382.21					
	CHG ORDER #4 ~ 06/17/21		9,172.80	566.39						
	CHG ORDER #6~07/22/21		108,124.27	6,321.62						
	CHG ORDER #7~08/19/21		15,370.00	870.00						
	CHG ORDER #8~09/09/21		54,260.98	3,071.38						
	10/05/21 School Bd. Mtg.		(2,382.21)	(2,382.21)						
					Cumulative Reduction to Contract for Direct Purchases					
		\$	465,342.26						(465,342.26)	
				\$ 24,611.61						
Changes in Scope of Work (excluding Direct Purchases)										
Change Order #1 - Bring existing circuits above ceiling up to code requirements. Board Apprvd 5/13/21						\$ 9,261.46				
						\$ 9,261.46	0.59%		9,261.46	
Contract Amount Including All Change Orders									\$ 1,108,919.20	

WALLACE LAKE ~ K-8 SCHOOL					Tax Savings Thus Far to be Deducted from Contract:			\$	9,740.34
					Savings per paying w/in terms:				-
					TOTAL SAVINGS:			\$	9,740.34
CULPEPPER CONSTRUCTION									
Original Contract Amount					\$ 38,154,000.00				
OWNER-DIRECT PURCHASES									
Date of Review	Invoice Date	PO	Vendor	Invoice #	Check #	Amount Paid	6% Sales Tax	County & School Surtax	Discount Terms
9/23/2021	9/3/2021	732308	CONKLIN	3037107		12,961.20	777.67	50.00	
9/23/2021	9/8/2021			3037996		28,444.30	1,706.66		
9/23/2021	9/10/2021			3038837		53,948.90	3,236.93		
8/25/2021	8/18/2021	732309	GIBSON STEEL	16339		19,000.00	1,140.00	50.00	
9/24/2021	9/10/2021			16351		11,550.00	693.00		
9/13/2021	08/26/21	732545	SOUTHERN PIPE	5746594-00		32,838.87	1,970.33	50.00	
	09/03/21			5746594-01		1,095.89	65.75		
							-	-	
							-	-	
						159,839.16	9,590.34	150.00	-
							\$ 9,740.34		
	Direct Purchase Totals				Tax Savings Per Chg Order				
	10/05/21 School Bd. Mtg.	\$	169,579.50	\$	9,740.34	CHECKPOINT FOR CURRENT			
						(169,579.50)			
						Cumulative Reduction to Contract for Direct Purchases			
		\$	169,579.50						(169,579.50)
				\$	9,740.34				
Changes in Scope of Work (excluding Direct Purchases)									
						\$ -	0.00%		-
Contract Amount Including All Change Orders							\$ 37,984,420.50		

WALLACE LAKE K-8 SITE WORK				Tax Savings Thus Far to be Deducted from Contract:				\$	8,615.09		
								Savings per paying w/in terms:		-	
								TOTAL SAVINGS:		\$	8,615.09
Panhandle Grading & Paving Inc.											
Original Contract Amount									\$	1,255,254.70	
OWNER-DIRECT PURCHASES											
Date of Review	Invoice Date	PO	Vendor	Invoice #	Check #	Amount Paid	6% Sales Tax	County & School Surtax	Discount Terms		
4/6/21 & 5/13/21	04/02/21	731763	FERGUSON WATERWORKS	1382976	VISA	1,200.00	72.00	12.00			
06/01/21	05/04/21			1385087	VISA 7/6/21	13,667.29	820.04	38.00			
	05/18/21			1387998	VISA 7/6/21	154.46	9.27				
	05/26/21			1385081-1	VISA 7/6/21	44,130.40	2,647.82				
07/06/21	06/30/21			CM077330	VISA 7/6/21	(5,792.80)	(347.57)				
08/13/21	06/22/21			1393166	VISA 9/1/21	5,347.20	320.83				
	07/02/21			1393752	VISA 9/1/21	445.60	26.74				
	07/20/21			CM077489	VISA 9/1/21	(989.06)	(59.34)				
05/20/21	04/14/21	731779	FOLEY PRODUCTS	863433		5,554.80	333.29	50.00			
	04/16/21			863906		1,228.69	73.72				
	04/23/21			865501		7,761.60	465.70				
	04/29/21			866139		7,227.62	433.66				
	04/30/21			866352		3,886.08	233.16				
	05/12/21			866235		6,385.18	383.11				
	05/13/21			866368		915.20	54.91				
							-				
08/13/21	08/12/21	731764	GROUP III ASPHALT	122096		35,280.00	2,116.80	50.00			
09/09/21	09/08/21			122127		14,682.50	880.95				
						141,084.76	8,465.09	150.00	-		
				Tax Savings Per Chg Order			\$ 8,615.09				
	Direct Purchase Totals										
	CHG ORDER #2 - 06/17/21	\$	97,738.00	\$	5,626.68	CHECKPOINT FOR CURRENT					
	8/19/21 School Bd. Mtg.		(6,140.37)		(347.57)	(15,563.45)					
	9/9/21 School Bd. Mtg.		42,538.77		2,455.03						
	10/05/21 School Bd. Mtg.		15,563.45		880.95						
						Cumulative Reduction to Contract for Direct Purchases					
			\$	149,699.85					(149,699.85)		
				\$	8,615.09						
	Changes in Scope of Work (excluding Direct Purchases)										
	Change Order #1 - Time Extension 9 days					\$	-				
	Change Order #3 - Time Extension 4 days Brd Apprvd 07/22/21						-				
						\$	-	0.00%	-		
Contract Amount Including All Change Orders									\$	1,105,554.85	

Santa Rosa County District Schools

Submitted By: Liz West, Assistant Superintendent for Human Resources

Human Resources Action Agenda

Title of Item: Action Agenda
Description/Introduction: Action Agenda
Recommendation/Action Requested: School Board Approval

Financial Impact:

A-Funds required from School Board? No
B-Amount required
C-Grant/Project Synopsis attached? No
D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No
If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
West, Elizabeth	Approved	9/27/2021 - 2:47 PM
Pattullo, Melanie	Approved	9/27/2021 - 2:49 PM

ATTACHMENTS:

Description	Upload Date	Type
Action Agenda	9/27/2021	Cover Memo
Action Addendum	9/30/2021	Cover Memo



Liz West
Asst. Superintendent/Human Resources
6032 Highway 90 Milton, Florida 32570-6706
Phone: 850/983-5030
Facsimile: 850/665-0843
E-mail: WestE@santarosa.k12.fl.us

ACTION AGENDA

October 5, 2021

MEMORANDUM

TO: Dr. Karen Barber, Superintendent of Schools
FROM: Liz West, Assistant Superintendent for Human Resources
RE: Human Resource Items for Action Agenda of School Board

The following personnel items are submitted for your recommendation and the approval of the School Board of Santa Rosa County:

I. ADMINISTRATIVE APPOINTMENTS

NONE

II. DISCIPLINARY ACTIONS

A. UNAPPROVED LEAVES

NONE

B. OTHER DISCIPLINARY ACTIONS

NONE

III. OTHER ADMINISTRATIVE ACTIONS

NONE

IV. JOB DESCRIPTIONS

NONE

V. OTHER ITEMS

NONE

DISTRICT 1
Linda Sanborn

DISTRICT 2
Elizabeth Hewey

DISTRICT 3
Carol Boston

DISTRICT 4
Charles Elliott

DISTRICT 5
Wei Ueberschaer



Liz West
Asst. Superintendent/Human Resources
6032 Highway 90 Milton, Florida 32570-6706
Phone: 850/983-5030
Facsimile: 850/665-0843
E-mail: WestE@santarosa.k12.fl.us

ACTION AGENDA
ADDENDUM
October 5, 2021

MEMORANDUM

TO: Dr. Karen Barber, Superintendent of Schools
FROM: Liz West, Assistant Superintendent for Human Resources
RE: Human Resource Items for Action Agenda of School Board

The following personnel items are submitted for your recommendation and the approval of the School Board of Santa Rosa County:

I. ADMINISTRATIVE APPOINTMENTS
NONE

II. DISCIPLINARY ACTIONS

A. UNAPPROVED LEAVES
NONE

B. OTHER DISCIPLINARY ACTIONS
NONE

III. OTHER ADMINISTRATIVE ACTIONS

1. Bradshaw, Brittany, Teacher Assistant IW, Holley Navarre Primary, reassigned to Transportation effective September 28, 2021

IV. JOB DESCRIPTIONS
NONE

V. OTHER ITEMS
NONE

DISTRICT 1
Linda Sanborn

DISTRICT 2
Elizabeth Hewey

DISTRICT 3
Carol Boston

DISTRICT 4
Charles Elliott

DISTRICT 5
Wei Ueberschaer

Santa Rosa County District Schools

Submitted By: Pam Smith

Human Resources Action Agenda

Title of Item:	Health Insurance Plan Stop Loss Coverage Renewal
Description/Introduction:	Health Coverage final approval for Stop Loss Insurance Carrier and Coverage
Recommendation/Action Requested:	Recommend approval

Financial Impact:

A-Funds required from School Board?	Yes
B-Amount required	
C-Grant/Project Synopsis attached?	No
D-Date Grant/Project Reviewed/Approved by Accountant:	

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Smith, Pam	Approved	9/27/2021 - 8:15 AM
West, Elizabeth	Approved	9/27/2021 - 2:48 PM

ATTACHMENTS:

Description	Upload Date	Type
2022 Stop Loss Renewal Cover Letter	9/27/2021	Cover Memo
2022 Stop Loss Renewal Quotes	9/27/2021	Backup Material



Pam Smith
Risk Management and Benefits

6032 Hwy 90, Milton, Florida 32570
Phone: (850) 983-4814
Fax: (850) 665-0846
smithp@santarosa.k12.fl.us

October 5, 2021

RE: Stop Loss Coverage for 2022 Health Plan

Superintendent Barber and School Board Members,

The included contract bids represent the top 6 renewal contracts received for coverage of our Stop Loss Insurance for the 2022 self-funded health plan. The Stop Loss coverage includes Specific coverage for any single member claims exceeding \$175,000 for plan year incurred claims. This coverage also includes \$1,000,000 in Aggregate protection for the plan as a whole. Claims for the year that exceed the Aggregate Deductible Factors Total Annual amount will be reimbursed per contract stipulations, exclusions, and limitations.

After review and recommendation from Fisher Brown Bottrell, we are recommending a renewal with US Fire for this 2022 protection. US Fire has come in with the most competitive bid for this renewal.

Total renewal costs, including all fixed costs and factors for funding are \$29,133,054.12. Premium funding for our plan year is estimated at \$27,955,152. This is a 96% funding level.

The insurance committee recommends approval.

Thank you,

Pam Smith
Pam Smith
Risk Manager

Santa Rosa County District Schools

Submitted By: Floyd Smith, Director, Middle Schools, on behalf of Grade Level Directors

Curriculum/ Instruction Action Agenda

Title of Item: Early Terminations

Description/Introduction: List of students who have served two grading periods of their alternative placement and are now eligible for Early Termination.

Recommendation/Action Requested: Approve as submitted.

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Smith, Floyd	Approved	9/28/2021 - 4:48 PM
Thorpe, Mike	Approved	9/28/2021 - 4:54 PM

ATTACHMENTS:

Description	Upload Date	Type
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Santa Rosa County District Schools

Submitted By: Floyd Smith, Director, Middle Schools, on behalf of Grade Level Directors

Curriculum/ Instruction Action Agenda

Title of Item: Alternative Placements

Description/Introduction: Students who were found to be in violation of the Code of Student Conduct and attended a Disciplinary Hearing

Recommendation/Action Requested: Board Approval as submitted.

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Smith, Floyd	Approved	9/22/2021 - 3:32 PM
Thorpe, Mike	Approved	9/23/2021 - 8:57 AM

ATTACHMENTS:

Description	Upload Date	Type
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Santa Rosa County District Schools

Submitted By: Kelly Short, Director of Instructional Technology and Professional Learning

Curriculum/ Instruction Action Agenda

Title of Item: New In-Service Component

Description/Introduction: This is a new component written to meet the needs for our new STEAM training.

Recommendation/Action Requested: Request Approval

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Short, Kelly	Approved	9/20/2021 - 11:08 AM
Thorpe, Mike	Approved	9/20/2021 - 1:13 PM

ATTACHMENTS:

Description	Upload Date	Type
STEAM Innovate Component	9/17/2021	Cover Memo

STEAM Innovate

COMPONENT NUMBER: 2-408-042

Function: Instructional Methodology/Faculty Development (2)

Focus Area: Instructional Strategies (408)

Local Sequence Number(s): (042)

POINTS TO BE EARNED: 75 maximum points per year

DESCRIPTION:

The purpose of this component is to provide opportunities for teachers to receive best practices with STEAM (Science, Technology, Engineering, Arts, and Math). Upon successful completion of this component, participants will be able to create, collaborate, communicate, and think critically to adapt, design, and implement curriculum incorporating trends and techniques acquired through this component.

SPECIFIC LEARNER OBJECTIVES:

Identify the priority study and/or on-the-job implementation outcomes.

1. Demonstrate knowledge of research, theories, and practices in their area.
2. Identify methods of applying research or theories in their area.
3. Discuss trends in instructional programs in their area.
4. Demonstrate the ability to evaluate instructional effectiveness of selected trends.
5. Demonstrate the ability to adapt, design, and implement curriculum incorporating trends.
6. Demonstrate skills in organizing, conducting, and/or evaluating instruction in their area.
7. Develop, adopt, and/or select strategies for instruction and for evaluation of student progress.
8. Discuss methods of integrating instruction in their areas and of correlating with other disciplines.
9. Discuss alternative methods of evaluating student progress in their area.
10. Discuss trends in instructional materials in their area.
11. Discuss methods of evaluating the effectiveness of instructional materials.
12. Demonstrate the ability to evaluate, select, and adapt instructional materials in their area.
13. Discuss techniques for managing instructional materials, equipment, and resources.
14. Demonstrate the ability to share ideas, strategies, and knowledge with others in their area.

LEARNING PROCEDURES (Methods):

A: Knowledge Acquisition

I: Job-Embedded Workshop

B: Electronic, Interactive

D: Learning Community

F: Independent Inquiry

- **WHAT** will occur during this professional development component delivery?

Activities may include, but will not be limited to, such things as workshops, conferences, lectures, visitations to other classrooms or schools, individual research, demonstrations and presentations.

- **HOW** will the experiences be provided to participants during this delivery?

The design of activities will be sufficiently flexible so that a variety of activities of various lengths can be selected.

Participants will engage in lectures, discussions, and activities designed to meet the specific objectives.

IMPLEMENTATION/MONITORING PROCEDURES:

P: Participant product related to training

- **ACTIVITIES** to be included in participant Implementation/Follow-Up (should support the specific

learner outcomes identified above):

Participants will take their new knowledge of instructional strategies and engage students in activities and lessons that include these strategies.

- **SUPPORT** to be provided for participant Implementation/Follow-Up (should support the specific learner outcomes identified above):

Course facilitator will provide resources and continuous support through emails, phone calls and classroom visits. Additional training will be provided if there is a need.

IMPACT EVALUATION PROCEDURES:

Staff A: Changes in instructional or learning environment practices implemented in the classroom

Student D: Observation of student performance

B: Results of school/teacher-constructed student growth measure that track student progress

- **What criteria will be used to evaluate the impact of the component on:**
 - o **Specific Learner Objectives?**

The Facilitator will ensure that the training covers the desired objectives. A trainer will be chosen that is knowledgeable and can provide the material in an engaging and effective way for participants.

- o **Increasing Educator Knowledge?**

Participants will be asked to engage in activities throughout the training that will monitor their learning and understanding of the material. Skills will be demonstrated through verbal, written and collaborative means.

- o **Changing Educator Practice?**

Participants will be asked to analyze test results, student work and observations of student performance and engagement to reflect on their changes in instructional practices.

- o **Improving Student Outcomes?**

Teacher/school created tests and observation of student's performance will be used to determine how effectively the new strategies impacted student performance. Rubrics and student portfolios may also be used to monitor student impact.

Date approved:

Department: OPL

Name(s) of Component Author(s): Michael Knowlton

Revision Date:

Santa Rosa County District Schools

Submitted By: Kelly Short, Director of Instructional Technology and Professional Learning

Curriculum/ Instruction Action Agenda

Title of Item: Professional Development System 2021-2022
Description/Introduction: Revision of the Professional Learning System for Santa Rosa County District Schools.
Recommendation/Action Requested: Request Approval

Financial Impact:

A-Funds required from School Board? No
B-Amount required
C-Grant/Project Synopsis attached? No
D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No
If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Short, Kelly	Approved	9/20/2021 - 11:08 AM
Thorpe, Mike	Approved	9/20/2021 - 1:13 PM

ATTACHMENTS:

Description	Upload Date	Type
Professional Development System (PDS) 2021-2022	9/17/2021	Cover Memo



Professional Learning System 2021-2022

Dr. Karen Barber

Superintendent



Kelly Short

Director

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Introduction and Purpose

Florida Statute 1012.98 requires that districts develop and submit a professional development system for approval by the Department of Education on an annual basis. “The purpose of the professional development system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce.”

Our District’s Professional Development System focuses on disaggregated student data identified at the individual educator, school, and district level. Mentor Teachers, Reading Coaches, Math Coaches, Science Coaches, Academic Intervention Specialists, TIP Teacher Leaders, Technology Integration Coaches and other district identified teacher leader groups are continuously trained and supported at the district level to provide each school community with on-site professional development and intervention strategies that addresses their specific needs. Every attempt is made to provide funding or district resources to fully address identified needs that are based on current research strategies. In many instances, district budgets are pooled to enable effective and efficient professional development delivery for all stake holders.

Focus on College and Career Ready Students

Santa Rosa District Schools has long been committed to quality professional development for teachers, support staff, and administrators that promotes proficiency improvements of individual educators and school-based teams by providing a Pre-K-12 learning environment and instructional supports that results in college and career ready students. This system works to reflect our commitment to the philosophy that all personnel can and should work to improve their performance on a continual basis, based on student data, school improvement data, certification needs, and teacher improvement needs. The district shall focus on fidelity of implementation of priority initiatives and other major district systems designed to result in student success through an emphasis on:

- Standards-based instruction
- Instructional strategies
- STEAM Innovate strategies

- Synchronous/asynchronous learning
- Contemporary research-based instructional practices for improving student engagement, rigor, and persistent effort to master academic standards.
- Contemporary research-based leadership practices for improving instructional leadership and faculty development.

This system is comprised of what we actually do and includes school-based learning cultures, organizational supports, and deliberate practice promote professional learning and align with the district's vision for college and career ready students.

The Professional Development System designed for our district integrates the Administrative and Instructional Evaluation Systems with the Professional Learning Catalog. In alignment with state and national Professional Development Protocol, the Administrative and Instructional Evaluation Systems are aligned with Individual Professional Development Plans (MyLearning Plan). All Individual Teacher and Administrator Professional Development Plans are aligned and linked with student and/or personal needs, based on appropriate data sources. MyLearning Plan clearly identifies the goal set, deliberate practice, and professional development needs. An outcome/action research statement finalizing the MyLearning Plan will provide a means to help make correlations regarding the impact of professional development on student learning and identify further professional learning needs for each employee. Each employee will maintain a portfolio that contains data sources documenting beginning and ending data for a minimum of three years. The portfolios are maintained electronically on the MyPD system provided by the district.

Professional development for instructional personnel should clearly relate to specific student performance data for currently assigned students, School Improvement Plan (SIP) or District Strategic Plan goals. Learning opportunities at school sites and the district level, both face to face and online provide for professional collaboration that encourages teachers to participate in such as learning communities, lesson study, action research and mentoring and coaching. Each of these collegial practices helps to align the work being done and

provide clarity that points back to the mission of “college and career ready students.”

Priority Shifts in Professional Development

Santa Rosa District Schools’ professional development system is a detailed plan for teachers, administrators and district leaders to focus on individual growth and success of school improvement and district initiatives. We are creating a paradigm shift in teacher and administrator reflection as they focus on deliberate practice and reflection of their own teaching as a part of MyLearning Plan. Teachers and administrators begin the year by describing their professional learning plan which includes a goal to meet their student achievement and/or professional growth needs, identifying their need for specific professional development and the correlation to student achievement. Teachers and administrators reflect mid-year on professional development taken thus far and provide feedback. Additionally, this reflection provides a time for teachers and administrators to identify how the professional learning has impacted student performance and the changes in teacher practice that has occurred. As teachers reflect mid-year, they are able to adjust their professional learning to help them meet their professional learning goal.

The school-based focus of professional learning has broadened to incorporate collaborative job-embedded training for teachers and administrators. PLCs, Lesson Study and Action Research will continue to be a natural part of the work-day. Online, collaborative learning opportunities bridge the gap between knowledge acquisition workshops and team collaboration. Teacher learning options have further expanded into the utilization of Independent learning activities such as self-paced online courses and micro-credentials. Administrators are collaborating with teachers and district professional development leaders to focus on data driven professional learning needs. Instructional strategies, Florida Standards as they relate to Marzano’s Teaching strategies, and STEM/STEAM Innovate strategies continue to be the focus for district-wide professional learning. Additionally, a focus on synchronous/asynchronous learning has developed through the shift in teaching and learning during a pandemic. The goal being meaningful job-embedded professional learning that focuses directly on teacher and student classroom needs. The shift in professional development will be ongoing as teachers continue to incorporate these empowering job embedded learning opportunities into

their My Learning Plan and strive to build a deeper understanding of the state standards.

Capacities Employed in the Professional Development System

Santa Rosa District Schools builds a professional learning culture in each school by equipping administrators and teacher leaders with the knowledge and skills to provide effective job-embedded professional learning opportunities. The fidelity of implementation of statutes, State Board of Education (SBE) rules, and district and state initiatives related to student performance and growth, educator proficiency and certification and professional learning is a high priority in Santa Rosa District Schools. Administrators and teacher leaders are kept abreast of the newest professional learning designs to ensure fidelity of job-embedded collaborative learning.

Student achievement and college and career readiness is increased with professional learning opportunities in research-based classroom instructional strategies by Robert Marzano and leadership strategies developed by Douglas Reeves. Florida Standard strategies promote rigor and relevance through standards-based instruction. These strategies are embedded in all professional learning throughout the district to insure proficiency.

The district continues to develop training in specific reading instruction and intervention strategies at both the school and district level to meet the upcoming state requirements for HB7069. Opportunities will be offered at the school level as well as the district level in both the online and face-to-face platform. The district will research and identify any trainings outside of the district which meet the state requirements and provide teachers with information about those opportunities. An on-going list in MyPD of the trainings which satisfy the state requirements for specific reading instruction and intervention strategies will be provided for all teachers. Additionally, the district has created a separate line on PD transcripts to show the current total of points earned for the specific reading instruction and interventions strategies. Vouchers for training received outside of the district which meet the state requirements will be approved by the district Literacy Department prior to awarding the points.

Deliberate Practice is an integral part of the Instructional and Administrative Professional Development Plan and the fidelity of the practice is monitored by

district and site-based administrators. These evaluators have been trained in district and state initiatives and state board rules as they relate to student performance, educator proficiency and professional learning. Through routine meetings and classroom observations, administrators can support educators and help provide a learning culture in each school. Teacher leaders are identified and trained as facilitators in research-based strategies throughout the district. These leaders build a cohort that will in turn train others in collegial practices and support the learning organization and a school-based learning culture.

The TIP (Teacher Induction Program) Teacher Leaders are classroom teachers selected by their administrator to serve as mentors for the new (1-3 year) teachers at their school site. Schools have one TIP Teacher Leader for every 8 new teachers. These TIP Teacher Leaders provide mentorship throughout the school year for daily or weekly support. This on-site access to mentors provides the new teachers with targeted opportunities for support for content, instructional strategies, classroom management and induction activities. TIP Teacher Leaders are also a good resource for new teachers in learning the requirements of teacher evaluations and professional development as well as specific needs for their school site. TIP Teacher Leaders attend district training sessions that provide the guidelines, tools and resources needed to mentor new teachers. This training is scheduled throughout the year to provide district support for the teacher leaders. Inservice hours are awarded to both the mentor and the mentee for the hours spent during the mentoring of new teachers.

District Mentors have been placed in schools to support the Alternative Certification teachers in our district. These 10 mentors travel throughout the district meeting with their assigned Alternative Certification candidate on a weekly basis. They provide support in classroom management and instructional strategies. District Mentors also facilitate and maintain the records for the state supported Alternative Certification coursework.

The district provides the building blocks for teacher leaders to become new administrators while continuing to provide the current administrators with the necessary tools to move to the district level and begin using their expertise, effort and decision-making for continuous improvement. The teacher leader and administrative trainings include the Florida Educator Accomplished Practices (FEAPS), Florida Principal Leadership Standards (FPLS), the Florida Professional

Development Standards and the Code of Ethics of the Education Profession in Florida. The district provides Potential School Leader training which provides teachers the opportunity to learn about the district and state initiatives as well as the necessary steps to becoming an administrator in the district.

The district maximizes the work day by creating a common planning time at the beginning or end of the school day for all employees. The district provides a technology infrastructure that increases the accessibility and efficiency of professional learning and collegial collaboration through wireless access and updated devices and hardware.

District leaders stay abreast of the state initiatives by participating in state-wide conferences and meetings such as the Florida Association of District School Superintendents (FADSS), Learning Forward Florida (LFFL), Florida Association of Media Educators (FAME) and other DOE supported webinars and meetings. The district has an annual Administrative Conference at the beginning of the year with monthly follow-up sessions throughout the year. These learning opportunities provide all administrators with leadership strategies that promote rigor and relevance through standards-based instruction.

Deliverables for the Professional Development System

The deliverables of the Professional Development System can be found in the electronic records in the MyPD system. Employee professional development plans are created and stored in MyPD. All professional learning opportunities are recorded in the MyPD system. District provided training is announced and recorded using this system. Educators may request inservice for training taken outside of the district through the MyPD system using the electronic Voucher process. Educators tie their professional development to their MyLearning Plan through this portal. Educational resources are available online to assist teacher with implementation of new skills.

Course implementation and evaluation data is collected in the MyPD system. District professional development leaders generate reports to ensure the fidelity of implementation and impact. School leaders generate reports on the implementation and reflection recorded in the professional development plan to maintain a targeted focus of learning. Both district and school leaders further generate reports and monitor teacher

professional development needs or completion status of professional learning deliverables. These reports and review of the completed trainings and deliberate practice allow schools and the district to make purposeful decisions in the future as to the relevance of learning opportunities.

Development Process

The Professional Development Advisory Council meets regularly throughout the school year to discuss professional development concerns and new items for consideration in this document. Through presentations and discussion, the council members advise the district on changes and additions to the Professional Development System.

The Professional Development Advisory Council (PDAC) is comprised of five teachers, and an administrator from each grade band of elementary, middle school and high school, three educational support staff and one Vocational staff member. These members are chosen by their peers through an online election process held at the end of each school year. This process allows all employees to participate in every step of the election process from nomination through voting. Community colleges, state universities, union representation, business and community representatives are invited to send a representative to sit on the council. District staff from each of the instructional departments are appointed to the council to provide information that is timely and specific to what is happening in the district. The Santa Rosa District Schools Professional Development System with the Professional Learning Catalog embedded are State and School Board approved annually.

Major Components of the System

Planning

All professional learning activities offered by the district are planned using research-based models of professional learning. The training is facilitated by qualified teachers or administrators to insure high-quality professional learning. Professional learning that impacts student performance or extends 10

hours or more requires that teachers complete an implementation of skills learned in the training. The courses are monitored and evaluated by the facilitator to ensure the fidelity of impact and implementation. The district MyLearning Plan includes a step for teachers to reflect on their professional learning during the year and address the impact on student performance as well as the changes created in their teaching methods.

My Learning Plan for Teachers (Appendix A)

My Learning Plan for Administrators (Appendix B)

District and School-Based Facilitators are trained to integrate general teaching strategies, Florida Standards, and Marzano's research-based strategies into all workshops. ESOL and ESE strategies will be embedded into workshops whenever applicable.

Data sources used to determine which professional development will be offered in the district will include, but are not limited to:

- Student achievement data
- Teacher learning needs survey
- District initiative plans
- School discipline data
- School environment surveys
- School Improvement Plans
- Teachers Learning Plans
- Appraisal data for personnel

The school-based administrators should work with the school's leadership team, Inservice Representative, and district coordinators to plan and implement school-based inservice activities that are required to meet individual and school-wide professional learning goals.

Professional development, used for the My Learning Plan goals, should be completed between May 1 of the previous school year and April 30 of the current school year. This provides for summer training to be implemented during the next year. Sustained trainings should be finalized before the May 1 deadline to ensure participants have enough time to implement new skills in the classroom.

Santa Rosa District Schools ensure that all trainings have a recorded primary purpose to identify for whom the training is created. State codes allow for the following areas:

- **Add-on Endorsement**
- **Alternative Certification (Professional Development Certification Program)**
- **Florida Educator Certificate Renewal**
- **Other Professional Certification/License Renewal**
- **Professional Skill Building—Non-Instructional**
- **Approved District Leadership Development Program**
- **No certification, job acquisition or retention purposes**

This coding is recorded on the course information inside the MyPD system and will be reported to the state during the Survey 5 reporting.

Learning

It is the belief of the Santa Rosa District Schools that administrators, teachers and support personnel are essential to the educational process of our students. Therefore, we plan for and provide appropriate training for personnel as budgetary decisions are made. Notice of approved district-wide training activities will be announced to all schools and work locations so that as many personnel as possible can take advantage of all Inservice offerings. A calendar of district scheduled trainings will be posted in the MyPD System.

Though educational support personnel do not have professional development plans, they may receive training in any of the state approved areas. Educational Support Personnel are included in MyPD and all training attendance is documented. Educational Support Personnel have access to the professional development calendar and are encouraged to attend relevant training sessions.

Mentor Teachers

The district recognizes the importance of coaching and mentoring for teachers in training, newly hired or teachers changing positions, as well as teachers who might be struggling in their subject area. To ensure that the teachers placed in supervisory coaching and mentoring positions are qualified in that role, the following items should be validated by their immediate supervisor prior to placement.

1. Mentor has taught five or more years in Santa Rosa District.

2. Mentor has received highly effective or effective ratings (exceeds/meets expectations) for the past three years on their annual evaluation.
3. Mentor has a good attendance record.
4. Mentor has been recommended by their principal/supervisor to serve as a supervisor/mentor.

Site-Based Training

Administrators are encouraged to bring trainings to their school site to provide access for more personnel. District based coaches and specialists in the areas of reading, math, science, technology and academic intervention are available to provide training at a school-site throughout the school year. These district-based trainers will use teacher needs surveys to coordinate and schedule the appropriate trainings with administrators.

District Training

The district provides substitutes for teachers who need to leave their schools for training and participants may be paid a stipend if they attend district offered trainings after school hours or during the summer. Online courses are provided as an alternative in many instances. District trainings will focus on the following state approved areas:

- Reading
- State Standards, subject content, teaching methods
- Technology
- Assessment and data analysis
- Classroom management
- Family involvement
- School safety

Santa Rosa District Schools ensure that all trainings have a recorded learning method to identify how the training will be offered to participants. State codes allow for the following areas:

- **Knowledge Acquisition Workshop** (limited to knowledge transmission/training focused on understanding the component's content)
- **Electronic- Interactive** (facilitation supporting development/application on the job)

- **Electronic-Non-Interactive** (knowledge transmission/training but no job embedded implementation supports)
- **Learning Community/Lesson Study Group** (job-embedded collegial support processes are core learning delivery method)
- **Independent Inquiry**_(Included for example, Action Research; Creating PD or teaching resources with intended application outcomes specified)
- **Structured Coaching/Mentoring** (May include one-to-one or small groups instruction by a coach/mentor with a teacher or school administrator with specific learning objectives)
- **Implementation of “high-effect” practice(s)** (monitored with structured feedback from peer, coach or supervisor)
- **Job Embedded Workshop** (training, event or process focused on modeling and supporting new/improved practices being successfully demonstrated on the job)
- **Deliberate Practice**_(learning processes embedded in deliberate practice growth targets or individual professional development plans, Leadership Development Plans, or School Improvement Plans)

This coding is recorded on the course information inside the MyPD system and will be reported to the state during the Survey 5 reporting.

Implementing

Implementation (follow-up) activities should be completed for all sustained training. Santa Rosa District Schools identifies sustained training as training that occurs over multiple sessions (targeting a specific area or program which lasts 10 or more hours) Shorter training sessions that have a direct impact on student performance also require implementation activities.

Prior to each Inservice activity, the consultant should plan an implementation activity whereby the employee is expected to apply the knowledge and skills learned in the training to impact student achievement. Implementation and follow-up shall be identified as one of the following items for survey 5 reporting:

- **Structured Coaching/Mentoring** by coaches, mentors, knowledgeable others not part of the district’s personnel evaluation process (mentoring/feedback on the learning-may include direct observation, conferencing, oral reflection and/or lesson or practice demonstration/modeling)

- **Independent Learning/Action Research** related to job responsibilities, specific professional learning goals or deliberate practice growth targets (should include evidence of monitoring job-embedded implementation of targeted learning)
- **Collaborative Planning-** Monitoring and feedback related to targeted professional learning, includes Learning Community or other properly implemented team learning practices focused on job-embedded learning supported by colleagues
- **Participant Product related to training or learning process** (May include lesson plans, written reflection on lessons learned, audio-video exemplars, case study findings, modeling improved practice, samples of resulting student work, and/or collegial training resources)
- **Lesson Study group participation** (monitoring and feedback focused on both the research-based Lesson Study process and impact of the process on lessons implemented)
- **Electronic-interactive-** with on-going monitoring and feedback via online or face-to-face facilitation on targeted
- **Electronic-non-interactive-** with learning monitored through online comprehension checks and/or participant's summative reports or modeling to peers or supervisors
- **Evaluation of Practice Indicators-** The practice portion of district personnel evaluation processes for monitoring and providing feedback on evaluation indicators/components/domains are employed to monitor and provide feedback on implementation of the professional learning

An implementation project/follow up activity will be completed by each participant within a month after the face-to-face training and recorded in MyPD. All follow-up and implementation information will be embedded in the online offerings to ensure a seamless implementation during course progression. This documentation may include, but is not limited to the following items:

- Professional Development Follow-up/Evaluation
- Projects/ lesson plans
- Classroom observations
- Learning community minutes
- Lesson study documentation

- Action research documentation
- Coaching/mentoring
- Interviews
- Web/electronic resources
- Classroom observation
- Online forums and discussion groups

Evaluating

A minimum of 10% of professional learning programs will be evaluated annually with the guidance of district professional development personnel. An emphasis will be placed on the evaluation of new programs to determine their impact on teacher deliberate practice, and student performance, for program continuance.

Facilitators will use survey data from sustained training that specifically addresses training implementation, relevance of the training, learning strategies employed, and student performance impact. Facilitators use the survey forms to evaluate the training, content, implementation, and as a feedback instrument that indicates which participants may need additional support, follow-up, and assistance subsequent to the training.

Evaluation methods to determine student impact will be recorded in MyPD for survey 5 reporting and will include:

- **Results of national, state or district-developed/standardized student performance measure(s)**
- **Results of school/teacher-constructed student growth measure(s) that track student progress**
- **Portfolios of student work**
- **Observation of student performance**
- **Other performance assessment(s)** (reveal impact on students including learning objectives or behavioral growth e.g., Band, Art, Chorus)

Occasionally student outcomes will not be evaluated due to the following:

- **Evaluation method staff is the significantly more relevant measure**
- **Absence of reliable, valid and measurable cause and effect relationship**

Evaluation methods to determine impact on participants will be recorded in MyPD for survey 5 reporting and will include:

- **Changes in instructional or learning environment practices implemented in the classroom or directly with students**
- **Changes in instructional leadership or faculty development practices**
- **Changes in student services/support practices**
- **Other changes in practices supporting effective implementation of job responsibilities**
- **Fidelity of Implementation of the professional learning process** (where impact on job is not or cannot be observed or measured, evaluation is on alignment of actual training/development with planned high-quality professional learning design and specific learning objectives)
- **Changes in observed educator proficiency in implementing targeted state standards or initiatives**
- **Changes in observed educator proficiency in practices that occur generally without students present**

District accepted data sources will include, but not be limited to:

- District developed/standardized student test results
- Results of school constructed student tests
- Portfolios of student work
- Checklists of student performance
- Charts and graphs of student progress
- Analysis of student performance data (outcome statements)
- Portfolios maintained by the training participants
- Documented observation
- Rubrics developed for special area curriculum
- Curriculum alignment data
- Action research
- Lesson study
- Classroom observations
- District Annual Program Evaluations
- Survey Data

The electronic records found in the MyPD system will allow district and school leaders to generate reports on the fidelity of the professional learning. This data will determine the need to continue, modify or stop the professional learning opportunities based on the evidence of effectiveness. New training opportunities

will be offered by adjusting and reorganizing school and district practices based on the survey data.

Professional development plans, electronic reports from MyPD and year end meetings with school administrators and staff allow the district to monitor the fidelity of implementation and the spread of change in practice at the classroom, school and district level. Follow-up Survey data provides insight on relevance of the training, implementation of the skills learned, and impact on student performance as a result of changes made in teacher practices after the training.

Once test data becomes available, the district staff will analyze the test scores and identify training needs. Planning for professional development activities to meet the identified needs will begin immediately upon receipt of test scores at the district level. Directors and district subject area coordinators will further use the school Learning Needs Survey to verify specific site-based training needs as a direct result of the PDP process. Schools may work together to offer similar training, thus providing for better use of available training opportunities. District administrators will identify the funding source when applicable for the activity or request funding from the district professional development funds.

The district Professional Development Director and Professional Development Specialist work with the schools and district departments to annually evaluate district programs. Periodically consultants from regional or state universities provide written program evaluations that may include formal systematic consultation.

Archived plans are available for reviewing from year to year to allow a continuous process for unmet needs. If a My Learning Plan goal outcome is not as expected, specific rationale should be indicated in the outcome statement of the plan and readdressed in the next year's goal statement. This does not necessitate an unsatisfactory evaluation for the employee. However, it should indicate a focus area of need for planning.

Evaluation is a continuous and ongoing process throughout the professional development plan. This process allows for ineffective programs and strategies to be eliminated and research-based effective programs to be expanded.

The Evaluating process will consider the impact of programs and strategies on instructional performance as it relates to student achievement and behavior.

District Plan for Inservice Activities

Employees can keep track of their inservice record, Learning Plan and certification needs as well as current and upcoming training opportunities through the MyPD program. Tabs across the top of the MyPD program identify each area and provide teachers and staff with anytime, anywhere access. Employees may also contact the Inservice Secretary for answers to questions about training or inservice records.

The Inservice Office maintains records for all active employees as well as substitutes, inactive, and retired teachers. Inservice activities are available to non-school board employees, space permitting. However, district employees will be given first preference.

Workshops advertised as having a maximum number of participants will be filled on a first-come, first-served basis. Preregistration on MyPD is required for all district inservice activities. Therefore, walk-ins who have not pre-registered are not guaranteed a seat. School Board employees take precedence over non-employees when maximum numbers are reached. Participants will be required to follow all safety protocols of the building in which the training is held. These requirements would include but may not be limited to wearing masks and socially distancing when possible.

A minimum of 15 participants is generally required for district training activities except in highly specialized areas. Considerations for exceptions to the minimum 15 participant rule may be made if the training is a required training or if the training is of no cost to the district. Workshops advertised as having a minimum number of participants required may be canceled at or prior to the first session if that number is not reached. Cancellation notices will be announced as early as possible.

Professional Learning Catalog

Santa Rosa District Schools' Professional Learning Catalog is developed and maintained for all district employees based on state adopted standards for high quality professional development as required under Section 1012.98, F.S and SBE Rule 6A-5.071, F.A.C.

The Professional Learning Catalog is maintained as a corollary for the district professional development system and provides professional educators, school support personnel and administrators opportunities to participate in effective professional learning. All trainings offered by the district are aligned with a component in the Professional Learning Catalog. The Professional Learning Catalog is redeveloped and amended as needed to include components that:

- Improve alignment with the purposes of the professional development system.
- Recognize actual improvements in effectiveness resulting from professional learning.
- Support workforce learning needs regarding state and district priorities for student progress toward “college and career ready”.

The Professional Development System and the Professional Learning Catalog are annually reviewed and approved by the school board to ensure the content, objectives and credit hours meet our ever-changing professional development needs for the educator workforce. The district will submit a letter to the commissioner verifying the approval by October 1 of each year. A component which is developed or modified after the annual approval of the catalog shall be approved as an amendment by the district school board.

The Professional Learning Catalog can be found later in this document.

Professional Learning Standards

Florida's Professional Learning Standards define the core expectations for high-quality professional learning systems and opportunities. They form the foundation for school district professional learning systems and catalogs. There are seven standards grouped into five domains that represent the stages in an improvement cycle.

0 Foundation

0.1 Leadership- Professional learning requires leaders who develop capacity, create support systems and advocate for professional learning to continually improve educator practice and student outcomes.

1 Needs Assessment and Planning

1.1 Professional Learning Needs- Professional learning includes the use of student, educator, and system data to analyze, prioritize and plan for continuous improvement of educator practice and student outcomes.

1.2 Professional Learning Resources- Professional learning requires schools and systems to maximize and monitor the use of resources to continually improve educator practice and student outcomes.

2 Learning

2.1 Learning Outcomes- Professional learning includes outcomes that ensure intended changes in educator knowledge, skills, dispositions, and practice align with student learning needs.

2.2 Learning Designs- Professional learning includes use of research-and evidence-based learning designs to continually improve educator practice and student outcomes.

3 Implementing

3.1 Professional learning includes multiple opportunities to implement new learning with ongoing support and actionable feedback to continually improve educator practice and student outcomes

4 Evaluating

4.1 Evaluating Professional Learning- Professional learning includes formative and summative evaluation of the effectiveness of professional learning in increasing educator knowledge, changing educator dispositions and practice, and improving student outcomes to inform decisions about future professional learning.

Inservice Points for Recertification

Inservice points are awarded after successful completion of a learning opportunity. One (1) clock hour of participation will equal one (1) inservice point. The minimum amount to be recorded is a half (.5) hour for school-based and one(1) hour for district provided. **Inservice points will be recorded in half or whole hours only.** For sustained trainings, the sum of the hours is recorded when

training is completed. Rounding up of clock time to meet the minimum recorded time is acceptable. (i.e. 25 minutes would round up to the next half; 45 minutes would round up to the next whole number)

If the facilitator chooses to assign additional activities after the training, additional hours may be awarded to accommodate this work. This additional time must be approved by the district before offering the training and be considered a valuable use of participants' time.

Attendance Policy

Participants are expected to attend 100% of each training session whether face-to-face or virtual platform. However, since emergencies arise, an absence of up to one-tenth of the total number of hours (90% attendance) of the workshop is permissible to receive inservice points. Should a participant miss greater than the permissible hours and if the participant is able to coordinate a plan for making up the required work, full points may still be granted. If a stipend is offered, participants who miss any portion of an inservice will be paid stipends only for the hours attended.

This does not apply to the "school-based" trainings. School-based points are awarded based on the number of hours attended under the applicable component in the Professional Learning Catalog.

Online course participants are expected to submit 100% of the coursework with a minimum of 80% matching the specific objectives for the course.

Cancellation Policy

To ensure that all employees have access to the Inservice they need, registrants should only sign up for those courses they know they will be able to attend and complete. When individuals pre-register for a workshop, but later determine they cannot attend, they should drop the class from their MyPD schedule as soon as possible. If registrants abuse the system by excessive "Drops" and/or "No Shows," their supervisor will be notified, and their course access may be restricted. Those who are unable to attend due to emergencies immediately before or during the sessions should notify the facilitator to be removed from the course rather than be listed as a "Drop" or "No Show."

In-County District Level Trainings

Approved inservice activities are trainings which meet the following:

- Aligns with an approved component for recertification listed in the Professional Learning Catalog
- Meets the minimum time limit (at least 1 hour)
- Meets the state requirements relative to student performance change

Professionalism is expected at all times when participating in Inservice activities whether face to face or online. Participants are requested not to bring children to Inservice activities for liability purposes as well as in consideration for the other Inservice participants. Participants should mute all electronic devices during training sessions. Participants are expected to follow all safety guidelines for the building where the training is being held.

Face-to-Face Training

In order to earn points for an approved district Inservice activity, participants will:

1. Register for the activity through MyPD.
2. Sign in at a training session.
3. Be in attendance a minimum of 90% of the training. (If a participant has an emergency the trainer may provide an outside assignment to make up the time missed.)
4. Complete an appropriate follow-up activity/survey assigned by the facilitator. (more information below)

Virtual Training

In order to earn points for an approved district Inservice activity, participants will:

1. Register for the activity through MyPD.
2. Sign in at a training session using the link provided in the MyPD course.
3. Be in attendance a minimum of 90% of the training. (If a participant has an emergency the trainer may provide an outside assignment to make up the time missed.)
4. Complete an appropriate follow-up activity/survey assigned by the facilitator.

Employees will receive inservice points when all of the above requirements have been met. Course completion and inservice points will be marked in MyPD by the

facilitator or coordinator responsible for the inservice activity after appropriate follow-up activities and surveys have been completed inservice hours will be awarded.

Employees are encouraged to register for only the trainings they are able to attend. In the event something should come up to prevent attendance, the registrant should immediately drop the class electronically through MyPD to allow waiting list members to attend. If a participant needs to drop the course within 24 hours of the training, they should contact the course facilitator, so they can plan accordingly.

School Based Trainings

Each school is assigned an inservice representative who has been district trained to coordinate the inservice records at each school site. Points are awarded based on the amount of seat time for each approved Inservice activity under an approved school-based component.

School-based trainings are varied with multiple opportunities for teachers and staff to attend trainings on their school campus. In order to earn points for an approved school-based Inservice activity, a participant will:

1. Choose a training opportunity that fits your needs
2. Sign in on the school-based roster for each session (virtual school-based rosters should be collected during the teams meeting and list of participants provided to the inservice rep)
3. Attend the full session you have chosen. Individuals should communicate with the facilitator if they are unable to attend or need to leave early.

School-based facilitators should return the sign-in sheet to the school inservice representative within a few days of the training. All sign-in sheets should be turned in not later than April 30 for sustained training. The sum of points earned by teachers and staff will be recorded by the Inservice Representative before May 10 each year.

Mentoring Programs

District Mentors and Coaches participating in a specified district program (i.e., Mentor Teachers, Technology Coaches, Reading Coaches, etc.) may request inservice hours for documented mentoring and coaching hours. All mentoring

Inservice hours must receive prior approval from the appropriate Director or Coordinator for any inservice or stipend request. Coaches, mentors, lead teachers, etc. must submit inservice point requests for final approval to the Inservice Office prior to May 1st of the current school year and must comply with the Mentor/Coaching Master Inservice Component.

Mentees being coached or mentored by one of the groups listed above may also receive inservice points for their participation in the mentoring process. Mentoring and coaching hours should be requested using a mentoring log, signed by both the site administrator and the district level facilitator, or the appropriate Curriculum Coordinator.

District Facilitators

Facilitators participating in collaborative job-embedded professional learning such as Professional Learning Communities, Lesson Study, or other mentoring/coaching activities, may record participation seat time for Inservice hours.

Facilitators of face-to-face workshops or online courses may not receive inservice points for planning or creating the course materials or facilitating the full training.

Participants who share their knowledge for a short learning session during the training are not considered a facilitator and may earn points for the training.

How Participants will be Evaluated

Each component will specify the method(s) of evaluation to determine whether participants have successfully achieved the specific objectives outlined. Participants are required to successfully complete 80% of the specific objectives before receiving points.

Several procedures should be noted:

1. Following each sustained training opportunity, the participant should apply the knowledge and skills learned in the training to impact student achievement. Trainers will provide support and assistance to the participant through coaching and mentoring to ensure appropriate application of the knowledge and skills in the classroom. Each component

will specify the type(s) of exit requirement(s) needed in order to meet the 80% rule.

2. An implementation activity will be completed at the end of each sustained training activity. The appropriate documentation will be collected and monitored by the consultant who will evaluate and approve the implementation activity.
3. It will be the responsibility of the consultant/trainer conducting the workshop to indicate whether each participant has met the requirements for the component when finalizing the workshop in MyPD. Documentation will be maintained by the consultant, district level administrator, or in the Inservice Office for five years' time to be made available for future reference.
4. It is possible for an individual to participate in a training activity and not receive credit due to unsuccessful completion of required follow-up, or for failure to meet the attendance requirement. An individual is required to attend a minimum of 90% of the training time in order to meet the attendance requirement. Consultants, at their discretion, may provide make-up time/work in special instances when the attendance requirement has not been met.
5. If an individual does not successfully complete a course within the allotted time, the consultant may provide additional time to accommodate the individual's attempt to pass the course. The extra time spent will be considered remedial in nature, and the participant will not be awarded extra points for that time.
6. Consultants/trainers will serve as evaluators, and their decisions regarding successful session completion will be final.

District Online Courses

District sponsored online courses are offered for Inservice points throughout the year. There are three types of online courses offered throughout the year: independent, on-demand and facilitated. A list of available learning opportunities can be found in the MyPD Course Catalog. **Should a participant register for and not complete two district sponsored online courses, the participant may not be permitted to register for additional courses without prior approval from the Director of Professional Development.**

Independent

There are opportunities for participants to bring their own learning materials into the online course. These are called independent courses. Currently, these include the areas of book studies, literature review and micro-credentials. These courses have specific guidelines to help participants find the best way to share their learning with others. The participant does this work at their own pace and will notify the district when they have completed the documentation.

On-Demand

An on-demand course is available at any time the participant wants to take it. A self-paced course is a course that can be done in a timeframe set by the participant. All on-demand online courses in Santa Rosa County are also self-paced courses.

In MyPD these online courses are labeled as Self-Paced and can be found in the MyPD Course Catalog. Clicking on the Start button in MyPD for that course will register the participant and it will stay on their list of participating courses until they receive credit. Participants should not click the start button for a course until they are ready to begin the course. Participants are expected to complete the course within a timely manner, working on activities on a regular basis to make the material meaningful and cohesive.

Facilitated

When taking a facilitated online course, participants should make every effort to stay current with their coursework. Participants will be provided with an expected schedule of activities and due dates in the course. Participants who have not submitted coursework within the first 15 days of the course time-frame will be dropped from the course by the facilitator. Once the course has started, participants that fall more than a month (4 weeks) behind will be dropped from the course.

School-based online courses may be created and facilitated by district trained teachers/administrators. This coursework will be recorded as school-based Inservice hours. Guidelines to ensure consistency will be presented in the facilitator training.

Vouchers

To receive points for participation in an out-of-county training activity, there must be an approved component in Santa Rosa's Professional Learning Catalog. **The Inservice Office should be consulted prior to attending the activity to verify that a component is in place.** Documentation will be uploaded by the participant into the My Voucher tab in MyPD. Only the district Inservice Office can award points for a voucher.

To be eligible to receive Inservice points, documentation must be submitted no later than one calendar year following the activity.

Non-District Provided Online Course

Online coursework not facilitated by the district should be reported using the certificate of completion awarded at the end of the course which should be uploaded using the electronic voucher process in MyPD.

Webinars are considered online courses, but participants bear the burden of proof for both attendance and hours earned in this learning environment. Documentation of participation and length of webinar must be submitted with the voucher request in MyPD.

Beacon and FDLRS are considered District provided and participants do not need to submit a voucher for any courses taken through these vendors.

Out of County Training

An out-of-county Inservice activity is any workshop, seminar, or conference that is not sponsored by a Santa Rosa District school or district level department.

All out-of-county training should be reported using an electronic voucher in MyPD. Documentation that needs to be uploaded into the voucher include:

- Copy of conference agenda with participating sessions highlighted
OR
- Certificate of completion if provided

Educational Travel

Educational travel may be approved for credit, up to a maximum of 30 points within a validity period when the following conditions are met:

1. Travel is pre-approved by the educator's supervisor for professional development purpose, directly related to current or upcoming job assignment and required course standards for instructional staff, using the Educational Travel Inservice Request Form found in MyPD voucher tab.
2. Participant maintains a detailed log, with dates, times and summaries of how the new learning or activities relate to their teaching responsibilities. A maximum of 3 hours per day may be requested.
3. Upon return to work, a lesson unit using materials and ideas gained during the educational travel is taught and verified by an administrator.
4. Supporting documentation including the Educational Travel Inservice Request Form, travel log, and copy of lesson unit is uploaded into the electronic voucher process in MyPD within 1 school year of the completion of the travel.
5. The number of inservice points awarded will be determined by the Office of Professional Learning based on the number of training hours which are verified and documented.

College Coursework

College coursework converts to points at this ratio:

1 semester hour = 20 points 1 quarter hour = 13 1/3 points

In order to ensure credit, always call the Certification Office before registering for any college course intended for recertification.

Unofficial college transcripts can be used to request inservice hours. College courses must be taken within the certification window to qualify. The component for college coursework allows for a maximum of 120 hours per year. The online voucher system in MyPD should be used to upload the college transcript and request inservice hours.

Transfer of Inservice Records

Inservice records are transferred between Florida school districts using Form OTE 206 which is provided by the State Department of Education.

An employee coming into Santa Rosa County from another district in Florida may arrange to have points transferred into the district by reaching out to the Inservice department in the previous district and asking them to send the records to the Inservice Secretary in Santa Rosa County.

A person who changes employment from Santa Rosa County to another district in Florida may request a transfer of points to the new district by contacting the Santa Rosa County Inservice Office to initiate the process.

Clinical Educator Program

Teachers who wish to host a practicum or student teacher must complete the state approved training to become a Clinical Educator. University of West Florida and Santa Rosa District Schools work collaboratively to create an online training for teachers who need to renew or complete their training. The online training is now provided by the district throughout the school year.

The district works collaboratively with the institutions and program providers regularly to ensure that all needs are being met. The schedule below provides a timeline for that collaboration. Continuous email correspondence occurs in-between the meeting times and as called for.

- Beginning of each school year-District Staff/Provider Meeting—discussion of program successes and needs
- Beginning of each semester
 - District receives names of students for placement along with special requests
 - District reports placements to provider
 - Provider Presents to incoming student teachers and supervising teachers
 - District staff holds orientation with student teachers
- During the semester- Professors communicate with district staff regarding placement progress

ESE Requirement (SB1108)

The district has established a systematic process to meet SB1108 qualifications. Approved resources at no cost to the employee are available for use in meeting this requirement. These resources are located in MyPD on the My

Resources tab. The ESE Department has designated a program facilitator to approve trainings that qualify for this requirement. Courses advertised through the district have been pre-approved, but participants who wish to receive SB1108 points for documentation turned in through the voucher system will go through this process before the points are awarded. Contact information for this approval can be found in the voucher information in MyPD.

Reading Requirement (HB7069)

This requirement begins in the 2020-2025 certification period, therefore the 2020-2021 school year is the first year teachers will begin to see this requirement in their training opportunities. The state allows the district to roll forward any earned points in a specific window prior to this start date of July 1, 2020. The district will begin the work to identify and correctly award the HB7069 points to participants during this school year.

Elementary and other reading teachers whose certificate renews on June 30, 2025 are the first ones who need this requirement. Detailed information will be provided to these individuals and questions can be addressed through the Literacy Department for more information.

The district has established a systematic process to meet the HB7069 qualifications and approved courses to meet this requirement will be offered through the district at no cost to the participants. Teachers can find a list of current approved courses in MyPD on the My Resources tab.

Teacher Certification Renewal

The Certification Department should be contacted for all questions pertaining to certification. The guidelines below will assist with certification issues:

1. The Certification Office will provide the Department of Education the inservice information for recertification through the state portal. Certificate renewal forms are completed online by the employee and the district will upload their inservice information for verification.
2. Only graduate, post graduate, regular, and professional certificates may be renewed through Inservice participation (not temporary or substitute certificates).

3. 120 total points (20 of which are ESE approved SB 1108 coursework) must be earned through Inservice activities, college coursework, or a combination thereof in each five-year recertification window to renew all areas of certification for an individual teacher. The state no longer requires additional inservice points be earned for more than two certification areas. Specific guidelines regarding content areas and the earning of points are varied. Individuals are encouraged to seek assistance in planning their strategies for certification renewal by contacting the Inservice Secretary or Professional Development Specialist.
4. Individuals planning to renew a certificate through college coursework should contact the Certification Office for guidance.

Add-On Certification Programs

The Master Inservice Plan provides four areas for teachers to extend certification areas without attending college courses. These areas include Gifted, Autism, Reading, and ESOL endorsement. Procedures for completing an add-on endorsement should be coordinated through the related district department. The Inservice coursework should follow the components listed under each category in the Professional Learning Catalog.

The district also provides an additional certification area to those individuals who do not currently hold a valid teaching certificate but wish to be employed as an athletic coach within the district. Courses provided in the Athletic Coaching Endorsement may also be taken by current employees who hold a teaching certificate to earn inservice credit or an endorsement. Current teachers would use a voucher to request the inservice points for these courses.

School-Based Inservice Representatives

Each school will have dedicated person to record the inservice points for the teachers who attend training held at their school site. The school administrator will choose this representative prior to the beginning of the school year. The Inservice Representative will be trained by the Office of Professional Learning on the policies and protocols for recording points and retaining training files.

MyPD Inservice Managers

District department secretaries and school-based Inservice Representatives are trained by the district before using the MyPD system to create course offerings and award inservice points . MyPD Managers must only administer courses to which they are assigned. MyPD Managers who misuse their access to MyPD (e.g., adding a user to a course that they do not manage, not following-district guidelines) may have their access restricted or revoked. MyPD Managers must attend annual training activities provided by the district to maintain access to the MyPD system.

Educational Support Staff Training

Educational Support Staff are encouraged to attend any professional learning opportunities offered by the district that fit their needs based on their job responsibilities or growth needs. Records of attendance and component numbers will be maintained in the same manner as for instructional personnel. The components found in the non-instructional portion of the Professional Learning Catalog are not useable for recertification purposes for instructional and administrative personnel. Instructional and administrative personnel may attend Inservice activities held under the support staff components.

Individual Professional Development Plans

Professional development plans (MyLearning Plans) are maintained electronically on MyPD and integrated into the Teacher and Administrative Evaluation Systems. Each plan requires planning and reflection on learning and implementation throughout the school year. The employee's plan completion is assessed at the end of the school year based on timelines prescribed in Santa Rosa' state approved Administrative and Instructional Evaluation Systems which are included in the overall percentage as it contributes to the evaluation rankings. A successful plan includes well written goal statement with appropriate and completed relative professional development, deliberate practice documentation and reflection. **My Learning Plan completion timelines may preclude receipt of student data. The outcome statement should be based on available student data, with predictive statements and other relevant data sources available that show increased/decreased student performance.** Prior to the end of the first nine-week grading period each instructional personnel (IP) will meet with an administrator to discuss their self-assessment and My Learning Plan goal. Planned or completed training used as documentation

for the goal should be related to the goal statement. At the end of the second nine weeks, teachers and administrators reflect on the professional learning they have participated in thus far that relates to their plan goals. Reflection includes how the training impacted their student performance, how it changed their teaching practices and if the opportunities are meeting their needs. Deliberate practice should include **changes** in teaching and learning resulting from the training attended. Professional development relative to each annual plan should occur between May 1 of the previous school year through April 30 of the current school year. Since the My Learning Plan is a working document, professional development and deliberate practice may be edited throughout the year. The electronic employee portfolio documenting supporting data, professional development, and deliberate practice should be administrator approved prior to June 1.

Administrators will follow the same guidelines as instructional staff and will meet with their supervisor to discuss goals, professional development and deliberate practice. Opportunities will be provided for administrators to attend training on the state approved research model for the Administrative Evaluation System as it relates to Florida Standards for School Leaders.

Data sources may include, but are not limited to the following:

- School Improvement Plans
- Annual performance evaluation data
- Annual school reports
- Student achievement data (DEA, FCAT, EOCs, STAR, AR, AM, etc.)
- Parental and student survey data
- Rounding Data
- Support Services Survey Data
- School discipline data
- Classroom observation data
- Teacher created tests
- Other

The individual student performance goal will focus primarily on the following state-approved areas.

- Reading
- Next Generation Standards, Common Core Standards, STEM, subject content, teaching methods

- Technology
- Assessment and data analysis
- Classroom management
- Family involvement
- School safety

Each goal should be written so that it is

- **Specific** in terms of target area for improvement and be written in the future tense;
- **Measurable** in terms of the desired improvement in student performance;
- **Attainable** in light of available resources and conditions;
- **Relevant** to continuous quality improvement of instruction and student performance;
- **Trackable** within the context of flexibility and shall specify a completion date.
- **Evaluate** goals regularly and adjust them as needed
- **Re-Do** goals after the evaluation process and iteratively go through the SMARTER process.

The teacher and administrator may discuss and identify the documentation that will be used to evaluate the specified goal. Documentation methods may include, but are not limited to:

- Lesson plans
- Student work
- Grade book
- Documented reports to other teachers
- Training and lesson study agendas and minutes
- Anecdotal or inservice records
- Rubrics of student behavior
- Student assessment
- Classroom observations
- Survey data
- Action Research
- Program Evaluations

Systematic Consultation

Annually, members of the Office of Professional Learning attend the state Learning Forward Florida conferences to stay abreast of new state and national professional development standards, learning designs, implementation and evaluation methods. Periodically, these members will also attend the national Learning Forward Conferences to provide more insight to information heard at the state level.

Our district participates in the State Professional Development Protocol Review and will continue once the new protocol standards and process are put into place.

Funding

Professional Development funding will be requested as a part of the Title II application process. Schools will be encouraged to supplement the staff development funds at the school level using alternative funding methods. Funding for district staff development will be based on priority needs. It is important to note that professional development activities are funded through a variety of sources other than the designated Professional Development Funds. In many instances, departments combine budgets to provide effective and efficient professional development for teachers and staff. These funds may include, but are not limited to:

- School Improvement Funds
- School Budgets
- A+ Dollars
- Title I Funds
- Title II Funds
- Title VI Funds
- ESSER Funding Relief
- Grant Funds
- Other

Funding sources include current grant opportunities, district media and technology budgets as well as Title II. Every attempt is made to provide funding or district resources to fully address identified needs that are based on current research strategies. In many instances, district budgets are pooled to enable effective and efficient professional development delivery for all stake holders.

Travel Reimbursement

Upon approval, school or district departments may pay the costs of travel, per diem, and/or registration for one or more selected individuals to attend out-of-county Inservice training activities under the following circumstances:

- The individuals have been invited by the school or district departments to be trained as trainers. These individuals, by their acceptance of the funding, indicate their willingness to be consultants for future workshops on that subject.
- The training cannot feasibly be provided in county. For example, when an employee's job is so specialized that the number of people within the district needing such training would not justify the sponsoring of the activity, the individual may be funded to attend training out-of-county. In this instance, a request would be made from an appropriate district-administrator.

All costs for travel, per diem, etc. will be based on the regular state rate allowances. However, maximum amounts may be set due to budget constraints.

Stipends

District Trainer/Consultant Guidelines

TIP Lead Teachers

TIP Lead Teachers will receive a stipend of \$300 at the end of the year after providing documentation of training and coaching of new teachers at their school site. All documentation should be turned into the Office of Professional Learning no later than April 30 of each school year.

School-Based Inservice Representatives

School Inservice Representatives working in that capacity for the entire school year with approved completed Inservice records and updated training will receive an annual stipend of \$300. Completed Inservice records include the recording of

inservice hours for their school and the uploading of scanned documents of the training within the district inservice files.

Training Provided During Contracted Hours

In-house, district approved facilitators may be paid for preparation (1/2 the actual teaching time, or \$12.50 per hour). If the requested training, or travel to the training site is required during the course of a regular workday, the employee may be provided temporary duty from his/her work site. The school administrator should approve any temporary duty for training at other district locations.

Personal leave shall not be granted. In this case, a substitute may be provided for the trainer with district or school funds. Training away from the normal work site will require a temporary duty form in order to incur funds for substitutes. Training schedules that impact the regular work day should be approved by the school and/or district administrator(s) prior to initiating the training. Stipends for planning must be approved prior to the actual training.

Training Provided Outside of Contracted Hours

In-house district approved facilitators, who are conducting training beyond their contracted day, will be paid \$25.00 per hour for actual instruction time plus 1/2 of the number of instructional hours added for planning/follow-up. For example, for a 20-hour workshop, the consultant would receive 30 hours of pay. This would include 20 for the actual teaching time and 1/2 of 20, or 10, for the planning/follow-up. Exceptions to this rule may include grant specifications or mentoring and coaching activities and must be approved by the district inservice office.

If a trainer has provided the training multiple times, or has scheduled work time to provide for planning, the planning stipend may be waived. In addition, should fewer than the minimum number of required participants register to attend a workshop, the district facilitator may negotiate a lesser stipend amount to be paid to the in-house consultant prior to the beginning date of the training.

Online Training Facilitator Pay

A maximum of 30 students will be scheduled for each on-line workshop with set beginning and ending times. This type of training may require one or more face-to-face meetings during the course timelines. Planning time is not included as a

part of online course facilitation. Stipends will be based on the number of participants who **complete** the course. Pay should be as follows:

\$40.00/hour for 26-30 students

\$35.00/hour for 20-25 students

\$30.00/hour for 13-19 students

\$25.00/hour for 5-12 students

This sliding scale allows for the course to be offered with any number of participating students. This type of course requires continuous email contact between participants and the consultant. The consultant is required to check documents, questionnaires and tests, which are submitted electronically.

Any on-line professional development coursework developed through grant activities may be made available to other districts. Online training developed by Santa Rosa County employees may also be shared with other districts upon request. It is our hope that other districts will want to trade courses to help build a larger bank of online training for teachers.

Council/Representatives

Budget permitting, Professional Development Advisory Council Members will receive a stipend at the rate of \$15.00 per hour for instructional and \$12.00 per hour for support personnel for meeting time above and beyond the regular workday. This includes regular monthly meetings and official sub-committee meetings as called for by the Director of Inservice.

Participant Pay

Stipends are paid at a rate of \$15.00 per hour for instructional personnel and \$12.00 per hour for Educational Support Personnel or at rates specified for special projects or grants.

Common Questions About Inservice

People often have questions about whether they may earn inservice points for participating in certain activities. The general rules to follow are:

1. Do the activities relate directly to disaggregated student data?
2. Are the activities related to SIP focus areas or certification needs?
3. Would the activities meet the specific objectives of an approved Component?
4. Is knowledge being gained that would directly impact student performance?

Some activities commonly questioned which **do not** meet the specifications to earn Inservice points are as follows:

1. Accompanying students to meetings or contests, unless there are training activities specifically designed to increase the competencies of the sponsor as outlined in an approved component.
2. Engaging in personal improvement activities, such as surviving a divorce, dancercise, exercise (physical fitness), etc.
3. Carrying out regular duties, such as cleaning out and reorganizing filing cabinets, regular lesson planning, putting up bulletin boards, serving on committees to develop curriculum guides, or writing SACS reports.
4. Using an approved component for more than the maximum number of points within a certificate validity period.
5. Attendance at any Out-of-County (meaning not sponsored through the Santa Rosa District School System) workshop, seminar, conference, etc., for which there is no appropriate component. To receive inservice points for such activities, arrangements must be made through the Inservice Office before attending.
6. Hours may be earned for the training to review the Textbooks for Statewide Curriculum; hours may not be earned for the evaluation of the materials.
7. The state prohibits the district from awarding inservice points for serving on District-wide Committees.
8. Participants may not be awarded inservice points until the follow-up activities/survey has been completed. Follow-up activities should be completed for all sustained training which is usually 10 - 15 hours in length and data driven by nature. Shorter training sessions may also require follow-up if the information impacts student performance. Examples: program implementation, teaching strategies, classroom management, etc.

9. Inservice points for certification will not be awarded for training time related to areas of service such as bus driver training, custodial training, maintenance training, etc. Non-Certification points will be awarded in their place.

Professional Learning Catalog

Focus Area and Component Title	Component Number
<u>Basic Programs</u>	
<u>000: Art</u>	
Art Across the Curriculum	2-000-019
Art: Art and Assessment	2-000-020
Art: Basic Workshop	2-000-021
<u>003: Computer Science/Technology Education</u>	
Technology: Introduction to Windows	3-003-010
Technology: Internet Safety	3-003-023
Technology: Technology Integration	3-003-068
Technology: Website Development	3-003-070
Technology: Office Productivity Tools	3-003-072
Technology: Annual Technology Activities	3-003-073
Technology: Exploring Educational Technology	3-003-074
Technology: Online Professional Development	3-003-075
Technology: Virtual Online Teaching	3-003-085
Technology: School-Based Integrated Technology	3-003-123
Technology: Discovery Education Experience	3-003-124
<u>005: Health/Nutrition</u>	
Health and Wellness Workshop	2-005-005
Heath/Physical Education Update	2-005-013
<u>008: Language Arts</u>	
General Knowledge English: Content for Test Prep	1-008-002
Language Arts: Update	2-008-020
Literacy: Standards-Based	2-008-023
<u>009 Mathematics</u>	
Math: GK Math Content for Test Prep	1-009-003
Math/Science Curriculum Development Through the Use of State Standards	2-009-007
Math: Methods and Trends	2-009-048
Math: Math Education	2-009-049
Math: School-Based	2-009-054

010: Music

Music: Choral Music Education	2-010-001
Band: Rehearsal/Performance Strategies and Techniques	2-010-010
Band: Professional Clinics, Workshops, and Learning Communities	2-010-011

013: Reading

Reading: Update	2-013-026
Reading: HB7069 School Based Reading	2-013-054
Reading: HB7069 Literacy Instruction	2-013-055
Reading: HB7069 FDLRS Exploring Structured Literacy	2-013-056
HB7069: LETRS Unit 1	2-013-071
HB7069: LETRS Unit 2	2-013-072
HB7069: LETRS Unit 3	2-013-073
HB7069: LETRS Unit 4	2-013-074
HB7069: LETRS Unit 5	2-013-075
HB7069: LETRS Unit 6	2-013-076
HB7069: LETRS Unit 7	2-013-077
HB7069: LETRS Unit 8	2-013-078

014: Safety/Driver Education

Safety and Security	2-014-003
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015: Science

Science: Laboratory Safety	2-015-004
Science: Methods and Trends	2-015-019
Science: Science Education	2-015-020
Science: School Based	2-015-022

016: Social Studies

Social Studies: Methods and Trends	2-016-020
Social Studies: General Workshop	2-016-021
Social Studies: Digital Resources	3-016-001

Exceptional Student Education Programs**100: Instructional Strategies**

ESE: SB1108 PDA: Transition	2-100-037
ESE: SB1108 PDA: Introduction to Differentiating Instruction	2-100-047
ESE: SB1108 PDA: Differentiating Mathematics Instruction for all Students	2-100-048
ESE: SB1108 PDA: Differentiating Science Instruction for all Students	2-100-051

ESE: SB1108 School Improvement: ESE Inservice Vouchers	2-100-075
ESE: SB1108 PDA: Teaching Students with Disabilities	2-100-080
ESE: SB1108 ESE Issues in Communication Disorders	2-100-081
ESE: SB1108 PDA: Effective Teaching Practices for Students with Disabilities	2-100-082
ESE: SB1108 Social Thinking Model Classrooms	2-100-083
HB7069/SB1108: PDA: Differentiating for Reading Difficulties	2-100-086
ESE: SB1108: Communication, Behavior, Social, Academic (CBSA) Classrooms	2-100-087
ESE: SB1108: Access: Instructional Strategies for Students with SCD	2-100-088
ESE: SB1108: Instructional Strategies for the Hybrid Classroom	2-100-089
ESE: SB1108: Instructional Strategies for Students with Sensory Impairment	2-100-090
ESE: SB1108: Inclusion Strategies for the Classroom	2-100-091
ESE: SB1108: Transition for Ages 13-22	2-100-092
ESE: SB1108: Instructional Strategies for Dual Exceptionalities	2-100-093
ESE: SB1108: Instructional Strategies for SWD	2-100-094
HB7069/SB1108: Explicit Reading Instruction	2-100-095
HB7069/SB1108 Beacon: Reading Challenges	2-100-096
HB7069/SB1108 BEESS: Language Reading Connection	2-100-097
HB7069/SB1108 BEESS: Reading Difficulties, Disabilities and Dyslexia	2-100-098
HB7069/SB1108 FDLRS: Language Development and Communication Skills	2-100-099
ESE: SB1108 Beacon: ESE for All Educators	2-100-100
ESE: SB1108 PDA Technology for Student Success: Adaptive Technology	3-100-003
ESE: SB1108 PDA: Technology for Student Success: An Introduction	3-100-004
ESE: SB1108: Effective Use of Assistive Technology	3-100-005

101: Classroom Management

ESE: SB1108 PDA: Positive Behavioral Supports	2-101-014
ESE: SB1108 Pre-K Organize for Change	2-101-024
ESE: SB1108 PDA: Positive Behavior Intervention Support	2-101-026
ESE: SB1108: Classroom Management for Students with Disabilities	2-101-028
ESE: SB1108: Positive Behavior Intervention Supports	2-101-029
ESE: SB1108: Universal Classroom Strategies	2-101-030
ESE: SB1108: Effective Behavioral Strategies for SWD	5-101-001
ESE: SB1108 Beacon: Managing Challenging Student Behavior	5-101-002

102: Assessment

ESE: SB108 PDA: Instructional Practices	2-102-005
ESE: SB1108 PDA: Assessment and Evaluation	2-102-006

ESE: SB1108 PDA: Engaging Learners Through Informative Assessment	2-102-012
ESE: SB1108: Evaluating the Needs of Struggling Students	4-102-001

103: Procedural/Legal RequirementsESE: Compliance and Procedures

1-103-001

ESE: PDA: Foundations of Exceptional Student Education	2-103-002
ESE: Methods and Trends in Communication Disorders	2-103-003

104: Working with Aides, Volunteers, Mentors for Students with Disabilities

ESE: Best Practices in Sign Language Interpreting	1-104-001
ESE: SB1108: Paraprofessional Training for the CBSA Classroom	2-104-001
ESE: SB1108: Inclusion Strategies for the Paraprofessional	2-104-002
ESE: Non-Instructional Personnel: Blueprint for Success	8-104-001

105: Curriculum

ESE: SB1108 College Coursework- Content	2-105-011
ESE: SB1108 College Coursework- Generic	2-105-012
ESE: SB1108: Strategies for the Content Areas	2-105-013
ESE: SB1108: Adaptive Physical Education	2-105-014

106: Gifted and Talented

Gifted: Instructional Strategies for the Gifted Classroom	2-106-006
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Career and Technical Education Programs

204: Health and Science Education

Workforce: Culinary, Food Production and Nutrition Education	2-204-001
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211: Career and Technical Education, Unclassified

Workforce: Educators in the Workplace	2-211-001
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Student and Instructional Support Processes

401: Assessment/Student Appraisal

Continuous Improvement: Data Analysis	4-401-007
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404: Classroom Management and Organization/Learning Environments

Behavior: Non-Violent Crisis Intervention (CPI)	5-404-004
Classroom Management Strategies	5-404-005

406: Human Relations/Communication Skills

ESE: Functional American Sign Language	1-406-001
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407: Instructional Media Services

Media: FAME/SOE/SOLINET/ALA Training/PLAN	2-407-012
Media: Annual Library Update	2-407-013

408: Instructional Strategies

Trainer Training	2-408-002
Educators "Swap Shop"	2-408-027
Math/Science: Flight Adventure Deck	2-408-029
Integrated Services	2-408-030
Action Research Projects	2-408-031
Mentoring/Coaching	2-408-034
Standards Based Curriculum, Assessment and Instruction	2-408-035
Integrated Services: Addressing Poverty	2-408-038
Instructional Methods and Trends	2-408-039
Lesson Study	2-408-041
STEAM Innovate	2-408-042
New Teacher Training	5-408-001

409: Instructional Support Services, Unclassified

NJROTC Leadership Academy Instructor Skills	2-409-007
College Coursework: Content	2-409-079
College Coursework: Generic	2-409-080
School Psychology: Methods and Trends	2-409-089
Certified School Counselor: Improving and Maintaining Quality Practices	2-409-090

414: Physical and Mental Health Issues

Youth Mental Health	6-414-002
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415: Problem-Solving Teams

Continuous Improvement: Response to Intervention	4-415-001
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416: Professional Standards and Ethics

Professional Practices	1-416-001
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420: Service Coordination, Collaboration, Integration

Social Workers: Methods and Trends	2-420-001
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General Support**502: District-Level Management**

Leadership: Administrative Conferences	7-502-009
Leadership: Update	7-502-012
Leadership: Proficiency Area 2: Student Learning as a Priority	7-502-013
Leadership: Proficiency Area 8: School Management	7-502-014

Leadership: Proficiency Area 6: Decision Making	7-502-015
Leadership: Proficiency Area 4: Faculty Development	7-502-018
Leadership: Proficiency Area 3: Instructional Plan Implementation	7-502-019
Leadership: Proficiency Area 1: Student Learning Results	7-502-020
Leadership: Proficiency Area 10: Professional and Ethical Behaviors	7-502-021
Leadership: Proficiency Area 5: Learning Environment	7-502-022
Leadership: Proficiency Area 9: Communication	7-502-030
Leadership: Proficiency Area 7: Leadership Development	7-502-038
Leadership: District Instructional Planning Committee	7-502-046
Leadership: Instructional Evaluation/Observation Training (Marzano)	7-502-047
Leadership: Standards Based Curriculum, Assessment, and Instruction for Adm	7-502-050

505: Food Services

Food Production and Nutrition Education	8-505-001
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508: Management Information Services

Student Information Systems Training	7-508-001
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509: Office/Clerical Services

Educational Support Staff: Skills and Knowledge Update	8-509-001
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511: Safety/Security

School Safety and Security	6-511-001
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512: School Improvement- School level

School Improvement: School-Based Inservice	2-512-007
School Improvement: School-Based Vouchers	2-512-115

513: School-Level Management

Leadership: Potential School Leaders	7-513-007
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515: Transportation Services

Bus Driver Training	8-515-002
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516 Faculty Development

Independent Inquiry	2-516-001
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517: Instructional Leadership School Level

Clinical Educator Training	7-517-001
Clinical Supervision for Educators	7-517-002

518: School Improvement- District Level

Educational Support Staff: Human Resources	8-518-001
Continuous Improvement: School Improvement	9-518-001

519: Professional Learning Standards

Professional Learning Communities: Implementing School-Wide Change	2-519-001
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English Language Learners

704: Subject Matter Knowledge for Teachers

ESOL: For Other Subject Area Teachers/Beacon: ESOL-An Overview	2-704-001
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705: Other

ESOL Update (Not Bankable)	2-705-001
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Endorsements

Athletic Endorsement

Athletics: Care and Prevention of Athletic Injuries	6-414-001
Athletics: Coaching Theory	2-011-011
Athletics: Theory and Practice of Coaching a Specific Sport	2-011-012

Autism Endorsement

Autism Endorsement: Communication Needs of Students with Autism	2-100-085
Autism Endorsement: Nature and Needs	2-100-084
Autism Endorsement: Positive Behavior Supports	2-101-026
Autism Endorsement: Diagnosis and Assessment of Students with Autism	4-102-002

ESOL Endorsement

ESOL: Applied Linguistics	2-702-004
ESOL: Cross-Cultural Communications	2-705-005
ESOL: Curriculum and Materials Development	2-703-002
ESOL: Methods of Teaching	2-700-003
ESOL: Testing and Evaluation	2-701-002

Gifted Endorsement

ESE: Nature and Needs of the Gifted/Gifted Endorsement	2-106-001
ESE: Curriculum Development Gifted Endorsement	2-106-002
ESE: Guidance and Counseling/Gifted Endorsement	2-106-003
ESE: Education of Special Population of Gifted/Gifted Endorsement	2-106-004
ESE: Theory and Development of Creativity/ Gifted Endorsement	2-106-005

Reading Endorsement

Beacon:

HB7069: Reading Endorsement: Reading 1 Foundations of Instruction R+	2-013-057
HB7069: Reading Endorsement: Reading 2 Evidence-Based Practices R+	2-013-058
Reading Endorsement: Reading 3 Assessment	4-013-001
HB7069: Reading Endorsement: Reading 4 Differentiated Instruction R+	2-013-059
HB7069: Reading Endorsement: Reading 5 Demonstration of Accomplishment R+	2-013-060

LETRS:

HB7069: Reading Endorsement: LETRS Unit 1	2-013-061
HB7069: Reading Endorsement: LETRS Unit 2	2-013-062
HB7069: Reading Endorsement: LETRS Unit 3	2-013-063
HB7069: Reading Endorsement: LETRS Unit 4	2-013-064
HB7069: Reading Endorsement: LETRS Unit 5	2-031-065
HB7069: Reading Endorsement: LETRS Unit 6	2-013-066
HB7069: Reading Endorsement: LETRS Unit 7	2-013-067
HB7069: Reading Endorsement: LETRS Unit 8	2-013-068

Retiring Components

Component Title

Component Number

Retire as of 6/30/2022

Health/Abuse School-Based	2-005-051
Social Studies: Advanced Placement Training Institute	2-016-022
ESE: SB1108 PDA: Interpersonal Interactions and Participation	2-100-038
ESE: Vocational Learning Community for Ages 18-21	2-100-060
ESE: Best Practices for Teachers of Visually Impaired Students	2-100-063
School-Based- Curriculum, Assessment and Instruction	2-408-036
Data Analysis: School Based	4-401-008
Leadership: Studer Group	7-502-042

Retire as of 6/30/2023

Technology: Spreadsheets	3-003-080
Technology: Word Processing/Documents	3-003-084
Assessment: Local Assessments	4-401-009

Retire as of 6-30-2024

Response to Intervention	2-007-001
Math: Standards- Number Sense	2-009-038
Math: Standards- Algebra Related Domains	2-009-042
Safety and Security	2-014-003
ESE: Issues In Communication Disorders	2-100-002
ESE: Best Practices for Occupational, Physical Therapists and LATs	2-100-058
ESE: Transition from School to Work	2-100-061
ESE: Best Practices for New Teachers of Gifted Students	2-100-077
ESE: Communication/Behavior/Social/Academic (CBSA) Part 1	2-101-018
Art and Social Studies	2-409-078
Technology: Email/Information Management	3-003-081
Technology: Presentations	3-003-082
New Teacher Training: School-Based	5-408-037
Schools of Excellence 2017-2018	8-506-100

Retire as of 6-30-2025

Reading: PDA: Differentiating for Reading Difficulties	2-013-028
Reading: Update School-Based	2-013-037
ESE: SB1108 PDA: Language Development and Communication	2-100-039
ESE: Issues in Deaf Education	2-100-065
ESE: Functional American Sign Language	2-100-066
ESE: SB1108 Autism Spectrum Disorder	2-100-073
ESE: Best Practices in Special Education	2-100-079
ESE: Effective Use of Assistive Technology	3-100-002
ESE: Issues in Affective Behavior/Social Skills	2-101-002
ESE: Learning Strategies Intervention Model Training	2-101-003
ESE: Behavior Management	2-101-017
ESE: Adaptive Physical Education	2-105-010
ESE: Gifted Practices for Dual Exceptionalities	2-106-007
Reading Endorsement: Reading 1 Foundations of Instruction	2-013-035
Reading Endorsement: Reading 2 Evidence-Based Practices	2-013-038
Reading Endorsement: Reading 3 Assessment	2-013-014
Reading Endorsement: Reading 4 Differentiated Instructional	2-013-036
Reading Endorsement: Reading 5 Demonstration of Accomplishment	2-013-039
Reading: HB7069: LETRS Unit 1	2-013-040
Reading: HB7069: LETRS Unit 2	2-013-041
Reading: HB7069: LETRS Unit 3	2-013-042
Reading: HB7069: LETRS Unit 4	2-013-043
Reading: HB7069: LETRS Unit 5	2-013-044
Reading: HB7069: LETRS Unit 6	2-013-045
Reading: HB7069: LETRS Unit 7	2-013-046
Reading: HB7069: LETRS Unit 8	2-013-047
Reading: HB7069: Reading Endorsement-Accomplished Practices	2-013-048
Reading: HB7069: LETRS Face-to-Face Training	2-013-049

Retire as of 6-30-2026

ESE: Best Practices in Special Education
ESE: Transition for Ages 13-22

2-100-044
2-100-062

Santa Rosa County District Schools

Submitted By: David Sigurnjak

Title of Item: Proposed Childcare Fee Increase 2022-23
Description/Introduction: Proposed Community School Fee Increase
Recommendation/Action Requested:

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Sigurnjak, David	Approved	9/27/2021 - 11:23 AM
Thorpe, Mike	Approved	9/27/2021 - 11:25 AM

ATTACHMENTS:

Description	Upload Date	Type
Proposed Childcare Fee Increase 2022-23	9/27/2021	Cover Memo

MILTON OFFICE
6658 Park Avenue
Milton, FL 32570
Phone (850) 983-5650
Fax (850) 983-5655



GULF BREEZE OFFICE
675 Gulf Breeze Parkway
Gulf Breeze, FL 32561
Phone (850) 934-4095
Fax (850) 934-4097

David Sigurnjak, Director

October 5, 2021

Dear Santa Rosa County School Board Members,

The mission of Santa Rosa Community School is to "Provide Safe, Convenient, and Affordable childcare services to our public-school families."

Over the past several years Community School has moved over 90% of all payments to an online format. Our current online payment system is archaic and as a result is our number one parent concern.

I have researched multiple options over the past few years and the company Eleyo appears to be the most inclusive option for large and small childcare facilities. This Cloud based childcare management system is used in multiple districts in Florida, as well as in many large and small childcare centers across the country.

The cost of this service is approximately \$500 a month, along with a 2.99% credit card processing fee and a .39 transaction fee. Our current credit card processing fee is 3.75% and parents pay a \$2 credit card processing fee for every transaction.

Attached are our current childcare fees and a proposed increase in our childcare fee schedule. Community School has not increased childcare fees in over ten years. If the proposed childcare fee schedule is approved, the new rate would absorb the 2.99% credit card processing fee along with the .39 transaction fee for our families. In addition, the increased childcare fees will support the increased cost of operations.

Community School would launch the new service January 1, 2022 and the new fees would start in July, 2022 during our 2022/23 registration.

Sincerely,

David Sigurnjak

MILTON OFFICE
6658 Park Avenue
Milton, FL 32570
Phone (850) 983-5650
Fax (850) 983-5655



GULF BREEZE OFFICE
675 Gulf Breeze Parkway
Gulf Breeze, FL 32561
Phone (850) 934-4095
Fax (850) 934-4097

David Sigurnjak, Director

October 5, 2021

Dear Santa Rosa County School Board Members,

I am requesting the following fees related to Santa Rosa Community School be School Board approved:

- | | |
|---|--|
| 1. Extended Day Fee - | \$13.00 per day/per child |
| 2. Full Days/Summer Camp Fee - | \$20.00 per day/per child |
| 3. Morning Care Fee - | \$20.00 per week/per child |
| 4. Extended Day Multi Family Discount - | \$65.00 per week for the first child
\$60.00 per week for the second child
\$30.00 per week for each additional child |
| 5. Full Day/Summer Camp Multi Family - Discount | \$100.00 per week for the first child
\$90.00 per week for the second child
\$50.00 per week for each additional child |
| 6. Registration Fee -
to include Extended Day a.m./p.m., Full Days,
and Summer Camp | \$25.00 per year/per family (NO CHANGE) |
| 7. District Employee Discount, plus
District Contract Employees to include
Custodial, Transportation, Food Service,
School Resource Officers, Health Techs,
PESG Educational Staffing Solutions - | \$60.00 per month/per child |
| 8. Community School Employee Discount -
to include Extended Day, Full Days,
Summer Camp and Morning Care | \$10.00 per month/per child (NO CHANGE) |
| 9. Late Child Care Payment Fee - | \$10.00 per day (NO CHANGE) |
| 10. Late Pick-Up Charges - | \$5.00 per child for every 15 minutes after the
close of business (NO CHANGE) |

Sincerely,

David Sigurnjak

MILTON OFFICE
6658 Park Avenue
Milton, FL 32570
Phone (850) 983-5650
Fax (850) 983-5655



GULF BREEZE OFFICE
675 Gulf Breeze Parkway
Gulf Breeze, FL 32561
Phone (850) 934-4095
Fax (850) 934-4097

David Sigurnjak, Director

August 13, 2019

Dear Santa Rosa County School Board Members,

I am requesting the following fees related to Santa Rosa Community School be School Board approved:

1. Extended Day Fee - \$11.00 per day/per child
2. Full Days/Summer Camp Fee - \$18.00 per day/per child
(The above fees were approved at the February 10, 2011 board meeting)
3. Morning Care Fee - \$15.00 per week/per child
4. Extended Day Multi Family Discount - \$55.00 per week for the first child
\$50.00 per week for the second child
\$25.00 per week for each additional child
5. Full Day/Summer Camp Multi Family - \$90.00 per week for the first child
Discount \$80.00 per week for the second child
\$50.00 per week for each additional child
6. Registration Fee - \$25.00 per year/per family
to include Extended Day, Full Days,
Summer Camp and Morning Care
7. District Employee Discount, plus \$50.00 per month/per child
District Contract Employees to include
Custodial, Transportation, Food Service,
School Resource Officers, Health Techs,
PESG Educational Staffing Solutions -
8. Community School Employee Discount - \$10.00 per month/per child
to include Extended Day, Full Days,
Summer Camp and Morning Care
9. Late Child Care Payment Fee - \$10.00 per day
(For payments made after noon the day before care is needed)
10. Late Pick-Up Charges - \$5.00 per child for every 15 minutes after the
close of business

Sincerely,
David Sigurnjak

Santa Rosa County District Schools

Submitted By: Sharon Patrick, Director of Continuous Improvement

Curriculum/ Instruction Action Agenda

Title of Item: 2021-2022 School Improvement Plans, SAC Rosters and By-Laws

Description/Introduction: Instructions for accessing the School Improvement Plans, School Advisory Council (SAC) Rosters and By-laws have been uploaded into SharePoint.

Recommendation/Action Requested: Board Approve as submitted.

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Patrick, Sharon	Approved	9/27/2021 - 12:33 PM
Thorpe, Mike	Approved	9/27/2021 - 12:35 PM

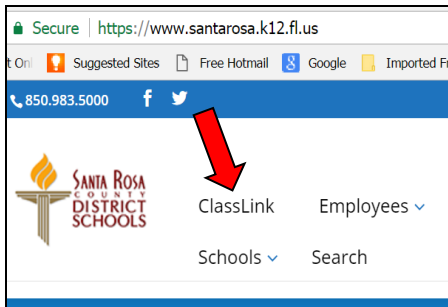
ATTACHMENTS:

Description	Upload Date	Type
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Accessing SharePoint via ClassLink

- ◆ Open the District Home Page via Google Chrome (type in Santa Rosa County District Schools and click open)

Click on ClassLink

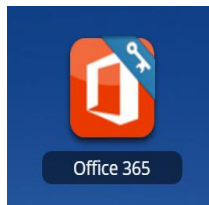


&

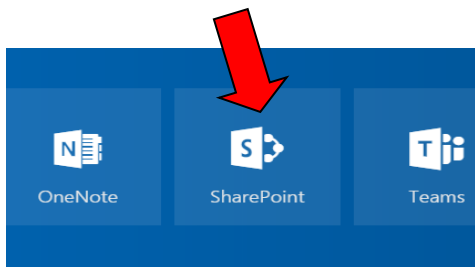
Sign In



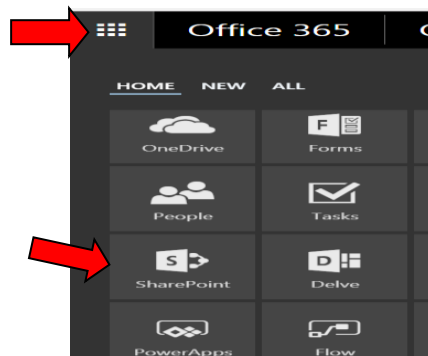
- ◆ Click to Open the Office 365 icon



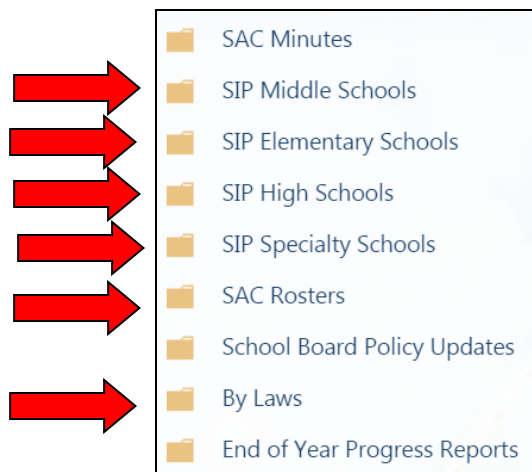
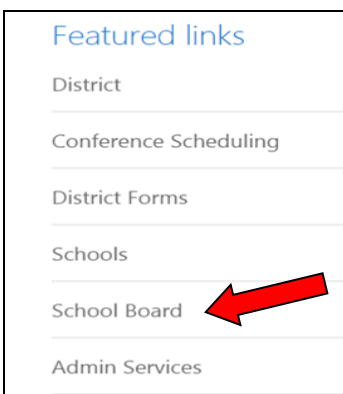
- ◆ Click on SharePoint - Some screens require clicking the waffle icon to reach SharePoint



or



- ◆ Click on School Board and the document categories appear on the right hand side.



Santa Rosa County District Schools

Submitted By: Dr. Karen Barber, Superintendent

Title of Item: Request Board Meeting Time Change - November 16

Description/Introduction: Request Board meeting time change for Reorganization and Regular Board meetings on November 16 from 6:30 P.M. to 9:00 A.M.

Recommendation/Action Requested: Request approval

Financial Impact:

A-Funds required from School Board? No

B-Amount required

C-Grant/Project Synopsis attached? No

D-Date Grant/Project Reviewed/Approved by Accountant:

Legal Review

Does item require legal review? No

If Yes, Approval Date

REVIEWERS:

Reviewer	Action	Date
Pattullo, Melanie	Approved	9/29/2021 - 2:33 PM