

# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** MINUTES

**IV.A.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board approve the minutes of the December 5, 12 and 19, 2005 Discipline Hearings and the December 13, 2005 School Board Meeting.

**2. Background/Analysis:**

None

**3. Fiscal Impact:**

Not applicable.

**4. Prepared by:** Bill Vogel, Superintendent

**5. Board Meeting Date** 1/10/06

*Attachment(s): 12/5/05, 12/12/05, 12/19/05 Discipline Hearing minutes  
21/13/05 School Board Meeting minutes*

*Back-up not in agenda book: None*

*Materials for signature: Original minutes*

**DISCIPLINE HEARING, December 5, 2005**  
**THE SCHOOL BOARD OF SEMINOLE COUNTY**

The School Board of Seminole County convened on Monday, December 5, 2005, for the purpose of conducting discipline hearings. Board members, Mrs. Sandra Robinson and Mr. Barry Gainer were present to hear the recommendations. Mr. Gene Grace and Mrs. Maria Marrero were also present.

CONSENT AGENDA

Superintendent's Recommendation: That the school board approve the Consent Agenda provided to the attending board members for students numbered 1-5 on the agenda.

DISCIPLINE HEARINGS

Names of student's numbered 18 with various recommendations were provided on a Discipline Hearing Agenda to the attending board members by Mr. Gene Grace.

ASSIGNMENT OF STUDENT NO.1-LAKE BRANTLEY HIGH SCHOOL

Superintendent's Recommendation: That STUDENT NO.1-LAKE BRANTLEY HIGH SCHOOL be assigned to ACS through May 2006.

Recommendation of the Board: That STUDENT NO.1-LAKE BRANTLEY HIGH SCHOOL be allowed to return to Lake Brantley High School on a District Behavior Contract through May 2006.

EXPULSION OF STUDENT NO.2-SEMINOLE HIGH SCHOOL

Superintendent's Recommendation: That STUDENT NO.2-SEMINOLE HIGH SCHOOL be expelled and fully excluded from Seminole High School and all Seminole County Public Schools through January 2007.

Recommendation of the Board: That STUDENT NO.2-SEMINOLE HIGH SCHOOL be expelled and fully excluded from Seminole High School and all Seminole County Public Schools through January 2006.

ASSIGNMENT OF STUDENT NO. 3-INDIAN TRAILS MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.3-INDIAN TRAILS MIDDLE SCHOOL be assigned to ACS through August 2006.

Recommendation of the Board: That STUDENT NO.3-INDIAN TRAILS MIDDLE SCHOOL be assigned to ACS through June 2006.

ASSIGNMENT OF STUDENT NO.4-CROOMS

POSTPONED

EXPULSION OF STUDENT NO.5-ACS

POSTPONED

EXPULSION OF STUDENT NO.6-ACS

Superintendent's Recommendation: That STUDENT NO.6-ACS be expelled and fully excluded from ACS and all Seminole County Public Schools through August 2006.

Recommendation of the Board: That STUDENT NO.6-ACS be expelled and fully excluded from ACS and all Seminole County Public Schools through August 2006.

EXPULSION OF STUDENT NO.7-ACS

Superintendent's Recommendation: That STUDENT NO.7-ACS be expelled and fully excluded from ACS and all Seminole County Public Schools through August 2006.

Recommendation of the Board: That STUDENT NO.7-ACS be expelled and fully excluded from ACS and all Seminole County Public Schools through August 2006.

ASSIGNMENT OF STUDENT NO. 8-SANFORD MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.8-SANFORD MIDDLE SCHOOL be assigned to ACS through August 2006.

Recommendation of the Board: That STUDENT NO.8-SANFORD MIDDLE SCHOOL be assigned to ACS through August 2006.

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William Vogel

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Jeanne Morris

**DISCIPLINE HEARING, December 12, 2005**  
**THE SCHOOL BOARD OF SEMINOLE COUNTY**

The School Board of Seminole County convened on Monday, December 12, 2005, for the purpose of conducting discipline hearings. Board members, Mrs. Jeanne Morris and Mrs. Dede Schaffner were present to hear the recommendations. Mr. Gene Grace and Mrs. Maria Marrero were also present.

CONSENT AGENDA

Superintendent's Recommendation: That the school board approve the Consent Agenda provided to the attending board members for students numbered 1-9 on the agenda.

DISCIPLINE HEARINGS

Names of student's numbered 16 with various recommendations were provided on a Discipline Hearing Agenda to the attending board members by Mr. Gene Grace.

ASSIGNMENT OF STUDENT NO.1-SANFORD MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.1-SANFORD MIDDLE SCHOOL be assigned to ACS through January 2007.

Recommendation of the Board: That STUDENT NO.1-SANFORD MIDDLE SCHOOL be assigned to ACS through May 2006.

EXPULSION OF STUDENT NO.2-GREENWOOD LAKES MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.2-GREENWOOD LAKES MIDDLE SCHOOL be expelled and fully excluded from Greenwood Lakes Middle School and all Seminole County Public Schools through August 2006.

Recommendation of the Board: That STUDENT NO.2-GREENWOOD LAKES MIDDLE SCHOOL be expelled and fully excluded from Greenwood Lakes Middle School and all Seminole County Public Schools through August 2006.

ASSIGNMENT OF STUDENT NO. 3-SOUTH SEMINOLE MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.3-SOUTH SEMINOLE MIDDLE SCHOOL be assigned to ACS through July 2006.

Recommendation of the Board: That STUDENT NO.3-SOUTH SEMINOLE MIDDLE SCHOOL be assigned to ACS through July 2006.

EXPULSION OF STUDENT NO.4-ACS

Superintendent's Recommendation: That STUDENT NO.4-ACS be expelled and fully excluded from ACS and all Seminole County Public Schools through January 2007.

Recommendation of the Board: That STUDENT NO.4-ACS be expelled and fully excluded from ACS and all Seminole County Public Schools through January 2007.

REQUEST FOR RE-ENTRY TO SEMINOLE COUNTY PUBLIC SCHOOLS

ASSIGNMENT OF STUDENT NO. 5-MILWEE MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.5-MILWEE MIDDLE SCHOOL be assigned to ACS through August 2005.

Recommendation of the Board: That STUDENT NO.5-MILWEE MIDDLE SCHOOL be allowed to return to Seminole County Public Schools January 2006.

EXPULSION OF STUDENT NO.6-MILLENNIUM MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.6-MILLENNIUM MIDDLE SCHOOL be expelled and fully excluded from Millennium Middle School and all Seminole County Public Schools through June 2006.

Recommendation of the Board: That STUDENT NO.6-MILLENNIUM MIDDLE SCHOOL be allowed to return to Lake Mary High School in August 2006.

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William Vogel

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Jeanne Morris

**DISCIPLINE HEARING, December 19, 2005**  
**THE SCHOOL BOARD OF SEMINOLE COUNTY**

The School Board of Seminole County convened on Monday, December 19, 2005, for the purpose of conducting discipline hearings. Board members, Mrs. Diane Bauer and Mrs. Sandra Robinson, were present to hear the recommendations. Mr. Gene Grace and Mrs. Virginia Hagan were also present.

CONSENT AGENDA

Superintendent's Recommendation: That the school board approve the Consent Agenda provided to the attending board members for students numbered 1-14 on the agenda.

Recommendation of the Board: That the consent agenda be accepted as stated except to change the Superintendent's recommendation from August 2006 to January 2007 for STUDENTS NO. 4 AND 12.

DISCIPLINE HEARINGS

Names of student's numbered 14 with various recommendations were provided on a Discipline Hearing Agenda to the attending board members by Mr. Gene Grace.

ASSIGNMENT OF STUDENT NO.1-SOUTH SEMINOLE MIDDLE SCHOOL

Superintendent's Recommendation: That STUDENT NO.1-SOUTH SEMINOLE MIDDLE SCHOOL be assigned to ACS – District Alternative School through July 2006.

Recommendation of the Board: That STUDENT NO.1-SOUTH SEMINOLE MIDDLE SCHOOL be assigned to ACS – District Alternative School through July 2006.

EXPULSION OF STUDENT NO.2-ACS-DISTRICT ALTERNATIVE SCHOOL

Superintendent's Recommendation: That STUDENT NO.2-ACS – DISTRICT ALTERNATIVE SCHOOL be expelled and fully excluded from ACS – District Alternative School and all Seminole County Public Schools through January 2007.

Recommendation of the Board: That STUDENT NO.2-ACS – DISTRICT ALTERNATIVE SCHOOL be expelled and fully excluded from ACS – District Alternative School and all Seminole County Public Schools through January 2007

ASSIGNMENT OF STUDENT NO. 3-ACS – DISTRICT ALTERNATIVE SCHOOL

Superintendent's Recommendation: That STUDENT NO.3-ACS – DISTRICT ALTERNATIVE SCHOOL be expelled and fully excluded from ACS – District Alternative School and all Seminole County Public Schools through January 2007.

Recommendation of the Board: That STUDENT NO.3-ACS – DISTRICT ALTERNATIVE SCHOOL be expelled and fully excluded from ACS – District Alternative School and all Seminole County Public Schools through January 2007.

RE-ENTRY REQUEST OF STUDENT NO.4-PREVIOUSLY EXPELLED FROM MILLENNIUM MIDDLE SCHOOL (SUCCESSFUL IN PROGRAM AT HOUSE OF HOPE)

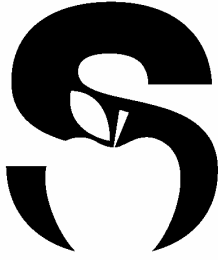
Recommendation of the Board: That STUDENT NO.4-PREVIOUSLY EXPELLED FROM MILLENNIUM MIDDLE SCHOOL (SUCCESSFUL IN PROGRAM AT HOUSE OF HOPE) be assigned to the ACS – District Alternative School through May 2006.

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William Vogel

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Jeanne Morris



# SEMINOLE COUNTY PUBLIC SCHOOLS SCHOOL BOARD MEETING

December 13, 2005

Minutes

AGENDA MODIFICATIONS

- I. CALL TO ORDER** by Chairman Jeanne Morris at 6:00 p.m.
- A. The Invocation and Pledge of Allegiance were led by School Board Member Sandra Robinson.
  - B. Roll Call: All School Board Members (Vice Chairman Diane Bauer, Member Barry Gainer, Chairman Jeanne Morris, Member Sandra Robinson, and Member Dede Schaffner) were present. Also, present were Superintendent Bill Vogel, Attorney Ned Julian and Clerk Karen Ponder.
  - C. Acknowledgement of Business Advisory Board member representative and Seminole County Association of Student Councils representative in attendance
  - D. Agenda Modifications
    - 1. Items selected for removal: None
    - 2. Items selected for clarifying questions:
      - Item IV.E., Monthly Financial Statement for the Months of July 1, 1005 through October 31, 2005
      - Item IV.O., Summer Voluntary Prekindergarten (VPK) Authorization
    - 3. Items selected for separate consideration: None
  - E. Agenda Modifications – Addition of the addendum package:
    - Item IV.A., Minutes
    - Item IV.C., Personnel Recommendations
    - Item IV.I., Authorization to Purchases (amended)
    - Item IV.K., Capital Funding Study RFP: Steering Committee's Recommendation
  - F. Approval of Agenda: Chairman Morris stated that, without objection, the agenda would be approved including the addition of the addendum package for good cause. The agenda was approved by unanimous consent of the Board.

PRESENTATIONS

- II. PRESENTATIONS/RECOGNITION**  
None

- III. SCHOOL/DISTRICT HIGHLIGHTS**  
None

CONSENT AGENDA

- IV. CONSENT AGENDA** – *Superintendent's Recommendation: That the Consent Agenda be approved as presented.* Vice Chairman Bauer moved to approve the Superintendent's recommendation. Member Schaffner seconded the motion. The motion passed unanimously.

MINUTES

- \*A. The School Board approved the minutes of the November 22, 2005 School Board Reorganization Meeting; November 22, 2005 Seminole School Board Leasing Corporation Meeting; November 22, 2005 regular School Board Meeting (addendum item); and the Discipline Hearing minutes of November 16, 21 and 28, 2005. *Addendum item amending November 22, 2005 minutes*

\*Denotes an "Action Item" vs. an "Information Item."

Seminole County School Board Meeting – December 13, 2005

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|--|--|------------------|
| SCHOOL BOARD MTG.<br>TIME REVISION           | *B. The School Board revised the start of the January 10, 2006 School Board Meeting to 6:00 p.m.   |                  |
| PERSONNEL<br>RECOMMENDATIONS                 | *C. The School Board approved the personnel recommendations including those presented in the addendum package.   | Item 1           |
| COMPREHENSIV E<br>ANNUAL FINANCIAL<br>REPORT | *D. The School Board approved the audited Comprehensive Annual Financial Report for fiscal year 2004/2005 and ordered it filed as part of the public records of the Board.                                   | Item 2           |
| FINANCIAL STATEMENT                          | *E. The School Board approved the Monthly Financial Statement for the period beginning July 2005 and ending October 2005 as presented.   | Item 3           |
| BUDGET AMENDMENTS                            | *F. The School Board approved Budget Amendment Numbers 20 through 26 as presented.   |                  |
| INVENTORY REMOVALS                           | *G. The School Board authorized the inventory removals as listed.  | Item 4           |
| BIDS/REQUESTS FOR<br>PROPOSALS               | *H. The School Board approved the recommendations for bids or requests for proposals listed.   |                  |
| PURCHASE<br>AUTHORIZATIONS                   | *I. <i>Amended action item printed in the addendum package:</i><br>The School Board approved the purchases listed and any applicable contracts/agreements that may be associated with the various purchases. | Item 5<br>Item 6 |
| CRYSTAL LAKE ELEM.<br>EASEMENT               | *J. The School Board approved the power distribution easement to Progress Energy for service to Crystal Lake Elementary School as presented.   | Item 7           |
| CAPITAL FUNDING<br>STUDY                     | *K. The School Board accepted the steering committee's recommendation to award the Capital Funding Study contract to Tischler/Bise, Inc. in the amount of \$58,500.  | Item 8           |
| RED BUG ELEM. ILC                            | *L. The School Board approved the final acceptance and release of retainage on the Red Bug Elementary School Intermediate Learning Center project.   |                  |
| WALKER ELEM.                                 | *M. The School Board approved the final acceptance and release of retainage on the Joan Walker Elementary School (J) project.  |                  |
| FIELD TRIPS                                  | *N. The School Board approved student attendance on the field trips listed.  |                  |
| VOLUNTARY PREK                               | *O. The School Board authorized the Director of Special Projects, Ms. Marjorie Murray, to proceed with the development of the summer Voluntary PreKindergarten (VPK) program.                                |                  |
| TERMINATION FINAL<br>ORDER                   | *P. The School Board, as the agency head, entered a Final Order as recommended by the School Board Member acting as the agency head.   | Item 9           |



TERMINATION FINAL ORDER

\*Q. The School Board, as the agency head, entered a Final Order as recommended by the School Board Member acting as the agency head.

Item 10

**V. ITEMS REMOVED FOR SEPARATE CONSIDERATION**

None

**VI. BOARD: ITEMS FOR DISCUSSION**

Member Gainer discussed his attendance at the Florida School Boards Association’s winter conference. Specifically, he discussed Dr. Bill Daggett’s presentation. Member Gainer attended a myregion.org program and a Safe Kids breakfast (presentation of awards to participations in the Mock DUI Program). He also attended an Orlando Chamber presentation regarding “social capital.” Lastly, he discussed his attendance at the Seminole County Educational System Advisory Committee’s recent meeting at which a contract with negotiated with Tischler Bise to perform a capital funding study.

Member Schaffner congratulated Luther Davis who was nominated for the 2005 Presidential Award. She attended the Tropicana speaking competition and was very impressed. She attended the Florida School Boards Association Winter Conference. She discussed the Oviedo High School Additions and Renovations Work Session. She attend the Mock DUI event. Lastly, she announced that Kristen Springfield is also a finalist for the Presidential Award.

Vice Chairman Bauer reminded all of the January 7 SECME workshop.

Member Robinson discussed the Bright Futures Scholarship statistics. She discussed school site visits to South Seminole Middle, Lyman High and Winter Springs Elementary schools. She also discussed the Oviedo High School Additions and Renovations project, specifically the construction cost increases. Last, she discussed her participation in the human services session of Leadership Seminole.

Chairman Morris discussed the Florida School Boards Association Winter Conference. She feels that Seminole could better accommodate members of the public by holding its School Board Meetings at 5:30 p.m. (as many as possible).

PUBLIC COMMENTS

**VII. PUBLIC COMMENTS**

There were no requests to address the Board.

**VIII. UNFINISHED BUSINESS**

A. Information item titled “Phase II Middle School Rezoning Update”

MIDDLE SCHOOL REZONING – PHASE II

Dr. Ron Pinnell, Executive Director of Secondary Education/ Middle Schools, updated the Board on the Core Committee’s efforts. He discussed various plans the committee moved forward (Plans 37, 37 modified, 42 and 42 modified). Dr. Pinnell then explained that public input will be considered by the Board, the Board will then share thoughts and opinions with the Superintendent, the Superintendent will then use that information to develop a recommendation for consideration at the January 10, 2006 School Board Meeting. Lastly, Dr. Pinnell asked Core Committee Member Mary Ann Tiggerton to address the Board.

**Public Comments**

- Grace Brady
- Joseph Brady
- Blaine Darrah
- Ethan Farrington (supporting documentation/written comments provided)
- Ron Fava (supporting documentation/written comments provided)
- Colleen Greenhouse (supporting documentation/written comments provided)
- David Hair (supporting documentation/written comments provided)
- Phil Levso
- Cindy Lind
- April McManus
- Dale Meeks
- Joe Orr
- Chris Piercy
- Linda Piercy (supporting documentation/written comments provided)
- David Powell
- Craig Ruskin
- Wendy Ruskin
- Richard Ryan
- Barry Smith
- Julie Taylor
- Alan Wiginton
- William Wills (supporting documentation/written comments provided)

**Written Comments received prior to School Board Meeting**

- Michelle Algin
- Randy Babitt
- Mr. and Mrs. Robert Delay
- Valarie Delaporte
- Brent Patrick Eaton
- Olga Edwards
- Melani Formisano
- Charlie Greenhouse
- Colleen and Charles Greenhouse
- Trice Guisinger
- Archana Gupta
- Kelly Hart
- John and Jenny Jump
- Kimberley Leduc
- Dana Ray McBroom
- Bob and Heather McGuire
- April and Michael McManus
- Linda Piercy
- David Powell
- John and Paula Shinkle
- Barry, Kerri and Samantha Smith
- Lisa and Bill Wills
- Rene Wirth

**Written Comments received during School Board Meeting**

- Quentin (Bob) Beitel
- Charles Greenhouse
- Rebecca King
- Nancy Ann Rivera
- Angela Shawver
- Jim Shawver

Chairman Morris asked Board Members to share their opinions with Dr. Vogel so that he can formulate a recommendation to submit to the Board for consideration on January 10, 2006.

- Member Gainer favored Plan 37 modified. He stated sympathy for students experiencing a long bus ride and said that situation would have to be resolved.
- Vice Chairman Bauer also felt that the situation with long bus rides needs to be resolved. She liked that the Core Committee strongly supported Plan 37 or Plan 37 modified.
- Member Robinson also felt that the situation with long bus rides needs to be resolved including routes for rezoned high school students. She likes Plan 37 and Plan 37 modified and thought that an additional modification proposed by a public speaker should be investigated. Dr. Vogel said that he would investigate the citizen's suggestion.
- Member Schaffner was concerned about Cell 37W and asked specific questions about Plan 37. She did not state a preference for a specific plan.
- Chairman Morris said that she would like whichever plan the Board moves forward with to not have any islands. She thought that Plan 37 modified was the best plan on the table.

Dr. Vogel will seek answers to various Board Member's questions and investigate solutions to shorten bus rides. He also said that he will address various questions raised by citizens. He will formulate a recommendation for submission on January 10, 2006.

POLICY – ANTI-FRAUD

- \*B. **Superintendent's Recommendation:** That the School Board consider public input and preliminarily approve the proposed policy titled "Anti-Fraud" for advertising.

**Board Action:** There was no public input. Member Robinson moved to approve the Superintendent's recommendation. Vice Chairman Bauer seconded the motion. The motion passed unanimously.

POLICY – ELEMENTARY  
STUDENT  
ATTENDANCE

- \*C. **Superintendent's Recommendation:** That the School Board consider public input and preliminarily approve the proposed policy titled "Student Attendance (Elementary School)" for advertising.

**Board Action:** There was no public input. Member Schaffner moved to approve the Superintendent's recommendation. Member Gainer seconded the motion. The motion passed unanimously.

POLICY – WHISTLE-BLOWER

\*D. **Superintendent's Recommendation:** That the School Board consider public input and preliminarily approve the proposed policy titled "Adverse Personnel Action Against a School Board Employee or an Employee of an Independent Contractor (Whistle-Blower Policy)" for advertising.

**Board Action:** There was no public input. Vice Chairman Bauer moved to approve the Superintendent's recommendation. Member Robinson seconded the motion. The motion passed unanimously.

POLICIES – ADOPTION

\*E. **Superintendent's Recommendation:** That the School Board adopt the revisions to Policy 6.61 "Terminal Sick Leave Benefits for Administrative Personnel," Policy 6.741 "Sick Leave" and Policy 6.752 "Vacation Leave of Administrative and Educational Support Professional Nonbargaining Unit Employees."

**Board Action:** Vice Chairman Bauer moved to approve the Superintendent's recommendation. Member Schaffner seconded the motion. The motion passed unanimously.

**IX. NEW BUSINESS**

SCHOOL BOARD REPRESENTATION

\*A. **Superintendent's Recommendation:** That the School Board assign School Board Members to serve on the various committees/groups/agencies/boards.

**Board Action:** Chairman Morris discussed the following revisions:

- Reassign Value Adjustment Board positions to Member Gainer and Member Robinson
- Reassign Healthy Start Coalition position to Member Gainer
- Assign Energy Conservation Committee to Vice Chairman Bauer

Vice Chairman Bauer moved to approve the revisions as described by Chairman Morris. Member Gainer seconded the motion. The motion passed unanimously.

**X. SCHOOL BOARD MEMBER DISTRICTS**

A. Ken Bowles' Request

Mary Gustafson and Robin Radvak addressed the Board regarding this item.

On 11/22/05, a member of the public, Mr. Ken Bowles, asked the Board to agenda an item for consideration on the next School Board Meeting agenda. In summary, Mr. Bowles requested the Board to consider revising its membership district boundaries and, possibly, add 2 additional board member seats. Mr. Bowles included a potential redistricting proposal that would have Seminole's school board member districts mirror the attendance zones for its high schools. The Superintendent placed the item on the agenda as requested.

Mr. Bowles spoke to the agenda item and restated his request as summarized above.

Dr. Vogel explained the following:

- First, the request that the school board expand the number of its members from 5 to 7 –
  - According to the legal opinion prepared by the School Board Attorney, the Board has no authority to expand its membership from 5 to 7 members.
  - Doing so would require a special act of the legislature.
- Second, regarding the request that the School Board redraw the current school board member residence area boundaries –
  - Drawing or redrawing School Board Member district boundaries must be completed during odd numbered years. There is not sufficient time to complete this task by December 31. Any plans for revising the district boundaries would have to be directed by the Board or recommended to the Board for permission to proceed; the boundaries would then need to be developed, and once approved for advertising by the Board, the proposed changes would require 28 days advertised notice of intent to adopt.
  - Note, Florida law requires school board member residence areas to be as equal in population as practicable; the district high school attendance boundaries do not appear to meet that requirement.

Based on the information above, Dr. Vogel recommended to the Board that they take no action at this time. No action was taken.

SUPERINTENDENT'S  
REPORT

**XI. SUPERINTENDENT'S REPORT**

- A. Teach In 2005
- B. Choices Department – 2006 Transfer Options (*see appendix*)
- C. District Foreign Language Festival – 2005: The Year of Languages
- D. Crystal Lake Elementary Enrollment Update
- E. Exceptional Support Services Partnership with Early Steps Program
- F. Inclusion Practices for 2005/2006 Update
- G. Elementary Highlights
- H. Middle School Highlights
- I. High School Highlights
- J. Other – Dr. Vogel discussed his service on the High School Task Force. He mentioned positive outcomes of the Business Advisory Board Breakfast. One of the companies is going to partner with Crooms AOIT.

BOARD MEMBER  
COMMENTS

**XII. BOARD MEMBER COMMENTS**

There were no additional Board Member comments.

The meeting adjourned at 9:21 p.m.

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Bill Vogel, Superintendent

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Jeanne Morris, Chairman

**SEMINOLE COUNTY PUBLIC SCHOOLS**  
**SCHOOL BOARD MEETING**  
**December 13, 2005**  
Appendix to the Minutes

Clarification: Capacity Transfer Options

Race neutral transfer options between schools, designated capacity transfers by the Seminole County School Board, are referenced in the January 1997 Consent Decree on pages 8 and 9, sections g, h and i.



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** WORK SESSION SUMMARY – DECEMBER 13, 2005

**IV.B.**  
Item Number

## 1. Superintendent's Recommendation:

That the School Board of Seminole County accept as part of its permanent record this report of the December 13, 2005 work session to discuss the Oviedo High School Additions and Renovations project.

## 2. Background/Analysis:

**Introduction of Design and Construction Teams** – Chris Boothe, Project Manager, introduced the architects, project managers, school staff and district staff.

**Highlights of Proposed Design Features** – Representatives from BRPH Architects highlighted the proposed design features including the site plan, campus organization and building elevations. Supporting documentation highlighting and depicting the proposed features is available in the work session file. Discussion took place regarding using City of Oviedo sewer services vs. the school district continuing to operate the system. Staff will provide an analysis of the pros and cons of each option. Member Schaffner asked if the design would accommodate transition to a “smaller learning communities” concept. Principal Robert Lundquist confirmed that Oviedo uses a form of that concept in their Senior Project and plans to expand the concept to all grades. He further demonstrated how the design could be used to implement the “smaller learning communities” concept.

**Review of Student Stations** – Scott Stegall, Director of Construction, reviewed the school capacity/student stations. The permanent student station count will be 2,891 student stations.

**Review of Phasing Plan** – Representatives from BE&K/Suitt provided a review of the phasing plan. Supporting documentation is available in the work session file documents Phases I through IV.

**Review of Budget/Construction Estimate** – Mr. Stegall stated that construction costs, over the past two years, have increased 30-50%. He provided documentation of project costs on similar projects and included what the cost would have been if construction costs were then what they are now. The construction budget for this project is \$33,000,000 and the estimated construction cost is \$51,398,574. Mr. Stegall reviewed facets of the project that could be scaled back. He said that if the project cost is not reduced it will affect other projects within the 10 year plan. The Board did not want to scale the project back. Chairman Morris did say that value engineering is likely to reduce the budget without diminishing the quality of the project.

**Board Discussion** – In addition to the various discussions highlighted above, Chairman Morris asked if district staff sought feedback from the end-users regarding their satisfaction with various designs. Ann Kohler shared with the Board that the district will meet the school's technology needs. Member Gainer asked about the ability to offer distance learning and Dr. Kohler confirmed that it will be available to students.

**3. Fiscal Impact:**

There is no fiscal impact to the District associated with this action.

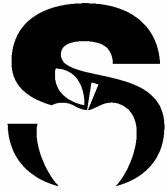
**4. Prepared by:** George Kosmac, Deputy Superintendent

**5. Board Meeting Date** 1/10/06

*Attachment(s): None*

*Back-up not in agenda book: None Materials for signature: None*





# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:**

**APPROVAL OF GRAMMATICAL CORRECTIONS AND CORRECTIONS TO STATUTORY CITATIONS OF POLICIES: 3.70, AGENTS, SOLICITORS AND SALESPERSONS; 4.25, HOME EDUCATION PROGRAM; 4.60 FIELD TRIPS; 5.17, ADMISSION TO FIRST GRADE; 5.62, ADMINISTERING STUDENT MEDICATION; 6.21, LICENSE OF SCHOOL BUS DRIVER; 6.35, ASSESSMENT OF EMPLOYEES; 7.75, ACQUISITION OF REAL PROPERTY; 8.34, BUS ROUTES; 8.70, SCHOOL CONSTRUCTION CONTRACTING BIDS; 8.72, PREQUALIFICATION OF CONTRACTORS FOR EDUCATIONAL FACILITIES CONSTRUCTION; 8.75, NEW CONSTRUCTION SPECIFICATIONS; 8.76 CHANGE ORDERS; AND 8.78, APPROVAL OF FACILITIES REPAIRS, RENOVATIONS, REMODELING AND CONSTRUCTION**

**IV.C.**

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Item Number**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the revisions as listed.

**2. Background/Analysis:**

The consultant is recommending non-substantive grammatical corrections and corrections to various statutory citations in the listed policies pursuant to its contract.

**3. Fiscal Impact:**

None

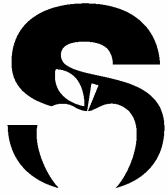
**4. Prepared by:** Ned N. Julian, Jr., Esq.  
Exec. Director of Legal Services and Risk Management

**5. Board Meeting Date** 1/10/06

*Attachment(s): None*

*Back-up not in agenda book: Policies as Revised*

*Materials for signature: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** PERSONNEL RECOMMENDATIONS

**IV.D.**

Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the Personnel Recommendations as presented.

**2. Background/Analysis:**

Pursuant to Florida Statutes 1012.22 (1) (a) (e) (f), all Personnel Recommendations must be approved by the School Board. Attached are the Superintendent's recommendations for the current Board meeting.

**3. Fiscal Impact:**

The Personnel Recommendations are within our budget allocation.

**4. Prepared by:** John Reichert

Exec. Director of Human Resources/Professional Standards

**5. Board Meeting Date** 1/10/2006

*Attachment(s): Instructional Recommendations  
Educational Support Professionals Recommendations  
Temporary Duty Out-Of-State Leave Request Information*

*Back-up not in agenda book: None*

*Materials for signature: None*

## **INSTRUCTIONAL RECOMMENDATIONS FOR ACTION AT THE BOARD MEETING ON: 01/10/2006**

### **INSTRUCTIONAL APPOINTMENTS for 2005-06**

1. Anderson, Robert Eric - Lake Brantley High School, Coach Only (Temporary), Position Start Date 11/01/2005
2. Burgard, Jessica Sarah - Lyman High School, Coach Only, (Temporary), Position Start Date 10/31/2005
3. Carasas, Christine - Seminole High School, Coach Only, (Temporary), Position Start Date 11/10/2005
4. Coker, Luci Shackelford - South Seminole Middle School, Milwee Middle School, Teacher on Assnmnt/Crclm Spprt - 50%, Position Start Date 11/28/2005
5. Coker, Luci Shackelford - South Seminole Middle School, Teacher on Assnmnt/Crclm Spprt - 50%, Position Start Date 11/28/2005
6. Cooks, Barner L - Lake Mary High School, Coach Only, (Temporary), Position Start Date 11/01/2005
7. Datta, Sapna - English Estates Elementary School, Teacher, Position Start Date 12/05/2005
8. Diaz, Janice - Lake Mary High School, Teacher Exceptional Child, Position Start Date 11/28/2005
9. Grippin, Kathleen Ann - Sabal Point Elementary School, Teacher As Needed, Position Start Date 12/12/2005
10. Mathews, Courtney C - Lake Howell High School, Teacher - 18%, Position Start Date 11/28/2005
11. Mathews, Courtney C - Lake Howell High School, Teacher - 46%, Position Start Date 11/28/2005
12. Mathews, Courtney C - Lake Howell High School, Teacher - 36%, Position Start Date 11/28/2005
13. Morales, Audrey A - Sanford Middle School, Teacher Exceptional Child, Position Start Date 12/08/2005
14. Oehlrich, Rhonda R Burns - Lake Brantley High School, Coach Only, (Temporary), Position Start Date 1/01/2006
15. Roberts, Deidre Ann - Millennium Middle School, Teacher, Position Start Date 12/01/2005
16. Rotundo, Kathryn Marie - Idyllwilde Elementary School, Teacher, Position Start Date 11/14/2005
17. Roude, Sonia Nicolari De - Idyllwilde Elementary School, Paraprofessional--Elem--188, Position Start Date 11/04/2005
18. Rouse, Melinda E - Lake Mary High School, Teacher, Position Start Date 11/21/2005
19. Schmitt, Charlotte J - Hamilton Elementary School, Teacher, Other, Position Start Date 12/05/2005
20. Watts, Jason LaVell - Rock Lake Middle School, Teacher, Position Start Date 12/01/2005
21. Wick, Kara M - Indian Trails Middle School, Teacher, Position Start Date 11/04/2005

### **INSTRUCTIONAL TRANSFERS for 2005-06**

1. Fields, Alexis Ann - Milwee Middle School, Teacher Exceptional Child - 100% TO Milwee Middle School, Teacher Exceptional Child - 50%, Position Start Date 12/05/2005
2. Goldman, Patricia Pajak - Heathrow Elementary School, Teacher TO Educational Support Center, Professional Development, Teacher on Assnmnt/Crclm Spprt, Position Start Date 11/14/2005
3. Porter, Tracy Laura B - Pine Crest Elementary School, Teacher, Other - 55% TO Casselberry Elementary School, Reading Coach - 50%, Position Start Date 1/02/2006
4. Price, Kari Leslie - Hamilton Elementary School, Teacher, Other - 50% TO Hamilton Elementary School, Teacher, Other - 100%, Position Start Date 12/05/2005

5. Woldman, Valerie L - Millennium Middle School, Teacher TO Lake Howell High School, Teacher, Position Start Date 1/02/2006
6. Yorro, Gueisy Aponte - Seminole High School, Teacher - 50% TO Seminole High School, Teacher - 80%, Position Start Date 10/10/2005

**INSTRUCTIONAL REQUESTS FOR LEAVE OF ABSENCE for 2005-06**

1. Crisp, Alisa Robin - Sterling Park Elementary School, Teacher Exceptional Child, Extend Sick Leave with pay, Leave Date 11/23/2005, Return from Leave Date 1/01/2006
2. Crisp, Alisa Robin - Sterling Park Elementary School, Teacher Exceptional Child, Family and Medical Leave Act, Leave Date 1/02/2006, Expected Return Date 3/01/2006
3. Ferrer, Michelle Marie – Hamilton Elementary School, Teacher, Other, Extend Sick Leave Date without Pay, Leave Date 12/05/2005, Expected Return Date 1/02/2006
4. Heekin, Kristen L - Sabal Point Elementary School, Teacher, Personal Leave without Pay, Leave Date 12/10/2005, Expected Return Date 5/26/2006
5. Hofmann, Robin Trustman - Educational Support Center, Exceptional Student Support, Specialist Staffing Resource, Personal Leave without Pay, Leave Date 11/28/2005, Expected Return Date 5/26/2006
6. Loughran, Kathleen M - Goldsboro Elementary School, Teacher, Other, Family and Medical Leave Act, Leave Date 11/15/2005, Return from Leave Date 1/24/2006
7. Loughran, Kathleen M - Goldsboro Elementary School, Teacher, Other, Extend Sick Leave without Pay, Leave Date 1/25/2006, Expected Return Date 5/01/2006
8. McLaughlin, Gail L - Educational Support Center, Exceptional Student Support, Therapist Physical BA, Extend Sick Leave with pay, Leave Date 1/12/2006, Return from Leave Date 1/18/2006
9. McLaughlin, Gail L - Educational Support Center, Exceptional Student Support, Therapist Physical BA, Extend Sick Leave without Pay, Leave Date 1/19/2006, Expected Return Date 1/27/2006
10. Minner, Carol A - Hamilton Elementary School, Teacher, Other, Extend Sick Leave with pay, Leave Date 11/09/2005, Return from Leave Date 12/05/2005
11. Minner, Carol A - Hamilton Elementary School, Teacher, Other, Sick Leave Bank, Leave Date 12/06/2005, Expected Return Date 3/22/2006
12. Neitzke, Kathryn S – Tuskawilla Middle School, Teacher, Donation of Sick Leave Bank, Leave Date 11/28/2005, Expected Return Date 1/04/2006
13. Press, Matthew Lawrence - Educational Support Center, Exceptional Student Support, Therapist Occupational MA 196, Family and Medical Leave Act, Leave Date 12/02/2005, Expected Return Date 12/19/2005
14. Ray, Andrea L - Spring Lake Elementary School, Teacher, Personal Leave without Pay, Leave Date 12/01/2005, Expected Return Date 5/26/2006
15. Van Cleef, Tammy S - Evans Elementary School, Teacher, Extend Sick Leave without Pay, Leave Date 11/05/2005, Expected Return Date 1/02/2006
16. Whisonant, Tricia Ann - Tuskawilla Middle School, Teacher, Personal Leave without Pay, Leave Date 1/03/2006, Expected Return Date 5/26/2006

**ADMINISTRATIVE TERMINATIONS AND RESIGNATIONS for 2005-06**

1. Perrault Jr, Philip R - Tuskawilla Middle School, Assistant Principal Middle 11, Reason: Retired, Termination Effective Date 3/01/2006
2. Perrault, Beverly F - Educational Support Center, Executive Director/Elementary, Exec Dir Elementary Education, Reason: Retired, Termination Effective Date 4/01/2006

#### **INSTRUCTIONAL TERMINATIONS AND RESIGNATIONS for 2005-06**

1. Avery, Mary Ann OMalley - Winter Springs High School, Teacher - 50%, Reason: Personal Reasons, Termination Effective Date 12/20/2005
2. Avery, Mary Ann OMalley - Winter Springs High School, Teacher Exceptional Child - 40%, Reason: Personal Reasons, Termination Effective Date 12/20/2005
3. Avery, Mary Ann OMalley - Winter Springs High School, Teacher - 10%, Reason: Personal Reasons, Termination Effective Date 12/20/2005
4. Bourgeois, Lisa - Sterling Park Elementary School, Teacher, Reason: Personal Reasons, Termination Effective Date 1/03/2006
5. Burkey, Lisa-Anne - English Estates Elementary School, Teacher, Reason: Personal Reasons, Termination Effective Date 1/03/2006
6. Davis, Stephen Andrew - Lake Howell High School, Teacher, Reason: Personal Reasons, Termination Effective Date 12/20/2005
7. Desjardins, Lisa M - Woodlands Elementary School, Teacher, Reason: Personal Reasons, Termination Effective Date 12/20/2005
8. Faircloth, Nancy L - Pine Crest Elementary School, Teacher, Other, Reason: Personal Reasons, Termination Effective Date 1/03/2006
9. Garcia, Maria - Tuskawilla Middle School, Teacher, Reason: Personal Reasons, Termination Effective Date 12/16/2005
10. Hammontree, Thomas W - Winter Springs High School, Teacher, Reason: Retired, Termination Effective Date 1/28/2006
11. Montague-Russell, Donna - South Seminole Middle School, Counselor Middle, Reason: Retired, Termination Effective Date 12/03/2005
12. Morgan, Jada Lynn - Idyllwilde Elementary School, Teacher, Reason: Resig for employ in Educ in Fl, Termination Effective Date 11/29/2005
13. Neitzke, Kathryn S - Tuskawilla Middle School, Teacher, Reason: Retired, Termination Effective Date 1/04/2006
14. Peterson, Willie Alvin - Casselberry Elementary School, Teacher, Reason: Personal Reasons, Termination Effective Date 11/08/2005

#### **ADMINISTRATIVE PERSONNEL RETURNING TO DUTY FROM LEAVE OF ABSENCE for 2005-06**

1. Aquino Jr, Charles F - Transportation Services, Super of Fleet Services & Gara, Return from Leave Date 11/28/2005

#### **INSTRUCTIONAL PERSONNEL RETURNING TO DUTY FROM LEAVE OF ABSENCE for 2005-06**

1. Blinn, Vicky L - Bentley Elementary School, Teacher, Return from Leave Date 12/05/2005
2. Bridges, Ann M - Millennium Middle School, Teacher Exceptional Child, Return from Leave Date 11/28/2005
3. Butler, LaToya Petrice Mitchell - Winter Springs Elementary School, Teacher, Return from Leave Date 12/05/2005
4. Bybee, Ann Ralston - Hamilton Elementary School, Teacher, Return from Leave Date 12/07/2005
5. Fagan, Joy B - Educational Support Center, Exceptional Student Support, School Board Nurse, Return from Leave Date 12/05/2005
6. Kiser, Emily Kay - Winter Springs Elementary School, Teacher - 50%, Return from Leave Date 11/28/2005
7. Porter, Tracy Laura B - Pine Crest Elementary School, Teacher, Other - 55%, Return from Leave Date 1/02/2006
8. Press, Matthew Lawrence - Educational Support Center, Exceptional Student Support, Therapist Occupational MA 196, Return from Leave Date 11/30/2005

**INSTRUCTIONAL PERSONNEL CORRECTIONS TO PRIOR BOARD ACTION FOR 2005-06**

1. Aslin, Kathleen Frances – Lake Mary High School, Counselor High, Extend Sick Leave with pay, Leave Date **FROM:** 12/07/2005 **TO:** 12/10/2005 Return from Leave Date **FROM:** 1/18/2006 **TO:** 1/22/2006
2. Aslin, Kathleen Frances – Lake Mary High School, Counselor High, Family and Medical Leave Act, Leave Date **FROM:** 1/19/2006 **TO:** 1/23/2006 Expected Return Date 4/17/2006
3. Garcia, Maria – Tuskawilla Middle School, Teacher, Family and Medical Leave Act, Leave Date 9/12/2005, Return from Leave Date **FROM:** 12/05/2005 **TO:** 12/16/2005
4. Hofmann, Robin Trustman – Educational Support Center, Exceptional Student Support, Specialist Staffing Resource, Extend Sick Leave without Pay, Leave Date 7/27/2005, Expected Return Date **FROM:** 1/03/2006 **TO:** 11/27/2005
5. Vagnini, Iris – Tuskawilla Middle School, Teacher ESOL, Family and Medical Leave Act, Leave Date 11/03/2005, Expected Return Date **FROM:** 1/26/2006 **TO:** 1/27/2006

**Curriculum Revision For 2005/11/28 Thru 2005/12/12**

| <b>Employee Name</b>      | <b>Location</b>               |
|---------------------------|-------------------------------|
| Ellis, Leslie W           | LAWTON ELEMENTARY SCHOOL      |
| Host, Laurie M            | GOLDSBORO ELEMENTARY SCHOOL   |
| Johnson, Niketah Marshala | SPRING LAKE ELEMENTARY SCHOOL |
| McKay, Bonnie Louise      | WILSON ELEMENTARY SCHOOL      |

**Extended Contract-Instruct. For 2005/11/28 Thru 2005/12/12**

| <b>Employee Name</b>  | <b>Location</b>               |
|-----------------------|-------------------------------|
| Abrams, Robin R       | GREENWOOD LAKES MIDDLE SCHOOL |
| Dillard, Linda K      | EASTBROOK ELEMENTARY SCHOOL   |
| Higgins, Cara         | GOLDSBORO ELEMENTARY SCHOOL   |
| Markle, Teresa H      | LONGWOOD ELEMENTARY SCHOOL    |
| Mestre, Tracy Lynn    | GREENWOOD LAKES MIDDLE SCHOOL |
| Venezia, Maryann      | GREENWOOD LAKES MIDDLE SCHOOL |
| Wight, Tracey Shannon | ROSENWALD CENTER              |

**EDUCATIONAL SUPPORT PROFESSIONALS RECOMMENDATIONS FOR ACTION AT THE BOARD MEETING ON: 01/10/2006**

**EDUCATIONAL SUPPORT PROFESSIONALS APPOINTMENTS for 2005-06**

1. Baker, Chantell Tiana - Millennium Middle School, Assistant ESE Supplemented 188, Position Start Date 12/01/2005
2. Cook, Keely Nicole - Heathrow Elementary School, Assistant Instrctn Elem-188, Position Start Date 12/01/2005
3. DeRitta, Sheila A - Transportation Services, Bus Driver 7 Hour, Position Start Date 11/30/2005
4. Elliott, Ella D - South Seminole Middle School, Exceptional Student Support, Assistant ESE Supplemented 188, Position Start Date 12/08/2005
5. Ensrud, Jackie E - Transportation Services, Bus Driver 7 Hour, Position Start Date 11/30/2005
6. Georges, Micheline - Transportation Services, Bus Driver 7 Hour, Position Start Date 12/07/2005
7. Gonzalez, Maria - Lyman High School, Custodian 10 month, Position Start Date 11/28/2005
8. Harris, Alfred Lee - Transportation Services, Bus Driver 7 Hour, Position Start Date 12/07/2005
9. Henderson, Chonta LaShay - Transportation Services, Bus Driver 7 Hour, Position Start Date 11/30/2005
10. Hinckley, Tammy Lee - Educational Support Center, Human Resources, Specialist 3 Personnel, Position Start Date 12/05/2005
11. Hoffman, Amanda Elizabeth Laince - Layer Elementary School, Assistant Instrctn Elem-188 - 50%, Position Start Date 12/08/2005
12. Kraft, Christine Helen - Idyllwilde Elementary School, Paraprofessional--Elem--188, Position Start Date 11/30/2005
13. Lamourt-Delgado, Ines V - Sanford Middle School, Secretary 196, Position Start Date 12/01/2005
14. Lawrence, Timothy Ray - Chiles Middle School, Assistant ESE Supplemented 188, Position Start Date 12/01/2005
15. Moore, Kenneth L - Idyllwilde Elementary School, Paraprofessional--Elem--188 - 50%, Position Start Date 11/16/2005
16. Rodriguez, Mariely - Wilson Elementary School, Assistant ESOL 188, Position Start Date 12/06/2005
17. Russo, Raymond Joseph - Lake Brantley High School, Assistant Technical 188 - 75%, Position Start Date 11/03/2005
18. Truman, Jaclyn M - Lyman High School, Exceptional Student Support, Assistant Educ Interpreter - 50%, Position Start Date 11/17/2005
19. Valteau, Cori A - English Estates Elementary School, Paraprofessional--Elem--188, Position Start Date 12/01/2005
20. Weeks, Justin H - Heathrow Elementary School, Assistant Instrctn Elem-188, Position Start Date 12/12/2005

**EDUCATIONAL SUPPORT PROFESSIONALS TRANSFERS AND PROMOTIONS for 2005-06**

1. Aikens, Evelyn - Transportation Services, Bus Monitor 5 Hour TO Transportation Services, Bus Monitor 7 Hour, Position Start Date 12/03/2005
2. Bawa, Maureen A - Transportation Services, Bus Driver 7 Hour TO Transportation Services, Bus Driver 8 Hour, Position Start Date 12/03/2005
3. Brown, Roselyn R - Keeth Elementary School, Assistant Clinic 188 TO Midway Elementary School, Assistant Clinic 188, Position Start Date 12/06/2005

4. Carton, Bobbi C - Transportation Services, Transportation Dispatcher 223A TO Transportation Services, Transportation Dispatcher 258, Position Start Date 12/05/2005
5. Charlton, Barbara Jean - Transportation Services, Bus Monitor 7 Hour TO Transportation Services, Bus Monitor 5 Hour, Position Start Date 12/05/2005
6. Cooke, Kelly Mae - Winter Springs Elementary School, Secretary 196 TO Winter Springs Elementary School, Assistant Data Entry 11-223alt, Position Start Date 12/10/2005
7. Elderdice, Candice Lane - Heathrow Elementary School, Assistant Instrctn Elem-188 TO Lake Mary High School, Secretary 196, Position Start Date 11/30/2005
8. Ferran, Elizabeth - Highlands Elementary School, Assistant ESE Supplemented 188 TO Highlands Elementary School, Assistant Instrctn Elem-188, Position Start Date 10/14/2005
9. Galeano, Rosalba - Wekiva Elementary School, Custodian 11 mo-223alt - 50% TO Wekiva Elementary School, Custodian 11 mo-223alt - 100%, Position Start Date 11/23/2005
10. Grillos, Ann Marie - Rock Lake Middle School, Food Service, FS Employee 189/8 - 50% TO Rock Lake Middle School, Custodian 11 month - 100%, Position Start Date 12/03/2005
11. Gutierrez, Eduardo Saker - Transportation Services, Bus Monitor 8 Hour TO Transportation Services, Bus Monitor 7 Hour, Position Start Date 12/03/2005
12. Ireland, Lisa M - Transportation Services, Bus Monitor 7 Hour TO Transportation Services, Bus Monitor 8 Hour, Position Start Date 12/03/2005
13. Jarvis, Cathy J. - Sabal Point Elementary School, Assistant ESE Supplemented 188 TO Sabal Point Elementary School, Assistant Clinic 188, Position Start Date 1/02/2006
14. Kebschull, Leslie Marie - Transportation Services, Bus Driver 7 Hour TO Transportation Services, Bus Driver 8 Hour, Position Start Date 12/03/2005
15. Kikis, Jung Im L - Transportation Services, Bus Monitor 8 Hour TO Transportation Services, Bus Monitor 7 Hour, Position Start Date 11/19/2005
16. Ortiz, Hedda I - Transportation Services, Bus Monitor 5 Hour TO Transportation Services, Bus Monitor 7 Hour, Position Start Date 12/03/2005
17. Posley, Hazel Dawson - Transportation Services, Bus Driver 8 Hour TO Transportation Services, Bus Monitor Temporary, Position Start Date 11/28/2005
18. Posley, Hazel Dawson - Transportation Services, Bus Monitor Temporary TO Transportation Services, Bus Driver 8 Hour, Position Start Date 12/05/2005
19. Posley, Hazel Dawson - Transportation Services, Bus Driver 8 Hour TO Transportation Services, Bus Monitor Temporary, Position Start Date 12/06/2005
20. Price, Diann - Transportation Services, Bus Monitor 6 Hour TO Transportation Services, Bus Monitor 8 Hour, Position Start Date 11/19/2005
21. West, Cheryl D - Greenwood Lakes Middle School, Food Service, FS Employee 189/8 - 75% TO Greenwood Lakes Middle School, Food Service, FS Employee 189/7 - 100%, Position Start Date 12/05/2005

#### **EDUCATIONAL SUPPORT PROFESSIONALS REQUESTS FOR LEAVE OF ABSENCE for 2005-06**

1. Burnette, Sheila - Lake Brantley High School, Food Service, FS Employee 189/8 - 50%, Extend Sick Leave without Pay, Leave Date 11/28/2005, Expected Return Date 3/06/2006
2. Byrd, Linda Marie - Transportation Services, Bus Monitor 7 Hour, Sick Leave Bank, Leave Date 11/21/2005, Expected Return Date 2/13/2006
3. Colon, Jacqueline M - Lake Brantley High School, Food Service, FS Employee 189/8 - 50%, Extend Sick Leave without Pay, Leave Date 12/17/2005, Expected Return Date 2/13/2006
4. Daniels, Rolinda R - Transportation Services, Bus Driver 8 Hour, Extend Sick Leave with pay, Leave Date 10/28/2005, Return from Leave Date 11/20/2005
5. Daniels, Rolinda R - Transportation Services, Bus Driver 8 Hour, Family and Medical Leave Act, Leave Date 11/21/2005, Expected Return Date 1/03/2006
6. Duvall, Lora M - Sanford Middle School, Food Service, FS Employee 189/5, Extend Sick Leave without Pay, Leave Date 11/12/2005, Expected Return Date 1/30/2006
7. Fambro, Laurie J - Rock Lake Middle School, Custodian 10 month, Extend Sick Leave with pay, Leave Date 12/03/2005, Expected Return Date 1/02/2006



8. Foulks, Doris I - Transportation Services, Bus Monitor 7 Hour, Extend Sick Leave with pay, Leave Date 10/31/2005, Return from Leave Date 11/15/2005
9. Foulks, Doris I - Transportation Services, Bus Monitor 7 Hour, Family and Medical Leave Act, Leave Date 11/16/2005, Return from Leave Date 11/29/2005
10. Fries, Joyce A - Altamonte Elementary School, Paraprofessional--Elem--196, Extend Sick Leave with pay, Leave Date 12/01/2005, Expected Return Date 1/03/2006
11. Gant, Anthony Andre - Lake Orienta Elementary School, Custodian Head, Extended Sick/Vacation, Leave Date 1/02/2006, Return from Leave Date 1/04/2006
12. Gant, Anthony Andre - Lake Orienta Elementary School, Custodian Head, Family and Medical Leave Act, Leave Date 1/05/2006, Expected Return Date 3/30/2006
13. Gant, Anthony Andre - Lake Orienta Elementary School, Custodian Head, Extend Sick Leave without Pay, Leave Date 3/31/2006, Expected Return Date 6/30/2006
14. Humphrey, Patricia - Transportation Services, Bus Driver 8 Hour, Sick Leave Bank, Leave Date 12/02/2005, Expected Return Leave Date 2/27/2006
15. King, Dorothy A - Educational Support Center, Exceptional Student Support, Executive Secretary 258, Donation of Sick Leave Bank, Leave Date 11/01/2005, Expected Return Date 12/20/2005
15. Lane, Mary - Rock Lake Middle School, Assistant ESE Supplemented 188, Extend Sick Leave without Pay, Leave Date 12/05/2005, Expected Return Date 1/03/2006
17. Love, Diana Sue - Rock Lake Middle School, Exceptional Student Support, Assistant ESE Supplemented 188, Personal Leave without Pay, Leave Date 12/03/2005, Expected Return Date 1/03/2006
18. Martin, Tammy L - Winter Springs High School, Food Service, FS Assistant 189/8 - 50%, Personal Leave without Pay, Leave Date 12/01/2005, Expected Return Date 1/03/2006
19. Norris, Estalene - Pine Crest Elementary School, Food Service, FS Assistant Manager 189/8, Extend Sick Leave with pay, Leave Date 1/03/2006, Expected Return Date 5/26/2006
20. Padilla, Carmen Eneida - Transportation Services, Bus Monitor 7 Hour, Family and Medical Leave Act, Leave Date 12/15/2005, Expected Return Date 3/20/2006
21. Reed, Shirley A - Rock Lake Middle School, Food Service, FS Employee 189/8 - 75%, Extend Sick Leave with pay, Leave Date 12/09/2005, Expected Return Date 1/23/2006
22. Trail, Juanita - Transportation Services, Bus Monitor 8 Hour, Extend Sick Leave without Pay, Leave Date 12/05/2005, Expected Return Date 1/09/2006

#### **EDUCATIONAL SUPPORT PROFESSIONALS TERMINATIONS AND RESIGNATIONS for 2005-06**

1. Anderson, Elvira C - Forest City Elementary School, Pre-kindergarten, Assistant Pre-K/EE 188, Reason: Resig for employ in Educ in FI, Termination Effective Date 12/08/2005
2. Brodie, Joni Kay - Winter Springs High School, Assistant ESE Supplemented 188, Reason: Personal Reasons, Termination Effective Date 12/03/2005
3. Cancel, Fernando - Environmental Studies Center, Custodian 10 month - 50%, Reason: Personal Reasons, Termination Effective Date 12/10/2005
4. Cook, Susan K - Layer Elementary School, Secretary 196alt, Reason: Personal Reasons, Termination Effective Date 12/17/2005
5. Keller, Stephanie M - Transportation Services, Bus Driver 8 Hour, Reason: Personal Reasons, Termination Effective Date 12/08/2005
6. King, Dorothy A - Educational Support Center, Exceptional Student Support, Executive Secretary 258, Reason: Retired, Termination Effective Date 12/22/2005
7. Lewis Jr, Samuel L - Hopper Center, Assistant SED 188, Reason: Personal Reasons, Termination Effective Date 12/10/2005
8. Norris, Estalene - Pine Crest Elementary School, Food Service, FS Assistant Manager 189/8, Reason: Retired, Termination Effective Date 5/26/2006
9. Otero Lopez, Flor Maria - Indian Trails Middle School, Exceptional Student Support, Assistant ESE Supplemented 188, Reason: Personal Reasons, Termination Effective Date 12/17/2005

10. Petrencsik, John M - Educational Support Center, Distribution Services, Buyer, Reason: Retired, Termination Effective Date 2/09/2006
11. Riascos, Ivo Elpidio - Wekiva Elementary School, Custodian 11 mo-223alt, Reason: Personal Reasons, Termination Effective Date 11/22/2005
12. Rutland, Frances M - Transportation Services, Bus Monitor 8 Hour, Reason: Retired, Termination Effective Date 12/17/2005

**EDUCATIONAL SUPPORT PROFESSIONALS PERSONNEL RETURNING TO DUTY FROM LEAVE OF ABSENCE for 2005-06**

1. Allaback, Julie Ann - Eastbrook Elementary School, Paraprofessional--Elem--188 - 50%, Return from Leave Date 11/28/2005
2. Charlton, Barbara Jean - Transportation Services, Bus Monitor 5 Hour, Return from Leave Date 12/05/2005
3. Cover, Lula - Lyman High School, Food Service, FS Employee 189/5 - 70%, Return from Leave Date 11/28/2005
4. Fitzgerald, Earleen A - Bear Lake Elementary School, Food Service, FS Employee 189/8 - 75%, Return from Leave Date 11/21/2005
5. Foulks, Doris -Transportation Services, Bus Monitor 7 Hour, Return From Leave Date 11/29/2005
6. Russell-Mitchell, Valerie Y - Transportation Services, Bus Driver 8 Hour, Return from Leave Date 11/29/2005
7. Wint, Corrie L - Wekiva Elementary School, Assistant ESE Supplemented, Return from Leave Date 11/28/2005

**EDUCATIONAL SUPPORT PROFESSIONALS CORRECTION TO PRIOR BOARD ACTION for 2005-06**

1. Pacios, Maximina - Milwee Middle School, Food Service, FS Employee 189/8 - 75%, **FROM:** Personal Leave without Pay **TO:** Extend Sick Leave without Pay, Leave Date 7/28/2005, Expected Return Date 1/03/2006

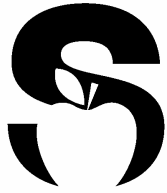
**EDUCATIONAL SUPPORT PROFESSIONALS PERSONNEL RESCINDING TERMINATION AND RESIGNATION for 2005-06**

1. Williams, Freddie L - Rosenwald Center, Custodian 12 month, Reason: Retired, Termination Effective Date 1/07/2006

**TEMPORARY DUTY OUT-OF-STATE LEAVE REQUESTS FOR THE BOARD MEETING ON:  
01/10/2006**

**FOR INFORMATION/TEMPORARY DUTY OUT OF STATE LEAVE REQUESTS FOR 2005-06**

1. DeMattos, Loretta L – Seminole High School, Assistant Technical 188, Temporary Duty to Chaperone Students to the Midwest Show Choir Invitational in Ft. Wayne, Indiana, Leave Date 03/02/2006, Return From Leave Date 03/05/2006 (Funded by Cost Center)
2. Elmer, Belinda M – Rainbow Elementary School, Media Specialist Elementary, Temporary Duty to attend the 2006 U.S. Lacrosse National Convention in Philadelphia, Pennsylvania, Leave Date 01/13/2006, Return From Leave Date 01/13/2006 (Funded by Cost Center)
3. Kienle, Thomas G – Lake Howell High School, Coach Only, Temporary Duty to attend the 2006 U.S. Lacrosse National Convention in Philadelphia, Pennsylvania, Leave Date 01/13/2006, Return From Leave Date 01/16/2006 (Funded by Cost Center)
4. Knapp, Nicole Corinne - Rainbow Elementary School, Spch/Lng. Pathologist, Temporary Duty to attend the 2006 U.S. Lacrosse National Convention in Philadelphia, Pennsylvania, Leave Date 01/13/2006, Return From Leave Date 01/13/2006 (Funded by Cost Center)
5. Maguire, Robert O – Seminole High School, Teacher, Temporary Duty to Chaperone Students to the Midwest Show Choir Invitational in Ft. Wayne, Indiana, Leave Date 03/02/2006, Return From Leave Date 03/05/2006 (Funded by Cost Center)
6. Myers, Jeffrey Scott – Lake Howell High School, Teacher, Temporary Duty to attend the 2006 U.S. Lacrosse National Convention in Philadelphia, Pennsylvania, Leave Date 01/13/2006, Return From Leave Date 01/16/2006 (Funded by Cost Center)
7. Reeder, Susan Kay – Winter Springs High School, Temporary Duty to present at the Advance Placement U.S. History Workshop in Atlanta, Georgia, Leave Date 01/09/2006, Return From Leave Date 01/10/2006 (Funded by College Board)
8. Rice, Michael J – Hagerty High School, Teacher, Temporary Duty to attend the Midwest Music Clinic in Chicago, Illinois, Leave Date 12/14/2005, Return From Leave Date 12/17/2005 (Funded by Cost Center and Boosters Club)
9. Shellhammer, Karen A – Rock Lake Middle School, Teacher, Temporary Duty to attend the 2006 U.S. Lacrosse National Convention in Philadelphia, Pennsylvania, Leave Date 01/13/2006, Return From Leave Date 01/13/2006 (No Reimbursement Requested)
10. Weber, Allison Ann - Rainbow Elementary School, Teacher, Temporary Duty to attend the 2006 U.S. Lacrosse National Convention in Philadelphia, Pennsylvania, Leave Date 01/13/2006, Return From Leave Date 01/13/2006 (Funded by Cost Center)



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** JOB DESCRIPTION REVISIONS

**IV.E.**

Item Number

## 1. Superintendent's Recommendation:

That the School Board of Seminole County approve the revised job descriptions for Specialist I, Student Assignment; Specialist III, Student Transfers; and Supervisor, Testing as presented.

## 2. Background/Analysis:

In preparation for advertising for a vacant educational support position in the Choices Department, the Specialist I for Student Assignment and the Specialist III for Student Transfer job descriptions were reviewed. It is recommended that the titles of both positions be revised to align with similar job position titles. In addition, the revised job descriptions correctly reflect the supervision details, position goals, and actual performance responsibilities.

The revisions reflected within the job description for the position of Supervisor, Testing will better reflect currently required training and actual performance responsibilities now aligned with the position. The Supervisor, Testing position no longer requires a Bachelor's degree with training in Education, Psychology, Statistics, Research, or a related field with emphasis in higher level math, data analysis, measurement, and computer applications. All of the more technical considerations associated with this position have been transferred to the new position of Performance Data Analyst, except those related to educational measurement. Please note that the recommended revisions related to qualifications and performance responsibilities warrant a reduction in the position pay grade as indicated on the revised position description.

## 3. Fiscal Impact:

There is no fiscal impact associated with the revisions to the Specialist positions. The pay grade reduction recommended for the Supervisor, Testing would result in a savings for the District.

4. Prepared by: John Reichert  
Exec. Director of Human Resources and Professional Standards

5. Board Meeting Date 1/10/06

*Attachment(s): Job Descriptions*

*Back-up not in agenda book: None*

*Materials for signature: None*

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### **SPECIALIST I EXECUTIVE ASSISTANT, ~~Student Assignment Choices~~ Department**

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years of office experience.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of word processing applications to include desktop publishing and office technology as related to departmental job functions.
- Knowledge of computer applications as related to specific job functions; familiarity and experience using computerized data systems is desirable.
- Proficiency in secretarial skills.
- Computer data entry experience required.

#### SUPERVISION

**REPORTS TO** Director of Student Equity and Excellence ~~Coordinator~~, Choices Department  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To perform secretarial and clerical tasks with minimum direct supervision while exercising judgment within the scope of authority and to assist the ~~Director of Student Equity and Excellence~~ Coordinator, Choices Department, by overseeing an accurate and efficient process for assigning students in compliance with Consent Decree and Post Unitary criteria.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Maintain, update and monitor student assignment information, including the ~~lottery~~ random selection process, using Fox Pro database with Consent Decree and Post Unitary requirements.
2. \* Receive visitors/phone calls and provide information or make referrals, and maintain communication with to other staff members and departments,
3. \* Create and/or maintain filing systems.
4. \* Open, organize, and route mail.
5. \* Answer routine correspondence.
6. \* Draft, type/word process correspondence and other documents.
7. \* Facilitate production/printing and distribution of documents to support K-12 marketing programs.
8. \* Take dictation, minutes and transcribe.
9. \* Schedule appointments and meetings for supervisor.
10. \* Make travel arrangements, reservations, etc.
11. \* Operate, maintain and support general office equipment as needed.
12. \* Inventory and order supplies, forms and equipment.
13. \* Perform bookkeeping functions, when required.
14. \* Share procedural information with school-based personnel regarding maintenance of required records and timely

**SPECIALIST I EXECUTIVE ASSISTANT, ~~Student Assignment Choices~~  
Department, Page 2**

reporting of changes in enrollment information.

- 15. \* Develop and maintain a long-term calendar by integrating office functions with District goals and objectives.
- 16. \* Facilitate printing and distribution of ~~Consent Decree~~ required reports and documents.
- 17. Perform other duties as assigned by the ~~Director of Student Equity and Excellence~~ Coordinator, Choices Department.

*\*Denotes essential job function/ADA*

**EQUIPMENT / MATERIALS**

Standard Office Equipment and Materials

**PHYSICAL REQUIREMENTS**

**Light Work**

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

**PHYSICAL ACTIVITIES**

**Sitting**

Resting with the body supported by the buttocks or thighs.

**Standing**

Assuming an upright position on the feet particularly for sustained periods of time.

**Walking**

Moving about on foot to accomplish tasks, particularly for long distances.

**Climbing**

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

**Bending**

Lowering the body forward from the waist

**Stooping**

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

**Kneeling**

Bending legs at knee to come to a rest on knee or knees.

**Crouching**

Bending the body downward and forward by bending leg and spine.

**Twisting**

Moving body from the waist using a turning motion.

**Reaching**

Extending hand(s) and arm(s) in any direction.

**Pushing**

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.

**Pulling**

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.

**Lifting**

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.

**Finger Dexterity**

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

**Grasping**

Applying pressure to an object with the fingers and palm.

**Repetitive Motion**

Substantial and continuous movements of the wrists, hands, and/or fingers.

**Talking**

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

**Hearing Acuity**

The ability to perceive speech and other environmental sounds at normal loudness levels.

**Visual Acuity**

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors**

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

**SPECIALIST I EXECUTIVE ASSISTANT, Student Assignment Choices**  
**Department, Page 3**

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**C-C \$26,522 - \$47,100**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**

PeopleSoft Position TBA  
Personnel Category 12  
EEO-5 Line 43  
Function 6300  
Job Code 1930  
Survey Code 63010

**FLSA**

Applicable  
 Not applicable

Previous Approval Date

**BOARD APPROVED**

**January 16, 2001**

ADA Information Provided by Leslie Reilly  
Position Description Prepared by Anna-Marie Cote/EMC Services

**SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA**  
**Position/Job Description**  
**SPECIALIST III ADMINISTRATIVE ASSISTANT, Student Transfers**

**Choices Department**

**QUALIFICATIONS**

- High School Diploma or equivalence or Florida Special Diploma.

**KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of the student transfer policies and procedures.
- Knowledge of computer software applications, including word-processing, spreadsheet and relational database systems and data entry applications as well as general office technology as related to specific job functions.
- Effective skills in oral and written communications.
- Proficiency in secretarial and clerical skills.
- Ability to work cooperatively with others.
- Ability to maintain confidentiality.
- Bilingual ability may be required per advertised vacancy specifications.

**SUPERVISION**

**REPORTS TO**      Choices Coordinator, Choices Department  
**SUPERVISES**      No supervisory duties

**POSITION GOAL**

***To process student transfer applications and perform other secretarial and clerical tasks in an accurate, timely and effective manner.***

**PERFORMANCE RESPONSIBILITIES**

1. \* Maintain, update, and monitor student transfer information in on-line data files according to the defined process.
2. \* Communicate with relevant departments (Transportation, Exception Student Support Services, Information Services, etc.) regarding individual student transfer information.
3. \* Answer school personnel and parent questions regarding student transfers.
4. \* Correspond effectively by phone, letter, e-mail and in person to both the general public and school employees.
5. \* Meet data entry and process deadlines on an accurate and daily basis.
6. \* Assist administrators and supervisors with assigned duties as directed.
7. \* Word process/type documents and spread sheets.
8. \* Create and maintain filing systems.
9. \* Provide information to the general public, or make referrals to other staff members, when appropriate.
10. \* Operate general office machines.
11. \* Process forms relating to departmental functions.
12. \* Assist with dissemination of student transfer information through distribution of materials or participation in meetings sponsored by the department as directed.
13. \* Assist with production, printing, and distribution of ~~excellence and equity~~ required reports, documents, and marketing tools.
14. Perform other duties/tasks consistent with the goals and objectives of this position.

\*Denotes essential job function/ADA



**SPECIALIST III ADMINISTRATIVE ASSISTANT, Student Transfers  
Choices Department, page 2**

**EQUIPMENT / MATERIALS**

Standard Office Equipment and Materials

**PHYSICAL REQUIREMENTS**

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

**PHYSICAL ACTIVITY**

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm  
**Repetitive Motion** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**C-B \$19,357 - \$34,373**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**

PeopleSoft Position 00006928  
Personnel Category 12  
EEO-5 Line 43  
Function 6300  
Job Code 1931  
Survey Code 63010

**FLSA**

Applicable  
 Not applicable

**BOARD APPROVED**

Previous Approval Date February 25, 2003  
January 16, 2001

ADA Information Provided by Marion Dailey  
Position Description Prepared by Anna-Marie Cote/EMC Services

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SUPERVISOR, Testing

#### QUALIFICATIONS

- ~~Associate's Degree (or higher) Bachelor's Degree (Master's preferred) in related field or equivalency in training and/or experience. Education, Psychology, Statistics, Operations Research, Engineering or a related field with extensive emphasis on skill development in higher-level mathematics, statistical data analysis, assessment, measurement, evaluation, and/or computer programming/applications preferred.~~
- ~~Five or more years experience in district level coordination of FCAT assessment programs. Two (2) years experience in one or more of the majors/emphases listed above.~~

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the FCAT assessment program and related accountability programs.
- Knowledge of FCAT test distribution, administration, and packaging procedures.
- Ability to develop and present training related to FCAT administration and packaging for scoring.
- Skills in organizing and distributing FCAT results.
- Proficiency in use of computer applications and technical equipment as related to department job functions.
- Possess effective decision-making skills.
- Possess effective interpersonal skills and abilities.
- Ability to communicate effectively orally, in writing, and on the telephone.

#### SUPERVISION

**REPORTS TO** Coordinator of Testing  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To provide technical, electronic, and other support functions to K-12 State student assessment programs.*

#### PERFORMANCE RESPONSIBILITIES

1. ~~\* Assist district and school based personnel with~~ Coordinate the distribution, packaging, verifying and retrieval of secure and other test materials ~~to and from schools.~~
2. ~~\* Create and maintain FCAT related electronic spreadsheet and other~~ databases, files, reports and records beyond those supplied by IS and DOE vendors.
3. ~~\* Keep current with technological developments and their implications on test materials and software~~ to coordinating a countywide assessment program.
4. ~~\* Develop and generate~~ reports to be provided to district and school based personnel.
5. ~~\* Develop data collection instruments and input documents.~~
6. ~~\* Assist with developing and providing a comprehensive program of user education workshops and seminars for district school test coordinators and~~ test administrators.
7. ~~\* Assist district- and school-based personnel, as well as School Board members, the media and the public, with interpreting assessment results.~~
8. ~~\* Coordinate and maintain the automation of the testing budget, inventory, and other functions identified by the Testing Department staff.~~
9. ~~\* Implement SPSS software to operational status, identify applicable functions and train Testing staff, and do so relative to IS and Testing Department generated databases.~~
10. ~~\* Assist in planning for the conduct of an articulation study between CTBS/4 and FCAT NRT utilizing SPSS and other needed resources.~~
11. ~~\* Develop and maintain a Testing Department web site, making information selected by Testing, staff, with input from selected ESC, and school staff members accessible by internet.~~
12. ~~\* Conduct review of Testing Department hardware and software needs (including Testmate and SPSS, current components and add-ons) and develop a plan to purchase and implement same.~~

## **ASSISTANT COORDINATOR SUPERVISOR, Testing, Page 2**

13. \* ~~Develop a sequential plan to add assessment, measurement, and statistical skills incrementally.~~
14. \* Develop knowledge of and ability to apply School Board policies/procedures.
15. \* Communicate testing policies/procedures to school and ESC staff.
16. \* Communicate with DOE and vendor representatives and the public as is appropriate under confidentiality rules.
17. \* Assist in the coordination of all statewide assessments and related programs.
18. \* ~~Assist with~~ Coordinate the publication of an annual district testing schedule.
19. \* Assist in the preparation and presentation of materials/information as is necessary to department meetings and training sessions.
20. \* Assist in maintaining all hard-copy test data files, and accessing all IS electronic assessment data files.
21. \* Assist in the distribution of standard test score reports to schools provided by the DOE ~~to schools and with test score manipulation into additional formats as needed.~~
22. \* Provide technical assistance to schools as required.
23. \* ~~Assist with budgeting, ordering, inventorying, and warehousing.~~
24. \* Serve as the liaison between Testing and IS.
25. \* Schedule appointments, meetings, delivery/retrieval of testing materials.
26. \* Oversee maintenance of correspondence and records.
27. Perform other duties as assigned by the Coordinator of Testing.

*\*Denotes essential job function/ADA*

### **EQUIPMENT / MATERIALS**

PC, Scanner, Copy Machine, Calculator, Pallet Jack

### **PHYSICAL REQUIREMENTS**

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

### **PHYSICAL ACTIVITIES**

|                          |  |
|--------------------------|--|
| <b>Sitting</b>           | Resting with the body supported by the buttocks or thighs.   |
| <b>Standing</b>          | Assuming an upright position on the feet particularly for sustained periods of time.   |
| <b>Walking</b>           | Moving about on foot to accomplish tasks, particularly for long distances.   |
| <b>Bending</b>           | Lowering the body forward from the waist   |
| <b>Stooping</b>          | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles .  |
| <b>Kneeling</b>          | Bending legs at knee to come to a rest on knee or knees.   |
| <b>Crouching</b>         | Bending the body downward and forward by bending leg and spine.  |
| <b>Reaching</b>          | Extending hand(s) and arm(s) in any direction.   |
| <b>Pulling</b>           | Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.   |
| <b>Lifting</b>           | Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force. |
| <b>Repetitive Motion</b> | Substantial and continuous movements of the wrists, hands, and/or fingers.   |
| <b>Talking</b>           | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.                  |
| <b>Hearing Acuity</b>    | The ability to perceive speech and other environmental sounds at normal loudness levels.   |
| <b>Visual Acuity</b>     | The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.   |

### **WORKING CONDITIONS**

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

# ASSISTANT COORDINATOR SUPERVISOR, Testing, Page 3

|                            |
|----------------------------|
| <b>TERMS OF EMPLOYMENT</b> |
|----------------------------|

**PAY GRADE**

~~AO-12-G \$41,710-\$66,321~~  
AO-13-H \$32,975-\$57,237

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**

PeopleSoft Position TBA  
Personnel Category 10  
EEO-5 Line 44  
Function 6100  
Job Code 1693  
Survey Code 77131

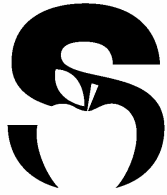
**FLSA**

Applicable  
 Not applicable

**BOARD APPROVED**

Previous Board Approval **September 21, 1999**

ADA Information Provided by Dave Winger  
Position Description Prepared by Dave Winger



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** MONTHLY FINANCIAL STATEMENT FOR  
NOVEMBER 2005

IV.F.  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the Monthly Financial Statement for November 2005.

**2. Background/Analysis:**

State Board Rule 6A-1008 requires that a Monthly Financial Statement be submitted to the board in a form prescribed by the school board.

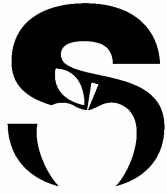
**3. Fiscal Impact:**

The expenditures for the year are within budget allocations. The current estimate of the June 30, 2005 unreserved fund balance for the operating budget is \$18,184,998 (4.4%).

**4. Prepared by:** John Pavelchak  
Exec. Director of Finance and Budgeting  
Paul Fitzgerald, Accountant II

**5. Board Meeting Date** 01/10/06

*Attachment(s): Available via the Internet Agenda Book  
Back-up not in agenda: Monthly Financial Statement, Executive Summary  
Materials for signature: Monthly Financial Statement November 2005*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** REQUEST FOR PROPOSAL: JANITORIAL CLEANING SERVICES, #102982

**IV.G.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the distribution of the Request for Proposal for "Janitorial Cleaning Services, RFP #102982" and confirm the appointment of a school board member to the evaluation committee.

**2. Background/Analysis:**

This Request for Proposal is to solicit qualifications for a multi-year agreement to provide comprehensive facility cleaning services as needed. The request for proposal will qualify and approve a second company to perform cleaning services. Since the award of the initial contract less than two years ago we have experienced a growing demand for these services that requires us to establish a second company. Proposals will be accepted only at the established rate per square foot annually. A draft proposal is enclosed for review and comment.

Proposed Evaluation Committee: Larry Ellis, Assistant Director, Business Advisory Board Member; School Board Member, (2) Principals TBA, Barry Boyer, Director (Facilitator)

**3. Fiscal Impact:**

There is no fiscal impact to the district at this time.

**4. Prepared by:** John Pavelchak  
Exec. Director of Finance & Budgeting  
Barry G. Boyer, C.P.M., Director  
Purchasing and Distribution Services

**5. Board Meeting Date** 1/10/06

*Attachment(s): None*  
*Back-up not in agenda book: Request for Proposal (Draft)*  
*Materials for signature: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** BID OR REQUEST FOR PROPOSAL RECOMMENDATIONS

**IV.H.**

Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the recommendations for bids or requests for proposals listed below.

**2. Background/Analysis:**

Each board meeting the administration presents to the board for approval all bids, bid renewals or extensions for products or services in excess of \$25,000. All bids presented are the lowest bids that meet advertised specifications and are made in accordance with Florida Board of Education rules and district board policies unless otherwise noted. Approved bids will have purchase orders issued on as needed basis.

| ITEM | BID TITLE & NUMBER  | AWARD AMOUNT (\$) |
|------|---|-------------------|
| 1.   | Bid Award: 3200W Commercial Microwave Steamer Ovens and Stands, #102963 | 125,496.          |
| 2.   | Bid Award: Kitchen Pest Control Service, #102975                        | Est. 37,538.      |

**3. Fiscal Impact:**

The estimated (NET) total of the bids awarded is \$163,034. Finance Department will determine that funds are available before a purchase order is issued.

**4. Prepared by:** John Pavelchak  
 Exec. Director of Finance & Budgeting  
 Barry G. Boyer, C.P.M.  
 Director, Purchasing and Distribution Services Department  
*Attachment(s): None*  
*Back-up not in agenda book: Executive Summaries/Tabulations*  
*Materials for signature: None*

**5. Board Meeting Date** 1/10/06



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** AUTHORIZATION TO PURCHASE

**IV.I.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the purchases listed below and any applicable contracts/agreements that may be associated with the various purchases.

**2. Background/Analysis:**

| ITEM | DESCRIPTION  | AMOUNT (\$) |
|------|--|-------------|
| 1.   | Furniture & Equipment for Markham Woods MS             | 213,515.    |
| 2.   | Online Database Subscription Services (ABC Clio, Inc.) | 39,130.     |
| 3.   | Painting Services                                      | 39,202.     |

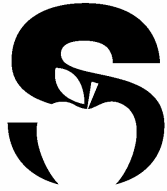
**3. Fiscal Impact:**

The total of purchase orders presented is \$ 291,847. The Finance Department has determined that funds are available to cover the amount to be encumbered.

**4. Prepared by:** John Pavelchak  
 Exec. Director of Finance & Budgeting  
 Barry G. Boyer, C.P.M.  
 Director, Purchasing and Distribution Services Department  
*Attachment(s): None*  
*Back-up not in agenda book: Executive Summaries*  
*Materials for signature: Agreements (2)\**

**5. Board Meeting Date** 1/10/06





# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** REVISED BUS ROUTING PROCEDURES 2005/2006

**IV.J.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the revisions to the Seminole County Public Schools Transportation Services Routing Procedures.

**2. Background/Analysis:**

The last revision by the board of the current routing procedures was October 28, 1997. The expansion of services in the transportation department over the past eight years has necessitated changes to the procedures. With growth in the Magnet, ESE, Choices and other programs, as well as the restrictions on time, distance and areas designated as hazardous walking, it is recommended that the changes outlined in the enclosure be implemented. The revised routing procedures reflect the changes necessary to meet the aforementioned changes. The new procedures have been reviewed and approved by Ned Julian, Esq., the School Board Attorney and Dr. Anna Marie Cote, the Excellence and Equity Coordinator.

Changes to the Routing Procedures mainly include such things as clarification/correction of language. Using phrases like "Students living less than two miles" instead of "Ineligible students" make things clearer to parents. Placing specific wording to indicate that transportation must be the same each day helps clear up misunderstandings about longstanding practices. Additional language was added to clarify practices concerning magnet transportation. Wording was inserted to quantify the amount of waiting time before unused stops can be removed from school bus routes to equate with longstanding practice. Also, sections about TAPP students were removed from the procedures since other agencies in the county provide transportation for TAPP students (and babies) and the previous wording simply mirrored state procedures.

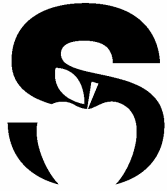
There are two proposed alterations that would actually be changes from current procedures. First, the new Routing Procedures would reduce the notification period for removal of bus service from 30 days to two weeks. Second, when buses become too crowded all ineligible students would be removed instead of removing them a few grades at a time. Reducing the notification period reduces the amount of time that the district has to operate a second, overflow, bus on the same route while still allowing parents sufficient time to make alternate arrangements. Removing all ineligible students from an overloaded bus removes the instances of repeated additional removals, especially in high growth areas of the county. It also reduces parental concerns about having both eligible and ineligible siblings.

**3. Fiscal Impact:**

There is no fiscal impact for the District at this time.

**4. Prepared by:** George Kosmac  
Deputy Superintendent, Operations  
Kenneth Lewis, Director of Transportation Services  
*Attachment(s): None*  
*Back-up not in yellow book: Revised Routing Procedures*  
*Materials for Signature: None*

**5. Board Meeting Date** 01/10/06



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** NEW CHILES MIDDLE SCHOOL PROJECT:  
CHANGE ORDER NO. 15

**IV.K.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve Change Order No. 15 in the net additive amount of \$316,958.10 for the New Chiles Middle School project.

**2. Background/Analysis:**

Change Order No. 15 in the net additive amount of \$316,958.10 modifies the board's contract with Elkins Constructors to address unforeseen conditions, 2004 hurricane season related hardships, code compliance, items that will improve the operational use of the facility, and return to the contractor the Owner Direct Purchase material costs that were not required for the project.

The Change Order breakdown of costs has been reviewed by the Architect and the Facilities Planning staff and is recommended for approval. The revised contract amount of \$13,465,458.82 is increased to \$13,782,416.92.

*Continued on next page*

| <b>Contract Summary</b>   |                         |  |                         |                          |
|---|-------------------------|--|-------------------------|--------------------------|
|   |                         | <b>Direct Purchases</b>                  | <b>Change Items</b>     | <b>Sales Tax Savings</b> |
| Original <b>Contract</b> Amount:                                | \$ 18,579,000.00        |  |                         |                          |
| Change Order No. 1:   | \$ (4,016,237.73)       | \$ (3,830,761.19)                        | \$ -                    | \$ (185,476.54)          |
| Change Order No. 2:   | \$ 116,589.00           | \$ -                                     | \$ 116,589.00           | \$ -                     |
| Change Order No. 3:   | \$ (370,167.50)         | \$ (352,688.46)                          | \$ -                    | \$ (17,479.04)           |
| Change Order No. 4:   | \$ 133,760.00           | \$ -                                     | \$ 133,760.00           | \$ -                     |
| Change Order No. 5:   | \$ 34,323.00            | \$ -                                     | \$ 34,323.00            | \$ -                     |
| Change Order No. 6:   | \$ (1,107,970.08)       | \$ (1,056,412.29)                        | \$ -                    | \$ (51,557.79)           |
| Change Order No. 7:   | \$ 14,956.00            | \$ -                                     | \$ 14,956.00            | \$ -                     |
| Change Order No. 8:   | \$ (136,268.87)         | \$ (135,782.32)                          | \$ 6,281.00             | \$ (6,767.55)            |
| Change Order No.9 :   | \$ 15,608.00            | \$ -                                     | \$ 15,608.00            | \$ -                     |
| Change Order No.10 :  | \$ 36,390.00            | \$ -                                     | \$ 36,390.00            | \$ -                     |
| Change Order No.11 :  | \$ 29,354.00            | \$ -                                     | \$ 29,354.00            | \$ -                     |
| Change Order No.12 :  | \$ 46,152.00            | \$ -                                     | \$ 46,152.00            | \$ -                     |
| Change Order No.13 :  | \$ 46,308.00            | \$ -                                     | \$ 46,308.00            | \$ -                     |
| Change Order No.14 :  | \$ 43,663.00            | \$ -                                     | \$ 43,663.00            | \$ -                     |
| Change Order No.15 :  | \$ 316,954.10           | \$ 227,445.71                            | \$ 78,591.00            | \$ 10,917.39             |
| Revised <b>Contract</b> Amount:                                 | \$ 13,782,412.92        | \$ (5,148,198.55)                        | \$ 601,975.00           | \$ (250,363.53)          |
| <b>Tax Savings Summary</b>                                      |                         |  |                         |                          |
| Tax Savings To Date:  | \$ 250,363.53           |  |                         |                          |
| Amount Previously Credited:                                     | \$ -                    | <i>(Amount Credited in GMP Proposal)</i> |                         |                          |
| Total Project Tax Savings:                                      | \$ 250,363.53           |  |                         |                          |
| <b>Project Cost Summary</b>                                     |                         |  |                         |                          |
| Revised Contract Amount:  | \$ 13,782,412.92        |  |                         |                          |
| Total Direct Purchase Cost: (+)                                 | \$ 5,148,198.55         |  |                         |                          |
| <b>Total Project Cost To Date:</b>                              | <b>\$ 18,930,611.47</b> |  | <b>% Changes: 3.24%</b> |                          |
| <b>Previous District Total Tax Savings :</b>                    |                         | <b>\$ 5,758,176.33</b>                   |                         |                          |
| <b>Tax Savings This Change:</b>                                 |                         | <b>\$ (10,917.39)</b>                    |                         |                          |
| <b>District Total Tax Savings To Date (After Change Order):</b> |                         | <b>\$ 5,747,258.94</b>                   |                         |                          |

3. **Fiscal Impact:** The net fiscal impact of this action is \$316,958.10 and is within the project budget.  
Funding Source: 351/7400/4633/9009/8280

4. **Prepared by:** George Kosmac  
Deputy Superintendent Operations  
Jay A. Taylor, Supervisor of Construction  
*Attachment(s): None*

5. **Board Meeting Date** 01/10/06

*Back-up not in agenda book: Change Order No.15*  
*Materials for signature: Change Order No. 15 (5 originals for signature)*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** PAUL J. HAGERTY HIGH SCHOOL PROJECT:  
CHANGE ORDER NO. 7

**IV.L.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve Change Order No. 7 in the net additive amount of \$58,819 for the Paul J. Hagerty High School project.

**2. Background/Analysis:**

Change Order No. 7 in the net additive amount of \$58,819 modifies the board's contract with Elkins Construction Co. to address code related items, irrigation for sport field, and items that will improve the operational use of the facility.

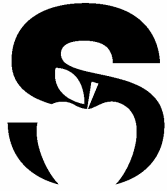
The Change Order breakdown of costs has been reviewed by the Architect and the Facilities Planning staff and is recommended for approval. The contract amount of \$20,112,791 is increased to \$20,171,610.

| Contract Summary  |                         |  |                         |                   |
|---|-------------------------|--|-------------------------|-------------------|
|   |                         | Direct Purchases                         | Change Items            | Sales Tax Savings |
| Original <b>Contract</b> Amount:                                | \$ 28,200,000.00        |  |                         |                   |
| Change Order No. 1:   | \$ (8,460,000.00)       | \$ (8,053,920.00)                        | \$ -                    | \$ (406,080.00)   |
| Change Order No. 2:   | \$ (99,873.00)          | \$ -                                     | \$ (99,873.00)          | \$ -              |
| Change Order No. 3:   | \$ 116,003.00           | \$ -                                     | \$ 116,003.00           | \$ -              |
| Change Order No. 4:   | \$ 104,508.00           | \$ -                                     | \$ 104,508.00           | \$ -              |
| Change Order No. 5:   | \$ 57,843.00            | \$ -                                     | \$ 57,843.00            | \$ -              |
| Change Order No. 6:   | \$ 194,310.00           | \$ -                                     | \$ 194,310.00           | \$ -              |
| Change Order No. 7:   | \$ 58,819.00            | \$ -                                     | \$ 58,819.00            | \$ -              |
| Revised <b>Contract</b> Amount:                                 | \$ 20,171,610.00        | \$ (8,053,920.00)                        | \$ 431,610.00           | \$ (406,080.00)   |
| Tax Savings Summary   |                         |  |                         |                   |
| Tax Savings To Date:  | \$ 406,080.00           |  |                         |                   |
| Amount Previously Credited:                                     | \$ -                    | <i>(Amount Credited in GMP Proposal)</i> |                         |                   |
| Total Project Tax Savings:                                      | \$ 406,080.00           |  |                         |                   |
| Project Cost Summary  |                         |  |                         |                   |
| Revised Contract Amount:  | \$ 20,171,610.00        |  |                         |                   |
| Total Direct Purchase Cost: (+)                                 | \$ 8,053,920.00         |  |                         |                   |
| <b>Total Project Cost To Date:</b>                              | <b>\$ 28,225,530.00</b> |  | <b>% Changes: 1.53%</b> |                   |
| <b>Previous District Total Tax Savings :</b>                    |                         | <b>\$</b>                                | <b>5,679,581.33</b>     |                   |
| <b>Tax Savings This Change:</b>                                 |                         | <b>\$</b>                                | <b>-</b>                |                   |
| <b>District Total Tax Savings To Date (After Change Order):</b> |                         | <b>\$</b>                                | <b>5,679,581.33</b>     |                   |

**3. Fiscal Impact:** The net fiscal impact of this action is \$58,819 and is within the project budget. Funding Source: 352/7400/4633/9009/8360

**4. Prepared by:** George Kosmac  
Deputy Superintendent Operations  
Jay A. Taylor, Supervisor of Construction  
*Attachment(s): None*  
*Back-up not in agenda book: Change Order No.7*  
*Materials for signature: Change Order No. 7 (5 originals for signature)*

**5. Board Meeting Date** 01/10/06



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** MARKHAM WOODS MIDDLE SCHOOL PROJECT:  
CHANGE ORDER NO. 8

**IV.M.**  
Item Number

## 1. Superintendent's Recommendation:

That the School Board of Seminole County approve Change Order No. 8 in the net deductive amount of (\$423,230.12) for the Markham Woods Middle School project.

## 2. Background/Analysis:

Change Order No. 8 in the net deductive amount of (\$423,230.12) modifies the board's contract with Mark Construction Company to address nine major items and other minor items noted in the change order. The major items are as follows:

- Item 1. Additional LCD ceiling mounts and wiring. \$1,988
- Item 2. Reroute sidewalk around new power pole. Unforeseen Condition. \$1,989
- Item 3. Credit to provide ADA clearances for science lab casework. Code Compliance. (\$86)
- Item 4. Provide additional mailbox slots in teacher's workroom. \$2,216
- Item 5. Credit to delete cabinet and refrigerator. (\$496)
- Item 6. Add plumbing drain for emergency eyewash. \$2,167
- Item 7. Modify casework for robe storage. \$3,348
- Item 8. Add wall and window to Art lab. \$3,345
- Item 9. Credit to Reconcile Owner Direct Purchases and the associated sales tax savings. (\$437,701.12)

The Change Order breakdown of costs has been reviewed by the Architect and the Facilities Planning staff and is recommended for approval. *Type: Discretionary; Items 1,4,5,6,7,8 Amount \$12,568. Type: Non-Discretionary; Item 2,3,9 Amount (\$435,798.12).* The revised contract amount of \$16,599,256.04 is decreased to \$16,176,025.92.

*Continued on next page.*

| <b>Contract Summary</b>   |                         |  |                         |                          |
|---|-------------------------|--|-------------------------|--------------------------|
|   |                         | <b>Direct Purchases</b>                  | <b>Change Items</b>     | <b>Sales Tax Savings</b> |
| Original <b>Contract</b> Amount:                                | \$ 23,108,000.00        |  |                         |                          |
| Change Order No. 1:   | \$ (2,309,966.40)       | \$ (2,203,593.89)                        | \$ -                    | \$ (106,372.51)          |
| Change Order No. 2:   | \$ 14,932.00            | \$ -                                     | \$ 14,932.00            | \$ -                     |
| Change Order No. 3:   | \$ (3,102,416.37)       | \$ (2,959,223.64)                        | \$ -                    | \$ (143,192.73)          |
| Change Order No. 4:   | \$ 19,353.00            | \$ -                                     | \$ 19,353.00            | \$ -                     |
| Change Order No. 5:   | \$ (1,198,729.19)       | \$ (1,150,584.71)                        | \$ 378.00               | \$ (48,522.48)           |
| Change Order No. 6:   | \$ 48,498.00            | \$ -                                     | \$ 48,498.00            | \$ -                     |
| Change Order No. 7:   | \$ 19,585.00            | \$ -                                     | \$ 19,585.00            | \$ -                     |
| Change Order No. 8:   | \$ (423,230.12)         | \$ (417,033.51)                          | \$ 14,471.00            | \$ (20,667.61)           |
| Revised <b>Contract</b> Amount:                                 | \$ 16,176,025.92        | \$ (6,730,435.75)                        | \$ 117,217.00           | \$ (318,755.33)          |
| <b>Tax Savings Summary</b>                                      |                         |  |                         |                          |
| Tax Savings To Date:  | \$ 318,755.33           |  |                         |                          |
| Amount Previously Credited:                                     | \$ -                    | <i>(Amount Credited in GMP Proposal)</i> |                         |                          |
| Total Project Tax Savings:                                      | \$ 318,755.33           |  |                         |                          |
| <b>Project Cost Summary</b>                                     |                         |  |                         |                          |
| Revised Contract Amount:  | \$ 16,176,025.92        |  |                         |                          |
| Total Direct Purchase Cost: (+)                                 | \$ 6,730,435.75         |  |                         |                          |
| <b>Total Project Cost To Date:</b>                              | <b>\$ 22,906,461.67</b> |  | <b>% Changes: 0.51%</b> |                          |
| <b>Previous District Total Tax Savings :</b>                    |                         | <b>\$</b>                                | <b>5,747,258.94</b>     |                          |
| <b>Tax Savings This Change:</b>                                 |                         | <b>\$</b>                                | <b>20,667.61</b>        |                          |
| <b>District Total Tax Savings To Date (After Change Order):</b> |                         | <b>\$</b>                                | <b>5,767,926.55</b>     |                          |

3. **Fiscal Impact:** This action represents a credit to the district.

4. **Prepared by:** George Kosmac  
Deputy Superintendent Operations  
Jay A Taylor, Supervisor of Construction  
Attachment(s): None  
Back-up not in agenda book: Change Order No. 8  
Materials for signature: Change Order No. 8 (5 originals for signature)

5. **Board Meeting Date** 01/10/06



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** TUSKAWILLA MIDDLE SCHOOL ADDITIONS PROJECT: IV.N.  
 CHANGE ORDER NO. 7 Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve Change Order No. 7 in the net additive amount of \$94,315 for the Tuskawilla Middle School Additions project.

**2. Background/Analysis:**

Change Order No. 7 in the net additive amount of \$94,315 modifies the board's contract with Suitt Construction Inc. to address replacing the existing cafeteria VCT flooring, replace gym synthetic floor with wood floor, caulk brick ledge angle at perimeter of classroom building.

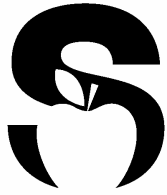
The Change Order breakdown of costs has been reviewed by the Architect and the Facilities Planning staff and is recommended for approval. The contract amount of \$16,838,457 is increased to \$16,932,772.

| Original <b>Contract</b> Amount:  | \$        | 20,999,694.00        | <b>Direct Purchases</b>                  | <b>Change Items</b>  | <b>Sales Tax Savings</b> |
|---|-----------|----------------------|--|----------------------|--------------------------|
| Change Order No. 1:   | \$        | (4,700,000.00)       | \$ (4,700,000.00)                        | \$ -                 | \$ (300,000.00)          |
| Change Order No. 2:   | \$        | 428,095.00           | \$ -                                     | \$ 428,095.00        | \$ -                     |
| Change Order No. 3:   | \$        | 94,870.00            | \$ -                                     | \$ 94,870.00         | \$ -                     |
| Change Order No. 4:   | \$        | (201,238.00)         | \$ (231,288.00)                          | \$ 44,866.00         | \$ (14,816.00)           |
| Change Order No. 5:   | \$        | 72,202.00            | \$ -                                     | \$ 72,202.00         | \$ -                     |
| Change Order No. 6:   | \$        | 144,834.00           | \$ -                                     | \$ 144,834.00        | \$ -                     |
| Change Order No. 7:   | \$        | 94,315.00            | \$ -                                     | \$ 94,315.00         | \$ -                     |
| <b>Revised <b>Contract</b> Amount:</b>  | <b>\$</b> | <b>16,932,772.00</b> | <b>\$ (4,931,288.00)</b>                 | <b>\$ 879,182.00</b> | <b>\$ (314,816.00)</b>   |
| <b>Tax Savings Summary</b>  |           |                      |  |                      |                          |
| Tax Savings To Date:  | \$        | 314,816.00           |  |                      |                          |
| Amount Previously Credited:   | \$        | <u>(314,816.00)</u>  | <i>(Amount Credited in GMP Proposal)</i> |                      |                          |
| <b>Total Project Tax Savings:</b>   | <b>\$</b> | <b>-</b>             |  |                      |                          |
| <b>Project Cost Summary</b>   |           |                      |  |                      |                          |
| Revised Contract Amount:  | \$        | 16,932,772.00        |  |                      |                          |
| Total Direct Purchase Cost: (+)   | \$        | <u>4,931,288.00</u>  |  |                      |                          |
| <b>Total Project Cost To Date:</b>  | <b>\$</b> | <b>21,864,060.00</b> | <b>% Changes: 4.19%</b>                  |                      |                          |
| <b>Previous District Total Tax Savings : \$ 5,700,248.94</b>                    |           |                      |  |                      |                          |
| <b>Tax Savings This Change: \$ -</b>  |           |                      |  |                      |                          |
| <b>District Total Tax Savings To Date (After Change Order): \$ 5,700,248.94</b> |           |                      |  |                      |                          |

**3. Fiscal Impact:** The net fiscal impact of this action is \$94,315 and is within the project budget. Funding Source: 353/7400/4633/9009/8290

**4. Prepared by:** George Kosmac  
 Deputy Superintendent Operations  
 Jay A. Taylor, Supervisor of Construction  
*Attachment(s): None*  
*Back-up not in agenda book: Change Order No.7*  
*Materials for signature: Change Order No. 7 (5 originals for signature)*

**5. Board Meeting Date** 01/10/06



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** DISTRICT ADOPTION OF INSTRUCTIONAL MATERIALS  
FOR SECONDARY SOCIAL STUDIES

**IV.O.**  
Item Number

## 1. Superintendent's Recommendation:

That the School Board of Seminole County adopt the instructional materials on the attached list.

## 2. Background/Analysis:

According to school board procedures, the school board adopts instructional materials for district use that are adopted by the state. District recommendations for adoptions in courses in the core subject areas of math, science, social studies, reading/language arts and foreign languages are made by district committees. For courses other than those core subject areas, schools purchase their own materials from the state-adopted list.

The 6-12 social studies committees met between October and December of 2005 and have recommended the materials on the attached list. Names of committee members for each adoption committee have been provided to the Board in a separate document. In the event that there was only one state-adopted book for a particular course, no committee was formed because there was no choice to make.

Pending board approval, materials on the attached list will be purchased by the district and provided to schools for implementation beginning in August of 2006.

## 3. Fiscal Impact:

There will be no fiscal impact to operating funds as categorical funds from the state will be used to purchase these materials.

**4. Prepared by:** Dr. Anna-Marie Cote  
Exec. Director of Instructional Excellence & Equity  
Hugh Harris, Director of Curriculum Services  
Pat LaVergne, Coordinator, Instructional Resources  
*Attachment(s): List of materials adopted by subject*  
*Back-up not in agenda book: List of adoption committees*  
*Materials for signature: None*

**5. Board Meeting Date** 1-10-06



# Seminole County Public Schools, Florida Committee Recommendations for Textbook Adoption

## Middle School

### **2100010 – 8<sup>TH</sup> Grade M/J U.S. HISTORY**

Holt, Rinehart, and Winston, *Holt Call to Freedom: Beginnings to 1877* © 2005, Stuckey & Salvucci, 2005

### **2103030 – 6<sup>th</sup> Grade M/J WORLD GEOGRAPHY: ASIA, OCEANIA, AFRICA**

Pearson Prentice Hall, *Prentice World Studies Geography: Asia, Oceania, & Africa*, Jacobs, et al., 2005

### **2103040 –7<sup>th</sup> Grade M/J WORLD GEOGRAPHY: EUROPE AND THE AMERICAS**

Pearson Prentice Hall, *Prentice Hall World Studies Geography: Europe and the Americas*, Jacobs, et al., 2005

## High School

### **2100310 – AMERICAN HISTORY**

McDougal Littell, *The Americans: Reconstruction To The 21<sup>st</sup> Century*, Gerald A Danzer, et al., 2005/1e

### **2100320 – AMERICAN HISTORY HONORS**

Glencoe/McGraw-Hill, *American Vision*, NGS, et al, 2005/2e

### **2100330 - AP U.S. HISTORY**

Thomson Learning/Wadsworth, *Liberty, Equality, Power: A History of the American People*, Murrin/Johnson/McPherson/Gerstle/ Rosenberg & Rosenberg, 2005/4e

### **2102310 – ECONOMICS**

Glencoe/McGraw-Hill, *Economics: Today and Tomorrow*, Miller, 2005/8e

### **2102320 - ECONOMICS HONORS**

Glencoe/McGraw-Hill, *Economics: Principles and Practices*, Clayton, 2005/10e

### **2102360 - AP MICROECONOMICS**

Thomson Learning/South-Western, *Principles of Economics*, Mankiw, 2004/3e

### **2102370 - AP MACROECONOMICS**

Glencoe/McGraw-Hill, *Economics*, McConnell, 2005/16e

### **2106310 - AMERICAN GOVERNMENT**

### **2106320 - AMERICAN GOVERNMENT HONORS**

Pearson Prentice Hall, *Magruder's American Government with Florida State and Local Government*, McClenaghan, 2004

## High School, continued

### **2106420 - AP UNITED STATES GOVERNMENT AND POLITICS**

Pearson Prentice Hall, *Government in America*, Edwards, et al., 2004/11e

### **2109310 – WORLD HISTORY**

Holt, Rinehart, and Winston, *Holt World History: The Human Journey*, 2005

### **2109320 - WORLD HISTORY HONORS**

McDougal Littell, *World History: Patterns of Interaction*, Roger B. Beck, et al, 2005/1e

### **2109420 - AP WORLD HISTORY**

McDougal Littell, *The Earth And Its Peoples*, Richard W Bulliet, et al., 2005/3e

### **2109380 - AP EUROPEAN HISTORY**

McDougal Littell, *A History Of Western Society: Since 1300*, John P. McKay, et al..  
2003/7e

### **2103300 – WORLD CULTURAL GEOGRAPHY**

Holt, Rinehart, and Winston, *Holt World Geography Today*, Sager & Helgren, 2005

### **2106350 - LAW STUDIES**

Glencoe/McGraw-Hill, *Street Law: A Course in Practical Law*, Arbetman, 2005/7e

### **2107300 - PSYCHOLOGY I**

Holt, Rinehart, and Winston, *Holt Psychology: Principles in Practice*, Rathus, 2003

### **2107350 – AP PSYCHOLOGY**

Bedford, Freeman & Worth Publishing Group, *Psychology*, David G. Myers, 2004/7e

### **2108300 – SOCIOLOGY**

Holt, Rinehart, and Winston, *Holt Sociology: The Study of Human Relationships*,  
Thomas, 2005



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** FIELD TRIP REQUESTS

**IV.P.**  
Item Number

**1. Superintendent's Recommendation:**  
That the School Board of Seminole County approve student attendance on the field trips listed below.

**2. Background/Analysis:**  
Mr. Walt Griffin, principal of Seminole High School, recommended that 20 Seminole High School wrestling team members be allowed to participate in the Baker County High School Wrestling Tournament in MacClenny, Florida, December 9-10, 2005. Students departed December 9, 2005, and returned December 10, 2005.

Mr. Robert Lundquist, principal of Oviedo High School, recommended that 30 Oviedo High School NJROTC members be allowed to participate in the American Legion JROTC Competition in Paisley, Florida, January 7-8, 2006. Students departed January 7, 2006, and returned January 8, 2006.

Mr. Robert Lundquist, principal of Oviedo High School, recommended that two Oviedo High School band members be allowed to attend the Florida Music National Convention in Tampa, Florida, January 5-7, 2006. Students departed January 5, 2006, and returned January 7, 2006.

Mr. Robert Lundquist, principal of Oviedo High School, recommends that 16 Oviedo High School basketball team members be allowed to attend a basketball tournament in Coral Springs, Florida, February 3-4, 2006. Students will depart on February 3, 2006, and return on January 5, 2006.

Mr. Robert Lundquist, principal of Oviedo High School, recommended that the Oviedo High School girls basketball team be allowed to participate in the Tracy McGrady Christmas Shootout in Auburndale, Florida, December 20-21, 2005. Students departed December 20, 2005, and returned December 21, 2005.

Mr. Robert Lundquist, principal of Oviedo High School, recommended that 44 Oviedo High School NJROTC members be allowed to participate in the NJROTC Field Meet in Boca Raton, Florida, December 9-10, 2005. Students departed December 9, 2005, and returned December 10, 2005.

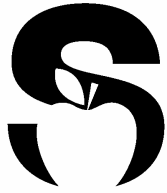
Dr. Shaune Storch, principal of Lake Howell High School, recommends that 15 Lake Howell High School softball team members be allowed to attend a unity camp in Keystone Heights, Florida, January 14-16, 2006. Students will depart on January 14, 2006, and return on January 16, 2006.

**3. Fiscal Impact:**  
There is no fiscal impact to the District associated with this action.

**4. Prepared by:** Raymond L. Gaines  
Exec. Director of Secondary Education

**5. Board Meeting Date** 1/10/06

*Attachment(s): None*  
*Back-up not in agenda book: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** APPROVAL OF ASSIGNMENT OF CONTRACT FROM ACS TO RESCARE, INC.

**IV.Q.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County approve the transfer of the ACS contract to ResCare, Inc., effective with the closing of the purchase of the ACS unit that operates "Project Excel" and other like programs in Florida and elsewhere.

**2. Background/Analysis:**

The Superintendent has been advised that ACS has sold its unit that operates "Project Excel" to ResCare, Inc., a leading provider of residential, training, educational and support services for people with special needs. It is expected that the transfer will occur in early January, 2006. The program, formerly known as "Project Excel" and currently known as ACS will resume its original name, that is "Project Excel" and will continue to be operated by current management and staff, including Tim Giannoni and April Lott.

Dr. Vogel, along with George Kosmac, Raymond Gaines, and the undersigned met with Mr. Giannoni and April Lott (project director for ACS) along with representatives of ResCare, Matt Doctrow and Vincent Doran on December 15<sup>th</sup> regarding the transfer. At that time, we were given strong assurances that the program would continue as it currently exists with an increasing emphasis on academics.

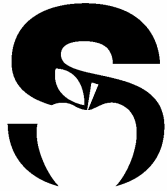
**3. Fiscal Impact:**

There is no fiscal impact to the District at this time.

**4. Prepared by:** Ned N. Julian, Jr., Esq.  
Exec. Director of Legal Services  
Raymond Gaines  
Executive Director of Secondary Education

**5. Board Meeting Date** 1/10/06

*Attachment(s): None*  
*Back-up not in agenda book: None*  
*Materials for signature: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** MIDDLE SCHOOL REZONING - PHASE II  
PERMISSION TO ADVERTISE FOR ADOPTION

**VIII.A.**  
Item Number

## 1. Superintendent's Recommendation:

That the School Board of Seminole County preliminarily approve, for advertising, Plan 37-Modified for adoption on February 21, 2006.

## 2. Background/Analysis:

After reviewing the four plans submitted by the Core Committee and after taking public input at the December 13, 2005 School Board Work Session/School Board Meeting, it is my recommendation that the Board proceed with advertising Plan 37M for adoption. (Plan 37M is available by visiting the following webpage - <http://www.chadwickdesign.com/rezoner/>). Plan 37M was generated by the public and was extensively reviewed and endorsed by the Core Committee.

Plan 37M sufficiently meets enrollment targets, is geographically consistent, meets 10 of the 12 sub group goals (with a variance of 1% and 2% for the two goals not met), and aligns well with high school attendance zones. Plan 37M assigns 1270 students to Markham Woods Middle School and reassigns only an additional 315 students to a different attendance zone.

Please note that this recommendation includes reassigning Cell 31 from Millennium Middle School to Indian Trails Middle School as discussed at the December 13 meetings.

Consistent with School Board Policy 5.30, students will be permitted to "grandfather" and remain at their current school of attendance. As stated in the policy, "...no current secondary student will be required to change his/her school of attendance as a result of attendance zone revisions so that student can complete the highest grade level at the school in which they have started. The District is not obligated to provide transportation to those students who choose to exercise the option to remain at their current school." As provided for in this same policy, siblings will be allowed to attend the same school their brothers or sisters attend to the extent practicable. However, the district is not obligated to provide transportation to those students who choose to exercise this transfer option to remain with siblings."

Special thanks are extended to the Core Committee for their time and commitment, to Chad Cole for creating and sharing his on-line map tool, and to the many community members that spent countless hours reviewing and creating alternative plans.

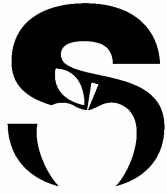
## 3. Fiscal Impact:

There is no fiscal impact to the District at this time.

4. Prepared by: Dr. Bill Vogel, Superintendent

5. Board Meeting Date 1/10/06

*Attachment(s): Plan available via the link referenced above*  
*Back-up not in agenda book: None*  
*Materials for signature: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** STUDENT ATTENDANCE (ELEMENTARY SCHOOL) POLICY

**VIII.B.**  
Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County adopt Policy 5.371, Student Attendance (Elementary School).

**2. Background/Analysis:**

The proposed policy was presented to the Board as an information item on November 22, 2005 and again on December 13, 2005 for public input. It is now appropriate to adopt the policy.

**3. Fiscal Impact:**

There is no fiscal impact to the District at this time.

**4. Prepared by:** Ned N. Julian, Jr., Esq.  
Exec. Director of Legal Services/Risk Management  
Serita Beamon, Staff Counsel

**5. Board Meeting Date** 1/10/06

*Attachment(s): Proposed Policy*  
*Back-up not in agenda book: None*  
*Materials for signature: None*

## CHAPTER 5.00 – STUDENTS

### STUDENT ATTENDANCE (ELEMENTARY SCHOOL)

5.371

#### Rationale

Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform attendance policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators.

#### I. Compulsory Attendance

A student enrolled in Seminole County Public Schools who has attained the age of six (6) by February 1, of any school year, but who has not attained the age of sixteen (16), is required to attend school regularly during the entire school year.

#### II. Parent Verification of Absence

Regular student attendance is the responsibility of the parent/guardian. Once a child is enrolled in school (K-12), it is the responsibility of the parent/guardian to notify the school according to established procedure when the child is absent or has missed school. The principal has the legal authority to determine if an absence is excused. A student shall be considered truant when absent without permission of the parent/guardian or when the parent/guardian consents to unnecessary absences.

#### III. School Notification of Absence

Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall make a good faith effort to contact the student's parent to determine the reason for the absence.

#### IV. Excused Absence Defined

An excused student absence is defined as illness, death of a family member, family emergency (approved by the principal), and religious instruction or religious holidays. Students with excused absences will be given the opportunity to make up schoolwork according to the following guidelines:

## CHAPTER 5.00 – STUDENTS

- A. A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. It is the student's responsibility to obtain assignments upon returning to class immediately following an absence.

At a minimum, the student shall have no less than the number of days he/she was absent, plus one, to complete and hand in make up work for credit. Specific arrangements must be made with the student's teacher(s).

- B. Unless exempted from this requirement by the principal or his/her designee (in consultation with the teacher), assignments given by the teacher ten (10) school days in advance of a student's absence will be due by the assigned date. An assignment turned in after the due date will be graded by the teacher. When the grade for the assignment has been determined by the teacher, it may be reduced by no more than one (1) letter grade for every day the assignment was turned in late.

### V. School Notification of Repeated Unexcused Absences

After three (3) days of unexcused absence or a pattern of absence in a calendar month, with no parental notification to the school, the principal or designee shall contact the parent/guardian via telephone, e-mail, personal contact, or mail. The purpose of this contact is to notify the parent/guardian of the unexcused absences and to discuss the reason for the absences. Any attempts to contact the parent(s) should be documented and a copy provided to the principal or his/her designee. After five (5) unexcused absences in a calendar month, certain school based interventions will be utilized. The principal or designee will refer a student accumulating ten (10) unexcused absences within ninety (90) calendar days to the school social worker.

#### A. Repeated Illness

A student may be excused for a continued or repeated illness up to ten (10) attendance days in a span of ninety (90) calendar days. After this period of time, medical verification will be required. If no verification is submitted within three (3) student attendance days, referral to the School Board nurse will be required.

#### B. Head Lice (pediculosis) or Immunization Noncompliance

Absences due to head lice (pediculosis), nits or immunization noncompliance in excess of three (3) school days will be considered an unexcused absence. The school will make a referral to the School Board



**CHAPTER 5.00 – STUDENTS**

nurse who will assess the need for forwarding the student’s name to the school social worker.

**C. Absence Due to Tardiness/Late Arrival**

A student who accumulates five and one-half (5½) hours of absence due to tardiness, late arrival or early release during the regular school day shall be deemed absent for one school day.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, F.S.

**LAW(S) IMPLEMENTED:** 984.03, 984.151, 1003.21, 1003.23, 1003.24, 1003.26, 1003.27, F.S.

**HISTORY:** **ADOPTED:**  
**REVISION DATE(S):** \_\_\_\_\_  
**FORMERLY:**



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:** ANTI-FRAUD POLICY

**VIII.C.**

Item Number

**1. Superintendent's Recommendation:**

That the School Board of Seminole County adopt Policy 6.511, Anti-Fraud.

**2. Background/Analysis:**

The proposed policy was presented to the Board as an information item on November 22, 2005 and again on December 13, 2005 for public input. It is now appropriate to adopt the policy.

**3. Fiscal Impact:**

There is no fiscal impact to the District at this time.

**4. Prepared by:** Ned N. Julian, Jr., Esq.  
Exec. Director of Legal Services/Risk Management

**5. Board Meeting Date** 1/10/06

*Attachment(s): Proposed Policy*  
*Back-up not in agenda book: None*  
*Materials for signature: None*

## CHAPTER 6.00 – HUMAN RESOURCES

### ANTI-FRAUD

6.511

- I. Position - The School Board will not tolerate the commission of fraud or the concealment of fraud by any employee.
- II. Purpose - The purpose of this policy is to establish certain principles for, and expectations of, District employees in order to prevent fraud, provide for the investigation of suspected fraud, provide consequences for engaging in any manner of fraud, and to heighten awareness of possible fraud.
- III. Definition
  - A. Fraud includes, but is not limited to,
    1. knowingly misrepresenting a fact;
    2. the concealment of a fact or information by an employee for the personal benefit of an employee or other person;
    3. the inducement of another by an employee to act to his/her detriment when done within the scope of a person's employment by the School Board; or
    4. the submittal of false or fabricated documentation or information, regardless of the manner or mode by which the submittal or communication is made, in order to receive a benefit or in response to any lawful inquiry by a supervisor or other appropriate District official.
  - B. Actions constituting fraud include, but are not limited to,
    1. Falsification or unauthorized alteration of School Board, School District, state, or other official or governmental document, in the course and scope of employment by the School Board or in connection with employment by the School Board, regardless of the manner in which the document is stored, maintained, or generated, including but not limited to,
      - a. Claims for payments or reimbursements – including but not limited to submitting false claims for travel or overtime;
      - b. Absence(s) from the worksite request(s) - including but not limited to a Temporary Duty Leave, Sick Leave, Sick Leave Bank Benefit Application, misuse of sick leave, or the like;

## CHAPTER 6.00 – HUMAN RESOURCES

- c. Any school, School District, or School Board file, record (either physical, electronic, photographic, audio or other form of storage);
  - d. Checks, bank drafts, any other financial documents, or financial records;
  - e. Student records;
  - f. Maintenance records;
  - g. Fire, health and safety reports;
  - h. Professional certification, licensure, or educational degree or evidence of any academic honor or achievement;
  - i. Any other School Board, School District, school record, or employment related document of any kind whatsoever; or
  - j. Submittal of false or fabricated documents or documentation in support of any claim for any benefit.
2. Submittal of false or misleading information in support of a claim of benefit, regardless of the manner or mode of communication including, but not limited to, a telephonic notification to the appropriate cost center, personally or through a third-party, of illness in order to avoid an absence without leave status for failure to report to or remain on duty.
  3. Accepting or offering a bribe, gifts, or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
  4. Disclosing to other persons the purchasing/bidding activities engaged in or contemplated by the School Board in order to give any entity, person or business an unfair advantage in the bid process.
  5. Causing the School Board to pay excessive prices or fees where justification is not documented.
  6. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.

## CHAPTER 6.00 – HUMAN RESOURCES

7. Use of School Board, School District, or school equipment or work time for any outside private or personal business activity.

### IV. Application:

- A. This policy applies to any fraud, suspected or observed, involving any School Board or School District employee, persons employed on OPS status, substitute teachers, volunteers, members or employees of any direct support organization, and any other persons or parties in a position to commit fraud on the School Board, regardless of the suspected wrongdoer's length of service or position/title, office, or relationship with the School Board, School District, or any District school.
- B. Any known or suspected fraud shall be reported immediately to the Human Resources Office of Professional Standards. Failure to report known or suspected fraud shall be grounds for discipline including termination and reporting to the Professional Practices Services within the Florida Department of Education, as required by law.
- C. Administrators and supervisors are responsible for ensuring that employees under their supervision receive District training regarding fraud (see paragraph VI. below).

- V. Consequences – Violation of this policy may result in termination or some lesser penalty including, but not limited to, suspension without pay or reprimand.

### VI. Employee Education

- A. All cost center supervisors and department heads shall review this policy with subordinate employees on an annual basis.
- B. All employees will sign a statement indicating that they have read and understand this policy.
- C. This policy will be reviewed with all new employees at the required new employment orientation (NEO) session.
- D. All new employees will sign a statement indicating that they have read and understand this policy as part of the District orientation.
- E. A copy of this policy shall be placed in all employee handbooks.

**CHAPTER 6.00 – HUMAN RESOURCES**

**STATUTORY AUTHORITY:** 1001.32, 1001.41, 1001.42, 1001.43, F.S.

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, F.S.

**HISTORY:**

**ADOPTED:**  
**REVISION DATE(S):** \_\_\_\_\_  
**FORMERLY: NEW**



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**ACTION ITEM:**

**ADVERSE PERSONNEL ACTION AGAINST A SCHOOL BOARD  
EMPLOYEE OR AN EMPLOYEE OF AN INDEPENDENT  
CONTRACTOR (WHISTLE-BLOWER POLICY)**

**VIII.D.**

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Item Number**1. Superintendent's Recommendation:**

That the School Board of Seminole County adopt Policy 6.521, Adverse Personnel Action Against a School Board Employee or an Employee of an Independent Contractor (Whistle-Blower Policy).

**2. Background/Analysis:**

The proposed policy was presented to the Board as an information item on November 22, 2005 and again on December 13, 2005 for public input. It is now appropriate to adopt the policy.

**3. Fiscal Impact:**

There is no fiscal impact to the District at this time.

**4. Prepared by:**

Ned N. Julian, Jr., Esq.  
Exec. Director of Legal Services/Risk Management

**5. Board Meeting Date**

1/10/06

*Attachment(s): Proposed Policy  
Back-up not in agenda book: None  
Materials for signature: None*

## CHAPTER 6.00 – HUMAN RESOURCES

### **ADVERSE PERSONNEL ACTION AGAINST A SCHOOL BOARD EMPLOYEE OR AN EMPLOYEE OF AN INDEPENDENT CONTRACTOR (WHISTLE-BLOWER POLICY)**

**6.521**

- I. Scope - This policy shall apply to employees of the School Board of Seminole County, Florida or independent contractors of the School Board of Seminole County, Florida as those terms are defined by § 112.3187(3)(b) and (d), F.S., and otherwise as set forth below.
  - A. *Board or School Board* means the School Board of Seminole County, Florida, the Office of the Superintendent of Public Schools for Seminole County, Florida, a school or facility owned, operated, supervised, or maintained by the School Board, or a School District administrative department.
  - B. *School District* means the School District of Seminole County, Florida
  - C. *Employee* means a person who performs services for and under the control and direction of the Board, or contracts with the Board or an independent contractor under the Board for wages or other remuneration.
  - D. *Independent Contractor* means a person, other than an agency, engaged in any business and who enters into a contract, including a provider agreement, with the School Board of Seminole County, Florida or any of its officers, constituent programs, operations, schools, or administrative departments.
  - E. *Agency* means any state, regional, county, local, or municipal government entity, whether executive, judicial, or legislative, any official, officer, department, division, bureau, commission, authority, or political subdivision therein; or any public school, community college, or state university.
  - F. *Gross Mismanagement* means a continuous pattern of managerial abuses, wrongful or arbitrary and capricious actions, or fraudulent or criminal conduct which may have a substantial adverse economic impact.



## CHAPTER 6.00 – HUMAN RESOURCES

G. *Adverse Personnel Action* means the discharge, suspension, transfer, or demotion of any employee or the withholding of bonuses, the reduction in salary or benefits, or any other adverse action taken against an employee within the terms and conditions of employment by an agency or independent contractor.

### II. Actions Prohibited

- A. Neither the Board, including but not limited to any officer or administrative supervisory employee, nor any independent contractor of the Board shall dismiss, discipline, or take any other adverse personnel action against an employee for disclosing information pursuant to the provisions of this policy.
- B. Neither the Board nor any independent contractor of the Board shall take any adverse action that affects the rights or interests of a person in retaliation for the person's disclosure of information under this policy.
- C. The provisions of this policy shall not be applicable, however, when an employee or person discloses information known by the employee or person to be false.

### III. Nature of Information Disclosed - The information disclosed under this policy must include information regarding

- A. A violation or suspected violation of a law, policy, rule, or regulation committed by an employee or agent of the Board or independent contractor which violation creates and presents a substantial and specific danger to the public's health, safety, or welfare; or
- B. An act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee or agent of the Board or independent contractor.

### IV. Covered Disclosure of Information

The information (complaint) disclosed subject to this policy must be disclosed in writing to the Executive Director of Human Resources and Professional Standards.

## CHAPTER 6.00 – HUMAN RESOURCES

### V. Protected Employees and Persons

- A. This policy protects any employee, as defined by this policy, who discloses information on the employee's own initiative in a written and signed complaint; who is requested to participate in an investigation, hearing, or other inquiry conducted by the Board; who refuses to participate in any adverse action prohibited by this section; or who files any written complaint with the Executive Director of Human Resources and Professional Standards or to the Florida Commission on Human Relations.
- B. The provisions of this section may not be used by a person while he or she is under the care, custody, or control of the state correctional system or, after release from the care, custody, or control of the state correctional system, with respect to circumstances that occurred during any period of incarceration.
- C. No remedy or other protection under §§ 112.3187-112.31895 applies to any person who has committed or intentionally participated in committing the violation or suspected violation for which protection under § 112.3187-112.31895 and this policy is being sought.

### VI. Remedies

- A. Not later than sixty (60) calendar days after an alleged retaliatory action prohibited by this policy, any employee may file a complaint with the Executive Director of Human Resources and Professional Standards. Alleged violations of this policy will be investigated as directed by the Executive Director of Human Resources and Professional Standards, who shall issue a final investigative report within sixty (60) days of the receipt of the complaint. Within twenty-one (21) days after the receipt of the final investigative report by the employee or termination of the investigation without a specific finding of violation, the employee who filed the complaint may file a petition with the Clerk of the School Board of Seminole County, Florida pursuant to the provisions of § 120.569 and 120.57, F.S. and Florida Administrative Code R. 28-106.201 for an administrative hearing. Upon receipt of any such petition, the complaint shall be referred to the Division of Administrative Hearings for the assignment of an administrative law judge and such further proceedings as may be appropriate. The petitioner may bring a civil action in a court of competent jurisdiction within one hundred eighty (180) days of the entry of the final agency order by the School Board. Any other person (employee of an independent contractor) protected by this policy may, after exhausting all available contractual or administrative remedies, bring a civil action in any court of competent

## CHAPTER 6.00 – HUMAN RESOURCES

jurisdiction, as provided by law, within one hundred eighty (180) days after the action prohibited by this policy.

- B. For the purpose of this section, the term *employee* shall only apply to those persons who are employed by the Board in a full time, part-time, or OPS capacity.
- C. An investigation shall be deemed to be terminated without a specific finding of violation when there is a no probable cause determination or when an investigation ceases to be active. An investigation shall be presumed to be inactive if no finding relating to violation or probable cause is made within ninety (90) days after the complaint is filed pursuant to section VI.A. of this policy.

### VII. Relief

Any employee found to have suffered an adverse employment action as the result of making any protected disclosure by any investigation conducted by the Board, shall be entitled to the following relief:

- A. Reinstatement of the employee to the same position held before the adverse action was commenced, or to an equivalent position or reasonable front pay as alternative relief.
- B. Reinstatement of the employee's full fringe benefits and seniority rights, as appropriate.
- C. Compensation, if appropriate, for lost wages, benefits, or other lost remuneration caused by the adverse action unless it is determined that the claimed adverse action was predicated upon grounds other than, and would have been taken absent, the employee's or person's exercise of rights protected by this section.

### VIII. Confidentiality

- A. Pursuant to law, the name or identity of any individual who discloses in good faith information that alleges that an employee or agent of an agency or independent contractor to any District official enumerated in section IV. of this policy, has violated or is suspected of having violated any federal, state, or local law, rule, or regulation, thereby creating and presenting a substantial and specific danger to the public's health, safety, or welfare; or has committed an act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty may not be disclosed to anyone other than the official identified in section IV.

## CHAPTER 6.00 – HUMAN RESOURCES

and District counsel without the written consent of the individual, unless the Executive Director for Human Resources and Professional Standards or other appropriate District level administrator determines that the disclosure of the individual's identity is necessary to prevent a substantial and specific danger to the public's health, safety, or welfare or to prevent the imminent commission of a crime; or the disclosure is unavoidable and absolutely necessary during the course of the audit, evaluation, or investigation

- B. All information received by the official identified in section IV. or information produced or derived from fact-finding or investigations conducted pursuant to the administrative procedure as authorized by § 112.3187(8)(b) is confidential and exempt from § 119.07(1) and § 24(a), Art. I of the State Constitution, if the information is being received or derived from allegations as set forth in paragraph III.A. or paragraph III.B. and an investigation is active.
- C. Information deemed confidential under this section may be disclosed if the recipient determines that the disclosure of the information is absolutely necessary to prevent a substantial and specific danger to the public's health, safety, or welfare or to prevent the imminent commission of a crime. Information disclosed under this subsection may be disclosed only to persons who are in a position to prevent the danger to the public's health, safety, or welfare or to prevent the imminent commission of a crime based on the disclosed information.
  - 1. An investigation is active under this section if
    - a. It is an ongoing investigation or inquiry or collection of information and evidence and is continuing with a reasonable, good faith anticipation of resolution in the foreseeable future; or
    - b. All or a portion of the matters under investigation or inquiry are active criminal intelligence information or active criminal investigative information as defined in § 119.011.
  - 2. Notwithstanding paragraph VIII.C.1.a., an investigation ceases to be active when
    - a. The written report required under section VI.A. has been sent by the Executive Director of Human Resources and Professional Standards to the complainant;

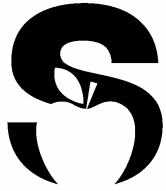
**CHAPTER 6.00 – HUMAN RESOURCES**

- b. It is determined that an investigation is not necessary under § 112.3189(5); or
  - c. A final decision has been rendered by the School Board upon a recommended final order of an administrative law judge pursuant to section VI.A.
3. Notwithstanding paragraphs VIII.A., VIII.B. and this paragraph, information or records received or produced under this section that are otherwise confidential under law or exempt from disclosure under chapter 119 retain their confidentiality or exemption.

**STATUTORY AUTHORITY:** 1001.32, 1001.41, 1001.42, 1001.43, F.S.

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, F.S.

**HISTORY:** **ADOPTED:**  
**REVISION DATE(S):** \_\_\_\_\_  
**FORMERLY:**



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**INFORMATION ITEM:****JANUARY - NATIONAL MENTOR MONTH****X.A.**

Item Number

Seminole County Public Schools are celebrating their 735 special mentors. The mentors will be honored at a special celebration on February 3, 2006.

Mentors are serving in the following areas:

- Ninth Grade Academy at Lyman High
- Quest Academy
- Take Stock in Children mentors volunteering with selected students who will be receiving a 2-year or 4-year scholarship when they successfully graduate
- Special Friends mentoring challenged students at elementary schools
- Teen Trendsetters volunteering as reading mentors at 9 elementary schools
- Reading mentors tutoring third grade students at all elementary schools – year round
- High school students mentoring at middle and elementary schools
- Over 200 school staff members are mentoring at their schools.

A Public/Private Ventures study on one-to-one mentoring found that children who met with their mentors regularly for about a year were:

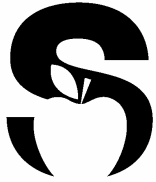
1. 46% less likely than their peers to start using illegal drugs and 27% less likely to start drinking;
2. 52% less likely than their peers to skip a day of school and 37% less likely to skip a class
3. More trusting of their parents or guardians, less likely to lie to them, and felt more supported and less criticized by their peers and friends.

*Share what you know. Mentor a child!*

**2. Prepared by:** John Reichert  
Exec. Director of Human Resources and Professional Standards  
Regina Klaers, Director of Community Involvement and Public Information

**3. Board Meeting Date** 1/10/06

*Attachment(s): None*  
*Back-up not in agenda book: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**INFORMATION ITEM:**

**UPDATE ON STUDENT RESIDENCY CHECK**

**X.B.**

Item Number

The initial Lake Brantley High School residency verification pilot is nearing completion. The process has included various methods to ensure that only Seminole County students attend Seminole County Public Schools and that students comply with attendance zone and/or transfer policies.

Initially 870 LBHS students were in an unverified or “no match” status. That number has now been reduced to 58 students. To date, 46 students from Lake Brantley have been found to be out of zone (18 from out of Seminole County) and withdrawn from the school. Eight of these withdrawals were the result of the investigator’s reports.

The pilot is now being expanded to include Lake Mary High School and Lawton Chiles Middle School. The initial database match cleared approximately half of the students at Lake Mary and two thirds of the students at Lawton Chiles. Work has begun to verify the residence of the students not cleared in the initial match.

The tip line, 407-320-ZONE (9663) was established on August 23<sup>rd</sup> and has resulted in 228 individual tips on potential out-of-zone students throughout the county. Of this number, 55 have been withdrawn, 79 were cleared and remain at their current school, and our investigator is researching 20. The schools and district office personnel are researching the remaining reports from the tip line. Of the tip line reports, 91 are high school, 44 are middle school, and 93 are elementary school students.

**2. Prepared by:** George Kosmac  
Deputy Superintendent of Operations

**3. Board Meeting Date** 1/10/06

*Attachment(s): Tip Line Summary*  
*Back-up not in agenda book: None*

## Out of Zone Tip Line - Summary

December 14, 2005

| Number of Calls by School |                |            |
|---------------------------|----------------|------------|
| <b>Elementary</b>         |                |            |
| 1                         | Altamonte      | 6          |
| 2                         | Bear Lake      | 5          |
| 3                         | Carillon       | 2          |
| 4                         | Casselberry    | 6          |
| 5                         | Eastbrook      | 6          |
| 6                         | Forest City    | 2          |
| 7                         | Goldsboro      | 7          |
| 8                         | Heathrow       | 7          |
| 9                         | Highlands      | 3          |
| 10                        | Keeth          | 4          |
| 11                        | Lake Orienta   | 6          |
| 12                        | Lawton         | 5          |
| 13                        | Longwood       | 1          |
| 14                        | Partin         | 1          |
| 15                        | Pine Crest     | 3          |
| 16                        | Red Bug        | 4          |
| 17                        | Sabal Point    | 2          |
| 18                        | Spring Lake    | 2          |
| 19                        | Stenstrom      | 2          |
| 20                        | Sterling Park  | 1          |
| 21                        | Wekiva         | 7          |
| 22                        | Wicklow        | 8          |
| 23                        | Wilson         | 3          |
| <b>Total Elementary</b>   |                | <b>93</b>  |
| <b>Middle</b>             |                |            |
| 1                         | Greenwood Lks  | 3          |
| 2                         | Indian Trls    | 3          |
| 3                         | Jackson Hts    | 3          |
| 4                         | Lawton Chiles  | 5          |
| 5                         | Millennium     | 6          |
| 6                         | Milwee         | 2          |
| 7                         | Rock Lk        | 9          |
| 8                         | S Seminole     | 4          |
| 9                         | Teague         | 4          |
| 10                        | Tuskawilla     | 5          |
| <b>Total Middle</b>       |                | <b>44</b>  |
| <b>High</b>               |                |            |
| 1                         | Hagerty        | 3          |
| 2                         | Lake Brantley  | 38         |
| 3                         | Lake Howell    | 2          |
| 4                         | Lake Mary      | 22         |
| 5                         | Lyman          | 2          |
| 6                         | Oviedo         | 5          |
| 7                         | Seminole       | 8          |
| 8                         | Winter Springs | 10         |
|                           | WSHS or OHS    | 1          |
| <b>Total High</b>         |                | <b>91</b>  |
| <b>Grand Total</b>        |                | <b>228</b> |

| Number of Calls by Date |    |            |
|-------------------------|----|------------|
| July                    | 9  |            |
| August                  | 57 |            |
| September               | 57 |            |
| October                 | 45 |            |
| November                | 51 |            |
| December                | 9  |            |
| <b>Total</b>            |    | <b>228</b> |

| Status of Calls        |    |            |
|------------------------|----|------------|
| Cleared                | 79 |            |
| Withdrawn              | 55 |            |
| Withdrawn; re-enrolled | 3  |            |
| Pending*               | 88 |            |
| Not found              | 3  |            |
| <b>Total</b>           |    | <b>228</b> |
| <b>Pending*</b>        |    |            |
| School Notified        | 36 |            |
| Referred back to OPS   | 32 |            |
| Private Investigator   | 20 |            |
| <b>Total Pending</b>   |    | <b>88</b>  |





# THE SCHOOL BOARD OF SEMINOLE COUNTY

**INFORMATION ITEM:**

**VOLUNTARY SCHOOL CAPACITY MITIGATION**

**X.C.**

Item Number

Increasing student growth continues to impose the challenges originally identified in the December 13, 2004 Joint Work Session between the Seminole County Board of Commissioners and the School Board of Seminole County. Those challenges include land use and density changes, Class Size Amendment impacts, scarcity of school sites, decreased state PECO funding, infill development, and construction cost increases. The recommendations from the work session provided for both short and long term solutions.

The short term solution recommended use of current school impact fees and also a methodology for calculating mitigation. The methodology for the determination of mitigation has been developed and the derived amounts for single and multi-family units have been calculated. These voluntary amounts which are in addition to our current impact fees and payable in advance of construction are as follows:

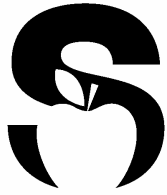
|                         |          |
|-------------------------|----------|
| Single Family Residence | \$ 2,674 |
| Multi-Family Residence  | \$1,235  |

This methodology has been reviewed and is supported by the Educational Growth Steering Committee. It has also been communicated at our Mayors and Managers meetings and to our County Commissioners.

It is anticipated that this voluntary capacity mitigation will remain in effect until completion of our Funding Study and any resultant changes in funding sources.

**2. Prepared by:** George Kosmac  
Deputy Superintendent of Operations  
*Attachment(s): None*  
*Back-up not in agenda book: None*

**3. Board Meeting Date** 1/10/06



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**INFORMATION ITEM:****INDEPENDENT LIVING INITIATIVE ASSISTING THE  
DISABLED****X.D.**

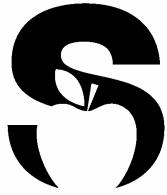
Item Number

The Exceptional Student Support Services Independent Living Initiative Assisting the Disabled (ILIAD) is nearing implementation. The new lab is located at the annex in the vacated Information Services area. The remodeling project has provided for an instructional learning area designed around an apartment setting. Each area will provide for independent learning activities. A Transition Resource Teacher with extensive experience in transition has been hired to facilitate the instruction and to coordinate activities with the teachers of the Trainable Mentally Disabled (TMD) and Autistic. The Transition Resource Teacher, starting in January, will arrange meetings at each of the high schools to provide information on the ILIAD to selected teachers. Teachers will receive procedures and processes necessary to instruct students attending ILIAD. Transportation will be provided to all students attending the ILIAD lab. The community, both business and public, has responded to the call for items to furnish the new lab. The ESSS Department will continue to encourage community support.

**2. Prepared by:** Tom McDowell  
Executive Director of Exceptional Student Support Services

**3. Board Meeting Date** 1/10/06

*Attachment(s): None*  
*Back-up not in agenda book: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**INFORMATION ITEM:****THANKSGIVING 2005 SUMMARY****X.E.**

Item Number

The following is a summary of school social worker coordinating activities for Thanksgiving:

Basket Brigade = 82

Sanford Kiwanis Turkeys = 76

MTF Food Certificates (\$15.00 each) = 70

Combined total = 228 needy families assisted

Total number of persons impacted = 1094

In addition, we coordinated with the Christian Sharing Center and handed out vouchers to families for additional canned and dry goods that were in part donated by the Educational Support Center employees earlier in the month of November.

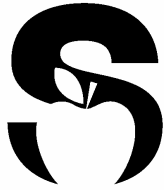
Very special thanks to Mary Ann Hansen and Brenda McCracken who helped to register the parents who came to the Educational Support Center to pick up their turkey and CSC voucher, as well as to those school social workers who delivered turkeys that day to parents not having transportation.

**2. Prepared by:** Tom McDowell  
Executive Director of Exceptional Student Support Services

**3. Board Meeting Date** 1/10/06

*Attachment(s): None*

*Back-up not in agenda book: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**INFORMATION ITEM:**

**STUDENT MUSEUM HOLIDAY OPEN HOUSE**

**X.F.**

Item Number

The Student Museum's Holiday Open House was held on December 3, 2005, and was a huge success. Hundreds of people stopped by to enjoy the entertainment, mulled cider, gardening tours, and exhibits. In addition, guests had an opportunity to learn about the Student Museum itself. The day was enhanced with the sound of music from many talented singers and musicians, including:

- Keeth Elementary School students, directed by Ms. Ginny Urichko;
- Lyman High School Quartet, directed by Mr. Bill Muse;
- Goldsboro Elementary School, directed by Ms. Michelle Tiernan;
- Mr. William Tillman, piano, former Seminole High School student;
- Lake Mary High School Madrigals, directed by Sylvia Gray for Alice Ann Neilson;
- Sabal Point Elementary School students, directed by Ms. Bonnie Shea; and
- The Caroling Company, professional carolers dressed in turn of the century costumes.

Keeth Elementary students gave personal tours through our Historic Rose Gardens, and also prepared rose petal potpourri that was sold to support the maintenance of the rose gardens. Master Gardeners from Seminole County gave tours and talks on Florida gardening. Orlando Sentinel writer Jim Robison gave talks and answered questions on local history. This year's event included demonstrations in pioneer arts, such as palmetto frond and pine needle weaving, woodcarving, and wool spinning. Demonstration exhibits set up outside included a Blacksmith shop and a Timucuan village. A silent auction was held by the Master Gardeners and the museum staff. Profits will be used to support the Demonstration Gardens. The Museum was decorated in holiday fare that included Hanukkah and Kwanza. Volunteers and museum staff were dressed in period costumes, which added to celebrating the holidays "The Old Fashioned Way" and bringing historic Florida to life.

**2. Prepared by:** Anna-Marie Cote  
 Executive Director, Instructional Excellence and Equity

**3. Board Meeting Date** 1-10-06

Hugh Harris, Director, Curriculum Services  
 Myriam Garrett, Teacher on Assignment, Student Museum

*Attachment(s): None*  
*Back-up not in agenda book: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

## **INFORMATION ITEM:**

## **ELEMENTARY HIGHLIGHTS**

**X.G.**

Item Number

### **Carillon Elementary**

The year 2005 has ended with many wonderful activities at Carillon. On October 21<sup>st</sup>, Carillon celebrated Fall Family Fun Night. Families gathered one warm evening for food, fun, and fundraising. Games were set up around the courtyard, line dancers danced on the amphitheater, and business partners donated their time to this successful event.

Book Character Day was held on October 31<sup>st</sup>. Students, faculty, and staff came to school dressed as a character from their favorite book. Dr. Leidner, principal, was seen walking around campus as the Cat in the Hat, and Mrs. Rizzo, assistant principal, was dressed as Viola Swamp and read *Miss Nelson is Missing* to many classrooms.

Student Council had another successful fall canned food drive. Over 1,300 cans were collected and donated to the Bread of Life Foundation in Oviedo and the Ivey Lane Neighborhood Center for Families.

Dr. Leidner met with twenty-eight families in the media center on Thursday evening, November 3<sup>d</sup>, and began planning for the Odyssey of the Mind competition. Carillon's 2004-2005 Odyssey of the Mind team placed first in the region, second in the state, and sixth in the world!

Carillon's Relay for Life team had a successful fundraiser, hosting the first Parent Night Out event on December 9<sup>th</sup>. Forty-seven students attended and enjoyed pizza, games, and a movie.

### **Casselberry Elementary**

November and December were busy months at Casselberry Elementary. In November, over 100 students participated in our annual "P.J. and Blanket Read-In", sponsored by our PTSA. Guest readers included the Casselberry Panda, Miss Ransom, Mrs. Bouchard, Mrs. Bell-Wright, and Mrs. Young. The evening program ended with milk, cookies, and sweet dreams for all.

Later that month Casselberry honored veterans with a program under the pavilion. Special guests included veterans from all the uniformed services, parents, and community members. The South Seminole Middle School Band, under the direction of Miss Kerry Couch, provided music. Casselberry's very own Music Makers sang a variety of patriotic songs, directed by Mr. Craig Uppercue.

On November 19<sup>th</sup>, Steve Waggoner and Jeanette Cohen, Casselberry's terrific P.E coaches, were in the spotlight. They were honored at the annual Disney Teacherrific award ceremony with breakfast, lunch, and some wonderful curriculum trainings. Their "Walk To School" project earned each teacher \$500.00 and \$500.00 for our school. The money awarded to the school will go towards new equipment for our P.E. department.

Casselberry students, parent, and staff were most generous with their time, talents, and donations of food as they participated in the first annual Saturday Casselberry Beautification Project. Trees and shrubs were planted, mulch was shoveled, "garage sale" items sold, and many cans of food were collected. The holiday spirit continued as the school collected food and toys for many needy families and for the local Catholic Charities organization.

On December 6<sup>th</sup>, Casselberry's holiday program was presented for staff, students, parents, and community members. The auditorium was filled to capacity as over 600 people attended. The Music Makers Chorus sang songs representing holidays celebrated around the world. Kindergarten students were highlighted while singing and dancing their way into the hearts of all who were there.

### **Evans Elementary**

On Thursday December 8<sup>th</sup>, noted children's author, Roland Smith, traveled from his home in Portland, Oregon to visit Evans Elementary. Mr. Smith has written over twenty books that are both fiction and nonfiction. His book *Jaguar* is the 1999-2000 Sunshine State winner and both *Sasquatch* and *Zach's Lie* have been Sunshine State nominees. Students in the intermediate grades immensely enjoyed listening to Mr. Smith talk about his books through a slide show and share his "secrets of writing." Many had purchased the author's books and were pleased to have them personally autographed between presentations. In addition, twelve students were selected to attend a catered author's luncheon with Mr. Smith and administrators. These avid fans had the opportunity to ask many questions and to pose with the author for pictures. Evans Elementary will long remember Mr. Smith's visit and will continue to read his books for many years to come!

### **Geneva Elementary**

Exciting things continue to happen as the second half of the 2005-2006 school year at Geneva Elementary begins. Mrs. Terry Celones, a 24-year veteran art teacher at Geneva Elementary, was elected Teacher of the Year and will represent the excellent faculty during the next year. Mr. Oscar Davila Zayas, a highly respected and capable custodian, was elected School-Related Employee of the Year.

On November 11<sup>th</sup>, Veterans' Day, Naval JROTC cadets and Colonel Nardo from Oviedo High School performed for students in grades four and five. Two of the cadets were former Geneva Elementary students. Additionally, to make Veterans' Day meaningful for students, everyone was invited to bring a picture of a family member who was a veteran or is presently serving in the armed forces. Mrs. Janet Keller developed a power point presentation that was shown over the Geneva News Network Show, honoring these veterans and troops in a meaningful and moving way.

The Teach-In on November 15<sup>th</sup> was a resounding success. Twenty-eight speakers visited 30 classrooms. We were so very happy to have the volunteers "get some chalk on their hands".

At the Disney Teachrrific Program on November 19<sup>th</sup>, Geneva's entry was submitted by Lynn Allen, Amy Bombard and Barbara Atkins. "Geneva Elementary School: Where We Do the Right Thing", was selected the TOP entry for Seminole County. Each teacher received a cash award of \$5,000 and the school received a \$7,500 award.

On Tuesday night, December 6<sup>th</sup>, approximately 100 Musical Mustangs presented the Winter Concert for an appreciative, standing-room only audience. These outstanding students performed earlier in the day for students in grades 2-5.

The Seminole County Road System Storm Water Operations Department provided students with a Holiday Parade on December 8<sup>th</sup>.

On December 9<sup>th</sup>, Geneva Elementary held the "Second Annual Doughnuts for Dads" from 7:45 a.m. until 8:30 a.m. Co-hosted by PTA; approximately 450 doughnuts were served to dads and grandfathers along with their escorts, which included children and/or grandchildren. Although this special event was held in the school cafeteria, the line stretched to the front of the school at times. Later we will have a "Muffins for Moms" morning.

The Odyssey of the Mind Team has been reestablished and fourth and fifth graders have attended meetings as they prepare for competition.

### **Goldsboro Elementary**

On Tuesday, December 13<sup>th</sup>, parents attended a night function full of goodies. The evening started with the annual FCAT Parent Information meeting. Dave Winger, SCPS District Testing Coordinator, spoke to parents about FCAT. His presentation was followed by a detailed explanation of FCAT Explorer by the school's technology specialists, Debbie Rivera and Erik Raynor. The session ended with a brief question and answer period. Following a brief PTA general meeting the Goldsboro Chorus, under the direction of music teacher Michelle Tiernan, delighted the audience with a short medley of holiday songs. The night ended with a video presentation planned and presented by Mrs. Adams and her third grade class. Students presented a brief biography of Mrs. Parks and her efforts to spur a nation to take a serious look at cultural bullying targeted at a specific segment of U. S. citizens during the twentieth century. Students re-enacted the bus scene where Mrs. Parks refused to leave her seat. The highlight of the evening was a special gift delivered by Vice-Mayor, Velma H. Williams. She presented the school with a Proclamation. She saluted "Goldsboro for honoring the 50<sup>th</sup> Anniversary of Rosa Parks' refusal to give up her seat on the bus in Montgomery, Alabama on December 1, 1955." She went on to recognize GEMS's students for "exemplifying traits of honesty, respect, empathy, and courage".

On December 15<sup>th</sup>, two members of the school's Safety Patrol, Kyle Hess and Zachary Lowie, presented checks totaling \$1,250 to organizations still actively helping Hurricane Katrina victims. The money was equally divided and given to Steve Craig and Robert Klettner, Executive Director of Habitat for Humanity, and Oscar Nieves, Executive Director of the American Red Cross. Members of the Safety Patrol raised money by selling ice pops and lollipops after lunch for one month. The Safety Patrols are sponsored by the guidance counselor, Carrie Frye.

### **Highlands Elementary**

Highlands Student Council ran a food drive and donated food to needy families through the Salvation Army. Students, staff, and parents donated over 1,000 cans of food for the hungry. The Highlands Holiday Concert was a rousing success. The band played beautifully and the parent turnout was fantastic. Highlands 5<sup>th</sup> grade and kindergarten performances also saw a room full of parents who encouraged and cheered on their children.

### **Midway Elementary**

On December 7<sup>th</sup>, Midway Elementary hosted its 5th Annual Holiday Parade that made its way through the community streets. Over 200 family and friends were thrilled to see the sights and sounds of holiday music, floats, and performances. Every student at Midway was in the parade and friends from Goldsboro and Hamilton also participated. Fire station #41 kicked off the parade, with Seminole County Sheriff's motorcycle unit and the humvee providing support and excitement. Santa made a surprise visit on the Snoopy float constructed by Seminole County Road Works. District-level guests served as review stand judges. A jolly time was had by all!

### **Sterling Park Elementary**

Four of Sterling Park's teachers -- Kathy Stanchina (Reading Resource), Karen Branen (Art), Scott Blondin (Physical Education), and Jason Fox (Physical Education), are recipients of Disney's Teacherrific Award. Their winning project involves students in various activities to raise money for children in Haiti entitled: "Helping Ourselves-Helping Others."

On December 8<sup>th</sup>, Sterling Park's steel drums, violins, and chorus performed the Winter Holiday Show under the direction of Mrs. Rebecca Senko. Parents, relatives, and staff enjoyed an evening of music and an intermission of cookies and hot chocolate.

Once again last school year, Sterling Park Elementary received an A grade. The staff agreed to set aside a sum from the State A+ bonus money for books, and every student in Pre-Kindergarten through fifth grade received a free book for their home library.

On December 9<sup>th</sup>, second, third, fourth, and fifth grade students who reached the grade-level goal of Accelerated Reader points were treated to a luncheon at the Country Club at Deer Run courtesy of the PTA. Twelve students and seven teachers along with the principal, Mrs. Darnell, enjoyed celebrating the students' achievements.

### **Wekiva Elementary**

Congratulations to Dr. Amayo, Mrs. Lindsey, and Ms. Mohle! Dr. Amayo recently earned her doctoral degree in education, while Ms. Lindsey and Ms. Mohle earned the prestigious honor of being named National Board Certified teachers. Wekiva is proud to have such outstanding and distinguished teachers in the classroom.

Congratulations to Tito Maldonado, Wekiva's head custodian and Wekiva's School Related Employee of the Year. Mr. Maldonado is simply AWESOME! With a smile on his face, he is always hard at work ensuring that Wekiva has a beautiful campus. He often arranges his schedule to come in early, stay late, or even come in on weekends so that Wekiva is always ready for students. He goes above and beyond each and every day.

Mrs. Hewitt's 4<sup>th</sup> grade class collected the most recyclables in October's contest. In addition to an iDog computer speaker, Mrs. Hewitt's class won a \$50 check! Coming in as runner-ups and winning iDog computer speakers as well were Ms. Gonzalez's 2<sup>nd</sup> grade class and Mrs. McGowan's 1<sup>st</sup> grade class.

On November 16<sup>th</sup> and 18<sup>th</sup>, STAR STUDENTS and their parents were invited to attend a special "A" Honor Roll breakfast. Students, who met these elite and outstanding criteria, came "dressed for success" and enjoyed a wonderful breakfast buffet provided by Wekiva's PTA.

On November 8<sup>th</sup>, Wekiva Elementary and the PTA sponsored the Pro-Kids Show. This one-hour "family values" based show was free to all Wekiva families and included magic, music, and messages that were guaranteed to inspire students and their families.

Wekiva extends its deepest sympathy to the family of Mr. John Pinti, who was a longtime Dividend at Wekiva Elementary School. We are saddened by the passing of Mr. Pinti, who totaled over an amazing 6,000 volunteer hours. We will all miss his generosity and hard work, but most of all we will miss his smile and gentle demeanor. With Ms. Mohle taking the lead, the teachers of Wekiva, along with SAC and PTA, have donated funds for a special memorial area in the front of the school.

### **Wilson Elementary**

The City of Sanford recently held opening ceremonies to usher in the holidays at Magnolia Square. Wilson Elementary participated in the ceremonies featuring the Singasons and the Wilson Winds. The groups were a big hit and have already been invited back next year. The performance was on Saturday evening and parents, who transported the show stoppers, were a real boost to the success of the show. Mrs. Sabrina Holmes, Choral Director, has done an awesome job with the students. Over the past 13 years, Wilson's Singasons have been requested to perform at Downtown Disney as part of the holiday celebration.

Wilson recently sent three teachers to the Successful Practices Network Conference in Gainesville. Study groups have met to cover topics that are established as modules within the SPN in the areas of "Closing the Achievement Gap" and "Gold Seal Lessons." A new study group is currently investigating the "Instructional Strategies" module. The intent is to incorporate best classroom practices based on the most current research.

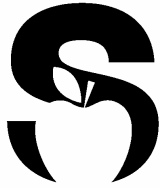


Wilson students recently participated in two cultural arts presentations paid for by PTA. The presentations included, "The Dragon of Krakow" (a Polish fable) and "The Song of Milan" (a tale from China). The Singasons entertained students and families with an evening performance of singing and acting with Christmas, Chanukah, and Kwanzaa as the central themes.

**2. Prepared by:** Geraldine D. Wright  
Beverly F. Perrault  
Executive Directors of Elementary Education

**3. Board Meeting Date** 1/10/06

*Attachment(s): None*  
*Back-up not in agenda book: None*



# THE SCHOOL BOARD OF SEMINOLE COUNTY

**INFORMATION ITEM:**

**HIGH SCHOOL HIGHLIGHTS**

**X.H.**

Item Number

## **CROOMS ACADEMY OF INFORMATION TECHNOLOGY**

### **The Spirit of Giving is Alive at Crooms**

Faculty, staff, students, and parents are participating in the 5<sup>th</sup> Annual Crooms AOIT Canned Food Drive. This year each student and community member alike has the opportunity to help those in need simply by bringing in canned foods and other non-perishable items. Items are being collected from December 1st through December 16th and may be dropped off in one of the collection boxes in the lobby. All collected goods will be delivered to the Second Harvest Food Bank to help ensure that those less fortunate in our community will have a brighter holiday season.

In addition to the canned food drive, the Beta Club has had another successful year in raising funds for the Rescue Outreach Mission in Sanford. Over a period of two days Beta students raised funds by selling their delicious donated treats. The Outreach Mission is located on West 13th Street and they provide food, clothing and shelter for the homeless in the neighboring community.

### **Blood Drive**

Crooms sponsored its first blood drive on Thursday, October 27 from 7:30 a.m. to 1:30 p.m. We had great support from students, parents, teachers and staff. This drive was held to benefit those from the Gulf that are in need of services from the Blood Bank after suffering from the devastating hurricanes, Katrina and Rita. Special thanks to Justin Stovall, one of our students, who works for one of the blood centers and worked with Mrs. Cheryl Knight-Simpson to coordinate this worthwhile event for us.

### **Alumni Bar-Be-Que**

Crooms celebrated Homecoming Week, December 5– 9. As part of our activities, alumni were invited to our first alumni bar-be-cue. Over 40 alumni and their guests attended the event which was held before the Crooms vs. Seminole basketball game. Alumni were treated to a tour of the school by our Student Council. This special occasion was a time of reflection by members of the classes of the 40's as they shared their experiences as students of Crooms Academy.

### **Business Professionals of America**

Business Professionals of America students participated in district competition on December 2 at Seminole Community College. Thirty Crooms AOIT students will be advancing to state competition. Congratulations to Darshan Shah, Khristopher Smith Frank Bracco, Jennifer Petrie, Kristen Giambruno, John Amirrezvani, Matthew Tucker Tyler Gualtieri, AJ Lehner, Julian Gordan, Michael Morgan, Sarfaraz Suleman, Aliasghar Jagani, Totiro Clark, Gaelan Adams, Matthew Deyarmin, Samantha Kresal, Oscar Tavera, Justin Torres, Matthew Glener, Kaitlin Clark, Amanda Cole, Alison Trujillo, Katelynn Willink, Laura Uccello, Connor Renshaw, Suhaylah Suleman, and Jennifer Maldonado.

### **Bowlers Advanced to State**

Andrew Hennes bowled 1247 total pins and Samantha Kresal bowled 1028 total pins and these totals earned them 3rd place each in the standings and allowed them to advance to state competition. Andrew and Samantha were the first Bowlers to qualify for state competition at Crooms AOIT. At state Andrew finished 21<sup>st</sup> out of 199 bowlers but missed day two by 9 positions. Samantha finished 84 out of 190 bowlers. Congratulations to them both for awesome representation of Crooms AOIT!

### **Congratulations!!!**

We congratulate the following Crooms students and faculty members for their accomplishments: Homecoming Queen - Daniela Restrepo; Homecoming King - Ezra Outler; Boys Cross Country Team - participation in State Competition; JV Cheerleading Squad - "You Got Style" Award at District's Cheerfest; Crooms Teacher of the Year - Elke Harris, and Crooms School-Related Employee of the Year - Tina Kendrick.

## **LAKE BRANTLEY HIGH SCHOOL**

### **Academic Accomplishments**

College Board has recognized Spring 2005 LBHS students with the following awards:

- 95 AP Scholars – Students that received grades of 3 or better on 3 or more AP exams
- 27 AP Scholars with Honor – Students that received an average of at least 3.25 on all exams and a grade of 3 or higher on 4 or more exams
- 40 AP Scholars with Distinction – Students that received an average of at least 3.5 on all exams and a 3 or higher on 5 or more exams
- 1 AP State Scholar - Granted to 1 male and 1 female in each state and the District of Columbia with grades of 3 or higher on the greatest number of exams taken and then the highest average grade on all AP exams taken. Recipient was Erin Bartuska
- 7 National AP Scholars – Students in the US that receive a grade of at least 4 on all exams taken and grades of 4 or higher on 5 or more exams. Recipients were Lauren Ammerman, James Hayne, Nicholas Horton, Stephanie Ishii, Xiaojing Li, Andrew Meyer, and Stephanie Olvey

Jacqueline Puig was selected as a National Merit Hispanic Scholar

Nine students received a perfect score on the Spring 2005 FCAT. The students were Jessica Casimir, Jessica Dudley, Rebecca Kon, Anna Harris, Kelsey Boehmer, Robyn Gardner, Lindsay Schwob, David Markiewicz, and George Norberg.

Twenty-seven French, German, and Spanish students competed in the Foreign Language County Competition at Lake Mary in November. Our Patriots won 25 superiors and 5 excellent awards.

### **Faculty News**

Dr. Kevin Carpenger, LBHS Social Studies teacher and Wrestling Coach, was inducted into the National Hall of Fame in Stillwater, Oklahoma during the summer. Dr. Carpenger has been the LBHS wrestling coach for 30 years.

Two more Lake Brantley teachers have been awarded National Merit Certification to bring Lake Brantley's number to 18. They are Mary Beth Delfiacco, English teacher and Lorri Ryan , special ed teacher.

Tony Moore, security at Lake Brantley, was selected as the School-Related Employee of the Year.

Lourdes Hilson, biology and environmental teacher, was selected as LBHS's Teacher of the Year.

Cher Stempler was instrumental in bringing Ambassador Robin Raphel from Iraq to visit our school and provided an excellent interview on CCTV with her reporters.

### **Fine Arts/Performing Arts News**

The Orlando Art Museum displayed photos produced by Heather Krapp and Tiffanie Pham in the Peggy Crosby Gallery through December 26, 2005.

Ashton Alexander took placed first for photography at the Lake Mary- Heathrow Art festival.

Twenty-one students had photography selected for the Florida State Science Fair.

Both Dance Teams and all of the bands received superior ratings at the FBA District Festival.

### **Community Service**

The Heritage Club and the Spanish Literary Club raised \$4,855 for the 2005 Diabetes Walk. Over the past five years, they raised close to \$16,000. Sharon Michaels, math teacher, was the Captain of the team.

The Environmental Club assisted the Marines with their Holiday Fundraiser "Toys for Tots".

Peer Counselors provided a Christmas tree and many gifts for two families for the holidays.

The Leadership class had an "Angel Tree" for classes to select a tag to provide gifts for needy children for the holidays.

### **Athletic News**

The three cheerleading squads did a great job at 2005 Cheerfest. They were also awarded the Congeniality Award.

Amanda Hintze signed with the University of Florida for Cross Country and Track.

The football team and the Athletic Booster Club recognized our principal, Darvin Boothe, at the Lake Mary football game. Without his support for the past 29 years, many of the projects that make us a first class facility would not have been completed. He has been the heart of athletics at Lake Brantley High School.

Lake Brantley Varsity Volleyball MVP, Kaylin Wade, was chosen by Seminole coaches to play in the first annual "All Star" team.

The Lake Brantley High School football team had a very successful season as District Champions and Regional Semi-Finalist. Bryan Bearden and William Pigozzi were selected First Team All District players. Bryan was also selected MVP District Player of the Year, and George Clayton was selected 6A Coach of the Year for the District

The Lake Brantley baseball team established a "Baseball Hall of Fame" this year with 30 inductees. The inductees had to be out of Lake Brantley at least 10 years. This tradition will continue each year.

**Graduate News**

Lake Brantley High School 2004 graduate, Josh Segarra, played a college student involved in the investigation of insects in the CBS movie "VAMPIRE BATS" shown on CBS October 30.

Graham Zusi, former Lake Brantley soccer player and Central Florida Player of the Year, recently played for the NCAA Division one championship with the Maryland Terapins.

**2. Prepared by:** Raymond L. Gaines  
Exec. Director of Secondary Education

**3. Board Meeting Date** 1-10-06

*Attachment(s): None*  
*Back-up not in agenda book: None*