

# BRADFORD COUNTY SCHOOL DISTRICT

STACEY SHUFORD CREIGHTON, SUPERINTENDENT

501 W. WASHINGTON STREET • STARKE, FL 32091 • 904.966.6800

**SUPERINTENDENT**

Stacey Shuford Creighton

**Executive Secretary to the Superintendent**

and School Board Members  
Lila Sellars

**ASSISTANT SUPERINTENDENT**

David Harris

**Secretary to the Assistant Superintendent**

Jeana Thompson

**PRINCIPALS**

Bradford Intervention Center (BIC)  
Barbara Johns

Bradford High School  
Vinnie Blye

Bradford Middle School  
John Green

Bradford-Union Career Technical Center  
Director, Lynn Nobles

Brooker Elementary School  
Jennifer Vaughn

Hampton Elementary School  
Brenda Donaldson

Lawtey Community School  
Lisa Prevatt

Rainbow Center Coordinator,  
Cindy DeValerio

Southside Elementary School  
Earnest Williams

Starke Elementary School  
Jennifer Vaughn

**DIRECTORS / SUPERVISORS**

Elementary Curriculum Coordinator,  
Sherree Alvarez

Secondary Curriculum Coordinator,  
Emilee Mescuskert

ESE / Student Services  
Director, Barbara Johns

Facilities, Maintenance  
Supervisor, Joe Cox

Transportation  
Supervisor, Louette Smith  
Finance Director, John Vallinski

Food Service - Supervisor,  
Linda Milliken

Human Resource  
Director, Robert Turnipseed

MIS - Director-TBA



## Welcome to Bradford County School District

# AGENDA

**WORKSHOP 5:30 P.M.**

**REGULAR SCHOOL BOARD MEETING**

**DECEMBER 11, 2017**

The meeting will immediately follow the 5:30 P.M. Workshop

**EXECUTIVE SESSION** will follow the Board Meeting Executive Session is closed to the public

**A. INVOCATION & FLAG SALUTE:** Led by: Sgt. Gerald Ruise

**B. CALL TO ORDER:** School Board Chairman, Sheila Cummings

**C. RECOGNITIONS & AWARDS:**

Recognize Kaitlin VanHeusen

Recognize Kirk Abercrombie and Robert Lyons regarding CVD students

Presented By:

Lynn Nobles

Lynn Nobles

**D. INFORMATIONAL REPORTS & ANNOUNCEMENTS:**

Florida Department of Corrections Partnership Proposal

Presented By:

Lynn Nobles &

DOC

**E. CITIZENS REQUEST:**

The Bradford County School Board welcomes you to this meeting. This time is set aside for the Citizens of Bradford County to address the School Board. This is not a question and answer time, it is not a political forum, nor is it a time for personal accusations or derogatory remarks to or about school personnel. If you would like to address the School Board, please come to the podium, speak into the microphone and state your name and address for the record, and limit your comments to not more than three (3) minutes. Your participation is welcomed.

**F. CORRECT / DELETE ITEMS TO THE AGENDA:**

**G. CONSENT AGENDA:**

**ATTACHMENTS/  
CONTACTS**

**1. ANY REQUESTS TO REMOVE ITEMS FROM THE CONSENT AGENDA:**

**2. APPROVE PRIOR MINUTES:**

- a. Re-Organizational Meeting Minutes November 13, 2017
- b. Regular Board Meeting November 13, 2017

**SUPERINTENDENT  
A  
B**

**3. APPROVE PERSONNEL ACTION:**

- a. Instructional
- b. Non-instructional
- c. Administrative

**BOBBY TURNIPSEED  
C  
D  
E**

**4. APPROVE PAID EXPENDITURES FOR NOVEMBER 2017:**

**JOHN VALINSKI  
F**

**5. APPROVE REQUIRED WORK SITE AGREEMENTS FOR POST-SECONDARY STUDENTS ATTENDING ON THE JOB TRAINING:**

- a. Automotive/Diesel Agreement
- b. General Agreement

**PAT NOBLES  
G**

**6. APPROVE SURPLUS ITEMS TO SELL ON GOVDEAL.COM:**

**JOE COX  
H**

**7. APPROVE TWO (2) ADDITIONAL ALLOCATIONS FOR THE STUDENT SERVICES DEPARTMENT:**

- 1. Part-time college/career support specialist (20 hours / week) -- This is a grant funded position for the new Title IV Student Support and Academic Enrichment Grant.
- 2. Part-time reading coach (.33 FTE) for the remainder of the 17-18 school year.

**SHERREE ALVAREZ  
I**

**8. APPROVE REQUEST TO ADVERTISE FOR A PUBLIC HEARING ON NEW AND REVISED BOARD POLICIES TO BE HELD ON JANUARY 8, 2018:**

**SUPERINTENDENT  
J**

**9. APPROVE TWO (2) NEW JOB DESCRIPTIONS:**

- a. Data Base Administrator
- b. Computer Technician II

**SUPERINTENDENT  
K**

**H. ACTION ITEMS:**

**I. UNFINISHED BUSINESS:**

**K. BOARD MEMBERS REQUEST:**

**MRS. REDDISH -**

**MRS. CANOVA -**

**MRS. CHAPPELL -**

**MRS. WHITTEMORE -**

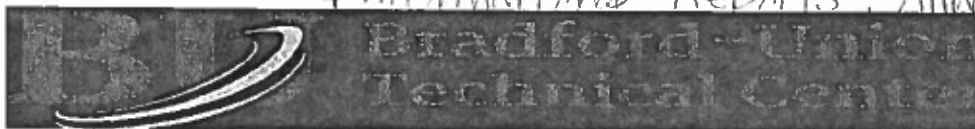
**MRS. CUMMINGS -**

**SUPERINTENDENT COMMENTS -**

**MEETING ADJOURNED:**

# WORKSHOP

1. NEW AND REVISED BOARD POLICIES
2. JOB DESCRIPTIONS  
Data Base Administrator  
Computer Technician II
3. OTHER PERTINENT INFORMATION AND CONCERNS



**Patricia Lynn Nobles – Director**  
**Brad Bishop – Coordinator of Adult & Community Education**  
**Randy Whytsell – Behavior Resource Teacher**

**To:** Bradford County School Board  
**From:** Lynn Nobles and Brad Bishop  
**Date:** November 30, 2017  
**Re:** Florida Department of Corrections Partnership Proposal

BUTC was recently contacted by Robert Melgaard, the Career and Technical Education Program Coordinator for Region II of the Florida Department of Corrections (DOC). Region II encompasses Bradford County which currently houses three (3) major institutions: Florida State Prison, Lawtey Correctional Institution, and New River Correctional Institution. DOC has been awarded funding specifically for career and technical programs; they are looking to partner with local, state, and/or technical colleges to provide these programs to inmate-students.

On November 29<sup>th</sup>, BUTC met with DOC and discussed the following:

BUTC would enter into an agreement (terms and conditions to be negotiated) to provide one (1) 12-month teacher for programs in each of the DOC facilities listed above. Discussion included Plumbing at FSP, HVAC at Lawtey, and Masonry at New River. Class size would be limited to 20 pre-screened students for a three hour block in the morning and another 20 students in a three hour block in the afternoon. DOC would provide all supplies and pay BUTC a set amount of dollars for each certification earned by the inmate-students. A current agreement with Tallahassee Community College yields that school \$2,000 per certification earned. If the same agreement was entered, BUTC could potentially earn \$80,000 per class. BUTC would agree to Performance Measures to include staffing requirements, monthly data reporting, and student achievement of at least 75%. Monetary consequences would be established if performance measures are not met. The goal is to start instruction in the prison system by February 2018.

Further, and in preparation for the January 2018 CVD class, DOC and BUTC discussed the possibility of work release inmates attending the program. Pre-screened inmate-students would have the opportunity to attend the 320 hour Class A program or the 150 hour Class B program. Instructors would potentially go to the institutions for the paperwork part of class, while inmate-students would report to the CVD range for lab activities.

All plans are contingent upon approval from the Bradford County School Board, the Council on Occupational Education, and securing instructors for each program.

BUTC would like the Board's approval to move forward with discussion of a partnership between the BUTC and the Florida Department of Corrections to provide the career and technical education programs at one (or more) of the institutions in Bradford County.

This program was successfully in place several years ago when BUTC provided Accounting instruction to inmate-students. The programs could provide a wonderful opportunity for BUTC to partner with DOC in their mission to offer offenders quality, meaningful CTE programming and, ultimately, ensure safer communities.

There are similar partnerships in the state, and we are eager to make BUTC a leader in this arena!

# REGULAR SCHOOL BOARD MEETING

NOVEMBER 13, 2017

The School Board met at the District School Board Office at 501 West Washington Street on November 13, 2017 at 6:00 P.M. for the Regular Board Meeting Present for the meeting were School Board Members: Chairman, Erica Reddish, Sheila Cummings, Vice Chairman, Cheryl Canova; Vivian Chappell. Board Attorney John Cooper, Superintendent Stacey Creighton; Assistant Superintendent, David Harris and Lila Sellars, Executive Secretary. Board Member Charnelle Whittemore was not in attendance.

Sgt. Ruise led the invocation and flag salute.

School Board Chairman, Erica Reddish called the meeting to order.

RECOGNITIONS & AWARDS: Superintendent Creighton recognized Chris Coffey for being selected to serve on the Algebra I Alignment Study.

### Informational Reports and Announcements:

Ms. Donovan along with students from the BHS High Q Club spoke on the club and was asking to be considered for some funding. Morris Sherman with Well Florida Council spoke to the board about the free programs they offer to schools.

Joe C. – The Demolition of the science lab at BHS is underway.

Bobby – 1) Trainings underway with new teachers, secretaries and subs.

David- 1) Thanks to Joe for all the help in enhancing the facilities 2) Working on drainage while we are not having rain.

Lynn- 1) The Transition Class will have their sale on Dec. 1<sup>st</sup> 2) Received a \$500.00 grant from Altrusa

Emilee-

Sherree- The Science adoption committee is down to two selections. We are making sure that all teachers have books 2) The Elem. Reading Coach will have mid-year monitoring on Dec.4<sup>th</sup>.

Citizen Request: Cathy Skully, Chad Mallory and David Thomas all spoke in reference to the Johnson property asking to extend her time in having to be out and asking the board to reconsider the money in escrow to be allowed to purchase new home.

CORRECT / DELETE ITEMS TO THE AGENDA: None

Superintendent Creighton had corrections to three items. 2C, 2F & 3 I.

### CONSENT AGENDA:

#### 1. ANY REQUESTS TO REMOVE ITEMS FROM THE CONSENT AGENDA:

Recommendation by Superintendent Creighton to approve the consent agenda with the changes to the items listed above.

Motion by Vivian Chappell

Seconded by Cheryl Canova

Motion carried 4-0

BMRF#11-1317-5613

#### 2. APPROVE PRIOR MINUTES:

a. Regular School Board Meeting and Public Hearing July 10, 2017

BMRF#11-1317-5614

b. Regular School Board Meeting and Workshop July 27, 2017

BMRF#11-1317-5615

c. Regular School Board Meeting and Workshop August 14, 2017

BMRF#11-1317-5616

d. Special School Board Meeting August 25, 2017

BMRF#11-1317-5617

e. Regular School Board Meeting and Public Hearing September 25, 2017

BMRF#11-1317-5618

f. Regular School Board Meeting October 9, 2017

BMRF#11-1317-5619

g. Emergency Board Meeting and Executive Session October 17, 2017

BMRF#11-1317-5620

#### 3. APPROVE PERSONNEL ACTION:

a. Instructional

BMRF#11-1317-5621

b. Non-instructional

BMRF#11-1317-5622

#### 4. APPROVE PAID EXPENDITURES OCTOBER 2017:

BMRF#11-1317-5623

#### 5. APPROVE FISCAL YEAR 2017 ANNUAL FINANCIAL REPORT AND SUPPORTING DOCUMENTS:

(ESE348, ESE145, Notes to Financial Statements and MD&A)

BMRF#11-1317-5624

#### 6. APPROVE THE 2016-2017 (SREF) STATE REQUIREMENTS EDUCATIONAL FACILITIES REPORT:

BMRF#11-1317-5625

#### 7. APPROVE REQUEST TO ADVERTISE FOR A PUBLIC HEARING ON

A

DECEMBER 11, 2017 FOR THE SUMMER 2017 NEW AND REVISE BOARD POLICIES:

- Instructional Materials Selection 4.12
- Student Attendance 5.04\*
- School Dress and Personal Appearance 5.50
- Wellness Program 2.20\*+
- Educational Paraprofessionals and Aids 6.15\*

BMR#11-1317-5626

8. APPROVE NAME CHANGE REQUEST FROM THE BRADFORD-UNION TECHNICAL CENTER:  
(New Name Request: NORTH FLORIDA TECHNICAL COLLEGE)

BMR#11-1317-5627

9. APPROVE AGREEMENT BETWEEN BRADFORD COUNTY SCHOOL DISTRICT AND STACY WORRELL, INDEPENDENT CONTRACTOR:

10. APPROVE THE 2017-2018 FIVE YEAR WORK PLAN:  
(Working Document)

BMR#11-1317-5628

BMR#11-1317-5629

11. APPROVE FOUR NEW ADDITIONAL ALLOCATIONS:  
BHS para  
BMS para  
2 MIS technicians

BMR#11-1317-5630

**ACTION ITEMS:**

1. APPROVE THE BEST AND BRIGHTEST SCHOLARSHIP PROGRAM:

Recommendation by Superintendent Creighton to approve with the corrected language discussed at the workshop.

Motion by Cheryl Canova

Seconded by Vivian Chappell

Motion carried 4-0

BMR#11-1317-5631

2. APPROVE REQUEST TO PIGGYBACK WITH PUTNAM COUNTY SCHOOL DISTRICT FOR THE S4TEACHERS, LLC:

Recommendation by Superintendent Creighton to approve. Services will begin in January 2018.

Motion by Sheila Cummings

Seconded by Vivian Chappell

Motion carried 4-0

BMR#11-1317-5632

UNFINISHED BUSINESS: None

EMERGENCY ITEMS: None

**BOARD MEMBERS REQUEST:**

MRS. REDDISH – 1) Teachers feel they are deterred in writing referrals they feel the Refocusing is not working.

MRS. CANOVA – 1) Football team doing a great job. 2) The new chairs have been placed in Ms. Fare's classroom by the BCEF. 3) CIS is having Christmas in the Square both the BMS and BHS bands are going to participate. 4) The BMS 5K Run was great.

MRS. CHAPPELL – 1) Thanks to all our Bus drivers and Teachers 2) Do we do an exit conference on teachers when they leave?

MRS. WHITEMORE -

MRS. CUMMINGS – 1) Regarding supplements can we get more information on these and can we see about the use of comp time with these supplements? 2) What type of training do BRT's receive –guidelines regarding expulsions, etc. –referrals feedback within 24 hours. 3) We lost a great educator in our community Kathy Hobbs.

SUPERINTENDENT COMMENTS – 1) Please remember the families of Kathy Hobbs and Mr. Kovar.

2) Football team doing a great job 3) Red seats are up for grab at \$10.00 a seat 4) BCEF selling poinsettias

5) We will have a Workshop at 5:30 p.m. and a Board Meeting to follow on the 27<sup>th</sup> of November.

BRADFORD COUNTY SCHOOL BOARD

SUPERINTENDENT OF SCHOOLS

Erica Reddish, Chairman

Stacey Shuford Creighton, Superintendent

**RE-ORGANIZATIONAL MEETING**

**5:30 P.M.**

**NOVEMBER 13, 2017**

The School Board met at the District School Board Office at 501 West Washington Street on November 13, 2017 at 5:30 P.M. for the Re-Organizational Meeting Present for the meeting were School Board Members: Chairman, Erica Reddish, Vice Chairman Cheryl Canova; Vivian Chappell and Sheila Cummings. Board Attorney John Cooper, Superintendent Stacey Creighton; Assistant Superintendent, David Harris and Lila Sellars, Executive Secretary. Board Member Charmelle Whittemore was not in attendance.

David Harris led the invocation and flag salute.

Superintendent Creighton called the meeting to order.

**RE-ORGANIZATION OF SCHOOL BOARD:**

**1. ELECTION OF SCHOOL BOARD CHAIRMAN:**

Superintendent Creighton opened the floor for nominations of a Board Chair.

Vivian Chappell nominated Erica Reddish

Seconded by Cheryl Canova

BMR#11-1317-5633

Motion carried 4-0

**2. NEWLY ELECTED BOARD CHAIRPERSON ASSUMES CHAIR AND GAVEL:**

Erica Reddish

**3. ELECTION OF VICE – CHAIRMAN:**

Chairman Reddish opened the floor for nominations of a Vice Chairman.

Vivian Chappell nominated Cheryl Canova

Seconded by Sheila Cummings

Motion carried 4-0

BMR#11-1317-5634

**4. ESTABLISH REGULAR SCHOOL BOARD MEETING DATES, TIME AND LOCATION:**

Mrs. Reddish opened the floor for discussion on date, time and location of meeting. Ms. Cummings recommended that we keep it the same as it is currently. The second Monday of the Month at 6:00 P.M. and the Fourth Monday as needed for workshops and Meetings. All four board members agreed. Board Member Charmelle Whittemore was not in attendance for the meeting.

BMR#11-1317-5635

**5. DESIGNATE ONE BOARD MEMBER ALONG WITH THE SUPERINTENDENT TO REPRESENT THE DISTRICT ON THE BOARD OF DIRECTORS OF THE SMALL SCHOOL DISTRICT COUNCIL CONSORTIUM:**

Vivian Chappell will represent the District.

BMR#11-1317-5636

**6. DESIGNATE ONE BOARD MEMBER AND AN ALTERNATE TO SERVE AS A LIAISON TO REPRESENT THE DISTRICT ON THE FSBA LEGISLATIVE COMMITTEE:**

Sheila Cummings as the Liaison

BMR#11-1317-5637

BRADFORD COUNTY SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

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Erica Reddish, Chairman

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Stacey Shuford Creighton, Superintendent



**INSTRUTIONAL PERSONNEL ACTION**  
**RECOMMENDED BY THE SUPERINTDENT**  
**December 11, 2017 Agenda**

**APPOINTMENT:**

	<b><u>Position</u></b>	<b><u>Effective</u></b>
Holly Sturgell	BMS ESE Teacher	11-06-2017
Jacob Saunders	BMS Science Teacher	11-16-2017
Amber Craft	BMS ELA Teacher	11-16-2017

**IN SCHOOL CHANGE:**

Melissa Hines	SES Title I Teacher to SES CRT	10-23-2017
Virginia Anfinson	SES ESE Teacher to SES Title I Teacher	11-03-2017
Susan Ames	BMS Teacher to BHS English Teacher	11-13-2017

**RESIGNATION:**

Lilyan Livsey	BMS Math Teacher	11-15-2017
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**RETIREMENT:**

Steven Miller	Director of Technology & Information Service	11-03-2017
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**SUPPLEMENTS:**

Kendra Griffin	BHS Assistant Girls Basketball Coach	11-08-2017
Chris Hopkins	BHS Assistant Band Leader	11-29-2017

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C.

**NON-INSTRUCTIONAL PERSONNEL ACTION**

**RECOMMENDED BY THE SUPERINTMENT**

**December 11, 2017 Agenda**

<b><u>APPOINTMENT:</u></b>	<b><u>Position</u></b>	<b><u>Effective</u></b>
Isiah Jamison	(Long Term) Substitute Teacher	10-16-2017
Zoni Resendiz	Substitute Teacher	10-23-2017
Sarah Cole	SSE Para	11-13-2017
Sandra Acree	Substitute Teacher	11-14-2017
Erica Osborn	Substitute Teacher	11-16-2017
Taylor Henley	Substitute Teacher	11-16-2017
John Frazier	Substitute Techer	11-20-2017
Victoria Wightman	(Long Term) Substitute Teacher	11-27-2017
Justin Parrish	BMS Para	11-27-2017
Ciera Oliver	Substitute Teacher	11-28-2017
Chelsea Waters	SSE Title I Para	11-29-2017

**IN SCHOOL CHANGE:**

Stacie Ansley	BMS ESE Para to BHS ESE Para	11-02-2017
Caleb Dukes	BHS ESE Para to BMS ESE Para	11-02-2017
Cassandra Reed	SSE Basic Para to SSE Title I Para	11-06-2017
Kayla Johns	Substitute Food Service to Food Service Worker	11-28-2017

**ADMINISTRATIVE PERSONNEL ACTION**

**RECOMMENDED BY THE SUPERINTDENT**

**December 11, 2017 Agenda**

**APPOINTMENT:**

**Position**

**Effective**

Brenda Leto

Director of Information & Technology Service

12-01-2017

**SUPPLEMENT:**

Ryan Campbell	BMS Baseball Coach	Nov – Feb.
Devin Paulk	BHS Boy's Wrestling Coach	Nov.-Feb.
Jenna Hewett	BHS Assistant Cheerleader Coach	Nov.-Feb.





# Bradford-Union Technical Center

## Work-based Learning Activity (Check all that apply)

Clinical/Practicum

Job Shadowing

School Enterprise

Internship

Mentoring

Youth Apprenticeship

Adult Apprenticeship

On-The-Job Training

Other

**EMPLOYER RESPONSIBILITIES:** The employer/supervising entity agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions. The trainee will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the employer/supervising entity. The employer/supervising entity will adhere to all state and federal regulations regarding employment, child labor laws, minimum wage and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

**TEACHER/COORDINATOR RESPONSIBILITIES:** The teacher/coordinator agrees to visit each trainee at the training site and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. Student Services will keep a copy of the trainee's Training Agreement in the trainee's student file.

**STUDENT RESPONSIBILITIES:** The trainee/student agrees to follow rules and guidelines established by the school, employer and teacher/coordinator with regard to hours of work, school attendance and reporting procedures. **The trainee/student will not work more than 10 hours per week toward their program hours at said employer/supervising entity. The trainee/student will report to said employer/supervising entity from 1:30 – 3:30 PM Monday through Friday.**

**ALL SIGNATURES AGREE TO COMPLY WITH THE RESPONSIBILITIES SPECIFIED IN THE TRAINING AGREEMENT.**

Student: \_\_\_\_\_

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

Employer/Supervision Entity \_\_\_\_\_

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

Name of Supervising Entity/Business \_\_\_\_\_

Teacher/Coordinator: \_\_\_\_\_

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



7840 Roswell Rd, Suite 325, Atlanta, GA 30350

BUTC

609 N. Orange Street, Starke, Florida 32091; Phone: (904) 966-6764; Fax: (904) 966-6786

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# Bradford-Union Technical Center

## Work-based Learning Activity (Check all that apply)

Clinical/Practicum

Job Shadowing

School Enterprise

Internship

Mentoring

Youth Apprenticeship

Adult Apprenticeship

On-The-Job Training

Other

**EMPLOYER RESPONSIBILITIES:** The employer/supervising entity agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions. The trainee will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the employer/supervising entity. The employer/supervising entity will adhere to all state and federal regulations regarding employment, child labor laws, minimum wage and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

**TEACHER/COORDINATOR RESPONSIBILITIES:** The teacher/coordinator agrees to visit each trainee at the training site and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. Student Services will keep a copy of the trainee's Training Agreement in the trainee's student file.

**STUDENT RESPONSIBILITIES:** The trainee/student agrees to follow rules and guidelines established by the school, employer and teacher/coordinator with regard to hours of work, school attendance and reporting procedures. **The trainee/student will not work more than \_\_\_ hours per week toward their program hours at said employer/supervising entity. The trainee/student will report to said employer/supervising entity from \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM Monday through Friday.**

**ALL SIGNATURES AGREE TO COMPLY WITH THE RESPONSIBILITIES SPECIFIED IN THE TRAINING AGREEMENT.**

Student: \_\_\_\_\_

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

Employer/Supervision Entity \_\_\_\_\_

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

Name of Supervising Entity/Business \_\_\_\_\_

Teacher/Coordinator: \_\_\_\_\_

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



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BUTC

609 N. Orange Street, Starke, Florida 32091; Phone: (904) 966-6764; Fax: (904) 966-6786

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November 16, 2017

From: Jeanne Ruth

ruth.jeanne@mybradford.us

To: Lila

Agenda Item:

Please approve these items that were pulled from prior agenda.

QTY. 11 Apple Mobility Carts

X07967, X07970, X07971, X07972, X07973, X07974, X07975, X07977, X07979, X08574, X08577



November 16, 2017

From: Jeanne Ruth

[ruth.jeanne@mybradford.us](mailto:ruth.jeanne@mybradford.us)

To: Lila

Agenda Items:

20 file cabinets out back in the covered fenced in area that have been there for years in the elements.

5 document copiers. 1 with asset # X03113 acquired in 2000.

These copiers are the large ones on wheels with parts missing and not working. I would like to sell these for salvage on govdeals.com.

November 16, 2017

From: Jeanne Ruth

ruth.jeanne@mybradford.us

To: Lila

Agenda Item

Request board approval to sell 1 lot of miscellaneous equipment from old science room @ B.H.S. to sell on govdeals.com

- (1) box wooden test tube holders
- (1) visualtek
- (1) atomic models
- (7) scales-
- (1) mini protean system
- (18) beacon stands
- (1) tempscribe
- (3) dish things on a stand-
- (1) lamp –
- (1) thing with cranks-
- (1) box test tubes & chemicals
- (1) box test tubes
- (1) atom puzzle
- ( 1) box with a power cord
- ( 2) boxes slide kits –
- (1) clamp

X14799	X14800	(10) moniters
X06236	GX270	(1) brother fax machine
X11561	GX980	(1) h.p. NO ASSET TAGS
X13435	TABE-PC	(1) COMPAQ NO ASSET TAGS
X04468	GX280	(6) YAMAHA CLAVINOVA PIANO'S
X05411	DHM	
X11591	GX980	
X06353	GX280	
X10066	D630	
X06146	DOC.CAMERA	
X05805	S-4	
X06395	DOC.CAMERA	
X09155	GX745	
X06345	GX280	
X08338	GX380	
X08335	GX380	
X06346	GX280	
X06339	GX280	

Date: December 4, 2017

From: Alvarez, Sherree

To: Lila, Stacey, Robert

Please add the following allocations for board approval at the next meeting....

1. For Student Services Department: Part-time college/career support specialist (20 hours / week) -- This is a grant funded position for the new Title IV Student Support and Academic Enrichment Grant.
2. For Student Services Department: Part-time reading coach (.33 FTE) for the remainder of the 17-18 school year.

**From:** Turnipseed, Robert <turnipseed.robert@mybradford.us>

Wed, Nov 28, 2017

**To:** Lila Sellars <sellars.lila@mybradford.us>

**Board Agenda Item:**

**Request Approval to change the Para Pro Test score from 464 to 457 and make it retro to August 1, 2017.**

3



Sellars, Lila &lt;sellars.lila@mybradford.us&gt;

**Fwd: Para scores**

1 message

Turnipseed, Robert <turnipseed.robert@mybradford.us>  
To: Lila Sellars <sellars.lila@mybradford.us>

Wed, Nov 8, 2017 at 2:23 PM

Hey Lila,

With the information that Barbara provided, I would recommend that we follow Hillsborough's lead at this time. 457

----- Forwarded message -----

From: **Johns, Barbara** <johns.barbara@mybradford.us>  
Date: Tue, Nov 7, 2017 at 7:20 AM  
Subject: Para scores  
To: Robert Turnipseed <turnipseed.robert@mybradford.us>

Bobby,

I looked at the information that I had, Bradford's cut scores for the parapro test is 464, Uniion's is 462, and Hillsborough's is 457. This is all the information that I have and I will see what additional information that I can find.

--

Thank you,

Barbara Johns Ed.S.  
Director Exceptional Education and Student Services  
Coordinator Home Education  
Coordinator Alternative Education  
Bradford County School District  
email: johns.barbara@mybradford.us  
Office #: (904) 966-6001  
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***We Are Tornadoes!*****"If everyone is moving forward together, then success takes care of itself."**

-- Henry Ford

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Robert Turnipseed  
Human Resource Director  
Bradford County Schools  
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**SCHOOL DISTRICT OF BRADFORD COUNTY****JOB DESCRIPTION****DATABASE ADMINISTRATOR****QUALIFICATIONS:**

- (1) Bachelor's Degree in Computer Science from an accredited institution.
- (2) Successful completion of training in the fundamentals of computer languages and data base management.
- (3) Five years' experience in computer programming, data bases and application development.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to analyze data. Ability to effectively use problem-solving skills. Ability to work as part of the team with the staff or other departments. Ability to identify important issues or problems in area of responsibility. Ability to share ideas with others in a clear and informative manner. Excellent written and oral communication skills. Analytical skills to review information and formulate alternate solutions to problems. Knowledge of data base structures, designs and analysis. Ability to manipulate data using SQL and other programming languages. Ability to remain current and adaptable to new technologies as they relate to data base management. Ability to plan work and effectively utilize time. Skills in interaction. Knowledge of state data base requirements. Ability to monitor data bases for data integrity.

**REPORTS TO:** Director of Information and Technology

**JOB GOAL**

To maintain local and state required data bases. To maintain the interfaces between the district's data bases, software vendors and the state. To provide leadership in maintaining data integrity throughout our systems.

**PERFORMANCE RESPONSIBILITIES:**

- (1) Assist in training school and district personnel in data entry techniques that maximize data integrity.
- (2) Use SQL and other programming languages to maintain data base files, provide for imports and exports and create reports.
- (3) Oversee all federal and state data reporting
- (4) Review logs and user profiles to maintain data security.
- (5) Work with District and School staff to ensure open communication with all stake holders in identifying needs and providing timely solutions.
- (6) Develop implementation plans for incorporating new features and processes.
- (7) Perform other duties as assigned.

## **DATABASE ADMINISTRATOR**

### **PHYSICAL REQUIREMENTS:**

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

### **TERMS OF EMPLOYMENT:**

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

### **EVALUATION:**

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

Job Description Supplement Code 2



**SCHOOL DISTRICT OF BRADFORD COUNTY****JOB DESCRIPTION****Computer Technician II****Qualifications:**

1. Associate of Arts or Science or higher with course work in computer science preferred.
2. At least three (3) years' experience in the installation of computer equipment, trouble shooting hardware problems, use of diagnostic software and equipment, or a combination of previous education, training, experience which provides for an equivalent background necessary to perform the work.
3. A+ and Network + certifications required.
4. Has the ability to work independently.
5. Has excellent interpersonal communication skills.

**Knowledge, Skills and Abilities:**

Ability to install and configure personal computers and ancillary equipment to workstations, Ability to install and configure appropriate Operating System software, Ability to install and configure other computer software relating to virus and malware protection, etc.

Knowledge and skills necessary to investigate personal computer hardware and software problems and determine the appropriate actions to be taken with the least amount of downtime and data loss.

Ability to interface hardware with the Local Area Network.

Knowledge and skills related to district networking technologies.

**Reports to: Network Specialist**

**Job Goals:** Provide technical support in the installation and maintenance of the district's technology assets.

**Performance responsibilities:**

1. Installation of end-user devices, workstations, printers and desktop software
2. Installation of basic networking
3. Assists in the maintaining of district computer applications and infrastructure components
4. Provides support for installations and maintenance of other technological projects within the district and schools
5. Provides troubleshooting and solutions in response to work tickets
6. Works with appropriate vendor or team member to resolve problems or arrange for repairs
7. Maintains accurate property records for equipment and capitalized software
8. Assists in providing troubleshooting and solutions for telecommunication problems

## **Computer Technician II**

9. Analyze current systems software, proposed modifications and new software for impact on installation, standards and procedures
10. Assists with Network, email and other network application security accounts
11. Assists with phone system maintenance
12. Assist with ordering, receiving and property inventory as needed
13. Performs other duties as assigned

**Physical Requirements:** Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently as needed to move objects.

### **Terms of Employment:**

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

### **Evaluation:**

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

**Job Description Supplement Code 11**