



SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS

*"Where Learning is the Expectation
And Caring is a Commitment"*

THOMAS KENNEDY
DISTRICT 1

VIRGINIA BRYANT
DISTRICT 2

DOUGLAS A. DODD
DISTRICT 3

SANDRA COUNTS
DISTRICT 4

LINDA B. POWERS
DISTRICT 5

October 17, 2017

ADMINISTRATIVE HEARING,
SPECIAL MEETING AND WORKSHOP: 9:00 A.M.
OF THE
CITRUS COUNTY SCHOOL BOARD
OCTOBER 24, 2017

AGENDA:

ADMINISTRATIVE HEARING: 9:00 A.M.

SPECIAL MEETING

Opening Exercise

- I. ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT
- II. CITIZEN COMMENTS
- III. SCHOOL OPERATIONS, MIKE MULLEN
 - A. Approve Memorandum of Understanding and Addendum between CCSB & Citrus Levy Marion Regional Workforce Development Board, Inc. DBA CareerSource Citrus Levy Marion
 - B. Approve the 2018-2019 School Calendar Options for Citrus County Schools (copy to be distributed)
 - C. Approve Splash Grant to Crystal River Primary School
- IV. SCHOOL SUPPORT SERVICES, JONNY BISHOP
 - A. Human Resources, Suzy Swain
 - 1) Approve Instructional and Support Recommendations (copy to be distributed)
- V. ATTORNEY, LEGAL MATTERS
- VI. ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD
- VII. ADJOURNMENT

WORKSHOP

I. TOPICS:

- A. Policy Review
- B. Employee Assistance Information
- C. State of the District – Part II

II. ADJOURNMENT

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the Superintendent's Office at 726-1931, ext. 2206, prior to the date of the scheduled School Board Meeting.

MM

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 24, 2017 School Board Meeting.
 Requested by Gloria Bishop, JB Department of Withlacoochee Technical College
 Additional contact(s)/originator Karen Davis
 Document Title Memorandum of Understanding and Addendum between CCSB & Citrus Levy Marion Regional Workforce Development Board, Inc. DBA CareerSource Citrus Levy Marion

Board Action Required:

Presentation/Recognition _____ Information _____
 Consideration/Approval Approve Memorandum of Understanding and Addendum between CCSB & Citrus Levy Marion Regional Workforce Development Board, Inc., DBA CareerSource Citrus Levy Marion

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office _____

Executive Summary / Highlights:

The Workforce Innovation and Opportunity Act, (WIOA), requires a memorandum of understanding, (MOU), that must be executed between the local Workforce Development Board, CareerSource Citrus Levy Marion, (CSCLM), and Withlacoochee Technical College. This agreement is required so the provision of educational and training services can be provided to students who are interested in attending WTC.

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

Strategies Include:

- Innovative and research-based curriculum and program delivery systems:
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial),
- Career preparation;
- Community Connections

Financial Impact to the District: Positive Financial Impact
 Amount Budgeted _____ Additional Amount Requested _____

Funding Source: CareerSource Citrus Levy Marion

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____
 Pay grade/level _____
 Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilson
 (Form Board Approved 7/10/07-original)

MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion

And

the Citrus County School Board

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system, and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training, and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.
- Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.
- Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourcelfm.com three business days in advance. A proud member of the American Job Center network.

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the Citrus County School Board and to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
- Job Corps*
- Community Action Agencies*
- Housing Authorities*
- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions

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- Homeless Continuum of Care organizations
 - Veteran Agencies
 - Economic Development
 - Support Service Providers
 - Others as determined to be beneficial to serving both employers and job seekers.
- * denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:

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- o Continuous partnership building;
- o Continuous planning responsive to State and Federal requirements;
- o Responsive to specific local and economic conditions including employer needs;
- o Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5

5. Service Integration Plan and Goals:

CSCLM and the Citrus County School Board

agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and the Citrus County School Board to provide adult education and workforce services to our mutual customers. CSCLM and the Citrus County School Board recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II and IV funds under the WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. The Citrus County School Board may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

This agreement exercises the DOL issued extension of the Infrastructure Funding Agreement (IFA) requirement until the established deadline of January 1, 2018. This extension is described in TEGL 17-16, section 14 issued on January 18, 2017. Both parties acknowledge and agree to the requirement of the IFA and are currently working with CSCLM's One Stop Operator to develop a mutually beneficial agreement that defines and monetizes each partners proportional use of the One Stop 'system'. The completed IFA will be mutually agreed upon and will become an attachment to this document.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5827 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network.

6. Resource and Cost Sharing

This MOU between CSCLM and the Citrus County School Board

is an agreement of service provision.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

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29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

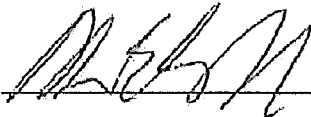
It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until the date below, or until it is modified, extended or terminated in accordance with this section. Regardless of duration, this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective when signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice. This MOU will be in effect until: June 30, 2020.

11. Signatures

**Approved for Citrus Levy Marlon
Regional Workforce Development
Board, Inc.:**

Approved for:

the Citrus County School Board

By: 

By: _____

Name: Thomas E. Skinner, Jr.

Name: _____

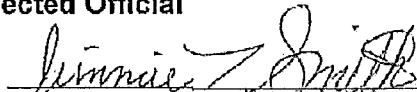
Title: Chief Executive Officer

Title: _____

Date: 8/30/17

Date: _____

Chief Elected Official

By: 

Name: Jimmie T. Smith

Title: COMMISSIONER, CITRUS COUNTY
CONSORTIUM CHAIR

Date: 8/30/17

MEMORANDUM OF UNDERSTANDING

ADDENDUM for Infrastructure Funding Agreement

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.

DBA CareerSource Citrus Levy Marion

And

Citrus County School Board

1. Purpose of this Addendum

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system, and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the required One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish a mutual agreement that details how each required partner will contribute to the overall infrastructure costs of the One Stop system.

This document serves as an addendum to the previously signed MOU and details the contributions of each partner in regards to supporting the infrastructure of the system. Additionally, the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720

2. Infrastructure and Cost Sharing

All partners within the Citrus Levy Marion One Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of our region. Due to this, the partners on this MOU are not currently co-located within the American Job Center, but provide support of its operations through in-kind contributions that have positive monetary impact on the day to day operations and expand the breadth of services available. CSCLM and the partner as listed on the originating MOU agree that infrastructure support for proportionate benefit from the One Stop system is provided in the following methods:

- Use of digital technology for shared customers to access online resources provided by CSCLM
- Provision of CSCLM outreach materials to the general public
- Educational support and counseling to CSCLM referred and enrolled students
- Access to classes in targeted occupations to enhance local talent pipeline
- Access to meeting space within the partner's facilities to meet with students to discuss CSCLM services and programmatic enrollment
 - Space usage provides expansion of services for CSCLM and reduces additional costs of itinerate space when needed

MOU Addendum

- Ongoing partnership for outreach and connection of Adult learners to the One Stop system

3. Duration, Modification, and Termination of the Partner MOU Addendum

It is mutually understood that this Addendum shall not become effective until signed. This Addendum shall remain in effect until the date shown on the originating MOU and may be modified or terminated at any time by either party.

4. Signatures

**Citrus Levy Marion Regional
Workforce Development Board, Inc.
d/b/a CareerSource Citrus Levy
Marion**

Citrus County School Board

By: _____

By: _____

Name: **Thomas E. Skinner, Jr.**

Name: _____

Title: **Chief Executive Officer**

Title: _____

Date: _____

Date: _____

Board Chair

By: _____

Name: **Kathy Judkins**

Title: **Board Chair**

Date: _____

Chief Elected Official

By: _____

Name: **Jimmie T. Smith**

Title: **Commissioner, Citrus County
Consortium Chair**

Date: _____

MOU Addendum

REQUESTS FOR SCHOOL BOARD AGENDA

MM

Requested for: October 24, 2017 School Board Meeting.
Requested by: Amy Crowell, Department of Research and Accountability
Additional contact(s)/originator: Amy Crowell
Document Title: 2018-19 School Calendar Options

Board Action Required:

- Presentation / Recognition Information _____
 Consideration / Approval: Motion to approve the 2018-19 School Calendar Options for Citrus County Schools

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached _____ available in district office _____ other _____

Executive Summary / Highlights:

Calendar options and calendar rationales for the 2018-19 school year which were developed by the calendar committee will be presented for review and approval.

Upon review and approval, the calendar committee will utilize the School Board's input to finalize no more than three calendar options to submit to all staff and School Advisory Enhancement Councils for their review and vote.

Strategic Goals:

1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activities

Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted.)
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community connections

Financial Impact to the District: None
Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____
Pay grade/ level _____
Benefits _____ Terms of Position _____

Financial Impact reviewed by: Jammy Wilson
(Form Board Approved 7/10/07)

MM

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 24, 2017 School Board Meeting.
Requested by Donnie Brown *DB*, Department of CRPS
Additional contact(s)/originator _____
Document Title Splash Grant

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Splash! Grant to CRPS

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:
Splash! Grant awarded by Swiftmud in the amount of \$ 1,519.95 to be used to educate students at CRPS about the importance of clean water. For additional details please see the attached.

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

Financial Impact to the District: None
Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____
Pay grade/level _____
Benefits _____ Terms of Position _____

Financial Impact reviewed by: Michael P. Muller
(Form Board Approved 7/10/07-original)

Splash! Grant

This multi-year project is aimed at teaching K-5th grade students about the importance of Florida's fresh water springs and the role aquatic plants play in the health of this ecosystem. This grant will support a yearlong hands-on activity that will be undertaken by the 5th grade students at Crystal River Primary School. Each class will receive a tank in which they will grow rock star eelgrass – a native eel grass found in Kings Bay. This grant will support the 5th grade specifically to go on a field trip as well as purchase a weather station to collect data.

At the end of the year, the 5th grade students will take the eelgrass to Hunters Spring to plant. This will be a day long field trip with activities to complete at the park. For example, last year a boat anchor was pulled by students across the sand to demonstrate how much damage it can do to this fragile eelgrass ecosystem. This year we will not only have them planting all the eelgrass the entire school worked to grow, but they will take a boat tour of the restored and unrestored eelgrass beds in Kings Bay so they have a better understanding of why eelgrass is so important. Additionally, this grant will provide the students with the tools to collect primary data that affects eelgrass habitats. Water quality sensors will be purchased with other funds which will allow volunteers to collect weekly water quality data that the students can use to monitor changes in Kings Bay. A weather station purchased through this grant will allow students to collect daily weather data as well. This system can be accessed through an iPad app at any time so both the students and the community can check the weather anytime. These data will provide real-world information on the health and status of the ecosystem and students can compare and contrast that with their classroom ecosystems (eelgrass farms). For example, when it rains what happens to the pH or the conductivity of the water and what effect does that have on the eelgrass that is growing there? This grant will provide money for a field trip to Kings Bay to plant the eelgrass, a boat trip, a substitute teacher for the school, field notebooks for the students to keep weekly observations in, a weather station to collect data, and supplies for students to create informational literature to hand out.

This project aims to not only educate students about the importance of aquatic habitats but also to inspire them to be the next generation of environmental stewards. By having them interact with the eelgrass by growing it all year and then planting it, creates a sense of ownership and responsibility. We plan to continue this project every year so that the younger grades can experience this too when they get to 5th grade.

This project will teach topics such as the water cycle, habitat, environmental protection, pollution, water conservation, sustainability, water quality, eutrophication, and numerous other topics. Each teacher in each grade level will use the eelgrass in a classroom appropriate way to cover a variety of learning objectives. Students will set up their Rock Star Eelgrass farm in the classroom and can then use their farm to make predictions. Will the grass grow and why? Will the water stay clear or get murky? The students will monitor the length of grass and keep measurements on growth once a week in scientific journal.

This larger project will also be used as a vehicle to incorporate STEM and STEAM topics into all aspects of the curriculum. The 5th grade classes can use eelgrass to learn concepts such as measurement (by measuring the height of the grass), graphs (plotting change in height over time), the scientific method, scientific communication/writing skills (keeping a journal of observations, art (they will make informational literature to give to the community about protecting eelgrass), and a whole host of other scientific topics. This project provides a unifying theme for the whole year's curriculum for any subject

matter or grade. Additionally, because the whole school is participating, students from various grades now have something in common which can foster communication and learning amongst peers.

Funds for a weather station are requested to provide real-time accurate weather data for the Kings Bay area. Other funds will be used to provide water quality sensors that will provide regular data on the status of Kings Bay (including temperature, conductivity, dissolved oxygen, pH, turbidity, and flow rate) These sources of real world data will be used to illustrate how weather and the water cycle can affect eelgrass habitat. These data can be used to compare and contrast to what students are seeing in their classroom eelgrass tanks. Students will be encouraged to propose hypotheses about various variables such as does pH affect grass height or does temperature? Temperature readings from Kings Bay and their own classroom tanks can be compared. Additionally, Save Crystal River will provide volunteers to assist the school with this project and these volunteers can provide additional reports about what the grass in Kings Bay is doing. For Example: Is it growing? How much? What effects do manatees have on growth?

Additionally, SWFWMD's free resources such as water test kits will allow students to test the water quality in their tanks and the bay and compare/contrast them. The virtual watershed models will be used to illustrate many points such as the hydraulic cycle or how pollution gets into water. Teachers will be encouraged to incorporate many of the SWFWMD water educational resources into their classrooms where appropriate. Many such as engineering a barometer, weather mapping, building wetlands, water conservation, and many more activities will correspond very well with the topics being covered in this project.

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 24, 2017 - Board Workshop School Board Meeting.

Requested by Chuck Dixon  Department of Planning & Growth Management

Additional contact(s)/originator _____

Document Title Policy 8.804 Authenticator Management

Board Action Required:

Presentation/Recognition Present Information _____

Consideration/Approval _____

X Request to review the revision to Policy 8.804 Authenticator Management

(This wording should be your actual motion to appear on the agenda)

Backup Material: attached X available in district office _____ other _____

Request to review the revision to Policy 8.804 Authenticator Management.

This policy is pursuant to the FDLE audit findings. Additional revisions were requested by the FDLE after the policy was previously adopted on October 10, 2017.

This matter was originally discussed by the Policy and Forms Committee on July 20, 2017.

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position: _____

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)

Chapter 8.00 -AUXILLARY SERVICES

Authenticator Management

8.804

Each user who is authorized to access, store, process, administer and maintain the criminal justice systems and applications, and/or transmit criminal justice information must be uniquely identified. The purpose of this policy is to define standards and procedures for authenticator management.

Scope

This procedure shall apply to all District personnel.

Discussion

The overriding goal of this policy is to comply with the Criminal Justice Information System (CJIS) Security Policy requirements. Due to the evolving nature of the CJIS Security Policy, it is necessary to separately communicate the requirements of the CJIS Security Policy as they are developed and enhanced. These additional requirements are intended to be an enhancement to the existing Standard Operating Procedures of the Citrus County School District. The District shall adhere, at a minimum, to the CJIS Security Policy. While the District may augment or increase the standards, it cannot detract from the minimum requirements set forth by the FBI CJIS Security Policy.

Procedures

Each user that accesses criminal justice information must be uniquely identified prior to being given access to the system and information. The District uses standard authenticators (passwords) for accessing criminal justice information in a secure manner.

The District Local Agency Security Officer (LASO) shall be the Director of Human Resources or their designee, as the point of contact. A temporary standard authenticator is given to the user via the LASO during the first active session the user has. The user then creates a new password outlined in the authentication strategy policy.

If a user forgets their password, or if their password is compromised, a new temporary password will be given to the user by the LASO. The user will then create a new password when logging in as outlined in the authentication strategy policy.

When a user no longer needs access to the CJI system, or if their access needs to be revoked, the LASO will remove this user from the CJI system by deleting their username and password from the system at that time.

No access to the criminal justice information outside of the physically secure location is provided.

POLICY VIOLATION: Any user who violates any portion of this policy will be subject to the standard disciplinary processes in place with the District. Sanctions against personnel that violate information systems and or security policies may include formal disciplinary action up to and including termination based on offense severity.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
HISTORY:

1001.41 F.S, 1001.42 F.S.
FBI CSP V5.5 5.6.3.2.
ADOPTED: 10/10/2017
REVISED: XX/XX/XXXX
FORMERLY: NEW

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 24, 2017 - Board Workshop School Board Meeting.

Requested by Chuck Dixon  Department of Planning & Growth Management

Additional contact(s)/originator _____

Document Title Policy 8.805 Bluetooth Technologies

Board Action Required:

Presentation/Recognition Present Information _____

Consideration/Approval _____

X Request to review the new Policy 8.805 Bluetooth Technologies

(This wording should be your actual motion to appear on the agenda)

Backup Material: attached X available in district office _____ other _____

Request to review the new Policy 8.805 Bluetooth Technologies.

This policy is pursuant to the FDLE audit findings.

This matter was originally discussed by the Policy and Forms Committee on July 20, 2017.

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by:  _____

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 24, 2017 - Board Workshop School Board Meeting.

Requested by Chuck Dixon Department of Planning & Growth Management

Additional contact(s)/originator _____

Document Title Policy 8.806 Disposal of Physical Media

Board Action Required:

Presentation/Recognition Present Information _____

Consideration/Approval _____

X Request to review the revision to Policy 8.806 Disposal of Physical Media

(This wording should be your actual motion to appear on the agenda)

Backup Material: attached X available in district office _____ other _____

Request to review the revision to Policy 8.806 Disposal of Physical Media

This policy is pursuant to the FDLE audit findings. There were additional revisions to the policy that was previously adopted on October 10, 2017 requested by the FDLE.

This matter was originally discussed by the Policy and Forms Committee on July 20, 2017.

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)

Chapter 8.00 -AUXILLARY SERVICES

Disposal of Physical Media

8.806

The disposal of criminal justice information must be done in an effective manner to protect the secure information. The purpose of this policy is to lay out the proper disposal and destruction of physical media within the District.

Scope

This procedure shall apply to all District personnel.

Discussion

The overriding goal of this policy is to comply with the Criminal Justice Information System (CJIS) Security Policy requirements. Due to the evolving nature of the CJIS Security Policy, it is necessary to separately communicate the requirements of the CJIS Security Policy as they are developed and enhanced. These additional requirements are intended to be an enhancement to the existing Standard Operating Procedures of the Citrus County School District. The District shall adhere, at a minimum, to the CJIS Security Policy. While the District may augment or increase the standards, it cannot detract from the minimum requirements set forth by the FBI CJIS Security Policy.

Procedures

When no longer needed, physical media such as hard copy print-outs shall be disposed of by one of the following methods:

1. Shredded using a District owned cross-cut shredder. The shredding will be done by authorized District personnel.
2. Incineration using District incinerators performed only by authorized District personnel.

If the District has an agreement in place with (PRIVATE CONTRACTOR/VENDOR)

3. Placed in locked shredding bins for (private contractor/vendor name) to come on-site and cross-cut shred, witnessed by authorized District personnel throughout the entire process.

POLICY VIOLATION: Any user who violates any portion of this policy will be subject to the standard disciplinary processes in place with the District. Sanctions against personnel that violate information systems and or security policies may include formal disciplinary action up to and including termination based on offense severity.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
HISTORY:

1001.41 F.S, 1001.42 F.S.
FBI CSP V5.5 5.8.3, FBI CSP V5.5 5.8.4.
ADOPTED: 10/10/2017
REVISED: XX/XX/XXXX
FORMERLY: NEW

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 24, 2017 - Board Workshop School Board Meeting.

Requested by Chuck Dixon  Department of Planning & Growth Management

Additional contact(s)/originator _____

Document Title Policy 8.807 Encryption

Board Action Required:

Presentation/Recognition Present Information _____

Consideration/Approval _____

X Request to review the revision to Policy 8.807 Encryption

(This wording should be your actual motion to appear on the agenda)

Backup Material: attached X available in district office _____ other _____

Request to review the revision to Policy 8.807 Encryption

This policy is pursuant to the FDLE audit findings. There were additional revisions made by the FDLE after the October 10, 2017 adoption.

This matter was originally discussed by the Policy and Forms Committee on July 20, 2017.

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

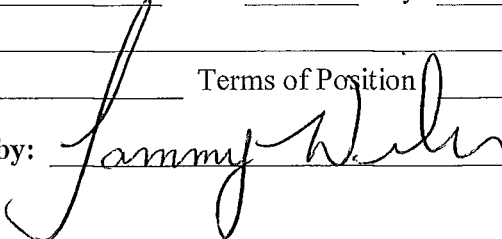
Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: 

(Form Board Approved 7/10/07)

Chapter 8.00 -AUXILLARY SERVICES

Encryption

8.807

The purpose of this policy is to provide District personnel with the information required to effectively and efficiently plan, prepare and deploy encryption solutions to secure criminal justice information while in transit or at rest.

Scope

This procedure shall apply to all District personnel with access to the Criminal Justice Information System (CJIS).

Discussion

The overriding goal of this policy is to comply with the CJIS Security Policy requirements. Due to the evolving nature of the CJIS Security Policy, it is necessary to separately communicate the requirements of the CJIS Security Policy as they are developed and enhanced. These additional requirements are intended to be an enhancement to the existing Standard Operating Procedures of the Citrus County School District. The District shall adhere, at a minimum, to the CJIS Security Policy. While the District may augment or increase the standards, it cannot detract from the minimum requirements set forth by the FBI CJIS Security Policy.

Procedures

The District will employ BitLocker or comparable security software on all devices that store or transmit criminal justice information.

All encryption will be FIPS 140-2 certified and the certificate will be documented/kept by the Local Agency Security Officer (LASO). The District Local Agency Security Officer (LASO) shall be the Director of Human Resources or their designee, as the point of contact.

The School District does not use Public Key Infrastructure (PKI) on the CJI Network.

POLICY VIOLATION: Any user who violates any portion of this policy will be subject to the standard disciplinary processes in place with the District. Sanctions against

personnel that violate information systems and or security policies may include formal disciplinary action up to and including termination based on offense severity.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
HISTORY:

1001.41 F.S, 1001.42 F.S.
FBI CSP V5.5 5.10.1.2 5.
ADOPTED: 10/10/2017
REVISED:XX/XX/XXXX
FORMERLY: NEW

REQUEST FOR SCHOOL BOARD AGENDA

Requested for October 26, 2017 School Board Meeting.
Requested by Suzanne Swain Department of Human Resources
Additional contact(s)/originator Jonny Bishop
Document Title Employee Assistance Information

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval _____

(This wording should be your actual motion to appear on the agenda.)

Backup Materials: Attached Available in district office Other

Executive Summary / Highlights:

The School Board requested a presentation on an Employee Assistance Program (EAP). Human Resources will be presenting information regarding EAP options currently available to CCSB and will be seeking input and direction from the Board.

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

Strategies Include:

- Innovative and research-based curriculum and program delivery systems
- Emphasis on at-risk and special groups of learners (including gifted)
- Staff development, recruitment, and retention of workforce
- Data systems (technology)
- Allocation of resources (human, physical, technological, financial)
- Career preparation
- Community connections

Financial Impact to the District: None at this time, _____

Amount Budgeted \$ _____ Additional Amount Requested \$ _____

Funding Source: _____

Personnel:

Estimated Salary \$ _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position: _____

Financial Impact Reviewed By: Jonny Wilson

(Form Board Approved 7/10/07)