



**SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS**

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

January 15, 2019

**SPECIAL MEETING  
AND WORKSHOP: 9:00 A.M.  
OF THE  
CITRUS COUNTY SCHOOL BOARD  
JANUARY 22, 2019**

**THOMAS KENNEDY**  
DISTRICT 1

**VIRGINIA BRYANT**  
DISTRICT 2

**DOUGLAS A. DODD**  
DISTRICT 3

**SANDRA COUNTS**  
DISTRICT 4

**LINDA B. POWERS**  
DISTRICT 5

**AGENDA:**

**SPECIAL MEETING: 9:00 A.M.**

Opening Exercise

- I. ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT
- II. CITIZEN COMMENTS
- III. SCHOOL SUPPORT SERVICES, JONNY BISHOP
  - A. Human Resources, Suzy Swain
    - Approve Instructional and Support Recommendations
  - B. Risk Management, Cheri Cernich
    - 1. Approve instructional performance pay schedule for 2018-2019
    - 2. Approve a salary increase to CCEA support and professional technical salary scale for 2018-2019
- IV. ATTORNEY, LEGAL MATTERS
- V. ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD
- VI. ADJOURNMENT

**WORKSHOP**

- I. TOPICS:
  - A. Middle School Athletics – David Roland

- B. Middle School Band – Lindy Woythaler
- C. Policy Review – Planning & Growth Management
- D. Board Members' Organizational Discussion

## 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.

**PERSONNEL INFORMATION  
(INSTRUCTIONAL)  
SCHOOL BOARD MEETING January 22, 2019**

**APPOINTMENTS FOR 2018-2019:**

Kelly Abramowich-CRE-Teacher (R)	01/09/19
Robert O'Brien-CHS-Teacher (R)	01/07/19

**RECOMMENDATIONS FOR OUT-OF-FIELD TEACHERS 2018-2019:**

<b>Certification Area</b>	<b>Out-of-Field Assignment</b>
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**LEAVE OF ABSENCE REQUESTS FOR 2018-2019:**

Michelle Ricci-PGE-Teacher	(Amendment)	11/05/18-12/21/18
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**RESIGNATIONS FOR 2018-2019:**

**RESIGNATIONS FROM DROP 2018-2019:**

**RETIREMENTS FOR 2018-2019:**

Cataldo Verderame-CHS-Teacher	05/31/19
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**RETIREMENTS TO DROP 2018-2019:**

**SUPPLEMENTS (ATHLETIC AND OTHER) 2018-2019:**

**SUSPENSIONS/TERMINATIONS 2018-2019:**

**LINE OF DUTY:**

**ADDITIONAL DAYS:**

**PERSONNEL INFORMATION  
(SUPPORT)  
SCHOOL BOARD MEETING January 22, 2019**

**APPOINTMENTS FOR 2018-2019**

Donovan Chavers-CSE-Teacher Aide (N)	01/09/19
Lauren Della Torre-CSE-Teacher Aide (R)	01/09/19
Brittany Jorif-CRE-Teacher Aide (R)	01/10/19

**LEAVE OF ABSENCE REQUESTS FOR 2018-2019:**

Althea Franklin-IMS Food Serv.-Food Serv. Asst. (Personal)	01/10/19-05/30/19
Patricia Whitton-HER-Paraprofessional (Amendment)	10/22/18-12/21/18
Nicolle Wilkie-DSS-School Nurse, RN (Personal)	11/12/18-12/21/18

**RESIGNATIONS FOR 2018-2019:**

Danielle Lindall-INV Trans.-Bus Operator	02/06/19
Jeffrey Moore-INV Trans.-Line Mechanic	01/02/19

**RESIGNATIONS FROM DROP 2018-2019:**

Virginia Slusser-WTC-Administrative Aide	01/31/19
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**RETIREMENTS FOR 2018-2019:**

Elizabeth Spence-WTC-Administrative Aide	01/04/19
Emil Wohlgemuth-LEC Trans. – Bus Operator	01/09/19

**RETIREMENTS TO DROP 2018-2019:**

**SUSPENSIONS/TERMINATIONS 2018-2019:**

**LINE OF DUTY:**

Deby Karycinski-CREST-Paraprofessional	8.45 Hours
Anthony Mendoza-CREST-Paraprofessional	11.45 Hours

**ADDITIONAL DAYS:**

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for January 22, 2018 School Board Meeting.

Requested by Steven Baumer, Department of Risk Management

Additional contact(s)/originator *SB*

Document Title Instructional Performance Pay Schedule for 2018-2019.

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval: Upon ratification, approve instructional performance pay schedule for 2018-2019.

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

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

Instructional performance pay for 2018-2019:

Highly Effective (Annual Contract): \$369.35

Effective (Annual Contract): \$277.01

Highly Effective/Effective (PSC/CC): 365.66

\$28.00/month per covered employee increase in health insurance board match beginning on January 31, 2019 payroll premium deductions, retroactive to December 2018.

This instructional performance pay increase effective July 1, 2018. The retroactive salary increases to be paid in a lump sum payment on February 7, 2019 and the new salary scale starting with the February 15, 2019 payroll.

**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 work force;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** \$572,789

Amount Budgeted \$519,188 Additional Amount Requested \$53,601

**Funding Source:** All Funds

**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)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for January 22, 2018 School Board Meeting.

Requested by Steven Baumer, Department of Risk Management

Additional contact(s)/originator \_\_\_\_\_

Document Title CCEA Support and Professional Technical Salary Scale Increase 2018-2019.

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval: Upon ratification, approve a salary increase to CCEA support and professional technical salary scale for 2018-2019.

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

Backup Materials: attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary / Highlights:

In addition to the step increase that took effect July 1, 2018, CCEA support employees on steps 0-18 will receive a 1.25% increase.

In addition to the step increase that took effect July 1, 2018, CCEA professional technical employees on steps 0-16 will receive a 1.25% increase.

CCEA support employees that advanced to step 19 or remain on step 19, will receive a 2.85% increase.

CCEA professional technical employees that advance to step 17 or remain on step 17, will receive a 2.85% increase.

\$28.00/month per covered employee increase in health insurance board match beginning on January 31, 2019 payroll premium deductions, retroactive to December 2018.

This increase to the CCEA support and professional technical salary scale effective July 1, 2018. The retroactive salary increases to be paid in a lump sum payment on February 7, 2019 and the new salary scale starting with the February 15, 2019 payroll.

### 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 work force;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

Financial Impact to the District: \$264,793

Amount Budgeted \$222,731 Additional Amount Requested \$42,062

Funding Source: All Funds

### 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-original)

2nd # 15

# CCSB Counter Proposal

12/12/18

**All:** \$28 per month increase to the board match for all employees that take CCSB health insurance.

**Support:**

For CCEA Classified Support currently on steps 0 -18, an increase of 1.25%, in addition to their step increase that they have already received.

For CCEA Professional Technical currently on steps 0 -16, an increase of 1.25%, in addition to their step increase that they have already received.

For CCEA Classified Support currently on step 19 or that moved to step 19 this year, an increase of ~~2.75%~~ 2.85%, in addition to any step increase they may have received.

For CCEA Professional Technical currently on step 17 or that moved to step 17 this year, an increase of ~~2.75%~~ 2.85%, in addition to any step increase they may have received.

All increases will be retroactive to July 1, 2018.

**Instructional:**

\$350,000 in instructional performance pay to be paid based on previous formula:

$$F = HE(100\%x) + PSC/CC(99\%x) + E(75\%x)$$

HE= 347 teachers E: 121 teachers PSC: 515 teachers

Performance Pay amounts:

Highly Effective: \$369.35

Effective: \$277.01

PSC/CC: \$365.66

12/12/2018  
Deborah Platt  
STPm

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for January 22, 2019 School Board Meeting.

Requested by Chuck Dixon Department of Planning & Growth Management

Additional contact(s)/originator [Signature]

Document Title Policy 3.61 Religious Expression In Public Schools

**Board Action Required:**

Presentation/Recognition Present Information \_\_\_\_\_

Consideration/Approval \_\_\_\_\_

X Request to review the new Policy 3.61 Religious Expression In Public Schools.

(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 3.61 Religious Expression In Public Schools.

This matter was discussed by the Policy and Forms Committee on September 20, 2018.

This policy is required by Florida Statutes and Department of Education.

**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 work force;
- 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:** Jammy Wilson

(Form Board Approved 7/10/07)



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

3.61

It is the policy of the Citrus County School District that the District will not discriminate against a student, parent, or school personnel on the basis of a religious viewpoint or religious expression.

#### I. Student Expression of Religious Viewpoints

- A. The Citrus County School District will treat a student's voluntary expression of a religious viewpoint on an otherwise permissible subject in the same manner that a school district treats a student's voluntary expression of a secular viewpoint.
- B. A student may express his or her religious beliefs in coursework, artwork, and other written and oral assignments free from discrimination. A student's homework and classroom assignments shall be evaluated, regardless of their religious content, based on expected academic standards relating to the course curriculum and requirements.
- C. A student may not be penalized or rewarded based on the religious content of his or her work if the coursework, artwork, or other written or oral assignments that require a student's viewpoint to be expressed.

#### II. Religious Clothing, Jewelry, and Accessories

A student may wear clothing, accessories, and jewelry that display a religious message or symbol in the same manner and to the same extent that secular types of clothing, accessories, and jewelry that display messages or symbols are permitted to be worn.

#### III. Students Engaging in Religious Activities and Expression at School

- A. A student may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that a student may engage in secular activities or expression.
- B. A student may organize prayer groups, religion clubs, and other religious gatherings before, during, and after the school day in the same manner and to the same extent that a student is permitted to organize secular activities and groups.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### IV. Employees Engaging in Religious Activities and Expression at School

- A. The Citrus County School District may not prevent school personnel from participating in religious activities on school grounds that are initiated by students at reasonable times before or after the school day if such activities are voluntary and do not conflict with the responsibilities or assignments of such personnel.
- B. The Citrus County School District must comply with the federal requirements in Title VII of the Civil Rights Act of 1964, which prohibits an employer from discriminating against an employee on the basis of religion.

### V. Equal Access to School Facilities

- A. The Citrus County School District shall give religious groups access to the same school facilities for assembling as given to secular groups without discrimination based on the religious content of the group's expression.
- B. A group that meets for prayer or other religious speech may advertise or announce its meetings in the same manner and to the same extent that a secular group may advertise or announce its meetings.

### VI. Limited Public Forum Required for Student Speakers

- A. The Citrus County School District is required to establish a limited public forum for student speakers at any school event where a student is to speak publicly. Where student speakers are permitted, the District:
  - 1. Must provide the forum in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint on an otherwise permissible subject;
  - 2. Must provide a method based on neutral criteria for the selection of student speakers at school events, activities, and graduation ceremonies;
  - 3. Must ensure that a student speaker does not engage in obscene, vulgar, offensively lewd, or indecent speech; and
  - 4. Must state in oral or written form that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Citrus County School District. The Citrus County School District must deliver this required disclaimer at all graduation events and at any other event where a student speaks publicly.

**CHAPTER 3.00 - SCHOOL ADMINISTRATION**

5. Student expression of a religious viewpoint on an otherwise permissible subject may not be excluded from the limited public forum.

**STATUTORY AUTHORITY:** \_\_\_\_\_ **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** \_\_\_\_\_ **1002.206, F.S.**

**HISTORY:** \_\_\_\_\_ **ADOPTED:** \_\_\_\_\_

\_\_\_\_\_ **REVISION DATE(S):** \_\_\_\_\_

\_\_\_\_\_ **FORMERLY: NEW**

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for January 22, 2019 School Board Meeting.

Requested by Chuck Dixon  Department of Planning & Growth

Additional contact(s)/originator \_\_\_\_\_

Document Title Policy 4.65 Virtual Instruction

**Board Action Required:**

Presentation/Recognition Present Information \_\_\_\_\_

Consideration/Approval \_\_\_\_\_

X Request to review the revision to Policy 4.65 Virtual Instruction.

(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 4.65 Virtual Instruction.  
This matter was discussed by the Policy and Forms Committee on November 15, 2018.  
The revisions to the policy added Section IV A. & B. It was revised to add certifications and assessments that meet eligibility requirements.

**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 4.00 - CURRICULUM AND INSTRUCTION

### VIRTUAL INSTRUCTION

4.65

- I. At least one (1) course required for graduation must be earned through online learning. A student shall not be required to take an online course outside the regular school day or in addition to the courses in which a student is registered in a given semester.
  
- II. The District shall provide various options for eligible students to participate in part-time or full time virtual instruction. Options may include:
  - A. Courses in the traditional school setting taught by certified personnel who provide instruction through virtual instruction;
  - B. Blended learning courses taught by certified personnel that consist of traditional classroom and online instructional techniques;
  - C. Online courses offered by the District;
  - D. Online courses offered by another Florida school district;
  - E. Enrollment in Florida Virtual School; and
  - F. Enrollment with a virtual instruction provider approved by the Florida Department of Education.
  
- III. Students may also use the following options to meet online course requirements:
  - A. Completion of a course in which a student earns an industry certification in information technology that is identified on the CAPE Industry Certification Funding list;
  - B. Passing the information technology certification exam without enrolling in or completing the course(s); or

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- IV. To participate in virtual instruction, a student must meet the eligibility requirements set forth in state law.
- A. Industry certification examinations, national assessments, and statewide assessments offered by the school district shall be available to all Florida Virtual School students.
- B. All industry certification examinations, national assessments, and statewide assessments must be taken at the school to which the student would be assigned according to district school board attendance areas, unless an alternative testing site is mutually agreed to by Florida Virtual School and the District.
- V. At the beginning of each school year, the District shall notify parents and students regarding the right and choice to participate in virtual instruction. Notification shall include eligibility requirements, the options available to the student, and the courses offered by Florida Virtual School.

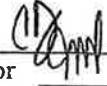
**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.04, 1001.20, 1001.42, 1002.20, 1002.321,  
1002.37, 1002.45, 1002.455, 1003.02, 1003.4282  
1003.498, 1006.29, 1007.27, 1011.62, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0981, 6A-6.0982

**HISTORY:** **ADOPTED:** 04/11/2017  
**REVISION DATE(S):** \_\_\_\_\_  
**FORMERLY:** NEW

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for January 22, 2019 School Board Meeting.  
Requested by Chuck Dixon  Department of Planning & Growth Management  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Policy 5.09 Requirements for Original Entry

**Board Action Required:**

Presentation/Recognition Present Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
X Request to review the revision to Policy 5.09 Requirements for Original Entry.

(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 5.09 Requirements for Original Entry.  
This matter was discussed by the Policy and Forms Committee on September 20, 2018.  
This revision adds language to Paragraph V to reflect the changes in the statutes.

**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 work force;
- 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:** Jammy Wilson

(Form Board Approved 7/10/07)

## CHAPTER 5.00 – STUDENTS

### REQUIREMENTS FOR ORIGINAL ENTRY

5.09

- I. Any student who initially enrolls in the District shall be required to present certification of immunization as required by Florida Statutes.
  - A. Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.
  - B. Immunization shall be required as determined by the Department of Children and Family Services.
  - C. A transfer student may be granted thirty (30) school days to provide documentation of school entry health examination and certificate of immunization record.
  - D. Exceptions may be granted as provided in Florida Statutes.
- II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.
  - A. Any student who was previously enrolled in an out-of-state public school and/or meets qualifications of homelessness under the McKinney Act who seeks admission to a District school may be granted thirty (30) school days to secure documentation of a school health examination and certificate of immunization.
  - B. The Superintendent may grant exceptions to this rule pursuant to Florida Statute.
  - C. The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.
- III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the county, except as provided in this rule.
- IV. The school principal shall determine grade placement of students from a private or nonpublic school or from home education based on, but not limited to, tests, age, and previous school records.
- V. Any student who initially enrolls in the District shall be required to report any previous school expulsions, ~~and~~ any pending felony charges, and any prior referrals to mental



## CHAPTER 5.00 – STUDENTS

health services. The student admitted, may be placed in an appropriate educational program and referred to mental health services identified by the School District, when appropriate. The District may waive or honor the final order of expulsion or dismissal of a student if the act, which resulted in dismissal, would have been the basis for expulsion according to *Citrus County School District's Code of Student Conduct*.

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

**LAW(S) IMPLEMENTED:** 1001.43, 1003.01, 1003.21, 1006.07, 1003.22, F.S.

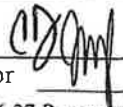
**STATE BOARD OF EDUCATION RULE(S):** 6A-6.024

**HISTORY:** **ADOPTED:** 03/09/2004

**REVISION DATE(S):** 02/08/2005, xx/xx/xxxx

**FORMERLY:** 7.3(2), 7.81(1)

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for January 22, 2019 School Board Meeting,  
Planning & Growth  
Requested by Chuck Dixon  Department of Management  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Policy 6.27 Report of Misconduct

**Board Action Required:**

Presentation/Recognition Present Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
X Request to review the revision to Policy 6.27 Report of Misconduct.

(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 6.27 Report of Misconduct.

This matter was discussed by the Policy and Forms Committee on September 20, 2018.

Revisions were to add language to Section I(B) and II(D).

**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 work force;
- 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:** Jammy Wilson

(Form Board Approved 7/10/07)

## CHAPTER 6.00 – HUMAN RESOURCES

### REPORT OF MISCONDUCT

6.27\*

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

#### I. Mandatory Reporting of Misconduct

- A. It is the duty of all employees to report to the Superintendent or designee alleged misconduct by any School Board employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.
- B. Instructional personnel and school administrators shall report alleged misconduct of other instructional personnel or school administrators who engage in or solicit sexual, romantic, or lewd conduct with a student.

#### II. Investigation

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student.

- A. An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.
- B. Information related to the alleged misconduct shall be considered confidential until the investigation is concluded and shall not be open to inspection until ten (10) days after the employee has been notified pursuant to Florida Statute 1012.31 (2)(c).
- C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report alleged misconduct of instructional personnel or school administrator who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, Florida Statutes. Failure to report such conduct to law enforcement forfeits the Superintendent's salary for up to one year.
- D. The School District shall notify the parents of a student affected by an educator's violation of the district's Standards of Ethical Conduct. This

## CHAPTER 6.00 – HUMAN RESOURCES

notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:

1. The nature of the misconduct,
2. If the District reported the misconduct to the department in accordance with Section 1012.796, Florida Statutes,
3. The sanctions imposed against the employee, if any, and
4. The support the School District will make available to the student in response to the employee's misconduct.

### III. Legally Sufficient Complaint

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

### IV. Resignation or Retirement in Lieu of Termination

If an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety or welfare of a student, the Superintendent shall report the misconduct to the Department of Education as required.

### V. Employment Reference

A representative of the School District shall not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety or welfare of a student. A District official shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

## CHAPTER 6.00 – HUMAN RESOURCES

### VI. Notification

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

### VII. Protection from Liability

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

### VIII. False or Incorrect Report

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

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

**LAW(S) IMPLEMENTED:** 39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061,  
1012.01, 1012.22, 1012.27, 1012.31, 1012.795,  
1012.796, F.S.


**STATE BOARD OF EDUCATION RULE(S):** 6B-1.001, 6B-1.006

**HISTORY:** ADOPTED: 04/14/2009

**REVISION DATE(S):** 10/14/2014, xx/xx/xxxx

**FORMERLY:** NEW

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for January 22, 2019 School Board Meeting.  
Requested by Chuck Dixon  Department of Planning & Growth Management  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Policy 7.26 Hospitality Funds

**Board Action Required:**

Presentation/Recognition Present Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
X Request to review the new Policy 7.26 Hospitality Funds.

(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 7.26 Hospitality Funds.  
This matter was discussed by the Policy and Forms Committee on November 15, 2018.  
This policy was created to implement procedures for hospitality expenditures.

**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:** Jammy Wilson

(Form Board Approved 7/10/07)

**CHAPTER 7.00 - BUSINESS SERVICES**

**HOSPITALITY FUNDS**

**7.26**

The Superintendent may authorize expenditures for purposes of promotion, public relations activities and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures and conditions for expenditures, as set forth herein and as limited by law or regulations.

- I. Expenditures may include promotion and public relation activities and hospitality of business guests provided they will directly benefit or are in the best interest of the District. Expenditures may also include, but are not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of employees, official meetings and receptions, guest speakers, accreditation studies, and other developmental activities, awards or other types of recognition for meritorious performance.
- II. Expenditures shall be made from auxiliary enterprises and undesignated donations to the District for promotion and public relations except that federal funds may be used to purchase food when federal program guidelines permit such use.
- III. Expenditures for hospitality of business guests shall be limited to the maximum permitted by state law and rule.

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

**LAW(S) IMPLEMENTED:** 1001.43, 1010.08, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0143

**HISTORY:** \_\_\_\_\_ **ADOPTED:** \_\_\_\_\_

\_\_\_\_\_ **REVISION DATE(S):** \_\_\_\_\_

\_\_\_\_\_ **FORMERLY: NEW**