

AGENDA

SPECIAL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

October 5, 2010

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. RECOGNITIONS

ITEMS FOR DISCUSSION

4. STUDENT MATTERS – **SEE ATTACHMENT**
 - a. Student Expulsion – See back-up material
CASE #04-1011-0071
ACTION REQUESTED: The Superintendent recommends approval.
5. CONSIDER, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS
 - a. Discussion and Request to Advertise the Board’s Intent to Amend School Board Rule Numbered 2.25 (Position Descriptions) – **SEE PAGE # 2**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.
6. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
7. SCHOOL BOARD REQUESTS AND CONCERNS
8. ADJOURNMENT

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5a

DATE OF SCHOOL BOARD MEETING: October 5, 2010

TITLE OF AGENDA ITEM: Discussion and Request to Advertise the Board's Intent to Amend School Board Rule Numbered 2.25 (Position Descriptions).

DIVISION:

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request amendments to School Board Rule Numbered 2.25 (Position Descriptions) and to request approval to advertise the Notice of Intent to Amend a Rule.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sonja Bridges, Ed.D.

POSITION: Director of Technology/Legal Section

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY:  _____

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA
NOTICE OF INTENT TO AMEND A RULE**

DATE OF THIS NOTICE: October 5, 2010

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend its Gadsden County School Board Rule Numbered 2.25 (Job Descriptions).

PURPOSE AND EFFECT: The purpose and effect of these rule revisions are to update job descriptions.

RULEMAKING AUTHORITY: Subsection 1000.41, and 1000.43, Florida Statutes

LAWS IMPLEMENTED: 1000.40, 1000.42, and 1000.43, 1003.31 Florida Statutes

SUMMARY OF THE ESTIMATED ECONOMIC IMPACT: NONE

FACTS AND CIRCUMSTANCES JUSTIFYING RULE: It is necessary to amend Rule 2.25 (Job Descriptions) in order to update the School Board Job Descriptions.

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M.
ON:** Tuesday, November 16, 2010.

PLACE: Max D. Walker School Administration Building
35 Martin Luther King, Jr., Blvd.
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

NAME OF THE PERSON ORIGINATING THIS RULE:

Sonja D. Bridges., Ed.D.
Director of Technology/Legal Section

NAME OF THE PERSON WHO APPROVED THIS RULE:

Reginald C. James
Superintendent of Schools

DATE OF SUCH APPROVAL: October 4, 2010

A COPY OF THE RULE PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Reginald C. James, Superintendent of Schools
For Gadsden County, Florida, and Secretary and
Chief Executive Officer of the School Board of
Gadsden County, Florida.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD ADOPTED PLANS

2.25+

The School Board has plans, manuals, handbooks and codes which outline procedures to be followed relative to stated topics. The plans, manuals, handbooks and codes listed below may be adopted by reference as part of these rules when required by other Board rules, Florida Statutes, or other controlling requirements.

Administrative Services

- * Budget Document

District Emergency Plan

District Five-year Work Plan

District Master In-Service Plan

District Procedures Manual

District Safety Plan

General Outline of Revenue and Meal Accountability Procedure

Gadsden County Leadership Development / William C. Golden Professional Development Program

- * Position Description

Project Priority List

School Plant Survey

Transportation Procedures Manual

Instructional Services

After School Child Care Program Manual

- * Code of Student Conduct

District Testing Procedures Manual

Instructional Materials Manual

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Instructional Technology Plan

Limited-English Proficient LEP Plan

Manual for Admissions and Placement for ESE Programs

* Student Progression Plan

School Handbooks

School Health Procedures Manual

School Improvement Plans

Special Programs and Procedures Manual

Student Education Records Manual

Student Performance Standards

Student Performance Standards of Excellence

Student Report Cards

Student Services Plan

Truancy Plan

* These documents are adopted by the Board in accord with Florida Statute 120 (Administrative Procedures Act); all other documents are either approved or revised by the Board from time-to-time.

STATUTORY AUTHORITY:

1001.41, 1001.42, F. S.

LAWS IMPLEMENTED:

1001.41, 1001.43, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 07/15/03
FORMERLY: 8.220; 8.301; 8.302

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution or equivalent experience – three years of educational program experience can replace one year of college, or
- (2) Certified by the state of Florida in Administration / Supervision / Educational Leadership or School Principal.
- (3) Minimum of ~~ten (10)~~ three (3) years successful experience in the area of instruction or, federal Title grant programs, including at least three (3) years as an administrator and three (3) years as a teacher.

KNOWLEDGE, SKILLS AND ABILITIES:

Specific knowledge of federal programs Title I program and working knowledge of other federal programs to ensure collaboration of coordination of Title I with other federal programs. Knowledge of current trends and research in area of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting ~~federal programs Title I and other federal programs~~ on a federal, state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and District staff on ~~federal programs Title I and coordinate Title I with other federal programs including budgets, district initiatives, including~~ policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to ~~federal programs Title I and other federal programs.~~ Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. ~~Demonstrate ability to work effectively with teachers, administrators and parents.~~ Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in the ~~federal programs Title I program and coordinate technology initiatives with other federal programs.~~

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership, coordination and support of federal programs that will enhance opportunities for student growth and improved student performance and will reduce duplication and fragmentation of instructional programs.

SUPERVISES:

~~Assigned Support Personnel~~ Program Specialist and Assigned Support Staff

PHYSICAL REQUIREMENTS:

DIRECTOR OF FEDERAL PROGRAMS (Continued)

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 No. 11

DIRECTOR OF FEDERAL PROGRAMS (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Monitor the implementation of ~~federal programs~~ Title I program to ensure compliance with provisions of the grant(s).
- * (2) Establish and maintain financial records ~~for each funded program~~ as necessary for program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- * (3) Direct the preparation and submission of reports and evaluations as required ~~for federal and specially funded programs~~ for Title I and Title I funded programs in a timely fashion.
- * (4) Follow-up and resolve findings of external auditors, including system improvement plans.
- * (5) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
- * (6) Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in ~~federal~~ Title I programs.

Interagency Communication and Delivery

- * (7) Maintain a working relationship with all appropriate governmental agencies and district personnel, including personnel assigned to manage other federal program.
- * (8) Use effective communication strategies to interact with a variety of audiences.
- * (9) Respond to inquiries and concerns in a timely manner.
- * (10) Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.
- * (11) Act as a resource person and provide technical assistance for preparation of grant applications and interpreting program guidelines.

Professional Growth and Improvement

- * (12) Assist in the development, implementation and evaluation of staff development activities.
- * (13) Set high standards and expectations for self and others.
- * (14) Keep Stay up-to-date and well-informed about trends and best practices in assigned area.
- * (15) Maintain a network of peer contacts through professional organizations.
- * (16) Promote and support the professional growth of self and others.
- * (17) Develop and maintain a thorough knowledge of state, federal, and project regulations and guidelines.

Systemic Functions

- * (18) Prepare and implement and coordinate federal projects and grants Title I project applications, budgets and personnel needs and coordinate Title I with other federal projects and grants to ensure elimination of duplication and reduce fragmentation of instructional programs.
- * (19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action. Prepare all required reports and maintain all appropriate records and inventories, including any required reimbursements for Title I funding.
- * (20) Recommend the establishment or elimination of special classes, programs and services and provide input in the planning, modification, and construction of educational facilities.
- * (21) Assist in projecting budgets and personnel needs for federal education programs. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (22) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
- * (23) Present at workshops, as necessary
- * (24) Provide input in the planning, modification and construction of educational facilities. Keep supervisor informed about possible problems, upcoming events, and opportunities.

DIRECTOR OF FEDERAL PROGRAMS (Continued)

- ~~*(25) Prepare all required reports and maintain all appropriate records and inventories.~~
- (25) Perform other duties as assigned.

Leadership and Strategic Orientation

- ~~*(26) Coordinate the planning, implementation and evaluation of federal Title I programs and services and maintain appropriate coordination with other federal programs.~~
- ~~*(27) Implement and monitor suitable procedures for screening and diagnosis of students' problems. With district leadership, develop administrative guidelines for Title I programs.~~
- ~~*(28) Implement and monitor procedures for placement, transfer and program completion for students in federal programs.~~
- ~~*(29) Assist in maintaining appropriate coordination between federal programs and other programs.~~
- *(28) Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel.
- ~~*(29) Implement and monitor suitable procedures for screening and diagnosis of students' problems, including procedures for placement, transfer, and program completion for students in the Title I program.~~
- ~~*(30) Contribute to planning activities, including short- and long-term goals and use of resources.~~
- ~~*(31) Demonstrate initiative in recognizing needs and/or potential for improvement and take appropriate action.~~
- ~~*(32) Use appropriate interpersonal skills to guide individual and groups to accomplish tasks.~~
- ~~*(33) Facilitate problem-solving.~~
- ~~*(34) Model and maintain high standards of professional conduct.~~
- ~~*(31) Assist in the development of administrative guidelines for federal programs.~~

*Essential Performance Responsibilities