



# BRADFORD COUNTY SCHOOL DISTRICT

STACEY SHUFORD CREIGHTON, SUPERINTENDENT

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



## Welcome to Bradford County School District

# A G E N D A

REGULAR SCHOOL BOARD MEETING 6:00 P.M. DECEMBER 10, 2018

**A. INVOCATION & FLAG SALUTE led by: John Green, Bradford Middle School Principal**

**B. CALL TO ORDER: School Board Chairman, Cheryl Canova**

**C. RECOGNITIONS & AWARDS:**  
BMS Football Team **Presented By John Green**

**D. INFORMATIONAL REPORTS & ANNOUNCEMENTS:**  
UF Asthma Grant **Presented By: David Fedele, Ph.D.**

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

**SUPERINTENDENT**  
Stacey Shuford Creighton

**Executive Secretary to the Superintendent and School Board Members**  
Lila Sellers

**ASSISTANT SUPERINTENDENT**  
David Harris

**Secretary to the Assistant Superintendent**  
Jeana Thompson

### PRINCIPALS

*Alternative Education r*  
Emilee Mescuskert

*Bradford High School*  
Jim Simpson

*Bradford Middle School*  
John Green

*Bradford-Union Career Technical Center*  
Director, Lynn Nobles

*Brooker Elementary School*  
Jennifer Vaughn

*Hampton Elementary School*  
Denise Shultz

*Lawtey Community School*  
Lisa Prevatt

*Rainbow Center Coordinator,*  
Cindy DeValeria

*Southside Elementary School*  
Earnest Williams

*Starke Elementary School*  
Jennifer Vaughn

### DIRECTORS / SUPERVISORS

*Elementary Curriculum Coordinator,*  
Sherree Alvarez

*Secondary Curriculum Coordinator,*  
Emilee Mescuskert

*ESE / Student Services*  
Director, Barbara Johns

*Facilities, Maintenance*  
Supervisor, Joe Cox

*Transportation*  
Supervisor, Louette Smith

*Finance Director, John Valinski*

*Food Service - Supervisor,*  
Chis Wilder

*Human Resource*  
Director, Jennifer Roach

*MIS - Director-Brenda Leto*

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

**G. CONSENT AGENDA:**

***ATTACHMENTS/  
CONTACTS***

- |   |  |
|---|--|
| <b>1. ANY REQUESTS TO REMOVE ITEMS FROM THE CONSENT AGENDA:</b>   | <b><i>SUPERINTENDENT</i></b>             |
| <b>2. APPROVE PRIOR 2018 MINUTES:</b>   | <b><i>SUPERINTENDENT</i></b>             |
| <b>a. October 8, 2018 Regular Board Meeting</b>   | <b>A</b>                                 |
| <b>b. November 20, 2018 Re-Organizational Meeting</b>   | <b>B</b>                                 |
| <b>c. November 20, 2018 Regular Board Meeting, Workshop, Public Hearing</b>   | <b>C</b>                                 |
| <b>3. APPROVE AUDIT REPORT FOR INTERNAL ACCOUNTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2018: (Reddish and White, CPA)</b> | <b><i>SUPERINTENDENT</i></b><br><b>D</b> |
| <b>4. APPROVE PERSONNEL ACTION:</b>   | <b>JENNIFER ROACH</b>                    |
| <b>a. Instructional</b>   | <b>E</b>                                 |
| <b>b. Non-instructional</b>   | <b>F</b>                                 |
| <b>5. APPROVE TENTATIVE INSTRUCTIONAL AGREEMENTS: (BEA Agreement)</b>   | <b>DAVID HARRIS</b><br><b>G</b>          |

**H. ACTION AGENDA:**

**I. UNFINISHED BUSINESS:**

**J. EMERGENCY ITEMS:**

**K. BOARD MEMBERS REQUEST:**

**MRS. CANOVA -**

**MRS. CHAPPELL -**

**MRS. NICULA-**

**MRS. CUMMINGS –**

**MRS. REDDISH -**

**SUPERINTENDENT COMMENTS -**

**UPCOMING MEETINGS AND BOARD MEETING DATES:**

**December 17, 2018 The “Souper Bowl” - Soup/Chili Contest**

**January 14, 2018 6:00 P.M. Regular School Board Meeting**

**MEETING ADJOURNED:**

**WORKSHOP 5:45 P.M. - PUBLIC HEARING 6:00 - Immediately follow will be the -**

**REGULAR SCHOOL BOARD MEETING**

**OCTOBER 8, 2018**

The School Board met at the District School Board Office at 501 West Washington Street on October 8, 2018 at 5:45 P.M. for a Workshop, 6:00 P.M. for a Public Hearing and immediately following was the Regular Board Meeting. Present for the meeting were School Board Members: Chairman, Erica Reddish, Sheila Cummings, Vice Chairman, Cheryl Canova, Charnelle Whittemore and Vivian Chappell. Superintendent Stacey Creighton, Board Attorney, Will Sexton, Assistant Superintendent, David Harris and Lila Sellars, Executive Secretary.

**Recognition and Awards:**

Eunshil McKenna presented Bradford County with the Healthy School District Award.

Chris Wilder recognized 17 of our Food Service Employees and presented them with a certificate and pin. The 17 employees together have a total of 291 years.

**Informational Reports & Announcements**

David Harris spoke on School Safety and Security

Laura Holley Prevention Director, for Meridian gave an update on Opioid Epidemic. We have some Narcam boxes at the schools. There is no effect on people who are not in opioid crisis.

John V. stated busy working on the raises.

Joe C. – Working on several projects will give more update at November meeting.

**Citizens Request:**

Tara Hildebrand addressed the board on Athletics v. Academics feels there is a problem that needs to be address. This is not my first time coming and addressing the board.

Kirby Jo Hildebrand addressed the board. Teachers are not putting in grades, Problems with referral/tardies.

**F. Correct / Delete Items To The Agenda:**

**Consent Agenda:**

Recommendation by Superintendent Creighton to approve as presented

Motion by Vivian Chappell

Seconded by Cheryl Canova

1. ANY REQUESTS TO REMOVE ITEMS FROM THE CONSENT AGENDA:
2. APPROVE SEPTEMBER 10, 2018 MINUTES:
3. APPROVE FINANCIAL REPORT/STATEMENT FOR THE FISCAL YEAR ENDED JUNE 30, 2018:
  - a. ESE 348
  - b. ESE 145
4. APPROVE NORTH FLORIDA TECHNICAL COLLEGE STUDENT INTERNSHIP AGREEMENT WITH THE BRADFORD COUNTY SCHOOL SYSTEM MIS DEPARTMENT:
5. APPROVE AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN BRADFORD COUNTY SCHOOL BOARD AND CIC PLANNING GROUP, INC.
6. APPROVE THE INDIVIDUAL SCHOOL SAFETY ASSESSMENTS:  
*THIS IS A CONFIDENTIAL DOCUMENT NOT FOR PUBLIC VIEW DUE TO THE SAFETY OF STUDENTS AND STAFF.*
7. APPROVE THE DISTRICT ASSESSMENT:  
*THIS IS A CONFIDENTIAL DOCUMENT NOT FOR PUBLIC VIEW DUE TO THE SAFETY OF STUDENTS AND STAFF.*
8. APPROVE REQUEST TO PIGGYBACK ON THE ALACHUA COUNTY SCHOOL DISTRICT RFP# 18-22, -MAINLINE FOOD CONTRAT AND PROCUREMENT AND NON-FOOD PRODUCTS FOR THE NORTH FLORIDA BUYING GROUP (NFBG):

A

9. APPROVE REQUEST TO PIGGYBACK OFF ALACHUA COUNTY SCHOOL DISTRICT CONTRACT #18-37, BREAD AND BAKERY PRODUCTS:
10. APPROVE REQUEST TO PIGGYBACK OFF PUTNAM COUNTY SCHOOL DISTRICT RFP# 540071902, PURCHASE OF MILK AND JUICE PRODUCTS:
11. APPROVE REVISIONS TO THE PROCUREMENT POLICY STATEMENT FOR SCHOOL BOARD OF BRADFORD COUNTY FOOD SERVICE:
12. APPROVE THE DOSSIER ON-DEMAND SUBSCRIPTION SERVICE AGREEMENT BETWEEN DOSSIER SYSTEMS, INC. AND BRADFORD COUNTY SCHOOL BOARD:
13. APPROVE NEW AND REVISED BOARD POLICIES SUMMER 2018:
  - a. 3.06 Safe and Secure Schools
  - b. 3.061 Domestic Security
  - c. 4.25 Virtual Instruction
  - d. 5.05 Requirements for Original Entry
  - e. 5.13 Zero Tolerance for School Related Crimes
  - f. 6.39 Report of Misconduct
  - g. 3.101 Religious Expression In Public Schools
  - h. 5.152 Medical Marijuana

5. APPROVE TENTATIVE ESP AGREEMENTS:  
(Agreement has been ratified by the BEA)

H. ACTION AGENDA:

1. REQUEST TO PARTICIPATE IN THE UF HEALTH ASTHMA GRANT - A HEALTHCARE FOR EASY BREATHING (FOR ELEMENTARY SCHOOLS):

Will bring back to the board

2. APPROVE PERSONNEL RECOMMENDATIONS
  - a. Instructional
  - b. Non-Instructional
  - c. Volunteers

Recommendation by Superintendent Creighton to approve.

Motion by Vivian Chappell

Seconded by Cheryl Canova

Motion carried 5-0

I. UNFINISHED BUSINESS: None

J. EMERGENCY ITEMS: None

K. BOARD MEMBERS REQUEST:

MRS. CANOVA –

MRS. CHAPPELL – Visited Cosmetology very impressed.

MRS. WHITTEMORE -

MRS. CUMMINGS –

MRS. REDDISH -

SUPERINTENDENT COMMENTS – 1) Working on the Board Retreat for November. Will get back with you on location and time.

BRADFORD COUNTY SCHOOL BOARD

SUPERINTENDENT OF SCHOOLS

\_\_\_\_\_  
Cheryl Canova, Chairman

\_\_\_\_\_  
Stacey S. Creighton, Superintendent

WORKSHOP

5:45 P.M.

OCTOBER 8, 2018

School Board Chairman, Erica Reddish opened the workshop.

Mr. Harris went over the list of policies that are on the public hearing and then will be on the agenda for approving.

Having no questions from the board regarding the changes/updates that were needed.

PUBLIC HEARING

6:00 P.M.

OCTOBER 8, 2018

School Board Chairman, Erica Reddish called the public hearing to order.

Mr. Harris stated to the board and public that the items for public hearing are what were discussed during the workshop. Having no questions from the board or public the hearing was closed.

The School Board met at the District School Board Office at 501 West Washington Street on November 20, 2018 5:45 P.M. for a the Re-organizational Meeting. Present for the meeting were School Board Members: Chairman, Cheryl Canova, Vice Chairman, Erica Reddish, Vivian Chappell, Sheila Cummings, and Gayle Nicula. Also in attendance were Board Attorney Will Sexton, Superintendent Stacey Creighton; Assistant Superintendent, David Harris; and Lila Sellars, Executive Secretary.

David Harris led the Invocation and Flag Salute

**ADMINISTERING OATH OF OFFICE:**

Judge Tatum Davis swore in newly elected board member Gayle Nicula and re-elected Sheila Cummings and Erica Reddish.

Superintendent, Stacey Creighton called the meeting to order.

**RE-ORGANIZATIONAL OF SCHOOL BOARD:**

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

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

Vivian Chappell nominated Cheryl Canova

Seconded by Sheila Cummings

Motion carried 5-0

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

Cheryl Canova

**3. ELECTION OF VICE – CHAIRMAN:**

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

Vivian Chappell nominated Erica Reddish

Seconded by Sheila Cummings

Motion carried 5-0

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

Mrs. Canova opened the floor for discussion on a date, time and location of the meeting. Ms. Canova asked if anyone had recommendations? Having none, it was agreed to keep as current. The second Monday of the Month at 6:00 P.M. and the Fourth Monday as needed for workshops and Meetings.

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

Vivian Chappell will represent the District.

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

Gayle Nicula will represent the District.

**7. DESIGNATE ONE BOARD MEMBER TO SERVE ON THE VALUE ADJUSTMENT BOARD:**

Sheila Cummings will represent the District.

BRADFORD COUNTY SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

Cheryl Canova, Chairman

Stacey Shuford Creighton, Superintendent

WORKSHOP 5:15 P.M.

Re-Organizational Meeting

5:45 P.M.

REGULAR SCHOOL BOARD MEETING

6:00 P.M.

NOVEMBER 20, 2018

**EXECUTIVE SESSION - COLLECTIVE BARGAINING** following the Board Meeting

**The Executive Session is closed to the Public**

The School Board met at the District School Board Office at 501 West Washington Street on November 20, 2018 P.M. for a Workshop at 5:15 P.M. and 6:00 P.M. for a Regular Board Meeting following the Board Meeting was the Executive Session. Present for the meeting were School Board Members: Chairman, Cheryl Canova, Vice Chairman, Erica Reddish, Sheila Cummings; Vivian Chappell and Gayle Nicula. Also in attendance were Board Attorney Will Sexton, Superintendent Stacey Creighton; Assistant Superintendent,

David Harris and Lila Sellars, Executive Secretary. Charnell Whitemore was in attendance for the workshop then new board member was sworn in at Re-Organizational meeting before this meeting took place.

David Harris led the Invocation and Flag Salute.

Chairman, Cheryl Canova called the meeting to order.

Lynn Nobles recognized Emily Acevedo for making 1st place in the Nation in the proficiency Area of Animal Science research. Mr. Sullivan BHS Band Director presented the band and their accomplishments.

#### INFORMATIONAL REPORTS & ANNOUNCEMENTS:

John V. stated all going well and he said the retro checks went out.

Joe C. stated working on BHS tennis courts, lighting at BMS going well, BMS gym floor being patched and the showcase has been painted.

Brenda L. stated working on E-Rate, Safety Internet Service Providers-Student Area, GPA & Ranks cleanup BHS has worked hard.

Superintendent Creighton recognized Jennifer Roach as the New HR Director.

Jennifer Roach stated working close with Superintendent Creighton and David Harris.

David Harris stated the tennis courts being resurfaced, lighting at BMS and LES, We had two people from out of state to complement the NFTC as a very clean campus. We have 3 1/2 custodians.

#### CITIZENS REQUEST:

*Angie Hopkins introduced herself as the new BEA President.*

#### CORRECT / DELETE ITEMS TO THE AGENDA:

Superintendent Creighton stated we have corrections to items 3B & 5D needs a name change for the chairman should read Cheryl Canova and pull 14M bring back to December board meeting.

#### CONSENT AGENDA:

Recommendation by Superintendent Creighton to approve with correction stated above.

Motion by Vivian Chappell

Seconded by Erica Reddish

Motion carried 5-0

1. ANY REQUESTS TO REMOVE ITEMS FROM THE CONSENT AGENDA:
2. APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE BRADFORD EDUCATION ASSOCIATION (BEA) AND THE BRADFORD COUNTY SCHOOL DISTRICT *(Revised 11/4/18)*
3. APPROVE LOAN AGREEMENT BETWEEN COMMUNITY STATE BANK AND BRADFORD COUNTY SCHOOL BOARD *(LOAN AMOUNT \$659,000):*
4. APPROVE TWO ADDITIONAL ALLOCATIONS A ONE DAY ALLOCATION AT LES FOR A MEDIA SPECIALIST *(At Teacher Pay)* AND MAKE THE CURRENT MEDIA SPECIALIST ALLOCATION FULL TIME:
5. APPROVE ATHLETIC TRAINING AND SERVICE AGREEMENT

C



**BETWEEN THE BRADFORD COUNTY SCHOOL DISTRICT AND  
PREFERRED PHYSICAL THERAPY:**

6. APPROVE PERSONNEL RECOMMENDATIONS
  - a. Instructional
  - b. Non-Instructional
7. APPROVE SURPLUS ITEMS TO SELL ON GOVDEAL.COM:
8. APPROVE 2018-2019 SIP AND PARENT ENGAGEMENT PLANS FOR ALL SCHOOLS: *(All documents are online for full review)*  
Bradford High School - SIP and Title 1 Parent and family Engagement Plan  
Bradford Middle School -SIP and Title 1 Parent and family Engagement Plan  
Brooker Elementary School - SIP and Title 1 Parent and family Engagement Plan  
Hampton Elementary School - SIP and Title 1 Parent and family Engagement Plan  
Lawtey Elementary School - SIP and Title 1 Parent and family Engagement Plan  
Southside Elementary School - SIP and Title 1 Parent and family Engagement Plan  
Starke Elementary School - SIP and Title 1 Parent and family Engagement Plan
9. APPROVE STUDENT INTERNSHIP AGREEMENTS FOR UWF STUDENTS WORKING IN OUTSIDE NON- CLINICAL AGENCIES AGREEMENT GUIDELINES AND STUDENT INTERNSHIP AGREEMENT:
10. APPROVE THE DISTRICT POLICY AND PROCEDURE FOR ALTERNATIVE CTE CERTIFICATION DISTRICT CERTIFICATION:
11. APPROVE CLINICAL EDUCATION AFFILIATION AGREEMENT BETWEEN BRADFORD COUNTY SCHOOL BOARD /NORTH FLORIDA TECHNICAL COLLEGE AND GREYSTONE HEALTHCARE MANAGEMENT CORP.:
12. APPROVE FIRST AMENDMENT TO AFFILIATION AGREEMENT BETWEEN BRADFORD COUNTY SCHOOL BOARD AND THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES:
13. APPROVE AGREEMENT BETWEEN STATE OF FLORIDA, DEPARTMENT OF HEALTH BRADFORD/UNION COUNTY AND BRADFORD COUNTY SCHOOL BOARD /NORTH FLORIDA TECHNICAL COLLEGE:
14. APPROVE FIVE YEAR RENEWAL CONTRACT FOR FOCUS SCHOOL SOFTWARE SIS PRODUCT SCHEDULE BCSD-SIS002 JULY 1, 2018 - JUNE 30, 2023:
15. APPROVE REQUEST OF HEP B SHOT SERIES  
*(See list with names of candidates)*
16. APPROVE PARTNERSHIP BETWEEN VYSTAR CREDIT UNION AND BRADFORD COUNTY SCHOOL DISTRICT.
17. APPROVE INTERAGENCY AGREEMENT REGARDING SHARING INFORMATION ABOUT JUVENILE OFFENDERS THIS INTERAGENCY AGREEMENT (HEREINAFTER REFERRED TO AS "INTERAGENCY AGREEMENT") IS MADE THIS 29TH DAY OF OCTOBER, 2018, BY AND BETWEEN THE BRADFORD COUNTY SCHOOL DISTRICT SUPERINTENDENT, OR HIS OR HER DESIGNEE, STATE OF FLORIDA, DEPARTMENT OF JUVENILE JUSTICE PROBATION AND COMMUNITY INTERVENTION (DJJ-CIRCUIT 8), BRADFORD COUNTY SHERIFF'S OFFICE (BCSO), STARKE POLICE DEPARTMENT (SPD), LAWTEY POLICE DEPARTMENT (LPD):

ACTION AGENDA: None

**UNFINISHED BUSINESS: None**

**EMERGENCY ITEMS: None**

**BOARD MEMBERS REQUEST:**

**MRS. CANOVA - SES & SSE Care Projects**

**MRS. CHAPPELL - 1) Play at BHS was good 2) Visited BHS cafeteria and it looks great.**

**MRS. NICULA- None**

**MRS. CUMMINGS –None**

**MRS. REDDISH - BES Spelling Bee was good.**

**SUPERINTENDENT COMMENTS - Thank you for being so supportive in the remodeling. People so appreciative of all the work. Our next board meeting will be December 10th- December 17th will be our Chili Soup Contest we are calling it the Souper Bowl.**

**Lila Sellars stated that Arthur and Terry delivered the supplies to Gadsden County. Arthur said they very appreciative of the donations.**

**BRADFORD COUNTY SCHOOL DISTRICT**

**SUPERINTENDENT OF SCHOOLS**

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**Cheryl Canova, Chairman**

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**Stacey Shuford Creighton, Superintendent**

## WORKSHOP

### 1. Schneider Electric to discuss Energy Proposal

Schneider Electric presented the proposal to the board. Question by the board was asked if we have to go out to bid. David Harris referred this to Joe and John. We can use an RFQ and then select the top competitor.

### 2. Other Pertinent Information and Concerns

**Bradford County District School Board  
Internal Accounts**

AUDIT REPORT

AS OF AND FOR THE YEAR ENDED  
JUNE 30, 2018

REDDISH AND WHITE  
CERTIFIED PUBLIC ACCOUNTANTS

**Bradford County District School Board  
Internal Accounts**

AUDIT REPORT

AS OF AND FOR THE YEAR ENDED  
JUNE 30, 2018

**REDDISH AND WHITE  
CERTIFIED PUBLIC ACCOUNTANTS**

Bradford County District School Board

Internal Accounts

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June 30, 2018

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# REDDISH & WHITE

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 307 • 134 East Call Street • Starke, Florida 32091  
Phone (904) 964-7555 • Fax (904) 964-3887  
[www.reddishandwhite.com](http://www.reddishandwhite.com)

## INDEPENDENT AUDITOR'S REPORT

To the District School Board  
Bradford County, Florida

### **Report on the Financial Statement**

We have audited the accompanying financial statement of fiduciary net position of the Bradford County District School Board Internal Accounts (the "Internal Accounts"), as of and for the year ended June 30, 2018, and the related notes to the financial statement.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of this financial statement in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statement that is free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion

on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinion**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the respective financial position of the Internal Accounts, as of June 30, 2018, in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Other Information*

Our audit was conducted for the purposes of forming an opinion on the financial statement as a whole. The information listed in the table of contents as "supplementary information" is presented for purposes of additional analysis and is not a required part of the financial statement. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statement as a whole.

## **Emphasis of Matter**

As discussed in Note 1, the financial statement is intended to present only the fiduciary net position of the Internal Accounts. The financial statement does not include other financial activities of the District School Board, and accordingly, does not purport to, and does not present the fiduciary net position of the District School Board in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.



### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 14, 2018 on our consideration of the Internal Account's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Internal Account's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Internal Account's internal control over financial reporting and compliance.

*Reddish + White, CPA'S*

Starke, Florida  
September 14, 2018

## Bradford County District School Board Internal Accounts

### Statement of Fiduciary Net Position June 30, 2018

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Assets	
Cash and Cash Equivalents	\$1,015,900
Inventory	<u>22,412</u>
Total Assets	<u><u>\$1,038,312</u></u>
Liabilities and Net Position	
Liabilities	
Accounts Payable	\$23,375
Unearned Revenue	2,600
Assets Held for Others	<u>1,012,337</u>
Total Liabilities	<u>1,038,312</u>
Net Position	
Unrestricted	<u>0</u>
Total Net Position	<u>0</u>
Total Liabilities and Net Position	<u><u>\$1,038,312</u></u>

See accompanying notes to the financial statements.

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## **Bradford County District School Board Internal Accounts**

Notes to the Financial Statement  
For the Year Ended June 30, 2018

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### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Financial Reporting Entity**

The accompanying financial statement includes the effects of activity relating exclusively to the internal accounts of the schools within the Bradford County, Florida school system (the "Internal Accounts"). The financial statement does not include other financial activities of the Bradford County District School Board.

The Internal Accounts' balances are included, as agency funds, in the financial reporting entity of the Bradford County District School Board.

#### **Basis of Accounting**

The accompanying financial statement is presented on the accrual basis of accounting.

#### **Use of Estimates**

The preparation of financial statements in conformity with general accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates.

### **NOTE 2 – CASH DEPOSITS**

All deposits are placed in financial institutions that qualify as public depositories. Accordingly, all deposits are insured by Federal depository insurance and/or collateralized pursuant to Chapter 280, Florida Statutes.

### **NOTE 3 – INVENTORY**

Inventory is valued at cost (first-in, first-out) and consists of books and other source materials available for purchase by students at the Bradford-Union Vocational Technical Center.

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## Supplementary Information

## Bradford County District School Board Internal Accounts

### Combined Schedule of Cash Receipts and Disbursements For The Year Ended June 30, 2018

	<u>Cash Balances 7/1/2017</u>	<u>Cash Receipts</u>	<u>Cash Disburse- ments</u>	<u>Cash Balances 6/30/2018</u>
Rainbow Family Education Center	\$8,663	\$2,309,078	\$2,313,516	\$4,225
Brooker Elementary School	31,124	41,531	36,775	35,880
Southside Elementary School	27,193	96,097	98,515	24,775
Starke Elementary School	29,720	138,000	128,228	39,492
Lawtey Elementary School	25,319	35,913	33,104	28,128
Hampton Elementary School	34,621	40,891	50,386	25,126
Bradford Middle School	90,568	195,058	196,872	88,754
Bradford High School	140,205	425,188	399,055	166,338
Bradford-Union Vocational Technical Center	559,104	716,619	672,541	603,182
Total cash	<u>\$946,517</u>	<u>\$3,998,375</u>	<u>\$3,928,992</u>	<u>\$1,015,900</u>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Rainbow Family Education Center**  
Schedule of Assets Held for Others  
For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	0	2,132,954	2,132,954	0	0
Classes, Clubs, and Departments	8,663	176,124	180,562	0	4,225
<b>Total cash</b>	<b><u>\$8,663</u></b>	<b><u>\$2,309,078</u></b>	<b><u>\$2,313,516</u></b>	<b><u>\$0</u></b>	<b><u>4,225</u></b>
Accounts Receivable					0
Inventory					0
Accounts Payable					<u>0</u>
Assets Held for Others					<b><u>\$4,225</u></b>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Brooker Elementary School**  
 Schedule of Assets Held for Others  
 For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$10,872	\$16,658	\$14,469	\$0	\$13,061
Classes, Clubs, and Departments	3,140	13,535	15,377	1,000	2,298
PTO	17,089	11,338	6,929	(1,000)	20,498
Trusts	23	0	0	0	23
<b>Total cash</b>	<b>\$31,124</b>	<b>\$41,531</b>	<b>\$36,775</b>	<b>\$0</b>	<b>35,880</b>
Accounts Receivable					0
Inventory					0
Accounts Payable					0
Assets Held for Others					<b>\$35,880</b>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Southside Elementary School**  
Schedule of Assets Held for Others  
For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$7,864	\$19,751	\$25,900	(\$697)	\$1,018
Classes, Clubs, and Departments	8,973	56,642	55,658	142	10,099
Music	7,514	13,079	10,967	555	10,181
PTO	1,376	5,759	4,102	0	3,033
Trusts	1,466	866	1,888	0	444
<b>Total cash</b>	<b>\$27,193</b>	<b>\$96,097</b>	<b>\$98,515</b>	<b>\$0</b>	<b>24,775</b>
Accounts Receivable					0
Inventory					0
Accounts Payable					0
Assets Held for Others					<b>\$24,775</b>

See accompanying notes to the financial statements.



**Bradford County District School Board Internal Accounts**  
**Starke Elementary School**  
Schedule of Assets Held for Others  
For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$4,002	\$24,938	\$25,073	\$0	\$3,867
Classes, Clubs, and Departments	16,110	105,095	96,372	0	24,833
Trusts	748	685	1,112	0	321
Outside Organizations	8,860	7,282	5,671	0	10,471
<b>Total cash</b>	<b>\$29,720</b>	<b>\$138,000</b>	<b>\$128,228</b>	<b>\$0</b>	<b>39,492</b>
Accounts Receivable					0
Inventory					0
Accounts Payable					0
Assets Held for Others					<b>\$39,492</b>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Lawtey Elementary School**  
Schedule of Assets Held for Others  
For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$6,001	\$12,285	\$11,141	\$1,275	\$8,420
Classes, Clubs, and Departments	4,212	15,329	13,902	0	5,639
Trusts	2,403	918	1,861	485	1,945
Athletics	1,010	1,079	1,187	0	902
Music	29	515	353	0	191
PTO	11,664	5,787	4,660	(1,760)	11,031
<b>Total cash</b>	<b><u>\$25,319</u></b>	<b><u>\$35,913</u></b>	<b><u>\$33,104</u></b>	<b><u>\$0</u></b>	<b><u>28,128</u></b>
Accounts Receivable					0
Inventory					0
Accounts Payable					<u>(30)</u>
Assets Held for Others					<b><u>\$28,098</u></b>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Hampton Elementary School**  
 Schedule of Assets Held for Others  
 For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$16,129	\$5,771	\$14,821	\$0	\$7,079
Classes, Clubs, and Departments	4,260	9,949	9,137	0	5,072
Trusts	4,399	17,504	16,535	0	5,368
PTO	9,833	7,667	9,893	0	7,607
<b>Total cash</b>	<b>\$34,621</b>	<b>\$40,891</b>	<b>\$50,386</b>	<b>\$0</b>	<b>25,126</b>
Accounts Receivable					0
Inventory					0
Accounts Payable					0
Assets Held for Others					<b>\$25,126</b>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Bradford Middle School**  
Schedule of Assets Held for Others  
For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$2,072	\$315	\$710	(\$45)	\$1,632
Classes, Clubs, and Departments	49,364	104,491	102,516	(6,867)	\$44,472
Athletics	33,786	32,110	40,876	7,063	\$32,083
Music	2,946	58,142	52,770	(151)	\$8,167
PTO	2,400	0	0	0	\$2,400
<b>Total cash</b>	<b>\$90,568</b>	<b>\$195,058</b>	<b>\$196,872</b>	<b>\$0</b>	<b>88,754</b>
Accounts Receivable					0
Inventory					0
Accounts Payable					(1,262)
Assets Held for Others					<b>\$87,492</b>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Bradford High School**  
Schedule of Assets Held for Others  
For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$4,130	\$9,028	\$13,125	\$13,627	\$13,660
Classes, Clubs, and Departments	64,452	78,646	78,268	(15,227)	49,603
Trusts	771	22,614	17,037	(580)	5,768
Athletics	16,998	144,607	131,329	(796)	29,480
Music	7,960	39,368	39,646	3,655	11,337
PTO	45,894	130,925	119,650	(679)	56,490
<b>Total cash</b>	<b>\$140,205</b>	<b>\$425,188</b>	<b>\$399,055</b>	<b>\$0</b>	<b>166,338</b>
Accounts Receivable					0
Inventory					0
Accounts Payable					(11,173)
Assets Held for Others					<b>\$155,165</b>

See accompanying notes to the financial statements.

**Bradford County District School Board Internal Accounts**  
**Bradford-Union Area Vocational Technical Center**  
Schedule of Assets Held for Others  
For The Year Ended June 30, 2018

	Cash Balances 7/1/2017	Cash Receipts	Cash Disburse- ments	Transfers (net)	Cash Balances 6/30/2018
General	\$46,793	\$364,306	\$150,188	(\$181,369)	\$79,542
Classes, Clubs, and Departments	399,931	225,950	252,090	63,641	437,432
Trusts	112,380	126,363	270,263	117,728	86,208
<b>Total cash</b>	<b>\$559,104</b>	<b>\$716,619</b>	<b>\$672,541</b>	<b>\$0</b>	<b>603,182</b>
Accounts Receivable					0
Inventory					22,412
Accounts Payable					(10,910)
Unearned Revenue					(2,600)
Assets Held for Others					<b>\$612,084</b>

See accompanying notes to the financial statements.

**Report Required by *Government Auditing Standards***

# REDDISH & WHITE

CERTIFIED PUBLIC ACCOUNTANTS

P.O Box 307 • 134 East Call Street • Starke, Florida 32091  
Phone (904) 964-7555 • Fax (904) 964-3887  
[www.reddishandwhite.com](http://www.reddishandwhite.com)

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the District School Board,  
Bradford County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of fiduciary net position of the Bradford County District School Board Internal Accounts. (the "Internal Accounts"), as of and for the year ended June 30, 2018, and the related notes to the financial statement, and have issued our report thereon dated September 14, 2018. Our report on the financial statement included a paragraph emphasizing that the financial statement includes only the fiduciary net position of the Internal Accounts and does not include other financial activities of the Bradford County District School Board.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Internal Accounts' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Internal Accounts' internal control. Accordingly, we do not express an opinion on the effectiveness of Internal Accounts' internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency*, is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in #2018-1 of the accompanying schedule of findings and questioned costs that we consider to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Internal Accounts' financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as #2018-2.

### **District's Response to Findings**

The District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The response was not subject to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Reddish + White CPA's*

Starke, Florida  
September 14, 2018

**Bradford County District School Board  
Internal Accounts**

**Schedule of Findings  
For the Year Ended June 30, 2018**

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**Finding #2018-1:** Several school employees who maintain accounting records also handle cash collections, cosign checks, and reconcile bank statement balances to the accounting records.

**Recommendation #2018-1:** Employees who collect cash and cosign checks should not maintain the accounting records and reconcile the bank statements. Internal control over cash transactions would be strengthened if these duties were separated among employees.

**School's response #2018-1:** We agree, internal controls should exist separating duties of collecting cash, cosigning checks, and reconciling bank statements.

**Finding #2018-2:** All schools' receipts were not consistently deposited intact daily.

**Background #2018-2:** the Bradford County School District School Board Policy Chapter 7.05, Internal Funds procedures, Section VII Management of School Internal Account Funds requires cash receipts to be deposited intact daily.

For the smaller elementary schools, due to the small administrative staff and in some instances, due to the location of the school compared to the bank location, an undue hardship would result if these schools were required to deposit their cash receipts daily.

**Recommendation #2018-2:** Consider revising the Bradford County School District School Board Policy Chapter 7.05, Internal Funds procedures, Section VII Management of School Internal Account Funds to allow deposits to be made less frequently than daily for certain schools. Allowing certain schools to deposit their cash once or twice a week would prevent an undue hardship for those schools to comply with the aforementioned policy.

**School's Response #2018-2:** We agree, policies will be reviewed regarding timing of deposits; however, deposits should be made timely.



**Instructional Personnel Action  
December 10, 2018**

**INSTRUCTIONAL APPOINTMENTS**

NAME	SCHOOL/CENTER	TITLE	EFFECTIVE DATE	COMMENTS
James McNider	BMS	Social Studies	11/26/2018	

**RESIGNATIONS**

NAME	SCHOOL/CENTER	TITLE	EFFECTIVE DATE	COMMENTS
Joanne Weinhardt	HES	Teacher	12/18/2018	

**RECLASSIFICATION/TRANSFER APPOINTMENTS**

NAME	FROM	TO	EFFECTIVE DATE	COMMENTS
Cassandra Reed	Long term Sub	Teacher-SSE	11/16/2018	
Kendra Butler Griffin	Long term Sub	Teacher-SSE	11/16/2018	

**Non-Instructional Action  
December 10, 2018**

**NON-INSTRUCTIONAL APPOINTMENTS**

NAME	SCHOOL/CENTER	TITLE	EFFECTIVE DATE	COMMENTS
Sarah Hourigan	BHS	Food Service-OPS	11/16/2018	
Betty Fernandez	BMS	Food Service-OPS	11/07/2018	
Gayle S. Nicula	School Board Member	School Board	11/21/2018	

**RESIGNATIONS**

NAME	SCHOOL/CENTER	TITLE	EFFECTIVE DATE	COMMENTS
Maria Kilbride	BHS	Para	11/16/2018	

**RECLASSIFICATION/TRANSFER APPOINTMENTS**

NAME	FROM	TO	EFFECTIVE DATE	COMMENTS
Christina Kinnaird	SES-OPS	SES-Para	11/07/2018	
Nurnel Hankerson	BMS-Head Custodian	HES-Head Custodian	12/03/2018	

AD TIA  
12-3-18  
12/3/18

ARTICLE XI: TEACHER EVALUATION

A. The evaluation of the work of each teacher is the sole responsibility of the administration.

B-1 The Bradford County Teacher School District Performance Evaluation System will be the approved evaluation **instrument** for teachers in Bradford County and will be included in Appendix D.

B-2 All teachers shall be informed of criteria and procedures of the assessment process during pre-planning or within the first 10 working days of being hired, whichever is later. B-3 The assessment criteria shall include, but not be limited to:

- a) Student data
- b) Professional responsibilities
- c) Instructional practices
- ~~a) classroom management~~
- ~~b) knowledge of subject matter~~
- ~~c) planning and instruction~~
- ~~d) evaluation of instruction~~
- ~~e) educational qualifications, and~~
- ~~f) demonstration of advanced teaching competencies~~

C-1. a) An **assessment** of each teacher's performance will be made at least **once** each academic year.

b) For teachers on in Category 1 the mid-year and summative evaluations shall be preceded by at least **two (2) observations**, one of which the teacher shall receive advance notice. Observations shall be at least one week apart.

c) For teachers in Category 2 the summative evaluation shall be preceded by at least **one observation** with advance notice of same.

d) **Formal teacher observations** of Category 2 teachers may not begin before thirty (30) working days from the first teacher work day. Formal observations of Category 1 teachers may not begin before 20 working days from the first teacher work day. The parties recognize that the goal of the evaluation process is teacher development and positive impact on student achievement. Therefore, any teacher who receives a less than effective score of 3.0 on a walk-through during the first grading period of school may request a second walk-through to replace the first for the purposes of improving the final rating.

e) The **observations** identified above may be done by a District Administrator. The **final assessment** will be made by the Principal or Assistant Principal.

2. A written report of each **observation** and **assessment** shall be given to the subject teacher, within ten (10) working days after they are conducted. It shall be discussed with the teacher. The teacher may make a written **response** to the assessment within 15 working days of the written report that shall become a permanent part of said assessment.
  3. A teacher who is not performing his/her duties in a satisfactory manner shall be notified in writing. Such notice shall describe the developing/needs improvement, or unsatisfactory performance, make recommendations for improvement, and provide administrative assistance to correct such **deficiencies** within a reasonable period of time.
  4. Any teacher in danger of **non-renewal** or dismissal because of developing/needs improvement, or unsatisfactory teacher performance shall be notified and afforded the benefits provided in this section.
  5. Teachers may be observed as often as necessary by the administrator. Observations of previously recorded **deficiencies** during the time period allotted for corrective action shall be primarily for the purpose of monitoring the improvement of those deficiencies. However, if the **deficiencies** are not removed after a reassessment by the administrator, the evaluation of the teacher shall be considered developing/needs improvement, or unsatisfactory. Evaluations may be grieved and subject to arbitration to redress any procedural flaws. An evaluation may also be grieved and subject to arbitration if it led or contributed to any discipline (including termination) or any impact on performance pay.
  6. Observations of a teacher's performance of duties and responsibilities shall be conducted openly with no intent to conceal such from the knowledge of the teacher.
  7. When assigned **out-of-field**, due consideration shall be given to the assessment of the individual concerned.
- D. Teachers who shall not be renewed shall be notified by April 18. ~~April 1~~.
- E. The Superintendent's determination and decision relative to renewal or non-renewal of an annual is final and binding and not subject to the grievance/arbitration procedure of this agreement.
- F. A Teacher Evaluation Committee shall meet annually to determine to review and/or revise, if necessary the teacher evaluation instrument that shall be used to comply with F.S 1012.34. The committee shall consist of at least four (4) members, of which half will be appointed by the Superintendent and half by the Association.



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TIA ed

Handwritten: AMK TIA ed  
6/19/18  
TIA JD

Collective Bargaining  
June 19, 2018  
Request for Mutual Agreement  
**Instructional**

ARTICLE XXVI: SICK LEAVE BANK

ELIGIBILITY

~~Any employee who earns sick leave in the Bradford County School System shall be eligible for participation in the sick leave bank after one (1) year from the date of initial employment in the system. Each employee shall have at least six (6) accumulated sick leave days in order to be eligible.~~

CONTRIBUTION

~~In order to participate in the sick leave bank, each eligible employee shall contribute one (1) sick leave day. The contribution period shall be from the beginning of the school year to November 1st of each school year.~~

ESTABLISHMENT

~~The sick leave bank shall be established when there is a minimum of fifty (50) sick leave days contributed. In order for employees, other than members of the bargaining unit to participate in the Sick Leave Bank, a minimum of 50 days must be contributed from such employees (As a group).~~

REPLENISHMENT

~~When the last fifteen (15) days of sick leave pool days have been assigned, the bank will conduct an emergency enrollment period of two (2) weeks duration. During this~~



~~The sick leave bank shall be administered by a committee of three (3) teachers named by the Association and three (3) employees named by the Superintendent. The three (3) employees named by the Superintendent will come from the following areas: Two (2) non-instructional and one (1) administrator.~~

~~The committee shall receive all requests for withdrawals from the bank. A minimum of four (4) committee signatures are required for all approval or denial of withdrawal requests. The committee shall also be responsible for investigating all allegations of misuse.~~

~~Upon a finding of abuse, the committee shall recommend corrective action to the Superintendent. Thereafter, the Superintendent may recommend to the School Board such action that he deems appropriate.~~

~~No employee shall be entitled to receive more than their normal daily rate of pay through any means. (Example: A combining of Sick Leave Bank with Workers Compensation, etc.).~~

Collective Bargaining  
June 19, 2018  
Request for Mutual Agreement  
**Instructional**

T/A  
JD 6-19-18  
QME 6/19/18

ARTICLE XV: PAID LEAVES

C. A teacher may **donate** up to fifty percent (50%) of his/her accumulated sick leave, not to exceed twenty-five (25) days, to another district employee as follows:

1. The **donating** teacher must retain at least five (5) sick leave days after the donation has been made.
2. Sick leave deducted from each donor's **donated** leave shall be in proportion to the actual need.
3. Sick leave ~~in the donor pool~~ that is unused shall be refunded to each donor teacher on a proportionate basis.

5. **Donated** sick leave may not be used by a recipient until all of the recipient's sick leave has been depleted, ~~excluding sick leave from any existing Sick Leave Bank, if the recipient participates in the Sick Leave Bank.~~

Instructional Contract

June 19, 2018

ARTICLE XXIV: MISCELLANEOUS

T/A JV  
6-19-18  
CML  
6/19/18

E. Copies of this Agreement titled "Contract between the Bradford County School Board and The Bradford Education Association" shall be ~~printed~~ **published and made available on the district's website** at the expense of the Board within thirty (30) days after the Agreement is signed. ~~and shall be presented~~ **A printed copy shall be available, upon request, to all teachers** now employed or hereafter employed. Teachers considered for employment shall have access to **this contract**. Further, that the Board shall furnish ~~twenty-four (24)~~ **fifteen (15)** copies of said printed agreement to the Association for its use.

Collective Bargaining  
June 19, 2018  
Request for Mutual Agreement according to Law  
Instructional Contract

T/A  
D  
AMK 6/19/18

ARTICLE XV: PAID LEAVES

L. **Required Military Leave**, as provided for in Florida Statutes, up to 240 hours ~~seventeen (17)~~ days per year, shall be granted with pay to teachers who are required to serve in the armed forces of the United States or this state, in fulfillment of obligations incurred because of membership of the armed forces or National Guard.

T/A JW  
6-19-18  
CNC  
6/19/18

ARTICLE VIII: TEACHER'S AUTHORITY & STUDENT DISCIPLINE

- C. The Board recognizes its responsibility to give all reasonable support and assistance whenever it appears to the teacher that the presence of a particular student in the class shall impede the education of the balance of the class because of **disruptions** caused by said student, appropriate action shall be taken as prescribed by the Code of Student Conduct, a copy of which has been given to each teacher, ~~and sent home with each student.~~ Such a code, rules and regulations shall be reviewed with the students within the first ten (10) days of school.

TIA  
D 6-19-18  
AMZ  
6/19/18

ARTICLE III: ASSOCIATION/TEACHER RIGHTS AND RESPONSIBILITIES

V. Teachers will have student system computer screen access with the stipulation that all (100%) teachers will sign an addendum to the computer use agreement acknowledging confidentiality of this information as required by FERPA. ~~The screens that will be made available are as follows: S242, S243, S272, S516, S517, S608, S702, S704, S706, S734 and S-735. In addition, S516, and S517 will need to be turned off during the posting of grades window.~~

ARTICLE XXV: PROFESSIONAL COMPENSATION

A. ~~The basic salaries of teachers covered by this Agreement will be set forth in Appendix G to this Agreement. For the 2012—2013 fiscal year, those teachers who are eligible shall be assigned to the appropriate salary schedule based on approved, accepted, and earned experience through the 2010—2011 contract year retroactive to the beginning of the 2012—2013 contract year. In addition, assignment to the appropriate salary schedule for those eligible based on approved, accepted, and earned experience through the 2011—2012 contract year shall be effective March 29, 2013. All eligible teachers who were assigned to the top step of the appropriate salary schedule in 2011—2012 and who returned and who remain on the top step in 2012—2013, shall receive a one time bonus of \$500. Teachers employed as of the date of ratification of the Amendment to the Agreement shall become eligible for the assignment and bonus provided herein. For the 2015—2016 school year instructional staff shall be compensated with a~~  
~~\$500 bonus. They will also be given the Good Friday planning day off.~~

Instructional Board Counter Proposal

August 30, 2018

TA  
8/30/18  
T/A d  
8/30/18

## Article XI. Teacher Evaluation

C.1.

e. At least, one half (1/2) of a teacher's observations, including walk-throughs, must be completed in the first semester, and no more than one half (1/2) completed in the second semester. No observations, including walk-throughs, shall be completed in the last fifteen (15) days of the school year.

e.f. The observations identified above may be done by a District Administrator. The final assessment will be made by the Principal or Assistant Principal.

Performance

T/A  
D 12-3-18  
QMK 12/3/18

PLACEMENT LEVEL	BASE SALARY	LONGEVITY SUPPLEMENT	
A	36,000.00		
B	36,250.00		
C	36,250.00		
D	36,250.00		
E	36,600.00		
F	36,950.00		
G	37,250.00		
H	37,700.00		
I	37,950.00		
J	38,400.00		
K	38,850.00		
L	39,300.00		
M	40,050.00		
N	40,800.00		
O	41,550.00		
P	42,250.00		
Q	43,000.00		
R	43,900.00		
S	44,800.00		
T	45,750.00		
U	46,750.00	550.00	47,300.00
V	47,750.00	1,050.00	48,800.00
W	48,750.00	2,500.00	51,250.00
X	49,750.00	2,600.00	52,350.00
Y	50,750.00	2,700.00	53,450.00
Z	51,750.00	2,850.00	54,600.00
AA	52,750.00	2,400.00	55,150.00
BB	53,750.00	2,800.00	56,550.00
CC	54,750.00	3,300.00	58,050.00
DD	55,750.00	3,400.00	59,150.00



Bradford Instructional Compensation 2018-2019

Instructional employees on the grandfathered salary schedule will be awarded one step on the grandfathered salary schedule.

Instructional employees on the performance pay salary schedule shall be awarded \$1000 base salary market adjustment, \$250 for a highly effective 2017-18 evaluation, and \$125 for effective.

Instructional employees who are on the highest level of their salary schedule shall be awarded a one-time bonus of \$500.

All salary adjustments, steps, and/or bonuses are retroactive to July 1, 2018 for those instructional staff employed at the time of ratification of both parties.

T/A  
CMMK 12/3/18

T/A  
D 12-3-18