

**BOARD MEMBERS**

Mr. Chester Register, Chairman  
Ms. Florence Staten, Vice-Chair  
Mr. Richard Hendley  
Mr. Rocky Crosby  
Mr. Bo Corbett



P.O. Box 207  
216 Hwy 129 North  
Statenville, GA 31648  
Phone: (229) 559-5734  
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Web Page: [www.echols.k12.ga.us](http://www.echols.k12.ga.us)

**ECHOLS COUNTY BOARD OF EDUCATION  
DR. VIRGINIA JEWELL, SUPERINTENDENT**

September 23, 2015

I recommend the following as a substitute bus driver for Echols County Schools. He has completed the fingerprint and background check as required and are ready for BOE approval.

Charles Carter III (Charlie)

Thank you for your consideration of this recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Mande Davis".

Mande Davis  
Payroll/Personnel

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**ECHOLS COUNTY BOARD OF EDUCATION  
DR. VIRGINIA JEWELL, SUPERINTENDENT**

October 9, 2015

I recommend the following individual as a full-time athletics/activities driver for the Echols County Schools. He has completed the fingerprint and background check and has been employed by the system intermittently for the last 5 years. He has stated he does not require benefits. His schedule for the next three months is attached.

Paul Hebert

Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink that reads "Virginia R. Jewell". The signature is written in a cursive style.

Virginia R. Jewell

Superintendent

Wade J. Beale  
Principal



**Echols County Elementary-Middle School**  
229 Hwy 129 South  
Statenville, GA 31648  
(229) 559-5413 Fax (229) 559-0423

Anetta Smith  
Assistant Principal



October 5, 2015

Dr. Ginger Jewell  
Echols County Board of Education  
P. O. Box 207  
Statenville, Georgia 31648

Dr. Jewell:

I would like to make the following recommendation for athletics:

Matt Lukens named head coach of the girl's soccer team. Matt is also our boys soccer coach, we have been unable to hire a girls coach. He has agreed to be the girls coach if \$500 of the supplement would go to Donya Coggins as his assistant. Mrs. Coggins would be able to handle the locker room supervision as well as supervision of the girl's team while the boy's team is playing their game.

Thank you for your consideration of this recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Wade J. Beale".

Wade Beale  
Principal

**"Reaching Excellence Through Teamwork"**  
**Equal Opportunity Employer**

Report  
 ECHOLS COUNTY BOARD OF EDUCATION  
 October 20, 2015  
 7:30 PM  
 Echols Elementary School

	Federal Programs	Rebecca Hill	
1	Topic	Narrative( use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Migrant	<ul style="list-style-type: none"> <li>New Migrant Para hired to work with 3 and 4 year olds at home and help with elementary students</li> </ul>	Title 1C
3	CAP	<ul style="list-style-type: none"> <li>Corrective action plan –approved</li> </ul>	All federal programs
4	CLIP	<ul style="list-style-type: none"> <li>CLIP approved</li> </ul>	All Federal Programs
5	Budgets (Title 1A, Title 1C, Title II A, Title III, Title VI B)	<ul style="list-style-type: none"> <li>All budgets have been submitted except Title VI B (Kelly Wicks and I will work on Title VI B on Oct 8—it is due by Oct. 30)</li> <li>Waiting on approval of budgets</li> </ul>	All Federal Programs
6			
7			

	Testing	Rebecca Hill	
1	Topic	Narrative( use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Testing	<ul style="list-style-type: none"> <li>EOC testing schedule has been created and emailed to teachers</li> </ul>	
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Report  
 ECHOLS COUNTY BOARD OF EDUCATION  
 August 11, 2015  
 7:30 PM  
 Echols Elementary School

	Department Name	Your Name	
	High School	Dave Rosser	
	<b>Topic</b>	<b>Narrative</b>	<b>CIP or Strategic Goal to which this item relates</b>
1.	Enrollment	<ul style="list-style-type: none"> <li>• Currently 230 Total</li> <li>• 9<sup>th</sup> – 74</li> <li>• 10<sup>th</sup> -51</li> <li>• 11<sup>th</sup> -50</li> <li>• 12<sup>th</sup> -55</li> </ul>	NA
2.	MOWR – Move on When Ready	See New Policy	Objective 3.2
3	Ag Shop	Repairs are complete	NA
	<b>Graduation Rate</b>	Unofficial calculation shows 90% for 2015 Grads	Goal 2 & 3
4	Expansion of MOWR	We will offer another Criminal Justice and Nursing class this spring. We are in talks with VSU to offer a possible Art class. If this falls through we are looking at a Customer Service course offered by Wiregrass that would benefit our students with soft skills.	Objective 3.2.1
5.	Upcoming Events	<ul style="list-style-type: none"> <li>• Report Cards Go Home 10/15</li> <li>• State Softball Playoffs Begin October 21<sup>st</sup></li> <li>• FFA National Competition 10/26-10/30</li> </ul>	NA
6.	SAT and ACT	17 Seniors took the SAT here this month 19 Jrs/Srs took the ACT here this month.	Objective 3.2.1
7.	VSU	Valdosta has adjusted their entrance requirements for students participating in MOWR. 1 – Test Scores – SAT Combined 970 or ACT Composite of 20 2- Student Agreement Form 3 – 3.0 GPA	Objective 3.2.1

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**MOWR Info**

**SB 132 –Move On When Ready (MOWR) Program**

**High school students may enroll while in 9th–12thgrades**

**Earn dual credit**

**Wide range of courses.**

**SB 2 –New High School Graduation Option**

**Students complete at least the following state required high school courses or their equivalent:**

**Complete an associate degree, technical diploma or two technical certificate programs in a career pathway and all training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field**

**Awarded a high school diploma and a college credential(s)**

**1 health and PE course**

**2 English**

**2 math**

**2 science**

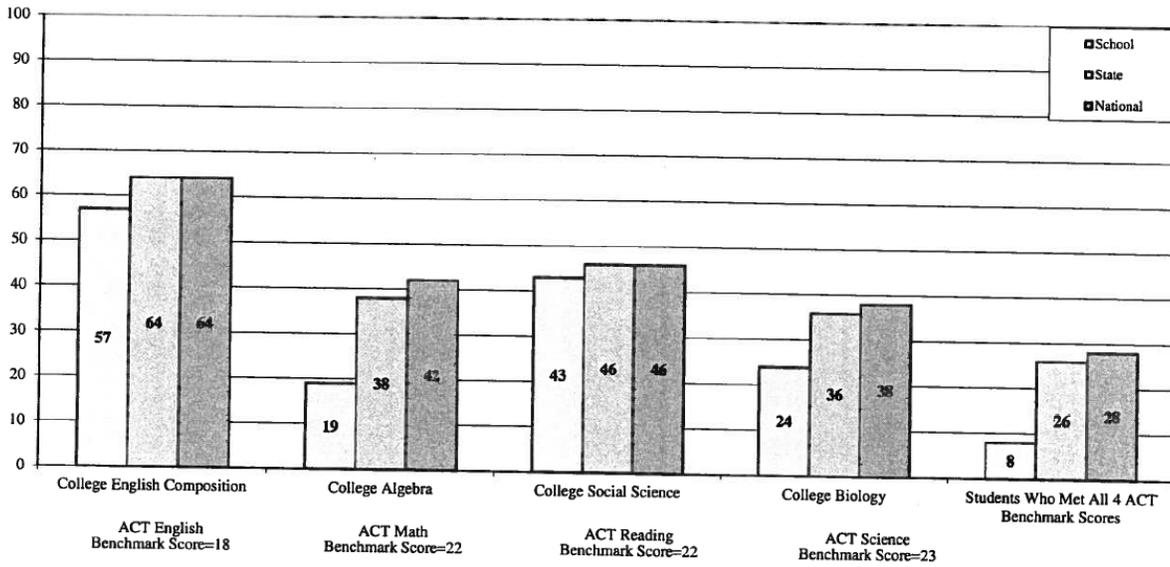
**2 social studies**

**(any associated End of Course (EOC) tests for each)**

**Note: Only public school students participating in MOWR are required to take EOC tests**

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Figure 1.1. Percent of Your Students Ready for College-Level Coursework



A benchmark score is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college course.

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ACT PROFILE REPORT - High School: SECTION I, EXECUTIVE SUMMARY  
 Graduating Class 2015

Code 112800  
 ECHOLS COUNTY HIGH SCHOOL  
 STATENVILLE, GA

Total Students in Report: 37

Table 1.1. Five Year Trends—Percent of Students Who Met College Readiness Benchmarks

Year	Number of Students Tested		Percent Who Met Benchmarks									
			English		Mathematics		Reading		Science		Met All Four	
	School	State	School	State	School	State	School	State	School	State	School	State
2011	11	42,929	55	63	27	41	36	48	18	25	18	21
2012	21	47,169	57	64	24	40	57	50	10	27	10	22
2013	25	48,505	48	64	0	38	28	43	4	33	0	23
2014	26	50,697	31	64	8	38	12	44	4	34	4	24
<b>2015</b>	<b>37</b>	<b>54,653</b>	<b>57</b>	<b>64</b>	<b>19</b>	<b>38</b>	<b>43</b>	<b>46</b>	<b>24</b>	<b>36</b>	<b>8</b>	<b>26</b>

Table 1.2. Five Year Trends—Average ACT Scores

Year	Number of Students Tested		Average ACT Scores									
			English		Mathematics		Reading		Science		Composite	
	School	State	School	State	School	State	School	State	School	State	School	State
2011	11	42,929	19.6	20.1	19.5	20.7	20.8	20.8	20.5	20.3	20.2	20.6
2012	21	47,169	17.9	20.1	18.5	20.6	19.8	21.0	18.8	20.5	18.8	20.7
2013	25	48,505	16.9	20.2	17.2	20.3	18.4	21.2	18.1	20.5	17.9	20.7
2014	26	50,697	16.0	20.3	16.7	20.5	17.5	21.4	18.0	20.7	17.2	20.8
<b>2015</b>	<b>37</b>	<b>54,653</b>	<b>19.3</b>	<b>20.6</b>	<b>18.5</b>	<b>20.5</b>	<b>21.3</b>	<b>21.6</b>	<b>20.4</b>	<b>20.9</b>	<b>19.9</b>	<b>21.0</b>

Report  
ECHOLS COUNTY BOARD OF EDUCATION  
September 8, 2015  
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Echols Elementary-Middle School

	ECES-ECMS	Wade Beale	
1	PK-8 Attendance Report	<ul style="list-style-type: none"><li>• Report on current PK-8 enrollment</li></ul>	N/A
2	PK-8 Upcoming Events	<ul style="list-style-type: none"><li>• Calendar events Oct-Nov</li></ul>	N/A
3	K-5 "Family Reading Night"	<ul style="list-style-type: none"><li>• Parent Involvement Reading event</li></ul>	Instructional Leadership (increase student achievement).

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	Central Office	Superintendent	
1	Topic	Narrative	CIP or Strategic Goal to which this item relates
2	Instruction	<ul style="list-style-type: none"> <li>• Adding a field trip requirement for lesson plans</li> <li>• Plan to bring a fully articulated field trip list to the Board for budget consideration for next year</li> <li>• C&amp;I Team hard at work developing job description for curriculum Director and discussing time and organization changes to allow time for work to be done –also looking at ways of organizing curriculum</li> <li>• Math Team is looking at frameworks and lesson/unit templates, reviewing everything that currently exists</li> <li>• We are on consent agenda tentatively for 11/5 for Strategic Waiver passage</li> </ul>	Goal – Increase student achievement
3	Special Education	See Special Education Report	
4	Operations	<ul style="list-style-type: none"> <li>• MVC has put in the best proposal</li> <li>• Will be following up this month with Mike Burch Ford in Nashville re; CTAE vehicle</li> <li>• 19 room High School Facility looks very possible without incurring debt</li> <li>• ABM contract in packet <i>Motion to approve addendum to ABM contract in the amount of \$450 per month.</i></li> <li>• Soft Docs has a lot to offer us in terms of increased efficiencies and large savings in time but we will have to delay any decisions until we have a more complete look at revenue</li> <li>• Welding ventilation system complete</li> <li>• Septic system needs to have additional pipes and rings for pumping( 4 tanks don't have) estimated at 250 each- final cost was \$5500 so far</li> <li>• Waiting for 3<sup>rd</sup> bid from Lane re: AC</li> <li>• Delaying RFP on copiers until February</li> <li>• New tentative funding formula does not look like it will greatly impact revenue at this time</li> <li>• Waiting for 3<sup>rd</sup> estimate for HVAC- hopefully by Board meeting it will be in</li> </ul>	Goal- Be as efficient as possible with all operations
5	Finance	<ul style="list-style-type: none"> <li>• See report</li> <li>• Budget requests due in November from Buildings</li> <li>• Need someone to do financials</li> <li>• January packet will include options for salary schedules for classified</li> <li>• Have projected impact if there is a minimum wage law passed \$370,000 salary alone</li> </ul>	
6	Fed Programs/Assessment	See Federal Programs Report	
7	Technology	See Technology Report	
8	Policy	<ul style="list-style-type: none"> <li>• GAGD – Staff Nepotism NEW, mirrors board nepotism policy</li> </ul>	

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		<ul style="list-style-type: none"> <li>• IHF(6) – Graduation requirements CHANGE updated to include Move on When Ready Options</li> <li>• JGJA – Suicide Prevention – NEW required by law</li> <li>• IFBG – Acceptable Use – CHANGE update to include social media under regulations</li> <li>• EEF – Competitive Foods Policy NEW</li> </ul> <p><i>Motion to introduce policies as listed .</i></p>	
9	Travel	Superintendent- <ul style="list-style-type: none"> <li>• GAEL Law Conference (Harbin and Harley 11/11-13 in Athens Cost \$300</li> </ul>	

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	Federal Programs	Rebecca Hill	
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2	Migrant	<ul style="list-style-type: none"> <li>New Migrant Para hired to work with 3 and 4 year olds at home and help with elementary students</li> </ul>	Title 1C
3	CAP	<ul style="list-style-type: none"> <li>Corrective action plan --approved</li> </ul>	All federal programs
4	CLIP	<ul style="list-style-type: none"> <li>CLIP approved</li> </ul>	All Federal Programs
5	Budgets (Title 1A, Title 1C, Title II A, Title III, Title VI B)	<ul style="list-style-type: none"> <li>All budgets have been submitted except Title VI B (Kelly Wicks and I will work on Title VI B on Oct 8—it is due by Oct. 30)</li> <li>Waiting on approval of budgets</li> </ul>	All Federal Programs
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	Testing	Rebecca Hill	
1	Topic	Narrative( use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Testing	<ul style="list-style-type: none"> <li>EOC testing schedule has been created and emailed to teachers</li> </ul>	
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Report  
 ECHOLS COUNTY BOARD OF EDUCATION  
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 Echols Elementary School

	Department Name	Your Name	
	Special Ed Professional Learning School Nutrition	Shannon King	
1	Topic	Narrative( use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Professional Development	<ul style="list-style-type: none"> <li>Projected needs for next year are currently being gathered from principals.</li> </ul>	
3	Special Education	<ul style="list-style-type: none"> <li>CEIS (Coordinated Early Intervention Services) funds were not all spent last year. We have a carryover amount of \$14187.79. I have submitted CEIS plan and budget. It was approved by RESA and is now at DOE. As soon as I get approval, I will begin purchasing items.</li> <li>We were audited by Medicaid for services last year. Data was submitted and there were some issues with the financial data due to some employees being paid from federal funds and it not reported. (R. Corbett found that several had been paid stipends and it not reported). New data has been submitted. Now they also want to review annual report and have some questions about annual financial data from last year.</li> <li>Timeline data audit was conducted on records from last year. Data has been submitted and I am waiting for feedback. I have some concerns over various documents that were not in folders. This problem will be addressed and hopefully combated through the use of the Georgia Online IEP that we hope to begin implementing next year. The program is free and helps ensure compliance.</li> <li>Training for GoIEP (mentioned above) will have some components in the summer so I hope to use some carryover money from the budget to fund training sessions for SPED teachers this summer.</li> <li>Proportionate Share for Private/Home Schooled students- (money that must be set aside for private/home-schooled students in case they choose to use services) Our amount for this year is 3056.60 (We have a student who is homeschooled who was found eligible for SPED services last year but refused services). We were supposed to hold a meeting last May and determine how we would spend the funds (most schools use it to provide speech services on a weekly basis)—I have set aside the money in the budget and will make arrangements to hold the meeting this May for next year.</li> </ul>	Compliance

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4	School Nutrition	<ul style="list-style-type: none"> <li>• Our audit will be coming up in Feb/March. All data required has been submitted. I used a state model to re-write our School Wellness Plan. I have submitted it to you for approval and to the state for approval. It was due in May and we were also supposed to have an assessment of it completed also. I feel we may get a “finding” for not having the plan and assessment in on time and showing how all stakeholders were involved in the writing process.</li> <li>• Coach Carter has planned several activities throughout the year for the wellness plan. She would like to provide some prizes and incentives. Concerns with funding these incentives/prizes—Need suggestions or options for possible funding sources.</li> </ul>	Compliance
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Report  
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 October 20, 2015  
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	Department Name	Your Name	
	Technology	Kelly Wicks	
1	Topic	Narrative( use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Staff/student check in	<ul style="list-style-type: none"> <li>We need a system for tracking attendance/early dismissal/ tardies as research shows that consistent attendance on both the part of staff and students leads to higher performance. Track visitors.</li> <li><b>Computers will have to be purchased for each of the school offices. What budget to cover the expenses?</b></li> <li>Workstations – \$585 each x 2</li> <li>Printers – no need to purchase at this time</li> <li>Software – Enterprise edition Yr 1 <b>\$1,528.80</b></li> <li><b>Annual renewals \$325 per school</b></li> </ul>	<ul style="list-style-type: none"> <li>Goal 3- Increase student performance on learning assessments</li> <li>Strategic plan belief- School should provide a safe and caring environment for all</li> </ul>
3	Laptop for BOE Finance/Budget	<ul style="list-style-type: none"> <li>Laptop and 22 in. monitor ordered for Rebecca Corbett to use at office/conferences/home</li> <li><b>COMPLETE</b></li> </ul>	No laptops available for permanent checkout and this is needed for mobility by Rebecca; will free up a workstation and monitor for installation in Elem/MS AP office
4	E-Rate 2015-2016	<ul style="list-style-type: none"> <li>Category 2 (wireless infrastructure) funding awarded.</li> <li><b>Planning with vendor</b> to do installs during the school year and will parallel our current network without any outages and plan change over during end of school year.</li> <li>See Requisitions for each school submitted to Superintendent.</li> </ul>	<ul style="list-style-type: none"> <li>Goal 5 – Implement process and policies that ensure optimal use of district resources in creating a 21st century learning environment</li> </ul>
5	Hardware and technology supplies	<ul style="list-style-type: none"> <li>Pending budget approval and planning for priority of items, software renewals and technology supplies for servers, server upgrades, and federal programs responsibility for monitors in classrooms, projectors, or any other instructional needs</li> </ul>	<ul style="list-style-type: none"> <li>Goal 5 – Implement process and policies that ensure optimal use of district resources in creating a 21st century learning environment</li> </ul>
6	Camera Surveillance	<ul style="list-style-type: none"> <li>Concentration on HS campus</li> <li>Still soliciting vendor information to add cameras and possibly merge current 2 systems or plan for replacements of current cameras</li> </ul>	<ul style="list-style-type: none"> <li>Strategic plan - School should provide a safe and caring environment for all</li> </ul>
	Intercom/Bell System at HS Campus	<ul style="list-style-type: none"> <li>Cards that are damaged have been sent to manufacturer to see if able to repair.</li> <li>Current cards in the system are unable to keep time and ring bells by a programmed schedule.</li> <li>HS office is using intercom to announce class changes.</li> <li>This system was put in in July 1994 and is outdated and parts are hard to come by.</li> </ul>	M&O <b>REPAIR &amp; INSTALL COMPLETE</b>
7	Fire Alarm Panel at HS Campus	<ul style="list-style-type: none"> <li>Panel damaged in lightning strike this summer (like intercom system) and not functioning.</li> <li>Action Alarm monitoring is still active.</li> <li>Rutland Lowvoltage looking at solution or options as there are no parts available to fix this board.</li> <li>An option is to override the current setup with another style board without replacing the entire system so current wiring will not have to be replaced.</li> <li>This system is also out-dated and parts are not</li> </ul>	M&O <b>See proposals – Dr. Jewell</b>

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		available.	
8	Computers added to ESOL classroom	<ul style="list-style-type: none"> <li>Pending budget and planning placement of equipment with network drops and electricity available or for purchasing install services or purchase mobile devices</li> </ul>	<ul style="list-style-type: none"> <li>Goal 2 – Increase student motivation, engagement, and attendance Strategy 2.1.1</li> <li>Goal 5 – Implement process and policies that ensure optimal use of district resources in creating a 21<sup>st</sup> century learning environment</li> </ul>
9	Printer for GED program	<ul style="list-style-type: none"> <li>Testing a printer for GED program use by director</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Plan Belief – Together, the school system and the community serve as the foundation for quality of life, growth, and sustainability of the community</li> </ul>
10	GUEST login for wireless access at BOE and both school campuses	<ul style="list-style-type: none"> <li>Contacted E-rate awarded vendor (Invisions Technologies) for help in this matter and keeping visitor devices from gaining access to our network.</li> <li>Will keep our network and machines from being compromised (virus, malware, Trojan, etc. attacks will be lessened)</li> <li>Getting estimate for on-site and for webex to implement</li> </ul>	<ul style="list-style-type: none"> <li>Goal 2 – Increase student motivation, engagement, and attendance Strategy 2.1.1</li> <li>5 – Implement process and policies that ensure optimal use of district resources in creating a 21<sup>st</sup> century learning environment</li> </ul> <p><b>COMPLETE</b></p>
11	Facebook account created and Elem/MS page created	<ul style="list-style-type: none"> <li>Wade Beale is maintaining the facebook page for the Elem/MS</li> <li>FRIENDS will not be accepted to prevent “posting” by the public</li> <li>Will create HS page for Dave Rosser</li> </ul>	<ul style="list-style-type: none"> <li>Goal 4 - Increase parental engagement in and support of their children’s education and the schools they attend</li> </ul> <p><b>COMPLETE</b></p>
12	Switch at BOE	<ul style="list-style-type: none"> <li>Switch needs to be replaced</li> <li>Requested quotes</li> <li>Est. \$1,300 - \$1,700</li> </ul>	Internal Connections
13	Fiber line from Demarc to BOE	<ul style="list-style-type: none"> <li>Only 2 of 6 fiber still good</li> <li>Need to revisit this upgrade</li> <li>1<sup>st</sup> proposal \$13,500; 2<sup>nd</sup> proposal – vendor visit Wednesday, Oct. 7</li> </ul>	WAN
14	IP Phones for 3 locations	<ul style="list-style-type: none"> <li>Phones hit by lightning</li> <li>Phones located in old gym, Jaime’s office, Donnie’s office</li> <li><del>Need to be purchased</del></li> <li>Donnie has a loaner</li> <li>Phones sent to manufacturer for repair</li> <li>Cost: \$312 each (<b>did not have to purchase new</b>)</li> </ul>	M&O <b>COMPLETE</b>
15	District Work Order System	<ul style="list-style-type: none"> <li>Comparative shopping between our current system (Janus Group) for district work orders and other options (SchoolDude)</li> </ul>	M&O

Custodial duties that need to be added to Attachment A:

Cleaning and set up for soccer, baseball and softball games	<ul style="list-style-type: none"> <li>• Trash can liners</li> <li>• Cleaning restrooms at field</li> <li>• Basic upkeep of dugouts and seating</li> </ul>	3 hours each home game
Outside trash cans	17 on campus and 7 on sports fields	1 hour per day
Unlock doors at high school in morning	All buildings, all doors	15 minutes per day
Removal of empty boxes from cafeteria and placement of dumpster to lunchroom back door		30 minutes daily
Lunchroom, bus barn, ball fields, special education rooms, concession stands	No paper towels, bathroom tissue or soap is being provided as currently called for in contract	
Unclogging toilets		As needed
Set up and break down for school events	<ul style="list-style-type: none"> <li>• Monthly PTSA (cafeteria)</li> <li>• Athletic Honors (cafeteria -May)</li> <li>• FFA Banquet (cafeteria –May)</li> <li>• Water Day (K-8 –May)</li> <li>• 2 Field days (K-8 –April)</li> <li>• Fall Festival (Oct 16)</li> <li>• Career Fair (November)</li> <li>• Veterans Day (Nov 10)</li> <li>• Thanksgiving Feast (Nov 20)</li> <li>• K Graduation (May)</li> <li>• HS Graduation (May)</li> <li>• HS Prom (May)</li> <li>• Pre-K Graduation (May)</li> <li>• Senior Night</li> <li>• Beauty Pageant (March)</li> <li>• Talent Show (March)</li> <li>• Other events such as AR parties</li> <li>• Pre and post planning events</li> </ul>	<ul style="list-style-type: none"> <li>• 4 hours</li> <li>• 4 hours</li> <li>• 8 hours</li> <li>• 8 hours</li> <li>• 8 hours each</li> <li>• 16-18 hours</li> <li>• 4 hours</li> <li>• 8 hours</li> <li>• 8 hours</li> <li>• 8 hours</li> <li>• 16 hours</li> <li>• 10 hours</li> <li>• 4 hours</li> <li>• 3 hours</li> <li>• 8 hours</li> <li>• 4 hours</li> <li>• 8 hours total</li> <li>• 30 hours</li> </ul>
	<ul style="list-style-type: none"> <li>• What can be absorbed, what cannot</li> <li>• Weekend work, after hours work</li> <li>• All services included, custodial duties done by custodian</li> </ul>	

# UNDEFEATED

1 CORINTHIANS 15:57

**HUMILITY WINS:**

**HUMILITY BEATS PRIDE**

**TRUTH WINS:**

**TRUTH BEATS LIES**

**LOVE WINS:**

**LOVE BEATS FEAR**

**FAITH WINS:**

**FAITH BEATS DOUBT**



**RENEWAL ADDENDUM TO JANITORIAL SERVICE AGREEMENT**

This Addendum Agreement to the Janitorial Service Agreement executed on July 1, 2014 is entered this 21st day of October, 2015 between Echols County School District and Southern Management ABM, LLC as follows:

Whereas, the Janitorial Service Agreement was entered between the parties on July 1, 2014 for a term of three (3) years; and

WHEREAS, Echols County School District desires to Amend the Agreement; and

WHEREAS, both Echols County School District and Southern Management ABM, LLC desire to enter into this Addendum Agreement;

1. Pursuant to Attachment A of the Janitorial Service Agreement entered on July 1, 2014, the Southern Management ABM, LLC agrees to the additional Janitorial Services in Attachment A.
2. As part of this Addendum Agreement, Echols County School District agrees to an increase of \$450.00 per month. All other terms and conditions of the Janitorial Service Agreement will remain the same.

**SO AGREED,**

**ECHOLS COUNTY SCHOOL DISTRICT**

BY:

\_\_\_\_\_  
Virginia Jewell, Superintendent  
Echols County School District

**SOUTHERN MANAGEMENT ABM, LLC**

BY:

\_\_\_\_\_  
\_\_\_\_\_

Our service manager (Paul McDonald) asked me to email you a quote to replace your old NOTIFIER fire alarm panel with the existing SILENT KNIGHT SECURITY SYSTEMS fire alarm panel (we already installed this panel at this school), a U. L. power supply to power the existing horn/strobes, pull stations, and a contact initiating module. For the estimated amount of **\$6,280.48**, we will install the following devices and check the entire system:

Thirty-three (33) SILENT KNIGHT SECURITY SYSTEMS model SD-500-PS analog pull stations at your exit doors @ \$105.52 each

One (1) SILENT KNIGHT SECURITY SYSTEMS model 5895XL Power Supply @ \$806.25

Two (2) YUASA model NP18-12 Batteries for the above power supply @\$64.78 each

One (1) SILENT KNIGHT SECURITY SYSTEMS model SD-505-MIM analog contact initiating module @\$68.51

Misc. conduit fittings and wire for connection between existing panel and the Power Supply @ \$135.00

An estimated 16-hours of labor with two (2) technicians and two (2) trips to the job site \$1,659.00

The above estimated amount of **\$6,280.48** includes only those items listed above. You should allocate a few hundred dollars additional for any unknown devices we may have to replace, due to your counts, or due to them being found to be defective.

Please let me or Paul know if you have any questions. We would love to have your business!

Thanks again,

Allen Catoe - President  
Aaction Alarms, Inc.  
1706 N. Ashley St.  
Valdosta, GA 31602  
229-244-7495 (office)  
229-244-3766 (fax)  
[allen@aactionalarms.com](mailto:allen@aactionalarms.com)

## Wicks, Kelly

---

**From:** Allen Catoe <allen@aactionalarms.com>  
**Sent:** Thursday, September 17, 2015 11:08 AM  
**To:** Wicks, Kelly  
**Subject:** Proposal for Echols County High School Fire Alarm System

Good morning Kelly:

Our service manager (Paul McDonald) asked me to email you a quote to replace your old NOTIFIER fire alarm panel with the existing SILENT KNIGHT SECURITY SYSTEMS fire alarm panel (we already installed this panel at this school), a U.L. power supply to power the existing horn/strobes, pull stations, and a contact initiating module. For the estimated amount of **\$6,280.48**, we will install the following devices and check the entire system:

Thirty-three (33) SILENT KNIGHT SECURITY SYSTEMS model SD-500-PS analog pull stations at your exit doors  
One (1) SILENT KNIGHT SECURITY SYSTEMS model 5895XL Power Supply  
Two (2) YUASA model NP18-12 Batteries for the above power supply  
One (1) SILENT KNIGHT SECURITY SYSTEMS model SD-505-MIM analog contact initiating module  
Misc. conduit fittings and wire for connection between existing panel and the Power Supply  
An estimated 16-hours of labor with two (2) technicians

The above estimated amount of **\$6,280.48** includes only those items listed above. You should allocate a few hundred dollars additional for any unknown devices we may have to replace, due to your counts, or due to them being found to be defective.

Please let me or Paul know if you have any questions. We would love to have your business!

Thanks again,

Allen Catoe - President  
Aaction Alarms, Inc.  
1706 N. Ashley St.  
Valdosta, GA 31602  
229-244-7495 (office)  
229-244-3766 (fax)  
[allen@aactionalarms.com](mailto:allen@aactionalarms.com)



1557 Commerce Drive  
 Azalea West Technology Park  
 Valdosta, Georgia 31601  
 (229) 242-4701 Fax (229) 242-1211

September 18, 2015

Echols County Schools  
 Statenville, Georgia  
 Attn: Kelly Wicks  
 Email: [Kelly.wicks@echols.k12.ga.us](mailto:Kelly.wicks@echols.k12.ga.us)

**Subject:** Proposal to repair lightning damaged fire alarm system

***(Materials)***

<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Extension</u>
1	Notifier 200 Point Addressable Fire Alarm Panel w/12ah Batteries	\$1,146.00	\$1,146.00
1	Notifier 10 Zone Transponder Interface to Hardwired Pull Zones	\$491.00	\$491.00
1	Notifier 6-Zone Transponder Interface to Hardwired Smoke Zones	\$515.00	\$515.00
1	Lot Cable Harness to Pick Up Zones from Silent Knight Panel	\$52.00	\$52.00
1	XP-BB Shelf to mount Transponders in Existing Cabinet	\$20.50	\$20.50

**Materials Total** **\$2,224.50**

***(Labor & Expense)***

2	Day(s) Labor to Install / Program	\$1035.00	\$2,070.00
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**Labor & Expense Total** **\$4,294.50**

**Total Proposed Price:** **\$ 4,294.50**

**(Four Thousand Two Hundred Ninety Four Dollars and Fifty Cents)**

Very Truly Yours,

Riley O. Rutland  
 President Rutland LVS  
 Audio Engineering Society  
 RCDD/NTS Specialist/CTS-D  
 GA Lic. LVU-1839 Unrestricted  
 FL. Lic. EF 0001202 Certified



P.O. Box 3190  
1810 E. Park Avenue (31602)  
Valdosta, GA 31604-3190  
Phone: (229) 242-5670  
Fax: (229) 242-5685  
GA License #: CN209810  
FLA License #: QB48114  
[www.valdostamechanical.net](http://www.valdostamechanical.net)

September 15, 2015

To: Virginia Jewel, Superintendent  
Echols County Schools  
216 Highway 129 North  
Statenville, GA 31648

Re: Echols County K-8 School  
HVAC System Repairs

Mrs. Jewel,

Per our discussion and walk through, we are providing the below reduced scope of work and cost for each. Also per your instructions we are proceeding with work on these items.

**AH 10-4 SPLIT SYSTEM AIR HANDLER**

Condition: Evaporator coil dirty & mold spots on coil

Cost to repair: \$350.00 for coil cleaning and mold killing

**AH 10-7 SPLIT SYSTEM AIR HANDLER**

Condition: Condensate drain stopped up, plenum full of water, mold on floor.

Cost to repair: \$285.00

**CU-1A DX CONDENSER**

Condition: Compressor shorted to ground, condenser fan motor shorted to ground, probable cause of failure is a power surge such as a lightning strike. Both items need replacing. This unit is part of the makeup air systems and needs to be running to meet indoor air quality requirements.

Cost to repair: Compressor \$2,800.00 Fan motor and blade \$850.00

**CU-2A DX CONDENSER**

Condition: Unit seems to have had a vibration issue, the hot gas line is cracked, and the bulb for the hot gas bypass valve is broken on both circuits. The cracked line needs to be repaired, the unit needs to be pressure tested with dry nitrogen, evacuated and charged with R-22. The heads for the HGBP needs replacing and after the system is up and running the vibration issue needs to be resolved. Normally the head for the HGBP cannot be replaced without replacing the entire HGBP valve assembly. We have been able to find a source for the head only, which is saving you a lot of money.

Cost to repair: \$1,840.00 with a possible cost to fix the vibration (TBD)



P.O. Box 3190  
1810 E. Park Avenue (31602)  
Valdosta, GA 31604-3190  
Phone: (229) 242-5670  
Fax: (229) 242-5685  
GA License #: CN209810  
FLA License #: QB48114  
[www.valdostamechanical.net](http://www.valdostamechanical.net)

#### CU-2B DX CONDENSER

Condition: Unit seems to have had a vibration issue, the hot gas line is cracked, and the bulb for the hot gas bypass valve is broken on one circuit. The cracked line needs to be repaired, the unit needs to be pressure tested with dry nitrogen, evacuated and charged with R-22. The heads for the HGBP needs replacing and after the system is up and running the vibration issue needs to be resolved. Normally the head for the HGBP cannot be replaced without replacing the entire HGBP valve assembly. We have been able to find a source for the head only, which is saving you a lot of money.

Cost to repair: \$1,340.00 with a possible cost to fix the vibration (TBD)

#### DAC 14-1 DUCTLESS SPLIT AIR CONDITIONER

Condition: Dirty, needs cleaning, has mold in the unit

Cost to repair: \$105.00

#### WMHP11-1 WALL MOUNT HEAT PUMP

Condition: Coil is dirty and has mold growing on it.

Cost to repair: \$260.00 cost is higher due to mold treatment needed.

#### WMHP12-6 WALL MOUNT HEAT PUMP

Condition: Coil is dirty and has mold on it, needs cleaning

Cost to repair: \$260.00 cost is higher due to mold treatment needed.

#### EDH 11-1 ELECTRIC DUCT HEATER

Condition: Elements are burnt, probable cause low airflow due to belt issues or stopped up filters. Heater needs replacing.

Cost to repair: \$4,355.00 (lead time is two weeks)

#### EDH 14-1 ELECTRIC DUCT HEATER

Condition: Elements are burnt, probable cause low airflow due to belt issues or stopped up filters. Heater needs replacing.

Cost to repair: \$4,355.00 (lead time is two weeks)

#### EDH 15-1 ELECTRIC DUCT HEATER

Condition: Elements are burnt, probable cause low airflow due to belt issues or stopped up filters. Heater needs replacing.

Cost to repair: \$2,100.00 (lead time is two weeks)



**P.O. Box 3190**  
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**Valdosta, GA 31604-3190**  
**Phone: (229) 242-5670**  
**Fax: (229) 242-5685**  
**GA License #: CN209810**  
**FLA License #: QB48114**  
**[www.valdostamechanical.net](http://www.valdostamechanical.net)**

We will instruct your people how to clean one of each type unit.  
All other repairs and filter replacement listed on the original letter but not carried over to  
this letter will be done by School personnel

Thanks,

A handwritten signature in black ink, appearing to read 'J. Scruggs', written over a light blue horizontal line.

James J. Scruggs  
CEO  
Valdosta Mechanical Co. Inc.

Accepted:

Echols County School System

# Paul's Heating & Air, Inc.

P.O. Box 173  
 158 Paden Place  
 Statenville, GA 31648

# Estimate

Date	Estimate #
10/5/2015	000071

Name / Address
Echols County Board of Education POB 207 Statenville, GA 31648 Fax-559-0484

			Project
Description	Qty	Cost	Total
Estimate for K-8 Building of Echols County Schools During the walk through and inspection of A/C units in the K-8 Building I have found the following problems that need immediate attention. If there are other major repairs requiring immediate attention which I did not determine at this time, then I will submit an estimate for repair of those			
CU-1ADX Condenser needs compressor and fan motor		3,300.00	3,300.00
CU-2ADX Condenser Replaced expansion valves, fix cracked line and charge system with new R-22 freon		2,970.00	2,970.00
EDH11-1 Electric Duct Heater Needs replacing		4,200.00	4,200.00
EDH 14-1 Electric Duct Heater Needs replacing		4,200.00	4,200.00
EDH 15-1 Electric Duct Heater Needs replacing		1,950.00	1,950.00
AH 10-4 & AH 10-7 Clean evaporator, clear drain lines, kill mold		500.00	500.00
WMHP 11-1 & 12-6 Wall mount		400.00	400.00
		<b>Total</b>	<b>\$17,520.00</b>

**WHEREAS**, every month of the school year, in darkness and daylight, bitter cold and brutal heat, Echols' school bus drivers travel hundreds of miles on everything from dirt paths to multi-lane highways to deliver our precious school students to their places of learning and then home again, and to all special events; and

**WHEREAS**, the breadth and scope of that responsibility is great and the hours are difficult; and

**WHEREAS**, the position of a school bus driver requires tremendous responsibility; they have to maneuver through traffic regardless of road conditions while maintaining the conduct of the children on the bus and are looked upon for leadership and life-saving decision-making in the event of an emergency; and

**WHEREAS**, America's 480,000 school buses comprise the largest mass transportation fleet in the country, two and one half times the size of all other forms of mass transportation – transit, intercity buses, commercial airlines, and rail– combined; and

**WHEREAS**, Echols' school district is rural, necessitating extensive use of school buses to transport students; and

**WHEREAS**, school bus drivers deliver their young passengers safely to class and extracurricular activities in both fair and foul weather; and

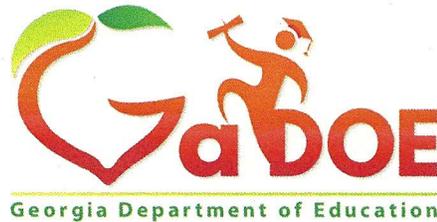
**WHEREAS**, school bus drivers safely transport students from before sunrise until after sunset, making every reasonable effort to maintain their schedules; and

**WHEREAS**, the National Safety Council has documented the far smaller number of accidents and fatalities per capita on buses than in automobiles; and

**WHEREAS**, school bus drivers may also be an important aid in the fight against terrorism; they are able to observe any suspicious activity or people along their bus route and communicate that information to the proper authorities; and

**WHEREAS**, Echols' school bus drivers are dedicated to performing their duties in a safe and courteous manner; and

**BE IT RESOLVED**, we wish to set aside the third full week in October to honor Echols County outstanding school bus drivers for the vital role they play in assuring that students arrive safely and promptly at their destinations each day



---

*Richard Woods, Georgia's School Superintendent*

*"Educating Georgia's Future"*

October 9, 2015

Dr. Virginia Jewell  
Superintendent  
Echols County Board of Education  
216 Hwy 129 North  
Statenville, Georgia 31648

Subject: Audit Report - Year Ending June 30, 2014

Dear Dr. Jewell:

The Financial Review Section of the Georgia Department of Education has the responsibility to follow-up and close audit reports which show findings and improper or questioned costs, as shown in the above mentioned audit report, for funds (state and/or federal) disbursed by this Department.

As described in Section II, Financial Statement Findings and Questioned Costs, and Section III, Federal Award Findings and Questioned Costs, which address the audit findings in the above mentioned Audit Report, our comments on each finding, by audit control number, are as follows:

FS 2014-001

Inadequate Controls over Financial Statement Preparation

Your Corrective Action Plan states you have taken advantage of training provided by the GaDOE for the preparation of financial statements. You further state you are considering hiring additional part-time personnel to help with the preparation of the financial statements. This finding should show resolution in FY2015. This finding is closed.

FA 2014-001

Inadequate Personnel Activity Reports

This finding is pending review by the Georgia Department of Education to determine if a refund is appropriate.

FA 2014-002

Inadequate Personnel Activity Reports

This finding is pending review by the Georgia Department of Education to determine if a refund is appropriate.

Dr. Virginia Jewell, Superintendent  
Page 2

Thank you for your cooperation during the audit resolution process. Our file on this audit report is pending resolution of findings FA 2014-001 and FA 2014-002.

Sincerely,

A handwritten signature in black ink that reads "Rhonda Metts". The signature is written in a cursive style with a large initial "R".

Rhonda Metts  
Financial Review

cc: Rebecca Corbett

**Policy**  
**Staff Nepotism**

**Descriptor Code: GAGD**

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**Staff Nepotism**

The Echols County School District intends, to the extent practicable, to make all decisions concerning hiring, promotion, termination, compensation, and nonrenewal, based solely on individual qualifications and merit, not on personal or familial relationships. It is inappropriate for District employees to unduly influence employment decisions based on personal or familial relationships.

The District strives to avoid favoritism, the appearance of favoritism, or any actual or potential conflicts of interest when making employment decisions. The District permits the employment of qualified relatives of employees, provided such employment does not violate this policy.

The District will exercise sound business and educational judgment in the placement of related employees in accordance with the following guidelines:

**Definition of Nepotism.** For the purposes of this policy, “nepotism” refer to the giving or showing of favoritism, the exercise of preferential treatment, or the appearance of improper influence by an employee of the District to a relative without regard to merit or qualifications.

**Definition of Relative.** For purposes of this policy, “relative” is defined as a spouse, child, sibling, parent, grandparent, grandchild, niece, nephew, aunt, uncle, cousin, corresponding step and in-law relations, or any individual living in the immediate household of the employee,

- A. **Actions with Respect to Qualified Relatives:** The District permits the taking of employment actions, including hiring and promotion, with respect to qualified relatives, interest and subject to the conditions described in this policy. A candidate’s status as a relative will not preclude hiring, promotion, or transfer so long as the individual meets and fulfills the appropriate appointment standards.
- B. **Supervising and Reporting:** No employee is permitted to work within the “chain of command” of a relative, such that the employee’s work responsibilities, salary, or career progress could be influenced, or give the appearance of having been influenced, by the relative.
- C. **Qualified Individuals:** To the extent practicable, the District intends to make all employment decisions based on individual’s qualifications and merit, irrespective of an individual’s status as a relative. The District acknowledges that in furthering this goal circumstances may arise where the hiring of the most qualified individual may result in development of a relative relationship with a chain of command. To that end, to avoid this possible conflict of interest in a chain of command the District will do one of the following:
  1. If an individual is hired, promoted, or transferred to a position wherein he exercises any managerial or supervisory authority over a relative, then the relative occupying the position of lesser rank in the chain of command will be transferred.
  2. If the hiring, promotion, or transfer of a qualified individual would result in him being placed in a position under the managerial or supervisory authority of a relative, then the District will not effectuate such hiring, promotion, or transfer.
- D. **Placement:** Relatives are permitted to work in the same school facility, or department, provided no direct reporting or supervisory/management relationship exist between them. If, in the administration’s sole

discretion, a conflict of interest or an appearance of an apparent conflict of interest arises as a result of a relative relationship, one of the employees will be transferred at the earliest practical time. The administration will make the decision based upon the seniority of the two employees, meaning that the least employed will be treated in accordance with these guidelines.

- E. **Approval of Relatives:** Each employment, promotion, or change in salary, other than a State of Georgia raise, step increase, or across-the-board raise, of a relative of a current member of the Board of Education and the current Superintendent must be approved by the Board of Education as a separate agenda item in a public recorded vote in open session.  
Any hiring, promotion, or transfer of any relative of an employee currently employed at the Director level or above, where the relative's proposed position is at the Director level or above, must be approved by the Board as a separate agenda item in a public, recorded vote in open session.
- F. **Mandatory Disclosure by Employees:** All District employees are required to disclose on an annual basis, whether they are a relative of any other current District employee, including the Superintendent or current member of the Board of Education. Such information must be disclosed on the Disclosure Information Form, Exhibit 1. Failure to disclose this information may result in disciplinary action up to and including termination.
- G. **Mandatory Disclosure by the Superintendent:** In the Superintendent's monthly report to the Board, the Superintendent shall disclose the name of relatives of current members of the Board of Education, of the current Superintendent, and of other current employees at the Director level or above, provided such relatives are to be recommended for employment in the District by the Superintendent or are being considered by the Superintendent for a promotion or a salary increase other than a State of Georgia raise, step increase, or across-the-board raise.
- H. **Duty to Adhere:** Each employee of the District is responsible for conforming his or her conduct such that it is consistent with this policy.
- I. **Violations:** If an individual violates this policy or selection of an individual would result in a violation of this policy, the individual will be subject to the corrective action appropriate under the circumstances. Such corrective action may range from non selection to other disciplinary action, up to an including termination.
- J. **Employee Rights:** No provision of this policy shall extend to employees any expectation of reemployment or other due process rights greater than those granted to such employees under Georgia's Fair Dismissal Act.
- K. **Applicability:** This policy applies to all actions taken subsequent to its passage on September 22, 2015.

**Policy**  
**Suicide Prevention**

**Descriptor Code: JGJA**

The Echols County Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education.

The Superintendent or designee shall develop procedures to address at a minimum, suicide prevention efforts, intervention, and postvention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts.

In accordance with state law, no person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties, but to provide a framework in which educators can exercise their professional judgment in the best interest of students.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Note:** *The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example **enter 20-02-0211 in the search window** and the Georgia Code will appear.*

<b>State Reference</b>	<b>Description</b>
O.C.G.A. 20-02-0779.1	<a href="#"><u>Suicide awareness training and prevention policy</u></a>

Policy IHF(6) Graduation Requirements - Entering Fall 2008-09 and thereafter

Graduation Requirements for Echols County Board of Education (updated 2015)

AREAS of STUDY	HS Units Required	<b>Approved</b> TECH CERTIFICATE PROGRAM	ASSOCIATE DEGREE PROGRAM	
English/Language Arts	4	2	2	
Mathematics	4	2	2	
Science	4	2	2	
Social Studies	4	2	2	
CTAE and/or Modern Language and/or Fine Arts	3			
Health and Personal Fitness	1	1	1	
Electives	4			
STATE REQUIRED MINIMUM	24	9 + (2) TCC program requirements	9 + Associate Degree requirements	
Additional Local required units	4	0	0	
TOTAL UNITS REQUIRED	28	9+ (2) TCC program requirements	9 + Associate Degree requirements	
		HS Units required are only in EOC classes and Health/Personal Fitness	HS Units required are only in EOC classes and Health/Personal Fitness	

According to the 2015 MOWR Legislation (SB132 & SB2):

After meeting the minimum high school requirements (listed above), students can be awarded a high school diploma upon completion of either 2 approved Technical College Certificate programs or an Associate Degree program at any post-secondary institution.

### Regulations

#### Purpose for Social Media Guidelines:

Echols County School District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, we have adapted the following guidelines to provide direction for employees, students and the School District community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

These guidelines have been created as a resource for you. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced by our employees is a reflection on the entire District and is subject to the District's Acceptable Use Policy. Personal postings, even if marked private, may also be subject to relevant GCS policies and procedures, as well as to relevant local, state and federal laws. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

#### What is Social Media?

User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other.

Tools include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, Twitter, Instagram, Pinterest, SnapChat, YouTube, LinkedIn, etc.)
- Photo and Video Sharing sites (YouTube, Flickr, etc.)
- Social Bookmarking (Diigo, Delicious)
- Podcasting and Vodcasting

#### Personal Responsibility

- Echols County School District encourages district employees with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings.
- Please note that even if you delete personal information, it still may be stored on the website's server for a longer period of time. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy on the World Wide Web.

## Regulations

- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an Echols School District employee online, you are now connected to colleagues, students, parents and the school community. Use these connections wisely and well. You should also ensure that content associated with you is consistent with your work and your role as a public school/State employee.
- It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.
- It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in personal social-networking friendships on Facebook or other social networking sites is prohibited with students, and strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of Echols, many staff members may have students or parents of students that are family members or close personal friends. However, the District cautions staff members against engaging in such social-networking friendships with these individuals. Use your official, school- or work-related page(s) instead.

A recommendation for staff to respond to "friend" requests on their personal pages is:

If you are a student or parent requesting to be my "friend," please do not be surprised or offended if I ignore your request. As an employee of Echols County Schools, District procedures and practices discourage me from "friending" students or parents on my personal pages. I would encourage you to friend our school's (and/or classroom's, department's, the Echols County Schools Facebook pages, etc.)

- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

### Regulations

#### Professional Responsibility

- While social media can be a powerful communication tool and an educational tool for students and parents, employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Remember that social media in the classroom is an extension of your physical classroom. What is inappropriate at school should be deemed inappropriate online.
- Teachers who use social networking to interact with students and/or parents in an educational manner or as a communication tool must find ways to interact without giving students and parents access to their personal information and posts. Many social network sites allow you to create “groups” or “pages” where you can interact with students without giving them access to your personal account. Please see detailed Facebook guidelines for more information.
- When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.
- Use a school provided e-mail as your e-mail contact for official or school-related pages. Do not use your school provided e-mail as a username or e-mail contact for personal pages.
- Please remember that all Board policies and procedures, as well as relevant local, state and federal laws (copyright, fair use, Family Education Right to Privacy Act, personnel statutes, criminal statutes, etc.) apply to social media communications.

#### Overall Guidelines for Using Social Media

The following are general guidelines for using social media whether personally or professionally.

#### Be Transparent

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

#### Always a School Employee

Although the lines between public and private, personal and professional, can become blurred in the digital world, you will always be considered to be an Echols School employee. Whether it is clearly communicated or not, you will be identified as an employee of the School District in what you do and say online. If you don't want it on the 10 p.m. news or in the daily newspaper - don't share it online.

## IFBG Acceptable Use

### Regulations

#### School Values

Represent district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents or other districts. Any online contributions must be in accordance with the appropriate policies, guidelines and relevant laws. Consider carefully what you post through comments and photos. A violation of these policies, guidelines and/or relevant laws could be regarded as a form of professional misconduct and may result in disciplinary action.

#### Build Community/Positively Represent School

Represent our schools, the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the District in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, so be certain it is accurate and supports your organization. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted you can't take it back.

#### Other Online Activities

Part of the Internet's popularity is its many online diversions. Be careful of gimmicks or games that many websites use to increase web traffic. Examples can include risqué surveys or quizzes. Often comments or information thought to be shared in private are capable of being shared publically. Also, employees may be disciplined for using their online access for non work-related purposes.

#### Share your Expertise

Write what you know and be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff represented by its people and what you publish may reflect on the school. Speak in the first person with your own voice and perspective.

#### Respectful and Responsible

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful for others' opinions in your posts or comments. You are responsible for the content you post. Do your tags, descriptions and your image portray you and the District in a professional manner?

## IFBG Acceptable Use

### Regulations

#### Own and Correct Mistakes

If you make a mistake, admit the mistake and correct it quickly. Share your error with your principal, Human Resources, or District Relations so they can help address the issue effectively. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

#### Confidential Information

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleagues or students without their expressed permission.

#### School Logos

Obtain written permission before using any school or district logo or image. School logos may only be used in a professional capacity.

#### Posting Photos or Movies without Permission

Do not post or tag photos or movies of others without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

#### Responding to Negative Comments and Criticism

How you respond to negative comments or criticism will say more about you and your character than what you post. When in doubt, it's best not to give it credibility by acknowledging it with a response publicly; perhaps a private response would be more appropriate. See the response guidelines for more information on responding to these types of comments.

#### Response and Post Regularly

To encourage readership, post regularly. Don't post to your blog and then not post for three weeks. Readers won't have a reason to follow you if they cannot expect new content regularly. Respond to other's posts. Answer questions; thank people even if it's just a few words. Make it a two-way conversation.

## IFBG Acceptable Use

### Regulations

#### Spell Check and Abbreviations

Any online contribution should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

#### Copyright and Fair Use

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink, confirm that link goes where it should and that the content is appropriate. Keep in mind that copyright and fair use also apply to music. Do not post presentations or videos using popular music, or any music or art that you have not obtained the appropriate permissions for use.

For example, just because you've purchased something for personal use doesn't mean you've purchased the right to broadcast it to others online.

#### Personal Information

Be careful about sharing too much personal information. People often share personal information such as their pet names, their parents and children's names, where they grew up, and more. This information may help a hacker guess your passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Do not share with a student your personal problems that would normally be discussed with adults. Be smart and don't share too much information.

#### Video

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online, including video. Anything you post online should represent you in a professional manner as others will see you as connected to the School District. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it. Consult a supervisor if you feel the content may be questionable.

## Regulations

### Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.

Employees who post information on Facebook, MySpace or similar websites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information and report this to the district, their report will be investigated by school and district officials.

### Adapted From:

Social Media Guidelines Wiki

### Referenced Sites and Resources

- Barrow County Schools: <http://www.barrow.k12.ga.us/>
- Social Media Guidelines for Educators (Facebook group): <http://www.facebook.com/group.php?gid=80354045978>
- Social Media Guidelines for Schools - Andy Mann, Calhoun ISD <http://www.scribd.com/doc/28430149/Social-Media-Guidelines-for-Schools>
- Social Media Guidelines for Schools Wiki <http://socialmediaguidelines.pbworks.com/>
- Social Media Suggestions: <http://blogs.stvrain.k12.co.us/helpdesk/2010/03/29/social-media-suggestions/>
- Think Social Media Guidelines: <http://thinkingmachine.pbworks.com/Think-Social-Media-Guidelines>

A list of resources is provided at the end of this document. This is created to be shared, edited, updated and has been licensed under a Creative Commons Attribution-Noncommercial-Share Alike license.

### THE SALE OF COMPETITIVE FOODS

The Board of Education for **ECHOLS COUNTY** School District is committed to providing students with nutritious food and beverage options during the school day on the school campus. The **School day** is defined as the period from the midnight (12:00 am) before, until 30 minutes after the end of the official school day. **School campus** includes all areas of the property under the jurisdiction of the school that are accessible to students during the school day. This includes outdoor eating areas, parking lots, school stores, etc.

#### Food sold in schools must:

1. Comply with the general criteria:
  - Be a “whole grain-rich” grain product containing 50% or more whole grains by weight, or have whole grains as the first ingredient; or
  - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
  - Be a combination food that contains at least ¼ cup fruit and/or vegetable.
  - Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).\*\*

\*If water is the first ingredient, the second ingredient must be one of the items above.

\*\*This criterion expires June 30, 2016

2. And meet, at a minimum, the Nutrition Standards for all foods sold in schools:

#### **Calorie limits:**

° Snack items: ≤ 200 calories

° Entrée items: ≤ 350 calories

#### **Sodium limits:**

° Snack items: ≤ 200 mg

° Entrée items: ≤ 480 mg

#### **Fat limits:**

° Total fat: ≤35% of calories

° Saturated fat: < 10% of calories

° Trans fat: zero grams

#### **Sugar limit:**

° ≤ 35% of weight from total sugars in foods

3. Or qualify for an exemption from the Nutrition Standards.
4. Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.

#### Beverages sold in schools must:

1. Be one of the allowable beverages for all grades
  - Plain water (with or without carbonation)
  - Unflavored low fat milk

- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
  - 100% fruit or vegetable juice and
  - 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.
2. Comply with the size limits for each grade
    - Elementary schools may sell up to 8-ounce portions
    - Middle schools and high schools may sell up to 12-ounce portions
    - There is no portion size limit for plain water.
  3. High Schools may allow additional “no calorie” and “lower calorie” beverage options to their students.
    - No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain  $\leq 5$  calories per 8 fluid ounces or  $\leq 10$  calories per 20 fluid ounces.
    - No more than 12-ounce portions of beverages with  $\leq 40$  calories per 8 fluid ounces, or  $\leq 60$  calories per 12 fluid ounces.

#### **OTHER REQUIREMENTS**

##### **• Fundraisers**

- The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards (*optional: except that they may not be sold in the cafeteria*).
- All snacks sold in schools must meet the aforementioned nutritional requirements.
- The standards do not apply during non-school hours, on weekends, during class parties, and at off-campus fundraising events.

##### **• Exempted Fundraisers**

- Per the State Board Rule 160-5-6-.01, the Board of Education for the **ECHOLS COUNTY** school district will allow **30** fundraisers per school per school year not to exceed 3 days in length. Exempted fundraisers will not occur 30 minutes prior until 30 minutes after the end of breakfast or lunch meal service.

Questions regarding approved snacks may be directed to **PRINCIPALS**.

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