Cherokee County School District

AGENDA

School Board Meeting

Historic Canton HS/School Board Auditorium
7:00 p.m.

February 2, 2017

- Call to Order
- Pledge of Allegiance/Inspiration
- Adoption of Superintendent's Recommended Agenda for February 2, 2017 School Board Meeting
- Approval of Minutes of January 19, 2017 School Board Meeting
- Approve Consent Agenda for February 2, 2017 School Board Meeting
- Public Participation

A. Resolutions/Recognition

1. Board Recognition of Etowah High School Senior Nathan Baker for Achieving Perfect ACT Score

2. Board Recognition of Woodstock HS Assistant Principal Tonya Sebring for Being Inducted into Georgia Dugout Club Hall of Fame and Being Named Region 4-AAAAAAA Athletic Director of the Year

3. Board Recognition of CCSD Students Selected for All-State Band, Chorus, Orchestra and Reading Chorus

4. Board Recognition of CCSD State and Regional Champions

5. Board Approval of a Resolution Recognizing Feb. 16, 2017 as "PTA Day in the Cherokee County School District"

B. School Board Members

C. School Board Policies

1. Board Consideration of Superintendent's Recommendation for Approval of Amended School Board Policy Regarding Student Records (JR) <u>on Final Reading</u>

D. Financial Management

1. Board Consideration of Superintendent's Recommendation for Approval of December 2016 Financial Report and Sales Tax Update

E. Educational Programs, Student Support and Staff Development

1. Board Consideration of Superintendent's Recommendation for Approval of Out of State Travel

2. Board Consideration of Superintendent's Recommendation for Approval of Out of State and Overnight Field Trips

F. Support Services/Facilities and Construction Management/Planning

1. Board Consideration of Superintendent's Recommendation for Approval of Update on Capital Outlay Projects

2. Board Consideration of Superintendent's Recommendation for Approval of Special Lease Agreements

G. Personnel

1. Board Consideration of Superintendent's Recommendation for Approval of Recommendations, Resignations, Terminations and Transfers for Certified and Classified Personnel

H. Attorney

I. Superintendent of Schools

1. Board Approval of Superintendent's Recommended 2017-18 and 2018-19 Organizational Chart

- **Adjournment**

CHEROKEE COUNTY BOARD OF EDUCATION

OFFICE OF THE SUPERINTENDENT

Thursday, January 19, 2017

MINUTES OF REGULAR BOARD MEETING
7:00 p.m.

The Cherokee County Board of Education called its regular meeting to order at 7:00 p.m. on Thursday, January 19, 2017 in the Historic Canton High School/School Board Auditorium, 110 Academy Street, Canton, Georgia. Present were: School Board Chair Kyla Cromer; Vice-Chairman Patsy Jordan; Members Mike Chapman, John Harmon, Clark Menard, Kelly Poole and Robert Rechsteiner; Superintendent Dr. Brian V. Hightower; and, Attorney Tom Roach.

Call to Order

The call to order by Kyla Cromer was followed by the Pledge of Allegiance to the Flag of the United States of America, led by Creekview HS student Parker Quarles.

Kyla Cromer provided a brief inspiration.

Swearing-in Ceremony

School Board Chair Kyla Cromer and School Board Members Kelly Poole and Patsy Jordan were sworn in by Probate Judge Keith Wood.

Organizational Meeting

School Board Attorney Tom Roach presided over a brief organizational meeting for the selection of the 2017 School Board Vice-Chair. Mike Chapman was selected as School Board Vice-Chair.

Approval of Agenda

On a motion by Mike Chapman, seconded by Clark Menard and carried, the Board unanimously adopted the Superintendent's recommended agenda *(7-0 vote)*.

Minutes for Approval

On a motion by Patsy Jordan seconded by Kelly Poole and carried, the Board approved the minutes from the December 1, 2016 School Board Meeting *(7-0 vote)*.

Consent Agenda

Following identification of those agenda items, Board Members and members of the public indicated they would like considered separately, a motion was made by John Harmon, seconded by Mike Chapman and carried, to approve the Consent Agenda, for the remaining items - identified by asterisks *(7-0 vote)*.

PUBLIC PARTICIPATION

No members of the public signed up to address the School Board.

A. RESOLUTIONS/RECOGNITIONS/PARTNERSHIPS

A-1. Board Recognition of Cherokee County School District for Annual AP District Honor Roll Recognition

(Recognized)

A-2. Board Recognition of Five CCSD Schools as National Common Sense Digital Citizenship Certified Schools and Nine CCSD Educators as National Common Sense Digital Citizenship Certified Educators

(Recognized)

A-3. Board Recognition of Cherokee HS Senior Julia Kochansky, Creekview HS Senior Kelly Hart and River Ridge HS Senior Anabelle Paulino for being Named National Hispanic Scholars by the College Board

(Recognized)

A-4. Board Recognition of Georgia School Public Relations Association (GSPRA) Publication Awards

(Recognized)

A-5. Board Recognition of CCSD Bus Driver Brianna McNeese for Life-Saving Actions

(Recognized)

***A-6. Board Consideration of Superintendent's Recommendation to Approve Renewal of Partnership Agreement with Cherokee County Board of Commissioners**

(Approved)

B. SCHOOL BOARD MEMBERS/STUDENT ADVISOR TO THE SCHOOL BOARD

***B-1. Board Adoption of Georgia Education Coalition (GEC) 2017 Legislative Priorities**

(Approved)

B-2. Board Adoption of School Board Member Compensation Resolution

(Approved)

Motion was made by Mike Chapman, seconded by Clark Menard and carried to Adopt a School Board Member Compensation Resolution *(7-0 vote).*

One member of the public addressed the School Board relative to Agenda Item B-2.

- **Board Member Comments:**
  - **Letters from Mill Creek MS Students**
  - **Learning Management System (Canvas)**
  - **Inclement Weather – Decision Video and Responses to Students**

C. SCHOOL BOARD POLICIES

***C-1. Board Consideration of Superintendent's Recommendation for Approval of Amended School Board Policy Regarding Student Records (JR) <u>on First Reading</u>**

(Approved)

D. FINANCIAL MANAGEMENT

***D-1. Board Consideration of Superintendent's Recommendation for Approval of November 2016 Financial Report and Sales Tax Update**

(Approved)

E. EDUCATIONAL PROGRAMS, STUDENT SUPPORT AND STAFF DEVELOPMENT

***E-1. Board Consideration of Superintendent's Recommendation for Approval of Out of State Travel**

(Approved)

***E-2. Board Consideration of Superintendent's Recommendation for Approval of Out of State and Overnight Field Trips**

(Approved)

F. SUPPORT SERVICES AND FACILITIES/CONSTRUCTION MANAGEMENT

***F-1. Board Consideration of Superintendent's Recommendation for Approval of Update on Capital Outlay Projects**

(Approved)

G. PERSONNEL

***G-1. Board Consideration of Superintendent's Recommendation for Approval of Recommendations, Resignations, Terminations and Transfers for Certified and Classified Personnel**

(Approved)

H. SCHOOL BOARD ATTORNEY

***H-1. Board Approval of Purchase of Property for Future CCSD Use**

(Approved)

I. SUPERINTENDENT OF SCHOOLS

ADJOURNMENT

Motion was made by Mike Chapman, seconded by Kelly Poole and carried to adjourn to Executive Session to discuss a Real Estate Matter (O.C.G.A. Section 50-14-3 (4)) and a Personnel Matter – Superintendent Evaluation (O.C.G.A. Section 50-14-3 (6)) at 7:50 p.m. (7-0 vote).

_____ _____

School Board Chair Secretary

CHEROKEE COUNTY BOARD OF EDUCATION

AFFIDAVIT

The undersigned members of the Cherokee County Board of Education, under oath, certify that an Executive Session of the Board of Education was duly called and approved by majority vote in open session in accordance with O.C.G.A. §50-14-4 on 1/19/2017. The only matter(s) considered or discussed during the closed executive session of its meeting is/are as checked below:

_____ To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (O.C.G.A. Section 20-2-757)

_____ To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 U.S.C. Section 1232g.)

✓ To discuss the future acquisition of real estate; (O.C.G.A. Section 50-14-3 (4))

✓ To discuss or deliberate upon appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee; (O.C.G.A. Section 50-14-3 (6))

_____ To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (O.C.G.A. Section 50-14-2).

The members of the Board Of Education present for the executive session further certify and acknowledge that all discussions and proceeding conducted in executive session shall remain strictly confidential.

This 19 day of Jan., 2017.

Velma J Brown

Sworn to and subscribed before me on the above indicated date.

VELMA J. BROWN NOTARY PUBLIC CHEROKEE COUNTY, GA Exp. Jan. 03, 2021

Notary Public
My Commission Expires:

Kyla Thomas

Bobby Jordan

Kelly Poole

BVH/MW: 1/23/17

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	A-1

Title

Etowah High School Senior Nathan Baker Achieves Perfect ACT Score

Requested Action

Board Recognition of Etowah High School Senior Nathan Baker for Achieving Perfect ACT Score

Summary Explanation and Background

Etowah High School senior Nathan Baker earned the top composite score of 36 on a recent administration of the ACT college entrance and placement test!

Nationally, while the actual number of students earning a composite score of 36 varies from year to year, on average, less than one-tenth of 1 percent of students who take the ACT earns the top score. Only 2,235 out of the nearly 2.1 million students who took the exam in 2016 earned a score of 36, according to ACT.

“[This] achievement on the ACT is significant and rare,” ACT Chief Executive Officer Marten Roorda said.

The ACT includes English, mathematics, reading and science sections; each section is scored on a scale of 1-36, and a student's composite score is the average of the four. Some students also take ACT's optional Writing Test, but that score is reported separately and is not included within the composite.

Major System Priority

Increasing Student Achievement

Financial Impact

N/A

Exhibits: (List)

N/A

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 704-4202 Barbara Jacoby (770) 704-4228

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	A-2

Topic

Woodstock HS Assistant Principal Tonya Sebring Inducted into Georgia Dugout Club Hall of Fame and Named Region 4-AAAAAAA Athletic Director of the Year

Requested Action

Board Recognition of Woodstock HS Assistant Principal Tonya Sebring for Being Inducted into Georgia Dugout Club Hall of Fame and Being Named Region 4-AAAAAAA Athletic Director of the Year

Summary Explanation and Background

Woodstock High School Assistant Principal Tonya Sebring has been inducted into the Georgia Dugout Club Hall of Fame and named the Region 4-AAAAAAA Athletic Director of the Year! Election to the Hall of Fame is considered one of the most prestigious recognitions awarded to high school and college softball and baseball coaches in the State. This year's class of honorees were recognized by the organization, the official statewide organization for high school and college softball and baseball coaches, earlier this month. She will be honored as a Region Athletic Director of the Year at the annual Georgia Athletic Director's Association conference in Savannah, March 24-27.

Assistant Principal Sebring, who also serves as the school's Athletic Director, as a player, was the first fast-pitch recruit for Kennesaw State University and a member of its inaugural fast-pitch team. She was inducted into the 2006 KSU Circle of Honor in recognition of her leadership in the sport. She went on to coach at Woodstock High School from the school's inception in 1996 until 2007. Under her leadership, Woodstock's team won three Region titles, State runner-up in 2005 and the State 5A Championship in 2006. Coach Sebring was named Georgia's High School 5A Coach of the Year in 2006. I n 2008, Coach Sebring took over the Etowah High School softball program. In her second season, she led the Lady Eagles to their first Region Championship in the history of the school's fast-pitch program. During her four-year tenure at Etowah HS, she led her team three times to the State playoffs, advancing to the Sweet 16 her final season. During her coaching career, Coach Sebring served for eight years as the State Softball Chair for the Georgia Athletic Coaches Association. In 2012, Coach Sebring stepped down from coaching and entered into high school administration.

Major System Priority

Attracting and Retaining the Best Teachers and Support Staff

Financial Impact

N/A

Exhibits: (List)

N/A

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 704-4202 Barbara Jacoby (770) 704-4228

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	A-3

Title

CCSD Students Selected for All-State Band, Chorus, Orchestra and Reading Chorus

Requested Action

Board Recognition of CCSD Students Selected for All-State Band, Chorus, Orchestra and Reading Chorus

Summary Explanation and Background

Cherokee County School District high school and middle school students have the opportunity to audition to qualify for the prestigious Georgia Music Educators Association All State Band, Chorus and Orchestra.

This year's All State Reading Chorus event was held Jan. 26-28 at The Classic Center in Athens. This year's All State Chorus event will be held Feb. 23-25, 2017 at The Classic Center, and All State Band and All State Orchestra Events will be held there from March 2-4, 2017.

Major System Priority

Increasing Student Achievement

Financial Impact

N/A

Exhibits: (List)

List of Honorees

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 704-4202 Barbara Jacoby (770) 704-4228

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

ALL STATE HONOREES

ALL-STATE BAND

Cherokee HS
Katie Vinterella
Director: Garrick Cheyne

Creekview HS
Capper Howard
Nate Seman
Director: Stephen McCarthy

Etowah HS
Jamila Otieno
Director: Stephen Long

River Ridge HS
Lauren Brack
Palmer Edenfield
Emily Gardner
Celeste McMullen
Savannah Smith
Jade Weldy
Director: Daniel A. Gray

Sequoyah HS
Mackenzie Weston
Director: Casey Eubanks

ALL-STATE CHORUS

Cherokee HS
Kaitlyn Smith and Morgan Jones
Director: Brad Ellis

Creekland MS
William Bourdeau
Susannah Currie
Shelby McDonald
Joy McCarthy
Caitlien Nguyen
Lydia Plamp
Genevieve Smith
Koryn Todd
Director: Ann Burgess

Creekview HS
Elizabeth Andrews
Devon Cornelius
Zachary Cox
Kristen Foote
Tate Foster
Megan Halverson
Emily McGhee
Danielle Olivares
Riley Ortega
Nate Seman
Teagan Smith
Tia Walker
Director: Scott Martin

Dean Rusk MS
Sophia Muscato
Director: Tim Christian

E.T. Booth MS
Kelsey Cleveland
Grace Johnson
Brady Winters
Director: Kevin White

Etowah HS
Brandon Cali
Keirra Dodd
Blake Johnson
Gigi Leno
John Pawlenko
Emily Sweat
Director: William Hall

Sequoyah HS
Maddie Bends
Kelsey Bryant
Sophia Clark
Malia Elzey
Patrick Fagan
John Haas
Jordan Jackson
Jace Nichols
Slade Searcy
Corinne Wallick
Cecilia Webb
Amelia Westmoreland
Director: Josh Markham

Woodstock HS
Kyle Buie
Elizabeth Burgess
Jacob Eastridge
Malachi Norton
Rylan Puent
Director: Ryan McKendrick

ALL-STATE ORCHESTRA

Mill Creek MS*
Madison Park
Director: Ben Rice
**First-ever selection of a Mill Creek MS student!*

River Ridge HS
Claire Chen
Irene Chen
Jeremy Jefferson
Director: Christin Lawhorne

ALL-STATE READING CHORUS

Cherokee HS
Morgan Jones
Director: Brad Ellis

Creekview HS
Devon Cornelius
Director: Scott Martin

Sequoyah HS
John Haas
Slade Searcy
Corinne Wallick
Ceci Webb
Director: Josh Markham

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	A-4

Title

CCSD State and Regional Champions

Requested Action

Board Recognition of CCSD State and Regional Champions

Summary Explanation and Background

Please see attached rosters.

Major System Priority

Increasing Student Achievement

Financial Impact

Exhibits: (List)

Rosters of Honorees

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 704-4202 Barbara Jacoby (770) 704-4228

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

ATHLETIC/ACTIVITY RECOGNITIONS FOR FEBRUARY 2, 2017 SCHOOL BOARD MEETING

CREEKVIEW HIGH SCHOOL

Student	Sport/Activity	Coach/Director	Recognition
	Softball	Chance Cain	
Emily Wilkie			**6AAAAAA Player of the Year and AAAAAA Georgia Dugout Club Plyer of the year**

CHEROKEE HIGH SCHOOL

Student	Sport/Activity	Coach/Director	Recognition
	Football	Josh Shaw	**Region 4AAAAAAA Coach of the Year**
Montrell Washington			**Region 4AAAAAAA Offensive Player of the Year/ 1st Team All region**
Nolan Donley			**1st Team All Region**
Aaron Knowles			**1st Team All Region**
Cameron Graham			**1st Team All Region**
Jake Alvey			**1st Team All Region**
Kamari Walker			**1st Team All Region**
Jack Carroll			**1st Team All Region**
Brendan Kenney			**1st Team All Region**

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	A-5

Title

Recognition of Feb. 16, 2017 as "PTA Day in the Cherokee County School District"

Requested Action

Board Approval of a Resolution Recognizing Feb. 16, 2017 as "PTA Day in the Cherokee County School District"

Summary Explanation and Background

The history of the National Parent Teacher Association (PTA) traces its origin of advocacy on behalf of children and education back to February 17, 1897, which today is celebrated as PTA Founders' Day. In recognition of the essential support that PTA provides to the Cherokee County School District, this resolution officially recognizes Feb. 16, 2017 – Georgia PTA Day at the Capitol -- as "PTA Day in the Cherokee County School District."

Major System Priority

Increasing Parental/Community Involvement

Financial Impact

N/A

Exhibits: (List)

Resolution

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 704-4202 Barbara Jacoby (770) 704-4228

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16



BOARD RESOLUTION FOR

"PTA DAY" IN THE CHEROKEE COUNTY SCHOOL DISTRICT

WHEREAS, Parent-Teacher Associations strive to bring into closer relationship the home and the school, encouraging parents, educators and learners to be mutually accountable for student success in schools; and

WHEREAS, the PTA encourages educators and the general public to work in partnership to ensure a quality education for all children; and

WHEREAS, PTAs are instrumental in helping local schools establish and accomplish meaningful goals that focus on meeting the needs of all students; and

WHEREAS, the PTA provides valuable services to the school and community through volunteer activities that support instruction, through parent education programs that foster effective parenting skills, and by encouraging parental involvement in their child's education; and

WHEREAS, the PTA seeks to further the cause of public education through its active participation in the State's legislative process and its collaboration with community agencies concerned with the welfare of children and youth; and

WHEREAS, the Cherokee County Council of PTAs and the local school PTA units have distinguished themselves as respected advocates for children, families and public education in Cherokee County;

NOW THEREFORE, the Cherokee County Board of Education hereby resolves that Feb. 16, 2017 hereto forward, shall be proclaimed "PTA Day" in the Cherokee County School District, acknowledging PTA as a valued partner in its quest to provide the best educational opportunities available for the children of our community.

Approved by the Cherokee County School Board on
This 2nd day of February, 2017

_____
Dr. Brian V. Hightower
Superintendent of Schools
Cherokee County School District

_____
Kyla Cromer
Chair
Cherokee County Board of Education

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	C-1

Topic

Amended School Board Policy Regarding Student Records (JR)

Requested Action

Board Consideration of Superintendent's Recommendation for Approval of Amended School Board Policy Regarding Student Records (JR) on Final Reading

Summary Explanation and Background

In order to further promote student records security, insure data accuracy and utilize expanding cloud-based learning opportunities, School Board Policy regarding Student Records (JR) has been significantly revised. The revisions promote additional vigorous student data security measures, enhanced data recording, systematized parent and student access to student records and implementation of a cloud-based learning management system.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

Proposed Policy Regarding Student Records (JR)

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 704-4202 Tom Roach (770) 479-1406 Mike McGowan (770) 721-6242

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

BOARD POLICY **Descriptor Code: JR**
Student Records

It ~~shall~~ will be the policy of the Cherokee County Board of Education to protect the confidentiality of personally-identifiable information in student educational records in compliance with the Federal Government's Family Educational Rights and Privacy Act (FERPA)~~against all persons except when specifically authorized release is granted in writing by the parent or eligible student pursuant to subpoena or judicial order and as otherwise specified by federal or state laws~~. FERPA applies to directory information authorized for release in writing by the parent, legal guardian or eligible student, pursuant to valid subpoena or judicial order after written notification to the parent, legal guardian or eligible student, or as otherwise specified by State or Federal Law. The School District will annually notify all students and parents of their FERPA rights, ~~Further, the parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.~~ including the right of the parent, legal guardian or eligible student to access their child's/their educational records as provided below in this Policy.

~~All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment.~~

~~Directory information may be released after designation of such items of information through public notice and with reasonable time for challenge.~~

~~TRANSFER OF~~ STUDENT EDUCATIONAL RECORDS

Definition

~~*Student records* – information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions and/or academic progress.~~

A. Educational Records:
Any record, file, document or other material that contains information directly related to a student and that is maintained by the School District or a person acting on behalf of a School District. 20 U.S.C. § 1232g(a)(4)(A). Possible exclusions to educational records are discussed in 20 U.S.C. § 1232g(a)(4)(B).

B. Confidentiality:
Information which is part of the educational record of a student will be held in strict confidence. The School District will use reasonable methods to ensure that school officials obtain access to only those educational records in which they have legitimate educational interests.

Challenging Content of Student Educational Records

A parent, legal guardian or eligible student may challenge the contents of their/their child's educational records as defined above and request corrections if entries on the educational records are believed to be inaccurate, misleading, or otherwise in violation of the privacy rights of the student. 34 CFR § 99.20(a). A request to correct a student educational record must clearly identify the part of the educational record in question; and specify why the educational record is believed to be inaccurate, misleading or a violation of the student's privacy.

A. If the parent, legal guardian or eligible student wishes to challenge the educational record, a request must be submitted in writing to the Principal of the school in which the student is or has been enrolled. The Principal or his/her designee will investigate the complaint and endeavor to settle the matter.

B. If the Principal or his/her designee cannot settle the matter at the school level, the parent, legal guardian or eligible student may request a second review by the Deputy Superintendent or his designee within the Office of School Operations. The requesting party must submit a request in writing to the Deputy Superintendent. The Deputy Superintendent or his designee within the Office of School Operations will determine if the educational records are inaccurate, misleading, or contain information that violates the student's privacy rights.

C. If the conflict cannot be resolved by the Deputy Superintendent or his designee within the Office of School Operations, the parent, guardian or eligible student will be informed that he/she may request a hearing before a Review Board. The requesting party must submit a request in writing to the Superintendent for a hearing by a Review Board. This hearing will be held within 20 days of the Superintendent receiving the request. The Superintendent will determine the appropriate personnel to review the matter consisting of no less than three Review Board members.

1. The decision of the Review Board will be provided in writing to the parent, legal guardian or eligible student no more than 10 school days after the date of the hearing.

2. If the parent, legal guardian or eligible student disagrees with the Review Board's decision, they may provide a written statement which will be placed in the student's educational record stating the reasons for disagreement. This statement will be maintained as long as the educational record is maintained and will be disclosed when the school or School District discloses the portion of the record to which the statement relates.

~~**Requirements**~~

~~1. After receiving a written request for student records from a public school, the local school system from which the records are requested shall mail or otherwise deliver within a period of no more than 15 calendar days a copy of all requested student records to the~~

~~school system or school to which a student has transferred. Additional requirements for transfer of records of students in special education programs are specified in Rules 160-4-7-.06 (Confidentiality of Personally Identifiable Information) and 160-4-7-.10 (Relations with Other Agencies).~~

~~2. Each school system or school from which the records are requested shall maintain copies of all student records for the minimum period of time required by the Common Records Schedules for School Systems or the local Board of Education records retention plan.~~

Procedures for Accessing Student Educational Records

The following procedures will be used for permitting access to student educational records and any other confidential information pursuant to FERPA:

A. Parent/Guardian/Eligible Student Access:

A parent, legal guardian or eligible student will be given access to their/their student's educational records.

1. Educational records may be inspected by the requesting party within a reasonable length of time after the request, but no later than 45 calendar days after the request is made in writing. The School District will provide one copy of a student educational record without charge upon request.
2. Requests for interpretation of psychological reports must be made through the School District's Special Education Department.

B. Student Access:

All access rights provided to parents and/or legal guardians become the student's once the student has reached age 18 or has commenced study at a postsecondary education institution. At age 18, the student has the right to access his/her educational records and the right to prevent access by his/her parents.

C. Non-Custodial Parent Access:

Parents who are not the physical or legal custodian of a minor student, or who do not have primary physical or legal custody, may have access to the student's educational records and information if his/her parental rights are not terminated or his/her rights to access to educational records and information has not been restricted in some manner by legal authority. In these cases, the school may contact the primary physical and legal custodian to inform the parent of the request.

D. Disclosure to Individuals/Agencies Other than Parents/Guardians/Eligible Students/Non-Custodial Parents:

A correctly executed written request and/or release from the parent, legal guardian or eligible student or a lawfully issued and enforceable Court Order or subpoena is generally required prior to the release of student educational records to any agency or individual other than the parent, legal guardian and/or eligible student. However, should emergency situations arise where it is necessary to protect the health or safety of the student or other individuals, the School District may release personally

identifiable information to a third party without prior written consent from the parent/guardian/eligible student.

E. Transcript Charges:

1. The School District will provide one copy of a student's educational record without charge.
2. The School District will charge a per page fee for copies of a student's educational record released to third- parties and for additional copies of educational records that have been previously provided to the parent, legal guardian and/or eligible student. If an educational record is requested by a student's current medical or educational service, by another school or government agency, Guardian Ad Litem, Court Appointed Special Advocate (CASA), or pursuant to court order or subpoena, the School District may waive the per page fee for provision of copies of educational records.

Release of Information without Written Consent

Records may be released without prior written consent if the disclosure is permitted by applicable law, such as one or more of the following conditions:

A. To other school officials, including teachers, who have a legitimate educational interest. A school official is: 1) A person employed by the School District as an administrator, supervisor, instructor or support staff member; 2) A person elected to the Cherokee County Board of Education; 3) A school or School District approved volunteer, or a person employed by or under contract to the School District to perform a special task; including, but not limited to: an attorney, auditor, medical consultant, psychologist, therapist or insurance adjuster. These individuals perform a service or function for which the schools or School District would otherwise use employees; are under the direct control of the school or School District with respect to the use and maintenance of an educational record; and may receive information only on the condition that he/she will not disclose the information to any other party without prior consent of the parent/guardian/eligible student. A school official has a legitimate educational interest if the official is: 1) Performing a task that is specified in his/her job description or by a contract agreement; 2) Performing a task related to a student's education; 3) Performing a task related to the discipline of a student; 4) Providing a service or benefit relating to the student or student's family, health care, counseling, or job placement; including, but not limited to: an attorney, auditor, medical consultant, therapist, or insurance adjuster.

B. To officials of another K-12 school or school system, where the student seeks or intends to enroll for purposes related to the student's enrollment or transfer.

C. To officials of a post-secondary institution, where the student seeks or intends to enroll for purposes related to the student's enrollment or transfer. Upon a request from a post-secondary institution or its designated official(s), the School District

reports any school misconduct that results in a long term out of school suspension (more than 9 consecutive school days), expulsion for more than nine consecutive school days, or an assignment to an alternative program/school. (Note: The School District expects all students to model a high level of citizenship and responsibility. Therefore, when students are asked on college applications about disciplinary actions during their high school years, students are expected to answer truthfully and completely.)

D. Pursuant to any judicially imposed procedure, court order or subpoena. However, educational records should not be released until a reasonable effort has been made to notify the parent, legal guardian or student (18 years of age or older) that the record has been requested, except if:

1. a party is seeking or receiving educational records as directed by a Federal Grand Jury or other law enforcement subpoena if the issuing court or agency has ordered that the existence of the contents of the subpoena or the information furnished in response to the subpoena not be disclosed); or,

2. a parent is a party to a court proceeding involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5101 note)) or dependency matters, and the order is issued in the context of that proceeding.

Maintaining Student Educational Records

The School District will maintain copies of all student educational records for the minimum period of time as required by the State of Georgia the Common Records Schedules for School Systems and/or the School District's records retention plan.

ADOPTED: August 2, 2001

REVISED: January 19, 2017

~~**Cross Ref.: KL Public Use of School Records**~~

Cherokee County Board of Education

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	D-1

Title

December 2016 Financial Report and Sales Tax Update

Requested Action

Board Consideration of Superintendent's Recommendation for Approval of December 2016 Financial Report and Sales Tax Update

Summary Explanation and Background

FINANCIAL REPORT FOR DECEMBER 2016

See Attached Report

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

Financial Report and Sales Tax Update

Board Action	Source of Additional Information
(For Official School Board Records Only)	Kenneth Owen Dr. Brian V. Hightower

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

CHEROKEE COUNTY BOARD OF EDUCATION
Dr. Brian V. Hightower, Superintendent
Kenneth Owen, Asst. Superintendent

FINANCIAL REPORT
DECEMBER 2016

General Fund

For the month ending December 31, 2016, the sixth month of the 2016-17 Fiscal Year, the School District's Operating Account (General Fund) has received $175,363,152 in revenue (year-to-date) consisting of state funds of $69,946,803 (36% of budget), $89,002,306 local taxes (61% of budgeted amount), and other funds of $16,414,043 (72% of budget). All operating expenditures of $171,805,448 (47% of budget) are within the Board of Education's approved 2016-17 budget.

Capital Outlay

For the period ending November 30, 2016, of Fiscal Year 2016-17, the Capital Outlay Fund reflects receipt of $125 million of bonds sold in Fiscal Year 2007, $104 million of bonds sold in Fiscal Year 2010, $39,854,332 of Direct Pay Qualified School Construction bonds sold in Fiscal Year 2011, $43,232,363 million of bonds sold in Fiscal Year 2013, $46,885,000 of bonds sold in March 2014, and $62,087,932 of bonds sold in March 2015 from the Board-Approved Sale of General Obligation Bonds for capital outlay purposes. The Capital Outlay Fund balance of $5,258,338 as of December 31, 2016, is a consolidation of these six bond sales less expenses paid, as of this date.

Current SPLOST

For Fiscal Year 2016-17, the Cherokee County School District received $3,044,250 in December 2016, for the month of November 2016, the 47th month of 60 monthly sales tax collections for the 2013-2017 SPLOST. Collections received were above projections (detail included) for the month by $384,012 and well above cumulative projections by $8,611,057. SPLOST sales tax collections are continuing to trend up and follow the regular cyclical collection patterns seen in Cherokee County since 2001. While projections are level from month to month, actual collections vary greatly, due largely to regular consumer spending patterns and seasonal occurrences such as holidays. If this trend continues, it is possible that cumulative collections will exceed projections by as much as $9 million as of December 2017.

Cherokee County School District
FINANCIAL REPORT
AS OF DECEMBER 31, 2016

BALANCE SHEET

	GENERAL FUND	BOND SPLOST	CAPITAL OUTLAY	FED FUNDS AND SCHOOL NUTRITION	TOTAL
ASSETS					
Cash	$ 46,416,348	$ 12,371,844	$ 5,258,338	$ 2,001,212	$ 66,047,742
Investments	-	16,560,214	-	82,054	16,642,268
Accounts Receivable	233,529	-	-	3,383,897	3,617,426
TOTAL ASSETS	$ 46,649,877	$ 28,932,058	$ 5,258,338	$ 5,467,163	$ 86,307,436
LIABILITIES					
Accounts Payable	$ 27,388	$ -	$ -	$ 1,273,121	$ 1,300,509
FUND BALANCE					
Fund Balance 12/31/2016	46,622,489	28,932,058	5,258,338	4,194,042	85,006,927
TOTAL LIABILITIES AND FUND BALANCE	$ 46,649,877	$ 28,932,058	$ 5,258,338	$ 5,467,163	$ 86,307,436

REVENUE AND EXPENSE

Revenue	$ 175,363,152	$ 16,558,525	$ 110,936	$ 9,231,889	$ 201,264,502
Expense	171,805,448	28,735,817	12,531,659	14,787,981	227,860,905
Excess Revenue over Expense	3,557,704	(12,177,292)	(12,420,723)	(5,556,092)	$ (26,596,403)
BEGINNING FUND BALANCE 7/01/2016	43,064,785	41,109,350	17,679,061	9,750,134	111,603,330
ENDING FUND BALANCE 12/31/2016	**$ 46,622,489**	**$ 28,932,058**	**$ 5,258,338**	**$ 4,194,042**	**$ 85,006,927**

General Fund
Comparison of Budget to Actual
December 2016

Description	2016-17 Budget	Year to Date	Available Budget
Revenue			
Federal	$ 121,690	$ 360,805	$ (239,115)
Local	145,702,985	89,002,306	56,700,679
State	194,260,274	69,946,803	124,313,471
Other	4,562,187	553,238	4,008,949
Tan	18,000,000	15,500,000	2,500,000
Total Revenue	**$ 362,647,136**	**$ 175,363,152**	$ 187,283,984
Expense			
Instruction	$ 244,222,464	$ 108,721,731	$ 135,500,733
Pupil Services	10,925,866	5,275,297	5,650,569
Imp. Instr. Svcs.	9,150,070	4,693,393	4,456,677
Media Svcs.	4,595,516	1,784,894	2,810,622
General Adm.	2,745,314	1,290,533	1,454,781
School Adm.	22,285,070	10,782,536	11,502,534
Business	2,532,012	1,276,751	1,255,261
Maintenance	23,474,842	11,470,018	12,004,824
Transportation	16,746,074	8,183,543	8,562,531
Support and Community Services	4,526,730	2,112,530	2,414,200
Facilities and Constr.	691,355	326,286	365,069
Transfers Out	2,707,073	350,000	2,357,073
Debt Service	18,044,750	15,537,936	2,506,814
Total Expense	**$ 362,647,136**	**$ 171,805,448**	$ 190,841,688
Excess Rev. over Exp.	**$ -**	**$ 3,557,704**	$ (3,557,704)

1% SALES TAX (2013-2017)
COMPARISON OF COLLECTIONS
AS OF DECEMBER 2016

REPORTING MONTH	60 MONTH COLLECTION PERIOD	PROJECTED COLLECTIONS	BOE 1% COLLECTIONS	DIFFERENCE BETWEEN ACTUAL AND PROJECTED COLLECTIONS
February 2013	January 2013 (1)	$ 2,488,563	$ 2,269,305	$ (219,258)
March 2013	February 2013 (2)	2,488,563	2,563,313	74,750
April 2013	March 2013 (3)	2,488,563	2,425,620	(62,943)
May 2013	April 2013 (4)	2,488,563	2,381,702	(106,861)
June 2013	May 2013 (5)	2,488,563	2,454,181	(34,382)
July 2013	June 2013 (6)	2,488,563	2,427,504	(61,059)
August 2013	July 2013 (7)	2,488,563	2,510,632	22,069
September 2013	August 2013 (8)	2,488,563	2,605,297	116,734
October 2013	September 2013 (9)	2,488,563	2,493,932	5,369
November 2013	October 2013 (10)	2,488,563	2,428,645	(59,918)
December 2013	November 2013 (11)	2,488,563	2,596,337	107,774
January 2014	December 2013 (12)	2,488,563	3,175,864	687,301
February 2014	January 2014 (13)	2,532,113	2,322,123	(209,990)
March 2014	February 2014 (14)	2,532,113	2,351,488	(180,625)
April 2014	March 2014 (15)	2,532,113	2,627,301	95,188
May 2014	April 2014 (16)	2,532,113	2,602,365	70,252
June 2014	May 2014 (17)	2,532,113	2,699,208	167,095
July 2014	June 2014 (18)	2,532,113	2,721,371	189,258
August 2014	July 2014 (19)	2,532,113	2,782,520	250,407
September 2014	August 2014 (20)	2,532,113	2,684,587	152,474
October 2014	September 2014 (21)	2,532,113	2,706,244	174,131
November 2014	October 2014 (22)	2,532,113	2,574,209	42,096
December 2014	November 2014 (23)	2,532,113	2,828,394	296,281
January 2015	December 2014 (24)	2,532,113	3,574,420	1,042,307
February 2015	January 2015 (25)	2,582,755	2,582,194	(561)
March 2015	February 2015 (26)	2,582,755	2,529,255	(53,500)
April 2015	March 2015 (27)	2,582,755	2,677,568	94,813
May 2015	April 2015 (28)	2,582,755	2,859,845	277,090
June 2015	May 2015 (29)	2,582,755	2,866,891	284,136
July 2015	June 2015 (30)	2,582,755	2,938,783	356,028
August 2015	July 2015 (31)	2,582,755	2,954,492	371,737
September 2015	August 2015 (32)	2,582,755	2,869,196	286,441
October 2015	September 2015 (33)	2,582,755	2,754,073	171,318
November 2015	October 2015 (34)	2,582,755	2,734,219	151,464
December 2015	November 2015 (35)	2,582,755	2,930,681	347,926
January 2016	December 2015 (36)	2,582,755	3,599,489	1,016,734
February 2016	January 2016 (37)	2,660,238	2,557,703	(102,535)
March 2016	February 2016 (38)	2,660,238	2,601,849	(58,389)
April 2016	March 2016 (39)	2,660,238	3,008,167	347,929
May 2016	April 2016 (40)	2,660,238	2,857,397	197,159
June 2016	May 2016 (41)	2,660,238	2,955,324	295,086
July 2016	June 2016 (42)	2,660,238	3,076,205	415,967
August 2016	July 2016 (43)	2,660,238	3,021,630	361,392
September 2016	August 2016 (44)	2,660,238	2,882,723	222,485

1% SALES TAX (2013-2017)
COMPARISON OF COLLECTIONS
AS OF DECEMBER 2016

REPORTING MONTH	60 MONTH COLLECTION PERIOD	PROJECTED COLLECTIONS	BOE 1% COLLECTIONS	DIFFERENCE BETWEEN ACTUAL AND PROJECTED COLLECTIONS
October 2016	**September 2016 (45)**	2,660,238	3,000,520	340,282
November 2016	**October 2016 (46)**	2,660,238	3,005,831	345,593
December 2016	**November 2016 (47)**	2,660,238	3,044,250	384,012
		$ 120,503,790	$ 129,114,847	$ 8,611,057

CHEROKEE COUNTY SCHOOL DISTRICT
1% SALES TAX FOR 2013-2017
PROJECTED COLLECTIONS
June 21, 2012

	2013	2013-14	2014-15	2015-16	2016-17	2017
July	$ -	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045
August	$ -	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045
September	$ -	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045
October	$ -	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045
November	$ -	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045
December	$ -	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045
January	$ -	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045
February	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045	$ -
March	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045	$ -
April	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045	$ -
May	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045	$ -
June	$ 2,488,563	$ 2,532,113	$ 2,582,755	$ 2,660,238	$ 2,740,045	$ -
Total by Fiscal Year	$ 12,442,815	$ 30,080,506	$ 30,638,566	$ 31,380,475	$ 32,321,891	$ 19,180,315

Total Projected Collections $ 156,044,568

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	E-1

Title

Out of State Travel Request

Requested Action

Board Consideration of Superintendent's Recommendation for Approval of Out of State Travel

Summary Explanation and Background

See attachment for out of state travel requests to attend professional conferences.

Major System Priority

Attracting, retaining, and training the best teachers, principals, and support staff

Financial Impact

See Legend on Attached Out of State Travel Requests

Exhibits: (List)

Attached Out of State Travel Requests

Board Action	Source of Additional Information
(For Official School Board Records Only)	Susan G. McCarthy 770.479.1871 Dr. Keith A. Bryant 770.479.1871 Jackie Miller 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

OUT OF STATE TRAVEL REQUESTS

Name	School	Dates	Reason	Place	Cost
Division of Personnel Management	Central Office	February 2017 - April 2017	*Teacher recruitment*	Alabama New York North Carolina South Carolina Tennessee	$5,248 Ⱥ
Barbara Jacoby, Director	Central Office	7.8.17 – 7.13.17	*To attend National School Public Relations Association (NSPRA) 2017 National Seminar* ***President-Elect of GSPRA***	San Antonio, TX	$1,650 ✦
Mike McGowan, Director	Central Office	3.24.17 – 3.27.17	*To attend National School Boards Association Conference*	Denver, CO	$1,981 ❖
Dr. Jennifer Reynolds, Teacher	Teasley MS	4.19.17 – 4.22.17	*To present at Council for Exceptional Children Conference on Autism* ***Presenter***	Boston, MA	$1,765 ❖

Legend

Ⱥ – Title II Funds FY2016-17
❖- State Staff Development Funds FY2016-17
✦ - State Staff Development Funds FY2017-18

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	E-2

Topic

Out of State and Overnight Field Trips

Requested Action

Board Consideration of Superintendent's Recommendation for Approval of Out of State and Overnight Field Trips

Summary Explanation and Background

See Attached List of Field Trips.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

See Attachment

Board Action	Source of Additional Information
(For Official School Board Records Only)	Trey Olson 770-479-1871 Susan McCarthy 770-479-1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

ATTACHMENT: OVERNIGHT AND OUT-OF- STATE FIELD TRIPS

I. Curriculum-Based Trips

School	Grade	Date	Destination	Reason/Nature
Sequoyah HS	9-12	3.16.17 – 3.17.17	Huntsville, AL	Air Force JROTC students will participate in activities at the U.S. Space & Rocket Center. These activities enhances lessons on space exploration, space technology, aviation history and principles of flight.
Woodstock HS	9-12	3.26.17 – 3.29.17	Titusville, FL	Navy JROTC students will visit NASA Kennedy Space Center.
Woodstock HS	9-12	4.20.17 – 4.23.17	Arlington, VA	History Bowl Team has qualified to compete at The National History Bee and Bowl High School National Championships.

II. Student Activities/Athletic-Based Trips

School	Grade	Date	Destination	Reason/Nature
Sequoyah HS – Boys and Girls Soccer	**9-12**	**4.06.17- 4.09.17**	**Gatlinburg, TN**	**Participate in the Smoky Mountain Cup Tournament**

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 02, 2017	F-1

Title

Monthly Update on Capital Outlay Projects

Requested Action

Board Consideration of Superintendent's Recommendation for Approval of Update on Capital Outlay Projects

Summary Explanation and Background

See the attached construction project status report from the Assistant Superintendent for Support Services and Facilities/Construction Management, along with accompanying architectural firm summaries.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

See Attachments

Board Action	Source of Additional Information
(For Official School Board Records Only)	William J. Sebring 770.721.8445 Phil Parrott 770.721.8457 Steve Werner 770.721.8450

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Cherokee County School District

DATE: 24 January 2017

TO: Dr. Brian V. Hightower
Superintendent of Schools

FROM: William J. Sebring
Assistant Superintendent, Support Services and Facilities/Construction Management

SUBJECT: Construction Status Reports

The monthly status reports submitted by the architects have been reviewed and the following additional comments are offered:

Educational Services Complex

- Metal stud wall and sheetrock installation is ongoing.
- Final prep for sheetrock is underway.
- Painting of walls is underway for first floor of Main Bldg.
- Batt installation on third floor is in progress.
- Electrical and plumbing installation continues.
- Mechanical contractor continues with installation of ductwork.
- Roof installation is underway on the Auditorium.
- Interior stone laying is progressing in both buildings.
- Exterior Brick cleaning is underway.
- Installation of Folding Wall System in the Auditorium is in progress.
- Window installation is ongoing.
- Installation of Fire Alarm System is continuing.
- Anticipated project completion date is August 2017.

WJS

WJS:dm

110 Academy Street
Canton, Georgia 30114
770.479.1871
www.cherokee.k12.ga.us

KRH ARCHITECTS

January 23, 2017

Cherokee County Board of Education
Attn: Mr. William J. Sebring
110 Academy Street
Canton, GA 30114

RE: Cherokee County School District – Educational Services Complex
Architects Project # 14-021

Mr. Sebring,

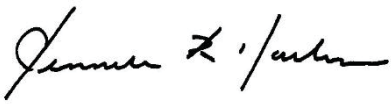
With the completion of the brick and stone work on the exterior of the Auditorium Building, the General Contractor has started cleaning the exterior masonry. Once complete, they will begin installing the exterior windows. In the interior of the building, the mason is working on the stone walls around the storage closets that house the operable partitions. The support system for these partitions are almost complete, and they have started the metal stud soffit ceiling in the Vestibule.

The exterior of the Main Administration Building stone work and window installation are almost complete, except for the front entrance. The metal wall panel system is scheduled to begin work early next month. In the interior of the first level, the walls are receiving the final drywall finish coat to the offices and corridors. They are sanding the second level walls and finishing the drywall on the third level. The installation of the soffit and drywall continues in the two-story lobby space and the third-floor circulation area. The electrician continues to pull wire, install panels and rough-in boxes throughout the building. The overhead sprinkler pipe is near completion with rough-ins, and the mechanical subcontractor is finishing the installation of their units and ductwork.

The site grader has started preparing the site for the installation of the underground sprinkler system. They are also finalizing the connection of the remaining sanitary sewer line near the main entrance of the site.

The design team continues to review the progress of the project with our weekly onsite meetings and interacting with the general contractor on a daily basis. The project is still on schedule, and the quality of workmanship meets the requirements of our plans and specifications. We see no reason why the Educational Services Facility will be delayed from opening for August 2017.

Sincerely,



Kenneth R. Harless AIA, NCARB



January Aerial



Auditorium Building



Auditorium Roof



Operable Partition Track



Interior Stone Wall

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 02, 2017	F-2

Title

Board Consideration of Superintendent's Recommendation of Special Lease Agreement

Requested Action

Board Consideration of Superintendent's Recommendation for Approval of Special Lease Agreements

Summary Explanation and Background

Pursuant to the School Board's Community Use of System Facilities Policy (KG), special lease agreements applicable to non-school allied groups (users applying for extended use of school facilities who are required to pay rental fees) and for-profit summer camps, summer recreational leagues and/or any activities where Cherokee County School District employees are compensated, must be recommended by the Principal to the Superintendent for consideration of approval by the School Board prior to use of the facility. Extended use is defined as an event involving two or more consecutive days or for recurring activities.

Attached is a synopsis of details of the special lease agreements, which adhere to the guidelines stipulated for such use and which have been approved by the Principal and Superintendent.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

See Attachment

Board Action	Source of Additional Information
(For Official School Board Records Only)	William J. Sebring 770-721-8445 Phil Parrott 770-721-8457

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Special Lease Agreements February 2017

School Facility: Boston ES
Event Dates: 3/11/2017-5/13/2017
Name of Organization: Cherokee Outdoor YMCA
Director of Activity Name: Nathan Padilla
Object or purpose: Flag Football
Term: 3 Month
Areas: Field Area

School Facility: Macedonia ES
Event Dates: 3/1/2017-5/1/2017
Name of Organization: Canton Flames
Director of Activity Name: Wesley Brown
Object or purpose: Basketball
Term: 3 Month
Areas: Gym

School Facility: ACE Academy
Event Dates: 3/1/2017-6/1/2017
Name of Organization: Cherokee Legacy Basketball
Director of Activity Name: Josh Fitzwater
Object or purpose: Basketball
Term: 4 Month
Areas: Gym

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	G-1

Title

Personnel Recommendations and Resignations for Certified and Classified Personnel

Requested Action

Board Consideration of Superintendent's Recommendation for Approval of Recommendations, Resignations, Terminations and Transfers for Classified Personnel

Summary Explanation and Background

The Personnel Recommendations include the following items:

1. Certified Recommendations
2. Certified Resignations
3. Classified Recommendations
4. Classified Transfers
5. Classified Resignations

Major System Priority

Attracting, Retaining and Training the Best Teachers, Principals and Support Staff

Financial Impact

N/A

Exhibits: (List)

Board Action	Source of Additional Information
(For Official School Board Records Only)	Richard Beaulieu 770.704.4384

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

CERTIFIED RECOMMENDATIONS 02/02/2017

Last	First	Position	Location	Start Date
Eddy	Robert	Interim Principal	Etowah HS	03/01/17

CERTIFIED RESIGNATIONS 02/02/2017

Last	First	Position	Location	End Date
McClellan	Karen	Teacher	Avery ES	05/31/17
Cornett	April	Teacher	Bascomb ES	03/15/17
Jones	Debra	Teacher	Bascomb ES	05/31/17
Campbell	Dan	Psychologist	Buffington ESC	05/31/17
Garmon	Pamela	Teacher	Clark Creek ES	05/31/17
Hall	Madeline	Media Specialist	Clark Creek ES	05/31/17
Mathews	Dixie	Teacher	Clark Creek ES	05/31/17
Pierzchala	Linda	Speech Language Pathologist	Clark Creek ES	05/31/17
Scialpi	Virginia	Teacher	Clark Creek ES	05/31/17
Vergouven	Dianne	Teacher	Clark Creek ES	05/31/17
Patterson	Pamela	Teacher	ET Booth MS	05/31/17
Vavra	Brett	Teacher	Etowah HS	01/27/17
Cagle	Kevin	Teacher	Hasty ES	02/17/17
Ailes	Phyllis	Teacher	Mill Creek MS	05/31/17
Bryant	Shirley	Teacher	Mill Creek MS	05/31/17
Gapen	Miranda	Teacher	Mill Creek MS	05/31/17
Hammen-Harry	Janet	Teacher	Mill Creek MS	05/31/17
Sergent	Janet	Teacher	Mill Creek MS	05/31/17
Boyle	Kathy	Teacher	Sixes ES	05/31/17
English	Brandon	Teacher	Sixes ES	12/16/16
Martin	Laura	Teacher	Sixes ES	05/31/17
Swarts	Margaret	Teacher	Sixes ES	05/31/17

CLASSIFIED RECOMMENDATIONS 02/02/2017

Last	First	Position	Location	Start Date
Byers	Dixie	School Nutrition Worker	Carmel ES	02/13/17
Graham	James	Paraprofessional	Oak Grove Preschool	01/23/17
Lionel	Lillia	Headstart Assistant Worker	Ralph Bunche Center	01/23/17
King	Scott	Police Officer	School Police	02/01/17
Wakefield	Scott	Bus Driver	Transportation	01/20/17
Garrett	Blanca	School Nutrition Worker	Woodstock HS	01/23/17

CLASSIFIED TRANSFERS 02/02/2017

Last	First	Position	Location	Start Date
Potts	Teri	School Secretary to Principal's Secretary	Cherokee HS	02/01/17
Welch	Dawn	Clerk V to Clerk VI	Educational Programs	01/17/17
Lee	Melissa	Principal's Secretary to Director's Secretary	School Operations	02/01/17
Leach	Belinda	Clerk V to Clerk VI	Technology	02/01/17

CLASSIFIED RESIGNATIONS 02/02/2017

Last	First	Position	Location	End Date
Kountz	Laurel	School Nutrition Worker	Dean Rusk MS	01/24/17
Krugel	Candace	School Nutrition Worker	Etowah HS	05/30/17
Cole	Denise	School Nutrition Worker	Holly Springs ES	01/12/17
Keener	Angie	Paraprofessional	Mill Creek MS	05/26/17
Herrmann	Elaine	Parent Facilitator	Oak Grove ES	05/31/17
Pendergrass	Darrell	Paraprofessional	Teasley MS	01/31/17
Duckett	Deena	Bus Driver	Transportation	01/31/17
Warren	Karen	Bus Driver	Transportation	02/17/17

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
February 2, 2017	I-1

Title

Superintendent's Recommended 2017-18 and 2018-19 Organizational Chart

Requested Action

Board Approval of Superintendent's Recommended 2017-18 and 2018-19 Organizational Chart

Summary Explanation and Background

After a comprehensive review by the Superintendent of the current classification and compensation structure for the School District's management positions, and in light of the projection that the School District will continue to grow, causing additional organizational leadership and supervisory needs, there are necessary departmental realignments, position re-classifications, position title changes, modified job descriptions and filled positions previously left open represented within the Superintendent's Organizational Chart for 2017-18 and 2018-19 (see attached chart and new/modified job descriptions).

The 2017-18 and 2018-19 organizational structure continues to enable staff to: maintain clear focus on addressing the School Board's Major System Priorities; increase student achievement; increase productivity, efficiency and maintain accountability; and insure clarity and continuity regarding administrative/supervisory reporting lines and relationships.

Major System Priority

Increasing Accountability

Financial Impact

$373,897 in FY2018; $239,532 in FY2019

Exhibits: (List)

CCSD Organizational Chart Summary of Proposed Changes for SY 2017-18 and SY 2018-19;
Proposed SY 2017-18 and SY 2018-19 Superintendent's Organizational Chart;
New/Modified Job Descriptions

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770-479-1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

SUMMARY: CCSD ORGANIZATIONAL CHART PROPOSED CHANGES SY2017-18 & SY2018-19

PROPOSED ADJUSTMENTS AND REALIGNMENTS, SY2017-18

1. Moving forward, the Organizational Chart will be proposed in **two-year increments**.
2. Existing **"Departments" are re-classified as "Divisions";** and, **"Department Heads" are re-classified as "Chiefs**." Divisions, based on size and scale, may have smaller, internal "**Departments**" to separate functions (i.e., Transportation Dept., Maintenance Dept., etc.)
3. Several Divisions are re-named: **Support Services**; **Communications**; **Safety and Security**; **Human Resources**; and, **Curriculum and Instruction**.
4. A few Departments have shifted line of reporting**: Warehouse Dept. will report to the Support Services Division**; **School Nutrition Dept. will report to the Financial Management Division**. Additionally, the **Student Services Dept. is re-constituted and will report to the School Operations Division**.
5. The following are new and reclassified positions (60% of proposed changes):

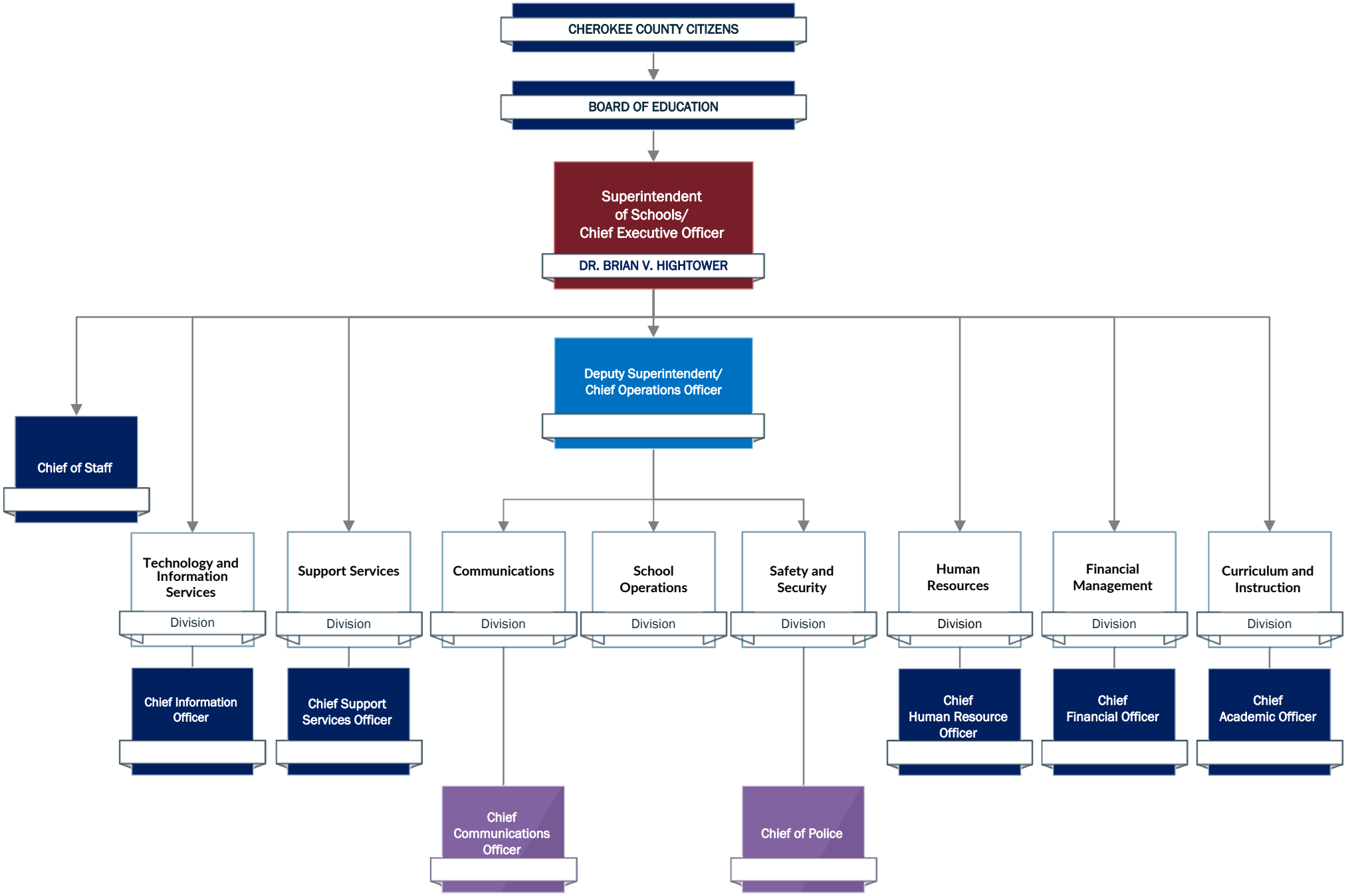
New Positions	Re-Classified Positions (+/-)
Supervisor, Student Services	Chief of Staff (+)
Coordinator, Curriculum Support	Executive Director, Chief Comm. Officer (+)
Coordinator, Curriculum Support	Executive Director, Chief of Police (+)
Coordinator, Routing	Executive Director, Administrative Leadership (+)
	Executive Director, Administrative Leadership (+)
	Executive Director, Risk Management/Benefits (+)
	Executive Director, Special Education (+)
	Executive Director, Curriculum and Instruction (+)
	Director, Information Technology (+)
	Director, School Nutrition (+)
	Director, Human Resource Info. Systems (+)
	Supervisor, Digital Learning (+)
	Supervisor, Curriculum (-)
	Supervisor, Technology Support Services (-)
	Supervisor, Technology Field Services (+)
	Supervisor, Planning/Facilities (+)
	Coordinator, Human Resource Services (+)
	Coordinator, Payroll (+)

PROPOSED ADJUSTMENTS AND REALIGNMENTS, SY2018-19

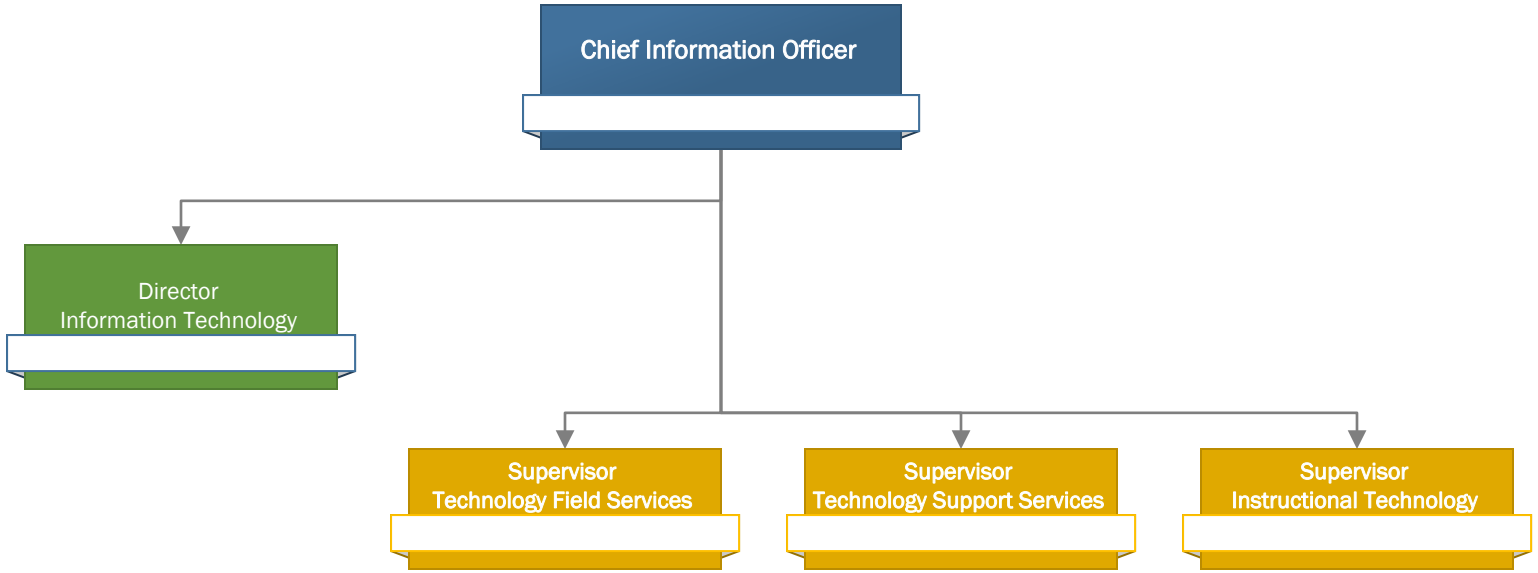
6. The following are new positions (remaining 40% of proposed changes):

New Positions
Coordinator, Recruiting
Coordinator, Special Education Services
Coordinator, Maintenance

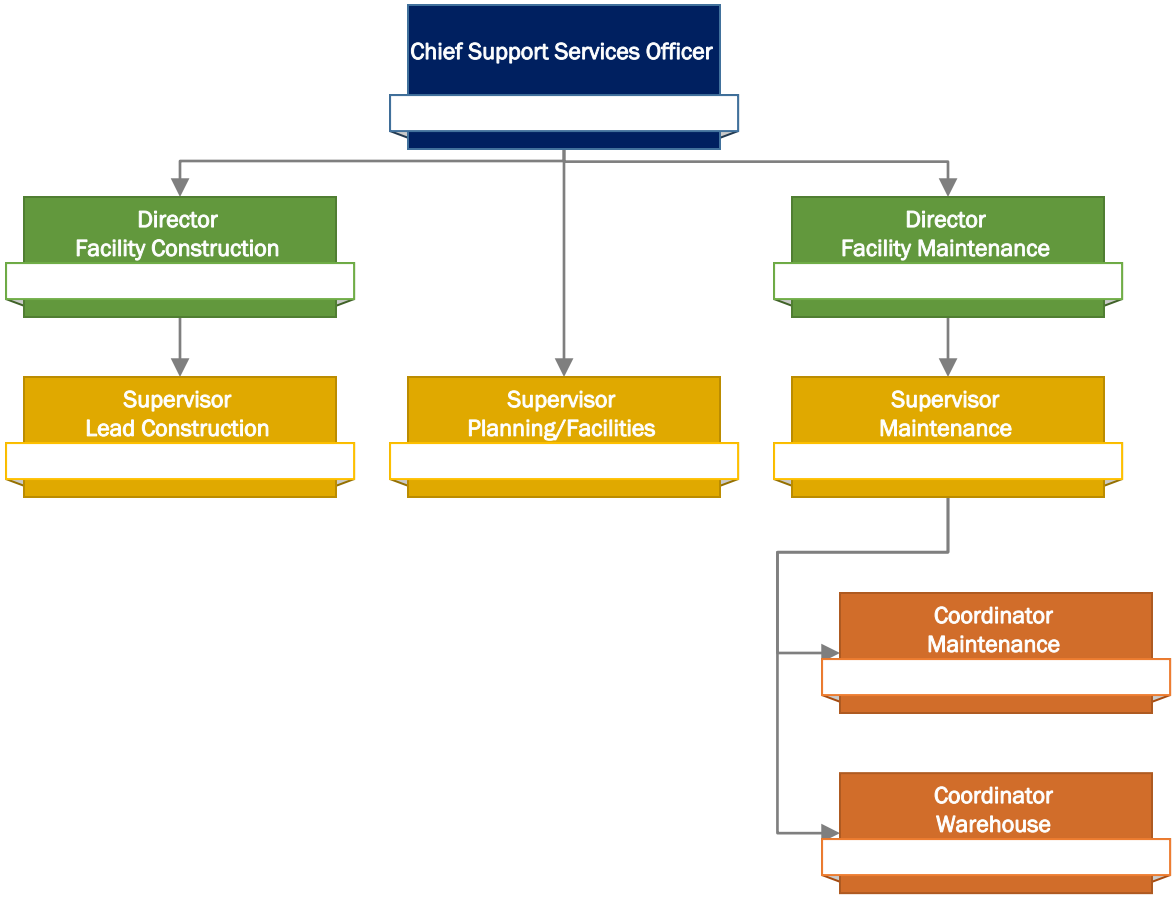
Proposed CCSD Organizational Chart of Divisions - - SY 2017-18 and SY 2018-19



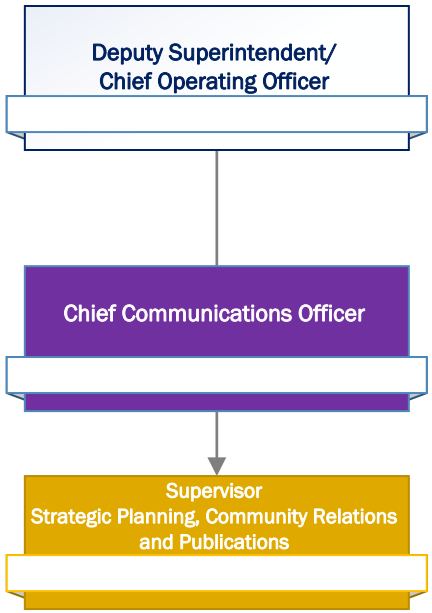
Division of Technology and Information Services



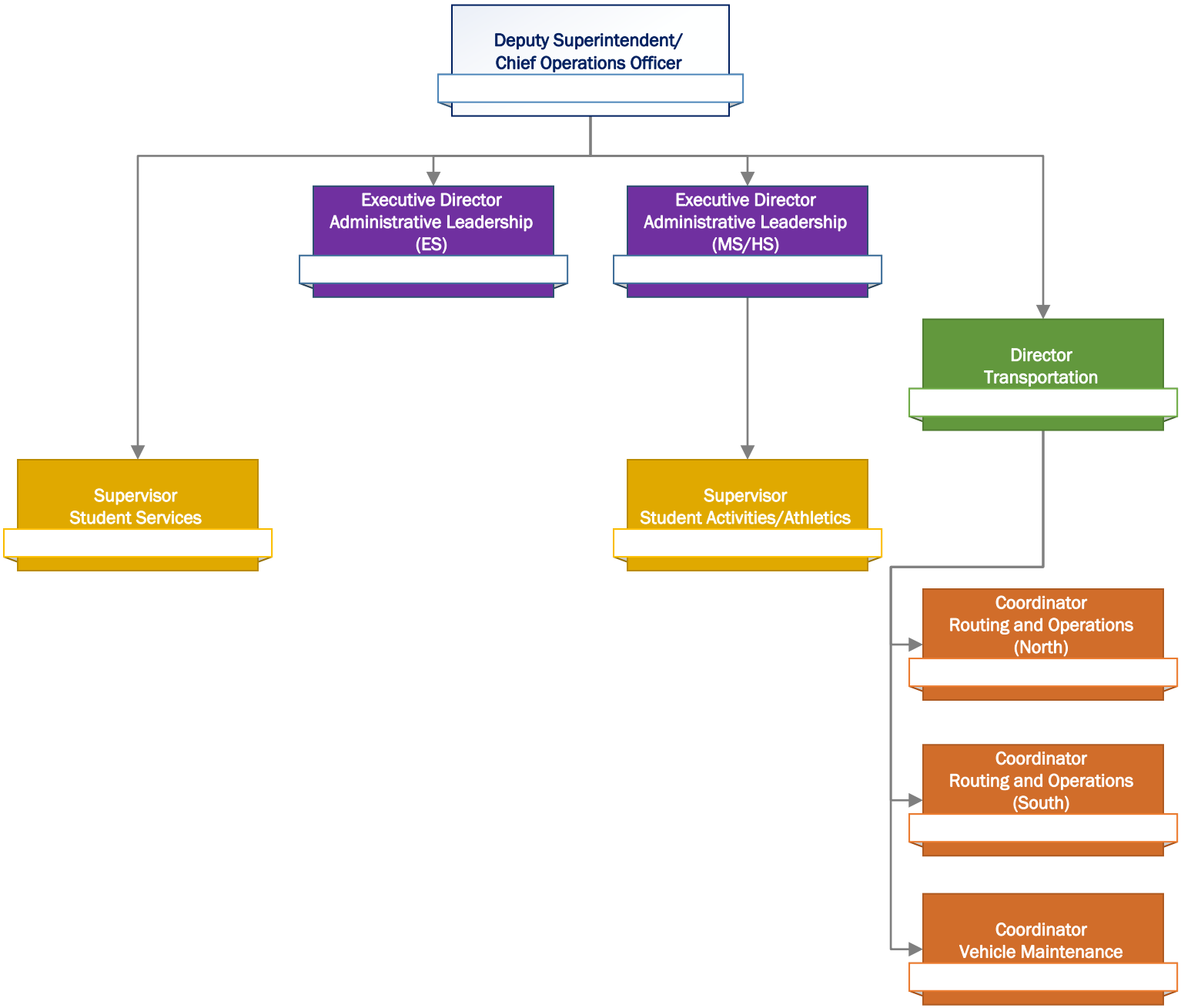
Division of Support Services



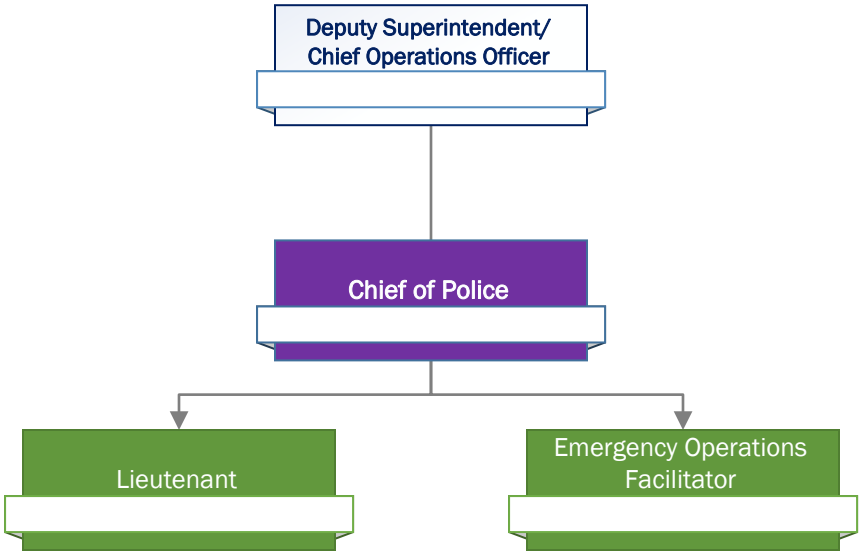
Division of Communications



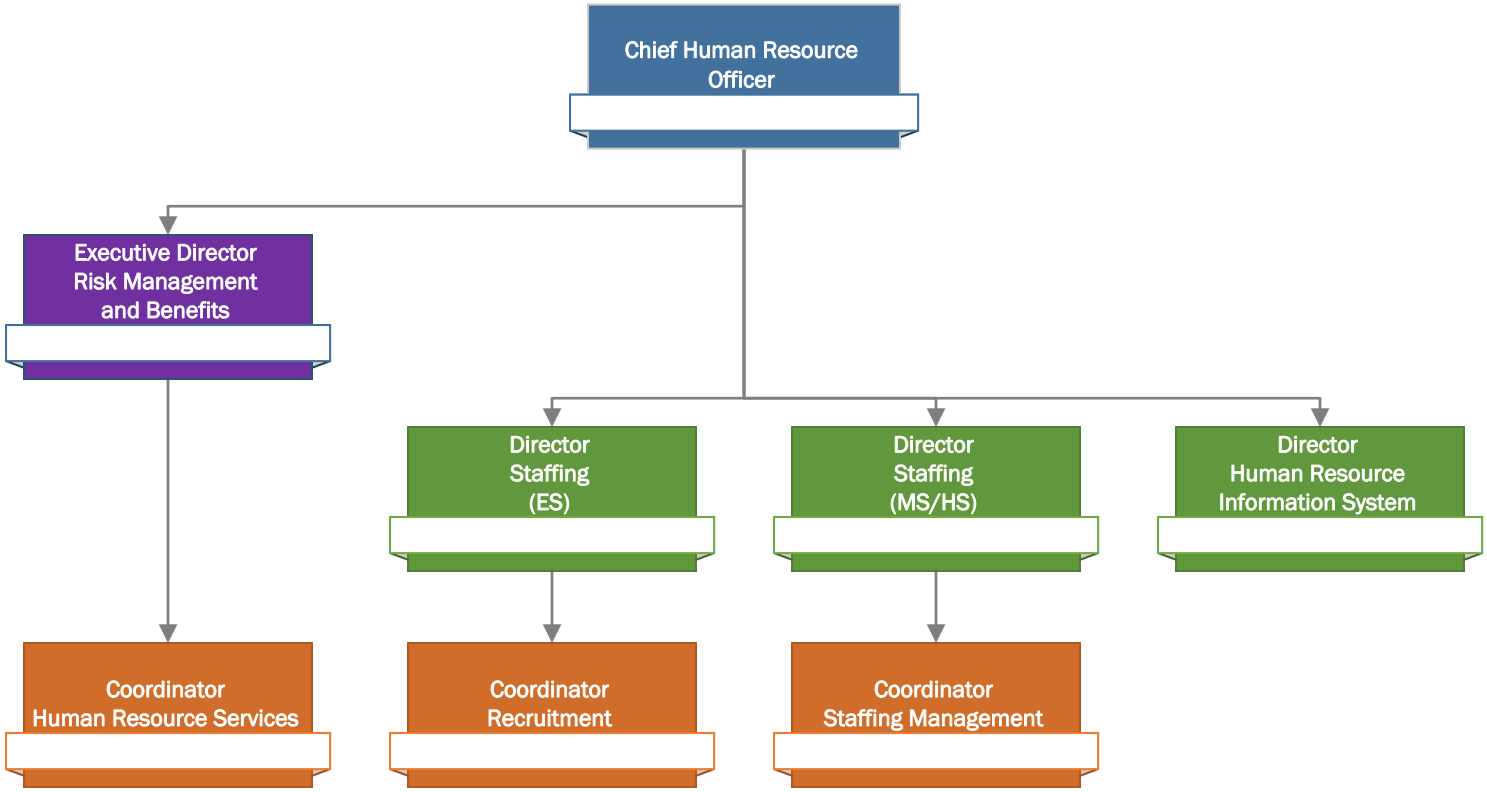
Division of School Operations



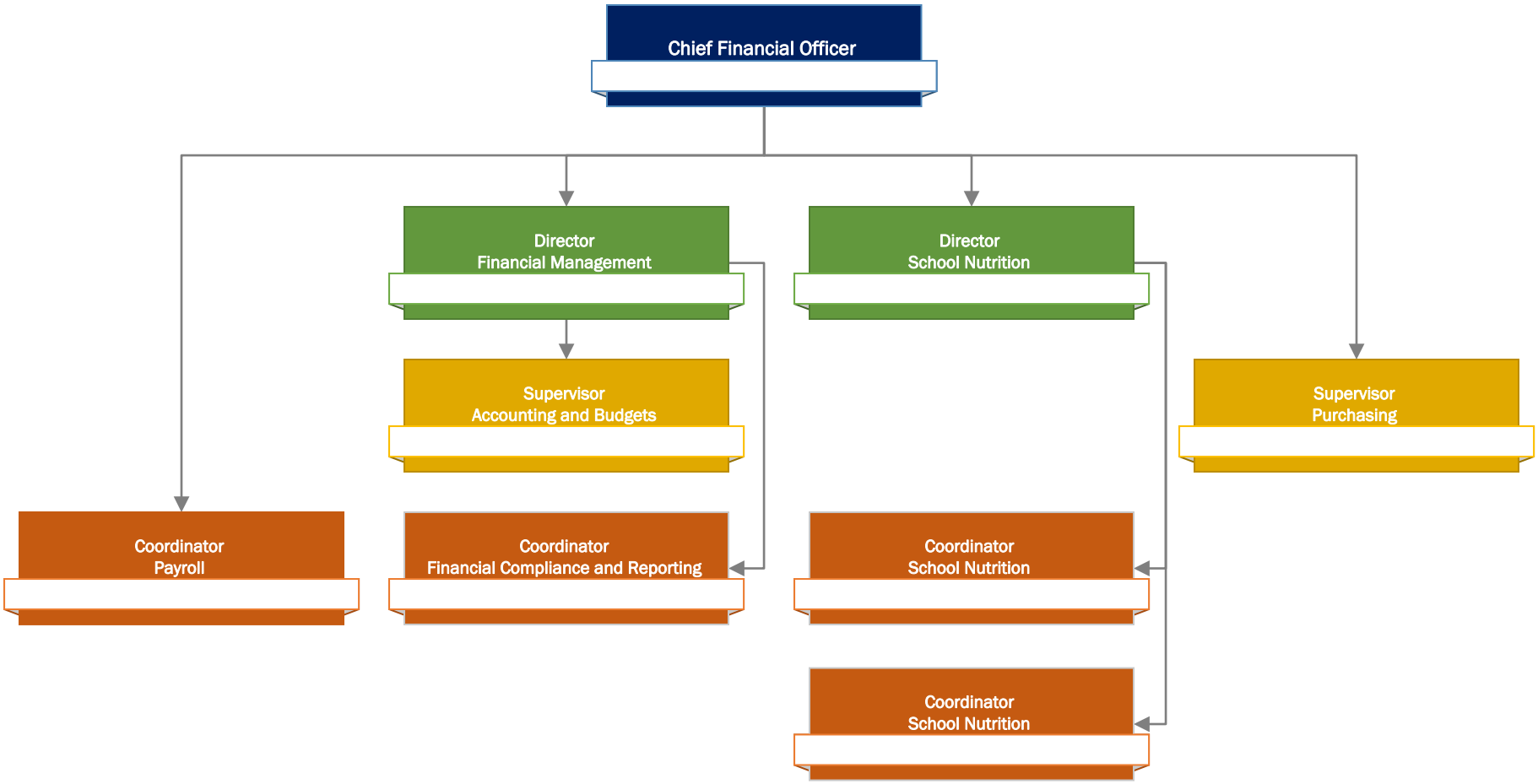
Division of Safety and Security



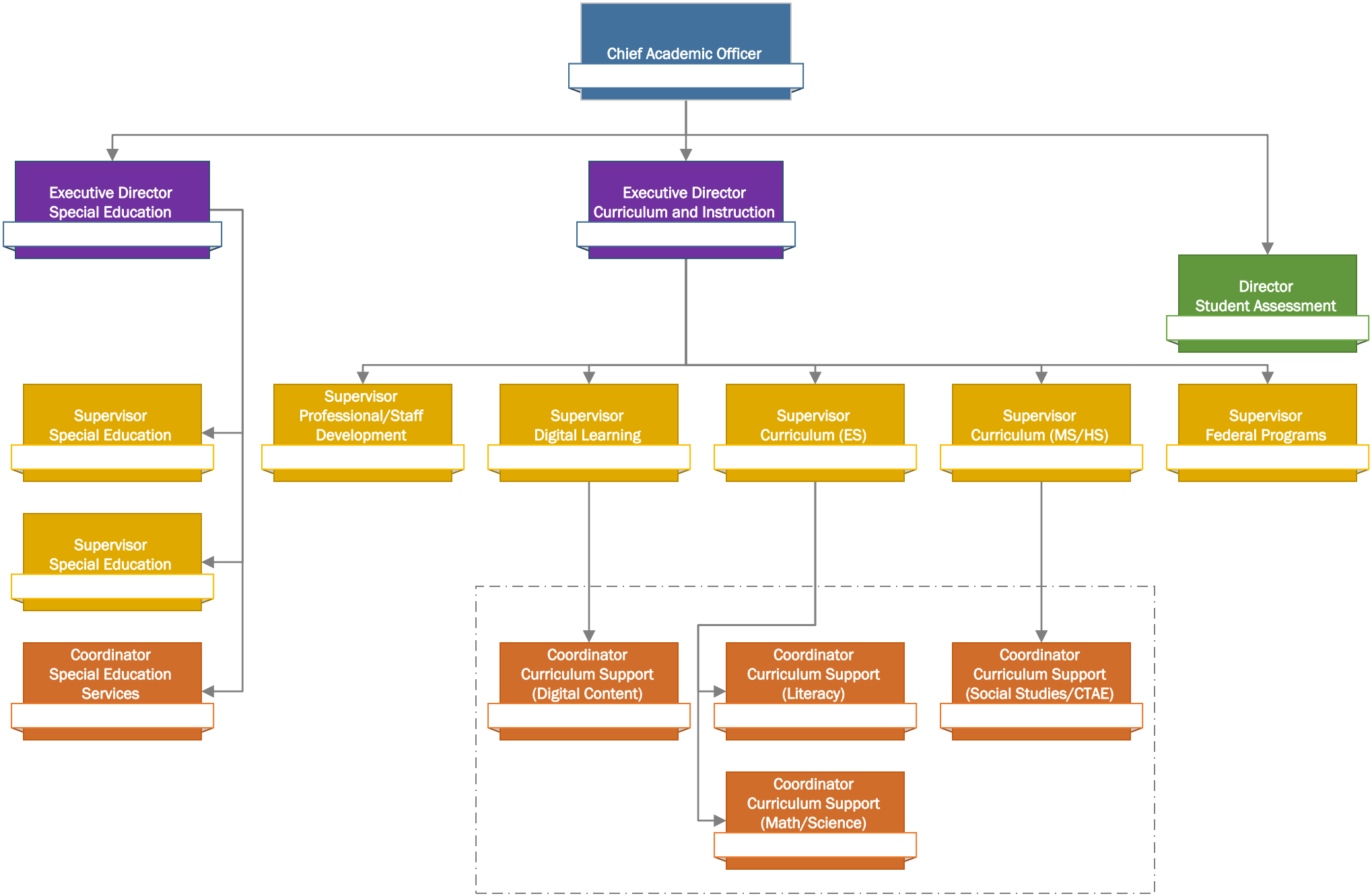
Division of Human Resources



Division of Financial Management



Division of Curriculum and Instruction



CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Chief of Staff**		Code: 1A.030
Division Department:	Board Staff / Chief Executive Officer	Evaluation Instrument:	JPEI-2
Pay Grade:	Chief Officer	Pay Type: Salaried - Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Superintendent of Schools/Chief Executive Officer		

MINIMUM QUALIFICATIONS

Master's degree or higher in Educational Leadership or Bachelor's degree or higher in business administration, public administration or related field.

GOAL

Provides leadership in managing the Superintendent's executive services, promoting strong School Board relations and developing, maintaining and representing the School District in its intergovernmental and community relationships for support in achieving the District's Major System Priorities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Take a leadership role in driving a collaborative process with the School Board, Superintendent and stakeholders to result in the development of District priorities, objectives and to guide strategic and operational decision-making.
- Cultivate a strong partnership with the School Board in setting policies consistent with the mission and vision of the District.
- Provide ongoing guidance and assistance, collaborating with officials and departments, in the creation and fine-tuning of policies and procedures that are both global in scale to District priorities and objectives and specific to the departmental operations.
- Provide leadership in the implementation of all School Board Policies and administrative procedures relating to operational support.
- Identify, research, assess and communicate changes in State and Federal education policies, legislation and/or other trends in education that may have a fiscal, operational or programmatic impact on the District.
- Create tracking system for bills with legislative impact, providing fact sheets, talking points or other materials as required.
- Advocate at the local, state and federal levels for the health, education, and public policy issues that impact the District.
- Coordinate strategic efforts in developing the District's Annual Legislative Program.
- Interact with stakeholders and advocate for District efforts related to District initiatives.
- Work with government officials, including senators and house members, advocacy groups and citizens to convey and promote the District's Annual Legislative Program.
- Serve as liaison for the Superintendent's Office with key individuals/groups and governmental/community officials, including (but not limited to) Cherokee County Government (including the Cherokee County Sheriff's Office and Cherokee Recreation and Parks Authority), Cherokee County Municipalities and the Cherokee County Water and Sewerage Authority.
- Serve as liaison between the Superintendent's Office and the Cherokee County Legislative Delegation and other related public education interest/advocacy groups, including (but not limited to) the Georgia Education Coalition (GEC), Georgia School Boards Association (GSBA), Georgia School Superintendents Association (GSSA), Professional Association of Georgia Educators (PAGE) and Georgia Association of Educators (GAE).
- Attend meetings of and/or represent the Superintendent/School District on various community agency boards and at community functions; serve as liaison and primary contact between the Superintendent's Office and the Cherokee County Council of PTA and school PTAs, Georgia PTA, Cherokee Office of Economic Development (COED), Cherokee County Chamber of Commerce and various community groups that utilize School District facilities.
- Assist members of the Superintendent's Cabinet, Agenda Preparation Group (APG) and principals in the development of special reports, publications and information requested by the Superintendent for dissemination to School Board Members, administrators, teachers, support staff, parents and the public and for routine posting on the School District Web site.
- Assist the Superintendent by facilitating meetings of senior staff members, as well as assimilating/disseminating materials/ information/data from senior staff members and principals for presentation at Superintendent/School Board Strategic Work Sessions and School Board meetings.
- Compile reports, gather statistics and develop other documentation as requested.
- Promote and maintain a positive, safe and professional work environment.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review and stay abreast of current developments, literature and technical sources of information related to job responsibility.
- Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
- Ensure adherence to appropriate safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

Position Title:	**Chief of Staff**		Code: 1A.030
Division Department:	Board Staff / Chief Executive Officer	Evaluation Instrument:	JPEI-2
Pay Grade:	Chief Officer	Pay Type: Salaried - Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Superintendent of Schools/Chief Executive Officer		

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits

FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.

Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT

Job Description

Position Title:	**Coordinator, Special Education Services**		Code: 2B.035
Division Department:	Curriculum and Instruction	Evaluation Instrument:	JPEI-1
Pay Grade:	Certified Salary Schedule	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Executive Director, Special Education or Designee		

MINIMUM QUALIFICATIONS

Valid Georgia Educator Certification as required by the Georgia Professional Standards Commission. Special Education field/area preferred. Five years of teaching in a special education area. Working knowledge of special education due process requirements; strong organizational skills; strong communication and interpersonal skills.

GOAL

Ensure efficient due process procedures.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Chair and facilitate all IEP and special education meetings for students in assigned schools.
- Manage educational programs for students with disabilities, including ensuring services are provided in accordance with the IEP.
- Ensure compliance in accordance with IDEA and Georgia State Regulations in regards to the education of students with disabilities at assigned schools.
- Provide training in due process procedures, special education records management software, data collection, and effective programming for students with disabilities for teachers and administrators.
- Coordinate with the Transportation Department special education transportation for students with disabilities who are in need of this related service.
- Work with other special education facilitators and school staff to provide an orderly transition between schools for students with disabilities.
- Assist testing coordinators and special education department chairs to provide appropriate testing environments for students with disabilities and to ensure appropriate accommodations are provided.
- Assist administrators in the scheduling of students with disabilities so that schedules meet the requirements of the students' IEPs and personnel are allotted appropriately.
- Ensure that data is collected in relation to the goals and objectives included in the IEP and reviewed at least annually.
- Ensure IEP progress reports on goals and objectives are provided to parents/guardians at least annually and are based on current data.
- Complete educational screenings for students referred for special education assessment.
- Coordinate the continuation of special services for transferring students with disabilities.
- Establish positive working relationship with parents/guardians and school staff.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Maintain professional knowledge regarding current best practices in general and special education pertinent to the assigned school.
- Ensure adherence to safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

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Fringe Benefits

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Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Supervisor, Digital Learning**		Code: 2C.045
Division Department:	Curriculum and Instruction	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Executive Director, Curriculum and Instruction		

MINIMUM QUALIFICATIONS

Master's degree or higher with proper certification as required by the Professional Standards Commission. Minimum of five successful years as an educator required; administrative experience preferred. Experience and/or education in digital learning programs and resources as well as instructional design. Strong knowledge of K-12 curriculum; ability to communicate effectively; strong organizational skills. Competence in technical skills.

GOAL

Ensure the effective organization and operation of curriculum, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Develop and supervise strategies, provide leadership, and implement procedures, related to improving student achievement.
- Consult with school personnel to assist with technology goals addressed in School Improvement Plans.
- Maintain current knowledge of all Georgia State Standards and applicable technology.
- Direct efforts in curriculum-targeted software evaluation, selection and implementation in collaboration with Curriculum and Instruction personnel.
- Assist in the evaluation of curriculum-focused technology, virtual and extended learning opportunities.
- Make appropriate recommendations to facilitate long and short-range planning for instructional resources in all curricular areas.
- Assist in the development of budgets for curriculum-focused technology, virtual and extended learning opportunities.
- Collaborate with Curriculum and Instruction staff to identify the necessary training for educators to meet the State Standards requirements; and to align all instructional strategies with effective formative assessment practices.
- Supervise and evaluate curriculum-embedded technology projects.
- Support and promote District web-based professional resources, and organize appropriate training for teachers.
- Ensure availability of necessary technical support for District administrators, teachers, students and parents.
- Organize and support digital learning events, including webinars, on-line conferences, and training events.
- Identify essential teacher knowledge aligned with critical core content.
- Review current developments, literature and technical source information related to curriculum and instruction.
- Monitor course selection process within State guidelines and District needs.
- Review District policies to ensure alignment with State Board rules.
- Assist in implementing procedures to assure compliance with local and state board directives and policies.
- Participate in training programs to increase skills and proficiency related to assignments.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

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MINIMUM REQUIREMENTS

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Fringe Benefits

FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.

Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Coordinator, Payroll**		Code: 3B.040
Division Department:	Financial Management	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Financial Officer		

MINIMUM QUALIFICATIONS

Minimum of Bachelor's Degree in finance, accounting, business or a related field and/or creditable experience in payroll processing.

GOAL

Plan, coordinate and manage in conjunction with the Chief Financial Officer the School District's payroll operations to ensure the efficient and effective functioning of the Payroll Department.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supervise the preparation, issuance and distribution of employee's earnings and related payroll functions for the School District.
- Ensure that all School District employees receive the correct annual compensation as authorized by the Superintendent of Schools and the Division of Human Resources.
- Reconcile and accurately submit all employee payroll withholdings and employer matching funds to authorized agencies or designees as required in a timely fashion.
- Prepare and submit accurately and timely all Federal, State and Local reports as required and assigned.
- Provide assistance in preparing and implementing the School District's annual budget and financial reports as needed.
- Comply with all federal and state regulations and guidelines, in addition to local Board policies.
- Record and safeguard employees' histories of earnings, payroll deductions and accumulated leave.
- Supervise and assist in the evaluation of payroll clerks.
- Provide employee assistance in preparing federal, state and local forms as required for payroll preparation.
- Assist in providing requested information for annual financial and management audits.
- Recommend business practices and procedures related to payroll operations that are based on widely accepted standards.
- Complete all job assignments in a timely, accurate and professional fashion.
- Possess and maintain valid and appropriate license, certificate and/or credentials as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review current developments, literature and technical sources of information related to job responsibility.
- Ensure adherence to good safety procedures.
- Follow all federal and state laws, as well as, Board policies.
- Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

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Fringe Benefits

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Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Director, School Nutrition Program**		Code: 3D.005
Division Department:	Financial Management	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Financial Officer		

MINIMUM QUALIFICATIONS

Must hold a Georgia Clear Renewable School Nutrition Director certificate issued by the Georgia Professional Standards Commission (GPSC) (Master's Degree or higher), or be issued an Induction Certificate (Bachelor's Degree or higher) and convert to a Clear Renewable certificate (Master's Degree or higher) within 3 years. Degree in food and nutrition, food service management dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field Minimum of three years supervisory experience in school nutrition, hospital dietetics or home economics teaching. Ability to establish good working relationships with principals, teachers, school nutrition staff and central office personnel. Strong organizational and leadership ability required. Must have a valid Georgia Motor Vehicle operator's license with endorsements compatible with assigned duties of Cherokee County Board of Education.

GOAL

Provide leadership and assistance that result in high standards of school nutrition and food service management.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Establish goals for each School Nutrition Program, in collaboration with school staff; monitor progress and activities to reach established goals; and evaluate the effectiveness of completed goals.
- Assist in the establishment and implementation of standards and policies for the school nutrition program in accordance with local, state and federal requirements.
- Consult regularly with principals on all aspects of the school nutrition program.
- Serve as a resource person to faculty, school and community groups on nutrition and the school nutrition program.
- Promote the expansion, development and understanding of the school ~~food and~~ nutrition program within schools and the community.
- Make visits to all schools; and provide appropriate follow-up and requests for assistance.
- Review annual evaluations of each School Nutrition Program.
- Hold monthly meetings with School Nutrition Program Managers.
- Assess training needs of School Nutrition Program personnel.
- Plan and provide for in-service training for all School Nutrition Program employees.
- Provide resources and consultation for School Nutrition Program Managers to use in on-the-job training for employees.
- Train Managers in the use and care of equipment.
- Train Managers in appropriate safety procedures.
- Operate the School Nutrition Program in a cost-efficient manner.
- Supervise all financial accounts, school nutrition reports and records to ensure accuracy and timeliness.
- Plan and supervise catering projects.
- Attend seminars, workshops and supervisor meetings as scheduled.
- Provide for a public information program for the School Nutrition Program, as needed.
- Provide a program for involvement of students, parents and community in School Nutrition Programs.
- Serve as advisor to the Cherokee County School Nutrition Association, and provide assistance, as needed.
- Support the Georgia and National School Nutrition Associations.
- Promote personal professionalism through participation in associations, professional groups, seminars and college course work.
- Implement computer technology into the School Nutrition Program.
- Monitor adherence of nutrition programs to federal, state and local laws and regulations concerning such matters as sanitation, safety and nutritional standards of the meal program.
- Operate Board-owned vehicle in a safe manner, and assume responsibility for all supplies and equipment on the vehicle.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Monitor free and reduced-price meal application processing, bid and procurement processing and inventory.
- Review employee evaluations.
- Ensure adherence to good safety procedures.
- Follow federal and state laws as well as Board policies.
- Perform other duties as assigned.

Position Title:	**Director, School Nutrition Program**		Code: 3D.005
Division Department:	Financial Management	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Financial Officer		

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits

FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.

Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Supervisor, Student Services**		Code: 4A.025
Division Department:	School Operations	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Deputy Superintendent, Executive Director or Designee		

MINIMUM QUALIFICATIONS

Masters degree or higher with Educational Leadership certification as required by the Professional Standards Commission. Minimum of five successful years as an educator, experience as a principal or central office staff member preferred.

GOAL

Assist the Executive Director and Deputy Superintendent of School Operations in providing the leadership necessary to develop, maintain and manage the best possible educational programs and services for the benefit of each individual student.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supervise and coordinate School Nurse Program services and personnel; and directly supervise Lead Nurses.
- Supervise and ensure budget development and adherence for School Nurse and Social Worker programs and services.
- Communicate expectations and criteria for school-based student clubs; and review all student club applications for approval.
- Facilitate the participation of the School Counseling Program staff in professional development experiences that develop and enhance job-related knowledge and skills.
- Serve as liaison to the Department of Family and Children Services for principals and support staff.
- Organize and facilitate the District Crisis Response Management Team.
- Prepare and disseminate guidance-related literature and publications.
- Review and approve all vendor applications and budgets for the District Before/After School Programs.
- Provide support, information, and ongoing training to principals and school personnel, specific to homeless student/family services.
- Apply for the McKinney-Vento Homeless Assistance Grant to facilitate the enrollment, attendance and school success of homeless children and youth.
- Provide data and information to the Deputy Superintendent, as needed, for the development of programs and services identified by the Superintendent.
- Provide leadership for the design and implementation of student support delivery systems and personnel with focus on student welfare and achievement.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review current developments, literature and technical sources of information related to job responsibility.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits

FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.

Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Coordinator, Maintenance**		Code: 5B.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	247 Days		
Reports to:	Supervisor, Maintenance		

MINIMUM QUALIFICATIONS

Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program. The following licenses are preferred: State of Georgia Electrical, Plumbing, Refrigeration or Warm Air License. Three years' experience in a similar environment. Ability to read blueprints, technical data and sketches; prepare estimates of materials from such information; willing to answer emergency calls at all hours, including off-hours; considerable knowledge of all trades necessary for building maintenance; ability to work well with others; able to climb and work from ladders or scaffolding, and carry heavy objects; must have a valid Georgia motor vehicle operator's license with endorsements compatible with assigned duties of Cherokee County Board of Education.

GOAL

Assist the Maintenance Supervisor in providing a high level of building maintenance throughout the system.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Coordinate daily operations of maintenance staff.
- Gather and present budget preparation information to Director of Maintenance.
- Receive routine work orders from Maintenance Supervisor and follow instructions regarding assignments.
- Assist in obtaining information for estimates, and report on materials and labor for jobs that exceed minor maintenance.
- Obtain repair parts and supplies for all facets of building maintenance after expenditure approval from Supervisor of Maintenance.
- Advise users of systems about proper operation, and provide suggestions to enhance results.
- Initiate emergency purchases to include pickup and delivery of the material and processing necessary payment documents.
- Determine department operating objectives such as establishing or eliminating specific stock items; reviewing quality of stocked items; requesting faster deliveries by vendors, etc., and initiate actions to attain objectives.
- Inform Facility Zone Foremen of the need to do specific work based on priorities.
- Contact and converse with vendors and Supervisor of Maintenance to analyze and resolve problems.
- Review invoices for stock items and determine accuracy of prices and discounts; review bid requirements, and verify that requirements are observed.
- Obtain bids from outside contractors for repairs, including all necessary compliance documentation.
- Review and maintain facility Energy Management System conditions and scheduling.
- Maintain Access Control Systems.
- Maintain facilities work order management system.
- Coordinate with School Administration and outside vendors of all Summer/break repairs at their facility.
- Implement training objectives for all Maintenance employees.
- Operate Board owned vehicle in a safe manner, and assume responsibility for all supplies and equipment on the vehicle.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.

Position Title:	**Coordinator, Maintenance**		Code: 5B.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	247 Days		
Reports to:	Supervisor, Maintenance		

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits

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Adopted: April 20, 2000

Revised: March 2005, July 2008, October 2011, February 2017

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Supervisor, Planning/Facilities**		Code: 5E.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried - Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Support Services Officer or Designee		

MINIMUM QUALIFICATIONS

Degree with emphasis in planning, evaluation, research and/or measurement preferred. Minimum of three years work experience. Knowledge of data collection techniques. Ability to use computers to organize data and produce reports. Experience with AutoCAD and ArcView software preferred. Ability to analyze research findings, data and formulate conclusions.

GOAL

Assist Support Services in providing student enrollment forecasts along with translating forecasts into short and long-range plans for school facility needs and school attendance zones.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supervise daily operations of Planning/Facilities staff.
- Develop and maintain pupil enrollment projections for planning a district-wide forecast by grade for a five-year period, including a forecast of student enrollment by school and school cluster and an annual long-range system-wide forecast of student enrollments for 5, 10 and 15 years.
- Develop and maintain a plan for dealing with student population changes such as closings, attendance zones changes, etc.
- Collect, analyze and organize data; i.e., economic outlook, labor projections, etc. for input into planning activities.
- Conduct the annual Attendance Area Focus Group Process to facilitate determining future pupil attendance zoning.
- Interpret school attendance areas to both the internal and external public.
- Maintain attendance zone maps for current and future attendance zones for each school and for each school cluster.
- Provide information to school administrators about rezoned students.
- Develop and maintain a system of analysis of demographic, land utilization, population saturation and neighborhood maturation for the purpose of refining and expanding upon enrollment forecasts.
- Maintain and operate geographic planning database that includes current and future school boundaries, plotting maps for planning and other pertinent information.
- Represent the School District at educational meetings.
- Serve as a liaison between Cherokee County Board of Education and municipal planning boards.
- Attend municipal planning and zoning meetings as directed to represent Superintendent and Board.
- Track all residential zoning cases and submit appropriate impact comments.
- Coordinate new school site selection, facilitate land procurement process and arrange for appropriate site surveys.
- Maintain inventory of real property holdings owned by the School District, manage property deed documentation and data.
- Analyze aerial surveys in relation to future property acquisition, facility construction and maintenance.
- Supervise Access Control Systems, work with vendors/staff to facilitate installation and upgrading of hardware & programming and provide training, when requested.
- Supervise facilities work order management system and provide training, when requested.
- Review and maintain facility Energy Management System conditions and scheduling.
- Participate in on-call Facilities duties, as needed.
- Collect, analyze and manage Support Services budget data for presentation to Chief Support Services Officer.
- Administrate Support Services vehicle procurement process.
- Assist in managing Support Services technology and program acquisition.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Operate Board-owned vehicle in a safe manner and assume responsibility for all supplies and equipment on vehicle.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

Position Title:	**Supervisor, Planning/Facilities**		Code: 5E.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried - Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Support Services Officer or Designee		

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits

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Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Director, Information Technology**		Code: 6C.012
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university in computer science, business administration, public administration or related field. Minimum of five years' experience in the administration of information technology systems for educational agencies. Demonstrate knowledge in networks and systems design and in managing information technology for business, school system or agency. Experience in a public K-12 school system preferred.

GOAL

Ensure seamless and expeditious implementation of enterprise level software and database systems for all school/work locations, and ensure that all such systems are operational, efficient and conducive to promoting productivity and efficiency in a K-12 environment. Position requires planning and implementing system level database systems and end-user devices; developing and maintaining current technology standards; and, compiling, verifying, analyzing and maintaining complex, detailed records.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supervise and evaluate assigned employees, provide professional development and training, and execute remediation as required to ensure employee performance meets acceptable standards.
- Manage the creation, flow, integrity, security and manipulation of critical computer-generated District data.
- Consult regularly with the Chief Information Officer for planning and coordinating projects, assigning priorities, acquiring product and special tasks.
- Keep the Chief Information Officer timely advised on all matters of significance involving the Division of Technology and Information Services.
- Manage data systems including provisions for fault-tolerance and data backup and recovery.
- Manage the development and maintenance of technical standards for District database architecture.
- Review, recommend and provide the tools and resources necessary to ensure the operability and interoperability of all systems.
- Maintain awareness of the installation/expansion of critical operations databases to ensure compliance with adopted technology standards.
- Develop and execute contingency plans for failed or severely damaged critical systems.
- Assess need, design, develop, implement, maintain and support of custom data and reporting solutions to enhance the efficiency of school district operations.
- Oversee the dispatch of personnel to provide administrative technology support throughout the district.
- Develop standards for the continued professional development of the technology staff.
- Maintain a system that tracks data quality in enterprise level applications.
- Compile reports, gather statistics and develop other documentation as requested by the Chief Information Officer.
- Direct the efforts in researching and recommending new and emerging technologies that have potential in the K-12 arena.
- Assess, recommend and provide for training on specific applications and programs adopted by the school district.
- Oversee the training, data input, data submission, data analysis and process completion related to state data reporting of student information.
- Provide ongoing guidance and assistance with the creation and fine-tuning of policies and procedures that are both global in scale to the districts priorities and objectives and specific to the operation of the Division.
- Coordinate with appropriate staff/departments to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others in accordance with federal, state and or local requirements
- Interact effectively with the public, staff members, students, teachers, parents and administrators, using tact and good judgment.
- Maintain strong communication channels with district level departments and schools regarding issues related to student information system software and state reporting.
- Adhere to the rules set forth by the Cherokee County Board of Education with regard to soliciting vendors for pricing.
- Adhere to the rules set forth by the Cherokee County Board of Education regarding the storage of bidding processes and documentation.
- Perform and promote all activities in compliance with equal employment nondiscrimination policies of The School Board of Cherokee County.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- Review and stay abreast of current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Promote and maintain a positive, safe and professional work environment.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

Position Title:	**Director, Information Technology**		Code: 6C.012
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		

IMPORTANT NOTES

ESSENTIAL DUTIES

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MINIMUM REQUIREMENTS

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Fringe Benefits

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Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT

Job Description

Position Title:	**Supervisor, Technology Support Services**		Code: 6C.025
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university in computer sciences or related field. Minimum of five years of experience (including at least two years supervisory or administrative experience) in the administration of information/education technology systems. Experience in a public K-12 school system preferred. Progressively more responsible work experience planning and installing campus level data and voice communications infrastructure systems and end-user devices; developing and maintaining technology standards and maintaining complex, detailed records.

GOAL

Ensure smooth and expeditious installation of data and voice communications infrastructure and technology equipment for all county locations and, ensure that all technology-based solutions, such as computers, network infrastructures and software applications are operational, efficient, secured and conducive to promoting productivity and technology literacy in a K-12 environment.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supervise, coach and evaluate the daily work performance of assigned technology employees.
- Manage the curation, development and maintenance of technical standards manuals for infrastructure wiring, LAN/WAN design, end-user devices and any other technology-related equipment for which standards will be developed.
- Oversee the dispatch of personnel to provide technology support throughout the district.
- Provide daily oversite, monitoring, troubleshooting and problem resolution to the District's network services including fileserver operation and backup, information security, user provisioning and access control, application installation and readiness, and remote access.
- Ensure adequate levels of fault tolerance for key systems and maintain and regularly test a disaster recovery and business continuity plan.
- Consult regularly with the Chief Information Officer for planning and coordinating projects, acquiring product and special tasks.
- Coordinate with the Director(s) to review the installation/expansion of all electronic data communications systems to ensure compliance with adopted technology standards.
- Review, recommend and provide the tools and resources necessary to ensure the operability and interoperability of all systems.
- Ensure District technology assets are maintained, accurate and updated annually within the adopted platform.
- Develop and execute contingency plans for failed, stolen or severely damaged critical systems.
- Develop standards for the continued professional development of the technology staff.
- Maintain and utilize an electronic system that tracks the volume, type and status of technology-based work requests.
- Compile reports, gather statistics and develop other documentation as requested by the Chief Information Officer.
- Direct the efforts in researching and recommending new and emerging technologies that have potential in the K-12 arena.
- Professionally represent the Cherokee County School District at meetings, conferences and conventions.
- Assess, recommend and provide for training on specific applications and programs adopted by the school district.
- Oversee the management and condition of the Network Operation Centers.
- Provide ongoing guidance and assistance with the creation and fine-tuning of policies and procedures that are both global in scale to the districts priorities and objectives and specific to the operation of the Technology Department.
- Ensure the provision of end-user telephone and on-site support.
- Assist in the evaluation, assessment and implementation of new and emerging technologies.
- Adhere to the rules set forth by the Cherokee County Board of Education with regard to soliciting vendors for pricing.
- Adhere to the rules set forth by the Cherokee County Board of Education regarding the storage of bidding processes and documentation.
- Provide pricing and preferred vendor information to purchasing agents.
- Track repair of hardware items with vendors and resolve billing disputes.
- Perform and promote all activities in compliance with equal employment nondiscrimination policies of The School Board of Cherokee County.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Promote and maintain a positive and professional work environment.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

Position Title:	**Supervisor, Technology Support Services**		Code: 6C.025
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		

IMPORTANT NOTES

ESSENTIAL DUTIES

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MINIMUM REQUIREMENTS

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Fringe Benefits

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Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Supervisor, Technology Field Services**		Code: 6C.047
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		

MINIMUM QUALIFICATIONS

A minimum of five years' work experience (including at least two years supervisory or administrative experience) in the administration of information/education technology systems. Two years employee/project managerial experience preferred. Experience in a public K-12 school system preferred.

GOAL

Ensure the efficient installation of technology equipment for all District locations and ensure that all technology-based resources, such as computers, network infrastructures and software applications, are operational and conducive to promoting productivity, technology literacy and student achievement in a K-12 environment.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supervise, coach and evaluate the daily work performance of field-based Technology Specialists, Technology Maintenance Specialists and Data Communication Specialists.
- Ensure the timely acquisition and delivery of hardware, software and support to end-users throughout the District.
- Consult regularly with the Chief Information Officer for planning and coordinating projects, acquiring product and special tasks.
- Coordinate the planning, acquisition and deployment of networked, online and computer-based software.
- Collaborate with appropriate staff on the development and presentation of Professional Development objectives for the field-based technology support staff.
- Provide oversight in the creation and management of major departmental and District projects and initiatives.
- Research and recommend new and emerging technologies that may add value and quality to the operations of the District.
- Develop and maintain a technology support schedule for all District work locations.
- Construct processes that assist with the aggregation of data for District reporting efforts.
- Ensure District technology assets are maintained, accurate and updated annually within the adopted platform.
- Create processes that enhance workflow and productivity.
- Provide consultation and advisement to senior management.
- Maintain and utilize an electronic system that tracks the volume, type and status of technology-based work requests.
- Ensure that the District's technology naming and numbering standards are followed.
- Annually develop and maintain a budget for anticipated expenses related to technology acquisition.
- Actively participate in the short and long term strategic planning for departmental projects, initiatives and business objectives.
- Thoroughly document unique processes, procedures and unique configurations and share that information with the District technology personnel.
- Ensure appropriate training is provided for all technologies as acquired by the District.
- Assist in the interviewing and selection of new employee candidates.
- Assist in the creation and delivery of an agenda for departmental staff meetings.
- Professionally represent the District at meetings, conventions and conferences when required and approved.
- Maintain a positive, professional, and safe work environment.
- Assist in the evaluation, assessment and implementation of new and emerging technologies.
- Adhere to the rules set forth by the Cherokee County Board of Education with regard to soliciting vendors for pricing.
- Adhere to the rules set forth by the Cherokee County Board of Education regarding the storage of bidding processes and documentation.
- Provide pricing and preferred vendor information to purchasing agents.
- Track repair of hardware items with vendors and resolve billing disputes.
- Perform and promote all activities in compliance with equal employment and nondiscrimination policies of the District.
- Possess and maintain valid and appropriate license(s), certificate(s) and/or credential(s) as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Participate in the periodic review of designated employee's job performance.
- Review current developments, literature and technical sources of information related to job responsibility.
- Ensure adherence to good safety procedures.
- Promote and maintain a positive and professional work environment.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

Position Title:	**Supervisor, Technology Field Services**		Code: 6C.047
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-2
Pay Grade:	T31	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		

IMPORTANT NOTES

ESSENTIAL DUTIES

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MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits

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Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT

Job Description

Position Title:	**Director, Human Resources Information Systems (HRIS)**		Code: 7B.025
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Human Resources Officer		

MINIMUM QUALIFICATIONS

Master's degree or higher with proper certification as specified by the Professional Standards Commission OR Bachelor's degree or higher in Personnel Management, Human Resources or a related field. Five years of experience working with the development and reporting of personnel systems. Ability to maximize personnel technology to increase productivity, efficiency, and customer service within the organization.

GOAL

Configure, develop, maintain and report the School Districts HRIS system, applicant tracking system, Human Resources intranet, and internet communication sites. Also, leverage technology to ensure efficiencies with payroll, benefits, time and attendance, manager self-service, employee self-service, and organizational management activities across all departments.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Provide technical support for business applications and data processes to administrators and support staff relative to HRIS to ensure effective, efficient and appropriate utilization.
- Configure and customize HRIS and various personnel management modules to increase efficiencies within the organization: personnel administration, organizational management, payroll, benefits, ESS, MSS, time and attendance, contracts, records management, performance management, professional learning, etc.
- Review all system processes and give recommendations to increase efficiencies throughout the organization.
- Identify system problems and determine resolution options.
- Ensure current licensing, maintenance, updates, and configuration of software related to HRIS.
- Monitor progress of HRIS related projects and take corrective action as required to ensure that deadlines and business needs are met.
- Work with external technology support teams to write business and technical specifications.
- Build test plans and perform system testing; work with user and project development teams during the design, testing, and implementation of all systems and system changes; ensure users are provided appropriate manuals and training to be successful.
- Conduct routine review of application controls and security components.
- Prepare communications and provides updates to users and management when appropriate.
- Evaluate, coordinate, develop and deliver ongoing professional development/training to appropriate staff to optimize productivity and efficiency with HRIS system software applications.
- Maintain adequate records and develop reports/queries within each technology system that are core to the business needs.
- Develop, maintain and update as required custom data file transfers and interfaces between the District and external technology.
- Analyze data to measure organizational effectiveness and to provide recommendations for organizational improvements.
- Assist in maintaining, gathering, analyzing and organizing data and statistics for budgeting, auditing, and reporting as required.
- Monitor HRIS data quality to ensure accuracy and fidelity; report variances and provide recommendations for continuous improvement to processes.
- Leverage technology systems to automate allotment formulas when determining Human Resource needs.
- Assist with District recruiting and branding by utilizing internal and external technology resources.
- Collaborate with appropriate divisions in GADOE for mandated collection, reconciling, and submission of CPI data.
- Manage Human Resources internet and intranet to ensure excellent communication with District stakeholders.
- Relay issues, conditions and needs of the Human Resources Department to the Chief Human Resources Officer.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.

IMPORTANT NOTES & ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

Position Title:	**Director, Human Resources Information Systems (HRIS)**		Code: 7B.025
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Human Resources Officer		

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits

FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.

Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Coordinator, Human Resource Services**		Code: 7B.041
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Executive Director, Risk Management and Benefits		

MINIMUM QUALIFICATIONS

Minimum of two years post-secondary education; Bachelor's degree preferred. Minimum of three years of experience working in an administrative environment. Ability to establish and maintain effective working relationships with other employees and the general public; knowledge and understanding of state educator certification process preferred; ability to compose correspondence independently; ability to understand and carry out complex oral and written instructions; ability to organize and handle multiple tasks simultaneously; ability to utilize computer software effectively.

GOAL

Provide management support in all Risk Management and Benefits processes; including the administration of budgets, and daily processes and procedures. Ensure regulatory compliance in program coordination and assist in tracking expenditures and activities for fiscal oversight.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Monitor, interpret and implement current laws, rules and policies pertaining to areas of responsibility.
- Review and make recommendations to the Executive Director or Director(s) on contracts, partnerships, policies, procedures, and new programs for the District.
- Provide management support and assistance to the Office of Risk Management/Benefits with projects relating to Employee Benefits.
- Provide management support and assistance with the development and coordination of new employee orientation, annual open enrollment and distribution of correspondence and updates pertaining to benefits to all employees.
- Provide oversight and ongoing analysis of all benefit enrollment transactions.
- Ensure guaranteed issuance and evidence of insurability requirements and procedures are implemented and followed in a timely manner; and in accordance with Benefit Plan contracts/policies.
- Provide recommendations to Executive Director or Directors as needed to maintain compliance with applicable state and federal laws or other Benefit Plan rules.
- Support the integration and interaction of the various functions of the employee benefits program.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

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Adopted: February 2017

Revised:

CHEROKEE COUNTY SCHOOL DISTRICT DRAFT

Job Description

Position Title:	**Coordinator, Recruitment**		Code: 7B.042
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Director of Staffing		

MINIMUM QUALIFICATIONS

Minimum of two years post-secondary education; Bachelor's degree preferred. Minimum of three years of experience working in an administrative environment. Ability to establish and maintain effective working relationships with other employees and the general public; knowledge and understanding of state educator certification process preferred; ability to compose correspondence independently; ability to understand and carry out complex oral and written instructions; ability to organize and handle multiple tasks simultaneously; ability to utilize computer software effectively.

GOAL

Efficiently and effectively coordinate key aspects of the School District's talent management process. Plan, implement and assess recruitment and talent selection processes; and evaluate applicant certification/licensure and work experience to ensure accurate administration of statutory regulations and local guidelines. Review requests and coordinate placements for university, collegiate and technical school students for clinical field experiences, observations and internships.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Establish and maintain relationships and networks to contribute and build the District's overall talent management efforts.
- Evaluate, review, maintain and extend partnership agreements with universities, colleges, technical schools and other educational agencies to promote ongoing talent development through District placement opportunities.
- Manage the budgeting, scheduling and logistics of all District talent management recruitment efforts and events.
- Apply best business practices to identify and recruit skilled applicants for teaching and all critical support positions.
- Utilize creativity, marketing resources and current technologies to develop and implement effective recruitment strategies that meet District goals; and source teacher and support candidates with a diverse range of critical skill sets.
- Conduct ongoing research and gather vacancy and market data to define effective talent management strategies.
- Evaluate personnel transcripts to identify certification areas in order to have all certified and classified staffing in compliance with state law and District employment requirements.
- Monitor, interpret and implement current laws, rules and policies pertaining to areas of responsibility.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

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Adopted: February 2017

Revised: