

Wednesday, June 8, 2016

To Whom It May Concern:

I am writing in regards to the attached letter that was emailed to the South Carolina Department of Education on Thursday, May 5, 2016. I have emailed Attorney, Wendy Cartledge and Investigator, Joel Griggs regarding this very important issue for Dorchester District #4 in St. George, SC., but to no avail.

Can your office please implement an investigation as quickly as possible as I did not receive a contract for the school year 2016-2017 due to the incompetency and lack of observation from the administrators in this school district. As stated in the attached letter, I was hired as a Speech Therapist with a Bachelor's Degree with a professional certificate. According to the Department of Education, I am able to provide speech therapy in the public school setting providing I am supervised by a Speech Pathologist with their CCCF's (Clinical Competency Certification).

I believe that the students need and require consistency in their learning environment and I thoroughly enjoyed working for Dorchester District #4. I established a repore with the students and parents. Teaching is my live hood!

I would like to continue to work for Dorchester District #4 but the administrators involved have not followed any state or federal guidelines regarding their employees. The Superintendent, Dr. Morris Ravenel, did not support me regarding a contract for next school year.

— See Williams memorial policies + procedures - attached  
The school district is unaware of the email sent to the Department of Education or your letter.

I look forward to hearing from your office as quickly as possible, preferably in writing.

Warm regards.

A handwritten signature in cursive script, reading "Susan J. Kirk". The signature is written in dark ink and is positioned above the printed name.

Susan J. Kirk

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Thursday, May 05, 2016

To Whom It May Concern:

I am writing in regards to several unprofessional/unethical and Medicaid issues that have occurred in Dorchester District #4, St. George, SC.

On Thursday, September 3, 2015, I was interviewed by the Special Services Director, Monica Tudder, and the Assistant Principal, Shelissa Bowman. During the interview, Monica asked me if I would mind being supervised by a Speech Pathologist with her CCC (Clinical Competency Certification) for Medicaid. I replied: "that's not an issue." Monica stated that the Speech Pathologist would supervise and "sign off" on my Medicaid billing.

Approximately 10 days after I was hired, Monica Tudder asked for a copy of teaching certificate, in which I provided for her. It was personally given to her by me in my office. She stated the following: "Good, now you can bill for Medicaid!"

I was hired on September 9, 2015 under a Letter of Agreement as a Speech Therapist. I have a professional certificate in two areas of endorsement: Speech Language Therapy (Bachelor's Degree) and Preschool Special Education, with 48 hours of Special Education. My current teaching certificate states that I have 22 years in the area of Speech Therapy with 18 graduate hours in Special Education.

According to The Department of Education website, a Speech Therapist with their Bachelor's Degree must be observed by a Speech Pathologist with their CCC's with a minimum of one (1) time per school year. I have never been observed throughout this school year by the Speech Pathologist, Administration, or the Special Services Director.

Throughout this school year (2015-2016), I have documented all speech therapy notes, completed testing and IEP's, attended meetings, entered progress notes (prior to the due date), and recorded Medicaid for all of my students (Prek, Preschool Special Education, Kindergarten, 1<sup>st</sup> grade, and approximately five (5) students at a middle school.

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According to the South Carolina Teacher's Association I was to be notified by April 15, 2016, regarding my contract for the school year 2016-2017. I was notified by the Principal, Jeffrey Beckwith on Monday, April 18, 2016, that I would NOT receive a contract due to the fact that I do not have my CCC's for reimbursement for Medicaid. He asked me why I haven't pursued my Master's Degree in the area of Speech and Language Therapy and I replied that it was too expensive at this time. He told me to find another job, check "fillers", and I would get paid until the end of August 2016. I was very disappointed as I felt that I have gone beyond the expectations required for my position. I contacted and spoke with Dr. Nancy Stevens, Human Resource Director, regarding this issue and she stated that she stood with Jeffrey Beckwith..No contract for the school year 2016-2017. It is believed that Dr. Nancy Stevens, Monica Tudder, and Jeffrey Beckwith conjure the same "statements" together to communicate to Dr. Morris Ravenal, district Superintendent. These three professionals are LIARS and want to maintain their hierarchy in the district.

There are four (4) Speech Therapist (Pathologist) in the district, two with their CCC's, one is contract with her CCC's, and I with a Bachelor's Degree. Out of the four of us, I am the only Speech Therapist that has completed Medicaid.

Approximately the end of April, beginning of May 2016, the Speech Pathologist that was to supervise me had two meetings: one meeting with the Human Resource Director, Dr. Nancy Stevens and Jeffrey Beckwith, Principal. The other meeting was with Monica Tudder and Dr. Morris Ravenal, District Superintendent. Monica Tudder had stated that she had scheduled a meeting with the supervising Speech Pathologist on Tuesday, September 15, 2015 to discuss supervising me and "signing off" on my Medicaid. According to the Speech Pathologist, there is no record or evidence of this meeting. The Speech Pathologist does not recall this particular meeting. This Speech Pathologist documents all meetings in her computer, on her cell phone, and on a paper calendar. She did not have any record of this meeting with Monica Tudder and she does not recall this particular meeting. Monica Tudder stated that there were three professionals present but she does not have any notes or evidence that this meeting occurred. The second meeting was with Dr. Nancy Stevens and Dr. Morris Ravenal. The Speech

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Pathologist stated that she was not notified that she was to supervise and "sign off" of my Medicaid by any administrator. Dr. Ravenal replied: "miscommunication."

Monica Tudder stated to the Speech Pathologist that was to supervise me, to "back date" all of the Medicaid that has been entered. The Speech Pathologist is not going to "back date" as this is FRAUD and she will lose her job. Monica Tudder and Jeffrey Beckwith were very disappointed and concerned that the district will not be reimbursed for my Medicaid entries.

I would like to request that disciplinary action be taken against, Jeffrey Beckwith, Principal, Dr. Nancy Stevens, Human Resource Director, and Monica Tudder, Special Services Director.

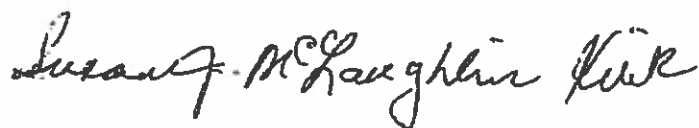
As a professional, Speech Therapist for 22 years in the public school setting and also working at facilities for the mentally handicapped, I teach for the students and not for the money. I have established a repore with the students, parents, staff, and the community. I believe in my heart that students come FIRST in the school environment!! As teachers, we are their role models, teachers, counselors, mentors, and establish meaningful relationships in order for them to become well rounded citizens in today's world.

Also, I would like to request, that I receive a contract for the school year, 2016-2017 without repercussions, consequences, any added after school activities, duty, etc. In addition, due to emotional stress from this Medicaid issue, contract issue, etc., I would like to request that the district increase my salary to \$60,000-\$65,000/year including all benefits.

I will give my formal name that is listed at the district office but I am suspicious of consequences, repercussions, informal/formal discipline action, and unfortunate future encounters.

Thank you,

Susan J. McLaughlin Kirk



Speech Therapist, Dorchester District #4

**Williams Memorial Elementary  
Faculty/Staff Handbook  
2015-2016**

Students in grades two through five may use the microwaves in the cafeteria to heat up lunches that they bring from home. Students may not heat up food that is provided to them by the school. Students abusing this privilege will not be allowed to use the microwaves for the remainder of the year.

All prices are determined by the State Department of Education and are as follows for 2015-2016:

Adult Breakfast:	\$2.10	Adult Lunch:	\$3.50
Student Lunch:	Free	Student Lunch (reduced):	Free
Tea/Milk:	\$ .50		

Teachers and staff are responsible for ensuring all charges and/or debts are cleared with the cafeteria. This is not the responsibility of the school or district administration.

### **Maintenance Requests**

At times throughout the school year you may have items in your classroom that need to be repaired or have maintenance work done on them. If this is the case you should:

1. obtain and complete a WMES maintenance/work order form from the workroom.
2. turn the form in to Mr. Beckwith.
3. if the request is not completed in a timely manner, see Mr. Beckwith

If you consider the problem an emergency, see an administrator immediately.

### **Media Center**

The Media Center will work on a flex schedule. The Media Center will house sixteen computers and four I-Pads for student use. There will also be two laptop carts available for classroom use. If you would like to use the open computer lab, sign up using Google Calendar. If you are having any problems with the computer lab, Google Calendar or with your Website, please see the Media Specialist, Ms. O'Cain.

### **Money**

All money should be turned into Mrs. Smoak each day. If Mrs. Smoak is not able to be located, you should leave the money with the Principal, Mr. Beckwith. You are responsible for any money given to you by parents and students until it is turned over to the main office. The teacher is required to record all monetary transactions by filling out a receipt and completing a money breakdown sheet. There is a separate sheet for fundraisers. Any questions should be directed to Mrs. Smoak.

Similar to last year, all Student Fees must be recorded on a separate money breakdown form. For example, if a teacher has money for a field trip and also has money turned in for student fees, then the teacher would have to complete two separate forms.

### **Observation**

*I was never observed!*

Observations are done on all faculty/staff members at Williams Memorial Elementary. The purpose for this is to ensure effective instruction and supervision is taking place in the classroom and throughout the building. There is no need to deviate from your schedule or plans when being observed.

**Williams Memorial Elementary  
Faculty/Staff Handbook  
2015-2016**

If at any time you have questions, concerns or comments having to do with the results from your observation, they should be addressed with the person who did the observation.

Several of the items that will be looked for during visits:

1. classroom procedures;
2. classroom management;
3. standards on the board (legible) and addressed by teacher;
4. student work displayed inside and outside of the classroom;
5. type of strategies being used;
6. type of assessments being used;
7. sequencing of the lesson;
8. questioning techniques;
9. student involvement.

### **Paraprofessional Responsibilities**

Expectations of Paraprofessionals are as follows:

1. The majority of their time should be providing academic assistance to students.
2. The remainder of time should be assisting the teacher and supervising students.
3. Keep an open line of communication between the teacher and Paraprofessional.
4. To cover classes in cases where substitutes cannot be secured for coverage.
5. To be involved in all aspects of grade level planning and meetings.
6. To perform morning and afternoon duty responsibilities.

### **Parties**

Teachers should not have birthday parties in their classrooms. If a parent wants to bring in cupcakes for the class, they should be passed out during lunch. If a child has invitations to pass out to students, there must be one for every child in the class. If this is not the case, the child must take all invitations home with them.

### **Permanent Records**

Permanent records are to remain in the records room at all times. If you would like to review your students' files, you must sign them out in the records room. Permanent records should never leave the school building and all information within the file is highly confidential.

### **Personal Information**

All faculty and staff need to keep their personal information updated in the front office throughout the school year. It is also very important that you do the same at the District Office with the Human Resource Department as well as Payroll.

### **Promotion/Retention**

Kindergarten – It is the school's expectation that students leaving Kindergarten reading at level 2A or above. Students who score at levels below this will be considered for Summer School while students who score at level 1B or lower risk the chance of being retained.