

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
October 24, 2017

AGENDA

Call to Order – 5:55 p.m.

**Assistant Superintendent of Instruction – Bill Brothers:**

1. Final review of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

#2.09	School Improvement and Educational Accountability ( <i>Revised</i> )
#2.20	Wellness Program ( <i>Revised</i> )
#3.05	Administrative Organization ( <i>Revised</i> )
#3.16	Charter Schools ( <i>Revised</i> )
#4.02	The Curriculum ( <i>Revised</i> )
#5.03	Student Assignment ( <i>Revised</i> )
#5.031	Student Out of Zone Transfers/Choice ( <i>New</i> )
#5.032	Postsecondary Enrollment Programs ( <i>New</i> )
#5.101	Bullying and Harassment ( <i>Revised</i> )
#6.60	Staff Training ( <i>Revised</i> )
#6.811	Instructional Employee Performance Criteria ( <i>Revised</i> )

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
October 24, 2017

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee High School

Special Recognition by the Superintendent:

- Vincent Jones – Inducted into the FFA Hall of Fame

Citizen Input (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board prior to addressing the Board. We ask that speakers keep their comments to two minutes.)

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

CONSENT AGENDA

Anyone present may approach the Board concerning any item on this agenda. Board members may pull any item on the Consent Agenda for discussion and separate action.

1. The Superintendent recommends approval of the following Minutes:  
(pgs. 9-32)

September 5, 2017	- Public Hearing ( <i>Adopt final Millage Rates and final Budget for 2017-2018</i> )
	- Special Meeting
September 14, 2017	- Workshop Session
	- Special Meeting
September 26, 2017	- Workshop Session
	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for September 2017.
3. The Superintendent presents the following bills for the period :

General Fund	
#167791 - 168058	\$ 2,107,286.98
Electronic Fund Transfers	<u>2,503,892.02</u>
	\$ 4,611,179.00

Federal Fund	
#49818 - 49931	\$ 473,365.97
Electronic Fund Transfers	<u>271,100.68</u>
	\$ 744,466.65

Food Service Fund	
#31903 - 32338	\$ 273,462.95
Electronic Fund Transfers	<u>73,675.42</u>
	\$ 347,138.37

LCIF	
#7639 - 7646	\$ 24,115.78
Electronic Fund Transfers	<u>1,159.49</u>
	\$ 25,275.27

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2017-2018:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-3	III-3	IV-3 (Federal)
		IV-3 (Food Service)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated October 24, 2017. **(pgs. 33-41)**

6. The Superintendent recommends approval of the following contracts/agreements for the 2017-2018 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- #2018-87 Career Pathways Articulation Agreement between District School Board of Hamilton County and RIVEROAK Technical College for Allied Health Assisting for Program of Study: Patient Care Technician and Practical Nursing; Culinary Arts Program of Study: Commercial Foods and Culinary Arts; Digital Design for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist; and Digital Information Technology for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist (*Renewal*) (pgs. 42-48)
- #2018-89 Career Pathways Articulation Agreement between District School Board of Lafayette County and RIVEROAK Technical College for Allied Health Assisting for Program of Study: Patient Care Technician and Practical Nursing; Digital Design for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist; Digital Information Technology for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist; and Culinary Arts for Program of Study: Commercial Foods and Culinary Arts (*Renewal*) (pgs. 49-55)
- #2018-90 Career Pathways Articulation Agreement between District School Board of Madison County and RIVEROAK Technical College for Allied Health Assisting for Program of Study: Patient Care Technician and Practical Nursing; Culinary Arts Program of Study: Commercial Foods and Culinary Arts; Early Childhood Education for Program of Study: Early Childhood Education; Web Development for Program of Study: Administrative Office Specialist and Medical Administrative Specialist; Digital Information Technology for Program of Study: Administrative Office Specialist, Digital Design, and Medical Administrative Specialist; and Entrepreneurship for Program of Study: Administrative Office Specialist and Medical Administrative Specialist (*Renewal*) (pgs. 56-62)

- #2018-92 Services Agreement between the Suwannee County School District and the University of Florida Board of Trustees  
(*Renewal*) (pgs. 63-70)
- #2018-93 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida and B.E.L.I.E.V.E.! LLC (*Renewal/Revised*)  
(pgs. 71-94)
- #2018-97 Dual Enrollment Articulation Agreement between Florida Gateway College and Suwannee County School District  
(*Renewal*) (pgs. 95-115)

7. The Superintendent recommends approval of the following student transfers for the 2017-2018 school year. Parents will provide transportation.

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Garrett	Whitener	BES	SES	2
Rylan	Whitener	BES	SPS	K

8. The Superintendent recommends approval to change the November Regular Board Meeting and Reorganization Meeting from November 28, 2017, to November 14, 2017.
9. The Superintendent recommends approval to change the December Regular Board Meeting from December 26, 2017, to December 19, 2017.

## REGULAR AGENDA

### **Chief Financial Officer – Vickie DePratter:**

1. The Superintendent recommends approval of the Suwannee County School Board Internal Accounts Audit for fiscal year end June 30, 2017.
2. The Superintendent recommends approval of the following contract/agreement for the 2017-2018 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-98      Blue Cross and Blue Shield of Florida, Inc., Health Options, Inc. Accounting and Retention Agreement (Contingent Premium) between Blue Cross Blue Shield of Florida, Inc. d/b/a Florida Blue and Health Options, Inc. and School Board of Suwannee County (*New*) (pgs. 116-120)

### **Assistant Superintendent of Administration – Bill Brothers:**

3. The Superintendent recommends approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available in the office of the Assistant Superintendent of Administration.)

#2.09            School Improvement and Educational Accountability (*Revised*)  
#2.20            Wellness Program (*Revised*)  
#3.05            Administrative Organization (*Revised*)  
#3.16            Charter Schools (*Revised*)  
#4.02            The Curriculum (*Revised*)  
#5.03            Student Assignment (*Revised*)  
#5.031          Student Out of Zone Transfers/Choice (*New*)  
#5.032          Postsecondary Enrollment Programs (*New*)  
#5.101          Bullying and Harassment (*Revised*)  
#6.60            Staff Training (*Revised*)  
#6.811          Instructional Employee Performance Criteria (*Revised*)

4. Discussion and action regarding the selection/appointment of one School Board member to serve on the New Admin/District Office Building Committee.

**Assistant Superintendent of Instruction – Janene Fitzpatrick:**

5. The Superintendent recommends approval of the 2017-2018 School Improvement Plans for all District schools, along with the District Improvement and Assistance Plan. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

**Director of Career, Technical, and Adult Education – Mary Keen:**

6. The Superintendent recommends approval of the following contract/agreement for the 2017-2018 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-91      Agreement between Suwannee County School Board and NF Suwannee, LLC d/b/a Suwannee Health Care Center, Live Oak, Florida for the Commercial Foods and Culinary Arts, and Dietetic Management and Supervision Programs (*New*)  
(pgs. 121-126)

#2018-95      Agreement between Suwannee County School Board and Solaris Healthcare Lake City, LLC, Lake City, Florida for the Commercial Foods and Culinary Arts, and Dietetic Management and Supervision Programs (*New*) (pgs. 127-132)

**Director of Student Services – Debbie Land:**

7. The Superintendent recommends approval of the following contract/agreement for the 2017-2018 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-94      Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida and Amy Parker Therapy Services, PLLC (*New*) (pgs. 133-145)

**Director of Human Resources – Walter Boatright:**

8. Personnel Changes List (pgs. 146-152)

**School Board Attorney – Leonard Dietzen:**

9. Legal Counsel's Report

**Superintendent of Schools – Ted Roush:**

10. Superintendent's Report

**School Board Members:**

11. Issues and concerns Board members may wish to discuss

End of Agenda



SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
September 5, 2017

MINUTES

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Attorney Leonard Dietzen and School Board Member Catherine Cason were absent.

UTSC President Eric Rodriguez was also present.

Chairman Taylor called the hearing to order at 5:34 p.m. for the purpose of adopting the Final Millage rates for the 2017-2018 school year and the Final Budget for 2017-2018 school year.

The Final Millage rates set for the 2017-2018 school year are as follows:

Required Local Effort	=	4.163
Discretionary Operating	=	.748
Capital Outlay	=	<u>1.500</u>
Total	=	6.411

The Final Millage is less than the roll back rate by -4.49 percent.

The Required Local Effort is 4.163 mills and is set by the State. This is a decrease of .369 mills from the 2016-2017 rate.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2016-2017.

The Capital Outlay is 1.500 mills. This is the same millage rate as in 2016-2017.

1) Chairman Taylor called for questions or comments from the public concerning the Final Millage rates.

- Eric Rodriguez addressed the Board with a couple of questions; Board members and Superintendent Roush responded.

2) MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to adopt Final Millage rates for 2017-2018 as follows:

Required Local Effort	=	4.163
Basic Discretionary	=	.748
Capital Outlay	=	1.500

MOTION CARRIED UNANIMOUSLY

3) MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to adopt Final Budget for 2017-2018. MOTION CARRIED UNANIMOUSLY

The hearing adjourned at 5:41 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
September 5, 2017

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Attorney Leonard Dietzen and School Board Member Catherine Cason were absent.

UTSC President Eric Rodriguez and School Resource Officer Rachel Rodriguez were also present.

Chairman Taylor called the meeting to order at 5:41 p.m.

MOTION by Mr. daSilva, second by Mr. White, for approval to adopt the agenda.  
MOTION CARRIED UNANIMOUSLY

**Chief Financial Officer – Vickie DePratter:**

1. MOTION by Mr. daSilva, second by Mr. White, for approval of the following budget amendments for fiscal year 2016-2017:

<u>General</u>	<u>Special Revenues</u>
I-14	IV-14 (Federal)
	IV-11 (Food Service)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. daSilva, second by Mr. White, for approval of the Annual Financial Report for fiscal year ending June 30, 2017. MOTION CARRIED UNANIMOUSLY

**Miscellaneous**

Mr. Brothers distributed the three architectural RFQs received by the District regarding the new District Office administrative building. He stated each firm would present at the September 12, 2017, Board workshop. (Note: Due to Hurricane Irma, the presentations were rescheduled for a workshop held on September 26, 2017.)

The meeting adjourned at 6:15 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
September 14, 2017

(NOTE: This workshop was rescheduled from September 12, 2017, due to Hurricane Irma.)

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Ronald White was absent.

Administrators and others present: Jennifer Beach, Walter Boatright, Amy Boggus, Bill Brothers, Gary Caldwell, Mark Carver, Lisa Dorris, Janene Fitzpatrick, Leah Harrell, Mary Keen, Chris Landrum, John Olson, Kecia Robinson, Marsha Tedder, Jimmy Wilkerson, and Josh Williams. Jason Pennington and Mr. Richardson, Charter School Representatives for Suwannee Academy of Leadership; along with Alexis Spoehr, with the Democrat, were also present.

Chairman Taylor called the meeting to order at 9:08 a.m.

Charter School Representation ..... Janene Fitzpatrick

Mrs. Fitzpatrick introduced Jason Pennington, who provided a PowerPoint presentation regarding the Charter School application for Suwannee Academy of Leadership. Mr. Pennington and Mr. Richardson answered questions from Board members.

District Office Building Update ..... Mark Carver

Mr. Carver distributed and reviewed a handout regarding the new construction of the District Office administrative building. Discussion followed regarding individual offices versus cubicle offices and proposed costs associated with both.

Mr. Carver provided an update regarding the status of the District since Hurricane Irma came through the state.

Food Service Department Update..... Lisa Dorris

Mrs. Dorris distributed to Board members the proposed biodegradable plates that would be used in school cafeterias, starting within the next month.

School Calendar for 2018-2019..... Janene Fitzpatrick

Mrs. Fitzpatrick distributed and reviewed the school calendar process, as well as a draft/proposed school calendar for 2018-2019, which she would be sharing with the Calendar Committee.

Mrs. Fitzpatrick distributed and reviewed a handout regarding school closure for six days, due to Hurricane Irma, as well as the number of required instructional hours. She stated that statutorily, the District is fine and should not have to make up any days. However, we need to determine what would need to be done if additional student days are missed for the remainder of the 2017-2018 school year.

Mr. Roush stated that conversation was being held regarding the possibility that the state/DOE will excuse a day or two so we do not have to count those days toward our missed instructional hours. Mr. Roush suggested if we needed to make up days for the remainder of the school year, we would possibly eliminate one or two of the monthly PD Days. Board members were in consensus.

The workshop recessed at 11:30 a.m. and resumed at 12:49 p.m.

Master In-Service Plan (pgs. 2-4)..... Walter Boatright

Mr. Boatright provided an update for the Master In-Service Plan for 2017-2018.

Policy Updates ..... Bill Brothers

Mr. Brothers reviewed updates to the following policies:

- #2.09 School Improvement and Educational Accountability (*Revised*)
- #2.20 Wellness Program (*Revised*)
- #3.05 Administrative Organization (*Revised*)
- #3.16 Charter Schools (*Revised*)
- #4.02 The Curriculum (*Revised*)
- #5.03 Student Assignment (*Revised*)

- #5.031 Student Out of Zone Transfers/Choice (*New*)
- #5.032 Postsecondary Enrollment Programs (*New*)
- #5.101 Bullying and Harassment (*Revised*)
- #6.60 Staff Training (*Revised*)
- #6.811 Instructional Employee Performance Criteria (*Revised*)

Superintendent Update..... Ted Roush

Mr. Roush shared the following:

- Commended everyone for their hard work, dedication, and support during our time of crisis during Hurricane Irma and the operation of emergency shelters held at some of our schools.
- The District is in the process of restocking supplies (from Hurricane Irma emergency shelters) for custodial, food service, etc. for the re-opening of school on Monday, September 18, 2017.
- Administrative debrief would be scheduled and information provided back to the Board for their information; concerns would be addressed that were encountered during the emergency process. Senator Bill Montford attended EOC meetings and asked each district what they needed help with; and Mr. Roush expressed concern to have forgiveness of days missed and complete reimbursement of costs incurred for emergency shelters during the hurricane in a very timely manner.

The workshop adjourned at 1:28 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
September 14, 2017

(NOTE: This special meeting was rescheduled from September 12, 2017, due to Hurricane Irma.)

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Ronald White was absent.

Chairman Taylor called the meeting to order at 1:35 p.m.

MOTION by Mr. daSilva, second by Mr. Alcorn, for approval to adopt the agenda.  
MOTION CARRIED UNANIMOUSLY

**Director of Career, Technical, and Adult Education – Mary Keen:**

1. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the following contracts/agreements for the 2017-2018 school year: (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- |          |  |
|----------|--|
| #2018-77 | Clinical Education/School Affiliation Agreement between Suwannee County School Board and Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center for the Patient Care Technician Program ( <i>New</i> ) (pgs. 2-11) |
| #2018-78 | Contractual Agreement between Suwannee County District School Board and District School Board of Madison County on behalf of North Florida Career Pathways Consortium ( <i>Renewal/Revised</i> ) (pgs. 12-14)                |
| #2018-79 | Clinical Education/Affiliation Agreement between Suwannee County School Board and Lake City Surgery Center, LLC, Lake City, Florida, for the Surgical Technology Program ( <i>Renewal/Revised</i> ) (pgs. 15-20)             |

- #2018-80 Clinical Education Agreement between Suwannee County School Board and Madison Health & Rehabilitation Center, Madison, Florida, for the Practical Nurse Education Program  
(*New*) (pgs. 21-26)
- #2018-82 Clinical Education Agreement between Suwannee County School Board and Little Pine Pediatrics, PLLC, Madison and Perry, Florida, for the Practical Nurse Education Program  
(*New*) (pgs. 27-32)

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 1:40 p.m.



SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
September 26, 2017

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Vice Chairman Ed daSilva, Tim Alcorn, and Catherine Cason, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Members Jerry Taylor and Ronald White were absent.

Administrators and others present: Walter Boatright, Bill Brothers, Mark Carver, Lisa Dorris, Janene Fitzpatrick, John Olson, and Kecia Robinson. Jessie Box, with the Democrat; and UTSC President Eric Rodriguez were also present.

Vice Chairman daSilva called the meeting to order at 4:10 p.m.

RFQ #18-202 – New Construction of ..... Mark Carver and  
Administration Building and Other Representatives  
Minor Projects (Interviews)

The following architectural firms presented information and were interviewed by Board members regarding RFQ #18-202:

- Architects RZK, Inc.
- Barnett Fronczak Barlowe & Shuler Architects
- CRA Architects

The workshop adjourned at 5:54 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
September 26, 2017

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Vice Chairman Ed daSilva, Tim Alcorn, and Catherine Cason, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Members Jerry Taylor and Ronald White were absent.

UTSC President Eric Rodriguez and School Resource Officer Lee Willis were also present.

Vice Chairman daSilva called the meeting to order at 6:02 p.m.

Student remarks and pledge to the flag by Suwannee Middle School Beta Club student organization.

Special Recognition by the Superintendent:

- PotashCorp-White Springs Donation

Citizen Input (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board prior to addressing the Board. We ask that speakers keep their comments to two minutes.)

➤ There were none.

MOTION by Mr. Alcorn, second by Ms. Cason, for approval to adopt the Agenda, along with the Agenda Addendum. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the Consent Agenda, with the following changes:

- Pull/strike Item 7 regarding the out-of-state trip for BHS students to attend the 2017 National FFA Convention
- Under Item 8, delete the names of Anne Etcher and Stacy Young (both from BHS) from the out-of-state travel for the 2017 National FFA Convention

MOTION CARRIED UNANIMOUSLY

### CONSENT AGENDA

Anyone present may approach the Board concerning any item on this agenda. Board members may pull any item on the Consent Agenda for discussion and separate action.

1. Approval of the following Minutes: **(pgs. 7-31)**

- |                 |  |
|-----------------|--|
| August 8, 2017  | - Workshop Session                             |
|                 | - Special Meeting                              |
| August 22, 2017 | - Workshop Session with Legislative Delegation |
|                 | - Regular Meeting                              |

2. Approval of the monthly financial statement for August 2017.

3. The following bills for the period August 1-31, 2017:

General Fund		
#167393 - 167790	\$	2,420,117.77
Electronic Fund Transfers		<u>2,413,382.32</u>
	\$	4,833,500.09
Federal Fund		
#49726 - 49817	\$	259,076.38
Electronic Fund Transfers		<u>310,314.89</u>
	\$	569,391.27

Food Service Fund		
#31803 - 31902	\$	507,485.26
Electronic Fund Transfers		<u>85,270.88</u>
	\$	592,756.14
LCIF		
#7591 - 7638	\$	391,296.80
Electronic Fund Transfers		<u>2,838.60</u>
	\$	394,135.40

4. Approval of the following budget amendments for fiscal year 2017-2018:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-2	III-2	IV-2 (Federal)
		IV-2 (Food Service)

5. Approval of the following contracts/agreements for the 2017-2018 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-81	Contract between School District of Suwannee County, Florida, and Florida Sheriffs Youth Ranches, Inc. ( <i>Renewal</i> ) (pgs. 32-34)
#2018-83	Employee Protection Line Subscriber Agreement between in2vate, llc and Suwannee County School Board to provide access to the Employee Protection Line service ( <i>Renewal</i> ) (pgs. 35-38)

6. Approval of an out-of-state trip for Branford Elementary School Safety Patrol students and parent chaperones to travel to Washington, DC, on March 8-13, 2018. (*Funded by fundraising and parents of students at no cost to the District.*)

~~7. The Superintendent recommends approval of an out of state trip for Branford High School students to attend the 2017 National FFA Convention in Indianapolis, Indiana, on October 23-28, 2017. (*Funded by Branford High School FFA Chapter and school funds.*)~~

8. The following for informational purposes of out-of-state travel for the employees listed below:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
(*) <del>Anne Etcher</del>	BHS	10/23-28/2017	National FFA Convention	Indianapolis, IN
(*) <del>Stacy Young</del>	BHS	10/23-28/2017	National FFA Convention	Indianapolis, IN
(**) Linda Aderholt	BES	03/08-13/2018	BES Safety Patrol Trip	Washington, DC
(**) Margaret Williams	BES	03/08-13/2018	BES Safety Patrol Trip	Washington, DC

(\*) ~~Funded by BHS FFA Chapter and school funds.~~

(\*\*) *Funded by fundraising and employee at no cost to the District.*

9. Approval of the following student transfers for the 2017-2018 school year.  
Parents will provide transportation.

District Reassignment:

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TO</b>	<b>FROM</b>	<b>GRADE</b>
Harrison	Ambrose V	Suwannee	Columbia	1
Lauren	Hatch	Suwannee	Hamilton	9
William	Klecka II	Suwannee	Dixie	9
Jacob	Lovett	Suwannee	Columbia	4
Joshua	Lovett	Suwannee	Columbia	4
Ayden	Mite	Suwannee	Columbia	K
Rachel	Rogers	Suwannee	Lafayette	8
Kaley	Shi	Suwannee	Hamilton	PK
Autumn	Stancel	Suwannee	Gilchrist	9
Chandler	Stancel	Suwannee	Gilchrist	6
Bryleigh	Walker	Suwannee	Columbia	2
Kyron	Walker	Suwannee	Columbia	5

Zone Reassignment:

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TO</b>	<b>FROM</b>	<b>GRADE</b>
Ariana	Hurst	BES	SPS	1

## REGULAR AGENDA

### **Chief Financial Officer – Vickie DePratter:**

1. MOTION by Mr. Alcorn, second by Ms. Cason, for approval to accept a donation from PotashCorp-White Springs (PCS) in the amount of \$10,000.  
MOTION CARRIED UNANIMOUSLY
2. Discussion and action regarding the selection and appointment of a School Board Member to serve as the District's trustee on the Florida School Boards Insurance Trust (FSBIT) for the 2017-2018 school year.

MOTION by Mr. Alcorn, second by Ms. Cason, for Jerry Taylor to be re-appointed to serve as the District's trustee on the Florida School Boards Insurance Trust (FSBIT) for the 2017-2018 school year. MOTION CARRIED UNANIMOUSLY

### **Assistant Superintendent of Administration – Bill Brothers:**

3. MOTION by Mr. Alcorn, second by Ms. Cason, for approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:

#2.09	School Improvement and Educational Accountability ( <i>Revised</i> ) (pgs. 39-41)
#2.20	Wellness Program ( <i>Revised</i> ) (pgs. 42-50)
#3.05	Administrative Organization ( <i>Revised</i> ) (pgs. 51-52)
#3.16	Charter Schools ( <i>Revised</i> ) (pgs. 53-92)
#4.02	The Curriculum ( <i>Revised</i> ) (pgs. 93-98)
#5.03	Student Assignment ( <i>Revised</i> ) (pgs. 99-101)
#5.031	Student Out of Zone Transfers/Choice ( <i>New</i> ) (pgs. 102-109)
#5.032	Postsecondary Enrollment Programs ( <i>New</i> ) (pgs. 110-111)
#5.101	Bullying and Harassment ( <i>Revised</i> ) (pgs. 112-128)
#6.60	Staff Training ( <i>Revised</i> ) (pg. 129)
#6.811	Instructional Employee Performance Criteria ( <i>Revised</i> ) (pg. 130)

MOTION CARRIED UNANIMOUSLY

**Assistant Superintendent of Instruction – Janene Fitzpatrick:**

4. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following curriculum item for the 2017-2018 school year:
  - a. Attached Courses of Study for each District school (pgs. 131-163)

MOTION CARRIED UNANIMOUSLY

**Action on the Agenda Addendum**

- #1. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following contract/agreement for the 2017-2018 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2018-71      Fuel Education (FuelEd) Contract between the Suwannee County School District and K12 Florida LLC  
(Renewal/Revised) (pgs. A2-A23)

MOTION CARRIED UNANIMOUSLY

**End of Agenda Addendum for Mrs. Fitzpatrick**

**Director of Facilities – Mark Carver:**

Superintendent Roush pulled Item 5 (below) from the Regular Agenda, and stated that it would be placed on the October 10, 2017, Special Meeting Agenda.

- ~~5. The Superintendent recommends approval to award the following Request for Qualifications (RFQ):~~

~~#18-202      New Construction of Administration Building and Other Minor Projects (New)~~

**Director of Human Resources – Walter Boatright:**

6. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the additions and revisions to the 2017-2018 Master In-Service Plan developed by North East Florida Educational Consortium (NEFEC). (A copy of the plan is available for review in the office of the Director of Human Resources.) MOTION CARRIED UNANIMOUSLY

**Action on the Agenda Addendum**

**#2. Personnel Changes List Addendum (pgs. A24-A25)**

Action on this item was taken along with Item 7 below on the Regular Agenda.

**End of Agenda Addendum for Mr. Boatright**

7. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the Personnel Changes List, along with the Personnel Changes List Addendum (pgs. 164-171) MOTION CARRIED UNANIMOUSLY

**PERSONNEL CHANGES APPROVED:**

**RECOMMENDATIONS FOR THE 2017-2018 SCHOOL YEAR:**

**RESIGNATIONS: INSTRUCTIONAL:**

RIVEROAK Technical College:

Jessika Ann Hinkle, Teacher, effective December 20, 2017

**RETIREMENTS: NON-INSTRUCTIONAL:**

Suwannee Middle School:

Pamela L. Caruso, Custodian, effective October 31, 2017

**RESIGNATION: NON-INSTRUCTIONAL:**

Branford Elementary School:

Travis Howard, Paraprofessional, effective August 28, 2017



Branford High School:

Andrea Lanier, Paraprofessional, effective September 15, 2017

Transportation:

Charlen Bowdry, Bus Driver, effective August 22, 2017

Monica Lorenz, Bus Driver, effective August 25, 2017

**RECOMMENDATIONS: INSTRUCTIONAL:**

Branford High School:

Bethany Byrd, Teacher, effective August 28, 2017

REPLACES: Vanessa Leffler

Suwannee Middle School:

Morgan Williams, Music Teacher/Band Director, effective August 3, 2017

REPLACES: Carl Manna

Tyler Winburn, Teacher, effective September 1, 2017

REPLACES: Paige Harris

Suwannee Virtual School:

Brooke Cox-Knowles, Teacher, effective August 30, 2017

REPLACES: Amanda Brown

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Jenny Clark	District/TSA	SIS/Teacher	9/18/2017	Brooke Cox-Knowles

**LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):**

Carmen Reyes, Teacher, tentatively September 1, 2017, through October 5, 2017, without pay, with the option of returning sooner.

**ADMINISTRATIVE LEAVE:**

Suwannee Elementary School:

Veronica Daquila, Teacher, effective August 24, 2017, indefinitely with pay, pending the outcome of the investigation.

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Linda M. Aderholt	Instructional Leadership	BES
Georgette Allbritton	Instructional Leadership	SPS
Frank Allen	Varsity Assistant Football Coach	SHS
Richard Allen	Varsity Assistant Football Coach	SHS
Melva Batts	Planning Period	SMS
Kimberly Boatright	Girls' Golf Coach	SHS
Chad Bonds	Assistant Baseball Coach	SMS

Chad Bonds	Assistant Football Coach	SMS
Michael Braun	Athletic Director	SHS
Michael Braun	Varsity Offensive/Defensive Coord.	SHS
Karen Braun	Planning Period	SMS
Brittany Broughton	Instructional Leadership	SPS
Justin Bruce	Head Baseball Coach	SHS
Brian Bullock	Girls' Head Basketball Coach	SHS
Matthew Campbell	Assistant Baseball Coach	SHS
Deborah Cathey	Girls' JV Volleyball Coach	SHS
Andrew Chapman	Athletic Director	SMS
Andrew Chapman	Head Baseball Coach	SMS
Keith Cherry	Varsity Assistant Football Coach	SHS
Francis (BJ) Cohen	Assistant Football Coach	SMS
Darrell Curls	Girls' Soccer Coach	SHS
Shannon Daniel	Instructional Leadership	SPS
Kelly Driggers	Instructional Leadership	SPS
Nahjawan Dukes	JV Assistant Football Coach	SHS
Debbie Durden	Assistant Swimming Coach	SHS
Abby Fleming	Instructional Leadership	SPS
Staci Greaves	Instructional Leadership	SPS
Glen Green	JV Head Football Coach	SHS
Glen Green	Boys' Head Soccer Coach	SMS
Jennifer Gregory	Instructional Leadership	SPS
Brad Hall	Boys' JV Soccer Coach	SHS
Kyler Hall	Assistant Athletic Dir.	SHS
Kyler Hall	Head Football Coach	SHS
Kyler Hall	Varsity Offensive/Defensive Coord.	SHS
Natalie Haney	Yearbook Sponsor	SMS
Melinda Hawthorne	Instructional Leadership	BES
Brantly Helvenston	Planning Period	SMS
Jimmy Jackson	Varsity Assistant Football Coach	SHS
Matt Jackson	Varsity Assistant Football Coach	SHS
Matt Jackson	Boys' Head Track Coach	SHS
Amanda Johnson	Instructional Leadership	BES
Hannah Johnson	Instructional Leadership	SPS
Jessica Johnson	Instructional Leadership	SPS
Rayanna Johnson	Girls' Head Track Coach	SHS
Rayanna Johnson	Varsity Head Volleyball Coach	SHS
Christopher Joyner	Boys' Soccer Head Coach	SHS
Katie Kimsey	Assistant Softball Coach	SHS
Stephanie Knighton	Instructional Leadership	BES
Julie Klecka	Instructional Leadership	BES
Charlena Land	Instructional Leadership	BES
Jason Langston	Assistant Wrestling Coach	SHS
Kevin Lewis	Boys' Basketball Head Coach	SMS
Kevin Lewis	Boys' Cross Country Coach	SHS
Kevin Lewis	Girls' Track Coach	SMS
Marie Mace	Planning Period	SMS
Daniel Marsee	Varsity Assistant Football Coach	SHS
Daniel Marsee	Boys' Weightlifting Coach	SHS

Billy McClelland	Assistant Softball Coach	SHS
Kerry Jo Melland	Instructional Leadership	SPS
Doug Morgan	Head Swimming Coach	SHS
Katherine Quincey	FFA Advisor	SMS
Lindsey Ramsey	Instructional Leadership	BES
Elecia Reed	Instructional Leadership	SPS
Logan Register	Head Wrestling Coach	SHS
Eric Rodriguez	Girls' Cross Country	SHS
Brad Scarborough	Head Football Coach	SMS
Brittney Shearer	Girls' Weightlifting Coach	SHS
Jeff Smith	Head Softball Coach	SHS
Tim Smith	V Softball Coach	SHS
Jimmie Taylor	Boys' Assistant Basketball Coach	SHS
Jeremy Ulmer	Boys' Head Basketball Coach	SHS
Mirian Venero	Planning Period	SMS
Brian Wainwright	Wrestling Coach	SMS
Vernon Wiggins	JV Baseball Coach	SHS
Nicole Williamson	Head Softball Coach	SMS
Nicole Williamson	Head Volleyball Coach	SMS
Russel Willis	Girls' Soccer Coach	SMS
Damon Wooley	Boys' Golf Coach	SHS

#### **PART-TIME/HOURLY EMPLOYEES:**

Approval for the following for part-time/hourly employees for the first term 2017-2018

#### **COMMUNITY EDUCATION (Pending class enrollment)**

##### **RIVEROAK Technical College:**

Tammy Neil Technology Classes

#### **MISCELLANEOUS:**

The following teachers to provide Hospital/Homebound services:

Amy Allen, Teacher part-time  
Cristina Herrington, Teacher part-time  
Nancy Nielsen, Teacher part-time

Approval of Toni Greenburg to work up to 80 additional hours to teach Drivers Education testing for 17 students paid from the Slosberg funds.

##### **District Wide/21<sup>st</sup> Century:**

The following to work as paraprofessional or teacher in the 21st Century Program District wide:

Pamela Hendrick	Angela Hester	Victoria Jensen	Priscilla Jones
Jimmy McCullers	Christina Newhart	Adrienne Taylor	Jessica Davis
Amy Stratton	Violet Tipton		

**RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**

**Suwannee Elementary School:**

Yamile Gafas, 8 hour Food Service Worker, effective September 5, 2017

REPLACES: Amelia Warner

**Suwannee High School:**

Stephanie Eady, Paraprofessional, effective August 17, 2017

REPLACES: Keith Cherry

**Suwannee Middle School:**

Cathy Carter, 8 hour Food Service Worker, effective September 5, 2017

REPLACES: Mattie Herring

Leslie Kurtz, 8 hour Food Service Worker, effective September 5, 2017

REPLACES: Dawn Shearer

**Suwannee Primary School:**

Amy Sansouci, School Secretary, effective September 1, 2017

REPLACES: Connie Little

Kimberly Steichen, Administrative School Secretary, temporary, effective September 8, 2017

REPLACES: Roberta Kuyrkendall

**Transportation:**

Sharon Braun, Administrative Secretary I, effective August 22, 2017

REPLACES: Ernestine Fleming

Luz (Amanda) Cartagena, Bus Driver, effective September 7, 2017

REPLACES: Rosamay Stinson

Tayla Davison, Bus Attendant, effective August 18, 2017

REPLACES: Deborah Renken

Karen Gilbert, Bus Attendant, effective August 18, 2017

REPLACES: Joetta Bennett

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Brenda Johnson	SHS/Custodian	SMS/Custodian	09/06/2017	Josue Ramirez
Josue Ramirez	SMS/Custodian	SIS/Custodian	08/23/2017	James Johnson

**LEAVE OF ABSENCE (ILLNESS IN THE LINE OF DUTY):**

**Suwannee Primary School:**

Linda Cheshire, Paraprofessional, August 18, 21, 22, 23, 24, 25, 2017, for a total of 41.25 hours.

**LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):**

**Transportation:**

David L. Barnes, tentatively October 2, 2017, through November 27, 2017, without pay, with the option of returning sooner if released by the doctor.

Mary Mais, tentatively September 12, 2017, through October 10, 2017, without pay, with the option of returning sooner if released by the doctor.

**LEAVE OF ABSENCE (MEDICAL LEAVE):**

**Food Service:**

Paul Otterbine, tentatively October 31, 2017, through December 1, 2017, without pay, with the option of returning sooner if released by the doctor.

**LEAVE OF ABSENCE (PERSONAL LEAVE):**

**Branford Elementary School:**

Sara Benson, tentatively September 6, 2017, through September 29, 2017, without pay, with the option of returning sooner.

**Suwannee Primary School:**

Roberta (Robbie) Kuyrkendall, tentatively September 8, 2017, through June 30, 2018, with pay, with the option of returning sooner.

**Transportation:**

Michael Martin, tentatively October 10, 2017, through November 14, 2017, without pay, with the option of returning sooner.

**MISCELLANEOUS:**

Approval of Cheri Kennedy to work up to 5 additional hours each week for after school assistance with an ESE student she has been assigned.

**SUBSTITUTES:**

The following as a Substitute Nurse:

Kelly Humphries

The following as Substitute Bus Attendants:

Amber Allen	David Boyce	Garia Cason	Michael Fusco
Jeffrey Hunt	Leesa Hurley	Merlinda Jackson	April McGinness

**STUDENT WORKERS:**

Chloe Burns, St. Lukes Episcopal Church, Spanish Class  
Kiara Butler, RTC/Early Childhood Education/My Play School  
Kaitlin Lesinski, RTC/Early Childhood Education/My Play School  
Deeann Miller, District Residency/Internship, VSA FL artist  
Kimberly Soto-Chavez, St. Lukes Episcopal Church

**VOLUNTEERS:**

Carrie Allbritton	Catalina Aquino	Jason Bashaw
Dalton Allen	Helen Arnone	Senica Bates
Jennifer Allender	Chrystal Bailey	Gregg Benson
Araceli Alvarez	Monica Baker	Angela Blalock
Christine Anderson	Amanda Barnes	Jennifer Bond
Christina Andrews	Sharon Barnett	Victoria Boston
Brandy Annati	Brian Barrs	Lou Ann Bradley

Jessica Bradow  
Kelly Bradow  
Candise Branch  
Katrina Brannon  
Dennis Brannon  
Penny Brannon  
Cassie Brantley  
Britni Brooks  
Claudia Brown  
Crystal Brown  
Maria Brown  
Robert Bryant  
Patricia Bryant  
Crystal Bryson  
Angelica Burwell  
Bethany Byrd  
Maria Calderon  
Delani Cannon  
Dean Cannon  
Lacey Cannon  
Kimberly Cannon  
Raul Cardona  
JoAnne Carr  
Harold Carter  
Amanda Cartwright  
Amanda Carver  
Craig Caskin  
Mary Caskin  
Ana Castillo  
Michele Cavallaro  
Julia Cedillo  
Maria Cedillo  
Kenneth Certain  
Diane Chavez  
LaVonda Cherry  
Penny Clark  
Zachary Clark  
Erin Clary  
Erin Clary  
Jose Class  
Miranda Clayton  
Kimberly Clyatt  
Shannon Coleman  
Ashley Collins  
Tracy Combee  
Areal Cook  
Candace Copeland  
Michael Corbett  
Lisa Corbin  
Kristin Corbin  
Pamela Corbin  
Sky Coupe  
Daniel Courtemanche

Maria Cress  
Allison Crisp  
Kathie Crisp  
Victoria Crossno  
Wade Crowson  
Delia Cruz  
Jon Cummings  
John Curls  
Mae Daniel  
Kelly Davidson  
Gloria Davis  
Heather Davis  
Dallas Deadwyler  
Erin Deadwyler  
Ravinn Dees  
Victoria Deleon  
Nina Derringer  
Jason Diaz  
Lynsee Dicks  
Melissa Dingus  
Tiffany Doyle  
Amanda Drake  
Ramona Driggers  
William Dunn  
Robert Eaken  
Michelle Eaken  
Marilyn Eaken  
Phyllis Etcher  
Daniele Fewox  
Peggy Frye  
Robert Gerlach  
Linda Gross  
Brenda Haefeker  
Glenda Hatch  
Lisette Hill  
Jennifer Hitt  
Shana Hodge  
James Hodge, Jr  
Timothy Horn  
Tiffany Horn  
Marty Humphries  
Mary Humphries  
Mamie Jackson  
January Jernigan  
Tina Jones  
Trudy Kennedy  
Lance Kleinsmith  
Lowell Law  
Lisa Law  
Ericka Leak  
Rodney Leak  
Shatae Lewis  
Kandace Lindblade

Douglas Mabey  
Heather Marshall  
Nadine McCardell  
Danielle McLittle  
James McMillan  
Latricia Mendoza  
Rebekah Mercer  
Kenneth Michal  
Jesse Moran  
Douglas Mullen  
Kristi Mullen  
Walter Musgrove  
Sylvia Netter  
Glenn Newland  
Rachel Nicholson  
Traci Nissley  
Dana Norman  
Heather Ogburn  
Toni Patterson  
Amy Patterson  
Valene Perez  
Patricia Petrizzo  
Jessy Phifer  
Lillie Porter  
Diana Potter  
Carolyn Purdy  
Dakota Rizer  
Nancy Roberts  
Peter Rodriguez  
James Santandrea  
Melody Scott  
Amanda Senea  
Jeremiah Smith  
Brenda Strickland  
Tara Strickland  
Sheelene Sullivan  
Sylvia Taylor  
Christina Terrell  
Amanda Thomas  
Tasha Thomas  
Dunn Tiffany  
Crystal Udell  
Edith Underwood  
Laura VanBrocklin  
Juliana Vazquez  
Janet Walker  
Jayvis Ward  
Joyce Warren  
Ellawese Washington  
Kimberley Weaver  
Deborah Wegner  
Linda Wiggins  
Mary Wilkes

Anita Williams  
Rhoda Wood  
Katherine Wood

Deborah Worth  
Sheila Young-Gerlach

End of List  
2017-2018  
School Year

**Personnel Changes List Addendum**

**RECOMMENDATION: 2016-2017 SCHOOL YEAR**

The Superintendent recommends the suspension of Ms. Delgado without pay previously approved on May 24, 2017, be rescinded.

**RESIGNATION: INSTRUCTIONAL**

Branford High School:

Ana I. Delgado, Teacher, effective June 5, 2017

End of List for Addendum  
2016-2017  
School Year

**End of Personnel Changes List Addendum**

**School Board Attorney – Leonard Dietzen:**

8. Legal Counsel's Report

Mr. Dietzen stated that FEA has filed a lawsuit against all 67 counties/school districts in the state of Florida regarding the Best and Brightest; additional information would be forthcoming.

**Superintendent of Schools – Ted Roush:**

9. Superintendent's Report

- Thanked everyone for their hard work in helping to operate the emergency shelters recently during Hurricane Irma.
- Shared that another site visit was held last Friday at the old District Office building with insurance representatives; hoping to bring back an insurance settlement to the Board in the near future.
- Announced that an Executive Session would need to be held immediately following the Board meeting.

### **School Board Members:**

10. Issues and concerns Board members may wish to discuss

- Mr. Alcorn addressed the following concerns:
  - ✓ Spoke with several county commissioners regarding having to close the Coliseum (as the emergency animal shelter) during Hurricane Irma and then having to move everyone to one of our schools with all the animals. In the future, he would like for the Coliseum to remain the animal shelter in times of emergency situations, and not have to use our schools. Mr. Roush responded that the Sheriff and EOC asked the District to open another facility when they decided to close the Coliseum due to the possible extreme winds from the hurricane.
  - ✓ The use of therapy dogs in the schools with students during testing and no paperwork is required for the therapy dogs with regards to vaccinations, etc. Mrs. Land stated that she would check into the procedure for this matter.
- Ms. Cason and Mr. daSilva thanked everyone for coming together during the hurricane to help operate the emergency shelters at our various school sites.

The meeting adjourned at 6:44 p.m.



2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99002560	COMPUTER, LAPTOP	\$1,285.00	7/18/2002	TECHNOLOGY	Surplus
99003930	CISCO 2950G-48PORT SWITCH	\$2,910.00	10/16/2003	TECHNOLOGY	Surplus
99003934	CISCO 2950G-48PORT SWITCH	\$2,910.00	10/16/2003	TECHNOLOGY	Surplus
99003935	CISCO 2950G-48PORT SWITCH	\$2,910.00	10/16/2003	TECHNOLOGY	Surplus
99003994	CATALYST SWITCH 2950G	\$2,980.00	11/6/2003	TECHNOLOGY	Surplus
99003999	CATALYST SWITCH 2950G	\$2,980.00	11/6/2003	TECHNOLOGY	Surplus
99004588	DESK	\$793.00	12/6/2001	STUDENT SERVICES	Surplus
99004701	DESK, U-SHAPE	\$975.00	8/5/2004	SUWANNEE HIGH SCHOOL	Junked
99005004	CISCO 2950G-48PORT SWITCH	\$2,900.00	4/8/2005	TECHNOLOGY	Surplus
99005005	CISCO 2950G-48PORT SWITCH	\$2,900.00	4/8/2005	TECHNOLOGY	Surplus
99005006	CISCO 2950G-48PORT SWITCH	\$2,900.00	4/8/2005	TECHNOLOGY	Surplus
99005007	CISCO 2950G-48PORT SWITCH	\$2,900.00	4/8/2005	TECHNOLOGY	Surplus
99005008	CISCO 2950G-48PORT SWITCH	\$2,900.00	4/8/2005	TECHNOLOGY	Surplus
99005075	PRINTER, LASER	\$774.00	5/5/2005	TECHNOLOGY	Surplus
99005125	CISCO 2950G-24PORT SWITCH	\$1,500.00	7/21/2005	TECHNOLOGY	Surplus
99005132	CISCO 2950G-48PORT SWITCH	\$2,750.00	7/21/2005	TECHNOLOGY	Surplus
99005279	PROJECTOR	\$1,415.97	10/6/2005	BRANFORD ELEMENTARY	Surplus
99005981	COMPUTER, LAPTOP	\$1,017.00	7/31/2007	TECHNOLOGY	Surplus
99006002	COMPUTER, LAPTOP	\$867.83	7/13/2007	TECHNOLOGY	Surplus
99006090	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus
99006091	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus
99006100	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus
99006101	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus

## 2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006102	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus
99006128	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus
99006151	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus
99006154	IMAC/MACBOOK	\$1,132.19	5/30/2008	TECHNOLOGY	Surplus
99006158	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006160	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006161	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006162	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006163	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006164	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006165	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006167	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006168	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006169	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006170	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006171	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006172	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006173	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006175	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006176	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006177	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006178	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006179	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus

## 2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006181	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006187	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006188	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006189	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006200	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006202	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006203	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006204	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006206	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006207	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006208	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006209	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006210	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006211	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006214	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006215	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006216	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006217	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006218	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006220	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006221	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006224	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006225	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus

## 2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006227	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006228	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006229	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006231	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006232	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006233	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006234	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006236	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006237	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006238	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006239	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006252	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006254	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006256	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006257	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006258	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006260	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006261	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006262	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006263	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006264	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006265	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006266	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus

## 2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006267	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006268	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006269	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006270	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006271	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006272	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006273	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006274	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006275	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006276	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006277	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006278	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006279	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006280	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006281	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006282	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006283	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006285	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006287	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006290	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006292	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006293	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006295	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus

## 2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006296	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006297	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006298	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006304	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006305	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006308	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006309	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006310	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006311	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006314	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006319	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006320	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006321	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006325	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006326	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006328	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006329	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006332	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006334	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006335	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006336	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006337	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006338	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus

## 2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006339	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006342	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006343	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006344	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006345	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006346	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006350	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006352	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006353	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006354	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006355	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006356	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006357	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006358	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006359	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006364	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006367	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006368	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006371	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006374	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006404	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006408	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006413	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus

## 2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99006414	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006416	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006418	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006432	IMAC/MACBOOK	\$1,087.96	5/14/2008	TECHNOLOGY	Surplus
99006457	IDENTIFICATION SYSTEM	\$4,550.00	9/12/2008	HUMAN RESOURCES	Surplus
99006505	IMAC/MACBOOK	\$1,953.00	11/21/2008	TECHNOLOGY	Surplus
99006677	CART,NOTEBOOK COMPUTERS	\$1,600.94	4/24/2009	TECHNOLOGY	Surplus
99006949	IMAC/MACBOOK	\$1,199.00	10/22/2009	TECHNOLOGY	Surplus
99007344	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007345	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007347	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007348	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007349	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007354	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007361	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007362	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007363	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007367	COMPUTER, NOTEBOOK	\$1,040.00	8/9/2010	TECHNOLOGY	Surplus
99007576	COMPUTER, LAPTOP	\$855.00	7/21/2011	TECHNOLOGY	Surplus
99007734	CAN RACK, KNOCK DOWN	\$839.88	7/19/2012	BRANFORD HIGH SCHOOL	Surplus
99008114	CISCO SWITCH	\$1,515.00	4/8/2016	TECHNOLOGY	Surplus
99008299	SWITCH, LAN BASE	\$1,475.00	8/18/2016	TECHNOLOGY	Surplus
99008351	HP PROBOOK 650 G2	\$785.00	11/18/2016	TECHNOLOGY	Surplus



2017-18 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
					Surplus
	TOTAL	\$224,936.62			

Requested By:



MARK A CARVER,  
DIRECTOR OF PROPERTY RECORDS

10/24/2017

DATE

APPROVED BY:

SUPERINTENDENT

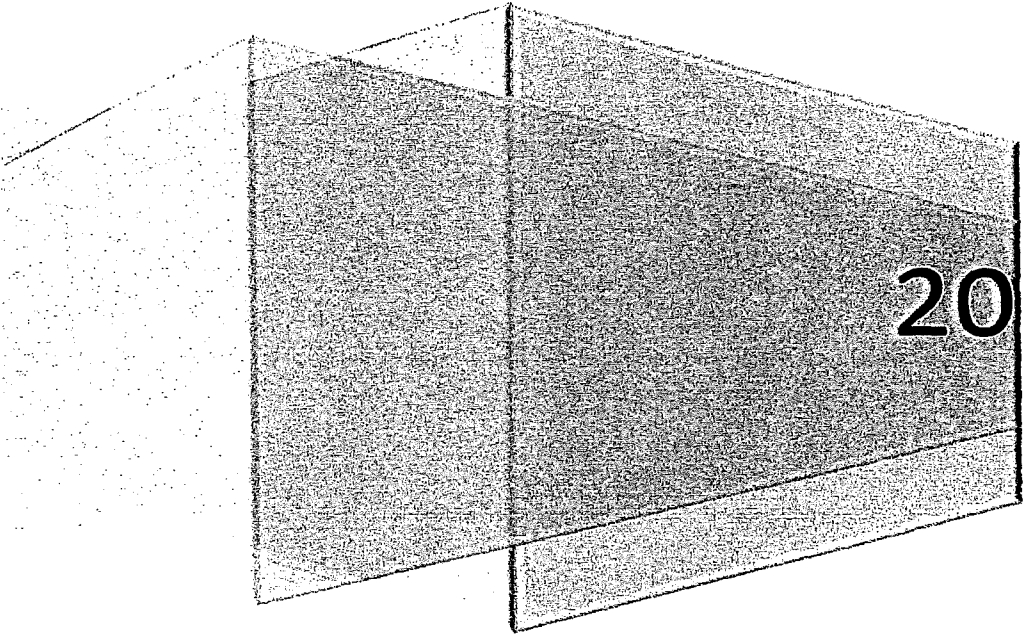
BOARD CHAIRMAN



## RIVEROAK Technical College

***Suwannee County School Board through  
RIVEROAK Technical College  
Career Pathway Agreements with District  
School Board of Hamilton County***

**Career Pathways: High Schools & RIVEROAK Technical  
College**



**2017-2018**

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**Career and Technical Education  
Suwannee County School Board through RIVEROAK Technical College &  
District School Board of Hamilton County  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting Post-Secondary Adult Vocational (PSAV) clock hours earned while completing a Secondary Career and Technical Education course learning and skills accomplished as part of secondary school instruction. Each school district and RIVEROAK Technical College (RTC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

RTC will work with the school district to establish Career Pathways to serve Career and Technical Education (CTE) students. Additional agreements may be developed during the year, and this agreement will be amended as those agreements are completed.

**Student Qualifications**

Students must meet all RTC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 3.0 (on a 4.00 scale) or better.
2. Completion of RIVEROAK Technical College placement testing requirements.
3. Must be a graduate from secondary school no more than 18 months prior to enrollment at RIVEROAK Technical College.
4. Enrollment in a certificate program appropriate to the PSAV clock hours shall be awarded upon completion of the program's entrance examination (if required) or verification of an industry certification earned (prior to enrollment).

**Procedure**

1. Secondary school guidance departments shall provide evidence of program completion and additional requested information to the RTC's Career Pathways contact. Evidence may include: official student transcripts, student report cards and/or applicable nationally recognized industry certifications.
2. RTC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the secondary school guidance department contact informing students of the Career Pathway articulation agreement opportunities.

3. High school credit earned under this articulation agreement will be entered into the student's record after the student has completed 150 PSAV clock hours in the program in which the certificate is to be awarded
4. Comprehensive exams may be completed by students who have not earned the industry certification associated with the program of study.
5. A letter grade for the course will be assigned by the RIVEROAK Technical College based on the student's performance on the student competency exam.

**Conditions of Agreement**

1. District School Board of Hamilton County faculty members and RTC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. District School Board of Hamilton County and RTC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. District School Board of Hamilton County and RTC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. RTC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either District School Board of Hamilton County or RIVEROAK Technical College through providing thirty (30) days' notice. In the event of a termination, both agencies agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at RTC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Director, RIVEROAK Technical College; Coordinator of Career and technical Education, District School Board of Hamilton County; the North Florida Career Pathways Coordinator and others as so designated.

**SCSB 2018-87 (RENEWAL)**

<b>High School Career Pathway</b>	<b>Associated Industry Certification</b>	<b>RTC Program of Study/ Certificate</b>	<b>Assessment</b>	<b>Articulated Credit</b>
<b>Allied Health Assisting</b> 8741700 Health Science Anatomy & Physiology 8741710 Health Science Foundations OCP A	<b>FDMQA002 – Certified                          Nursing Assistant</b>	<b>Patient Care Technician                          –PSAV</b>  <b>Practical Nursing - PSAV</b>	Completion of the high school program of study. Student must receive a <b>grade of “B”</b> or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of “C”</b> or higher.	HSC 003 Health Careers Core (90 hours) OCP A  <b>*Note: Students enrolling into Patient Care Technician or Practical Nursing will be credited OCP A but will be required to audit the course at no cost.</b>
<b>Culinary Arts - 8800500</b> 8800500 Culinary Arts 1 OCP A 8800510 Culinary Arts 2 OCP B 8800520 Culinary Arts 3 OCP C	<b>NRAEF002 – National Pro-Start Certificate of Achievement</b>	<b>Commercial Foods &amp; Culinary Arts - PSAV</b>	Completion of the high school program of study. Student must receive a <b>grade of “B”</b> or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of “C”</b> or higher.	HMC 0100 Food Preparation (300 hours) OCP A
<b>Digital Design - 8209600</b> 8207310 Digital Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	<b>MICRO069 – Microsoft Office Specialist</b> <b>ADOBE010 Dreamweaver</b> <b>ADOBE011 Flash</b>	<b>Administrative Office Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of <b>“B”</b> or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an overall GPA of <b>“C”</b> or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A OTA 0030 Assistant Digital production Designer (150 hours) OCP C

**SCSB 2018-87 (RENEWAL)**

<b>Digital Design - 8209600</b> 8207310 Digital Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	<b>MICRO069</b> – Microsoft Office Specialist <b>ADOBE010</b> Dreamweaver <b>ADOBE011</b> Flash	<b>Digital Design – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A OTA 0024 Production Assistant (150 hours) OCP B
<b>Digital Design - 8209600</b> 8207310 Digital Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	<b>MICRO069</b> – Microsoft Office Specialist <b>ADOBE010</b> Dreamweaver <b>ADOBE011</b> Flash	<b>Medical Administrative Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A OTA 0041
<b>Digital Information Technology</b> <b>Course Number: 8207310</b>	<b>MICRO069</b> – Microsoft Office Specialist AND/OR successful completion of the course with a “B” or higher.	<b>Administrative Office Specialist – PSAV</b> <b>Digital Design – PSAV</b> <b>Medical Administrative Specialist – PSAV</b>	Completion of the high school course with a “B” or better and an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A

**IN WITNESS WHEREOF**, the District Board of Hamilton County, Florida and the Suwannee County School Board, and the Director of Career, Technical and Adult Education - RIVEROAK Technical College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent,  
Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Career, Technical, and Adult Education  
RIVEROAK Technical College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, District School Board of Hamilton County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, District School Board of Hamilton County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator, Career & Technical Education,  
District School Board of Hamilton

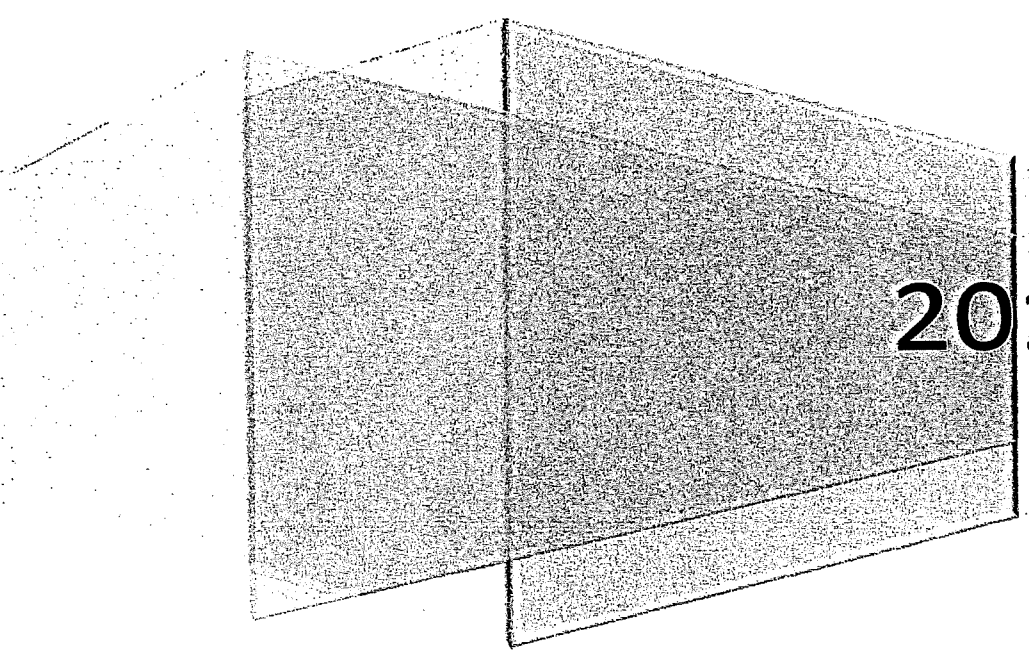




# RIVEROAK Technical College

***Suwannee County School Board through  
RIVEROAK Technical College  
Career Pathway Agreements with District  
School Board of Lafayette County***

**Career Pathways: High Schools & RIVEROAK Technical  
College**

A large, textured, 3D rectangular block, possibly representing a book or a folder, is positioned on the left side of the page. It has a grainy, stippled texture and is shown from a perspective that gives it depth. The year "2017-2018" is printed in a large, bold, black font to the right of the block.

**2017-2018**

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**Career and Technical Education  
Suwannee County School Board through RIVEROAK Technical College &  
District School Board of Lafayette County  
Career Pathways Articulation Agreement  
2017-2018**

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4. Enrollment in a certificate program appropriate to the PSAV clock hours shall be awarded upon completion of the program's entrance examination (if required) or verification of an industry certification earned (prior to enrollment).

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#### **Conditions of Agreement**

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This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Director, RIVEROAK Technical College; Coordinator of Career and technical Education, District School Board of Lafayette County; the North Florida Career Pathways Coordinator and others as so designated.

**SCSB 2018-89 (RENEWAL)**

<b>High School Career Pathway</b>	<b>Associated Industry Certification</b>	<b>RTC Program of Study/ Certificate</b>	<b>Assessment</b>	<b>Articulated Credit</b>
<b>Allied Health Assisting</b> 8741700 Health Science Anatomy & Physiology 8741710 Health Science Foundations OCP A	<b>FDMQA002 – Certified                          Nursing Assistant</b>	<b>Patient Care Technician                          –PSAV</b>  <b>Practical Nursing - PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of “C” or higher.</b>	HSC 003 Health Careers Core (90 hours) OCP A  <b>*Note: Students enrolling into Patient Care Technician or Practical Nursing will be credited OCP A but will be required to audit the course at no cost.</b>
<b>Digital Design - 8209600</b> 8207310 Digital Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	<b>MICRO069- Microsoft Office Specialist</b>	<b>Administrative Office Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A
<b>Digital Design - 8209600</b> 8207310 Digital Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	<b>MICRO069- Microsoft Office Specialist</b>	<b>Digital Design – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A OTA 0024 Production Assistant (150 hours) OCP B

**SCSB 2018-89 (RENEWAL)**

<b>Digital Design - 8209600</b> 8207310 Digital Information Technology OCP A 8209510 Digital Design 1 OCP B 8029520 Digital Design 2	<b>MICRO069-</b> Microsoft Office Specialist	<b>Medical Administrative Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A
<b>Digital Information Technology Course Number: 8207310</b>	<b>MICRO069 –</b> Microsoft Office Specialist <b>AND/OR</b> successful completion of the course with a “B” of higher.	<b>Administrative Office Specialist – PSAV</b> <b>Digital Design – PSAV</b> <b>Medical Administrative Specialist – PSAV</b>	Completion of the high school course with a “B” or better and an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A
<b>Culinary Arts - 8800500</b> 8800500 Culinary Arts 1 OCP A 8800510 Culinary Arts 2 OCP B 8800520 Culinary Arts 3 OCP C	<b>NRAEF003 –</b> Certified Professional Food Manager (SERVESAFE)	<b>Commercial Foods &amp; Culinary Arts - PSAV</b>	Completion of the high school program of study. Student must receive a <b>grade of “B”</b> or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of “C”</b> or higher.	HMV 0100 Food Preparation (300 hours) OCP A

[Type here]

**IN WITNESS WHEREOF**, the District Board of Lafayette County, Florida and The District School Board of Suwannee County, and the Director of Career, Technical, and Adult Education - RIVEROAK Technical College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent,  
Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Career, Technical, and Adult Education  
RIVEROAK Technical College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, District School Board of Lafayette County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, District School Board of Lafayette County

\_\_\_\_\_  
Date

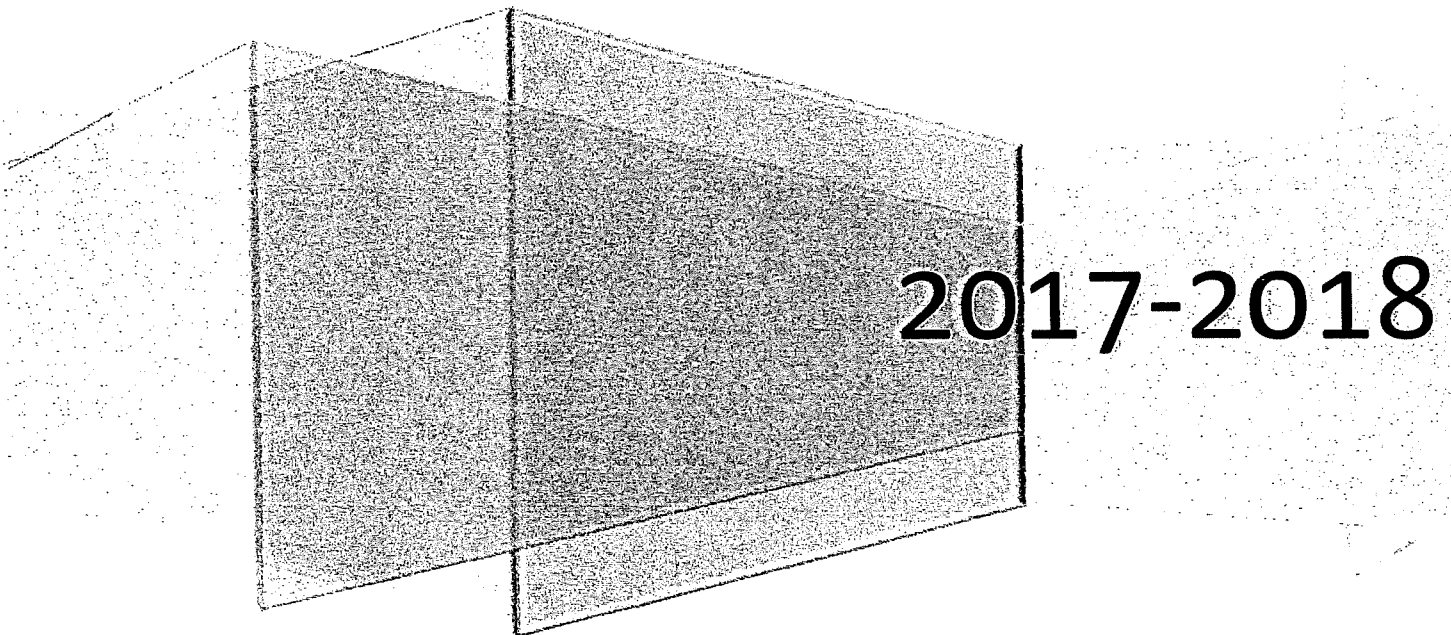
\_\_\_\_\_  
Coordinator, Career & Technical Education,  
District School Board of Lafayette



## RIVEROAK Technical College

***Suwannee County School Board through  
RIVEROAK Technical College  
Career Pathway Agreements with District  
School Board of Madison County***

**Career Pathways: High Schools & RIVEROAK Technical  
College**





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**Career and Technical Education  
Suwannee County School Board through RIVEROAK Technical College &  
District School Board of Madison County  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting Post-Secondary Adult Vocational (PSAV) clock hours earned while completing a Secondary Career and Technical Education course learning and skills accomplished as part of secondary school instruction. Each school district and RIVEROAK Technical College (RTC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

RTC will work with the school district to establish Career Pathways to serve Career and Technical Education (CTE) students. Additional agreements may be developed during the year, and this agreement will be amended as those agreements are completed.

**Student Qualifications**

Students must meet all RTC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 3.0 (on a 4.00 scale) or better.
2. Completion of RIVEROAK Technical College placement testing requirements.
3. Must be a graduate from secondary school no more than 18 months prior to enrollment at RIVEROAK Technical College.
4. Enrollment in a certificate program appropriate to the PSAV clock hours shall be awarded upon completion of the program's entrance examination (if required) or verification of an industry certification earned (prior to enrollment).

**Procedure**

1. Secondary school guidance departments shall provide evidence of program completion and additional requested information to the RTC's Career Pathways contact. Evidence may include: official student transcripts, student report cards and/or applicable nationally recognized industry certifications.
2. RTC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the secondary school guidance department contact informing students of the Career Pathway articulation agreement opportunities.
3. High school credit earned under this articulation agreement will be entered into the student's record after the student has completed 150 PSAV clock hours in the program in which the certificate is to be awarded

4. Comprehensive exams may be completed by students who have not earned the industry certification associated with the program of study.
5. A letter grade for the course will be assigned by the RIVEROAK Technical College based on the student's performance on the student competency exam.

### **Conditions of Agreement**

1. District School Board of Madison County faculty members and RTC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. District School Board of Madison County and RTC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. District School Board of Madison County and RTC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. RTC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either District School Board of Madison County or RIVEROAK Technical College through providing thirty (30) days' notice. In the event of a termination, both agencies agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at RTC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Director, RIVEROAK Technical College; Coordinator of Career and technical Education, District School Board of Madison County; the North Florida Career Pathways Coordinator and others as so designated.

<b>High School Career Pathway</b>	<b>Associated Industry Certification</b>	<b>RTC Program of Study/ Certificate</b>	<b>Assessment</b>	<b>Articulated Credit</b>
<b>Allied Health Assisting</b> 8741700 Health Science Anatomy & Physiology 8741710 Health Science Foundations OCP A	<b>FDMQA002 – Certified Nursing Assistant (CNA)</b>	<b>Patient Care Technician –PSAV</b>  <b>Practical Nursing - PSAV</b>	Completion of the high school program of study. Student must receive a <b>grade of “B”</b> or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of “C”</b> or higher.	HSC 003 Health Careers Core (90 hours) OCP A  <b>*Note: Students enrolling into Patient Care Technician or Practical Nursing will be credited OCP A but will be required to audit the course at no cost.</b>
<b>Culinary Arts - 8800500</b> 8800500 Culinary Arts 1 OCP A 8800510 Culinary Arts 2 OCP B 8800520 Culinary Arts 3 OCP C	<b>NRAEF003 – Certified Professional Food Manager (SERVESAFE)</b>	<b>Commercial Foods &amp; Culinary Arts - PSAV</b>	Completion of the high school program of study. Student must receive a <b>grade of “B”</b> or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of “C”</b> or higher.	HNV 0100 Food Preparation (300 hours) OCP A
<b>Early Childhood Education - 8503210</b> 8503211 Early Childhood Education 1 OCP A 8503211 Early Childhood Education 2 OCP B 8503211 Early Childhood Education 3 OCP C	<b>Early Childhood Professional Certificate – CPCP</b>	<b>Early Childhood Education - PSAV</b>	Completion of the high school program of study. Student must receive a <b>grade of “B”</b> or better in each class in the <b>Technical Core</b> and must successfully complete all academics with an <b>overall GPA of “C”</b> or higher.	HEV 0870 Child Care Worker 1 (150 hours) OCP A HEV 0871 Child Care Worker 2 (150 hours) OCP B HEV0872 Teacher Aide (Preschool) (150 hours) OCP C

<b>Web Development - 9001100</b> 8207310 Digital Information Technology - OCP A 9001110 Foundations of Web Design OCP B 9001120 User Interface Design OCP C	<b>MICRO069</b> – Microsoft Office Specialist <b>ADOBE010</b> – Dreamweaver <b>ADOBE 011</b> - Flash	<b>Administrative Office Specialist – PSAV</b> <b>Medical Administrative Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A OTA0631
<b>Digital Information Technology</b> <b>Course Number : 8207310</b>	<b>MICRO069</b> – Microsoft Office Specialist <b>AND/OR</b> successful completion of the course with a “B” or higher.	<b>Administrative Office Specialist – PSAV</b> <b>Digital Design – PSAV</b> <b>Medical Administrative Specialist – PSAV</b>	Completion of the high school course with a “B” or better and an overall GPA of “C” or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A
<b>Entrepreneurship - 881210</b> 8812110 Principals of entrepreneurship 8812120 Business Management and Law 8812000 Business Ownership	<b>ADOBE022</b> ADOBE Certified Associate (ACA) Photoshop (Creative Cloud); <b>ADOBE020</b> ADOBE Certified Associate (ACA) Illustrator; <b>INTUIT001</b> Quickbooks Certified User (Optional)	<b>Administrative Office Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0041 Front Desk Specialist. (300 hours) OCP B
<b>Entrepreneurship - 881210</b> 8812110 Principals of Entrepreneurship 8812120 Business Management and Law 8812000 Business Ownership	<b>ADOBE022</b> ADOBE Certified Associate (ACA) Photoshop (Creative Cloud); <b>ADOBE020</b> ADOBE Certified Associate (ACA) Illustrator; <b>INTUIT001</b> Quickbooks Certified User (Optional)	<b>Medical Administrative Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of “B” or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of “C” or higher.	OTA 0041 Front Desk Specialist. (300 hours) OCP B

**IN WITNESS WHEREOF**, the District Board of Madison County, Florida and The District School Board of Suwannee County, and the Director of Career, Technical, and Adult Education- RIVEROAK Technical College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent,  
Suwannee County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Suwannee County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Career, Technical, and Adult Education  
RIVEROAK Technical College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, District School Board of Madison County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, District School Board of Madison County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator, Career & Technical Education,  
District School Board of Madison

**Services Agreement**

**Between**

**Suwannee County School District**

**and the**

**University of Florida Board of Trustees**

**THIS AGREEMENT** is made by and between the University of Florida Board of Trustees, a corporate body public of the state of Florida, (hereafter referred to as "UF"), whose address is UF Division of Sponsored Programs, 207 Grinter Hall, Box 115500, Gainesville, FL 32611-5500 and Suwannee County School District (hereafter referred to as "SPONSOR"), whose address is 1729 Walker Ave., SW, Ste 200, Live Oak, FL 32604.

**WHEREAS**, SPONSOR desires to retain the services of UF, upon the terms and conditions hereinafter set forth;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements contained herein, SPONSOR and UF agree as follows:

1. **Scope of Service to be Performed:** UF agrees to undertake and conduct the work entitled; "Supplementary Instructional Support Leader for English Language Learners," for SPONSOR as outlined in Exhibit A ("Services").
2. **Period of Service:** The services called for by Article 1, may begin on October 1, 2017 with activities ending on June 30, 2018 unless extended by written amendment or terminated sooner following the termination provisions set forth below.

Services involving vertebrate animals and/or human subjects may not be conducted until IACUC and/or IRB approvals have been obtained.

3. **Funding and Payment:** SPONSOR shall fund UF a maximum amount of \$20,000 for the Project. This agreement is payable on a fixed price basis. SPONSOR shall pay UF monthly in accordance with the schedule placed onto Exhibit B after receipt of UF invoice.

Payment shall be made to "University of Florida" and remitted to the following address:

University of Florida  
Accounts Receivable Manager  
Office of Contracts and Grants – Accounting Services  
33 Tigert Hall  
PO Box 113001  
Gainesville, FL 32611-3001

4. **Points of Contact:** The following are designated as Investigators and Administrative contacts for the purposes of this Agreement. The Investigators will be responsible for the technical matters of the services outlined in Exhibit A. The UF Investigator is essential to the work being performed and no change to the UF Investigator without SPONSOR written approval.

**Investigators:**

For UF: Ester de Jong, Professor & Director School Teaching and Learning  
2423 Norman Hall  
Gainesville, FL 32611  
352-273-4227 [edejong@coe.ufl.edu](mailto:edejong@coe.ufl.edu)

For SPONSOR: Mr. Ted L. Roush, Superintendent  
Suwannee County School District  
1729 Walker Ave., SW, Ste. 200  
Live Oak, FL 32064  
386-647-4600 [superintendent@suwannee.k12.fl.us](mailto:superintendent@suwannee.k12.fl.us)

**Administrative:**

For UF: Stephanie Gray, Assistant Vice President  
Division of Sponsored Programs  
207 Grinter Hall  
PO Box 115500  
Gainesville, FL 32611-5500  
(352) 273-4062  
[ufawards@ufl.edu](mailto:ufawards@ufl.edu)

For SPONSOR: Mr. Ted L. Roush, Superintendent  
Suwannee County School District  
1729 Walker Ave., SW, Ste. 200  
Live Oak, FL 32064  
386-647-4600 [superintendent@suwannee.k12.fl.us](mailto:superintendent@suwannee.k12.fl.us)

5. **Reporting Requirements:** In addition to performing the Services as described by Article 1, UF Investigator shall deliver the following reports to the SPONSOR's Investigator:

**Report Type**

Monthly Narrative Report

**Due No Later than**

in accordance with payment schedule on Exhibit B

These narrative reports should provide an assessment of what has been accomplished during the reporting period with the final report covering the entire contract period.

6. **Confidential Information:** All unpublished written data and information provided by SPONSOR to the UF Investigators in connection with this Agreement ("Confidential Information") is confidential and/or proprietary to the SPONSOR and UF Investigators shall not publish or disclose Confidential Information to



a third-party or use Confidential Information for any purpose but to render the Services, without the prior written consent of SPONSOR. The party receiving Confidential Information from the other party is referred to as the "Receiving Party," and the party disclosing Confidential Information to the other party is referred to as the "Disclosing Party". In order to obtain the protection of this Agreement with respect to Confidential Information, (a) if the Confidential Information is in written form when disclosed, the Disclosing Party must indicate the proprietary nature of such information by an appropriate legend, marking, stamp or other positive identification on the writing delivered to the Receiving Party, and (b) if the Confidential Information is disclosed orally or visually, the Disclosing Party must, within 30 days after disclosure to the Receiving Party, deliver to the Receiving Party a writing containing an adequate description of the oral or visual information which shall indicate the proprietary nature of such information by an appropriate legend, marking, stamp or other positive identification.

The obligations of non-use and non-disclosure shall not apply to:

- (a) Information that the Receiving Party can show by written record that it possessed prior to its receipt from the Disclosing Party;
- (b) Information that was available to the public prior to its receipt by the Receiving Party or later became so through no fault of the receiving party;
- (c) Information that is subsequently disclosed to the Receiving Party by a third party that has the right to disclose it to the Receiving Party free of any obligations of confidentiality;
- (d) Information that is independently known, developed, or discovered without use of the Disclosing Party's Confidential Information; or
- (e) Information that is required to be disclosed by law.

In the event of 6(e) above, UF is required to give SPONSOR prompt notice thereof so that SPONSOR may seek an appropriate protective order prior to such required disclosure. UF will reasonably cooperate with SPONSOR in its efforts to seek such a protective order.

The obligations of this Article pertaining to confidentiality shall survive the termination or expiration of this Agreement for a period of five (5) years.

7. **Publications:** SPONSOR recognizes that UF Investigators must have the ability to publish research findings, results or otherwise information gained in the course of Services performed under this agreement in scholarly journals, student dissertations, or other professional forums not so mentioned.

In order to give the SPONSOR an opportunity to review and advise regarding loss of intellectual property and/or to identify any inadvertent disclosure of SPONSOR Confidential Information UF will submit to SPONSOR copies of any proposed publication or presentation material involving the results of the Services at least thirty (30) days in advance of the submission date for publication or planned presentation date.

SPONSOR recognizes that timing is of the essence and the review of such materials shall be completed within 30-days from the receipt of the planned publication or presentation. UF agrees to delete information identified by SPONSOR as Confidential Information from any such proposed publication or presentation material unless SPONSOR agrees to allow its release. If SPONSOR does not respond within the thirty (30) days, said Researchers will have the right to publish the results without further notification or obligation to Sponsor.

At the request of the SPONSOR, UF will agree to delay publication or presentation of materials submitted by up to another 30-days (or longer if mutually agreed upon) to allow for preparation and filing of a patent application which SPONSOR has the right to file or to have UF file at SPONSOR's request.

**8. Inventions and Patents:**

- a) "Background Intellectual Property" means any Intellectual Property owned or controlled by a Party as of the Effective Date or conceived outside of the work conducted under this Agreement. Neither Party shall have any claims to or rights in Background Intellectual Property of the other Party.
- b) No license to the other Party under any patent is granted or implied by conveying proprietary or other Confidential Information to that Party.
- c) If an invention is conceived exclusively by the employees of one Party in the performance of the Services ("Sole Invention"), title to said Sole Invention and to any patent issuing thereon shall be in the inventing Party's name.
- d) In the case of a joint invention, that is an invention made jointly by one or more employees of both Parties hereto in the performance of the Services ("Joint Invention"), each Party shall have an equal, undivided interest in and to such Joint Invention(s).
- e) UF grants SPONSOR a first right to negotiate a worldwide, royalty-bearing exclusive license to UF's Sole Invention or to UF's rights in Joint Invention(s) (the "Option Right"). The Option Right shall extend for a time period of 90 days from the date of disclosure to SPONSOR. If SPONSOR exercises the Option Right, UF and SPONSOR shall negotiate in good faith a license agreement with commercially reasonable terms.

9. **Use of Name for Publicity:** Neither Party shall use the name of the other Party or of any Investigator in any advertising or promotional material without the prior written approval of the other. Notwithstanding any other provision of this Agreement, both parties acknowledge that under Section 1004.22, Florida Statutes, UF shall be free to release the title and short description of the Services, the name of the UF Investigator, and the amount and source of funding provided for the Services, without prior approval of SPONSOR.

10. **Compliance with Law:** The Parties shall comply with all applicable federal, state, local laws and regulations and nothing in this Agreement shall be construed to require either Party to violate such provisions of law or subject either Party to liability for adhering to such provisions of law.

11. **Independent Contractor:** UF shall be deemed to be and shall be an independent contractor and, as such, UF shall not be entitled to any benefits applicable to employees of Sponsor; Neither Party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

12. **Insurance:** In the performance of all services hereunder:

- a) UF warrants and represents that UF has adequate liability insurance, such protection being applicable to officers, employees, and agents while acting within the scope of their employment by UF, and UF has no liability insurance policy as such that can extend protection to any other person.
- b) Each Party hereby assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of that Party and the officers, employees, and agents thereof to the extent permitted by Section 768.28, Florida Statutes.

13. **Termination**: This Agreement may be suspended or terminated at any time by UF or SPONSOR by giving written notification to the appropriate Administrative Contact of the other Party.

In the event that either Party shall be in breach, violation or default of any of its obligations under this Agreement and shall fail to remedy such default within sixty days (60) after receipt of written notice thereof, the Party not in default (reserving cumulatively all other remedies and rights under this Agreement and at law and in equity) shall have the option of terminating this Agreement upon written notice thereof.

Upon early termination of this Agreement by either Party for any reason, UF will cease further obligation of funds for Services and will take all reasonable steps to cancel or otherwise reduce outstanding obligations. Sponsor will pay UF for either (a) percent of completion or (b) deliverable completed to the date of termination and (c) any non-cancellable obligations on or before the date of termination pursuant to Article 3. University will refund any portion of SPONSOR advance payments not obligated pursuant to (a) or (b), and (c).

14. **Dispute Resolution**: Any dispute concerning performance of the Agreement shall be decided by the appropriate administrative officials of each party, who shall reduce any decision to writing.
15. **Force Majeure**: Neither Party is responsible for delays resulting from causes reasonably beyond its control, including fire, explosion, flood, tropical storm, hurricane, war, strike, or riot, provided that the nonperforming Party uses commercially reasonable efforts to avoid or remove causes of nonperformance and continues performance under this Agreement with reasonable dispatch after the causes are removed.
16. **Miscellaneous**: This Agreement (a) may not be assigned or transferred by UF without SPONSOR's prior written consent, (b) constitutes the entire understanding of the Parties with respect to the subject matter hereof, and (c) may be modified or amended only in a writing signed by duly authorized representatives of both Parties.
17. **Entire Agreement**: This Agreement with its exhibits constitutes the entire agreement between the Parties and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, relating to the performance of this Agreement.
18. **Export Control**: SPONSOR shall notify UF in writing before providing UF any export controlled information or materials. SPONSOR shall include, if known, the Export Control Classification Number, United States Munitions List Category or EAR99 designation as appropriate.
19. **Execution**: Delivery of a signed Agreement by reliable electronic means, including facsimile or email, shall be an effective method of delivering the executed Agreement. This Agreement may be stored by electronic means and either an original or an electronically stored copy of this Agreement can be used for all purposes, including in any proceeding to enforce the rights and/or obligations of the parties to this Agreement.
20. **Agreement Modification**: The Parties may only modify this Agreement by a written instrument signed by both Parties. A Purchase Order may be used for billing purposes only and may not modify the terms and conditions of this Agreement.

[Signatures to follow on next page]

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed by their duly authorized representatives.

Suwanee County School District

UNIVERSITY OF FLORIDA  
BOARD OF TRUSTEES

Signature by:

Name: Ted L. Roush

Title: Superintendent of Schools

Date:

Signature by:

Name:

Title:

Date:

Digitally signed by  
Stephanie L. Gray  
DN: cn=Stephanie L.  
Gray, o=University of  
Florida, ou=Office of  
Research,  
email=slgray@ufl.edu,  
c=US  
Date: 2017.10.03  
16:05:04 -04'00'

\_\_\_\_\_  
Chairperson, Suwanee County School Board

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwanee School Board Attorney"

**EXHIBIT A  
STATEMENT OF WORK**

**UF Personnel shall:**

Task	Timeline	Deliverable
1. Develop three supplemental, stand-alone modules to enhance ESOL PD. Topics to be identified collaboratively	Module I –December 30, 2017 Module II –March 30, 2018 Module III June 15, 2018	Canvas compatible, self-standing modules with resources and suggested facilitator guide for a face to face 1 or 2-hour workshop
2. Conduct workshop for administrators.	TBA by district	3-hour workshop for principals and assistant principals
3. Conduct focus groups with secondary ELLs	Data collection -Fall 2017 Data analysis – Spring 2018 Final Report: June 15, 2018	Report on ELL experiences and needs
4. Conduct focus groups with elementary and secondary mainstream teachers	Data collection -Fall 2017 Data analysis – Spring 2018 Final Report: June 15, 2018	Report on teachers' perspectives and needs working with ELLs

**EXHIBIT B  
PAYMENT SCHEDULE**

Payment Schedule

<u>Payment #</u>	<u>Payment Date</u>	<u>Payment Amount</u>
1	11/1/2017	\$ 2,222
2	12/1/2017	\$ 2,222
3	1/1/2018	\$ 2,222
4	2/1/2018	\$ 2,222
5	3/1/2018	\$ 2,222
6	4/1/2018	\$ 2,222
7	5/1/2018	\$ 2,222
8	6/1/2018	\$ 2,222
9	7/1/2018	\$ 2,224
TOTAL		\$ 20,000

**SUWANNEE COUNTY SCHOOL BOARD**

**PROFESSIONAL/TECHNICAL  
SERVICES AGREEMENT**

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and B.E.L.I.E.V.E.! LLC ("Individual"), (hereinafter "Contractor.").

**WITNESSED:**

WHEREAS, SCSB operates schools and educational institutions and is in need of a qualified, experienced Educational Consultant to provide consulting services for SCSB; and

WHEREAS, Contractor may employ and/or contract with qualified and duly licensed and/or certified instructors with expertise and experience in providing educational services; and

WHEREAS, SCSB desires to engage Contractor to provide such services for SCSB and Contractor is willing to provide such services for SCSB.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein set forth, the parties agree as follows:

**1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR**

A. SERVICES: SCSB hereby engages Contractor to provide educational consulting services for SCSB as requested by SCSB, and Contractor hereby accepts such engagement and agrees to provide said services in accordance with the terms of this Agreement. Said services are described in Exhibit A attached hereto, which exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Contractor shall provide said services through employees and/or independent subcontractors who are qualified and appropriately licensed and/or certified to perform all functions assigned to them by Contractor in connection with the provision of services by Contractor hereunder.

**B. MANNER OF PERFORMANCE OF CONTRACTOR'S SERVICES**

- (i) Contractor and staff shall perform all services under this Agreement in the manner and means it or he/she chooses, in its or his/her sole and absolute discretion and judgment. Contractor and staff shall not be required to comply with SCSB's directions or instructions concerning when, where and how to perform services under this Agreement, but shall have full and absolute discretion in such matters.
- (ii) Contractor and staff shall not be required to perform services in any order or sequence specified by SCSB.
- (iii) Contractor and staff shall not be required to attend meetings or participate in training conducted

by SCSB as to specific methods or procedures.

- (iv) Contractor and staff shall not be required to work specified hours, but shall have full and absolute discretion with respect thereto.
- (v) Contractor and staff shall not be required to submit any written or oral reports to SCSB except such reports as shall be required by law, regulation, or any governmental authority, including reasons for federal, state, or local compliance purposes.
- (vi) The Contractor and staff shall be responsible for payment of Contractor and staff expenses relating to the performance of duties hereunder, including expenses or travel and similar items.
- C. DOCUMENTATION: Contractor shall submit to SCSB, on a monthly basis, appropriate documentation of services provided hereunder. Such documentation shall be in the form and shall contain the information requested by SCSB.

## 2. REPRESENTATIVES AND WARRANTIES

Contractor represents and warrants to SCSB, upon execution and throughout the term of this Agreement, as follows:

- A. Contractor is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under, this Agreement;
- B. None of the Contractor staff has ever had his or her professional license or certification in the State of Florida or in any other jurisdiction denied, suspended, revoked, terminated, voluntarily relinquished under threat of disciplinary action, or restricted in any way.
- C. Contractor shall perform the services required hereunder in accordance with:
  - (i) all applicable federal, state, and local laws, rules, and regulations;
  - (ii) all applicable policies of: SCSB;
  - (iii) all applicable Bylaws, Rules, and Regulations of SUWANNEE COUNTY SCHOOLS;
- D. Contractor has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the services required of Contractor under this Agreement; and
- E. Each of the Contractor staff has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for said staff to perform the functions, assigned to him or her by Contractor in connection with the provision of services under this Agreement; and
- F. All Contractor staff shall comply with all applicable terms of this Agreement.



### 3. INDEPENDENT CONTRACTOR

In performing the services herein specified, Contractor is acting as an independent contractor, and neither Contractor nor any staff shall be or be considered employees of SCSB. Neither Contractor nor any Contractor staff shall be under the control of SCSB as to the manner by which results are accomplished, but only as to the results of Contractor's work. It is agreed and acknowledged by the parties that, as an independent contractor, Contractor staff retains the right to contract with and provide educational consulting services to entities and individuals other than SCSB and its students, and nothing in this Agreement shall be interpreted as limiting or restricting in any way Contractor's right to do so. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. Contractor shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes and benefits with respect to all Contractor staff. Contractor hereby expressly agrees to provide SCSB with proof of payment of such taxes in the event such is requested by SCSB by federal or State tax authorities. Any such proof will be provided directly to SCSB's counsel for delivery to tax authorities in order to preserve the confidentiality of such records. Neither Contractor nor any Contractor staff shall be subject to any SCSB policies solely applicable to SCSB's employees, not to exclude policy directly related to vendors and contractors.

### 4. TERM

The initial term of this Agreement shall be for a period not to exceed twelve (12) months, commencing on the date of execution and ending June 30, 2018, unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

### 5. COMPENSATION

For the services rendered pursuant to this Agreement, Contractor shall be paid by SCSB, as and for its sole compensation hereunder, the amounts listed in Exhibit B attached hereto, which Exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Notwithstanding the foregoing, no compensation shall be payable to Contractor for any services for which Contractor has not submitted the documentation required under Paragraph I(C) of this Agreement.

### 6. BILLING

Contractor shall bill SCSB for services provided hereunder on a monthly basis in the month following the month in which services are rendered. Each invoice shall be in the form, and contain the information, requested by SCSB, and SCSB shall pay each invoice within thirty (30) days after receipt thereof by SCSB. SCSB shall not be required to pay for any services for which Contractor does not provide a proper invoice.

### 7. CONFIDENTIALITY

Contractor recognizes and acknowledges that, by virtue of entering into this Agreement and providing services hereunder, Contractor and staff may have access to certain confidential information, including confidential student information and personal health information ("PHI"). Contractor agrees that neither it nor any Contractor staff will at any time, either during or subsequent to the term of this Agreement, disclose

to any third party, except where permitted or required by law or where such disclosure is expressly approved by SCSB in writing, any confidential student information, PHI or other confidential information, and Contractor and all Contractor staff shall comply with all Federal and State laws and regulations, and all SCSB rules, regulations, and policies regarding the confidentiality of such information. Without limiting the generality of the foregoing, Contractor shall comply with the Health Insurance Portability and Accountability Act. Contractor may not use or further disclose Personal Health Information ("PHI") other than as permitted or required by law or this Agreement. In addition, Contractor shall:

- Report to SCSB any impermissible use or disclosure of PHI.
- Ensure that any agents, including subcontractors to whom it provides PHI created or received from SCSB agrees to the same restrictions or conditions that apply to Contractor.
- Make PHI available in accordance with HIPAA Privacy Rules.
- Make PHI available for amendment and incorporate amendments into PHI in accordance with HIPAA rules.
- Make available the information required to make an accounting of disclosures under the applicable HIPAA law and regulations.
- Make its internal practices, and any information related to the use and disclosure of PHI received from, or created or received by Contractor, available to applicable governmental entities.
- Upon termination of the contract, if feasible, return or destroy any and all PHI received from or created or received by the Contractor in performance of this Agreement.

## **8. CRIMINAL BACKGROUND CHECKS**

The Legislature amended the Jessica Lunsford Act effective July 1, 2007. This law requires any employee, contractor, vendor who will: (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds; meet Level II Background screening requirements. There are some exceptions. Level 2 screening includes fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level 2 screening may also include local criminal records checks through the local law enforcement agencies.

**Level II Background Check** – Any vendor providing services under this contract who will (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds, that person shall have a **Level II background check** submitted through the Suwannee County School Board. Documentation of clearance will be on file in the Department of Human Resources in the Suwannee County School Board office. **The contractor shall be required to pay for all costs of the background reports.** If it is discovered during the period of the contract that the successful contractor substituted an unapproved worker for an approved worker, the vendor's contract may be cancelled immediately at the instructions of the Suwannee County School Board.

## **9. AUDITS, RECORDS, AND RECORDS RETENTION**

The District or its representative reserves the right to inspect and/or audit all the Contractor's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Contractor to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not

limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Contractor in order:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under this contract.
- B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- C. That completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.
- E. That persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### 10. INDEMNIFICATION

Contractor shall indemnify and hold harmless SCSB from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by SCSB in defending actions brought against it arising out of or related to the acts or omissions of Contractor, its agents, officers, or employees in the provision of services or performance of duties by Contractor pursuant to this Agreement.

#### 11. DEBARMENT & SUSPENSION

Suwannee County School Board certifies that, by submission of this document, that neither it nor its agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

#### 12. TERMINATION

- A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by

- giving the other party at least thirty (30) days prior written notice.
- B. **TERMINATION FOR BREACH.** Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.
- C. **IMMEDIATE TERMINATION BY SCSB.** SCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:
- (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
  - (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;
  - (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;
- D. **EFFECT OF TERMINATION.** As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement. Notwithstanding the foregoing, the following provisions shall survive the expiration or other termination of this Agreement, regardless of the cause of such termination: Paragraphs 1(B), 2, 5, 10, 13, and 15.

### 13. ARBITRATION

Any dispute or controversy arising under, out of or in conjunction with, or in relation to, this Agreement, or any amendment hereof, or the breach hereof, shall be determined and settled by arbitration in Suwannee County, Florida, in accordance with the rules of the American Arbitration Association and applying the laws of the State of Florida. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. Should any litigation be commenced between the parties to this Agreement concerning this Agreement or the rights and duties in relation thereto, the SUWANNEE COUNTY SCHOOL BOARD'S attorneys' fees, costs, expenses, out-of-pocket disbursements incurred in such litigation, irrespective of whether such costs, fees, expenses and disbursements are taxable under the law, shall be determined by the court in such litigation by the court alone on a post-trial motion. In the event that a court shall direct the parties to this Agreement to mediation with respect to any issue, the other contracting entity or person shall pay the fees, costs and expenses of the mediator.

### 14. ENTIRE AGREEMENT; MODIFICATION

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.

15. GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Florida. Nothing in this Agreement shall be interpreted or construed to mean that the Board waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

16. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement.

17. NOTICES

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to SCSB: The School Board of Suwannee County Florida  
c/o Ted L. Roush, Superintendent  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

Copy to: Mr. Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell  
Attorney for Suwannee County School Board  
101 North Monroe Street, Suite 120  
Tallahassee, FL 32301

Contractor: Ms. Dorina Sackman-Ebuwa  
B.E.L.I.E.V.E.! LLC  
13298 NW Little Cat Road  
Greenville, FL 32331

18. WAIVER

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure.

19. CAPTIONS

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

**20. ASSIGNMENT; BINDING EFFECT.**

Contractor shall not assign or transfer, in whole or in part, this Agreement or any of Contractor's rights, duties or obligations under this Agreement without the prior written consent of SCSB, and any assignment or transfer by Contractor without such consent shall be null and void. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

**21. RELEASE OF STUDENT RECORDS**

By signature, Contractor assures that the released student data will be handled with confidentiality as required by Florida Statute 1002.22.

**22. PUBLIC RECORDS**

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT C which is incorporated by reference herein.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals to this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**SUWANNEE COUNTY SCHOOL BOARD**

\_\_\_\_\_  
Jerry Taylor, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ted L. Roush, Superintendent of Schools      Date

\_\_\_\_\_

"Approved as to Form and Sufficiency  
BY \_\_\_\_\_  
Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"

**CONTRACTOR**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature of Person or  
Authorized Representative

\_\_\_\_\_  
Type or Print Name of Witness

\_\_\_\_\_  
Dorina Sackman-Ebuwa  
B.E.L.I.E.V.E.! LLC

Date \_\_\_\_\_

Date \_\_\_\_\_

# EXHIBIT A

## **B.E.L.I.E.V.E.! IN ACADEMIC LANGUAGE LEARNING FOR ENGLISH LANGUAGE LEARNERS: ALL FOR ELL 2.0 PROPOSAL SUWANNEE COUNTY SCHOOL DISTRICT**

September 17, 2017

### **OVERVIEW**

#### **1. ELL in Suwannee County School District: Background and Description**

There are more than 7 different languages (and dialects) other than English spoken in Suwannee County School District (SCSD). SCSD serves more than 355 English Language Learner students (ELLs). A total of 27 bilingual outreach specialists and over 7 ESOL endorsed educators work at 7 different school sites throughout the district to ensure language acquisition and academic equity for ELLs.

For the 2017-2018 school year, SCSD has decided to use the immersion as the primary method for teaching English Language Learners. Prior to this year, there were Sheltered Instruction and Developmental Language Arts courses for ELLs. With the decision to go full immersion, there is a great need for ELL strategies in all content areas courses so ELL students can excel in core subjects with teachers well equipped with various evidence and research based DI strategies for Immersion.

In 2016 SCSD was awarded a grant to increase academic success in ELLs in SCSD and improve practice in educators who have ELL students in their classroom. The grant information requests rigorous classroom coaching provided for teachers to assist with strategies that will aid SCSD ELL population. In February of 2017, a proposal was accepted that enabled time spent with specific teachers in various classroom settings with at least five (5) ESOL students. The coaching was entirely in the classrooms of the teachers. This "in-house" coaching method provided effective modeling, coaching, observation with feedback, which encouraged reflective practice. Teachers experienced team teaching and modeling of ELL strategies, differentiated instruction and scaffolding of lessons while remaining in the classroom to ensure uninterrupted student learning.

The following schools made use of the services provided in the proposal called, "The All for ELL Program":

- Suwannee Primary School (5 teachers/5 classrooms)
- Suwannee Elementary School (3 teachers/3 classrooms)
- Suwannee Middle School (2 teachers/two classrooms)
- Suwannee High School (2 teachers/two classrooms)
- Branford Middle School (1 teacher/1 classroom)
- Branford High School (2 teachers/2 classrooms)

With an ever increasing number of English language Learners enrolling in Suwannee County School District, the goals of the ALL for ELL program of SCSD directly coincided with the mission and vision of SCSD. They were:

- *ALL for ELL Objective: To empower educators with research and evidence based, effective and relevant ELL strategies to ensure equitable education and academic success of all English Language Learners in Suwannee County School District.*



- **ALL for ELL Vision: To educate English Language Learners to the same rigorous curriculum standards as all students in the district while achieving English language objectives in the areas of listening, speaking, reading, and writing.**
- *District Vision: Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success*
- *District Mission: Suwannee County Schools will educate all students in a safe and supportive learning environment that will develop life-long learners and productive citizens.*
- **ALL for ELL Outcome: To create a safe and inviting environment for all students whereas culturally relevant teaching, culturally responsive teaching and curricula empowers English language learners. Embracing, celebrating and preserving cultural and linguistic identities of such a magnificently diverse group of students assists in created global citizenry and global awareness as students continue their American education. To ensure the collaboration of families, stakeholders of SCSD creates a continuous relationship instilling the importance of education and lifelong learning in the community.**
  - *The desired outcomes were met by some participants whilst leaving room for further coaching, facilitation and empowerment of other participants. The September 17, 2017 Proposal will continue to work with participants from the previous ALL for ELL Program or introduce new participants as recommended by the Suwannee ELL Support Teacher.*
  - *In order to make a more of an impact on the necessary strategies to improve teaching of ELLs in Suwannee, the focus will be on less schools and more teachers in a particular grade level.*
  - *It is encouraged these teachers become the ALL for ELL Teacher Leaders that can train and empower their schools and feeder schools with the learned strategies for ELL success.*

**ALL for ELL 2.0 Program Proposal September 17, 2017:**

*The following notes the needs based on the facilitator's findings and teachers' surveys found of the previous February 21, 2017 ALL for ELL Program:*

1. **DIFFERENTIATED INSTRUCTION:** *Increased awareness of individual ELL needs in whole classroom learning which leads to increased differentiated instruction. Strategies to incorporate DI are needed and must be modeled then practiced by participants.*
2. **DIFFERENTIATED CURRICULA:** *There is a lack of set curricula for the middle and high school ELL courses. Teachers of ELL in a sheltered setting have expressed the need to further their professional development on lesson planning and creating a fluid Standards Based curricula that meets the ELL and Florida Standards whilst maintaining rigorous, differentiated coursework*
3. **DIFFERENTIATED CURRICULA:** *There are specific Scope and Sequences of content and reading and writing programs required for primary and elementary teachers that, due to ELLs' academic and linguistic levels, are challenging to complete. The time frame for completion does not match the EL student rate of comprehension or linguistic level. Differentiating curricula and timeframe of implementation using specific ELL strategies will increase EL student understanding and retention of the information whilst ensuring equitable education and content.*
4. **READING:** *Increased ELL reading strategies to improve the following reading standards:*
  - *Conventions of Standard English LAFS.1*
  - *Knowledge of Language LAFS.2*
  - *Vocabulary Acquisition and Use*
  - *Reading Standards for Informational Text LAFS.RI and Literature LAFS.RL*

- *Key Ideas and Details LAFS.RI.1*
  - *Craft and Structure LAFS.RI.2*
  - *Integration of Knowledge and Ideas LAFS.RI.3*
  - *Range of Reading and Level of Text Complexity LAFS.RI.4*
5. **WRITING:** *In keeping with the District's Writing Plan, it is highly recommended the timeframe/scope of sequence of Writing content, assessments and school wide assessments be differentiated to meet ELL levels. The Writing Recipe coincides with the District Writing Plan as a tool for ELLs to receive the same content, but at a more comprehensible level.*
6. **LISTENING & SPEAKING:** *At the middle and high school levels, a strong focus on strategies to master standards of speaking and listening LAFS.SL is needed within the present curricula. ELLs improve all reading and writing by increasing the amount of listening and speaking, Modeling lessons for teachers at these grade levels is highly recommended. The standards needing improvement are:*
- *Comprehension and Collaboration LAFS.SL1*
  - *Presentation of Knowledge and Ideas LAFS.SL 2*
7. **PARAPROFESSIONALS:** *Increased accountability and use of instructional paraprofessionals in the correct setting to best meet the ELLs academic and linguistic needs for improved success. Professional Development for teachers and paraprofessionals are needed to successfully and properly use paraprofessionals in the classroom. The following are proposed recommendations to address in the September 2017 ALL for ELL proposal :*
- a. *Training in Paraprofessional Standards*
  - b. *Training in Effective Paraprofessional teaching in instructional settings*
  - c. *Correct placement of paraprofessionals that improve student learning environments*

### **ELL Program Goals:**

1. Equal access to appropriate programming in both access to intensive English language instruction and instruction in basic subject matter areas of math, science, social studies, computer literacy which is (1) understandable to the ELL student given his or her level of English language proficiency, and (2) equal and comparable in amount, scope, sequence and quality to that provided to English proficient students.
2. Limited English proficient students with special needs (such as for compensatory, remedial, or exceptional education) and who are at greater risk for under-achievement and/or dropping out, and in need of additional services, shall be provided equal and comparable services to those provided to English proficient students.
3. Each limited English proficient (LEP) child enrolled in any program offered by the Florida Public Schools is entitled to equal access to programming which is appropriate to his or her level of English proficiency, academic achievement and special needs.
4. Furthermore as noted on the SCSD ELL website: <http://www.suwannee.k12.fl.us/title-iii-esol>

**2. Administrators and Recommended List of Schools for ALL for ELL 2.0**

1. Debra Land: Director of Student Services
2. ELL Support Teacher : Carolina Figueroa
3. Reading Support Teacher: Kelli Williams
4. Suwannee Primary/Elementary each Tuesday: October 3<sup>rd</sup> ; 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, November 14<sup>th</sup>, 28<sup>th</sup>, December 5<sup>th</sup>, and 22<sup>nd</sup>
5. Suwannee Intermediate/Middle each Wednesday: October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, November 1<sup>st</sup>, 15<sup>th</sup>, 29<sup>th</sup>, December 6<sup>th</sup>, 13<sup>th</sup>
6. Suwannee High School each Thursday: October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, November 2<sup>nd</sup>, 30<sup>th</sup>, December 7<sup>th</sup>, 14<sup>th</sup>

*An email will be sent to all administrators about the ALL for ELL 2.0 implementation. It is the responsibility of the administrator/contact to provide names of only one participating teacher per school. A letter of acceptance will be emailed to each participant (attached). It is the responsibility of the administrator/contact to email said letter to each participant and cc Dorina Sackman-Ebuwa, Janene Fitzpatrick and Carolina Figueroa.*

**Topics for ALL for ELL 2.0 Based on Feedback Surveys and Observations from ALL for ELL****Program March 2017:**

- Time of Scope and Sequence versus ELL level: cannot do it at the same time. It is too fast for ELLs.
- No program so difficult to create my own curriculum for ELLs. There should be a program for the students to follow that align with standards then I use supplemental work outside of the program. Miss Sackman-Ebuwa recommended ESCALATE for High School and I would like to see something like this.
- The use of portfolios, binders and composition books with fidelity.
- Lack of support when paras are doing other responsibilities other an instructional.
- Unable to communicate with parents
- Students coming in the middle of the year makes it hard to "start over": is there a program? Miss Sackman recommended the Houghon-Mifflin Newcomer Program.
- Continue with the Reading Strategies
- Continue with modeling of DI in the classroom.
- Continue to have a liaison about what are the expectations from the school or district
- Continue to learn how we measure how they are doing by the EL Standards and binders Miss Sackman-Ebuwa started.
- Continue on strategies on how we give them a grade/what grade we give them based on the EL standards and rubrics Miss Sackman-Ebuwa presented.
- MORE WRITING RECIPE and how that aligns with our District Writing, Can the Writing Recipe be our District Writing Program?
- Equity versus Equality when assessing both formative and summative.
- Paraprofessional training.
- Content area teacher assistance with ELLs through learning how to scaffold a lesson.

**B.E.L.I.E.V.E! Observations:**

The main challenge in SCSD classrooms is knowing "what to do" with an ELL newcomer. Each teacher is driven and passionate about their practice. They would like to see all students succeed. Therefore, they feel overwhelmed and somewhat defeated when a newcomer is placed in their class and they are unable to reach them. Prior to this year, teachers were prepared to differentiate instruction to beginner students with little English but no interrupted education. Using SIOP strategies and their expertise, teachers were able to "reach and teach" the beginner ELLs. With the overflow of students with interrupted education, teachers are not yet well versed in meeting the needs of an EL- SLIFE (English learner - student with limited or interrupted formal education). Although teachers are aware of

this, many but not all concerns lead to discipline, citing lack of engagement due to linguistic level. My observation conclusion is that the lack of motivation of students comes from the difficulty teachers have in differentiating instruction in a) short period of class time b) not enough training on DI and RTI with concrete ELL strategies c) a lack of shift in teaching with new types of learners in the classroom. D) a lack of shift in classroom management strategies to meet the needs of the new types of learners in the classroom. In my observation, certain behavior as it is related to discipline concerns can be resolved with more classroom coaching and training.

ALL for ELL Program demonstrated ELL strategies in listening, reading, speaking and writing as well as RTI and DI to meet the needs of long term ELLs. The challenge, post ALL for ELL, for most teachers was balancing the requirements for standard instruction and meeting ELL needs through DI. Much more is needed to ensure successful implementation of relative ELL DI strategies.

### **B.E.L.I.E.V.E! Recommendations:**

- It is recommended to have the ALL for ELL 2.0 Program in less schools and less classrooms. Administration should consider a "focus school" to have this program. However, if not possible, see the proposed schedule above that reflects all schools.
- It is recommended the Writing Recipe be continued and show how it aligns with the District Writing.
- It is recommended teachers use TEACHER PARTNERS as a form of professional development in lieu of EDIVATE. Teachers would be trained how to use it by Dorina Sackman-Ebuwa. If SCPS is still contracted with EDIVATE, it is recommended teachers are trained in it. Videos and articles for ELL strategies will be uploaded.
- It is recommended that one teacher per school be a participant in the ALL for ELL Program, should there not be a "focus school".
- It is recommended teachers receive further professional learning in working with beginner ELL. It would be beneficial for teachers to learn and immediately incorporate strategies (beyond SIOP) to EMBED, not just use, in the classrooms. These strategies should be embedded in each classroom teacher's practice to ensure consistency of implementation. Students will notice a pattern in how they are being addressed, linguistically and academically thus creating a memory pattern that boosts retention of language. This can come from the coaching and evidence based strategies that would take place in each classroom. Included in this coaching would be additional resources: articles, research, PD, workshops, project study, continued dialogue and trainings both face to face and online. Examples are in the Resources section of this proposal.
- It is recommended that Sheltered Instruction English remain in the Middle and High School levels (with DLA no longer available as a course code, ELLs are in need of an English class that meets their content and linguistic needs).
- It is recommended teachers receive strong professional learning on mindset and classroom management. In observing the group dynamic and comments, the strongest area of concern is discipline. The dialogue often turned to the student behavior and not the teacher behavior. It is recommended teachers reflect on their practice and see how they can enhance their teaching style to meet the needs of the beginner ELL. This increases accountability on both student and teacher. With regard to mindset, it is recommended teachers understand the difference between "fixed" and "growth" mindset to improve practice and working with beginner ELL. Examples are in the Resources section of this proposal.
- It is recommended teachers receive professional learning on the materials and rubric(s) of language acquisition for newcomers using ELL Standards. Once trained, teacher should have the materials in the classroom as a support for ELL students who cannot initially fulfill the academic responsibility of the particular subject matter. This would be due to interrupted formal education only. If a student has received up to date formal education in their first language or other, the student should receive DI with RTI strategies within the required curriculum of the course. If a student had no formal education in their first language, it is recommended to have a parent conference with the following members: all teachers of the student, ELL Specialist, parent/guardian and student to seek approval to allow the newcomer ELL to temporarily deviate from the class lessons and receive relevant instruction at the student's linguistic and academic level.

The student would still be responsible for completing a scaffolded version of the curricula by year's end (including summer). Examples are in the Resources section of this proposal.

- It is recommended teachers work to create a Newcomer or Beginner Observation Protocol that would have letter grade equivalency. This should be used by all teachers as a way to assess Newcomers or Beginners with interrupted education thus having a uniform manner of "grading" student performance in Suwannee County School District. This can be in a form of a digital portfolio or actual portfolio with the weekly progress document filled out. Teachers would implement a gradual release to varying levels for student growth and

conference in PLCs for a consensus on each ELL's performance/growth. Examples are in the Resources section of this proposal.

- It is recommended all teachers become ESOL Endorsed. Examples are in the Resources section of this proposal.
- It is recommended all teachers receive time to study the cultures, countries, languages and educational backgrounds of their ELL students. Prior knowledge of a student's background will greatly influence the manner in which the student is taught. Teachers should be aware of all the ELL resources available on the SCPS website. Examples and the website are in the Resources section of this proposal.
- It is recommended teachers receive professional learning on Culturally Relevant Teaching, Culturally Responsive Teaching, Poverty and Language Acquisition and a brief overview of linguistics. If teachers received any professional development of the aforementioned topics in an ESOL Endorsement course or program, it should reflect in lesson plans and accommodations. Teachers already endorsed and using CRT would be encouraged to use their classrooms as observation sites for other teachers to learn how to become more culturally relevant with lesson and classroom instruction. Examples are in the Resources section of this proposal.
- It is recommended a team of teacher leaders begin creating a cross-curriculum for ELL. Cross Curriculum content is, i.e., connecting what is being taught in Social Studies and incorporating that material into Language Arts. Implementation would be 2017-2018 or 2018-2019 school year. ELL would retain information much quicker by connecting all content areas with material that spills over into the other subjects. Students use prior knowledge to increase understanding and academic literacy. Grants are often awarded for this type of work. B.E.L.I.E.V.E.! LLC has a template for Suwannee and would work with content area teachers on this project should this recommendation become a plan of action.
- It is recommended that newcomer ELLs do not take a double reading block, rather, enroll in a developmental language arts (DLA) course designed for foundations of English and acclimation to school. Placing the same curricula for newcomers consistently in all grade levels would enable teachers to have a proper DI RTI strategic plan, uniformity thus giving easier access to grading, growth and data collection.
- It is recommended that teachers who are successfully implementing DI RTI strategies and have less or no discipline challenges should become the "Teacher Leaders" and "Model Classroom" for ELL Success. Teacher would be encouraged to observe the chosen Teacher Leaders' classrooms and create action plans as to how to implement the successful strategies observed. Teacher Leaders excelling in meeting the needs of ELLs would also observe the classrooms of teachers in need and provide professional development for teachers to demonstrate what works in his or her classroom with regard to ELL and academic and linguistic growth.
- It is recommended teachers and ELL Specialist/Support staff become active participants using Education Connections: a website designed to serve as a portal for educators working with English Learners. <https://edconnect.obaverse.net/welcome/?wantsurl=https%3A%2F%2Fedconnect.obaverse.net%2F2%2F> It is an incredible resource for professional development on topics related to language learning and student success.
- It is recommended teachers and ELL Specialist/Support staff research and share at least one best practice per week. Teachers would find the resource (see examples in References section of the proposal), share said resource then discuss implementation of the found practice. Teachers would document each new best practice and discuss the impact it had (or did not have) in their classroom to enhance ELL instruction.

### **3. ALL for ELL 2.0 Proposal Hours for SCSD Teachers of ELLs:**

The proposal is for a collaboration with Suwannee Public School District Grant and B.E.L.I.E.V.E.! LLC.

The goal is to create quality relevant professional learning classroom coaching sessions for SCPSD Teachers with the following schedule: *\*(note, at the request of Debra Land, other days may be added for Community Events: i.e. October 9<sup>th</sup> ELM Meeting -Speaking Event) These added days will be invoiced as hourly.*

\*Dates are subject to change. B.E.L.I.E.V.E.I LLC reserves the right to reschedule any dates of service mentioned in this proposal. Rescheduled days will be confirmed with the teachers and facilitator from B.E.L.I.E.V.E.I LLC.

**Monday, September 25<sup>th</sup>:** Requested Professional Development by Kelli Williams on Writing for all levels

**Monday, October 30<sup>th</sup>:** Offer ALL for ELL 2.0 participant requested Professional Development sessions based on teacher needs or trainer of trainers of ELL strategies for each teacher leader in each school.

**Tuesday, October 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, November 14<sup>th</sup>, 28<sup>th</sup>, December 5<sup>th</sup>, and 22<sup>nd</sup>:** Suwannee Primary with one teacher leader in the morning and Suwannee Elementary with one teacher leader in the afternoon. The goal is to teach one teacher in each school the strategies so they can create school wide PD and share what was learned during this program to other teachers in his/her school. January Dates Post Planning. are available for post reflective practice analysis and findings to document for the grant for possible continuation from January to April 2018

**Wednesday, October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, November 1<sup>st</sup>, 15<sup>th</sup>, 29<sup>th</sup>, December 6<sup>th</sup>, 13<sup>th</sup>.** The goal is to teach one teacher in each school the strategies so they can create school wide PD and share what was learned during this program to other teachers in his/her school. January Dates Post Planning. are available for post reflective practice analysis and findings to document for the grant for possible continuation from January to April 2018.

**Thursday, October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, November 2<sup>nd</sup>, 30<sup>th</sup>, December 7<sup>th</sup>, 14<sup>th</sup>.** The goal is to teach one teacher in each school the strategies so they can create school wide PD and share what was learned during this program to other teachers in his/her school. January Dates Post Planning. are available for post reflective practice analysis and findings to document for the grant for possible continuation from January to April 2018.

#### **4. ALL for ELL 2.0 Proposal Hours for SCSD Teachers of ELLs:**

The following are recommendations for professional development and professional learning to improve teaching ELLs in the field of academic literacy, academic language proficiency and the four components of language acquisition.

##### **Immersion Coaching:**

- Overview, empowerment, observations and recommendations.
- Teachers will be responsible for a pre-test and survey (pre-test and survey available upon approval of proposal).
- Once that data is collected, specific and differentiated coaching would be implemented to meet the needs of each teacher and their ELLs.
- Teachers will also be responsible for keeping a reflective practice log. This log will consist of questions specific to the teaching of the day. These questions are generated by B.E.L.I.E.V.E.I LLC and sent in a Google Doc. This shared document will be an ongoing document to engage teachers and read other teachers findings and thoughts on the coaching, strategies and lessons learned. It is an accountability piece as well as a means of keeping an open line of communication for teachers, schools and staff involved.
- With the decision to go full immersion, there is a great need for ELL strategies in all content areas courses so ELL students can excel in core subjects with teachers well equipped with various evidence and research based DI strategies for Immersion.

##### **Coaching Topics: examples and not limited to:**

- Newcomer Differentiated Instruction: How to Reach and Teach an EL-SLIFE in an Immersion Classroom
- ELL and Classroom Management: Strategies to Reduce Language Frustration in an Immersion Classroom
- It's Wabbit Season! It's Duck Season! No! It's TESTING Season! What to Know to Teach & Reach ELLs During Test Prep in an Immersion Classroom.

- The Writing Recipe: Get Any Level ELL to Write a 5 Paragraph Essay: SWEET!
- Reading & the ELL Brain: Tips, Talks & Techniques for Increased Learning Gains!
- Culturally Relevant Teaching and ELL: How The Knowing Starts The Growing
- SIOP, DI and the ELL for Immersion Classrooms: You are already doing it right, you just need to reflect on what you are doing to make it better!

**Coaching the 4 Domains of Language Acquisition: examples and not limited to:**

- Writing
- Reading
- Listening
- Speaking
- The 5 Pillars of Immersion Teaching

**Writing for Immersion Classrooms:**

- The Writing Recipe: Example of it is here: <https://www.teachingchannel.org/videos/ell-essay-structure-lesson>
- 5 strategies to use immediately in the classroom

**Reading for Immersion Classrooms:**

- 5 strategies for increasing academic language including:
- Pop-Up Reading
- Hide and Seek
- Bacon Strips (or Turkey to ensure Cultural Responsiveness)
- BBC Reporting Live
- Breaking Down Barriers of Figurative Language Through Bollywood!

**Speaking for Immersion Classrooms:**

- Academic Language Sentence Starters: Powerphrasing!
- BBC Reporting Live continued
- imovie, imessage ispeak!
- Philosophical Chairs: a very powerful lesson on voice
- Back to Basics, Memorization and it's Power of Retention

**Listening for Immersion Classrooms:**

- Practice of Sentence Starters: Modeling the Impact
- Putting it all together: Using the Reading, Writing and Speaking Strategies in a complex modeling lesson that helps teachers step into the shoes of a second language learner:
- PD Day in May: "O Sapo Com A Boca Grande": Examples of it at TeachingPartners.Com/DorinaSackman

**Virtual Learning and Reflective Practice:**

B.E.L.I.E.V.E.!!® creates virtual and live workshops, presentation, panels and unconferences on the following topics (not necessarily in this order and not limited to). Order and topic will be established based on discussions with teachers of the ALL for ELL Program. This is part of the reflective practice and accountability piece of the coaching. They are additional resources provided by B.E.L.I.E.V.E.!! LLC to encourage and empower teachers of ELL to use the learned strategies with fidelity.

- Mindfulness before the Meltdown: Strategies that Encourage Positivity and Purpose while Away from your Passion.

- Happy Neuron: Brain based Research and the Student Brain: Tips, Talks and Techniques for Increased Learning Gains!
- It's Wabbit Season! It's Duck Season! No! It's TESTING Season! Maintaining Your Authentic Teacher Self in the Time of Test Prep.
- The Writing Recipe: Ingredients for Freedom on Paper: A Delicious way to Spice Up Student Writing!
- Testing! Testing! It's Over but School is NOT: How to Keep the Rigor and Relevance in a classroom of tuned out teens and tweens!
- Project Based Learning: Global Citizenry and Project Based Learning: How We Empower our Students to Connect to the World.
- Slow and Steady Wins the Race: How to Get the Most Out of Required Professional Learning and Still Enjoy Your Summer!
- CRTeach: Cultural Relevance in the Florida Classroom: Teachers Tell their Stories
- B.E.L.I.E.V.E.! In Your WHY! Strategies to Bring Out the Fierce Educator Within!

## **5. High-Level Timeline/Schedule**

Based on the remaining school days, Teacher Work Days and Professional Development dates, the following would be a proposed schedule for professional development and coaching.

\*Dates are subject to change. B.E.L.I.E.V.E.! LLC reserves the right to reschedule any dates of service mentioned in this proposal. Rescheduled days will be confirmed with the teachers and facilitator from B.E.L.I.E.V.E.! LLC.

**Monday, September 25<sup>th</sup>: Requested Professional Development by Kelli Williams on Writing for all levels 8:00-4:00 plus 3 hours prep time.**

**Monday, October 30<sup>th</sup>: Offer ALL for ELL 2.0 participant requested Professional Development sessions based on teacher needs or trainer of trainers of ELL strategies for each teacher leader in each school. 8:00-4:00 plus 3 hours prep time.**

**Tuesday, October 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, November 14<sup>th</sup>, 28<sup>th</sup>, December 5<sup>th</sup>, and 22<sup>nd</sup>, January 9<sup>th</sup>: 8:30-2:00 plus prep time of 3 hours**

**Wednesday, October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, November 1<sup>st</sup>, 15<sup>th</sup>, 29<sup>th</sup>, December 6<sup>th</sup>, 13<sup>th</sup>, January 10<sup>th</sup>: 8:30-2:00 plus prep time of 3 hours**

**Thursday, October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, November 2<sup>nd</sup>, 16<sup>th</sup>, 30<sup>th</sup>, December 7<sup>th</sup>, 14<sup>th</sup>, January 11<sup>th</sup>, 8:30-2:00 Plus prep time of three hours.**

**Office Hours: Prep-time hours above. Prep time includes but not limited to:**

- Edviateand Teaching Partner questions and answers of participants
- Office hours appointments
- Curriculum planning (copies, discussions with instructional staff)
- Transcribing teacher observations and notes for proposal data
- Lesson planning for modeling lessons
- Purchasing of items needed for certain lessons
- Research
- Preparation for Professional Development Days

## **6. Rate**

**\$75.75 per hour at 262 = \$19,846.50 plus mileage**



Mileage Total: \$1628.16

- Suwannee Primary and Elementary:  $46 \times 2 = 96$  miles per Tuesday/10 = \$50.88
- Suwannee Intermediate and Middle:  $46 \times 2 = 96$  miles per Wednesday/10 = \$50.88
- Suwannee High School:  $46 \times 2 = 96$  miles per Thursday/10 = \$50.88
- Professional Development Days: @  $46 \times 4 = 184$  miles for both PD days = \$101.76

Total: \$ 21,474.66

## APPROVAL AND AUTHORITY TO PROCEED

It would be an honor to work with the teachers of Suwannee County with ELLs. I look forward to reaching and exceeding the outcome.

Name	Title	Date

Approved By \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

## 7. References

*The following are references used to create this proposal along with recommended reading and viewing. This is not a full list. These are resources referenced in coaching and to be used as a guide for teachers involved in the ALL for ELL Program.*

### SCSD ELL Information for Teachers:

Paraprofessional Information:

<https://digitalbell-bucket.s3.amazonaws.com/B8C997E9-5056-907D-8D7F-E67677CC57A7.pdf>

<https://digitalbell-bucket.s3.amazonaws.com/460DCB54-5056-907D-8D17-D8E957F5FFE0.pdf>

Teacher Resources:

ESOL Strategies Check List: <https://digitalbell-bucket.s3.amazonaws.com/B8A0FF2A-5056-907D-8D11-4AF1626A8BFF.pdf>

Four Stages of Second Language Acquisition: <https://digitalbell-bucket.s3.amazonaws.com/B8B4D9B2-5056-907D-8D55-441D4D7718EA.pdf>

Tips for Teachers with ELLs: <https://digitalbell-bucket.s3.amazonaws.com/B8B6BCF1-5056-907D-8DCF-4EC6AF28A820.pdf>

Access 2.0: <https://digitalbell-bucket.s3.amazonaws.com/B8A0FF2A-5056-907D-8D11-4AF1626A8BFF.pdf>

**Growth Mindset and the Teacher with ELLs:**

Dweck, Carol S.. *Mindset: The New Psychology Of Success*. New York : Ballantine Books, 2008. Print.

<https://www.brainpickings.org/2014/01/29/carol-dweck-mindset/>

[https://www.ted.com/talks/carol\\_dweck\\_the\\_power\\_of\\_believing\\_that\\_you\\_can\\_improve?language=en](https://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve?language=en)

<http://mindsetonline.com/>

<http://www.usnews.com/news/articles/2015/11/23/teachers-parents-often-misuse-growth-mindset-research-carol-dweck-says>

**SLIFES/SIFES/Interrupted Education in ELLs**

<http://www.colorincolorado.org/article/how-support-ell-students-interrupted-formal-education-sifes>

[file:///C:/Users/Dorina/Downloads/WIDA\\_Focus\\_on\\_SLIFE%20Final.pdf](file:///C:/Users/Dorina/Downloads/WIDA_Focus_on_SLIFE%20Final.pdf)

[https://www.nysut.org/~media/Files/NYSUT/Resources/2010/May/Educators%20Voice%203%20Adolescents/educatorsvoice3\\_adolescents\\_08\\_ell2.pdf](https://www.nysut.org/~media/Files/NYSUT/Resources/2010/May/Educators%20Voice%203%20Adolescents/educatorsvoice3_adolescents_08_ell2.pdf)

**Classroom Management with ELLs:**

<http://www.fluentu.com/english/educator/blog/esl-classroom-management/>

[https://www.teachingenglishgames.com/Articles/Classroom\\_Management.htm](https://www.teachingenglishgames.com/Articles/Classroom_Management.htm)

<http://exclusive.multibriefs.com/content/transforming-classroom-management-for-ells-strategies-for-success/education>

<http://busyteacher.org/15100-expert-esl-classroom-management-10-golden-tips.html>

<http://www.eslkidstuff.com/blog/classroom-management/dealing-with-bad-behavior-in-an-esl-kids-classroom>

<http://www.cultofpedagogy.com/supporting-esl-students-mainstream-classroom/>

**Effective Parent Meeting of ELLs**

[http://www.everythingsl.net/in-services/\\_hold\\_effective\\_conference\\_par\\_97055.php](http://www.everythingsl.net/in-services/_hold_effective_conference_par_97055.php)

<http://www.colorincolorado.org/teaching-english-language-learners>

<http://teaching.monster.com/benefits/articles/8826-holding-an-effective-esl-parent-meeting>

**Reading and ELLs**

<http://www.readingrockets.org/article/what-does-research-tell-us-about-teaching-reading-english-language-learners>

<http://www.ascd.org/ascd-express/vol5/511-breiseth.aspx>

<http://readingforells.blogspot.com/>

<https://www.teachingchannel.org/blog/2013/10/25/strategies-for-ell-instruction/>

[https://www.google.com/aclk?sa=l&ai=DChcSEwimiY\\_I3YjQAhWGN0EKHQFECiwYABAM&sig=AOD64\\_1NRrvKm3TL\\_8We-SIBcTU9Pya5QA&ctype=5&q=&ved=0ahUKewj-klzI3YjQAhVD4CYKHWJVBJSQwzwlEg&adurl=](https://www.google.com/aclk?sa=l&ai=DChcSEwimiY_I3YjQAhWGN0EKHQFECiwYABAM&sig=AOD64_1NRrvKm3TL_8We-SIBcTU9Pya5QA&ctype=5&q=&ved=0ahUKewj-klzI3YjQAhVD4CYKHWJVBJSQwzwlEg&adurl=)

<https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#q=teaching+reading+to+english+language+learners&tbm=shop&spd=3484814773495482038>

[https://www.google.com/aclk?sa=i&ai=DChcSEwimiY\\_I3YjQAhWGN0EKHQFECiwYABAc&sig=AOD64\\_2VUTO76dPpZt-Y2c4VjLxJGL\\_x5w&ctype=5&q=&ved=0ahUKEwj-klzI3YjQAhVD4CYKHWJVBJSQwzwlhAE&adurl=](https://www.google.com/aclk?sa=i&ai=DChcSEwimiY_I3YjQAhWGN0EKHQFECiwYABAc&sig=AOD64_2VUTO76dPpZt-Y2c4VjLxJGL_x5w&ctype=5&q=&ved=0ahUKEwj-klzI3YjQAhVD4CYKHWJVBJSQwzwlhAE&adurl=)

### **Science and ELLs**

<https://www.csun.edu/science/ref/language/teaching-ell.html>

[http://www.nysut.org/~media/files/nysut/resources/2010/may/educators-voice-3-adolescents/educatorsvoice3\\_adolescents\\_07\\_ell.pdf?la=en](http://www.nysut.org/~media/files/nysut/resources/2010/may/educators-voice-3-adolescents/educatorsvoice3_adolescents_07_ell.pdf?la=en)

[http://steinhardt.nyu.edu/scmsAdmin/uploads/004/739/NYU\\_PTE\\_Science\\_Module\\_For\\_ELLS\\_Oct\\_8\\_2009.pdf](http://steinhardt.nyu.edu/scmsAdmin/uploads/004/739/NYU_PTE_Science_Module_For_ELLS_Oct_8_2009.pdf)

### **Academic Language and ELLs**

<https://www.teachingchannel.org/videos/deeper-learning-for-ell-inps>

<http://www.colorincolorado.org/ell-basics/ell-resources-grade>

<https://www.edutopia.org/blog/english-language-learners-academic-language-larry-ferlazzo>

### **Rubrics for Grading ELLs**

[https://www.ets.org/s/about/pdf/ell\\_guidelines.pdf](https://www.ets.org/s/about/pdf/ell_guidelines.pdf)

<http://teacherweb.com/ON/CRMarchant/mrv/Speaking-and-Presentations.pdf>

<http://teachinginkoreanuniversity.com/wp-content/uploads/2015/07/GradingRubric.pdf>

<http://eslgo.com/resources/sa/oral-evaluation.php>

<http://iteslj.org/Lessons/Litz-StudentDirectedAssessment.html>

[https://www.wida.us/standards/CAN\\_DOs/](https://www.wida.us/standards/CAN_DOs/)

Eastern Stream Center on Resources and Training (ESCORT) (1994). Grade retention/ a common but misguided option. Help! They don't speak English starter kit for administrators. (pp. 26). Washington D.C.: United States Department of Education. Retrieved October 7, 2011, from ERIC.

### **Additional Helpful Websites for Quick ELL Strategies and Ideas:**

<http://www.colorincolorado.org/>

<http://teachingpartners.org>

<https://www.teachingchannel.org/>

[https://www.facebook.com/TeachingEnglish.BritishCouncil?ref=br\\_tf](https://www.facebook.com/TeachingEnglish.BritishCouncil?ref=br_tf)

<http://community.eflclassroom.com/>

<http://www.michellehenry.fr/>

[https://www.pinterest.com/search/pins/?q=infographic%20language%20ell&term\\_meta%5B%5D=ell%7Ctyped](https://www.pinterest.com/search/pins/?q=infographic%20language%20ell&term_meta%5B%5D=ell%7Ctyped)

<http://larryferlazzo.edublogs.org>

<http://larryferlazzo.edublogs.org/2011/09/19/the-best-beginner-intermediate-advanced-english-language-learner-sites/>

<https://www.teachingchannel.org/videos/ell-essay-structure-lesson>

The References chosen in the Feedback Analysis are relevant to the concerns and requests of the educators at Amos Hiatt. As mentioned in the recommendations, a gradual release of resources and strategies will prove successful for teachers and ELL students. For more information about Professional Development and Professional Learning Opportunities with B.E.L.I.E.V.E.!® kindly contact Dorina Sackman at (407)-456-4740 or email at BELIEVEConsultingLLC@gmail.com. Thank you!

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*Prepared for Suwannee County School District by Dorina Sackman, Boss of B.E.L.I.E.V.E.! but a Teacher FIRST!*

**B.E.L.I.E.V.E.! LLC 12398 NW Little Cat Road Greenville, Florida 32331-4808 (407) 456-4740**

## EXHIBIT B

### FEE SCHEDULE

Compensation will be provided at \$75.75 per hour at 262 = \$19,846.50 plus mileage.

Mileage Total: \$1628.16

Suwannee Primary and Elementary:  $46 \times 2 = 96$  miles per Tuesday/10 = \$50.88

Suwannee Intermediate and Middle:  $46 \times 2 = 96$  miles per Wednesday/10 = \$50.88

Suwannee High School:  $46 \times 2 = 96$  miles per Thursday/10 = \$50.88

Professional Development Days: @  $46 \times 4 = 184$  miles for both PD days = \$101.76

Total: \$21,474.66

**EXHIBIT C**

**Public Records Law Requirements  
under Chapter 119.0701, Florida Statutes (2017)**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1729 WALKER AVENUE, SW, STE. 200, LIVE OAK, FL 32064.**

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2017), you must comply with Florida's public records law.

You must keep and maintain public records required by the School District to perform the contracted services.

Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

You must ensure that public records which are *exempt or confidential and exempt* from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract, if the contractor does not transfer the records to the District.

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. *See* Section 119.0701(2)(b)4, Florida Statutes (2017), for additional record keeping requirements.

**REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES**

A request to inspect or copy public records relating to a District's contract for services must be made directly to the District's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time.

If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2017).

**FLORIDA GATEWAY COLLEGE  
AND  
SUWANNEE COUNTY SCHOOL DISTRICT  
2017-2018  
DUAL ENROLLMENT ARTICULATION AGREEMENT**

**SECTION I**

**WHEREAS**, Florida Gateway College, hereafter referred to as the **College**, and the SUWANNEE County School District, hereafter referred to as the **School Board**, subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance his/her learning opportunities in courses suited to his/her educational, career, and personal needs; and

**WHEREAS**, Section 1007.27 and 1007.271, Florida Statutes specifies that a variety of articulated acceleration mechanisms be available for secondary school students attending Florida public or non-public schools, and Section 1001.64-1001.65, Florida Statutes, specify that dual enrollment articulation agreements shall be executed between college boards of trustees and district school boards within each college district, and shall establish an articulation committee, and

**WHEREAS**, the **College** and the **School Board** desire to implement the above statutes by creating opportunities for high school students to pursue college-level instruction, through an articulated acceleration program.

**NOW THEREFORE**, in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of a Dual Enrollment program (the Program) between the **College** and the respective **School Board**. In implementing this Program, the parties agree to these general principles:

**A. COURSE PROGRAM OFFERINGS**

1. Articulation acceleration mechanisms shall include, but not be limited to, Academic Dual Enrollment, Career Dual Enrollment, Academic and Career Early Admissions, Advanced Placement, Credit by Examination, the International Baccalaureate program, and Career Pathways.
  - a. **Academic Dual Enrollment:** Students in grades 6-12 qualify who are earning high school credit toward a high school diploma and college credit toward an associate or baccalaureate degree. Students may be part-time or full-time. The following are ineligible to be counted as Dual Enrollment:

- 1.) career preparatory instruction;
- 2.) college preparatory instruction;
- 3.) other forms of pre-college instruction;
- 4.) physical education and recreation students who focus on physical execution of skill rather than the intellectual attributes of the activity; and courses not creditable toward a high school diploma.

Unless the student has successfully completed the entry level examination required by Section 1008.30, Florida Statutes, the student will be ineligible for enrollment in college credit mathematics or English courses, or any courses for which college credit English, reading or math is a prerequisite.

- b. **Career Dual Enrollment:** Students in grades 6-12 qualify who are seeking a degree and industry certification through a career education program or course. The student is also earning industry certifications adopted pursuant to s. 1008.44, Florida Statutes (F.S.), which count toward the high school diploma. Students may be part-time or full-time in career Dual Enrollment.

**Early Admissions:** Form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. Students who qualify will earn both high school and college/career credits for courses completed. Participation in the **career** early admission program shall be limited to students who have a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.

- c. **Credit by Examination:** Students will be eligible for college credit based on the receipt of a specified minimum score on a nationally standardized general or subject area examination.
- d. **The International Baccalaureate Program:** Secondary students will be eligible who are enrolled in a program of studies offered through the International Baccalaureate Office at their high school. College credit will be awarded as determined by the **School Board** and the **College Board** of Trustees.
- e. **Career Pathways Program:** Secondary students in grades 9-12 are eligible to participate in the Career Pathways Program. The promotion of the program and the revision of Career Pathways Articulation Agreements is a collaborative effort between all the consortium partners. Guidance counselors register students in an articulated, sequential program of study (including a technical component), which leads to continued study at the postsecondary level. Career Pathways programs consist of four years of high-level academic and technical courses at the high school level, articulated (or connected) with continued high-tech training in college, often resulting in an industry level certification. Students prepare for postsecondary training by following a program of study as outlined in the Career Pathways Articulation Agreements between the **School Board** and the **College**. Per the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AAS/AS Degree in 2013, high school students successfully completing the high school portion of the Career Pathways Program can earn college credits which may be used in a declared AS Program of Study through Industry Certification or "credit by examination." They may also receive preferential



admission to selective college programs. After a student meets all criteria outlined in the Career Pathways Articulation Agreement, including successful completion of 12 hours of regular college credit (not including prep courses), he/she can request that the credit be added to their college transcript by completing the Request for Career Pathways Credit form and returning it to the Career Pathways Coordinator. Please refer to: [http://www.fldoe.org/workforce/dwdframe/artic\\_indcert2aas.asp](http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp). The **College** Career Pathways Coordinator is the coordinator of the Career Pathways Articulation Agreements.

2. In mutual consideration thereof, both parties to the agreement contained herein agree to the following conditions:
  - a. The **College** shall offer college level courses that meet the requirements of Section 1007.27 and 1007.271, Florida Statutes, with the exclusion of physical education and recreation courses, where sufficient high school facilities exist and are made available.
  - b. The **College** shall award credit for student completion of a Dual Enrollment and Advanced Placement course based on the stated preference of the student, as either Dual Enrollment or Advanced Placement credit. No student shall claim double credit based on the completion of a single joint Dual Enrollment and Advanced Placement course.
  - c. Courses offered for dual credit will be determined by mutual agreement between the **College** and the **School Board** and displayed in this agreement.
  - d. Special request courses and the addition of classes offered for each academic year shall be designated in a letter(s) of understanding between the **School Board** Superintendent of Schools and the **College** President. The classes will be scheduled whenever possible to assure maximum publicity prior to fall and spring registration.
  - e. The **College** courses are complementary to the high school curriculum, and no unnecessary duplication will occur.
  - f. The **School Board** shall be responsible for incorporating all Dual Enrollment courses within the District "Student Progression Plan."
  - g. Dual Enrollment courses will utilize the common course designation and numbering system approved by the Florida Department of Education (DOE).
  - h. The **College** shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria and select instructional materials. The high school will use course syllabi provided by the **College** for all Dual Enrollment courses. While appropriate for college-level discussions study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

- i. Parties to this agreement will certify in writing that courses operated under this agreement will, when successfully completed, be accepted toward high school graduation on the basis that three college credits will equal one-half high school credit, except those designated otherwise by the Articulation Coordinating Committee of the Florida Department of Education and awarded college credits, none of which shall be remedial, preparatory or developmental.
- j. Unless prohibited by statute or rule, nothing in this agreement shall prevent students in the districts from enrolling in regular college credit or career certificate classes, which do not carry high school credit, conducted by the **College**. Students in this category shall file regular college admissions applications and shall be responsible for their own tuition, books, and other expenses.
- k. Pursuant to s. 1007.271, F.S., Dual Enrollment students may enroll in courses offered by the **College** during school hours, after school hours, and during the summer terms unless prohibited by **School Board** policy. Dual enrollment courses may be available online, on the high school campus, on the college campus, or at the college centers.
- l. The **College** shall designate the Dual Enrollment Director to coordinate the Dual Enrollment Program. The director, in conjunction with the high school counselor, will ensure that each student will make a selection of courses to meet degree requirements, including approved program prerequisite courses. This effort is to improve articulation and minimize excess credit hours. In addition, pursuant to s. 1007.23, F.S., a dual enrollment student entering college in 2013-2014 and thereafter, seeking an associate of arts degree, will indicate a baccalaureate degree program offered by their institution of interest by the time they have earned 30 semester hours. The dual enrollment director at the **College** shall inform the student of the prerequisites for the baccalaureate degree program offered by their institution of interest.

NOTE: Section 1001.7065, F. S., allows that a preeminent university may require its incoming first-time-in college students to take a 9-credit to 12-credit set of courses specifically determined by the state university. The state university may require that they be taken at the specific state university involved and that credit for any such required courses cannot be fulfilled through any acceleration, transfer, or other similar mechanism.

- m. The **College** will provide electronic student transcripts at the end of each term to the respective high school guidance counselors to aid in determining continued student eligibility.
- n. The **College** will provide a transcript with a letter grade. Letter grades awarded by the **College** at the end of each semester are: A, B, C, D, F, I, or W. Any letter grade below a "C" will not count as credit toward satisfaction of the Gordon Rule graduation requirement and the requirement in Rule 6A-10.030; however, all grades are calculated in a student's GPA and will appear on the college transcript. Any student earning a D or F in a course will be permitted to repeat the same course under the Dual Enrollment Program one time for grade forgiveness. Any student receiving a "W" in a course may

be permitted to repeat the course and will be considered on a case-by-case basis. All grades, including “W” for withdrawal, count as course attempts and become part of the student’s college transcript; they may affect subsequent postsecondary admission.

- o. Section 1007.271(18), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

This provision relating to GPA weighting includes all dual enrollment courses, including career education courses. In addition, there should be no differentiation between the weighting of 1000 and 2000 level courses or courses that do not appear on the *Dual Enrollment Course—High School Subject Area Equivalency List*.

- p. Students taking Dual Enrollment classes taught by **College** faculty are required to follow the **College** Code of Academic Ethics and Code of Conduct outlined in the 2015-2016 *FGC Student Handbook*. (Page 15 of the articulation agreement pertains specifically to dual enrollment students).
- q. The **College** and high school will schedule an information and orientation session to inform students and parents about opportunities to participate in the Dual Enrollment Program. At least two weeks prior, the **College** and high school will collaborate in formulating the agenda for this information session.

## B. STUDENT ELIGIBILITY CRITERIA

1. The **Board** shall identify the students qualified for participation in the Dual Enrollment Program. Students must demonstrate academic capabilities to pursue college level instruction.
2. In order to be eligible for participation in the Dual Enrollment Program, a student must:
  - a. be in grades 6-12;
  - b. No student will be eligible to enroll into classes through the Dual Enrollment Program beyond their 19<sup>th</sup> birthday.
  - c. have a minimum ACT/SAT/PERT/TABE test score as established by the **College**. As specified in Section 1008.30, Florida Statutes, students who do not achieve the minimum test score in basic computation and communication (English and reading) skills areas cannot take college credit courses in mathematics and English respectively or any courses for which college credit English, reading or math is a prerequisite.
  - d. meet with the high school guidance counselor or **Board** designee, complete the Dual Enrollment/Early Admissions application form, and be approved to enroll by the Dual Enrollment Director. Dates will be posted at High Schools and College Critical Dates posted by the College. Application forms must be approved prior to the published

college deadlines.

- e. complete the Dual Enrollment/Early Admissions registration forms by the end of the Add/Drop period for each term as listed in the Critical Dates Calendar published by the **College**.

The **College** will consider a request from the guidance counselors for dropping a course after the first week of classes. This will be done on a case-by-case basis and must be approved by the appropriate academic vice president. If approved, the result will be a drop for the student, not a withdrawal.

- f. comply with the requirements specified in the County School District's "Student Progression Plan."

3. For the Associate in Arts (A.A.) Degree Program the student must:

- a. have a minimum of 3.0 unweighted GPA based on the 4.0 scale,  
or  
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**.
- b. register only for required or elective courses in the A.A. Degree Program.

4. For the Associate in Science (A.S.) Degree and College Credit Certificate programs the student must:

- a. have a minimum of 3.0 unweighted GPA based on a 4.0 scale,  
or  
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and concurrence of the **College**.
- b. meet all program entrance requirements as stated in the **College** catalog.
- c. register only for courses in the A.S. degree program or electives approved by the **College** division administrator of the A.S. degree program to which the Dual Enrollment student has been admitted.

5. For Technical Certificate Programs and Applied Technology Diplomas (A.T.D.) the student must:

- a. have a minimum 2.0 unweighted GPA based on a 4.0 scale  
or  
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**.
- b. meet all specific program entrance requirements as stated in the **College** catalog.

6. Exceptions to the above paragraphs 2, 3, 4, and 5 will be subject to careful examination of student qualifications by the high school counselor, principal, the appropriate **College** division administrator, and Dual Enrollment Director.

7. The high school principal or designee will certify students eligible for Dual Enrollment. If students drop below a 2.0 cumulative **College** GPA, it is at the discretion of the guidance counselor/designee to allow them one semester to achieve at least a 2.0 cumulative **College** GPA to maintain eligibility in the Dual Enrollment Program.
8. Students will be considered high school students for the purpose of student activities and student body privileges.
9. Dual Enrolled students may be issued a college I.D. and afforded all the privileges thereof.

### C. CALENDAR

1. The **College** shall select and schedule classes eligible for Dual Enrollment using the **College** calendar for classes taught outside the regular school hours.
2. During regular public school hours the **School Board** shall, with the concurrence of the **College**, select and schedule Dual Enrollment classes taught on the high school campus using the public school class and bell schedule and the **College** calendar.
3. The **School Board** and the **College** shall make reasonable efforts to avoid conflicts in scheduling.
4. The **College** agrees to conduct, if possible, Dual Enrollment courses at the high school, using the school class and bell schedule and the **College** calendar.
5. All logistical and scheduling information regarding Dual Enrollment courses taught by high school teachers at the high school must be provided to the **College** Dual Enrollment Director by the admissions application deadline in the Critical Dates Calendar published by the **College**. Special circumstances will be determined by the appropriate academic vice president. A representative from each high school should contact the **College** with credentialed instructor name(s) and the course(s) each instructor will be teaching, as well as the specific days/times the course(s) will be taught.

### D. DUAL ENROLLMENT FACULTY

1. The staff will be selected on approval of the **College** and the high school principals from teachers employed at the high school or the **College**, who have filed college transcripts and applications with the **College**, and who meet the degree and certification requirements of the **College**, and pursuant to **SACSCOC**. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding the credit shall ensure faculty teaching Dual Enrollment courses meet these qualifications. Preference will be given high school faculty as adjunct teachers for Dual Enrollment courses.
2. The **College** shall approve Dual Enrollment faculty and will provide them with a copy of the current faculty handbook. Faculty shall adhere to the professional guidelines, rules, and

expectations therein. Faculty will also be provided with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Dual Enrollment faculty shall verify that every student sitting in their college course is listed on their course section roster no later than the second week of each semester. The course section rosters must be signed by Dual Enrollment instructors and then faxed, emailed, or mailed to the **College** by the due date. Verbal confirmation or email confirmation will not be accepted. No student shall be permitted to remain in a college class in which they are not enrolled. Faculty must adhere to the guidelines, rules, and expectations therein that apply to faculty.

3. The **College** shall conduct an administrative evaluation of all faculty teaching Dual Enrollment students. This evaluation will be conducted by the appropriate vice president or designee.
4. The **College** shall also conduct student evaluations of Dual Enrollment faculty. This evaluation will be coordinated by the appropriate vice president or designee.
5. At the end of the term, textbooks will be collected according to **School Board** policy, and Dual Enrollment faculty will submit signed final grade rolls as required to the appropriate instructional division or **College** Registrar by the published deadline. The **College** will submit student transcripts to the respective high school guidance counselor.
6. The **College** will provide all faculty members a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirement relating to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

Faculty members will be required to submit a course syllabus which will be reviewed by the College prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered by the College. The syllabus will be kept on file at the College. Each faculty member should also submit a faculty schedule which will include the days and times the college course(s) will be taught, as well as the faculty member's designated office hours.

7. The following curriculum standards for course content, syllabi, exams, and grades shall apply to college credit Dual Enrollment:
  - a. Dual Enrollment classes taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the **College** shall be responsible for developing and providing a comprehensive end-of-course assessment or a series of expected learning outcomes in accordance with **SACSCOC**. Assessments shall be provided to the high school campus in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the **College** and held on file for one (1) year by the appropriate academic vice president.
  - b. Textbooks and instructional materials used in Dual Enrollment courses must be

comparable with those used with other postsecondary courses at postsecondary institutions with the same course prefix and number. The **College** will advise the **School Board** of instructional material requirements as soon as it becomes available, but no later than one term prior to a course being offered.

- c. Course requirements such as tests, papers, or other assignments for Dual Enrollment students must be at the same level of rigor or depth as those for non-Dual Enrollment postsecondary students. All faculty teaching Dual Enrollment courses must observe the **College** procedures and deadlines for submission of grades in the appropriate format. All faculty members will be advised of the **College**-wide grading guidelines prior to teaching a Dual Enrollment course.
- d. The **School Board** will ensure there are minimal interruptions of instructional time. A student shall lose eligibility to participate in the Dual Enrollment Program if a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered. Dual Enrollment courses may not be combined with other high school courses, except in accordance with Section 1007.272, Florida Statutes.

#### E. COST

- 1. A student who is enrolled in a dual enrollment or early admission program through a public postsecondary institution or state university is exempt from the payment of tuition and fees, pursuant to s. 1009.25, F.S. The fee exemption includes application, registration, tuition, and laboratory fees for courses taken through dual enrollment.
- 2. For dual enrollment courses offered on a public postsecondary institution campus, the **School Board** pays the standard rate of tuition per credit hour from the Florida Education Finance Program (FEFP). Currently, the standard rate of tuition at a public postsecondary institution is \$71.98 per credit hour. This cost is associated with dual enrollment students taking classes on the **College** campus and/or taking online classes through the **College**.
- 3. For dual enrollment courses offered on the high school campus by college faculty, the **School Board** must reimburse the **College** for costs associated with the proportion of salary and benefits to provide instruction. When dual enrollment courses are provided on the high school campus by a high school teacher, the **School Board** is not responsible for payment to the **College**.
- 4. For dual enrollment students enrolled in programs leading to a career certificate or applied technology diploma, the standard rate of tuition currently is **\$2.33** per contact clock hour.
- 5. The **School Board** will only pay the standard rate of tuition from funds provided in the Florida Education Finance Program to the **College** during fall and spring terms. The **School Board** does not pay the **College** the standard rate of tuition during the summer terms, as FEFP funds are not provided to the **School Board** during the summer. This does not preclude the **College** from offering dual enrollment courses during the summer terms.
- 6. The board of trustees at the **College** shall establish, publish, collect, and budget student

fees, and shall establish dates for paying fees. The dates shall be not later than the last day of the drop and add periods established by the board. When the **College** has a written promise of payment from business, industry, government unit, nonprofit organization, or civic organization, fees may be deferred as determined by the **College** Board of Trustees.

7. Various sponsors and agencies agree in writing to pay for a student's tuition, fees, books, and/or supplies. These agreements take the form of letters, purchase orders, memos of understandings, formal contracts and/or authorization documents which stipulate the education expense that the agency or sponsor will pay.
8. Students with funding for tuition and fees from sponsoring agencies or organizations must have a written authorization (verbal agreements are unacceptable) from the agency on file with the business office before the student's tuition and fees may be incurred. Once the authorization is on file, tuition, fees and book costs of the student will automatically be applied to the sponsor's account and an invoice generated to the sponsor for payment.
9. Charges for tuition, fees, books and supplies may be deferred and held in accounts receivable from the last day of any registration period up to sixty (60) days but not beyond the end of the class for those students for whom the **College** has received a written authorization for payment from a business, industry, governmental unit, non-profit organization, or civic organization.
  - Faculty supplied by the **College** will be compensated directly by the **College** in accordance with the appropriate college salary schedule.
  - The **School Board** shall provide Dual Enrollment instructional materials, including electronic access codes for textbooks, at the start of classes each semester, and accounting for Dual Enrollment instructional materials shall be accomplished as follows:
    - a. All instructional materials purchased under the Dual Enrollment Program shall be administered as provided in Section 1007.271, Florida Statutes.
    - b. Students shall return instructional materials at the end of each term as provided in **School Board** procedures.
    - c. Instructional materials will be stored according to **School Board** procedures, and shall be reissued to students during subsequent terms.
    - d. The sale of all instructional materials purchased under Section 1007.271, Florida Statutes, will be in accordance with state guidelines for the disposal of such materials.
    - e. The proceeds from the sale of such instructional materials will be used to purchase instructional materials for public school students.



- f. The selection of textbooks and instructional materials for college courses is the responsibility of the full-time **College** faculty. The faculty always seeks to adopt the most effective instructional materials, changing textbooks only to improve these materials. Faculty will have no control over publishers' edition changes and in such cases usually allow students to use the previous edition of the textbook.
- g. Textbooks and associated electronic access codes must be purchased by the **School Board** each term. **College** textbook vouchers should not be used to purchase miscellaneous consumable materials or supplies for students. Aware of rising textbook costs, and noting that the average life of a textbook adoption presently approximates three years, the faculty will make every effort to continue to use adopted textbooks as long as they believe them to be the best available. A *Textbook Approval Form* has been adopted so a department and/or instructor can request a change in textbook, which the **College** Textbook Committee will review to approve or disapprove. However, the **College** does not guarantee that an adopted textbook will remain in service for a stated period of years.
- h. Any other financial consideration shall be as required by current state law or as amended as such.

#### F. ENROLLMENT PROCEDURES

- 1. The Director of Enrollment Management and Dual Enrollment Director shall coordinate the admission of Dual Enrollment students.
- 2. The **College** will provide academic advisement services regarding the **College's** educational programs to students participating in the Program.
- 3. All students must complete a **College** Dual Enrollment/Early Admission Application for Admission form by the dates listed above in Students Eligibility Criteria, B2(d).
- 4. By the dates listed above in Students Eligibility Criteria B2(d), all students must complete a **College** Dual Enrollment Registration Form each term and have it signed by the high school counselor and **College** Dual Enrollment Director. This form must be submitted to the **College** Registrar no later than the dates published in the Critical Dates Calendar. Registration will not be complete until this form is filed with the **College** Registrar. When registration forms have been faxed, the original signed copies of the same faxed registration forms must be received (mailed or hand delivered) to the Dual Enrollment Director within 3 business days.
- 5. Completion of the Dual Enrollment registration form by the high school representative will constitute recertification of the student's Dual Enrollment eligibility.
- 6. Students seeking academic modifications due to a disability are required to register with the Disability Services Office (DSO). They should make an appointment to meet with the college Coordinator of Disability Services and provide recent, relevant and comprehensive documentation from an appropriate health care provider or professional. While an Individualized Educational Plan may be provided (IEP) and 504 Plan are not generally

considered adequate documentation, services may be provided with to accommodations received at the High School. The College and High School will work in cooperation to provide the appropriate services the student will need based on the delivery mode of the course (i.e., classroom, online, hybrid).

7. The **College** Dual Enrollment Registration Form must be completed prior to issuance of course textbooks. This form will serve as the voucher for issuing textbooks to the student according to the **School Board** and **College** procedures.
8. The student must complete all sections of entry-level examinations required per Section 1008.30, Florida Statutes and the **College**. Students must satisfy the college preparatory testing requirements of Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students, who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment, shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit limitation may be granted by the postsecondary institution provided the student is concurrently enrolled in a secondary course(s) in the basic competency area(s), for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not demonstrated proficiency in the basic competency of reading, writing, and mathematics must be advised in writing by the **School Board** of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.
9. Students making any schedule changes must complete a **College** Dual Enrollment Registration Form, have it signed by the high school counselor and the **College** Dual Enrollment Director, and deliver it and the textbooks to the individual specified by **School Board** procedure. Note: If a student withdraws from high school courses in their school district, the high school counselor must also complete withdrawal paperwork for any college Dual Enrollment courses in which the student was enrolled. An exception to this could be made if a student requests to continue in the college course(s), and the student's new school district high school principal or his/her designee provides written permission to the **College**. No student may withdraw from a course for any reason after the withdrawal deadline (determined by the Critical Dates Calendar).
10. Students who register for classes are responsible for their grades associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from the class by the appropriate published date. Students who have been reported by their instructor as never attending during the first and second week of the add/drop period will be automatically dropped from their classes when course section rosters are returned to the **College** Registrar's office by the third week of the semester. Notification of any dual enrollment student dropped by the Registrar's Office

will be sent to the Dual Enrollment Director, who will then notify the high school guidance counselor immediately. Any student not withdrawn from a course by the published date will remain officially registered and will be assigned an earned letter grade at the end of the semester.

11. Students will be permitted to use ACT or SAT scores for placement into college-level courses. Students who place into Pre-Calculus (MAC 1140) or higher through ACT or SAT scores are required by the **College** to complete the Math sub-test of the PERT (Postsecondary Education Readiness Test) for placement.
12. Dual Enrollment students shall be subject to all **College** policies and procedures that apply to other students. As with all students, official final high school transcripts must be on file with the **College** Admissions Office prior to students being admitted as regular students.
13. Students must conform to all Dual Enrollment policies and procedures established by their high schools. For a single semester, both **School Board** and **College** may agree to extend Dual Enrollment participation in The College Experience (SLS 1501) courses to high school students who do not meet the statutory GPA and testing eligibility. All statutory requirements must be met prior to any student continuing in the program. SLS 1501 is a General Education social science course required for all students earning an AA degree. This course must be taken within a student's first year in the Dual Enrollment Program.
14. Students are not permitted to enroll in independent study courses except for special circumstances. Special circumstances are to be determined by the appropriate **College** Vice-President.

#### **G. INSERVICE**

The **College** agrees to cooperate with the **School Board** in offering in-service that will be mutually beneficial to all concerned. This in-service may be conducted at either the **College** campus, District school campus, or other site mutually agreed upon.

#### **H. TRANSPORTATION**

The student shall be responsible for providing transportation if the Dual Enrollment instruction is conducted at a facility other than the high school campus.

#### **Dual Enrollment Program Code of Academic Ethics**

The faculty of FGC is committed to a policy of honesty in academic work. Conduct which may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** is cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the

same penalties as the student who is assisted.

**2. Plagiarism** is the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

**In case of dishonesty or plagiarism:** The instructor may take academic action consistent with college policy that may result in loss of credit for a specific course and removal from the Dual Enrollment Program.

### **Dual Enrollment Program Code of Conduct**

1. Attendance at FGC is a privilege, and to maintain the college ideals of scholarship and character development, the right is reserved to withdraw any student at any time for any reason deemed sufficient, and the student concedes this right to the college.
2. Each registered student assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the college.
  - Disruptive behaviors, if they take place on our campus or at our off-campus college centers, may lead to suspension or dismissal from the college.
  - Any of the following violations may constitute a form of disruptive behavior:
    - Cheating in any form
    - Deliberate interference with the rights of others
    - Behavior that intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This applies to acts conducted at our college campus or any off-campus college center.

## SECTION II

### DUTIES OF THE ARTICULATION COMMITTEE

1. The Articulation Committee will be composed of school district administrators and guidance counselors representing the five county district area, **College** administrators, and the **College** Dual Enrollment Coordinator.
2. The Articulation Committee shall meet at least twice a year.
3. The committee shall prepare the Dual Enrollment Articulation Agreement.
4. The committee shall develop mechanisms and strategies for reducing the incidence of postsecondary remediation in math, reading, and writing for first-time enrolled recent high school graduates based upon the findings in the Postsecondary Readiness for College Report produced pursuant to 1008.37 Florida Statutes.
5. The committee annually shall analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs.
6. The committee shall annually present to the **College** Board of Trustees and to the District **School Board** the results of this assessment.

(See Appendix Four for 2017-2018 plan of strategies and mechanisms for reducing the incidence of postsecondary remediation in math, reading, and writing for first time enrolled recent high school graduates.)

## SECTION III

### INITIATION OF COURSES

It is agreed that neither the **College** Board of Trustees nor the District **School Board** shall initiate a program or course that is not part of a program, until such has been incorporated into this Dual Enrollment Articulation Agreement.

## SECTION IV

### ACCOUNTABILITY & ASSESSMENT

These provisions shall not prevent a Board assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another Board or agency, subject to review by the two local education agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analyses, and other elements required for the allocation of funds shall be the sole responsibility of the assigned board unless herein indicated.

The following accountability and assessment standards shall apply to college credit Dual Enrollment:

The **College** shall analyze student performance in Dual Enrollment to ensure the level of preparation and future success is comparable with non-Dual Enrollment students. Analyses and recommendations shall be shared and reviewed with the principal and **School Board**.

The **School Board** shall analyze course and instructor evaluations for Dual Enrollment courses on the high school campus. Analyses and recommendation shall be shared and reviewed by both the **College** and **School Board**.

Any course, discipline, college, or system-wide assessment that the **College** requires in non-Dual Enrollment sections of a course shall also be used in all Dual Enrollment sections of the course.

The **College** shall compare student performance, to include final grade and exam, of Dual Enrollment course offerings on the high school campuses and college campuses to ensure that results are comparable to non-Dual Enrollment sections. Results will be made available to the principal, local school district, the **College** president, and DOE.

## SECTION V

**Administration of the Florida  
Postsecondary Education Readiness Test to  
Public High School Students  
Purpose of Agreement**

The purpose of this Agreement is to establish specifications for a testing program for the purpose of supporting the high school students as allowed by the provisions of Rule 6A-10.0315, FAC, and Title: XLVIII, Chapter 1008.30 (3) FS K-20 Education Code, between Florida Gateway College and the School Board.

**I. Purpose of Testing Program**

The purpose of the testing program is to provide the high school students with information and materials designed to meet testing needs of the students in preparing them or to determine the need for remedial instruction prior to enrolling in postsecondary education courses, counseling concerning future college and career planning, and eligibility for Dual Enrollment and Gold Seal Scholarships.

Per State Board Rule 6A-10.0315, F.A.C., Florida high schools will administer the PERT. The **College** will provide TABE testing for the high school students at no cost to the student or the **School Board**. The **College** will continue to support this effort by on-line practice tests, learning modules, and e-books for test preparation.

For testing at the high school, the **School Board** will:

- a. be responsible for informing students about the test administration
- b. make any unusual test site accommodations for disabled students.

For testing at the **College** test center, the **School Board** will:

- a. notify students requesting ADA accommodations for TABE testing to contact the Disability Services Office (386-754-4393) prior to making a testing appointment.
- b. provide documentation needed for testing in the **College** test center.

**II. Retesting**

High school students who do not have the required scores on the ACT or SAT subtests to be placed in college-level courses need to contact their guidance office about taking the P.E.R.T. test. If the student elects to take the TABE test at the **College**, they will be required to obtain a form/letter from the high school certifying they are eligible to test at the **College**.

P.E.R.T. records and test scores are considered confidential educational records under Section 1002.221, F.S. The **College** shall accept the test scores from the public high school transcript as an official record of scores and comply in maintaining confidentiality of these records.

**SECTION VI**

**EFFECTIVE DATE**

This resolution and the policies and allocation of responsibility shall be effective upon being signed by the District Superintendent and the **College** President, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the **College** President and the District Superintendent. Courses and programs are to be incorporated into the agreement before instruction begins.

This Agreement shall be valid for the 2017-2018 academic school year.

This agreement will be in effect from July 1, 2017 to June 30, 2018 and may be renewed annually upon mutual written consent of both parties.

**IN WITNESS WHEREOF**, the **School Board** of SUWANNEE County and the District Board of Trustees of the **College** have adopted this agreement and caused it to be executed in accordance with Section 1001.64-1001.65, Florida Statutes Dual Enrollment Articulation Agreements.

8/29/17  
Date

  
President, Florida Gateway College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Suwannee County School District

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"



## APPENDIX ONE

### DUAL ENROLLMENT ADMISSIONS REQUIREMENTS

Florida Statute 1007.271(7) states:

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma. Career dual enrollment shall be available for secondary students seeking a degree and industry certification through a career education program or course.

Florida Gateway College AS degrees and programs that lead to an industry certification:

## APPENDIX TWO

### TEST OF ADULT BASIC EDUCATION GRADE LEVEL REQUIREMENTS

The students in the following programs must be tested using the TABE and achieve these specified skills levels or be remediated until meeting the required grade level equivalents on retests. The required grade level equivalent on the TABE, which must be achieved for each certificate program, is as follows:

	GRADE LEVEL EQUIVALENT		
	<u>MATH</u>	<u>LANGUAGE</u>	<u>READING</u>
Heating & Air Conditioning Technology	10.0	9.0	9.0
Medical Coder/Biller	10.0	11.0	11.0
Patient Care Technician	10.0	10.0	10.0
Applied Welding Technology	8.0	8.0	8.0

## APPENDIX THREE

### DUAL ENROLLMENT APPROVED COURSES

There are hundreds of rigorous courses available to students through dual enrollment. The *Dual Enrollment Course—High School Subject Area Equivalency List*, which is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education, is a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements.

Additional dual enrollment courses that are not included on the *Dual Enrollment Course—High School Subject Area Equivalency List* may be offered. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment. However, the **School Board** is not prohibited from granting subject area credit for those courses not included on the list, if appropriate.

\*Note: Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education, physical education skills, and recreation courses, to be offered as dual enrollment courses.

### DUAL ENROLLMENT SCHEDULING OF COURSES

Florida Gateway College is continuing to be proactive in developing new courses. However, the availability of Florida Gateway College programs and course offerings are contingent upon student interest and demand.

## APPENDIX FOUR

During the 2017-2018 school year, the five school districts and the **College** will:

- Schedule a fall and spring meeting of the Articulation Committee to revise the articulation agreement utilized by the **College** and the school districts.
- Expand the **College** “Career Days” activities for secondary school students on campus to include middle school as well as high school students.
- Establish programs for eighth grade students and parents—advising them of courses necessary for college and university preparation.
- Use the **College** Testing Center to help students access the Test Center web page to download study guides for the PERT.
- Provide the teachers in the **College’s** School District through the Education Preparation Institute with:
  - \*Alternative certification
  - \*Professional development for recertification or endorsements
  - \*Hours towards specific certification or certification deemed necessary by State/School District

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.

FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling the Coordinator of disability services, at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

**BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC.  
HEALTH OPTIONS, INC.**

**ACCOUNTING AND RETENTION AGREEMENT  
(Contingent Premium)**

This is an Agreement (hereinafter "Agreement") between Blue Cross Blue Shield of Florida, Inc. d/b/a Florida Blue and Health Options, Inc., (hereinafter jointly referred to as "Florida Blue"), located at 4800 Deerwood Campus Parkway, Jacksonville, Florida 32246 and School Board of Suwannee County, (hereinafter "the Group") located at 1729 Walker Avenue SW Suite 200, Live Oak FL 32064.

**WHEREAS**, the Group requests Florida Blue to provide a health maintenance organization (hereinafter "HMO") and a Point-of-Service insurance program (hereinafter jointly referred to as GHP "the Group Health Plan") to its employees and their covered dependents (hereinafter "Group Member(s)"); and

**WHEREAS**, Health Options, Inc., has agreed to provide the HMO part of the GHP, and Florida Blue has agreed to provide the insurance part of the GHP; and

**WHEREAS**, each of the parties to this Agreement seeks to set forth in writing the terms and conditions of their Agreement.

**NOW THEREFORE**, for good and valuable consideration, the parties agree to these terms and conditions:

**I. TERM**

The initial term of this Agreement shall begin on May 1, 2017, (hereinafter "the effective date") and shall end on April 30, 2018, (hereinafter "the termination date"), unless otherwise terminated in accordance with the provisions of this Agreement.

**II. BENEFIT PLAN**

Florida Blue will pay benefits to all eligible Group Members in accordance with the provisions of this Agreement and the GHP.

**III. PREMIUM PAYMENTS**

The Premium Rates, Prepayment Fees, and Supplemental Charges for the GHP are payable in advance to Florida Blue at the address set forth above. The premiums for the program are set forth in Section IV.

**IV. ANNUAL ACCOUNTING**

Within one hundred twenty (120) days after the end of the initial term of the Agreement, and any renewal term, Florida Blue shall prepare and furnish to the Group an Annual Accounting of the operations of that term. This Annual Accounting shall include operations under all coverages of the Agreement and shall set forth:

- (a) Contingent premium earned under all coverages of the contract based on the following rates:

	<u>BO 03359</u>	<u>BO 05360</u>	<u>BO 05192-05193</u>
EE -	\$ 661.72	\$ 577.96	\$ 455.92
ES -	\$ 1,574.86	\$ 1,375.58	\$ 1,085.10
EC -	\$ 1,217.54	\$ 1,063.48	\$ 838.90
EF -	\$ 2,064.50	\$ 1,803.28	\$ 1,422.46

	<u>HMO NQ54</u>	<u>BO 122-123</u>
EE -	\$ 497.58	\$ 380.00
ES -	\$ 1,184.22	\$ 904.40
EC -	\$ 915.52	\$ 699.22
EF -	\$ 1,552.40	\$ 1,185.62

- (b) Incurred claims representing all claims for services incurred during the term of the Agreement, including an actuarial estimate of any incurred amounts not yet paid. Claims in excess of the pooling point, as set forth in Section IV (d), will be removed.
- (c) Retention equal to 17.17% of the amount set forth in Section IV (a).
- (d) A pooling charge of 6.63% of the amount set forth in Section IV (a) at a pooling point of \$210,000.
- (e) Maximum premium due to the Plan as generated by the following rates:

	<u>BO 03359</u>	<u>BO 05360</u>	<u>BO 05192-05193</u>
EE -	\$ 696.54	\$ 608.38	\$ 479.92
ES -	\$ 1,657.74	\$ 1,447.98	\$ 1,142.20
EC -	\$ 1,281.62	\$ 1,119.44	\$ 883.04
EF -	\$ 2,173.16	\$ 1,898.18	\$ 1,497.32

	<u>HMO NQ54</u>	<u>BO 122-123</u>
EE -	\$ 523.76	\$ 400.00
ES -	\$ 1,246.54	\$ 952.00
EC -	\$ 963.70	\$ 736.02
EF -	\$ 1,634.10	\$ 1,248.02

In the event the amount set forth in Section IV (a) exceeds the sum of the amounts set forth in Sections IV (b), IV (c) and IV (d), the excess shall be retained by Florida Blue.

In the event the amount set forth in Section IV (a) is less than the sum of the amounts set forth in Sections IV (b), IV (c) and IV (d), the difference shall be paid by the Group to Florida Blue within 10 working days of receipt of the Annual Accounting with the provision that the difference shall be limited to the amount set forth in Section IV (e) less the amount set forth in Section IV (a).

## V. TERMINATION

This Agreement may be terminated at any anniversary of the effective date by either party by giving the other party at least 45 days prior written notice of such termination.

**VI. MODIFICATION OF RATES**

Rates for the term of this Agreement will remain in effect, provided there is no material change to the Benefit Contracts, the enrollment, or any other risk factor, as determined by Florida Blue. Upon renewal, a new Agreement outlining the terms and conditions will be prepared and presented to the Group. All other provisions of this Agreement shall remain in effect without modification.

**VII. LATE PAYMENT/CHARGE**

In the event the Group fails to make any payment due under this Agreement, in full, prior to the applicable due date, such payment may be made to Florida Blue up to ten (10) days after such due date without a late payment charge. Payments received by Florida Blue eleven (11) to thirty-one (31) days after such due date are subject to a late payment charge. The Group shall pay any late payment charge to Florida Blue immediately upon receipt of the notice of such charge.

In the event any charge under this Agreement is not paid, in full, by the Group to Florida Blue within thirty-one (31) days after the applicable due date, this Agreement will automatically terminate as of the applicable due date. In the event this Agreement terminates retrospectively for any reason, the Group shall be liable, in addition to all other liabilities set forth in this Agreement, for any claim(s) paid by Florida Blue which were incurred after the termination date.

All payments due for changes during the Agreement period must be received by Florida Blue in order for the Group to share in any excess.

**VIII. RENEWAL**

This Agreement shall not automatically renew/extend for additional one-year period(s) after the termination date. Upon renewal, a new Agreement outlining the terms and conditions will be prepared and presented to the Group, unless either party notifies the other party of its intent not to extend this Agreement at least forty-five (45) days prior to the applicable Anniversary Date. The renewal rates will be set forth and presented to the Group on an updated Agreement.

**IX. INCONSISTENCIES**

If the provisions of this Agreement are, in any way, inconsistent with the provisions of the Benefit Contract(s), then the provisions of this Agreement shall prevail, and the other provisions shall be deemed modified but only to the extent necessary to implement the intent of the parties expressed herein.

**X. SURVIVAL**

The rights and obligations of the parties, as set forth herein, shall survive the termination of this Agreement to the extent necessary to effectuate the intent of the parties as expressed herein.

**XI. WAIVER OF BREACH**

The failure by either party, at any time, to enforce or to require the strict adherence to any provision of this Agreement shall not be deemed to be a waiver of such provision or any other provision of this Agreement.

**XII. GOVERNING LAW**

This Agreement and the rights of the parties hereunder, shall be construed according to the laws of the State of Florida.

**XIII. SEVERABILITY**

In the event any provision of this Agreement is deemed to be invalid or unenforceable, all other provisions shall remain in full force and effect.

**XIV. AMENDMENT**

This Agreement may be amended at any time upon mutual, written agreement of both parties, except that Florida Blue may make changes necessary to comply with State and Federal laws upon 60 days' notice to the Group.

**XV. ENTIRE AGREEMENT**

This Agreement, including its Exhibits, the application(s) for coverage, and the Benefit Contract(s) constitute the entire Agreement between the Group and Florida Blue. Any prior agreements, promises, or representations, either oral or written, relating to the subject matter of this Agreement, and not expressly set forth in this Agreement, are of no force or effect.

**XVI. NOTICES**

Any notice, required or permitted under this Agreement, shall be deemed given if hand delivered or if mailed by United States mail, or an overnight mail service (e.g., Federal Express), postage prepaid, to the applicable address as set forth above or to such other address as a party may designate, in writing, to the other party. Such notice shall be deemed effective as of the date so deposited or delivered.

**XVII. SEPARATE CORPORATIONS**

Florida Blue and Health Options, Inc., are separate corporations. Nothing in this Agreement shall be construed, for any purpose whatsoever, to make either liable for the actions of the other.

**XVIII. PROVIDER NETWORKS**

Florida Blue Health Care Provider Networks are subject to change and may be modified at any time during the term of this Agreement without notice to or consent of the Group or any Group Member.

**BLUE CROSS & BLUE SHIELD OF FLORIDA, INC.  
d/b/a FLORIDA BLUE & HEALTH OPTIONS, INC.**

**By:** \_\_\_\_\_

**Name:** Joseph C. Gregor, Esq.

**Title:** Vice President, Commercial Segments

**Date:** \_\_\_\_\_

**NAME OF GROUP**

SUWANNEE COUNTY SCHOOL BOARD

**By:** \_\_\_\_\_

**Name:** Ted L. Roush  
**Printed**

**Title:** Superintendent of Schools

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Suwannee County School Board

**"Approved as to Form and Sufficiency  
BY** \_\_\_\_\_

Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"



**AN AGREEMENT**

**Between**

**SUWANNEE COUNTY SCHOOL BOARD**

**and**

**NF Suwannee, LLC d/b/a SUWANNEE HEALTH CARE CENTER  
Live Oak, Florida**

This Agreement begins on October 1, 2017, between the Suwannee County School Board (SCSB) and NF Suwannee, LLC, d/b/a, Suwannee Health Care Center, Live Oak, Florida (Healthcare Agency).

Whereas, SCSB, through the RIVEROAK Technical College (RTC), operates a Commercial Foods and Culinary Arts Program and Dietetic Management and Supervision Program for qualified students preparing to be Commercial Food and Culinary Managers and Dietary Managers; and,

Whereas, SCSB and the Healthcare Agency have agreed jointly to participate in a program in which Commercial Food and Culinary Arts students and Dietetic Management and Supervision students may acquire clinical experience at the facilities of the Healthcare Agency; and,

Whereas, the parties share the mutual goal of high quality patient care and health sciences education;

Now, therefore, in consideration of the mutual covenants and obligations as set forth herein, the parties agree as follows:

**I. GENERAL CONDITIONS**

1. The Healthcare Agency and the SCSB expressly agree that all faculty and students under the program shall remain agents or students of the RTC. The RTC agrees that it will never act or represent it is acting as an agent of the Healthcare Agency or incur any obligations on the part of the Healthcare Agency without first obtaining the express written authority of the Administrator. The Healthcare Agency agrees that it will not be responsible for any salaries, taxes, or insurance of the RTC faculty, agents, or students.
2. The Healthcare Agency and RTC concur that this agreement may be cancelled at any time by either party hereto, with or without cause upon 30 days written notice to the other party.
3. The Healthcare Agency and RTC concur that this agreement shall continue in effect for the period of one year beginning October 1, 2017 through June 30, 2018; and shall be renewed from year to year unless otherwise notified in writing as in paragraph #2 above.
4. No alteration, modification, or variation of the terms of this agreement shall be valid unless made in writing and signed by both of the parties hereto.

5. The Healthcare Agency and the RTC agree that executed copies of this agreement shall be placed on file with the Administrator of the Healthcare Agency and the Director of the RTC.
6. The SCSB agrees to require the student to maintain professional liability insurance with single limit liability coverage of not less than \$1,000,000.00/\$3,000,000.00.
7. The SCSB agrees to provide a certificate of liability insurance for the faculty members in the performance of their duties and responsibilities at the Healthcare Agency.
8. The SCSB holds the Healthcare Agency harmless from any acts of negligence of the instructors and students while in the Healthcare Agency facility within the scope of the Culinary Arts and Dietetic Management and Supervision programs.

## **II. THE HEALTHCARE AGENCY'S RESPONSIBILITY**

1. To share in the responsibility for the education of health care students in the Culinary Arts and Dietetic Management and Supervision programs through the cooperation and assistance of its staff and employees along with the faculty and students of the RTC.
2. Students shall be selected for the programs by the RTC.
3. To make available to faculty and students of the RTC the use of its facilities the same as to its own personnel.
4. To make available whenever possible to faculty and students of the RTC all of its facilities and services in the planned learning experiences of the aforementioned programs.
5. To provide conference and meeting rooms as required and needed, if available, and not being used for other purposes by the Healthcare Agency.
6. To include faculty members of the program in their staff meetings when policies to be discussed affect or directly relate to the programs.
7. Instruction under the program(s) shall be at the time agreed by the parties to this contract and in agreement with the school curriculum calendar.
8. The responsibility for the patient remains with the Healthcare Agency.

## **III. THE RTC'S RESPONSIBILITY**

1. The operation of programs will comply with established policies and practices of the Healthcare Agency, including all applicable legislation and regulations.
2. Ascribes to equal access/equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap, or marital status. To assign students and faculty to the Healthcare Agency based on this statement.

3. To maintain standards of the programs as recommended and prescribed by all governing bodies and accrediting agencies regulating the programs.
4. To comply with and require, if necessary, physical examination, chest x-rays, and certain immunizations as deemed necessary by the Healthcare Agency or other such authority relative to the programs prior to entrance upon premises under the programs.
5. To employ qualified employees in the programs as administrators and instructors. The RTC agrees to the responsibility of interpreting the objectives of the programs to the students, consulting with administrative personnel of the Healthcare Agency in advance about use of the various facilities, and conferring with appropriate members of the Healthcare Agency staff in selecting patients to provide the learning experiences desired for students.
6. To be responsible for the educational supervision of students in the program.
7. The Healthcare Agency may, at any time, direct withdrawal of any faculty or student from the institution facilities or premises whose conduct or performance is not in accord with the standards of the RTC and its programs, or is unprofessional and detrimental to the Healthcare Agency. This request for withdrawal shall be made to the appropriate school administrator. The RTC agrees that it will maintain the requisite degree of discipline among its students and faculty, giving full consideration to the Healthcare Agency's standard of conduct and performance.
8. Maintain individual records of classes, student activities, and competencies.
9. Maintain strict confidentiality regarding all patient-centered information.
10. Prepare any rotational plans for services to be used for experience and to secure the approval of this plan from the Healthcare Agency prior to the commencing of the educational program under the agreement. Substantive changes in the program will not be effective until such time as they shall be approved by the Healthcare Agency.

#### **IV. HIPAA REQUIREMENTS**

The Provider agrees to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d ("HIPAA") and any current and future regulations promulgated thereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements". The Provider agrees not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement.

The Healthcare Agency will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

**V. LIABILITY OF PARTIES**

1. Nothing in this Agreement shall be construed to create a joint venture, agency or other legal relationship between the Healthcare Agency and RTC which could result in either party being responsible or liable for the acts or omissions of the other party.
2. Nothing in this Agreement shall be construed to create an employer/employee relationship between the RTC students and the Healthcare Agency.
3. Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable.

**VI. INDEMNIFICATION**

1. The Healthcare Agency shall indemnify and hold harmless SCSB and RTC from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by SCSB in defending actions brought against it arising out of or related to the acts or omissions of the Healthcare Agency, its agents, officers, or employees in the provision of services or performance of duties by the Healthcare Agency pursuant to this Agreement.

**VII. PUBLIC RECORDS**

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT A which is incorporated by reference herein.

**VIII. GOVERNING LAW AND VENUE**

- 1.1 This Agreement will be governed by and construed in accordance with the laws of the State of Florida. In the event of any litigation arising from this Agreement, the Parties agree that the exclusive state court forum for said litigation shall be in Suwannee County, in the court of appropriate jurisdiction.

**IX. RELEASE OF STUDENT RECORDS**

The Healthcare Agency assures that student data will be handled with confidentiality as required by Florida Statute 1002.22.

The Healthcare Agency and the RTC agree that copies of any revisions or modifications of this agreement, after execution by the parties, shall have the effect of modifying the terms of this agreement.

**SUWANNEE COUNTY SCHOOL BOARD**

**Live Oak, Florida**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Ted L. Roush  
Superintendent of Schools

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Jerry Taylor, Chairman  
Suwannee County School Board

"Approved as to Form and Sufficiency  
BY \_\_\_\_\_

Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"

**NF Suwannee, LLC d/b/a, SUWANNEE HEALTH CARE CENTER**

**Live Oak, Florida**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Mail notices to:  
Craig E. Robinson, President  
Gulf Coast Health Care, LLC  
2 N. Palafax Street  
Pensacola, FL 32502

Suwannee County School Board Approved on \_\_\_\_\_.

EXHIBIT A

**Public Records Law Requirements  
under Chapter 119.0701, Florida Statutes (2017)**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1729 WALKER AVENUE, SW, SUITE 200, LIVE OAK, FL 32064.**

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2017), you must comply with Florida's public records law.

You must keep and maintain public records required by the School District to perform the contracted services.

Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

You must ensure that public records which are *exempt or confidential and exempt* from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract, if the contractor does not transfer the records to the District.

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. See Section 119.0701(2)(b)4, Florida Statutes (2017), for additional record keeping requirements.

**REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES**

A request to inspect or copy public records relating to a District's contract for services must be made directly to the District's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time.

If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2017).

**AN AGREEMENT**

**Between**

**SUWANNEE COUNTY SCHOOL BOARD**

**and**

**SOLARIS HEALTHCARE LAKE CITY, LLC  
Lake City, Florida**

This Agreement commences on the date of execution, between the Suwannee County School Board (SCSB) and Solaris HealthCare Lake City, Lake City, Florida (Healthcare Agency).

Whereas, SCSB, through the RIVEROAK Technical College (RTC), operates a Commercial Foods and Culinary Arts Program and Dietetic Management and Supervision Program for qualified students preparing to be Commercial Food and Culinary Managers and Dietary Managers; and,

Whereas, SCSB and the Healthcare Agency have agreed jointly to participate in a program in which Commercial Food and Culinary Arts students and Dietetic Management and Supervision students may acquire clinical experience at the facilities of the Healthcare Agency; and,

Whereas, the parties share the mutual goal of high quality patient care and health sciences education;

Now, therefore, in consideration of the mutual covenants and obligations as set forth herein, the parties agree as follows:

**I. GENERAL CONDITIONS**

1. The Healthcare Agency and the SCSB expressly agree that all faculty and students under the program shall remain agents or students of the RTC. The RTC agrees that it will never act or represent it is acting as an agent of the Healthcare Agency or incur any obligations on the part of the Healthcare Agency without first obtaining the express written authority of the Administrator. The Healthcare Agency agrees that it will not be responsible for any salaries, taxes, or insurance of the RTC faculty, agents, or students.
2. The Healthcare Agency and RTC concur that this agreement may be cancelled at any time by either party hereto, with or without cause upon 30 days written notice to the other party.
3. The Healthcare Agency and RTC concur that this agreement shall continue in effect for the period of one year beginning October 1, 2017 through June 30, 2018; and shall be renewed from year to year unless otherwise notified in writing as in paragraph #2 above.
4. No alteration, modification, or variation of the terms of this agreement shall be valid unless made in writing and signed by both of the parties hereto.

5. The Healthcare Agency and the RTC agree that executed copies of this agreement shall be placed on file with the Administrator of the Healthcare Agency and the Director of the RTC.
6. The SCSB agrees to require the student to maintain professional liability insurance with single limit liability coverage of not less than \$1,000,000.00/\$3,000,000.00.
7. The SCSB agrees to provide a certificate of liability insurance for the faculty members in the performance of their duties and responsibilities at the Healthcare Agency.
8. The SCSB holds the Healthcare Agency harmless from any acts of negligence of the instructors and students while in the Healthcare Agency facility within the scope of the Culinary Arts and Dietetic Management and Supervision programs.

## **II. THE HEALTHCARE AGENCY'S RESPONSIBILITY**

1. To share in the responsibility for the education of health care students in the Culinary Arts and Dietetic Management and Supervision programs through the cooperation and assistance of its staff and employees along with the faculty and students of the RTC.
2. Students shall be selected for the programs by the RTC.
3. To make available to faculty and students of the RTC the use of its facilities the same as to its own personnel.
4. To make available whenever possible to faculty and students of the RTC all of its facilities and services in the planned learning experiences of the aforementioned programs.
5. To provide conference and meeting rooms as required and needed, if available, and not being used for other purposes by the Healthcare Agency.
6. To include faculty members of the program in their staff meetings when policies to be discussed affect or directly relate to the programs.
7. Instruction under the program(s) shall be at the time agreed by the parties to this contract and in agreement with the school curriculum calendar.
8. The responsibility for the patient remains with the Healthcare Agency.

## **III. THE RTC'S RESPONSIBILITY**

1. The operation of programs will comply with established policies and practices of the Healthcare Agency, including all applicable legislation and regulations.
2. Ascribes to equal access/equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap, or marital status. To assign students and faculty to the Healthcare Agency based on this statement.



3. To maintain standards of the programs as recommended and prescribed by all governing bodies and accrediting agencies regulating the programs.
4. To comply with and require, if necessary, physical examination, chest x-rays, and certain immunizations as deemed necessary by the Healthcare Agency or other such authority relative to the programs prior to entrance upon premises under the programs.
5. To employ qualified employees in the programs as administrators and instructors. The RTC agrees to the responsibility of interpreting the objectives of the programs to the students, consulting with administrative personnel of the Healthcare Agency in advance about use of the various facilities, and conferring with appropriate members of the Healthcare Agency staff in selecting patients to provide the learning experiences desired for students.
6. To be responsible for the educational supervision of students in the program.
7. The Healthcare Agency may, at any time, direct withdrawal of any faculty or student from the institution facilities or premises whose conduct or performance is not in accord with the standards of the RTC and its programs, or is unprofessional and detrimental to the Healthcare Agency. This request for withdrawal shall be made to the appropriate school administrator. The RTC agrees that it will maintain the requisite degree of discipline among its students and faculty, giving full consideration to the Healthcare Agency's standard of conduct and performance.
8. Maintain individual records of classes, student activities, and competencies.
9. Maintain strict confidentiality regarding all patient-centered information.
10. Prepare any rotational plans for services to be used for experience and to secure the approval of this plan from the Healthcare Agency prior to the commencing of the educational program under the agreement. Substantive changes in the program will not be effective until such time as they shall be approved by the Healthcare Agency.

#### **IV. HIPAA REQUIREMENTS**

The Provider agrees to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d ("HIPAA") and any current and future regulations promulgated thereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements". The Provider agrees not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement.

The Healthcare Agency will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

**V. LIABILITY OF PARTIES**

1. Nothing in this Agreement shall be construed to create a joint venture, agency or other legal relationship between the Healthcare Agency and RTC which could result in either party being responsible or liable for the acts or omissions of the other party.
2. Nothing in this Agreement shall be construed to create an employer/employee relationship between the RTC students and the Healthcare Agency.
3. Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable.

**VI. INDEMNIFICATION**

1. The Healthcare Agency shall indemnify and hold harmless SCSB and RTC from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by SCSB in defending actions brought against it arising out of or related to the acts or omissions of the Healthcare Agency, its agents, officers, or employees in the provision of services or performance of duties by the Healthcare Agency pursuant to this Agreement.

**VII. PUBLIC RECORDS**

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT A which is incorporated by reference herein.

**VIII. GOVERNING LAW AND VENUE**

- 1.1 This Agreement will be governed by and construed in accordance with the laws of the State of Florida. In the event of any litigation arising from this Agreement, the Parties agree that the exclusive state court forum for said litigation shall be in Suwannee County, in the court of appropriate jurisdiction.

**IX. RELEASE OF STUDENT RECORDS**

The Healthcare Agency assures that student data will be handled with confidentiality as required by Florida Statute 1002.22.

The Healthcare Agency and the RTC agree that copies of any revisions or modifications of this agreement, after execution by the parties, shall have the effect of modifying the terms of this agreement.

**SUWANNEE COUNTY SCHOOL BOARD**

**Live Oak, Florida**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Ted L. Roush  
Superintendent of Schools

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Jerry Taylor, Chairman  
Suwannee County School Board

"Approved as to Form and Sufficiency  
BY \_\_\_\_\_  
Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"

**Solaris HealthCare Lake City  
560 SW McFarlane Ave  
Lake City, FL 32025  
386-758-4777**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

Suwannee County School Board Approved on \_\_\_\_\_.

**EXHIBIT A**

**Public Records Law Requirements  
under Chapter 119.0701, Florida Statutes (2017)**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1729 WALKER AVENUE, SW, SUITE 200, LIVE OAK, FL 32064.**

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2017), you must comply with Florida's public records law.

You must keep and maintain public records required by the School District to perform the contracted services.

Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

You must ensure that public records which are *exempt or confidential and exempt* from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract, if the contractor does not transfer the records to the District.

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. See Section 119.0701(2)(b)4, Florida Statutes (2017), for additional record keeping requirements.

**REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES**

A request to inspect or copy public records relating to a District's contract for services must be made directly to the District's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time.

If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2017).

**SUWANNEE COUNTY SCHOOL BOARD**  
**PROFESSIONAL/TECHNICAL**  
**SERVICES AGREEMENT**

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and Amy Parker Therapy Services, PLLC ("Individual"), (hereinafter "Contractor.").

WITNESSED:

WHEREAS, SCSB operates schools and educational institutions and is in need of a qualified, experienced Educational Consultant to provide consulting services for SCSB; and

WHEREAS, Contractor may employ and/or contract with qualified and duly licensed and/or certified instructors with expertise and experience in providing educational services; and

WHEREAS, SCSB desires to engage Contractor to provide such services for SCSB and Contractor is willing to provide such services for SCSB.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein set forth, the parties agree as follows:

1. **ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR**

- A. SERVICES: SCSB hereby engages Contractor to provide educational consulting services for SCSB as requested by SCSB, and Contractor hereby accepts such engagement and agrees to provide said services in accordance with the terms of this Agreement. Said services are described in Exhibit A attached hereto, which exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Contractor shall provide said services through employees and/or independent subcontractors who are qualified and appropriately licensed and/or certified to perform all functions assigned to them by Contractor in connection with the provision of services by Contractor hereunder.
- B. MANNER OF PERFORMANCE OF CONTRACTOR'S SERVICES
- (i) Contractor and staff shall perform all services under this Agreement in the manner and means it or he/she chooses, in its or his/her sole and absolute discretion and judgment. Contractor and staff shall not be required to comply with SCSB's directions or instructions concerning when, where and how to perform services under this Agreement, but shall have full and absolute discretion in such matters.
  - (ii) Contractor and staff shall not be required to perform services in any order or sequence specified by SCSB.
  - (iii) Contractor and staff shall not be required to attend meetings or participate in training conducted

by SCSB as to specific methods or procedures.

- (iv) Contractor and staff shall not be required to work specified hours, but shall have full and absolute discretion with respect thereto.
  - (v) Contractor and staff shall not be required to submit any written or oral reports to SCSB except such reports as shall be required by law, regulation, or any governmental authority, including reasons for federal, state, or local compliance purposes.
  - (vi) The Contractor and staff shall be responsible for payment of Contractor and staff expenses relating to the performance of duties hereunder, including expenses or travel and similar items.
- C. DOCUMENTATION: Contractor shall submit to SCSB, on a monthly basis, appropriate documentation of services provided hereunder. Such documentation shall be in the form and shall contain the information requested by SCSB.

## 2. REPRESENTATIVES AND WARRANTIES

Contractor represents and warrants to SCSB, upon execution and throughout the term of this Agreement, as follows:

- A. Contractor is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under, this Agreement;
- B. None of the Contractor staff has ever had his or her professional license or certification in the State of Florida or in any other jurisdiction denied, suspended, revoked, terminated, voluntarily relinquished under threat of disciplinary action, or restricted in any way.
- C. Contractor shall perform the services required hereunder in accordance with:
  - (i) all applicable federal, state, and local laws, rules, and regulations;
  - (ii) all applicable policies of: SCSB;
  - (iii) all applicable Bylaws, Rules, and Regulations of SUWANNEE COUNTY SCHOOLS;
- D. Contractor has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the services required of Contractor under this Agreement; and
- E. Each of the Contractor staff has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for said staff to perform the functions, assigned to him or her by Contractor in connection with the provision of services under this Agreement; and
- F. All Contractor staff shall comply with all applicable terms of this Agreement.

### 3. INDEPENDENT CONTRACTOR

In performing the services herein specified, Contractor is acting as an independent contractor, and neither Contractor nor any staff shall be or be considered employees of SCSB. Neither Contractor nor any Contractor staff shall be under the control of SCSB as to the manner by which results are accomplished, but only as to the results of Contractor's work. It is agreed and acknowledged by the parties that, as an independent contractor, Contractor staff retains the right to contract with and provide educational consulting services to entities and individuals other than SCSB and its students, and nothing in this Agreement shall be interpreted as limiting or restricting in any way Contractor's right to do so. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. Contractor shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes and benefits with respect to all Contractor staff. Contractor hereby expressly agrees to provide SCSB with proof of payment of such taxes in the event such is requested by SCSB by federal or State tax authorities. Any such proof will be provided directly to SCSB's counsel for delivery to tax authorities in order to preserve the confidentiality of such records. Neither Contractor nor any Contractor staff shall be subject to any SCSB policies solely applicable to SCSB's employees, not to exclude policy directly related to vendors and contractors.

### 4. TERM

The initial term of this Agreement shall be for a period not to exceed twelve (12) months, commencing on the date of execution and ending June 30, 2018, unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

### 5. COMPENSATION

For the services rendered pursuant to this Agreement, Contractor shall be paid by SCSB, as and for its sole compensation hereunder, the amounts listed in Exhibit B attached hereto, which Exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Notwithstanding the foregoing, no compensation shall be payable to Contractor for any services for which Contractor has not submitted the documentation required under Paragraph 1(C) of this Agreement.

### 6. BILLING

Contractor shall bill SCSB for services provided hereunder on a monthly basis in the month following the month in which services are rendered. Each invoice shall be in the form, and contain the information, requested by SCSB, and SCSB shall pay each invoice within thirty (30) days after receipt thereof by SCSB. SCSB shall not be required to pay for any services for which Contractor does not provide a proper invoice.

### 7. CONFIDENTIALITY

Contractor recognizes and acknowledges that, by virtue of entering into this Agreement and providing services hereunder, Contractor and staff may have access to certain confidential information, including confidential student information and personal health information ("PHI"). Contractor agrees that neither it nor any Contractor staff will at any time, either during or subsequent to the term of this Agreement, disclose

to any third party, except where permitted or required by law or where such disclosure is expressly approved by SCSB in writing, any confidential student information, PHI or other confidential information, and Contractor and all Contractor staff shall comply with all Federal and State laws and regulations, and all SCSB rules, regulations, and policies regarding the confidentiality of such information. Without limiting the generality of the foregoing, Contractor shall comply with the Health Insurance Portability and Accountability Act. Contractor may not use or further disclose Personal Health Information ("PHI") other than as permitted or required by law or this Agreement. In addition, Contractor shall:

- Report to SCSB any impermissible use or disclosure of PHI.
- Ensure that any agents, including subcontractors to whom it provides PHI created or received from SCSB agrees to the same restrictions or conditions that apply to Contractor.
- Make PHI available in accordance with HIPAA Privacy Rules.
- Make PHI available for amendment and incorporate amendments into PHI in accordance with HIPAA rules.
- Make available the information required to make an accounting of disclosures under the applicable HIPAA law and regulations.
- Make its internal practices, and any information related to the use and disclosure of PHI received from, or created or received by Contractor, available to applicable governmental entities.
- Upon termination of the contract, if feasible, return or destroy any and all PHI received from or created or received by the Contractor in performance of this Agreement.

## 8. CRIMINAL BACKGROUND CHECKS

The Legislature amended the Jessica Lunsford Act effective July 1, 2007. This law requires any employee, contractor, vendor who will: (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds; meet Level II Background screening requirements. There are some exceptions. Level 2 screening includes fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level 2 screening may also include local criminal records checks through the local law enforcement agencies.

**Level II Background Check** – Any vendor providing services under this contract who will (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds, that person shall have a **Level II background check** submitted through the Suwannee County School Board. Documentation of clearance will be on file in the Department of Human Resources in the Suwannee County School Board office. **The contractor shall be required to pay for all costs of the background reports.** If it is discovered during the period of the contract that the successful contractor substituted an unapproved worker for an approved worker, the vendor's contract may be cancelled immediately at the instructions of the Suwannee County School Board.

## 9. AUDITS, RECORDS, AND RECORDS RETENTION

The District or its representative reserves the right to inspect and/or audit all the Contractor's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Contractor to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-



contracts that directly or indirectly pertain to the transactions between the District and the Contractor in order:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under this contract.
- B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- C. That completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.
- E. That persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### 10. INDEMNIFICATION

Contractor shall indemnify and hold harmless SCSB from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by SCSB in defending actions brought against it arising out of or related to the acts or omissions of Contractor, its agents, officers, or employees in the provision of services or performance of duties by Contractor pursuant to this Agreement.

#### 11. DEBARMENT & SUSPENSION

Suwannee County School Board certifies that, by submission of this document, that neither it nor its agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

#### 12. TERMINATION

- A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by giving the other party at least thirty (30) days prior written notice.
- B. TERMINATION FOR BREACH. Either party may terminate this Agreement upon breach by the

other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.

- C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:
- (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
  - (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;
  - (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;
- D. EFFECT OF TERMINATION. As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement. Notwithstanding the foregoing, the following provisions shall survive the expiration or other termination of this Agreement, regardless of the cause of such termination: Paragraphs 1(B), 2, 5, 10, 13, and 15.

### 13. ARBITRATION

Any dispute or controversy arising under, out of or in conjunction with, or in relation to, this Agreement, or any amendment hereof, or the breach hereof, shall be determined and settled by arbitration in Suwannee County, Florida, in accordance with the rules of the American Arbitration Association and applying the laws of the State of Florida. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. Should any litigation be commenced between the parties to this Agreement concerning this Agreement or the rights and duties in relation thereto, the SUWANNEE COUNTY SCHOOL BOARD'S attorneys' fees, costs, expenses, out-of-pocket disbursements incurred in such litigation, irrespective of whether such costs, fees, expenses and disbursements are taxable under the law, shall be determined by the court in such litigation by the court alone on a post-trial motion. In the event that a court shall direct the parties to this Agreement to mediation with respect to any issue, the other contracting entity or person shall pay the fees, costs and expenses of the mediator.

### 14. ENTIRE AGREEMENT; MODIFICATION

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.

15. GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Florida. Nothing in this Agreement shall be interpreted or construed to mean that the Board waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

16. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement.

17. NOTICES

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to SCSB: The School Board of Suwannee County Florida  
c/o Ted L. Roush, Superintendent  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

Copy to: Mr. Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell  
Attorney for Suwannee County School Board  
101 North Monroe Street, Suite 120  
Tallahassee, FL 32301

Contractor: Amy C. Parker, Owner  
Amy Parker Therapy Services, PLLC  
506 NW 526<sup>th</sup> Street  
Cross City, FL 32628

18. WAIVER

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure.

19. CAPTIONS

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

20. ASSIGNMENT; BINDING EFFECT.

Contractor shall not assign or transfer, in whole or in part, this Agreement or any of Contractor's rights, duties or obligations under this Agreement without the prior written consent of SCSB, and any assignment or transfer by Contractor without such consent shall be null and void. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

21. RELEASE OF STUDENT RECORDS

By signature, Contractor assures that the released student data will be handled with confidentiality as required by Florida Statute 1002.22.

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT C which is incorporated by reference herein.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**SUWANNEE COUNTY SCHOOL BOARD**

\_\_\_\_\_  
Jerry Taylor, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ted L. Roush, Superintendent of Schools      Date

"Approved as to Form and Sufficiency  
BY \_\_\_\_\_

Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"

**CONTRACTOR**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature of Person or  
Authorized Representative

\_\_\_\_\_  
Type or Print Name of Witness

\_\_\_\_\_  
Amy C. Parker, Owner  
Amy Parker Therapy Services, PLLC

Date \_\_\_\_\_

Date \_\_\_\_\_

# EXHIBIT A

## **AMY PARKER THERAPY SERVICES, PLLC**

506 NW 526<sup>TH</sup> STREET  
CROSS CITY, FLORIDA 32628



Proposal for Services  
to

SUWANNEE COUNTY SCHOOL DISTRICT  
1729 WALKER AVENUE, SW, SUITE 200  
LIVE OAK, FLORIDA 32064

### **Nature of Engagement**

Amy Parker Therapy Services, PLLC, will provide Occupational Therapy services to Suwannee County School District commencing on the date of execution through June 30, 2018.

### **Scheduling and Location**

Occupational Therapy services will be provided according to the needs of the Suwannee County School District and availability of therapist.

### **Equipment, Tools, Materials, and Supplies**

Suwannee County School District will provide daily materials needed to fulfill the services agreed upon. Suwannee County School District will provide equipment/materials specific to a student as determined in the IEP/504 process.

### **Independent Status**

Amy Parker Therapy Services, PLLC, will provide all services as an independent contractor; providing appropriate malpractice insurance, maintaining proper licensure, and conducting business as a private business entity maintaining multiple sources of income, with responsibility for all taxes relevant to the contract.

### **Duration**

This proposal for services shall remain in effect for the 2017-2018 school year. Either party may also give 30 days written notice to the other party at any time during the duration of the agreement in order to cancel this agreement.

### **Debarment or Suspension**

Amy Parker Therapy Services, PLLC, acknowledges and will provide verification that neither the Therapist(s) nor any of its shareholders is or has ever been excluded from receiving Federal contracts, subcontracts or Federal financial or non-financial assistance or benefits.

**Public Entity Crimes Affidavit**

The Therapist(s) will maintain compliance with Section 287.122(2)(a), Florida Statutes which states, "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**Compliance with Jessica Lunsford Act:**

By affixing signature to this contract, the Therapist(s), does swear and affirm, under penalty of perjury, that the Therapist(s) providing services will comply with the requirements of the Jessica Lunsford Act, fingerprinting procedures, and the laws of the State of Florida. Failure to comply with the above shall constitute a material breach of this agreement.

**Civil Rights Act:**

Firm agrees that it will comply with the Civil Rights Act of 1964 (P.O.880352) providing that no person in the United States shall, on the grounds of race, color, national origin, sex, age, veteran or handicapped status be excluded from participation, be denied the benefits of, or other subjected to discrimination under any program or activity which is supported by Federal Funds.

**Access to Records:**

Firm acknowledges and agrees that Suwannee County School District may grant applicable access by the Federal grantor agency, the Comptroller General of the United States, the Florida Auditor General or any of the duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcripts. Firm shall provide access to all books and records pertinent to services rendered hereunder for a period of four (4) years from the date of provisions of said services if required to do so by the written request of the Secretary of Health and Human Services pursuant to Section 952 of the Omnibus Reconciliation Act of 1980 (P.L. 96-499).

**Intent**

This contract is intended for Amy Parker Therapy Services, PLLC to provide Occupational Therapy Assistant services for approximately 7.5 hours a day for 3-5 days as determined to be needed by the district. Suwannee County School District will provide supervision of the Occupational Therapy Assistant as needed by a licensed Occupational Therapist.

OT11646  
Florida OT License Number

## **EXHIBIT B**

### **FEE SCHEDULE**

#### **Billing**

Amy Parker Therapy Services, PLLC, will handle all billing for services provided to Suwannee County School District. Invoices will be submitted on a monthly basis at the hourly rate of \$50 per hour. Payment will be made within 30 days of submission of the invoice. Amy Parker Therapy Services, PLLC, reserves the right to discontinue services and/or impose a finance charge of 1.5% per month on the outstanding balance after 30 days.



**EXHIBIT C**

**Public Records Law Requirements  
under Chapter 119.0701, Florida Statutes (2017)**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1729 WALKER AVENUE, SW, STE 200, LIVE OAK, FL 32064.**

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2017), you must comply with Florida's public records law.

You must keep and maintain public records required by the School District to perform the contracted services.

Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

You must ensure that public records which are *exempt or confidential and exempt* from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract, if the contractor does not transfer the records to the District.

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. See Section 119.0701(2)(b)4, Florida Statutes (2017), for additional record keeping requirements.

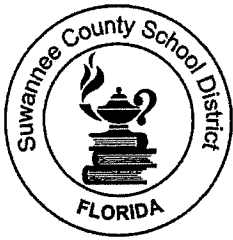
**REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES**

A request to inspect or copy public records relating to a District's contract for services must be made directly to the District's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time.

If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2017).

# SUWANNEE COUNTY SCHOOL DISTRICT



1729 Walker Avenue, SW, Suite 200 • Live Oak, Florida 32064  
Telephone: (386) 647-4600 • Fax: (386) 364-2635  
www.suwannee.k12.fl.us

**TED L. ROUSH**  
Superintendent of Schools

*"Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success."*

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2

**TIM ALCORN**  
DISTRICT 3

**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

**LEONARD J. DIETZEN, III**  
BOARD ATTORNEY

## MEMORANDUM

**TO:** Ted Roush, Superintendent of Schools *TR*  
**FROM:** *WB* Walter Boatright, Director of Human Resources  
**DATE** October 12, 2017  
**RE:** Personnel Changes List for October 24, 2017

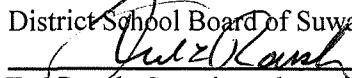
### RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations. Approval of each is respectfully requested.

**SUWANNEE COUNTY SCHOOL BOARD**

**Personnel Changes**

**October 24, 2017**

**TO:** District School Board of Suwannee County  
**FROM:**   
Ted Roush, Superintendent of Schools

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations. Approval of each is respectfully requested.

**RECOMMENDATIONS FOR THE 2017-2018 SCHOOL YEAR:**

**RESIGNATIONS: INSTRUCTIONAL:**

Suwannee High School:

Akeia Allen, Teacher, effective October 2, 2017

RIVEROAK Technical College:

Joanne Kietur, LPN Instructor, part-time hourly, effective October 11, 2017

**RETIREMENTS: INSTRUCTIONAL:**

Suwannee High School:

Bonita Cook, Teacher, effective January 1, 2018 (Revised Date)

Suwannee Middle School:

Kaffa Owens, Teacher, effective June 1, 2018

Suwannee Primary School:

Dan Crews, Teacher, effective June 1, 2018

**RETIREMENTS: NON-INSTRUCTIONAL:**

RIVEROAK Technical College:

Virginia Crews, Paraprofessional, effective June 1, 2018

Suwannee Middle School:

Debra Hodges, Paraprofessional, effective June 1, 2018

Suwannee Primary School:

La Donna Baker, Paraprofessional, effective June 1, 2018

**RESIGNATION: NON-INSTRUCTIONAL:**

Laronda Butler, Bus Driver, effective September 19, 2017

**RECOMMENDATIONS: INSTRUCTIONAL:**

RIVEROAK Technical College:

Brenda Lacy, Registered Dietitian Instructor, part-time hourly, effective September 26, 2017

REPLACES: New Position

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Sarah Grillo	SMS/Teacher	SHS/Teacher	10/09/2017	Akeia Allen

**SUSPENSION:**

Violet Noyes, without pay, October 4-5, 2017

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Brooke Cox-Knowles	Planning Period	Suwannee Virtual
Laritta Hunter	Cheerleading	SMS

**RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:****Branford Elementary:**

Lyndsey Browning, Paraprofessional

REPLACES: New Position

Amanda Martin, Paraprofessional, effective September 28, 2017

REPLACES: Travis Howard

**Branford High School:**

Naela L. Jimenez, Paraprofessional, effective October 2, 2017

REPLACES: Martha Jones

Dana Root, Paraprofessional, effective October 9, 2017

REPLACES: Andrea Lanier

**Suwannee Primary School:**

Monica Djulvez, Paraprofessional, effective September 25, 2017 (Temporary)

REPLACES: Kimberly Steichen

**Suwannee High School:**

Cynthia Brown, Custodian, effective October 2, 2017

REPLACES: Brenda Johnson

**Transportation:**

Frederick Deaver, Bus Driver, effective September 27, 2017

REPLACES: Luz Cartagena

Ashley Wildman, Bus Driver, effective September 27, 2017

REPLACES: Bryan Cioni

August Schomburg, Bus Driver, effective September 27, 2017

REPLACES: Sharno Blanco

Pamela Hough, Bus Driver, effective September 27, 2017

REPLACES: Steven Hayes

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Erica Jordan	BES/Custodian	BHS/Custodian	10/16/2017	Cathy Carter
Marsha Brown	Finance/Employee Benefits Specialist	Finance/Accounts Payable Specialist	9/22/2017	Karen Minton

**TERMINATION: NON-INSTRUCTIONAL/SCHOOL RELATED:****Transportation:**

Lawrence Becerra, Bus Driver, effective September 21, 2017

**LEAVE OF ABSENCE (ILLNESS IN THE LINE OF DUTY):****RIVEROAK Technical College:**

Mona Kelley, Teacher, August 11, 18, for a total of 2.00 hours

**Transportation:**

Debra Hill, Bus Attendant, August 22, 23, 24, 25, 28, 29, 30, 31, September 1, for a total of 36.00 hours.

**LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE):****Suwannee High School:**

Kary Black, tentatively September 18, 2017, through November 5, 2017, without pay, with the option of returning sooner if released by the doctor.

Carmen Reyes, Teacher, tentatively October 6, 2017, through October 11, 2017, without pay, with the option of returning sooner.

**Suwannee Middle School:**

Miriam Venero, tentatively September 9, 2017, through November 14, 2017, without pay, with the option of returning sooner if released by the doctor.

**Branford Elementary:**

Pamela Norton, tentatively October 3, 2017, through November 7, 2017, without pay, with the option of returning sooner if released by the doctor.

**District Office:**

Tylyn Stansel, tentatively September 5, 2017, through October 27, 2017, without pay, with the option of returning sooner if released by the doctor.

**LEAVE OF ABSENCE (MEDICAL LEAVE):****Transportation:**

Dorie Bingemann, extension tentatively October 2, 2017 through October 31, 2017, without pay, with the option of returning sooner if released by the doctor.

**Suwannee High School**

Carmen Reyes, Teacher, tentatively October 12, 2017, through November 13, 2017, without pay, with the option of returning sooner.

### **LEAVE OF ABSENCE (PERSONAL LEAVE):**

#### **Branford Elementary School:**

Sara Benson, extension tentatively October 2, 2017, through October 31, 2017, without pay, with the option of returning sooner.

#### **Food Service:**

Donna Rightmire, extension tentatively September 25, through September 29, 2017, without pay, with the option of returning sooner.

### **MISCELLANEOUS:**

#### **Career and Technical Education, Teacher Externship Program 2017:**

The following to work up to 40 hours for the Teacher Externship Program at Suwannee High School and RIVEROAK Technical College:

Belinda Fries

Theresa Gill

Approval of Ronald Tucker, Paraprofessional at Suwannee Intermediate, to work up to 36 additional hours per 9 weeks for the 2017-18 school year paid from the Title I funds.

### **SUBSTITUTES:**

The following as a Substitute Bus Driver:

Cleo Eady

The following as Substitute Bus Attendants:

Donneshia Chambers

Daniel Davis

Roshunn Purvis

### **STUDENT WORKERS:**

Jessica Martin-Alonso, RIVEROAK Technical College/ St. Luke's Episcopal Church

### **VOLUNTEERS:**

Candace Adams  
Charles Adams  
Debra Adams  
Jessica Alcorn  
Holli Allbritton  
Leslie Allen  
Penelope Allen  
Tiffany Allen  
Vanessa Allen  
Jacklynn Altemose  
Evelia Alvarez  
Joshua Anderson  
Pamela Anderson  
Sarah Anderson

Deseree Ansley  
Latoria Ansley  
Kristy Arnold  
Terry Arnold  
Sandra Aycock  
Samantha Bagley  
Patresha Baker  
James Ballentine  
Kelly Ballentine  
Erika Barga  
Nicole Beard  
Nicole Beckner  
Josephine Bednarczyk  
Gale Bell

Geralunda Bell  
Lori Bell  
Leonel Benitz  
Victoria Biladeau  
Brittany Blanton  
William Blanton  
Brittany Blevins  
Rashunda Bowden  
Brandi Bowers  
Christina Bowers  
Susan Bozeman  
Brandy Brakenwagen  
Shelly Brannon  
Billy Brannon

Emily Brantley  
Jason Brantley  
Elizabeth Brinson  
Myra Brock  
Brittany Brown  
Stephine Brown  
Susan Brown  
Elizabeth Bruening  
Leah Buchanan  
Betsy Byrd  
Alex Cameron  
Jennifer Cameron  
Ashley Campbell  
Violet Campbell  
Alexis Cannon  
Hillary Cannon  
Adrienne Cardin  
Jordan Carroll  
Peggy Carroll  
Yoleydis Cartaya  
Kierra Carter  
Matthew Cashmore  
Sabrina Casper  
Lindsey Casteel  
Kelly Caudill  
Sharon Chamberlain  
Donnesha Chambers  
Danielle Christie  
Jared Clark  
Vicki Clark  
Amy Cline  
Janell Cline  
Madilyn Cloud  
Heather Clower  
Todd Clower  
Aqua Cofield  
Amanda Colon  
Christian Conine  
Charles Conley  
Dawn Conley  
Holly Conway  
Nichol Cook  
Joan Corbett  
Heather Corbin  
Michael Corbin  
Noria Corbin  
Tammy Corbin  
Alfonso Cordero  
Thomas Cowart  
Felicia Crawford  
Heather Croft  
Tina Crosby  
Michaela Cupp

Sierra Daniel  
Jenna Daniels  
Kierston Daniels  
Jacqueline Darrow  
Crystal Davenport  
Andrea Davis  
Annah Davis  
Sara Davis  
Alicia Delegal  
Michelle Dempsey  
Julia Denmark  
Elizabeth Dexter  
Zayra Diaz  
Alvin Dicks  
Janice Dicks  
Francis Doneburgh  
Genesis Dorado  
Kelly Driggers  
Whitney Dubose  
Brittany Durham  
Elizabeth Durrance  
William Eady  
Amelia Eastman  
Erika Edwards  
Donna Elliott-Smith  
Armelia Ellis  
Cheryl Ervine  
Veronica Esparza  
Keishla Esquilin  
Casey Estep  
Cecil Ethridge  
Heather Evans  
Kathy Ezell  
Jessica Fann  
Christopher Ferguson  
Samantha Ferguson  
April Fernandez  
Crystal Fernandez  
Angelica Ferrell  
Shelly Fletcher  
Celisha Ford  
Melissa Ford  
Maria Franco  
Brittney Gabey  
Yuriana Garcia  
Lorena Gardner  
Heather Garrett  
Colleen Gartner  
Lourdes George  
Kenneth Golding  
Sharon Golding  
Lurney Gonzalez  
Patty Gray

Jenna Grider  
Elizabeth Grimm  
Katherine Grubbs  
Ginger Harden  
Brooke Harrelson  
Dylan Harrelson  
Diana Harris  
Ariel Harrison  
Jennifer Hayes  
Tina Hayes  
Jeanie Hegenauer  
Effie Hemphill  
Guadalupe Hernandez  
Jessica Hernandez  
Jillian Herron  
Wendy Hewett  
Caroline Hill  
Heather Hodge  
Christina Hogland  
Carla Hollinger  
Rosanna Holtzclaw  
Darla Howard  
Jody Howell  
Stephanie Hunt  
Cheryl Jaffe  
Amanda Johnson  
James Johnson  
Dawn Jones  
Erica Jordan-Daies  
Charity Keen  
Jessica Kelly  
Cheri Kennedy  
Marguerite Kines  
Nicole Kinsey  
Hannah Knighton  
Vera Knighton  
Debra Kolwyck  
Donna Koon  
Laura Koon  
Jennifer Kreis  
Angela Lachance  
Trannie Lacquey  
Joesph Land  
Idell Lane  
Patricia Lawhorn  
Stormy Lee  
Stormy Lee  
Tamrin Lee  
Sarah Leffew-Flores  
Jessica Leighton  
Marilyn Loges  
Dailenis Lopez  
Jose Lopez

Monica Lorenz  
Jennifer Lowmark  
Jennifer Loy  
Lorie Lucas  
Bethany Lusk  
Amanda Maddox  
Mary Mais  
Jackie Malaguti  
Nancy Mann  
Charlotte Martin  
Maria Martinez  
Kevin McCall

Dalton McNair  
Tammy McWherter  
Jennifer Music  
Brittany Napoleon-Rico  
Barbara Newhard  
Kelly Onuska  
Ashley Pate  
Yenisleidys Perez  
John Pucky  
Catherine Rogers  
Anna Schubarth  
Kirsten Shaw

Darlynn Sorrells  
Brett Suggs  
Donna Suggs  
Jerry Taylor  
Cynthia Toledo  
Derrick Varga  
Abbie Watkins  
Laura Welch  
Thomas Westberry  
Amber Wilson

**End of List  
2017-2018  
School Year**