

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
June 27, 2017

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by RIVEROAK Technical College

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. 10-29)

May 9, 2017	- Workshop Session
	- Special Meeting
May 23, 2017	- Workshop Session (General Fund Budget)
	- Public Hearing
	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for May 2017.

3. The Superintendent presents the following bills for the period May 1-31, 2017:

General Fund

#166499 - 166817	\$	1,783,484.44
Electronic Fund Transfers		<u>3,588,445.27</u>
	\$	5,371,929.71

Federal Fund

#49404 - #49484	\$	213,101.77
Electronic Fund Transfers		<u>411,278.53</u>
	\$	624,380.30

Food Service Fund

#31562 - 31663	\$	212,834.57
Electronic Fund Transfers		<u>138,541.79</u>
	\$	351,376.36

LCIF

#7558 - 7569	\$	80,680.73
Electronic Fund Transfers		<u>243,935.00</u>
	\$	324,615.73

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2016-2017:

General

I-11

LCIF

III-11

Special Revenues

IV-11 (Federal)

IV-9 (Food Service)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated June 27, 2017. **(pgs. 30-37)**

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.)

- #2018-43 North East Florida Educational Consortium (NEFEC) 2017-2018 Membership Master Contractual Agreement between the District School Board of Suwannee County and the District School Board of Putnam County on behalf of NEFEC. The agreement includes the following programs: (*Renewal/Revised*) **(pgs. 38-57)**
- NEFEC Resolution
 - NEFEC Main Contract #731-18-051
 - NEFEC Instructional Services Program, Attachment #18-051-A1 to Contract #731-18-051 (Janene Fitzpatrick, Designee)
 - NEFEC Educational Technology Services, Attachment #18-051-A6 to Contract #731-18-051 (Skyward)
 - NEFEC Building Code Administrator, Attachment #18-051-A27 to Contract #731-18-051 (Mark Carver, Designee)
 - NEFEC Human Resource Management Network, Attachment #18-051-A43 to Contract #731-18-051 (Walter Boatright, Designee)
- #2018-44 Dual Enrollment Articulation Agreement between the District Board of Trustees of North Florida Community College and the District School Board of Suwannee County (*Renewal*) **(pgs. 58-95)**
- #2018-47 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida and Independent Training for the Blind, Inc. (*Renewal/Revised*) **(pgs. 96-109)**
- #2018-48 Cooperative Agreement between Meridian Behavioral Healthcare, Inc. and the School Board of Suwannee County, Florida (*Renewal*) **(pgs. 110-126)**
- #2018-49 Memorandum of Agreement between the State of Florida Department of Health and the Suwannee County School Board for the Provision of School Health Services in Suwannee County (*Renewal*) **(pgs. 127-134)**

#2018-50

E-Rate Forms Processing Contract between the Suwannee
County School District and eRate 360 Solutions, LLC
(Renewal/Revised) (pgs. 135-149)

7. The Superintendent recommends approval of the following student transfers for the 2016-2017 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Austin	Bailey	Columbia	Suwannee	8
Cody	Bailey	Columbia	Suwannee	2
Lindsey	Barnhart	Columbia	Suwannee	6
Madison	Blanton	Columbia	Suwannee	10
Grace	Boswell	Columbia	Suwannee	10
Jeremy	Calhoun	Columbia	Suwannee	6
Shakera	Calhoun	Columbia	Suwannee	9
Caleb	Chesnut	Columbia	Suwannee	2
Elena	Chesnut	Columbia	Suwannee	K
Jayce	Fike	Lafayette	Suwannee	3
Mariah	Flores	Columbia	Suwannee	9
Keagan	Gamble	Lafayette	Suwannee	7
Kreston	Gamble	Lafayette	Suwannee	1
Kaydence	Gardner	Columbia	Suwannee	1
Kymber	Lawson	Lafayette	Suwannee	1
Sarah	Marsett	Columbia	Suwannee	4
Jewell	Miller	Columbia	Suwannee	4
Elijah	Rife	Columbia	Suwannee	10
Evan	Rolerson	Columbia	Suwannee	3
Marcus	Rolerson	Columbia	Suwannee	5
Kailey	Simmons	Columbia	Suwannee	K
Sarah	Swindell	Lafayette	Suwannee	11
Addyson	Teasley	Columbia	Suwannee	3
Jordan Anne	Tessier	Columbia	Suwannee	8
Haley	Touchton	Columbia	Suwannee	10

FIRST NAME	LAST NAME	TO	FROM	GRADE
Evangeline	Zander	Lafayette	Suwannee	1
Emily	Bowen	Suwannee	Hamilton	8
Dylan	Cruz	Suwannee	Columbia	3
Anna	Deadwyler	Suwannee	Lafayette	8
Chancy	Deadwyler	Suwannee	Lafayette	11
Dallas	Deadwyler	Suwannee	Lafayette	3
Delaney	Deadwyler	Suwannee	Lafayette	6
Adalynn	Harris	Suwannee	Lafayette	PK
Callie	Harris	Suwannee	Lafayette	3
Ella	Harris	Suwannee	Lafayette	2
Trace	Hayes	Suwannee	Gilchrist	4
Kasen	Jenkins	Suwannee	Columbia	K
Frank	Kalamon	Suwannee	Hamilton	K
Patrick	Kennedy	Suwannee	Columbia	5
Rhema	Kennedy	Suwannee	Columbia	K
Lane	Lanier	Suwannee	Hamilton	K
Dyamy	Luera	Suwannee	Columbia	K
Kaden	McKire	Suwannee	Hamilton	6
Mary	McKire	Suwannee	Hamilton	10
Yahimar	Medina	Suwannee	Columbia	7
Arianna	Morgan	Suwannee	Hamilton	4
Jayden	Morgan	Suwannee	Hamilton	3
Layla	Roberts	Suwannee	Columbia	PK
Lucy Kate	Roberts	Suwannee	Columbia	1
Texas	Sherrell	Suwannee	Lafayette	6
Karter	Suggs	Suwannee	Hamilton	1
Anna	Thompson	Suwannee	Columbia	1
Kevin	Ward	Suwannee	Hamilton	K
Nicole	Ward	Suwannee	Hamilton	1
Peyton	Ward	Suwannee	Hamilton	1
Rebecca	Ward	Suwannee	Hamilton	6

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Wyatt Brody	Lane	SES	BES	3
Michael	Dugan	BHS	SHS	9
Colton	Hayes	BES	SPS	PK

REGULAR AGENDA

Chief Financial Officer – Vickie DePratter:

1. Discussion and action regarding the selection of two School Board members and two Suwannee County business owners to serve on the Value Adjustment Board (VAB) for 2017-2018. **(pg. 150)**
2. The Superintendent recommends approval to continue expenditures until approval of the final budget for the 2017-2018 fiscal year. **(pg. 151)**
3. The Superintendent recommends approval of the following changes to be made to the purchasing cards issued through First Federal Bank of Florida: **(pg. 152)**
 - a. Issue a new card to Kecia Robinson, Coordinator of School Improvement/Title I, in the amount of \$5,000
 - b. Cancel the current card issued to Lila Udell, Director of Federal Programs

Assistant Superintendent of Administration – Bill Brothers:

4. The Superintendent recommends approval of the 2017-2018 Suwannee County School District Student Conduct and Discipline Code for all elementary and secondary schools. (A copy is available for review in the office of the Assistant Superintendent of Administration.) **(pg. 153)**

5. The Superintendent recommends approval of revisions to the following personnel contracts:
 - a. Probationary Contract of Employment for District Instructional Personnel of the Public Schools **(pgs. 154-155)**
 - b. Annual Contract of Employment for District Instructional Personnel of the Public Schools **(pg. 156)**
 - c. Professional Service Contract of Employment for District Instructional Personnel of the Public Schools **(pg. 157)**
 - d. Continuing Contract of Employment for District Instructional Personnel of the Public Schools **(pg. 158)**
 - e. Annual Contract of Employment Non-Instructional Education Support Employees of the Public Schools **(pg. 159)**
 - f. Continuing Contract of Employment Non-Instructional Education Support Employees of the Public Schools **(pg. 160)**

Assistant Superintendent of Instruction – Janene Fitzpatrick:

6. The Superintendent recommends approval of revisions to the Exceptional Student Education Policies and Procedures (SP&P) document. (A copy is available for review in the office of the Director of Student Services.) **(pg. 161)**
7. The Superintendent recommends approval of the following personnel item for the 2017-2018 school year:
 - a. Transfer one Paraprofessional position from Suwannee Primary School to Suwannee Intermediate School, effective with the 2017-2018 school year **(pg. 162)**

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

8. The Superintendent recommends approval of the 2017-2018 PSAV Adult Course Calendar for RIVEROAK Technical College. **(pgs. 163-164)**

Director of Facilities – Mark Carver:

9. The Superintendent recommends approval of the following bid for the 2017-2018 school year:

#17-204 An additional one year extension for Custodial Supplies to Ashford Services, Inc. (pgs. 165-181)

10. The Superintendent recommends approval of the 2017-2021 Five Year Florida Department of Education K-12 Educational Plant Survey. (A copy is available for review in the office of the Director of Facilities.) (pg. 182)

Director of Transportation – Chris Landrum:

11. The Superintendent recommends approval of the following form:

#7200-135 Suwannee County School District Transportation Pre-Employment/Training Fees Reimbursement Acknowledgement (New) (pgs. 183-185)

12. The Superintendent recommends approval of the following contract/agreement for the 2016-2017 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-103 Seon Equipment Purchase and Services Agreement between Suwannee County School Board and Seon (New) (pgs. 186-191)

Director of Human Resources – Walter Boatright:

13. Personnel Changes List (pgs. 192-200)

School Board Attorney – Leonard Dietzen:

14. Legal Counsel's Report

Superintendent of Schools – Ted Roush:

15. Superintendent's Report

School Board Members:

16. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
May 9, 2017

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, 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 Member Catherine Cason and School Board Attorney Leonard Dietzen were absent.

Administrators and others present: Jennifer Barrs, Walter Boatright (arrived at 9:25 a.m.), Amy Boggus (arrived at 10:25 a.m.), Bill Brothers, Mark Carver, Gary Colvin, Lisa Dorris, Carolina Figueroa (arrived at 10:40 a.m.), Janene Fitzpatrick, Leah Harrell (arrived at 9:05 a.m.), Mary Keen, Debbie Land (arrived at 9:05 a.m.), Chris Landrum, John Olson, Elizabeth Simpson, Marsha Tedder, T.J. Vickers, Jimmy Wilkerson (arrived at 9:12 a.m.), Jim Wilson (arrived at 10:35 a.m.), and Josh Williams. Dorina Sackman, ELL Consultant, was also present.

Chairman Taylor called the meeting to order at 9:00 a.m.

Food Service Department Update Lisa Dorris

Mrs. Dorris provided an update for the Food Service Department, which included the following:

- Different process for Breakfast in the Classroom
- Proposed school kitchen renovations
- Upgrading of school kitchen equipment

Mr. Taylor asked that when we have extra Food Service funds, we should be able to address going to biodegradable serving trays and do away with Styrofoam. Mrs. Dorris responded that her plans for the upcoming school year is to use biodegradable serving trays.

Transportation Department Update Chris Landrum

Mr. Landrum provided an updated for the Transportation Department, which included a proposed new camera/GPS system for District school buses.

Facilities Department Update Mark Carver

Mr. Carver provided an update for the Facilities Department, which included the following:

- RFP for roofing, construction, and repair services
- Repair projects not on work plan
- Proposed future projects
- Purchase of Branford property

Mr. Carver asked the Board for direction on whether to proceed with the purchase of the Branford property. Discussion followed on different scenarios of which pieces of acreage to purchase, as well as financial issues and impending budget cuts. Mr. daSilva suggested having the Assistant Director of Facilities research different options to help solve the traffic issues at Branford Elementary School. Discussion followed. Mr. Taylor stated that the Board consensus was to explore and research various options with regards to traffic issues and to bring back at a future Workshop for further discussion.

Assistant Superintendent of..... Janene Fitzpatrick
Instruction Department Update

- Mrs. Harrell distributed and reviewed a handout regarding i-Ready diagnostic assessment results and the district-wide MTSS Coordinator positions.
- Ms. Dorina Sackman, ELL Consultant, gave a PowerPoint presentation pertaining to the ELL Program. Mrs. Fitzpatrick provided additional information regarding the District's ELL Program.
- Mrs. Fitzpatrick provided an update on the 5E Survey results.

The workshop recessed at 11:46 a.m. and resumed at 1:00 p.m.

Mrs. Fitzpatrick continued her presentation and provided updates on the following:

- School Readiness
- Charter School application we recently received and the process involved

Superintendent Update Ted Roush

Mr. Roush provided updates on the following:

- ✓ General Revenue budgetary planning process for 2017-2018;
 - General Budget Workshop will be held May 23; freezing expenditures through the end of this fiscal year, unless absolutely necessary; looking at a flat budget for 2017-2018; discretionary spending cut initially set for 10%, but now it will be a 20% decrease.
- ✓ Expulsion Process
 - Reviewed School Board Policies #5.12 and #5.13.
 - Mr. Roush asked everyone to review the policies and procedures previously developed pertaining to Opportunity School, Second Chance, and Expulsion, and provide any feedback to him. He asked that pages pertaining to expulsions in the Student Conduct and Discipline Code booklet be reviewed, as well as the procedures regarding knives on campus.
- ✓ Proposed Reconfiguration
 - Mr. Roush asked for direction from the Board as to whether to proceed with the proposed reconfiguration of Live Oak elementary schools. Mr. Alcorn stated that he felt what we have in Live Oak elementary schools is not working. Consensus of Board members was to research the matter further and bring back for discussion at a future workshop.

The workshop adjourned at 2:12 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
May 9, 2017

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, FL. 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 Member Catherine Cason and School Board Attorney Leonard Dietzen were absent.

Chairman Taylor called the meeting to order at 2:20 p.m.

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

Superintendent of Schools – Ted Roush:

1. MOTION by Mr. White, second by Mr. Alcorn, for approval of the following contract/agreement for the 2016-2017 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-99 Affiliation Agreement School-Based Services between the Suwannee School District and Trenton Medical Center, Inc. d/b/a Palms Medical Group for student athletic physicals (Note: This contract replaces contract #2017-92, which was previously Board approved on March 28, 2017.)
(*Revised/Renewal*) (pgs. 3-10)

MOTION CARRIED UNANIMOUSLY

Chief Financial Officer – Vickie DePratter:

2. MOTION by Mr. daSilva, second by Mr. White, for 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.)

#2018-06 Agreement between the Agency for Health Care Administration and the Suwannee County School District for the Provision and Reimbursement of Administrative Claiming Activities (*New*) (pgs. 11-15)

MOTION CARRIED UNANIMOUSLY

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

(Presented by Superintendent of Schools – Ted Roush)

3. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the following contract/agreement for the 2016-2017 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-102 Clinical Education Agreement between Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Bienvenido Samera, MD PA, Branford, Florida (*New*) (pgs. 16-22)

MOTION CARRIED UNANIMOUSLY

Action on the Agenda Addendum

Director of Facilities – Mark Carver:

- #1. MOTION by Mr. daSilva, second by Mr. White, for approval to award RFP #17-209 Roofing, Repair, and Construction to O'Neal Roofing Company (Note: Only received one proposal; copies of the pre-bid meeting sign-in sheet and submitted proposal are available in the office of the Director of Facilities.) (pg. A2) MOTION CARRIED UNANIMOUSLY

End of Agenda Addendum

The meeting adjourned at 2:28 p.m.

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
May 23, 2017

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Members Catherine Cason and Ed daSilva were absent.

Administrators and others present: Walter Boatright (arrived at 10:30 a.m.), Amy Boggus, Bill Brothers, Stephenie Busch, Gary Caldwell, Janene Fitzpatrick, Leah Harrell, Malcolm Hines, Mary Keen, Debbie Land, Chris Landrum, Dee Dee McManaway (arrived at 10:24 a.m.), John Olson, Sherry Peppers, Marsha Tedder, Jimmy Wilkerson, Jim Wilson, Josh Williams, and Kelli Williams.

Chairman Taylor called the meeting to order at 10:00 a.m.

General Fund Budget..... Vickie DePratter/Asst. Superintendents/
for 2017-2018 Directors/Principals

Mrs. DePratter presented an overview of the proposed 2017-2018 General Fund Budget.

The following proposed General Fund Budgets for 2017-2018 were presented:

- Transportation..... Chris Landrum
- Suwannee Primary School..... Amy Boggus
- RIVEROAK Technical College Mary Keen
- Suwannee Intermediate School Gary Caldwell
- Suwannee High School.....Malcolm Hines
- Suwannee Middle SchoolJimmy Wilkerson
- Suwannee Elementary School Amy Boggus

- Branford Elementary SchoolStephenie Busch
- Branford High School.....Jimmy Wilkerson
- Finance/Administration Vickie DePratter

The workshop recessed at 11:49 a.m. and resumed at 1:01 p.m.

- Human Resources Walter Boatright
- Assistant Superintendent of Instruction..... Janene Fitzpatrick
- Assistant Superintendent of Administration.....Bill Brothers
- Director of Curriculum and Instruction John Olson
- Information TechnologyJosh Williams
- Student Services.....Debbie Land
- Facilities.....Mark Carver
- Superintendent and School Board Ted Roush

The workshop adjourned at 2:24 p.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
May 23, 2017

MINUTES

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie Music DePratter, and Administrative Secretary Karen Lager.

School Resource Officer Rachel Rodriguez was also present.

Chairman Taylor called the hearing to order at 5:55 p.m.

Assistant Superintendent of Instruction – Janene Fitzpatrick:

1. Final review of additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2016-2017. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) **(pg. 12)**

Mr. Taylor called for comments or questions regarding the additions and revisions to the Suwannee County School District Elementary and Secondary Student Progression Plans and there were none.

The hearing adjourned at 5:56 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
May 23, 2017

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 702 - 2nd Street, NW, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, Ed daSilva, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

School Resource Officer Rachel Rodriguez was also present.

Chairman Taylor called the meeting to order at 6:00 p.m.

Student remarks and pledge to the flag by Suwannee High School NJROTC student organization

Special Recognition by the Superintendent:

RIVEROAK Technical College

- SkillsUSA State Competition
 - Olivia Bruening – 1st Place in Masonry
 - Jakob Holub – 1st Place in Carpentry
 - Dixie Randolph – 3rd Place in Culinary

Suwannee High School

- Alexandor McMillan
 - Selected to participate in the University of Florida's Student Science Training Program (UF SSTP)

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

MOTION by Mr. White, second by Mr. daSilva, for approval of the Consent Agenda. 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. 13-40)**

April 11, 2017	- Workshop Session
	- Special Meeting
	- Expulsion Issues Hearing (Private)
April 25, 2017	- Regular Meeting

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

3. The following bills for the period April 1-30, 2017:

<u>General Fund</u>	
#166212 - 166498	\$ 1,736,026.65
Electronic Fund Transfers	<u>2,108,465.52</u>
	\$ 3,844,492.17

<u>Federal Fund</u>	
#49299 - 49403	\$ 295,269.39
Electronic Fund Transfers	<u>414,195.99</u>
	\$ 709,465.38

Food Service Fund

#31496 - 31561	\$	181,174.34
Electronic Fund Transfers		<u>78,526.78</u>
	\$	259,701.12

LCIF

#7547 - 7557	\$	33,077.94
Electronic Fund Transfers		<u>3,859.75</u>
	\$	36,937.69

4. Approval of the following budget amendments for fiscal year 2016-2017:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-10	III-10	IV-8 (Food Service)
		IV-10 (Federal)

5. Approval for disposal of property as per the attached Property Disposition Form dated May 23, 2017. **(pgs. 41-48)**
6. 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.)

#2018-02	Suwannee County Public Schools Rate and Service Contract 2017-2018 between the Suwannee County School Board and Adrienne M. Burke-Godwin, d/b/a Tiny Praying Hands, LCCH for the Teen Age Parent Program (TAPP) (<i>Renewal</i>) (pgs. 49-64)
#2018-03	Suwannee County Public Schools Rate and Service Contract 2017-2018 between the Suwannee County School Board and Tawanna Bryant, d/b/a Tender Touch Learning Center LLC for the Teen Age Parent Program (TAPP) (<i>Renewal</i>) (pgs. 65-79)
#2018-04	Suwannee County Public Schools Rate and Service Contract 2017-2018 between the Suwannee County School Board and Bright Stars Academy, Inc. for the Teen Age Parent Program (TAPP) (<i>Renewal</i>) (pgs. 80-94)
#2018-05	Suwannee County Public Schools Rate and Service Contract 2017-2018 between the Suwannee County School Board and Renata Beasley, d/b/a Renata Beasley Large Family Childcare Home for the Teen Age Parent Program (TAPP) (<i>Renewal</i>) (pgs. 95-109)

- #2018-07 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Resolutions in Special Education, Inc. *(Renewal)* **(pgs. 110-123)**
- #2018-08 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Independent Training for the Blind, Inc. *(Renewal)* **(pgs. 124-136)**
- #2018-09 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and AMH Counseling PL *(Renewal)* **(pgs. 137-148)**
- #2018-10 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Palmer Physical Therapy, LLC *(Renewal/Revised)* **(pgs. 149-160)**
- #2018-11 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and ED-TRAKK, Inc. *(Renewal)* **(pgs. 161-172)**
- #2018-12 Clinical Education Agreement between the Suwannee County School Board Medical Secretary Program and Notami Hospitals of Florida, Inc., d/b/a Lake City Medical Center *(Renewal)* **(pgs. 173-185)**
- #2018-13 Clinical Education Agreement between the Suwannee County School Board Medical Secretary Program and ACV Health Services, LLC, Dowling Park, Florida *(Renewal)* **(pgs. 186-191)**
- #2018-14 Clinical Education Agreement between the Suwannee County School Board Medical Secretary Program and Dr. Anjana Rana, MD and Dr. Brij Rana, MD, d/b/a Anjana Rana Office, Jasper, Florida *(Renewal)* **(pgs. 192-197)**
- #2018-15 Clinical Education Agreement between the Suwannee County School Board Practical Nurse Education Program and Notami Hospitals of Florida, Inc., d/b/a Lake City Medical Center *(Renewal)* **(pgs. 198-208)**
- #2018-16 Clinical Education Agreement between the Suwannee County School Board Practical Nurse Education Program and Doctor's Memorial Hospital Inc., Perry, Florida *(Renewal)* **(pgs. 209-214)**

- #2018-17 Clinical Education Agreement between the Suwannee County School Board Practical Nurse Education Program and ACV Health Services, LLC, Dowling Park, Florida (*Renewal*) **(pgs. 215-220)**
- #2018-18 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Dr. Anjana Rana, MD and Dr. Brij Rana, MD, d/b/a Anjana Rana Office, Jasper, Florida (*Renewal*) **(pgs. 221-226)**
- #2018-19 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Andres R. Villar, MD, PA, d/b/a Children's Medical Center, Branford, Lake City, and Live Oak, Florida (*Renewal*) **(pgs. 227-232)**
- #2018-20 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and NF Suwannee, LLC, d/b/a Suwannee Health Care Center, Live Oak, Florida (*Renewal*) **(pgs. 233-238)**
- #2018-21 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Emory Medical Corporation, d/b/a Women's Center of Florida, Lake City, Florida (*Renewal*) **(pgs. 239-244)**
- #2018-22 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Hamilton Health Enterprises, Inc., d/b/a Suwannee Valley Nursing Center, Jasper, Florida (*Renewal*) **(pgs. 245-250)**
- #2018-23 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician Program and ACV Health Services, LLC, Dowling Park, Florida (*Renewal*) **(pgs. 251-256)**
- #2018-24 Clinical Education Agreement between the Suwannee County School Board Phlebotomy Program and Madison County Memorial Hospital (*Renewal*) **(pgs. 257-262)**
- #2018-25 Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and Notami Hospitals of Florida, Inc., d/b/a Lake City Medical Center (*Renewal*) **(pgs. 263-272)**

- #2018-26 Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and AMERE, d/b/a Lake City Surgery Center, LLC, Lake City, Florida *(Renewal)* **(pgs. 273-278)**
- #2018-27 Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and Doctor's Memorial Hospital Inc., Perry, Florida *(Renewal)* **(pgs. 279-284)**
- #2018-28 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Cheek & Scott Drugs, Inc., Live Oak, Lake City, and Jasper, Florida *(Renewal)* **(pgs. 285-290)**
- #2018-29 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Walgreen Company, Lake City, Florida *(Renewal)* **(pgs. 291-296)**
- #2018-30 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Walgreen Company, Live Oak, Florida *(Renewal)* **(pgs. 297-302)**
- #2018-31 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy of Branford, Inc. *(Renewal)* **(pgs. 303-308)**
- #2018-32 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy of Mayo, Inc. *(Renewal)* **(pgs. 309-314)**
- #2018-33 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy, Inc., Main Boulevard, Lake City, Florida *(Renewal)* **(pgs. 315-320)**
- #2018-34 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy #2 (West), U.S. Highway 90, Lake City, Florida *(Renewal)* **(pgs. 321-326)**
- #2018-35 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Advent Christian Village, Inc. *(Renewal)* **(pgs. 327-332)**
- #2018-36 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Notami Hospitals of Florida, Inc., d/b/a Lake City Medical Center *(Renewal)* **(pgs. 333-347)**

- #2018-37 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Baya Pharmacy, U.S. Highway 90, Lake City, Florida (*Renewal*) (pgs. 348-353)
- #2018-38 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Baya Pharmacy, Baya Drive, Lake City, Florida (*Renewal*) (pgs. 354-359)
- #2018-39 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Genoa, a QoL Healthcare Company, LLC, Lake City and Gainesville, Florida (*Renewal*) (pgs. 360-365)
- #2018-40 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Miles Consulting LLC (*Renewal*) (pgs. 366-378)
- #2018-41 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Joyce M. Warren (*Renewal*) (pgs. 379-392)
- #2018-42 Contractual Agreement for Professional Services-Outside Counsel between the Suwannee County School Board and Sniffen and Spellman, P.A., for providing continuing legal representation and counsel to the Superintendent and the Board (*Renewal*) (pgs. 393-395)

7. Approval for RIVEROAK Technical College SkillsUSA student team members to attend the SkillsUSA National Competition in Louisville, Kentucky, on June 18-24, 2017. (*Funded through Perkins Grant and funds raised by the SkillsUSA Team.*) (pg. 396)
8. The following presented for informational purposes out-of-state travel for the following employees: (pg. 397)

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
Derwin Bass	RTC	06/18-24/2017	SkillsUSA National Competition	Louisville, KY
Kimberly Thomas	RTC	06/18-24/2017	SkillsUSA National Competition	Louisville, KY

Funded by Perkins Grant and funds raised by the SkillsUSA Team.

9. Approval of the following student transfers for the 2016-2017 school year.
Parents will provide transportation.

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Dalton	Swords	SMS	BHS	6

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
William	Allison	Columbia	Suwannee	5
Bryar	Bailey	Columbia	Suwannee	PK
Liberty	Blanton	Columbia	Suwannee	10
Ava	Donoghue	Columbia	Suwannee	3
Porter	Donoghue	Columbia	Suwannee	K
Ellie	Duncan	Columbia	Suwannee	K
Emma	Duncan	Columbia	Suwannee	K
Mylie	Fernandez	Columbia	Suwannee	3
Damarion	Gordon	Columbia	Suwannee	K
DesRee	James	Columbia	Suwannee	1
Lillian	James	Columbia	Suwannee	PK
Austin	Knowles	Columbia	Suwannee	10
Zachary	Knowles	Columbia	Suwannee	K
Dylan	Luther	Columbia	Suwannee	K
Nathaniel	Merritt	Columbia	Suwannee	2
Annabelle	Morrison	Columbia	Suwannee	3
Emma	Morrison	Columbia	Suwannee	3
Sophia	Morrison	Columbia	Suwannee	3
Juliana	Ozbay	Columbia	Suwannee	4
Heaven	Perkins	Columbia	Suwannee	6
Adyn	Petit	Columbia	Suwannee	4
Karter	Pettrey	Columbia	Suwannee	K
Cherish	Randles	Columbia	Suwannee	3

FIRST NAME	LAST NAME	TO	FROM	GRADE
Leann	Randles	Columbia	Suwannee	1
Jeremy	Randles Jr.	Columbia	Suwannee	5
Aiden	Robinson	Columbia	Suwannee	2
Alana	Robinson	Columbia	Suwannee	2
John	Roth-Puckey	Columbia	Suwannee	3
Sammi	Roth-Puckey	Columbia	Suwannee	1
Liam	Szieberth	Columbia	Suwannee	K
Marissa	Riels	Suwannee	Lafayette	8
Miranda	Riels	Suwannee	Lafayette	8

REGULAR AGENDA

Assistant Superintendent of Administration – Bill Brothers:

1. Discussion and action regarding the selection of one School Board member to serve as a Legislative Liaison and one School Board member to serve as an Alternate Legislative Liaison on the FSBA Legislative Committee for the period July 1, 2017, through June 30, 2018. **(pg. 398)**

Nomination by Mr. daSilva, second by Ms. Cason, for Ronald White to serve as the Legislative Liaison on the FSBA Legislative Committee; and for Tim Alcorn to serve as the Alternate Legislative Liaison on the FSBA Legislative Committee.

MOTION CARRIED UNANIMOUSLY

Assistant Superintendent of Instruction – Janene Fitzpatrick:

2. MOTION by Mr. White, second by Mr. Alcorn, for approval of additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2016-2017. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) **(pg. 12)** MOTION CARRIED UNANIMOUSLY

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

3. MOTION by Mr. daSilva, second by Ms. Cason, for approval of the Suwannee County School District Career and Technical Education 2017 Teacher Externship Program (pgs. 399-403) MOTION CARRIED UNANIMOUSLY
4. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the following contract/agreement for the 2016-2017 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-101 Career and Technical Education, Career Pathways Articulation Agreement between Tallahassee Community College and Suwannee County School Board (for secondary school instruction) Administrative Office Specialist; Allied Health; Digital Design; and Nursing Assistant, Acute and Long Term Care (New) (pgs. 404-411)

MOTION CARRIED UNANIMOUSLY

Director of Facilities – Mark Carver:

5. MOTION by Mr. White, second by Ms. Cason, for approval of the following personnel item for the 2016-2017 school year:
 - a. Two additional day laborers to work on summer projects, for the Food Service Department, under the direction of the Director of Facilities (pg. 412)

MOTION CARRIED UNANIMOUSLY

Director of Transportation – Chris Landrum:

(Presented by Director of Facilities – Mark Carver)

6. MOTION by Mr. daSilva, second by Ms. Cason, for approval of the following personnel item for the 2016-2017 school year:
 - a. Add four school bus driver positions and four school bus attendant positions to transport ESE students attending school in the Suwannee County School District for the 2017 summer school term (*pending student participation*) (pg. 413)

MOTION CARRIED UNANIMOUSLY

Director of Human Resources – Walter Boatright:

7. MOTION by Mr. White, second by Mr. daSilva, for approval of the following personnel item for the 2016-2017 school year:
 - a. Overlap two contracts for the Principal of Branford High School position upon recommendation and acceptance by the applicant (Note: The overlap will be approximately one month and will end June 30, 2017.) (pg. 414)

MOTION CARRIED UNANIMOUSLY

8. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the Personnel Changes List, with the following change: Page 423, under Branford High School, remove Lynn Peaden, ESE Paraprofessional. (pgs. 415-430)
MOTION CARRIED UNANIMOUSLY

School Board Attorney – Leonard Dietzen:

9. Legal Counsel's Report – Mr. Dietzen announced that Ms. Delgado has requested a hearing regarding her suspension and recommend of termination. He stated that the hearing would need to be held on June 27. There is a chance that the hearing would go before an arbitrator, instead of the Board. He will inform the Board as soon as he knows which way to proceed.

Superintendent of Schools – Ted Roush:

10. Superintendent's Report

- Mr. Roush expressed his thanks and appreciation to Mrs. DePratter and the Finance Department for all their hard work in preparation for the General Fund Budget Workshop held today.

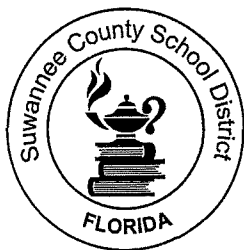
School Board Members:

11. Issues and concerns Board members may wish to discuss

- Mr. Alcorn questioned the status of the proposed purchase of the Heinking building and the upcoming final zoning hearing; he stated that a decision needs to be made on whether we are to proceed with the purchase. Mr. Roush responded that he felt we will be okay to proceed with the Heinking building purchase, as well as the proposed Branford property purchase. Mr. Alcorn asked about the Gordon Tractor Company and use of District property; Mr. Roush responded that the item will be placed on a future workshop agenda for discussion.
- Mr. daSilva asked about the monthly workshop on June 13. Mr. Roush stated that due to the earlier conversation held during the workshop today, he felt consensus of the Board would be to reschedule it to another date. Discussion followed. Consensus of the Board was to reschedule the monthly workshop to June 20, 2017.
- Mr. Taylor suggested that in the future all end of year activities be coordinated and scheduled better so that there are not a lot of different activities on the same date and/or time. Mr. Taylor mentioned that our District was able to save \$2.3M for the upcoming school year.

The meeting adjourned at 7:10 p.m.

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools 

FROM: Mark A. Carver, Director of Facilities 

THRU: Bill Brothers, Assistant Superintendent of Administration 

DATE: June 12, 2017

RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of Property Records Disposition Form for June 2017.

BACKGROUND:

Capitalized assets are obsolete or no longer serviceable.

2016-17 JUNE SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99000011	LINEMARKER	\$ 1,473.00	4/17/1997	FACILITIES	SURPLUS
99000280	PRINTER	\$ 2,221.00	4/23/1999	FACILITIES	SURPLUS
99000303	PLAYGROUND EQUIPMENT	\$ 8,806.08	6/10/1999	FACILITIES	SURPLUS
99000323	BOARD, BULLETIN	\$ 867.50	7/29/1999	FACILITIES	SURPLUS
99000789	CAMCORDER	\$ 995.00	3/5/1993	FACILITIES	SURPLUS
99001278	VCR	\$ 850.00	3/5/1986	FACILITIES	SURPLUS
99001279	CAMCORDER	\$ 1,200.00	3/5/1986	FACILITIES	SURPLUS
99001491	TABLE, WORK	\$ 900.00	6/21/1982	FACILITIES	SURPLUS
99001714	REFRIGERATOR	\$ 3,615.00	6/30/1993	FACILITIES	SURPLUS
99001964	AIR COMPRESSOR	\$ 1,200.00	6/21/1982	FACILITIES	SURPLUS
99002080	CART, LAWN & GARDEN	\$ 850.22	5/18/2000	FACILITIES	SURPLUS
99002508	COUNTER	\$ 2,354.00	3/7/2002	FACILITIES	SURPLUS
99002532	MOWER, BUSH HOG	\$ 6,596.25	6/28/2002	FACILITIES	SURPLUS
99002660	MOWER, FINISHING	\$ 6,232.10	8/29/2002	FACILITIES	SURPLUS
99002689	SANDER	\$ 1,950.00	10/10/2002	FACILITIES	SURPLUS
99002992	STEAMER	\$ 10,495.98	6/19/2003	FACILITIES	SURPLUS
99003003	DESK, COMPUTER	\$ 960.00	12/19/1991	FACILITIES	SURPLUS
99004599	STEAMER	\$ 10,757.17	8/14/2001	FACILITIES	SURPLUS
99005535	ICE MACHINE	\$ 2,678.00	6/7/2006	FACILITIES	SURPLUS
99005608	ICE MACHINE	\$ 1,969.00	7/1/2006	FACILITIES	SURPLUS
99005975	CHAIR, POSITIONING ESE	\$ 969.00	7/13/2007	FACILITIES	SURPLUS
99006009	CHAIR, POSITIONING ESE	\$ 969.00	7/13/2007	FACILITIES	SURPLUS
99006016	REFRIGERATOR	\$ 1,219.00	8/9/2007	FACILITIES	SURPLUS
99007302	CONVECTION STEAMER GAS	\$ 13,025.76	5/21/2010	FACILITIES	SURPLUS
99007447	CAMERA, DIGITAL	\$ 939.00	2/11/2011	FACILITIES	SURPLUS
99007716	OVEN, CONVECTION	\$ 800.00	4/2/2012	FACILITIES	SURPLUS

2016-17 JUNE SURPLUS ITEMS

99002648	CATALYST SWITCH 2950G	\$ 2,092.38	12/18/2002	TECHNOLOGY	SURPLUS
99002649	CATALYST SWITCH 2950G	\$ 2,092.38	12/18/2002	TECHNOLOGY	SURPLUS
99002650	CATALYST SWITCH 2950G	\$ 2,092.38	12/18/2002	TECHNOLOGY	SURPLUS
99002652	CATALYST SWITCH 2950G	\$ 2,092.38	12/18/2002	TECHNOLOGY	SURPLUS
99003926	CISCO 2950G-24PORT SWITCH	\$ 1,610.00	10/16/2003	TECHNOLOGY	SURPLUS
99003927	CISCO 2950G-24PORT SWITCH	\$ 1,610.00	10/16/2003	TECHNOLOGY	SURPLUS
99003932	CISCO 2950G-48PORT SWITCH	\$ 2,910.00	10/16/2003	TECHNOLOGY	SURPLUS
99003933	CISCO 2950G-48PORT SWITCH	\$ 2,910.00	10/16/2003	TECHNOLOGY	SURPLUS
99003996	CATALYST SWITCH 2950G	\$ 2,980.00	11/6/2003	TECHNOLOGY	SURPLUS
99004283	PRINTER, DESKJET	\$ 1,195.00	4/27/2001	TECHNOLOGY	SURPLUS
99004391	SCANNER COLOR PRINTER	\$ 797.00	7/19/2001	TECHNOLOGY	SURPLUS
99004672	CISCO 2950G-24PORT SWITCH	\$ 1,690.00	3/11/2004	TECHNOLOGY	SURPLUS
99004716	CATALYST SWITCH 2950G	\$ 1,610.00	3/25/2004	TECHNOLOGY	SURPLUS
99004734	PROJECTOR	\$ 975.00	5/13/2004	TECHNOLOGY	SURPLUS
99004760	PRINTER, LASER	\$ 994.00	6/24/2004	TECHNOLOGY	SURPLUS
99004861	CATALYST SWITCH 2950G	\$ 1,610.00	11/11/2004	TECHNOLOGY	SURPLUS
99004889	HP CLR LJ 2500N PRINTER	\$ 871.00	12/9/2004	TECHNOLOGY	SURPLUS
99005002	CISCO 2950G-48PORT SWITCH	\$ 2,900.00	4/8/2005	TECHNOLOGY	SURPLUS
99005003	CISCO 2950G-48PORT SWITCH	\$ 2,900.00	4/8/2005	TECHNOLOGY	SURPLUS
99005009	CISCO 2950G-48PORT SWITCH	\$ 2,900.00	4/8/2005	TECHNOLOGY	SURPLUS
99005118	CISCO 2950G-24PORT SWITCH	\$ 1,500.00	7/21/2005	TECHNOLOGY	SURPLUS
99005120	CISCO 2950G-24PORT SWITCH	\$ 1,500.00	7/21/2005	TECHNOLOGY	SURPLUS
99005127	CISCO 2950G-24PORT SWITCH	\$ 1,500.00	7/21/2005	TECHNOLOGY	SURPLUS
99005130	CISCO 2950G-24PORT SWITCH	\$ 1,500.00	7/21/2005	TECHNOLOGY	SURPLUS
99005133	CISCO 2950G-48PORT SWITCH	\$ 2,750.00	7/21/2005	TECHNOLOGY	SURPLUS

2016-17 JUNE SURPLUS ITEMS

99005248	COMPUTER, LAPTOP	\$ 903.43	11/30/2005	TECHNOLOGY	SURPLUS
99005290	PRINTER	\$ 828.00	10/20/2005	TECHNOLOGY	SURPLUS
99005336	COMPUTER, LAPTOP	\$ 1,581.42	1/27/2006	TECHNOLOGY	SURPLUS
99005907	COMPUTER, LAPTOP	\$ 1,067.00	3/29/2007	TECHNOLOGY	SURPLUS
99005999	COMPUTER, LAPTOP	\$ 867.83	7/13/2007	TECHNOLOGY	SURPLUS
99006012	PROJECTOR	\$ 945.00	9/14/2007	TECHNOLOGY	SURPLUS
99006316	IMAC/MACBOOK	\$ 1,087.96	5/14/2008	TECHNOLOGY	SURPLUS
99006380	IMAC/MACBOOK	\$ 1,087.96	5/14/2008	TECHNOLOGY	SURPLUS
99006386	IMAC/MACBOOK	\$ 1,087.96	5/14/2008	TECHNOLOGY	SURPLUS
99006398	IMAC/MACBOOK	\$ 1,087.96	5/14/2008	TECHNOLOGY	SURPLUS
99006443	COMPUTER, LAPTOP	\$ 949.00	6/30/2008	TECHNOLOGY	SURPLUS
99006461	COMPUTER, LAPTOP	\$ 1,784.99	8/14/2008	TECHNOLOGY	SURPLUS
99006512	PRINTER	\$ 3,789.84	12/18/2008	TECHNOLOGY	SURPLUS
99006550	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006557	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006560	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006561	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006562	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006563	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006564	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006565	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006566	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006567	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006568	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006569	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS

2016-17 JUNE SURPLUS ITEMS

99006570	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006571	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006573	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006574	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006575	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006577	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006578	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006579	COMPUTER, LAPTOP	\$ 815.00	3/27/2009	TECHNOLOGY	SURPLUS
99006642	COMPUTER, LAPTOP W DOCKIN	\$ 1,399.14	4/8/2009	TECHNOLOGY	SURPLUS
99006680	COMPUTER, LAPTOP	\$ 887.00	4/24/2009	TECHNOLOGY	SURPLUS
99006768	COMPUTER, NOTEBOOK	\$ 1,013.15	7/29/2009	TECHNOLOGY	SURPLUS
99006771	COMPUTER, NOTEBOOK	\$ 1,013.15	7/29/2009	TECHNOLOGY	SURPLUS
99006774	COMPUTER, NOTEBOOK	\$ 1,013.15	7/29/2009	TECHNOLOGY	SURPLUS
99006778	COMPUTER, NOTEBOOK	\$ 1,013.15	7/29/2009	TECHNOLOGY	SURPLUS
99006785	COMPUTER, NOTEBOOK	\$ 1,013.15	7/29/2009	TECHNOLOGY	SURPLUS
99006924	MACBOOK	\$ 932.00	10/30/2009	TECHNOLOGY	SURPLUS
99007021	COMPUTER, LAPTOP	\$ 1,138.00	4/8/2010	TECHNOLOGY	SURPLUS
99007082	COMPUTER, NOTEBOOK	\$ 916.48	8/31/2009	TECHNOLOGY	SURPLUS
99007086	COMPUTER, NOTEBOOK	\$ 916.48	8/31/2009	TECHNOLOGY	SURPLUS
99007088	COMPUTER, NOTEBOOK	\$ 916.48	8/31/2009	TECHNOLOGY	SURPLUS
99007089	COMPUTER, NOTEBOOK	\$ 916.48	8/31/2009	TECHNOLOGY	SURPLUS
99007091	COMPUTER, NOTEBOOK	\$ 916.48	8/31/2009	TECHNOLOGY	SURPLUS
99007096	COMPUTER, LAPTOP W DOCKIN	\$ 840.00	2/17/2010	TECHNOLOGY	SURPLUS
99007127	COMPUTER, NOTEBOOK	\$ 949.00	3/24/2010	TECHNOLOGY	SURPLUS
99007128	COMPUTER, NOTEBOOK	\$ 949.00	3/24/2010	TECHNOLOGY	SURPLUS

2016-17 JUNE SURPLUS ITEMS

99007187	COMPUTER, LAPTOP	\$ 990.00	6/4/2010	TECHNOLOGY	SURPLUS
99007232	COMPUTER, LAPTOP	\$ 990.00	6/4/2010	TECHNOLOGY	SURPLUS
99007369	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007373	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007375	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007377	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007381	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007382	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007384	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007385	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007387	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007388	COMPUTER, NOTEBOOK	\$ 1,040.00	9/1/2010	TECHNOLOGY	SURPLUS
99007476	PLOTTER (POSTER PRINTER)	\$ 1,999.00	10/31/2011	TECHNOLOGY	SURPLUS
99007628	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007629	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007630	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007631	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007632	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007633	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007635	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007636	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007637	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007638	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007639	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007640	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS

2016-17 JUNE SURPLUS ITEMS

99007644	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007646	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007647	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007648	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007649	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007651	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007653	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007655	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007656	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007657	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007659	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007660	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007661	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007663	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007664	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007665	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007666	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007667	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007668	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007669	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007671	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007672	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007673	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007675	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007676	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS

2016-17 JUNE SURPLUS ITEMS

99007677	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007678	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007679	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007682	COMPUTER, LAPTOP W DOCKIN	\$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99001711	FREEZER	\$ 3,165.00	6/30/1993	BHS	SURPLUS
99001712	FREEZER	\$ 2,600.00	6/30/1993	BHS	SURPLUS
99004600	KETTLE	\$ 8,209.79	8/16/2001	SPS	SURPLUS
99004768	REACH IN FREEZER	\$ 2,978.50	6/30/2004	SPS	SURPLUS
TOTAL		\$ 248,315.51			

Requested By:



MARK A CARVER,
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

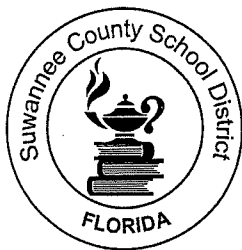
SUPERINTENDENT

6/27/2017

DATE

BOARD CHAIRMAN

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools 
FROM: Vickie DePratter, Chief Financial Officer 
DATE: June 1, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract/agreement for the 2017-2018 school year:

#2018-43 North East Florida Educational Consortium (NEFEC) 2017-2018
Membership Master Contractual Agreement between the District
School Board of Suwannee County and the District School Board of
Putnam County on behalf of NEFEC (Renewal)

BACKGROUND:

NEFEC Membership Resolution Main Contract #731-18-051; Attachments #18-051-A1; #18-051-A6; #18-051-A27; and #18-051-A43.

This contract is for the purpose of providing services and/or products that may not be otherwise available to the Board or provided with greater efficiency at less cost.

**North East Florida Educational Consortium
2017-2018 Membership**

This signature page is incorporated into and subject to all terms and conditions of the master contractual agreement between the District School Board of Suwannee County and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium.

Suwannee County District Schools is participating in the following programs for 2017-2018:

Program:	Fee:
NEFEC Membership: Resolution Main Contract #731-18-051	\$18,278.65
Instructional Services Program (ISP) - #18-051-A1	\$2,500.00 base + \$4.50 per FTE = \$29,631.00
Educational Technology Services - #18-051-A6	\$25,000.00 base + \$38.00 per FTE in excess of 1,100 = \$39,252.00 SY2017-18 Lease Purchase = \$22,028.00 Skyward Annual License Fee = \$9,909.00
Building Code Inspection - #18-051-A27	\$26,952.31
Human Resources Management Network - #18-051-A43	\$5,179.14

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties, set their hands and seal on this the 27th, day of June, 2017.

APPROVED AND RECOMMENDED FOR SIGNING

District School Board of Suwannee County

District School Board of Putnam County

by Ted Roush, Superintendent

by Richard M. Surrency, Sr. Ed.D., Superintendent

Dated: _____

Dated: 5/2/17

by Jerry Taylor, Chairperson

by Jane T. Crawford, Chairperson

Dated: _____

Dated: 5/2/17

North East Florida Educational Consortium

by Dr. Patrick J. Wnek, Executive Director

"Approved as to Form and Sufficiency

BY _____ Dated: 5/2/17

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

RESOLUTION

A RESOLUTION OF THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, ADOPTING A PLAN FOR COOPERATING WITH SCHOOL BOARDS OF OTHER DISTRICTS IN THIS STATE AND ESTABLISHING A PROCEDURE AND CONDITIONS FOR SUCH OPERATION OF AN EDUCATIONAL CONSORTIUM, AND CONTRACT FOR THE PURCHASE OF CERTAIN MATERIALS, SUPPLIES, EQUIPMENT, AND SERVICES TO BE USED OR PERFORMED IN RESPECTIVE SCHOOL SYSTEMS.

WHEREAS, the District School Board of Suwannee County, Florida has the power and the duty among other responsibilities to cooperate with other agencies in joint projects, programs and services through participation in an Educational Consortium, when it is in the best interest of the educational system and the taxpayers of Suwannee County and for the best interest of the educational system and the school children in meeting the school districts needs, and

WHEREAS, it is necessary to adopt plans for cooperating with school boards of other districts in this State, and in order to initiate this cooperation and these plans it is necessary that the Consortium be initiated by resolutions spread upon the minutes of each school board concerned, and

WHEREAS, the school boards of applying counties accepted by the boards including Baker, Bradford, Columbia, Dixie, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Nassau, Putnam, Suwannee and Union Counties, P.K. Yonge Developmental Research School, and the Florida School for the Deaf and the Blind, plus any other who adopts a like resolution, agree to participate and are approved as a member by the Board of Directors, hereinafter called the Cooperating Boards, have expressed a desire to enter into a collaboration of separate public entities (which is not a partnership, and in which none of the collaborating institutions may incur debt on behalf of any of the others or bind any of the others in contract, and which collaboration is called the "Consortium" or "Educational Consortium") through which the participating counties may jointly perform, bid, contract for, and purchase certain materials, supplies, equipment, and services to be used in respective school systems and operate programs as authorized and permitted by law and State Board of Education Rules including, but not limited to, those listed in Section I of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, IN A REGULAR SESSION ON June 27, 2017, AT THE SUWANNEE COUNTY SCHOOL ADMINISTRATION BUILDING,

Live Oak, FLORIDA, AS FOLLOWS:

SECTION 1. That the District School Board of Suwannee County, Florida, does hereby determine that it is in the best interest of the taxpayers and students of Suwannee County to cooperate with other counties in the operation of an Educational Consortium which shall include, but not be limited to bidding, contracting, and purchasing arrangements pursuant to a plan to implement the following services and/or programs:

- (a) Grants (federal, state, and private): *pursuant to eligibility*
 - FDLRS (Florida Diagnostic and Learning Resources System): *no cost / grant funded*
 - TIF SEEC: *no cost / grant funded*
 - FDLRS Statewide Administration Project: *no cost / grant funded*
 - Institute for Small and Rural Districts: *no cost / grant funded*
- (b) Instructional Services Program: *contracted services*
 - Opportunity to participate in any grant written in FY 17-18: *pursuant to eligibility requirements.*
 - Master Inservice Plan Development, including endorsement and add-on certification.
 - Leadership Plan Development
 - Professional Development Certification Program
 - Textbook adoption for core areas
 - grant writing support
 - NOEL initiatives
 - technical and implementation assistance for legislative mandates
 - College and Career Readiness Initiative
 - Principal Leadership Academy: *per participant fee*
 - Aspiring Leaders Program: *per participant fee*
 - Inter-rater Reliability: *per participant fee*
 - E-Learning professional development: *per participant fee – discounted rate*
 - Florida Standards professional development
 - BODLDP (Board of Directors Leadership Development Program)
 - Data Profile

- (c) Student Testing: *contracted services*
- (d) Risk Management: *contracted services*
- (e) Policy Development, Revision, and Update Service: *no cost/supported via NEFEC (approx. value of \$5K per district for revision and annual update)*
- (f) Printing Services: *discounted printing services*
- (g) Educational Technology Services: *contracted services*
(student information, human resources, finance)
- (h) Human Resources Management Network: *partially supported by NEFEC/contracted services*
- (i) Public Relations/Web Services: *no cost / supported via NEFEC*
- (j) Legislative Network Services: *partially supported by NEFEC funding/membership fee*
- (k) Building Code Program: *contracted services*
- (l) Information Technology: *contracted services*
- (m) Virtual Instruction Program: *contracted services*
- (n) Any other services or programs deemed necessary by the Board of Directors of the Consortium

Each school district shall have the option of participating in any or all of the above services and/or programs through individual contracts unless otherwise specified in this Resolution.

SECTION 2. That the Board agrees to accept the procedures adopted by the participating boards and agrees to be bound by any contracts and bids once they have been let or executed.

SECTION 3. That the District School Board of Suwannee County, Florida, does hereby agree that the Educational Consortium shall be managed by an Executive Director and all policies will be set by the Board of Directors, composed of the Superintendents (or equivalent position) of the participating school districts. All personnel employed by the District School Board of Putnam County (the host school district or district of record), on behalf of the Educational Consortium, will be governed by the host school district school board's policies.

SECTION 4. That Educational Consortium business office and physical operation will be located in Putnam County, Florida.

SECTION 5. That Board of Directors shall determine the needed services, products and/or programs; establish the charge for services rendered by the Educational Consortium to the Cooperating Boards or other School Boards availing themselves of the services offered by the Educational

Consortium; set policies; recommend the establishment of positions and individuals for appointment to the district of record; and establish a uniform method for participating school districts to evaluate services and/or programs provided.

SECTION 6. That all procedures, contracts and bidding shall comply with all applicable State Laws, State Board of Education Rules, and policies of the District School Board wherein the business office of the Educational Consortium is located.

SECTION 7. That the member school district shall pay a base assessment of \$2,725.00 plus \$1.85 per unweighted FTE, based on October, 2016, FTE enrollment figures, for the general operation of the Consortium, \$900.00 for Indirect Cost fees to be rebated to Putnam County District Schools, serving as Fiscal Agent, and a base assessment of \$3,500.00 for participation in the NEFEC Legislative Network Services Program.

SECTION 8. This resolution and the agreement set forth herein shall be in full force and effect for the 2017-2018 fiscal year, at which time this agreement shall become null and void, unless affirmative action by appropriate resolution is taken by each and all the school boards participating in the Educational Consortium.

SECTION 9. That this agreement between the cooperating school boards of the Educational Consortium, as set forth in this resolution, will be in operation and effective from July 1, 2017, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in this Consortium shall be binding from said date of July 1, 2017.

SECTION 10. The official name of the Educational Consortium is North East Florida Educational Consortium and has been in existence since July 1, 1976.

CONTRACTUAL AGREEMENT

731-18-051

The District School Board of Suwannee County

AND

The District School Board of Putnam County on behalf of the

North East Florida Educational Consortium

THIS CONTRACT between the District School Board of Suwannee County, herein referred to as the **BOARD**, and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium, herein referred to as the **CONSORTIUM**, is for the purpose of: providing services and/or products that may not be otherwise available to the Board or provided with greater efficiency at less cost. Such services and/or products are more specifically described in subsequent contract attachments which, upon approval, become a part of this contract.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the above described parties covenant and agree as follows:

1. The above stated recital is true and correct and is incorporated herein by reference as a Contract term.
2. This contract shall begin on July 1, 2017. All work shall be completed by June 30, 2018, unless otherwise indicated in specific attachments.
3. No payment will be invoiced or paid for any work performed after June 30, 2018, unless otherwise indicated in specific attachments.
4. The Consortium shall be in compliance with the following:
 - (a) Title 42 United States Code Section 2000d (Section 601, Title VI, Civil Rights Act of 1964, as amended). The Consortium shall be in compliance with Sections 1011.62 and 1012.98 as amended by Florida Statutes and State Board Rules where applicable.
 - (b) Title 29 United States Code Section 794 (Section 504, Rehabilitation Act of 1973, as amended).
 - (c) Title 20 United States Code Section 1681 (Section 901, Title IX, Pub. L. 92-318, prohibiting discrimination on the basis of sex) unless the Consortium has been declared exempt or deferred from these provisions.

Performance by the Board of any of its obligations under this contract shall be subject to the Consortium's compliance with such provisions.

5. The performance by the Board of any of its obligations under this contract shall be subject to and contingent upon the availability of monies lawfully applicable for such purposes. If the Board deems, at any time during the term of the contract, that monies lawfully applicable to any attachment to this contract shall not be available for the remainder of the term, the Board shall immediately so notify the Consortium by phone, fax or e-mail to be followed in writing no less than five (5) days after the determination, whereupon the obligations of the parties herein shall end upon the giving of such notice, and such attachments of this contract shall be considered as canceled by mutual consent as provided in Paragraph 5.
6. Upon Contract cancellation, only the costs actually accrued to the date of cancellation will be due and payable and all work completed and paid for prior to the effective date of the cancellation of the contract will become the property of the Board and will be turned over promptly by the Consortium. Any services(s) and/or product(s) reflected in the attachments to this contract may, in addition to the reason provided in paragraph 4, above, be canceled only by:
 - (a) mutual consent of both parties, or
 - (b) either party upon giving ninety (90) days written notice to the other, unless otherwise indicated in specific attachments.
7. Should the Consortium be unable to deliver as required in this contract, the Consortium may propose a contract amendment. There is no obligation on the part of the Board to concur in such a proposal or to accept late delivery of any product except and unless the failure to deliver is due to an "act of God" or "force majeure". An "act of God" or "force majeure" is defined as An "act of God" or "force majeure" is defined for purposes of this contract as strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, floods, washouts, explosions, earthquakes, fire, storms, weather (including wet grounds or inclement weather which prevents construction), acts of the public enemy, wars, insurrections and any other cause not reasonably within the control of the Consortium and which by the exercise of due diligence the Consortium is unable, wholly or in part, to prevent or overcome. Unless this contract is properly amended, in the event of non-delivery, all liability for payments for the product(s) by the Board shall expire on the day following the specified due date.
8. This contract may be changed or modified only by an amendment executed in the same

manner as the original.

9. This is a flat fee contract. No amounts will be due, nor will there be any Board obligation, except for payments specified to be made, and then only if products are delivered on or before the date(s) specified or as may be amended pursuant to other provisions in this contract.
10. The Consortium shall provide to the Board written progress reports for each attachment to the contract as may be reasonably requested. Invoices shall be prepared for the amount due as specified in each attachment to the contract and delivered to the district administrator with appropriate reports and/or products. The district administrator will review each report and/or product and confirm to the finance officer over his/her signature on the invoice accompanying such progress and/or final reports that all obligations of the Consortium have been met pursuant to the contract and that payment should be made according to such invoices.
11. The Board agrees as follows:
 - (a) To cooperate in all matters requiring concurrences or approval.
 - (b) To designate in writing to the Consortium a district administrator to act for the Board in all matters pertaining to this contract up to and including all reports, drafts, products and invoices.
 - (c) To pay to the Consortium the amount indicated in each attachment for the product(s) and/or services(s) reflected therein. All payments are due in forty (40) days from the date on the invoice, in accordance to 215.422, Florida Statue. If payment is not made within ninety (90) days service(s) will be discontinued, unless brought to the NEFEC Board's attention for further action.
12. The Consortium agrees to provide the products(s) and/or services(s) as per each attachment to this contract.
13. Each Attachment to this Contract is incorporated by reference herein. Any additional Attachments, executed after the effective date of this Contract, shall be incorporated into this Contract. Said Attachments shall have a signature page and appropriate reference to this Contract.
14. If a conflict arises between the terms of any Attachment and this Contract, the terms of the Attachment shall control.

15. In cases whereby the North East Florida Educational Consortium receives federal grant dollars and disburses those funds to districts through cash advances and cost reimbursements, the following rules and regulations apply:

Subject to the receipt of these funds from the Florida Department of Education and/or the United States Department of Education, the Consortium agrees to compensate the Board, on a cost-reimbursable or cash advance basis. This decision is based upon the specific language in the federal project awarded to the Consortium.

16. This contract is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Sections 287.058, 287.0582, and 215.422, Florida Statutes:

287.058

(1)

- (a) All bills for fees or other compensation for services must be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- (b) All bills for any travel expenses must be submitted in accordance with Section 112.061, Florida Statutes.
- (c) This contract may be unilaterally canceled by either party hereto if the other party refuses to allow public access to all documents, papers, letters, or other material subject to the provision of chapter 119, Florida Statutes, and made or received by such party in conjunction with this contract.

- (2) An authorized representative of the agency head and the Consortium, prior to the rendering of any contractual service, shall sign the written contract.

287.0582 - The State of Florida's performance obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

215.422 - Agencies have five (5) working days to inspect and approve goods and services, unless the bid specifications, purchase order or contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within forty (40) days, measured from the date the invoice is received or the goods or services are received, inspected and approved, whichever is later, a separate interest penalty set by the Comptroller pursuant to Section

55.03, Florida Statutes will be due and payable in addition to the invoice amount. Payments to health care providers for hospitals, medical or other health care services shall be made not more than thirty-five (35) days from the date eligibility for payment is determined. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency.

17. The parties recognize and agree the Consortium is a public entity and is therefore subject to the limitations of liability under the provisions of Sovereign Immunity. All provisions in this contract and any of its attachments or amendments shall be subject to the State of Florida law pertaining to Sovereign Immunity notwithstanding anything to the contrary contained in such documents.

18. LIMITATION OF LIABILITY, WARRANTY, APPLICABLE LAW:

The Consortium shall not be liable to the Board or any third party for any incidental, indirect, exemplary, special or consequential damages, under any circumstances, including, but not limited to, lost revenue or savings, loss of goodwill, or the loss of use of any data, even if the Consortium had been advised of, knew, or should have known, of the possibility thereof. Under no circumstances shall the Consortium's aggregate cumulative liability hereunder, whether in contract, tort, or otherwise, exceed the total amount of fees actually paid by the Board under this annual agreement. The Board acknowledges that the fees paid reflect the allocation of risk set forth in this agreement and that the Consortium would not enter into this agreement without these limitations on its liability.

All software and services are provided "as is" without any warranty whatsoever, including but not limited to any functionality. The Board recognizes that the "as is" clause of this agreement is an important part of the basis of this agreement, without which the Consortium would not have agreed to enter this agreement. Consortium disclaims all warranties, express, implied, or statutory, regarding the software and services, including any warranties of merchantability, fitness for a particular purpose, title, and non-infringement. No representation or other affirmation of fact regarding software and services shall be deemed a warranty for any purpose or give rise to any liability whatsoever. The Board acknowledges that they have relied on no warranties or statements other than as may be set forth herein. It is understood that this agreement includes a release of all known and unknown claims. To the extent permitted by law, the Consortium warrants that any works provided under the agreement do not violate the copyright rights of any third parties and assumes liability for any claims relating to

copyright infringement.

This Agreement and any dispute arising hereunder shall be construed in accordance with the laws of the State of Florida without regard to principles of conflict of laws. For the purpose of this Agreement, the Board consents to the personal jurisdiction and venue of the state courts located in Palatka, Putnam County, Florida. If any provision of this Agreement is prohibited by law or held to be unenforceable, the remaining provisions hereof shall not be affected, and this Agreement shall continue in full force and effect as if such unenforceable provision had never constituted a part hereof, and the unenforceable provision shall be automatically amended to so as to best accomplish the objectives of such unenforceable provision within the limits of applicable law. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument. Any waiver of a provision of this Agreement must be in writing and signed by the party to be charged. A valid waiver hereunder shall not be interpreted to be a waiver of that obligation in the future or any other obligation under this Agreement. Subject to the terms of valid attachments, this Agreement constitutes the entire agreement between the parties related to the subject matter hereof, supersedes any prior or contemporaneous agreement between the parties relating to the software and services and shall not be changed except by written agreement signed by an officer of the Consortium.

19. LEGAL RELATIONSHIPS

The North East Florida Educational Consortium is a regional consortium service organization formed in 1976 with all of the duties and responsibilities as outlined in F.S. 1001.451. The Putnam County School Board is the legal entity designated to act as the parent state agency for NEFEC with the power to enter into contracts for the use and benefit of all Consortium members and participating school boards.

The District School Board of Suwannee County has elected to contract with the Consortium as its agent for the procurement of various services and /or products more specifically described in subsequent contract attachments, which, upon approval become a part of this contract. If any contract entered into by the Putnam County School Board on behalf of the Consortium for the use and benefit of a participating School Board needs to be enforced the parties agree that each member School Board will hire its own counsel and bear its own costs and fees in enforcing the terms of the contract unless a different agreement is reached between the parties.

SCSB 2018-43 (REVISED/RENEWAL)

ATTACHMENT #18-051-A1 TO CONTRACT # 731-18-051 BETWEEN THE SUWANNEE COUNTY DISTRICT SCHOOL BOARD, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS THE CONTRACTOR, TO PROVIDE INSTRUCTIONAL SERVICES PROGRAMS JULY 1, 2017 TO JUNE 30, 2018:

I. OBLIGATIONS OF THE CONTRACTOR:

The North East Florida Educational Consortium Instructional Services Program agrees to provide the Suwannee County District School Board for a base fee of \$2,500, plus \$4.50 per FTE, based on the previous October enrollment figures, the following services:

- A. To coordinate the North East Florida Educational Consortium Organization of Educational Leaders (NOEL) meetings. The meetings will provide district instructional administrative staff with opportunities for networking, sharing effective practices and Florida Department of Education updates.
- B. To coordinate networking meetings for district title directors and district data representatives.
- C. To provide regional technical assistance in the implementation of legislative mandates and Florida Department of Education initiatives such as Florida Standards, performance appraisal systems, district reading requirements, graduation requirements, and virtual instruction.
- D. To provide facilitation and coordination of the development of plans required by both Florida Statutes and the Florida Department of Education. This includes the master inservice plan, professional development system, endorsement plans, and leadership development plans.
- E. To provide regional grant writing and district grant support through template development. Grant writing assistance will include state, federal, and foundation proposals.
- F. To seek legislative funding for local initiatives as directed by the NOELs and/or NEFEC Board of Directors. These initiatives may include English/Language Arts, Leadership, Science, Technology, Engineering and Math (STEM), College & Career Readiness, and Educator Quality.
- G. To provide access to online educational resources through the NEFEC website, adobe connect, and NEFEC's Professional Learning System (PLuS).
- H. To facilitate the implementation of a regional professional development certification program.
- I. To facilitate a College and Career Readiness Network to address needs identified by member districts. This includes coordination of two counselor forums.
- J. To coordinate the textbook adoption process for core subject areas. Coordination includes an evaluation process, the coordination of vendors, compilation of data and distribution of data summaries.
- K. To provide online professional learning at a reduced rate.
- L. To coordinate and provide regional face to face professional development when appropriate.
- M. To provide access to professional learning through established partnerships.
- N. To facilitate and support the Board of Directors Leadership Development Project (BODLDP).

II. OBLIGATIONS OF THE BOARD:

The Suwannee County District School Board agrees:

- A. To cooperate expeditiously in all matters requiring concurrence or approval in order that the contractor will not be unduly delayed in performing contractual obligations.
- B. The Board designates Janene Fitzpatrick a staff member of the Suwannee County District School Board, to act on behalf of the Board in all matters in connection with this Contract Attachment and approve all reports, drafts, and invoices.
- C. To participate in the NEFEC Organization of Educational Leaders (NOEL).
- D. To serve in an advisory capacity to NEFEC's Instructional Services Department
- E. To assist in planning, coordinating, and evaluating Instructional Services Program functions.
- F. To pay to the Contractor \$29,631.00 which represents a base fee of \$2,500, plus \$4.50 per FTE, based on the previous October enrollment figures. Payments will be due on a semester basis. One-half of the total amount will be invoiced following the signing of this Contract; the remaining amount will be invoiced in January 2018.

ATTACHMENT #18-051-A6 TO CONTRACT #731-18-051 BETWEEN THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, HEREIN REFERRED TO AS THE LESSEE, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS THE LESSOR, FOR THE LEASE-PURCHASE OF ENTERPRISE RESOURCE SOFTWARE PURSUANT TO F.S.1011.71 (2) (d).

This ENTERPRISE RESOURCE SOFTWARE LEASE-PURCHASE AGREEMENT is entered into, by and between the Lessor and the Lessee, to lease its Enterprise Resource Software Product(s) set forth in Section IX of this contract attachment. Effective July 1, 2017, upon the terms and conditions hereinafter set forth, for the consideration stated herein.

I. TERMS AND CONDITIONS

Lessor leases to Lessee and Lessee hereby hires and takes from Lessor the personal property consisting of certain proprietary computer software as set forth in Section IX of this contract attachment which shall include all replacement parts, additions, upgrades and maintenance (hereinafter referred to as the "Software").

II. LIMITED WARRANTY

Lessor makes no warranties (express, implied or statutory) with respect to the Software and the accompanying written materials including, but not limited to, any implied warranties or merchantability or fitness for a particular purpose. In no event will Lessor be liable to Lessee for any direct or indirect damages including loss of profits, lost savings, loss of data, or other special incidental or consequential damages arising out of Lessee's use of or inability to use the Software. In no event, will Lessor's liability exceed the amount of the lease payments charged.

III. TERM

The original term of this Lease-Purchase shall commence on July 1, 2017 and shall terminate June 30, 2022.

IV. NON-APPROPRIATION

In the event the Lessee is not granted funds in future fiscal years for the Software subject to the Agreement or for Software which is functionally similar to the Software and operating funds are not otherwise available to the Lessee to pay the Lease due under the Agreement, and there is no other legal procedure of available funds by or with which payments can be made to the Lessor, and the appropriation did not result from an act or omission by the Lessee, the Lessee shall have the right to terminate the Agreement on the last day of the fiscal period for which appropriation were received. At least thirty (30) days prior to the end of the Lessee's fiscal year, the Lessee's legal counsel shall certify in writing that (a) funds have not been appropriated for the next fiscal year; (b) such non-appropriation did not result from any act or failure to act by the Lessee; and (c) the Lessee has exhausted all funds legally available for payment of the Lease.

V. INDEMNITY

Lessee shall indemnify and hold Lessor harmless of and from any and all claims, losses, liabilities (including negligence, tort and strict liability), damages, judgments, suits or legal proceedings, including court costs, expenses and reasonable attorney's fees, related to the use of the Software, provided however that Lessor shall indemnify and hold Lessee harmless to the same degree expressed herein from any claim that Lessee's use of the software violates the intellectual property rights of another.

VI. TITLE

All of the Software shall remain personal property and the title thereto shall remain with the Lessor for the term of this Lease-Purchase agreement. Lessee shall keep the Software free from any and all judgments, liens and encumbrances. Lessee shall give Lessor immediate notice of the attachment or other judicial process, lien or encumbrance affecting the Software and shall indemnify and save Lessor harmless of and from any loss or damage caused thereby. At the conclusion of this agreement Lessor agrees to grant title of Skyward Enterprise Resource Software to Lessee.

VII. EARLY TERMINATION

In the event Lessee desires to terminate this agreement prior to June 30, 2019, for any reason other than non-appropriation as defined in Section IV of the agreement, Lessee must give notice of one fiscal year to Lessor of their intentions to terminate. Lessee will be responsible for all remaining financial obligations as illustrated in Exhibit A.

VIII. CONFIDENTIALITY

To the extent allowed by Florida law, during the course of this Agreement, either party may have or may be provided access to the other's proprietary items or confidential information ("Confidential Information"). Each party agrees to maintain the confidentiality of the other's Confidential Information in accordance with this provision and any separate nondisclosure agreement that expressly references the disclosure(s) between Lessor and Lessee. At a minimum, each party agrees that it shall not make the other's Confidential Information available to any third party without the written consent of the other and that title and ownership of the Confidential Information provided by one party to the other shall remain the exclusive property of that party who has the right to possess the Confidential Information.

IX. OBLIGATIONS OF THE LESSOR

The Lessor hereby agrees:

- A. To procure, install, test and implement the Skyward fully integrated Finance, Human Resource and Payroll enterprise resource software system.
- B. To provide hosting capabilities that support the Skyward fully integrated Finance, Human Resource and Payroll software system.
- C. To ensure Skyward enterprise resource software system is capable of complying with all existing State mandated reporting requirements of school districts.
- D. To provide Tier 1 technical support and training for the Skyward enterprise resource software system.
- E. To provide hardware and infrastructure necessary to store Board data, provide access to such data on demand and successfully execute the data functions of the school district.

- F. To provide disaster recovery measures which include:
 - 1. Active replication of district's data files from host to off-site Disaster Recovery site
 - 2. Daily, weekly and monthly backups
 - 3. Failover to redundant telecommunication link in the event primary circuit fails, and
 - 4. Conducting an annual test of Disaster Recovery procedure to ensure at a minimum that a payroll cycle can be successfully completed using the off-site Disaster Recovery equipment and files.
- G. To accept the responsibility of being the custodian of the Board's data and to make every effort to protect and secure the data from unauthorized access.
- H. To conduct quarterly planning meetings with the ETS Advisory Council and develop an annual plan and budget for their review and approval.
- I. To aid and assist member districts in the planning and procurement of hardware to be attached to the NEFEC Educational Technology Services Operations Center.
- J. To provide professional technical staff as approved by the Advisory Council.
- K. To respond on a timely basis to the requests of the member districts and the priorities established through the user committees.
- L. To plan for and provide system support software to meet the needs of the member districts.
- M. To provide technical support to the district MIS Departments.
- N. To provide a User Help Desk Service.
- O. To plan for and provide application software as approved by the Advisory Council to meet the needs of the member districts.

X. OBLIGATIONS OF THE LESSEE

The Lessee hereby agrees:

- A. To pay the following annual district assessment:
 - 1. Educational Technology Services – The amount includes a \$25,000 base fee plus \$38 per FTE of district personnel. (FTE cost based upon District Employee count of 375, Fall 2016) for a total of \$39,252.
- B. To pay the scheduled SY2017-18 lease-purchase amount of \$22,028 and annual license fee (ALF) of \$9,909, as outlined in the payment schedule for Skyward enterprise resource software. The SY2017-18 lease-purchase amount includes fees for a fully integrated Finance, Human Resource and Payroll enterprise resource software system and associated training, data migration, and staff support.
- C. The Lessor will invoice the Lessee on January 1 of the fiscal year 2017-18.
Payment will be due within 30 days of receiving the invoice.
- D. To cooperate expeditiously in all matters requiring concurrence or approval in order that the Lessor will not be unduly delayed in performing contractual obligations.
- E. Each district shall appoint a security officer to control access privileges to their district's data.

XI. MODIFICATION OF ATTACHMENT

This lease agreement is incorporated into and subject to all terms and conditions of the master contractual agreement. This agreement may be amended only by an agreement executed in the same manner as the original.

Exhibit A

SUWANNEE 5 YEAR PAYMENT SCHEDULE FOR SKYWARD SOFTWARE PURCHASE											
	TOTAL OBLIGATION Over 5 Yr Implementation	Business (Implemented in January 2018) 2017-18	Original Projection from 2017-18								
			BALANCE Remaining	Year 2 2018-19	BALANCE Remaining	Year 3 2019-20	BALANCE Remaining	Year 4 2020-21	BALANCE Remaining	Year 5 2021-22	BALANCE Remaining
Term of Software Purchase(YRS)	5										
Skyward: Business	\$ 70,517	\$ 14,103	\$ 56,414	\$ 14,103	\$ 42,310	\$ 14,103	\$ 46,620	\$ 14,103	\$ 23,310	\$ 14,103	\$ -
Skyward: Conversion Cost Business	\$ 21,656	\$ 4,331	\$ 17,325	\$ 4,331	\$ 12,994	\$ 4,331	\$ 7,738	\$ 4,331	\$ 3,869	\$ 4,331	\$ -
Skyward: System wide services and software	\$ 17,965	\$ 3,593	\$ 14,372	\$ 3,593	\$ 10,779	\$ 3,593	\$ 14,260	\$ 3,593	\$ 7,130	\$ 3,593	\$ -
* sub-total Skyward Cost	\$ 110,138	\$ 22,028	\$ 88,110	\$22,028	\$ 66,083	\$22,028	\$ 44,055	\$22,028	\$ 22,028	\$22,028	\$ -
NEFEC ETS Fees (Projection based on SY2017-18	\$ 353,250	\$ 39,250	\$ 314,000	\$78,500	\$ 235,500	\$78,500	\$ 157,000	\$78,500	\$ 78,500	\$78,500	\$ -
Skyward: ALF	\$93,815	\$9,909		\$19,818		\$20,571		\$21,353		\$22,164	
*** Total	\$557,203	\$71,187	\$486,016	\$120,346	\$365,670	\$121,099	\$244,571	\$121,880	\$122,691	\$122,692	\$ -

Total Obligation
includes:

All Skyward Software Costs
Purchase
Installation
Training (including travel)
Annual License Fees
Conversion
Cost

Assumptions:

NEFEC ETS cost approved annually by Advisory
Council and subject to reductions or increases
based on district needs

ATTACHMENT # 18-051-A27 TO CONTRACT # 731-18-051 BETWEEN THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUMM HEREIN REFERRED TO AS THE CONTRACTOR, FOR THE SERVICES OF A BUILDING CODE ADMINISTRATOR.

This contract period shall be from July 1, 2017, to June 30, 2018, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF THE CONTRACTOR:

The Contractor hereby agrees to the following:

- A. To employ a Building Code Administrator in accordance with the procedures established by the BCA Advisory Committee. The individual will report to each of the district contacts as well as NEFEC's Associate Executive Director.
- B. To issue all permits required by the Florida Building Code and State Statue 1013.38 (School Boards to ensure that facilities comply with building codes and life safety codes).
- C. Permits issued will cover any new construction, remodeling, and renovations of any facilities and the repair, removal, enlargement, alteration, conversion or replacement of any electrical, gas, mechanical or plumbing systems.
- D. To review and approve plans, and construction documents to be permitted and coordinate plan review with the appropriate fire safety inspector.
- E. To inspect all phases of the construction project for the required inspections and visit the job site to coordinate the construction process.
- F. To meet with contractors, architects, and engineers on preconstruction planning and during the construction project.
- G. To issue an annual maintenance permit as required by State Statue 553.80(6) (d) and SREF.
- H. To review district annual facility maintenance permit work orders for compliance with the State Statues, State Requirements for Educational Facilities (SREF), Florida Building Code and the Florida Fire Prevention code.
- I. To perform code compliance inspections for work orders that fall under the annual facility maintenance permit. This includes any alterations to existing electrical, gas, mechanical, plumbing systems. Any emergency repairs, minor renovations, and minor remodeling as long as the projects do not exceed \$200,000.00 per project.
- J. To issue day labor project permits for any construction projects estimated to cost \$200,000.00 or less and perform code compliance inspections.
- K. To provide training and updates for the Florida Building Code and the State Requirements for Educational Facilities (SREF) for maintenance personnel.
- L. To perform annual inspections for all portable classrooms as required by SREF and the Florida Building Code.

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

- A. To cooperate expeditiously in all matters requiring concurrence or approval in order that the Contractor will not be unduly delayed in performing contractual obligations.
- B. To designate Mark Carver, a staff member of the Suwannee County District Schools, to act on behalf of the Board in all matters in connection with this contract attachment and approve all reports, drafts and invoices.
- C. To provide temporary office space as needed by staff.
- D. To pay the contractor \$26,952.31 which is a proportionate share of the agreed upon budget for FY 2017-2018. Participating districts include Baker, Hamilton, Levy, Suwannee and Union Counties.
- E. That participation in this program shall be on the annual option renewal. In the event of withdrawal from this program, the Board shall provide a sixty (60) day written notice of intent to withdraw and subsequently withdraw at fiscal year end June 30, 2018.

That this contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

ATTACHMENT #18-051-A43 TO CONTRACT #731-18-051 BETWEEN THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS THE CONTRACTOR, TO PROVIDE HUMAN RESOURCE MANAGEMENT NETWORK SERVICES AND RELATED SUPPORT SERVICES:

This contract period shall be from July 1, 2017 to June 30, 2018, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF THE CONTRACTOR:

The North East Florida Educational Consortium agrees to the following:

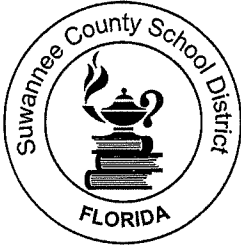
- A. Assist Human Resources Management Network members in streamlining their Human Capital Management Systems.
- B. Facilitate networking and sharing of best practices in school district Human Resources.
- C. Assist districts in planning and coordinating targeted professional development for Human Resource Management Network members.
- D. Collaborate and inform members of the Human Resource Management Network on all matters related to innovative recruitment and retention initiatives/strategies.
- E. Provide training and support for implementation of Skyward Fast Track.
- F. Assist participating districts in developing recruitment programs, budgets, brochures, and other related materials.
- G. Target specific universities and teaching colleges within Florida and out-of-state (if applicable) for recruitment visits (includes registration fees for respective career fairs).
- H. Coordinate with district staff to plan a Northeast Florida Education Career Fair.
- I. Work with districts and NEFEC staff to implement comprehensive induction programs that include mentoring, staffing high need/critical areas, alternative certification options and community involvement in welcoming and supporting new teachers.
- J. Work with districts on grow your own teacher initiatives (including Future Educator Clubs).
- K. Serve as a liaison with the Florida Department of Education's Recruitment and Retention Office and work to secure support for NEFEC recruitment initiatives.
- L. Assist districts with the use of Human Capital Management System data.

II. OBLIGATIONS OF THE BOARD:

The Suwannee County District School Board agrees:

- A. To designate the following district staff member Walter Boatright, to act as the Human Resource Management Network contact.
- B. To pay the Contractor a fee of \$5,179.14 based on \$.66/FTE (FTE figures based on 2016-2017 FEFP Third Calculation enrollment of 6,029) plus \$1,200.00 base fee. The Contractor will invoice the Board upon receipt of this properly signed contract. Payment will be due within thirty (30) days of receiving the invoice.
- C. To cooperate expeditiously in all matters requiring concurrence or approval in order that the contractor will not be unduly delayed in performing contractual obligations.
- D. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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."*

MEMORANDUM

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

TO: Ted L. Roush, Superintendent of Schools 
FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 
THRU: Vickie DePratter, Chief Financial Officer 
DATE: May 19, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following Dual Enrollment Articulation Agreement for the 2017-2018 school year.

#2018-44 Dual Enrollment Articulation Agreement with North Florida
Community College (RENEWAL)

BACKGROUND:

Each community college enters into a dual enrollment articulation agreement with the school district which it serves.

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN
THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COMMUNITY COLLEGE
and
THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY

This agreement is entered into by and between the District Board of Trustees of North Florida Community College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Suwannee County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to §1007.271, Florida Statutes, each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representatives shall be the Dean of Academic Affairs, the Director of Curriculum and Instruction, the Dean of Enrollment and Student Services, and the Dual Enrollment Coordinator. The Suwannee County School Board representatives shall be the High School Principal, Curriculum Coordinator and Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the Suwannee County School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the Suwannee County School Board. Upon signature, the Agreement will be in effect until July 31, 2018. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring semester of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the Suwannee County District School Superintendent.

The College President will designate an individual responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring the program in general.

1. Ratification or modification of all existing articulation agreements

This agreement shall be in effect from the date of entering into this agreement until July 31, 2018. It shall replace all previous dual enrollment articulation agreements between the parties.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through educational planning and guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate.

NFCC shall work with the district schools to provide a schedule of classes and will be available to communicate directly with parents and students about dual enrollment options. For information about NFCC's Dual Enrollment program call the Dual Enrollment Coordinator at 850-973-1628. The district's schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination. The district will provide staff to assist College personnel with facilities and requested instructional equipment.

Dual enrollment courses may be taken at the College or at the high school site or at any site where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment §1007.271, Florida Statutes

1. Section 1007.271(1) of Florida Statutes says that a "dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student."

2. Students are permitted to enroll in these programs during school hours, after school hours, and during the summer term. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.
3. Part time Dual Enrollment may take up to 11 credit hours per term.

B. Early Admission Dual Enrollment, §1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis [minimum of 12 credit hours and a maximum of 15 credit hours per term] in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need permission of the Dean of Enrollment and Student Services.

C. Career Dual Enrollment, §1007.271(7), Florida Statutes

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students make take up to 330 vocational clock hours per term part time Career Dual Enrollment.
2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to 1008.44, FS which count as credits toward the high school diploma.
3. For 2017-18, PSAV programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC) and Medical Coder/Biller.

D. Career Early Admission, §1007.271(11), Florida Statutes

1. Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (361- 480 clock hours per term) in postsecondary programs leading to industry certifications, as listed in the Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need permission of the Dean of Enrollment and Student Services. For 2017-18, PSAV programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC), and Medical Coder/Biller.

E. Collegiate High School Program, §1007.273, Florida Statutes

The collegiate high school program is an option for public school students in grades 11 or 12 to participate in the program for at least 1 full school year, to earn CAPE industry certification pursuant to §1008.44, and to successfully complete 30 credit hours through the dual enrollment program under §1007.271 toward the first year of college for an associate degree while enrolled in the collegiate high school program. (Appendix A)

North Florida Community College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meeting degree requirements.

College Credit Courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses the eligibility criteria to apply and register for College courses. Students will be responsible for obtaining the dual enrollment applications and returning the completed application to the high school counselor. The high school counselor will submit dual enrollment applications to the NFCC Dual Enrollment Coordinator. Students will register for classes through their high school counselor; they may not register online or directly through NFCC staff.

Enrollment Process for New Dual Enrollment Students

Step 1: Meet with your high school guidance counselor to determine dual enrollment options.

Step 2: Meet required assessment testing.**

Step 3: Complete the NFCC dual enrollment application Student Contract and give to your high school guidance counselor by published deadline. Requires parent signature.

Step 4: If you have acceptable test scores on record (SAT, ACT, PERT, TABE), meet with your high school guidance counselor to assist with signing up for the appropriate course.

Step 5: Complete Dual Enrollment Student Contract. Student and parent signatures are required. Your guidance counselor will verify and document your unweighted GPA, grade, and test scores.

Step 6: Complete the NFCC registration form. Guidance counselor signature required. Counselor will submit form to NFCC for registration during published registration period.

Step 7: Confirm registration by logging into the NFCC Information Network.

Step 8: Complete college courses with a grade C or better.

Withdrawing from Classes

Students must contact their guidance counselor to withdraw from classes. The guidance counselor will submit the withdrawal with required signature to the Dual Enrollment Coordinator to withdraw a student from class. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFCC transcript.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Student must not be over age 19 by the first day of fall semester to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Dean of Enrollment and Student Services. The decision of the Dean is final.

Testing

For dual enrollment purposes, high school students may test in the NFCC Testing Center. Set up an appointment by emailing testing@nfcc.edu.

****2016 Placement Chart**

Older SAT scores in parentheses good for placement through March 2018

COURSE		COURSE TITLE	PREREQUISITE	OR	TEST SCORE
ENC	1101	Freshman English I	REA 0056 or 0054 and ENC 0056 or 0054 Or ENC 0027 Or Older Courses: REA 0017 and ENC 0025	OR	READING: PERT Reading 106-150 CPT Reading 83-120 ACT Reading 19 SAT Reading 24 (was Verbal 440) FCAT Reading 262 -AND- WRITING: PERT Writing 103-150 CPT Sentence Skills 83-120 ACT English 17 SAT Writing /Language 25 (was Verbal 440)
MAT MGF MGF STA	1033 1106 1107 2023	Intermediate Algebra Liberal Arts Math I Liberal Arts Math II Intro College Statistics	MAT 0022 or 0056 or MAT 0054 if taken prior to Fall 2015 (201610) Or Older Courses MAT0028C AND	OR	PERT Math 114-122 CPT Algebra 72-87 ACT Math 19-20 SAT Math 24-26 (was 440-499) See ENC 1101 Reading Placement

			Reading Placement into ENC 1101		
MAC	1105	College Algebra	MAT 1033 AND Reading Placement into ENC 1101	OR	PERT Math 123-150 CPT Algebra 88-120 ACT Math 21-36 SAT Math 26.5-40 (was 500-549) See ENC 1101 Reading Placement
MAC	1114 2140 2233	Trigonometry Precalculus Applied Calculus I	MAC 1105	OR	PERT Math 150 CPT Algebra 100-120 ACT Math 25-36 SAT Math 26.5 - 40 (was 550-599) See ENC 1101 Reading Placement
MAC	2311	Calculus I	MAC 2140 & MAC 1114	OR	PERT Math 150 CPT Algebra 110-120 ACT Math 30-36 SAT Math 31 -40 (was 600-800) See ENC 1101 Reading Placement

DUAL ENROLLMENT	PERT	CPT	(E)ACT	SAT-I	FCAT Grade 10
Along with above, H.S. students must meet minimum reading and writing scores to dual enroll.	Reading 106 -AND- Writing 103	Reading 83 -AND- Writing 83	Reading 19 -AND- English 17	Reading 24 -AND- Writ/Lang 25 (was Verbal 440)	Reading 262

5. A list of an additional initial student eligibility requirements for participation in the dual enrollment program

An eligible secondary student is defined in §1007.271(2), Florida Statutes, as a student who is enrolled in a Florida public secondary school or a Florida non-public secondary school. A non-public secondary school must be in compliance with §1002.42(2), Florida Statutes, and must conduct a secondary curriculum pursuant to §1003.428 or §1003.4282, Florida Statutes, in order for its students to be eligible to participate in a dual enrollment program. Confirmation of compliance must be provided to the College from the non-public institution. Evidence of compliance can be a letter attesting that the non-public school complies or the receipt of actual documentation, i.e., catalogs, etc.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per semester and students in grade 11 limit coursework to three courses per semester.
- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point to enroll in career dual enrollment courses/PSAV courses.
- Achieve a minimum score reading and writing preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064, Florida Administrative Code (F.A.C.). In addition, no student shall be enrolled in a college credit mathematics course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores.
- Program admission requirements/exit requirements (Appendix B) for PSAV programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate prior to the completion of the dual enrollment course.

Students may not earn more than twelve (12) college credit hours unless they have demonstrated proficiency in the basic competency areas of reading, writing, and mathematics by a postsecondary readiness assessment or are 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.

Part-time dual enrolled students may take up to eleven semester hours or 330 vocational clock hours per term. Eligible secondary students who are considered Early Admission or Career Early Admission must take a minimum of twelve college credit hours or 360 vocational clock hours but no more than 15 college credit hours or 480 vocational clock hours per term. The high schools in Suwannee County are responsible for ensuring completion of requirements for graduation from high school for students approved for early

admission. The admission criteria and GPA requirement are the same as regular dual enrollment.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s). Students enrolling in dual enrollment courses must identify a postsecondary education objective. The Dual Enrollment Coordinator will work closely with students and high school guidance professionals in the development of student academic and education plans.

Students who enroll in college courses in the summer of their high school graduation must do so as degree seeking students rather than dual enrolled students unless the college course begins and ends prior to their high school graduation date and contributes to the requirements necessary for high school graduation.

6. A delineation of the high school credit earned for the passage of each dual enrollment course

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board of Education Policy. The high school credit awarded may be found in the 2016-2017 Dual Enrollment Course - High School Subject Area Equivalency List which is available at the Office of Articulation website under Advising Resources. <http://www.fldoe.org>. (Appendix C)

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements.

7. A description of the process for informing students and their parents of college-level course expectations

The high schools in Suwannee County and NFCC will work collaboratively to notify students and their parents of dual enrollment acceleration mechanisms. The NFCC dual enrollment admission application and the "Dual Enrollment Student Contract" contains language regarding college-level expectations. Both documents require the signatures of the student, the parent/guardian, high school counselor, and the College. The signatures indicates the understanding and

agreement to the terms outlined in the application and student contract. All signatures are required prior to processing the application.

NFCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria and select instructional materials. 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.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual basis

NFCC does not allow exceptions to the GPA requirement as specified in Section 1007.271, F.S.

9. The registration policies/procedures for dual enrollment courses as determined by the postsecondary institution

Student must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers (CRNs). The completed registration forms will be given to the Dual Enrollment Coordinator who will register the students for courses that are available at the time the form is received. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of the Registrar prior to the published registration period. 2017-18 Deadlines for High Schools are listed below.

2017-18 Deadlines for High Schools Suwannee

Fall 2017 (Classes: August 16 – December 6)

Registration	July 10 – August 16
Application Deadline**	August 15
Drop/Add	August 16 – August 23

Spring 2018 (Classes: January 8 – May 4)

Registration	November 13 – January 5
Application Deadline**	December 7
Drop/Add	January 8 – 15

Summer 2017 (Classes: May 14 – July 23)

Registration	April 16 – May 14
Application Deadline**	April 19
Drop/Add	May 14- 15

**Complete application includes complete application, test scores, and student contract

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

NFCC does not make any exception to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:

The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFCC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. According to SACSCOC, requirements for faculty teaching associate degree courses designed for transfer to a baccalaureate degree are as follows: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). The

credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

North Florida Community College will provide for the orientation, supervision, and evaluation of all full-time and adjunct instructors.

- The Director of Curriculum and Instruction, with the involvement of the appropriate department chair, will hold an orientation meeting for adjunct faculty. All adjunct faculty teaching dual enrollment courses are required to attend.
- The Director of Curriculum and Instruction will meet with or email the adjunct faculty at least once each term for the purpose of discussing and clarifying institutional policies and procedures as well as expectations.
- The Director of Curriculum and Instruction will partner the adjunct faculty member with a full time faculty member in the same discipline who acts as a content "go to" person.
- The Director of Curriculum and Instruction will conduct periodic evaluations of the performance of adjunct faculty members. Such evaluations may include classroom visitations, assessment of instructional materials including tests and other measures of student progress, and student evaluations of instruction. These evaluations will be maintained in the Office of Academic Affairs.
- The faculty handbook is accessible through the NFCC website. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.
- The student handbook is accessible through the NFCC website. The student handbook details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.

Personnel Assignments:

- The Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the College Chief Academic Officer with the graduate transcripts of a resident faculty member that it desires to put forward as a possible teacher of NFCC courses.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria. The College will collaborate with the School Board in making faculty appointments to teach dual enrollment courses at the high school.
- All NFCC faculty, including those teaching classes meeting in the high schools, will be paid by the College unless alternate arrangements are agreed upon by the School Board and the College.
- There will be an orientation for instructors assigned to teach dual enrollment courses. This will be part of the College preplanning activities and will be directed by the Director of Curriculum and Instruction.

- The purpose of the orientation session will be to share important information and instructional materials that will support and enhance teaching effectiveness. Instructional effectiveness throughout the district remains a high priority for the College.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

The NFCC student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

12. The responsibilities of the school district regarding the determination of student eligibility before participation in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for and benefit from dual enrollment;
- Verifying that the student is eligible to register for dual enrollment courses on the basis of documented placement test scores, high school GPA, and readiness for college.
- Ensuring that student registrations are in the Office of the Registrar in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing staff to assist College personnel with facilities and requested instructional equipment.
- Responding to requests for transcripts for dual enrollment students in a timely manner.
- Using College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix D)

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the class in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. Any unavoidable changes to the grading policies in the syllabus must be communicated in writing to each student in the course. Instructors may assign only those grades specified in the catalog. The instructor of record must assign all grades in a given course.

All faculty at NFCC send "early alerts" to academic advisors three times a semester when students are underperforming in class. The Dual Enrollment Coordinator will send the high

school guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information will assign final grades. Under such circumstances, a written explanation of the situation will be attached to the final grade roster.

A student may not be registered in one course and attend another course. (Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.)

Students who earn a grade of D, F, or WF will not be able to register the following semester. After a one semester "sit out", the student may register with the approval of the high school counselor or designee. Courses in which a grade of D, F, or WF is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee.

If a dual enrolled student withdraws from a college credit course and receives the grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee.

All grades, including "W" grades for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission and financial aid. As dual enrolled, the student is limited to two attempts per course.

Dual enrollment courses may be taken at the College or at the high school site or at any site where college courses are taught, subject to approval by the high school guidance counselor.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in NFCC's Student Handbook.

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be 4 class meetings for a three credit hour course on MW or TR. There are no "excused" absences. An absence is an absence, and students are responsible for material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the class for nonattendance. This includes all methods of delivery. PSAV programs may have specific attendance policies. See course syllabi for specific information.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

The College will maintain student records in the Office of the Registrar. The Office of the Registrar will send student grades to the high school guidance office within ten (10) days of the last class day of the College term.

The College and the School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance and use of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable laws, including but not limited to §1002.22, Florida Statutes. Each shall be responsible for "records" and "reports" maintained, housed or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

1. Florida Statute §1007.271(21)(n), Dual Enrollment Programs, requires school districts pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The methodology for determining student cost is outlined in Appendix E.
2. The non-public secondary schools shall be held to the same statutory requirements regarding tuition payment to the College as the school districts.
3. For fall and spring terms, an invoice will be sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix E. Payment is due upon receipt of the invoice.
4. School districts and non-public secondary schools will not be invoiced for students who drop college classes during the prescribed drop/add period.
5. School districts and non-public secondary schools will be invoiced for students who withdraw ("W" grade) during the withdrawal period as outlined in the academic calendar.
6. The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida Community College following graduation from high school.
7. The School Board will provide the student with the required textbook(s) and other instructional materials. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. NFCC will provide the high school contact person access to the required textbook list two (2) months prior to the start of any given term.
8. Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school

districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. Costs are outlined in Appendix E.

9. The parents of a non-public school high school student are responsible for the purchase of textbook(s), instructional materials, and other fees required for dual enrollment courses.

15. Any institutional responsibilities for student transportation, if provided

The student, the parents of said student, or the school district shall provide transportation.

16. Special Populations

1. Minority enrollment is encouraged in dual enrollment programs. High school guidance counselor or designee will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded students who register for college courses while in high school.
2. The high school shall provide the College a letter outlining the steps taken to promote dual enrollment opportunities for minorities.
3. High school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The School District understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the postsecondary setting. NFCC cannot be held to the decisions of the IEP Committee. NFCC has a separate procedure for approving accommodations for students with disabilities. The School District will refer the student and his/her parents to the Office of Student Disability Services on the NFCC main campus and will provide copies of relevant documentation to NFCC. This contract serves as a release of information. IEP's may not be sufficient evidence. The School District is responsible for all student testing to determine disabilities. Accommodations from the college will proceed upon completion of the intake with the parent and student and receipt of appropriate records.
4. Accommodation provisions will be individually determined by NFCC in conjunction with the student, parent, and high school guidance counselor or designee. NFCC agrees to arrange and provide accommodations for dual enrolled students receiving instructions at any facility other than the high school. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school site. The high school guidance counselor will ensure that NFCC's determinations are followed at the high school campus. The School District is responsible to ensure that the student receives all accommodations determined by NFCC. If a high school student has a dedicated, paid staff member as an auxiliary aid/assistant, the School District agrees to send that staff member with the student to NFCC classes. NFCC does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case by case basis between the parties.

Appendix A

**COLLEGIATE HIGH SCHOOL PROGRAM AGREEMENT BETWEEN
THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COMMUNITY COLLEGE
and
THE DISTRICT SCHOOL BOARD OF [NAME OF COUNTY]**

This agreement is entered into by and between the District Board of Trustees of North Florida Community College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of _____ County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to §1007.273, Florida Statutes, each school district and Florida College System institution which serves it must execute a contract to establish one or more collegiate high school programs for qualified students through the efficient use of the College's programs and resources;

THEREFORE,

The College and the School Board do hereby agree as follows:

I. EFFECTIVE DATE AND EFFECT OF AGREEMENT

Upon signature, the effective date of this agreement shall be July 31, 2017 and will be in effect until July 31, 2018.

II. PARTIES TO THE AGREEMENT

North Florida Community College and the District School Board of _____ County.

III. GRADE LEVELS INCLUDED IN THE COLLEGIATE HIGH SCHOOL PROGRAM

Eligible grade 12 students shall have access to the Collegiate High School postsecondary program, which will allow for the completion of 30 college credit hours during the fall and spring terms of an academic year at North Florida Community College.

IV. DESCRIPTION OF COLLEGIATE HIGH SCHOOL PROGRAM

The North Florida Community College Collegiate High School Program will allow eligible students to complete up to 30 credit hours from one of four academies within the program. Those academies are Information Technology, Digital Media, Business, and AA general.

For those students who choose to seek CAPE industry certifications, courses within the curriculum for each of the four options will provide the necessary preparation. The attached Appendix A provides detailed descriptions of the four academy tracks, including academy curriculum, high school equivalency for courses, CAPE (Career and Professional Education) industry certifications available with listings of preparation courses, course instructor(s), and method(s) of delivery. The eligible courses included in this agreement are designated by common course prefixes, numbers, and course titles.

The Collegiate High School curriculum for the Information Technology, Digital Media, and Business Academy also affords students the ability to earn one or more Technical Certificates. A Technical Certificate (College Credit Certificate) consists of fewer than sixty college credits, as defined in F.A.C. 6A-10.033(1)(a), which are part of an Associate of Science or Associate of Applied Science degree program and prepare students for entry into employment.

V. PROCESS BY WHICH STUDENTS AND PARENTS ARE INFORMED

_____ County High School and NFCC will work collaboratively to notify students and their parents of the Collegiate High School dual enrollment program through handouts, mail outs, and the College website. The handouts, mail outs, and the NFCC dual enrollment webpage outline the expectations of the dual enrolled student in college-level classes. The high school shall inform all eligible secondary students and their parents of the Collegiate High School dual enrollment option, including eligibility criteria and the process by which students and parents exercise their option to participate. NFCC shall work with the high school to provide a schedule of classes and will be available to communicate directly with parents and students about this dual enrollment option. In addition, the dual enrollment admission application contains language regarding college-level expectations. The application requires the signatures of the student, the parent/guardian, and the high school counselor. The signatures indicate the understanding and agreement to the terms outlined in the application. All signatures are required prior to processing the application.

VI. INSTRUCTIONAL METHODS AND COURSE INSTRUCTORS

The instructional delivery methods and course instructors for the Collegiate High School curriculum are outlined in Appendix A for the four academy tracks.

All courses which comprise the Collegiate High School curriculum will be taught by paid contracted NFCC instructors regardless of delivery method. All instructors will meet the requirements of SACSCOC criteria for academic and professional preparation. The credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

Course delivery methods may be traditional (face to face), online, video conference delivery from NFCC campus to offsite location, or hybrid (30 – 80% online delivery). The academy programs of study outlined in Appendix A are for an academic year. Specific course offerings, instructors, and course delivery methods may not be established until that semester's class schedules are completed. Thus an addendum to this contract will be added for each semester to specify that term's course offerings, instructors, and course delivery methods.

VII. STUDENT ADVISING SERVICES

College personnel are responsible for appropriate student academic advisement and educational planning. College personnel will work closely with students and high school counselors in the development of student education plans. The high school guidance office is responsible for informing dual enrollment students of the courses which may be used to meet high school graduation requirements. College personnel are responsible for assisting students with Collegiate High School course selections consistent with their postsecondary educational goals and plans. High school counselors and college personnel will collaborate on content and submission of student performance contracts for those students who are participating in the Collegiate High School program. A performance contract will be provided for each student for each term he/she participates in the program. The contract will be signed by the student, parent, school district, and NFCC. The contract will include, at a minimum, the schedule of courses for the semester, industry certifications available to the student, attendance requirements, and course grade requirements.

To ensure transferability of credits, students' educational plans should be closely evaluated. Students who intend to transfer should carefully evaluate each course to determine its applicability in meeting degree requirements for the intended program and transfer institution.

VIII. STUDENT PROGRESS MONITORING MECHANISM

The evaluation of students and the assigning of grades are the prerogative and responsibility of the instructor assigned to the class in which the student is enrolled. The method for determining the final course grade, including the activities to be graded and their respective weighting, shall be specified in the course syllabus and distributed to the student. Any instructor teaching dual enrollment students must notify the Dual Enrollment Coordinator at North Florida Community College when student academic performance and/or attendance is not satisfactory. The Dual Enrollment Coordinator will send the high school guidance office a copy of the unsatisfactory performance notice. Information regarding NFCC academic support services available to the student will be provided to the student. An instructor may refer a student to the NFCC Academic Success Center based on academic performance or where a need for supplemental academic support or tutoring is indicated.

IX. PROGRAM REVIEW PROTOCOLS AND STUDENT PERFORMANCE MECHANISM

North Florida Community College has a professional and active program of institutional effectiveness through which relevant data regarding student and instructor performance are collected and analyzed on a regular basis. All programs are monitored to ensure quality and consistency. Effectiveness initiatives are led by the Office of Institutional Effectiveness, Research, and Accreditation in accordance with the assessment plan designed to include all PSAV and college credit course offerings. The Chief Academic Officer will be responsible for ensuring that programs and the level of instruction demonstrate the level of academic rigor expected of all college courses.

Educational programs are required to submit Institutional Effectiveness (IE) Program Summary reports with annual updates to the Institutional Effectiveness Coordinator. These documents detail goals, objectives, outcome descriptions, assessment processes, and actual outcomes. Additionally, all courses and instructors are evaluated through observation and student surveys on a regular basis.

X. FUNDING ARRANGEMENTS

Florida Statute 1007.271(21)(n), Dual Enrollment Programs, requires school districts to pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The per credit hour rate for credits taught or delivered from NFCC by either full time or adjunct instructors under a paid contract is outlined in Appendix B.

For Fall and Spring terms, an invoice will be sent to the school districts at the conclusion of the college term's verification of class attendance. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix B. Payment is due by the end of the term. School districts will not be invoiced for students who drop college classes during the prescribed add/drop period. School districts will be invoiced for students who withdraw ("W" grade) during the withdrawal period as outlined in the academic calendar.

The College application fee will not be assessed while students participate in Dual Enrollment. However, the application fee will be assessed when students enter a degree program at North Florida Community College following high school graduation.

Instructional materials assigned for use with dual enrollment courses will be provided at no cost by the School Board to include required textbook(s) and other instructional materials. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and may reuse materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The College is not responsible for providing transportation for dual enrollment participants.

XI. STUDENT ELIGIBILITY

An eligible secondary student is defined in F.S. §1007.271(2), as a student who is enrolled in a Florida public secondary school or a Florida non-public secondary school. An unweighted 3.0 high school GPA must be achieved and maintained to enroll in college credit courses. Students must also maintain a 2.0 college grade point average to continue in dual enrollment.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s) and for verifying that the student is eligible for admission as a dual enrolled student. The guidance counselor at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s). Students may not enroll in the Collegiate High School program unless they have demonstrated proficiency in the basic competency areas of reading, writing, and mathematics by a postsecondary readiness assessment.

Students enrolling in the Collegiate High School Program must identify choice of academy based on their postsecondary education objectives and goals. The College Dual Enrollment Coordinator will work closely with students and high school guidance professionals in the development of student academic and education plans.

The high school is responsible for verifying that the student is eligible to apply for admission as a dual enrolled student in the Collegiate High School program. The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Students with incomplete applications for admission will not be allowed to register. Incomplete applications may cause delays that prevent registration into the desired course or academy. Incomplete applications may cause delays that prevent registration into the desired course or academy, students with incomplete applications for admission will not be allowed to register in the Collegiate High School program.

Students may enroll in one of the Collegiate High School program academies as part-time or as full-time (Early Admission). Part-time Collegiate High School participants may enroll in up to 11 credit hours but no less than 6 credit hours. If the number of credits for a student falls below 6 credit hours as a result of dropping or withdrawing from a course, he or she will be considered as part-time dual enrollment but will no longer be considered as a Collegiate High School program participant. Full-time Collegiate High School participants must enroll in a minimum of 12 college credit hours but may enroll in no more than 15 credits.

If a dual enrolled student receives a grade of "D" or "F" in any college credit course, the student must "sit out" the next term. This means the student cannot register the next available term as a dual enrolled student. If a dual enrolled student withdraws from a college credit course and receives the grade of "W," the high school guidance counselor makes the determination whether or not the student registers the next term.

Any course with the grade of "D" or "F" cannot be repeated without a written request to the College Dual Enrollment Coordinator from the high school guidance counselor. The final decision rests with the College.

Appendix B

Program Admission Requirements for Dual Enrollment Students

Dual Enrollment Eligible PSAV and Limited Access Programs

Advanced Manufacturing and Production Technology Admission Requirements

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Students wishing to be admitted to this program should contact the instructor, Mr. Eustace for further program information. He can be reached at (850) 973-1670 or eustaceb@nfcc.edu.
4. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum scores of Reading 9.0, Language 9.0, and combined Mathematics 9.0 prior to program completion. A \$10 fee is required to be paid at the time of testing. The TABE can be exempted if the student has passing score on a college placement test. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.

Early Childhood Professional Certificate (ECPC) Admission Requirements*

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. All students are required to complete and clear a Level II background screening.
4. Meet with the program director. Call (850) 973-9449 to schedule an appointment.
5. Be a senior in high school. **
6. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program. The TABE can be exempted if the student has passing score on a college placement test.

* See NFCC Catalog for more information.

** Students must have reliable form of transportation for travel to daycare sites.

Emergency Medical Technician (EMT-Basic) Admission Requirements

A completed total application process includes:

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Achieve a minimum score reading and writing preparation through submission of appropriate placement test scores.
4. Completion of the EMS application. In addition, the applicant must verify the following on the

EMT-B application:

- Ability to lift and carry 125 lbs.
 - Good judgment under stress.
 - Freedom from abuse of alcohol or any other drugs.
 - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
5. Submission to an FDLE background check and fingerprinting.
 6. Must be at least 17 years of age and provide a copy of birth certificate and driver's license.
 7. A copy of a valid CPR card.
 8. Current physical examination, 10 panel drug screen, and record of immunizations.
 9. Mandatory attendance at an orientation session.
 10. Dates and times will be made available to all applicants.

Medical Coder/Biller Admission Requirements

Students wishing to be admitted to this program must contact the program instructor, Takiyah Mitchell, at (850) 973-9478.

Students may enter the program at the beginning of each semester.

Students must:

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school principal and meet dual enrollment criteria.
3. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum scores of Reading 11.0, Language 11.0, and combined Mathematics 9 prior to program completion. A \$10 fee is required to be paid at the time of testing. Exemptions from TABE exit requirements based on successful completion of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the Office of Enrollment Services and the program advisor. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.
4. Students eligible for internships are required to complete and clear a Level II background screening at the student's expense.
5. Students eligible for internships must have a clear 10 panel urine drug screen at the student's expense.

Appendix C

2017-2018 High School Subject Area Equivalency List for NFCC Courses

Current law allows any course in the State Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. However, due to the nature of admission criteria or program clinical agency requirements some programs limit access for DE students. Programs with limiting admission criteria that eliminate them as DE options have not been considered in the development of this document. The NFCC courses listed are not offered every semester and listings may change in future academic years. The NFCC courses listed are based on the 2016-2017 College Catalog. Course titles listed are those used by NFCC and published in the NFCC Catalog. For the complete list: <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>

ENGLISH

NFCC Course	Course Title	High School credit awarded
AML 2010	American Literature I	1.0
AML 2020	American Literature II	1.0
ENC 1101	Freshman Composition I	1.0
ENC 1102	Freshman Composition II	1.0
ENL 2012	British Literature I	1.0
ENL 2022	British Literature II	1.0
LIT 1000	Introduction to Literature	1.0
LIT 2110	World Literature I	1.0
LIT 2120	World Literature II	1.0

FOREIGN LANGUAGE*

*Effective for students initially entering the Florida College System in academic year 2016-17, a two semester sequence of foreign language (or demonstrated competency in a foreign language) will be required for Associate of Arts degree-seeking students. Legislated requirement may be satisfied by completion of 2.0 high school credits of the same foreign language taken consecutively.

NFCC Course	Course Title	High School credit awarded
SPN 1000	Conversational Spanish	0.5
SPN 1120	Elementary Spanish I	1.0
SPN 1121	Elementary Spanish II	1.0
SPN 2200	Intermediate Spanish I	0.5
SPN 2201	Intermediate Spanish II	0.5

MATHEMATICS

NFCC Course	Course Title	High School credit awarded
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MAC 1105	College Algebra	1.0
MAC 1114	Trigonometry	1.0
MAC 2140	Precalculus	1.0
MAC 2233	Applied Calculus	1.0
MAC 2311	Calculus I	1.0
MAC 2312	Calculus II	1.0
MAC 2313	Calculus III	1.0
MAP 2302	Differential Equations	1.0
MGF 1106	Liberal Arts Mathematics I	1.0
MGF 1107	Liberal Arts Mathematics II	1.0
STA 2023	Introductory College Statistics	1.0

PERFORMING/FINE ARTS

Each NFCC course listed below is a 3 credit hour course and thus is guaranteed 0.5 high school credit.

NFCC Course	Course Title	High School credit awarded
ARH 2000	Humanities Art	0.5
ART 2201	Basic Design I	0.5
ART 2202	Basic Design II	0.5
ART 1300	Basic Drawing I	0.5
ART 1301	Basic Drawing II	0.5
ART 2500	Painting Composition I	0.5
ART 2501	Painting Composition II	0.5
ART 1759	Ceramics I	0.5
ART 1751	Ceramics II	0.5
PGY 2401	Introduction to Photography	0.5
SPC 1608	Fundamentals of Speech	0.5

PHYSICAL EDUCATION

NFCC Course	Course Title	High School credit awarded
HSC 1100	Personal Health	0.5

PRACTICAL ARTS/CAREER EDUCATION CREDIT

Postsecondary adult vocational (PSAV) clock hour courses taken through dual enrollment but **not** listed below shall be awarded 1.0 high school credit for each 150 hours, rounded down to the nearest 0.5 credit. NFCC courses that are part of an ATD, AS, or Technical Certificate are included in the Electives listing; high school credit award is designated as 0.5 elective credit for courses that are 3 credit hours or higher. Note that some postsecondary career education programs for which courses are listed either in this section or the Electives section of this document may have additional admission criteria.

NFCC Course	Course Title	High School credit awarded
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ETI 0481	Production Worker	1.0 vocational
ETI 0482	Assembler	1.0 vocational
ETI 0484	Process Assistant	1.0 vocational
ETI 0485	Automation and Production Technician	1.0 vocational
FFP 0010	Firefighter I	3.0 vocational
GRA 2207C	Advanced Electronic Imaging	0.5 practical arts
HEV 0160	Child Care Center Director	0.0 vocational
HEV 0870	Child Care Worker I	1.0 vocational
HEV 0871	Child Care Worker 2	1.0 vocational
HEV 0872	Teacher Aide (Preschool)	1.0 Practical Arts
HEV 0873	Preschool Teacher	1.0 vocational
HIM 0009	Introduction to Health Information Technology	0.5 vocational
HIM 0091	Medical Coder/Biller I	2 vocational
HIM 0092	Medical Coder/Biller II	2 vocational
HIM0093	Medical Coder/Biller III	2 vocational
OTA 0030	Assistant Digital Production Designer	1.0 vocational
OTA 0040	Information Technology Assistant	1.0 practical arts
OTA 0041	Front Desk Specialist	2.0 vocational
OTA 0043	Administrative Assistant	3.0 vocational
OTA 0631	Medical Office Technologist	2.0 vocational
OTA 0651	Medical Administrative Specialist	2.0 vocational

SCIENCE

The content in the sequence of BSC 1010C and BSC 1011C is comparable to the standards for Biology 1 and therefore if both are completed may be used as preparation for the associated EOC.

NFCC Course	Course Title	High School credit awarded
AST 1002	Introduction to Astronomy	0.5
AST 1002/AST 1002L	Introduction to Astronomy + Introduction to Astronomy Lab	1.0
BOT 2010C	General Botany	1.0
BSC 1005C	Introduction to Biology (non-majors course)	1.0
BSC 1010C	Principles of Biology I	1.0
BSC 1011	Principles of Biology II	1.0
BSC 1050	Man & Environment	0.5
BSC 2084C	Essentials of Anatomy & Physiology	1.0
BSC 2085C	Anatomy & Physiology I	1.0

BSC 2086C	Anatomy & Physiology II	1.0
CHM 1033C	Survey of Chemistry	1.0
CHM 1045	General Chemistry I	0.5
CHM 1045/CHM 1045L	General Chemistry I + General Chemistry I Lab	1.0
CHM 1046/CHM 1046L	General Chemistry II + General Chemistry II Lab	1.0
CHM 2210	Organic Chemistry I	0.5
CHM 2210/CHM2210L	Organic Chemistry I + Organic Chemistry I Lab	1.0
CHM 2211	Organic Chemistry II	
CHM 2211/CHM2211L	Organic Chemistry II + Organic Chemistry I Lab	1.0
EVR 1001	Introduction to Environmental Science	0.5
MCB 2010C	Microbiology	1.0
PHY 1020C	Fundamentals of Physics	1.0
PHY 2048/PHY2048L	Physics I with Calculus + Physics I with Calculus Lab	1.0
PHY 2049/PHY2049L	Physics II with Calculus + Physics II with Calculus Lab	1.0
PHY 1053/PHY 1053L	General Physics I + General Physics I Lab	1.0
PHY 1054/PHY 1054L	General Physics II + General Physics II Lab	1.0
PSC 1341C	Physical Science I	1.0
ZOO 2010C	General Zoology	1.0

SOCIAL STUDIES

The content of the sequence of AMH 2010 and AMH 2020 is comparable to the standard for United States History and therefore if both are completed may be used as preparation for the EOC assessment.

NFCC Course	Course Title	High School credit awarded
AMH 2010	American History I	0.5
AMH 2020	American History II	0.5
POS 2041	American National Government	0.5
WOH 1012	World History to 1600	0.5
WOH 1022	World History Since 1600	0.5
ECO 2013	Macroeconomics	0.5
ECO 2023	Microeconomics	0.5

ELECTIVES

Three credit hour (or equivalent) postsecondary courses taken through dual enrollment offered at NFCC not listed in previous subject area lists shall be awarded at least 0.5 high school elective credits. For those listed below that are part of a postsecondary career/technical program of study at NFCC (Technical Certificate (CCC), AS, or ATD) the designated HS credit is at least 0.5 elective credit for those courses that are 3 or more credit hours. Only NFCC programs have been listed for courses that are either AA General Education options or where that course is a program requirement. Courses that are fewer than 3 credit hours are not listed.

NFCC course	NFCC program (s)	Course Title	High School credit awarded
AMH 1070	AA General Education/Social Science	History of Florida	0.5
AMH 2091	AA General Education/Social Science	African-American History & Culture	0.5
ACG 2021	AA Business Emphasis, AS Business Administration, AS Accounting Technology/Management, CCC Business Operations, CCC Business Development and Entrepreneurship, CCC Accounting Technology Management, CCC Accounting Technology Operations, CCC Accounting Technology Specialist	Introduction to Financial Accounting	0.5
ACG 2071	AA Business Emphasis; AS Business Administration, AS Accounting Technology Management, CCC Business Operations: Accounting/Budgeting Operations; CCC Accounting Technology Operations, CCC Accounting Technology Management	Introduction to Managerial Accounting	0.5
ACG 2104	AS Accounting Technology Management	Intermediate Accounting I	0.5
ACG 2114	AS Accounting Technology Management	Intermediate Accounting II	0.5
ACG 2450	AS Business Administration, AS Accounting Technology Management, CCC Human	Microcomputers in Accounting	0.5

	Resources Administrator; CCC Accounting Technology Management, CCC Accounting Technology Operations, CCC Accounting Technology Specialist		
APA 2501	AS Accounting Technology Management; CCC Accounting Technology Management	Payroll accounting	0.5
TAX 2000	AS Accounting Technology Management; CCC Accounting Technology Management	Individual Income Tax	0.5
BUL 2241	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations; CCC Human Resource Administrator	Legal Environment of Business	0.5
CCJ 1020	AA General Education/Social Sciences; AS Criminal Justice Technology	Introduction to Criminal Justice	0.5
CCJ 2010	CCC Criminal Justice Technology Specialist	Nature of Crime	0.5
CCJ 2022	AS Criminal Justice Technology; CCJ Criminal Justice Technology Specialist	Concepts & Issues in Criminal Justice	0.5
CCJ 2350		Correctional Facility Organization/Operations	0.5
CCJ 2053	AS Criminal Justice Technology	Criminal Justice Ethics	0.5
CET 1171C	CCC Network Security	IT Essentials	0.5
CET 1600C	CCC Network Security	Cisco Introduction to Networks	0.5
CET 1610C	CCC Network Security	Cisco Routing and Switching Essentials	0.5
CET 2615C	CCC Network Security	Cisco Scaling Networks	0.5
CET 2620C	CCC Network Security	Cisco Connecting Networks	0.5
CGS 1100C	AA Business Emphasis; AS Business Administration, AS Accounting Technology Management, CCC Business Operations, CCC Human Resources Administrator, AS Digital Media/Multimedia and related CCC's, CCC Business Development and Entrepreneurship, CCC Accounting Technology Management, CCC Accounting	Computer Applications I	0.5

	Technology Operations CCC Criminal Justice Technology Specialist		
CGS 1520	AS Digital Media/Multimedia Technology	Multimedia Programming	0.5
CGS 1930C	CCC Business Development and Entrepreneurship	Computer Science Special Topics	0.5
CGS 2515	AS Accounting Technology Management; CCC Accounting Technology Management	Spreadsheet Applications for Business	0.5
CGS 2571C	AS Business Administration	Computer Applications II	0.5
CHD 2220		Child Growth and Development	0.5
CIS 2381C	CCC Network Security	Computer Forensics and Investigations	0.5
CIS 2352C	CCC Network Security	Ethical Hacking I	0.5
CJE 1301		Police Patrol Operations	0.5
CJE 2300		Police Administration and Operations	0.5
CJL 1100	AS Criminal Justice Technology	Criminal Law	0.5
CJL 2062	AS Criminal Justice Technology	Constitutional Law	0.5
CJL 2500	AS Criminal Justice Technology	America's Courts and the Criminal Justice System	0.5
CJE 1600	; CCC Criminal Justice Technology Specialist	Criminal Investigations	0.5
CTS 1120C	CCC Network Security	Security+	0.5
CTS 1387C	CCC Network Security	Linux/Unix Fundamentals	0.5
CTS 2664C	CCC Network Security	CCNA Security	0.5
CLP 1140		Abnormal Psychology	0.5
DEP 2004	AA General Education/Social Science	Human Development	0.5
ECO 2013	AA General Education Business Emphasis, CCC Business Development and Entrepreneurship	Macroeconomics	0.5
ECO 2023	AA General Education Business Emphasis; AS Accounting Technology Management; AS Business Administration; CCC Business Development and Entrepreneurship	Microeconomics	0.5
EDF 2005	AA Education Emphasis	Introduction to the Teaching Profession	0.5
EDF 2085	AA Education Emphasis	Introduction to Diversity for Educators	0.5
EDP 2002		Educational Psychology	0.5
EME 2040	AA Education Emphasis, CCC Digital Media/Multimedia	Introduction to Technology for Educators	0.5

	Instructional Technology Specialization		
EMS 1119	ATD Emergency Medical Technician	Emergency Medical Technician I	1.0
EMS 1119L	ATD Emergency Medical Technician	Emergency Medical Technician I Lab	0.5
ENT 1000	AS Business Administration, CCC Business Development and Entrepreneurship; AS Digital Media/Multimedia Technology	Introduction to Entrepreneurship	0.5
FIN 1100		Personal Finance	0.5
FIN 2000	AS Accounting Technology Management, AS Business Administration	Principles of Finance	0.5
GEB 1011	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations, AS Digital Media/Multimedia Technology; CCC Accounting Technology Management; CCC Accounting Technology Operations; CCC Accounting Technology Specialist;	Introduction to Business	0.5
GEB 1136	AS Business Administration, CCC Business Development and Entrepreneurship	Introduction to e-Business	0.5
GEB 2430		Business Ethics	
GEB 2930	AS Business Administration, AS Accounting Technology Management; CCC Business Development and Entrepreneurship	Business Administration Capstone	0.5
GRA1213		Basic Electronic Imaging	0.5
GRA 1952	AS Digital Media/Multimedia Technology	Portfolio Review	0.5
GRA 2117C	AS Digital Media/Multimedia, CCC's Authoring, Production, and Web Specializations	Computer Assisted Graphic Design	0.5
GRA 2121C	AS Digital Media/Multimedia	Publication Design	0.5
GRA 2131C	AS Digital Media/Multimedia and related CCC's	Electronic Imaging	0.5
GRA 2140C	AS Digital Media/Multimedia	Interactive Media	0.5

GRA 2143C	AS Digital Media/Multimedia, CCC Web Production Specialization	Advanced Web Design	0.5
GRA 2144C	AS Digital Media/Multimedia and related CCC's	Fundamentals of Web Design	0.5
GRA 2160C	AS Digital Media/Multimedia, CCC's Production and Web Production Specializations	Computer Animation	0.5
GRA 2207C	AS Digital Media/Multimedia	Advanced Electronic Imaging	
HSC 1531		Medical Terminology for Allied Health	0.5
HUM 1020	AA General Education	Introduction to Humanities	0.5
HUM 2210	AA General Education Humanities	General Humanities I	0.5
HUM 2230	AA General Education Humanities	General Humanities II	0.5
HUN 2201		Fundamentals of Human Nutrition	0.5
LIT 2020	AA General Education Humanities/Literature	Short Story	0.5
MAN 2021	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations Management Specialization	Principles of Management	0.5
MAR 2011	AS Business Administration, CCC Business Development and Entrepreneurship.	Principles of Marketing	0.5
MAT 1033		Intermediate Algebra	0.5
MNA 2100	AS Business Administration, CCC Human Resources Administrator; CCC Business Development and Entrepreneurship	Human Resources Relations in Management	0.5
OST 2335	AS Business Administration, AS Accounting Technology Management, CCC Business Operations, CCC Human Resources Administrator, AS Digital Media/Multimedia Technology, CCC Business Development and Entrepreneurship, CCC Accounting Technology Management, CCC Accounting Technology Operations, CCC	Business Communication	0.5

	Accounting Technology Specialist; CCC Criminal Justice Technology Specialist		
PGY 2401	AS Digital Media/Multimedia Technology	Introduction to Photography	0.5
PHI 2010	AA General Education Humanities	Introduction to Philosophy	0.5
PSY 2012	AA General Education /Social Sciences/Education/Business emphasis AA Nursing Emphasis, AS Criminal Justice Technology, AS Digital Media/Multimedia	General Psychology	0.5
REL 2300	AA General Education Humanities	Introduction to World Religion	0.5
SBM 2000	AS Business Administration, CCC Business Operations Small Business Management; CCC Business Development and Entrepreneurship	Small Business Management	0.5
SYG 1000	AA General Education /Social Sciences; AS Criminal Justice Technology	Introductory Sociology	0.5
SYG 2010	AA General Education /Social Sciences,	Social Problems	0.5
SYG 2322	AS Criminal Justice Technology; CCC Criminal Justice Technology Specialist	Juvenile Delinquency	0.5
SYG 2323	AS Criminal Justice Technology	Introduction to Criminology	0.5
SYG 2430		Marriage and the Family	0.5
WOH 2040	AA General Education History/Social Sciences	World History in the 20 th Century	0.5
SLS 1103		Strategies for Academic Success	0.5

Appendix D

2017 – 2018 Academic Calendar

TRADITIONAL TERM

2017	Term I	Comments
August 14 & 15	Faculty Planning Days	
August 16	Classes Begin	
Sept. 4	LABOR DAY Holiday	
Nov. 10	VETERANS DAY Holiday	
Nov. 22, 23 & 24	THANKSGIVING Holidays	
Nov. 30	Classes End	
Dec. 1 – 6	Final Exams	
Dec. 8	Grades Due	
Dec. 8, 12	Faculty Planning Days	
Dec. 12	Term Ends. Commencement, 5 pm	
2018	Term II	Comments
Jan. 4 & 5	Faculty Planning Days	
Jan. 8	Classes Begin	
Jan. 15	MARTIN LUTHER KING Holiday	
Feb. 19	PRESIDENTS DAY Holiday	
March 12 – 16	SPRING BREAK	
April 24	Honors Convocation	
Apr. 30	Classes End	
May 1 – 4	Final Exams	
May 8	Grades Due	
May 8, 10	Faculty Planning Days	
May 10	Term Ends. Commencement, 5 pm	
2018	Term III	Comments
May 14	Classes Begin	
May 28	MEMORIAL DAY Holiday	
July 4	INDEPENDENCE DAY Holiday	
July 23	Classes End	
July 24 & 25	Final Exams	
July 30	Grades Due. Term Ends	

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

NONE

APPENDIX E**2017 -2018 Academic Year****North Florida Community College****Dual Enrolled Cost per Credit Hour**

Taught on NFCC Campus by NFCC Instructor	\$71.98/credit
hour/vocational credit hour	

Video Conference Delivery from NFCC Campus to High School Campus

Instructional Cost	71.98
Less Public School Instructional Cost for Facilitator	
- ((\$17.04 * 15 weeks)/13)*\$1.0765)	\$21.16
Total Cost	\$50.82

Consumable Materials for EMT

Background check and fingerprinting	\$60.00
Materials	\$215.41
Total	\$275.41

Consumable Materials for ECPC

Background check and fingerprinting	\$60.00
Course pack	\$24.00
Total	\$84.00

Consumable Materials for APT **\$630.00***

***Currently the NSF grant covers the MSSC and certification Costs. \$580.00**

ETI 0481C - \$12.50

ETI 0482C - \$12.50

ETI 0484C - \$12.50

ETI 0485C - \$12.50

Total \$50.00**

****Costs grant does not cover.**

Medical Coder / Biller

HIM 0009 (\$3.24 + \$5.00 +\$15.91) **\$24.15**

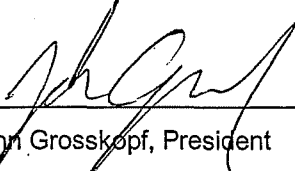
HIM 0091 (\$12.60 + \$65.00) **\$12.60**

HIM 0092 \$4.14 **\$4.14**

HIM 0093 \$11.52 **\$11.52**

Consumable Materials for Medical Coder Biller **\$52.41**

We, the undersigned representatives of North Florida Community College and the District School Board of Suwannee County, agree to the terms of the program specific component of this Dual Enrollment Articulation Agreement.



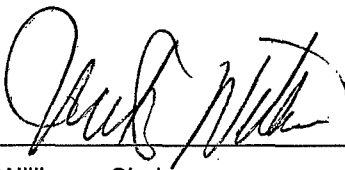
John Grosskopf, President
North Florida Community College

4-18-17

Date

Ted Roush, Superintendent
Suwannee County School District

Date



Mike Williams, Chairman
District Board of Trustees
North Florida Community College

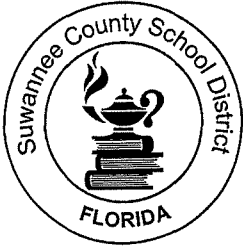
4-18-17

Date

Jerry Taylor, Chair
Suwannee County School Board

Date

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools 
FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 
THRU: Vickie DePratter, Chief Financial Officer 
DATE: June 6, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract for the 2017-2018 school year:

#2018-47 Contract with Independent Training for the Blind, Inc. Revised/Renewal

BACKGROUND:

The annual contract (2018-08) with Independent Training for the Blind, Inc. was approved by the Board on May 23, 2017. There was an error in the Fee Schedule on Exhibit B. The rate and hours from the most recent contract approved by the Board on October 11, 2016 (2017-81) were not reflected in the 2017-2018 contract. This contract corrects the rate and hours.

JF/ro

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 **Independent Training for the Blind, Inc.** ("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 July 1, 2017 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, reasonably 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; provided, however, that SCSB shall give notice to Contractor that such invoice is deemed improper, and Contractor shall be given:

- (a) details as to why it is considered improper,
- (b) instruction as to how Contractor can correct such invoice to make it proper, and
- (c) the opportunity to submit a corrected invoice to be paid for services performed.

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 to the extent applicable to Contractor. 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. Contractor shall make such documents and records available to SCSB upon reasonable notice from SCSB and such audit and all costs pertaining thereto including, but not limited to, photocopies, travel, shipping, shall be at SCSB's cost.

- 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 relating to bodily injury to or death of any person or loss of or damage to real or tangible personal property or the environment to the extent that such third party claim, suit, damage, or expense was proximately caused by any negligent act or omission on the part of Contractor, its agents or employees.

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 prevailing party shall be entitled to its 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, which 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, each party shall split equally 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 actually received 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
702 2nd Street, NW
Live Oak, FL 32064

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

Contractor: Independent Training for the Blind, Inc.
Elizabeth Wilson
2652 S. Hannon Hill Drive
Tallahassee, FL 32309

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 (2016) 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 _____, 2017.

SUWANNEE COUNTY SCHOOL BOARD

Jerry Taylor, Chairman

Date

Ted L. Roush, Superintendent

Date

"Approved as to Form and Sufficiency

BY _____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

CONTRACTOR

Witness Signature

Elizabeth Wilson, President
Independent Training for the Blind, Inc.

Type or Print Name of Witness

Date

Date

EXHIBIT A

SERVICES PROVIDED:

- 1) Assure that services are in accordance with the IEP for each student.
- 2) Ensure that written evaluations and student records are the property of the SCSB.
- 3) Plan and prepare lessons and strategies, which support the students IEP as it relates to Orientation and Mobility.
- 4) Identify, select, and modify instructional materials to meet the needs of students.
- 5) Establish and maintain effective record keeping procedures (including but not limited to IEP), assuring access to records which are pertinent to this agreement.
- 6) Consults with diagnosticians, classroom teachers, students, and parents concerning appropriate evaluations, modifications as requested by the district.
- 7) Provide the district with monthly billing by the 15th of each month, for services rendered the preceding month. (Unless otherwise approved by Director of Student Services.)
- 8) Attached to the monthly billing will be individual logs for students with a breakdown of time allocated for planning, coordination of staff, instruction and travel clearly noted. All time billed will be signed by a SCSB employee at the point of service. Lesson plan activity notes will be provided for each face to face contact provided to the student.

Provide Instruction for:
Orientation and Mobility
Use of low vision devices
Listening skills
Concept development (especially for early childhood students)
Leisure and recreation skills
Social Skills
Self-advocacy

In the event that Contractor shall at any time be unable to provide the services under this contract, Independent Training for the Blind may employ a substitute to perform such services, another duly qualified person who will meet employment criteria of Suwannee County School Board. Independent Training for the Blind shall be responsible for compensation of individuals employed as substitutes.

CONTRACTOR FEDERAL IDENTIFICATION NUMBER: 61-1455495

INDIVIDUAL SOCIAL SECURITY NUMBER:

IRS Form W-9 on file.

FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:

General Fund (9061) Vision Teacher – Professional & Technical Services

EXHIBIT B

FEE SCHEDULE

The Suwannee County School Board shall pay \$65.00 per hour for services. Services shall include instruction, planning, and travel. This will be paid monthly upon receipt of billing. Services billed shall not exceed 20 hours per week. All hours billed will be documented by student name, activity as related to instruction, travel, and planning. All billed hours will be signed at the point of service by a SCSB employee.

EXHIBIT C

**Public Records Law Requirements
under Chapter 119.0701, Florida Statutes (2016)**

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 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), 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 (2016), for additional record keeping requirements.

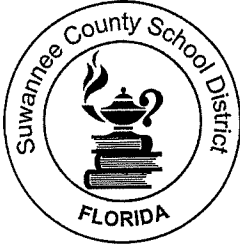
REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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 (2016).

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools 
FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 
THRU: Vickie DePratter, Chief Financial Officer 
DATE: June 6, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract for the 2017-2018 school year:

#2018-48 Cooperative Agreement Between Meridian Behavioral Healthcare, Inc. and the School Board of Suwannee County, Florida Renewal

BACKGROUND:

This agreement is a renewal and is necessary to facilitate therapeutic and preventive mental health services to students in need of such services in Suwannee County.

JF/ro

**Cooperative Agreement
Between
Meridian Behavioral Healthcare, Inc.
and
The School Board of Suwannee County, Florida**

THIS AGREEMENT is entered into by and between Meridian Behavioral Healthcare, Inc., a Florida Corporation, 4300 SW 13th Street, Gainesville, FL 32608 ("Center") and the School Board of Suwannee County, Florida, 702 Second Street NW; Live Oak, FL 32064, ("The School Board").

WHEREAS, the School Board desires to purchase certain therapeutic and preventive mental health services to its students who are in need of such services; and

WHEREAS, Meridian Behavioral Healthcare, Inc. has professionally trained psychiatrists, mental health counselors, and case managers available to provide such services;

NOW THEREFORE, in consideration of the premises and the mutual covenants and conditions contained herein, the Parties agree as follows:

A. Particulars of this Agreement

1. Duration: This Agreement shall commence on July 1, 2017 and shall continue until June 30, 2018.
2. Renewability: This Agreement shall not be automatically renewable.
3. Modification: This Agreement may be modified only by separate written agreement appended hereto and signed by both parties.
4. Contract Managers: Contract Manager for Meridian Behavioral Healthcare, Inc. will be Carali McLean, Senior Vice President of Clinical Programs and Business Development or her designee. Contract Manager for the School Board will be Debra Land, Director of Student Services, or her designee.

B. Responsibilities of the School Board

1. Determining Eligibility for Services: The School Board is responsible for determining eligibility for service referral.
2. Referral Process: The School board will refer eligible students through the principal or his/her designee and the ESE office in accordance with the criteria listed above.

The School Board/schools served will agree to designate personnel from each school such as the guidance counselor to be active with Meridian assigned school therapists and

Meridian Program Manager for processing referrals and to facilitate having school referred/Meridian involved students prepared, i.e. in an office area or other designated location, at agreed upon consecutive time slots, for school based clinical sessions.

The School Board understands for school referred/Meridian involved students to be served routinely by Meridian at the schools, the clinician will need to have enough referred students to justify the time and travel involved in getting to those schools. When the referral base is not sufficient, the school referred students will be seen at local Meridian offices instead of the respective school.

3. Liability and Protection of Health Information: School Board agrees to render full cooperation with the Center in recommending and referring students for counseling and/or consultation. Prior to any such counseling, the school involved shall obtain written permission from parents or guardians of any child to be counseled which, to the extent allowed by law, releases the School Board, the individual school, and the Center from any liability in connection with the treatment services. If the School Board is unable to obtain consent for treatment, or facilitate the Center's obtaining consent for treatment, services cannot be provided.

Additionally, the School Board agrees to protect confidential health information in accordance with applicable law.

4. Office Space and Resources: The School Board agrees to furnish Center staff with appropriate workspace at those sites where services are provided. The space does not need to be continuously available, but does need to be suitable for therapy sessions and available when the therapist is on site. The School Board also agrees to provide a lockable file cabinet for use by Center personnel.

As part of this agreement it is required that Meridian staff providing services on school premises have access to the internet for the purposes of connecting to Meridian's EMR (Electronic Medical Records) to document care and treatment of clients provided at Suwannee County location(s). Access required will be via secure VPN (Virtual Private Network) and can be delivered either by Ethernet (wired connection) or secure wireless.

C. Responsibilities of Meridian Behavioral Healthcare, Inc.

1. Staffing: The Center will provide appropriately qualified staff in sufficient numbers to meet the service demands of this Agreement. Staff will have sufficient education, training and experience to conduct the procedures described in the "Service and Rate Schedule" in Attachment A.
2. Record Keeping: The Center will keep individualized medical treatment records for all individuals served under this Agreement. Storage and release of treatment records shall comply with applicable State and Federal law. Records are the sole property of the Center.

3. Communication with School Personnel: Center staff will obtain parental consent to communicate freely with school personnel about the referred child's progress in treatment. This communication shall be subject to the limits and provisions outlined in the consent. Center staff will provide quarterly progress reports on each student served at the special day school under this agreement. Center staff will also maintain a weekly schedule log of services provided. Center staff will collaborate with school personnel to plan and implement IEPs and behavior plans for students served under this agreement.
4. Scheduling: Center staff will provide services within the constraints of the school day and make every effort to minimize disruption to the learning environment.
5. Additional consultation: The Center will provide consultation and referral services, within the Center's resource limits, for those students not qualifying for services under this agreement.
6. Insurance: The Center shall be responsible for providing adequate liability and malpractice insurance for the activities described in the agreement. The Center will maintain a comprehensive policy of liability and malpractice insurance in the amount of \$1,000,000 per claim plus \$1,000,000 aggregate. Upon execution of this agreement, the Center shall provide a certificate of insurance for such activities to the School Board.
7. Level II Background Screening: Prior to any staff working with students at any District School, the staff will have a Level II background screening to ensure compliance with fingerprinting and background checks pursuant to Florida Statutes 231.02 and 101.465 as adopted by the 2005 Florida Legislature (commonly known as the Jessica Lunsford Act). Meridian Behavioral Healthcare, Inc. will work with the District to coordinate completion of this Level II screening. Written confirmation will be made to the Personnel Department of the Suwannee County School Board and Meridian Behavioral Healthcare, Inc. when individual(s) have received clearance. All fingerprinting and background screening expenses will be paid by Meridian Behavioral Healthcare, Inc. The Personnel Department of the Suwannee County School Board will be immediately notified when it is discovered that any employee who has contact with, or may have contact with students in the district either commits an act that would disqualify them from student contact, or has an item surface during the five (5) year re-screening that disqualifies them from working with students.

D. The Parties Jointly Agree

1. Periodic Meetings: Center staff and School Board personnel agree to meet periodically to evaluate the demand for services, caseload and billable units to determine appropriate staffing patterns for this agreement. The Parties also agree to meet, as needed, to develop or refine procedures related to referral processes.
2. Evaluation: Evaluation of the quality of services will be the joint responsibility of both Parties. The Center will assess quality of services through documentation auditing and peer review procedures, according to Center standards. Additionally, the Center will

seek input from school staff on a periodic basis, including the completion of annual satisfaction surveys. School staff will be responsible for assessing student's academic progress.

3. Non-discrimination Policy: The School Board and the Center agree that students will be counseled without regard to race, color, creed, national origin, age, sex, or economic status. Likewise, the Center shall not use discriminatory practices in the hiring of staff used to provide services under this agreement.
4. Independence and Mutual Indemnification: It is understood that employees of the Center are not agents or employees of the School Board, and employees of the School Board are not agents or employees of the Center. Neither party to this agreement assumes any liability for any acts or omissions of the other party or of the agents or employees of the other party. The Center agrees to indemnify, defend, and hold the School Board, its officers and employees, harmless from any and all liability of the School Board resulting from the Center's provision of services pursuant to this agreement.
5. Effective Date: This agreement will be effective following July 1, 2017 and upon its execution by both parties and will expire on June 30, 2018. Prior to its expiration, either party may terminate this agreement with or without cause, upon thirty (30) days' written notice to the other party.
6. Default and Remedy: In the event of the failure of either party to comply with any provision of this agreement, the non-defaulting party shall notify the defaulting party in writing, stating specifically the provision that gives rise to the default. The defaulting party shall be entitled to a period of fifteen (15) days to cure the default. After such fifteen (15) day period, and notwithstanding the provisions of paragraph five (5) above, the non-defaulting party may immediately terminate this agreement by written notice. The failure of either party to exercise this right shall not be construed as a waiver of such right in the event of further default or non-compliance.
7. Governing Law and Venue: 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 Alachua County, in the court of appropriate jurisdiction.
8. Sovereign Immunity: Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.

E. Additional Department of Education Compliance Requirements

1. Definitions: All references herein to the School Board, Board, District, Buyer, or SBSC shall mean the School Board of Suwannee County.
2. Contract: The contract resulting from acceptance of this agreement is to be governed by the laws of the State of Florida. This contract is non-assignable by the Contractor.

3. General: The Contractor agrees to protect, defend, and save harmless the SBSC against any demand for payment for the use of any patented material, process, device or article that may enter into the manufacture, construction, or form of any part of the materials or services covered by the order; and the Contractor agrees further to indemnify and save harmless the SBSC, its officers, agents and employees from suits or action of every nature and description brought against it for, or on account of any injuries, death, or damages received or sustained by any party or parties by, or from any of the acts of the Contractor, its employees or agents.
4. Warranty-Materials and Services: The Contractor expressly warrants that all the material and work covered by this order will conform to the specification, drawings, samples or other description, furnished or specified by the SBSC, and will be merchantable, of new material, of good workmanship, and free from defects, and fit and sufficient for the purposes intended. Services: Contractor will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified personnel, equipment and materials. If all or any part of the services is found by the SBSC to be defective (regardless of whether or not payment for such services has been made) for reasons attributable to Contractor, Contractor shall re-perform at its own expense that aspect of the services found to be defective.
5. Cancellation/Termination: The SBSC may cancel all or any part of this order if the Contractor does not make delivery as specified, or if Contractor defaults on any of the terms hereof. In the case of default, the SBSC may procure the articles or services covered by this order from other sources and hold the Contractor responsible for any excess occasioned thereby.

The SBSC shall have the right to terminate this contract, or any services hereunder, for its convenience, including circumstances of SBSC loss or lack of funds, upon thirty (30) days advance written notice to the Contractor. The SBSC shall compensate the Contractor for services rendered through the date of termination. The SBSC shall not be obligated hereunder nor likewise liable to pay the Contractor any other costs, losses, damages, or expenses arising out of or related to the termination of this contract or any services performed hereunder.
6. Waiver: The waiver by the SBSC of any of the terms and conditions of this contract shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this contract/agreement, and shall not be construed to be a waiver of any provision, except for the particular instance.
7. Debarment or Suspension: The Contractor certifies that neither the Contractor nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance (e.g. General Services Administration's *List of Parties Excluded from Federal Procurement and Non-Procurement Programs*). The Contractor or grantee further certifies that potential subrecipients, subcontractors, or any of their principals are not debarred, suspended or proposed for debarment. Federal Acquisition Regulations clause

52.209-6, Protecting the Government's Interest when Sub-Contracting with Contractors, Debarred, Suspended or Proposed for Debarment, is incorporated herein by reference and is applicable to orders greater than \$30,000.

8. Public Entity Crimes Affidavit: A person or affiliate who has been placed on the convicted Contractor's 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 Section 287.017, for CATEGORY TWO (\$30,000) for a period of 36 months from the date of being placed on the convicted Bidder list.
9. Records Requirement: For contracts funded by federal funds, Contractor agrees to grant access by the SBSC, the Federal grantor agency, the Comptroller General of the United States, the Florida Auditor General or any of their 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 transcriptions.

Contractor agrees to and shall ensure that all required records are retained for five years after final payments are made under this agreement and all other pending matters are closed.

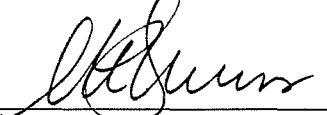
10. Hold Harmless and Insurance: The Contractor acknowledges that in rendering the services provided herein, the Contractor (including its agents or employees providing services under this agreement) will be acting as an Independent Contractor, and not as an employee of the SBSC. The Contractor agrees to hold the SBSC harmless from any liability arising out of services rendered under this Purchase Service Agreement; and the Contractor agrees to maintain in force and effect, at all times during the existence of this contract, liability/malpractice insurance coverage to cover the contracted services. The Contractor will provide the SBSC with evidence of such coverage through a Certificate of Insurance naming the School Board of Suwannee County, Florida, as an additional insured under the policy and showing the School Board of Suwannee County, Florida, as the certificate holder with an address of 702 Second St. NW; Live Oak, FL 32064.

Suwannee County School Board ESE Cooperative Agreement 2017-2018

SB012:07/17-06/18

IN WITNESS WHEREOF, the Parties hereto have caused this agreement to be executed by the duly authorized individuals below.

MERIDIAN BEHAVIORAL HEALTHCARE, INC.

By:  5/31/2017
Margarita Labarta, Ph.D. Date
President/CEO
Meridian Behavioral Healthcare, Inc.

SCHOOL BOARD OF SUWANNEE COUNTY

By: _____
Debra Land
Director of Student Services Date

By: _____
Ted L. Roush
Superintendent Date
Suwannee County Schools

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"

ATTACHMENT A**SERVICE AND RATE SCHEDULE**

Service Type:	Individual Outpatient Services
Description:	Includes individual therapy, clinical on-site and at-home services, family therapy, treatment planning, treatment plan reassessment, psychosocial evaluation, brief (non-psychiatric) clinic visit, collateral therapy, intensive therapeutic on-site services, and individual psycho-educational interventions.
Rate of reimbursement:	\$95 per hourly unit; rounded up to the nearest 10-minute increment; Example: 45 minutes is rounded to 50 minutes= 0.83 units=\$78.85
Service Type:	Group Outpatient Services
Description:	Includes group therapy and group intervention (i.e., psycho-educational) services
Rate of reimbursement:	\$20 per hourly unit; rounded up to the nearest 10-minute increment.
Service Type:	Psychiatric Evaluation
Description:	Comprehensive psychiatric evaluation
Rate of Reimbursement:	\$240 per service event; typically a 1-hour visit
Service Type:	Psychiatric Medication Follow-up
Description:	Medication monitoring and follow-up
Rate of reimbursement:	\$120 per service event; typically a brief visit
Service Type:	Outreach
Description:	Meridian will provide outreach services in the schools to engage students and staff so that appropriate referrals can be made for treatment and other services. Outreach activities will include being available at the schools, assisting school personnel with referral information and questions, participating in staff meetings and individual educational plan discussions.
Rate of reimbursement:	\$43.20 per hour, rounded up to the nearest 10-minute increment.

BUSINESS ASSOCIATE AGREEMENT

To the extent that HIPAA governs the parties' relationship, this **BUSINESS ASSOCIATE AGREEMENT** (this "Agreement") is entered into, and effective as of July 1, 2017 (the "Effective Date") by and between Meridian Behavioral Healthcare, Inc. ("Meridian" or "Covered Entity") and School Board of Suwannee County ("Business Associate"). The parties to this Agreement if not referred to as Covered Entity or Meridian or Business Associate may sometimes collectively be referred to "the Parties." The Parties mutually agree as follows:

INTRODUCTION

The purpose of this Agreement is to comply with the requirements of (i) the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the associated regulations, as may be amended; (ii) the HIPAA Privacy Rule codified at, 45 C.F.R. Parts 160 and 164, Subparts A and E, as may be amended; (iii) the HIPAA Security Rule codified at 45 C.F.R. Part 160 and 164, Subpart C, as may be amended; (iv) the Breach Notification Rule, codified at 45 C.F.R. Part 164, Subpart D, as may be amended; (v) the Enforcement Rule codified at 45 C.F.R. Part 160, Subparts C and D, as may be amended; (vi) the Health Information Technology for Economic and Clinical Health Act, Title XIII of the American Recovery and Reinvestment Act of 2009 (the "HITECH Act"); and (vii) the HIPAA Omnibus Final Rule published in the Federal Register at 78 Fed. Reg. 5,566 (Jan. 25, 2013), and effective on March 26, 2013. The HITECH Act provides further protection for the privacy and security of PHI used and disclosed through health information technology. The Privacy, Security, Breach Notification and Enforcement Rules are collectively referred to herein as the "HIPAA Rules." Unless otherwise defined in this Agreement, capitalized terms have the meanings given in the HIPAA Rules and the HITECH Act.

In consideration of the new and continuing obligations under the Services Agreement referenced below and other good and valuable consideration, the parties agree to comply with this Agreement and the requirements of the HIPAA Rules and the HITECH Act as follows:

1. **Services.** Meridian and Business Associate have entered into an agreement under which Business Associate will perform certain services for Meridian ("the Services Agreement") Under the Services Agreement, Business Associate may create, receive, use, maintain or transmit PHI from or on behalf of Covered Entity in the course of providing certain services (the "Services") for Covered Entity. The Services Agreement is incorporated herein by reference. In the event of a conflict between the terms of the Services Agreement and this Agreement, this Agreement shall control.

2. **Permitted Uses and Disclosures.** Business Associate may use and/or disclose PHI only as permitted or required by this Agreement, or as otherwise required by law. Business Associate may disclose PHI to, and permit the use of PHI by, its employees, contractors, agents, or other representatives only to the extent directly related to and necessary for the performance of Services under the Services Agreement. Business Associate shall make uses and disclosures, and requests for PHI from Covered Entity, only in a manner consistent with HIPAA's minimum necessary requirements, and no more than the minimum PHI necessary to perform under the

Services Agreement. Business Associate shall not use or disclose PHI in a manner (i) inconsistent with Covered Entity's obligations under the HIPAA Rules or the HITECH Act, or (ii) that would violate the HIPAA Rules or the HITECH Act if disclosed or used in such a manner by Covered Entity. Business Associate may use PHI for the proper management and administration of Business Associate's business and to carry out its responsibilities in accordance with 45 C.F.R. § 164.504(e)(4). Business Associate may not de-identify PHI received from, or created on behalf of Covered Entity without the express written authorization of Covered Entity. Business Associate shall make no use or disclosure of PHI in any manner which is contrary to the interest of Meridian or will cause Meridian harm.

3. **Safeguards for the Protection of PHI.** Business Associate shall conduct an accurate and thorough risk assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of Electronic PHI held by Covered Entity. Business Associate shall comply with the HIPAA Security Rule codified at 45 C.F.R. Part 160 and 164, Subpart C, as may be amended, and with the applicable provisions of the HIPAA Privacy Rule codified at 45 C.F.R. Parts 160 and 164, Subparts A and E, as may be amended, to the extent Business Associate is to carry out any of Covered Entity's obligations under the Privacy Rule.

4. **Reporting and Mitigating the Effect of Unauthorized Uses and Disclosures.** If Business Associate has knowledge of any use or disclosure of PHI not provided for by this Agreement, then Business Associate shall promptly notify Covered Entity in accordance with Section 12. Business Associate shall establish and implement procedures and other reasonable efforts for mitigating, to the extent possible, any harmful effects arising from any improper use and/or disclosure of PHI of which it becomes aware. Furthermore, in the event Business Associate becomes aware of a Security Incident involving PHI, by itself or any of its agents or subcontractors, Business Associate shall notify Covered Entity in writing within ten (10) calendar days, of such Security Incident. Business Associate shall identify the: (i) date of the Security Incident; (ii) scope of the Security Incident; (iii) Business Associate's response to the Security Incident; and (iv) identification of the party responsible for the Security Incident, if known. Covered Entity and Business Associate agree to act together in good faith to take reasonable steps to investigate and mitigate any harm caused by such unauthorized use or Security Incident. For these purposes, a "Security Incident" shall mean the successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.

5. **Data Breach Notification and Mitigation.** Business Associate agrees to promptly notify Covered Entity of any "Breach" of "Unsecured PHI" as those terms are defined by 45 C.F.R. §164.402 (hereinafter a "Data Breach"). The Parties acknowledge and agree that 45 C.F.R. §164.404, as described below in this Section, governs the determination of the date of a Data Breach. Business Associate shall, following the discovery of a Data Breach, promptly notify Covered Entity and in no event later than five (5) calendar days after Business Associate discovers such Data Breach, unless Business Associate is prevented from doing so by 45 C.F.R. §164.412 concerning law enforcement investigations. For purposes of reporting a Data Breach to Covered Entity, the discovery of a Data Breach shall occur as of the first day on which such Data Breach is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business Associate shall be considered to have had knowledge of a Data Breach if the Data Breach is known, or by exercising reasonable diligence

would have been known, to any person (other than the person committing the Data Breach) who is an employee, officer or other agent of Business Associate. No later than five (5) calendar days following a Data Breach, Business Associate shall provide Covered Entity with sufficient information to permit Covered Entity to comply with the Data Breach notification requirements set forth at 45 C.F.R. §164.400 et seq. Specifically, if the following information is known to (or can be reasonably obtained by) Business Associate, Business Associate shall provide Covered Entity with: (i) contact information for Individuals who were or who may have been impacted by the Data Breach (e.g., first and last name, mailing address, street address, phone number, email address); (ii) a brief description of the circumstances of the Data Breach, including the date of the Data Breach, date of discovery, and number of Individuals affected by the Data Breach; (iii) a description of the types of unsecured PHI involved in the Data Breach (e.g., names, social security number, date of birth, address(es), account numbers of any type, disability codes, diagnosis and/or billing codes and similar information); (iv) a brief description of what the Business Associate has done or is doing to investigate the Data Breach, mitigate harm to the Individual impacted by the Data Breach, and protect against future Data Breaches; and (v) appoint a liaison and provide contact information for same so that the Covered Entity may ask questions and/or learn additional information concerning the Data Breach. Following a Data Breach, Business Associate shall have a continuing duty to inform Covered Entity of new information learned by Business Associate regarding the Data Breach, including but not limited to the information described in the items above.

6. Use and Disclosure of PHI by Subcontractors, Agents, and Representatives.

Business Associate shall require any subcontractor, agent, or other representative that is authorized to create, receive, maintain, or transmit PHI on behalf of Business Associate to execute a business associate agreement to agree in writing to the same terms set forth herein. Business Associate shall terminate its business associate agreement with any subcontractor, agent or other representative if such subcontractor, agent or representative fails to abide by any material term of such agreement. Such business associate agreement shall identify Covered Entity as a third-party beneficiary with rights of enforcement in the event of any HIPAA violations. Any Agreement with any subcontractor, agent or other representative shall specifically include all of the terms of Paragraph 2 of this Agreement.

7. Individual Rights. Business Associate shall comply with the following Individual rights requirements as applicable to PHI used or maintained by Business Associate:

7.1. Right of Access. Business Associate agrees to provide access to PHI maintained by Business Associate in a Designated Record Set, at the request of Covered Entity, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. §164.524. Such access shall be provided by Business Associate in the time and manner designated by Covered Entity, including, where applicable, access by electronic means pursuant to Section 13405(e) of the HITECH Act.

7.2. Right of Amendment. Business Associate agrees to make any amendment(s) to PHI maintained by Business Associate in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 C.F.R. §164.526 at the request of Covered Entity or an Individual, and in the time and manner designated by Covered Entity.

7.3. Right to Accounting of Disclosures. Business Associate agrees to document such disclosures of PHI as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528. Business Associate agrees to provide to Covered Entity or an Individual, in the time and manner designated by Covered Entity, such information collected in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528, as amended by Section 13405(c) of the HITECH Act and any related regulations or guidance issued by HHS in accordance with such provision.

7.4. No Waiver of Privilege. Notwithstanding 7.1, 7.2, and 7.3 above, Business Associate shall not permit access to any record if such access would violate Meridian's or Business Associate's ethical responsibilities or any privileges which Business Associate or Meridian may have under Florida or Federal law. To the maximum extent permitted by law, Meridian hereby reserves and retains any and all privileges which Meridian may have under Florida or Federal law related to the confidentiality of all patient records of Meridian or any attorney-client privilege or any attorney-work product privilege which Meridian may have with respect to Business Associate's performance of its obligations under this section. The parties acknowledge that Meridian retains the right to waive its attorney-client privilege with regard to its own records and to expressly instruct Business Associate to provide access to those records as a result of that waiver. In the event Meridian determines to waive any privilege which it may have, Meridian shall provide Business Associate with written notice of that waiver before Business Associate may act on any such decision.

8. Ownership of PHI. Covered Entity holds all right, title and interest in and to any and all PHI received by Business Associate from, or created or received by Business Associate on behalf of, Covered Entity, and Business Associate does not hold, and shall not acquire by virtue of this Agreement or by virtue of providing any services or goods to Covered Entity in the course of fulfilling its obligations pursuant to this Agreement, any right, title or interest in or to such PHI. Except as specified in this Agreement, Business Associate shall have no right to compile, distribute, make any statistical analysis, or develop any report utilizing any PHI provided to Business Associate under this Agreement nor may Business Associate release any information about PHI or the PHI to any other governmental or private agency or entity without the express written consent of Meridian.

9. Prohibition on Sale of PHI. Business Associate shall not sell or receive any remuneration, direct or indirect, of any kind in exchange for PHI or in exchange for the disclosure of PHI to any public or private agency or entity, except as expressly permitted by this Agreement or by the Services Agreement or by written authorization of Meridian.

10. **Inspection of Books and Records.** If Business Associate receives a request, made by or on behalf of HHS requiring Business Associate to make available its internal practices, books, and records relating to the use and disclosure of PHI to HHS for the purpose of determining compliance of Covered Entity with the Privacy Standards or the Security Standards, then Business Associate shall promptly notify Covered Entity of such request. Except as otherwise set forth below, Business Associate shall make its books and records relating to the use and disclosure of PHI by Covered Entity available to HHS and its authorized representatives for purposes of determining compliance of Covered Entity with the Privacy Standards and Security Standards.

To the extent permitted by law, Covered Entity hereby reserves and retains any and all privileges in which it has an interest under Federal or Florida law including attorney-client privilege or attorney-work product privilege with respect to Business Associate's performance if its obligations under this Agreement and this Section 10. Business Associate, to the maximum extent permitted by law, hereby reserves and retains any and all privileges it may have including all work product or other privileges or rights. If the Services Agreement is for legal services, then this section shall not be construed to require Business Associate to disclose or produce communications subject to the attorney-client, work-product, or other privileges or rights with respect to materials that analyze, evaluate or discuss the legal implication of PHI. Notwithstanding the above, in no event shall Business Associate delay complying with a request of HHS or its authorized representatives if such delay appears reasonably likely to result in any penalty, fine or other liability being levied or imposed upon Covered Entity (such likelihood to be determined in the sole discretion of Covered Entity), and Covered Entity has instructed Business Associate in writing to disclose the information requested by HHS or its authorized representatives. The Parties acknowledge that Covered Entity retains the right to: (i) waive the attorney-client privilege with regard to books and records, and (ii) expressly instruct Business Associate to provide HHS and its authorized representatives with such books and records in the event of such waiver.

11. **Term and Termination.**

11.1. **Term.** This Agreement shall commence on the Effective Date and end with the termination of the Services Agreement unless terminated sooner pursuant to Section 11.2.

11.2. **Termination for Breach by Covered Entity.** As provided for under 45 C.F.R. § 164.504(e)(2)(iii), Covered Entity may immediately terminate this Agreement, all relevant Services Agreement(s) and any related agreements if Covered Entity determines that Business Associate has breached a material term of this Agreement. Alternatively, and in the sole discretion of Covered Entity, Covered Entity may choose to provide Business Associate with written notice of the existence of the breach and provide Business Associate with thirty (30) calendar days to cure said breach upon mutually agreeable terms.

11.3. **Termination by Business Associate.** If Business Associate determines that Covered Entity has breached a material term of this Agreement, then Business Associate shall provide Covered Entity with written notice of the existence of the breach and shall

provide Covered Entity with thirty (30) calendar days to cure said breach upon mutually agreeable terms or end the violation within this thirty (30) day period. Failure by Covered Entity to cure said breach or violation in the manner set forth above shall be grounds for immediate termination of the Services Agreement by Business Associate.

11.4. Effect of Termination. Upon termination of this Agreement, Business Associate shall recover any PHI relating to this Agreement in possession of Business Associate and its subcontractors, agents, or representatives. Business Associate shall return to Covered Entity or destroy all such PHI plus all other PHI relating to this Agreement in its possession, and shall retain no copies. If Business Associate believes that it is not feasible to return or destroy the PHI as described above, Business Associate shall notify Covered Entity in writing. The notification shall include: (i) a written statement that Business Associate has determined that it is infeasible to return or destroy the PHI in its possession, and (ii) the specific reasons for such determination. If the Parties agree that Business Associate cannot feasibly return or destroy the PHI, Business Associate shall ensure that any and all protections, requirements and restrictions contained in this Agreement shall be extended to any PHI retained after the termination of this Agreement, and that any further uses and/or disclosures shall be limited to the purposes that make the return or destruction of the PHI infeasible. If the Parties do not agree that Business Associate cannot feasibly return or destroy the PHI, then Business Associate shall comply with this Paragraph 11.4. If Business Associate refuses to comply with this Paragraph 11.4, then Covered Entity shall treat the refusal as a material breach of this Agreement.. In all events, Business Associate further agrees to comply with other applicable state or federal law, which may require a specific period of retention, redaction, or other treatment of such PHI. It is expressly understood that all limitations, restrictions or prohibitions on the use or disclosure of PHI by Business Associate shall continue to exist and shall survive termination of this Agreement for any reason.

12. Notices. Any and all notices and other communications required or permitted to be given under this Agreement shall be: (a) delivered by personal delivery, provided the person to whom delivered signs a receipt; (b) delivered by commercial courier such as Federal Express, provided the person to whom delivered signs a receipt or the commercial courier can verify delivery; (c) sent by overnight U.S. express mail, provided the postal service can verify delivery; (d) sent by registered or certified mail, postage prepaid, provided delivery is actually made; or (e) sent by facsimile, provided the person that sent the notice can verify delivery. All notices shall be sent to the following addresses or to such other addresses as shall be furnished by notice to the other party in accordance with the provisions of this Section 12:

If to Meridian Behavioral
Healthcare, Inc.:

4300 SW 13th Street

Gainesville, FL 32608

Attn: Margarita Labarta, Ph.D.
President/CEO

If to Business Associate:

School Board of Suwannee County

702 Second Street NW

Live Oak, FL 32604

13. Miscellaneous.

13.1. Survival. The respective rights and obligations of the Parties under Section 10 (Inspection of Books and Records), Section 11.4 (Effect of Termination), and Section 13 (Miscellaneous) shall survive termination of this Agreement indefinitely, and those other provisions of this Agreement that apply to rights or obligation of a Party, which continue or arise upon or after the termination of this Agreement shall survive the termination this Agreement to the extent necessary to enforce such rights and obligations and to otherwise effectuate such provisions. It is expressly understood that all limitations, restrictions or prohibitions on the use or disclosure of PHI by Business Associate shall continue to exist and shall survive termination of this Agreement for any reason.

13.2. State Law. In addition to HIPAA and the HITECH Act, Business Associate shall comply with all applicable Florida law related to patient privacy or other privacy restrictions on records of Meridian and federal security and privacy laws.

13.3. Regulatory References. A citation in this Agreement to the Code of Federal Regulations shall mean the cited section as that section may be amended from time to time.

13.4. Amendment. This Agreement may be amended or modified only in a writing signed by the Parties. The Parties agree that they shall negotiate amendments to this Agreement to conform to any changes in the HIPAA Rules as are necessary for Covered Entity to comply with the current requirements of the HIPAA Rules. In addition, in the event that either Party believes in good faith that any provision of this Agreement fails to comply with the then-current requirements of the HIPAA Rules or any other applicable legislation, then such Party shall notify the other Party of its belief in writing. For a period of up to thirty (30) days, the Parties shall address in good faith such concern and amend the terms of this Agreement, if necessary to bring it into compliance. If, after such thirty-day period, the Agreement fails to comply with the HIPAA Rules or any other applicable legislation, then either Party has the right to terminate this Agreement and the Services Agreement upon written notice to the other Party.

13.5. Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules and the HITECH Act and permit compliance with requirements of Florida patient confidentiality law to the extent they are more stringent than HIPAA Rules or the HITECH Act.

Governing Law; Venue. This Agreement shall be governed by and construed in all respects by the laws of the State of Florida. The state court forum for any action commenced under this Agreement shall be in the Circuit Court in and for the Eighth Judicial Circuit of Florida. In the event Federal Court jurisdiction is mandated by some

state or federal law, then venue and jurisdiction shall be The United States District Court in the Northern District of Florida, Gainesville Division.

13.7 No Third Party Beneficiaries. Except as provided in Section 6, nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors and permitted assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

13.8 Severability. In the event any provision of this Agreement is held to be unenforceable for any reason, such unenforceability shall not affect the remainder of this Agreement, which shall remain in full force and effect.

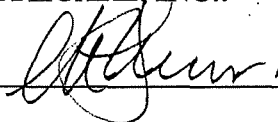
13.9 Assignment. Neither Party may assign this Agreement without the prior written consent of the other.

13.10 Attorney's Fees and Costs. Should legal action be required to enforce the terms of this Agreement, the prevailing Party will be entitled to receive from the other Party all costs incurred in connection with such action, including reasonable attorney, legal assistant, investigator, and other paralegal and clerical fees and costs, including such costs and fees on appeal, if any.

13.11 Binding Effect. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective heirs, executors, administrators, legal representatives, successors and assigns.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective as of the Effective Date.

**MERIDIAN BEHAVIORAL
HEALTHCARE, INC.:**

By: 

Margarita Labarta, Ph.D.
(Print/Type Name of Person Signing)

Its: President/CEO

**SCHOOL BOARD OF
SUWANNEE COUNTY:**

By: _____

Ted L. Roush
(Print/Type Name of Person Signing)

Its: Superintendent of Schools

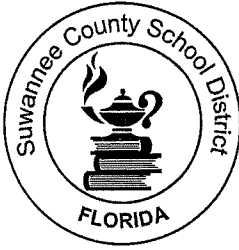
Chairperson, Suwannee County School Board

"Approved as to Form and Sufficiency
BY _____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A. 126-
Suwannee School Board Attorney"

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools *TR*
FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction *JF*
THRU: Vickie DePratter, Chief Financial Officer *VD*
DATE: June 6, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract for the 2017-2018 school year:

#2018-49 Memorandum of Agreement Between the State of Florida Renewal
Department of Health (Suwannee County Health Department)
and the Suwannee County School Board

BACKGROUND:

The purpose of this annual agreement is to establish the terms and conditions under which the Suwannee County Health Department shall deliver or perform health services indicated for the Suwannee County School Board.

JF/ro

**MEMORANDUM OF AGREEMENT
BETWEEN
THE STATE OF FLORIDA
DEPARTMENT OF HEALTH
AND
THE SUWANNEE COUNTY SCHOOL BOARD**

For the Provision of School Health Services in Suwannee County

THIS AGREEMENT, effective upon the date of execution, by and between the State of Florida, Department of Health, through its Suwannee County Health Department (hereinafter referred to as DOH-SUWANNEE), located at 915 Nobles Ferry Road, Live Oak, Florida 32064 and the Suwannee County School Board, (hereinafter referred to as SCSB), located at 702 2nd Street, Live Oak, Florida 32060.

1. **Purpose.** The purpose of this Agreement is to establish the terms and conditions under which DOH-SUWANNEE shall deliver or perform the following services indicated for the SCSB:
 - A) Provide basic, full service and comprehensive School Health Services to Suwannee County public schools in accordance with sections 381.0056, 381.0057, 381.0059, and 402.3026, Florida Statutes, Rule 64F-6.001-6.006, Florida Administrative Code., other related Florida Statutes and Florida Administrative Code sections, and in accordance with applicable policies and procedures of the parties.
 - B) These health services will be provided in accordance with the 2016-2018 Suwannee County School Health Services Plan as approved by DOH-SUWANNEE and the SCSB and as required under Florida Statutes.
2. **Term.** This Agreement shall begin on July 1, 2017, and shall end on June 30, 2018.
3. **Responsibilities of DOH-SUWANNEE.**
 - A) **Delivery of Services.** The DOH-SUWANNEE shall deliver the services required under this Agreement on the dates and at the times and places as specified herein:
 1. Provide onsite school health services at designated school sites during school hours for the assigned school year for Suwannee County public schools in accordance with the school hours of each school and the school calendar year. This does not include school health services for any after school programs, hours outside of the regular school day, during field trips or athletic events.
 2. Provide programmatic and professional management for school health services.
 3. In Collaboration with the SCSB School Health Coordinator will complete the Florida School Health Services Annual Report and Biennial School Health Plan and assure review and signatures of appropriate parties.
 4. In collaboration with the SCSB School Health Coordinator will participate in School Health Advisory Committee (SHAC) meetings.
 5. Provide training for non-school health staff in the administration of medication and provision of medical services as per section 1006.062, Florida Statutes at Branford High School. The school principal will be responsible for notifying the DOH-

SUWANNEE School Health Coordinator of the names of at least two school staff members designated to administer medications.

6. Deliver basic, full service, and comprehensive school health services at Suwannee County schools in accordance with Suwannee School Health Services Plan 2016-2018.
7. Assist with and perform student health screenings as per section 381.0056, Florida Statutes, and Rule 64F-6.003, Florida Administrative Code. This includes documentation, referral and follow up on all screening failures.
8. DOH-SUWANNEE school health staff will not be able to participate in field trips in their capacity as the School Nurse. Leave time must be taken to attend field trips with family members.
9. DOH-SUWANNEE school health staff cannot be assigned to care for one specific student to provide continuous care throughout the school day.

B) **Staff and Personnel.** The DOH-SUWANNEE shall make available the following personnel and/or other resources to provide the services required under this Agreement:

1. Provide a part-time Registered Nurse (RN) to serve as the School Health Coordinator, as a resource to school clinic personnel. The School Health Coordinator will be an employee of DOH-SUWANNEE.
2. Provide a Licensed Practical Nurse (LPN) or Health Support Aid in either a Career Service or Other Personnel Services position at designated school under control of DOH-SUWANNEE. Recruitment of these positions is the responsibility of the DOH-SUWANNEE Community Health Nursing Director. Vacant positions will be advertised through DOH-SUWANNEE human resources office.
3. In collaboration with the SCSB School Health Coordinator will provide oversight of the school health program and delivery of school health services as outlined in the School Health Services Plan and in accordance with Florida Statutes.
4. Complete level 2 background screening of all potential LPNs and Health Support Aides and background screening and drug screening of all potential RNs as required by sections 381.0059, and Chapter 435, Florida Statutes.
5. Assure that all nurses work within the scope of their practice and in accordance with the Florida Nurse Practice Act and be licensed as an RN/LPN in accordance with Chapter 464, Florida Statutes.
6. Assure that DOH-SUWANNEE school health staff is knowledgeable of competencies and performance evaluation tools.
7. Assure that DOH-SUWANNEE school health staff is knowledgeable of Florida Statutes related to student health and welfare.
8. Assure that DOH-SUWANNEE school health staff follow all SCSB District policies and procedures, including adherence to all applicable confidentiality laws, both federal and state governing school and health records.

C) **Finances.** DOH-SUWANNEE shall be responsible for the funding of salaries, fringe benefits, and in-kind expenses for DOH-SUWANNEE school health staff included in this Agreement, pending appropriation by the state legislature.

D) **Supervision and Evaluation.** DOH-SUWANNEE shall be responsible for the supervision of all DOH-SUWANNEE personnel assigned to provide services under this

Agreement. Additionally, DOH-SUWANNEE shall be responsible for monitoring the quality of services to insure the highest standard of care is being provided.

- E) **Confidentiality.** DOH-SUWANNEE shall only be entitled to receive records and information from the SCSB that can be lawfully made available to DOH-SUWANNEE, and in such event DOH-SUWANNEE shall be held strictly accountable for the protection of such records and information consistent with both state and federal laws protecting the confidentiality of student records and other information which may be available through the SCSB which is necessary for DOH-SUWANNEE to deliver the services required hereunder.

 - F) **Retention and Storage of Records.** In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), SCSB shall hold title to Student Health Records maintained by DOH-SUWANNEE employees under the terms of this Agreement and such Student Health Records shall be subject to state, federal and local regulations concerning confidentiality. The retention and storage of Student Health Records shall be the responsibility of the SCSB. Pursuant to 34 C.F.R. 99.31(a)(1)(i)(B)(1), SCSB shall disclose Student Health Records to DOH-SUWANNEE for the sole purpose of performance under this Agreement. The school principal shall monitor and shall be responsible for access to the Student Health Records by school personnel.

 - G) **Official Representative.** DOH-SUWANNEE shall be responsible for providing an official representative and contact person to conduct all communications with the SCSB and to be responsible for the ongoing administration of this agreement. DOH-SUWANNEE hereby designates the Community Health Nursing Director as the official representative for the purposes of administering this agreement with the SCSB. The Community Health Nursing Director will provide administrative oversight of DOH-SUWANNEE nurses funded to the School Health Program.
4. **Responsibilities of the SCSB.**
- A) **Confidentiality.** The SCSB shall be responsible for insuring that all records and other information in its possession are properly handled under both state and federal confidentiality laws protecting the rights of students and shall assure that DOH-SUWANNEE staff has access to records and other information that is pertinent to the health management of the students.

 - B) **Monitoring and Evaluation.** The SCSB and/or its designee under this Agreement shall participate with the DOH-SUWANNEE to monitor the delivery of services under this Agreement and further to coordinate any service or program evaluation that may be necessary during or at the conclusion of the term of this Agreement.

 - C) **Program Support.** The SCSB and/or designee under this Agreement shall make available to the DOH-SUWANNEE, its employees and/or agents in the course of their delivery of services under this Agreement the following facilities and/or resources to assist DOH-SUWANNEE in the quality delivery of services:

1. Assure available and adequate physical facilities and equipment for school health services at each school as defined in State Requirements for Educational Facilities.
 2. Provide a list of Branford High School staff that is certified to provide first aid and CPR, no later than 30 calendar days from the start of the school year to the DOH-SUWANNEE Community Health Nursing Director.
 3. Designate at least two Branford High School staff members to be trained in the administration of medication and provision of medical services as per section 1006.062, Florida Statutes.
 4. Assure appropriately trained staff is available to provide services in the clinics at all times. Assure the provision of substitutes due to absences of DOH-SUWANNEE school health staff.
 5. Understands that all DOH-SUWANNEE school health staff must attend periodic trainings and meetings as organized by DOH-SUWANNEE and SCSB as it pertains to school health information.
 6. Understand that DOH-SUWANNEE school health staff may be required at times to operate or staff a special needs shelter but that the DOH-SUWANNEE will continue to provide as many staff as feasible to provide school health services.
- D) **Official Representative.** The SCSB shall be responsible for providing an official representative and contact person to conduct all communications with DOH-SUWANNEE and to be responsible for the ongoing administration of this Agreement.
5. **Modification.** This Agreement represents the full understanding of the parties and supersedes all previous communications on the subject, either written or oral, between the parties. Any modifications or waivers shall only be valid upon written mutual consent of the parties hereto.
 6. **Disputes.** In the event a dispute should arise between the parties as to the delivery of services under this Agreement, the SCSB hereby authorizes its Superintendent of Schools to work with DOH-SUWANNEE to resolve any such disputes. DOH-SUWANNEE hereby authorizes its County Health Department Administrator to serve as its representative. In the event that the Superintendent of Schools and the County Health Department Administrator are unable to resolve the dispute, the matter shall be referred back to the SCSB for final resolution. The venue for disputes shall be Suwannee County.
 7. **Termination Because of Lack of Funds.** In the event funds to finance this Agreement become unavailable, the SCSB or DOH-SUWANNEE may terminate the Agreement upon no less than twenty-four (24) hours written notice to either party. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Each entity shall be the final authority as to the availability and adequacy of funds for this Agreement. Any state, county or school district agency's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other agreement or from any other source are not eligible for reimbursement under this Agreement.
 8. **Business Associate Agreement.** DOH-SUWANNEE is of the opinion that the SCSB is a covered entity under the Health Insurance Portability and Accountability Act (hereinafter referred to as HIPAA). Under this Agreement, DOH-SUWANNEE may use or disclose

protected health information (hereinafter referred to as PHI). Therefore DOH-SUWANNEE agrees:

1. To keep PHI (as defined in HIPAA) confidential.
2. To maintain security measures with the PHI that DOH-SUWANNEE creates, receives, maintains or sends on behalf of the School Board.
3. To promptly report to the SCSB any unauthorized access, destruction, disclosure, modification, or use of the SCSB's PHI.
4. To promise to disclose PHI to the patient if the type of information DOH-SUWANNEE has can be requested under HIPAA.
5. To keep track of PHI that is disclosed, unless it is disclosed for treatment, payment or health care operations, or to the patient. DOH-SUWANNEE's disclosure records will include the disclosure date, name and address of anyone who received the information, a description of the information given, and why that information was given out.
6. To agree to open its disclosure records to federal regulators to check HIPAA compliance.
7. To promise to disclose PHI only to the extent needed to complete work for the SCSB, because disclosure is required by law or DOH-SUWANNEE can reasonably believe that the person receiving the PHI will protect it and report any confidentiality breach.
8. To promise if the Agreement with the SCSB ends, any PHI will be immediately returned or destroyed. If that is not possible, DOH-SUWANNEE agrees to keep protecting the information although its work for the SCSB is terminated.
9. With respect to Electronic Protected Health Information, no later than the compliance date for the Security Standards and at all times hereafter, DOH-SUWANNEE shall:
 - a) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that DOH-SUWANNEE creates, receives, maintains, or transmits on behalf of SCSB as required by the Security Standards;
 - b) Ensure that any agent, including a subcontractor, to whom DOH-SUWANNEE provides such information, agrees to implement reasonable and appropriate safeguards to protect it;
 - c) Report to SCSB any security incident of which it becomes aware;
 - d) Terms used in this Agreement shall have the same meaning as those terms used in the Security Standards, currently defined, in relevant part, as follows:

"Electronic Protected Health Information" means Protected Health Information that is transmitted or maintained in Electronic Media.

"Electronic Media" means (1) electronic storage media including large memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before transmission.

“Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.

9. **Indemnification.** Each party will be liable for any damages resulting from the negligence of its employees or agents acting within the scope of their employment or agency, in accordance with section 768.28, Florida Statutes. Nothing herein is intended to waive sovereign immunity by any party to whom sovereign immunity is applicable. Nothing herein shall be construed as consent by any party to be sued by a third party in any matter arising out of any contract.

10. **Termination.** This Agreement may be terminated by either party with or without cause upon thirty (30) days written notice by registered mail, specifying the effective date of such termination.

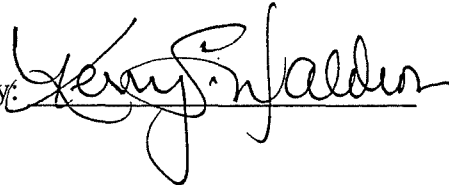
11. **Public Entity Crime.** Pursuant to section 287.133, Florida Statutes, when a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not 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 section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

12. **Drug Free Workplace.** It is the policy of the Department of Health and the Suwannee County Health Department to promote the goal of drug-free workplaces in accordance with section 112.0455, Florida Statutes, the Drug-Free Workplace Act. The Department’s Drug Free Workplace policy supplements section 112.0455, Florida Statutes, the Drug-Free Workplace Act, and applicable federal regulations for required compliance with the Federal Drug-Free Workplace Act of 1988 (41 U.S.C. §81 et seq.).

THIS AGREEMENT entered into and made effective as of the date of execution.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their officials thereunto duly authorized.

State of Florida
Department of Health

Signed by: 

Name: Kerry S. Waldron, MPA
Administrator
DOH-Suwannee

Date: 5/30/17

Suwannee County School Board

Signed by: _____

Name: Jerry Taylor
Chairperson
School Board of Suwannee County

Date: _____

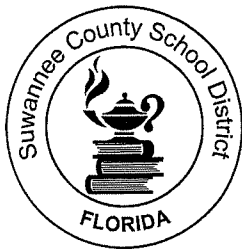
Ted Roush, Superintendent
School Board of Suwannee County

Date: _____

"Approved as to Form and Sufficiency
BY _____

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

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 
FROM: Vickie DePratter, Chief Financial Officer 
DATE: June 8, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract agreement:

#2018-50 eRate 360 Solutions, LLC (Revised/Renewal)

BACKGROUND:

The purpose of this contract is to define deliverables and establish expectations between Suwannee County School District and eRate 360 Solutions, LLC. The objective of this Contract is to provide full service e-rate forms processing services to the District. The District requires that eRate 360 has the necessary experience and knowledge of Universal Service Administration Company (USAC) policy, procedures, and processes in combination with telecommunications service technologies and invoicing to provide the services outlined in the document.

This agreement has been reviewed and approved by Leonard Dietzen, Board attorney.

E-Rate Forms Processing Contract

Prepared For

**Suwannee County School District
702 2nd Street NW
Live Oak, FL 32064**

**Date
June 8, 2017**

Contract 02199

Prepared by



**eRate 360 Solutions
903 Swift Bear St.
Henderson, NV 89002**

**888.535.7771
866.569.3019 - fax**

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1.0 Purpose of Document

The purpose of this contract is to define deliverables and establish expectations between Suwannee County School District (Client) and eRate 360 Solutions, LLC (eRate 360). It is not the intention of eRate 360 to account for every possible contingency or potential risk that may occur during the term of this agreement, but instead to detail requirements for a successful engagement.

2.0 Statement of Objectives

The objective of this Contract is to provide full service e-rate forms processing services to Client. Client requires that eRate 360 has the necessary experience and knowledge of Universal Service Administration Company (USAC) policy, procedures, and processes in combination with telecommunications service technologies and invoicing to provide the services outlined in the document. Based on these requirements eRate 360 is prepared to dedicate the resources necessary to begin this engagement for Client, once acceptance has been obtained and the terms have been agreed to. In summary, eRate 360 will perform the following:

- Preparation of E-Rate funding forms and applications to include, but not limited to:
 - Form 470
 - Form 471
 - Form 486
 - Form 472
 - Form 500
- In the event that there is a change to eligible services, eRate 360 will prepare, submit and follow through to final decision any Service Substitutions, SPIN Changes, or any other associated forms, letters or documentation to substantiate and work toward approval on such adjustments to funding requests.

In performing the above stated tasks, eRate 360 will also deliver to Client:

- Project Management of E-Rate application processes
- Records management

Any additional services outside of E-Rate forms processing as outlined in this Contract will be defined and presented in a separate proposal and is considered beyond the scope of this agreement. Any additions to the service outlined may be added during the term of this engagement, a supplemental agreement will be drafted and executed at that time and will be exclusive of any account setup fees.

3.0 Scope of Work

Client has identified an immediate need to for applications processing, appeals submittal (when and if necessary) and reimbursements for services eligible within the Universal Service Fund Program. The following details the process that will be followed to deliver results to Client:

3.01 Knowledge Transfer

In order to effectively manage the application and reimbursement process for Client, it is imperative that eRate 360 rapidly obtain as much information as possible as it relates to Client applications. If the originating Client primary contact is unavailable for Knowledge Transfer, it is assumed that this process may result in many unknowns and could require significant amounts of forensic activities to complete. This process will require time spent between eRate 360 and Client discussing every aspect of the funding process and review of all available documentation. Based on the outcome of Knowledge Transfer, eRate 360 and Client will be able to define and establish priorities, immediate tasks and resources.

- Identify Client stakeholders relevant to E-Rate processes
 - Contact Information
 - Relationship to projects and FRNs
- Overview of funding status for each Form 471, FRN by FRN.
- Review/Obtain/Organize Client provided documentation, to include CIPA compliance documentation.
- Review/Obtain/Organize USAC provided documentation

3.02 Documentation Transfer

eRate 360 encourages the Client to convert all E-rate related documents to electronic format, preferably PDF format (with the exception of Excel or other spreadsheets).

However, if documents are not in PDF format, eRate 360 will:

- Convert non-PDF files (with the exception of Excel or other spreadsheets) to PDF format.
- Scan all paper documents to PDF format for a fee to be negotiated. eRate 360 will return all scanned paper documents if so requested by the Client; otherwise these paper documents will be recycled.

Only electronic formatted documents will be stored for duration of the term detailed in Section 3.10 below.

3.03 Project Management

In order to obtain E-Rate funding on eligible services, close communication is required between eRate 360, Client, its vendors, service providers and USAC to be successful. eRate 360 will designate the resources required to perform specific tasks in managing the application and funding process to completion. The resources identified will be designated as primary or secondary contacts with USAC. Based on the outcome of Knowledge Transfer, eRate 360 will assist in the management of existing, processing new and resolving to reimbursement all eligible Funding Requests.

eRate 360 will designate an eRate 360 Compliance Officer as primary contact for all E-rate purposes, with the exception of the Form 470, for which the Client must designate their employee as primary contact and, if appropriate, technical contact.

3.04 Appeals

If, through no fault of the Client, USAC does not approve requested funding or does not reimburse a funding request, eRate 360 will prepare, submit and follow through to final decision any associated letters of appeal and/or waiver requests.

Appeals filed as the result of failure of the client to adhere to the E-rate process as managed by eRate 360 will be considered to be beyond the scope of this agreement and will be prepared and filed only through a separate Appeals proposal for a fee to be negotiated.

3.05 Requests for Proposal

eRate 360 will advise Client concerning procurement policies and procedures related to E-rate participation. eRate 360 will not encourage or recommend the use of specific technologies or services for an applicant.

Client will thoroughly discuss use of any documentation supplementing the Form 470 by describing or providing additional details regarding services for which bids are being requested. Such documents, regardless of their designation, are generally considered to be Request For Proposal (RFP) under E-rate rules. If an RFP is to be used, this fact must be indicated on the Form 470.

- Client is responsible to send a draft of the RFP to eRate 360 for review, for preparation and timely publication of any RFPs, and for compliance with state and local regulations.
- eRate 360 will review any such RFPs for compliance with E-rate rules and will coordinate the Client's publication of such RFPs with eRate 360's submission of the related Form 470.

3.06 Competitive Bidding

eRate 360 will advise Client on the application of E-rate regulations to the choices of particular technology solutions or contracting issues. eRate 360 will provide a client with publicly available information concerning another entity's E-rate participation. eRate 360 will not provide specific criteria for the evaluation of proposals, serve on an evaluation committee, receive and /or score proposals, or otherwise aid in the awarding of contracts.

- eRate 360 will review for compliance with E-rate rules bid evaluation and winning bid selection documents. For this purpose eRate 360 encourages the Client to utilize the "Evaluation Grid" to be provided by eRate 360.
- The Client must provide eRate 360 with a copy of the completed bid evaluation and selection documents prior to submission of the Form 471 by eRate 360.

3.07 Forms Processing

eRate 360 will prepare all E-Rate applications, as well as any other required forms and supporting materials, within a commercially reasonable period of time following receipt from Client of all information and data necessary to complete the forms. Any services eRate 360 provides relating to the preparation of FCC Forms 470, 471, 472, 479, 486, 500 and any other forms under the E-Rate program will be based solely on information Client furnishes to eRate 360. eRate 360 will not audit or otherwise verify the accuracy of the Client's data, although eRate 360 may request Client to clarify some information in the course of eRate 360's work.

3.08 Reimbursement Processing

Upon receipt of an approved Funding Commitment Decision Letter (FCDL) from USAC:

- Form 486: eRate 360 will be responsible to prepare and submit Form 486, with information provided by the Client.

eRate 360 Solutions, LLC

- Invoicing USAC for reimbursement of eRate discounts: eRate 360 will inform the Client of the two reimbursement options: discounts on service provider invoices (Form 474 or SPI option) or reimbursement to the Client of discount by USAC (Form 472 or BEAR option).
 - SPI (Form 474): eRate 360 will assist the Client in providing the service provider with information the provider requires to provide discounts on their invoices.
 - BEAR (Form 472):
 - eRate 360 will be responsible to provide the Client with worksheets and instructions for recording payment information necessary for preparation and submission of the Form 472.
 - The Client is responsible for complete and accurate preparation of the worksheets provided by eRate 360 and for prompt return (within 2 to 4 weeks) of these worksheets and other documents requested by eRate 360 for its preparation and submission the Form 472.
 - eRate 360 will specifically request that all reimbursement checks are sent to Client's billing address.
 - eRate 360 will advise the Client as to the status of the Form 472 and of the amount and timing of such reimbursements from USAC when such information is available.

3.09 Forms Filed by Another Agency

If eRate 360 assists another agency, whether if be government or private, in filing any E-rate application or form where eRate 360 is not the submitter and/or certifier, eRate 360 is not responsible if the application or form is denied by USAC for any reason.

3.10 Records Management

Per E-rate regulations, the Client is ultimately responsible for all document retention. In support of the Client's responsibility, eRate 360 will maintain Client E-rate documents for a period of ten years from the final delivery of services and/or products unless otherwise instructed in writing by Client.

- eRate360 will scan all hardcopy documents in PDF format and will maintain only electronic copies.
- eRate360 will not maintain hardcopy documentation. Hardcopy files may be maintained by the Client at their discretion.

4.0 Out of Scope Work

eRate 360 will not be expected or required to perform any tasks not specifically detailed herein or in any subsequent formal Scope of Work. Any work requested by Client that is beyond the scope of this engagement will require the completion of a supplemental agreement which will be drafted and executed at that time and will be exclusive of any account setup fees.

5.0 Customer Responsibilities

Based on our experience, successful projects of this type require that Client and eRate 360 work closely together and share information. The following list describes basic information and responsibilities required from Client. In order to provide the level of work expected of eRate 360, Client will be responsible for providing, but not limited to:

- Identifying facilities, services and/or contracts to receive e-rate eligible service from eRate 360.
- Execute Contract
- Executing USAC Letter of Agency (Attachment B).
- Making available all files and records pertinent to Client's E-Rate participation.
- Creating and adhering to a filing timeline set by client and eRate 360.
- Being available for meeting with USAC or vendors regarding E-Rate eligible services and funding.
- Responding promptly to all requests from eRate 360.

6.0 Term

The term of this agreement will extend from the date executed by eRate 360 and will terminate upon fulfillment of the final funding request of the following Funding Year(s),

-FY 21 (2018 - 2019); FY 22 (2019 - 2020); FY 23 (2020 - 2021)

and after final payment to eRate 360 has been received.

7.0 No Legal Services

Client understands and acknowledges that eRate 360 provides technical and administrative services only. eRate 360 does not provide any legal services. If questions should arise during the term of this Agreement, Client should seek independent legal counsel regarding such issues.

8.0 Governing Law and Venue

This agreement will be governed by and constructed 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. The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this agreement.

9.0 Sovereign Immunity

Nothing in this Agreement shall be interpreted or constructed to mean that the Client waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

10.0 Public Records

For all contractors as set forth in Section 119.0701, Florida Statutes (2016) see Attachment C which is incorporated by reference herein.

11.0 Financial Summary

eRate 360 is committed to providing a level of service unsurpassed and the highly sought after, but rarely found subject matter expertise, technology and proven processes to effectively and efficiently process and obtain reimbursements through the USF's E-Rate program. eRate 360 is prepared to begin this project immediately upon acceptance by Client.

Contract 02199

Item	Fee	Description
Account Setup Fee	\$0.00	<ul style="list-style-type: none"> • Account Setup • Server Storage
FY 21 (2018 - 2019) – Billed in 2017 FY 22 (2019 - 2020) – Billed in 2018 FY 23 (2020 - 2021) – Billed in 2019	\$6,500.00	Forms Processing Services (Category 1)
FY 21 (2018 - 2019) – Billed in 2018 FY 22 (2019 - 2020) – Billed in 2019 FY 23 (2020 - 2021) – Billed in 2020	<ul style="list-style-type: none"> • 2.5% of Funds Approved (Not to exceed \$7,500) 	Forms Processing Services (Category 2)

Invoices are payable within 30 days. Invoices paid after 60 days are subject to late penalty fees of 2% for every 30 days beyond the 30 day payment term.

Any on-site travel required, will be billed at the prevailing daily per diem rate established by the GSA.

eRate 360 is confident that our pricing schedule is commensurate with the level of work that is required to successfully manage and process all available eligible funding, taking into consideration the amount of funding the Client will receive through our efforts, and the level of service, the return on investment for Client will be of high value and low risk.

Suwannee County School District

eRate 360 Solutions, LLC

Signature

Signature

Ted L. Roush

Keith C. Oakley

Printed Name

Printed Name

Superintendent of Schools

Managing Partner

Title

Title

Date

6/8/2017

Date

Chairperson, Suwannee County School Board
eRate 360 Solutions, LLC

"Approved as to Form and Sufficiency

BY _____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"

Attachment A

eRate 360 Solutions, LLC
E-Rate Consulting Agreement for FY 21 (2018 - 2019); FY 22 (2019 - 2020); FY 23
(2020 - 2021)
Contract 02199

This Agreement is made effective as of July 1, 2017 by and between eRate 360 Solutions, LLC with its principal place of business at 903 Swift Bear Street, Henderson, NV 89002 (herein eRate 360) and Suwannee County School District (herein "client") with its principle place of business at 702 2nd Street NW, Live Oak, FL 32064. The term of this agreement will extend from the date executed by eRate 360 and will terminate upon fulfillment of the final funding request of the funding year(s): FY 21 (2018 - 2019); FY 22 (2019 - 2020); FY 23 (2020 - 2021) after final payment to eRate 360 has been received.

eRate 360 will provide the services as stated in the Scope of Work above.

The compensation to eRate 360 for all E-Rate forms processing services, implemented by eRate 360 will be \$6,500.00 for Category 1 Services and 2.5% of Funds Approved (not to exceed \$7,500) for Category 2 Services for FY 21 (2018 - 2019); FY 22 (2019 - 2020); FY 23 (2020 - 2021). If client decides to engage eRate 360 to provide full service E-Rate consulting for subsequent school years, a renewal agreement will be drafted and executed at that time and will be exclusive of any account setup fees.

In witness whereof, the parties have caused this Agreement to be executed by duly authorized officers as of the date set forth above.

Suwannee County School District

Signature

Ted L. Roush

Printed Name

Superintendent of Schools
Title

Date

Chairperson, Suwannee County School Board

eRate 360 Solutions, LLC

eRate 360 Solutions, LLC

Signature

Keith C. Oakley

Printed Name

Managing Partner
Title

6/8/2017

Date

"Approved as to Form and Sufficiency

BY _____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney" ⁻¹⁴⁵⁻

Attachment B

The next two pages are a Letter of Agency (LOA) authorizing eRate 360 Consulting employees to act on your behalf for e-rate matters. Please copy and paste the LOA onto your letterhead, complete the signature section on the bottom of the second page, and fax the completed Contract and LOA to 866-569-3019. Also, please a signed hard copy to 903 Swift Bear Street, Henderson, NV 89002.

Letter of Agency

Suwannee County School District
Billed Entity Number: 127559

Letter of Agency For FY 21 (2018 - 2019); FY 22 (2019 - 2020); FY 23 (2020 - 2021)

I hereby authorize eRate 360 Solutions, LLC and its employees: Keith C. Oakley, Rich Larson, Carlos Alvarez, Matt Hetman, Fred Josephs, Bert Garofano, Carl Parker, Courtney Santiago, and John Harvey to submit FCC Form 470, FCC Form 471, and other E-rate forms; to submit various change applications such as SPIN changes and service substitutions; and to perform other actions appropriate to the E-rate process, to the Schools and Library Division of the Universal Service Administrative Company on behalf of **Suwannee County School District** for all eligible services outlined in the most current "Eligible Services List" published by USAC. I understand that, in submitting these forms on our behalf, you are making certifications for **Suwannee County School District**. By signing this Letter of Agency, I make the following certifications

- (a) I certify that **schools in our district** are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- (b) I certify that our **school district** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that our **school district** did not receive, either directly from a service provider listed on any FCC Form 471 filed by this Billed Entity for this funding year or through assistance from a service provider listed on any FCC Form 471 filed by this Billed Entity for this funding year, any of the funds to pay the non-discount share of the services requested through the FCC Form 471 process and to secure access to the resources necessary to make effective use of those discounts.
- (d) I certify that our school district is responsible for selecting the service provider(s) and that in exercising that responsibility has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements, and that our school district complies with them
- (e) I certify that the services the district purchases at discounts provided by 47 U.S.C. § 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the FCC at 47 C.F.R. § 54.500(et seq.). Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (f) I certify that our **school district** has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (g) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (h) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with eRate 360 Solutions, LLC

the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

- (i) I certify that I am authorized to order E-rate eligible services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- (j) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (k) I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (l) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to **eRate 360 Solutions, LLC** for E-rate submission is true.

District: Suwannee County School District

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Attachment C

Public Records Law Requirements under Chapter 119.0701, Florida Statutes (2016)

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 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), 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 (2016), for additional record keeping requirements.

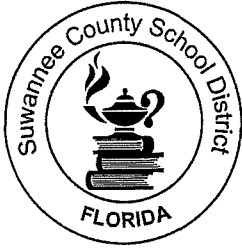
REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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 (2016).

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools *TR*
FROM: Vickie DePratter, Chief Financial Officer *VMD*
DATE: June 6, 2017
RE: Agenda Item for the June 27, 2017, Regular Board Meeting

RECOMMENDATION:

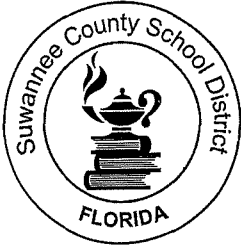
Discussion and action regarding the selection of two School Board members and two Suwannee County business owners to serve on the Value Adjustment Board (VAB) for 2017-2018.

BACKGROUND:

Each year School Board members and Suwannee County business owners are selected to participate and serve on the VAB for Suwannee County.

VMD/kl

SUWANNEE COUNTY SCHOOL DISTRICT



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DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools *TR*
FROM: Vickie DePratter, Chief Financial Officer *VD*
DATE: May 30, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

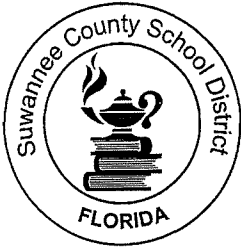
RECOMMENDATION:

The Superintendent recommends approval to continue expenditures until approval of the final budget for the 2017-2018 fiscal year.

BACKGROUND:

This is an annual approval requested by the Superintendent from the School Board in order to continue paying bills until the final budget is adopted and approved in September.

SUWANNEE COUNTY SCHOOL DISTRICT



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DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 
FROM: Vickie Music DePratter, Chief Financial Officer 
DATE: June 1, 2017
RE: Agenda Item for June 27, 2017, Regular Meeting

RECOMMENDATION:

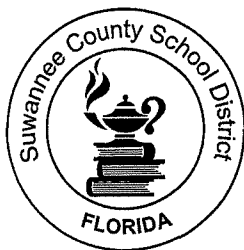
The Superintendent recommends approval of the following change to be made to the purchasing cards issued through First Federal Bank of Florida.

1. Issue new card to Kecia Robinson, Coordinator of School Improvement / Title I in the amount of \$5,000
2. Cancel current card issued to Lila Udell.

BACKGROUND:

Board action is required in order to initiate corporate card changes for the District.

SUWANNEE COUNTY SCHOOL DISTRICT



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RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 
FROM: Bill Brothers, Assistant Superintendent of Administration 
THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction 
DATE: June 12, 2017
RE: Agenda Item for the June 27, 2017, Regular Board Meeting

RECOMMENDATION:

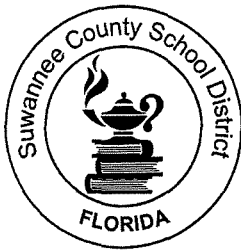
The Superintendent recommends approval of the 2017-2018 Suwannee County School District Student Conduct and Discipline Code for all elementary and secondary schools. (A copy is available for review in the office of the Assistant Superintendent of Administration.)

BACKGROUND:

The 2017-2018 Student Conduct and Discipline Code will be reviewed with the Board at the Workshop on Tuesday, June 20, 2017.

BB/dr

SUWANNEE COUNTY SCHOOL DISTRICT



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Superintendent of Schools

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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: Bill Brothers, Assistant Superintendent of Administration *BB*
THRU: Walter Boatright, Director of Human Resources *WB/BB*
DATE: June 13, 2017
RE: Agenda Items for the June 27, 2017, Regular Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following personnel contract revisions:

- a. Probationary Contract of Employment for District Instructional Personnel of the Public Schools
- b. Annual Contract of Employment for District Instructional Personnel of the Public Schools
- c. Professional Service Contract of Employment for District Instructional Personnel of the Public Schools
- d. Continuing Contract of Employment for District Instructional Personnel of the Public Schools
- e. Annual Contract of Employment Non-Instructional Education Support Employees of the Public Schools
- f. Continuing Contract of Employment Non-Instructional Education Support Employees of the Public Schools

BACKGROUND:

These contract revisions have been requested by Board Attorney, Leonard Dietzen.

**PROBATIONARY CONTRACT OF EMPLOYMENT FOR DISTRICT
INSTRUCTIONAL PERSONNEL OF THE PUBLIC SCHOOLS**

The SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereby issues a PROBATIONARY CONTRACT, as provided in §1001.42 (5) (a), and §1012.335 Florida Statutes, to _____ hereinafter referred to as the Teacher). This contract is made in express reliance on the assertions by the Teacher:

1. That he/she is legally qualified to teach in the State of Florida, as evidenced by:
 - a. Florida Teacher's Certificate No. _____ valid until _____, which is warranted by the Teacher to be unrevoked and valid, or
 - b. Department of Education _____ showing that he/she has completed the requirements and will be legally qualified to teach in the State of Florida upon issuance of a Florida Educator's Certificate for which application has been duly made as evidenced by the official receipt and acknowledgment recorded in the Office of the Superintendent. In the event that such application is denied, the School Board shall be immediately relieved of all obligations under this Annual Contract, or
 - c. Professional license valid until _____, to provide instructional services in the individuals' fields of specialty as a non-certificated teacher in accordance with §1012.55, Florida Statutes.
2. There are no proceedings involving the Teacher pending before the Department of Education Professional Practices Commission or any civil court in which an issue of moral turpitude regarding the Teacher has been alleged, or in any law enforcement agency or criminal proceeding.

The Teacher shall serve from _____, to _____, and shall be paid a salary based on the Suwannee County School District – United Teachers of Suwannee County contract negotiations applicable for the school year term for which the Teacher is employed and shall serve in the position of _____ upon the following compensation terms:

Probationary Contract employees may be dismissed without cause or may resign at any time during the term of the Probationary Contract without breach of contract. The School Board will not award a Probationary Contract more than once to the same employee unless the employee is rehired after a break in service for which an authorized leave of absence was not granted. A Probationary Contract shall be awarded regardless of previous employment in another school district or State.

The School Board and the Teacher shall have no obligation to the other after the expiration of the term of service specified, and the Teacher shall have no expectation of continued employment beyond such date.

Upon signing this Probationary Contract, the Teacher shall be bound to serve as provided in §1012.33, (2), and §1012.335, Florida Statutes.

This Probationary Contract shall be deemed to incorporate all laws, all lawful rules of the State Board of Education, all lawful rules, policies and actions of the School Board, and all terms of an applicable ratified collective bargaining agreement, now and hereafter in effect. The Teacher shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent or Principal may deem necessary for the effective administration of the District school system. Such records shall include student attendance, grades, test results, property inventory, personnel, school funds and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time.

By signing this Contract, the Teacher certifies that he/she has read, is familiar with, understands and will comply with all policies of the Suwannee County School Board in effect on the date of execution of this contract and as may hereafter be adopted to include but not be limited to the following policies: Certificate Requirements, Department of Education Professional Code of Ethics, Testing Requirements, Watch program Procedures, ESOL Requirements, Safety in the Workplace Guidelines, Internet/Technology Use Guidelines, Harassment Policies, Education Practices Commission Policies.

In the event of any judicial proceedings, whether arising under state, local or Federal law, pertaining to this Contract and any term, condition, rights, liabilities or remedies in any manner pertaining to the Teacher's employment by the Suwannee County School Board, the Teacher agrees that the venue and jurisdiction for any such judicial proceeding shall be the county or circuit court in the Third Judicial Circuit in and for Suwannee County, Florida, and that such venue selection agreement is fair, reasonable and binding. ~~In the event of any litigation, claim or proceeding pertaining to this Contract, the prevailing party shall be entitled to recover all attorney's fees and costs.~~ The Teacher agrees to indemnify and hold the School Board harmless for all damages, claims, losses and actions caused, in whole or in part, by the Teacher's negligence or breach of any law, policy or contract.

In the event of any action, proceeding, trial or hearing at which the construction of this contract or any terms thereof may be an issue, no presumption shall apply by which this contract shall be construed against the School Board of Suwannee County, Florida.

EXECUTED AS FOLLOWS:

DATED: _____

Duly Authorized Agent of School Board

Teacher:

Print Name:

Street Address

City/State/Zip

**ANNUAL CONTRACT OF EMPLOYMENT FOR DISTRICT
INSTRUCTIONAL PERSONNEL OF THE PUBLIC SCHOOLS**

The SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereby issues an ANNUAL CONTRACT, as provided in §1001.42 (5) (a), §1012.33 (1) (a), and §1012.335 Florida Statutes, to _____ (hereinafter referred to as the Teacher). This contract is made in express reliance on the assertions by the Teacher:

1. That he/she is legally qualified to teach in the State of Florida, as evidenced by:
 - a. Florida Teacher's Certificate No. _____ valid until _____, which is warranted by the Teacher to be unrevoked and valid, or
 - b. Department of Education file No. _____ showing that he/she has completed the requirements and will be legally qualified to teach in the State of Florida upon issuance of a Florida Educator's Certificate for which application has been duly made as evidenced by the official receipt and acknowledgment recorded in the Office of the Superintendent. In the event that such application is denied, the School Board shall be immediately relieved of all obligations under this Annual Contract, or
 - c. Professional license _____ valid until _____ to provide instructional services in the individuals' fields of specialty as a noncertificated teacher in accordance with §1012.55, Florida Statutes.
2. There are no proceedings involving the Teacher pending before the Department of Education Professional Practices Commission or any civil court in which an issue of moral turpitude regarding the Teacher has been alleged, or in any law enforcement agency or criminal proceeding.

The Teacher shall serve from _____ to _____ and shall be paid a salary based on the Suwannee County School District – United Teachers of Suwannee County contract negotiations applicable for the school year term for which the Teacher is employed and shall serve in the position of _____ upon the following compensation terms:

Upon signing this Annual Contract, the Teacher shall be bound to serve as provided in §1012.33, (2), and §1012.335, Florida Statutes. The Teacher shall only be dismissed during the term of this contract for just cause as provided in §1012.33 (1) (a), (6) (a), and §1012.335, Florida Statutes.

This Annual Contract shall be deemed to incorporate all laws, all lawful rules of the State Board of Education, all lawful rules, policies and actions of the School Board, and all terms of an applicable ratified collective bargaining agreement, now and hereafter in effect. The Teacher shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent or Principal may deem necessary for the effective administration of the District school system. Such records shall include student attendance, grades, test results, property inventory, personnel, school funds and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time.

By signing this Contract, the Teacher certifies that he/she has read, is familiar with, understands and will comply with all policies of the Suwannee County School Board in effect on the date of execution of this contract and as may hereafter be adopted to include but not be limited to the following policies: Certificate Requirements, Department of Education Professional Code of Ethics, Testing Requirements, Watch program Procedures, ESOL Requirements, Safety in the Workplace Guidelines, Internet/Technology Use Guidelines, Harassment Policies, Education Practices Commission Policies.

In the event of any judicial proceedings, whether arising under state, local or Federal law, pertaining to this Contract and any term, condition, rights, liabilities or remedies in any manner pertaining to the Teacher's employment by the Suwannee County School Board, the Teacher agrees that the venue and jurisdiction for any such judicial proceeding shall be the county or circuit court in the Third Judicial Circuit in and for Suwannee County, Florida, and that such venue selection agreement is fair, reasonable and binding. ~~In the event of any litigation, claim or proceeding pertaining to this Contract, the prevailing party shall be entitled to recover all attorney's fees and costs.~~ The Teacher agrees to indemnify and hold the School Board harmless for all damages, claims, losses and actions caused, in whole or in part, by the Teacher's negligence or breach of any law, policy or contract.

In the event of any action, proceeding, trial or hearing at which the construction of this contract or any terms thereof may be an issue, no presumption shall apply by which this contract shall be construed against the School Board of Suwannee County, Florida.

EXECUTED AS FOLLOWS:

DATED:

Duly Authorized Agent of School Board

Signature of Teacher

Printed Name of Teacher

Please sign and return by

**PROFESSIONAL SERVICE CONTRACT OF EMPLOYMENT FOR DISTRICT
INSTRUCTIONAL PERSONNEL OF THE PUBLIC SCHOOLS**

The SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereby issues a PROFESSIONAL SERVICE CONTRACT, as provided in §1012.33, Florida Statutes, to _____ (hereinafter referred to as the Teacher). This contract is made in express reliance on the assertions by the Teacher:

1. That he/she is legally qualified to teach in the State of Florida, as evidenced by:
 - a. Florida Teacher's Certificate No. _____ valid until _____, which is warranted by the Teacher to be unrevoked and valid, or
 - b. Professional license # _____ valid until _____ to provide instructional services in the individuals' fields of specialty as a non-certificated teacher in accordance with §1012.55, Florida Statutes.
2. There are no proceedings involving the Teacher pending before the Department of Education Professional Practices Commission or any civil court in which an issue of moral turpitude regarding the Teacher has been alleged, or in any law enforcement agency or criminal proceeding.

The Teacher shall serve from _____, to _____, and shall be paid a salary based on the Suwannee County School District – United Teachers of Suwannee County contract negotiations applicable for the school year term for which the Teacher is employed and shall serve in the position of _____ upon the following compensation terms:

Upon signing this Professional Service Contract, the Teacher shall be bound to serve as provided in §1012.33, (2), Florida Statutes. The Teacher shall not be dismissed during the term of this contract except for just cause as provided in §1012.33, (6) (a), and §1012.335, Florida Statutes. Just cause includes, but is not limited to, the following instances, as defined by rule of the State Board of Education: misconduct in office, incompetency, gross insubordination, willful neglect of duty, two consecutive annual performance evaluation ratings of unsatisfactory under s. 1012.34, two annual performance evaluation ratings of unsatisfactory within a 3-year period under s. 1012.34, three consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under s. 1012.34, or conviction of a crime involving moral turpitude. This Professional Service Contract shall be renewed each year in accordance with and subject to the provisions of §1012.33, (3) (e), Florida Statutes.

This Professional Service Contract shall be deemed to incorporate all laws, all lawful rules of the State Board of Education, all lawful rules, policies and actions of the School Board, and all terms of an applicable ratified collective bargaining agreement, now and hereafter in effect. The Teacher shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent or Principal may deem necessary for the effective administration of the District school system. Such records shall include student attendance, grades, test results, property inventory, personnel, school funds and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time.

By signing this Contract, the Teacher certifies that he/she has read, is familiar with, understands and will comply with all policies of the Suwannee County School Board in effect on the date of execution of this contract and as may hereafter be adopted to include but not be limited to the following policies: Certificate Requirements, Department of Education Professional Code of Ethics, Testing Requirements, Watch program Procedures, ESOL Requirements, Safety in the Workplace Guidelines, Internet/Technology Use Guidelines, Harassment Policies, Education Practices Commission Policies.

In the event of any judicial proceedings, whether arising under state, local or Federal law, pertaining to this Contract and any term, condition, rights, liabilities or remedies in any manner pertaining to the Teacher's employment by the Suwannee County School Board, the Teacher agrees that the venue and jurisdiction for any such judicial proceeding shall be the county or circuit court in the Third Judicial Circuit in and for Suwannee County, Florida, and that such venue selection agreement is fair, reasonable and binding. ~~In the event of any litigation, claim or proceeding pertaining to this Contract, the prevailing party shall be entitled to recover all attorney's fees and costs.~~ The Teacher agrees to indemnify and hold the School Board harmless for all damages, claims, losses and actions caused, in whole or in part, by the Teacher's negligence or breach of any law, policy or contract.

In the event of any action, proceeding, trial or hearing at which the construction of this contract or any terms thereof may be an issue, no presumption shall apply by which this contract shall be construed against the School Board of Suwannee County, Florida.

EXECUTED AS FOLLOWS:

Duly Authorized Agent of School Board

DATED:

Signature of Teacher

Printed Name of Teacher

Please verify Employee Identification Number # _____, sign and return by



**CONTINUING CONTRACT OF EMPLOYMENT FOR DISTRICT
INSTRUCTIONAL PERSONNEL OF THE PUBLIC SCHOOLS**

The SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereby issues a CONTINUING CONTRACT, as provided in §1012.33, (3) (d), Florida Statutes, «FN» «LN» (hereinafter referred to as the Teacher). This contract is made in express reliance on the assertions by the Teacher:

1. That he/she is legally qualified to teach in the State of Florida, as evidenced by a Florida Teacher's Certificate No. «CERT_» valid until «CERT_EXP» which is warranted by the Teacher to be unrevoked and valid, and
2. There are no proceedings involving the Teacher pending before the Department of Education Professional Practices Commission or any civil court in which an issue of moral turpitude regarding the Teacher has been alleged, or in any law enforcement agency or criminal proceeding.

The Teacher shall serve from «FROM» to «TO» and shall be paid a salary based on the Suwannee County School District – United Teachers of Suwannee County contract negotiations applicable for the school year term for which the Teacher is employed and shall serve in the position of «Title» upon the following compensation terms:

Upon signing this Continuing Contract, the Teacher shall be bound to serve as provided in §1012.33, (2), Florida Statutes. The Teacher shall not be dismissed during the term of this contract except for just cause as provided in §1012.33, (6) (a), Florida Statutes. Just cause includes, but is not limited to, the following instances, as defined by rule of the State Board of Education: misconduct in office, incompetency, gross insubordination, willful neglect of duty, or conviction of a crime involving moral turpitude. This Continuing Contract shall be renewed each year in accordance with and subject to the provisions of §1012.33, (3) (e), Florida Statutes.

This Continuing Contract shall be deemed to incorporate all laws, all lawful rules of the State Board of Education, all lawful rules, policies and actions of the School Board, and all terms of an applicable ratified collective bargaining agreement, now and hereafter in effect. The Teacher shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent or Principal may deem necessary for the effective administration of the District school system. Such records shall include student attendance, grades, test results, property inventory, personnel, school funds and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time.

By signing this Contract, the Teacher certifies that he/she has read, is familiar with, understands and will comply with all policies of the Suwannee County School Board in effect on the date of execution of this contract and as may hereafter be adopted to include but not be limited to the following policies: Certificate Requirements, Department of Education Professional Code of Ethics, Testing Requirements, Watch program Procedures, ESOL Requirements, Safety in the Workplace Guidelines, Internet/Technology Use Guidelines, Harassment Policies, Education Practices Commission Policies.

In the event of any judicial proceedings, whether arising under state, local or Federal law, pertaining to this Contract and any term, condition, rights, liabilities or remedies in any manner pertaining to the Teacher's employment by the Suwannee County School Board, the Teacher agrees that the venue and jurisdiction for any such judicial proceeding shall be the county or circuit court in the Third Judicial Circuit in and for Suwannee County, Florida, and that such venue selection agreement is fair, reasonable and binding. ~~In the event of any litigation, claim or proceeding pertaining to this Contract, the prevailing party shall be entitled to recover all attorney's fees and costs.~~ The Teacher agrees to indemnify and hold the School Board harmless for all damages, claims, losses and actions caused, in whole or in part, by the Teacher's negligence or breach of any law, policy or contract.

In the event of any action, proceeding, trial or hearing at which the construction of this contract or any terms thereof may be an issue, no presumption shall apply by which this contract shall be construed against the School Board of Suwannee County, Florida.

EXECUTED AS FOLLOWS:

DATED:

Duly Authorized Agent of School Board

Signature of Teacher

Printed Name of Teacher

Please verify Employee Identification Number «M_061», sign and return by June 30, ____



2012 CONTRACT



M 061



COMB FN

**ANNUAL CONTRACT OF EMPLOYMENT
NON-INSTRUCTIONAL EDUCATION SUPPORT EMPLOYEES OF THE PUBLIC SCHOOLS**

The SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereby issues an ANNUAL CONTRACT FOR EDUCATION SUPPORT EMPLOYEE, as required by §§1001.42 (5) (a) and 1012.40 (1) (a), Florida Statutes, to _____ (hereinafter referred to as the Employee). This contract is made in express reliance on the assertions by the Employee:

1. That the Employee has completed all requirements, licenses, permits and meets all other qualifications for the posted position for which application has been duly made. In the event that any requirements, qualifications, permits, licenses are not met or are revoked, the Employee agrees that the School Board shall be relieved of all obligations under this contract, and the Employee may be terminated for cause, and
2. There are no proceedings involving the Employee pending before any civil court in which an issue of moral turpitude regarding the Employee has been alleged, or in any law enforcement agency or criminal proceeding.

The Employee shall serve from _____, to _____ and shall be paid a salary based on the Suwannee County School District – United Employees of Suwannee County contract negotiations applicable for the school year term for which the Employee is employed and shall serve in the position of _____ upon the following compensation terms:

Upon signing this Annual Contract, the Employee shall be bound to serve as provided by law. Subject to the provisions of the collective bargaining agreement, the Employee shall only be dismissed during the term of this contract for just cause or other grounds as provided by the collective bargaining agreement, except for the initial Annual Contract during which time the Employee shall be subject to a probationary period. Just cause includes, but is not limited to, the following instances, as defined by rule of the State Board of Education: misconduct in office, incompetency, gross insubordination, willful neglect of duty, or conviction of a crime involving moral turpitude.

The initial Annual Contract shall include a 97-day probationary period during which time the Employee's contract may be terminated without cause in the BOARD'S sole discretion or the Employee may resign without breach of contract.

This Annual Contract shall be deemed to incorporate all laws, all lawful rules of the State Board of Education, all lawful rules, policies and actions of the School Board, and all terms of an applicable ratified collective bargaining agreement, now and hereafter in effect. The Employee shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent or Principal may deem necessary for the effective administration of the District school system. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time.

By signing this Contract, the Employee certifies that he/she has read, is familiar with, understands and will comply with all policies of the Suwannee County School Board in effect on the date of execution of this contract and as may hereafter be adopted to include but not be limited to the following policies: Certificate Requirements, Department of Education Professional Code of Ethics, Testing Requirements, Watch program Procedures, ESOL Requirements, Safety in the Workplace Guidelines, Internet/Technology Use Guidelines, Harassment Policies, Education Practices Commission Policies.

In the event of any judicial proceedings, whether arising under state, local or Federal law, pertaining to this Contract and any term, condition, rights, liabilities or remedies in any manner pertaining to the Employee's employment by the Suwannee County School Board, the Employee agrees that the venue and jurisdiction for any such judicial proceeding shall be the county or circuit court in the Third Judicial Circuit in and for Suwannee County, Florida, and that such venue selection agreement is fair, reasonable and binding. ~~In the event of any litigation, claim or proceeding pertaining to this Contract, the prevailing party shall be entitled to recover all attorney's fees and costs.~~ The Employee agrees to indemnify and hold the School Board harmless for all damages, claims, losses and actions caused, in whole or in part, by the Employee's negligence or breach of any law, policy or contract.

In the event of any action, proceeding, trial or hearing at which the construction of this contract or any terms thereof may be an issue, no presumption shall apply by which this contract shall be construed against the School Board of Suwannee County, Florida.

EXECUTED AS FOLLOWS:

DATED:

Duly Authorized Agent of School Board

Signature of Employee

Printed Name of Employee

Please sign and return the blue copy by



2017 CONTRACT

**CONTINUING CONTRACT OF EMPLOYMENT
NON-INSTRUCTIONAL EDUCATION SUPPORT EMPLOYEES OF THE PUBLIC SCHOOLS**

The SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereby issues a CONTINUING CONTRACT FOR EDUCATION SUPPORT EMPLOYEE, as required by §§1001.42 (5) (a) and 1012.40 (1) (a), Florida Statutes, to _____ hereinafter referred to as the Employee). This contract is made in express reliance on the assertions by the Employee:

1. That the Employee has completed all requirements, licenses, permits and meets all other qualifications for the posted position for which application has been duly made. In the event that any requirements, qualifications, permits, licenses are not met or are revoked, the Employee agrees that the School Board shall be relieved of all obligations under this contract, and the Employee may be terminated for cause, and
2. There are no proceedings involving the Employee pending before any civil court in which an issue of moral turpitude regarding the Employee has been alleged, or in any law enforcement agency or criminal proceeding.

The Employee shall serve from _____, to _____, and shall be paid a salary based on the Suwannee County School District – United Employees of Suwannee County contract negotiations applicable for the school year term for which the Employee is employed and shall serve in the position of _____ upon the following compensation terms:

Upon signing this Continuing Contract, the Employee shall be bound to serve as provided by law. Subject to the provisions of a collective bargaining agreement, the Employee shall only be dismissed during the term of this contract for just cause or other grounds as provided by the collective bargaining agreement. Just cause includes, but is not limited to, the following instances, as defined by rule of the State Board of Education: misconduct in office, incompetency, gross insubordination, willful neglect of duty, or conviction of a crime involving moral turpitude.

This Continuing Contract shall be deemed to incorporate all laws, all lawful rules of the State Board of Education, all lawful rules, policies and actions of the School Board, and all terms of an applicable ratified collective bargaining agreement, now and hereafter in effect. The Employee shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent or Principal may deem necessary for the effective administration of the District school system. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time.

By signing this Contract, the Employee certifies that he/she has read, is familiar with, understands and will comply with all policies of the Suwannee County School Board in effect on the date of execution of this contract and as may hereafter be adopted to include but not be limited to the following policies: Certificate Requirements, Department of Education Professional Code of Ethics, Testing Requirements, Watch program Procedures, ESOL Requirements, Safety in the Workplace Guidelines, Internet/Technology Use Guidelines, Harassment Policies, Education Practices Commission Policies.

In the event of any judicial proceedings, whether arising under state, local or Federal law, pertaining to this Contract and any term, condition, rights, liabilities or remedies in any manner pertaining to the Employee's employment by the Suwannee County School Board, the Employee agrees that the venue and jurisdiction for any such judicial proceeding shall be the county or circuit court in the Third Judicial Circuit in and for Suwannee County, Florida, and that such venue selection agreement is fair, reasonable and binding. ~~In the event of any litigation, claim or proceeding pertaining to this Contract, the prevailing party shall be entitled to recover all attorney's fees and costs.~~ The Employee agrees to indemnify and hold the School Board harmless for all damages, claims, losses and actions caused, in whole or in part, by the Employee's negligence or breach of any law, policy or contract.

In the event of any action, proceeding, trial or hearing at which the construction of this contract or any terms thereof may be an issue, no presumption shall apply by which this contract shall be construed against the School Board of Suwannee County, Florida.

EXECUTED AS FOLLOWS:

DATED:

Duly Authorized Agent of School Board

Signature of Employee

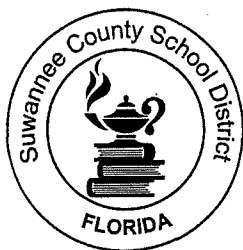
Printed Name of Employee

Please verify Employee Identification Number _____, sign and return by



2017 CONTRACT

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools 
FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 
DATE: June 1, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

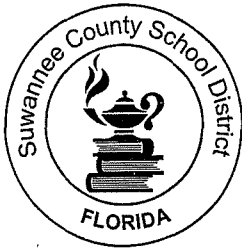
The Superintendent recommends approval of revisions to the Exceptional Student Education Policies and Procedures (SP&P) document.

BACKGROUND:

Changes to the Exceptional Student Education Policies document are necessary due to recent legislative changes and FLDOE content revisions. A copy of the document is available in the Office of Student Services for review.

JF/ro

SUWANNEE COUNTY SCHOOL DISTRICT



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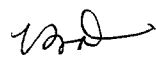
RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 

FROM: Janene Fitzpatrick, Assistant Superintendent of Instruction 

THRU: ^{WB}Walter Boatright, Director of Human Resources
Vickie DePratter, Chief Financial Officer 

DATE: May 19, 2017

RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION(S):

The Superintendent recommends approval of the following Personnel item:

Transfer one paraprofessional position from Suwannee Primary School to Suwannee Intermediate School effective the 2017-2018 school year.



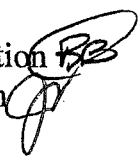

BACKGROUND:

This change is to provide care for the three disabled students who are changing schools.



415 SW Pinewood Drive | Live Oak, Florida 32064 | P 386-647-4200 | F 386-364-4698

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools 
FROM: Mary Keen, Principal/ Director of Career, Technical, and Adult Education 
THRU: Dr. Bill Brothers, Assistant Superintendent of Administration 
Janene Fitzpatrick, Assistant Superintendent of Instruction 
DATE: June 12, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the attached 2017-2018 Calendar for PSAV Adult Courses at RIVEROAK Technical College.

BACKGROUND:

RIVEROAK Technical College is requesting approval for its 2017-2018 PSAV Adult Calendar. All School Board approved holidays and teacher workdays will still apply. RTC will serve secondary students according to the Suwannee County School District's 2017-2018 School Board approved calendar.



Serving students from Alachua, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee and Taylor Counties



415 SW Pinewood Drive | Live Oak, Florida 32064 | P 386-647-4200 | F 386-364-4698

2017-2018 CALENDAR
PSAV Adult Course Calendar

FALL TERM 2017

17 WEEKS **AUGUST 14, 2017 – DECEMBER 20, 2017**

AUGUST	14	MONDAY	CLASSES BEGIN FOR ADULT STUDENTS
DECEMBER	20	FRIDAY	END OF FALL TERM

SPRING TERM 2018

17 WEEKS **JANUARY 8, 2018 – MAY 18, 2018**

JANUARY	8	MONDAY	CLASSES BEGIN FOR ADULT STUDENTS
MAY	18	FRIDAY	END OF SPRING TERM
MAY	24	THURSDAY	RTC GRADUATION

SUMMER TERM 2018

8 WEEKS **JUNE 4, 2018 – JULY 31, 2018**

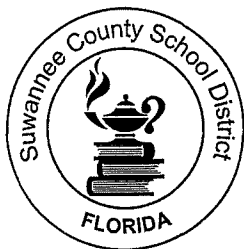
JUNE	4	MONDAY	CLASSES BEGIN FOR SUMMER PROGRAMS AND/OR CONTINUE FOR ALLIED HEALTH PROGRAMS
JULY	31	TUESDAY	END OF SUMMER TERM

***Note: Allied Health and Cosmetology are yearlong programs**



Serving students from Alachua, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee and Taylor Counties

SUWANNEE COUNTY SCHOOL DISTRICT



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DISTRICT 2



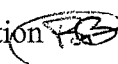

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted Roush, Superintendent of Schools 
FROM: Mark Carver, Director of Facilities 
THRU: Bill Brothers, Assistant Superintendent of Administration 
Vickie DePratter, Chief Financial Officer  FOR VNO
DATE: June 12, 2017
RE: Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval to extend Bid #17-204 Custodial Supply Bid to Ashford Services, Inc for the 2017-18 fiscal year.

BACKGROUND:

We recommend Ashford Services, Inc., to continue as our provider for custodial supplies for the 2017-18 fiscal year. There will be a pricing increase due to price increases from the manufacturers. A copy of the price increases are attached with letters from each manufacturer explaining their cost increases.



Ashford Services, Inc.

May 19, 2017

Suwannee County School Board
702-2nd Street, NW
Live Oak, FL 32064

Dear Board Members,

I would like to take this opportunity to thank you for selecting Ashford Services to help with your school systems many janitorial needs. Ashford Services has been committed to supply all products and services required by our contract Bid #17-204 and look forward to continuing to do so in the future.

During our contract Bid #17-204 period our suppliers have had significant price increases due to the rising cost of raw materials, petroleum products and transportation. Ashford Services has absorbed all increases during the past two years. Now, I respectfully request the Board review the upsurge in our cost and allow us to have some pricing increases. I have attached the Vendor letters to support the increases of their products and documentation showing the price, percentage change and new increased price. If approved, some of the prices will change, however our margins will remain the same as the original bid.

We appreciate your time and consideration on this matter and your decision will be respectfully honored. Ashford Services will continue to provide quality service.

Regards,

Earl Hurst
President

Enclosures

Suwannee County School Board Custodial Service Bid

BID # 13-207					
Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
CS-012	Microfiber Dust Mop 5x24	7.13	9.82%	7.83	Direct Mop Sales
CS-013	Microfiber Dust Mop 5x36	9.78	10.55%	10.81	Direct Mop Sales
CS-014	Microfiber Dust Mop 5x48	12.48	11.63%	13.93	Direct Mop Sales
CS-026	Flat Mop Frame w/Handle for 18" Flat Mops	13.85	6.67%	14.77	NEXSTEP
CS-027	Flat Mop Frame w/Handle for 24" Flat Mops	16.19	6.67%	17.27	NEXSTEP
CS-028	Telescopic Pole 15/16"	12.22	4.91%	12.82	Direct Mop Sales
CS-029	SS Squeegee Handle Rubber Grip 12"	13.40	2.99%	13.80	Impact Products
CS-030	Short Handle for Flat Mops	9.04	9.24%	9.88	Leading Edge
CS-038	Wax Stripper - Devastator 5-gallon Bag-in-Box	86.02	2.25%	87.96	Hillyard
CS-039	Floor Finish - Explorer 5 -gallon Bag-in-Box	69.43	2.25%	70.99	Hillyard
CS-040	Sealer - Seal 340 5-gallon Bag-in-Box	70.04	2.25%	71.62	Hillyard
CS-041	Mop On Restorer 12 qts/cs	5.91	2.25%	6.04	Hillyard
CS-042	Mop On Restorer 4 gal/cs	16.42	2.25%	16.79	Hillyard
CS-043	Neutralizer after stripping - Nutra Rinse 4 gal/cs	17.62	2.25%	18.02	Hillyard
CS-044	Recoat Prep - Arsenal I Recoat Prep 2.5L bottle 4/cs	18.56	2.25%	18.98	Hillyard
CS-045	(food safe) Arsenal I HD Degreaser 2.5L bottle 4/cs	17.30	2.25%	17.69	Hillyard
CS-046	Arsenal I Re-Juv-Nal Disinfectant 2.5L bottle 4/cs	11.76	2.25%	12.02	Hillyard
CS-047	Enzyme - Liquid Enzyme II Gallon	10.87	2.25%	11.11	Hillyard
CS-048	Dust Mop Treatment Super Hil-Tone 4 gal/cs	23.79	2.25%	24.33	Hillyard
CS-049	Porcelain tile & metal cleaner (CSP)	5.55	2.25%	5.67	Hillyard
CS-050	Arsenal I Window Clean+ 2.5L bottle 4/cs	20.54	2.25%	21.00	Hillyard
CS-051	Neutral Cleaner Arsenal I Top Clean 2.5L bottle 4/cs	22.54	2.25%	23.05	Hillyard
CS-052	AFRC Acid-Free Restroom Cleaner 12qt/cs	2.25	2.25%	2.30	Hillyard
CS-053	Bowl Cleaner w/acid 22-25% acid	2.34	2.25%	2.39	Hillyard
CS-054	Thickened Bowl Cleaner Liquid Swabby II 12 qt/cs	2.04	2.25%	2.09	Hillyard
CS-055	Arsenal I Suprox 2.5L bottle 4/cs	16.72	2.25%	17.10	Hillyard

Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
CS-056	Mariner (Kiavac) Cleaner 4 gal/cs	19.78	2.25%	20.23	Hillyard
CS-057	Defoamer II 4gal/cs	18.55	2.25%	18.97	Hillyard
CS-058	Sanitizer Arsenal 1 Sanitizer 2.5L bottle 4/cs	14.21	2.25%	14.53	Hillyard
CS-059	Disinfectant Lemon Disinfectant 4 gal/cs	11.30	2.25%	11.55	Hillyard
CS-060	Citrus Scrub Hillyard 4 gal/cs	20.96	13.59%	23.81	Hillyard
CS-061	Odor Control Herbal Odor Counteractant 4 gal/cs	19.81	2.25%	20.26	Hillyard
CS-061	Odor Control Lemon Odor Counteractant 4 gal/cs	19.81	2.25%	20.26	Hillyard
CS-062	Odor Control Take Down Cherry 4 gal/cs	20.46	2.25%	20.92	Hillyard
CS-062	Odor Control Take Down Green Apple 4 gal/cs	20.46	2.25%	20.92	Hillyard
CS-062	Odor Control Take Down Fresh & Clean 4 gal/cs	20.46	2.25%	20.92	Hillyard
CS-063	HOST Dry Carpet Cleaner SJ Sponges White 2.2 lb/bag 12bags/cs	150.04	0.00%	150.04	Racine/Host
CS-064	HOST Dry Carpet Cleaner Sponges Yellow 12lb/bucket	32.17	0.00%	32.17	Racine/Host
CS-065	Hillyard Carper Spotter Gel 12qt/cs	5.16	2.25%	5.28	Hillyard
CS-066	Proteam Super Coach Vac Bags 10ea/pkg	10.00	-5.42%	9.46	Lagasse
CS-074	Mop Bucket w/Wringer 26qt	42.70	3.77%	44.31	ABCO
CS-075	35 quart Mop Bucket w/Wringer yellow	45.65	3.65%	47.32	ABCO
CS-082	Amazing Sponge Vandal Mark Remover 30ea/cs	1.30	2.78%	1.34	Impact Products
CS-083	Squeegee/Scrubber 24ea/cs	3.10	3.08%	3.20	Impact Products
CS-084	Squeegee Blades 12" Replacement Blades	9.26	2.98%	9.54	Impact Products
CS-087	Toilet Bowl Mop White	0.57	4.76%	0.60	ABCO
CS-089	Ergonomic Trigger Sprayer	0.55	2.22%	0.56	Impact Products
CS-090	Stripping Boots S/M/Lg/XL/2X-Lg	38.26	2.98%	39.40	Impact Products
CS-098	Cob Web Duster w/Extension Handle	7.43	6.56%	7.92	NEXSTEP
CS-099	Cob Web Duster Head (refill)	4.69	6.48%	4.99	NEXSTEP
CS-105	Ant & Roach Spray 12 cn/cs	4.43	2.52%	4.54	Hillyard
CS-107	Gum Remover 12cn/cs	2.94	2.72%	3.02	Hillyard
CS-109	Wasp & Hornet Spray 12cn/cs	4.40	2.46%	4.51	Hillyard
CS-110	Germicidal Foaming Cleaner 12cn/cs	2.75	2.92%	2.83	Hillyard
CS-111	Oil-Based Stainless Steel Cleaner/Polish 12cn/cs	3.64	2.44%	3.73	Hillyard

Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
CS-112	Water Based Stainless Steel Cleaner/Polish 12cn/cs	3.58	2.62%	3.67	Hillyard
CS-113	Jell Baseboard Stripper 12cn/cs	3.57	2.52%	3.66	Hillyard
CS-117	Waste Basket 28 quart Black	5.83	3.69%	6.05	Essendant
CS-119	Liners Black 40x48 17Mic 250/cs	27.41	6.00%	29.05	Whitehall
CS-120	Liners Clear 24x24 6Mic 1000/cs	13.81	6.00%	14.64	Whitehall
CS-121	Liners Clear 24x33 6mic 1000/cs	18.64	6.00%	19.76	Whitehall
CS-122	Liners 30 x 37 Clear 19mic 250/cs	19.87	6.00%	21.06	Whitehall
CS-123	Liners Black 38x60 22mic 150/cs	27.10	6.00%	28.73	Whitehall
CS-124	Liners 40x48 Clear 19mic	24.72	6.00%	26.20	Whitehall
CS-125	Liners 43 x 48 Clear 16mic 200/cs	23.24	6.00%	24.63	Whitehall
CS-126	White Hardwound Roll Towels 800' 2"core, 6rl/cs	25.26	5.00%	26.52	Von Drehle
CS-127	Brown Hardwound Roll Towels 800' 2"core, 6rl/cs	21.06	5.00%	22.11	Von Drehle
CS-128	I-Cut Brown Hardwound Roll Towels 800' 2"core, 6rl/cs	28.14	5.00%	29.55	Von Drehle
CS-129	Brown Hardwound Roll Towels 600' 1.625"core, 12rl/cs	31.27	5.00%	32.83	Von Drehle
CS-130	Multi-Fold Towels White 4000/cs	18.98	5.00%	19.93	Von Drehle
CS-131	Multi-Fold Towels Brown 4000/cs	16.64	5.00%	17.47	Von Drehle
CS-132	Kitchen Roll Towels 85 2-ply sheets per roll, 30 rolls/cs	23.50	5.00%	24.68	Von Drehle
CS-133	Center Pull Towels (White) 660' 2-ply 6 rolls/cs	28.60	5.00%	30.03	Von Drehle
CS-134	Center Pull Towels (White) 1000' 1-ply 6 rolls/cs	30.94	5.00%	32.49	Von Drehle
CS-135	S901 Wipers Pop-Up Box 100 sheets/box, 9bx/cs	42.28	5.00%	49.81	Von Drehle
CS-136	JRT Toilet Paper 2ply 1000' 12rl/cs	25.17	5.00%	26.43	Von Drehle
CS-137	Feather Soft Toilet Paper 2-ply 500 sheets/roll, 96rl/cs	38.06	5.00%	39.96	Von Drehle
CS-140	Roll Towel Dispenser	Free	3.23%	Free	Von Drehle
CS-141	JRT Toilet Paper Dispenser	Free	4.40%	Free	Von Drehle
CS-142	Center Pull Dispenser	Free	4.08%	Free	Von Drehle
CS-145	Hillyard Arsenal 1 Portable Dilution Control Kit	Free	\$15.00	Free	Hillyard
CS-147	Aero Green Foaming Hand Soap 1 Liter Refill, 8ea/cs	58.50	3.85%	60.75	Deb
CS-148	Hillyard Green Select Liquid Hand Soap 1 gallon bottle 4gal/cs	9.01	2.27%	9.21	Hillyard

Subject: Deb USA Price Increase - Effective March 6, 2017

From: Deb USA (marketingusa@debgroup.com)

To: patrick@ashfordservices.net;

Date: Tuesday, December 6, 2016 9:00 AM



Deb USA, Inc.

2815 Coliseum Centre Drive - Suite 600

Charlotte, NC 28217-1388 USA

Phone: (800) 248.7190 • (704) 263.4240

www.debgroup.com

DATE: December 6, 2016

TO: Deb USA Authorized Distributors

SUBJECT: Price Increase Effective March 6, 2017

Dear Valued Customer,

Given the recent higher than inflationary price increases across many of our raw materials and wage/benefit inflation, we will implement a price increase on Deb products on March 6, 2017. As in previous years, we have made great efforts to mitigate these increases through many projects and initiatives. We are continually investing in a variety of process improvements to ensure we provide you with superior Deb products at competitive prices.

However, over the last 12 months, the following core raw material ingredients have increased significantly:

- Sodium Lauryl Ether Sulphate (driven by palm oil) 17%,
- Preservatives 16%
- Denatured alcohol 5%
- Citrus cleaning agents (D-Limonene) 57%
- Other surfactants (driven by palm and coconut) 5%,
- Packaging materials 3%,
- Natural biodegradable scrubbing agents 4%,

This price increase ranges **between 0.6% and 4.9%** (depending on your product mix). We limited the increase on the recently introduced Deb Stoko range. Pricing for dispensers, floor stands and other accessories will remain unchanged from the current price list. MSRP was also increased by an additional 1.7% to give you an opportunity to increase your margins. All orders received on or after March 6th will be priced based on the new price list. The new pricing for Refresh™ AntiBac FOAM (item numbers ANT1L, 59250, 57250, ANT2LT, ANT16LC, ANT120TF) will be deferred until June 2017 when

a new Triclosan-free formulation will be launched. Please find attached the revised price lists (Deb Stoko, Stoko and Deb ranges).

If you need any help to update your internal price lists or product listing, please do not hesitate to send an Excel file to customer.service@debgroup.com.

If this message has reached either the wrong recipient or you need to have future pricing information provided to additional people in your organization, please contact your Deb USA customer service representative with their contact information. Printed copies of the Deb Stoko range price list are also available upon request.

Thank you for your continued support. We look forward to further strengthening our partnership in 2017.

Enclosed (Click links below to download):

2017 Price Letter Appendix

2017 Deb Stoko Range Price List

2017 Deb Legacy Price List

2017 Stoko Brands Price List



Make Hands Matter in the Workplace

Deb USA, Inc. 2815 Coliseum Centre Drive Suite 600 Charlotte NC 28217 USA

You received this email because you are subscribed to HTML Marketing from Deb USA, Inc..

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[Unsubscribe from all future emails](#)



P.O. Box 907
St. Joseph, MO 64502-0907
www.hillyard.com
tel: 800.365.1555

January 8, 2016

TO: ALL HILLYARD CORPORATE GENERAL MANAGERS, SALES MANAGERS
& HILLYARD INDEPENDENT DISTRIBUTORS

This letter is to inform you of Hillyard's price increase effective February 1, 2016. The increase will be an average of approximately 2.25% across the entire product line. These increases are representative of the costs passed on to us by our suppliers along with increases associated with the cost of doing business.

We understand how difficult a price change is to pass on, and feel we have done everything we could to minimize the impact of the increase. We thank you for your continued support and look forward to continuing our growth together in 2016.

Sincerely,

HILLYARD, INC.

Matt Johnston
National Sales Manager

VONDREHLE

CORPORATION

An ESOP Company

800/438-3631

828/322-1805

FAX 828/322-4145

November 1, 2016

NOV 07 2016

To: von Drehle Corporation Towel and Tissue Customers

Subject: Price Change

The von Drehle Corporation is announcing a price increase on its line of towels, tissues and dispensers. This increase will be effective January 1, 2017. Orders entered by December 30, 2016 marked for immediate shipment will be invoiced at current prices. Orders for normal monthly movement will be accepted. All orders entered on or after January 1, 2017 will be priced at the new price level. The amount of the increase will be up to 5%. We will honor all current contracts through the expiration date noted on the contract confirmation. Contract prices will be adjusted upward as they expire.

If you have any questions regarding this price change, please contact your local von Drehle sales representative or feel free to call this office. We are grateful for your continued support.

von Drehle Corporation



WHITEHALL PRODUCTS

YOUR PARTNER IN SINGLE-USE SOLUTIONS

March 16, 2017

To Our Valued Customers:

The major resin producers have announced resin increases as of March 27, 2017

The increases are based on tight resin supply and global demand.

As a result WhiteHall Products will increase flexible film prices, including all can liners and specialty bag prices by 6% effective for all orders place on or after April 24, 2017. Orders placed at current prices will be limited to no more than one month of your normal purchasing levels.

We appreciate your business and we will continue to monitor this latest situation and advise if there is any change to current market conditions. Please consult your WhiteHall representative should you have any questions.

Sincerely,

Michael Russo
President

4514 South Church Ave
Tampa, FL 33611
800-262-1258
813-248-2349 Fax



Hello Patrick,

I am sorry to let you know that your pricing on our white microfiber dust mops have been increased. We apologize for any inconvenience this may cause you, but it is a necessary increase due to economic conditions that effect this product. We have been able to lower pricing on many of our items over the last couple months, but there are a few items like this that we have had to adjust up instead. I have the part numbers as well as the amount increase listed below. Please let me know if you have any questions or need any additional information.

DMDM24W- \$0.56 Increase

DMDM36W- \$0.86 Increase

DMDM48W- \$1.21 Increase.

7700 Schuele Rd, Atchison KS 66002 Phone: 913-367-3087 Toll Free: 866-475-8667 Fax: 913-367-2095

Web: www.directmopsales.com

email: info@directmopsales.com



December 9, 2016

Dear Valued Customer:

Impact Products will be having a price increase that will take effect February 6, 2017. We expect most items will increase between 3% and 10%. Rising crude oil prices impacting freight and cost of goods are necessitating these increases.

Certain items such as imported disposable gloves and toilet seat covers will be impacted outside of that range. These items are affected by a tightening of supply, because of the Chinese government imposing shut downs to manufacturing facilities in certain regions of the country which it feels are contributing to the pollution issue China faces.

We understand the pressure you face to meet your customers' cost expectations. We only increase prices when absolutely necessary. Impact Products will always strive to continue to serve our customers with high quality products, competitive prices and exceptional customer service.

Distributor price lists are currently being updated and will be available soon. In the meantime, you may contact your Impact sales manager or manufacturer's representative with any questions.

Best regards,

A handwritten signature in black ink, appearing to read "Chris Tricozzi".

Chris Tricozzi
V. P. Sales

Suwannee County School Board Custodial Service Bid

BID # 13-207					
Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
	Complete bid				
CS-001	Nylon Angle Broom	3.94	0.00%	3.94	ABCO
CS-002	Corn Broom	5.80	0.00%	5.80	ABCO
CS-003	Looped Wet Mop 24 oz Blue	3.71	0.00%	3.71	Hillyard
CS-004	Looped Cotton Mop 20oz White	3.20	0.00%	3.20	Hillyard
CS-005	Wet Mop, Microfiber Medium	8.19	0.00%	8.19	ACA Enterprises
CS-006	Wet Mop, Microfiber Large	9.35	0.00%	9.35	ACA Enterprises
CS-007	Mop, Flat 20" Green Striphook	3.24	0.00%	3.24	CPI
CS-008	Flat Mop 18" Blue Wavehook B18	8.55	0.00%	8.55	CPI
CS-009	Flat Mop 18" Red Wavehook R18	8.55	0.00%	8.55	CPI
CS-010	Flat Mop Microfiber Scrubber Pad (for Grout)	5.21	0.00%	5.21	Direct Mop Sales
CS-011	Flat Mop Heads 24" Blue Wavehook	13.73	0.00%	13.73	CPI
CS-012	Microfiber Dust Mop 5x24	7.13	9.82%	7.83	Direct Mop Sales
CS-013	Microfiber Dust Mop 5x36	9.78	10.55%	10.81	Direct Mop Sales
CS-014	Microfiber Dust Mop 5x48	12.48	11.63%	13.93	Direct Mop Sales
CS-015	24 oz Rayon String Mop Head	3.24	0.00%	3.24	Cosgrove
CS-016	16 oz Cotton Cut End String Mop	1.89	0.00%	1.89	Cosgrove
CS-017	18" Blue Flat Mop Thin microfiber w/velcro backing	2.98	0.00%	2.98	ACA Enterprises
CS-018	24" Fringed Microfiber Dust Mop Knuckle Buster	8.78	0.00%	8.78	ACA Enterprises
CS-019	48" Fringed Microfiber Dust Mop Knuckle Buster	11.48	0.00%	11.48	ACA Enterprises
CS-020	Dust Mop Frame 5x24	1.96	0.00%	1.96	ABCO
CS-021	Dust Mop Frame 5x36	2.51	0.00%	2.51	ABCO
CS-022	Dust Mop Frame 5x48	3.42	0.00%	3.42	ABCO
CS-023	Wood Broom Handle Threaded w/metal 60"	2.55	0.00%	2.55	ABCO
CS-024	Gripper Mop Handle 60" Fiberglass	7.39	0.00%	7.39	ABCO
CS-025	Dust Mop Handle w/Metal Tip Clip	4.84	0.00%	4.84	ABCO
CS-026	Flat Mop Frame w/Handle for 18" Flat Mops	13.85	6.67%	14.77	NEXSTEP

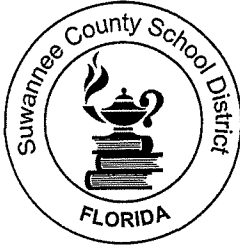
Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
CS-027	Flat Mop Frame w/Handle for 24" Flat Mops	16.19	6.67%	17.27	NEXSTEP
CS-028	Telescopic Pole 15/16"	12.22	4.91%	12.82	Direct Mop Sales
CS-029	SS Squeegee Handle Rubber Grip 12"	13.40	2.99%	13.80	Impact Products
CS-030	Short Handle for Flat Mops	9.04	9.24%	9.88	Leading Edge
CS-031	14" White Floor Pads 5 ea/cs	7.75	0.00%	7.75	Saint-Gobain
CS-032	20" Stripper Pads Black High Pro 5 ea/cs	14.14	0.00%	14.14	Saint-Gobain
CS-033	20" Polishing White Floor Pads 5 ea/cs	12.65	0.00%	12.65	Saint-Gobain
CS-034	20" Burnishing Pads hogs hair 5 ea/cs	12.94	0.00%	12.94	Saint-Gobain
CS-035	19" Bonnet w/scrub strip	20.60	0.00%	20.60	Direct Mop Sales
CS-036	20" Red Pads 5 ea/cs	20.09	0.00%	20.09	Saint-Gobain
CS-037	12" White Pads 5 ea/cs	10.26	0.00%	10.26	Saint-Gobain
CS-038	Wax Stripper - Devastator 5-gallon Bag-in-Box	86.02	2.25%	87.96	Hillyard
CS-039	Floor Finish - Explorer 5 -gallon Bag-in-Box	69.43	2.25%	70.99	Hillyard
CS-040	Sealer - Seal 340 5-gallon Bag-in-Box	70.04	2.25%	71.62	Hillyard
CS-041	Mop On Restorer 12 qts/cs	5.91	2.25%	6.04	Hillyard
CS-042	Mop On Restorer 4 gal/cs	16.42	2.25%	16.79	Hillyard
CS-043	Neutralizer after stripping - Nutra Rinse 4 gal/cs	17.62	2.25%	18.02	Hillyard
CS-044	Recoat Prep - Arsenal 1 Recoat Prep 2.5L bottle 4/cs	18.56	2.25%	18.98	Hillyard
CS-045	(food safe) Arsenal 1 HD Degreaser 2.5L bottle 4/cs	17.30	2.25%	17.69	Hillyard
CS-046	Arsenal 1 Re-Juv-Nal Disinfectant 2.5L bottle 4/cs	11.76	2.25%	12.02	Hillyard
CS-047	Enzyme - Liquid Enzyme II 1 Gallon	10.87	2.25%	11.11	Hillyard
CS-048	Dust Mop Treatment Super Hil-Tone 4 gal/cs	23.79	2.25%	24.33	Hillyard
CS-049	Porcelain tile & metal cleaner (CSP)	5.55	2.25%	5.67	Hillyard
CS-050	Arsenal 1 Window Clean+ 2.5L bottle 4/cs	20.54	2.25%	21.00	Hillyard
CS-051	Neutral Cleaner Arsenal 1 Top Clean 2.5L bottle 4/cs	22.54	2.25%	23.05	Hillyard
CS-052	AFRC Acid-Free Restroom Cleaner 12qt/cs	2.25	2.25%	2.30	Hillyard
CS-053	Bowl Cleaner w/acid 22-25% acid	2.34	2.25%	2.39	Hillyard
CS-054	Thickened Bowl Cleaner Liquid Swabby II 12 qt/cs	2.04	2.25%	2.09	Hillyard
CS-055	Arsenal 1 Suprox 2.5L bottle 4/cs	16.72	2.25%	17.10	Hillyard

Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
CS-056	Mariner (Kiavac) Cleaner 4 gal/cs	19.78	2.25%	20.23	Hillyard
CS-057	Defoamer II 4gal/cs	18.55	2.25%	18.97	Hillyard
CS-058	Sanitizer Arsenal I Sanitizer 2.5L bottle 4/cs	14.21	2.25%	14.53	Hillyard
CS-059	Disinfectant Lemon Disinfectant 4 gal/cs	11.30	2.25%	11.55	Hillyard
CS-060	Citrus Scrub Hillyard 4 gal/cs	20.96	13.59%	23.81	Hillyard
CS-061	Odor Control Herbal Odor Counteractant 4 gal/cs	19.81	2.25%	20.26	Hillyard
CS-061	Odor Control Lemon Odor Counteractant 4 gal/cs	19.81	2.25%	20.26	Hillyard
CS-062	Odor Control Take Down Cherry 4 gal/cs	20.46	2.25%	20.92	Hillyard
CS-062	Odor Control Take Down Green Apple 4 gal/cs	20.46	2.25%	20.92	Hillyard
CS-062	Odor Control Take Down Fresh & Clean 4 gal/cs	20.46	2.25%	20.92	Hillyard
CS-063	HOST Dry Carpet Cleaner SJ Sponges White 2.2 lb/bag 12bags/cs	150.04	0.00%	150.04	Racine/Host
CS-064	HOST Dry Carpet Cleaner Sponges Yellow 12lb/bucket	32.17	0.00%	32.17	Racine/Host
CS-065	Hillyard Carper Spotter Gel 12qt/cs	5.16	2.25%	5.28	Hillyard
CS-066	Proteam Super Coach Vac Bags 10ea/pkg	10.00	0.00%	10.00	Lagasse
CS-066	Proteam Double Swivel Cuff	6.97	0.00%	6.97	ProTeam
CS-067	Royal Type B Vac Bags 10ea/pkg	11.54	0.00%	11.54	All State Vacuum
CS-068	Royal Vacuum Belt	3.00	0.00%	3.00	All State Vacuum
CS-069	Royal 14" Vacuum Roller	52.00	0.00%	52.00	All State Vacuum
CS-070	Sanitaire SC679 Vacuum w/shakeout bag	164.25	6.97%	175.70	Electrolux
CS-071	Sanitaire Roll Belt	1.20	0.00%	1.20	Electrolux
CS-072	Distribulator Assy for Sanitaire SC679 12" metal	19.88	0.00%	19.88	Electrolux
CS-073	Carpet Retriever Bags 6 ea/pkg	58.50	0.00%	58.50	All State Vacuum
CS-074	Mop Bucket w/Wringer 26qt	42.70	3.77%	44.31	ABCO
CS-075	35 quart Mop Bucket w/Wringer yellow	45.65	3.65%	47.32	ABCO
CS-076	Blue Janitor Cart w/bag	122.40	0.00%	122.40	Cosgrove
CS-077	Replacement Bag for Janitor Cart yellow	24.83	0.00%	24.83	Cosgrove
CS-078	Wet Floor Signs English/Spanish	5.43	0.00%	5.43	ABCO
CS-079	Long Handle Floor Scraper	13.48	0.00%	13.48	IPC Eagle
CS-080	Scraper Blades 10ea/pkg	5.32	0.00%	5.32	IPC Eagle

Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
CS-081	Pumice Stone 12ea/box	2.48	0.00%	2.48	Cosgrove
CS-082	Amazing Sponge Vandal Mark Remover 30ea/cs	1.30	2.78%	1.34	Impact Products
CS-083	Squeegee/Scrubber 24ea/cs	3.10	3.08%	3.20	Impact Products
CS-084	Squeegee Blades 12" Replacement Blades	9.26	2.98%	9.54	Impact Products
CS-085	Window Washer 14"	15.00	0.00%	15.00	IPC Eagle
CS-086	Putty Knife	1.68	0.00%	1.68	NEXSTEP
CS-087	Toilet Bowl Mop White	0.57	4.76%	0.60	ABCO
CS-088	32oz Spray Bottle w/Dilution Markings	0.80	0.00%	0.80	Cosgrove
CS-089	Ergonomic Trigger Sprayer	0.55	2.22%	0.56	Impact Products
CS-090	Stripping Boots S/M/Lg/XL/2X-Lg	38.26	2.98%	39.40	Impact Products
CS-091	Vinyl Glove Powd. Free 10bx/cs (Small)	3.24	0.00%	3.24	Hygrade
CS-091	Vinyl Glove Powd. Free 10bx/cs (Medium)	3.24	0.00%	3.24	Hygrade
CS-091	Vinyl Glove Powd. Free 10bx/cs (Large)	3.24	0.00%	3.24	Hygrade
CS-091	Vinyl Glove Powd. Free 10bx/cs (X-Lrg)	3.24	0.00%	3.24	Hygrade
CS-092	Powdered Vinyl Gloves 10bx/cs (Small)	3.15	0.00%	3.15	Hygrade
CS-092	Powdered Vinyl Gloves 10bx/cs (Medium)	3.15	0.00%	3.15	Hygrade
CS-092	Powdered Vinyl Gloves 10bx/cs (Large)	3.15	0.00%	3.15	Hygrade
CS-092	Powdered Vinyl Gloves 10bx/cs (X-Large)	3.15	0.00%	3.15	Hygrade
CS-093	Nitrile Gloves Powder Free 10bx/cs (Medium)	6.00	0.00%	6.00	Hygrade
CS-093	Nitrile Gloves Powder Free 10bx/cs (Large)	6.00	0.00%	6.00	Hygrade
CS-093	Nitrile Gloves Powder Free 10bx/cs (X-Large)	6.00	0.00%	6.00	Hygrade
CS-094	Doodlebug Pad Holder	5.71	0.00%	5.71	Malish
CS-095	Doodlebug Black Pads 5ea/pkg	1.24	0.00%	1.24	Saint-Gobain
CS-096	Utility Pad Medium Green 20ea/cs	6.43	0.00%	6.43	Essendant
CS-097	Lobby Dust Pan self open/close lid	7.59	0.00%	7.59	ABCO
CS-098	Cob Web Duster w/Extension Handle	7.43	6.56%	7.92	NEXSTEP
CS-099	Cob Web Duster Head (refill)	4.69	6.48%	4.99	NEXSTEP
CS-100	Dusk Masks 50ea/box	6.00	0.00%	6.00	Hygrade
CS-101	Cloth Towels Blue Huck 60-70 per box	25.45	0.00%	25.45	RFI

Bid #	Item Discription	2016-17 Bid Price	% Change from 4/22/16	Bid price if increased same % as our price increase	
CS-127	Brown Hardwound Roll Towels 800' 2"core, 6rl/cs	21.06	5.00%	22.11	Von Drehle
CS-128	I-Cut Brown Hardwound Roll Towels 800' 2"core, 6rl/cs	28.14	5.00%	29.55	Von Drehle
CS-129	Brown Hardwound Roll Towels 600' 1.625"core, 12rl/cs	31.27	5.00%	32.83	Von Drehle
CS-130	Multi-Fold Towels White 4000/cs	18.98	5.00%	19.93	Von Drehle
CS-131	Multi-Fold Towels Brown 4000/cs	16.64	5.00%	17.47	Von Drehle
CS-132	Kitchen Roll Towels 85 2-ply sheets per roll, 30 rolls/cs	23.50	5.00%	24.68	Von Drehle
CS-133	Center Pull Towels (White) 660' 2-ply 6 rolls/cs	28.60	5.00%	30.03	Von Drehle
CS-134	Center Pull Towels (White) 1000' 1-ply 6 rolls/cs	30.94	5.00%	32.49	Von Drehle
CS-135	S901 Wipers Pop-Up Box 100 sheets/box, 9bx/cs	42.28	5.00%	49.81	Von Drehle
CS-136	JRT Toilet Paper 2ply 1000' 12rl/cs	25.17	5.00%	26.43	Von Drehle
CS-137	Feather Soft Toilet Paper 2-ply 500 sheets/roll, 96rl/cs	38.06	5.00%	39.96	Von Drehle
CS-138	Baywest Green Seal Toilet Paper 2 ply 36rl/cs	54.88	0.00%	54.88	Cosgrove
CS-139	Gojo Dispenser for Sanitizer	Free	0.00%	Free	Cosgrove
CS-140	Roll Towel Dispenser	Free	3.23%	Free	Von Drehle
CS-141	JRT Toilet Paper Dispenser	Free	4.40%	Free	Von Drehle
CS-142	Center Pull Dispenser	Free	4.08%	Free	Von Drehle
CS-143	Debs Hand Soap Disp	Free	0.00%	Free	Deb
CS-144	Hillyard Arsenal 1 Wall Mount Dispenser-E Gap 1-4 products	Free	0.00%	Free	Hillyard
CS-145	Hillyard Arsenal 1 Portable Dilution Control Kit	Free	\$15.00	Free	Hillyard
CS-146	Hillyard Arsenal 1 Portable Dilution Control-Dispensing Gun Only	Free	Free	Free	Hillyard
CS-147	Aero Green Foaming Hand Soap 1 Liter Refill, 8ea/cs	58.50	3.85%	60.75	Deb
CS-148	Hillyard Green Select Liquid Hand Soap 1 gallon bottle 4gal/cs	9.01	2.27%	9.21	Hillyard
CS-149	Defend Antibacterial Hand Soap 1 gallon bottle 4gal/cs	10.40	0.00%	10.40	Cosgrove
CS-150	Waxed Sanitary Bags 500/box	19.60	0.00%	19.60	Cosgrove
CS-151	Red Bio Bags 24x23 1.0 Mil 200/cs	18.67	0.00%	18.67	Cosgrove
CS-152	Red Bio Bags 40x46 1.30 Mil 100/cs	32.41	0.00%	32.41	Whitehall
CS-153	Sharp Container 2 Gallon	7.23	0.00%	7.23	Cosgrove
CS-154	Odor Out Lemon (Sorb-It Replacement) 12cn/cs	30.23	0.00%	30.23	Hillyard
CS-155	Urinal Screens w/cherry block 12/cs	20.60	0.00%	20.60	Cosgrove
CS-156	Purell Foam Hand Sanitizer for dispenser 3bottles/cs	25.62	0.00%	25.62	Cosgrove
CS-157	Safety Goggles	1.50	0.00%	1.50	Essendant

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 
FROM: Mark A. Carver, Director of Facilities 
THRU: Bill Brothers, Assistant Superintendent of Administration 
DATE: June 15, 2017
RE: Agenda Item for June 27, 2017 Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the 2017-2021 Five Year Florida Department of Education K-12 Educational Plant Survey.

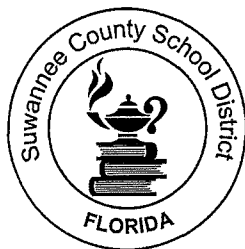
BACKGROUND:

The Educational Plant Survey is a systematic study that aids in the formulation of plans for housing the educational program and student population, faculty, administrators, staff, and auxiliary and ancillary services of the district or campus. The survey, which may be conducted by agency staff or an agency employed by the board, must be conducted at least every five (5) years. A copy of the survey must be submitted to the Department of Education, Office of Educational Facilities, for review and validation.

In February 2017, a Department of Education OEF team toured Suwannee District School sites, verified the FISH, spoke with each school administrator and met with Mr. Roush to make their recommendations.

A copy of the 2017-2021 Five Year K-12 Educational Plant Survey is located in the office of the Director of Facilities.

SUWANNEE COUNTY SCHOOL DISTRICT



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TED L. ROUSH
Superintendent of Schools

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RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted Roush, Superintendent of Schools 
FROM: Chris Landrum, Director of Transportation 
THRU: Dr. Bill Brothers, Assistant Superintendent of Administration 
DATE: June 1, 2017
RE: Agenda Item for the June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following form:

Form #7200-135 Suwannee County School District Transportation
Pre-employment/Training Fees Reimbursement
Acknowledgement (NEW)

BACKGROUND:

The attached form is for transportation training reimbursement. The form is intended to describe in more detail reasoning for transportation training reimbursement; and has been approved by the Board attorney.

Suwannee County School District Transportation
Pre-employment/Training Fees
Reimbursement Acknowledgement

I _____, have applied for a substitute school bus driver position within the Transportation Department with the School Board of Suwannee County. I acknowledge and understand that the DOT physical, school bus driver training, and commercial driver's license training and testing will be paid by the school district based on my commitment to work for the School Board of Suwannee County for a minimum of twelve (12) months. I understand that this is not an employment contract for any guaranteed period of time. I further stipulate and agree that in the event my employment with the School Board of Suwannee County ends (either voluntarily or involuntary) before fulfilling my twelve (12) month commitment with the Transportation Department, those fees paid by the Transportation Department will be deducted from my paycheck. In the event I am no longer employed by the School Board of Suwannee County, and the amount deducted from my final paycheck does not totally reimburse the School Board of Suwannee County for the DOT physical, school bus driver training, and commercial driver's license training and testing, then I agree my pay will be reduced to minimum wage and the difference between the former pay and regular pay will be the amount I owe.

In the event I transfer from the Transportation Department to another School Board of Suwannee County department prior to actively being on duty, I understand I will be required to fully reimburse the School Board of Suwannee County for the DOT physical, school bus driver training, commercial driver's license training and testing within thirty (30) days of transfer from the Transportation Department or I will return to an inactive status and I will no longer be eligible to work for the School Board of Suwannee County.

This agreement shall be governed by and construed under the laws of the State of Florida. This agreement has been made and entered into for the sole protection and benefit of the School Board of Suwannee County and the employee, and no other person or entity shall have any right or action under this agreement.

By signing below I acknowledge that I understand and will comply with the conditions listed above.

Applicant/Employee Signature: _____

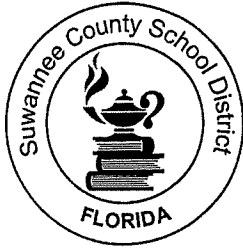
Date: _____

Witness Name, representing the School Board of Suwannee County:

Witness Signature: _____

Date: _____

SUWANNEE COUNTY SCHOOL DISTRICT



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DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Ted Roush, Superintendent of Schools *TR*
FROM: Chris Landrum, Director of Transportation *CL*
THRU: Bill Brothers, Assistant Superintendent of Administration *BB*
Vickie Music DePratter, Chief Financial Officer *VM*
DATE: June 6, 2017
RE: Board Agenda Item for June 27, 2017, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract/agreement:

#2017-103 Seon Equipment Purchase and Services Agreement between Suwannee County School Board and Seon.

BACKGROUND:

Suwannee County School District will be piggybacking off of the award by Brevard County School District to Seon in accordance with terms and conditions of Invitation to Bid # 13-B-079-LL.

This agreement has been reviewed and approved by Board Attorney, Leonard Dietzen.

PREPARED FOR:
 Chris Landrum 386-647-4142
 Transportation Director christopher.landrum@suwannee.k12.fl.us

PREPARED BY: SCSB 2017-103
 Bob Burke (NEW)
 National Accounts Manager - School Bus Division

SOLD TO DETAIL
 Suwannee District School Board
 702 2nd St. NW
 Live Oak, Florida
 32060

BILLING DETAILS
 Suwannee District School Board
 702 2nd St. NW
 Live Oak, Florida
 32060

SHIPPING DETAILS
 Suwannee District Transp. Dept
 1727 S. Walker Ave. (Bus
 Garage)
 Live Oak, FL 32060
 United States

Corporate Office: 1.877.630.7366
 Unit 111, 3B Burbidge Street
 Coquitlam, BC V3K 7B2
 bob.burke@seon.com

Configuration 1

Wireless

Qty	Description	Unit Price	Qty Price
77	SRLGA07 Smart-Reach Lite, 2.4GHz, standard antenna, w/ NMO mount 6 ft. cable, w/ PoE adapter	\$395.00	\$30,415.00

Software License

Qty	Description	Unit Price	Qty Price
77	VMC5VSB-OLD vMax Commander 5.0: web-based wireless and automatic video management software to monitor video system health, automatically download video alarms, search video by time and location, and display historical GPS tracks of the vehicles in the fleet. Includes the first year of hosting, licensing and technical support. (per school bus), Lic	\$50.00	\$3,850.00
1	VMC5BSB vMax Commander 5.0: web-based wireless and automatic video management software to monitor video system health, automatically download video alarms, search video by time and location, and display historical GPS tracks of the vehicles in the fleet. Includes 5 user licenses, and the first year of hosting, licensing and technical support. (school bus base)	\$4,000.00	\$4,000.00

Professional Services

Qty	Description	Unit Price	Qty Price
77	INST-SRLB-RETRO Retrofitting of wifi bridges onto existing system	\$150.00	\$11,550.00
2	PRS-ENGSITE On Site Engineering Service Per Day	\$1,000.00	\$2,000.00
1	PRS-REMOTE Remote Engineering Service Per Day	\$750.00	\$750.00
1	PRS-TRAIN vMax Live Commander On Site Training Per Day	\$1,500.00	\$1,500.00
2	PRS-TRVL Engineering Services Travel Days To/From Site	\$1,000.00	\$2,000.00
4	TECHSITE On Site Technician Service / Day Confirmed with Bruce Cole - Install Manager that this covers: 77x TL4 Firmware Updates 77x TL4 System Audit & Assessment Report	\$750.00	\$3,000.00

Freight

Qty	Description	Unit Price	Qty Price
1	FRGT-PARTS-GROUND Ground Freight - Parts Only \$100.00 - FOB Per Brevard ITB #13-B-079-LL	\$0.00	\$0.00

Opportunity ID: 0060P00000bScErQAK

Additional & Spare Parts

Accessories

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
47	GPS4 GPS Receiver, Magnetic Mount, 20 ft. Harness	\$78.00	\$3,666.00

Professional Services

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
47	INST-INTCAM Installation CQ/CJ cameras Install & Enable Passive GPS4 Receivers on 47 buses that currently do not have these.	\$50.00	\$2,350.00

Configuration 1 Total: \$ 59,065.00 USD

Additional & Spare Parts Total: \$ 6,016.00 USD

Grand Total: \$ 65,081.00 USD

vMax Commander Annual Renewal Fees: \$ 729.00 USD
Due on Anniversary Date

All purchases must be confirmed with an authorized signature from the purchaser; company issued purchase orders should be provided for all purchases exceeding \$10,000.00 (in addition to authorized proposal). Any purchases that are exempt from sales taxes must be accompanied by a tax exemption and/or resellers certificate.

By signing below I confirm that I have read and understand the provided proposal and that all information, including billing and shipping details is correct.

PO# _____ Date: _____

Name: Ted L. Roush Title: Superintendent of Schools

Signature: _____

Comments: _____

Seon Comments & Terms:

Proposed installation prices are based on all vehicles being present and available, in a single location, at the time of scheduled installation. Any offsite installation work or the requirement to return to the site at a later date is included in the proposal. Additional fees including labor and associated travel costs.

Approved as to Form and Sufficiency
BY _____

Chairperson, Suwannee County School Board

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Opportunity ID: 0060P00000bScErQAK

Seon cloud-based services, metadata retention duration: School Bus systems

Metadata for Seon's vMax Commander and vMax Live Plus cloud-based services (standard service), is maintained for 12 months and then permanently deleted from the Seon cloud servers.

Metadata refers to all records created, input, or collected through the cloud-based service and stored on our cloud servers, excluding Media Files as described below:

Metadata includes

- Data created, input, logged or collected through the cloud-based service related to the fleet, vehicle location, or vehicle speed, and operational data related to alarms.
- Equipment health check information

Metadata does NOT include

- User names and passwords
- Media Files – **any audio, video, or photo data that is** created, input, or collected through use of the Software service
- Any fleet set-up data entered by users such as bus IDs, route IDs, driver IDs, vehicle types

This quote is valid for up to 60 days & payment terms Net 30. All sales are final. A restocking fee of 20% will apply for any product returns and/or exchanges requested after initial shipment of the product. Note that product returns and/or exchanges will only be accepted for new, unused product that is within the original, unopened packaging.

Thank you for the opportunity to provide a Proposal for your mobile surveillance and fleet management needs. We trust this customized solution will help you meet your goals for passenger and driver safety and security.

Please feel free to contact me directly at 1.877.630.7366 if you have any questions or concerns. We look forward to partnering with you.

Best regards,



Bob Burke
National Accounts Manager - School Bus Division
1.877.630.7366 | bob.burke@seon.com

Product Warranty

Seon Design Inc. ® Product Warranty

Seon Design Inc. ("Seon") warrants the cameras and components listed below against defects in workmanship and materials provided that such defects appear or are discovered within the respective periods specified below and provided further that the purchaser of such products notifies Seon of such defects in writing within thirty (30) days of the appearance or discovery of such defects:

- Three (3) years from date of purchase, parts and repair labor on all Cameras
- Three (3) years from date of purchase, parts and repair labor on the Explorer® HX, DX, TX, MX, EX, Premier, and Trooper® TL series mobile DVR Systems
- Three (3) years from date of purchase, parts and repair labor on all storage media (including hard drives)
- Two (2) years from date of purchase, parts and repair labor on inView 360™ Around Vehicle Monitoring Systems (including cameras, ECU, and wiring)
- One (1) year from date of purchase, parts and repair labor on the Smart Reach® and vMax Pulse Wireless systems and other Wireless products
- One (1) year from date of purchase, parts and repair labor on the LMU, VML Controller, Student Tracking RFID reader, other vMax Live Plus and vMax Navigator hardware products.
- One (1) year from date of purchase, parts and repair labor on all other products and accessories

If Seon repairs any camera or component which is out of warranty Seon warrants such repaired cameras or components against defects in workmanship and materials provided that such defects appear or are discovered within 90 days from date of shipment of such repaired camera or component to customer by Seon and provided further that the purchaser of such products notifies Seon of such defects within thirty (30) days of the appearance or discovery of such defects.

Subject to the terms and conditions listed below, during the relevant warranty period, Seon will repair, replace, or refund the purchase price for the defective product, whichever Seon considers to be appropriate in the circumstances, in Seon's sole and arbitrary opinion, free of charge, any defective products returned prepaid. In the event purchaser has a problem with any Seon product, please call and request a RETURN AUTHORIZATION (RA) NUMBER from the Service Department. Please call 877-630-7366 or (604) 941-0880 and ask for the Service Department. Be sure to have the model number, serial number and the nature of the problem available for the customer service representative. Prior authorization **MUST** be obtained for all returns, exchanges, or credits. **ITEMS SHIPPED TO SEON WITHOUT A CLEARLY IDENTIFIED RA NUMBER MAY BE REFUSED.**

Products returned will be tested to verify for possible defects. Upon verification of a defect, the product will be repaired or exchanged, or the purchase price will be refunded or credited to the customer's account, at the sole option of Seon. In the event of replacement, the returned product will be credited to the customer's account and a new invoice issued for the replacement item. Seon reserves the right to refund the purchase price or to issue a credit only in lieu of replacement. Seon may use new or refurbished replacement parts for repairing its products, at its sole and arbitrary discretion. Seon may replace an entire unit with an equivalent model, at its sole and arbitrary discretion. If a unit is exchanged, the returned product shall become the property of Seon and the exchange product becomes the property of the purchaser, and the remainder of the warranty that applied to the original unit purchased shall apply to the exchanged product. Exchange units may be new units, or units that have been repaired to full factory specifications, at Seon's discretion. If the product is found to be in good working order or its inability to function properly is not covered by this warranty, the product will be returned in the same condition as received unless repair is possible and requested by the customer. Repairs of such nature will incur a charge for parts and labor and will proceed only by agreement with the customer to accept the charge.

ADVANCE REPLACEMENTS

If there is a defect in workmanship or materials covered by this warranty in a camera, recorder or component and customer notifies Seon of such within sixty (60) days of:

- a) the date of installation of such product if the installation of such product was done by Seon; or
- b) if Seon did not install the product, of the date of shipment of the product to the customer by Seon,

and the customer requests advance replacement of such product by Seon, Seon will replace such product without charge in advance of return of such product by customer to Seon provided that if customer has not returned the defective product to Seon within sixty (60) days of the date of shipment by Seon of the advance replacement then Seon will invoice the customer for the purchase price of the advance replacement product including shipping costs and any taxes, duties or other charges related to the advance replacement and the customer shall pay to Seon the amount invoiced within 30 days of receipt of invoice, or if the customer has a written agreement with Seon regarding credit terms, then the customer shall pay the amount invoiced in accordance with the agreed upon credit terms:

This warranty shall not apply:

- a) to equipment not supplied by Seon;
- b) to computer equipment supplied by Seon (such as monitors, printers, servers and laptops) not manufactured by Seon. The customer must contact original manufacturer of such equipment for warranty terms and service;
- c) to equipment, including, any components, which shall have been operated in excess of rated capacity, subject to negligence, accident, or damage by circumstances beyond Seon's control, or to improper installation, operation, maintenance, servicing, alterations or storage, modification without Seon's written authorization, misuse, vandalism, fire, floods or acts of nature so as, in Seon's exclusive and arbitrary judgment, to affect the same adversely;
- d) to equipment that is installed utilizing installation products not supplied by Seon;
- e) if the warranty seal on the DVR has been broken or tampered with;
- f) if the serial number for the product has been altered in any way; or
- g) if the product has been operated outside of the specified Operating Environment specified in the Seon User's Manual for such product, or
- h) to cover any costs incurred by the customer for the removal of defective cameras or components or of non-defective cameras or components, or for the installation of repaired cameras or components or for the reinstallation of nondefective cameras or components, all of which are for the account of the customer.

Product Warranty

Disclaimer

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS, WARRANTIES, GUARANTEES AND CONDITIONS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE AND WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, SEON EXPRESSLY DISCLAIMS AND EXCLUDES ANY IMPLIED WARRANTY OF MERCHANTABILITY, DURABILITY OR FITNESS FOR PURPOSE AND ANY WARRANTIES OR MODIFIED WARRANTIES ARISING FROM USAGE OF TRADE OR COURSE OF DEALING.

Any description of the goods or services, whether in writing or made orally by Seon or Seon's agents, specifications, samples, models, bulletins, drawings, diagrams, engineering sheets or similar materials used in connection with customer's order are for the sole purpose of identifying the goods and/or services and shall not be construed as an express warranty. Any suggestions by Seon or Seon's agents regarding use, applications or suitability of the goods and/or services shall not be construed as an express warranty unless confirmed to be such in writing by Seon. Purchaser assumes full responsibility for selecting products to achieve purchaser's intended purposes, for properly installing and using those products, and for verifying the results obtained therefrom.

PURCHASER'S EXCLUSIVE REMEDY AND SEON'S ENTIRE LIABILITY ARISING FROM OR IN CONNECTION WITH PURCHASER'S USE OF THE PRODUCTS AND/OR THIS AGREEMENT SHALL BE REPAIR OR REPLACEMENT OF DEFECTIVE PRODUCTS, OR REFUND OR CREDIT OF THE PURCHASE PRICE OF THE PRODUCTS AS SET FORTH ABOVE. SEON SHALL NOT BE SUBJECT TO AND DISCLAIMS: (A) ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR OF WARRANTY; (B) ANY OBLIGATIONS WHATSOEVER ARISING FROM TORT CLAIMS (INCLUDING NEGLIGENCE, AND STRICT LIABILITY) OR ARISING UNDER OTHER THEORIES OF LAW WITH RESPECT TO GOODS SOLD OR SERVICES RENDERED BY SEON, OR ANY UNDERTAKINGS, ACTS OR OMISSIONS RELATING THERETO; AND (C) ALL CONSEQUENTIAL, INCIDENTAL, SPECIAL AND CONTINGENT DAMAGES WHATSOEVER, EVEN IF SEON HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Without limiting the generality of the foregoing, Seon specifically disclaims any liability for property or personal injury damages, penalties, special or punitive damages, damages for lost profits or revenues, loss of use of goods or any associated equipment, cost of capital, cost of substitute goods, facilities or services, down-time, shut-down or slow-down costs, or for any other types of economic loss, and for claims of customer's customers or any third party for any such damages. Some jurisdictions do not allow limitation or exclusion of incidental or consequential damages, so this limitation or exclusion may not apply to purchaser. In no event shall Seon's total liability for any damages to purchaser or any other person in connection with the products or this agreement exceed the lower of the suggested list price or the actual price paid for the products, regardless of whether such liability arises from contract, tort, warranty or any other form of claim. If any provision of this agreement is found to be void, invalid, or unenforceable, that finding shall not affect the remaining provisions, all of which shall be enforced to the full extent permitted by law. If any remedy hereunder is determined to have failed of its essential purpose, the limitations of liability and exclusion of damages set forth above shall remain in full force and effect. This agreement may be modified only by a writing signed by a duly authorized representative of Seon.

Provisions Applicable to American Customers

For those customers whose mailing address is in Canada, Seon's offer and any agreement of sale resulting therefrom shall be governed by and construed in accordance with the internal and domestic laws of the Province of BRITISH COLUMBIA and the laws of Canada applicable therein without giving effect to the conflict of laws rules thereof. The courts of British Columbia (the "Canadian Closed Courts") shall have exclusive jurisdiction to entertain and determine all disputes and claims, whether for specific performance, injunction, declaration or otherwise arising out of or in any way connected with the construction, breach, or alleged, threatened or anticipated breach of the contract resulting from this offer and shall have jurisdiction to hear and determine all questions as to the validity, existence or enforceability thereof. The purchaser attorns to the exclusive jurisdictions of the jurisdiction of the Canadian Closed Courts, waives any obligation to venue in any action or proceeding regarding Seon Products and waives any objection that the Canadian Closed Courts are an inconvenient forum or do not have jurisdiction over the purchaser of Seon. The United Nations Convention On Contracts For The International Sale Of Goods shall not apply. The information contained herein is subject to change without notice.

Provisions Applicable to Canadian Customers

For those customers whose mailing address is in Canada, Seon's offer and any agreement of sale resulting therefrom shall be governed by and construed in accordance with the internal and domestic laws of the Province of BRITISH COLUMBIA and the laws of Canada applicable therein without giving effect to the conflict of laws rules thereof. The courts of British Columbia (the "Canadian Closed Courts") shall have exclusive jurisdiction to entertain and determine all disputes and claims, whether for specific performance, injunction, declaration or otherwise arising out of or in any way connected with the construction, breach, or alleged, threatened or anticipated breach of the contract resulting from this offer and shall have jurisdiction to hear and determine all questions as to the validity, existence or enforceability thereof. The purchaser attorns to the exclusive jurisdictions of the jurisdiction of the Canadian Closed Courts, waives any obligation to venue in any action or proceeding regarding Seon Products and waives any objection that the Canadian Closed Courts are an inconvenient forum or do not have jurisdiction over the purchaser of Seon. The United Nations Convention On Contracts For The International Sale Of Goods shall not apply. The information contained herein is subject to change without notice.

Extended Warranty for Certain Products

The following extended warranty ("Extended Warranty") provisions apply to products ("Extended Warranty Products") in respect of which the customer has purchased the Extended Warranty as a separate product from Seon. If any provisions of the Extended Warranty conflict or are inconsistent with the provisions of the basic warranty set forth above, the provisions of the Extended Warranty shall govern.

Seon warrants the Extended Warranty Products against defects in workmanship and materials provided that such defects appear or are discovered within the extended warranty period set forth in the applicable warranty purchased by the customer and provided further that the purchaser of such products notifies Seon of such defects within 30 days of the appearance or discovery of such defects.

Under the Extended Warranty:

- (a) Seon will provide repairs to the Extended Warranty Product at no extra charge during the Extended Warranty period;
- (b) normal wear and tear IS covered, including replacement of hard drives if necessary;
- (c) the parts and repair labor required to complete all warranted repairs are included;
- (d) Seon will arrange and pay the cost of ground freight between customer's location and the Seon U.S.A. service facility (or such other location) as is designated by Seon in the relevant Return Material Authorization issued by Seon in respect of such Extended Warranty Product; and
- (e) Seon will pay freight, brokerage and duty costs to bring the goods to Canada, if required, in the sole and arbitrary opinion of Seon.

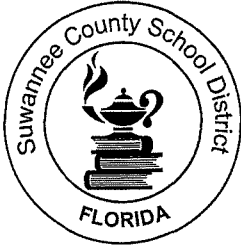
In addition to the telephone numbers provided above for reporting a warranty matter, purchasers of Extended Warranty products may report warranty matters by e-mail to Seon at: service@seon.com.

The purchaser reporting an Extended Warranty issue may request Seon to arrange for pick-up of the Extended Warranty Products and shall provide information as to the number of parcels and shall request a RETURN AUTHORIZATION (RA) NUMBER.

Seon will only be responsible for the cost of ground freight. Any additional costs for express modes of freight will be paid by the purchaser of the Extended Warranty Product. Advance replacements will not be provided.

A renewal or extension of the Extended Warranty is not automatic and will only be offered at the sole discretion of Seon and must be verified by Seon in writing.

SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • 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 L. Roush, Superintendent of Schools *TR*
FROM: Walter Boatright, Director of Human Resources *WB/mz*
DATE: June 15, 2017
RE: Personnel Changes List for June 27, 2017, Regular Meeting

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

June 27, 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.

RESIGNATIONS: INSTRUCTIONAL:

RIVEROAK Technical College:

Hilda Collins, Teacher, effective June 13, 2017

Suwannee Elementary School:

Melissa Davis, Teacher, effective June 6, 2017

Melody Handley, Teacher, effective June 6, 2017

Suwannee High School:

Rhoda Broughton, Teacher, effective June 6, 2017

Robert Marski, Teacher, effective June 5, 2017

Suwannee Intermediate School:

Scott Conley, Teacher, effective June 6, 2017

Adrienne Taylor, Teacher, effective June 6, 2017

Suwannee Virtual School:

Amanda K. Brown, Curriculum Coordinator, effective June 29, 2017

RESIGNATION: NON-INSTRUCTIONAL:

Facilities:

Jon Hunsinger, Maintenance Man I, effective June 20, 2017

Suwannee Primary School:

Hanna Ragan, Paraprofessional, effective June 3, 2017

Transportation:

Steven Hayes, Bus Driver, effective June 1, 2017

RETIREMENT:

Branford Elementary School:

Sandra Delay, Teacher, effective June 6, 2017

Suwannee High School:

Annette Kinsey, Teacher, effective June 6, 2017

Suwannee Middle School:

Marlene Plympton, Teacher, effective June 6, 2017

TERMINATION:**Transportation:**

Joetta Bennett, Bus Attendant, effective June 1, 2017

Deborah Renken, Bus Attendant, effective June 2, 2017

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

Michael Meek, Teacher, April 27, May 5, 8, 15, 18, 26, and June 5, 2017, for a total of 37.75 hours.

LEAVE OF ABSENCE (FMLA):**Suwannee High School:**

Carmen Reyes, tentatively May 25, 2017 through June 6, 2017, without pay, with the option of returning sooner if released by the doctor.

MENTORS:

The following to serve as a mentor:

<u>Mentor:</u>	<u>Mentee:</u>	<u>Location:</u>
Amber Russell	Brittany Busby	SMS/PECDS
Tammy Neil	Michael Meek	BHS/PECDS

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Michelle Aderholt	Instructional Leadership	BES
Doug Aukerman	Instructional Leadership	SHS
Nancy Aul	Instructional Leadership	SHS
Heather Barton	LPN	RTC
Melinda Berry	Instructional Leadership	SES
Emily Blackmon	11 th grade sponsor (split)	SHS
Carla Blalock	9 th grade sponsor (split)	SHS
Jeffrey Boatright	Instructional Leadership	SHS
Danelle Bradow	Instructional Leadership	BHS
Kate Bromley	Instructional Leadership	SHS
Rhoda Broughton	Instructional Leadership	SHS
Tamara Burt	10 th grade sponsor (split)	SHS
Crystiana Butler	Instructional Leadership	SHS
Jennifer Byrd	Instructional Leadership	SMS
Becky Carter	Instructional Leadership	SES
Victoria Carter	Instructional Leadership	SES
Ashley Conner	HOSA sponsor	SHS
Shannon Daniel	Instructional Leadership	SPS
Kelly Driggers	Instructional Leadership	SPS
Vaster Fryar	Instructional Leadership	BHS
Lisa Gray	Instructional Leadership	SES
Jennifer Gregory	Instructional Leadership	SPS
Staci Greaves	Instructional Leadership	SPS
Melody Handley	Instructional Leadership	SES
Amy Hendry	Instructional Leadership	SHS

Cristina Herrington	Instructional Leadership	SPS
Angel Hill	Instructional Leadership	BHS
Mandi Howard	Yearbook sponsor	BES
Heidi Hunter	Instructional Leadership	SPS
Amanda Johnson	Instructional Leadership	BES
Hannah Johnson	Instructional Leadership	SPS
Jessica Johnson	Instructional Leadership	SPS
Julie Klecka	Instructional Leadership	BES
Stephanie Knighton	Instructional Leadership	BES
Charlena Land	Instructional Leadership	BES
Connie Leavitt	Instructional Leadership	SES
Vanessa Leffler	Instructional Leadership	BHS
Susan Mackin	Instructional Leadership	BES
Audrey Marshall	9 th grade sponsor (split)	SHS
Audrey Marshall	Instructional Leadership	SHS
Lindy Meeks	Instructional Leadership	SES
Kerry Jo Melland	Instructional Leadership	SPS
Kim Mott	Instructional Leadership	SPS
Tammy Neil	Instructional Leadership	BHS
Vickie Pagliai	Instructional Leadership	SPS
Lindsey Ramsey	Instructional Leadership	BES
Marilyn Roberts	Instructional Leadership	SHS
Michelle Robertson	Instructional Leadership	SES
Abigail Rodriguez	10 th grade sponsor (split)	SHS
Brad Scarborough	Intramural Basketball	SMS
Kimberly Tuvell	Instructional Leadership	SHS
Abbey Warren	Instructional Leadership	BHS
Kelly Waters	Instructional Leadership	SHS
Cindy Wiggins	Instructional Leadership	SHS

MISCELLANEOUS:

The Superintendent recommends Angela Hester, teacher to work up to 50 hours for instructional coaching and teacher support initiatives (funded by TIF/SEEC grant).

RECOMMENDATION: NON-INSTRUCTIONAL/SCHOOL RELATED:

District Office:

Jillian Herron, Administrative Secretary I, effective June 12, 2017

REPLACES: Cortney Flowers

Transportation:

Lawrence Becerra, Bus Driver, effective May 18, 2017

REPLACES: Sandra Koehn

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

Food Service:

Jennifer Gaskins, Food Service Worker, May 18-19, 2017, for a total of 12.5 hours.

LEAVE OF ABSENCE (FMLA):**Transportation:**

Haddie Mann, tentatively May 22, 2017 through May 26, 2017, without pay with the option of returning sooner if released by the doctor.

STUDENT WORKER:

Jasmen Garling, RTC/Early Childhood Education/My Play School

VOLUNTEERS:

Barry Baker
Sandra Bonds
Ashley Bronson
Lisa Cash
Jenny Clark
Tammy Corbin
Katheryn Coursol
Christine Cribbs
Sherry Dean
Tiffany Dear
Jennifer Fletcher
Karen Gilbert
Glena Graham

Judy Gray
Staci Hart
Matthew Hendrick
Ericka Herrington
Janet Higdon
Amber Ingram
Joseph Land
Misti Layton
Michele Lima
Brittany McCullers
Christian McCullers
Kathryn Miller
Amanda Norris

Christopher Ratliff
Richard Roberts
Stephanie Scott
Lois Seifert
Stacie Swartz
Charles Tompkins
Johnny Vincent
Pamela Wainwright
Kelli Williamson
Helen Wilson
Anthony Young

**End of List
2016-2017
School Year**

RECOMMENDATIONS FOR THE 2017-2018 SCHOOL YEAR:**RETIREMENT:****Suwannee High School:**

Bonita Cook, Teacher, effective December 29, 2017

Marilyn Roberts, Teacher, effective July 5, 2017

RECOMMENDATIONS: INSTRUCTIONAL:**Branford Elementary School:**

Erin Roberts, Teacher, effective August 3, 2017

REPLACES: Sandra Delay

RIVEROAK Technical College:

Traci Thompson, Teacher, effective July 1, 2017

REPLACES: Hilda Collins

Suwannee Elementary School:

Julia Davidson, Teacher, effective August 3, 2017

REPLACES: Vicky Vaught

Brittney Shearer, Teacher, effective August 3, 2017

REPLACES: Amy Robinson

Suwannee High School:

Daniel Skelly, Teacher, effective August 3, 2017

REPLACES: Jeffry Boatright

Suwannee Intermediate School:

Deadre Jolicoeur, Teacher, effective August 3, 2017

REPLACES: William Harris

Wendy Stevens, Teacher/Reading Coach, effective August 3, 2017

REPLACES: Marcia Boatright

LEAVE OF ABSENCE (MATERNITY):Branford High School:

Stefani M. Santos, tentatively August 3, 2017 through October 13, 2017, with the option of returning sooner.

TRANSFER/REASSIGNMENT:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Jeffry Boatright	SHS/Teacher	BHS/Teacher	8/03/2017	Elaine Sauerman
Marcia Boatright	SIS/Teacher	BHS/Teacher	8/03/2017	Melissa Ware
Michael Bresk	SHS/Teacher	RTC/Teacher	8/03/2017	
Bethany Byrd	BES/Teacher	BHS/Teacher	8/03/2017	Tim Clark
Jenny Clark	SMS/Teacher	District/TSA	8/03/2017	Leah Harrell
Melissa Francisco	RTC/Teacher	SMS/Teacher	8/03/2017	Matthew Grillo
Matthew Grillo	SMS/Teacher	SHS/Teacher	8/03/2017	Marilyn Roberts
Jaclyn Harris	SHS/Teacher	SMS/Teacher	8/03/2017	Sarah Grillo
Christina Herrington	SPS/Teacher	SES/Teacher	8/03/2017	Kirsten Boston
Rayanna Johnson	SMS/Teacher	SHS/Teacher	8/03/2017	Michael Pate
Jay Jolicoeur	SMS/Principal	SHS/Teacher	8/03/2017	Jaclyn Harris
Carl Manna	BHS/Dean/Band	SMS/Band Director	8/03/2017	Kenneth Michal
Christina McCullers	SPS/Teacher	SES/Teacher	8/03/2017	Kayla Holland
Skyler Phillips	SHS/Teacher	SIS/Teacher	8/03/2017	Scott Conley

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Heather Barton	LPN	RTC
Derwin Bass	SkillsUSA	RTC
Virginia Crews	CDA	RTC
Mona Kelley	SkillsUSA	RTC
Ashley Kirby	CDA	RTC
Marissa Lane	CDA	RTC
Robert Makela	SkillsUSA	RTC
Janie Maxwell	SkillsUSA	RTC
Kevin Mercer	SkillsUSA	RTC
William Ragan II	SkillsUSA	RTC
Thomas Shea	SkillsUSA	RTC
Patricia Sullivan	SkillsUSA	RTC
Kimberly Thomas	SkillsUSA	RTC
Jeremy Ulmer	SkillsUSA	RTC

MISCELLANEOUS:**Suwannee High School:**

The Superintendent recommends Marilyn Roberts, teacher, to work for 7.25 hours on July 3, 2017.

RETIREMENT: NON-INSTRUCTIONAL:**Transportation:**

Haddie Mann, Bus Driver, effective December 31, 2017

RECOMMENDATION: NON-INSTRUCTIONAL/SCHOOL RELATED:**Branford Elementary School:**

Amanda Evans, School Nurse, effective August 3, 2017

REPLACES: Jacqueline Bowles

Branford High School:

John Perry, Paraprofessional/Opportunity School, effective August 8, 2017

REPLACES: Lynn Peaden

Suwannee Elementary School:

James Thomas, Paraprofessional, Temporary, effective August 10, 2017

TRANSFER/REASSIGNMENT:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Amelia Warner	SES/8 hour Food Service	SMS/8 hour Food Service	08/08/2017	Betty Carroll
Carolyn Dexter	SIS/8 hour Food Service	SPS/8 hour Food Service	08/08/2017	Jennifer Gaskin
Jennifer Gaskin	SPS/8 hour Food Service	SIS/8 hour Food Service	08/08/2017	Carolyn Dexter
Travis Howard	BHS/Paraprofessional	BES/Paraprofessional	08/08/2017	
Josue Ramirez	SPS/Custodian	SMS/Custodian	07/01/2017	Herbert Williams
Herbert Williams	SMS/Custodian	SPS/Custodian	07/01/2017	Josue Ramirez

SUBSTITUTES:

The following as a Substitute Bus Attendants:

Pamela Hough Ted Johns

RECOMMENDATIONS: INSTRUCTIONAL**CONTRACT RECOMMENDATIONS:****ANNUAL CONTRACTS:**

	<u>Term</u>
<u>Branford Elementary School:</u> Victoria Jensen	10
<u>Branford High School:</u> Carlos Diaz	10

RIVEROAK Technical College:

Mona Kelley	10
Jeremy Ulmer	10

Suwannee Elementary School:

Ellena Huston	10
Takesha Patrick	10

Suwannee High School:

Sherry Dean	10
Kyler Hall	12
Donna Jean Leslie	10
Skyler Phillips	10

Suwannee Intermediate School:

Kendra Crews	10
Summer Ely	10
Kelly McKissick	10
Violet Tipton	10

Suwannee Middle School:

Dana Drawdy	10
Darace Hahn	10
Kevin Lewis	10
Scott Morris	10
Patrice Parker	10
Katheryn Quincey	10

Suwannee Primary School:

Lauren Jenkins	10
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Professional Service Contract (Renewal):

Branford High School:

Lynda McInnis	10
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Suwannee Middle School:

Kaffa Owens	10
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Suwannee Primary School:

Ashley Hacker Bronson	10
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CONTINUING CONTRACT

(presented for information only)

Suwannee High School:

Marilyn Roberts	10 (DROP ends 7/31/2017)
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RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

The following contract and term status are granted as indicated below:

Job titles are 2017-2018 appointments and for placement on a salary schedule:

<u>Name</u>	<u>Position</u>	<u>Contract</u>	<u>Term</u>
<u>Suwannee High School:</u>			
Lynn Peaden	Paraprofessional ESE	A	09

**End of List
2017-2018
School Year**