

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING

April 24, 2018

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Elementary School

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. 11-27)

March 1, 2018	- Special Meeting
March 20, 2018	- Workshop Session
	- Expulsion Issues Hearing (Private)
March 27, 2018	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for March 2018.

3. The Superintendent presents the following bills for the period March 1-31, 2018:

General Fund	
#169363-169590	\$ 492,142.78
Electronic Fund Transfers	<u>4,025,889.98</u>
	\$ 4,518,032.76

Federal Fund	
#50328-50388	\$ 72,062.13
Electronic Fund Transfers	<u>377,194.30</u>
	\$ 449,256.43

Food Service Fund	
#32632-32682	\$ 193,234.29
Electronic Fund Transfers	<u>114,447.77</u>
	\$ 307,682.06

LCIF	
#7708-7728	\$ 155,580.15
Electronic Fund Transfers	<u>140.48</u>
	\$ 155,720.63

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

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-9	III-9	IV-9 (Federal)
		IV-9 (Food Service)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated April 24, 2018. **(pg. 28)**

6. The Superintendent recommends approval of the following contracts/agreements for the 2018-2019 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- #2019-02 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. 29-40)
- #2019-03 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Resolutions in Special Education, Inc. (*Renewal*) (pgs. 41-53)
- #2019-04 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and ED-TRAKK, Inc. (*Renewal/Revised*) (pgs. 54-64)
- #2019-05 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and AMH Counseling PL (*Renewal*) (pgs. 65-76)
- #2019-06 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Palmer Physical Therapy, LLC (*Renewal*) (pgs. 77-87)
- #2019-07 Agreement between the School Board of Suwannee County, Florida, and the School Board of Seminole County, Florida, for the purpose of filing for reimbursement of Medicaid Administrative Claiming Activities (*Renewal*) (pgs. 88-94)
- #2019-08 Agreement between the School Board of Suwannee County, Florida, and the Suwannee County Sheriff's Office to hire eight, and up to nine, full-time School Resource Officers for the 2018-2019 school year (*Renewal/Revised*) (pgs. 95-97)

7. The Superintendent recommends approval to accept the following donated items:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SHS	Cash Donation (\$2,000) (Band Program)	Georgia-Pacific Foundation
RTC	Medical Equipment and Supplies (Value: \$20, 675)	Health Care Logistics

8. The Superintendent recommends 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
Alexis	Rickrode-Rozanski	Suwannee	Hamilton	6
Aliyah	Rozanski	Suwannee	Hamilton	4
Ariana	Rozanski	Suwannee	Hamilton	3

9. The Superintendent recommends approval of the following student transfers for the 2018-2019 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Ansley	Driver	Suwannee	Lafayette	PK
Dierks	Driver	Suwannee	Lafayette	K
Mia	Goodin	Suwannee	Hamilton	2
Westin	Goodin	Suwannee	Hamilton	PK
Houston	Keen	Suwannee	Lafayette	PK
Walker	Rains	Suwannee	Dixie	PK
Alexis	Rickrode-Rozanski	Suwannee	Hamilton	7
Aliyah	Rozanski	Suwannee	Hamilton	5
Ariana	Rozanski	Suwannee	Hamilton	4

## REGULAR AGENDA

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

1. The Superintendent recommends approval of the following changes to be made to the purchasing cards issued through First Federal Bank of Florida:
  - a. Issue new card to Jennifer Beach, Interim Principal of Suwannee Intermediate School, in the amount of \$5,000
  - b. Cancel the current card issued to Gary Caldwell

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

2. The Superintendent recommends approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:
  - #3.06 Safe and Secure Schools (pgs. 98-101)
  - #6.35 Use of Sick Leave by Family Members (pg. 102)
  - #7.17 Authorized Travel Expenses (pgs. 103-105)
  - #9.05 Advertising in Schools (pgs. 106-107)
3. The Superintendent recommends approval of the following resolution for the 2017-2018 school year: (NEW) (Note: This resolution has been reviewed and approved by Board Attorney Leonard Dietzen.)
  - #2018-09R Resolution of the School Board of Suwannee County, Florida, Regarding School Safety (Note: This resolution specifies that the School Board intends to utilize all options available to meet the requirements of the “Marjory Stoneman Douglas High School Public Safety Act”, which includes the “Coach Aaron Feis Guardian Program.”) (New) (pgs. 108-109)

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

4. The Superintendent recommends approval of the Suwannee County School District Instructional Evaluation System Plan for 2017-2018 and the Suwannee County School District Administrator Evaluation System Plan for 2017-2018. (A copy is available in the office of the Director of Human Resources.)
5. The Superintendent recommends approval of the following curriculum item for the 2017-2018 school year:
  - a. 2018 Summer School Schedule **(pgs. 110-113)**
6. The Superintendent recommends approval of the following personnel item for the 2017-2018 school year:
  - a. The following summer school positions for the 2018 summer school term:

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
Credit Recovery (Grades 8-11)	6 – Teachers (BHS-1; SHS-5) 1 – Dean (SHS) 2 – Paraprofessionals (BHS-1; SHS-1)	Federal Programs/ General Fund
Driver’s Education	2 – Teachers ( <i>Teachers will serve (SHS) Students from BHS, SHS, and SVS, as needed</i> )	Federal Programs/ General Fund
Algebra EOC Review	1 – Teacher (BHS)	Federal Programs/ General Fund
HOPE Blended Course	1 – Teacher (BHS)	Federal Programs/ General Fund

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
Virtual Instruction	9 – Teachers (SVS) <i>(As needed to complete courses already in progress)</i>	General Fund
3 <sup>rd</sup> Grade Reading Camp	5 – Teachers (BES-1; SES-4)	Reading Allocation/ General Fund
VPK	6 – Teachers (SPS)	VPK
Extended School Year (ESY) Services for ESE	3 – Teachers 4 – Paraprofessionals 1 – Nurse	IDEA Grant
21 <sup>st</sup> Century (CCLC) Program	2 – Site Coordinators (BES-1; SES/SIS/SPS-1) 4 – Teachers (BES-1; SES-1; SIS-1; SPS-1) 4 – Paraprofessionals (BES-1; SES-1; SIS-1; SPS-1)	21 <sup>st</sup> CCLC Grant
Migrant Summer Program	5 – Paraprofessionals	Title I Part C
Title I – PAL	1 – Site Coordinator (Douglass Center) 2 – Teachers 2 – Paraprofessionals	Federal Programs
Transportation	2 – Bus Drivers 2 – Bus Attendants <i>(as needed for ESE travel)</i>	Federal Programs, as available

NOTE: Positions will be based on student enrollment daily.

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

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

#2018-117      Clinical Education Agreement between the Suwannee County School Board Practical Nurse Education Program and Baya Nursing and Rehabilitation, LLC d/b/a Baya Pointe Nursing and Rehabilitation Center, Lake City, Florida (*New*)  
(pgs. 114-119)

8. The Superintendent recommends approval of the following personnel items for the 2018-2019 school year:
  - a. Add one part-time Teacher position for the Practical Nurse Education Program at RIVEROAK Technical College, as needed; up to 20 hours per week
  - b. Add one part-time Teacher position for the Welding Program at RIVEROAK Technical College

**Director of Facilities – Mark Carver:**

9. The Superintendent recommends approval of the following bid:

#17-204      An additional one year extension, for the 2018-2019 fiscal year, to Ashford Services, Inc., for custodial supplies, which includes a price increase. (pgs. 120-130)

10. The Superintendent recommends approval of the annual Florida Department of Education, Office of Educational Facilities, Florida Inventory of School Houses (FISH) Certification of Facilities Data for 2017-2018.



**Director of Information Technology – Josh Williams:**

11. The Superintendent recommends approval of revisions to the Suwannee County School District Technology Disaster Recovery Plan. (A copy is available in the office of the Director of Information Technology.)
12. The Superintendent recommends approval of the 2018-2019 Official Enrollment Packet for student enrollment in Suwannee County School District. (pgs. 131-144)

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

13. The Superintendent recommends approval of revisions to the Exceptional Student Education Policies and Procedures (SP&P) document. (A copy is available in the office of the Director of Student Services.)

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

14. The Superintendent recommends approval of the following personnel items:
  - a. Add the following new positions:
    - 1) Director of School Safety and Other Administrative Services; 12-month; 8 hours per day; effective July 1, 2018 (Note: This position is mandated by 2018 legislation.)
    - 2) Counselor-Mental Health Support; 11-month; 7.25 hours per day; effective July 1, 2018 (Note: This position is mandated by 2018 legislation.) (Compensation for this position will be on the *Instructional Teacher and Social Worker Salary Schedule 2017-2018, Appendix A.*)
    - 3) Coordinator of Opportunity Schools; 12-month; 8 hours per day; effective immediately

b. Add the following new Job Descriptions:

- 1) Job Description #176 Director of School Safety and Other Administrative Services (*New*) **(pgs. 145-148)**
- 2) Job Description #177 Counselor-Mental Health Support (*New*) **(pgs. 149-152)**
- 3) Job Description #178 Coordinator of Opportunity Schools (*New*) **(pgs. 153-155)**

c. Revise the following Salary Schedules:

- 1) *Salary Schedule 2017-2018 Principals and Administrators* to reflect compensation for the Director of School Safety and Other Administrative Services on Line 5, effective July 1, 2018 **(pgs. 156-157)**
- 2) *Salary Schedule 2017-2018 Assistant Principals, Curriculum, and Other Program Coordinators* to reflect compensation for the Coordinator of Opportunity Schools, effective immediately **(pg. 158)**

d. Reclassify the Teacher on Special Assignment (TSA) position (12 -month; 8 hours per day) at the Opportunity School, located at Suwannee High School, to a Coordinator of Opportunity Schools position (12-month; 8 hours per day), District Wide, effective immediately

15. Personnel Changes List **(pgs. 159-171)**

**School Board Attorney – Leonard Dietzen:**

16. Legal Counsel's Report

**Superintendent of Schools – Ted Roush:**

17. Superintendent's Report

**School Board Members:**

18. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
March 1, 2018

MINUTES

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

Jason Breth, with Bryant Miller Olive PA, was also present.

Chairman Taylor called the meeting to order at 5:00 p.m.

MOTION by Mr. daSilva, second by Ms. Cason, for approval to adopt the agenda, along with the agenda addendum. MOTION CARRIED UNANIMOUSLY

**Action on the Agenda Addendum**

**Director of Information Technology – Josh Williams:**

#1. MOTION by Mr. daSilva, second by Ms. Cason, for approval of the following contract/agreement for the 2018-2019 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-01      Windstream Master Services Agreement between Windstream and the School Board of Suwannee County, Florida, to provide internet District wide and connectivity for Branford High and Branford Elementary Schools for the period July 1, 2018, through June 30, 2021 (three year contract). (*Renewal*) (pgs. A2-A11)

MOTION CARRIED UNANIMOUSLY

**End of Agenda Addendum**

**Chief Financial Officer – Vickie DePratter:**

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

#2018-08R      Resolution of the School Board of Suwannee County, Florida, authorizing the issuance of its not to exceed \$1,000,000 Capital Improvement Revenue Bonds, Series 2018, to pay the costs of certain capital improvements; providing for the payment of such bonds from the pledged revenues, including certain amounts received pursuant to Chapter 30250, Laws of Florida (1955), as amended by Chapter 59-727, Laws of Florida (1959), Chapter 65-1215, Laws of Florida (1965), and Chapter 67-907, Laws of Florida (1967); providing for the rights of the owners of such bonds, authorizing the commencement of proceedings in the Circuit Court of Suwannee County, Florida, to validate the authority of the School Board to issue such bonds; making certain other covenants and agreements in connection with the issuance of such bonds; and providing an effective date. (*New*) (pgs. 2-33)

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 5:15 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
March 20, 2018

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak, Florida. School Board members present were Chairman Jerry Taylor, Tim Alcorn, Catherine Cason, and Ed daSilva, along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Ronald White arrived at 9:03 a.m. School Board Attorney Leonard Dietzen arrived at 9:55 a.m.

Administrators and others present: Walter Boatright, Bill Brothers (arrived at 10:15 a.m.), Mark Carver, Lisa Dorris, Janene Fitzpatrick, Leah Harrell, Mary Keen, Debbie Land, Kecia Robinson, T.J. Vickers, and Josh Williams. Tracy Wade, with FSBIT, was also present.

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

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

Mrs. Fitzpatrick provided updates on the following:

- District Evaluation Plan and process
- Proposed summer school schedule and positions

Human Resources Department Update ..... Walter Boatright

- Job Descriptions (**pgs. 2-22**)

Mr. Boatright provided an update regarding proposed revisions to the following job descriptions:

- #13 Assistant Superintendent of Instruction
- #30 Director of Student Services
- #131 Director of Curriculum and Instruction
- #169 Coordinator of Exceptional Student Education (ESE)
- #170 Coordinator of School Improvement/Title I

Mr. White asked for a detailed flow chart of these positions, as well as the individual responsible. Mrs. Fitzpatrick provided additional detailed information to say that we are cleaning up the job descriptions to match what these folks have been and are actually doing.

Board members suggested various changes to the job descriptions. Mr. Boatright stated that the proposed changes would be made and revised hard copies of the job descriptions would be provided at the March 27, 2018, Regular Board Meeting.

Director of Facilities Update ..... Mark Carver

Mr. Carver distributed and reviewed handouts, as well as provided a PowerPoint presentation pertaining to updates on the following:

- District Employee Safety Program with regards to workers compensation
- Special Maintenance Projects for 2017-2018
- BHS Secure Entry and Campus Hardening
- SMS Secure Entry and Campus Hardening
- Property offered for sale to the District across from Suwannee Middle School, which is behind Transportation and SES; total of 14.26 acres at \$9,500 per acre for a total purchase price of \$135,470

Policy Updates..... Bill Brothers

Mr. Brothers review the proposed revisions to the following Board policies:

- #6.35 – Use of Sick Leave by Family Members
- #9.05 – Advertising in Schools

Superintendent Update ..... Ted Roush

Mr. Roush provided updates regarding the following:

- Proposed SCSD Staffing Plan (sample)
- Successful SCSD Health Fair and Professional Development Day for 2018
- Legislative Funding Cut for RTC/Johnson Building Project
- New Admin/District Office Building Project – Recommendations will be provided to Board members in the near future, as well as an update to the District Office employees.

The workshop adjourned at 11:47 a.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
March 27, 2018

MINUTES

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

School Resource Officer Rachael 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 Middle School FCA Student Organization

Special Recognition by the Superintendent:

- **District Spelling Bee Winners**
  - ✓ Isabella Baldwin (Melody Christian Academy, 7<sup>th</sup> grade) – First Place
  - ✓ Taylar Smith (Branford High School, 7<sup>th</sup> grade) – Runner Up
- **Branford High School**
  - ✓ Chancy Deadwyler – Selected to serve a week in the Legislature as a Messenger in the Florida House of Representatives (representing Suwannee County School District)

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 following individual addressed the Board:

- Anita Williams addressed the Board regarding alleged unfair disciplinary guideline issues at Suwannee Middle School; and removal of the Principal at Suwannee Intermediate School.
- Norman Crawford addressed the Board regarding alleged unfair disciplinary guideline issues at Suwannee Middle School regarding blacks and whites, as well as the way Mr. Caldwell was treated versus Mr. Wilkerson and Mr. Bonds.

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

MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the Consent Agenda.

Mr. daDilva pulled Item #6 for discussion purposes only and asked for additional information regarding the cash donation for the scoreboard in the gym at Branford High School. Mr. Huddleston responded.

MOTION CARRIED UNANIMOUSLY

## CONSENT AGENDA

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

### 1. Approval of the following Minutes: (pgs. 7-25)

- |                   |                                      |
|-------------------|--------------------------------------|
| February 13, 2018 | - Workshop Session                   |
|                   | - Special Meeting                    |
|                   | - Expulsion Issues Hearing (Private) |



February 27, 2018      - Public Hearing  
                                     - Regular Meeting

2. Approval of the monthly financial statement for February 2018.

3. The following bills for the period February 1-28, 2018:

General Fund		
#169174 - #169362	\$	467,763.03
Electronic Fund Transfers		<u>3,240,397.19</u>
	\$	3,708,160.22

Federal Fund		
#50231 - 50327	\$	112,446.79
Electronic Fund Transfers		<u>443,391.98</u>
	\$	555,838.77

Food Service Fund		
#32596 - 32631	\$	196,209.27
Electronic Fund Transfers		<u>172,830.87</u>
	\$	369,040.14

LCIF		
#7699 - 7707	\$	14,884.83
Electronic Fund Transfers		<u>0.00</u>
	\$	14,884.83

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

<u>General</u>	<u>Special Revenues</u>
I-8	IV-8 (Federal)

5. Approval for disposal of property as per the attached Property Disposition Form dated March 27, 2018. (pg. 26)

6. Approval to accept the following donated item:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
BHS Scoreboard Project	Cash Donation (\$1,000)	PCS Administration (USA), Inc.

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

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Dymond	Alexander	BES	SPS	K
Lanayha	Lester	BES	SES	2
Tre'Andray	Lester	BES	SIS	5
Daniella	Leon-Espinosa	SMS	BHS	6
Denise	Leon-Espinosa	SMS	BHS	6
Angelina	Cramer	SPS	BES	K

REGULAR AGENDA

**Chief Financial Officer – Vickie DePratter:**

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

#2018-110      Online Enrollment Service Agreement between Explain My Benefits, LLC and Suwannee County School Board for employee benefits enrollment and administration (*New*)  
(pgs. 27-35)

#2018-111      Business Associate Agreement between Suwannee County School Board and Explain My Benefits for Web Site Employee Benefits Information Services (*New*) (pgs. 36-45)

MOTION CARRIED UNANIMOUSLY

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

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

#2018-115      Clinical Education Agreement between Suwannee County School Board Practical Nurse Education Program and Northeast Florida State Hospital, Macclenny, Florida (*New*) (pgs. 46-51)

MOTION CARRIED UNANIMOUSLY

**Director of Facilities – Mark Carver:**

3. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following Request for Proposal (RFP)/Bid:

#17-209      An additional one year extension to O’Neal Roofing Company for Roofing, Construction, and Repair Services, as allowed in original bid specifications

MOTION CARRIED UNANIMOUSLY

**Action on the Agenda Addendum**

- #1. Discussion and possible action with regards to awarding the following bid:

- Bid #18-205      Suwannee County School District Administrative Office Purchase (702 – 2<sup>nd</sup> Street, NW, Live Oak, Florida 32064) to Square One Property Holdings, Inc., in the amount of \$52,500. (pgs. A2-A3)

MOTION by Mr. daSilva, second by Mr. Alcorn, to award Bid #18-205 in Item #1 above. MOTION CARRIED UNANIMOUSLY

**End of Agenda Addendum for Mark Carver**

**Director of Food Service – Lisa Dorris:**

(Presented by Assistant Superintendent of Administration – Bill Brothers)

4. MOTION by Ms. Cason, second by Mr. daSilva, for approval of the following personnel item for the 2017-2018 school year:

- a. The following personnel to implement the 2018 Summer Food Service Program:

<u>Site</u>	<u>Personnel</u>	<u>Up to Hours/Week</u>
All sites	3 - Food Service Managers-8 hour	32
	10 - Food Service Workers-7.5 hour	30
	1 - Food Service Monitor-7.5 hour	30
	2 - Substitute Food Service Workers	As needed

(All Food Service positions are subject to program participation.)

MOTION CARRIED UNANIMOUSLY

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

5. MOTION by Mr. Alcorn, second by Mr. White, for approval of the following personnel item for the 2017-2018 school year:

- a. Revisions to the following Job Descriptions, along with the changes noted below from the March 20, 2018, Board Workshop:

- 1) Job Description #13 Assistant Superintendent of Instruction  
(pgs. 52-55)

CHANGES: Page 52, under Qualifications, add additional item “Satisfactory criminal background check and drug screening.”; Page 53, under Service Delivery, Item (9), delete the word “with”; Page 54, under Systemic Functions, add additional item “Appear before the School Board as needed.”; and on Page 54, under Leadership and Strategic Orientation, add additional item “Follow attendance, punctuality, and other qualities of an appropriate work ethic.”

2) Job Description #30 Director of Student Services (pgs. 56-61)

CHANGES: Page 56, under Qualifications, add additional item “Satisfactory criminal background check and drug screening.”; and on Page 60, under Leadership and Strategic Orientation, add additional item “Follow attendance, punctuality, and other qualities of an appropriate work ethic.”

3) Job Description #131 Director of Curriculum and Instruction (pgs. 62-65)

CHANGES: Page 62, under Qualifications, add additional item “Satisfactory criminal background check and drug screening.”; Page 64, under Systemic Functions, add additional item “Appear before the School Board as needed.”; and on Page 64, under Leadership and Strategic Orientation, add additional items “Follow attendance, punctuality, and other qualities of an appropriate work ethic.” and “Shall assume additional responsibilities as assigned by the Superintendent.”

4) Job Description #169 Coordinator of Exceptional Student Education (ESE) (pgs. 66-69)

CHANGES: Page 66, under Qualifications, add additional item “Satisfactory criminal background check and drug screening.”; Page 67, under Systemic Functions, Item (25), delete the word “assigned” and replace with “assigning.”; and add additional item “Appear before the School Board as needed.”; and on Page 68, under Leadership and Strategic Orientation, Item (37), delete the word “Assistant”; and add additional item “Follow attendance, punctuality, and other qualities of an appropriate work ethic.”

- 5) Job Description #170 Coordinator of School Improvement/Title I  
(pgs. 70-72)

CHANGE: Page 71, under Systemic Functions,  
add additional item "Appear before the School  
Board as needed."

MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. White, second by Ms. Cason, for approval of the Personnel  
Changes List (pgs. 73-76) MOTION CARRIED UNANIMOUSLY

**PERSONNEL CHANGES APPROVED:**

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

**RESIGNATION: ADMINISTRATIVE:**

Curriculum and Instruction:

John Olson, Director of Curriculum and Instruction, effective April 23, 2018

**RESIGNATIONS: INSTRUCTIONAL:**

Suwannee High School:

Carmen Reyes, Teacher, effective February 28, 2018

Suwannee Intermediate School:

Violet Tipton, Teacher, effective February 26, 2018

**RESIGNATION: NON-INSTRUCTIONAL:**

RIVEROAK Technical College:

Ta-Trease Sapp, Paraprofessional, effective March 1, 2018

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

Branford Elementary School:

Kendra Rife, Custodian, effective March 1, 2018

REPLACES: Denrich Lumpkin

Suwannee High School:

Cody Gamble, ESE Paraprofessional, effective February 20, 2018, temporary

REPLACES: Tammy Turner

Suwannee Primary School:

Leona Ash, Food Service Manager, effective March 19, 2018

REPLACES: Lisa Fortner

Transportation:

Amber Allen, Bus Driver, effective March 5, 2018

REPLACES: Shateea Butler

Rashunda Bowden, Bus Driver, effective February 27, 2018

REPLACES: Mike Martin

Paul Mercer, Bus Driver, effective February 27, 2018

REPLACES: Iva Ortagus Cannon

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Kim Boatright	Boys Tennis Coach	Suwannee High School	Katherine Haney
Kim Boatright	Girls Tennis Coach	Suwannee High School	Katherine Haney
Tommy Brett	JV Girls Soccer	Suwannee High School	
Nahjawan Dukes	Boys Asst. Track Coach	Suwannee High School	Kyler Hall
Eric Ivey	Varsity Football Asst. Coach	Suwannee High School	
Elaine Owens	JV Girls Basketball	Suwannee High School	
Abigail Rodriguez	Color Guard	Suwannee High School	
Abigail Rodriguez	Dancing Dolls	Suwannee High School	

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

Suwannee Elementary School:

Robyne Edwards, tentatively February 5, 2018, through March 9, 2018, without pay, with option of returning sooner.

Suwannee Intermediate School:

Jessica Davis, tentatively March 5, 2018, through May 31, 2018, without pay, with option of returning sooner if released by the doctor.

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

Branford Elementary School:

Pamela Norton, tentatively February 8, 9, 12, 13, 14, 15, 16, 27, 28, March 1, 2, 5, without pay, with option of returning sooner if released by doctor.

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

Suwannee High School:

Jessica McManaway tentatively April 30, 2018, through May 31, 2018, without pay, with option of returning sooner if released by doctor.

**MENTOR**

Vicky Carter  
 Susan Michelle Mowry  
 Melinda Berry  
 Joyce McIntosh  
 Amanda Hurst  
 Shannon White  
 Violet Tipton  
 Ashley Wooley  
 MJ Kinard  
 Pam Hendrick  
 Lesley Fry  
 Meri Harrell

**MENTEE**

Brandi Hart  
 Patricia Hines  
 Julie Davidson  
 Tammy Flowers  
 Megan Collins  
 Skyler Phillips  
 Michelle Jessup  
 Brenda Morris  
 John Shivy  
 Dede Jolicoeur  
 Morgan Williams  
 Tyler Winburn

**SCHOOL**

SES  
 SES  
 SES  
 SES  
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 SIS  
 SMS  
 SMS

**SUBSTITUTES:**

The following as Substitute Bus Attendants:

Shyann Ault  
 Jerrell Anderson  
 Connie Coley  
 Arthur Simone

The following as Substitute Nurses:

Miriam Aaron  
 Margaret Barber  
 Jason Bashaw  
 Pamela Brown  
 Patricia Corker  
 Lynette Harvey  
 Megan Horne  
 Rebekah Mercer  
 Adrienne O'Steen

**STUDENT WORKER:**

Alexis Dalton, RIVEROAK Technical College/Early Childhood Education/My Play School

**VOLUNTEERS:**

Denille Alcorn  
 Douglas Andrews  
 James Aultman  
 Sarah Bailey  
 Timothy Barga  
 Clifford Bean  
 Mary Bibeault  
 Adrienne Burke-Godwin  
 Angela Burkett

April Cannon  
 Mayra Castaneda  
 Leslie Creeley  
 Rebecca Cummings  
 Heather Davis  
 Cara Disken  
 Trevor Douglas  
 Steven Edwards  
 Nicholas Fernandez

Duane Fernandez  
 Richard Gamble  
 Debra Gamble  
 Jonathan Godwin  
 Andrea Guzman  
 Cindy Hawkins  
 Elizabeth Humphrey  
 Cameron Humphries  
 Tori Humphries



Amber Ingram  
Josie Jenkins  
Virginia Johnson  
Robin Johnson  
William Johnson  
Corinia Johnson  
Sandra Kabick  
Kevin Knighton  
Madelyn Lashley  
DonnaJean Leslie  
Alaina Marcozzi  
Laurie Munham  
James Nielsen  
Michael Ogden

Fred O'Quinn  
Keith Paschal  
Ashton Petersen  
Cheyenne Pittman  
William Roberson  
Guadalupe Romulo Vazquez  
Crystal Rosado  
Crystal Russell  
Chelsea Sapp  
Tamos Sapp  
Rebecca Sapp  
Billy Shaw  
Mandy Slaughter  
Catherine Smith

Melissa Snodgrass  
Sammy Tanner  
Timothy Taylor  
Angela Thomas  
Alice Thompson  
Cory Thompson  
Kimberley Tuckey  
Gerardo Vargas  
Aura Villalobos  
Christine West  
Willie Willis  
Lori Yohn

**End of List  
2017-2018  
School Year**

### **School Board Attorney – Leonard Dietzen:**

7. Legal Counsel's Report – Attorney Hannah Monroe stated that Mr. Dietzen asked her to let the Board and Superintendent know that they were analyzing and researching the new Safe School Act that was recently passed by legislature, and will keep the Board updated.

### **Superintendent of Schools – Ted Roush:**

#### 8. Superintendent's Report

- Mr. Roush shared information regarding a letter from Governor Scott pertaining to specific timelines on HB 7026/Safe Schools Act.
- Mr. Roush commented on the necessity of having to make hard decisions in his leadership role; he has worked with teachers and school-based administrators for over 20 years and has always and will continue to provide help and assistance, if needed, to these individuals in a fair manner. He stated that he will continue to work hard to make the right decision for students and for the betterment of the District no matter the socioeconomic of the person.

### **School Board Members:**

#### 9. Issues and concerns Board members may wish to discuss

- Board members expressed their thanks and appreciation to Sheriff St. Johns and Police Chief Buddy Williams for meeting with District personnel to discuss school safety.
- Mr. daSilva asked to discuss the mental health issue topic at a future workshop and associated costs. Mr. Roush responded that Debbie Land will be attending a conference in April regarding this topic and asked the Board if they would consider holding a second workshop in May to discuss the topic. Mr. Roush noted that the other workshop in May will be devoted strictly to the General Fund budget. Consensus of the Board was to hold the additional workshop in May.
- Mr. Alcorn expressed his thanks and appreciation to Board members for helping to serve corn at the Suwannee County Fair recently. Mr. Alcorn also apologized for his comments earlier in tonight's meeting.

- Mr. White asked for a status from the committee that was formed to research the traffic issues at Branford Elementary School. Mr. Roush responded that an update would be provided in the near future. Mr. White expressed his thanks and appreciation to Mr. Dietzen for his hard work on the Branford forestry plot deed, from the Suwannee River Water Management District. Mr. Roush stated that Mr. Dietzen has been working on this issue for over a year and was happy to report that the deed is in the process of being drawn up and should be completed within the next seven to ten days. Mr. White praised the small businesses that came out and supported the students with their hogs and steers at the recent Suwannee County Fair.
- Mr. Taylor expressed his sincere confidence in Superintendent Roush and that his number one priority is what is best for our students. He expressed his thanks and appreciation to all school site administrators for their leadership.

#### Miscellaneous

Mrs. DePratter reminded Board members to please schedule an appointment to meet with a health insurance benefit counselor, as soon as possible, to enroll in your insurance elections for the upcoming enrollment period.

The meeting adjourned at 7:31 p.m.

2017-18 APRIL SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99000361	AIR COMPRESSOR	\$ 1,500.00	6/21/1982	TRANSPORTATION	SURPLUS
99002751	BASE STATION RADIO	\$ 1,000.00	10/17/2002	FACILITIES	SURPLUS
99002808	CAMERA SURVEILLANCE SYST	\$ 6,964.00	3/5/2003	FACILITIES	SURPLUS
99004714	CAMERA SURVEILLANCE SYST	\$ 5,850.00	3/25/2004	FACILITIES	SURPLUS
99004715	CAMERA SURVEILLANCE SYST	\$ 5,850.00	3/25/2004	FACILITIES	SURPLUS
99005637	COMPUTER MONITOR/KEYBOARD	\$ 909.99	11/30/2006	FACILITIES	SURPLUS
99005638	COMPUTER MONITOR/KEYBOARD	\$ 909.99	11/30/2006	FACILITIES	SURPLUS
99006917	SECURITY CAMERA DVR	\$ 3,017.00	9/18/2009	FACILITIES	SURPLUS
99006918	SECURITY CAMERA DVR	\$ 3,017.00	9/18/2009	FACILITIES	SURPLUS
99007513	PRESSURE WASHER	\$ 1,550.00	6/30/2011	FACILITIES	JUNKED
99007765	WEB CONTROL HVAC SOFTWARE	\$ 1,280.00	9/28/2012	FACILITIES	SURPLUS
99007766	GRASSHOPPER MOWER	\$ 9,180.80	10/5/2012	FACILITIES	JUNKED
99007849	WEB CONTROL HVAC SOFTWARE	\$ 1,525.00	2/20/2014	FACILITIES	SURPLUS
	TOTAL	\$42,553.78			

Requested By:



MARK A CARVER,  
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

\_\_\_\_\_

SUPERINTENDENT

4/24/2018

DATE

\_\_\_\_\_

BOARD CHAIRMAN

**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, 2018 and ending June 30, 2019, 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  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

Copy to: Mr. Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell  
Attorney for Suwannee County School Board  
101 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 (2017) see EXHIBIT C which is incorporated by reference herein.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**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 15<sup>th</sup> 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 (2017)**

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

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

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

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

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

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

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

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

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

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



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

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and Resolutions in Special Education, 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, 2018 and ending June 30, 2019, 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 A 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  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

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

Contractor: Resolutions in Special Education, Inc.  
Julie J. Weatherly  
6420 Tokeneak Trail  
Mobile, Alabama 36695

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT

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

21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT B 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 \_\_\_\_\_, 2018.

**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

\_\_\_\_\_  
Julie J. Weatherly, Owner  
Resolutions in Special Education, Inc.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **EXHIBIT A**

**SERVICES PROVIDED:**

See attached proposal for the 2018-2019 school year regarding the specifics related to contract services and fees for ESE Program Consultations with RISE.

**CONTRACTOR FEDERAL IDENTIFICATION NUMBER:**

*IRS Form W-9 on file.*

**FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:**

IDEA Part B Grant

***PROPOSAL TO THE SCHOOL BOARD OF SUWANNEE COUNTY FROM RESOLUTIONS IN  
SPECIAL EDUCATION, INC. FOR PROFESSIONAL AND TECHNICAL SERVICES FOR ESE***

***PROGRAM CONSULTATIONS 2018-2019 SCHOOL YEAR***

***I. BACKGROUND INFORMATION***

The Director of Student Services has identified the need to receive consultative services in the areas of:

Procedures, policies and forms to comply with IDEA law, implementing regulations found at 34 CFR Part 300 and State Board of Education Rules, as they are revised, re-interpreted and promulgated.

Compliance and parent literature, in order for the ESE Department to continue to be perceived as a family friendly structure providing excellent and timely support and information to families of students with disabilities (SWD).

***II. PRODUCTS AND SERVICES***

The Consultant, RISE, Inc., shall provide the following products and/or services according to the timelines specified herein:

1. Provide sample policies, procedures and forms to implement IDEA law, regulations, and State rules affecting programs for SWDs in Suwannee County. Timelines are ongoing and as they happen, based on effective dates of regulations and rules. Provide sample forms and procedures of a compliance nature that are warranted and/or requested based on IDEA, self-assessment, or State rules and Special Programs and Procedures (SP&P) Document. Be onsite on designated days as needed and requested for staff development and/or to meet with the Director of Student Services and staff to facilitate any revisions to the Admissions and Placement Manual for Suwannee County.
2. Provide sample parent newsletters, if needed, containing information about compliance issues and programs affecting SWDs on a quarterly basis, with Fall 2018, Winter 2018, Spring 2019 and Summer 2019 editions.
3. Throughout the term of this agreement, be available for ongoing telephone and email consultation with the Director of Student Services.

Services provided by RISE under this Contract are not considered legal services and will not include the provision of legal services. Rather, these services are considered consultative in nature only and the district must consult with its local school board attorney for legal advice. Should RISE be needed to provide actual legal services, such as representation in a legal proceeding (such as a due process hearing, mediation or resolution session), legal research related to a specific matter, etc., such services will be provided in conjunction with the local school board attorney and pursuant to a separate Agreement or Contract and in accordance with applicable rules and provisions of the Florida Bar and relevant laws.

***III. DISTRICT RESPONSIBILITIES***

1. Make all arrangements pertaining to technical review of products and coordinate in-house formative reviews of documents.
2. Designate Mrs. Debbie Land, Director of Student Services, to provide direction to the Consultant and approve all drafts and invoices for payment.
3. To provide onsite duplication, supplies, word processing and facilities as needed by the Consultant.
4. To provide the Consultant with requested documents and data and to conduct other such tasks as to facilitate product development.

***IV. BUDGET***

The term of this agreement commences upon proposal approval/issuance of a purchase order, and terminates June 30, 2019.

I. Consultation Fees Total-\$8,500

Payments to be requested according to a mutually agreeable schedule.

***Respectfully Submitted:***

\_\_\_\_\_  
Julia J. Weatherly, President, Resolutions in Special  
Education, Inc. (RISE); FEIN 38-3736429

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved, Mrs. Debbie Land, Director  
Student Services

\_\_\_\_\_  
Date

**EXHIBIT B**

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

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

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

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

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

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

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

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

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

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

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

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

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and ED-TRAKK, 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, 2018 and ending June 30, 2019, 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 A 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  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

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

Contractor: ED-TRAKK, Inc.  
Debbie Jackson  
88 Green Forest Drive  
Ormond Beach, FL 32174

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT

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

21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT B, 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 \_\_\_\_\_, 2018.

**SUWANNEE COUNTY SCHOOL BOARD**

\_\_\_\_\_  
Jerry Taylor, Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

(SEAL)

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

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

**CONTRACTOR**

\_\_\_\_\_  
Witness Signature  
ED-TRAKK, Inc.

\_\_\_\_\_  
Debbie Jackson, Owner

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

**SERVICES PROVIDED:**

Classroom behavioral coaching as requested by the Student Services Director. The number of days is to be determined by mutual consent. The goal of behavioral coaching is to build the capacity of school staff such that students with disabilities can be served successfully in the least restrictive environment.

The fee is \$2,200 for a full day and \$1,300 for a half day, including all personal expenses. Jackson agrees to carry professional liability insurance and to have level 2 security, as defined by the State of Florida.

**CONTRACTOR FEDERAL IDENTIFICATION NUMBER:**

*IRS Form W-9 on file.*

**FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:**

Funding for behavioral coaching will be provided from the 2018-2019 IDEA Grant.

**EXHIBIT B**

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

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

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

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

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

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

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

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

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

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

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



## SUWANNEE COUNTY SCHOOL BOARD

### PROFESSIONAL/TECHNICAL SERVICES AGREEMENT

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and AMH Counseling PL ("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, 2018 and ending June 30, 2019, 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 A attached hereto, which Exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Notwithstanding the foregoing, no compensation shall be payable to Contractor for any services for which Contractor has not submitted the documentation required under Paragraph 1 (C) of this Agreement.

## 6. BILLING

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

## 7. CONFIDENTIALITY

Contractor recognizes and acknowledges that, by virtue of entering into this Agreement and providing services hereunder, Contractor and staff may have access to certain confidential information, including confidential student information and personal health information ("PHI"). Contractor agrees that neither it nor any Contractor staff will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by SCSB in writing, any confidential student information, PHI or other confidential information, and Contractor and all Contractor staff shall comply with all Federal and State laws and regulations, and all SCSB rules, regulations, and policies regarding the confidentiality of such information. Without limiting the generality of the foregoing, Contractor shall comply with the Health Insurance Portability and Accountability Act. Contractor may not use or further disclose Personal Health Information ("PHI") other than as permitted or required by law or this Agreement. In addition, Contractor shall:

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

## 8. CRIMINAL BACKGROUND CHECKS

The Legislature amended the Jessica Lunsford Act effective July 1, 2007. This law requires any employee, contractor, vendor who will: (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or control of school funds; meet Level II Background screening requirements. There are some exceptions. Level 2 screening includes

fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level 2 screening may also include local criminal records checks through the local law enforcement agencies.

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

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

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

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under this contract.
- B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- C. That completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.

- E. That persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

10. INDEMNIFICATION

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

11. DEBARMENT & SUSPENSION

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

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- C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:
  - (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
  - (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;

- (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;

D. EFFECT OF TERMINATION. As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement. Notwithstanding the foregoing, the following provisions shall survive the expiration or other termination of this Agreement, regardless of the cause of such termination: Paragraphs 1 (B), 2, 5, 10, 13, and 15.

### 13. ARBITRATION

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

### 14. ENTIRE AGREEMENT; MODIFICATION

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

### 15. GOVERNING LAW

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c/o Ted L. Roush, Superintendent  
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Live Oak, FL 32064

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

Contractor: AMH Counseling PL  
Andrew Harrell  
P.O. Box 535  
Live Oak, FL 32064

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT

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



21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT B 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 \_\_\_\_\_, 2018.

**SUWANNEE COUNTY SCHOOL BOARD**

\_\_\_\_\_  
Jerry Taylor, Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

(SEAL)

**CONTRACTOR**

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

\_\_\_\_\_  
AMH Counseling PL  
Andrew Harrell

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

\_\_\_\_\_  
Date

Date \_\_\_\_\_

## **EXHIBIT A**

**SERVICES PROVIDED:**

- Therapy – individual and group counseling
- Behavior modification and behavior intervention plan development
- Behavior Analysis

**CONTRACTOR FEDERAL IDENTIFICATION NUMBER:**

*W-9 on file.*

**FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:**

IDEA Part B Grant

Compensation will be provided at the rate of \$45.00 an hour for the above mentioned services. This agreement shall not exceed the \$15,000 threshold for services provided during the 2018-2019 academic year.

**EXHIBIT B**

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

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

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

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

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

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

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

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

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

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

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

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

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and **Palmer Physical Therapy, LLC** ("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, 2018 and ending June 30, 2019, 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 A 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 &amp; 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  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064

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

Contractor: Palmer Physical Therapy, LLC  
13975 CR 136  
Live Oak, FL 32060

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT

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

21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2017) see EXHIBIT B 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 \_\_\_\_\_, 2018.

**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

\_\_\_\_\_  
John C. Palmer  
Palmer Physical Therapy, LLC

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

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **SERVICES PROVIDED:**

- Provide students of Suwannee County Schools with physical therapy services per IEP's by a qualified physical therapist or physical therapist assistant under the supervision of the physical therapist
- Screening and evaluation regarding the need for educationally relevant physical therapy
- Consultation and treatment as deemed appropriate
- In-service training as needed
- Attendance at Exceptional Student Education staffing and IEP meetings

### **CONTRACTOR FEDERAL IDENTIFICATION NUMBER:**

*Federal Employer Identification Number 46-2579525. W-9 on file.*

### **FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:**

IDEA Part B Grant

The School Board will pay the Therapist for the services provided in an amount of \$58 per hour for physical therapy evaluations, physical therapy treatments, attendance at IEP meetings, time for ESE related documentation, and planning.

**EXHIBIT B**

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

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

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

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

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

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

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

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

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

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

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

## AGREEMENT

**THIS AGREEMENT** is made and entered into as of this 1<sup>st</sup> day of July 2018, by and between

**THE SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA**

(hereinafter referred to as "SCSB"),

a body corporate and political subdivision of the State of Florida,

whose principal place of business is

1729 Walker Avenue SW, Suite 200, Live Oak, Florida 32064

and

**THE SCHOOL BOARD OF SEMINOLE COUNTY, FLORIDA**

(hereinafter referred to as "SBSC"),

whose principal place of business is

400 East Lake Mary Boulevard, Sanford, Florida, 32773.

**WHEREAS**, both School Boards have a common and concurrent interest in providing data and sharing statistics for the purpose of being reimbursed for Medicaid Administrative Claiming activities.

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to establish and maintain a process to determine statistically valid time sample results with approved staff as a function of the Medicaid Administrative Claiming reimbursement process. Both School Boards shall be subject to the following terms:

### ARTICLE 1 - RECITALS

1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.



**ARTICLE 2 – SPECIAL CONDITIONS**

- 2.01 **Term of Agreement.** The term of this Agreement shall commence on July 1, 2018 and conclude on June 30, 2019, unless terminated as provided herein.
- 2.02 **Responsibilities of SCSB.**
- 2.02.1 Provide a pool of employee names who are eligible to be sampled based upon selected job codes in accordance with those allowable as stated in the School District Administrative Claiming (SDAC) Guide dated November 2013 and whose incumbents have the potential to engage in Administrative Claiming Activities. Only certain staff positions are to be included in the time study process upon mutual concurrence among all parties participating in this agreement and upon the review and approval of Agency for Health Care Administration (AHCA).
- 2.02.2 Monitor random moment samples, generated by the Electronic Medicaid Administrative Claiming System (EMACS) as provided by SBSC during four fiscal quarters in the school year.
- 2.02.3 Code the status of each sample moment to effectively and accurately record the performance of school district personnel activities as delineated in the Medicaid School District Administrative Claiming Guide.
- 2.02.4 Provide periodic training to SCSB employees who will be responsible for coding the quarterly activities of district personnel delineated on the sample forms. Districts will be responsible for the training in accordance with Chapter 5 of the AHCA SDAC Guide.
- 2.02.5 The Florida Department of Education (FDOE) has contracted with SBSC to provide management services free of charge to all school districts in the state of Florida. There will be at no cost to the districts for the EMACS Administrative Services.
- 2.02.6 SCSB shall maintain and be able to produce requested records and materials for AHCA audits.
- 2.02.7 Any recoupment of funds due to an audit exception, deferral or denial deemed appropriate by the AHCA will be the responsibility of the SCSB, even after withdrawal from the program.

**2.03 Responsibilities of SBSC**

- 2.03.1 Pursuant to this agreement, SBSC will be acting solely as a data manager and data processor for SCSB.
- 2.03.2 Annually collect school district calendars and scheduled work hours for relevant staff positions from SCSB.
- 2.03.3 Quarterly collect personnel rosters from SCSB and perform data entry relative to creating a sample pool of individuals.
- 2.03.4 Quarterly generate the prorated share of random moment sample forms utilizing the EMACS system.
- 2.03.5 One hundred percent of all returned random moment sample forms will be reviewed for the purposes of quality control. In instances where there is a disagreement on the coding of a particular sample moment form by the district coder, AHCA will be contacted, in writing, to ensure the consistency of activity selection. The University of South Florida student services IDEA Discretionary Project will be copied on any such correspondence.
- 2.03.6 Quarterly sample results will be shared with all participating districts upon receipt from ACHA.
- 2.03.7 Retain all administrative claiming data in accordance with Medicaid and FDOE record retention requirements.

**2.04 Mutual Agreements**

Independent contractors: SBSC and SCSB are independent contractors. Nothing contained herein shall constitute or designate either party's employees or agents as agents or employees of the other party. Each party remains solely responsible for its own cost report and claim that will be submitted to the Agency for Health Care Administration (AHCA).

**2.05 Indemnification.** Each party agrees to be fully responsible for its acts of negligence, or its agent's acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

**ARTICLE 3 – GENERAL CONDITIONS**

**3.01 No Waiver of 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.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Non-Discrimination.** The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, or disability.

3.04 **Records.** Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.0701, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

**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, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 407-320-0000, DEBORAH CAUDILL@SCPS.K12.FL.US, 400 EAST LAKE MARY BLVD, SANFORD, FL 32773.**

3.05 **Entire Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.06 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.07 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.08 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.09 **Compliance with Laws.** Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.10 **Governing Law.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Eighteenth Judicial Circuit of Seminole County, Florida.

3.11 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.12 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SCSB.

3.13 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.14 **Place of Performance.** All obligations of SCSB under the terms of this Agreement are reasonably susceptible of being performed in Suwannee County, Florida and shall be payable and performable in Suwannee County, Florida.

3.15 **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not effect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

**3.16 Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SCSB: Superintendent of Schools  
The School Board of Suwannee County, Florida  
1729 Walker Avenue SW, Suite 200  
Live Oak, Florida 32064

With a Copy to: Vickie DePratter  
The School Board of Suwannee County, Florida  
1729 Walker Ave. SW, Suite 200  
Live Oak, Florida 32064

To SBSC: Dr. Walt Griffin  
Superintendent of Schools  
The School Board of Seminole County, Florida  
400 East Lake Mary Boulevard  
Sanford, Florida 32773

With a Copy to: Dr. Michelle Walsh  
The School Board of Seminole County, Florida  
400 East Lake Mary Boulevard  
Sanford, Florida 32773

**3.17 Termination.** Either party may terminate this Agreement. The terminating party shall give the other party thirty (30) days written notice prior to the start of the first day of the next survey quarter of its intention to terminate this Agreement. When written notice is given, this Agreement shall terminate upon the completion of the final review by the SBSC District Manager of the current quarter random moment samples, but no longer than thirty (30) days after the current quarter ends.

**3.18 Captions.** The captions, section numbers, article numbers, title and headings appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

**3.19 Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

**FOR SCSB**

(Corporate Seal)

**THE SCHOOL BOARD OF  
SUWANNEE COUNTY, FLORIDA**

ATTEST:

By \_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Superintendent of Schools

Approved as to Form:

\_\_\_\_\_  
School Board Attorney

**FOR SBSC**

(Corporate Seal)

**THE SCHOOL BOARD OF SEMINOLE  
COUNTY, FLORIDA**

ATTEST:

By

Walt Griffin, Ed.D., Superintendent

Amy Lockhart, Chairman

Michelle Walsh, PhD  
Exceptional Student Education, Executive Director  
Witness

Deborah Caudill  
Deborah Caudill  
Coordinator – Medicaid/Health Services

Witness

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

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

AGREEMENT

THIS AGREEMENT made and entered into on July 1, 2018, by and between the SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereinafter referred to as the "Board" and the SUWANNEE COUNTY SHERIFF'S OFFICE, hereinafter referred to as the "Sheriff".

1. The Sheriff agrees to hire eight (8) and up to nine (9) full-time certified deputy sheriffs to act in the capacity of full-time school resource officers (SRO) for the 2018-2019 school year.
2. The Board shall pay the Sheriff the sum of \$40,000.00 per SRO, per year (up to \$360,000.00) and the Sheriff shall be responsible for paying the salaries and all other benefits to such resource officers. The school resource officers shall remain employees of the Sheriff and are not employed by the Board in any capacity. In the event, the school resource officers are not available to the Board for the entire school year, the Board shall only have to pay a pro-rata portion of the annual fee.
3. The duties of the school resource officers shall include, but not be limited to:
  - A. Education and Prevention:
    - a. Coordinates all of his/her activities with the principal and staff members and seek their permission, advice, and guidance prior to enacting any program within the school.
    - b. Provides instruction for students that includes but is not limited to Life Skills Training and Substance Abuse Prevention education.
    - c. Works with schools with student drivers to promote safe driving education.
    - d. Assists students and families with counsel related to areas of concern that are brought to his/her office for guidance.
    - e. Promotes prevention of juvenile delinquency by working with stakeholders to encourage a healthy lifestyle and promoting positive conflict resolution.
    - f. Promotes positive student attitudes of law enforcement, by building a positive rapport among the student population.
    - g. Acts as a resource to all stakeholders by informing and educating the at large population of resources that are available from community-based agencies.
  - B. Law Enforcement
    - a. Provides assistance to administration and school-based security in the investigation of crimes committed on school campuses.
    - b. Responds to potential crimes in progress on school campuses as informed by school personnel.
    - c. Responds to a reported violation of a criminal or civil restraining order.

- d. Cites students, faculty, staff, and campus visitors when applicable for traffic violations or contraband.
- e. Assists parents in the school setting with child custody disputes and orders of the court.
- f. Communicates with recipients of and recording with the Suwannee County Sheriff's office, trespass warnings to school board property as requested by the superintendent's designees.
- g. Works with administration to support the overall safety and security of the school.
- h. Filing appropriate reports and documenting such law enforcement actions as required by the Suwannee County Sheriff's office.
- i. Provides security services for expulsion meetings/hearings or other meetings as requested by the Board.
- j. The SRO shall not act as a school disciplinarian. However, if the principal believes an incident is a violation of the law, the principal may contact the SRO, and the SRO shall then determine whether law enforcement action is appropriate.
- k. Provide assistance to the Board's School Safety Specialist to evaluate the Schools best practices in compliance with the School Safety Act.
- l. Consult with the Board's Threat Assessment Team when a student exhibits a pattern of behavior, based upon acts or the severity of an act, that would pose a threat to school safety.

**C. School and Community Involvement**

- a. Sustains a visible presence on school campuses to protect the lives and property of those on the school campuses.
- b. Works with administration to provide law enforcement presence at school sponsored activities, events and gatherings.
- c. Assists and aides in traffic issues that arise from beginning and ending the school day and other after hours school sponsored activities.
- d. Provides a visible, positive, and proactive presence on school campuses during the school day.
- e. Works to promote partnerships with local businesses and agencies to help provide resources to the school in both prevention and response efforts.
- f. Serves on the school site emergency management response committees.

School Resource Officers are not utilized for duty stations, school disciplinarians, or quasi-administrative roles within the school district, as this is not their function. The Sheriff will meet annually with school personnel to outline responsibilities for resource officers.

- 4. This agreement shall be for a period of one year commencing the date of this agreement, and ending June 30, 2019, but shall be renewed annually each July 1<sup>st</sup>, unless terminated in writing by either party, no less than 60 days prior to the expiration date.
- 5. The resource officers shall remain employees of the Sheriff, but shall, at all times, cooperate with school staff to promote the intent and spirit of this program. Nothing in



this Agreement shall be construed to impair or restrict activities otherwise appropriate by SROs within that officer's authority as a certified law enforcement officer.

6. It is hereby acknowledged that the SROs assigned pursuant to the provisions of this Agreement are employees of the employing law enforcement agency and not employees of the Suwannee County School Board. To the extent permitted by Florida law and within the limits of liability set forth in Fla. Stat 768.28, the Sheriff agrees to hold the Board harmless from any and all claims, damages, and judgments in connection with loss of life, bodily or personal injury, or property damage resulting from the actions of law enforcement officers employed and assigned pursuant to this Agreement, who are acting within the scope of their law enforcement responsibilities.
7. No provision of this Agreement to provide SRO services is intended to expand, enlarge, diminish, limit, waive or alter in any way the scope of responsibility, liability, immunities, or defenses which each signatory public agency has or may have for itself, its agents, or its employees. By entering into this Agreement, neither signatory agency intends that any third party beneficiary be created by execution of this Agreement. In the event that any claim, action, lawsuit, or other proceeding is brought by a third party against one or both of the signatory agencies hereto, the costs of defense shall be borne separately by the agency or agencies so charged.
8. School resource officers will report for duty at each assigned school on the last two (2) teacher planning days prior to the start of the school year. Their last day at each school will be the second day of teacher planning for the school.
  - A. Two (2) of the school resource officers will be 12-month employees of the Suwannee County Sheriff's office and serve on the district's 261-day 12-month calendar. One shall serve in Live Oak and one in Branford.
9. This document constitutes the full understanding of the parties and no terms, conditions, understandings or agreements purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party to be charged.

IN WITNESS WHEREOF, we have set our hands and seals the day and year first above written.

**ATTEST:**

SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA

SHERIFF'S OFFICE OF SUWANNEE COUNTY, FLORIDA

\_\_\_\_\_  
Ted L. Roush, Superintendent

\_\_\_\_\_  
Sam St. John, Sheriff

\_\_\_\_\_  
Jerry Taylor, Chairman, Board

\_\_\_\_\_  
Witness, Sheriff

\_\_\_\_\_  
Witness, Board

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

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"-97-

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SAFE AND SECURE SCHOOLS

3.06

#### POLICY:

##### I. Introduction

The Suwannee County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

##### II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. This policy shall apply not only during school hours, but at any time students in good standing, teachers, employees and other such persons are on the school campus or school grounds, and shall also apply for all school activities which are held after school hours.
- D. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

- E. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.
- F. No person except law enforcement, ~~and security officers~~ and other legally identified individuals as special deputies, may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events. However, district employees may possess a securely encased concealed firearm in their vehicle in accordance with F.S. 790.25 (5).

### III. Safety – Emergency Plans

- A. The Superintendent shall develop and present to the Board for review and approval appropriate school emergency management and preparedness plans.
- B. The Superintendent shall establish uniform guidelines for the development of schools' emergency management and preparedness plans.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- C. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
- D. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

### IV. Safety – Procedures

- A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of Policy 8.01.
- C. Emergency evacuation drills (fire, hurricane, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each principal, site administrator or transportation official is responsible for
  - 1. Developing and posting emergency evacuation routes and procedures;
  - 2. Assigning and training staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
  - 3. Identifying and reporting hazardous areas requiring corrective measures; and
  - 4. Preparing and submitting a written report of each emergency evacuation drill to the District office.
- D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement

## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

### **V. Safety – Violence Prevention**

- A. The Superintendent shall develop a violence prevention plan for use by each school.
- B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

### **VI. Security**

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- C. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
- D. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
- E. Security trailers may be located on school property.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**316.614, 790.115, 790.25, 1001.43, 1001.51,  
1006.062, 1006.07, 1006.145, 1006.21, 1013.13, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-1.0403, 6A-3.0171**

## CHAPTER 6.00 – PERSONNEL

### USE OF SICK LEAVE BY FAMILY MEMBERS OR EMPLOYEES 6.35

#### POLICY:

- I. Any district employee may authorize the use of his/her accrued sick leave as follows:
  - A. As provided by any existing Sick Leave Bank provision.
  - B. All accumulated days by his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee.
  - C. All accumulated days less 5 days per section III, by any other District employee who meets the requirements of section IV.
- II. Sick leave donated as provided in I.B. or I.C. cannot be The recipient may not use the donated leave until all his or her sick leave has been depleted; excluding sick leave from any existing Sick Leave Bank, if the recipient participates in a Sick Leave Bank
- III. An employee who donates sick leave to another employee, other than a family member as specified in I.B., must maintain a minimum of five (5) sick days in their own district account.
- IV. Any recipient of donated sick leave, other than a family member as specified in I.B., must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested.
- V. Any unused sick leave shall be returned to the donor.
- VI. Donated sick leave shall have no terminal pay value.
- VII. In the event of an employee's death, his or her sick leave may be transferred to his or her family member per Section A I above. ~~Leave transferred per this section shall not exceed 240 hours.~~

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.61, F.S.

#### History:

Adopted: 11/20/01

Revision Date(s): 7/28/09

Formerly:

## CHAPTER 7.00: *BUSINESS SERVICES*

### AUTHORIZED TRAVEL EXPENSES

7.17\*

#### **POLICY:**

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

#### I. In-District Travel

- A. Travel by an authorized officer or employee within the District may be reimbursed at the maximum rate established by Florida Statutes for public employees, provided, however, that no reimbursement shall be made for travel between an employee's home and his / her official headquarters.

#### II. Out-of-District Travel

- A. One-day Trips. Expenses by officers or employees on authorized school business which require less than one (1) day may be reimbursed for travel and meals at the maximum rate established by Florida Statutes for public employees.
- B. Overnight Trips. Expenses by officers or employees on authorized trips which requiring absence overnight or in excess of twenty-four (24) hours may be reimbursed for travel, lodging and meals at the maximum rate established by Florida Statutes for public employees. Travel shall be by the most economical route or method.

#### III. Mileage shall be computed as follows:

- A. In-District: In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.

## CHAPTER 7.00: *BUSINESS SERVICES*

- B. Out-of-District. Pursuant to the mileage chart established on the official state road map.
- IV. Travel shall be pooled, if practical, when more than one (1) traveler is going to the same destination at approximately the same time. If, for personal reasons, travelers choose not to car-pool, mileage reimbursement shall be pro-rated, between drivers, based on the number of travelers transported.
- V. A purchase order shall be issued and processed through the District office when a common carrier is used. Air travel shall be used when practical, using airlines on state contracts if available.
- VI. Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities. However, reimbursement for registration fees shall be reduced by the value of any lodging or meals included.
- VII. All out-of- state travel by School Board members shall have prior approval of the School Board. The official headquarters of each School Board member shall be his / her place of residence and all in-district travel, including travel to and from School Board meetings, shall be computed on this basis. Travel reimbursement for Board members shall be authorized in accordance with 1001.39.
- VIII. An employee in a position which requires travel to perform his / her duties may be paid for the use of his / her personal car while used in travel on school business at the rate per mile as established by Florida Statutes for public employees ~~or a flat monthly allowance~~ for travel within the District.
  - A. ~~To use the monthly flat rate, the employee shall submit each school fiscal year a detailed monthly mileage report for the month of September or October in order to determine the average mileage.~~



## CHAPTER 7.00: *BUSINESS SERVICES*

- ~~B. To initially implement the flat monthly rate of payment, the most current and detailed mileage report submitted during the prior year shall be used to determine an interim rate until the mileage as provided in Subsection (7) (a) herein is established. Subsequent payments shall be adjusted for any increases or decreases.~~
- IX. All persons requesting out-of-state travel authorization, except for travel to Georgia, shall have prior authorization from the superintendent, or his designee. The superintendent will publish a monthly report to be made part of the monthly Board meeting Consent Agenda, which will outline the location, individual(s) attending, purpose, and dates of all out-of-state travel that was authorized for the respective month. All out-of-state travel requests shall be accompanied by a statement of benefits to the District with the leave request. To pay expenses from public funds, there shall be a showing of benefits flowing to the District by reason of his / her having attended such a meeting.
- X. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

**STATUTORY AUTHORITY:** 1001.42, F.S.  
**LAW(S) IMPLEMENTED:** 112.061, 1001.39, 1001.43, 1011.09, F.S.  
**STATE BOARD OF EDUCATION RULE(S):** 6A-1.056

<u>History:</u>	Adopted: 09/25/07 Revision Date(s): 08/28/07, 2/23/10, 8/23/11, 2/28/12, 9/22/2015 Formerly: DLC
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## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

### **ADVERTISING IN SCHOOLS**

**9.05**

#### **POLICY:**

School facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency; or individual organization; nor shall School Board employees or students be employed in such a manner. Advertising on school buses shall be subject to School Board approval. The following are exceptions:

- A. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- B. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- C. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- D. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- E. ~~Secondary~~ Schools may utilize fencing or other appropriate locations ~~designated athletic facilities~~ for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL  
AGREEMENT**

commercial advertisements shall be deposited into the proper internal account.

- F. Distribution of free passes and other materials by commercial establishments will be allowed only upon the approval of the principal and the teacher.
- G. An employee of the School Board may not use the name of the school district, the name of a school or his official title in the commercial promotion of any product, process or service normally associated with the operation of a school. Moreover, an employee may not aid in the distribution of literature relating to the promotion of any commercial product or service.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

<u>History:</u>	Adopted: 09/25/07 Revision Date(s): 08/28/07 Formerly: KJ
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**A RESOLUTION OF THE SCHOOL BOARD OF SUWANNEE COUNTY,  
FLORIDA, REGARDING SCHOOL SAFETY**

**WHEREAS**, The School Board of Suwannee County, Florida (the "School Board"), consisting of five elected Florida Constitutional Officers, is the governing body for the School District of Suwannee County, Florida (the "**district**");

**WHEREAS**, the safety of all children is the highest priority of the School Board, and as such, the School Board is deeply saddened by any tragic event at a school, including but not limited to the recent tragic events at Marjory Stoneman Douglas High School on February 14, 2018;

**WHEREAS**, the "Marjory Stoneman Douglas High School Public Safety Act" requires each district school board and school district superintendent to partner with law enforcement agencies to establish or assign one or more safe-school officers at each school facility within the district by implementing a combination of options which best meets the needs of the school district;

**WHEREAS**, the "Marjory Stoneman Douglas High School Public Safety Act" enacted by the 2018 Florida Legislature established a "Coach Aaron Feis Guardian Program" to aid in the prevention or abatement of active assailant incidents on school premises;

**WHEREAS**, Suwannee County Sheriff Sam St. John has agreed to establish a "Coach Aaron Feis Guardian Program";

**WHEREAS**, in keeping with the School Board's paramount concern for the safety of the district's students, the School Board desires to memorialize its position regarding school safety.

**BE IT RESOLVED**, the School Board adopts the following resolutions in support of school safety:

- I. The School Board supports the "Marjory Stoneman Douglas High School Public Safety Act", coupled with sustainable funding to fully implement;
- II. The School Board intends to utilize all options available to meet the requirements of Section 26 of the "Marjory Stoneman Douglas High School Public Safety Act" for the protection and safety of school personnel, property, students, and visitors;
- III. The School Board supports the appropriation of additional general revenue and capital revenue for safe schools so long as any such additional funding is not diverted or re-appropriated from other public school revenue sources;
- IV. The School Board shall post this resolution with the minutes of the

April 24, 2018 School Board meeting, and shall deliver a copy of this resolution to the following:

- a. The Honorable Rick Scott, Governor
- b. The Honorable Joe Negron, Senate President
- c. The Honorable Richard Corcoran, Speaker of the House

ADOPTED, on April 24, 2018, in Live Oak Suwannee County, Florida, by the School Board of Suwannee County, Florida.

---

Ted L. Roush, Superintendent of Schools

---

Jerry Taylor, Board Chairman

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

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

**Suwannee County School District  
2018 Summer School Schedule  
(Monday – Friday)**

**RIVEROAK Technical College Programs**

**Practical Nursing**

Schedule: Tuesday, Wednesday, & Thursday, classroom, on campus from 8:30 a.m.–3:30 p.m.  
Monday & Friday, clinical rotations will be off-site or labs on campus 8 hours  
(times will vary per site)  
Graduation: July 13, 2018  
New class begins: August 6, 2018

**IV Therapy**

Schedule: Monday, Tuesday, & Wednesday, 8:00 a.m. – 4:00 p.m.

**Pharmacy Technology**

Schedule: Monday-Thursday, classroom on campus 8:10 a.m.-2:45 p.m.  
Clinical rotations will be off-site Tuesday, Wednesday, Thursday 8:00 a.m.-5:00 p.m.  
beginning May 22, 2018  
Classes end: September 24, 2018  
Graduation: September 27, 2018  
New class begins: August 21, 2018 (tentatively)

**Nail Technician**

Schedule: Monday-Wednesday 9:00 a.m.-3:30 p.m.  
Classes begin: June 4, 2018  
Classes end: Upon completion of 240 class hours

**Surgical Technology**

Schedule: Monday-Friday 8:00 a.m.-2:30 p.m.  
Clinical rotation will be off-site, Monday-Friday times will vary  
Graduation: July 27, 2018 (tentatively)  
New class begins: August 13, 2018

**Phlebotomy**

Schedule: Monday and Wednesday, 5:30 p.m. – 8:00 p.m.  
Clinical rotation will be off-site (days and times vary per site)  
Graduation: June, 2018 (date to be determined)  
New class begins: June, 2018 (date to be determined)

**Certified Dietary Management**

Schedule: Monday and Wednesday, 5:30 p.m. – 8:30 p.m.  
Clinical rotation will be off-site (days and times vary per site)  
Graduation: TBD  
New class begins: TBD

***\*\*ALL positions are based on student enrollment daily.***

**Suwannee County School District  
2018 Summer School Schedule  
(Monday – Friday)**

**Secondary School Programs**

**Suwannee High School**

**Credit Recovery Grades 8-11**  
Schedule: 6/4/2018-6/28/2018 at SHS (16 days)  
8:00 a.m. – 3:00 p.m.  
Personnel: Five (5) teachers (7 hours per day)  
One (1) dean (7 hours per day)  
One (1) paraprofessional (7 hours per day)  
Funding: Federal Programs/General Fund

**Suwannee High School**

**Driver's Education**  
Schedule: 6/4/2018 – 7/17/2018 at SHS (26 days)  
8:00 a.m. – 3:00 p.m.  
Personnel: Two (2) teachers – as needed for SHS, SVS, BHS (up to 7 hours per day)  
Funding: Federal Programs/General Fund

**Branford High School**

**Credit Recovery Grades 8-11**  
Schedule: 6/11/2018-6/28/2018 and 7/9/2018-7/12/2018 at BHS (16 days)  
8:00 a.m. – 3:00 p.m.  
Personnel: One (1) teacher (7 hours per day)  
One (1) paraprofessional (7 hours per day)  
Funding: Federal Programs/General Fund

**Branford High School**

**Algebra EOC Review**  
Eligibility: Students that need to pass the Algebra EOC retake for graduation.  
Schedule: 6/11/2018-6/28/2018 and 7/9/2018-07/12/2018 at BHS (16 days)  
8:00 a.m. – 3:00 p.m.  
Personnel: One (1) teacher (7 hours per day)  
Funding: Federal Programs/General Fund

**Branford High School**

**HOPE Blended Course**  
Schedule: 6/11/2018-6/28/2018 and 7/9/2018-07/12/2018 at BHS (16 days)  
8:00 a.m. – 3:00 p.m.  
Personnel: One (1) teacher (7 hours per day)  
Funding: Federal Programs/General Fund

**Suwannee Virtual School**

**Virtual Instruction Grades 6-12**  
Eligibility: Grades 6-12  
Schedule: 6/7/2018-8/2/2018 at SVS (32 days)  
Personnel: Nine (9) teachers (1 hour per day)  
Funding: General Fund

***\*\*ALL positions are based on student enrollment daily.***

**Suwannee County School District  
2018 Summer School Schedule  
(Monday – Friday)**

**Elementary School Programs**

**3<sup>rd</sup> Grade Summer Reading Camp**

Eligibility: Third grade students who have recent FSA performance at Level I or equivalent.  
Third grade students who have recent FSA performance at Level II or equivalent for remediation purposes as space permits

Schedule: 6/11/2018-7/26/2018 at SES and BES  
8:00 a.m. - 12:30 p.m. student day (4.5 hrs.)  
8:00 a.m. - 1:30 p.m. teacher day (5.5 hrs.)

Personnel: One (1) teacher at BES  
Four (4) teachers at SES  
1:10 ratio as necessary depending state assessment scores

Funding: General Fund/Reading Allocation

**Pre-Kindergarten (VPK)**

Eligibility: Per DOE guidelines

Schedule: 6/6/2018-7/31/2018 at SPS  
7:30 a.m. - 4:30 p.m. student day (9 hrs.)  
7:00 a.m. - 5:00 p.m. teacher day (10 hrs.)

Personnel: Six (6) teachers with 1:12 ratio

Funding: VPK Funds

**21<sup>st</sup> CCLC Summer School Program**

Eligibility: As determined by grant – any student grades PK - 5

Schedule: 6/11/2018-7/26/2018 at SPS, SES, SIS, BES  
8:00 a.m. - 1:00 p.m. student/teacher (5 hrs.)

Personnel: Four (4) site coordinators (one at each school)  
Five (5) teachers (SES-2; SIS-1; SPS-1; BES-1)  
Eight (8) paraprofessionals (SES-2; SIS-2; SPS-2; BES-2)

Funding: 21<sup>st</sup> Century Community Learning Centers Grant

**Title I – PAL Program**

Eligibility: As determined by grant – will mirror 21<sup>st</sup> CCLC Summer Program

Schedule: 6/11/2018-7/26/2018 at Douglas Center  
8:00 a.m. - 1:00 p.m. student/teacher (5 hrs.)

Personnel: One (1) site coordinators  
Two (2) teachers  
Two (2) paraprofessionals

Funding: Title I Part A



**Suwannee County School District  
2018 Summer School Schedule  
(Monday – Friday)**

**Summer School Student Support Services**

**ESE Consult/Extended Year Services (ESY)/Medically Fragile**

Eligibility:	Elementary and/or secondary students IEP's indicate a need for extended year services Or as identified on student IEPs
Schedule:	6/11/2018-7/26/2018 at BES/SES/BHS/SHS/SMS/SIS/SPS 8:00 a.m. - 1:30 p.m. student day (5.5 hrs.) 8:00 a.m. - 2:30 p.m. teacher day (6.5 hrs.)
Personnel:	Three (3) teachers Four (4) paraprofessionals One (1) nurse
Funding:	IDEA Grant

**Migrant Summer Program**

Eligibility:	Students meeting the migrant definition
Schedule:	Providing support with other district programs from 6/11/2018-7/19/2018
Sites:	Potentially all sites as determined by target student enrollment
Personnel:	Five (5) paraprofessionals
Funding:	Title I Part C

**Transportation**

	All transportation will be arranged through the Director of Transportation, as available.
Eligibility:	To be determined according to funding sources available.
Schedule:	6/6/2018-7/26/2018
Sites:	Any potential summer school site
Personnel:	Two (2) bus drivers, two (2) bus attendants – as needed for ESE Travel
Funding:	Federal Funding as available

**Food Service**

Meals for students in summer school will be arranged through the Director of Food Service.  
Schedule and personnel requested through the Director of Food Service.

***\*\*ALL positions are based on student enrollment daily.***

**AN AGREEMENT**

**Between**

**SUWANNEE COUNTY SCHOOL BOARD**

**and**

**Baya Nursing and Rehabilitation, LLC  
d/b/a Baya Pointe Nursing and Rehabilitation Center  
Lake City, Florida**

This Agreement commences on the date of execution, between the Suwannee County School Board (SCSB) and Baya Nursing and Rehabilitation, LLC d/b/a Baya Pointe Nursing and Rehabilitation Center, Lake City, Florida (Healthcare Agency).

Whereas, SCSB, through the RIVEROAK Technical College (RTC), operates a Practical Nurse Education program for qualified students preparing to be Practical Nurses; and,

Whereas, SCSB and the Healthcare Agency have agreed jointly to participate in a program in which Practical Nurse students may acquire clinical experience at the facilities of the Healthcare Agency; and,

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

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

**I. GENERAL CONDITIONS**

1. The Healthcare Agency and the SCSB expressly agree that all faculty and students under the program shall remain agents or students of the RTC. The RTC agrees that it will never act or represent it is acting as an agent of the Healthcare Agency or incur any obligations on the part of the Healthcare Agency without first obtaining the express written authority of the Administrator. The Healthcare Agency agrees that it will not be responsible for any salaries, taxes, or insurance of the RTC faculty, agents, or students.
2. The Healthcare Agency and RTC concur that this agreement may be cancelled at any time by either party hereto, with or without cause upon 30 days written notice to the other party.
3. The Healthcare Agency and RTC concur that this agreement shall continue in effect for the period of fifteen months, April 24, 2018 through June 30, 2019; and shall be renewed from year to year unless otherwise notified in writing as in paragraph #2 above.
4. No alteration, modification, or variation of the terms of this agreement shall be valid unless made in writing and signed by both of the parties hereto.

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

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

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

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

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

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

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

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

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

**V. LIABILITY OF PARTIES**

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

**VI. INDEMNIFICATION**

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

**VII. PUBLIC RECORDS**

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

**VIII. GOVERNING LAW AND VENUE**

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

**IX. RELEASE OF STUDENT RECORDS**

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

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

**SUWANNEE COUNTY SCHOOL BOARD**

**Live Oak, Florida**

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

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

**"Approved as to Form and Sufficiency**

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

**Baya Nursing and Rehabilitation, LLC  
587 SE Ermine Avenue  
Lake City, FL 32025**

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

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

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

EXHIBIT A

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

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

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

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

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

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

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

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

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

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

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



## Ashford Services, Inc.

March 12, 2018

Suwannee County School Board  
702-2<sup>nd</sup> 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. As per the contract, Ashford Services 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



**Subject:** Fw: Price Increase Notification  
**From:** Cindy Sullivan (cindy@ashfordservices.net)  
**To:** patrick@ashfordservices.net;  
**Date:** Wednesday, October 4, 2017 5:09 PM

----- Forwarded Message -----

**From:** "Impact Products, LLC" <marketing@impact-products.com>  
**To:** cindy@ashfordservices.net  
**Sent:** Wednesday, October 4, 2017 5:01 PM  
**Subject:** Price Increase Notification



October 4, 2017

***Dear Valued Customer,***

This year has certainly been very challenging from the perspective of raw material costs, transportation costs, and other factors which influence our cost of goods.

We are continuing to experience these pressures:

- Continued market condition changes in China - largely driven by shutdowns of factories due to increasing environmental concerns - are continuing to drive up costs and have caused force majeure price increases on import toilet seat covers.
- A shortage of both corrugated and chipboard are continuing to drive up costs for other import goods.
- We have also received force majeure increases from resin suppliers due to supply issues related to recent hurricane impact on resin feedstock.
- We are seeing continued transportation cost increases, and supplier cost increases related to a tight labor market and



Dear Valued Customer:

After much thought and with much reluctance, we must announce price changes. Our last price changes were in 2015, and we have held off as long as possible in the hope that we would see some relief in our rising raw material costs. Major factors in these price changes are:

- There have been worldwide increases in cotton and other mop fibers such as rayon and polyester.
- Increases in steel prices plus impending steel tariffs have increased our costs on metal handles.
- Labor, freight, and other factors have caused double digit increases in the costs of products from China.
- There have been three increases in corrugated over the last 12 months resulting in double digit increases in cost.
- Lastly, a very tight freight market with new classifications in our freight have caused substantial increases in our shipping costs.

The good news is that with increased productivity and efficiencies, the prices on many items have stayed the same and some have even gone down.

We are committed to maintaining the superior quality of our products and services to our customers, and we will do everything possible to ensure our products remain competitive in the marketplace. Thank you for your continued support and the opportunity to service you.

Sincerely,

Todd Leventhal  
President

*"O-Cedar Makes Your Life Easier!"*

CORPORATE HEADQUARTERS:

625 Burt Street • Springfield, OH 45505 USA

Tel: 937-322-5163

Fax: 937-322-6826

MANUFACTURING/DISTRIBUTION CENTER:

1450 W. Ottawa Road • Paxton, IL 60957-0071 USA

Tel: 800-252-7666

Fax: 217-379-9901

Email: [customerservice@ocedarcommercial.com](mailto:customerservice@ocedarcommercial.com) • [www.ocedarcommercial.com](http://www.ocedarcommercial.com)





**HYGRADE**  
DIVISION  
L.D.F. INDUSTRIES INC.  
30 WARSOFF PLACE                      BROOKLYN, NY 11205  
PHONE - 718-488-9000                      FAX - 718-694-9500  
E-MAIL: [sales@hygradesafety.com](mailto:sales@hygradesafety.com)  
[www.hygradesafety.com](http://www.hygradesafety.com)



January 1, 2018

To Whom It May Concern:

Due to escalating prices overseas, we at Hygrade are forced to raise our prices. We realize that an increase is not easy to absorb. For this reason we notify you now that prices are not stable for the time being. They may continue to go up even more.

We try to pass on the minimum increase necessary and maintain the quality and service you have come to expect from us.

As always, we remain committed to providing you with the highest quality safety and industrial supplies and we will continue to work with you.

Effective immediately the gloves will increase about 7%

Your business is very important to us and we appreciate your continued support.

Regards,  
Faigy  
Inside sales rep

**Subject:** Price Increase Effective June 4, 2018  
**From:** Deb USA (marketingusa@debgroup.com)  
**To:** patrick@ashfordservices.net;  
**Date:** Monday, March 5, 2018 9:09 AM



**Deb USA, Inc.**  
2815 Coliseum Centre Dr.  
Suite 600  
Charlotte, NC 28217, USA  
Tel: (800) 248-7190  
[www.debgroup.com](http://www.debgroup.com)

March 5, 2018

Dear Valued Customer,

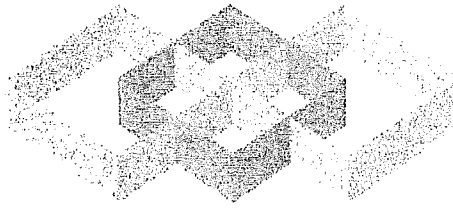
This letter is to inform you that we will be **adjusting prices across our skincare product line up to 3.9%**, effective June 4, 2018. We have offset a significant portion of inflationary costs through continuous improvement projects and will continue to do so.

Prices of primary ingredients to make skin care products and packaging materials have dramatically increased over the last 12 months (details in appendix).

Given the recent challenges with the supply chain industry (lack of drivers, electronic logging device implementation and surge of diesel prices), we are re-instating prepaid freight minimums for each tier as follows:

- o Tier 1 = 5,000 lbs. +
- o Tier 2 = 3,000 – 4,999 lbs.
- o Tier 3 = 2,000 – 2,999 lbs.
- o Tier 4 = 1,500 – 1,999 lbs.

All orders received on or after June 4<sup>th</sup> will be priced based on the new price list, which will be sent to you no later than March 30, 2018. If you need any help to update your internal price



## WHITEHALL PRODUCTS

February 13, 2018

To Our Valued Customers:

The major resin producers have announced another round of resin price increases.

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 5% effective for all orders place on or after April 1, 2018. 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

1210 US Hwy 301 N  
Suite B  
Tampa, FL 33619  
813-247-2500  
813-248-2349 Fax

January 1<sup>st</sup>, 2018

To: von Drehle Corporation Towel and Tissue Customers

Subject: 2018 March Price Change

The von Drehle Corporation is announcing a price increase on it's line of towel, tissue and dispensers. This increase will be effective March 1<sup>st</sup>, 2018. Orders entered by February 28<sup>th</sup> 2018 market for immediate shipment will be invoiced at current prices. Orders for normal monthly movement will be accepted.

All orders entered on or after March 1<sup>st</sup>, 2018 will be priced at the new level. The amount of increase will be up to 9%. Contracts and deviations marked as NMI will be increased on March 1<sup>st</sup>. Fixed period contracts (contract has a specific start and end date) will have it's price adjusted upon renewal.

If you have any questions regarding this price change, please contact your local von Drehle sales representative or feel free to call our office.

We are grateful for your continued support,

The von Drehle Corporation

Bid #	ITEM #	DESCRIPTION	UNIT TYPE	Current Bid Price	% Increase	New Bid Price
CS-001	10054	Angle Broom	EACH	3.94	0.00%	3.94
CS-002	304	Corn Broom	EACH	5.80	0.00%	5.80
CS-003	24986	Looped Wet Mop 24 oz Blue	EACH	3.71	0.00%	3.71
CS-004	24991	Looped Cotton Mop 20oz White	EACH	3.20	0.00%	3.20
CS-005	19167	Wet Mop, Microfiber Medium	EACH	8.19	0.00%	8.19
CS-006	19168	Wet Mop, Microfiber Large	EACH	9.35	0.00%	9.35
CS-007	18874	Flat Mop 18" Green Stripe Hook	EACH	3.24	0.00%	3.24
CS-008	19070	Flat Mop 18" Blue Wavehook B18	EACH	8.55	0.00%	8.55
CS-009	19069	Flat Mop 18" Red Wavehook R18	EACH	8.55	0.00%	8.55
CS-010	19178	Flat Mop Microfiber Scrubber Pad (for Grout)	EACH	5.21	0.00%	5.21
CS-011	19071	Flat Mop 24" Blue Wavehook B24	EACH	13.73	0.00%	13.73
CS-012	191635	Microfiber Dust Mop 5x24 (No longer available in White)	EACH	7.83	0.00%	7.83
CS-013	191636	Microfiber Dust Mop 5x36 (No longer available in White)	EACH	10.81	0.00%	10.81
CS-014	191637	Microfiber Dust Mop 5x48 (No longer available in White)	EACH	13.93	0.00%	13.93
CS-015	2024	24oz Rayon Cut-End String Mop	EACH	3.24	0.00%	3.24
CS-016	1016	16oz Cotton Cut-End String Mop	EACH	1.89	0.00%	1.89
CS-017	8301621	Velcro Wet Flat Mop - Blue	EACH	2.98	0.00%	2.98
CS-018	19015	24" Fringed Microfiber Dust Mop	EACH	8.78	0.00%	8.78
CS-019	19016	48" Fringed Microfiber Dust Mop	EACH	11.48	0.00%	11.48
CS-020	24524	Dust Mop Frame 5x24	EACH	1.96	0.00%	1.96
CS-021	24536	Dust Mop Frame 5x36	EACH	2.51	0.00%	2.51
CS-022	24548	Dust Mop Frame 5x48	EACH	3.42	0.00%	3.42
CS-023	1104	Wood Broom Handle Threaded w/metal 60"	EACH	2.55	0.00%	2.55
CS-024	1208	Gripper Mop Handle 60" Fiberglass	EACH	7.39	0.00%	7.39
CS-025	1406	Dust Mop Handle w/Metal Tip Clip	EACH	4.84	0.00%	4.84
CS-026	96948	18" Flat Mop Frame w/54" Metal Handle	SET	14.77	8.82%	16.07
CS-027	96951	24" Flat Mop Frame w/54" Metal Handle	EACH	17.27	7.94%	18.64
CS-028	19181	8' Telescopic Pole 15/16" threaded tip	EACH	12.82	0.00%	12.82
CS-029	6222	SS Squeegee Handle Rubber Grip 12"	EACH	13.80	4.98%	14.49
CS-030		Short Handle for Flat Mop (Needs to be taken off bid)	EACH		#DIV/0!	#DIV/0!
CS-031	80058	14" White Floor Pads	CASE	7.75	0.00%	7.75
CS-032	80013	20" Stripper Pads Black High Pro	CASE	14.14	0.00%	14.14
CS-033	80064	20" Polishing White Floor Pads	CASE	12.65	0.00%	12.65
CS-034	80069	20" Burnishing Pads hogs hair	CASE	12.94	0.00%	12.94
CS-035	19182	19" Bonnet w/scrub strip	EACH	20.60	0.00%	20.60
CS-036	54279	20" Red Floor Pads	CASE	20.09	0.00%	20.09
CS-037	18871	12" White Floor Pad	CASE	10.26	0.00%	10.26
CS-038	14707	Wax Stripper - Devastator 5 gallon bag-in-box	BIB	87.96	0.00%	87.96
CS-039	53407	Floor Finish - Explorer 5 gallon bag-in-box	BIB	70.99	0.00%	70.99
CS-040	34007	Scaler - Seal 340 5 gallon bag-in-box	BIB	71.62	0.00%	71.62
CS-041	53804	Mop On Restorer	QUART	6.04	0.00%	6.04
CS-042	53806	Mop On Restorer	GALLON	16.79	0.00%	16.79
CS-043	21906	Nutra-Rinse	GALLON	18.02	0.00%	18.02

CS-044	83425	Arsenal 1 Recoat Prep 2.5L Bottle 4ea/cs	EACH	18.98	0.00%	18.98
CS-045	84025	Arsenal 1 Degreaser - HD 2.5L Bottle 4ea/cs	EACH	17.69	0.00%	17.69
CS-046	81625	Arsenal 1 Re-Juv-Nal 2.5L Bottle 4ea/cs	EACH	12.02	0.00%	12.02
CS-047	47006	Liquid Enzyme II	GALLON	11.11	0.00%	11.11
CS-048	21506	Super Hil-Tone Dust Mop Treatment	GALLON	24.33	0.00%	24.33
CS-049	12504	Extra Strength CSP	QUART	5.67	0.00%	5.67
CS-050	80225	Arsenal 1 Window Clean+ 2.5L Bottle 4ea/cs	EACH	21.00	0.00%	21.00
CS-051	81025	Arsenal 1 Top Clean 2.5L Bottle 4ea/cs	EACH	23.05	0.00%	23.05
CS-052	100904	AFRC Acid-Free Restroom Cleaner 12qt/cs	QUART	2.30	0.00%	2.30
CS-053	10204	Hillyard Germicidal Bowl Cleaner 23% HCL 12qt/cs	QUART	2.39	0.00%	2.39
CS-054	10404	Liquid Swabby II - Bowl Cleaner 12qt/cs	QUART	2.09	0.00%	2.09
CS-055	83825	Arsenal 1 Suprox Multi-Purpose 2.5L Bottle 4ea/cs	EACH	17.10	0.00%	17.10
CS-056	47706	Mariner (Kiavac) Cleaner 4gal/cs	GALLON	20.23	0.00%	20.23
CS-057	18306	Defoamer II 4gal/cs	GALLON	18.97	0.00%	18.97
CS-058	82525	Arsenal 1 Sanitizer 2.5L Bottle 4ea/cs	EACH	14.53	0.00%	14.53
CS-059	17906	Hillyard Lemon Disinfectant 4gal/cs	GALLON	11.55	0.00%	11.55
CS-060	14306	Citrus-Scrub 4gal/cs	GALLON	23.81	0.00%	23.81
CS-061	18706	Herbal Odor Counteractant 4gal/cs	GALLON	20.26	0.00%	20.26
CS-061	18606	Lemon Odor Counteractant 4gal/cs	GALLON	20.26	0.00%	20.26
CS-062	46606	Take Down - Cherry 4gal/cs	GALLON	20.92	0.00%	20.92
CS-062	46706	Take Down - Green Apple 4gal/cs	GALLON	20.92	0.00%	20.92
CS-062	46806	Take Down - Fresh & Clean 4gal/cs	GALLON	20.92	0.00%	20.92
CS-063	1438	HOST Dry Carpet Cleaner SJ 2.2 lb/bag, 12bags/cs	CASE	150.04	0.00%	150.04
CS-064	4128	HOST Dry Carpet Cleaner 12lb/bucket	BUCKET	32.17	0.00%	32.17
CS-065	90904	Carpet Spotter Gel 12qt/cs	QUART	5.28	0.00%	5.28
CS-066	95	Proteam Super Coach Vac Bags 10 bags/pack	PACK	9.46	0.00%	9.46
CS-066	19000	Proteam Double Swivel Cuff (None ordered in 3+ years)	EACH	6.97	0.00%	6.97
CS-067	17047	Royal Type B Vac Bags 10 bags/pack	PACK	11.54	0.00%	11.54
CS-068	18825	Royal Vacuum Belt	EACH	3.00	0.00%	3.00
CS-069	19039	Royal Vacuum Brush Roller	EACH	52.00	0.00%	52.00
CS-070	679	Electrolux SC679J Vacuum	EACH	164.25	0.00%	164.25
CS-071	30563	Belt for Electrolux SC679J Vacuum	EACH	1.20	0.00%	1.20
CS-072	53270	Metal Distribulator for Electrolux SC679J Vacuum	EACH	19.88	0.00%	19.88
CS-073	56330690	Vac Bags for Advance Carpetriever 28 (None ordered in 3+ years)	CASE	58.50	0.00%	58.50
CS-074	1008	26qt Mop Bucket w/Wringer	EACH	44.31	0.00%	44.31
CS-075	1007	35qt Mop Bucket w/Wringer	EACH	47.32	0.00%	47.32
CS-076	174	Blue Janitor Cart	EACH	122.40	0.00%	122.40
CS-077	176	Vinyl Janitor Cart Replacement Bag	EACH	24.83	0.00%	24.83
CS-078	18851	Wet Floor Signs English/Spanish	EACH	5.43	0.00%	5.43
CS-079	1530	Long Handle Floor Scraper	EACH	13.48	2.99%	13.88
CS-080	1600305	Scraper Blades 10 ea/pkg	PACK	5.32	2.99%	5.48
CS-081	378000	Pumice Block 12ea/box	EACH	2.48	0.00%	2.48
CS-082	7150	Amazing Sponge Vandal Mark Remover	EACH	1.34	0.00%	1.34
CS-083	7458	Squeegee/Scrubber (Only 4 sold in 4 years. None in 1 1/2 years)	EACH	3.20	0.00%	3.20
CS-084	622218	Squeegee Blades 12" 6ea/bag	BAG	9.54	5.03%	10.02

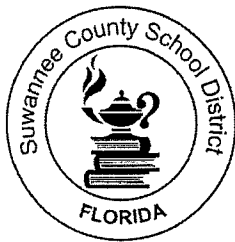


CS-085	30035	Strip Washer Complete - 14"	EACH	15.00	3.02%	15.45
CS-086	93126	Putty Knife	EACH	1.68	30.77%	2.20
CS-087	2000	Toilet Bowl Mop 12ea/cs	EACH	0.60	0.00%	0.60
CS-088	19195	Spray Bottle Clear 32oz Quantity Marks	EACH	0.80	0.00%	0.80
CS-089	5700	Ergonomic Trigger Sprayer	EACH	0.56	4.35%	0.58
CS-090	7313	Treads Stripping Boots (Must State Size)	EACH	39.40	5.00%	41.37
CS-091	2211661	Powder Free Vinyl Gloves - Small 10bx/cs	BOX	3.24	7.00%	3.47
CS-091	2211662	Powder Free Vinyl Gloves - Medium 10bx/cs	BOX	3.24	7.00%	3.47
CS-091	2211663	Powder Free Vinyl Gloves - Large 10bx/cs	BOX	3.24	7.00%	3.47
CS-091	2211664	Powder Free Vinyl Gloves - X-Large 10bx/cs	BOX	3.24	7.00%	3.47
CS-092	22151011	Powdered Vinyl Gloves - Small 10bx/cs	BOX	3.15	7.00%	3.37
CS-092	22151012	Powdered Vinyl Gloves - Medium 10bx/cs	BOX	3.15	7.00%	3.37
CS-092	22151013	Powdered Vinyl Gloves - Large 10bx/cs	BOX	3.15	7.00%	3.37
CS-092	22151014	Powdered Vinyl Gloves - X-Large 10bx/cs	BOX	3.15	7.00%	3.37
CS-093	149202	Powder Free Nitrile Gloves - Medium 10bx/cs	BOX	6.00	7.00%	6.42
CS-093	149203	Powder Free Nitrile Gloves - Large 10bx/cs	BOX	6.00	7.00%	6.42
CS-093	149204	Powder Free Nitrile Gloves - X-Large 10bx/cs	BOX	6.00	7.00%	6.42
CS-094	32101	Doodlebug Pad Holder	EACH	5.71	0.00%	5.71
CS-095	522072	Doodlebug Black Pads 5 ea/pk	PACK	6.20	8.70%	6.74
CS-096	196	Green Medium Duty Scour Pad 20ea/cs	CASE	6.43	0.00%	6.43
CS-097	9210	Lobby Dust Pan	EACH	7.59	0.00%	7.59
CS-098	96460	Cob Web Duster w/Extension Handle	EACH	7.92	4.48%	8.27
CS-099	96461	Cob Web Duster Refill Head	EACH	4.99	3.85%	5.18
CS-100	413100	Dust Masks 50 masks/box	BOX	6.00	0.00%	6.00
CS-101	41101	Blue Huck Towels 10lb Box	BOX	25.45	0.00%	25.45
CS-102	8301616	Microfiber Towels - Yellow 12ea/pack	EACH	0.93	0.00%	0.93
CS-102	8301617	Microfiber Towels - Green 12ea/pack	EACH	0.93	0.00%	0.93
CS-102	8301618	Microfiber Towels - Blue 12ea/pack	EACH	0.93	0.00%	0.93
CS-102	8301619	Microfiber Towels - Red 12ea/pack	EACH	0.93	0.00%	0.93
CS-103	18824	Dirty Grout Demon	EACH	12.83	0.00%	12.83
CS-104	520	Toilet Plunger	EACH	5.34	0.00%	5.34
CS-105	296	Ant & Roach Spray 12 cn/cs	CAN	4.54	0.00%	4.54
CS-106	105255	Lemon Furniture Polish 12 cn/cs	CAN	2.79	0.00%	2.79
CS-107	103055	Gum Remover 12 cn/cs	CAN	3.02	0.00%	3.02
CS-108	105055	Graffiti Remover 12cn/cs	CAN	3.54	0.00%	3.54
CS-109	5	Wasp & Hornet Spray 12 cn/cs	CAN	4.51	0.00%	4.51
CS-110	103955	Germicidal Foaming Spray 12 cn/cs	CAN	2.83	0.00%	2.83
CS-111	103455	Stainless Steel Cleaner - Oil Based 12 cn/cs	CAN	3.73	0.00%	3.73
CS-112	113455	Stainless Steel Cleaner - Water Based 12cn/cs	CAN	3.67	0.00%	3.67
CS-113	103655	Jell Baseboard Stripper 12 cn/cs	CAN	3.66	0.00%	3.66
CS-114	106054	M.C.P Multipurpose Cleaner and Polish 12cn/cs	CAN	4.26	0.00%	4.26
CS-115	3200	32 Gallon Garbage Can w/o Lid	EACH	21.28	0.00%	21.28
CS-116	3448	44 Gallon Garbage Can w/o Lid	EACH	35.00	0.00%	35.00
CS-117	18960	28qt Black Waste Basket	EACH	6.05	0.00%	6.05

CS-118	3244	Dolly for Garbage Cans	EACH	30.00	0.00%	30.00
CS-119	404817	Liners Black 40x48 17Mic 250/cs	CASE	29.05	5.00%	30.50
CS-120	242406	Liners Clear 24x24 6Mic 1000/cs	CASE	14.64	5.00%	15.37
CS-121	2433061	Liners Clear 24x33 6mic 1000/cs	CASE	19.76	5.00%	20.75
CS-122	303719	Liners 30 x 37 Clear 19mic 250/cs	CASE	21.06	5.00%	22.11
CS-123	386022	Liners Black 38x60 22mic 150/cs	CASE	28.73	5.00%	30.17
CS-124	404819	Liners 40 x 48 Clear 19mic 200/cs	CASE	26.20	5.00%	27.51
CS-125	434816	Liners 43 x 48 Clear 16mic 200/cs	CASE	24.63	5.00%	25.86
CS-126	8802	880-B White Hardwound Roll Towels 6rl/cs	CASE	26.52	4.17%	27.63
CS-127	88014	880-N Brown Hardwound Roll Towels 6rl/cs	CASE	22.11	3.73%	22.93
CS-128	880149	880-NI I-Cut Brown Hardwound Roll Towels 6rl/cs	CASE	29.55	3.83%	30.68
CS-129	86314	863-N Brown Hardwound Roll Towels 12rl/cs	CASE	32.83	4.05%	34.16
CS-130	548	Multi-Fold Towels White 4000/cs	CASE	19.93	5.33%	20.99
CS-131	54811	Multi-Fold Towels Brown 4000/cs	CASE	17.47	3.79%	18.13
CS-132	4100	Kitchen Roll Towels 85shrs 30rl/cs	CASE	24.68	4.09%	25.69
CS-133	6602	6602T White 2-Ply Centerpull Towels 6rl/cs	CASE	30.03	4.09%	31.26
CS-134	1077	1077T White 1-Ply Centerpull Towels 6rl/cs	CASE	32.49	4.20%	33.86
CS-135	19901	S901 Wipers 100/bx 9bx/cs	CASE	49.81	11.59%	55.58
CS-136	1209	JRT Toilet Paper 2ply 1000' 12rl/cs	CASE	26.43	3.83%	27.44
CS-137	5022	Feather Soft Tp 2ply 500shrs 96rl/cs	CASE	39.96	3.83%	41.49
CS-138	619	Baywest Green Seal TP 36rl/cs	CASE	54.88	0.00%	54.88
CS-139	512006	Gojo Dispenser for Sanitizer Free	EACH	0.00	0.00%	0.00
CS-140	8864	Roll Towel Dispenser Free	EACH	0.00	6.88%	0.00
CS-141	154222	JRT Toilet Paper Dispenser Free	EACH	0.00	2.11%	0.00
CS-142	6622	Centerpull Dispenser Free	EACH	0.00	0.00%	0.00
CS-143	91128	Deb Curved Hand Soap Dispenser Free	EACH	0.00	0.00%	0.00
CS-144	99700	Arsenal 1 Wall Mount Dispenser Free	EACH	0.00	0.00%	0.00
CS-145	99705	Arsenal 1 Portable Dilution Control Kit	KIT	0.00		0.00
CS-146	99706	Arsenal 1 Dispensing Gun	EACH	0.00	0.00%	0.00
CS-147	572504	Aero Green Foaming Hand Soap 8ea/cs	CASE	60.75	3.85%	63.09
CS-148	37706	Green Select Liquid Hand Soap 4gal/cs	GALLON	9.21	0.00%	9.21
CS-149	18895	Defend Antimicrobial Hand Soap 4gal/cs	GALLON	10.40	0.00%	10.40
CS-150	1616077	Waxed Sanitary Bags 500/cs	CASE	19.60	0.00%	19.60
CS-151	1292010	Red Bio Bags 24X23 1.0 Mil 200/cs	BOX	18.67	0.00%	18.67
CS-152	1292644	Red Bio Bags 40x46 1.30 Mil 100/cs	BOX	32.41	5.00%	34.03
CS-153	19119	Sharp Container - 2 Gallon	EACH	7.23	0.00%	7.23
CS-154	15028	Odor Out Lemon 12 cn/cs	CASE	30.23	0.00%	30.23
CS-155	165	Urinal Screens w/Cherry Block 12ea/cs	CASE	20.60	0.00%	20.60
CS-156	519203	Purell Hand Sanitizer 5192-03 1200ml Refill 3ea/cs (1 case sold in 5+ years)	EACH	76.86	0.00%	76.86
CS-157	19177	Clear Safety Glasses	PAIR	1.50	0.00%	1.50

SUWANNEE COUNTY SCHOOL DISTRICT STUDENT ENROLLMENT INFORMATION PACKET  
SCHOOL OF ENROLLMENT:

**SUWANNEE COUNTY SCHOOL DISTRICT**



702 – 2<sup>nd</sup> 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

**2018-2019 ENROLLMENT PACKET**

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**WELCOME TO SUWANNEE COUNTY SCHOOLS!**

For your convenience, you may fill out this form online for data to automatically copy to other pages. Please complete this document entirely and submit a printed copy to your child's school along with his/her Birth Certificate. Your child's enrollment will reflect the name shown on his/her Birth Certificate. To ensure accuracy of records, please also submit your child's Social Security Card. A state-issued ID may also be requested for any parent or guardian to enroll his/her child into Suwannee County Schools. We look forward to educating your child.

## SCHOOL OF ENROLLMENT:

### CERTIFICATE OF RESIDENCY

IN RE: \_\_\_\_\_  
(Last) (First) (Middle)  
(a minor child, as shown on Birth Certificate or Other Official Document)

Student ID \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_ Rt. # \_\_\_\_\_  
(School Use Only)

The relationship of parent/guardian to said student is that of \_\_\_\_\_  
(Mother, Father, Grandparent, Legal Guardian, etc.)

The student has resided with the parent/guardian in the parent's/guardian's home for a period of \_\_\_\_\_  
(Length of time/# of years)

The parent/guardian is the proper person to receive all notices, reports or other communications pertaining to the educational progress and school conduct of the aforesaid minor child. The parent/guardian is the proper person to notify in the event of any emergency involving the aforesaid minor child.

The PRIMARY, true and correct address for the parent/guardian is:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Work, or other Phone Number)

\_\_\_\_\_  
(Initial) I understand that I must notify the school and fill out a new Certificate of Residency immediately if this address changes.

This **Certificate of Residency** is made for the purpose of enrolling the above minor child as a student into the public school system of Suwannee County, Florida, and to ensure that the student is attending the appropriately zoned school/district.

The parent/guardian will notify the Suwannee County School Board of any changes with regard to any of the matters set forth herein above.

Families will need to provide proof of residency upon request (such as a current utility bill, driver's license, or apartment/home rental agreement).

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT, AND ANY FALSE OR MISLEADING STATEMENT MAY RESULT IN MY CHILD BEING TRANSFERRED TO HIS/HER APPROPRIATELY ZONED SCHOOL.

Florida statute 837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## SCHOOL OF ENROLLMENT:

### STUDENT REGISTRATION SHEET

(REGISTRAR USE ONLY)

Date of Entry into Suwannee County Schools \_\_\_\_\_ Teacher \_\_\_\_\_ ☐ Homeless Student ☐ Unaccomp  
☐ Network/Internet ☐ Photo/Electronic Release ☐ No Directory Race \_\_\_\_\_ Grade \_\_\_\_\_ Student ID#: \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Appen \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

911 Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security #: \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother/Guardian Email \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Father/Guardian Email \_\_\_\_\_

Student Lives With: ☐ Both Parents (same address) ☐ Mother ☐ Father ☐ Guardian (Relationship) \_\_\_\_\_  
☐ Shared Responsibility ( Provide legal documentation)

Student DOB \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ ☐ Male ☐ Female Age \_\_\_\_\_

Country of Birth (If not USA) \_\_\_\_\_ Date entered US School \_\_\_\_\_

Immigrant : ☐ (A) are ages 3 through 21; ☐ (B) not born in any state, the District of Columbia, or Puerto Rico ; and ☐ (C) have not attended USA schools for 3 + full academic years; ☐ (D ) Not Applicable

Military: ☐ (1) Active duty in uniformed services; ☐ (2) medically discharged or retired for less than one year; ☐ (3) death during active duty or death as a result of injuries sustained on active duty; for a period of one year after death; ☐ (4) Not Applicable.

#### TRANSFER STUDENT:

Has student attended SCSD previously? ☐ Yes ☐ No

Has student been previously enrolled in Florida Public Schools? ☐ Yes ☐ No

Did student attend Pre-K? ☐ Yes ☐ No

Pre-K Year \_\_\_\_\_ Pre-K Location \_\_\_\_\_

Does your child currently hold an IEP, 504 or EP? ☐ Yes ☐ No

#### NAME AND ADDRESS OF PREVIOUS SCHOOL:

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

District # \_\_\_\_\_ School # \_\_\_\_\_

School Use Only: Guidance Notified \_\_\_\_\_ Date \_\_\_\_\_ Records Request Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date of Registration

## SCHOOL OF ENROLLMENT:

### STUDENT RACE/ETHNICITY FORM:

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE: \_\_\_\_\_

Please answer **BOTH** questions 1 and 2.

1. Is your child Hispanic or Latino? (Please choose only one.)

- ☐ **No**, my child is not Hispanic or Latino
- ☐ **Yes**, my child is Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. What is your child's race? (Please mark all that apply.)

- ☐ **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American** – A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
- ☐ **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South American (including Central America) and who maintain tribal affiliation or community attachment.
- ☐ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## SCHOOL OF ENROLLMENT:

### ANNUAL STUDENT CONTACT FORM

School Year \_\_\_\_\_

Student ID: \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Bus Route # \_\_\_\_\_

#### STUDENT INFORMATION:

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Appen \_\_\_\_\_

Home Phone \_\_\_\_\_ DOB \_\_\_\_\_ ☐ Male ☐ Female Race \_\_\_\_\_ Primary Language \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

911 Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ I understand that I must notify the school and fill out a new Certificate of Residency immediately if this address changes (Initial) or does not match the current Certificate of Residency on File.

Mother/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Mother's Email \_\_\_\_\_ Father's Email \_\_\_\_\_

Student Lives With: ☐ Both Parents (same address) ☐ Mother ☐ Father ☐ Guardian (Relationship) \_\_\_\_\_☐ Shared Responsibility (Provide legal documentation)

NOTE: If one parent has custody of this child and the other biological parent is NOT permitted to check this child out of school, the school MUST have a copy of the custody papers.

Please list all siblings of student (including those not enrolled in Suwannee County Schools)

Brother	Age	Grade	School	Sister	Age	Grade	School

#### TRANSPORTATION: Please advise the office immediately of any changes.

My child goes home each day by: ☐ Parent Pickup at the pickup area ☐ Bus Route # \_\_\_\_\_ Bus address & phone # if not same as above \_\_\_\_\_

Daycare Name: \_\_\_\_\_ Daycare Phone: \_\_\_\_\_ or Other: \_\_\_\_\_

#### EMERGENCY CONTACTS: (other than parents)

Only the people you authorize on this form will be allowed to check your child out, NO EXCEPTIONS!

Photo ID is required when checking your child out. Please include any person that may be contacted in case of an emergency or may pick up your child at some time during the school year.

NAME	PHONE	RELATIONSHIP	CHECK OUT	NAME	PHONE	RELATIONSHIP	CHECK OUT
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>

**PERMISSION:** I give permission for my child to leave school grounds under supervision of teacher for local class visits in Suwannee County, walking field trips, and other community events. ☐ Yes ☐ No

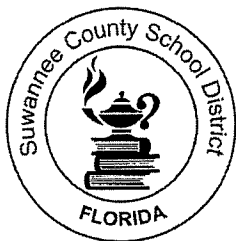
Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

*This information is for contact purposes only and does not change official school records.*

## SCHOOL OF ENROLLMENT:

# REQUEST FOR RELEASE OF RECORDS SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> 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

Name of Student: \_\_\_\_\_  
(Last) (First) (Middle)

Former School: \_\_\_\_\_

Former School Address: \_\_\_\_\_

Former School Phone #: \_\_\_\_\_ Former School Fax #: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_ ☐ Male ☐ Female Withdrawal Date \_\_\_\_\_

The above named student seeks to enroll in \_\_\_\_\_.

We request you send copies of the original records checked below.

- ☐ Education Record, including IEP if ESE, EP if Gifted, ELL if LEP/ESOL
- ☐ Withdrawal Grades
- ☐ FSA/State Test Scores
- ☐ Most Recent Report Card
- ☐ Full Course History Transcript (Preferred via FASTER)
- ☐ Discipline Records
- ☐ Health Records, including School Physical, Immunizations, Birth Certificate, Social Security Number, Custodial Parent Information (Please include hearing and vision screenings)
- ☐ State ID and Alias ID

*Parental permission is no longer required when records are requested by authorized school personnel.  
(Family Educational Rights and Privacy Act, CFR 99.31)*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar/School Secretary

\_\_\_\_\_  
Office Telephone Number

PLEASE SEND RECORDS TO:

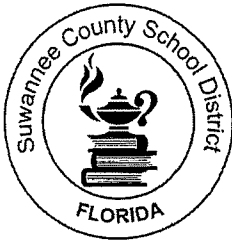
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only - Date Records Requested:    /    /    1st Request    /    /    2nd Request    /    /    3rd Request



## SCHOOL OF ENROLLMENT:

# PRIOR DISCIPLINE FORM SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2<sup>nd</sup> Street, NW • Live Oak, Florida 32064  
Telephone: (386) 647-4600 • Fax: (386) 364-2635  
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DISTRICT 3  
ED DA SILVA  
DISTRICT 4  
RONALD WHITE  
DISTRICT 5  
LEONARD J. DIETZEN, III  
BOARD ATTORNEY

Dear Parent,

You are requested to furnish the following information regarding your child upon registration in a Suwannee County School.

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

Please indicate below:

- ☐ Yes ☐ No My child has had a previous school expulsion.
- ☐ Yes ☐ No My child is currently under expulsion from school.
- ☐ Yes ☐ No My child has an arrest record resulting in a charge.
- ☐ Yes ☐ No My child has been under Juvenile Justice Jurisdiction.
- ☐ Yes ☐ No My child is presently under Juvenile Justice Jurisdiction.
- ☐ Yes ☐ No My child has been placed in an Alternative School setting previously.
- ☐ Yes ☐ No My child is currently placed in an Alternative School setting.

If you answered yes to any of the above, you are required to discuss pertinent history with the principal or designee prior to completing registration.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Sincerely,  
Ted L. Roush  
Superintendent of Schools

SCSB Form #5100-049F

Approved: 04/23/13; Revised 04/25/17, 04/24/18

## SCHOOL OF ENROLLMENT:

### OCCUPATIONAL SURVEY

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

Parent's Name \_\_\_\_\_ Present Occupation \_\_\_\_\_

This school system is interested in providing help to children whose family has had to move from one school district to another so a member of the family could work/seek work in certain kinds of jobs.

Please assist us in finding out which children we will be able to serve in this special project by filling out this form.

1. Have you, or anyone in your family, crossed state or country lines to work or seek work in one of the following occupations, either full-time or part-time during the last three years?

YES	NO	OCCUPATION OR TYPE OF WORK
<input type="checkbox"/>	<input type="checkbox"/>	FARMING (plowing, planting, cultivating, harvesting, processing of farm crops)
<input type="checkbox"/>	<input type="checkbox"/>	DAIRY WORK (feeding, milking, rounding up)
<input type="checkbox"/>	<input type="checkbox"/>	POULTRY OR EGG FARMS
<input type="checkbox"/>	<input type="checkbox"/>	PLANTING, GROWING OR HARVESTING OF TREES
<input type="checkbox"/>	<input type="checkbox"/>	PINESTRAW BAILING
<input type="checkbox"/>	<input type="checkbox"/>	COMMERCIAL FISHING (fresh/saltwater, crabbing, shrimping, clamming)
<input type="checkbox"/>	<input type="checkbox"/>	FISH FARM
<input type="checkbox"/>	<input type="checkbox"/>	NURSERY WORK (planting, potting, pruning)

If you checked YES in any category above, please continue on and answer Question 2.  
If you checked NO to all items, you may stop at this point.

2. Did your child(ren) move with you? ☐ YES ☐ NO

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Phone Number

Completed Occupational Surveys should be forwarded to:  
Juanita Torres  
Migrant Education Program  
(386) 647-4715

## SCHOOL OF ENROLLMENT:

### HOME LANGUAGE SURVEY

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

Check the appropriate box for each of the following questions:

1. Is a language other than English used in the home? ☐ YES ☐ NO

2. Did the student have a first language other than English? ☐ YES ☐ NO

3. Does the student most frequently speak a language other than English? ☐ YES ☐ NO

4. What language is most frequently spoken in the home? \_\_\_\_\_

5. What is the first date of entry into the United States? \_\_\_\_\_

6. What is the first date of entry into a United States School? \_\_\_\_\_

Relationship of person completing the survey:

☐ Mother ☐ Father ☐ Guardian ☐ Self ☐ Teacher ☐ Grandparent

\_\_\_\_\_  
Signature of Person Completing Survey

\_\_\_\_\_  
Date

## SCHOOL OF ENROLLMENT:

### STUDENT RESIDENCY QUESTIONNAIRE

Your child/children may be eligible for additional educational services through Title 1 Part A, Title IX Part A Federal McKinney-Vento Assistance Act. Please answer the following questions to determine eligibility:

If you and/or your family are presently living in one of the following situations:

- ☐ Emergency or transitional shelter or FEMA trailer (A)
- ☐ Family member or friend due to loss of housing, economic hardship or a similar reason; doubled up (B)
- ☐ Car, park, temporary trailer park or campground due to lack of adequate housing, public space, abandoned building, substandard housing, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings. (D)
- ☐ Hotel or motel. (E)
- ☐ Awaiting foster placement. (F)
- ☐ Not in the physical custody of a parent or a guardian (unaccompanied youth). (Y)



IF YOU ARE NOT LIVING IN ONE OF THE SITUATIONS ABOVE, STOP HERE!



Please provide the following information of your school-age child/children. You only have to complete this ONE time.

Student Name	Grade	SS or Student ID	School	Check if on Medicaid
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Have you moved in the past 3 years to seek work in pine straw, farming, dairy, chickens, or other? ☐ Yes ☐ No

Are there any 3 or 4 year old siblings living in the home? ☐ Yes ☐ No

If you marked YES to any questions above, please indicate the cause by placing an "X" in the appropriate box.

- ☐ Mortgage Foreclosure (M)
- ☐ Natural Disaster - Flooding (F)
- ☐ Natural Disaster - Hurricane (H)
- ☐ Natural Disaster - Tropical Storm (S)
- ☐ Natural Disaster - Tornado (T)
- ☐ Natural Disaster - Wildfire or Fire (W)
- ☐ Man - made Disaster (major) (D)
- ☐ Other — i.e., lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc. (O)

Name of Parent(s)/Legal Guardian(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

#### SCHOOL USE ONLY

Print Employee Name	Title	Signature (required)	Date
I certify the above named student qualifies for the Free Lunch Program under the provisions of the McKinney-Vento Act.			
McKinney-Vento Liaison Signature			
SCSB Form #5100-0491		Approved: 04/23/13; Revised 04/10/14, 04/25/17	

Homeless Liaison Use Only:

- ☐ FOCUS Code Entered
- ☐ Teacher Contact
- ☐ Food Service Contact
- ☐ Love INC

## SCHOOL OF ENROLLMENT:

### STUDENT NETWORK USAGE & INTERNET ACCESS AGREEMENT

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

The Suwannee County Schools Network is an electronic network which serves public education in accessing the Internet. The Internet is an "information highway" connecting thousands of computers and millions of individual people all over the world. Students, teachers, and support staff of Suwannee County Schools with network accounts have access to electronic mail (E-Mail) with the ability to communicate with people all over the world. Information, news, and data can also be received from a variety of world-wide sources.

With access to computers and people all over the world comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Efforts have been made to direct participation to education-related materials only. However, on a global network, it is impossible to control all materials. The Suwannee County School Board has established Acceptable Use Guidelines for all users of technology and the Internet in the school system. ***If any user violates any of these guidelines, his/her access to the network may be terminated and appropriate disciplinary and/or legal action will be taken.***

If you do not wish for your student to access the Suwannee County Schools Network, you may submit a written request to the principal of your desire to remove your student's access to the Suwannee County Schools Network. In that case, your student will only have network access for the purpose of computer-based assessments. Such restriction may cause limitations to your student's schedule as it would restrict the ability for your child to be successful in classes that integrate technology for assigned curriculum. In the absence of written notification to remove network access, the school and the SCSD will assume that neither a parent/guardian of a student objects to the access of the Suwannee County Schools Network.

#### ACCEPTANCE OF GUIDELINES

\_\_\_\_\_  
(Initial) As the parent or guardian of this student, I have read the Acceptable Use Guidelines for technology use and Internet use and understand that Internet access via the Suwannee County Technology Network is being provided for educational purposes only. I further understand that it is impossible for the Suwannee County School System to restrict access to all controversial materials, and I will not hold the Suwannee County School System responsible for materials acquired on the Suwannee County Technology Network. ***I also understand that if my child violates any of the rules of the Acceptable Use Guidelines, the Student Code of Conduct, or the Suwannee County School Board Policies/Rules regarding technology or Internet use, appropriate disciplinary/legal action will be taken.***

I understand that this agreement will be in effect until rescinded through a written request by me, the undersigned.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## SCHOOL OF ENROLLMENT:

### ELECTRONIC DISTRIBUTION OF STUDENT DATA

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT ID: \_\_\_\_\_ GRADE \_\_\_\_\_ DOB: \_\_\_\_\_

#### PARENT RELEASE

☐ **Option 1** I, as parent/guardian of a student enrolled in a SCSD school, **hereby give SCSD my consent and permission** to: 1) Record said student's participation and appearance on video tape, audio tape, film, photograph, or any other medium; 2) Use said student's name, likeness, voice, and biographical material in connection with these records; and 3) To exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which the SCSD, and those acting pursuant to its authority, deem appropriate. It is specifically understood that the recording may be submitted for use by a school or district newsletter, the local press, the school, or district cable television programming, and the school or district website. I expressly agree and give permission to allow the use of said media in all forms without any royalties, commissions, or other remuneration due to me or any other party, or parties associated with this production. I expressly release and discharge the SCSD from any and all liability that may arise from the use of said media in this manner. Furthermore, I expressly waive any and all privacy rights that would otherwise have been accorded to these recordings or other media in accordance with §1002.20 and §1002.22 (2004), Florida Statutes; **OR**

☐ **Option 2** I **do not give permission** for any of the Parent Release information noted in Option 1 of this area.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness OR School Administrator

\_\_\_\_\_  
Witness Date

*Witnesses required; must be at least 18 years of age, cannot be a current student.*

#### DIRECTORY INFORMATION

The SCSD reserves the right to release "directory information" to the general public without obtaining prior permission from students or parents/guardians. Directory information includes the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, anticipated graduation date, honors and awards received, and diploma conferred. However, a student or his/her parents may notify the principal of the desire NOT to have directory information released. This notification must be submitted in writing to the principal within 30 days of distribution of the Student Conduct and Discipline Code or 30 days after initial enrollment. In that case, this information will not be disclosed except with the consent of a parent/guardian or eligible student, or as otherwise allowed by the Family Educational Rights and Privacy Act. In the absence of written notification to restrict the release of directory information, the school and the SCSD will assume that neither a parent/guardian of a student, or an eligible student, objects to the release of the designated directory information. The SCSD will routinely publish directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. Under provisions of the National Defense Authorization Act and the Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of Armed Forces, etc.) and to post-secondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.

## SCHOOL OF ENROLLMENT:

### ANNUAL EMERGENCY INFORMATION AND HEALTH UPDATE

School Year \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Appen \_\_\_\_\_

Home Phone \_\_\_\_\_ DOB \_\_\_\_\_ ☐ Male ☐ Female Race \_\_\_\_\_ Primary Language \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

911 Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other emergency numbers where you may be reached: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Student Lives With: ☐ Both Parents (same address) ☐ Mother ☐ Father ☐ Guardian (Relationship) \_\_\_\_\_

☐ Shared Responsibility (Provide legal documentation)

List any health problems, physical disabilities, major illnesses or restrictions your child has and you feel school personnel should know about: \_\_\_\_\_

Does Student wear eye glasses or contact lenses? ☐ Yes ☐ No

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies (if any): \_\_\_\_\_

Medications your child takes on a regular basis: \_\_\_\_\_

Is your child currently treated for, or has your child ever been referred for treatment of mental or behavioral health concerns? If so, please provide details so that we may better serve your child: \_\_\_\_\_

#### PERSONS WHO MAY BE CONTACTED IN CASE OF AN EMERGENCY

(PERSONS MUST ALSO BE AUTHORIZED ON THE ANNUAL STUDENT CONTACT FORM TO BE PERMITTED TO CHECK OUT STUDENTS)

NAME	PHONE	RELATIONSHIP	CHECK OUT	NAME	PHONE	RELATIONSHIP	CHECK OUT
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>

At some school sites, students receive health services from Suwannee County Health Department personnel.

The Suwannee County School Board, its authorized agents or employees will transport or otherwise deliver any child or ward of the undersigned to Shands at Live Oak or such other hospital as may be reasonably convenient, which is licensed by the state of Florida whenever, in the opinion of the teacher, principal, or other person designated by the principal, an emergency exists with respect to the health or welfare of the child or ward.

Certain Educational records of your child will be shared with the District's health care partners as needed to provide and evaluate health services to students. I understand that my child's medical treatment records created by health care personnel at school may be shared with school officials who have a legitimate educational purpose for accessing such treatment records.

Signature of Parent/Legal Guardian

SCSB Form #5100-049L

Date

Approved: 04/23/13; Revised 04/10/14, 04/14/15, 04/25/17, 04/24/18

## SCHOOL OF ENROLLMENT:

### NOTIFICATION OF SOCIAL SECURITY COLLECTION AND USE

In compliance with Florida Statute 119.071(5), Suwannee County School Board issues this notification regarding the purpose of the collection and use of an individual's Social Security Number.

The Suwannee County School Board recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, as required by Florida Statute 1008.386, the Board must request that each student enrolled in the district provide his or her social security number and must use the Social Security Number in the management information system.

The Board further recognizes that under certain circumstances, both as an employer and an education institution, the collection of social security numbers is necessary to be able to properly perform its duties and functions and to ensure that such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's social security number, the Board will secure Social Security Numbers from unauthorized access and will never release them to unauthorized parties. Each student and employee will be issued a unique identification number for reporting purposes unless otherwise prescribed by law.

The Suwannee County School Board collects your social security number only for the following purposes:

Purpose	Statutory Authority	Mandated, Authorized or Business Imperative
Identification and verification – Identity management	Sec. 119.071(5)(a)(2)(a)(III), Fla. Stat. 1008.386, Fla. Stat.	Mandated
Benefit processing	Sec. 6109, I.R.C.	Mandated
Data collection, reconciliation, and tracking	Sec. 6109, I.R.C.	Mandated
Tax reporting	Sec. 6109, I.R.C.	Mandated
Criminal background checks	Sec. 119.071(5)(a)(2)(a)(III), Fla. Stat.	Business Imperative
Billing and payments	Sec. 6109, I.R.C.	Mandated
Payroll administration	Sec. 6109, I.R.C.	Mandated
Garnishments	Sec. 6109, I.R.C.	Mandated
State and federal educational and employment reporting	Sec. 6109, I.R.C.	Mandated
Financial aid programs	Sec. 6109, I.R.C.	Mandated
Vendor applications	Sec. 6109, I.R.C.	Mandated
Independent contractors	Sec. 6109, I.R.C.	Mandated
Employment applications	Sec. 6109, I.R.C.	Mandated
Student admissions - Student record management	Sec. 119.071(5)(a)(2)(a)(III), Fla. Stat. 1008.386, Fla. Stat.	Business Imperative
Volunteer applications	Not applicable	Authorized - SCSB Policy 6.78*

Additionally, Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for RIVEROAK Technical College to collect the Social Security Number of every postsecondary student enrolled. A student may refuse to disclose his/her Social Security Number to RTC, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

All Social Security Numbers are protected by federal regulations and are never released to unauthorized parties.



## SCHOOL DISTRICT OF SUWANNEE COUNTY

### DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related field from an accredited educational institution.
- (2) Three (3) years experience in education including experience in an administrative or supervisory capacity.
- (3) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
- (4) Knowledge of school safety and law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs, and emergency management operations.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and produce manuals. Ability to effectively present information and respond to questions from top management, public groups, and/or school board members. Ability to define problems, collect data, establish facts, and draw valid conclusions. Knowledge of Federal Laws, Florida Statutes and School Law. Ability to coordinate and work with diverse representatives of the community. Knowledge of current trends and issues in educational equity, access and civil rights and anti-discrimination laws. Ability to research, develop, and apply/implement educational equity policies and procedures. Ability to design, develop and present effective training and educational programs to a variety of audiences on the full range of equal educational opportunity and diversity topics. Ability to design, market and evaluate the effectiveness of programs, methods and strategies geared towards narrowing minority/non-minority educational achievement gaps. Ability to appropriately handle and resolve discrimination and related complaints through formal and informal processes through counseling, fact finding, investigation, or mediation. Knowledge of equitable recruiting, hiring and retention policies, procedures and practices. Ability to facilitate a variety of group discussions, including focus group and brainstorming sessions. Ability to provide leadership and education to promote a climate conducive to the expansion of diversity. Knowledge of, and ability to work with, a variety of office units, federal and state agencies and other organizations. Knowledge of how to organize and edit material and reports for publication and dissemination. Knowledge and skills to reach out to various community members, associations and businesses using a variety of approaches. Knowledge of, and insight into, the issues involved in fostering an environment that promotes equal access and opportunity for achievement among all members of the campus or school district community.

#### REPORTS TO:

Assistant Superintendent of Administration

**DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES**

(Continued)

**JOB GOAL**

To ensure a safe, secure school environment that is free from harassment or discrimination to support student learning and success.

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Serve as the district school safety specialist and Title IX Coordinator.
- \* (2) Determine and communicate security policies and procedures by studying organization operations, establishes internal controls, and report potential hazards to supervisor.
- \* (3) Coordinate the development and implementation of procedures and procedural manuals/documentation to ensure a safe school environment.
- \* (4) Provide assistance to principals and building administrators to enhance safety and security at school sites and other sites in the district.
- \* (5) Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Safety and Security.
- \* (6) Serve as a liaison on issues involving local law enforcement, emergency management agencies, public safety communication officials, fire departments, and the appropriate state agencies.
- \* (7) Work with local law enforcement to coordinate the School Resource Officer and Coach Aaron Feis Guardian programs for the district.
- \* (8) Conduct a school security risk assessment at each public school using the school security risk assessment tool developed by the Office of Safe Schools.
- \* (9) Timely report safety assessment findings and any school board action(s) to the Office of Safe Schools
- \* (10) Provide and monitor training opportunities for employees relative to District safety and security.
- \* (11) Plan and implement policies, procedures, training programs, drills, assessments, community partnerships and parent involvement.
- \* (12) Ensure staff and students are trained to mitigate, prevent and recover from disasters.
- \* (13) Establish and monitor progress toward program goals and objectives.
- \* (14) Develop and administer program budgets; monitor and approve program expenditures and prepare related reports.
- \* (15) Coordinate facilities security alarm and communication systems.
- \* (16) Seek, secure, administer or assist in administering grants for program and project funding.
- \* (17) Work with athletic directors and principals to monitor program compliance with applicable state and federal regulations.

**DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES**

(Continued)

**Inter/Intra-Agency Communication and Delivery**

- \* (18) Prepare the Florida Safe Schools Assessment (FSSA) and Office of Equity and Access (OEA) reports.
- \* (19) Administer emergency preparedness, Emergency Operations Center coordination, disaster recovery, FEMA engagement including responsibilities for District implementations, reporting including storm shelter operations and National Incident Management System (NIMS) compliance.
- \* (20) Collaborate with outside agencies to ensure proper response in emergency situations; serve as liaison to FEMA in recovery efforts as needed; respond to and assist in emergency situations as appropriate.
- \* (21) Coordinate safety and security for approved special events.
- \* (22) Participate in the review of construction plans and specifications to ensure that safety and security needs are addressed.
- \* (23) Oversee district communication and alert systems.

**Professional Growth and Development**

- \* (24) Assist Safe and Drug Free Schools in the implementation of programs.
- \* (25) Promote and support the professional growth of self and others.
- \* (26) Keep well informed about current trends in assigned areas. .
- (27) Assist in the development, implementation, and evaluation of staff development activities.
- (28) Promote and support professional development for self and others.
- (29) Attend meetings and conferences which promote professional growth and will benefit the District.

**Systemic Functions**

- \* (30) Performs general administrative work as required, including preparing correspondence, attending meetings, entering and retrieving computer data, copying and filing documents, preparing mail, ordering supplies.
- \* (31) Gather information and data or news releases and special publications relating to school/district activities and community health/safety concerns as directed.
- \* (32) Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.
- \* (33) Provide periodic reports to the Superintendent and Leadership Team on matters pertaining to equity, school safety and alternative placements.
- \* (34) Appear before the School Board as needed.

**Leadership and Strategic Orientation**

- \* (35) Provide leadership and coordination for the planning, development, implementation, and evaluation of equity, safety & security programs and services.
- \* (36) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

**DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES**

(Continued)

- \* (37) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (38) Model and maintain high standards of professional conduct.
- \* (39) Contribute to District planning activities, including setting goals and objectives and use of resources.
- \* (40) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (41) Shall assume additional responsibilities as assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**SCHOOL DISTRICT OF SUWANNEE COUNTY**  
**COUNSELOR-MENTAL HEALTH SUPPORT**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Certified as a Guidance Counselor by the State of Florida.
- (3) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The Counselor-Mental Health Support position will work closely with the building administrative team as well as the building counseling team to coordinate, facilitate, and implement mental health support services. The Counselor-Mental Health Support position will also work with a district-level administrative team and lead/coordinator position to coordinate consistent support services across the District. The Counselor-Mental Health Support position will provide emotional support and foster a safe and successful learning environment for students. The primary focus will be on building student's capacity for academic success and positive social and emotional well-being.

**REPORTS TO:**

Director of Student Services

**JOB GOAL**

To provide guidance and counseling services to students, parents, and teachers so that students are able to reach their greatest physical, emotional, psychological and behavioral potential.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparation**

- \*(1) Provide individual mental health counseling.
- \*(2) Address bullying and harassment.
- \*(3) Provide education, prevention, and awareness classes on topics such as stress management, anger management and cyber safety.
- \*(4) Develop youth leadership and empowerment.
- \*(5) Conduct universal screenings for behavioral and mental health issues.
- \*(6) Implement ways to identify early risk factors which lead to mental health concerns.
- \*(7) Conduct training for school staff and parents on risk factors that lead to mental health concerns.
- \*(8) Improve school climate and ensure a process for students to report potentially harmful behaviors.
- \*(9) Conduct threat assessments of students who are in danger of harming themselves or others.
- \*(10) Provide social skills training.

**COUNSELOR-MENTAL HEALTH SUPPORT (Continued)**

- \*(11) Implement evidenced-based practices to improve student engagement.
- \*(12) Support school-wide positive behavior.
- \*(13) Evaluate students who may need specialized instruction as a result of behavioral and mental health concerns.
- \*(14) Link those students and families who may need further support of community agencies.

**Classroom Management**

- \*(15) Facilitate restorative justice and conflict resolution.
- \*(16) Provide crisis assistance, i.e. family death.
- \*(17) Provide truancy intervention.
- \*(18) Provide mental health resources.

**Assessment/Evaluation**

- \*(19) Liaison to/for community resources; next steps involving short term and/or long term therapy or intervention; advocacy.
- \*(20) Provide small group mental health counseling.
- \*(21) Address mental health and mental illness.
- \*(22) Address risky behaviors, i.e. alcohol/drug use.
- \*(23) Address depression and anxiety, i.e. suicide ideation.
- \*(24) Address abuse, i.e. physical, emotional, and sexual.

**Intervention/Direct Services**

- \*(25) Maintain and track documentation of mental health support for students.
- \*(26) May provide some academic counseling duties and other duties specific to building needs, if time permits.
- \*(27) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \*(28) Provide crisis intervention services, including follow-up services as appropriate.
- \*(29) Develop transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school.
- \*(30) Provide interventions for at-risk students and those with special learning and behavioral needs.
- \*(31) Provide students with programs for career awareness and development of work/study skills.

**Technology**

- \*(32) Use technology resources effectively.
- \*(33) Use technology to establish an atmosphere of active learning.
- \*(34) Provide students with opportunities to use technology to gather and share information.
- \*(35) Facilitate student access to the use of electronic resources.
- \*(36) Explore and evaluate new technologies and their educational impact.
- \*(37) Use technology to review student assessment data.
- \*(38) Use technology for administrative tasks.

**Collaboration**

**COUNSELOR-MENTAL HEALTH SUPPORT (Continued)**

- \*(39) Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
- \*(40) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- \*(41) Work effectively with parents.
- \*(42) Participate in the Child Study Team to help meet needs of identified students.
- \*(43) Serve as an advocate for students.
- \*(44) Develop a communications link and rapport with outside services and make appropriate referrals for psychological, social work, health, or community services.

**Staff Development**

- \*(45) Provide information and/or in-service to teachers, administrators, and other school staff.
- \*(46) Keep abreast of current trends in counseling and guidance.
- \*(47) Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.
- \*(48) Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.
- \*(49) Manage within an organizational context a personal professional development program by setting specific goals and time tables.
- \*(50) Participate in district sponsored staff development programs.
- \*(51) Participate in school data collection of constructional input on principal's assessment program.

**Professional Responsibilities**

- \*(52) Maintain professional and ethical standards as outlined by the American School Counselor Association and the Code of Ethics and Principles of Conduct of the Education Profession in Florida.
- \*(53) Keep updated on student/school legal issues and follow established procedures.
- \*(54) Perform and fulfill professional responsibilities.
- \*(55) Contribute to the overall school mission by supporting various school committees and services such as APT, School Advisory committee, text book selection, curriculum development, student activities, and accreditation.
- \*(56) Share experience and new learnings by mentoring new colleagues.
- \*(57) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(58) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(59) Appear before the School Board as needed.
- \*(60) Shall assume additional responsibilities as assigned by the Superintendent.

**COUNSELOR-MENTAL HEALTH SUPPORT (Continued)****Student Growth and Achievement**

- \*(61) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \*(62) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.



# SCHOOL DISTRICT OF SUWANNEE COUNTY

## COORDINATOR OF OPPORTUNITY SCHOOLS

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution, preferred.
- (2) Certified by the State of Florida in Educational Leadership.
- (3) Minimum of three (3) years successful education experience.
- (4) Or other appropriate certification required by the Florida Department of Education.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

The purpose of this position is to provide leadership necessary to design, develop, implement, and evaluate a comprehensive program of instructional and support services which optimize available resources to establish and maintain a safe, caring, and enriching environment to promote student success.

#### REPORTS TO:

Director of Student Services

#### JOB GOAL

To provide expertise and support in the planning, implementation, and evaluation of assigned curriculum, program, or service area in accordance with District philosophy, goals, and objectives.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparations

- \* (1) Provide leadership in the development and implementation of the Opportunity School Program.
- \* (2) Provide instructional leadership and supervision for student achievement and social skill development.
- \* (3) Implement policies to support the academic and behavioral needs of expelled students.
- \* (4) Coordinate program planning with District instructional staff.
- \* (5) Manage, direct, and maintain program records.
- \* (6) Manage equipment and resources.
- \* (7) Manage and administer testing.

##### Administrative/Management

- \* (8) Supervise personnel and maintain professional development plans.
- \* (9) Identify staff training needs.
- \* (10) Facilitate student schedules with guidance counselor.
- \* (11) Meet weekly with faculty.
- \* (12) Maintain and model high standards of professional conduct.

## COORDINATOR OF SECONDARY OPPORTUNITY SCHOOLS (Continued)

- \* (13) Model effective listening and positive interaction skills.
- \* (14) Participate in entry and exit staffings to and from the program.
- \* (15) Conduct re-entry assessments for students.

**Assessment/Evaluation**

- \* (16) Implement all local, state, and federal requirements.
- \* (17) Provide all staff with required textbooks and materials.
- \* (18) Organize, oversee, and provide support to the various services, supplies, materials, and equipment.
- \* (19) Supervise and manage the operation of the program.
- \* (20) Supervise the orderly movement and transportation of students.
- \* (21) Monitor student attendance.
- \* (22) Conduct staff meetings to ensure adherence to District rules and clear communication.
- \* (23) Communicate with the Superintendent's office when necessary.

**Intervention/Direct Services**

- \* (24) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- \* (25) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- \* (26) Maintain visibility and accessibility on the school campus.
- \* (27) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- \* (28) Assist with summer school enrollment, instruction, and evaluation.

**Collaboration**

- \* (29) Communicate effectively, both orally and in writing, with parents, students, and teachers.
- \* (30) Collaborate with the Department of Juvenile Justice regarding students receiving DJJ services.
- \* (31) Model effective listening and positive interaction skills.
- \* (32) Maintain and model high standards of professional conduct.

**Staff Development**

- \* (33) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (34) Use appropriate interpersonal styles and methods to guide individuals and groups to take accomplishment.
- \* (35) Provide recognition and celebration for staff, student, and school accomplishments.

**Professional Responsibilities**

- \* (36) Anticipate problems and difficult situations and plan appropriately to handle them.
- \* (37) Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- \* (38) Demonstrate attention to punctuality, attendance, records, and reports.
- \* (39) Maintain confidentiality of student and other professional information.

## COORDINATOR OF SECONDARY OPPORTUNITY SCHOOLS (Continued)

- \* (40) Comply with policies, procedures, and programs.
- \* (41) Support school improvement initiatives by active participation in school activities, services, and programs.
- \* (42) Perform other tasks consistent with the goals and objectives of this position.
- \* (43) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (44) Appear before the School Board as needed.
- \* (45) Shall assume additional responsibilities as assigned by the Superintendent.

**Student Growth and Achievement**

- \* (46) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \* (47) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## SALARY SCHEDULE 2017-2018

### PRINCIPALS AND ADMINISTRATORS

REGULAR DUTY HOURS 8:00 AM - 4:30 PM

Years. Exp. in  
Comparable

Position	0	1	2	3	4	5	6	7	8	9	10	11
10	37972	39944	41912	43882	45847	47819	49787	50596	53474	54866	55738	56552
9	48511	49989	51463	52944	54418	55897	57373	58850	60327	61856	62837	63754
8	58279	60237	62192	64152	66111	68068	70022	71544	73063	74845	76029	77144
7	61690	62690	63690	64690	65690	66690	67690	68690	69690	70690	71690	72690
6	69690	70690	71690	72690	73690	74690	75690	76690	77690	78690	79690	80690
5	62079	64662	67245	69829	72414	74997	77581	79365	81151	83094	84408	85647
4	70690	71690	72690	73690	74690	75690	76690	77690	78690	79690	80690	81690
3	73690	74690	75690	76690	77690	78690	79690	80690	81690	82690	83690	84690
2	71669	74413	77156	79903	82641	85389	88132	90285	92434	94606	96105	97509

### CLASSIFICATION OF POSITION

- 10 Supervisor Food Service, Asst. IT Director, Assistant Chief Financial Officer, Assistant Director of Human Resources, Assistant Director of Transportation, Assistant Director of Facilities
- 9
- 8 Coordinator of Health Services and Attendance, Principal Suwannee Virtual School, Lead School Psychologist/Multi-Tiered System of Support (MTSS) Facilitator
- 7
- 6 Principals Elementary Schools, Principal Suwannee Middle School
- 5 Director of Food Service, Director of Transportation, IT Director, Director of Student Assessment/Curriculum Specialist, Director of Elementary Ed, Director Human Resources, Director of ESE, Director of Federal Programs, Director of Special Programs, Director of Student Services/School Psychologist, Director of Facilities, Director of School Safety and Other Administrative Services
- 4 Principal Branford High School, Principal RIVEROAK Technical College/Director of Career, Technical and Adult Education
- 3 Principal Suwannee High School
- 2 Assistant Superintendent of Administration/Instructional, Chief Financial Officer

Employee will be placed in appropriate step of classification level based on years of experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation, and is effective in accordance with new certification.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Principals and Administrators

Salary Adjustments and or supplements will be made in accordance with 1012.22 f.s. for:

Master's Degree add \$2,310 to Bachelors  
Specialist Degree add \$2,835 to Bachelors  
Doctorate Degree add \$3,750 to Bachelors

PERFORMANCE SALARY SCHEDULE

School administrators hired on or after July 1, 2014, or those who choose to move from the grandfathered salary schedule to the performance salary schedule shall be placed on a performance schedule using the years of service of the grandfathered schedule for placement purposes. School administrators appointed for the first time to a position of school administrator shall be placed on the performance salary schedule.

A salary adjustment to the performance schedule will be made following the annual evaluation unless the rating is other than highly effective or effective. School administrators rated as highly effective will receive at least \$1,001. The adjustment for an employee rated as effective must be 50%-75% of that amount.

Effective July 1, 2017-June 30, 2018

Adopted \_\_\_\_\_ by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent

## SALARY SCHEDULE 2017-2018

### ASSISTANT PRINCIPALS, CURRICULUM, AND OTHER PROGRAM COORDINATORS\*

REGULAR HOURS ARE 8:00 AM TO 4:30 PM

YEARS	BACHELOR
0	59690
1	60690
2	61690
3	62690
4	63690
5	64690
6	65690
7	66690
8	67690
9	68690
10	69690
11	70690
12	71690
13	72690

\*The Program Coordinators are: Coordinator of Data, Assessment, and Accountability; Coordinator of School Improvement/Title I; Coordinator of Exceptional Student Education; Coordinator of District K-12 Math; Coordinator of District Professional Development and K-12 Reading/Title II; and Coordinator of District K-12 Technology; Coordinator of Career and Technical Education Student and Community Affairs, and Coordinator of Opportunity Schools

Employee may be placed in appropriate step of classification level based on years of administrative and/or teaching experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation and is effective in accordance with new certification.

Eleven (11) months shall mean 216 duty days and shall be computed as 11/12ths of the above schedule.

Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

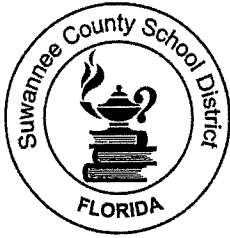
See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Assistant Principals

Salary adjustments and/or supplements will be made in accordance with 1012.22 f.s. for:  
Master's Degree add \$2,310 to Bachelors  
Specialist Degree add \$2,835 to Bachelors  
Doctorate Degree add \$3,750 to Bachelors

Effective July 1, 2017-June 30, 2018

Adopted \_\_\_\_\_ by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent

# SUWANNEE COUNTY SCHOOL DISTRICT



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

**TED L. ROUSH**  
Superintendent of Schools

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

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2

**TIM ALCORN**  
DISTRICT 3

**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

## MEMORANDUM

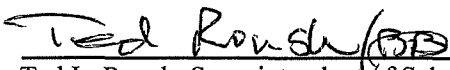
**TO:** Ted L. Roush, Superintendent of Schools *TR/AB*  
**FROM:** Walter Boatright, Director of Human Resources *WB*  
**DATE:** April 6, 2018  
**RE:** Personnel Changes List for April 24, 2018 Regular Meeting

### 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**  
**April 24, 2018**

**TO:** District School Board of Suwannee County

**FROM:**   
Ted L. Roush, Superintendent of Schools

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

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

**RESIGNATIONS: INSTRUCTIONAL:**

Suwannee High School:

Sarah B. Boles (Trimm), Teacher, effective June 30, 2018

Holly "Shae" Gamble, Teacher, effective June 1, 2018

Dinah L. Mayne, Teacher, effective June 30, 2018

Violet Noyes, Teacher, effective June 30, 2018

Suwannee Primary School:

Shannon Roberts, Teacher, effective June 30, 2018

**RETIREMENT: INSTRUCTIONAL:**

Branford High School:

Nina (Suzie) Tuttle, Teacher, effective July 31, 2018

**RETIREMENTS: NON-INSTRUCTIONAL:**

Suwannee Middle School:

Glenda J. Musgrove, Media Clerk, effective June 30, 2018

Suwannee Primary School:

Roberta (Robbie) Kuyrkendall, effective June 30, 2018

**RESIGNATIONS: NON-INSTRUCTIONAL:**

Food Service:

Debbie Ibarra, 6 Hour, Food Service Worker, effective May 31, 2018

Ashley Jenkins, 3 Hour, Food Service Worker, effective March 8, 2018

Amanda Williamson, 3 Hour, Food Service Worker, effective March 29, 2018

RIVEROAK Technical College:

Richard Calvitt, Financial Aid Coordinator, effective May 25, 2018

Transportation:

Timothy Bennett, Mechanic, effective March 31, 2018

Amanda Williamson, Crossing Guard, effective March 29, 2018



### **RECOMMENDATIONS: INSTRUCTIONAL:**

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

The following to work as paraprofessional or teacher in the 21st Century Program effective March 8, 2018:  
Jenny Clark

#### **Suwannee High School:**

Ashley Cato Conner, Allied Health Teacher, effective August 3, 2018  
REPLACES: Ashley Cato Conner

#### **Suwannee Intermediate School:**

Kathryn Terry, Teacher, temporary, effective March 23, 2018  
REPLACES: Violet Tipton

### **TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Jennifer Beach	SIS/Assistant Principal	SIS/Interim Principal	3/19/18	Gary Caldwell
Sherry Peppers	District Office/Assistant CFO	RTC/Financial Aid Specialist	5/29/18	Richard Calvitt

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

#### **Branford Elementary School:**

Debbie Rogers, 3 Hour, Food Service Worker  
REPLACES: Donna Rightmire

Brenna Smith, 3 Hour, Food Service Worker  
REPLACES: Ashley Jenkins

#### **Suwannee Elementary School:**

Renee Perivolaris, 3 Hour, Food Service Worker, effective April 17, 2018  
REPLACES: Sharlie Bailey

#### **Suwannee High School:**

Randie Goetzman, 3 Hour, Food Service Worker, effective April 17, 2018  
REPLACES: Amanda Williamson

Natelle Smith, 3 Hour, Food Service Worker, effective April 17, 2018  
REPLACES: Nicole Smith

#### **Suwannee Primary School:**

Terrie Baker, Food Service Assistant Manager, effective April 9, 2018  
REPLACES: Leona Ash

Daisy Couture, 3 Hour, Food Service Worker, effective April 17, 2018  
REPLACES: Jenna Chancey

Margaret Turner, 3 Hour, Food Service Worker, effective April 17, 2018  
REPLACES: Irina Hutcheson

Transportation:

Randie Goetzman, Crossing Guard, effective April 5, 2018

REPLACES: Amanda Williamson

Joel Hallman, Bus Mechanic, effective April 16, 2018

REPLACES: Timothy Bennett

Devon Kearney, Bus Driver, effective March 21, 2018

REPLACES: James Stratton

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
Kary Black	Majorette Sponsor	SHS	Kelly Waters
Terrance Derico	Varsity Football Asst. Coach	SHS	

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

Branford Elementary School:

Belinda Horn, tentatively March 20, 2018, through May 30, 2018, without pay, with option of returning sooner.

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

Suwannee Primary School:

Monica Djulvez, tentatively April 10, 2018, through May 31, 2018, without pay, with option of returning sooner if released by doctor.

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

Branford High School:

Debbie Yates tentatively March 26, 2018, through May 31, 2018, without pay, with option of returning sooner.

**MISCELLANEOUS:**

<u>MENTOR</u>	<u>MENTEE</u>	<u>SCHOOL</u>
Tammy Neil	Tommy Taylor	BHS

**SUBSTITUTES:**

The following as Substitute Nurses:

Lisa Guenther  
Brooke Hingson  
Jessica Petri

**VOLUNTEERS:**

Geralunda Bell	Casey Carter	Julia Davis
Benjamin Bell	Joey Cook	Lelia Davis
Patricia Brannon	Justin Corbin	Susan Dingus
Cheree Brennan	Crystal Cox	Kris Fina
Velma Carrington	Ashley Dalton	Angie Gordie

Rochell Gross  
Raymond Hodge  
David Jordan  
Barbara Knapp  
Crystal Lamm  
Sciara Liscik  
Brenna McMullen  
Sylvia Netter

Cindy Payne  
Kenneth Pettrey  
Rebecca Prescott  
Sandra Richardson  
Matthew Ruebush  
Peggy Ruebush  
Tammy Seay  
Mary Jane Simone

Erin Sleezer  
Amber Smith  
Lauren Suggs  
Henry Tidwell  
James Westberry  
Christina White

**End of List  
2017-2018  
School Year**

**SUMMER TERM 2017-2018**

Approval for Alan Bonds to work up to 200 additional hours for administrative transition at Suwannee Middle School.

Approval for Joe Eakins to work up to 200 additional hours for administrative transition at Suwannee Intermediate School.

Approval for Elizabeth Johnston to work up to 160 hours for the month of June to complete Child Find Activities and work on ESE related forms. She will be paid out of IDEA funds.

**End of Summer Term List  
2017-2018  
School Year**

**RECOMMENDATIONS FOR THE 2018-2019 SCHOOL YEAR:**

**CONTRACT RECOMMENDATIONS:**

**ANNUAL INSTRUCTIONAL CONTRACTS:**

**District Office/Student Services:**

Brittany Busby	<u>Term</u> 10
Dee Dee Cathcart	10
Carolina Figueroa-Crooke	11
Abigail Hill	11
Lisa Pennington	11
Stacie Swartz	10
Lacey Van Etta	10

Branford Elementary School:

Amanda Clark	10
Tracy Combee	10
Kendra Crews	10
Lynsee Dicks	10
Kimberley Garrett	10
Melinda Hawthorne	10
Tina Hayes	10
Caron Heffner	10
Cara Howard	10
Mandi Howard	10
Monica Jackson	10
Priscilla Jones	10
Charlena Lori Land	10
Katee O'Quinn	10
Erin Roberts	10
Jessica Wagner	10
Margaret Williams	10

Branford High School:

Jeffry Boatright	10
Darryl S. Cannon	10
Erin Cannon	10
Erin Clark	10
Timothy Clark	12
Anne Etcher	12
Cynthia Frye	10
Courtney R. Jernigan	10
Shannon Jernigan	10
Carl Manna	10
Laura Merritt	10
Tammy Neil	10
Fred O'Quinn	10
Emilee Rains	10
Sergio Rodriguez	10
Michele Roundtree	10
Mendy Sikes	10
Cara Soride	10
Tommy Taylor	10
Misty Ward	10
Abby Warren	10

RIVEROAK Technical College:

Mona Kelley	10
Catherine Maxwell	10
Kevin Mercer	10
Patricia Sullivan	10
Jeremy Ulmer	10

Suwannee Elementary School:

Justin Bruce	10
Megan Collins	10
Julia Davidson	10
Danielle Gay	10
Brandi Hart	10
Patricia Hines	10
Jennifer Hitt	10
Ellena Huston	10
Miranda Walker	10
Daphne McClendon	10
Mary Metz	10
Susan M. Mowry	10
Takesha Patrick	10
Rebecca Reaves	10
Jennifer Richer	10
Brittney Shearer	10
Stephanie Selph	10
Ashley Threm	10

Suwannee High School:

Douglas Aukerman	12
Kimberly Boatright	10
Emily Blackmon	10
Myra Bell	10
Kary Black	10
Michael Braun	12
Kate Bromley	10
Isaac Chandler	10
Keith Cherry	10
Ashley Cato Conner	10
Cheri Copeland	10
Perry Davis	10
Alexander Franklin	11
Belinda Fries	10
Alexander Gonzalez	10
Melinda Carson-Griffith	12
Matthew Grillo	10
Sarah Grillo	10
Kyler Hall	10
Jerry Jolicoeur	10
Debra Kleinsmith	12
Donna Jean Leslie	10
Daniel Marsee	10
Jessica McManaway	10
Trista Morales	10
Stephen D. Morgan	10
Melanie Roberts	10
Debra Singletary	10
Daniel Skelly	10

Suwannee Intermediate School:

Joann Barton	10
Chelsea Burgess	10
Robbin M. Chapman	10
Krystal Cundiff	10
Jessica Davis	10
Joseph Eakins	10
Pamela Hendrick	10
Deadre Jolicoeur	10
Mary Kinard	10
Christinia Newhart	10
Kelly Parker	10
Audrey Peake	10
Kelly Pennington	10
Skylar Phillips	10
Dana Putnal	11
Maria Rodriguez	10
Phyllis Smith	10
Stacey Smith	10
Jennifer Stevens	10
Wendy Stevens	10
Ruth Thomas	10

Suwannee Middle School:

Melva Batts	10
Trudy Benson	10
Chad Bonds	10
Tammy Bradow	10
Karen Braun	10
Timothy Burbridge	11
Andrew Chapman	10
Mary Check-Cason	10
Dana Drawdy	10
Darace Hahn	10
Meri Harrell	10
Brantly Helvenston	10
Celia Hodge	10
Marie Mace	10
Danielle Ovando	10
Susan Ratliff	10
Lorena Urban	10
Miriam Venero	10
Morgan Williams	10
Joanne Wimberley	10
Tyler Winburn	10
Lawanna Zimmerman	10

Suwannee Primary School:

Melissa Bozeman	10
Ashley Bronson	10
AnnMarie Croucher	10

Kiara Davis	10
Rosa Davis	10
Courtney Elton-Goodin	10
Abby Fleming	10
Jennifer Gregory	10
Diane Hale	10
Susan Helvenston	10
Heather Holt	10
Patrick Jernigan	10
Hannah Johnson	10
Ciera Keen	10
Krystal McCormick	10
Katey Melland	10
Kerry Melland	10
Charis Parker	10
Elizabeth Rang	10
Martha Southerland	10
Elizabeth Vann	10

Suwannee Virtual School:

Brooke Cox-Knowles	10
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**Professional Service Contract (Renewal):**

District Office:

Patricia E. Brantley	11
Elizabeth K. Johnston	10
Lynn Lawrence	10
Rowna Valin	10
Virginia L. Weaver	11

District Wide:

Toni L. Greenberg	11
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Branford Elementary School:

Linda Michelle Aderholt	10
Amy Allen	10
Gary Barrs	10
Kimberly D. Cannon	10
Teresa Conger	10
Windy Gamble	10
Melissa Holtzclaw	10
Amanda R. Johnson	10
Juettie L. Kelley	10
Julie Klecka	10
Stephanie Knighton	10
Vera L. Knighton	10
Candice Land	10
Susan Mackin	10
Pamela D. Nettles	10
Denah F. Phillips	10
Kimberly Procko	10

Lindsey Ramsey	10
Tina Roush	10
Carla Suggs	10
Wynette L. Sumner	10
Cloria J. Williams	10
Jennifer Winnett	10

Branford High School:

Marcia Boatright	10
Dannelle Bradow	10
Bethany Byrd	10
Pamela Cassube	10
Julianna H. Dees	10
Dawn Eakins	11
Vaster J. Fryar	10
Lawanna Gaylard	10
Angela Hill	10
Karen Y. Koon	10
Lynda McInnis	10
Stefani M. Santos	10
Janet Denise Stewart	10
Daniel Taylor	10
Kenneth Wingate	10
Linda S. Whitley	10
Stacy Young	12

RIVEROAK Technical College:

Eric Derwin Bass	10
Michael Bresk	10
Theresa Gill	10
Tracy Henderson	10
Pamela A. Poole	10
Joseph Ragan	10
Thomas E. Shea	10
Kimberly M. Thomas	10

Suwannee Elementary School:

Melinda Ahrens	10
Evelyn Arnold	10
Jennifer Bonds	10
Matthew Campbell	10
Rebecca L. Carter	10
Victoria S. Carter	10
Robyne Edwards	10
Rhonda L. Furry	10
Cristina Herrington	10
Kimberly Hudson	10
Amanda D. Hurst	10
Connie N. Leavitt	10
Marjerian Lewis	10
Pamela K. Lewis	10
Christina McCullers	10



Joyce D. McIntosh	10
Melissa N. McKire	10
Holly McMillan	10
Lindy Meeks	10
Tamara Michal	10
Lynda Owens	10
Candance B. Plymel	10
Laura Katherine Roberts	10
Michelle Ona Robertson	10
Amy Williams	10
Tamara Williams	11

Suwannee High School:

Sid E. Allen	10
Harrison Ambrose	10
Nancy Aul	10
Neena Brown-Thomas	10
Tamara Burt	10
Tammy Butts	10
Kenneth Campbell	10
Gary Croxton	10
Darrell Curls	10
Benita Diggs	10
Terry Fillyaw	10
Traci H. Green	10
Amy C. Hendry	10
Cindi Hiers	11
Julie Hocutt	10
Sandra Y. Hurst	10
Audrey L. Marshall	10
Tammie McKay	10
Paula McMillan	10
Vanessa B. Menhennett	10
Abigail Rodriguez	10
Eric A. Rodriguez	10
James Sellers	10
Becky Skipper	10
Roger L. Sumner	10
Michelle Thompson	10
Travis Tuten	12
Kimberly Tuvell	10
Cindy Wiggins	12
Vernon Wiggins	10
Karen K. Williams	11
Pamela P. Williams	10
Damon L. Wooley	10

Suwannee Intermediate School:

Kristy D. Chauncey	10
Jenny Clark	10
Leigh Ann Fountain	10
April Frye	10

Mary Johnson	10
Traci Kirby	10
William McCullers	10
Catherine Nicely	10
Darlene Rice	10
Theda Roper	10
Kimberly Warren	10
Sandra Winburn	10
Ashlee A. Wooley	10
Shannon White	10

Suwannee Middle School:

Alan R. Bonds	10
Robyn Bonds	10
Jennifer Byrd	10
Melissa Cameron	10
Jennifer Campbell	10
Annette B. Chauncey	10
Heather Dean	10
Jean Eckhoff	10
Melissa Francisco	10
Lesley D. Fry	10
Lisa W. Gray	10
Stephanie Gray	10
Jimmie G. Green	10
Natalie Haney	10
Hetti J. Harry	10
Misty Shawn Herring	11
Angela Hicks	10
Deanna Horton	10
Nicole Jackson	10
Jeffrey Johnson	10
John Johnson	10
Rebecca L. Monroe	10
Stephanie B. Sampson	10
Brad N. Scarborough	10
Canary S. Stephens	10

Suwannee Primary School:

Georgette H. Allbritton	10
Lauren Belcher	10
Rhoda J. Crews	10
Cindy Crowell	10
Shannon M. Daniel	10
Kelly Driggers	10
Staci Greaves	10
April Greene	10
Heidi O. Hunter	10
Jessica M. Johnson	10
Susan Johnson	10
Janell Miracle	10
Kimberly M. Mott	10

Vickie Pagliai	10
Karen L. Patten	12
Georgette M. Ragan	10
Mandy F. Ramsey	10
Stacey B. Skierski	10
Michele Turman	10
Jennifer L. Wooley	10

Suwannee Virtual School:

Angela Hester	10
Nancy Nielsen	12

**CONTINUING CONTRACT**

(presented for information only)

Branford Elementary School:

Debra Hatch	10
Kathy Smith	11

Suwannee Elementary School:

Veronica B. Daquila	10
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**End of List  
2018-2019  
School Year**