

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
October 26, 2021

AGENDA

Call to Order –5:55 p.m.

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

#2.03	Special Committees of the School Board (<i>Revised</i>)
#2.04	District Advisory Councils (<i>Revised</i>)
#2.091	Family and School Partnership for Student Achievement (<i>Revised</i>)
#2.16	Prohibiting Discrimination and Other Forms of Harassment (<i>Revised</i>)
#2.161	Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination (<i>New</i>)
#3.06	Safe and Secure Schools (<i>Revised</i>)
#3.09	A Moment of Silence (<i>Revised</i>)
#5.105	Dating Violence and Abuse (<i>Revised</i>)
#5.19	Student Records (<i>Revised</i>)
#5.29	Notification of Involuntary Examination (<i>Revised</i>)
#6.216	Deferred Retirement Option Program (DROP) (<i>Revised</i>)
#6.39	Report of Misconduct (<i>Revised</i>)
#6.391	Relationships with Students (<i>New</i>)
#6.80	Personnel Files (<i>Revised</i>)
#7.22	Electronic Records, Electronic Signatures, and Electronic Funds (<i>New</i>)
#8.01	Safety (<i>Revised</i>)
#8.04	Emergency Evacuation Drills (<i>Revised</i>)

2. Final review of additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2021-2022. (Copies are available for review in the office of the Director of Curriculum and Instruction.)

Adjourn

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
October 26, 2021

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Branford High School

Special Recognition by the Superintendent

- Perfect Scores on 2021 Spring FSA (*Branford students*)

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes:
(pgs. 9-38)

- | | |
|--------------------|---|
| September 7, 2021 | - Public Hearing (<i>Adopt the final Millage Rates and final Budget for 2020-2021</i>) (<u>NOTE</u> : Minutes already Board approved at the September 28, 2021, Regular Meeting, due to Department of Revenue requirements for TRIM compliance.) |
| September 14, 2021 | - Special Meeting
- Workshop Session
- Special Meeting |

September 28, 2021 - Workshop Session (*School Improvement Plan Presentations*)
 - Public Hearing
 - Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for September 2021.
3. The Superintendent presents the following bills for the period September 1-30, 2021:

General Checking Account

General Fund 1000	\$ 789,791.13
LCI Fund 3200	281,986.36
Food Service Fund 4100	175,827.53
Federal Fund 4200	187,459.91
Elem & Sec School Emerg Relief Fund 4410	24,683.69
Other Cares Act Relief Fund 4420	30,394.13
ESSER II Fund 4430	4,537.14
	\$ 1,494,679.89

Payroll Checking Account

General Fund 1000	\$ 3,197,054.93
Food Service Fund 4100	153,112.28
Federal Fund 4200	360,948.21
Elem & Sec School Emerg Relief Fund 4410	11,760.52
ESSER II Fund 4430	77,928.31
	\$ 3,800,804.25

Total	\$ 5,295,484.14
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4. The Superintendent recommends approval of the following budget amendments for fiscal year 2021-2022:

<u>General</u>	<u>Debt Service</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-3	II-1	III-3	IV-2 (ESSER)
			IV-1 (ESSER II)
			IV-3 (Federal)
			IV-2 (Other CARES)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated October 26, 2021. (pg. 39)
6. The Superintendent recommends approval to accept the following donated items:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
BHS (Baseball/Softball Batting Cages)	Cash Donation (\$2,500)	Addison Animal Hospital

BHS (Baseball/Softball	Cash Donation (\$5,000)	Suwannee American Cement
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7. The Superintendent recommends approval of the following student transfers for the 2021-2022 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Omar	Carreon	Suwannee	Lafayette	12
Kalix	Smith	Suwannee	Lafayette	9
Kira	Smith	Suwannee	Lafayette	2
Tessah	Smith	Suwannee	Lafayette	6

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Madeline	Samanka	BES	Live Oak	5

8. The Superintendent recommends approval to change the November Regular Board Meeting and Reorganization Meeting from November 23, 2021, to November 16, 2021.
9. The Superintendent recommends approval to change the December Regular Board Meeting from December 28, 2021, to December 14, 2021.

10. Expulsions

- a. **Case #2021-2022-03:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. *(Final Action)*
- b. **Case #2021-2022-04:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. *(Final Action)*
- c. **Case #2021-2022-05:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. *(Final Action)*
- d. **Case #2021-2022-07:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. *(Final Action)*
- e. **Case #2021-2022-08:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. *(Final Action)*
- f. **Case #2021-2022-09:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. *(Final Action)*
- g. **Case #2021-2022-10:** The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. *(Final Action)*

11. Human Resources Transactions (pgs. 40-45)

REGULAR AGENDA

1. Presentation by United Teachers of Suwannee County (UTSC) President Eric Rodriguez.
2. The Superintendent recommends approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)

#2.03	Special Committees of the School Board (<i>Revised</i>)
#2.04	District Advisory Councils (<i>Revised</i>)
#2.091	Family and School Partnership for Student Achievement (<i>Revised</i>)
#2.16	Prohibiting Discrimination and Other Forms of Harassment (<i>Revised</i>)
#2.161	Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination (<i>New</i>)
#3.06	Safe and Secure Schools (<i>Revised</i>)
#3.09	A Moment of Silence (<i>Revised</i>)
#5.105	Dating Violence and Abuse (<i>Revised</i>)
#5.19	Student Records (<i>Revised</i>)
#5.29	Notification of Involuntary Examination (<i>Revised</i>)
#6.216	Deferred Retirement Option Program (DROP) (<i>Revised</i>)
#6.39	Report of Misconduct (<i>Revised</i>)
#6.391	Relationships with Students (<i>New</i>)
#6.80	Personnel Files (<i>Revised</i>)
#7.22	Electronic Records, Electronic Signatures, and Electronic Funds (<i>New</i>)
#8.01	Safety (<i>Revised</i>)
#8.04	Emergency Evacuation Drills (<i>Revised</i>)

3. The Superintendent recommends approval of additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2021-2022. (Copies are available for review in the office of the Director of Curriculum and Instruction.)

4. The Superintendent recommends approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:

#4.09 Athletics (**pgs. 46-49**)

5. The Superintendent recommends approval of the following contracts/agreements for the 2021-2022 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2022-87 Clinical Education Agreement between Suwannee County School Board Patient Care Technician, Practical Nurse Education, and Phlebotomy Programs and M.O.S., LLC d/b/a Down Home Medical (*New*) (**pgs. 50-56**)

#2022-89 Agreement between the Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services (“Department”), and the Suwannee County School Board (“Driver Education Administrator”) to conduct driver license examinations on behalf of the Department (*New*) (**pgs. 57-75**)

6. The Superintendent recommends approval of the Florida Safe Schools Assessment Tool (FSSAT) for 2021-2022. (A copy is available for review in the office of the Director of School Safety and Other Administrative Services.)
7. The Superintendent recommends approval of the 2021-2022 School Improvement Plans for all District schools. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)
8. The Superintendent recommends approval of the RIVEROAK Technical College Strategic Plan for July 2021 – June 2026. (**pgs. 76-82**)
9. The Superintendent recommends approval of the Florida Department of Education Five Year Facilities Work Plan for fiscal year 2021-2022. (A copy is available for review in the office of the Director of Facilities.)
10. The Superintendent recommends approval of naming the Branford High School Gym as the *LeNelle Phillips Morgan Gym*.

11. Comments from Student Ambassadors

12. Legal Counsel's Report

13. Superintendent's Report

14. Issues and concerns Board members may wish to discuss

End of Agenda

**INFORMATION ONLY – THESE MINUTES WERE SCHOOL BOARD APPROVED AT THE
SEPTEMBER 28, 2021, REGULAR MEETING, DUE TO DEPARTMENT OF REVENUE
REQUIREMENTS FOR TRIM COMPLIANCE.**

**SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
September 7, 2021**

MINUTES

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were: Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush (arrived at 5:34 p.m.), Chief Financial Officer Vickie DePratter, Secretary to Superintendent/School Board Karen Lager, and Administrative Secretary Robinette Odom. School Board Attorney Leonard Dietzen was absent.

UTSC President Eric Rodriguez was also present.

Chairman Alcorn called the meeting to order at 5:30 p.m. for the purpose of adopting the Final Millage rates for the 2021-2022 school year and the Final Budget for the 2021-2022 school year.

The Final Millage rates set for the 2021-2022 school year are as follows:

Required Local Effort	=	3.734
Discretionary Operating	=	.748
Capital Outlay	=	<u>1.500</u>
Total	=	5.982

The Final Millage is less than the roll back rate by .56 percent.

The Required Local Effort is 3.734 mills and is set by the State. This is a decrease of .019 mills from the 2020-2021 rate.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2020-2021.

The Capital Outlay is 1.500 mills. This is the same millage rate as in 2020-2021.

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

Mr. Rodriguez questioned the status of the potential sales tax referendum. Mrs. DePratter responded that ARP and ESSER II funds would provide relief to help with capital/special projects, so we have put a hold on the sales tax referendum at this time.

**INFORMATION ONLY – THESE MINUTES WERE SCHOOL BOARD APPROVED AT THE
SEPTEMBER 28, 2021, REGULAR MEETING, DUE TO DEPARTMENT OF REVENUE
REQUIREMENTS FOR TRIM COMPLIANCE.**

NOTE: The Board approved the following items (Items #2 and #3) individually, in order, as shown below.

- 2) MOTION by Mr. daSilva, second by Mr. Taylor, for approval to adopt the Final Millage rates for 2021-2022 as follows:

Required Local Effort	=	3.734
Basic Discretionary	=	.748
Capital Outlay	=	1.500

MOTION CARRIED UNANIMOUSLY

(Note: Mr. Roush is now present.)

- 3) MOTION by Mr. Taylor, second by Mr. daSilva, for approval to adopt the Final Budget for 2021-2022 school year. MOTION CARRIED UNANIMOUSLY

The hearing adjourned at 5:35 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
September 7, 2021

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, Secretary to Superintendent/School Board Karen Lager, and Administrative Secretary Robinette Odom. School Board Attorney Leonard Dietzen was absent.

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

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

1. MOTION by Mr. Taylor, second by Mr. White, for approval of the Annual Financial Report for fiscal year ending June 30, 2021.

The meeting adjourned at 6:19 p.m.

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
September 14, 2021

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White (arrived at 9:02 a.m.), along with School Board Attorney Leonard Dietzen (arrived at 9:26 a.m.), Chief Financial Officer Vickie DePratter, Secretary to Superintendent/School Board Karen Lager, and Administrative Secretary Robinette Odom.

Administrators and others present: Jennifer Barrs, Walter Boatright, Amy Boggus, Marsha Brown, Ethan Butts, Lisa Dorris, Janene Fitzpatrick, Ronnie Gray, Malcolm Hines, Michele Howard, Elizabeth Johnston, Mary Keen, Carl Manna, Dee Dee McManaway, Kecia Robinson, UTSC President Eric Rodriguez, Angie Stuckey, Marsha Tedder, Kelly Waters, Jimmy Wilkerson, Josh Williams, Kelli Williams, and Laura Williams. Ron Gomez and Kevin Kneeman, with Sodexo; and Christian Peterson, with Riverbend News; were also present.

Chairman Alcorn called the meeting to order at 9:01 a.m., and led the pledge.

Sodexo PresentationMalcolm Hines and
Ron Gomez, with Sodexo

Mr. Hines provided background information regarding issues with current power buying groups for Food Service; conversations have been held with Sodexo as to the possible services they can provide for our District. Mr. Hines deferred to Mr. Gomez, who provided a PowerPoint presentation regarding the Child Nutrition Program and a possible partnership with Sodexo. Mr. Gomez and Mr. Kneeman answered questions from Board members. Further discussion on this topic will be held at a future workshop.

The workshop recessed at 10:25 a.m. and resumed at 10:36 a.m.

Assistant Superintendent of AdministrationMalcolm Hines
Department Update

Mr. Hines reviewed the new form, *Electrocardiogram (ECG) Screening Consent Form and Release of Liability*, which is mentioned in Policy #4.09 – Athletics.

Mr. Hines reviewed additions and revisions to the following policies:

- #2.03 Special Committees of the School Board (*Revised*)
- #2.04 District Advisory Councils (*Revised*)
- #2.091 Family and School Partnership for Student Achievement (*Revised*)
- #2.16 Prohibiting Discrimination and Other Forms of Harassment (*Revised*)
- #2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual
Discrimination (*New*)
- #3.06 Safe and Secure Schools (*Revised*)
- #3.09 A Moment of Silence (*Revised*)
- #4.09 Athletics (*Revised*) (Per Mr. Hines, this policy will not be advertised
at this time due to further discussion that needs to take place. Mr.
Dietzen also noted that we can look at other district's policy on this
subject, as well.)
- #5.105 Dating Violence and Abuse (*Revised*)
- #5.19 Student Records (*Revised*)
- #5.29 Notification of Involuntary Examination (*Revised*)
- #6.216 Deferred Retirement Option Program (DROP) (*Revised*)
- #6.39 Report of Misconduct (*Revised*)
- #6.391 Relationships with Students (*New*)
- #6.80 Personnel Files (*Revised*)
- #7.22 Electronic Records, Electronic Signatures, and Electronic Funds
(*New*)
- #8.01 Safety (*Revised*)
- #8.04 Emergency Evacuation Drills (*Revised*)

The workshop recessed at 12:00 p.m. and resumed at 1:03 p.m.

Curriculum and Instruction Department Update.....Jennifer Barrs

Mrs. Barrs reviewed additions and revisions to the 2021-2022 Elementary and Secondary Student Progression Plans.

Facilities Department Update.....Ethan Butts

Mr. Butts provided a presentation regarding an update for the Five Year Facilities Work Plan Draft.

Assistant Superintendent of InstructionJanene Fitzpatrick
Department Update

Mrs. Fitzpatrick distributed, reviewed handouts, and provided updates regarding the following:

- Governor DeSantis has announced there will no longer be standardized student testing (FSA); will be proposing the use of a progress monitoring tool (FAST – Florida’s Assessment of Student Thinking assessments—three smaller tests during the school year, instead of one large test).
- The District’s Cognia Accreditation Review, via Zoom, will be held September 27-30, 2021.

Superintendent UpdateTed Roush

Mr. Roush reported on the following:

- Additional Board workshop will be held September 28, 2021, from 1:30 p.m. – 4:30 p.m., to discuss School Improvement Plans (SIP); which will be on the October regular Board meeting agenda for approval.
- HAECO Company, in Lake City, has a huge need for developing a regional aviation program through our School Board and RIVEROAK Technical College. Consensus of the Board was to proceed with the process of developing a program.
- Citizen Input Form – Form has been revised, and Board approved, to have folks only speak to items on the agenda; for those folks wanting to speak about items not on the agenda, they will be advised to contact their respective Board member. If not, we need to revert to the old Citizen Input form of letting them address the Board about whatever. Consensus of the Board was to keep the

Citizen Input form as it was currently revised to state that items only on the agenda could be addressed. Mr. Taylor agreed; Mr. White asked how the public could speak to all the Board members to address their concerns. Mr. Roush responded that, as a Board member, you could bring up the issue during a meeting (workshop or Board meeting); or bring an issue to the Board Chair and/or Superintendent and ask for it to be placed on a future workshop for discussion and/or on an agenda for discussion and possible action.

- When in Branford, he has been asked many times about naming the Branford High School (BHS) gym after a previous employee. Mr. Roush asked for direction from the Board in naming the BHS gym to the “LaNelle Phillips Morgan Gym.” Consensus of the Board was to proceed with the naming of the BHS gym as discussed. Mr. Taylor asked for guidance to be developed on this issue for future use. Mr. Roush stated that we have not named an entire facility after an individual, but individual facilities within specific sites/schools. Mr. Crawford asked to have Ms. Morgan come speak. Mr. Roush said he would take the request into consideration. Mr. White expressed concern with re-naming individual buildings/facilities.

Mr. White asked to alternate Board meetings held in Branford between Branford Elementary School (BES) and Branford High School (BHS); this is due to the air handlers in the BHS auditorium being noisy. Mr. Roush stated that the air handlers were replaced recently in the BHS auditorium and should alleviate the noise.

The workshop adjourned at 3:14 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
September 14, 2021

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White, along with Secretary to Superintendent/School Board Karen Lager and Administrative Secretary Robinette Odom. Assistant Superintendent of Instruction Janene Fitzpatrick sat in for Superintendent Ted Roush who was absent. School Board Attorney Leonard Dietzen and Chief Financial Officer Vickie Music were also absent.

Chairman Alcorn called the meeting to order at 3:18 p.m.

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

1. MOTION by Mr. daSilva, second by Mr. White, for approval of the following contract/agreement for the 2021-2022 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2022-81 Virtual School Services Agreement between Edgenuity Inc. and
the Suwannee County School District (*Renewal/Revised*)
(pgs. 2-62)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the following curriculum item for the 2021-2022 school year:

- a. Suwannee County School District 2021-2022 Uniform Statewide
Assessment Calendar (pgs. 63-72)

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. Taylor, second by Mr. daSilva, for approval of the Human Resources Transactions (**pgs. 73-75**), along with the following correction on Page 74: Turnman, Michelle should be Turman, Michelle.

- Mr. daSilva asked for a data/progress report on the after-school Reading Tutor Program. Mrs. Fitzpatrick stated she would place this update on a future workshop for discussion.
- Mr. Crawford asked if there was an after-school program to help students with Math. Mrs. Fitzpatrick responded.

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 3:42 p.m.

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
September 28, 2021

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva (arrived at 1:40 p.m.), Jerry Taylor, and Ronald White (arrived at 1:33 p.m.), along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Secretary to Superintendent/School Board Karen Lager, and Administrative Secretary Robinette Odom. Chief Financial Officer Vickie DePratter was absent.

Administrators and others present: Jennifer Barrs, Renee Bass, Jennifer Beach, Amy Boggus, Tammy Boggus, Perry Davis, Janene Fitzpatrick, Lisa Garbett, Ronnie Gray, Malcolm Hines (arrived at 2:36 p.m.), Terry Huddleston, Carl Manna, Dee Dee McManaway, Kecia Robinson (arrived at 1:42 p.m.), Angie Stuckey, Marsha Tedder (arrived at 1:35 p.m.), Kelly Waters (arrived at 1:36 p.m.), Kelli Williams, and Laura Williams.

Chairman Alcorn called the meeting to order at 1:31 p.m., and led the pledge.

School Improvement Plans..... Janene Fitzpatrick/Principals
for 2021-2022

Mrs. Fitzpatrick provided a PowerPoint presentation regarding an overview of the School Improvement Plan process and timeline.

The following 2021-2022 School Improvement Plans were presented to the Board:

- Branford Elementary School – Dee Dee McManaway
- Branford High School – Terry Huddleston
- Suwannee High School – Carl Manna/Tammy Boggus
- Suwannee Middle School – Laura Williams
- Suwannee Opportunity School – Janene Fitzpatrick
- Suwannee Virtual School – Lisa Garbett
- Suwannee Pineview Elementary – Amy Boggus

- Suwannee Riverside Elementary – Marsha Tedder
- Suwannee Springcrest Elementary – Jennifer Beach
- RIVEROAK Technical College – Jennifer Barrs

No action was taken at this time on the School Improvement Plans.

The workshop adjourned at 4:17 p.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
September 28, 2021

MINUTES

The Suwannee County School Board held a Public Hearing on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, Secretary to the Superintendent/School Board Karen Lager, and Administrative Secretary Robinette Odom. School Board Member Ronald White was absent.

District School Resource Officer Lee Willis, UTSC President Eric Rodriguez, and Student Ambassadors Natalie Veal and Jake Wooley were also present.

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

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

#3.20 Pledge of Allegiance and Solemnizing Message (*Revised*)

Chairman Alcorn called for comments or questions regarding the additions and revisions to the Suwannee County School Board Policy Manual, and there were none.

The hearing adjourned at 5:56 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
September 28, 2021

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, Secretary to the Superintendent/School Board Karen Lager, and Administrative Secretary Robinette Odom.

District School Resource Officer Lee Willis; UTSC President Eric Rodriguez; Christian Peterson, with Riverbend News; and Student Ambassadors Natalie Veal and Jake Wooley were also present.

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

Student remarks and pledge to the flag by the Suwannee Middle School Student Council organization.

Special Recognition by the Superintendent

- Introduction of Student Ambassadors for the 2021-2022 School Year

Branford High School

Natalie Veal

Suwannee High School

Jake Wooley

- Perfect Scores on 2021 Spring FSA (*Live Oak schools*)

Citizen Input (A *Citizen Input Form* must be completed and submitted to the secretary to the Superintendent/School Board prior to addressing the Board. We ask that speakers keep their comments to two minutes.) There were none.

Mr. Taylor stated, for the record, that our Citizen Input form was revised to allow individuals to address the Board regarding items that are only on the Board agenda at each Regular Meeting; it was a unanimous vote.

MOTION by Mr. Taylor, second by Mr. Crawford, for approval to adopt the Agenda, along with the Agenda Addendum. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the Consent Agenda.

Mr. Taylor pulled Item #6, Contracts #2022-84 and #2022-86, for discussion. Ms. Waters, Ms. Barrs, and Mr. Roush responded to Mr. Taylor's questions. Mr. Taylor asked that we show contract changes in a different way from what we are currently doing.

Mr. White pulled Item #7, Donated Items, for discussion purposes only. Mr. Roush responded to Mr. White's questions.

MOTION by Mr. Taylor, second by Mr. daSilva, to pull Contract #2022-86 from the Consent Agenda for separate action. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the Consent Agenda, with the exception of Contract #2022-86, which was pulled for separate action. MOTION CARRIED UNANIMOUSLY

MOTION by Mr. Crawford, second by Mr. daSilva, to TABLE Contract #2022-86, on the Consent Agenda. MOTION to TABLE 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. 10-39)**

- | | |
|-----------------|--|
| August 2, 2021 | - Public Hearing (<i>Adopt the tentative Millage Rates and tentative Budget for 2021-2022</i>) |
| August 24, 2021 | - Workshop Session |
| | - Expulsion Issues Hearing (Private) |
| | - Public Hearing |
| | - Regular Meeting |

2. Approval of the monthly financial statement for August 2021.

3. The following bills for the period August 1-31, 2021:

General Checking Account

General Fund 1000	\$ 905,307.03
LCI Fund 3200	859,574.70
Other Capital Projects Fund 3910	31,924.21
Food Service Fund 4100	185,382.25
Federal Fund 4200	126,705.71
Elem & Sec School Emerg Relief Fund 4410	58,834.00
Other Cares Act Relief Fund 4420	20,763.10
ESSER II Fund 4430	<u>1,106,544.60</u>
	\$ 3,295,035.60

Payroll Checking Account

General Fund 1000	\$ 3,083,646.64
Food Service Fund 4100	144,144.51
Federal Fund 4200	309,969.94
Elem & Sec School Emerg Relief Fund 4410	11,760.52
Other Cares Act Relief Fund 4420	0.00
ESSER II Fund 4430	<u>98,733.75</u>
	\$ 3,648,255.36

<u>Total</u>	\$ 6,943,290.96
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4. Approval of the following budget amendments for fiscal year 2021-2022:

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

5. Approval for disposal of property as per the attached Property Disposition Form dated September 28, 2021. (pg. 40)

6. Approval of the following contracts/agreements for the 2021-2022 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- #2022-82 Clinical Education Affiliation Agreement between the Suwannee County School Board Practical Nurse Education, Patient Care Technician, and CNA, and Baya Nursing and Rehabilitation, LLC d/b/a Baya Pointe Nursing and Rehabilitation Center (*Renewal/Revised*) (Note: This contract replaces Contract #2022-20, which was previously Board approved on June 22, 2021.) (pgs. 41-68)
- #2022-84 Cooperative Agreement between Meridian Behavioral Healthcare, Inc. and the School Board of Suwannee County, Florida (*Renewal/Revised*) (Note: This contract replaces Contract #2022-64, which was previously Board approved on July 27, 2021.) (pgs. 69-97)

(NOTE: Contract #2022-86, below, was pulled from the Consent Agenda for separate action; the contract was TABLED [see previous information for this item]).

- #2022-86 Sentinel Scholars Collegiate Academy Pilot Memorandum of Understanding between North Florida College and Suwannee County School District for dual enrollment purposes (*Renewal/Revised*) (pgs. 98-124)

7. Approval to accept the following donated items:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
District	School Supplies (Value: \$1,500)	Walmart
SHS/Culinary Arts Classroom	Cash Donation (\$115,000)	Pilgrim's Pride Corporation

8. Approval of an out-of-state trip for Suwannee Middle, Branford High, and Suwannee High Schools (SMS/BHS/SHS) FFA students, and parent chaperones, to attend the 2021 National FFA Convention in Indianapolis, Indiana, on October 26 – October 31, 2021. *(Funded by FFA Chapters/Alumni and parents of students; no expense to the District.)*
9. The following out-of-state travel, for the employees listed below, was presented for informational purposes:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
Rachel Adams	SMS	10/26-31/2021	National FFA Convention	Indianapolis, IN
Anne Etcher	BHS	10/26-31/2021	National FFA Convention	Indianapolis, IN
Stacy Young	BHS	10/26-31/2021	National FFA Convention	Indianapolis, IN
Katie Quincey	SHS	10/26-31/2021	National FFA Convention	Indianapolis, IN
Travis Tuten	SHS	10/26-31/2021	National FFA Convention	Indianapolis, IN
Janene Fitzpatrick	District	10/26-31/2021	National FFA Convention	Indianapolis, IN

(Funded by FFA Chapters, Alumni, Employees, and/or Internal Funds; no expense to the District.)

10. Approval of the following student transfers for the 2021-2022 school year. Parents will provide transportation.

District Reassignment:

<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>TO</u>	<u>FROM</u>	<u>GRADE</u>
Michelle	Arroyo	Suwannee	Columbia	12
Brayden	Brogdon	Suwannee	Columbia	7
Jeremy	Brogdon Jr.	Suwannee	Columbia	10
Abbygail	Johnson	Suwannee	Columbia	7
Zeyla	Jones	Suwannee	Lafayette	11
Lailani	Law	Suwannee	Columbia	3

FIRST NAME	LAST NAME	TO	FROM	GRADE
Tiana	Myers	Suwannee	Columbia	11
Ramses	Perez	Suwannee	Hamilton	5
Ryan	Perez	Suwannee	Hamilton	5
Grayslyn	Purdie	Suwannee	Hamilton	2
Bella	Romero	Suwannee	Hamilton	2
Gatlin	Unterborn	Suwannee	Dixie	9
Hunter	Watson	Suwannee	Columbia	8
Kyler	Watson	Suwannee	Columbia	7

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Colton	Taylor	BHS	SMS	6
Karla	Carson	SHS	BHS	11
Kristopher	Shaw	SMS	BHS	8
Faith	Little	SSE	BES	K

11. Expulsions

2020-2021 School Year

a. Case #2021-22:

The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year and all of the 2021-2022 school year. (*Final Action*) (Note: Incident occurred on May 29, 2021.)

2021-2022 School Year

b. Case #2021-2022-01:

The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

c. Case #2021-2022-02:

The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

12. Human Resources Transactions (pgs. 125-133)

RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:

SUSPENSION: ADMINISTRATIVE:

Suwannee Opportunity School:

Jimmy Cherry, II, Coordinator, effective September 8, 2021 without pay

RESIGNATION: ADMINISTRATIVE: (Presented for information purposes only)

Transportation:

Austin Richmond, Assistant Director, effective September 20, 2021

RETIREMENT: INSTRUCTIONAL: (Presented for information purposes only)

Branford Elementary School:

Gary Barrs, Teacher, effective February 23, 2022

District Wide:

Kathy Smith, Mental Health Counselor, effective October 29, 2021

RECOMMENDATIONS: ADMINISTRATIVE:

Darrell Curls, Coordinator of Opportunity Schools, effective September 15, 2021

REPLACES: Jimmy Cherry, II

RECOMMENDATIONS: INSTRUCTIONAL:

Branford High School:

Monica Jackson, Teacher-Academic Coach, (Temporary), effective August 3, 2021

REPLACES: New Position

Sheila Watson, MTSS Coordinator, effective August 9, 2021 *(Amended from the August 24, 2021 Agenda)*

REPLACES: Jennifer Wooley

Suwannee High School:

Barrinesha Washington, Teacher, effective August 3, 2021

REPLACES: Lillian Henderson

(Moving from Long Term Substitute and Received Certification)

Suwannee Pineview Elementary:

Malea Gold, Teacher, effective August 3, 2021

REPLACES: Jessica Johnson

(Moving from Long Term Substitute and Received Certification)

Tralene Sasso, Teacher, (Long Term Substitute), effective August 5, 2021

REPLACES: Robbin Chapman

Taelyn Smith, Teacher, effective August 3, 2021
REPLACES: Kelly Parker
(Moving from Long Term Substitute and Received Certification)

TRANSFER/REASSIGNMENT:

<u>NAME:</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Jimmy Cherry, II	Suwannee Opportunity School Coordinator	Transportation Assistant Director	September 15, 2021	Austin Richmond

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES:

July 1, 2021 through December 31, 2021:

CAREER AND TECHNICAL EDUCATION:

Wesley Hunter IV Instructor (Part Time Evenings)

LEAVE OF ABSENCE (Per Collective Bargaining Agreement (CBA) (Article III (I))

Suwannee High School:

Eric Rodriguez, Teacher, effective September 1, 2021 through May 31, 2022

LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE):

Branford Elementary School:

Emily Blackmon, Teacher, effective August 3, 2021 through November 19, 2021

Suwannee Middle School:

Stephanie Land, Teacher, effective August 3, 2021 through October 26, 2021

LEAVE OF ABSENCE (MATERNITY):

Branford Elementary School:

Lyndsee Dicks, Teacher, effective November 8, 2021 through January 3, 2022

SUPPLEMENTARY:

Branford Elementary School:

Priscilla Jones Planning Period Supplement

Branford High School:

Darryl Cannon	Department Head-Grade Chair
Carlos Diaz	Department Head-Grade Chair
Carlos Diaz	Planning Period Supplement
Rachel Derringer	Varsity Assistant Volleyball Coach
Anne Etcher	Department Head-Grade Chair
Monica Jackson	Department Head-Grade Chair
Erin Roberts	ESE Teacher
Stefani Santos	ESE Teacher

Mendy Sikes	Head Middle School Volleyball Coach
Abbey Warren	Department Head-Grade Chair
Linda Whitley	ESE Teacher
Matthew Yancey	ESE Teacher

District Wide:

Stacie Swartz	ESE Teacher
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RIVEROAK Technical College:

Jeremy Ulmer	Planning Period Supplement
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SOS/SVS/RTC:

Brooke Cox-Knowles	Planning Period Supplement
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Suwannee Opportunity School:

Brandy Allen	Planning Period Supplement
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Suwannee High School:

Elisa Hall	Planning Period Supplement
*Shane Mumford	Boys' Head Basketball Coach

Suwannee Middle School:

Tammy Neil	Planning Period Supplement
Letavian Philpot-Coleman	Assistant Football Coach
Letavian Philpot-Coleman	Boys' Basketball Coach
Brooklyn Ross	Girls' Head Soccer Coach

Suwannee Pineview Elementary:

Kristy Chauncey	Planning Period Supplement
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Suwannee Riverside Elementary:

Hanna Moreno	Planning Period Supplement
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Suwannee Springcrest Elementary:

Jessica Anderson	Planning Period Supplement
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Suwannee Virtual School:

Carlos Diaz	Planning Period Supplement
Jean Eckhoff	Planning Period Supplement
Frank Hufty	Planning Period Supplement
Jasmine Marrero-Guerra	Planning Period Supplement
Maria Rodriguez	Planning Period Supplement
Sergio Rodriguez	Planning Period Supplement
Michelle Thompson	Planning Period Supplement
Michael Townsend	Planning Period Supplement
Kimberly Tuvell	Planning Period Supplement

** Pending Certification*

SUSPENSIONS: NON-INSTRUCTIONAL:

Suwannee Opportunity School:

Nikolas Hurst, Security Guard, effective September 9, 2021, without pay

Suwannee Springcrest Elementary:

Benjamin Smith, Paraprofessional, effective September 13, 2021 through September 28, 2021 with pay

RESIGNATIONS: NON-INSTRUCTIONAL: (Presented for information purposes only)

Branford High School:

Tracy Felty-Janosh, Food Service Monitor, effective September 1, 2021

Transportation:

Deseree Ansley, Bus Driver, effective August 30, 2021

Mary Bartholomew, Bus Driver, effective August 23, 2021

Jacquelyn Brown, Bus Driver, effective August 31, 2021

Robin Krause, Bus Aide, effective September 3, 2021

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:

Alysia Causey, Food Service Worker, effective August 26, 2021

REPLACES: Lisa Young

Candice Hudson, Paraprofessional, effective September 13, 2021

REPLACES: Yvonne Topham

Austin Holtzelaw, Custodian, effective September 20, 2021

REPLACES: Alysia Causey

Mollie McGee, Custodian, (Temporary Sanitizer) effective September 9, 2021

REPLACES: New Position

Edna Roberts, Lead Pre-K Paraprofessional, effective September 13, 2021

REPLACES: New Position

Debbie Rogers, Food Service Worker, effective August 30, 2021

REPLACES: Kathy Ezell

Damaris Valdez, Paraprofessional, ELL, effective August 25, 2021

REPLACES: Crystal Brown

Azucena Gonzalez, Paraprofessional, effective August 31, 2021
REPLACES: Natalia Morales

Luis Huerta Dominguez, Paraprofessional, effective August 30, 2021
REPLACES: Erin Clary

District Office:

Robinette Odom, Secretary to the Superintendent, effective January 5, 2022
REPLACES: Karen Lager

Suwannee High School:

Beatrice Parnell, Food Service Worker, effective August 27, 2021
REPLACES: Dana Prince

Suwannee Middle School:

Tiffany Dunn, Food Service Worker, effective September 7, 2021
REPLACES: Cheryl Latham

Laura Jaramillo, Food Service Worker, effective September 2, 2021
REPLACES: Amber Mathis

Suwannee Pineview Elementary:

Robin Krause, Food Service Worker, effective September 7, 2021
REPLACES: Mariah Shearer

Kelsey Leighton, Pre-K Paraprofessional/ Lead CDA, effective August 10, 2021
REPLACES: Laritta Hunter

Transportation:

Susan Kirby, Bus Attendant, effective September 3, 2021
REPLACES: Jacquelyn Brown

TRANSFER/REASSIGNMENT:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Gloria Presley	Suwannee Springcrest Elem. 3 Hour Food Service	Suwannee Riverside Elem. 3 Hour Food Service	August 16, 2021	Mariah Shearer

LEAVE OF ABSENCE (FAMILY MEDICAL):

Branford Elementary School:

Crystal Cox, Food Service, effective August 17, 2021 through August 27, 2021

District Office:

Mary Ann Chaney, Administrative Secretary, effective April 1, 2021 through June 30, 2021

Transportation:

Carol Deas, Bus Drive Aide, effective August 10, 2021 through October 1, 2021

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

Suwannee High School:

David Daniels, Custodian, July 19, 2021 through July 29, 2021 for a total of 80 hours

Transportation:

Kiara Janosh, Bus Driver, August 11, 2021 (2 hours) and August 20, 2021 (4 hours) for a total of 6 hours

Gina Knight, Bus Aide, August 19, 2021 (2 hours)

LEAVE OF ABSENCE (MEDICAL):

Branford Elementary School:

Pamela Norton, Paraprofessional, effective September 8, 2021 through September 17, 2021

District Office:

Mary Ann Chaney, Administrative Secretary, effective July 1, 2021 through November 30, 2021 *(With the option to return sooner if released by her doctor)*

Transportation:

Scott Koehn, Bus Mechanic, effective August 3, 2021 through October 8, 2021 *(With the option to return sooner if released by his doctor)*

CONTRACT RECOMMENDATION:

NON- INSTRUCTIONAL CONTRACT:

Suwannee Middle School:

Balinda Federick

TERM

09

MISCELLANEOUS:

Transportation:

Approval for the following employees to work 2 additional hours per day for the daily trip to Branford, up to 10 additional hours per week:

Dorie Bingeman

Jackie Brown

Susan Kirby

SUBSTITUTE:

The following to serve as Substitute Bus Attendant:

Ashley Zarate

VOLUNTEERS:

Amber Aikens	Lisa Copeland	Rachel Holton	Robert Nicholson Jr.
Shereen Albury	Brian Corbin	Tiffany Horn	Kaitlyn Niedermeyer
Joshua Allen	Kristin Corbin	Timothy Horn	Traci Nissley
Lara Anderson	Kelly Cox	Jennifer Hudson	Karen-Ann Norton
Sara Anderson	Virginia Crews	Betty Hurley	Tiffany O'Brien
Lisa Ballard	Heather Croft	Savannah Irby	Shaunta Oglesby
Kristina Barrera	Victoria Crossno	Michelle James	Kasey Oliver
Melissa Barrs	Gabriel Cumbess	Caleb Kessler	Marcos Otero
Wilbur Barrs	Shelby Curl	Kris King	Kimberly Owens
Aaron Bass	Erin Davis	Kristin King	Jerri Pecanha
Walter Bell	Robert Davis	Taelor Kinsey	Stephanie Poole
Briana Bennett	Ashley Dunnett-Ramon	Kristen Kirby	Diana Potter
Jasmine Billy	Andrea Estep	Crissy Kirkland	Courtney Provau
Kaitlyn Blanco	Elizabeth Estevez	Amy Koon	Stacey Ragans
Donna Boatright	Briana Farley	Avon Koon III	Christina Rayfield
Savannah Boone	April Fernandez	Dalton Kurtz	Kasey Regar
Jessica Bowen	Christopher Foust	Lesley Kurtz	Chloe Richard
Lindsey Bricker	Morgan Franklin	John Lacquey	Marilyn Roberts
Shannon Brooker	Rhionna Gaal	Trannie Lacquey	Courtney Robinson
Stacy Brown	Colleen Gartner	Crystal Lamm	Dania Rodriguez
Elizabeth Bruening	Jessica Glenn	Angela Lane	Ismelio Rodriguez
Tracey Bussiere	Marcus Goelz	Amy Lang	Roy Rutherford
David Campbell	Lucy Golub	Rovon Lawson	Miranda Rveppa-Nobles
Shirley Campbell	Kendall Griffin	Samantha Lee	Jennifer Sawmiller
Alexis Cannon	Kristie Guna	Dennis Legendre	Cheri Sexton
James Cannon	Jennifer Hager	Selina Legendre	Steven Sexton
Renee Carter	Dawn Hall	Jessica Leighton	Kristi Seymour
Teresa Carter	Brooke Harrelson	Sabrina Lieupo	Darian Simmons
Rob Cassube	Dylan Harrelson	Doug Mabey	Jeremiah Smith
Rosie Chauncey	Kathy Harrelson	Christian Mallet	Kurt Snipes
Dana Cheek	Brandi Hart	Josie March	Nina Snipes
Shayna Cherry	Allison Hartness	John May	Austin Stewart
Roberta Childress	Jessica Hembree	Shelby May	Ali Strickland
Annika Christensen	Megan Henry	Cera McElreath	Martha Taylor
Amy Cline	Jeremiah Hernandez	Felicia Meadows	Paula Thompson
Marchayla Cline	Mariana Hernandez	Kenneth Michal	Grace Tirado-Bailey
Madilyn Cloud	Lisa Hicks	Donna Middlebrooks	Anthony Townsend
Jerry Coker	Gregory Hill	Nancy Moore	Tamara Turner
John Coker	Erika Hodge	Tambrie Moore	Janelle Valdez
Travis Connell	Heather Hodge	Cynthia Murray	Regena Van-Skyhawk
Victoria Cook	Raymond Hodge	Norma Nealon	Keedra Virgil
Erica Copeland	Courtney Hodges	Ashley Nicholson	Tanya Wagner

Marsha Walsh
Erin Ward
Linda Webb

Brittany Wendt
Marlene Whatley
Angela Wheeler

Amy Wilkins
Erica Williams
Lisa Wright

Tabitha Yount

**End of List
2021-2022
School Year**

REGULAR AGENDA

1. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copy is available for review in the office of the Assistant Superintendent of Administration.)

#3.20 Pledge of Allegiance and Solemnizing Message (*Revised*)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. White, second by Mr. Taylor, for approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:

#2.03 Special Committees of the School Board (*Revised*) (**pg. 134**)
#2.04 District Advisory Councils (*Revised*) (**pgs. 135-140**)
#2.091 Family and School Partnership for Student Achievement
 (*Revised*) (**pgs. 141-144**)
#2.16 Prohibiting Discrimination and Other Forms of Harassment
 (*Revised*) (**pgs. 145-155**)
#2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual
 Discrimination (*New*) (**pgs. 156-175**)
#3.06 Safe and Secure Schools (*Revised*) (**pgs. 176-183**)
#3.09 A Moment of Silence (*Revised*) (**pg. 184**)
#5.105 Dating Violence and Abuse (*Revised*) (**pgs. 185-191**)
#5.19 Student Records (*Revised*) (**pgs. 192-194**)
#5.29 Notification of Involuntary Examination (*Revised*)
 (**pgs. 195-196**)
#6.216 Deferred Retirement Option Program (DROP) (*Revised*)
 (**pgs. 197-200**)
#6.39 Report of Misconduct (*Revised*) (**pgs. 201-204**)
#6.391 Relationships with Students (*New*) (**pgs. 205-208**)

- #6.80 Personnel Files (*Revised*) (pgs. 209-211)
- #7.22 Electronic Records, Electronic Signatures, and Electronic Funds (*New*) (pgs. 212-216)
- #8.01 Safety (*Revised*) (pgs. 217-219)
- #8.04 Emergency Evacuation Drills (*Revised*) (pg. 220)

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. Taylor, second by Mr. daSilva, for approval to advertise additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2021-2022. (Copies are available for review in the office of the Director of Curriculum and Instruction.) MOTION CARRIED UNANIMOUSLY
4. The Superintendent recommends approval of the following contracts/agreements for the 2021-2022 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.) (Note: Separate action was taken on the contracts below.)

MOTION by Mr. Crawford, second by Mr. daSilva, for approval of Contract #2022-83 as follows:

- #2022-83 Florida Gateway College Dual Enrollment Articulation Agreement between the School Board of Suwannee County and the Florida Gateway College Board of Trustees for Career and Workforce Development Dual Enrollment courses in Water/Wastewater Treatment Plant Operator (*New*) (pgs. 221-230)

MOTION CARRIED UNANIMOUSLY

MOTION by Mr. daSilva, second by Mr. Taylor, for approval of Contract #2022-85 as follows:

- #2022-85 The University of Florida Agreement for Student Teacher Internship between Suwannee County School Board and the University of Florida Board of Trustees (*New*) (pgs. 231-236)

MOTION CARRIED UNANIMOUSLY

5. MOTION by Mr. Crawford, second by Mr. White, for approval of the following curriculum item for the 2021-2022 school year:

- a. Suwannee County School District 2021-2022 Uniform Statewide Assessment Calendar **(pgs. 237-246)**

MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. White, second by Mr. daSilva, for approval of the following individuals to serve on the Suwannee County School District collective bargaining/negotiating team for 2021-2022:

- Vickie DePratter, Chief Negotiator
- Thomas Hunter Abercrombie
- Marsha Brown
- Ronald Gray
- Malcolm Hines
- Josh Williams

MOTION CARRIED UNANIMOUSLY

7. MOTION by Mr. Taylor, second by Mr. daSilva, for approval of the purchase of the real property from CC Suites, LLC located at 300 Pinewood Drive SW, Live Oak, Florida 32064.

MOTION CARRIED UNANIMOUSLY

8. MOTION by Mr. daSilva, second by Mr. White, for approval of the following minutes: **(pgs. 247-248)**

September 7, 2021 - Public Hearing (Adopt the final Millage rates and final Budget for the 2021-2022 school year)

(Note: Approval of these minutes is required by the Florida Department of Revenue in order to be in compliance with TRIM.)

MOTION CARRIED UNANIMOUSLY

9. MOTION by Mr. daSilva, second by Mr. Taylor, for approval of the following form:

#5100-101 Electrocardiogram (ECG) Screening Consent Form and Release of Liability (*New*) (pg. 249)

MOTION CARRIED UNANIMOUSLY

10. Comments from Student Ambassadors

- Jake Wooley advised the Board that attending the Board meeting had been an enlightening experience. The Board welcomed the Student Ambassadors and asked that they keep their eyes and ears open and advise the Board of any issues or feedback from the schools.

11. Legal Counsel's Report – No legal matters to report.

Action on the Agenda Addendum

- #1. MOTION by Mr. Taylor, second by Mr. daSilva, for approval of the contingent settlement of an insurance claim arising from an incident on a school bus. All settlement proceeds will be paid by the Florida School Boards Insurance Trust (FSBIT). The Trust and the Board's litigation counsel also recommend approval. MOTION CARRIED UNANIMOUSLY

- #2. MOTION by Mr. daSilva, second by Mr. White, for approval of the Human Resources Transactions Addendum (pgs. A2-A3) MOTION CARRIED UNANIMOUSLY

End of Agenda Addendum

12. Superintendent's Report

Mr. Roush reported on the following:

- Surprise announcement from the Governor regarding FSA and standardized testing. The FSA Assessment is still being dealt with legislatively; it will be revamped and will change how we deal with student assessment and accountability.
- An Executive Session will be held following tonight's Regular Board Meeting.

Mr. daSilva requested that the Superintendent keep the Board informed regarding the revamping and changes to the FSA Assessment, in order for them to address their local legislators with any issues and suggestions.

13. Issues and concerns Board members may wish to discuss

- Mr. White inquired about the status/availability of the Woman's Club property in Branford. Mr. Roush advised that the project is on hold at this time, because the Town of Branford has expressed an interest in the property.

The meeting adjourned at 7:19 p.m.

2021-2022 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99008082	FORD F-350 AMBULANCE	DONATED VALUE	12/14/2015	RIVEROAK	SURPLUS
		\$15,000			
		\$ 15,000.00			

Requested By:



ETHAN BUTTS
DIRECTOR OF PROPERTY RECORDS

10/26/2021

DATE

APPROVED BY:

SUPERINTENDENT

BOARD CHAIRMAN

SUWANNEE COUNTY SCHOOL DISTRICT

JERRY TAYLOR
DISTRICT 1
NORMAN CRAWFORD
DISTRICT 2
TIM ALCORN
DISTRICT 3



ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD DIETZEN, III
BOARD ATTORNEY

1740 Ohio Avenue, South
Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools
FROM: Walter Boatright, Director of Human Resources *WB*
DATE: October 11, 2021
RE: Human Resources Transactions for October 26, 2021
Regular Meeting

RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations.

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
October 26, 2021

TO: District School Board of Suwannee County

FROM: Jed L. Roush / MCH
Ted L. Roush, Superintendent of Schools

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations.

RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:

RECOMMENDATIONS: INSTRUCTIONAL:

RIVEROAK Technical College:

William Hill, Teacher, effective October 4, 2021

REPLACES: New Position

Suwannee High School:

Destiny Denson, Teacher (Long Term Substitute), effective October 5, 2021

REPLACES: Keri Bean

District Wide:

Deborah Godbold, Mental Health Counselor, effective October 29, 2021

REPLACES: Kathy Smith

RESIGNATION: INSTRUCTIONAL: (Presented for information purposes only)

RIVEROAK Technical College:

Susan Morgan, Teacher, effective October 25, 2021

LEAVE OF ABSENCE: (FAMILY LEAVE):

Suwannee Middle School:

Stephanie Land, Teacher, effective October 27, 2021 through May 31, 2022

LEAVE OF ABSENCE: (MATERNITY):

Suwannee Pineview Elementary:

Hannah Hicks, Teacher, effective October 26, 2021 through December 31, 2021

Suwannee Riverside Elementary:

Kiara Davis, Teacher, effective November 8, 2021 through February 4, 2022

SUPPLEMENTARY:

<u>Employee Name</u>	<u>Position</u>	<u>Location</u>
Kevin Lewis	Assistant Football Coach	Suwannee Middle School
Rebecca Monroe	Reading Endorsement Supplement	Suwannee High School
Althea Owens	Girls' Head Basketball Coach	Suwannee Middle School
Becky Skipper	Wellness Coordinator	District Wide
Cara Soride	Girls' Weightlifting Assistant Coach	Branford High School
Matthew Yancey	Boys' Weightlifting Coach	Branford High School

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:**Branford Elementary School:**

Amaris Chapman, Paraprofessional, effective October 25, 2021

REPLACES: Edna Roberts

Branford High School:

Peggy Mead, 3 Hour Food Service Worker, effective October 18, 2021

REPLACES: Unfilled Position

District Office:

Leigh Fernald, Project Specialist, effective October 5, 2021

REPLACES: New Position

Kimberly Steichen, Administrative Secretary I, effective January 5, 2022

REPLACES: Robinette Odom

Suwannee High School:

Vance Wiggins, Paraprofessional, effective September 27, 2021

REPLACES: Liana Goldbold

Suwannee Pineview Elementary:

Artra Moore, Paraprofessional, effective October 5, 2021

REPLACES: New Position

Brandy Williamson, Paraprofessional, effective October 5, 2021

REPLACES: Tralene Sasso

Suwannee Springcrest Elementary:

Shana Hodge, Paraprofessional, effective September 20, 2021

REPLACES: New Position

Rebecca McCaskill, Paraprofessional, effective September 21, 2021

REPLACES: New Position

Transportation:

Amanda Colon, Bus Driver, effective October 1, 2021

REPLACES: Mary Noble

RESIGNATIONS: NON-INSTRUCTIONAL: (Presented for information purposes only)

Suwannee Opportunity School:

Daycia Bandy, Paraprofessional, effective October 11, 2021

Branford High School:

Erica Daies, Custodian, effective October 4, 2021

Transportation:

Carol Deas, Bus Driver Aide, effective October 14, 2021

TRANSFER/REASSIGNMENT:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Tara Brock	Suwannee Springcrest Elem. Lead Paraprofessional	Suwannee Springcrest Elem. Paraprofessional	August 26, 2021	Reassignment
Nikolas Hurst	Suwannee Opportunity School Security Officer	Suwannee Springcrest Elem. Paraprofessional	October 4, 2021	Benjamin Smith

TERMINATION:

Transportation:

Amanda Colon, Bus Driver, effective October 8, 2021 (*Abandoned Position*)

LEAVE OF ABSENCE: (PERSONAL):

Transportation:

Susan Kirby, Bus Driver, effective October 12, 2021 through November 8, 2021

LEAVE OF ABSENCE (FAMILY MEDICAL):

Transportation:

Eppie Brown, Bus Driver Aide, effective August 18, 2021 (*Intermittently for 12 weeks*)

Eva Moore, Bus Aide, effective September 17, 2021 through December 17, 2021

LEAVE OF ABSENCE (MEDICAL):

Suwannee Riverside Elementary:

Jenna Chancey, Food Service Worker, effective September 2, 2021 through October 18, 2021

Transportation:

Jennifer Ponder, Bus Driver, effective October 20, 2021 through December 1, 2021
(*With the option to return sooner if release by her doctor*)

MISCELLANEOUS:

Branford High School:

The following teacher to work up to 100 additional hours at her hourly rate to coordinate student activities at BHS:

Stefani Santos

District:

Approval for the following to work up to, but not to exceed, an additional 200 hours for the remainder of the 2021-2022 school year, providing funding is available through the Immigrant Grant:

Juanita Torres

Food Service:

Approval for the following 3 Hour Food Service workers to be paid for five extra hours worked on September 20, 2021, attending Mental Health training:

Tiffany Dunn	Suwannee Middle School
Chastia Lett	Suwannee High School
Heather Lewis	Branford Elementary School
Beatrice Parnell	Suwannee High School
Debbie Rogers	Branford Elementary School

Approval for the following 6 Hour Food Service worker to be paid for two extra hours worked on September 20, 2021, attending Youth Mental Health training:

Natelle Smith	Suwannee High School
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PreK Extended Day Program:

Approval of the following to work as alternate teachers in the PreK Extended Day program:

Gail Butler	Chelsey Chaney
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Reading Tutor Program:

Approval for the following to work in the Reading Tutor Program:

Livesay Boggus	Suwannee Pineview Elementary
Rhonda Furry	Suwannee Riverside Elementary
*Jennifer Bonds	Suwannee Springcrest Elementary

*Alternate Teacher

RIVEROAK Technical College:

Approval for the following to work 22 hours at RIVEROAK Technical College, updating Adult General Education Data-Funded through Higher Education Emergency Relief Funds (HEERF):

Donna Bass

21st Century Program:

Approval of the following employee to work as a paraprofessional in the 21st Century Afterschool program:

Kelly McManaway

VOLUNTEERS:

Michael Ammundsen
Benny Beckner
Donna Beckner
Megan Beckner
Shannon Brooker
Tiffany Broxey
Christina Cannon
Kelly Cotton
Doris Cranford
Victoria Crossno
Linda DeLoach
Lynn Eaken
Amanda Egan
Brandy Fleming
Courtne Gardner
Jeri Giddens
Franklin Gonzalez
Kay Harvard
Carla Hollinger
Amanda Howard
Jenna Hunter
Shanquise Johnson
Lamarra Jones
Kylie Kafka
Amanda Kirby
Zecosha Lee
Jessica Leighton
Susan Loges
Shirley Mattingly

Kelsey McCormick
Lynette McDonald
Laurel McGee
Lauren Michal
Louise Miller
Wanda Molyneux
Theresa Moore
Christina Morrison
Mandy Musgrove
Lyndsi Nahabetian
Gina Nardiello
Amy Patterson
Amanda Patton
Steven Pepin
Andrea Perez
Connie Poole (*Approved for Branford Elementary only*)
Laura Poore
Beth Raga
Sheena Reddy
SueAnn Sasser
Steven Schwab
Samantha Smith
Kendall Wainwright
Alice Wenig
Shannon Whittle
Stephanie Williams
Trevor Willis
Kevin Wright
Kristen Wright

**End of List
2021-2022
School Year**

POLICY:

- I. Athletic programs shall be under the control of the school principal.
- II. All District middle and high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the School Board which are consistent with Florida Statutes.
- III. Students practicing or participating in any type of interscholastic athletics shall be required to have student accident insurance which is available to the parent(s) or legal guardian(s) through the School Board. Additionally, all students who participate and practice must submit all required documentation to the head coach who will submit the required documentation to the Athletic Director. The principal shall be responsible for maintaining an accurate roster of all student athletes and for assuring that no student athlete will practice or participate who is not properly covered. The portion of the premium to be paid by the student athlete will be the same for all sports, with the balance of the premium being equally shared between the athletic department of the school and the School Board.
 - a. The Superintendent shall develop appropriate administrative procedures for the operation of the interscholastic athletics program. Such procedures should provide for the following safeguards:
 - i. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination as defined by Florida Statutes; and a parent / legal guardian shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. Physicals are valid for 365 days.
 - ii. Any student wanting to participate in middle school and/or high school athletics must complete a mandatory Cardiology Report: Electrocardiogram (ECG) as part of the student's athletic packet and must:

1. have a mandatory electrocardiogram (ECG) screening prior to participating in his/her first athletic sport in middle school and again prior to participating in his/her first athletic sport in high school; or
 2. parents/students who decline the mandatory electrocardiogram (ECG) screening will not be permitted to participate in any athletic program.
- iii. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel who has determined the conditions under which the student may participate. Pursuant to F.S. 1006.20(2)(d), the District shall not be liable for any student with a health condition who has been authorized to play by the parent/legal guardian if the parent/legal guardian of the student objects in writing to the student undergoing a medical evaluation because such evaluation is contrary to his/her religious beliefs or practices.
 - iv. Any student who incurs an injury requiring a physicians' care is required to have the written approval of a physician prior or the student's return to participation.
 - v. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and community coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.
 - vi. The Superintendent and school principal will require that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate.
 - vii. The Superintendent and school principal will require that the athletic program and the students who participate will characterize sportsmanship, ethics and integrity.
 - viii. All documentation for Physicals (FHSAA Form EL2), FHSAA Consent and Release from Liability Certificate (FHSAA Form EL3) that covers concussions, sudden cardiac arrest, and heat

related illnesses, SCSB ECG screening Consent Form and Release of Liability will be maintained by the Athletic Director for seven years.

- ix. All students who have a clear (green) participation/practice ECG screening will be allowed to participate. Student who have an abnormal (yellow) reading have a 90-day follow-up requirement and meet the requirement for follow up will be allowed to participate. Students who do not meet the 90-day follow-up requirement will not be allowed to participate after 90 days. Students who have a hard stop flag (red) for immediate medical follow-up will not be permitted to participate unless cleared by medical personnel.
- IV. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian being on file.
- V. No student shall be a candidate for an athletic team or a participant in athletic competition without filing a Physical Evaluation (FHSAA EL2) and Sudden Cardiac Arrest and Heat Illness Informed Consent (FHSAA Form EL3) signed by his/her parent(s). All non-traditional students are required to complete non-member school participation (FHSAA Form EL12) and other required FHSAA documentation as traditional high school students. The consent must explain the nature and risk of concussion and head injury as required by law. The consent must be filed annually prior to participating in any physical activity related to athletic competition or candidacy for an athletic team.
- VI. A student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel. Students who are suspected of sustaining a concussion must complete Post Head Injury/Concussion Initial Return to Participation (FHSAA Form AT18).
- VII. FHSAA Form EL3 also provides information for parents and students on Sudden Cardiac Arrest and Heat related Illnesses. Additional information on Exertional Heat Illness is available in Suwannee County School Board Policy 4.181.

- VIII. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- IX. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest including practice, workout/conditioning sessions and at every FHSAA state championship series contest. Staff will be trained to use such equipment.
- X. All students shall be subject to all School Board Rules and to the Codes of Student Conduct while attending athletic events and practices.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 768.135; 943.0438, 1001.43; 1002.20, 1002.31, 1006.07; 1006.15; 1006.16; 1006.20, F.S.

History:

Adopted:

Revision Date(s): 10/23/12, 11/22/2016

Formerly: IGD, JHA

AN AGREEMENT

Between

SUWANNEE COUNTY SCHOOL BOARD

And

M.O.S., LLC d/b/a DOWN HOME MEDICAL

This Agreement is entered into on the date of execution by both parties between the Suwannee County School Board (SCSB) and M.O.S., LLC d/b/a Down Home Medical (Healthcare Agency).

Whereas, SCSB, through the RIVEROAK Technical College (RTC), operates a Patient Care Technician program, Practical Nurse Education program and Phlebotomy program for qualified students preparing to be Patient Care Technicians, Practical Nurses and/or Phlebotomists; and,

Whereas, SCSB and the Healthcare Agency have agreed jointly to participate in a program in which Patient Care Technician and 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 beginning the date of execution by both parties through June 30, 2022; 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 and Patient Care Technician programs.

II. THE HEALTHCARE AGENCY'S RESPONSIBILITY

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

III. THE RTC'S RESPONSIBILITY

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

3. To maintain standards of the programs as recommended and prescribed by all governing bodies and accrediting agencies regulating the programs.
4. To comply with and require, if necessary, physical examination, chest x-rays, and certain immunizations as deemed necessary by the Healthcare Agency or other such authority relative to the programs prior to entrance upon premises under the programs.
5. To employ qualified employees in the programs as administrators and instructors. The RTC agrees to the responsibility of interpreting the objectives of the programs to the students, consulting with administrative personnel of the Healthcare Agency in advance about use of the various facilities, and conferring with appropriate members of the Healthcare Agency staff in selecting patients to provide the learning experiences desired for students.
6. To be responsible for the educational supervision of students in the program.
7. The Healthcare Agency may, at any time, direct withdrawal of any faculty or student from the institution facilities or premises whose conduct or performance is not in accord with the standards of the RTC and its programs, or is unprofessional and detrimental to the Healthcare Agency. This request for withdrawal shall be submitted in writing, following a verbal request, 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. 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.
- 1.2 The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this Agreement.

VIII. PUBLIC RECORDS

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

IX. RELEASE OF STUDENT RECORDS

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

X. FORCE MAJEURE

Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Agreement if and to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God, acts of the public enemy, war, riots, strikes, labor disputes, civil disorders, fires, floods, hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the 2021-2022 academic year.

XI. E-Verify. Effective July 1, 2020

- A. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this Agreement.
- B. Subcontractors
 - (i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
 - (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095.
 - (iii) Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Contractor must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

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
1740 Ohio Avenue, South
Live Oak, Florida 32064

BY: _____ DATE: _____
Ted L. Roush
Superintendent of Schools

BY: _____ DATE: _____
Tim Alcorn, Chairman
Suwannee County School Board

M.O.S., LLC d/b/a Down Home Medical
256 Washington Street
Madison, Florida 32340

"Approved as to Form and Sufficiency
BY _____

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

BY: _____ DATE: _____

TITLE: _____

EXHIBIT A

**Public Records Law Requirements
under Chapter 119.0701, Florida Statutes**

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 1740 OHIO AVENUE SOUTH, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes, 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, 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.

**Agreement Summary
Driver Education Licensing Assistance Program
For A Florida Driver Education Administrator**

In accordance with Section 322.56, Florida Statutes, the Department of Highway Safety and Motor Vehicles authorizes the Driver Education Administrator named below to conduct driver license exams as described in this agreement.

Driver Education Administrator:

Suwannee County School District
Name of Organization

Contract # 2022-89 Effective Date 10/26/2021 Private ☐ Government ☒

Ted L. Roush, Superintendent of Schools
Responsible Business or Agency Official (print name and title)

Florida Business or Agency Address:

1740 Ohio Avenue, South
Mailing Address Street or P.O. Box
Live Oak FL 32064
City State Zip Code

Location Address if different from mailing address

City State Zip Code

Authorizations for Driver License Examination Services:

Standard Vehicle Licensing Exams (all applicants)

☒ Class E Knowledge

☐ Class E Driving Skills

Exam Sites:

School	<u>Suwannee High School</u>	Site #	<u> </u>
School	<u> </u>	Site #	<u> </u>
School	<u> </u>	Site #	<u> </u>
School	<u> </u>	Site #	<u> </u>
School	<u> </u>	Site #	<u> </u>
School	<u> </u>	Site #	<u> </u>
School	<u> </u>	Site #	<u> </u>

(Continuation of Exam Site Listing)

[illegible]

AGREEMENT

THIS AGREEMENT is between the
**FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR
VEHICLES, DIVISION OF MOTORIST SERVICES,**
(hereinafter the "Department")

AND

Suwannee County School Board,
(hereinafter the "Driver Education Administrator")

This Agreement authorizes the named Driver Education Administrator to conduct driver license examinations on behalf of the Department.

NOW THEREFORE, the Department and the Driver Education Administrator, in consideration of the duties and responsibilities set forth herein, mutually agree as follows:

SECTION I. DEFINITIONS

For the purposes of this Agreement, the following words and phrases shall have the meaning indicated:

1. **Applicant** – An individual who applies for an original non-commercial Florida Driver License (Learner's or Class E), and who will therefore be required to pass the applicable Class E Knowledge and/or Driving Skills Exams. Applicants must be students attending a secondary education program and enrolled in a driver education class. Students between the ages of 15 and 18 years old must also meet the relevant school attendance requirements as stated in Section 322.091, Florida Statutes.
2. **Certificate** – A document issued to a Driver Education Administrator verifying that the Administrator is authorized to conduct an approved driver education examination program on behalf of the Department.
3. **Class E Driver License** – In Florida's classified licensing system, the non-commercial license type required to drive standard passenger vehicles and light trucks not requiring a Class D or higher license class, in accordance with Section 322.54, Florida Statutes (formerly known as an operator's license).
4. **DELAP** – Driver Education License Assistance Program.
5. **Department** – The Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services.
6. **Drivers' Privacy Protection Act (DPPA)** – 18 United States Code section 2721 et seq.
7. **Driver Education Administrator** – A third-party administrator as referenced in Section 322.56, Florida Statutes, and the governing authority responsible for a public or private secondary school, certified by the Department as authorized to conduct an approved DELAP examination

program and issue proof of completion on behalf of the Division of Motorist Services to driver license Applicants in accordance with the requirements described herein. A private school or government entity, defined as a Driver Education Administrator, must be authorized by the Department and accept responsibility for the performance of all of its subdivisions conducting driver education examination services under this Agreement.

8. **Driver Education Specialist** – An individual who is an employee of a Driver Education Administrator and who is certified to conduct driver license examination services in accordance with the terms of this Agreement.
9. **Driver License Examiner** – An individual who is employed by the Department in accordance with Section 322.13, Florida Statutes, and is trained to conduct driver license knowledge and skill examination.
10. **Employee** – an individual who annually receives from a Driver Education Administrator an Internal Revenue Service Form W-2 or an independent contractor who has a written contract with a Driver Education Administrator and annually receives an Internal Revenue Service Form 1099.
11. **Program** – The driver education program comprised of the organizations, activities, and administrative functions that provide for approved driver license examination services by parties other than the Department under the terms of this Agreement.
12. **Exam Site** – Any of the physical locations at which the Driver Education Administrator is authorized to conduct driver license examination services, as designated in an Appendix to this agreement.
13. **Exam Site Number** – A number assigned to the physical address of each exam site at which the Driver Education Administrator is authorized to conduct driver license exams.

SECTION II. APPLICATION AND ELIGIBILITY

The provisions of this Section apply to all Driver Education Administrators that are not entities of state or local government or local school districts.

1. **Commercial Automobile Liability** – The Driver Education Administrator shall take out and maintain Commercial Automobile Liability insurance on all vehicles owned by the Driver Education Administrator and used for examination of applicants. This insurance shall include Hired and Non-owned Liability for all claims which may arise from all operations under this agreement or whether such operations are by the Driver Education Administrator or the Driver Education Administrator's agents, Driver Education Specialists, other employees, or applicants using the vehicle at the time of administering an exam.

Minimum Limits of Liability: \$1,000,000.00 Automobile Liability
Combined Single Limits to include
PIP/PDL/BIL

\$750,000.00 Hired & Non-owned Liability

2. **Other Vehicles** – If the Driver Education Administrator uses an applicant's vehicle for conducting the road exam, it must ensure that such applicant's vehicle is in compliance with the Motor Vehicle No-Fault Law, and has the required coverage of \$10,000.00 for Personal Injury Protection, in addition to \$10,000.00 Property Damage Liability coverage, prior to conducting the Class E Driving Skills Exam.
3. **Commercial General Liability** – The Driver Education Administrator shall take out and maintain Commercial General Liability insurance for the entire length of this agreement. This insurance will provide coverage for all claims that may arise from the operations completed under this agreement, whether such operations are by the Driver Education Administrator or the Driver Education Administrator's agents, Driver Education Specialists, or other employees. Such insurance shall include a Hold Harmless agreement in favor of the State of Florida, Department of Highway Safety and Motor Vehicles and must include the State of Florida as an Additional Named Insured for the entire length of the agreement.

Minimum Limits of Liability: \$1,000,000.00 each occurrence
\$2,000,000.00 Aggregate

4. **Hold Harmless Endorsement** – The Driver Education Administrator shall indemnify and hold harmless the State of Florida, Department of Highway Safety and Motor Vehicles, and Department employees from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recoverable against it or them by reason of any act or omission of the Driver Education Administrator or the Driver Education Administrator's agents, Driver Education Specialists, or other employees in the execution of the work or in consequence of any negligence or carelessness in guarding the same.
5. **Workers' Compensation** – The Driver Education Administrator shall take out and maintain during the life of this agreement, Workers' Compensation Insurance for all of its employees working in connection with this agreement.

Minimum Employers Liability Limits: \$100,000.00 each accident
\$500,000.00 policy limit
\$100,000.00 each employee

6. Pursuant to Chapter 624 and 626, Florida Statutes, all insurance shall be purchased and countersigned by a Florida Resident Insurance Agent.
7. For the application of a Driver Education Administrator to be considered and continuously maintained, the insurance coverages must be provided by an insurance company holding a current Certificate of Authority issued by the Florida Office of Insurance Regulation. Additionally, the insurance company providing coverage specifically for the surety bonds must have complied with the law and regulations of the U.S. Department of the Treasury and therefore must be included on the most current list of authorized companies.
8. For the application of a Driver Education Administrator to be considered and continuously maintained, a certificate of insurance shall be provided to the Department prior to selection for review or verification by the Florida Office of Insurance Regulation.

9. Insurance coverage required under this Section shall include a loss payable clause in favor of the Department, naming the Department as a co-insured, as it is or may be a beneficiary of the insurance coverage.

SECTION III. PROFESSIONAL CONDUCT

1. Prohibited Hiring Practices – The Driver Education Administrator will not engage the services of any current employee of the Department or of a county tax collector serving as a licensing agent of the Department, as a Driver Education Specialist, agent or employee.
2. Applicant Assistance – The Driver Education Administrator will not permit any Driver Education Specialist, employee, or agent of the Driver Education Administrator to assist any driver license Applicant in a manner that provides unfair advantage in passing the knowledge and/or skills exams covered under this Agreement.
3. Conduct Unbecoming A Public Employee – The Driver Education Administrator will refrain from all conduct, whether on or off the job, that discredits the Department, or which adversely affects the Department's ability to carry out its assigned mission.
4. Solicitation – The Driver Education Administrator will not permit any Driver Education Specialist, employee or agent of the Driver Education Administrator to solicit any individual on any premises rented, leased or owned by the Department or tax collector.
5. Guarantees – No advertising by the Driver Education Administrator shall state or imply in any way that the Specialist or anyone on the Specialist's behalf can for any Applicant:
 - a. issue or guarantee issuance of a driver license;
 - b. influence the Department in the issuance of a driver license; or
 - c. obtain preferential or advantageous treatment from the Department.
6. Endorsements – The Driver Education Administrator must refrain from indicating that a program is approved, sanctioned, or in any other way endorsed by the Department, except to say that it is "certified."
7. Business Name – The Driver Education Administrator agrees not to use any name in its advertising besides the name on its contract, application or certificate, and must not use the words "state", "DMV" or any other words that are associated with the Department of Highway Safety and Motor Vehicles in any part of its name.
8. Department Review – The Driver Education Administrator must submit all advertising and promotional materials to the Department prior to release, whether in print or broadcast form, and to comply with changes as may be directed by the Department in accordance with this section.

SECTION IV. TERMS OF AGREEMENT

1. Legal Compliance – The Driver Education Administrator must comply with Section 322.56, Florida Statutes, with all other applicable statutes, with administrative rules of the State of Florida and the Department, and with all applicable local ordinances.
2. Department of Education Certification – The Driver Education Administrator must be a government entity or an educational institution approved by the Florida Board of Education or other recognized certification board and employ at least one instructor that has a valid Florida

Department of Education (DOE) Teacher Certification and a Driver Education endorsement in order to be authorized to administer an approved DELAP examination program.

3. **Place of Business** – The Driver Education Administrator must continuously maintain a place of business at each exam site which includes a permanent, regularly occupied building located within the State of Florida and which meets all applicable safety and legal requirements of the federal, state, and local governments.
4. **Mailing Address** – The Driver Education Administrator must maintain a permanent mailing address and provide this address to the Department.
5. **Facilities and Equipment** – The Driver Education Administrator must maintain facilities and equipment approved by the Department as applicable to the types of driver license examination services authorized in Section V (1) of this agreement.
6. **Curriculum Framework** – The Driver Education Administrator's curriculum must comply with the following requirements:
 - a. Qualifying driver education courses must follow the Florida Department of Education's curriculum framework and student performance standards approved by the schoolboard's pupil progression plan.
 - b. Driver education courses qualifying a school district to participate in the DELAP program must be offered pursuant to Chapter 1003.48, Florida Statutes.
 - c. The DELAP program shall be included in a public or private secondary education program.
 - d. There are two Florida Department of Education driver education curriculum frameworks. Schools may choose to offer either or both of the following courses:
 - i. Driver Education/Traffic Safety Classroom 1900300
 - ii. Driver Education/Traffic Safety Classroom and Laboratory 1900310
7. **For Class E Knowledge Examining:**
 - a. The Driver Education Administrator must provide an indoor area suitable for Applicants to complete multiple-choice exams; computer(s); printer(s); and Internet connectivity meeting specifications for Department-supplied examination software, or Department approved paper exams.
 - b. Knowledge examination must be conducted in the same manner as those test given by driver license examiners.
8. **For Class E Driving Skills (Road) Examining**
 - a. The Driver Education Administrator must provide an off-street area suitable for pre-examination inspection of the vehicle an Applicant will use for the examination. (The instructor will conduct a pre-trip inspection of the vehicle prior to conducting any exams.)
 - b. The Driver Education Administrator must provide an approved road examination route and alternate route or approved off-street examination range.
 - c. Class E Driving Skills Examination must be conducted in the same manner as those test given by driver license examiners.

9. **Vehicles** – The Driver Education Administrator must ensure that all vehicles used for examination, whether furnished by the Driver Education Administrator or by the applicant, meet applicable federal and state requirements for safe operating condition.
10. **Designated Responsibilities** – The Driver Education Administrator must designate an individual representative with general responsibility for the Driver Education Administrator's compliance with this agreement, and an individual representative with specific responsibility for operations at each of the Driver Education Administrator's respective exam sites. Nothing in this agreement precludes designating the same individual to be responsible for both general compliance and for operations at a given exam site.
11. **Ineligibility** – Persons subject to suspension upon failing an examination and/or persons directed to appear for Department re-examination are not eligible for Driver Education examination under this Agreement.
12. **Driver Education Specialists** – The Driver Education Administrator must employ at least one (1) Driver Education Specialist holding a valid certificate issued by the Department for the type(s) of exam(s) being conducted, and permit only those employees who maintain current valid certificate(s) to conduct exams under this Agreement.
 - a. The Driver Education Administrator shall only employ or contract with teachers that are certified by the Department of Education as Driver Education Instructors to teach a driver education curriculum.
 - b. A Driver Education Specialist shall not own or operate any commercial drivingschool that serves as a provider for the Driver Education Administrator's (school district or private secondary school) driver education curriculum.
 - c. The Driver Education Specialist must participate in DELAP training or refresher training as may be required by the Department.
 - d. The Driver Education Specialist must conduct driver license exams, keep records, and perform related administrative functions on behalf of the Driver Education Administrator strictly in accordance with applicable examination procedures.
13. **Driver Education Specialist Records Maintenance and Retention** – The Driver Education Administrator must maintain a record of each Driver Education Specialist in the employ of the Driver Education Administrator. Each record shall contain documentation of the Driver Education Specialist's valid certification by the Department, status as a payroll employee, Department or other official state driver record current within the past six months, home address, and telephone number. Each record shall be maintained for at least three years after the Driver Education Specialist leaves the employ of the Driver Education Administrator.
14. **Class E Knowledge Exam Conduct** – The Driver Education Administrator must ensure that knowledge exams are conducted strictly in accordance with the procedures prescribed by the Department.
15. **Class E Driving Skills Exam Conduct** – The Driver Education Administrator must ensure that skills exams are conducted strictly in accordance with the specifications and procedures prescribed by the Department and in accordance with applicable provisions of Rule 15A-1.015, Florida Administrative Code. Exams must be conducted in a vehicle of the class and type for

which the Applicant seeks licensure and in which the Driver Education Specialist is licensed to operate on the highways of Florida.

16. **Confidentiality** – The Driver Education Administrator must ensure that no parties other than the Driver Education Administrator, Driver Education Specialists employed by the Driver Education Administrator, and authorized representatives of the Department gain access to the Department's library of knowledge examination items in any form. The Driver Education Administrator must also ensure that knowledge examination questions are not revealed to Applicants except during the administration of the exam.
17. **Applicant Records Maintenance and Retention** – The Driver Education Administrator must maintain, at the approved Driver Education exam site, for a minimum of two years, to include the score sheets of each applicant for whom the Driver Education Administrator conducts the knowledge and/or driving skills exam and whether the applicant passes or fails the exam. Records of driver license exams conducted under this agreement may be recorded on forms provided by the Department, or school roll book or an electronic file, and must be available to Department staff on request. Information to be kept regarding each applicant's record is listed in detail in the Program Manual for the Driver Education Licensing Assistance Program (DELAP) and must be adhered to as part of this Agreement.
18. **Proof of Completion** – The Driver Education Administrator must provide documented proof of exam results, in a format designated by the Department, to each Applicant who takes and passes the required exams, including compliance with procedures to ensure that an applicant presenting such proof to the Department is the same person to whom the proof of completion was issued by the Driver Education Administrator. Only the Driver Education Specialist who actually gave the DHSMV knowledge and/or skills exams may provide proof of completion; may not provide proof of completion on behalf of other instructors; and may not designate or authorize another person to do so on their behalf.
19. **Security of Program Materials** – The Driver Education Administrator must maintain strict security and accountability for all completion results and confidential exam materials issued by the Department. Any forms supplied by the Department will remain secured at the Driver Education Administrator's approved examination site(s) until needed.
20. **Statutory Requirements of the Driver Education Administrator:**
 - a. **Examinations, Inspections, and Audits**
 - i. Allow the Department or its representatives to conduct any and all monitoring activities required by Section 322.56, Florida Statutes.
 - ii. Provide unscheduled access to the approved Driver Education examination site(s), vehicles used for examination, Driver Education Specialist and applicant records as specified in this agreement to representatives of the Department and the Department of Education.
 - iii. Provide representatives of the Department and the Department of Education with copies of all records required to be maintained under this agreement, upon request.
 - b. Allow representatives of the Department and the Department of Education to observe any applicant's examination, including those portions occurring inside vehicles.

21. **Accommodating Applicants With Special Needs** – The Driver Education Administrator must maintain the capability to accommodate applicants needing special services in accordance with requirements of the Florida Americans With Disabilities Accessibility Implementation Act, Sections 553.501 – 553.513, Florida Statutes, and the current Florida Disability Code for Building Construction, providing requirements for persons with disabilities and with the requirements of Public Law 101-336, enacted July 26, 1990, effective January 26, 1992, Section 28 CFR Part 35 and Appendix to Section 36 CFR Part 1191, 42 USCS s.12101 et seq., known as the “Americans with Disabilities Act of 1990”.
22. **Certificates** – The Driver Education Administrator must prominently display the authorized Driver Education Administrator Certificate in its approved Driver Education examinationsite(s).
23. **Public Records Compliance** – The Driver Education Administrator must keep and maintain public records as defined in S. 119.011(12) Florida Statutes as the Department ordinarily and necessarily would be required to keep and maintain them in order to perform the services contained in this Agreement.

The Department may unilaterally cancel the Contract for refusal by the Contractor to allow public access to all documents, papers, letters or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from Section 24(a) of Article I of the State Constitution and subsection 119.07(1), Florida Statutes.

The Contractor, when acting on behalf of the Department, shall in addition to all other conditions of the Contract:

- a. Keep and maintain public records required by the Department to perform the service.
- b. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost as set forth in the Department's Policy Number 9.03, Providing Records to the Public, which can be provided by the Department upon request, or as otherwise provided by law.
- c. Ensure that public records that 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 Department.
- d. Upon completion of the Contract, transfer, at no cost to the Department, all public records in possession of the Contractor or keep and maintain public records required by the Department to perform the service. If the Contractor transfers all public records to the Department upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records or Contract Manager, in a format that is compatible with the information technology systems of the Department.

- e. Respond to inquiries from the Department's custodian of public records or Contract Manager, regarding public records requests by providing all information or records that the Department deems necessary to respond to such requests within three (3) working days of the request from the Department's custodian of public records or Contract Manager.

Pursuant to subsection 119.0701(3), Florida Statutes, in the event the Contractor fails to comply with a public records request, the Department will enforce all Contract provisions related to public records requests by assessing the following:

- 1. First violation - \$100 penalty.
- 2. Second violation - \$250 penalty
- 3. More than two (2) violations - \$500 penalty and/or possible Contract termination depending upon the nature of the violations.

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 (850) 617-3101, OGCFiling@flhsmv.gov, Public Records Coordinator, Office of General Counsel, 2900 Apalachee Parkway, Room A432, MS 02, Tallahassee, FL 32399

- 24. Miscellaneous Notifications – The Driver Education Administrator must:
 - a. Notify the Department in writing 30 days prior to any change in the Driver Education Administrator's organizational name, school name, or address.
 - b. Notify the Department in writing within 10 calendar days of changes in the individual(s) designated to represent the Driver Education Administrator under Section VII and in the Appendix to this Agreement.
 - c. Notify the Department in writing within 10 calendar days of changes in Driver Education Specialists employed by the Driver Education Administrator.
 - d. Notify the Department whenever the Driver Education Administrator ceases business operations at an approved Driver Education examination site.
 - e. Notify the Department within five calendar days of actions by any employees of the Driver Education Administrator that are known to violate the terms of this Agreement.
- 25. Amendments – The Driver Education Administrator agrees to accept any amendment to any provision of this Agreement, if the amendment is set forth in writing, is necessitated by a change in state or federal law and is requested by the Department. The Driver Education Administrator shall execute such an amendment upon request.

26. Except as otherwise provided, this Agreement may be amended only by the mutual consent of the parties which is expressed in writing and is signed by a duly authorized representative of each party. No verbal representation, interpretation, or commitment by the Driver Education Administrator or the Driver Education Administrator's agents, Driver Education Specialists, or other employees or by any officer, agent, representative, or employee of the Department, either before or after the execution of this Agreement, shall affect or modify any of the provisions in the agreement, unless the representatives' interpretation, commitment, or representation is expressly stated in a written amendment to this Agreement, signed by a duly authorized representative of each party.
27. Non-Assignability – This Agreement and the Driver Education Administrator certification are not assignable by the Driver Education Administrator, either in whole or in part, including by subcontract.
28. Release and Enforceability – A release of any provision of this Agreement by either party shall not act as a release of any other provision of this Agreement. If any provision of this Agreement is for any reason declared invalid, illegal or unenforceable, that declaration shall not affect the remainder of the provisions of this Agreement.
29. Posting of Fees – Any fee charged to applicants for exams conducted under this agreement must be prominently posted at the Driver Education Administrator's approved Driver Education exam site(s). Any fee for exams conducted under this agreement must be uniformly charged to all applicants. Acceptance of gratuities or other forms of payment in addition to the posted fee is prohibited. Any fee charged to an applicant for Class E licensing exams conducted under this agreement must be refunded upon demand if that applicant subsequently applies for license issuance and is found ineligible due to uncorrectable vision deficiency or other medical condition. Vision exam procedures are described in the Program Manual for the Driver Education Licensing Assistance Program (DELAP).
30. Additional Information To Be Posted – The following information must be prominently posted at the approved Driver Education examination location or otherwise made known to Applicants prior to incurring charges:
 - a. Payment of any fees to the Driver Education Administrator will not affect fees payable by the Applicant to the Department for issuance of a driver license.
 - b. The Department may re-examine a random sample of the drivers approved by the Driver Education Administrator for licensure.
 - c. The Driver Education Administrator does not issue driver licenses and cannot guarantee the issuance of a driver license nor in any way influence the Department in the issuance of a driver license.

SECTION V. SERVICES PROVIDED BY THE DEPARTMENT

1. Driver Education Administrator Examining Authority – Permit the Driver Education Administrator to conduct the following driver license knowledge and/or skills exams for all Applicants pursuant to the terms of this Agreement and applicable provisions of Chapter 322, Florida Statutes:

Class E	Knowledge	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Class E	Driving Skills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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2. Examination Content and Procedures – Provide Department examination items, necessary forms and examination procedures for use by the Driver Education Administrator.
3. Technical Assistance – Provide consultation to the Driver Education Administrator regarding laws, rules and procedures for conduct of the program established under this Agreement.
4. Administration and Enforcement – Administer and enforce the provisions of the Program.

SECTION VI. TERMINATION AND REAPPLICATION

1. Applicability of Chapter 120, Florida Statutes – Provisions of the Administrative Procedures Act, Chapter 120, Florida Statutes, will govern actions of the Department to suspend or terminate examination authority or terminate this Agreement under the provisions of this Section.
2. This agreement shall remain in effect for a three-year period from the date of approval, or until made inactive, suspended, canceled, or terminated in accordance with the following provisions:
 - a. Inactive Status – The Driver Education Administrator's examination authority will be deemed inactive upon the request of the Driver Education Administrator or upon failure to have at least one certified Driver Education Specialist under employment as specified in Section IV (10), Driver Education Specialists.
 - i. The Department will provide written notification of inactive status.
 - ii. Examination authority under Agreements deemed inactive may be restored upon request of the Driver Education Administrator and verification by the Department that all requirements for compliance with the original agreement have been reestablished.
 - b. Suspension – Examination authority at one or more exam sites of the Driver Education Administrator may be suspended in accordance with Sections VI.3.A, VI.3.B, or VI.3.C of this agreement. The Department will provide written notification of suspension.
 - c. Cancellation – Either party to this Agreement may cancel this Agreement for any reason by providing 60 days written notice of cancellation to the other party.
 - d. Agreements with Driver Education Administrators other than government agencies will be subject to cancellation upon significant changes in the identity of the contracted organization, including changes in the business name, in ownership, or in the business or agency official accepting responsibility for compliance as a signatory to the original agreement, but not including changes in public officials assuming responsibilities of their predecessors in office. Procedures and requirements for entering into a new agreement will be the same as for

original agreements.

- e. Termination – The Department reserves the right to terminate this Agreement immediately upon determining that continued performance by the Driver Education Administrator, or Driver Education Specialist employed by the Driver Education Administrator, would endanger the public health, safety or welfare. Additionally, the Department may terminate examination authority at one or more exam sites in accordance with Sections VI.3.B, VI.3.C or VI.3.D of this agreement.
- f. The Department may terminate this agreement immediately upon determining that the Driver Education Administrator, or Driver Education Specialist employed by the Driver Education Administrator, has done one or more of the following:
 - i. Failed to comply with or satisfy any of the provisions of this Agreement;
 - ii. Falsified any record or information required under this Agreement;
 - iii. Was criminally arrested for or committed an act that, in the opinion of the Department, compromises the integrity of the Program;
 - iv. Failed to file a certificate of insurance or self-insurance or has failed to maintain required insurance coverage, unless said Driver Education Administrator is a Government entity;
 - v. Refused to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Driver Education Administrator in conjunction with this Agreement.
- 3. Penalties for specific forms of non-compliance with this Agreement are defined and applied as follows:
 - a. Administrative Non-Compliance – Failure to meet requirements for reporting, notifications, record keeping, and similar acts that do not compromise examination integrity or public safety.
 - i. First Occurrence: Written Reprimand
 - ii. Repeated Occurrence: 30 day suspension of examination authority at applicable exam site(s)
 - b. Minor Discrepancy in Exam Procedure – Failure to properly administer a required portion of an otherwise complete exam procedure, such as omission of a required maneuver.
 - i. First Occurrence: 10 day suspension of examination authority at applicable exam site(s)
 - ii. Repeated Occurrence: Termination of examination authority at applicable exam site(s)
 - c. Major Discrepancy In Exam Procedure – Failure to include all required parts of an exam procedure, such as omission of a required maneuver, failure to use an approved exam route, or use of unsafe vehicles for examination applicants.
 - i. First Occurrence: 10 day suspension of examination authority at applicable exam site(s)
 - ii. Repeated Occurrence: Termination of examination authority at applicable exam site(s)

- d. Fraud – Abuse of authorities granted under this agreement to gain profit through issuance of proof of completion to applicants who have not passed substantially complete exams or persons that are not approved to provide or receive DELAP services other than those specified in this agreement.

i. First Occurrence: Termination of this agreement

4. The Department will have sole discretion to determine the occurrence and the level of the violations defined above, and to apply associated penalties. Nothing in this section limits application of provisions for termination or cancellation where deemed appropriate.

SECTION VII. COMMUNICATIONS

The Driver Education Administrator and the Department designate the following to receive the written notices and communications that are desired or required under this agreement:

REPRESENTING THE DRIVER EDUCATION ADMINISTRATOR

Name: Jennifer Barrs
 Title: Director of Curriculum and Inst.
 Address: 1740 Ohio Avenue South
 City/State: Live Oak, FL 32064
 Telephone: 386-647-4600
 Fax #: 386-364-2635
 Email: jennifer.barrs@suwannee.k12.fl.us

REPRESENTING THE DEPARTMENT

Name: Kathy Daws
 Title: Program Manager
 Address: 2900 Apalachee Parkway
 City/State: Tallahassee, Florida
 Telephone: (850)617-2490
 Fax #: N/A
 Email: kathydaws@flhsmv.gov

Chairperson, Suwannee County School Board

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first written above.

ADMINISTRATOR/ORGANIZATION: Suwannee County School District

NAME OF SIGNATORY: Ted L. Roush

TITLE: Superintendent of Schools

SIGNATURE: _____

BY: Florida Department of Highway Safety and Motor Vehicles

NAME OF SIGNATORY: _____

TITLE: _____

SIGNATURE: _____

"Approved as to Form and Sufficiency
BY _____

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

APPENDIX A

**APPLICATION TO
THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
FOR DELAP
DRIVER EDUCATION ADMINISTRATOR CERTIFICATION**



STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles
Division of Motorist Services

For Department Use Only Approved By: **SCSB 2022-89 (NEW)**

Assigned to Monitor _____

Name _____

Title _____

Signature _____

Date _____

Application for Driver Education Administrator

Please Print or Type

Name of School Board or Organization Suwannee County School Dist. Private ☐ Government ☒
Name of School Suwannee High School
Site Address 1740 Ohio Avenue South Live Oak Suwannee FL 32064
Street/PO Box City County State Zip Code
Home Phone _____ Business Phone 386-647-4600
Driver License Number _____ State _____
Social Security Number _____ Email Address jennifer.barrs@suwannee.k12.fl.us

What County School Board are you being employed by Suwannee County School Board

What School(s) will you be working at District Office Administrator

Are you currently or have you previously been employed as a Driver Education Specialist with another school? Yes () No (☒)

If yes, please state the school _____

I certify under the penalty of perjury that the following facts are true and accurate to the best of my knowledge, information and belief:

☒ I am employed by a certified Driver Education Administrator named below, or will be employed by that Driver Education Administrator as a prior and necessary condition of being authorized by the Department of Highway Safety and Motor Vehicles to conduct driver license exams.

2. I am at least 21 years of age.

3. I have not been convicted of any criminal offense bearing on my ability to fill a position of trust as a Driver Education Specialist, including but not limited to the crimes of fraud, sexual offense, and/or moral turpitude at any time, and other felonies or first degree misdemeanors within the past ten years. My signature below indicates my consent to the investigation and release of information in support of this statement to authorized DHSMV personnel from law enforcement agencies and other individuals or organizations. I understand that the Department will make a criminal history information request for this purpose. The DELAP Administrator, and all DELAP Specialists, must submit to a fingerprint-based background check performed by a "Live Scan" Provider with results provided to the Department at the time of the Application. The Department will notify the DELAP Administrator of any disqualifying background check.

4. I hold a valid driver license.

☒ I have successfully completed the Department of Education training program for certification as a Driver Education Specialist.

6. I am not a current employee of the Division of Motorist Services or of a county Tax Collector serving as a licensing agent.

Driver Education Administrator Suwannee County School District
Print Name of School Board or Private School

61

Identification Number

Name Jennifer Barrs
Authorized Agent for the Driver Education Administrator

Signature _____
Authorized Agent for the Driver Education Administrator

Date _____

Test Site Number _____ for Driver Education Administrator:

Suwannee County School District

Name of School Board or Organization

☐ Private ☒ Government

Site Address:

Suwannee High School

Name of School

1314 SW Pine Avenue

Mailing Address Street or P.O. Box

Live Oak FL

32064

Suwannee

City

Zip Code

County

Location Address if different from mailing address

City

Zip Code

County

Telephone Number 386-647-4000

Fax Number 386-364-2794

Email Address jennifer.barrs@suwannee.k12.fl.us

Designated Agents for Test Site Communications and Compliance

For the Driver Education Administrator

Jennifer Barrs - Director of Curriculum and Instruction

Print name and title

For the Department of Highway Safety and Motor Vehicles

Jennifer Barrs

Monitor for Zone _____

Print name

Approved Testing Activities at Site:

Standard Vehicle Licensing Tests (all applicants)

☒ Class E General Knowledge (Road Rules and Road Signs)

☒ Class E Driving

Site Status:

Date approved: _____ by DHSMV Monitor: _____

Date closed: _____



FIVE-YEAR STRATEGIC PLAN
July 2021 - June 2026

Approved by Institutional Advisory Committee, September 23, 2021
Presented to School Board in Workshop Session, September 28, 2021
Recommended for School Board Approval, October 26, 2021

This document serves as the long and short-range planning document for RIVEROAK Technical College.

Mission of the Institution

Our mission at RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

Vision of the Institution

RIVEROAK Technical College will provide technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

Accomplishment Report for the 2020-2021 School Year

- ❖ 240 industry certifications/licensures earned
- ❖ Approval from Council on Occupational Education to launch Automotive Service Technology 2 and Welding Technology – Advanced
- ❖ Over \$48,000.00 in scholarships awarded to career certificate students.
 - Sable Trail
 - Academic Development
 - Merit (High School Seniors)
 - Bernard Williams Memorial
 - Live Oak Ladies Auxiliary
- ❖ Served 84 students in Rapid Credentialing Grant Program (Nursing Assistant, Patient Care Technician, Phlebotomy)
- ❖ Served 514 adult students in adult education and career certificate programs and 134 secondary students.

Objectives of the Strategic Plan – Program & Curriculum Related

Objective	Strategies	Timeline	Financial Resources	Evaluation
Completed student exit forms will indicate a minimum 80% of 2021-2022 exiting adult education graduates (GED) go on to postsecondary education, enter the workforce, and/or retain employment.	<ul style="list-style-type: none"> a. Implement postsecondary transition model with appropriate services. b. Complete individualized career plan with each adult education student. 	In Progress	None	<p>Completed student exit forms Follow-up student services</p> <p>Currently, 53% of 2020-2021 graduates are either employed, enrolled in postsecondary education, or in workforce. Percentage is expected to rise by Spring 2022.</p>
Industry Certification Data Reports will reflect a minimum 15% increase of industry certifications earned by students in Secondary and career certificate CTE programs at RTC during 20-21 year.	<ul style="list-style-type: none"> a. Provide professional development as needed. b. Regularly monitor student industry certification data. 	Complete	None	<p>Local and state data reports</p> <p>Industry certification certificates</p> <p>187 postsecondary and 60 secondary industry credentials were earned during the 2020-2021 year. Postsecondary credentials earned increased by 78% and secondary credentials earned increased by 200%</p>

Objective	Strategies	Timeline	Financial Resources	Evaluation
Industry Certification Data Reports will reflect a minimum 15% increase of industry certifications earned by students in Secondary and career certificate CTE programs at RTC during 21-22 year.	<ul style="list-style-type: none"> a. Provide professional development as needed. b. Regularly monitor student industry certification data. c. Research additional industry certifications to assist students in being more employable. 	In Progress	None	<p>Local and state data reports</p> <p>Industry certification certificates</p>
Utilizing 19-20 Comprehensive Local Needs Assessment (CLNA) data, develop tentative plan for career certificate program implementation.	<ul style="list-style-type: none"> a. Review CLNA data, including surveys sent to industry and business. b. Identify current job trends and needed skills. c. Expand Evening Program Opportunities d. Seek School Board approval and support. e. Complete required paperwork with Council on Occupational Education and FLDOE. 	In Progress	None	<p>CLNA Data</p> <p>School Board Meeting minutes</p> <p>COE and FLDOE approval documentation</p> <p>Applied Cybersecurity (750 Clock Hour Program) to be implemented January 2022</p>

Objectives of the Strategic Plan – Facilities

Objective	Strategies	Timeline	Financial Resources	Evaluation
When special school funds or legislative funds are available, acquire a medical facility with additional adult education classrooms.	a. Secure state facility funds as a special school b. Meet with legislative delegation c. Solicit letters of support from community leaders and business partners d. Take a delegation to Tallahassee during the legislative session e. Apply for Legislative Appropriations	Postponed	None Approximate cost: \$350,000.00	Board approved and Preliminary architectural plans complete Letters on file & Photos Awarded \$300,000 through Legislative Appropriation (17-18) Additional Appropriation will be pursued 20-21.
When funds become available, remodel and renovate facility	a. Secure state facility funds as a special school b. Pursue Legislative Appropriations	In Progress	Monies unavailable Approximate cost: \$300,000.00	Budget architect plan Board approved Meet with Architect to assess needs
Retrofit front entrance as a single point of entry for campus safety.	a. Secure funding from District b. Utilize Technology Fees and/or CARES HEERF 1 Funds	In Progress	Monies unavailable at this time. Cost incurred for keyless entry: \$22,000.00 Approximate Cost for Video Intercom System: \$1,100.00	Included in annual School Security Risk Assessment (2018 – present) Included in Five-Year School District Work Plan Fully installed system (keyless entry and video intercom system)

Objective	Strategies	Timeline	Financial Resources	Evaluation
At least 80% of faculty/staff will continue to be certified in CPR/First Aid.	a. Offer training during professional development day	Accomplished and Ongoing Faculty and Staff were recertified Spring 2021	\$875.00	Currently, 76% of faculty and staff are certified in CPR/First Aid. New instructors (3) and those who missed training will be certified Spring 2022.
Construct sidewalk from Nails Specialty portable to front of RTC between nursing/business buildings and RTC main building.	a. Create safer/cleaner walking paths	Spring 2022	Approximately \$1,000.00 needed for project.	Drafted Plans Installation
Add additional power supply to RIVEROAK Technical College to support growing industrial programs.	a. Acquire electrical engineering plans to meet demands of increased enrollment in Electrical and Welding and equipment needs b. Power pole installation	On-going	Monies -Research ESSER Grant Fundable Projects \$13,400 Currently expended for design services through CARES HEER funding Approximate Cost: \$125,000.00	Engineering Plans Contract Pursue Legislative Appropriation. Firm to disseminate proposal contracted.

Objectives of the Strategic Plan – Administrative

Objective	Strategies	Timeline	Financial Resources	Evaluation
Provide additional professional development addressing sensitivity training, mental health and services	<ul style="list-style-type: none"> a. Identify County-wide PD dates for training b. Procure District Trainer 	In Progress	Approximate Cost: \$100.00	<p>Faculty and Staff surveys</p> <p>Follow-up and reflection activities</p> <p>Inservice points</p>
Increase community awareness and community partnerships	<ul style="list-style-type: none"> a. Sponsor the Chamber of Commerce Christmas on the Square, Gala, and Business of the Year Dinner. b. Attend school and community events. 	Accomplished/On Going	<p>Approximate cost to sponsor events: 2,500.00</p> <p>Approximate cost for resources needed for community outreach: \$1,200.00</p>	<p>Strengthened relationship with local business community</p> <p>Activities with local community groups</p>
Work with schools and public library for student recruitment	<ul style="list-style-type: none"> a. Promotional table and literature at SMS, SHS, BHS and Suwannee River Regional Library branches b. CTE Coordinator and instructor visits to campuses for student recruitment 	<p>On Going</p> <p>On Going</p>	Approximate cost: \$150.00	<p>Increased student enrollment</p> <p>Increased awareness of the programs at RIVEROAK Technical College</p>

	<ul style="list-style-type: none"> c. Annual school counselor luncheon and information session luncheon at RIVEROAK Technical College d. CTE Coordinator classroom visits with guidance counselors 	<p>Accomplished/On Going</p> <p>Ongoing</p>		
Increase awareness and support of RIVEROAK Technical College with community and state leaders	<ul style="list-style-type: none"> a. Visit Tallahassee during Legislative Session. b. Host city, county and state elected officials meeting. 	<p>Ongoing</p> <p>Deferred to Spring of 2021-2022 year.</p>	Approximate cost: \$500.00	Obtain endorsements for programs at RIVEROAK Technical College