

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
October 23, 2018

AGENDA

Call to Order –5:55 p.m.

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

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

#3.101 Religious Expression in Public Schools (*New*)

Adjourn

<<<>>>

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
October 23, 2018

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Branford High School

Special Recognition by the Superintendent:

- Branford High School Students
  - Perfect Scores on 2018 Spring FSA
- Branford High School Forestry Plot Recognition

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. 6-29)

- |                    |  |
|--------------------|--|
| September 4, 2018  | - Public Hearing ( <i>Adopt final Millage Rates and final Budget for 2018-2019</i> ) (NOTE: Minutes already approved at the September 25, 2018, Special Meeting, due to Department of Revenue requirements for TRIM compliance.) |
| September 11, 2018 | - Workshop Session   |
|                    | - Special Meeting  |
| September 25, 2018 | - Special Meeting  |
|                    | - Public Hearing   |
|                    | - Regular Meeting  |

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



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

<u>Site</u>	<u>Item</u>	<u>Donor</u>
BHS FFA Chapter	Cash Donation (\$1,250)	Zoetis Industry/Southeast Milk Inc., Mayo

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

District Reassignment:

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TO</b>	<b>FROM</b>	<b>GRADE</b>
London	Nickerson	Suwannee	Hamilton	K

REGULAR AGENDA

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

1. The Superintendent recommends 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.)

#3.101 Religious Expression in Public Schools (*New*)

**Director of Facilities – Mark Carver:**

2. The Superintendent recommends approval of the Florida Department of Education Five Year Facilities Work Plan for fiscal year 2018-2019. (A copy is available for review in the office of the Director of Facilities.)

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

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

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

3. The Superintendent recommends approval of the following personnel items for the 2018-2019 school year:
  - a. Add one Student Care Attendant position (9-month)
  - b. Add one CNA/Student Care Assistant position (9-month)
  - c. Job Description #181 – Student Care Attendant (9-month) (*New*) (Note: The Student Care Attendant position is already on the *Non Instructional Salary Schedule 2018-2019 Paraprofessional/Student Care Attendance 185 Days.*) (pgs. 76-77)
  - d. Job Description #182 – CNA/Student Care Assistant position (9-month) (*New*) (Note: Salary Schedule to be determined.) (pgs. 78-79)
4. Personnel Changes List (pgs. 80-85)

**School Board Attorney – Leonard Dietzen:**

5. Legal Counsel's Report

**Superintendent of Schools – Ted Roush:**

6. Superintendent's Report

**School Board Members:**

7. Issues and concerns Board members may wish to discuss

End of Agenda

**INFORMATION ONLY – THESE MINUTES WERE APPROVED AT THE  
SEPTEMBER 25, 2018, SPECIAL MEETING, DUE TO DEPARTMENT OF REVENUE  
REQUIREMENTS FOR TRIM COMPLIANCE.**

**SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
September 4, 2018**

**MINUTES**

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

Chairman Taylor called the hearing to order at 5:34 p.m. for the purpose of adopting the Final Millage rates for the 2018-2019 school year and the Final Budget for 2018-2019.

The Final Millage rates set for the 2018-2019 school year are as follows:

Required Local Effort	=	3.919
Discretionary Operating	=	.748
Capital Outlay	=	<u>1.500</u>
Total	=	6.167

The Final Millage is greater than the roll back rate by 3.58 percent.

The Required Local Effort is 3.919 mills and is set by the State. This is a decrease of .244 mills from the 2017-2018 rate.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2017-2018.

The Capital Outlay is 1.500 mills. This is the same millage rate as in 2017-2018.

- 1) Chairman Taylor called for questions or comments from the public concerning the Final Millage rates and there were none.

**INFORMATION ONLY – THESE MINUTES WERE APPROVED AT THE  
SEPTEMBER 25, 2018, SPECIAL MEETING, DUE TO DEPARTMENT OF REVENUE  
REQUIREMENTS FOR TRIM COMPLIANCE.**

- 2) MOTION by Mr. daSilva, second by Ms. Cason, to adopt the Final Millage rates for 2018-2019 as follows:

Required Local Effort	=	3.919
Basic Discretionary	=	.748
Capital Outlay	=	1.500

MOTION CARRIED UNANIMOUSLY

- 3) MOTION by Mr. daSilva, second by Mr. Alcorn, to adopt the Final Budget for 2018-2019. MOTION CARRIED UNANIMOUSLY

The hearing adjourned at 5:37 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
September 11, 2018

MINUTES

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

Administration and others present: Walter Boatright, Bill Brothers, Mark Carver, James Fike, Janene Fitzpatrick, Toni Greenberg, Malcolm Hines, Debbie Land, Chris Landrum, Kelly Waters, and Josh Williams.

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

School Improvement Plans..... Janene Fitzpatrick

Posters showing the Suwannee County School District's School and District Grades, 2016-2018, have been made and framed. They'll be given to each school administrator. A copy of the chart was distributed to the Board members.

The following 2018-2019 School Improvement Plans (SIP) were presented to the Board:

- Branford Elementary School – Dee Dee McManaway
- Suwannee Primary School – Marsha Tedder
- Suwannee Elementary School – Amy Boggus

The workshop recessed at 10:06 a.m. and resumed at 10:18 a.m.



The remaining 2018-2019 SIPs were presented to the Board:

- Suwannee Intermediate School – Joe Eakins
- Suwannee Middle School – Jimmy Wilkerson
- Suwannee High School – Tammy Boggus and Angie Stuckey
- Branford High School – Terry Huddleston
- RIVEROAK Technical College – Mary Keen

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

Due to the length of time the SIP presentations took, Chairman Taylor postponed the presentation of the District Improvement Plan, as well as the Facilities Department Update until the October Workshop.

Student Services Department Update.....Debbie Land

Job-A-Palooza for students with disabilities will be held at the Suwannee Agricultural Coliseum on September 19, 2018. Participants will be matched with student mentors. A handout was provided.

Suwannee Primary School (SPS) will begin using the program MELD for Pre-K students to help them develop language skills. This is a brand new program in Florida and SPS is piloting the program.

Mrs. Land provided an update on the Opportunity School plan for an off-site program. A handout was distributed explaining the different options and cost of each. After reviewing and discussing the options, Board consensus was to move forward with implementing the full plan to move the entire Opportunity School Program off-site from Suwannee High and Suwannee Intermediate Schools to the property next to RIVEROAK Technical College (east side).

Policy Update .....Bill Brothers

Mr. Brothers provided an update to the following policy:

#3.101 Religious Expression in Public Schools (*New*)

Superintendent Update ..... Ted Roush

- The Suwannee County School District receives about \$475,000 annually for instructional materials. It would cost over one million dollars per year to provide all students, K-12, with updated textbooks. I-Ready and other such programs meet the requirement of “Adequate Instructional Materials,” as noted in a handout that was distributed, and schools should be implementing them.
- Regarding the Inter-Agency IT Agreement, Mr. Roush suggested that the District continue to contract for the services. He does not recommend entering into an Inter-Local Agreement.
- Teacher Attendance – Incentive-based idea is good.
- Mr. Roush expressed his appreciation to the Board for their agreement to put new security measures in place at the schools within the District.

The workshop adjourned at 1:08 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
September 11, 2018

MINUTES

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

Chairman Taylor called the meeting to order at 1:15 p.m.

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

**Chief Financial Officer – Vickie DePratter:**

MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the Annual Financial Report for fiscal year ending June 30, 2018. MOTION CARRIED UNANIMOUSLY

**Assistant Superintendent Bill Brothers:**

Mr. Brothers pulled Item #2 below from the agenda, due to Amendment 8 being removed from the November ballot.

~~2. The Superintendent recommends approval of the following resolution for the 2018-2019 school year: (NEW) (Note: This resolution has been reviewed and approved by Board Attorney Leonard Dietzen.)~~

~~—#2019-06R— A resolution of the School Board of Suwannee County, Florida, regarding Florida Constitution Revision Commission Amendment 8 (New) (pgs. 2-4)~~

The meeting adjourned at 1:29 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
September 25, 2018

MINUTES

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

School Resource Officer Mike Landis was also present.

Chairman Taylor called the meeting to order at 5:30 p.m.

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

**Chief Financial Officer – Vickie DePratter:**

1. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following Minutes: **(pgs. 2-3)**

September 4, 2018            - Public Hearing (*Adopt final Millage Rates and final Budget for 2018-2019*)

(Note: Approval of these minutes is required by the Department of Revenue, prior to October 3, 2018, in order to be in compliance with TRIM.)

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 5:31 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
September 25, 2018

MINUTES

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

School Resource Officer Mike Landis was also present.

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

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

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

- #3.05 Administrative Organization (*Revised*)
- #3.06 Safe and Secure Schools (*Revised*)
- #3.061 Domestic Security (*New*)
- #4.25 Virtual Instruction (*New*)
- #5.05 Requirements for Original Entry (*Revised*)
- #5.13 Zero Tolerance for School-Related Crimes (*Revised*)
- #5.15 Administration of Medication (*Revised*)
- #5.251 Grievance Procedures for Students (*Deletion* of entire policy)
- #6.39 Report of Misconduct (*Revised*)
- #6.50 Grievance Procedure for Personnel (*Revised*)

Chairman Taylor 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 5:57 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
September 25, 2018

MINUTES

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

School Resource Officer Mike Landis were also present.

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

Student remarks and pledge to the flag by Suwannee Middle School FFA Student Organization

Special Recognition by the Superintendent:

- North Central Florida HealthCare Coalition – Donation of Bleeding Control Kits
- Perfect Scores on 2018 Spring FSA

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

➤ There were none.

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

MOTION by Mr. daSilva, second by Ms. Cason, for approval of the Consent Agenda. MOTION CARRIED UNANIMOUSLY

## CONSENT AGENDA

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

1. Approval of the following Minutes: (pgs. 9-34)

August 14, 2018	- Workshop Session
	- Special Meeting
August 28, 2018	- Regular Meeting

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

3. The following bills for the period August 1-31, 2018:

**General Checking Account**

General Fund 1000	\$ 836,810.65
LCIF Fund 3200	1,036,672.53
Special Act Rev Bond 3210	14,500.00
Food Service Fund 4100	185,830.14
Federal Fund 4200	<u>55,000.55</u>
	\$ 2,128,813.87

**Payroll Checking Account**

General Fund 1000	\$ 3,087,423.41
Food Service Fund 4100	131,251.43
Federal Fund 4200	<u>350,179.96</u>
	\$ 3,568,854.80

<b>Grand Total</b>	<b>\$ 5,697,668.67</b>
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4. Approval of the following budget amendments for fiscal year 2018-2019:

<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 25, 2018. **(pg. 35)**
6. Approval of the following contracts/agreements for the 2018-2019 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- |          |   |
|----------|---|
| #2019-69 | Agreement between the School Board of Seminole County, Florida, on behalf of the East Coast Technical Assistance Center (ECTAC), and the School Board of Suwannee County, Florida, to provide support and technical assistance to Title I and other specified Elementary and Secondary Education Act (ESEA) Programs <i>(Renewal/Revised)</i> <b>(pgs. 36-63)</b> |
| #2019-71 | Clinical Education Agreement between the State of Florida, Department of Health, Suwannee County Health Department and Suwannee County School Board for RIVEROAK Technical College Health Care Profession Programs <i>(Renewal/Revised)</i> <b>(pgs. 64-80)</b>   |
| #2019-72 | Employee Protection Line Subscriber Agreement between in2vate, llc and Suwannee County School Board to provide access to the Employee Protection Line service <i>(Renewal)</i> <b>(pgs.81-84)</b>   |

7. Approval to accept the following donated items:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
BHS	Cash donation of \$2,845 for the purchase of long sleeve volleyball uniforms	Rountree Moore Ford
BHS	Cash donation of \$1,000 for the purchase of eBooks for the Media Center	Branford Rotary Club



8. Approval of the following student teacher interns for the fall semester 2018:

<u>Name</u>	<u>University</u>	<u>Site</u>	<u>Cooperating Teacher</u>
Theresa Brinlee	St. Leo	SPS	Krystal McCormick
Kaila Dalton	St. Leo	SES	Jackie Glover
Jessica Floyd	St. Leo	SMS	Annette Chauncey
Megan Johnston	St. Petersburg	BES	Tina Roush
Kaycie Kinsey	St. Leo	SPS	Jessica Johnson
Hannah Mosley	St. Leo	SES	Michelle Robertson
Jennifer Neely	St. Leo	SES	Stephanie Selph
Joshua Ogburn	St. Leo	SIS	Jenny Clark
Shannon Selph	St. Leo	SIS	Robin Chapman
Taelyn Smith	FL Gateway	SES	N/A-Observation Hours
Jennifer Turner	St. Leo	SIS	Krystal Cundiff

9. Approval of an out-of-state trip for Branford High School students to attend the 2018 National FFA Convention in Indianapolis, Indiana, on October 21-27, 2018. *(Funded by Branford High School FFA Chapter and CAPE Program funds; no expense to the District.)*
10. Approval of an out-of-state trip for Suwannee Middle School students to attend the 2018 National FFA Convention in Indianapolis, Indiana, on October 21-27, 2018. *(Funded by Suwannee Middle School FFA Chapter and CAPE Program funds; no expense to the District.)*
11. Approval of an out-of-state trip for Suwannee High School students to attend the 2018 National FFA Convention in Indianapolis, Indiana, on October 23-27, 2018. *(Funded by Suwannee High School FFA Chapter, internal funds, and parents of students; no expense to the District.)*
12. Approval of an out-of-state trip for Suwannee High School Dancing Dolls students and parent chaperones to travel to New Orleans, Louisiana, on December 27, 2018, through January 3, 2019, to perform as part of the half-time show at the Sugar Bowl College Football Game. *(Funded by fundraising and parents of students; no expense to the District.)*

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

	<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
(*)	Anne Etcher	BHS	10/21-27/2018	National FFA Convention	Indianapolis, IN
(*)	Stacy Young	BHS	10/21-27/2018	National FFA Convention	Indianapolis, IN
(*)	Katie Quincey	SMS	10/21-27/2018	National FFA Convention	Indianapolis, IN
(**)	Mallory Morgan	SHS	10/23-27/2018	National FFA Convention	Indianapolis, IN
(**)	Travis Tuten	SHS	10/23-27/2018	National FFA Convention	Indianapolis, IN
(***)	Abigail Rodriguez	SHS	12/27/18-1/3/19	Dancing Dolls to perform at Sugar Bowl	New Orleans, LA
(***)	Eric Rodriguez	SHS	12/27/18-1/3/19	Dancing Dolls to perform at Sugar Bowl	New Orleans, LA

(\*) *Funded by BHS/SMS FFA Chapters and CAPE Program funds; no expense to the District.*

(\*\*) *Funded by SHS FFA Chapter, internal funds, and parents of students; no expense to the District.*

(\*\*\*) *Funded by fundraising and employees; no expense to the District.*

14. Approval of the following student transfers for the 2018-2019 school year.  
Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Calay	Anderson	Suwannee	Hamilton	6
Loren	Anderson Jr.	Suwannee	Hamilton	9

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Seth	Smith	SES	BES	2

## REGULAR AGENDA

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

1. MOTION by Mr. daSilva, second by Mr. Alcorn, for 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.)

- #3.05 Administrative Organization (*Revised*)
- #3.06 Safe and Secure Schools (*Revised*)
- #3.061 Domestic Security (*New*)
- #4.25 Virtual Instruction (*New*)
- #5.05 Requirements for Original Entry (*Revised*)
- #5.13 Zero Tolerance for School-Related Crimes (*Revised*)
- #5.15 Administration of Medication (*Revised*)
- #5.251 Grievance Procedures for Students (*Deletion* of entire policy)
- #6.39 Report of Misconduct (*Revised*)
- #6.50 Grievance Procedure for Personnel (*Revised*)

MOTION CARRIED UNANIMOUSLY

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

- #3.101 Religious Expression in Public Schools (*New*) (pgs. 85-87)

MOTION CARRIED UNANIMOUSLY

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

(Presented by Assistant Superintendent of Administration – Bill Brothers)

3. MOTION by Mr. daSilva, second by Ms. Cason, for approval of the 2018-2019 School Improvement Plans for all District schools. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. Alcorn, second by Mr. White, for approval of District participation in the *2019 Commissioner's Academic Challenge*, Florida's high school academic tournament, scheduled for April 4-6, 2019, in the amount of \$2,000. MOTION CARRIED UNANIMOUSLY

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

5. MOTION by Mr. White, second by Mr. Alcorn, for approval of the following contract/agreement for the 2018-2019 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-70      Student Teaching Affiliation Agreement between the Board of Trustees, St. Petersburg College and the Suwannee County School Board (*New*) (pgs. 88-92)

MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. daSilva, second by Ms. Cason, for approval of the Personnel Changes List, which included the provided Out-of-Field List. (pgs. 93-100)  
MOTION CARRIED UNANIMOUSLY

**PERSONNEL CHANGES APPROVED:**

**RECOMMENDATION 2017-2018 SCHOOL YEAR:**

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Ashley Conner	HOSA	SHS

End of List  
2017-2018  
School Year

**RECOMMENDATIONS 2018-2019 SCHOOL YEAR:**

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

Branford Elementary School:

Sarah Benson, Paraprofessional, effective September 24, 2018

Food Service:

Lisa Fralick, Food Service Worker, effective August 28, 2018

Irina Hutcheson, Food Service Worker, effective October 8, 2018

Suwannee Middle School:

Jan Prentice, Bookkeeper, effective September 18, 2018

**TERMINATION:**

Food Service:

Randie Goetzman, 3 hour worker, effective August 27, 2018

**RECOMMENDATIONS: INSTRUCTIONAL:**

District-wide:

Hannah Deas, Speech and Language Pathologist, non-certificated, effective August 27, 2018

REPLACES: Amber Russell

Suwannee Middle School:

Robert Phillips, Teacher, effective August 3, 2018

REPLACES: Trudy Benson

**OUT-OF-FIELD:**

Approval for the following to teach out-of-field for the first semester of the 2018-2019 school term:

<b><u>SCHOOL</u></b>	<b><u>NAME</u></b>	<b><u>OUT OF FIELD SUBJECT</u></b>
SIS	Katrina Armstead	ESOL
SIS	Summer Bell	ESOL
SHS	Barbara Barker	ESOL
SIS	Trudy Benson	ESOL
SPS	Emily Blackmon	Music
SHS	Brian Bullock	Chemistry, Earth Space or Biology
SIS	Chelsea Burgess	ESOL
SMS	Jennifer Campbell	Social Science.
SHS	Francis Cohen	PE
BHS	Eleanor Coker	ESOL, English (6-12)
RTC	Richard Crockett	English
SHS	Sherry Dean	ESOL
SIS	Jeremy Griswold	Elementary Education (K-6)
SHS	Elisa Hall	ESOL
SMS	Sabrina Harrell	ESOL, English
SHS	Lillian Henderson	ESOL
SHS	Julie Hocutt	Gifted
BHS	Monica Jackson	English (6-12)
BHS	Shannon Jernigan	HOPE (Health)
SIS	Michelle Jessup	ESOL
SIS	Mary Johnson	Music
SHS	Jay Jolicoeur	Physics
SMS	Samantha Land	ESOL
SIS	Brittani Law	Elementary Education
SPS	Jenny McCook	Pre-K/Primary
SIS	Kelly McKissick	ESOL
SPS	Jessica McManaway	Pre-K/Primary
SPS	Katie Melland	ESOL

SES	Mary Metz	ESOL
SHS	Mallory Morgan	ESOL
SHS	Trista Morales	ESOL
SMS	Robert Phillips	Elementary Education
BHS	Maria Rodriguez	ESOL/MG General Science
SIS	Theda Roper	Art
SIS	Becky Skipper	Elementary Education (K-6)
SIS	Phyllis Smith	ESOL
SIS	Kathryn Terry	ESOL
SIS	James Thomas	ESOL, Elementary Education
SMS	Alexi Wilson	ESOL
SMS	Tyler Winburn	ESOL
SPS	Jennifer Wooley	Pre-K Disability Endorsement
SIS	Amy Yarick	ESOL

**CONTRACT RECOMMENDATION:**

**ANNUAL CONTRACT:**

**TERM**

**Suwannee Middle School:**

Samantha Land

10

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

**Suwannee Intermediate School:**

LeWanda Hill, Paraprofessional, effective September 7, 2018

REPLACES: New Position

**Suwannee Primary School:**

Jamie Cato, Pre-K Paraprofessional, effective August 23, 2018

REPLACES: Brittany Lock

**Transportation:**

Jacquelyn Brown, Bus Attendant, effective August 27, 2018

REPLACES: Maria Torres

Cotara Ross, Bus Attendant, effective August 27, 2018

REPLACES: Karen Gilbert

Christene Scrivens, Bus Attendant, effective August 29, 2018

REPLACES: Tayla Davison

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Chad Bonds	Assistant Football Coach	SMS
Chad Bonds	Assistant Baseball Coach	SMS
Andrew Chapman	Athletic Director	SMS
Andrew Chapman	Head Baseball Coach	SMS
Lynsee Dicks	Instructional Leadership	BES
Jimmy Glen Green	Boys' Soccer Coach	SMS
Natalie Haney	Yearbook Sponsor	SMS
Melinda Hawthorne	Instructional Leadership	BES
Caron J. Heffner	Instructional Leadership	BES

Angel Hill	Planning Period	BHS
Mandi Howard	Instructional Leadership	BES
Laritta Hunter	Girls' JV Basketball Coach	SHS
Juettie Kelley	Instructional Leadership	BES
Julie Klecka	Instructional Leadership	BES
Kevin Lewis	Boys' Basketball Coach	SMS
Kevin Lewis	Girls' Head Track Coach	SMS
Alan May	Assistant Football Coach	SMS
Kathryn Quincey	FFA Advisor	SMS
Brad Scarborough	Head Football Coach	SMS
Bryan Wainwright	Head Wrestling Coach	SHS
Jayvis Ward	Assistant Football Coach	SMS
Abbey Warren	Planning Period	BHS
Morgan Williams	Band Director	SMS
Nicole Williamson	Girls' Basketball Coach	SMS
Nicole Williamson	Volleyball Coach	SMS
Jennifer Winnett	Instructional Leadership	BES

### **SUBSTITUTES:**

The following as Substitute Bus Attendants:

Sharill Edwards                      Hailey Gienger                      Shirley Ware

### **STUDENT WORKER:**

Aferia Sheree Ford, RIVEROAK Technical College/Early Childhood Education

### **SUSPENSION:**

Jerell L. Anderson, Bus Driver, effective September 18, 2018, through September 19, 2018, without pay

### **VOLUNTEERS:**

Dana Abbott	Stephanie Ascough	Clifford Bean
Tamara Abercrombie	Amy Atkinson	April Beck
Kaylee Acres	Nicole Atzert	Josephine Bednarczyk
Martha Adams	Fabiola Badillo	Szidonia Benguel
Tia Albert	Denise Baker	Catherine Bennett
Peggy Aldred	Dee Ballou	Christopher Benson
Virginia Alford	Angela Barker	Collen Benson
Carrie Allbritton	Amanda Barnes	Sara Benson
Halley Allbritton	Jerry Barnes	Kyla Bispham
Dalton Allen	Lauren Barnett	Brittany Blanton
Dave Allen	Melissa Barrs	Brittany Blevins
Leslie Allen	Russell Barrs	Peggy Boston
Penelope Allen	Wilbur Barrs	Suan Bozeman
Vanessa Allen	Brooke Bass	Chadwick Bradow
Priscilla Allred	Miranda Bass	Danelle Bradow
Araceli Alvarez	Senica Bates	Jessica Bradow

Kelly Bradow  
Candise Branch  
Ashley Branham  
Penny Brannan  
Shelly Brannon  
Lindsey Bricker  
Melissa Brinson  
Lauren Brock  
Myra Brock  
Kristin Broughman  
Claudia Brown  
Crystal Brown  
Maria Brown  
Hank Broxey  
Caroline Bruce  
Justin Bruce  
Patricia Bryant  
Robert Bryant  
Crystal Bryson  
Paul Buchanan  
Kayli Burkett  
Robert Burns  
Teresa Burt  
Laronda Butler  
Shateea Butler  
Bethany Byrd  
Kirsinda Byrd  
Maria Calderon  
Shirley Campbell  
Whitney Campbell  
April Cannon  
Dean Cannon  
Erin Cannon  
Kimberly Cannon  
Adrienne Cardin  
Raul Cardona  
Peggy Carroll  
Yoleisy Cartaya  
Casey Carter  
Harold Carter  
Teresa Carter  
Amanda Carver  
Matthew Cashmore  
Ana Castillo  
Mirtha Castro  
Maria Cedillo  
Adrienne Chauncey-  
Corbin  
Belinda Cheney  
Amanda Clark

Penny Clark  
Viola Clark  
Zac Clark  
Erin Clary  
Miranda Clayton  
Aleigh Clipper  
Heather Clower  
Kimberly Clyatt  
Jerry Coker  
Shannon Coleman  
Ashley Collins  
Teresa Colvin  
Kathleen Conde  
Nichol Cook  
Candace Copeland  
Brian Corbin  
Justin Corbin  
Kristin Corbin  
Pamela Corbin  
Erin Cornish  
Daniel Courtemanche  
Thomas Cowart  
Elizabeth Cranford  
Jenifer Creech  
Daniel Crews  
Virginia Crews  
Christine Cribbs  
Kasey Crider  
Allison Crisp  
Angel Crosby  
Tamala Cruz  
Jon Cummings  
Tiffeney Cusick  
Wayne Cusick  
Kethy Cutcher  
Paxton Daniel  
Kevin Dasher  
Stevie Dasher  
Kelly Davidson  
Erin Davis  
Heather Davis  
Monica Davis  
Winifred Davis  
Janet Davis-Stiles  
Sylvia Deas  
Mary Dehart  
Jasmine Delate  
Misael Deleon  
Linda Deloach  
Nina Derringer

Jason Diaz  
Zayra Diaz  
Bradley Dicks  
Lynsee Dicks  
Susan Dingus  
Marcel Djuzvez  
Monica Djuzvez  
Genesis Dorado  
Mariel Downing  
Tiffany Doyle  
Larry Drake  
James Driggers  
Timothy Driver  
Cathy Dunmoyer  
Elizabeth Durrance  
Lynn Eaken  
Marilynn Eaken  
Robert Eaken  
Mary Eakins  
Erika Edwards  
Armelia Ellis  
Sammy Esparza  
Veronica Esparza  
Phyllis Etcher  
Cecil Ethridge  
Nancy Eubanks  
Robert Feeney  
Staci Feeney  
Samantha Ferguson  
Crystal Fernandez  
Angelina Ferrell  
Beverly Fetter  
Lillian Fetzter  
Donna Fewell  
Christina Field  
Aymee Figueroa  
Tierney Fleming  
Jennifer Floyd  
Melisssa Ford  
Maggie Francis  
Maria Franco  
Kenna Frierson  
Peggy Frye  
Michael Fusco  
Nicole Fusco  
Eliece Futch  
Amanda Gabey  
Brittney Gabey  
Kevin Gabey  
Martha Gabey



Amanda Gallegos  
 Martin Gamez  
 Yanisceyri Garcia  
 Yurinana Garcia  
 Stephanie Garmany  
 Heather Garrett  
 Colleen Gartner-Gain  
 Elena Gaskins  
 Amanda Gaylord  
 Jeffery Geering  
 Chyenne Gill  
 Leticia Gillespie  
 Sharon Golding  
 Haydoni Gonzales  
 Sumey Gonzalaz  
 Marie Goss  
 Yesnia Grantham  
 Leslie Gresham  
 Angela Griffin  
 Mindy Griffis  
 Elizabeth Grimm  
 Megan Guenther  
 Melinda Guthrie  
 Elisa Hall  
 Morgan Hall  
 Andrez Hamilton  
 Arum Han  
 Ashley Hancock  
 Toni Hansard  
 Ginger Harden  
 Amber Harding  
 Robert Hardy  
 Emma Hare  
 Brooke Harrelson  
 Dylan Harrelson  
 Brandy Harris  
 Ariel Harrison  
 Michelle Hart  
 Jennifer Hartman  
 Laura Hartman  
 Glenda Hatch  
 Sarah Hatch  
 Tina Hayes  
 Jeanie Hegenauer  
 Danielle Herb  
 David Hernandez  
 Guadalupe Hernandez  
 Laura Hernandez  
 Wendy Hewett  
 Majesta Hewiett

Amos Hill  
 Leticia Hill  
 Gregory Hill  
 Amanda Hillhouse  
 Deshara Hines  
 Carol Hingson  
 Rachel Hingson  
 Virgil Hingson  
 Heather Hodge  
 William Hogan Jr.  
 Desyrae Holtzclaw  
 Kaleigh Horne  
 Jackie Howze  
 Victoria Hudson  
 Diane Huff  
 Melissa Hughes  
 Cameron Humphries  
 Lacey Humphries  
 Patricia Hunt  
 Stephanie Hunt  
 Jenna Hunter  
 Chad Hurst  
 Irina Hutcheson  
 Amanda Isert  
 Stephen James  
 Christina JansenVanDoorn  
 Laura Jaramillo  
 Jennifer Jennings  
 Lonnie Johns  
 Amanda Johnson  
 Amber Johnson  
 Amy Johnson  
 Carl Johnson  
 James Johnson  
 Michael Johnson  
 Michelle Johnson  
 Sarah Jolley  
 David Jones  
 Jessica Jones  
 Tahnessia Jones  
 Alexis Jones  
 Shannon Jordon  
 Christopher Keane  
 Charity Keen  
 Karen Kelly  
 Joni Kelly  
 Sara Kelly  
 Cheri Kennedy  
 Terrie Kersey  
 Amanda Kilgore

Marguerite Kines  
 Nikky King  
 Lura Kinney  
 William Klecka  
 Julie Klecka  
 Hannah Knighton  
 Shannon Knisley  
 Amanda Koon  
 Jennifer Kreis  
 Tiffany Krumenacker  
 Jennifer Lacasse  
 Myrtis Lambert  
 Kathy Lamm  
 Leah Land  
 Idell Lane  
 Tabitha Lansing  
 Amber Lau  
 Rebecca Layman  
 Rodney Leak  
 Heather Lee  
 Jeffery Lee Jr.  
 Robert Lee  
 Stormy Lee  
 Sara Leffew-Flores  
 Dustin Leighton  
 Cody Lewis  
 Tiffany Liles  
 Jessica Lindsey  
 Sciara Liscik  
 Marilyn Loges  
 Dawn Long  
 Bernadina Lopez  
 Dailenis Lopez  
 Jose Lopez  
 Monica Lorenz  
 Jennifer Loy  
 Helen Lynn  
 Mary Lyras  
 Doug Mabey  
 Latavia Macklin  
 Jackie Malaguti  
 Michael Malaguti  
 Josie March  
 Tonie Marsett  
 Jessie Marsh  
 Tracy Martin  
 Shirley Martin  
 Maria Martinez  
 John Martz  
 Regina Marvin

Stephanie Mason  
Erica Mathews  
Shane Mathews  
Patriece Matthews  
Kelli May  
Tyuanna McCall  
April McClanahan  
Jenny McCook  
Joshua McCook  
Anthony McDaniel  
Bethany McDonald  
Brittany McDuffie  
Courtney McHugh  
Samantha McInnis  
Kelli McKinley  
Heather McKinney  
Michel McLeod  
Brenna McMullen  
Terry McMullen  
Dalton McNair  
Tammy McWherter  
Peggy Mead  
Yisel Medina  
Trudy Meeks  
Holly Melland  
Isabel Mendoza  
Nichole Menefee  
Brook Meng  
Laura Merritt  
Michelle Metzger  
Robyn Metzger  
Jeffrie Miara  
Rebecca Miara  
Jerry Miller  
Wendi Mimbs  
Laura Mincks  
Virginia Montoya  
Wanda Moore  
Aaron Morales  
David Morales  
Daniela Moreland  
Flora Moreno  
Melissa Morgan  
Erin Morris  
Misty Moseley  
Josie Moses  
Kristina Murray  
Gina Nardiello-Ruiz  
Charity Nasworthy  
Pamela Nettles

Rachel Newsome  
Kyle Nickerson  
Traci Nissley  
Scott Nunley  
Shaunta Oglesby  
Katee O'Quinn  
Nichole Ortiz  
Amy Osborne  
David Owen  
Samantha Owen  
Secile Owens  
Jack Pait  
Ana Palacios  
James Pardee  
Cierra Parker  
Amanda Partridge  
Ashley Pate  
Amy Patterson  
Cindy Payne  
Lisette Pelletier  
Ammisaddai Perez  
Ashton Petersen  
Amanda Pettingill  
Jessy Phifer  
Lana Pidgeon  
Tanya Pierce  
Shamika Pilkington  
Taylor Pilkington  
April Pinkard  
Tiffany Pinnell  
Beverly Pittman Pardee  
Kimberly Plummer  
Connie Poole  
Cassie Poore  
Hailey Poore  
Laura Poore  
Lillie Porter  
Sara Prevatt  
Kalil Principe  
Claire Pry  
John Puckey  
Tracey Pyles  
Stacey Ragans  
Ana Ramirez  
Kimberly Ranck  
Christine Ratliff  
Royce Ratliff  
Cathy Reed  
Amber Rex  
Maria Richard

Sandra Richardson  
Anita Riels  
Jamie Riggs  
Joseph Riglioni  
Tyesha Riley  
Juana Rios  
Patricia Rios  
Michelle Rioux  
Jose Rivas  
Megan Roberts  
Nancy Roberts  
Stephanie Roberts  
Natoshia Robinson  
Skyler Rodgers  
Pascuala Rodriguez  
Catherine Rogers  
Jennifer Rogers  
Yaquein Romero  
Dana Root  
Crystal Rosado  
Rebecca Rose  
Susan Roush  
Tina Roush  
Sandra Rowe  
Ester Ruiz  
Paitynn Russ  
Crystal Russell  
Eva Rust  
Destinee Rutherford  
Katie Marie Rutsky  
Heather Sabourin  
Ashley Salyers  
Claudia Sanchez  
Amy Sansouci  
Lindsey Santaite  
Edelis Sardinas  
Synthia Schnaudigel  
Anna Schubarth  
Deborah Scott  
Meranda Scott  
Twyla Sears  
Noemi Seda  
Billy Shaw  
Kristen Shaw  
Wendy Shaw  
Destiny Shepherd  
Kelly Sikes  
Mendy Sikes  
Slade Sikes  
Carolyn Simpson

Jessica Simpson  
Girvin E. Skinner  
Linda Skinner  
Savannah Slaughter  
Jenny Sloan  
Ashley Smith  
Donna Smith  
Jennifer Smith  
Joshua Smith  
Lori Smith  
Maraine Smith  
Marcia Smith  
Mary Smith-Richards  
Helen Snider  
Kurt Snipes  
Nina Snipes  
Krystal Sobczyk  
Jessica Sosa  
Ashley Spivey  
Ashley Staley  
Tylyn Stansel  
Melony Stevens  
Magen Stofel  
George Stover  
Nicole Stratton  
Samantha Sturdivant  
Jessica Sullivan  
Myranda Sullivan  
Nicole Sulser  
Susie Tanner  
Barandah Taylor  
Kimberley Taylor  
Amanda Thomas  
Denisha Thomas  
Gina Thomas  
Kali Thomas  
Manda Thomas  
Canisha Thompkins  
Jennifer Thompson  
Stephanie Thompson

Sarah Thormodson  
Dana Tidwell  
Derenda Timberlake  
Cynthia Toledo  
Tiffany Topping  
Carrie Torres  
Dorisela Torres  
Alicia Touchton  
Dora Townsend  
Nikki Trabazo  
April Truluck  
Danielle Turner  
Melissa Underwood  
Marilyn Utz-Salsberry  
Brenda Valentin  
Rebekah VanAuken  
Regena Van-Skyhawk  
Jason VanZile  
Megan VanZile  
Gerardo Vargas  
Tara Vasquez  
Leticia Villeda  
Kendra Virgil  
Katie Virts  
Eleni Wachter  
Jamie Wachter  
Jessica Wagner  
Andrea Walker  
Angela Walker  
Shannon Walker  
Christina Ward  
Erin Ward  
Marie Warren  
Amy Washington  
Barry Washington  
Erica Washington  
Terri Watley  
Crystal Waugaman  
Tiffanie Weeks  
Tara Welch

Cori Wells  
Sherman Wells  
Samantha Wenig  
Bryan Whitaker  
Misty Whitaker  
April White  
Christina White  
Dolores White  
Wendy Whitfield  
Crystal Whitt  
Sarah Whitt  
Angracia Wielzen-Lee  
Lindsay Wiggins  
Aubrey Wilkerson  
Keionna Williams  
Tammy Williams  
Vaneshia Williams  
Kelli Williamson  
Kerry Willis  
Amber Wilson  
Helen Wilson  
Jessica Wilson  
Alice Wise  
Dianelys Wolszyn  
Kelly Wooley  
Summer Worth  
Jennifer Wright  
Alyssa Wynn  
Yolanda Xithe  
Larry Yates  
Rangel Yazmin  
Jewel Yoder  
Anthony Young  
Barry Young  
Jessica Young  
Kimberly Yow  
Leslie Zipperer  
Briana Zonnevylle

**End of List  
2018-2019  
School Year**

**School Board Attorney – Leonard Dietzen:**

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

**Superintendent of Schools – Ted Roush:**

8. Superintendent's Report

- Homecoming activities for Branford High School will be held October 1-5, 2018.
- Explained that the marked-up copy of contracts in the Board packets is for information only; the mark-ups are done by a software program and may not always be correct, with regards to spelling, formatting, etc.
- The District is experiencing an increase in the number of expulsions coming before the Board, which is due to severe behavioral needs throughout the District. However, our number one priority is to keep our students safe and protect the integrity of the classroom.
- Will be contacting community businesses throughout the District that operate electronic marquees and asking them to display a message regarding the importance of student attendance.

**School Board Members:**

9. Issues and concerns Board members may wish to discuss

- Ms. Cason asked the District to continue to be vigilant in what we are doing with teacher recruitment.
- Mr. White commended the students who were recognized tonight for perfect scores on 2018 spring assessments; he also expressed thanks for the donation of the Bleeding Control Kits.
- Mr. Alcorn stated that he and Mr. Taylor went to Kissimmee recently for a legislative platform meeting; major issues discussed were school safety, mental health, authorization of districts to reemploy individuals without incurring penalties from FRS, and the restoration of full value of the local effort millage rate.
- Mr. daSilva reminded everyone of the upcoming Pharmacy Tech Program graduation.

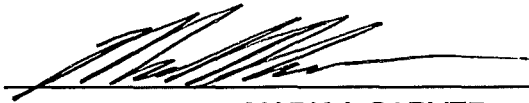
- Mr. Taylor thanked Mr. Roush for sending letters to the League of Women Voters for helping to get Amendment 8 removed from the November ballot. Mr. Taylor shared that he would like to see our District implement a program where we have a student representative that sits with the Board at all of its meetings. He also asked that the District appoint an individual to interview community members to answer the following, “Public schools matter to me because....” Mr. Taylor thanked Mr. Alcorn for being the Board’s legislative liaison for FSBA.

The meeting adjourned at 7:00 p.m.

2018-19 OCTOBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99000177	PIANO	\$ 995.00	9/25/1985	SIS	SURPLUS
99002389	APC MATRIX 5000 UPGRADE	\$ 3,803.96	12/14/2001	TECHNOLOGY	SURPLUS
99004658	REFRIGERATOR	\$ 1,663.76	1/23/2004	BHS	SURPLUS
99007729	CAMERA, VGA - SECURITY	\$ 1,633.35	10/19/2012	FACILITIES	SURPLUS
99007730	CAMERA, VGA - SECURITY	\$ 1,633.35	10/19/2012	FACILITIES	SURPLUS
99007833	CAMERA SURVEILLANCE SYST	\$ 1,500.00	9/27/2013	FACILITIES	SURPLUS
	TOTAL	\$11,229.42			

Requested By:



MARK A CARVER,  
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

SUPERINTENDENT

10/23/2018

DATE

BOARD CHAIRMAN

## 5ESSENTIALS AGREEMENT

This Agreement ("Agreement"), dated October 23, 2018, ("Effective Date") is between UChicago Impact LLC, an Illinois not-for-profit corporation ("UChicago Impact"), and Suwannee County School District (SCSD), a Florida not-for-profit organization/School District, having an address at 1729 Walker Avenue, SW, Suite 200, Live Oak, FL 32064 (the "Educational Organization"). Each hereunder may be referred to separately as the ("Party"), or together as the ("Parties").

WHEREAS, UChicago Impact agrees to provide the Materials and Services, and

WHEREAS, UChicago Impact has experience and expertise in the design, administration, and analysis of surveys to assess educational institutions, and

WHEREAS, Educational Organization is committed to supporting and evaluating education in Live Oak, Florida (the "Schools"), and

WHEREAS, Educational Organization wishes to administer UChicago Impact's research-validated school climate survey to inform citizens about the quality of individual schools and their progress over time, and

WHEREAS, Educational Organization is prepared and intends to diligently implement the 5Essentials Organizing Schools for Improvement Survey for the benefit of students,

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### Section 1. Definitions

The capitalized terms listed below and used in this Agreement shall have the following meanings:

- A. "Affiliate" means any corporation or other business, nonprofit or governmental entity that controls, is controlled by, or is under common control with a Party. A corporation or other entity shall be regarded as in control of another corporation or entity if it owns or directly or indirectly controls at least fifty percent (50%) of (i) economic interests of the other corporation or entity or (ii) voting rights of the other corporation or entity having the right to elect directors, or such lesser percentage that is the maximum permitted to be owned by a foreign entity in those jurisdictions where majority ownership by foreign entities is prohibited.
- B. "Derivative Work" means a work that is based on one or more pre-existing works, such as a revision, enhancement, modification, translation, abridgement, condensation, expansion, or any other form in which such pre-existing work may be recast, transformed, or adapted, and, if prepared without authorization of the copyright owner of such pre-existing work, would constitute a copyright infringement. For purposes of this Agreement, a Derivative Work includes a compilation that incorporates such pre-existing work.
- C. "Material(s)" means (i) the hardcopy and physical items described in Exhibit A or containing reference to matters described in Exhibit A, (ii) the systems described in Exhibit A, and (iii)

any changes that UChicago Impact elects to make in the Materials described in (i) or (ii) above that improves the manner in which the Materials described in (i) or (ii) above fulfills existing requirements or extends the ways to accomplish an existing function.

- D. "Reports and Data" means the 5E Reports and the 5E Data described in Exhibit A.
- E. "Services" means (i) the particular training events and/or support activities described in Exhibit A, (ii) the survey analysis services described in Exhibit A, and (iii) any changes that UChicago Impact elects to make that improves the manner in which (i) or (ii) fulfills existing requirements or extends the ways to accomplish an existing function.
- F. "Timeline" means the schedule described in Exhibit B.

## **Section 2. License, Materials and Services**

- A. Grant of License. Upon payment of the fees and subject to and conditioned on
  - (a) Educational Organization's continuing compliance with the 5Essentials Terms of Use and Privacy Policy, which may, from time to time, be modified, altered, or updated by UChicago Impact in its sole discretion.
  - (b) Educational Organization's continuing compliance with the terms and conditions of this Agreement, and
  - (c) timely responses from Educational Organization, to UChicago Impact's requests for information and assistance.

UChicago Impact hereby agrees to provide to Educational Organization:

- (i) the Materials solely for its own use during the Term of the Agreement;
  - (ii) the nonexclusive right to reproduce and distribute the Reports and Data.
- B. Services. Upon payment of the fees and provided timely responses from Educational Organization, UChicago Impact will use reasonable efforts to provide the Services to Educational Organization within the Timeline.
- C. Reservation of Rights. UChicago Impact reserves the worldwide right to use all aspects of the Materials for any purpose it may choose at its own discretion and without any payment therefore by UChicago Impact. UChicago Impact shall have the right to grant licenses to third parties to any aspect of the Materials. Further, UChicago Impact reserves the worldwide right to execute, reproduce and modify, create derivatives, to distribute, and to otherwise use the Materials and Services for any purpose it may choose at its own discretion and without any payment therefor.
- D. No Other Rights. No rights in and to the Materials, Services or any other intellectual property other than those provided in this Section 2, express or implied, are conveyed by UChicago Impact. Except as expressly permitted under this Agreement, Educational Organization is granted no rights to (i) reproduce any parts of the Materials, (ii) modify any parts of the Materials, (iii) provide access to or enable use of any user identification or password by any person(s), (iv) rent, lease, loan, or sell access to the Materials, (v) copy, archive, store, rearrange, modify, adapt, upload, create derivative works from, perform, publish, distribute,



redistribute, or disseminate any Material(s), (vi) access the Materials to build a product using similar ideas, features, functions, interface, or graphics of the Materials, (vii) access (or attempt to access) any service within the Materials by any means other than as permitted in the Terms of Use, or (viii) delete any copyright or other proprietary rights notice in the Materials.

- E. Ownership. UChicago Impact is the sole owner of all intellectual property relating to the Materials and Services existing as of the Effective Date. UChicago Impact will also be the sole owner of all Derivative Works developed at any time during the course of this Agreement. Educational Organization agrees to cooperate with UChicago Impact and to execute any grants and assignments of all rights as UChicago Impact reasonably may request for the purpose of evidencing, enforcing, filing, registering or defending such ownership. Educational Organization shall comply with all copyright notices, information, and restrictions in the Materials and shall not alter, delete, or conceal any copyright, trademark, patent, or other notice on the Materials including notices on any part of any Material that is downloaded, displayed, printed, or reproduced. UChicago Impact may, at its sole discretion, use the Reports and Data created pursuant to this Agreement to inform and perform work that is outside the scope of this Agreement. At no time will UChicago Impact distribute Reports and Data created pursuant to this Agreement for an individual school in a manner that compromises the individual school's or any individual student's identity without the explicit written permission of Educational Organization, the individual school, a representative of the individual school, the individual student, or a parent or legal guardian of the individual student. Except as otherwise required by law, all Data created pursuant to this contract will be owned by UChicago Impact.

### Section 3. Payments

- A. Payments. Upon execution of this Agreement, Educational Organization shall be responsible for timely payment of all fees. Twenty-five percent (25%) of the total amount owed under this Agreement shall be due upon the Execution of the Contract. Twenty-five percent (25%) of the total amount owed under this Agreement shall be due at the close of the survey window and the final payment of fifty percent (50%) shall be due at the delivery of the Reports.
- B. Responsibility for Payments. Educational Organization shall be fully responsible for any payments due to UChicago Impact under this Agreement. Time is of the essence with respect to all payments made by Educational Organization to UChicago Impact.
- C. Overdue Payments. Payments due to UChicago Impact under this Agreement shall, if not paid when due under the terms of this Agreement, bear simple interest at the lower of the prime rate of interest (as published by Citibank, N.A. on the date such payment is due) calculated on the basis of a 360-day year for the number of days actually elapsed, beginning on the due date and ending on the day prior to the day on which payment is made in full. Interest accruing under this Section 3.C shall be due to UChicago Impact on demand or upon payment of past due amounts, whichever is sooner. The accrual or receipt by UChicago Impact of interest under this Section 3.C shall not constitute a waiver by UChicago Impact of any right it may otherwise have to any other remedies available to UChicago Impact including the right to declare a default under this Agreement or to terminate this Agreement. Educational Organization shall pay for all costs and fees (including reasonable attorney's

fees) that UChicago Impact expends in order to collect any amounts due and owing to UChicago Impact after reasonable attempts have been made to collect the amounts or, in UChicago Impact's discretion, after the amounts remain outstanding for a period of ninety (90) days from the payment due date.

#### **Section 4. Diligence**

- A. Efforts. Educational Organization shall use reasonable efforts to exploit the licenses granted herein by diligently utilizing the Materials and Services.

#### **Section 5. Term and Termination**

- A. Term. The Term of this Agreement is **October 23, 2018** through **June 30, 2019**, and may be renewed annually upon mutual written agreement of the parties.
- B. UChicago Impact's Right to Terminate. UChicago Impact shall have the right to terminate this Agreement as follows, in addition to all other available remedies:
- i. If Educational Organization fails to make any payment when due, then upon the election of UChicago Impact in writing, this Agreement shall terminate effective ten (10) days after UChicago Impact's written notice to Educational Organization describing such failure, unless Educational Organization makes such payment within such ten (10) days.
  - ii. If Educational Organization breaches any obligation of this Agreement other than an obligation to make a payment when due, then upon the election of UChicago Impact in writing, this Agreement shall terminate effective thirty (30) days after UChicago Impact's written notice to Educational Organization describing such failure, unless Educational Organization cures such failure to the satisfaction of UChicago Impact within such thirty (30) days.
  - iii. If Educational Organization shall have filed by or against it a petition under any bankruptcy or insolvency law it shall immediately notify UChicago Impact, and such petition is not dismissed within sixty (60) days of its filing, or if Educational Organization makes an assignment of all or substantially all of its assets for the benefit of its creditors, then Educational Organization shall immediately notify UChicago Impact of such facts and UChicago Impact may in its sole discretion terminate this Agreement by written notice effective as of the (i) date of filing by Educational Organization of any such petition, (ii) date of any such assignment to creditors, or (iii) end of the sixty (60) days if a petition is filed against it and not dismissed by such time, whichever is applicable.
  - iv. If Educational Organization shall be dissolved, liquidated or otherwise ceases to exist, other than for reasons specified in Section 5.B. (iii) above, this Agreement shall automatically terminate as of (i) the date articles of dissolution or a similar document is filed on behalf of Educational Organization with the appropriate government authority or (ii) the date of establishment of a liquidating trust or other arrangement for the winding up of the affairs of Educational Organization.
- C. Right to Terminate. Educational Organization may notify UChicago Impact of its desire to terminate this Agreement at any time by giving UChicago Impact thirty (30) days prior

written notice. The termination shall take effect thirty (30) days from UChicago Impact's receipt of written notice.

- D. Survival. The following shall survive any termination of this Agreement for any reason: (i) all causes of action accruing to either Party under this Agreement; (ii) Educational Organization's obligation to pay all amounts payable under this Agreement for Materials, Services or Data provided up to and including the date of termination; and (iii) Sections 2.E, 4, 5.E, 6, and 7 of this Agreement.
- E. Post Termination, Post Expiration Obligations of Educational Organization. Upon the termination of this Agreement for any reason, or the expiration of this Agreement, (i) all rights of Educational Organization to use the Materials and Services, and any other rights conferred to Educational Organization by this Agreement, with the exception of the use of Reports and Data provided pursuant to Section 2.A (ii), shall immediately thereafter cease, and (ii) all payments including fees and costs due under this Agreement and not yet paid shall become immediately due and payable. Educational Organization shall not thereafter operate or conduct business under any name or mark or in any other manner that might tend to create the impression that this Agreement is still in force, including but not limited to any reference to UChicago Impact or any trademark or servicemark of UChicago Impact in describing its operations.

## **Section 6. Representations, Warranties, Covenants and Disclaimers**

- A. Representations, Warranties and Covenants of Educational Organization. Educational Organization hereby represents, warrants and covenants, for itself, that:
- i. Educational Organization is a not-for-profit organization, dedicated to driving change in urban schools through strategic partnerships and innovative school improvement initiatives, duly organized, validly existing and in good standing under the laws of Florida and has the corporate power and authority to execute and deliver this Agreement, and perform its obligations under this Agreement.
  - ii. The execution, delivery and performance of the Agreement have been duly and validly authorized by Educational Organization, and upon execution and delivery by Educational Organization, this Agreement will constitute a valid and binding agreement of Educational Organization enforceable in accordance with its terms.
  - iii. Educational Organization has no other agreements that conflict with the obligations undertaken and rights and licenses granted in this Agreement.
  - iv. Any use of the Material(s) by Educational Organization shall comply with and conform to all applicable specifications required by any state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g et. seq.
  - v. Educational Organization shall timely make all payments to UChicago Impact required by this Agreement.
- B. Disclaimer of Warranties. UCHICAGO IMPACT MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, UNDER THIS AGREEMENT.

IN PARTICULAR, UCHICAGO IMPACT DISCLAIMS ANY WARRANTY WITH RESPECT TO THE MATERIALS AND SERVICES OR WITH RESPECT TO ANY COPYRIGHTS AND TRADEMARKS COVERING MATERIALS OR SERVICES, INCLUDING BUT NOT LIMITED TO ANY REPRESENTATIONS OR WARRANTIES ABOUT (I) THE ACCURACY, SAFETY OR USEFULNESS FOR ANY PURPOSE OF ANY INFORMATION PROVIDED BY UCHICAGO IMPACT TO EDUCATIONAL ORGANIZATION WITH RESPECT TO THE MATERIALS AND SERVICES OR WITH RESPECT TO ANY COPYRIGHTS OR TRADEMARKS COVERING MATERIALS OR SERVICES AND ANY PRODUCTS DEVELOPED FROM OR COVERED BY THEM; (II) WHETHER THE USE OF ANY MATERIALS OR SERVICE WILL OR MIGHT INFRINGE A PATENT OR OTHER INTELLECTUAL PROPERTY RIGHT OWNED OR LICENSED BY A THIRD PARTY; OR (III) THE ACCURACY, SAFETY, OR USEFULNESS FOR ANY PURPOSE OF THE MATERIALS OR SERVICES. IN ADDITION, UCHICAGO IMPACT SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

- C. Family Educational Rights and Privacy Act (FERPA). Each of the Parties hereby represents, warrants and covenants that it will comply in all material respects with FERPA, including, but not limited to the protection of student records.

**Section 7. Miscellaneous**

- A. Entire Agreement, Amendment, Waiver. This Agreement, together with the Exhibits attached hereto constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes all prior written or oral agreements or understandings (express or implied) between them concerning the same subject matter. This Agreement may not be amended or modified except in a document signed by duly authorized representatives of each Party. No waiver of any default hereunder by either Party or any failure to enforce any rights hereunder shall be deemed to constitute a waiver of any subsequent default with respect to the same or any other provision hereof.
- B. Notice. Any notice required or otherwise made pursuant to this Agreement shall be in writing, sent by registered or certified mail properly addressed, or by facsimile with confirmed answer-back, to the other Party at the address set forth below or at such other address as may be designated by written notice to the other Party. Notice shall be deemed effective three (3) business days following the date of sending such notice if by mail, on the day following deposit with an overnight courier, if sent by overnight courier, or upon confirmed answer-back if by facsimile.

If to UChicago Impact:

UChicago Impact, LLC.  
The University of Chicago  
1313 E. 60<sup>th</sup> Street  
Chicago, Illinois 60637

Facsimile Number: 773-702-8980  
Attn: Collette Walton

If to Educational Organization:

Suwannee County School District  
1729 Walker Avenue, SW, Suite 200  
Live Oak, FL 32064  
Facsimile Number: 386-364-2635  
Attention: Ted L. Roush, Superintendent

Copy to:

Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Attorney for Suwannee County School District  
101 North Monroe Street, Suite 120  
Tallahassee, FL 32301

- C. Assignment. This Agreement shall be binding on the parties hereto and upon their respective successors and assigns. Educational Organization may at any time, upon written notice to the other Party, assign or delegate to a successor to all or substantially all of its business any of its rights and obligations hereunder, provided that, any such assignment or delegation shall in no event relieve Educational Organization of its primary responsibility for its obligations hereunder. Any such assignment shall be conditioned on and shall not be effective until the assignee or transferee has executed and delivered a written agreement assuming and undertaking all of the duties and obligations of the assignor or transferor under this Agreement. Except as provided above, Educational Organization may not assign or delegate any right or obligation hereunder without the prior written consent of UChicago Impact, which consent shall not be unreasonably withheld, and any attempted assignment or delegation in violation thereof shall be void. UChicago Impact may assign this Agreement at any time to any third party on written notice to Educational Organization. In the event of an assignment by UChicago Impact, the assignee shall be substituted for UChicago Impact as a party hereto, and UChicago Impact shall no longer be bound hereby.
- D. Governing Law. The interpretation and performance of this Agreement shall be governed by the laws of the State of Florida applicable to contracts made and to be fully performed in that state.
- E. Independent Contractors. The Parties agree that the relationship of UChicago Impact and Educational Organization established by this Agreement is that of independent contractors. Furthermore, the Parties agree that this Agreement does not, is not intended to, and shall not be construed to, establish a partnership or joint venture, nor shall this Agreement create or establish an employment, agency or any other relationship. Neither Party shall have any right, power or authority, nor shall they represent themselves as having any authority to

assume, create or incur any expense, liability or obligation, express or implied, on behalf of the other Party, or to otherwise act as an agent for the other Party for any purpose.

- F. No Use of Name. Except for uses required in connection with implementation of the Product, both parties to this Agreement agree not to use the other Party's name in any commercial activity, marketing, advertising or sales brochures except with the prior written consent of the other Party, which consent will not be unreasonably withheld. Educational Organization agrees not to use the name of any UChicago Impact's employee(s) in any commercial activity, marketing, advertising or sales brochures, or for any other purpose other than internal reporting and record keeping, without the written consent of UChicago Impact, in its sole discretion.
- G. Waiver. No term or provision of this Agreement shall be waived and no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. No waiver of a breach shall be deemed to be a waiver of a different or subsequent breach.
- H. Construction. Each Party has consulted counsel of their choice regarding this Agreement, and each acknowledges and agrees that this Agreement shall be construed without regard to the Party or Parties responsible for the preparation of the same and shall be deemed as prepared jointly by the Parties. Any ambiguity or uncertainty existing herein shall not be interpreted or construed against any Party.
- I. Execution. This Agreement may be executed by the Parties in any number of identical counterparts, each of which, for all purposes shall be deemed to be an original, and all of which shall constitute, collectively, one instrument.
- J. Severability. If any provision of this Agreement shall be held illegal, unenforceable, or in conflict with any laws of any federal, provincial, state, or local government that may exercise jurisdiction over this Agreement, (i) the validity of the remaining portions or provisions shall not be affected thereby and (ii) the enforceability of such provisions in other jurisdictions shall not be affected thereby.
- K. Third Party Beneficiaries. All rights, benefits and remedies under this Agreement are solely intended for the benefit of UChicago Impact and Educational Organization and no other person or entity shall have any rights whatsoever to (i) enforce any obligation contained in this Agreement; (ii) seek a benefit or remedy for any breach of this Agreement; or (iii) take any other action relating to this Agreement under any legal theory, including but not limited to, actions in contract, tort (including but not limited to negligence, gross negligence and strict liability), or as a defense, setoff or counterclaim to any action or claim brought or made by the Parties.

*[Signature page follows]*

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized officers or representatives on the date first above written.

**UChicago Impact LLC**

By: \_\_\_\_\_  
Elliot Ransom  
Co-Chief Executive Officer  
UChicago Impact LLC  
Date of signature: \_\_\_\_\_

**Suwannee County School District**

By: \_\_\_\_\_  
Ted L. Roush  
Superintendent of Schools  
Suwannee County School District  
Date of signature: \_\_\_\_\_

**Suwannee County School District**

By: \_\_\_\_\_  
Jerry Taylor  
Chairman of Board  
Suwannee County School District  
Date of signature: \_\_\_\_\_

**"Approved as to Form and Sufficiency**

**BY \_\_\_\_\_**

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

## EXHIBIT A

### Materials and Services

#### Section 1. 5Essentials Administration

UChicago Impact will administer the 5Essentials School Improvement Survey to all schools specified by Educational Organization provided that school rosters are finalized and received by the roster deadline, November 30, 2018. Student and teacher rosters, as well as parent counts, are to be provided by Educational Organization, in accordance with 34 C.F.R. § 99.31(a)(1). The surveys will be administered using the 5Essentials Survey Administration Tool during the 2018-19 school year. This tool provides online access to the 5Essentials Student and Teacher surveys and supplemental Parent Survey.

#### A. Rosters and Confidentiality

- i. Educational Organization designates UChicago Impact as its agent for conducting and scoring the 5Essentials survey and agrees to release personally identifiable education records necessary for that purpose to UChicago Impact, in accordance with 34 C.F.R. § 99.31(a)(3). UChicago Impact will work directly with Educational Organization to acquire rosters in the correct format for all a) schools, b) principals, c) teachers, and d) students as well as e) parent counts. Student data may include, but is not limited to:
  - (1) School ID number
  - (2) Last and first name
  - (3) Student ID number
  - (4) Grade level
  - (5) Date of birth
  - (6) Gender
  - (7) School postal code
  - (8) Race (optional)
  - (9) ESE status (optional)
- ii. Data provided by Educational Organization is, by federal and state law, confidential and shall be used only for the purposes authorized herein. Under no circumstances shall records and reports be released by Educational Organization to any party unless such release is in strict accordance with the provisions, and to the entities identified in, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99; and chapter 119 and sections 1002.22 and 1002.221, Florida Statutes. UChicago Impact acknowledges its separate obligations in accordance with the requirements of these provisions by establishing duties of confidentiality, privacy, and nondisclosure.
- iii. Student identification will be kept confidential and stored on secure servers for both outreach and survey administration. Only UChicago Impact staff and agents necessary for administration of the survey will have access to student identifiers during administration. Deliberate or accidental misuse of information may result in loss of access, disciplinary action, or dismissal or prosecution under the scope of all applicable federal and state laws and regulations.



- iv. UChicago Impact may not, and must ensure that no other individuals:
- (1) Share unit record data with any other individual or organization without the express written consent of Educational Organization;
  - (2) Use data for any purpose other than that stated herein;
  - (3) Allow any unauthorized use of information provided or generated;
  - (4) Publicly disseminate reports containing identifiable data or aggregate cell sizes of less than 10 individuals. (Reports must mask these cells so that results are not revealed.)
- v. UChicago Impact is required to comply with the Florida Public Records Law, chapter 119, Florida Statutes, in the performance of its duties under this contract and will specifically, as concerning Educational Organization:
- (1) Keep and maintain public records required by Educational Organization to perform the service;
  - (2) Upon request from Educational Organization's custodian of public records, provide Educational Organization 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, Florida Statutes, or as otherwise provided by law;
  - (3) 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 Educational Organization; and
  - (4) Upon completion of the contract, transfer, at no cost, to Educational Organization all public records in possession of UChicago Impact or keep and maintain public records, required by Educational Organization to perform the service. If UChicago Impact shall transfer all public records to Educational Organization upon completion of the contract, UChicago Impact shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If UChicago Impact keeps and maintains public records upon completion of the contract, UChicago Impact shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Educational Organization, upon request of Educational Organization's custodian of public records, in a format that is compatible with the information technology systems of Educational Organization.
- (5) IF UCHICAGO IMPACT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, VICKIE DEPRATTER AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, 1729 WALKER AVENUE, SW, SUITE 200, LIVE OAK, FL 32064.**
- vi. Survey responses will not be traceable to the individual providing the response.

**B. Survey Coordinators**

In addition to the principal, each school may designate a coordinator to assist with facilitation of the survey. The principal and coordinator will receive a short manual detailing their roles and responsibilities for survey administration.

**C. Student Survey Administration**

Students will login to their survey using a district/school assigned student ID and their birth date. Students have the right to omit responses to any question. The survey will be available to students in grades 4-12.

**D. Teacher Survey Administration**

Teachers will access the survey using a randomly assigned username and password issued by the 5Essentials Online Administration Tool. The survey will be available to all pre-kindergarten to high school teachers. Teachers have the right to omit responses to any question.

**E. Parent Survey Administration**

Parents will select for which school they are responding and enter basic demographic information before entering the survey. Parents have the right to omit responses to any question.

**F. Response Rate Monitoring**

The 5Essentials Survey Administration Tool will provide weekly response rate updates to Educational Organization, district/charter administrators, principals and survey coordinators. The Tool will also allow users to check response rates at any time.

- i. To receive teacher data, schools must have at least 50% of teachers start the survey and have at least eight (8) valid respondents per item.
- ii. To receive student data, schools must have at least 50% of students start the survey and have at least 10 valid respondents per item.
- iii. To receive supplemental parent data, schools must have at least 20% of parents complete the survey.

**Section 2. 5Essentials Scoring**

UChicago Impact will score survey data from Educational Organization using a process developed at the University of Chicago Consortium on School Research (UChicago Consortium). The 5Essentials Scoring process creates school-level scores that minimize error by removing invalid responses using Rasch Analysis. 5Essentials Scoring allows school results to be compared from one year to the next and puts all schools within a particular grade level on the same scale, allowing schools with strengths and challenges to be identified.

**Section 3. 5Essentials School Reports**

Schools receive a set of individualized, web-based reports that offer a comprehensive picture of school quality and provide a framework for understanding the hundred-plus survey questions. These reports include:

- A. Performance on the 5Essentials, shown in color-coded, easy to read diagrams.

- B. Changes in school performance over time on individual Measures and Essentials.
- C. A one-year license to access their report online, Upon renewal each year, schools will receive an additional year of access.

**Section 4. Report Release**

Reports will be available on a password protected basis to Educational Organization staff at the end of the 6–8 week scoring window. Access to the reports will be available to district administrators and principals prior to a broader release. Reports will be made publicly available upon request; the final release date will be determined by Educational Organization. The web address provided for reports will be [www.5-essentials.org/florida](http://www.5-essentials.org/florida).

## EXHIBIT B

### Materials and Services

Component	Unit Price	Units <sup>1</sup>	Price
<b>5Essentials System:</b> <b>Includes:</b> <ul style="list-style-type: none"> <li>▪ 5Essentials Organizing Schools for Improvement Surveys <ul style="list-style-type: none"> <li>○ Data on five essentials, 22 measures, and over 150 questions tested through 20 years of research at the University of Chicago.</li> <li>○ Measures predictive of student and school outcomes.</li> <li>○ Access to additional question and measure banks.<sup>2</sup></li> <li>○ Online survey administration built for schools.</li> </ul> </li> <li>▪ 5Essentials Scoring <ul style="list-style-type: none"> <li>○ University of Chicago test scoring process.</li> <li>○ Lazy respondent algorithm to remove intentionally or unintentionally inappropriate responses.</li> <li>○ Predictive of school improvement changes.</li> <li>○ 6-8 week turnaround time.</li> </ul> </li> <li>▪ 5Essentials Reports <ul style="list-style-type: none"> <li>○ Online reporting system for each school.</li> <li>○ Trends.</li> <li>○ Downloadable and printable reports.</li> <li>○ 1-year license for principals and administrators.</li> <li>○ Public access upon request.</li> </ul> </li> <li>▪ 5Essentials Data <ul style="list-style-type: none"> <li>○ Essentials and measures school-level data file.</li> <li>○ Survey question responses school-level data file.</li> </ul> </li> </ul>	\$1,548	7	\$10,836
Supplemental Parent Survey for all grade PK-12 parents	\$200	7	\$1,400
<b>5Essentials System Subtotal</b>			
<b>Total<sup>3</sup></b>			<b>\$12,236</b>

<sup>1</sup> A unit is equivalent to one school.

<sup>2</sup> The addition of supplemental measures is embedded into the cost for the 5Essentials System; however, any questions added beyond supplemental content will result in a fee to cover programming, scoring and reporting costs.

<sup>3</sup> Final pricing will be determined by actual number of units delivered (training sessions, schools, etc.)

## EXHIBIT C

### Timeline

Service	Description	Timeline
Logistics	<p>Educational Organization will submit a signed contract to UChicago Impact.</p> <p>The Educational Organization personnel will supply school, staff and student rosters to UChicago Impact and verify rosters for accuracy.</p> <p>Two Project Managers (one from UChicago Impact and one from the Florida Department of Education) will serve as the main contact for the duration of the 5Essentials Survey Implementation.</p>	<p>November 2, 2018</p> <p>November 30, 2018</p>
5Essentials Survey Administration	UChicago Impact will administer the survey to Educational Organization schools.	January 22-February 22, 2019
5Essentials Analysis	UChicago Impact will analyze and score surveys.	February 25-April 19, 2019
5Essentials Reporting	UChicago Impact will provide Educational Organization with access to the survey reports, a summary analysis, and school-level data files.	Week of April 22, 2019

## EXHIBIT D

### Invoicing

UChicago Impact will invoice Educational Organization based upon key milestones, as depicted in the table below.

<b>Key Milestone</b>	<b>Amount Due</b>	<b>Approximate Timing</b>
Execution of Contract	25% of projected total contract value	Fall 2018
Close of the Survey Window	25% of projected total contract value	February 22, 2019
Final Report Delivery	Remaining contract balance (approximately 50%)	Week of April 22, 2019

## EXHIBIT E

### Participating Schools

The following schools are participating in the 2018-19 5Essentials survey.

School ID	School Name
610089	Branford Elementary School
610091	Branford High School
610011	Suwannee Primary School
610060	Suwannee Elementary School
610042	Suwannee Intermediate School
610051	Suwannee Middle School
610043	Suwannee High School

**AGREEMENT**

**BETWEEN UCHICAGO IMPACT LLC AND SUWANNEE COUNTY SCHOOL DISTRICT  
FOR THE**

**5ESSENTIALS AGREEMENT**

This Agreement (“Agreement”), dated ~~November 22~~October 23, 2016 ~~2018~~, (“Effective Date”) is between UChicago Impact LLC, an Illinois not-for-profit corporation (“UChicago Impact”), and Suwannee County School District (SCSD), a Florida not-for-profit organization/School District, having an address at ~~702-2<sup>nd</sup> Street~~1729 Walker Avenue, NWSW, Suite 200, Live Oak, FL 32064 (the “Educational Organization”). Each hereunder may be referred to separately as the (“Party”), or together as the (“Parties”).

WHEREAS, ~~UCHICAGO IMPACT~~UChicago Impact agrees to provide the Materials and Services, and

WHEREAS, ~~UCHICAGO IMPACT~~UChicago Impact has experience and expertise in the design, administration, and analysis of surveys to assess educational institutions, and

WHEREAS, ~~SCSD~~SCSD Educational Organization is committed to supporting and ~~providing school reports of school quality in approximately eight schools in SCSD~~evaluating education in Live Oak, Florida (the “Schools”), and

WHEREAS, ~~SCSD~~SCSD Educational Organization wishes to administer the UChicago Impact’s research-validated school climate survey to inform citizens about the quality of individual schools and their progress over time, and

WHEREAS, ~~SCSD~~SCSD Educational Organization is prepared and intends to diligently implement the 5Essentials Organizing Schools for Improvement Survey for the benefit of students,

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**Section 1. Definitions**

The capitalized terms listed below and used in this Agreement shall have the following meanings:

- A. “Affiliate” means any corporation or other business, ~~nonprofit or governmental~~ entity that controls, is controlled by, or is under common control with a Party. A corporation or other entity shall be regarded as in control of another corporation or entity if it owns or directly or indirectly controls at least fifty percent (50%) of ~~the outstanding shares or other~~ (i) economic interests of the other corporation or entity or (ii) voting rights of the other corporation or entity having the right to elect directors, or such lesser percentage that is the maximum permitted to be owned by a foreign entity in those jurisdictions where majority ownership by foreign entities is prohibited.
- B. “Derivative Work” means a work that is based on one or more pre-existing works, such as a revision, enhancement, modification, translation, abridgement, condensation, expansion, or any other form in which such pre-existing work may be recast, transformed, or adapted, and, if prepared without authorization of the copyright owner of such pre-existing work, would constitute a copyright infringement. For purposes of this Agreement, a Derivative Work includes a compilation that incorporates such pre-existing work.
- C. “Material(s)” means (i) the hardcopy and physical items described in Exhibit A or containing



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reference to matters described in Exhibit A, (ii) the systems described in Exhibit A, and  
(iii) any changes that UCHICAGO IMPACT elects to

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~~make any changes that UChicago Impact elects to make in the Materials described in (i) or (ii) above that improves the manner in which the Materials described in (i) or (ii) above fulfills existing requirements or extends the ways to accomplish an existing function.~~

- D. "Reports and Data" means the ~~SEssentials School 5E~~ Reports and the ~~SEssentials 5E~~ Data described in Exhibit A.
- E. "Services" means (i) the particular training events and/or support activities described in Exhibit A, (ii) the survey analysis services described in Exhibit A, and ~~(iii)~~ any changes that ~~UCHICAGO IMPACT~~ UChicago Impact elects to make that improves the manner in which (i) or (ii) fulfills existing requirements or extends the ways to accomplish an existing function.
- F. "Timeline" means the schedule described in Exhibit B.

## **Section 2. License, Materials and Services**

- A. Grant of License. Upon payment of the fees and subject to and conditioned on ~~(a) SCSD continuing compliance with the SEssentials Terms of Use and Privacy Policy, which may, from time to time, be modified, altered, or updated without prior notice, but which shall be provided to SCSD at the time it is changed, (b) SCSD continuing compliance with the terms and conditions of this Agreement, and (c) timely responses from SCSD, UCHICAGO IMPACT hereby agrees to provide to SCSD:~~

(a) Educational Organization's continuing compliance with the 5Essentials Terms of Use and Privacy Policy, which may, from time to time, be modified, altered, or updated by UChicago Impact in its sole discretion.

(b) Educational Organization's continuing compliance with the terms and conditions of this Agreement, and

(c) timely responses from Educational Organization, to UChicago Impact's requests for information and assistance.

UChicago Impact hereby agrees to provide to Educational Organization:

- (i) the Materials solely for its own use during the Term of the Agreement;
- (ii) the nonexclusive right to reproduce and distribute the Reports and Data;
- ~~(iii) the nonexclusive right to archive and store the Reports and Data.~~

- B. Services. Upon payment of the fees and provided timely responses from ~~SCSD~~ Educational Organization, UChicago Impact will use reasonable efforts to provide the Services to Educational Organization within the Timeline.

~~UCHICAGO IMPACT will use reasonable efforts to provide the Services to SCSD within the Timeline.~~

- C. Reservation of Rights. ~~UCHICAGO IMPACT~~ UChicago Impact reserves the worldwide right to use all aspects of the Materials for any purpose it may choose at its own discretion and without any payment therefore, ~~with the exception of the data that the Florida Department of Education ("FDOE") provides to UCHICAGO IMPACT under Exhibit A, Section I.A., of this Agreement by UChicago Impact.~~ UChicago Impact shall have the right to grant licenses to third parties to any aspect of the Product Materials. Further, ~~UCHICAGO IMPACT~~ UChicago Impact reserves the worldwide right to execute, reproduce and modify, create derivatives, to distribute, and to otherwise use the Materials and Services for any purpose it may choose at its own discretion and without any payment ~~therefore~~therefor.

- D. No Other Rights. No rights in and to the Materials ~~and~~ Services or any other intellectual property other than those provided in this Section 2, express or implied, are conveyed by ~~UCHICAGO IMPACT. No rights to any intellectual property except those conveyed in this Section 2 are conveyed by UCHICAGO IMPACT~~ UChicago Impact. Except as expressly permitted under this Agreement, SCSD Educational Organization is granted no rights to (i) reproduce any parts of the Materials, (ii) modify any parts of the Materials, (iii) provide access to or enable use of any user identification or password by any person(s), (iv) rent, lease, loan, or sell access to the Materials, (v) copy, archive, store, rearrange, modify, adapt, upload, create derivate works from, perform, publish, distribute, ~~redistribute, or disseminate any~~

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redistribute, or disseminate any Material(s), (vi) access the Materials to build a product using similar ideas, features, functions, interface, or graphics of the Materials, (vii) access (or attempt to access) any service within the Product Materials by any means other than as permitted in the Terms of Use, or (viii) delete any copyright or other proprietary rights notice in the Materials.

E. Ownership. UCHICAGO IMPACT UChicago Impact is the sole owner of all intellectual property relating to the Materials and Services existing as of the Effective Date. However, FDOE retains sole ownership of the data that it provides to UCHICAGO IMPACT under Exhibit A, Section I.A., of this Agreement. Also, SCSD is the sole owner of the raw data produced from the scoring process of the 5Essentials School Improvement Survey. SCSD's sole ownership of this raw data does not abrogate UCHICAGO IMPACT's obligations under this Agreement. UCHICAGO IMPACT UChicago Impact will also be the sole owner of all Derivative Works developed at any time during the course of this Agreement. SCSD-Educational Organization agrees to cooperate with UCHICAGO IMPACT UChicago Impact and to execute any grants and assignments of all rights as UCHICAGO IMPACT UChicago Impact reasonably may request for the purpose of evidencing, enforcing, filing, registering or defending such ownership. SCSD-Educational Organization shall comply with all copyright notices, information, and restrictions in the Materials and shall not alter, delete, or conceal any copyright, trademark, patent, or other notice on the Materials including notices on any part of any Material that is downloaded, displayed, printed, or reproduced. UChicago Impact may, at its sole discretion, use the Reports and Data created pursuant to this Agreement to inform and perform work that is outside the scope of this Agreement. At no time will UChicago Impact distribute Reports and Data created pursuant to this Agreement for an individual school in a manner that compromises the individual school's or any individual student's identity without the explicit written permission of Educational Organization, the individual school, a representative of the individual school, the individual student, or a parent or legal guardian of the individual student. Except as otherwise required by law, all Data created pursuant to this contract will be owned by UChicago Impact.

### **Section 3. Payments**

- A. Payments. Upon execution of this Agreement, SCSD-Educational Organization shall be responsible for timely payment of all fees within 30 days receipt of invoice. Twenty-five percent (25%) of the total amount owed under this Agreement shall be due upon the opening Execution of the survey window Contract. Twenty-five percent (25%) of the total amount owed under this Agreement shall be due at the close of the survey window, and the final payment of fifty percent (50%) shall be due at the delivery of the Reports.
- B. Responsibility for Payments. SCSD-Educational Organization shall be fully responsible for any payments due to UCHICAGO IMPACT UChicago Impact under this Agreement. Time is of the essence with respect to all payments made by SCSD to UCHICAGO IMPACT Educational Organization to UChicago Impact.
- C. Overdue Payments. Payments due to UCHICAGO IMPACT UChicago Impact under this Agreement shall, if not paid when due under the terms of this Agreement, bear simple interest at the lower of the prime rate of interest (as published by Citibank, N.A. on the date such payment is due) calculated on the basis of a 365-day-360-day year for the number of days actually elapsed, beginning on the due date and ending on the day prior to the day on which payment is made in full. Interest accruing under this Section 3.C shall be due to UCHICAGO IMPACT UChicago Impact on demand or upon payment of past due amounts, whichever is sooner. The accrual or receipt by UCHICAGO IMPACT UChicago Impact of interest under this Section 3.C shall not constitute a waiver by UCHICAGO IMPACT

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UChicago Impact of any right it may otherwise have to any other remedies available to UCHICAGO IMPACT-UChicago Impact including the right to declare a default under this Agreement or to terminate this Agreement. SCSD Educational Organization shall pay for all costs and fees (including reasonable attorney's

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~~fees that UCHICAGO IMPACT must expend~~ fees) that UChicago Impact expends in order to collect any amounts due and owing to ~~UCHICAGO IMPACT~~ UChicago Impact after reasonable attempts have been made to collect the amounts or, in ~~UCHICAGO IMPACT'S~~ UChicago Impact's discretion, after the amounts remain outstanding for a period of ninety (90) days from the payment due date.

#### **Section 4. Diligence**

- A. Efforts. ~~SCSD-Educational Organization~~ shall use reasonable efforts to exploit the licenses granted herein by diligently utilizing the Materials and Services.

#### **Section 5. Term and Termination**

- A. Term. The Term of this Agreement is ~~November 22, 2016- 2018~~ **October 23, 2016- 2018** through **June 30, 2017**~~2019~~, and may be renewed annually upon mutual written agreement of the parties.
- B. UCHICAGO IMPACT'S UChicago Impact's Right to Terminate. ~~UCHICAGO IMPACT~~ UChicago Impact shall have the right to terminate this Agreement as follows, in addition to all other available remedies:
- i. ~~If SCSD-If Educational Organization fails to make any payment (whether of cash when due, or other form of consideration) when due then upon the election of UChicago Impact in writing, this Agreement shall terminate effective ten (10) days after UCHICAGO-IMPACT'S UChicago Impact's written notice to SCSD-Educational Organization describing such failure, unless SCSD-Educational Organization makes such payment within such ten (10) days.~~
  - ii. ~~If SCSD-If Educational Organization breaches any obligation of this Agreement other than an obligation to make a payment when due, then upon the election of UChicago Impact in writing, this Agreement shall terminate effective thirty (30) days after UCHICAGO-IMPACT'S UChicago Impact's written notice to SCSD-Educational Organization describing such failure, unless SCSD-Educational Organization cures such failure to the satisfaction of UCHICAGO IMPACT UChicago Impact within such thirty (30) days.~~
  - iii. ~~If SCSD-If Educational Organization shall have filed by or against it a petition under any bankruptcy or insolvency law it shall immediately notify UCHICAGO IMPACT. If UChicago Impact, and such petition is not dismissed within sixty (60) days of its filing, or if SCSD-Educational Organization makes an assignment of all or substantially all of its assets for the benefit of its creditors, SCSD then Educational Organization shall immediately notify UCHICAGO IMPACT and UCHICAGO IMPACT may UChicago Impact of such facts and UChicago Impact may in its sole discretion terminate this Agreement by written notice effective as of the (i) date of filing by SCSD-Educational Organization of any such petition, (ii) date of any such assignment to creditors, or (iii) end of the sixty (60) days if a petition is filed against it and not dismissed by such time, whichever is applicable.~~
  - iv. ~~If SCSD-If Educational Organization shall be dissolved, liquidated or otherwise ceases to exist, other than for reasons specified in Section S.B.iii 5.B. (iii) above, this Agreement shall automatically terminate as of (i) the date articles of dissolution or a similar document is filed on behalf of SCSD-Educational Organization with the appropriate government authority or (ii) the date of establishment of a liquidating trust or other arrangement for the winding~~

up of the affairs of SCSD Educational Organization.

- C. SCSD's Right to Terminate. SCSD Educational Organization may notify UCHICAGO IMPACT UChicago Impact of its desire to terminate this Agreement at any time by giving UCHICAGO IMPACT UChicago Impact thirty (30) days prior

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written notice. The termination shall take effect thirty (30) days from ~~UCHICAGO-IMPACT's~~ UChicago Impact's receipt of written notice.

**D. D-Survival.** The following shall survive any termination of this Agreement for any reason:

(i) all causes of action accruing to either Party under this Agreement; (ii) ~~SCSD's~~ SCSD Educational Organization's obligation to pay all amounts payable under this Agreement ~~accrued prior to for~~ Materials, Services or Data provided up to and including the date of termination; and (iii) Sections 2.E, 4, 5.E, 6, and 7 of this Agreement.

(iv) Sections 4, 5.E, 6, and 7 of this Agreement.

**E. E-Post Termination, Post Expiration Obligations of SCSEducational Organization.** Upon the termination of this Agreement for any reason, or the expiration of this Agreement, (i) all rights of SCSD Educational Organization to use the Materials and Services, and any other rights conferred to SCSD Educational Organization by this Agreement, with the exception of the use of Reports and Data provided pursuant to ~~Sections 2.A.ii. and 2. A.iii.~~ Section 2.A (ii), shall immediately thereafter cease, and (ii) all payments including fees and costs due under this Agreement and not yet paid shall become immediately due and payable. SCSD Educational Organization shall not thereafter operate or conduct business under any name or mark ~~and or~~ in any other manner that might tend to create the impression that this Agreement is still in force, ~~and including but not limited to any reference to UChicago Impact or any trademark or servicemark of UCHICAGO IMPACT.~~ All payments including fees and costs due under this Agreement and not paid yet shall become immediately due and payable UChicago Impact in describing its operations.

## **Section 6. Representations, Warranties, Covenants and Disclaimers**

**A. Representations, Warranties and Covenants of SCSEducational Organization.** SCSD Educational Organization hereby represents, warrants and covenants, ~~for itself,~~ that:

i. SCSD Educational Organization is a ~~non-profit not-for-profit~~ organization, dedicated to driving change in urban schools through strategic partnerships and innovative school improvement initiatives, duly organized, validly existing and in good standing under the laws of Florida and has the corporate power and authority to execute and deliver this Agreement, and perform its obligations under this Agreement.

ii. The execution, delivery and performance of the Agreement have been duly and validly authorized by SCSD Educational Organization, and upon execution and delivery by SCSD Educational Organization, this Agreement will constitute a valid and binding agreement of SCSD Educational Organization enforceable in accordance with its terms.

iii. SCSD Educational Organization has no other agreements that conflict with the obligations undertaken and rights and licenses granted in this Agreement.

iv. Any use of the Material(s) by SCSD Educational Organization shall comply with and conform to all applicable specifications required by any state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g et. seq.

v. SCSD Educational Organization shall timely make all payments to UCHICAGO IMPACT UChicago Impact required by this Agreement.

**B. Disclaimer of Warranties.** UCHICAGO IMPACT MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, UNDER THIS AGREEMENT.



IN PARTICULAR, UCHICAGO IMPACT DISCLAIMS ANY WARRANTY WITH RESPECT TO THE MATERIALS AND SERVICES OR WITH RESPECT TO ANY COPYRIGHTS AND TRADEMARKS COVERING MATERIALS OR SERVICES, INCLUDING BUT NOT LIMITED TO, ~~ANY REPRESENTATIONS OR WARRANTIES ABOUT (I) THE ACCURACY, SAFETY OR USEFULNESS FOR ANY PURPOSE OF ANY INFORMATION PROVIDED BY UCHICAGO IMPACT TO ~~FORG-~~ ABBREVI~~ EDUCATIONAL ORGANIZATION WITH RESPECT TO THE MATERIALS AND SERVICES OR WITH RESPECT TO ANY COPYRIGHTS OR TRADEMARKS COVERING MATERIALS OR SERVICES AND ANY PRODUCTS DEVELOPED FROM OR COVERED BY THEM; ~~(III) WHETHER THE USE OF ANY MATERIALS OR SERVICE WILL OR MIGHT INFRINGE A PATENT OR OTHER INTELLECTUAL PROPERTY RIGHT OWNED OR LICENSED BY A THIRD PARTY; OR (IV)~~ (III) THE ACCURACY, SAFETY, OR USEFULNESS FOR ANY PURPOSE OF THE MATERIALS OR SERVICES. IN ADDITION, UCHICAGO IMPACT SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

C. Family Educational Rights and Privacy Act (FERPA). Each of the Parties hereby represents, warrants and covenants that it will comply in all material respects with FERPA, including, but not limited to the protection of student records.

#### **Section 7. Miscellaneous**

- A. Entire Agreement, Amendment, Waiver. This Agreement, together with the Exhibits attached hereto constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes all prior written or oral agreements or understandings (express or implied) between them concerning the same subject matter. This Agreement may not be amended or modified except in a document signed by duly authorized representatives of each Party. No waiver of any default hereunder by either Party or any failure to enforce any rights hereunder shall be deemed to constitute a waiver of any subsequent default with respect to the same or any other provision hereof.
- B. Notice. Any notice required or otherwise made pursuant to this Agreement shall be in writing, sent by registered or certified mail properly addressed, or by facsimile with confirmed answer-back, to the other Party at the address set forth below or at such other address as may be designated by written notice to the other Party. Notice shall be deemed effective three (3) business days following the date of sending such notice if by mail, on the day following deposit with an overnight courier, if sent by overnight courier, or upon confirmed answer-back if by facsimile.

If to ~~UCHICAGO IMPACT~~UChicago Impact: UChicago Impact,

LLC. The University of  
Chicago 1313 E. 60<sup>th</sup>

Street Chicago, Illinois

60637 Email:-

eransom@uchicago.edu Attn:-

Elliot Ransom

If to SCSD: \_\_\_\_\_ Janene Fitzpatrick, Asst. Superintendent of Instruction

Facsimile Number: 773-702-8980

Attn: Collette Walton

If to Educational Organization:

Suwannee County School District

702<sup>nd</sup> Street 1729 Walker Avenue,

NW-SW, Suite 200 Live Oak, FL

32064 janene.fitzpatrick@suwannee.k12.f

l.us

Facsimile Number: 386-364-2635

Attention: Ted L. Roush, Superintendent

Copy to:

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Attorney for Suwannee County School

District P.O. Box 10507 101 North Monroe

Street, Suite 120

Tallahassee, FL 32302-2507

ldietzen@z.rumberger.com 32301

C. ~~C. Assignment~~ Assignment. This Agreement shall be binding on the parties hereto and upon their respective successors and assigns. SCSD-Educational Organization may at any time, upon written notice to the other Party, assign or delegate to a successor to all or substantially all of its business any of its rights and obligations hereunder, provided that, any such assignment or delegation shall in no event relieve SCSD-Educational Organization of its primary responsibility for ~~the same~~ its obligations hereunder. Any such assignment shall be conditioned on and shall not be effective until the assignee or transferee has executed and delivered a written agreement assuming and undertaking all of the duties and obligations of the assignor or transferor under this Agreement. Except as provided above, SCSD-Educational Organization may not assign or delegate any right or obligation hereunder without the prior written consent of UCHICAGO IMPACT UChicago Impact, which consent shall not be unreasonably withheld, and any attempted assignment or delegation in violation thereof shall be void. UChicago Impact may assign this Agreement at any time to any third party on written notice to Educational Organization. In the event of an assignment by UChicago Impact, the assignee shall be substituted for UChicago Impact as a party hereto, and UChicago Impact shall no longer be bound hereby.

D. ~~D. Governing Law~~ Governing Law. The interpretation and performance of this Agreement shall be governed by the laws of the State of Florida applicable to contracts made and to be fully performed in that state.

E. Independent Contractors. The Parties agree that the relationship of UCHICAGO IMPACT and SCSD-UChicago Impact and Educational Organization established by this Agreement is that of independent contractors. Furthermore, the Parties agree that this Agreement does not, is not intended to, and shall not be construed to, establish a partnership or joint venture, ~~and~~ nor shall this Agreement create or establish an employment, agency or any other relationship. Neither Party shall have any right, power or authority, nor shall they represent themselves as having any authority to

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assume, create or incur any expense, liability or obligation, express or implied, on behalf of the other Party, or to otherwise act as an agent for the other Party for any purpose.

F. ~~F.~~No Use of Name. Except for uses required in connection with implementation of the Product, both parties to this Agreement agree not to use ~~either the other~~ Party's name in any commercial activity, marketing, advertising or sales brochures except with the prior written consent of the other Party, which consent will not be unreasonably withheld. SCSD Educational Organization agrees not to use the name of any UCHICAGO IMPACT's UChicago Impact's employee(s) in any commercial activity, marketing, advertising or sales brochures, or for any other purpose other than internal reporting and record keeping, without the written consent of UChicago Impact, in its sole discretion.

G. ~~G.~~Waiver. No term or provision of this Agreement shall be waived and no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. No waiver of a breach shall be deemed to be a waiver of a different or subsequent breach.

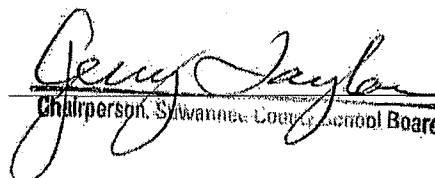
H. ~~H.~~Construction. Each Party has consulted counsel of their choice regarding this Agreement, and each acknowledges and agrees that this Agreement shall be construed without regard to the Party or Parties responsible for the preparation of the same and shall be deemed as prepared jointly by the Parties. Any ambiguity or uncertainty existing herein shall not be interpreted or construed against any Party.

I. ~~I.~~Execution. This Agreement may be executed by the Parties in any number of identical counterparts, each of which, for all purposes shall be deemed to be an original, and all of which shall constitute, collectively, one instrument.

J. ~~J.~~Severability. If any provision of this Agreement shall be held illegal, unenforceable, or in conflict with any laws of any federal, provincial, state, or local government that may exercise jurisdiction over this Agreement, (i) the validity of the remaining portions or provisions shall not be affected thereby and (ii) the enforceability of such provisions in other jurisdictions shall not be affected thereby.

K. ~~K.~~Third Party Party Beneficiaries. All rights, benefits and remedies under this Agreement are solely intended for the benefit of UCHICAGO IMPACT and SCSD, UChicago Impact and Educational Organization and no other person or entity shall have any rights whatsoever to (i) enforce any obligation contained in this Agreement; (ii) seek a benefit or remedy for any breach of this Agreement; or (iii) take any other action relating to this Agreement under any legal theory, including but not limited to, actions in contract, tort (including but not limited to negligence, gross negligence and strict liability), or as a defense, setoff or counterclaim to any action or claim brought or made by the Parties.

L. Public Records. For all contractors as set forth in Section 119.0701, Florida Statutes (2016') see EXHIBIT F which is incorporated by reference herein.

  
Chairperson, Savannah County School Board  
NOV 22 2016  
-60-

[Signature page follows]

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

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

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IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized officers or representatives on the date first above

UChicago Impact LLC

SCSD

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

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

written. \_\_\_\_\_

Ted L. Roush

UChicago Impact LLC

Suwannee County School District

Elliot Ransom

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

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

Elliot Ransom

Ted L. Roush

Co-Chief Executive Officer

Superintendent of Schools

UChicago Impact LLC

Suwannee County School District

Date of signature: \_\_\_\_\_

Date of signature: \_\_\_\_\_

Suwannee County School District

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

Jerry Taylor

Chairman of Board

Suwannee County School District

Date of signature: \_\_\_\_\_

**EXHIBIT A**  
**Materials and Services**

**Section 1. SEssentials**

**EXHIBIT A Materials and Services**

**Section 1. SEssentials-Administration**

Director, UChicago Impact LLC Date of  
signature: ~~IT //~~ /<sup>^</sup>Superintendent of  
Schools Date of signature: **NOV 22**  
**2016**

UChicago Impact will administer the ~~SEssentials~~ SEssentials School Improvement Survey to all schools specified by ~~SCSD-Educational Organization~~ provided that school rosters are finalized and received by the roster deadline, ~~December 19~~ November 30, 2016 2018. Student and teacher rosters, as well as parent counts, are to be provided by the Florida Department of Education ("FDOE") Educational Organization, in accordance with 34 C.F.R. § 99.31-(a)1(a)(1). The surveys will be administered using the ~~SEssentials~~ SEssentials Survey Administration Tool during the ~~2016-17~~ 2018-19 school year. This tool provides online access to the ~~SEssentials~~ SEssentials Student and Teacher surveys and supplemental Parent Survey.

**A. A-Rosters and Confidentiality**

- i. ~~i. SCSD-Educational Organization~~ designates UChicago Impact as its agent for conducting and scoring the ~~SEssentials~~ SEssentials survey and ~~authorizes FDOE agrees to~~ release personally identifiable education records necessary for that purpose to UChicago Impact, in accordance with 34 C.F.R. § 99.31(a)(3). UChicago Impact will work directly with ~~FDOE-Educational Organization~~ to acquire rosters in the correct format for all a) schools, b) principals, c) teachers, and d) students as well as e) parent counts. Student data may include, but is not limited to:

- |     |                       |
|-----|-----------------------|
| (1) | School ID number      |
| (2) | Last and first name   |
| (3) | Student ID number     |
| (4) | Grade level           |
| (5) | Date of birth         |
| (6) | Gender                |
| (7) | School postal code    |
| (8) | Race (optional)       |
| (9) | ESE status (optional) |

- |     |                       |
|-----|-----------------------|
| (1) | School ID number      |
| (2) | Last and first name   |
| (3) | Student ID number     |
| (4) | Grade level           |
| (5) | Date of birth         |
| (6) | Gender                |
| (7) | School postal code    |
| (8) | Race (optional)       |
| (9) | ESE status (optional) |

- ii. Data provided by FDOE Educational Organization is, by federal and state law, confidential and shall be used only for the purposes authorized herein. Under no circumstances shall records and reports be released by FDOE Educational Organization to any party unless such release is in strict accordance with the provisions, and to the entities identified in, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99; and chapter 119 and sections 1002.22 and 1002.221, Florida Statutes. UChicago Impact acknowledges its separate obligations in accordance with the requirements of these provisions by establishing duties of confidentiality, privacy, and nondisclosure.
- iii. Student identification will be kept confidential and stored on secure servers for both outreach and survey administration. Only UChicago Impact staff and agents necessary for administration of the survey will have access to student identifiers during administration. Deliberate or accidental misuse of information may result in loss of access, disciplinary action, or dismissal or prosecution under the scope of all applicable federal and state laws and regulations.

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and regulations. All persons who gain access to information from FDOE in any form must adhere to the following provisions:

iv. iv. UChicago Impact may not, and must ensure that no other individuals:

- (1) Share unit record data with any other individual or organization without the express written consent of FDOE, except that data may be shared with SCSD in accordance with law Educational Organization;
- (2) Use data for any purpose other than that stated herein;
- (3) Allow any unauthorized use of information provided or generated;
- (4) Publically Publicly disseminate reports containing identifiable data or aggregate cell sizes of less than 10 individuals. (Reports must mask these cells so that results are not revealed.)

v. — In compliance with Florida's public records laws, UChicago Impact shall:

v. UChicago Impact is required to comply with the Florida Public Records Law, chapter 119, Florida Statutes, in the performance of its duties under this contract and will specifically, as concerning Educational Organization.

- (1) Keep and maintain public records that ordinarily and necessarily would be required by FDOE in order Educational Organization to perform the service;
- (2) Provide the public with access to public records on the same terms and conditions that FDOE would provide the records and Upon request from Educational Organization's custodian of public records, provide Educational Organization 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 chapter 119, Florida Statutes, or as otherwise provided by law;
- (3) 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 Educational Organization; and  
and
- (4) Meet all requirements for retaining public records and Upon completion of the contract, transfer, at no cost, to FDOE Educational Organization all public records in its possession upon termination of the contract and possession of UChicago Impact or keep and maintain public records, required by Educational Organization to perform the service. If UChicago Impact shall transfer all public records to Educational Organization upon completion of the contract, UChicago Impact shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If UChicago Impact keeps and maintains public records upon completion of the contract, UChicago Impact shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to FDOE Educational Organization, upon request of Educational Organization's custodian of public records, in a format that is compatible with the information technology systems of FDOE Educational Organization.

(5) IF UCHICAGO IMPACT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE

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CUSTODIAN OF PUBLIC RECORDS, VICKIE DEPRATTER AT  
386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US,  
1729 WALKER AVENUE, SW, SUITE 200, LIVE OAK, FL 32064.

vi. ~~vi.~~ Survey responses will not be traceable to the individual providing the response.

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**B. Survey Coordinators**

In addition to the principal, each school may designate a coordinator to assist with facilitation of the survey. The principal and coordinator will receive a short manual detailing their roles and responsibilities for survey administration.

**C. Student Survey Administration**

Students will login to their survey using a district/school assigned student ID and their birth date. Students have the right to omit responses to any question. The survey will be available to students in grades 4-12.

**D. Teacher Survey Administration**

Teachers will access the survey using a randomly assigned ~~username~~ username and password issued by the ~~SEssentials~~ 5Essentials Online Administration Tool. The survey will be available to all pre- kindergarten to high school teachers. Teachers have the right to omit responses to any question.

**E. Parent Survey Administration**

Parents will select for which school they are responding and enter basic demographic information before entering the survey. Parents have the right to omit responses to any question.

**F. Response Rate Monitoring**

The 5Essentials Survey Administration Tool will provide weekly response rate updates to SCSD Educational Organization, district/charter administrators, principals and survey coordinators. The Tool will also allow users to check response rates at any time.

- i. To receive teacher data, schools must have at least 50% of teachers start the survey and have at least eight (8) valid respondents per item.
- ii. To receive student data, schools must have at least 50% of students start the survey and have at least 10 valid respondents per item.
- iii. To receive supplemental parent data, schools must have at least 20% of parents complete the survey.

**Section 2. ~~SEssentials~~ 5Essentials Scoring**

UChicago Impact will score survey data from SCSD Educational Organization using a process developed at the University of Chicago Consortium on Chicago-School Research (UChicago Consortium). The 5Essentials Scoring process creates school-level scores that minimize error by removing invalid responses using Rasch Analysis. 5Essentials Scoring allows school results to be compared from one year to the next and puts all schools within a particular grade level on the same scale, allowing schools with strengths and challenges to be identified.

**Section 3. ~~SEssentials~~ 5Essentials School Reports**

Schools receive a set of individualized, web-based reports that offer a comprehensive picture of school quality and provide a framework for understanding the hundred-plus survey questions. These reports include:

- A. Performance on the 5Essentials, shown in color-coded, easy to read diagrams.

B. B. Changes in school performance over time on individual Measures and Essentials.

C. C. A one-year license to access their report online. ~~Reports may be saved to PDF or printed at any time during that year.~~ Upon renewal each year, schools will receive an additional year of access.

#### **Section 4. Report Release**

Reports will be available on a password protected basis to SCSD Educational Organization staff at the end of the ~~6-8-6-8~~ week scoring window. Access to the reports will be available to district administrators and principals prior to a broader release. Reports will be made ~~publically~~ publicly available upon request; the final release date will be determined by SCSD Educational Organization. The web address provided for reports will be ~~florida.5-essentials.org~~ www.5-essentials.org/florida.

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**EXHIBIT B**  
**Materials and Service-**  
**Pricing Services**

<b>Component</b>	<b>Unit Price</b>	<b>Units</b>	<b>Annual Price</b>
<b>5Essentials System</b> (unit is equivalent of one "school"); Includes: <ul style="list-style-type: none"> <li>■ <b>5 Essentials 5Essentials Organizing Schools for Improvement Surveys</b> <ul style="list-style-type: none"> <li>○ 5Essentials Teacher Survey for all grade PK-12 teachers</li> <li>○ 5Essentials Student Survey for all grade 4-12 students</li> <li>○ Data on five essentials, 22 measures, and over 150 questions tested through 20 years of research at the University of Chicago.</li> <li>○ Measures predictive of student and school outcomes, ○</li> <li>○ Access to additional question and measure banks.<sup>2</sup></li> <li>○ Online survey administration built for schools.</li> </ul> </li> <li>■ <b>5 Essentials 5Essentials Scoring</b> <ul style="list-style-type: none"> <li>○ University of Chicago test scoring process.</li> <li>○ Invalid Lazy respondent algorithm to remove intentionally or unintentionally inappropriate responses, ○</li> <li>○ Predictive of school improvement changes, ○</li> <li>○ 6-8 week turnaround time.</li> </ul> </li> <li>■ <b>5 Essentials 5Essentials Reports</b> <ul style="list-style-type: none"> <li>○ Online reporting system for each school achieving 50% response rate from teachers and/or students, ○ Online reporting system for each school achieving 20% response rate from parents ○ Trends beginning in the second year of implementation.</li> <li>○ Downloadable and printable reports.</li> <li>○ 1-year license for principals and administrators, ○</li> <li>○ Public access upon request.</li> </ul> </li> <li>■ <b>5Essentials Data</b> <ul style="list-style-type: none"> <li>○ Essentials and measures school-level data file.</li> <li>○ Survey question responses school-level data file.</li> </ul> </li> </ul>	\$15481,548	87	\$12,384\$10.836
Supplemental Parent Survey for all grade PK-12 parents	\$200	87	\$1,600\$1400
<b>5Essentials 5Essentials System Subtotal</b>			
<b>Total Total<sup>3</sup></b>			<b>\$13,984\$12,236</b>

<sup>1</sup> A unit is equivalent to one school.

<sup>2</sup> The addition of supplemental measures is embedded into the cost for the 5Essentials System; however, any questions added beyond supplemental content will result in a fee to cover programming, scoring and reporting costs.

<sup>3</sup> Final pricing will be determined by actual number of units delivered (training sessions, schools, etc.)

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**EXHIBIT C**  
**Timeline**

<b>Service</b>	<b>Description</b>	<b>Timeline</b>
Logistics	SCSD will submit a signed contract to UChicago Impact and email a copy to FDOE.	November 22, 2016
<u>Logistics</u>	<p><u>FDOE Educational Organization will submit a signed contract to UChicago Impact.</u></p> <p><u>The Educational Organization personnel will supply school, staff and student rosters to UChicago Impact with school rosters and verify rosters for accuracy.</u></p> <p><u>Two Project Managers (one from UChicago Impact and one from FDOE the Florida Department of Education) will serve as the main contact for the duration of the 5Essentials Survey Implementation.</u></p>	<p><u>December 19, 2016</u> <u>November 2, 2018</u></p> <p><u>November 30, 2018</u></p>
	UChicago Impact will clean school rosters AND provide principals and designated survey coordinators with online access to their rosters for verification purposes.	January 2017
<u>5E-5Essentials Survey Administration</u>	<u>UChicago Impact will administer the survey to participating Educational Organization schools.</u>	<u>January 24-February 24, 2017</u> <u>February 22, 2019</u>
<u>5E-Scoring 5Essentials Analysis</u>	<u>UChicago Impact will analyze and score student, teacher and parent surveys.</u>	<u>February 27-April 25, 2017</u> <u>April 19, 2019</u>
<u>5E-5Essentials Reporting</u>	<u>UChicago Impact will provide SCSD and its participating schools, Educational Organization with access to the survey reports, a summary analysis, and school-level data files.</u>	<u>Week of April 24, 2017</u> <u>April 22, 2019</u>

**EXHIBIT D**  
**Invoicing**

UChicago Impact will invoice SCSD-Educational Organization based upon key milestones, as depicted in the table below.

<b>Key Milestone</b>	<b>Amount Due</b>	<b>Approximate Timing</b>
Opening of the Survey- <del>Window</del> <u>Execution of Contract</u>	25% of projected total contract value	January 24, 2017 <u>Fall 2018</u>
Close of the Survey Window	25% of projected total contract value	February 24 <u>22, 2017 2019</u>
Final Report Delivery	Remaining contract balance (approximately 50%)	<u>Week of April 24</u> <u>22, 2017,</u> <u>2019</u>



## EXHIBIT E Participating Schools

The following schools from Suwannee County School District are participating in the 2016-17 5 Essentials-2018-19 5Essentials survey.

School ID	School Name
<u>610089</u>	Branford Elementary School
<u>610091</u>	Branford High School
<u>610011</u>	Suwannee Primary School
<u>610060</u>	Suwannee Elementary School
<u>610042</u>	Suwannee Intermediate School
<u>610051</u>	Suwannee Middle School
<u>610043</u>	Suwannee High School
	RIVEROAK Technical College

The following schools from [ORG FULL NAME] are participating in the 2016-17 5Essentials survey **contingent upon receiving a School Improvement Grant 1003(g) in Cohort 4 (SIG4). If SCSB does not receive a SIG4 award, the contract for those schools listed below ONLY will be voided.**

Note: Only districts that submitted a SIG4 proposal may complete this section of Exhibit E.

School ID	School Name

## EXHIBIT F

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

**~~IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 702 2<sup>nd</sup> ST. NW, LIVE OAK, FL 32064.~~**

If you are a contractor as defined by Section 119.070 1(1)(a), Florida Statutes (2016), you must comply with Florida's public records law.

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

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

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

# **INFO ONLY**

## **SCSB 2019-74 (REVISED/RENEWAL)**

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 119.070 1(2)(b)4, Florida Statutes (2016), for additional record keeping requirements.

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

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

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

A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes (2016).

INFO ONLY

# INFO ONLY

Comparison Details	
Title	pdfDocs compareDocs Comparison Results
Date & Time	10/8/2018 4:52:43 PM
Comparison Time	2.20 seconds
compareDocs version	v4.2.300.9

Sources	
Original Document	\\HomeDirs01\Users\$cduquette\_My Settings\Desktop\Compare Contract\SCSB 2017-83 UChicago Fully Executed.pdf
Modified Document	\\HomeDirs01\Users\$cduquette\_My Settings\Desktop\Compare Contract\SCSB 2019-74 5Essentials.pdf

Comparison Statistics	
Insertions	126
Deletions	51
Changes	225
Moves	0
TOTAL CHANGES	402

Word Rendering Set Markup Options	
Name	Standard
<u>Insertions</u>	
<u>Deletions</u>	
<u>Moves / Moves</u>	
Inserted cells	
Deleted cells	
Merged cells	
Formatting	Color only.
Changed lines	Mark left border.
Comments color	By Author.
Balloons	False

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after Saving	General	Always
Report Type	Word	Formatting
Character Level	Word	False
Include Headers / Footers	Word	True
Include Footnotes / Endnotes	Word	True
Include List Numbers	Word	True
Include Tables	Word	True
Include Field Codes	Word	True
Include Moves	Word	False
Show Track Changes Toolbar	Word	True
Show Reviewing Pane	Word	True
Update Automatic Links at Open	Word	False
Summary Report	Word	End
Include Change Detail Report	Word	Separate
Document View	Word	Print
Remove Personal Information	Word	False
Flatten Field Codes	Word	True

# SCHOOL DISTRICT OF SUWANNEE COUNTY

## STUDENT CARE ATTENDANT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Training (or willingness to participate in training) in working with students with disabilities.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and understanding of students with moderate, profound, and/or physical disabilities. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematics skills. Ability to establish and maintain positive working relationships with others. Ability to work as a team member. Willing to learn the unique educational and/or personal needs to assist an individual student. Ability to maintain confidentiality.

#### REPORTS TO:

Teacher/Principal/Administrator's Designee

#### JOB GOAL

To assist the teacher(s) in providing a well-organized, smoothly functioning environment in which students with moderate, profound, and/or physical disabilities can take full advantage of the instructional program and available resources.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparations

- \*(1) Assist teacher in planning and implementing group and individual activities for students.
- \*(2) Follow instructions of therapists and health professionals to provide services to students including positioning, feeding, tube-feeding, suctioning, catheterization, and communication, as required.
- \*(3) Assist students in maintenance of personal hygiene, such as grooming, toileting, and cleanliness, as required.
- \*(4) Transport students within the school setting, as required.

**STUDENT CARE ATTENDANT (Continued)****Administrative/Management**

- (5) Provide assistance with classroom tasks to individual students, both regular education and special education students.
- (6) Adhere to specific emergency procedures designed for the classroom and prepare to assume assigned role.
- (7) Practice prescribed infection control procedures.
- (8) Maintain strict confidentiality of student data and records.

**Intervention/Direct Services**

- (9) Provide assistance with student's behavior management plan as stated in student's IEP.
- (10) Prepare student's lunches if required by special dietary, health, or physical needs.
- (11) Assist in maintaining an attractive and orderly environment.
- (12) Supervise students inside and outside, including, but not limited to, classroom activities, cafeteria, field trips, and bus loading and unloading.

**Collaboration**

- (13) Assist in communications with parents as directed by teacher.

**Systemic Function**

- (14) Appear before the Board as needed.

**Professional Responsibilities**

- (15) Assist teacher with preparation of materials and equipment.
- (16) Assist teacher with record-keeping, reporting, filing, and other clerical duties.
- (17) Assist teacher with assessment of student progress.
- (18) Administer medication to students in compliance with District policies.
- (19) Provide appropriate modifications needed as specified on student's IEP.
- (20) Accompany student to classroom, activities, and other areas, if assigned, to serve the student's unique educational and/or personal needs.
- (21) Perform housekeeping duties as directed.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- (23) Model and maintain high ethical standards.
- (24) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- (25) Shall assume additional responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

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

**EVALUATION:**

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

\*Essential Performance Responsibilities

NEW: 10/23/2018

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### CNA / STUDENT CARE ASSISTANT

#### JOB DESCRIPTION

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Valid CNA License and current First Aid and CPR certification.
- (3) Training (or willingness to participate in training) in working with students with disabilities.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and understanding of students with moderate, profound, and/or physical disabilities. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematics skills. Ability to establish and maintain positive working relationships with others. Ability to work as a team member. Willing to learn the unique educational and/or personal needs to assist an individual student. Ability to maintain confidentiality.

**REPORTS TO:**

Teacher/Principal/Administrator's Designee

#### JOB GOAL

To assist the teacher(s) in providing a well-organized, smoothly functioning environment in which students with moderate, profound, and/or physical disabilities can take full advantage of the instructional program and available resources.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Planning/Preparations**

- \* (1) Assist teacher in planning and implementing group and individual activities for students.
- \* (2) Follow instructions of therapists and health professionals to provide services to students including positioning, feeding, tube-feeding, suctioning, catheterization, and communication, as required.
- \* (3) Assist students in maintenance of personal hygiene, such as grooming, toileting, and cleanliness, as required.
- \* (4) Transport students within the school setting, as required.

**CNA/STUDENT CARE ASSISTANT (Continued)****Administrative/Management**

- (5) Adhere to specific emergency procedures designed for the classroom and prepare to assume assigned role.
- (6) Practice prescribed infection control procedures.
- (7) Maintain strict confidentiality of student data and records.

**Intervention/Direct Services**

- (8) Provide assistance with student's behavior management plan as stated in student's IEP.
- (9) Prepare student's lunches if required by special dietary, health, or physical needs.
- (10) Assist in maintaining an attractive and orderly environment.
- (11) Supervise students inside and outside, including, but not limited to, classroom activities, cafeteria, field trips, and bus loading and unloading.

**Collaboration**

- (12) Assist in communications with parents as directed by teacher.

**Systemic Function**

- (13) Appear before the Board as needed.

**Professional Responsibilities**

- (14) Administer medication to students in compliance with District policies.
- (15) Provide appropriate modifications needed as specified on student's IEP.
- (16) Accompany student to classroom, activities, and other areas, if assigned, to serve the student's unique educational and/or personal needs.
- (17) Perform housekeeping duties as directed.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- (19) Model and maintain high ethical standards.
- (20) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- (21) Shall assume additional responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

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

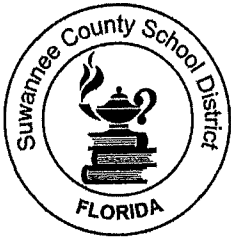
**EVALUATION:**

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

\*Essential Performance Responsibilities

NEW: 10/23/2018

# SUWANNEE COUNTY SCHOOL DISTRICT



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

**TED L. ROUSH**  
Superintendent of Schools

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

**JERRY TAYLOR**  
DISTRICT 1

**CATHERINE CASON**  
DISTRICT 2

**TIM ALCORN**  
DISTRICT 3

**ED DA SILVA**  
DISTRICT 4

**RONALD WHITE**  
DISTRICT 5

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

## MEMORANDUM

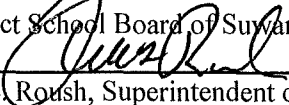
**TO:** Ted L. Roush, Superintendent of Schools *TR*  
**FROM:** Walter Boatright, Director of Human Resources *WBS*  
**DATE:** October 1, 2018  
**RE:** Personnel Changes List for October 23, 2018 Regular Meeting

### RECOMMENDATION:

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



**SUWANNEE COUNTY SCHOOL BOARD**  
**Personnel Changes**  
**October 23, 2018**

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

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

**RECOMMENDATIONS 2018-2019 SCHOOL YEAR:**

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

Suwannee Middle School:

Kimberly Dortch, Custodian, effective September 28, 2018

Transportation:

Jerell Anderson, Bus Driver, effective September 27, 2018

Mary Mais, Bus Driver, effective October 8, 2018

**TERMINATION:**

Transportation:

Randie Goetzman, Crossing Guard, effective September 28, 2018

**LEAVE OF ABSENCE (MATERNITY LEAVE):**

Branford Elementary School:

Jessica Wagner, Teacher, tentatively November 27, 2018 through January 11, 2019, without pay, with the option of returning sooner if released by the doctor.

Branford High School:

Michele Roundtree, Teacher, tentatively November 5, 2018 through December 20, 2018, without pay, with the option of returning sooner if released by the doctor.

RIVEROAK Technical College:

Traci Thompson, Teacher, tentatively July 13, 2018, through January 2, 2019, without pay, using days as needed for insurance, with the option of returning sooner. *(Revised from 7/24/18 Personnel Changes)*

Suwannee Primary School:

Brittany Broughton, Teacher, February 6, 2019 through April 22, 2019, without pay, with the option of returning sooner if released by the doctor.

Courtney Goodin, Teacher, September 24, 2018 through November 5, 2018, without pay, with the option of returning sooner if released by the doctor.

Charis Parker, Teacher, January 7, 2019 through April 23, 2019, without pay, with the option of returning sooner if released by the doctor.

### **MISCELLANEOUS:**

#### **Hospital Homebound:**

The following to work as teachers in the Hospital Homebound Program District wide:

Amy Allen	Frank Allen	Patricia Brantley
Cristina Herrington	Cindi Hiers	Nancy Nielsen

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

#### **Branford Elementary School:**

Lisa Fortner, 8 hour Food Service Worker, effective October 1, 2018

REPLACES: Lisa Fralick

#### **Suwannee Elementary School:**

Renee Perivolaris, 8 hour Food Service Worker, effective September 19, 2018

REPLACES: Yamile Gafas

Marilyn Gonzalez-Santos, 6 hour Food Service Worker, effective October 15, 2018

REPLACES: Irina Hutchenson

#### **Transportation:**

Heather Land, Bus Driver, effective September 20, 2018

REPLACES: Donna Cassan

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

#### **Suwannee Elementary School:**

Cheryl Ann Jackson, Media Clerk, August 14, 2018, August 21<sup>st</sup> through August 31, 2018, and September 27, 2018, for a total of 74.25 hours.

### **LEAVE OF ABSENCE (MATERNITY LEAVE):**

#### **Suwannee Primary School:**

Vanessa Isidro, Paraprofessional, November 16, 2018 through February 11, 2019, without pay, with the option of returning sooner if released by the doctor.

### **SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Tommy Brett	Girls' Soccer Coach	SMS
Rebecca Carter	Reading Coach/Endorsement	SES
Kelly Davidson	Auxiliary Guard Sponsor	BHS
Misty Ward	Girls' Weightlifting Coach	BHS

### **SUBSTITUTES:**

The following to serve as Substitute Bus Attendants:

Tiana Cartwright	Robert Frayer	Lyndze Jandle	Christina Powell
Heather Sykes	Misty Whitt	Shatone West	

## **VOLUNTEERS:**

Lilia Acebron  
Candace Adams  
Charles Adams  
Mary Alford  
Angel Alford  
Halley Allbritton  
Alexis Allen  
Mandy Allen  
Christy Arrington-Curl  
Jacob Avery  
Angela Baker  
Summer Bales  
Erika Barga  
William Barker  
Dusty Barlow  
Janet Barnes  
Janet Barnett  
Yemeioys Barrios  
Amanda Bartley Ramirez  
Bonnie Bass  
Justin Bates  
Ashley Batton  
Charles Bean  
Tiffany Beauford  
Benjamin Bell  
Gale Bell  
Carol Bent  
Victoria Bilodeau  
Sandra Bonds  
Rodney Boone  
Savannah Boone  
Brandi Bowers  
Shannon Brady  
Billy Brannan  
Patrick Bromwell  
Sherri Bromwell  
David Brothers  
Andy Brown  
Patricia Brown  
Sheena Brown  
Hank Broxey  
Jasmine Burns  
Stephanie Busch  
Fallon Bush  
Karen Bush  
Kimshawandra Butler  
Barton Byrd  
Megan Carlton  
Ashley Carner  
Brittany Carter  
Jodi Carter

Cathy Carver  
Daniel Carver  
Ian Cashmore  
Mary Caskins  
Corinne Chaney  
Ragan Chauncey  
Shana Cheney  
Andrea Cheshire  
Deborah Christensen  
Brittany Christie  
Danielle Christie  
Vicki Clark  
Antoinette Clayton  
Teresa Clayton  
Tony Clayton Jr.  
Novia Cobin  
Aqua Cofield  
Rick Collins  
Teresa Colvin  
Ryan Combee  
Tracy Combee  
Dawn Conley  
Holly Conway  
Tammie Cook  
Breanna Copeland  
Dennis Copeland  
Lisa Copeland  
William Copeland  
Joan Corbett  
Brandice Corbin  
Lisa Corbin  
Michael Corbin  
Crystal Cox  
Elisha Smith Crawford  
Leslie Creeley  
Christine Cribbs  
Kathie Crisp  
Heather Croft  
Justin Curl  
Kierston Daniels  
Kelli Daughtry-Roberts  
Crystal Davenport  
Amanda Davis  
Andrea Davis  
Annah Davis  
Desiree Davis  
Jasmine Davis  
Erin Deadwyler  
Sabrina DeLavega  
Alica Delegal  
Ana Delgado

Michelle Dempsey  
Geraldno Denkins  
James Depoe  
Rachel Derringer  
Alvin Dicks  
Janice Dicks  
Colleen Downs  
Amanda Drake  
Haile Dubose  
John Dukes  
Terica Dukes  
Brittany Durham  
Tia Eddy  
Sharill Edwards  
Tammy Eisel  
Casey Estep  
Kaylee Estevez  
Elaline Estrada  
Belinda Federick  
Chad Fezatte  
Pamela Fezatte  
Derrick Fleming  
Shawn Forrester  
Juanice Fralick  
Holley Garner  
Colleen Gartner  
Teresa Gay  
Lacey Geiger  
Joshua Gerhauser  
Melanie Gerhauser  
Jeri Giddens  
Lisa Gill  
Cathy Glass  
Esmeralda Gonzalez  
Angela Gordie  
Shelley Grantham  
Jennifer Greene  
Jerod Gregory  
Mary Gresham  
Robert Griffith  
Sarah Grillo  
Rochell Gross  
Stephanie Gulbert  
Kristie Gunia  
Yesenia Gutierrez  
Brenda Haefeker  
Tori Hall  
Savanna Hamlin  
Duane Hampton  
Ruth Hampton  
Joseph Harmon

Edward Harris  
Gracelynn Harris  
Robin Harris  
Allison Hartness  
Sheilanir Hassan  
Jennifer Hayes  
Emily Hendrickson  
Megan Henry  
Debbie Hernandez  
Jillian Herron  
Kayla Hettier  
Kelli Hicks  
Lisa Hicks  
Kalie Hingson  
Raymond Hodge  
Breanna Hofstetter  
Felicia Holder  
Wayne Holder  
Kelly Hollingsworth  
Gaylia Howard  
Tessa Howard  
James Howze  
Sharon Hudson  
Hannah Hurst  
Jennifer Hutchins  
Sara Ison  
Mamie Jackson  
Raven Jacobs  
Geraldine Jenkins  
Jessica Jessop  
Sandra Jimenez  
Kristen Jodrey  
Amy Johnson  
Marian Johnson  
Victoria Johnson  
Anthonette Jones  
Caleb Jones  
Katherine Jones  
Roxanne Kandaseski  
Teva Kelley  
John Kerry  
Amanda King  
Lura Kinney  
Ashley Kirby  
Cheri Kirkland  
Kevin Knighton  
Vera Knighton  
Keri Koehn  
MaryLou Kohn  
Sean Kolovitz  
Keni Koon  
Laura Koon  
Desare Kroese

Peter Kurman  
Angela Lachance  
Ramona Land  
Tessa Land  
Amy Lang  
Brian Lang  
Sandra Lang  
Brianna Lanier  
Hali Lanier  
Lacey Lashley  
Patricia Lawhorn  
David Laxton  
Jacalyn Lester  
Jamie Lewis  
Jennifer Lewis  
Shatae Lewis  
Autumn Lokan  
Niki Lorenjatos  
Olga Lugo-Knott  
Bethany Lusk  
Samantha Macy  
Nancy Mann  
Shurrie Mansfield  
Alicia Martin  
Machaelnisha Martin  
Ruby Martin  
Maria Martinez  
Regina Marvin  
Nita Mathis  
Shirley Mattingly  
Kelli May  
Amity McCall  
Taylor McCathern  
Grace McClendon  
Shawn McEntire  
Kristin McIntosh  
Susan McMillan  
Kacy McQuay  
Rhonda Megargel  
Shelly Mendez  
Isabel Mendoza  
Kenneth Michal  
Flint Miller  
Melissa Miller  
Katie Mims  
Hunter Morgan  
Cara Morris  
Christopher Morris  
Tara Mott  
Victor Munzo  
Marissa Murdock  
Jennifer Napier  
Shawanda Nelson-Bowles

Katelynn Neveils  
Stephanie Newman-Kirby  
Martha Nix  
Miranda Nobles  
Karen-Ann Norton  
Rachel Obrien  
Julia Oliva  
April Olive  
Kelly Onuska  
Shannon Osgood  
Tammie Osteen  
Teresa Owens  
Ashley Oxendine  
Emily Peacock  
Jerri Pecanha-webb  
Marita Pendland  
Carshena Perkins  
Megan Peters  
Helen Peterson  
Thomas Peterson  
Doris Pierce  
Ronnie Plummer  
Breanna Pollett  
Jennifer Ponder  
Diana Potter  
Cristan Poucher  
Jennifer Poucher  
Rebecca Prescott  
Samantha Price  
Matthew Prince  
Courtney Provau  
Katherine Quarles  
Jeffrey Ragans  
Lexie Ragans  
Dionne Ramirez-Hernandez  
Ashley Ramser  
Lindsey Ramsey  
Kerri Ratliff  
Linda Ray  
Robyn Resendiz  
Maria Richard  
Jeff Riggins  
Jamie Riggs  
Laurie Rivera  
Erin Roberts  
Jamie Roberts  
Jenni Roberts  
Kevin Roberts  
Courtney Robinson  
Lacey Rodriguez  
Yanet Rodriguez  
William Rogers  
Rebecca Ross

Susan Roush  
Tiffany Sagraves  
Stephanie Sanchez  
Destiny Shepherd  
Lara Shepherd  
Gloria Simmons  
Rachelle Simmons  
Rebecca Singleton  
Brittany Slane  
Holly Smith  
Jessica Smith  
Wilonia Smith  
Krystina Snider  
Cara Soride  
Victoria St. John  
Casandra Stephens  
Geles Stephens  
William Stetz  
Casey Story  
Melissa Strandridge  
Donna Suggs  
Kasee Suggs  
Emilia Swanson  
Richard Swanson  
Latya Talbert  
Angela Tanner  
Alexis Teco

Donna Terry  
Asha Thakor  
Harsha Thakor  
Sonal Thakor  
Cricket Thomas  
Tahisha Thomas  
Alice Thompson  
Aliesha Thompson  
Rhonda Tillman  
Richard Tillman  
Alicia Touchton  
Loi Tran  
Brittany Turner  
Andrew Tuten  
Meghan Tuten  
Mirta Valenzuela  
Jayson Vargas  
Jeremy Vasquez  
Gildardo Velazquez  
Yuleidys Villosa  
Joyce Voght  
Rachael Wainscott  
Tiffany Walker  
Ashley Ward  
Mary Ward  
Dennis Watson  
Quintilla Watson

Alice Wenig  
Tina West  
Angela Wheeler  
Shekedra Wheeler  
Ashley Whitener  
Cori Williams  
Latoria Williams  
Margaret Williams  
Nicole Williams  
Paul Williams  
Travis Williams  
Gary Willis  
Karen Willis  
Coty Wiltgen  
K Wiltgen  
Melissa Woodrum  
Lisa Wootters  
Kevin Wright  
Kristen Wright  
Samantha Wright  
Randall Young  
Tiffany Young  
Amanda Younker  
Armando Zarate

**End of List  
2018-2019  
School Year**