

SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
June 26, 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.)

#5.021 Homeless Students (*Revised*)  
#5.152 Medical Marijuana (*New*)  
#7.25 Hospitality Funds (*Revised*)

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD  
REGULAR MEETING  
June 26, 2018

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by RIVEROAK Technical College

**Special Recognition by the Superintendent:**

- **RIVEROAK Technical College**  
Donation by Suwannee Valley Builder's Association (in the amount of \$2,500)  
to be used for SkillsUSA National Competition

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

### CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes:  
(pgs. 9-48)

May 8, 2018	- Workshop Session
	- Special Meeting
	- Expulsion Issues Hearing (Private)
May 22, 2018	- Workshop Session (General Fund Budget for 2018-2019)
	- Public Hearing
	- Regular Meeting

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

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

General Fund	
#169805-170028	\$ 507,743.49
Electronic Fund Transfers	<u>1,762,807.54</u>
	\$ 2,270,551.03

Federal Fund	
#50434-50491	\$ 61,908.83
Electronic Fund Transfers	<u>506,688.59</u>
	\$ 568,597.42

Food Service Fund	
#32727-32773	\$ 164,660.96
Electronic Fund Transfers	<u>71,940.97</u>
	\$ 236,601.93

LCIF	
#7734-7750	\$ 68,082.87
Electronic Fund Transfers	<u>242,523.17</u>
	\$ 310,606.04

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

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

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated June 26, 2018. **(pg. 49)**
6. The Superintendent recommends approval of the following contracts/agreements for the 2018-2019 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2019-46	Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Joyce M. Warren ( <i>Renewal</i> ) <b>(pgs. 50-62)</b>
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- #2019-47 North East Florida Educational Consortium (NEFEC) 2018-2019 Membership Master Contractual Agreement between the District School Board of Suwannee County and the District School Board of Putnam County on behalf of NEFEC. The agreement includes the following programs: (*Renewal*) **(pgs. 63-82)**
- NEFEC Resolution
  - NEFEC Main Contract #731-19-051
  - NEFEC Instructional Services Program (ISP), Attachment #19-051-A1 to Contract #731-19-051 (Janene Fitzpatrick, Designee)
  - NEFEC Educational Technology Services, Attachment #19-051-A6 to Contract #731-19-051 (Enterprise Resource Software Products/Skyward)
  - NEFEC Building Code Administrator, Attachment #19-051-A27 to Contract #731-19-051 (Mark Carver, Designee)
  - NEFEC Human Resource Management Network, Attachment #19-051-A43 to Contract #731-19-051 (Walter Boatright, Designee)
- #2019-48 Dual Enrollment Articulation Agreement between the District Board of Trustees of North Florida Community College and the District School Board of Suwannee County (*Renewal*) **(pgs. 83-114)**
- #2019-49 Inter District Private School Services Agreement 2018-2019 between the Suwannee County School District and the Columbia County School District Title I Programs (Note: This agreement was initiated by the Columbia County School District.) (*Renewal*) **(pgs. 115-119)**
- #2019-50 Memorandum of Understanding between Florida Virtual School and Suwannee County School Board for all students within the Virtual Learning Lab (*Renewal*) **(pgs. 120-123)**
- #2019-51 Memorandum of Understanding between Florida Virtual School and Suwannee County School Board for all students within the Blended Learning Community (*Renewal*) **(pgs. 124-129)**
- #2019-52 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Bauer Child Development Services, LLC (*Renewal*) **(pgs. 130-141)**

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

<u>Site</u>	<u>Item</u>	<u>Donor</u>
RTC	Cash Donation (\$2,500) <i>(To be used for SkillsUSA National Competition)</i>	Suwannee Valley Builder's Association

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Aubree	Anderson	Suwannee	Hamilton	PK
Lawson	Garmary	Suwannee	Hamilton	VPK
Jackson	Holt	Suwannee	Hamilton	K
Ryan	Kalamon	Suwannee	Hamilton	K
Madilyn	Lanier	Suwannee	Hamilton	VPK
Brantley	Ragans	Suwannee	Columbia	K
Ayden	Scruggs	Suwannee	Columbia	PK
Dakota	Stewart	Suwannee	Columbia	PK
Brynlea	Sullivan	Suwannee	Lafayette	K
Timothy	Warfel	Suwannee	Hamilton	9

## REGULAR AGENDA

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

1. The Superintendent recommends approval to continue expenditures until approval of the final budget for the 2018-2019 fiscal year.
2. The Superintendent recommends approval to award the following Bid/RFP:  
  
#14-210            One year extension, July 1, 2018-June 30, 2019, to  
                         Micrographics, Inc. for Document Imaging Services
3. Discussion and action regarding the selection of two School Board members and two Suwannee County business owners to serve on the Value Adjustment Board (VAB) for 2018-2019.

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

4. The Superintendent recommends approval of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)  
  
#5.021    Homeless Students (*Revised*)  
#5.152    Medical Marijuana (*New*)  
#7.25     Hospitality Funds (*Revised*)
5. The Superintendent recommends approval of the following form:  
  
#7200-137    Suwannee County School District Employee Sick Leave  
                 Transfer Form (*New*) (**pg. 142**)

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

- #2018-119      Interlocal Agreement for Emergency Shelters in Suwannee County between the Suwannee County Board of County Commissioners and the Suwannee County School Board (*New*) (pgs. 143-147)
- #2018-120      State of Florida Division of Emergency Management Statewide Mutual Aid Agreement between the Florida Division of Emergency Management and the Suwannee County School Board (*New*) (pgs. 148-165)

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

7. The Superintendent recommends approval of the following personnel items for the 2018-2019 school year:
- a. Add one full-time Paraprofessional position for VPK (*Funded by the VPK Program.*) (Note: This position replaces two part-time Paraprofessional positions.)
  - b. Add one full-time ESL Teacher position (*Funded by the grant.*) (Note: This position replaces one Paraprofessional position.)

**Director of Facilities – Mark Carver:**

8. The Superintendent recommends approval to award the following Bid/RFP:
- #18-204      Construction Manager for the New District Office/Admin Building (Note: Construction management firm to be determined; selection will be made on June 21, 2018; information will be provided at the Board meeting.) (*New*)

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

9. The Superintendent recommends approval of the following personnel items for the 2018-2019 school year:

- c. Add a Boys' Cross Country Team at Branford High School
- d. Add a Girls' Weight Lifting Team at Branford High School

10. Personnel Changes List (pgs. 166-171)

**School Board Attorney – Leonard Dietzen:**

11. Legal Counsel's Report

**Superintendent of Schools – Ted Roush:**

12. Superintendent's Report

**School Board Members:**

13. Issues and concerns Board members may wish to discuss

End of Agenda



SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
May 8, 2018

MINUTES

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

Administrators and others present: Jennifer Barrs, Jennifer Beach (arrived at 9:15 a.m.), Walter Boatright (arrived at 9:45 a.m.), Amy Boggus, Alan Bonds (arrived at 10:03 a.m.), Bill Brothers, Ethan Butts, Mark Carver, Janene Fitzpatrick, Ronnie Gray (arrived at 9:15 a.m.), Malcolm Hines (arrived at 9:15 a.m.), Michele Howard (arrived at 9:33 a.m.), Terry Huddleston, Mary Keen, Debbie Land, Chris Landrum, Kecia Robinson (arrived at 11:07 a.m.), Kathy Smith, Marsha Tedder, T.J. Vickers, Kelly Waters, Jimmy Wilkerson (arrived at 11:12 a.m.), and Josh Williams.

Chairman Taylor called the meeting to order at 9:01 a.m.

Facilities Department Update.....Mark Carver

Mr. Carver provided updates on the following:

- Construction Committee Report
- Branford Elementary School (BES) Traffic Committee

Assistant Superintendent of.....Bill Brothers  
Administration Department Update

Mr. Brothers provided updates on the following:

- Proposed revisions to the Student Conduct and Discipline Code 2018-2019  
(*Debbie Land provided information as well.*) (pgs. 2-49)

- Proposed additions and revisions to School Board Policies listed below:  
**(pgs. 50-54)**  
 #7.25 Hospitality Funds (*Revised*)  
 #5.152 Medical Marijuana (*New*) (Note: This policy pertains to students only; not employees. Also, Board consensus was to proceed with adopting this policy, as long as it does not jeopardize the District's federal funding, which is stated in the policy.)

The workshop recessed at 10:15 a.m. and resumed at 10:22 a.m.

Student Services Department Update.....Debbie Land

- Future of Opportunity Schools

Mrs. Land, Mr. Bonds, Ms. Waters, Mrs. Tedder, Mrs. Boggus, Mr. Huddleston, Mrs. Barrs, Mrs. Beach, Mr. Gray, and Mr. Landrum provided information regarding various discipline incidents and issues, as well as the need for a change in our Opportunity School Program; they felt the current program was not working. Visits were made to several school districts, but they felt that the "model program" was in Jackson County School District, which has a very successful opportunity school program. Its opportunity school is a totally separate school. Mrs. Land asked for direction from the Board as to whether to proceed with a different Opportunity School Program and off-site location for our District. Mrs. Land answered questions from Board members. Mr. Roush stated that he would be providing periodic updates over the next several months to the Board, with the hope of implementing a new program for the 2019-2020 school year. Consensus of the Board was to move forward with the development and implementation of a new opportunity/alternative school program as discussed. Mr. Taylor asked that a cost analysis and comparison be included, as well as possible location(s) for the off-site opportunity school.

The workshop recessed at 11:32 a.m. and resumed at 12:45 p.m.

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

Mrs. Fitzpatrick distributed and reviewed handouts regarding the following:

- Instruction Department Organization
- Instruction Department Projects
- 2018 Legislative Review (PowerPoint presentation)
- SCSD Community Forums Feedback 2018

Chief Financial Officer/Finance Department Update ..... Vickie DePratter

Mrs. DePratter distributed and reviewed a handout regarding the FSBIT 2018-2019 Renewal Pricing for the District. Mrs. DePratter asked for direction from the Board regarding the need to secure Excess Liability Additional Limits coverage. Mr. Dietzen suggested that, in today's society, he felt it would be in the best interest of the District to secure the additional coverage. Consensus of the Board was to secure the additional coverage for \$4M.

Superintendent Update ..... Ted Roush

Mr. Roush distributed and reviewed handouts regarding the following:

- Summer Leadership Retreat – July 25-26, 2018 (location, agenda, and accommodations to be determined)
- Letter from FEMA regarding change of reimbursement procedures for hurricane evacuation sheltering would now come from our local county/Emergency Operation Center, instead of from FEMA
- Productive meeting held with sheriff regarding the naming of folks to participate in the Guardian Program
- Updated SCSD Staffing Plan
- Crime Stoppers Program
- SB7026
- District will be undergoing a very extensive financial audit from now through spring of 2019.
- Bond validation hearing will be held on Wednesday, at 3 p.m., at the Court House

### **Miscellaneous**

Mr. Taylor expressed concern regarding the recent burglary and vandalism of several school sites/facilities. He understands that the incident is being swept under the rug and wanted to know who would be paying for the damages; said that the State Attorney is not pursuing charges. Mr. Roush stated that he had voiced his concern with Mr. Hines; and Mr. Hines assured Mr. Roush that he was pursuing the maximum penalty within the rules of the law. Mr. Hines has provided input to law enforcement; and regardless of what happens there will be a restitution in place regarding the legal violations. Mr. Dietzen said it was the State Attorney's call as to the outcome of the case. Consensus was to have a District representative speak with the State Attorney's office regarding the way the case was handled, as well as getting restitution in place.

The workshop adjourned at 2:45 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
SPECIAL MEETING  
May 8, 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 Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Ed daSilva was absent.

Chairman Taylor called the meeting to order at 3:00 p.m.

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

1. MOTION by Mr. White, second by Mr. Alcorn, for approval of the following curriculum item for the 2017-2018 school year, with the following change on Page 5, under 21<sup>st</sup> CCLC Summer School Program (REVISED)/Schedule, the total hours should be 8 hours, instead of 5 hours; also under Personnel (same section), delete the school sites and numbers that are in parenthesis by the teachers and paraprofessionals: (Note: Item #2 below has the correct information for this section.)

- a. Revised 2018 Summer School Schedule (pgs. 3-6)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. White, second by Mr. Alcorn, for approval of the following personnel item for the 2017-2018 school year:
  - a. Revised summer school positions for the 2018 summer school term as follows:

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
Credit Recovery (Grades 8-11)	6 – Teachers (BHS-1; SHS-5) 1 – Dean (SHS) 2 – Paraprofessionals (BHS-1; SHS-1)	Federal Programs/ General Fund
Driver's Education	2 – Teachers (SHS) <i>(Teachers will serve students from BHS, SHS, and SVS, as needed)</i>	Federal Programs/ General Fund
Algebra EOC Review	1 – Teacher (BHS)	Federal Programs/ General Fund
HOPE Blended Course	1 – Teacher (BHS)	Federal Programs/ General Fund
Virtual Instruction	9 – Teachers (SVS) <i>(As needed to complete courses already in progress)</i>	General Fund
3 <sup>rd</sup> Grade Reading Camp	5 – Teachers (BES-1; SES-4)	Reading Allocation/ General Fund
VPK	6 – Teachers (SPS)	VPK
Extended School Year (ESY) Services for ESE	3 – Teachers 4 – Paraprofessionals 1 – Nurse	IDEA Grant

<u>Program</u>	<u>Number of Employees/Position</u>	<u>Funding</u>
21 <sup>st</sup> Century (CCLC) Program	4 – Site Coordinators (BES-1; SES-1; SIS-1; SPS-1) 4 – Teachers (BES-1; SES-1; SIS-1; SPS-1) 4 – Paraprofessionals (BES-1; SES-1; SIS-1; SPS-1).	21 <sup>st</sup> CCLC Grant
Migrant Summer Program	5 – Paraprofessionals	Title I Part C
Title I – PAL	1 – Site Coordinator (Douglass Center) 2 – Teachers 2 – Paraprofessionals	Federal Programs
Transportation	2 – Bus Drivers 2 – Bus Attendants ( <i>as needed for ESE travel</i> )	Federal Programs, as available

NOTE: Positions will be based on student enrollment daily.

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 3:08 p.m.

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
May 22, 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, and Ronald White, along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board Member Ed daSilva arrived at 9:02 a.m. School Board Member Catherine Cason arrived at 9:07 a.m. School Board Attorney Leonard Dietzen was absent.

Administrators and others present: Jennifer Barrs, Jennifer Beach, Walter Boatright, Amy Boggus, Bill Brothers (arrived at 9:26 a.m.), Marsha Brown, Mark Carver, Janene Fitzpatrick, Ronnie Gray, Malcolm Hines (arrived at 12:54 p.m.), Terry Huddleston, Mary Keen (arrived at 10:12 a.m.), Debbie Land (arrived at 12:54 p.m.), Chris Landrum, Dee Dee McManaway, Marsha Tedder, Jimmy Wilkerson, and Josh Williams.

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

General Fund Budget..... Vickie DePratter/Asst. Superintendents/  
for 2018-2019 Directors/Principals

Mrs. DePratter presented an overview of the proposed 2018-2019 General Fund Budget. Mrs. DePratter answered questions from Board members.

(Note: Mr. Taylor left the workshop at 9:22 a.m.)

The following proposed General Fund Budgets for 2018-2019 were presented:

- Suwannee Primary School..... Marsha Tedder

(Note: Mr. Taylor returned to the workshop at 9:36 a.m.)

- Suwannee Intermediate School .....Jennifer Beach
- Suwannee High School.....Ronnie Gray
- RIVEROAK Technical College ..... Mary Keen

The workshop recessed at 10:28 a.m. and resumed at 10:36 a.m.

- Suwannee Middle School ..... Jimmy Wilkerson
- Suwannee Elementary School ..... Amy Boggus
- Branford Elementary School ..... Jennifer Barrs
- Branford High School..... Terry Huddleston
- Finance/Administration ..... Vickie DePratter
- Suwannee Virtual School ..... Dee Dee McManaway

The workshop recessed at 11:56 a.m. and resumed at 12:54 p.m.

- Transportation..... Chris Landrum
- Facilities..... Mark Carver
- Human Resources ..... Walter Boatright
- Assistant Superintendent of Administration..... Bill Brothers
- Assistant Superintendent of Instruction..... Janene Fitzpatrick
- School Safety and Other Administrative Services ..... Malcolm Hines
- Information Technology ..... Josh Williams
- Student Services..... Debbie Land
- Superintendent and School Board ..... Ted Roush

The workshop adjourned at 2:58 p.m.



SUWANNEE COUNTY SCHOOL BOARD  
PUBLIC HEARING  
May 22, 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, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

School Resource Officer Rachel Rodriguez was also present.

Chairman Taylor called the 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.)

- #3.06 Safe and Secure Schools (*Revised*)
- #6.35 Use of Sick Leave by Family Members (*Revised*)
- #7.17 Authorized Travel Expenses (*Revised*)
- #9.05 Advertising in Schools (*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  
May 22, 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, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

School Resource Officer Rachel Rodriguez was also present.

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

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

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.

Superintendent Recognition

- Mr. Roush introduced representatives from Walt's Live Oak Ford, who presented a check to Suwannee High School in the amount of \$4,160; and also presented a check to Branford High School in the amount of \$8,000. It was noted that the funds were raised from the "Drive For Your School Program," sponsored by Ford Motor Company.

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

MOTION by Mr. 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. 11-41)**

April 10, 2018	- Workshop Session
	- Special Meeting
April 24, 2018	- Expulsion Issues Hearing (Private)
	- Regular Meeting

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

3. The following bills for the period April 1-30, 2018:

General Fund	
#169591-169804	\$ 467,026.04
Electronic Fund Transfers	<u>3,058,751.19</u>
	\$ 3,525,777.23

Federal Fund	
#50389-50433	\$ 71,228.33
Electronic Fund Transfers	<u>377,275.30</u>
	\$ 448,503.63

Food Service Fund	
#32683-32726	\$ 193,448.64
Electronic Fund Transfers	<u>123,479.59</u>
	\$ 316,928.23

LCIF	
#7729-7733	\$ 25,865.00
Electronic Fund Transfers	<u>0.00</u>
	\$ 25,865.00

4. Approval of the following budget amendments for fiscal year 2018-2019:

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

5. Approval for disposal of property as per the attached Property Disposition Form dated May 22, 2018. **(pg. 42)**

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.)

- #2019-09 Clinical Education Agreement between the Suwannee County School Board Medical Secretary Program and ACV Health Services, LLC, Dowling Park, Florida (*Renewal*) **(pgs. 43-48)**
- #2019-10 Clinical Education Agreement between the Suwannee County School Board Medical Secretary Program and Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center (*Renewal*) **(pgs. 49-59)**
- #2019-11 Clinical Education Agreement between the Suwannee County School Board Medical Secretary Program and Dr. Anjana Rana, MD and Dr. Brij Rana, MD, Jasper, Florida (*Renewal*) **(pgs. 60-65)**
- #2019-12 Clinical Education Agreement between the Suwannee County School Board Practical Nurse Education Program and Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center (*Renewal*) **(pgs. 66-76)**
- #2019-13 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician Program and Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center (*Renewal*) **(pgs. 77-86)**
- #2019-14 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Dr. Bienvenido Samera, MD PA, Branford, Florida (*Renewal*) **(pgs. 87-92)**

- #2019-15 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and ACV Health Services, LLC, Dowling Park, Florida (*Renewal/Revised*) **(pgs. 93-98)**
- #2019-16 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Dr. Anjana Rana, MD and Dr. Brij Rana, MD, Jasper, Florida (*Renewal*) **(pgs. 99-104)**
- #2019-17 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Andres R. Villar, MD PA d/b/a Children's Medical Center, Branford, Lake City, and Live Oak, Florida (*Renewal*) **(pgs. 105-110)**
- #2019-18 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Hamilton Health Enterprises, Inc. d/b/a Suwannee Valley Nursing Center, Jasper, Florida (*Renewal*) **(pgs. 111-116)**
- #2019-19 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Emory Medical Corporation d/b/a Women's Center of Florida (*Renewal*) **(pgs. 117-122)**
- #2019-20 Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and NF Suwannee, LLC d/b/a Suwannee Health Care Center, Live Oak, Florida (*Renewal*) **(pgs. 123-128)**
- #2019-21 Clinical Education Agreement between the Suwannee County School Board Phlebotomy Program and Madison County Memorial Hospital (*Renewal*) **(pgs. 129-134)**
- #2019-22 Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and Doctor's Memorial Hospital Inc., Perry, Florida (*Renewal*) **(pgs. 135-140)**
- #2019-23 Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and Lake City Surgery Center, LLC, Lake City, Florida (*Renewal*) **(pgs. 141-146)**

- #2019-24 Clinical Education Agreement between the Suwannee County School Board Surgical Technology Program and Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center *(Renewal)* **(pgs. 147-156)**
- #2019-25 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Advent Christian Village, Inc. *(Renewal)* **(pgs. 157-162)**
- #2019-26 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Baya Pharmacy, Baya Drive, Lake City, Florida *(Renewal)* **(pgs. 163-168)**
- #2019-27 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Baya Pharmacy, U.S. 90, Lake City, Florida *(Renewal)* **(pgs. 169-174)**
- #2019-28 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Cheek & Scott Drugs, Inc., Live Oak, Lake City, and Jasper, Florida *(Renewal)* **(pgs. 175-180)**
- #2019-29 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Genoa, a QoL Healthcare Company, LLC, Lake City and Gainesville, Florida *(Renewal)* **(pgs. 181-186)**
- #2019-30 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center *(Renewal)* **(pgs. 187-201)**
- #2019-31 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy of Branford, Inc. *(Renewal)* **(pgs. 202-207)**
- #2019-32 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy, Inc., SW Main Boulevard, Lake City, Florida *(Renewal)* **(pgs. 208-213)**
- #2019-33 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy #2 (West), Lake City, Florida *(Renewal)* **(pgs. 214-219)**

- #2019-34 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and North Florida Pharmacy of Mayo, Inc. (*Renewal*) **(pgs. 220-225)**
- #2019-35 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Walgreen Company, Lake City, Florida (*Renewal*) **(pgs. 226-231)**
- #2019-36 Clinical Education Agreement between the Suwannee County School Board Pharmacy Technology Program and Walgreen Company, Live Oak, Florida (*Renewal*) **(pgs 232-237 )**
- #2019-37 Clinical Education Agreement between the Suwannee County School Board Commercial Foods and Culinary Arts; and Dietetic Management and Supervision Programs and Solaris HealthCare Lake City, Lake City, Florida (*Renewal*) **(pgs. 238-243)**
- #2019-38 Clinical Education Agreement between the Suwannee County School Board Commercial Foods and Culinary Arts; and Dietetic Management and Supervision Programs and NF Suwannee, LLC d/b/a Suwannee Health Care Center, Live Oak, Florida (*Renewal*) **(pgs. 244-249)**
- #2019-39 Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida and Miles Consulting LLC (*Renewal*) **(pgs. 250-261 )**
- #2019-40 Suwannee County Public Schools Rate and Service Contract 2018-2019 between the Suwannee County School Board and Adrienne M. Burke-Godwin d/b/a Tiny Praying Hands, LCCH for the Teen Age Parent Program (TAPP) (*Renewal*) **(pgs. 262-276)**
- #2019-41 Suwannee County Public Schools Rate and Service Contract 2018-2019 between the Suwannee County School Board and Tawanna Bryant d/b/a Tender Touch Learning Center LLC for the Teen Age Parent Program (TAPP) (*Renewal*) **(pgs. 277-291)**
- #2019-42 Suwannee County Public Schools Rate and Service Contract 2018-2019 between the Suwannee County School Board and Bright Stars Academy, Inc. for the Teen Age Parent Program (TAPP) (*Renewal*) **(pgs. 292-306)**

#2019-43      Suwannee County Public Schools Rate and Service Contract  
 2018-2019 between the Suwannee County School Board and  
 Renata Beasley d/b/a Renata Beasley Large Family Childcare  
 Home for the Teen Age Parent Program (TAPP) (*Renewal*)  
 (pgs. 307-321)

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Da'Vion	Paul	Suwannee	Hamilton	3
D'Andre	Tarver	Suwannee	Hamilton	8
Demetrius	Tarver	Suwannee	Hamilton	8

8. 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
Ella Grace	Pittman	Suwannee	Hamilton	1
Jacob	Pittman	Suwannee	Hamilton	10
Morgan	Pittman	Suwannee	Hamilton	4



## 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.)

- #3.06 Safe and Secure Schools (*Revised*)
- #6.35 Use of Sick Leave by Family Members (*Revised*)
- #7.17 Authorized Travel Expenses (*Revised*)
- #9.05 Advertising in Schools (*Revised*)

MOTION CARRIED UNANIMOUSLY

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

- #5.021 Homeless Students (*Revised*) (pgs. 322-329)
- #5.152 Medical Marijuana (*New*) (pgs. 330-334)
- #7.25 Hospitality Funds (*Revised*) (pg. 335)

MOTION CARRIED UNANIMOUSLY

3. MOTION by Ms. Cason, second by Mr. Alcorn, for approval of the 2018-2019 Suwannee County School District Student Conduct and Discipline Code for all elementary and secondary schools. (A copy is available for review in the office of the Assistant Superintendent of Administration.) MOTION CARRIED UNANIMOUSLY
4. Discussion and action regarding the selection of one School Board member to serve as a Legislative Liaison and one School Board member to serve as an Alternate Legislative Liaison on the FSBA Legislative Committee for the period July 1, 2018, through June 30, 2019.

MOTION by Mr. White, second by Mr. daSilva, for Mr. Alcorn to serve as the Legislative Liaison, and for Ms. Cason to serve as the Alternate Legislative Liaison on the FSBA Legislative Committee for the period July 1, 2018, through June 30, 2019. MOTION CARRIED UNANIMOUSLY

5. MOTION by Mr. daSilva, second by Ms. Casoon, for approval that the Crime Stoppers Program and 24-Hour Tip Hotline, as sponsored by and managed by the Suwannee County Sheriff's Office, be adopted as the anonymous tip reporting method related to tips of violence or weapons for the school district. MOTION CARRIED UNANIMOUSLY

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

6. MOTION by Mr. White, second by Mr. daSilva, for approval of the following contracts/agreements for the 2018-2019 school year: (NEW) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

- |          |   |
|----------|---|
| #2019-44 | Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Baya Nursing and Rehabilitation, LLC d/b/a Baya Pointe Nursing and Rehabilitation Center, Lake City, Florida ( <i>New</i> ) (pgs. 336-341) |
| #2019-45 | Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Smith & Sorenson, LLC d/b/a Rising Oaks Assisted Living, Live Oak, Florida ( <i>New</i> ) (pgs. 342-347)                                   |

MOTION CARRIED UNANIMOUSLY

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

7. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following bid:

#18-201            Additional one year extension, for the 2018-2019 fiscal year, to  
Bassett Dairy Products, Inc., for milk.

MOTION CARRIED UNANIMOUSLY

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

8. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of the  
Suwannee County School District Staffing Plan 2018-2019. (pgs. 348-355)  
MOTION CARRIED UNANIMOUSLY

**Action on the Agenda Addendum**

- #1. Personnel Changes List Addendum (pgs. A2-A5)

Action taken on Item 9 below on the Regular Agenda.

**End of Agenda Addendum**

9. MOTION by Mr. daSilva, second by Ms. Cason, for the Personnel Changes List, along with the Personnel Changes List Addendum; and including the following change on Page 369, under Suwannee Middle School: Add an asterisk (\*) beside Jan Prentice's name, which notes that she is a "confidential employee." (pgs. 356-372)

Discussion was held regarding concerns by Mr. Alcorn, Mr. White, and Mr. Taylor pertaining to the 3-year contracts. Mr. Boatright, Mr. Roush, and Mr. Dietzen responded to the concerns. Mr. Dietzen stated that the duties and responsibilities of the Board and the Superintendent are set forth in statute, and that personnel falls under the Superintendent, unless the Board can find just cause, or legal basis, to deny his recommendation. Ms. Cason stated that the

issuing of a 3-year contract is contingent on performance and that moral should not be an issue—if performance is not what it should be, then the person can be moved. Mr. Taylor asked if the 3-year contract recommendations needed to be removed from the Personnel Changes List and voted on separately; Mr. Dietzen responded no, that the Board must vote on the entire list.

MOTION CARRIED three to two; Mr. Alcorn and Mr. White voted NO.

## **PERSONNEL CHANGES APPROVED:**

### **RESIGNATIONS: INSTRUCTIONAL:**

#### Suwannee Intermediate School:

Christina Newhart, Teacher, effective June 1, 2018

Skyler Phillips, Teacher, effective June 1, 2018

### **RETIREMENT: NON-INSTRUCTIONAL:**

#### Suwannee Middle School:

Naomi Spears, Custodian, effective June 1, 2018

### **RESIGNATIONS: NON-INSTRUCTIONAL:**

#### Food Service:

Renee Perivolaris, 3 Hour, Food Service Worker, effective May 11, 2018

#### Transportation:

Kimberly Bennett, Bus Attendant, effective April 27, 2018

Renee Perivolaris, Crossing Guard, effective May 11, 2018

### **RECOMMENDATION: ADMINISTRATIVE:**

#### Finance and Administration:

Marsha Brown, Assistant Chief Financial Officer, effective May 29, 2018

REPLACES: Sherry Peppers

#### Branford High School:

Carl Manna, Assistant Principal, effective April 24, 2018

REPLACES: Katrina Bius-Walker (position overlap)

### **TRANSFER/REASSIGNMENT:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Kelly Waters	SHS/TSA	District/Coordinator of Opportunity Schools	04/24/2018	Reclassified

**SUSPENSION:**

Nina Tuttle, Teacher, effective May 4, 2018, through May 8, 2018, without pay

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>REPLACES</u>
BJ Cohen	Intramural Coach	SMS	
Brad Scarborough	Intramural Basketball	SMS	
Nicole Stratton	Cheerleader Sponsor	SMS	Laritta Hunter
Nicole (Kayla) Williamson	Head Girls Basketball	SMS	

**MISCELLANEOUS:**

Approval for the following to work up to 12 additional hours for Pre-K registration at Branford Elementary School.

Kelly Davidson	Cara Howard	Jessica Wagner
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Approval for the following to work up to 12 additional hours for Pre-K registration at Suwannee Primary School.

Tara Brock	Amanda Kiser	Betty Riley
Traci Davis	Lois Lock	Dora Townsend
Laritta Hunter	Nicole Poole	Deanna Yott

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

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

Joann Barton

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

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Rhonda Tillman	SMS/6 hour food service worker	SMS/8 hour food service worker	05/07/2018	Amelia Warner
Amelia Warner	SMS/8 hour food service worker	SPS/8 hour food service worker	05/07/2018	Terri Baker

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

Kevin (Bruce) Hingson, Assistant Foreman Facilities, April 13, 2018, for a total of 8.00 hours.

**Suwannee Intermediate School:**

Pamela Hendrick, Teacher, December 6, 2017, January 10, 2018, and February 8, 2018, for a total of 12.25 hours.

Suwannee Middle School:

Melissa Francisco, Teacher, August 8, 2017, November 2, 2017, and February 8, 2018, for a total of 17.00 hours.

Michael Meek, Teacher, August 3, 2017, September 21, 2017, November 2, 2017, November 10, 2017, January 12, 2018, February 1, 2018, March 29, 2018, and April 6, 2018, for a total of 50.50 hours.

**LEAVE OF ABSENCE (FMLA):**

Suwannee Primary School:

Betty A. Riley, Paraprofessional, tentatively April 5, 2018, through May 30, 2018, without pay, with the option of returning sooner.

Transportation:

Scott Koehn, Mechanic, tentatively May 21, 2018, through June 30, 2018, without pay, with the option of returning sooner.

Monica Pitts, Bus Driver, tentatively April 4, 2018, through June 1, 2018, without pay, with the option of returning sooner.

**SUBSTITUTES:**

The following as substitute bus drivers/bus attendants:

Jerell Anderson  
Laura Jaramillo  
Jennifer Ponder

**SUSPENSION:**

David Beard, Bus Driver, effective May 3, 2018, through May 4, 2018, without pay

**VOLUNTEERS:**

Amanda Allen	Bradley Bracewell	Brandice Corbin
Maria Alonso	Elliot Bronson	Toby Crisp
Travis Arnold	Ashley Bronson	Jennifer Crosby
Heather Ayala	David Brooks	Ashley Davis
Christopher Ayala	Hank Broxey	Gina DeChant-Temple
Michele Barker	Jennifer Butler	Emily Delisle
Jerry Barnes	Lamica Butler	Terrance Derico
Amanda Bartley-Ramirez	Gabriel Camacho	Lakeshid Derico
Loretta Bautista-	James Cannon	Melisa Diaz
Rodriguez	Catrina Case	Marcel Djulves
Charles Bean	Kortney Cherry	Tammie Fletcher
Sara Benson	Joseph Christian	Cynthia Frye
Christopher Benson	Francis Clary	Yamile Garas
Judy Blanton	Brenda Cooper	Jennifer Gaskins
Michael Bower	Leon Corbin III	Jeffery Geering

Aimee Hackney  
Misty Harden  
Emma Hare  
Robert Hare  
Amy Hendry  
Angela Hester  
Megan Hewitt  
Gregory Hill  
Tahja Holmes  
Jed Humphries  
Ana Hurtado  
Kearen Jones  
Amanda Khurana  
Sean Kolovitz  
Vicki Kreis  
Stacey Lane  
Andrea Lanier  
Ryan Lawson  
Rodney Leak  
Rodney Leak  
Shannon Lindsey  
Faye Mancini

Charlotte Martin  
Regina Marvin  
Amity McCall  
Bethany McDonald  
Matthew McDonald  
Shawn McEntire  
Philip Moore  
Amador Moreno  
Patricia Morse  
Denise Mosley  
Pam Nobles  
Vicky Noling  
Thure Olson  
Tamika Philpot-Clayton  
Jessica Politano  
Jerry Poole  
Troy Ray  
Christin Ray  
Lauri Reaves  
Eva Rodriguez  
Eleveria Romulo  
Ester Ruiz

Crystal Russell  
Stefani Santos  
Meranda Scott  
Louise Shivers  
Gerald Smith  
Holly Smith  
Joshua Spiwak  
Martha Spiwak  
Angela Starling  
Nekeshia Strawder  
Angela Tanner  
Billie Thomas  
Ulises Torres  
Ashley Turnage  
Pamela Wainwright  
Lanika Walker  
Michael Warner  
Amanda Williams  
Kayla Williamson  
Richard Woods  
Tiffany Wright  
Yasmean Yassin

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

**SUMMER TERM 2017-2018:**

**RECOMMENDATIONS: INSTRUCTIONAL:**

Suwannee High School:

Hunter Abercrombie, Dean, Credit Recovery  
Perry Davis, Teacher, Driver's Education  
Glen Green, Teacher, Driver's Education

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

The following Summer Day Laborers:

Facilities Department:

Bevan Brock  
Dylan Brown  
Jessie Carver  
Braxton Furry

John Garrison  
Charles Howle  
Alexandor McMillan  
Hunter Merola

Frank Smith  
Logan Sullivan  
Chayse Warren  
Larson Zimmermann

Summer Food Service Managers District-wide:

Katrina Johnson

Janice Lee

Gloria Presley

Summer Food Service Monitor District-wide:

Robin Krause

Summer Food Service Workers District-wide:

Sharlie Bailey	Toni Vargas-Garcia	Marilyn Gonzalez-Santos
Susana Beltres	Wendy Jones	Quintonia Smith
Teresa Brannan	Cierra Parker	
Daisy Couture	Debra Rogers	

MISCELLANEOUS:

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

The following to work as teachers or paraprofessionals in the 21st Century Program District wide summer program:

Mindy Ahrens	Tina Hayes	Janell Miracle
June Bashaw	Angela Hester	Takeshia Patrick
Summer Bell	Jennifer Hitt	Yvette Perez
Jenny Clark	Laritta Hunter	Denah Phillips
Brooke Cox-Knowles	Mandy Hurst	Mandy Ramsey
Tanya Crain	Victoria Jensen	Sue Ratliff
Robyne Edwards	Traci Kirby	Kristen Register
Lesley Fry	Amanda Kiser	Tiffany Sanders
Rhonda Furry	Julie Klecka	Martha Southerland
Crystal Gill	Candice Land	Carla Suggs
Vanessa Gonzalez	Heather Marshall	Jessica Wagner
Staci Greaves	Janice McCall	
Julie Griswold	Tina McCullers	

SUBSTITUTES:

Food Service Department:

Randie Goetzman  
Jennifer Hurst

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

RECOMMENDATIONS FOR THE 2018-2019 SCHOOL YEAR:

RECOMMENDATIONS: ADMINISTRATIVE:

Branford High School:

Angela Wood, Assistant Principal, effective July 1, 2018  
REPLACES: New Position

District Office:

Malcolm Hines, Director of School Safety and Other Administrative Services, effective July 1, 2018  
REPLACES: New Position



Suwannee Intermediate School:

Joseph Eakins, Assistant Principal, effective July 1, 2018

REPLACES: Jennifer Beach

Finance and Administration:

Marsha Brown, Assistant Chief Financial Officer, effective July 1, 2018

REPLACES: Sherry Peppers

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>
Emily Blackmon	SHS/Teacher	SPS/Teacher	08/03/2018
Stephanie Gray	SMS/Teacher	SIS/Teacher	08/03/2018
Amanda Hurst	SES/Teacher	SMS/Teacher	08/03/2018
Melinda Ahrens	SES/Teacher	SMS/Teacher	08/03/2018
Tammy Neil	BHS/Teacher	SMS/Teacher	08/03/2018
Kelly Parker	SIS/Teacher	SPS/Teacher	08/03/2018

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

**LEAVE OF ABSENCE (FMLA):**

Transportation:

Scott Koehn, Mechanic, tentatively July 1, 2018, through July 5, 2018, without pay, with the option of returning sooner.

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

Suwannee Primary School:

Monica Djulvez, Paraprofessional, tentatively August 3, 2018, through May 30, 2019, without pay, with the option of returning sooner.

**ADMINISTRATIVE CONTRACTS:**

	<u>TERM</u>
Susan Bass, Coordinator of Data, Assessment, and Accountability	12
J. Walter Boatright, Jr., Director of Human Resources	12
Marsha Brown, Assistant Chief Financial Officer	12
Ethan Butts, Assistant Director of Facilities	12
Mark Carver, Director of Facilities	12
Jimmy Cherry II, Assistant Director of Transportation	12
Lisa Dorris, Director of Food Service	12
Malcolm Hines, Director of School Safety and Other Administrative Services	12
Michele Howard, Coordinator of Health Services and Attendance	11
Mary Keen, Director of Career, Technical, and Adult Education	12
Debra Land, Director of Student Services	12
Christopher Landrum, Director of Transportation	12
Austin Richmond, Assistant Director of Human Resources	12
Kecia Robinson, Coordinator of School Improvement/Title I	12
Elizabeth Simpson, Lead School Psychologist/Multi-Tiered System of Support (MTSS) Facilitator	12

Keith Stavig, Coordinator of District K-12 Technology	11
Katrina Bius-Walker, Coordinator of Opportunity Schools	12
Kelly Waters, Coordinator of Exceptional Student Education (ESE)	12
Joshua Williams, Director of Information Technology	12
Kelli Williams, Coordinator of District PD and K-12 Reading/Title II	11
James Wilson, Coordinator of District K-12 Math	11

**ADMINISTRATIVE 3-YEAR CONTRACTS:**

	<u>TERM</u>
Bill Brothers, Assistant Superintendent of Administration	12
Vickie DePratter, Chief Financial Officer	12
Janene Fitzpatrick, Assistant Superintendent of Instruction	12

**SCHOOL ADMINISTRATORS:**

	<u>TERM</u>
<u>Branford Elementary School:</u>	
Jennifer Barrs, Principal	12
Stephanie Busch, Assistant Principal	12
<u>Branford High School:</u>	
Terry Huddleston, Principal	12
Carl Manna, Assistant Principal	12
Angela Wood, Assistant Principal	12
<u>Suwannee Elementary School:</u>	
Keri Bean, Assistant Principal	12
<u>RIVEROAK Technical College:</u>	
Mary Keen, Director of Career, Technical, and Adult Education	12
Julia Ulmer, Coordinator of CTE Student and Community Affairs	12
<u>Suwannee High School:</u>	
Ronald Gray, Principal	12
Tamara Boggus, Assistant Principal	12
Gary Caldwell, Assistant Principal	12
Angelia Stuckey, Assistant Principal	11
<u>Suwannee Intermediate School:</u>	
Jennifer Beach, Principal	12
Joseph Eakins, Assistant Principal	12
<u>Suwannee Middle School:</u>	
Jimmy Wilkerson, Principal	12
<u>Suwannee Virtual School:</u>	
Diedre McManaway, Principal	12

**SCHOOL ADMINISTRATORS 3-YEAR CONTRACTS:**

	<u>TERM</u>
<u>Suwannee Elementary School</u> Amy Boggus, Principal	12
<u>Suwannee Middle School:</u> Laura Williams, Assistant Principal	12
<u>Suwannee Primary School:</u> Marsha Tedder, Principal	12
Lisa Garrison, Assistant Principal	12

**RECOMMENDATIONS: INSTRUCTIONAL:****CONTRACT RECOMMENDATIONS:****ANNUAL CONTRACTS:**

	<u>TERM</u>
<u>Branford Elementary School:</u> Victoria Jensen	10
<u>Branford High School:</u> Eleanor Coker	10
Carlos Diaz	10
Joshua McInnis	10
<u>RIVEROAK Technical College:</u> **Jenny Hurst	12
**Katie Miller	12
**Susan Morgan	12
**Traci Thompson	12
**Traci West	12
<u>Suwannee High School:</u> Isaac Chandler	10
**Ashley Cato Conner	10
Sherry Dean	10
<u>Suwannee Intermediate School:</u> Julie Griswold	10
Leah Harrell	11
Brenda Morris	10
<u>Suwannee Middle School:</u> Francis (BJ) Cohen	10
Kim Cohen	11
Patrice Parker	10
Alexi Wilson	10
Lawanna Zimmerman	10

Suwannee Primary School:  
Brittany Broughton

10

\*\*Non-certificated

**Professional Service Contract (Renewals):**

TERM

Branford Elementary School:  
Susan Mackin

10

Suwannee Elementary School:  
Holly McMillan

10

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

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Deborah Crawford	BHS/8-hour Food Service worker	BHS/6-hour Food Service worker	8/03/2018	Debbie Ibarra
Edith Underwood	BES/8-hour Food Service worker	BHS/8-hour Food Service worker	8/03/2018	Deborah Crawford

The following contract and term status are granted as indicated below:  
Job titles are 2018-2019 appointments and for placement on a salary schedule:

<u>Name</u>	<u>Position</u>	<u>Contract</u>	<u>Term</u>
<u>District Office:</u>			
*Karen Bates	Payroll Supervisor	C	12
Melanie Buchanan	District Secretary	C	12
*Mary Chaney	Secretary/Textbook and Certification	C	12
*Sarah Chauncey	Personnel Specialist	C	12
*Leigh Fernald	Admin. Support Specialist-Food Service/Federal Programs	C	12
*Claire Green	Secretary, Administrative	C	12
Jillian Herron	Secretary, Administrative I	A	12
Teresa Jones	Employee Benefits Specialist	C	12
*Karen Lager	Secretary to the Superintendent	C	12
Lorraine Musgrove	Facilities Assistant	C	12
*Robinette Odom	Secretary, Administrative I	C	12
Rosa Perez	Custodian	C	12
*Debra Ross	Secretary for Administration	C	12
*Tylyn Stansel	Secretary, Administrative I	C	12
Juana Torres	Migrant Education Recruiter/Advocate	C	12

\*Confidential employee

Branford Elementary School:

Teresa Allen	Media Clerk	C	10
Sara Benson	Pre-K Paraprofessional	A	09
Michelle Bozeman	Paraprofessional	A	09
Lyndsey Browning	Paraprofessional	A	09

Kelly Davidson	Pre-K Paraprofessional/Lead CDA	C	09
Staci Feeney	Paraprofessional	C	09
Dave Guyton	Custodian	C	12
Amanda Harris	School Secretary	C	12
Belinda Horn	Paraprofessional	C	09
Cara Howard	Pre-K Paraprofessional/Lead CDA	C	09
Lacey Humphries	Paraprofessional	INT C	09
Anthony Jackson	Head Custodian	C	12
Karen Knighton	Paraprofessional	C	09
Amanda Martin	Paraprofessional	A	09
Jenny McCook	Pre-K Paraprofessional	C	09
Pamela Norton	Paraprofessional	C	09
Magaly Rosalio Ocampo	ELL Paraprofessional	A	09
Brenda Raulerson	Paraprofessional ESE	C	09
Sharon Richardson	Registrar	C	12
Kendra Rife	Custodian	A	12
*Mary Roberts	School Bookkeeper	C	12
Wendy Stines	Paraprofessional	C	09
Yvonne Topham	Paraprofessional	C	09

\*Confidential employee

Branford High School:

Jerri Byrd	Media Clerk	C	10
Sharon Cregg	Custodian	C	12
Erica Daies	Custodian	C	12
*Tracy Delegal	School Bookkeeper	C	12
Daphne Harden	Paraprofessional	C	09
Naela L. Jimenez	Paraprofessional	A	09
Cheri Kennedy	ESE Paraprofessional	A	09
Michele Lambert	Paraprofessional	C	09
Lynn Peaden	Paraprofessional	INT C	09
John Perry	Paraprofessional	A	09
Lauri Reaves	School Secretary	C	12
Dana Root	Paraprofessional	A	09
John Stancel	Custodian	C	12
Roger Terry	School Secretary/Data Entry	C	12
Karen Tucker	Head Custodian	C	12
Deborah Yates	ESE Paraprofessional	C	09

\*Confidential employee

Facilities Department:

Timothy Bass	Maintenance Man I	C	12
K. Douglas Bates	Facilities Assistant/Project Manager	C	12
John Betz	Maintenance Man I	A	12
James Bryan	Maintenance Man I	C	12
Maurice Copeland	Landscape Foreman	C	12
Mark Fitzpatrick	Maintenance Man II	A	12
John Garrison	Assistant Grounds Foreman	C	12

Mercedes Gervacio	Custodian	C	12
Christina Vann	Administrative Secretary IA		12
Kevin Hingson	Assistant Foreman Facilities	C	12
Matthew Hingson	Maintenance Man I	C	12
Russell Landen	Facilities Technology Technician	C	12
George Langford	Maintenance Man I	C	12
Levi McCall	Groundskeeper	C	12
Daniel Monroe	Groundskeeper	C	12
Terry Murray	Air Conditioning/Electrical Specialist	C	12
Terry Richardson	Painter	C	12
Tyler Smith	Groundskeeper	C	12
Katlin Westrich	District Secretary	C	12
Kevin Williams	Groundskeeper	INT C	12
<u>Food Service:</u>			
Leona Ash	Food Service Manager	C	09
Sharlie Bailey	Food Service Worker-6 hr.	A	09
Terrie Baker	Food Service Worker-8 hr.	C	09
Teresa Brannan	Food Service Worker-8 hr.	C	09
Shanda Campbell	Food Service Worker-6 hr.	C	09
Cathy Carter	Food Service Worker-8 hr.	A	09
Pamela Carver	Food Service Manager	C	09
Georgia Chancey	Food Service Manager	C	09
Jenna Chancey	Food Service Worker-6 hr.	C	09
Kimberly Choe	Food Service Manager	C	09
Daisy Couture	Food Service Worker-3 hr.	PT	09
Crystal Cox	Food Service Worker-6 hr.	C	09
Deborah Crawford	Food Service Worker-6 hr.	C	09
Mary DeHart	Food Service Worker-8 hr.	C	09
Carolyn Dexter	Food Service Worker-8 hr.	C	09
Sheree Dugdale	Food Service Worker-8 hr.	A	09
Annie Folsom	Food Service Worker-8 hr.	C	09
Lisa Fralick	Food Service Worker-8 hr.	C	09
Yamile Gafas	Food Service Worker-8 hr.	A	09
Toni Vargas-Garcia	Food Service Worker-6 hr.	A	09
Jennifer Gaskins	Food Service Worker-8 hr.	C	09
Randie Goetzman	Food Service Worker-3 hr.	PT	09
Linda Hingson	Food Service Worker-8 hr.	C	09
Shirley Holland	Food Service Worker-8 hr.	C	09
Rosanna Holtzclaw	Food Service Manager	C	09
Jennifer Hurst	Food Service Worker-3 hr.	PT	09
Reba Hurst	Food Service Manager	C	09
Irina Hutchison	Food Service Worker-6 hr.	A	09
Cindy Johnson	Administrative Secretary I	C	12
Katrina Johnson	Food Service Manager	C	09
Wendy Jones	Food Service Manager	C	09
Nannette Kimbro	Food Service Manager	C	09
Rebecca Kirby	Food Service Manager	C	09
Robin Krause	Food Service Worker-3 hr.	PT	09

Leslie Kurtz	Food Service Worker-8 hr.	A	09
Janice Lee	Food Service Manager	C	09
Evelin Najera	Food Service Worker-6 hr.	C	09
Paul Otterbine	Food Service Worker-8 hr.	C	09
Uriel Perez	Food Service Worker-3 hr.	PT	09
Gloria Presley	Food Service Worker-3 hr.	PT	09
Melanie Rickett	Food Service Manager	C	09
Donna Rightmire	Food Service Worker-3 hr.	PT	09
Debbie Rodgers	Food Service Worker-3 hr.	PT	09
Dawn Shearer	Food Service Worker-8 hr.	A	09
Brenna Smith	Food Service Worker-3 hr.	PT	09
Natella Smith	Food Service Worker-3 hr.	PT	09
Rhonda Tillman	Food Service Worker-8 hr.	C	09
Margaret Turner	Food Service Worker-3 hr.	PT	09
Edith Underwood	Food Service Worker-8 hr.	C	09
Julie Verdegem	Food Service Worker-8 hr.	C	09
Amelia Warner	Food Service Worker-8 hr.	C	09
Carol Warner	Assistant Food Service Coordinator	C	12
Tammie Warner	Food Service Manager	C	09
Stephanie Whittington	Food Service Worker-8 hr.	C	09
Teresa Williams	Food Service Worker-8 hr.	C	09
William Yates	Food Service Worker-8 hr.	C	09

Information Technology Department:

Donna Bass	Administrative Secretary	C	12
Stewart Fissell	Information Technology Technician	C	12
Brian Gollery	Information Technology Technician	C	12
Bruce Kinsey	Information Technology Technician	A	12
Kelly Philmore	Network Specialist	C	12
Natasha Pittman	Software Specialist	C	12
Evan Saunders	Information Technology Technician	C	12
Edmund Thompson	Information Technology Technician	INT C	12

School Nurses:

Goldie Fralick	School Nurse	C	10
Kelly Melland	School Nurse	A	10
Patricia Nixon	School Nurse	C	10
Shalenthia Reynolds	School Nurse	C	10
Mary Katherine Sellgren	School Nurse	C	10

Suwannee Elementary School:

Tanya Crain	Paraprofessional	C	09
Tamara Felton	Paraprofessional	A	09
*Kay Glass	Administrative School Secretary	INT C	12
*Tammy Johns	School Bookkeeper	C	12
Cheryl Ann Jackson	Media Clerk	C	10
Cathy Jerkins	Paraprofessional	C	09
Keith Johnson	Custodian	C	12
JoAnn LeDew	ESE Paraprofessional	C	09
Connie Little	School Secretary	C	12
Heather Marshall	Paraprofessional	C	09

Jennifer McMillan	Paraprofessional	C	09
Jessica Melgar	Paraprofessional	C	09
Natalia Morales Ortega	Paraprofessional	A	09
Nellie Pate	Paraprofessional	C	09
Vernita Reed	Head Custodian	C	12
Ashley Reeves	ESE Paraprofessional	C	09
Kristin Register	Paraprofessional	C	09
Tralene Sasso	Paraprofessional	C	09
James Thomas	Paraprofessional	A	09
Elisahar Woloszyn	Paraprofessional	A	09

\*Confidential employee

RIVEROAK Technical College:

Richard Allen	School/Community Liaison	C	12
Jennifer Floyd	Clerk	A	12
Robert George	Head Custodian	C	12
Laura Hernandez	School Secretary	C	12
Claudies Ivey	Custodian	C	12
Ashley Kirby	Pre-K Paraprofessional/Lead CDA	C	09
*Tommy Miller	School Bookkeeper	INT C	12
Sherry Peppers	Financial Aid Coordinator	C	12
John Sinclair	Paraprofessional	C	09
*Dana Tidwell	Administrative Secretary I	C	12
Terry Vickers	Community Relations Specialist	A	12

\*Confidential employee

Suwannee High School:

Kathleen Aukerman	Administrative Secretary	C	12
Carla Blalock	Media Clerk	C	10
Cynthia Brown	Custodian	A	12
Viola Brown	Custodian	C	12
*Heather Crotty	School Bookkeeper	C	12
David Daniels	Custodian	C	12
Annah Davis	Interpreter/Paraprofessional	A	09
Nahjawan Dukes	ESE Paraprofessional	INT C	09
Stephanie Eady	Paraprofessional	A	09
Cody Gamble	ESE Paraprofessional	A	09
Linda Goodman	Custodian	C	11
Jazmin Marrero Guerra	ESE Paraprofessional	INT C	09
Kelly Hamm	ESE Paraprofessional	A	09
A. Lloyd Jackson	Head Custodian	C	12
Jimmy Jackson	Security Guard	C	12
Karen Jackson	Attendance Clerk	C	10
Brant Jessup	ESE Paraprofessional	INT C	09
Yvette Perez	Migrant Paraprofessional	C	10
Christopher Ringlein	Custodian	A	12
Janette Schenck	ESE Paraprofessional	C	09
Ronald Tucker	Paraprofessional	C	09
Kelly Wiggins	ESE Paraprofessional	C	09



Laketha D. Wilson	School Secretary	C	12
Kasey Wynn	Administrative School Secretary	A	11

\*Confidential employee

Suwannee Intermediate School:

Lori Alban	School Secretary	C	12
Christina Batton	ESE Paraprofessional	C	09
Tramane Carwise	ESE Paraprofessional	A	09
Crystal Gill	Paraprofessional	C	09
*Tina Colvin	School Bookkeeper	C	12
Michael Herring	ESE Paraprofessional	C	09
Shari Lynn Herron	ESE Paraprofessional	C	09
Naela Jimenez	Pre-K Paraprofessional	C	12
Catherine Melton	Paraprofessional	C	09
Dona E. Norris	Media Clerk	C	10
Timothy Rickett	Custodian	C	12
Mayra Salazar Villa	Paraprofessional	C	09
Tiffany Sanders	Paraprofessional	C	09
Lori Smith	Head Custodian	C	12
Monica Sauer	Paraprofessional	INT C	09
Holly Setzer	Paraprofessional	C	09
Benjamin Smith	Paraprofessional	A	09
Amy Steed	Paraprofessional	C	09
Pamela Taylor	Paraprofessional/Interpreter	C	09
Erin Vogel	School Secretary	C	12

\*Confidential employee

Suwannee Middle School:

D. Evelyn Aue	School Secretary	C	12
Amanda Bartley-Ramirez	Paraprofessional	C	09
Deborah Davis	Paraprofessional	INT C	09
Cynthia Ford	Custodian	C	12
Sandra Fountain	Head Custodian	C	12
Brenda Johnson	Custodian	A	12
Chanda Johnson	Custodian	A	12
Martha Jones	Paraprofessional	A	09
Catherine Melton	Paraprofessional	A	09
Verhonda Morris	ESE Paraprofessional	INT C	09
Theresa Owens	Paraprofessional	C	09
*Jan Prentice	Bookkeeper	A	12
Kathleen Shea	Administrative School Secretary	C	12
Lisa Shuler	Custodian	C	12
Elizabeth Smith	Paraprofessional	C	09
Linda Strait	Clerk	A	11
Barbara Tucker	ESE Paraprofessional	C	09
Jacquelyn Wiggins	ESE Paraprofessional	C	09
Amanda Williams	Paraprofessional	C	09
Carla Williams	General Receptionist	C	11
Kayla Williamson	Paraprofessional	C	09

\*Confidential employee

Suwannee Primary School:

Ila F. Allen	Paraprofessional	C	09
June Bashaw	Pre-K Paraprofessional	C	09
Marolyn Black	Paraprofessional	C	09
Tara Brock	Pre-K Paraprofessional/Lead CDA	C	09
Gail Butler	ESE Paraprofessional	C	09
Kadie Butler	ESE Paraprofessional	C	09
Misty Cashmore	Paraprofessional	C	09
Melanie Chambliss	Secretary/Administrative Aide	C	12
Denise Chandler	Paraprofessional	C	09
Linda Cheshire	Paraprofessional	C	09
Traci Davis	Pre-K Paraprofessional/Lead CDA	C	09
Tenlee DeLoach	Pre-K Paraprofessional	C	09
Jody Ellison	Head Custodian	C	12
Alice Gambel	Paraprofessional	C	09
*Debra Gamble	School Bookkeeper	C	12
Meredith Garrison	Paraprofessional	INT C	09
Mayra Gonzalez	Paraprofessional	C	09
Janet Good	Paraprofessional	C	09
Laritta Hunter	Pre-K Paraprofessional/Lead CDA	INT C	09
Imelda Jaramillo	Pre-K Interpreter/Parent Liaison	C	12
Nancy Jernigan	ESE Paraprofessional	C	09
Amanda Kiser	Pre-K Paraprofessional/Lead CDA	C	09
Brittany Lock	Paraprofessional	C	09
Luvernia Lock	Pre-K Paraprofessional/Lead CDA	C	09
Vanessa Mares Isidro	Paraprofessional	C	09
Janice McCall	Pre-K Paraprofessional	C	09
Sarah McIntosh	Paraprofessional	C	09
Wildaly Nieves-Lopez	Paraprofessional	C	09
Nicole Poole	Pre-K Paraprofessional/Lead CDA	A	09
Logan Register	Paraprofessional	INT C	09
Marcia Riegel	Paraprofessional	C	09
Betty Riley	Pre-K Paraprofessional/Lead CDA	INT C	09
Debbie Ritchey	Custodian	C	12
Amy Sansouci	School Secretary	A	12
Julie Skeen	Paraprofessional	C	09
Tara Smith	Paraprofessional	C	09
Kimberly Steichen	Paraprofessional	A	09
Mackia Strickland	Paraprofessional	A	09
Geraldine Thomas	Paraprofessional	C	09
Alexander Torres	Custodian	A	12
Lori Torres	Paraprofessional	C	09
Dora Townsend	Pre-K Paraprofessional/Lead CDA	C	09
Rhonda Twilley	Paraprofessional	C	09
Herbert Williams	Custodian	C	12
Ronna Williams	Media Clerk	C	10
Stephanie Williams	Paraprofessional	C	09
Deanna Yott	Pre-K Paraprofessional/Lead CDA	C	09

\*Confidential employee

Transportation Department:

Amber Allen	Bus Driver	A	09
Deseree Ansley	Bus Driver	A	09
Tyrone Ansley	Bus Driver	INT C	09
David Barnes	Bus Driver	C	09
Sharon Lynn Bass	Bus Driver	C	09
David Beard	Bus Driver	C	09
Dorie Bingemann	Bus Driver	C	09
Rashunda Bowden	Bus Driver	A	09
David Boyce	Bus Driver	A	09
*Sharon Braun	Administrative Secretary I	A	12
Alma Brown	Bus Driver	C	09
Edna M. Bryant	Bus Driver	C	09
Chinneta Butler	Bus Driver	C	09
Jimmy Cannon	Bus Driver	A	09
Nisa Carlisle	Bus Driver	A	09
Luz Cartagena	Bus Driver	A	09
Donna Cassan	Bus Driver	C	09
Sarah Chavis	Bus Driver	C	09
Paula Cherry	Bus Driver	A	09
*Gary A. Colvin	Vehicle Maintenance Manager	C	12
Shawarren Cooks	Bus Driver	A	09
Daisy Couture	Bus Attendant	INT C	09
Carol Deas	Bus Driver	C	09
Tayla Davison	Bus Driver	A	09
Frederick Deaver	Bus Driver	A	09
Eunice Dunmore	Bus Driver	C	09
Debra Durden	Crossing Guard	PT	09
Crystal Fernandez	Bus Driver	INT C	09
Willie Charles Ford	Mechanic	C	12
Caren L. Fout	Bus Driver	C	09
Pauline Frazier	Bus Driver	C	09
Stacy Futch	Head Mechanic	C	12
Robin Garbett	Bus Driver	INT C	09
Eva Garitson	Bus Driver	A	09
Ana Gienger	Bus Driver	C	09
Karen Gilbert	Bus Driver	A	09
Toni Hansard	Bus Driver	C	09
Robin Hein	Bus Driver Trainer	A	12
Teneshia Henderson	Bus Driver	C	09
Debra Hill	Bus Attendant	C	09
Pamela Hough	Bus Driver	A	09
Jeffry Hunt	Bus Driver	A	09
Jennifer Hurst	Bus Driver	A	09
Carol Jenkins	Bus Driver	C	09
John Jenkins	Mechanic	A	12
*Kelly Jenkins	Administrative Secretary I	C	12
Leon Kaczmarek	Bus Driver	INT C	09

Samantha Kczmarek	Bus Driver	A	09
Devon Kearney	Bus Driver	A	09
Gina Knight	Bus Driver	A	09
Scott Koehn	Mechanic	C	12
Robin Krause	Bus Driver	A	09
Kathy Laschankzy	Bus Driver	A	09
Mary Mais	Bus Driver	INT C	09
Paul Mercer	Bus Driver	A	09
Kristine Meyer	Bus Driver	C	09
Eva Moore	Bus Driver	C	09
Michael Munhall	Parts Inventory Clerk	C	12
Sandra Neely	Bus Driver	C	09
James Newport	Crossing Guard	PT	09
Lynn Otterbine	Crossing Guard	PT	09
Monica Pitts	Bus Driver	C	09
Phyllis Postell	Bus Driver	C	09
Jack Powell	Bus Driver	A	09
Gloria Presley	Bus Driver	C	09
Stacy Ray	Mechanic	A	12
Cathy Reed	Bus Driver	A	09
Earnestine H. Riley	Bus Driver	C	09
Joanne Ripley	Bus Driver	A	09
Sheila Rowden	Bus Driver	A	09
Synthia Schnaudigel	Bus Driver	C	09
August Schomburg	Bus Driver	A	09
Yvan Theoret	Bus Driver	A	09
Janice Thompson	Bus Driver	C	09
Thawanna Tooten	Bus Driver	C	09
Maria Torres	Bus Driver	A	09
Linda Vanous	Bus Driver	INT C	09
Misty Voss	Bus Driver	C	09
Alice Wenig	Bus Driver	INT C	09
Ashley Wildman	Bus Driver	A	09
Inez Williams	Bus Driver	C	09
Lakeisha Williams	Bus Driver	C	09

\*Confidential employee

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

**Personnel Changes List Addendum – May 22, 2018**

**RESIGNATION: NON-INSTRUCTIONAL:**

**Suwannee Elementary School:**

Antwann Ford, Custodian, effective May 3, 2018

**RECOMMENDATIONS: 2017-2018 SCHOOL YEAR**

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

**Branford High School:**

Lauri Reaves, Administrative Secretary, effective May 15, 2018

REPLACES: Linda Cannon

**Finance and Administration:**

Pamela Bedenbaugh, Employee Benefits Specialists, effective May 29, 2018

REPLACES: Jennifer Floyd

**SUMMER TERM 2017-2018:**

**RECOMMENDATIONS: INSTRUCTIONAL:**

**Branford Elementary School:**

Stephanie Knighton, Teacher, Summer Reading Camp

Tina Hayes, Teacher, alternate

Priscilla Jones, Teacher, alternate

Julie Klecka, Teacher, alternate

Denah Phillips, Teacher, alternate

**PAL/Title I Program:**

Danielle Gay, Teacher

Mary Kinard, Teacher

Danielle Ovando, Teacher, alternate

Takesha Patrick, Site Coordinator

Susan Ratliff, Teacher, alternate

**Suwannee Elementary School:**

Evelyn Arnold, Teacher, alternate

Angie Hester, Teacher, alternate

Jennifer Hitt, Teacher, Summer Reading Camp

Melissa McKire, Teacher, Summer Reading Camp

Mary Metz, Teacher, alternate

Ona Michelle Robertson, Teacher, Summer Reading Camp

Sandra Winburn, Teacher, Summer Reading Camp

**Suwannee High School:**

Frank Allen, Teacher, Credit Recovery

Isaac Chandler, Teacher, Credit Recovery

Traci Green, Teacher, Credit Recovery

Angie Hester, Teacher, Credit Recovery  
Becky Skipper, Teacher, Credit Recovery

Suwannee Primary School:

Amy Allen, Teacher, ESE/ESY  
Rebecca Monroe, Teacher, ESE/ESY  
Daniel Taylor, Teacher, ESE/ESY

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

PAL/Title I Program:

Lyndsey Browning, Paraprofessional, alternate  
Vanessa Isidro-Mares, Paraprofessional, Migrant Program  
Brant Jessup, Paraprofessional, alternate  
Jazmin Marrero-Guerro, Paraprofessional, Migrant Program  
Jessica Melgar, Paraprofessional, Migrant Program  
Lynn Peaden, Paraprofessional, alternate  
Amanda Bartley Ramirez, Paraprofessional  
Graciela Resendiz, Paraprofessional, Migrant Program  
Elizabeth Smith, Paraprofessional

Suwannee High School:

Stephanie Eady, Paraprofessional, Credit Recovery

Suwannee Primary School:

Christina Batton, Paraprofessional, ESE/ESY  
Lyndsey Browning, Paraprofessional, alternate  
Nahjawan Dukes, Paraprofessional, ESE/ESY  
Michele Howard, School Nurse, ESE/ESY  
Brant Jessup, Paraprofessional, alternate  
Patricia Nixon, School Nurse, alternate  
Lynn Peaden, Paraprofessional, alternate  
Brenda Raulerson, Paraprofessional, ESE/ESY  
Kathy Sellgren, School Nurse, alternate  
James Thomas, Paraprofessional, ESE/ESY  
Barbara Tucker, Paraprofessional, alternate

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

**RECOMMENDATIONS: 2018-2019 SCHOOL YEAR:**

**RECOMMENDATIONS: INSTRUCTIONAL:**

Suwannee High School:

Megan Fortner, Allied Health Instructor, Probationary, effective August 3, 2018  
REPLACES: Holly Gamble

Mallory Morgan, Agriculture Teacher, Probationary, effective July 2, 2018  
REPLACES: Sarah Trimm (Boles)

**ANNUAL CONTRACT RENEWAL:**

	<u>TERM</u>
<u>Suwannee Elementary School:</u>	
Tammy Flowers	10
<u>Suwannee High School:</u>	
Frank Allen	10
Brian Bullock	10
Kyler Hall	12
*correction from 4/24/18 agenda	

**PART-TIME HOURLY:**

RIVEROAK Technical College:  
Tommy Taylor, Welding Instructor, effective July 1, 2018

*End of Personnel Changes List Addendum  
2018-2019*

**School Board Attorney – Leonard Dietzen:**

10. Legal Counsel's Report – Attended a school safety summit today. Other districts are looking in our direction regarding the Guardian Program and school safety. Thanked Debra Ross for all her work in preparing the contracts for his review and approval.

**Superintendent of Schools – Ted Roush:**

11. Superintendent's Report

- Mr. Roush stated that the District is continuing to look at alternative graduation plans, if needed, due to the potential threat of rain for Friday and Saturday. Memo will be coming out regarding alternative plans.
- School security planning continues with Sheriff St. John and Mr. Hines. Mr. Roush expressed his thanks and appreciation to the Board for allowing the District to partner with the Sheriff on the Guardian Program.
- Recent meetings have been held with the County's Emergency Operations Center representatives to plan ahead for the upcoming hurricane season.
- Human Resources Department has moved to a portable adjacent to the old transportation building.

Mr. White questioned the status of the deed on the Branford forestry plot. Mr. Dietzen responded that we had not received the deed, but he would follow up once again.

**School Board Members:**

12. Issues and concerns Board members may wish to discuss

- Mr. White stated that he respects Superintendent Roush, but there are times when we have to agree to disagree.
- Mr. Alcorn stated that he would not be able to attend the FSBA/FADSS conference in Tampa in June, due to prior family commitments. Mr. Alcorn stated that he respects the decisions of Superintendent Roush, but hopes that he respects his decisions as well.
- Mr. daSilva stated that he is looking forward to introduce Mr. Taylor as the incoming President of FSBA; and that he appreciates his leadership in the District, as well as in FSBA.
- Mr. Taylor requested the following items be discussed at a future workshop:
  - Update on the District's FFA Program for Suwannee Middle, Branford High, and Suwannee High Schools
  - Request by Ms. Cason regarding diversity in the District/Suwannee Intermediate School
  - Follow up on recent burglary and vandalism of several school sites/facilities, as well as seeking restitution for the damages.

The meeting adjourned at 7:23 p.m.



2017-18 JUNE SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99002544	RANGE	\$ 1,495.70	8/15/2002	SES	SURPLUS
99000015	SHED, PORTABLE	\$ 1,260.00	9/30/1987	FACILITIES	JUNKED
99005197	TERMINAL, TOUCHSCREEN	\$ 2,313.21	8/31/2005	SHS	SURPLUS
	TOTAL	\$5,068.91			

Requested By:



MARK A CARVER,  
DIRECTOR OF PROPERTY RECORDS

APPROVED BY:

SUPERINTENDENT

6/26/2018

DATE

BOARD CHAIRMAN

## SUWANNEE COUNTY SCHOOL BOARD

### PROFESSIONAL/TECHNICAL SERVICES AGREEMENT

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and Joyce M. Warren ("Individual"), (hereinafter "Contractor").

#### WITNESSED:

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

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

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

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

#### 1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR

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

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

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

(iv) Contractor and staff shall not be required to work specified hours, but shall have full and absolute discretion with respect thereto.

(v) Contractor and staff shall not be required to submit any written or oral reports to SCSB except such reports as shall be required by law, regulation, or any governmental authority, including reasons for federal, state, or local compliance purposes.

C. **DOCUMENTATION**: Contractor shall submit to SCSB, on a monthly basis, appropriate documentation of services provided hereunder. Such documentation shall be in the form and shall contain the information requested by SCSB.

## 2. REPRESENTATIVES AND WARRANTIES

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

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

## 3. INDEPENDENT CONTRACTOR

In performing the services herein specified, Contractor is acting as an independent contractor, and neither Contractor nor any staff shall be or be considered employees of SCSB. Neither Contractor nor any Contractor staff shall be under the control of SCSB as to the manner by which results are accomplished, but only as to the results of Contractor's work. It is agreed and acknowledged by the parties that, as an

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

#### 4. TERM

The initial term of this Agreement shall be for a period not to exceed twelve (12) months, commencing on July 1, 2018 and ending June 30, 2019, unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

#### 5. COMPENSATION

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

#### 6. BILLING

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

#### 7. CONFIDENTIALITY

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

or required by law or this Agreement. In addition, Contractor shall:

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

## 8. CRIMINAL BACKGROUND CHECKS

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

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

## 9. AUDITS, RECORDS, AND RECORDS RETENTION

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

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under this contract.

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

#### 10. INDEMNIFICATION

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

#### 11. DEBARMENT & SUSPENSION

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

#### 12. TERMINATION

- A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by giving the other party at least thirty (30) days prior written notice.
- B. TERMINATION FOR BREACH. Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.
- C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by

written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:

- (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
- (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;
- (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;

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

### 13. ARBITRATION

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

### 14. ENTIRE AGREEMENT; MODIFICATION

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

### 15. GOVERNING LAW

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

16. COUNTERPARTS

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

17. NOTICES

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

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

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

Contractor: Joyce M. Warren  
P. O. Box 102  
Live Oak, FL 32064

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT.

Contractor shall not assign or transfer, in whole or in part, this Agreement or any of Contractor's rights, duties or obligations under this Agreement without the prior written consent of SCSB, and any assignment or



transfer by Contractor without such consent shall be null and void. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

#### 21. RELEASE OF STUDENT RECORDS

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

#### 22. PUBLIC RECORDS

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

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

**SUWANNEE COUNTY SCHOOL BOARD**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

**CONTRACTOR**

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

\_\_\_\_\_  
Joyce M. Warren

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **EXHIBIT A**

## **Scope of Work**

### **Priority Parent Involvement Tasks**

- Participate in the development of the District Parent Involvement Plan and also Parent Involvement Plans in each school
- Participate in the Early Childhood Education Program
- Provide effective resources to our parents
- Provide coordination between homeless and migrant parents as needed
- Coordinate and assist the Information Technology department in the development of the parent involvement website
- Coordination with guidance counselors as needed
- Provide professional development on parent communication as needed

## **Responsibilities**

- Participate in planning and developing programs and services to students and families
- Prepare and maintain records and referrals
- Interpret educational policies, programs, and procedures related to early childhood education and parent involvement
- Assist in early identification of students' school-related problems
- Communicate with the family about available services and how to access them
- Use technology to improve communications with schools, parents, and community agencies
- Collaborate with parents and other staff in the implementation of programs and services for students such as Parent Partnership Project
- Inform faculty and staff how services of parent liaison may be used in planning and evaluating programs for students, procedures for referrals, or assistance at the request of administration
- Serve on committees and councils as assigned or appropriate
- Perform other tasks consistent with the goals and objectives of this position

**CONTRACTOR FEDERAL IDENTIFICATION NUMBER:**  
**INDIVIDUAL SOCIAL SECURITY NUMBER:** **46-3190551**

*IRS Form W-9 on file.*

**FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:**

Federal Programs

## EXHIBIT B

### **FEE SCHEDULE**

The independent contractor will be paid upon receipt of invoices by the District as tasks and responsibilities in Exhibit A are fulfilled. Total contract amount shall be in the amount of \$42,000.

**EXHIBIT C**

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

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

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

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

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

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

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

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

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

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

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

**North East Florida Educational Consortium  
2018-2019 Membership**

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

**Suwannee County District Schools** is participating in the following programs for 2018-2019:

Program:	Fee:
NEFEC Membership: Resolution Main Contract #731-19-051	\$18,159.50
Instructional Services Program (ISP) - #19-051-A1	\$2,500.00 base + \$4.50 per FTE = \$29,221.00
Educational Technology Services - #19-051-A6	Education Technology Serv. Fee = \$80,467.00 SY2018-19 Lease Purchase = \$22,028.00 Skyward Annual License Fee = \$19,810.00
Building Code Inspection - #19-051-A27	\$26,952.31
Human Resources Management Network - #19-051-A43	\$5,119.08

**IN WITNESS WHEREOF**, the parties hereto, by the undersigned authorized to bind said parties, set their hands and seal on this the \_\_\_\_\_, day of \_\_\_\_\_, 2018.

**APPROVED AND RECOMMENDED FOR SIGNING**

District School Board of Suwannee County

District School Board of Putnam County

by Ted Roush, Superintendent

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

Dated: \_\_\_\_\_

Dated: 5/17/18

by Jerry Taylor, Chairperson

by Jane T. Crawford, Chairperson

Dated: \_\_\_\_\_

Dated: 5/17/18

North East Florida Educational Consortium

by Dr. Patrick J. Wnek, Executive Director

"Approved as to Form and Sufficiency" Dated: 5/17/18

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

**RESOLUTION**

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

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

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

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



NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, IN A REGULAR SESSION ON June 26, 2018, AT THE SUWANNEE COUNTY SCHOOL ADMINISTRATION BUILDING, Live Oak, FLORIDA, AS FOLLOWS:

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

- (a) Grants (federal, state, and private): *pursuant to eligibility*
  - FDLRS (Florida Diagnostic and Learning Resources System): *no cost / grant funded*
  - TIF SEEC: *no cost / grant funded*
  - FDLRS Statewide Administration Project: *no cost / grant funded*
  - Institute for Small and Rural Districts: *no cost / grant funded*
- (b) Instructional Services Program: *contracted services*
  - Opportunity to participate in any grant written in FY 18-19: *pursuant to eligibility requirements.*
  - Master Inservice Plan Development, including endorsement and add-on certification.
  - Leadership Plan Development
  - Professional Development Certification Program
  - Textbook adoption for core areas
  - grant writing support
  - NOEL initiatives
  - technical and implementation assistance for legislative mandates
  - College and Career Readiness Initiative
  - Principal Leadership Academy: *per participant fee*
  - Aspiring Leaders Program: *per participant fee*
  - Inter-rater Reliability: *per participant fee*
  - E-Learning professional development: *per participant fee – discounted rate*
  - Florida Standards professional development
  - BODLDP (Board of Directors Leadership Development Program)

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

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

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

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

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

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

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

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

**SECTION 7.** That the member school district shall pay a base assessment of \$2,725.00 plus \$1.85 per unweighted FTE, based on October, 2017, FTE enrollment figures, for the general operation of the Consortium, \$949.20 for Indirect Cost fees to be rebated to Putnam County District Schools, serving as Fiscal Agent, and a base assessment of \$3,500.00 for participation in the NEFEC Legislative Network Services Program.

**SECTION 8.** This resolution and the agreement set forth herein shall be in full force and effect for the 2018-2019 fiscal year, at which time this agreement shall become null and void, unless affirmative action by appropriate resolution is taken by each and all the school boards participating in the Educational Consortium.

**SECTION 9.** That this agreement between the cooperating school boards of the Educational Consortium, as set forth in this resolution, will be in operation and effective from July 1, 2018, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in this Consortium shall be binding from said date of July 1, 2018.

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

**CONTRACTUAL AGREEMENT**

**731-19-051**

**The District School Board of Suwannee County**

**AND**

**The District School Board of Putnam County on behalf of the  
North East Florida Educational Consortium**

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

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

1. The above stated recital is true and correct and is incorporated herein by reference as a Contract term.
2. This contract shall begin on July 1, 2018. All work shall be completed by June 30, 2019, unless otherwise indicated in specific attachments.
3. No payment will be invoiced or paid for any work performed after June 30, 2019, unless otherwise indicated in specific attachments.
4. The Consortium shall be in compliance with the following:
  - (a) Title 42 United States Code Section 2000d (Section 601, Title VI, Civil Rights Act of 1964, as amended). The Consortium shall be in compliance with Sections 1011.62 and 1012.98 as amended by Florida Statutes and State Board Rules where applicable.
  - (b) Title 29 United States Code Section 794 (Section 504, Rehabilitation Act of 1973, as amended).
  - (c) Title 20 United States Code Section 1681 (Section 901, Title IX, Pub. L. 92-318, prohibiting discrimination on the basis of sex) unless the Consortium has been declared exempt or deferred from these provisions.

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

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

properly amended, in the event of non-delivery, all liability for payments for the product(s) by the Board shall expire on the day following the specified due date.

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

this Contract.

14. If a conflict arises between the terms of any Attachment and this Contract, the terms of the Attachment shall control.

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

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

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

287.058

(1)

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

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

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

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

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

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

18. **LIMITATION OF LIABILITY, WARRANTY, APPLICABLE LAW:**

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

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



works provided under the agreement do not violate the copyright rights of any third parties and assumes liability for any claims relating to copyright infringement.

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

#### 19. LEGAL RELATIONSHIPS

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

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

**ATTACHMENT #19-051-A1 TO CONTRACT # 731-19-051 BETWEEN THE SUWANNEE COUNTY DISTRICT SCHOOL BOARD, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS THE CONTRACTOR, TO PROVIDE INSTRUCTIONAL SERVICES PROGRAMS JULY 1, 2018 TO JUNE 30, 2019:**

**I. OBLIGATIONS OF THE CONTRACTOR:**

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

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

**II. OBLIGATIONS OF THE BOARD:**

The Suwannee County District School Board agrees:

- A. To cooperate expeditiously in all matters requiring concurrence or approval in order that the contractor will not be unduly delayed in performing contractual obligations.
- B. The Board designates Janene Fitzpatrick, a staff member of the Suwannee County District School Board, to act on behalf of the Board in all matters in connection with this Contract Attachment and approve all reports, drafts, and invoices.
- C. To participate in the NEFEC Organization of Educational Leaders (NOEL).
- D. To serve in an advisory capacity to NEFEC's Instructional Services Department
- E. To assist in planning, coordinating, and evaluating Instructional Services Program functions.
- F. To pay to the Contractor \$29,221.00 which represents a base fee of \$2,500, plus \$4.50 per FTE, based on the previous October enrollment figures. Payments will be due on a semester basis. One-half of the total amount will be invoiced following the signing of this Contract; the remaining amount will be invoiced in January 2019.

**ATTACHMENT #19-051-A6 TO CONTRACT #731-19-051 BETWEEN THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, HEREIN REFERRED TO AS THE LESSEE, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS THE LESSOR, FOR THE LEASE-PURCHASE OF ENTERPRISE RESOURCE SOFTWARE PURSUANT TO F.S.1011.71 (2) (d).**

**This ENTERPRISE RESOURCE SOFTWARE LEASE-PURCHASE AGREEMENT** is entered into, by and between the Lessor and the Lessee, to lease its Enterprise Resource Software Product(s) set forth in Section IX of this contract attachment. Effective July 1, 2018, upon the terms and conditions hereinafter set forth, for the consideration stated herein.

**I. TERMS AND CONDITIONS**

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

**II. LIMITED WARRANTY**

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

**III. TERM**

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

**IV. NON-APPROPRIATION**

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

**V. INDEMNITY**

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

**VI. TITLE**

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

**VII. EARLY TERMINATION**

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

**VIII. CONFIDENTIALITY**

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

**IX. OBLIGATIONS OF THE LESSOR**

The Lessor hereby agrees:

- A. To procure, install, test and implement the Skyward fully integrated Finance, Human Resource and Payroll enterprise resource software system.
- B. To provide hosting capabilities that support the Skyward fully integrated Finance, Human Resource and Payroll software system.
- C. To ensure Skyward enterprise resource software system is capable of complying with all existing State mandated reporting requirements of school districts.
- D. Provide customized reports and visualization of Skyward data via the Skyward database or the Ed-Fi Operational Data Store (FLCODE ODS).
- E. To provide hardware and infrastructure necessary to store Board data, provide access to such data on demand and successfully execute the data functions of the school district in accordance with Exhibit A - ETS Service Level Agreement.

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

#### **X. OBLIGATIONS OF THE LESSEE**

The Lessee hereby agrees:

- A. To pay the following annual district assessment:
  - 1. Educational Technology Services Fee - \$80,467 (FTE cost based on October 2017 enrollment figures). The amount includes a \$14,896 base fee plus to graduated rate assessment of \$35.79 for FTE less than 5,000, \$34 for FTE between 5,000-9,999, and \$32.21 for FTE greater than 10,000.
- B. To pay the scheduled SY2018-19 lease-purchase amount of \$22,028 and annual license fee (ALF) of \$19,810, as outlined in the payment schedule for Skyward enterprise resource software. The SY2018-19 lease-purchase amount includes fees for a fully integrated Finance, Human Resource and Payroll enterprise resource software system and associated training, data migration, and staff support.
- C. The Lessor will invoice the Lessee on January 1 of the fiscal year 2017-18. Payment will be due within 40 days of receiving the invoice.
- D. To cooperate expeditiously in all matters requiring concurrence or approval in order that the Lessor will not be unduly delayed in performing contractual obligations.
- E. To appoint a security officer to control access privileges to the Board's data.

#### **XI. MODIFICATION OF ATTACHMENT**

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

**ETS Service Level Agreement (Exhibit A)**

This Service Level Agreement sets forth the provisions for management and hosting of district data.

1. **Services.** NEFEC shall provide the following services each year:
  - a. Hosting of Skyward Enterprise Resource software and third party software solutions on NEFEC resources, secured behind the NEFEC firewall; and
  - b. Data security management services to ensure participating districts have secure access to their data ; and
  - c. Responsible as the custodian of the district data and to make every effort to protect and secure the data from unauthorized access; and
  - d. Routine maintenance of all infrastructure components in accordance with industry standards; and
  - e. Routine backups of hosted applications and data for purposes of archiving and allowing for recovery in the event of catastrophic failure. Backup data retention protocols are documented in the ETS Disaster/Recovery plan.
2. **Confidentiality.** NEFEC acknowledges and agrees that the algorithms and other materials comprising of Skyward Enterprise Resource software and hosted third party software are Confidential Information.
3. **Uptime Service Level Requirement.** NEFEC shall exercise a best-effort approach to service availability and shall strive to provide an industry standard ninety-nine and 90/100 percent (99.9%) Product Uptime. NEFEC guarantees a ninety-eight and one half percent (98.5%) Product Uptime, excluding scheduled maintenance. NEFEC shall provide districts with its current maintenance schedule as indicated on the NEFEC Educational Technology Services webpage, and will notify districts if that schedule changes. Furthermore, NEFEC shall not be held financially responsible in the event of an unscheduled service/Product availability outage due to an unexpected systems failure, natural disaster or software fault unrelated to the host server.

**System Maintenance Schedule:**

Day of Week	Time	System Availability	Skyward Update Activity
Mon - Fri	4:00pm - 6:00pm	Possible performance slowdown	RMAs, Addendums
Saturday	6:00pm - 10:00pm	Limited system availability	
Tue, Thu, Sat	10:00pm - 11:00pm	System may not be available	Reboot of servers
Every 3rd Saturday	6:00pm - 2:00am	System may not be available	Releases

4. **Effect of Termination.** In the event of the expiration or termination of this Agreement for any reason, NEFEC shall take such action as is reasonably requested by the district in connection with the relocation of the data to a new hosting service.

## Exhibit B

SUWANNEE 5 YEAR PAYMENT SCHEDULE FOR SKYWARD SOFTWARE PURCHASE											
	TOTAL OBLIGATION Over 5 Yr Implementation	Business (Implemented in January 2018) 2017-18	BALANCE Remaining	Year 2 2018-19	BALANCE Remaining	Year 3 2019-20	BALANCE Remaining	Year 4 2020-21	BALANCE Remaining	Year 5 2021-22	BALANCE Remaining
Term of Software Purchase(YRS)	5										
Skyward: Business	\$ 70,517	\$ 14,103	\$ 56,414	\$ 14,103	\$ 42,310	\$ 14,103	\$ 28,207	\$ 14,103	\$ 14,103	\$ 14,103	\$ -
Skyward: Conversion Cost Business	\$ 21,656	\$ 4,331	\$ 17,325	\$ 4,331	\$ 12,994	\$ 4,331	\$ 8,663	\$ 4,331	\$ 4,331	\$ 4,331	\$ -
Skyward: System wide services and software	\$ 17,965	\$ 3,593	\$ 14,372	\$ 3,593	\$ 10,779	\$ 3,593	\$ 7,186	\$ 3,593	\$ 3,593	\$ 3,593	\$ -
<b>* sub-total Skyward Cost</b>	<b>\$ 110,138</b>	<b>\$ 22,028</b>	<b>\$ 88,110</b>	<b>\$22,028</b>	<b>\$ 66,083</b>	<b>\$ 22,028</b>	<b>\$ 44,056</b>	<b>\$ 22,028</b>	<b>\$ 22,028</b>	<b>\$22,028</b>	<b>\$ -</b>
NEFEC ETS Fees (Projection based on SY2018-19)	\$ 361,118	\$ 39,250		\$80,467		\$80,467		\$80,467		\$80,467	\$ -
Skyward: ALF	\$93,781	\$9,909		\$19,810		\$20,563		\$21,344		\$22,155	
<b>*** Total</b>	<b>\$565,037</b>	<b>\$71,187</b>		<b>\$122,305</b>		<b>\$123,058</b>		<b>\$123,839</b>		<b>\$124,650</b>	<b>\$ -</b>

Total Obligation  
includes:

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

Assumptions:

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

**ATTACHMENT # 19-051-A27 TO CONTRACT # 731-19-051 BETWEEN THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM HEREIN REFERRED TO AS THE CONTRACTOR, FOR THE SERVICES OF A BUILDING CODE ADMINISTRATOR.**

This contract period shall be from July 1, 2018, to June 30, 2019, unless otherwise amended/extended by mutual agreement.

**I. OBLIGATIONS OF THE CONTRACTOR:**

The Contractor hereby agrees to the following:

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



**II. OBLIGATIONS OF THE BOARD:**

The Board hereby agrees:

- A. To cooperate expeditiously in all matters requiring concurrence or approval in order that the Contractor will not be unduly delayed in performing contractual obligations.
- B. To designate Mark Carver, a staff member of the Suwannee County District Schools, to act on behalf of the Board in all matters in connection with this contract attachment and approve all reports, drafts and invoices.
- C. To provide temporary office space as needed by staff.
- D. To pay the contractor \$26,952.31 which is a proportionate share of the agreed upon budget for FY 2018-2019. Participating districts include Baker, Hamilton, Levy, Suwannee and Union Counties.
- E. That participation in this program shall be on the annual option renewal. In the event of withdrawal from this program, the Board shall provide a sixty (60) day written notice of intent to withdraw and subsequently withdraw at fiscal year end June 30, 2019.

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

**ATTACHMENT #19-051-A43 TO CONTRACT #731-19-051 BETWEEN THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS THE CONTRACTOR, TO PROVIDE HUMAN RESOURCE MANAGEMENT NETWORK SERVICES AND RELATED SUPPORT SERVICES:**

This contract period shall be from July 1, 2018 to June 30, 2019, unless otherwise amended/extended by mutual agreement.

**I. OBLIGATIONS OF THE CONTRACTOR:**

The North East Florida Educational Consortium agrees to the following:

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

**II. OBLIGATIONS OF THE BOARD:**

The Suwannee County District School Board agrees:

- A. To designate the following district staff member Walter Boatright, to act as the Human Resource Management Network contact.
- B. To pay the Contractor a fee of \$5,119.08 based on \$.66/FTE (FTE figures based on 2017-2018 FEFP Third Calculation enrollment of 5,938) plus \$1,200.00 base fee. The Contractor will invoice the Board upon receipt of this properly signed contract. Payment will be due within thirty (30) days of receiving the invoice.
- C. To cooperate expeditiously in all matters requiring concurrence or approval in order that the contractor will not be unduly delayed in performing contractual obligations.
- D. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

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

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

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

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

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

NOW, THEREFORE,

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

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

The Articulation Council will submit the articulation agreement to the College President and the Suwannee County School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the Suwannee County School Board. Upon signature, the Agreement will be in effect until July 31, 2019. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring semester of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the Suwannee County District School Superintendent.

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

**1. Ratification or modification of all existing articulation agreements**

This agreement shall be in effect from the date of entering into this agreement until July 31, 2019. It shall replace all previous dual enrollment articulation agreements between the parties.

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

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

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

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

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

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

**A. Dual Enrollment §1007.271, Florida Statutes**

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

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

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

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

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

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students make take up to 330 vocational clock hours per term part time Career Dual Enrollment.
2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to 1008.44, FS which count as credits toward the high school diploma.
3. For 2018-19, PSAV programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC).

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

1. Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (361- 480 clock hours per term) in postsecondary programs leading to industry certifications, as listed in the Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need permission of the Dean of Enrollment and Student Services. For 2018-19, PSAV programs available for eligible secondary students are Automation and Production Program (APT), Early Childhood Professional Certificate (ECPC).

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

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

North Florida Community College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meeting degree requirements. College Credit Courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science. College Credit Courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

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

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

##### **Enrollment Process for New Dual Enrollment Students**

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

Step 2: Meet required assessment testing.\*\*

Step 3: The high school counselor will submit dual enrollment applications to the NFCC Dual Enrollment Coordinator.

Step 4: Complete the NFCC dual enrollment application Student Contract and give to your high school guidance counselor by published deadline. Requires parent signature.

Step 5: If you have acceptable test scores on record (SAT, ACT, PERT, TABE), meet with your high school guidance counselor to assist with signing up for the appropriate course.

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

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

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

**Withdrawing from Classes**

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

**Maximum Age for Participation in Dual Enrollment**

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

**Testing**

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

**\*\*2016 Placement Chart**

Older SAT scores in parentheses good for placement through March 2018

COURSE		COURSE TITLE	PREREQUISITE	OR	TEST SCORE
ENC	1101	Freshman English I	REA 0056 or 0054 and ENC 0056 or 0054  Or ENC 0027  Or Older Courses: REA 0017 and ENC 0025	OR	READING: PERT Reading 106-150 CPT Reading 83-120 ACT Reading 19 SAT Reading 24 (was Verbal 440) FCAT Reading 262 -AND- WRITING: PERT Writing 103-150 CPT Sentence Skills 83-120 ACT English 17 SAT Writing /Language 25 (was Verbal 440)
MAT MGF MGF STA	1033 1106 1107 2023	Intermediate Algebra Liberal Arts Math I Liberal Arts Math II Intro College Statistics	MAT 0022 or 0056 or MAT 0054 if taken prior to Fall 2015 (201610) Or Older Courses: MAT 0028C	OR	PERT Math 114-122 CPT Algebra 72-87 ACT Math 19-20 SAT Math 24-26 (was 440- 499) See ENC 1101 Reading Placement

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

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

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

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



compliance can be a letter attesting that the non-public school complies or the receipt of actual documentation, i.e., catalogs, etc.

**Students must meet the following eligibility criteria:**

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per semester and students in grade 11 limit coursework to three courses per semester.
- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.5 high school grade point average to enroll in career dual enrollment courses/PSAV courses.
- Achieve a minimum score reading and writing preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064, Florida Administrative Code (F.A.C.). In addition, no student shall be enrolled in a college credit mathematics course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores.
- Program admission requirements/exit requirements (Appendix A) for PSAV programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate prior to the completion of the dual enrollment course.

Students may not earn more than twelve (12) college credit hours unless they have demonstrated proficiency in the basic competency areas of reading, writing, and mathematics by a postsecondary readiness assessment or are concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment.

Part-time dual enrolled students may take up to eleven semester hours or 330 vocational clock hours per term. Eligible secondary students who are considered Early Admission or Career Early Admission must take a minimum of twelve college credit hours or 360

vocational clock hours but no more than 15 college credit hours or 480 vocational clock hours per term. The high schools in Suwannee County are responsible for ensuring completion of requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirement are the same as regular dual enrollment.

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

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

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

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

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board of Education Policy. The high school credit awarded may be found in the 2017-2018 Dual Enrollment Course - High School Subject Area Equivalency List which is available at the Office of Articulation website under Advising Resources. <http://www.fldoe.org>. (Appendix B)

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

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

The high schools in Suwannee County and NFCC will work collaboratively to notify students and their parents of college-level course expectations. The college requires all first time dual enrollment students to attend Dual Enrollment Orientation Session provided by the college. The

College recommends all students be advised by an NFCC academic advisor after earning at least 12 credit hours.

NFCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria and select instructional materials. Course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

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

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

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

Student must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers (CRNs). The completed registration forms will be given to the Dual Enrollment Coordinator who will register the students for courses that are available at the time the form is received. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of the Registrar prior to the published registration period. 2018-19 Deadlines for High Schools are listed below.

## **2018-19 Deadlines for High Schools Suwannee**

### **Fall 2018 (Classes: August 15 – December 7)**

Registration	July 9 – August 14
Application Deadline**	August 14
Drop/Add	August 15 – August 22

### **Spring 2019 (Classes: January 7 – May 3)**

Registration	November 13 – January 4
Application Deadline**	December 7
Drop/Add	January 7 – 11

### **Summer 2019 (Classes: May 13 – July 25)**

Registration	April 16 – May 11
Application Deadline**	April 19
Drop/Add	May 13- 14

\*\*Complete application includes complete application and test scores

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

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

#### **Criteria for Accreditation:**

The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFCC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation

guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. According to SACSCOC, requirements for faculty teaching associate degree courses designed for transfer to a baccalaureate degree are as follows: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). The credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

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

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

**Personnel Assignments:**

- The Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the College Chief Academic Officer with the graduate transcripts of a resident faculty member that it desires to put forward as a possible teacher of NFCC courses.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria. The College will collaborate with the School Board in making faculty appointments to teach dual enrollment courses at the high school.

- All NFCC faculty, including those teaching classes meeting in the high schools, will be paid by the College unless alternate arrangements are agreed upon by the School Board and the College.
- There will be an orientation for instructors assigned to teach dual enrollment courses. This will be part of the College preplanning activities and will be directed by the Director of Curriculum and Instruction.
- The purpose of the orientation session will be to share important information and instructional materials that will support and enhance teaching effectiveness. Instructional effectiveness throughout the district remains a high priority for the College.

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

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

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

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

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

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the class in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. Any

unavoidable changes to the grading policies in the syllabus must be communicated in writing to each student in the course. Instructors may assign only those grades specified in the catalog. The instructor of record must assign all grades in a given course.

All faculty at NFCC send "early alerts" to academic advisors three times a semester when students are underperforming in class. The Dual Enrollment Coordinator will send the high school guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

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

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

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

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

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

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

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

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be 4 class meetings for a three credit hour course on

MW or TR. There are no "excused" absences. An absence is an absence, and students are responsible for material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the class for nonattendance. This includes all methods of delivery. PSAV programs may have specific attendance policies. See course syllabi for specific information.

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

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

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

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

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



possible in future dual enrollment courses, as long as they are required for such courses. NFCC will provide the high school contact person access to the required textbook list two (2) months prior to the start of any given term.

8. Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. Costs are outlined in Appendix D.
9. The parents of a non-public school high school student are responsible for the purchase of textbook(s), instructional materials, and other fees required for dual enrollment courses.

### **15. Any institutional responsibilities for student transportation, if provided**

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

### **16. Special Populations**

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

paid staff member as an auxiliary aid/assistant, the School District agrees to send that staff member with the student to NFCC classes. NFCC does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case by case basis between the parties.

## **Appendix A**

### **Program Admission Requirements for Dual Enrollment Students**

#### **Dual Enrollment Eligible PSAV Programs**

##### **Advanced Manufacturing and Production Technology Admission Requirements**

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

##### **Early Childhood Professional Certificate (ECPC) Admission Requirements\***

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

\* See NFCC Catalog for more information.

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

## Program Admission Requirements for Dual Enrollment Students

### Dual Enrollment Eligible Limited Access Programs

#### Emergency Medical Technician (EMT-Basic) Admission Requirements

##### A completed total application process includes:

1. Completion of the NFCC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Achieve a minimum score reading and writing preparation through submission of appropriate placement test scores.\*\*\*
4. The high school counselor will submit dual enrollment applications to the NFCC Dual Enrollment Coordinator. Upon submission of dual enrollment application, prospective students will make an appointment with EMS Director in order to process with EMS application detailed below:
5. Completion of the EMS application. In addition, the applicant must verify the following on the EMT-B application:
  - Ability to lift and carry 125 lbs.
  - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
6. Submission to an FDLE background check and fingerprinting.
7. Must be at least 18 years of age within 60 days of program completion date.
8. A copy of a valid CPR card.
9. Current physical examination, 10 panel drug screen, and record of immunizations.
10. Mandatory attendance at an orientation session.
11. Dates and times will be made available to all applicants.

### \*\*\*2016 Placement Chart

Older SAT scores in parentheses good for placement through March 2018

COURSE		COURSE TITLE	PREREQUISITE	OR	TEST SCORE
ENC	1101	Freshman English I	REA 0056 or 0054 and ENC 0056 or 0054  Or ENC 0027  Or Older Courses: REA 0017 and ENC 0025	OR	READING: PERT Reading 106-150 CPT Reading 83-120 ACT Reading 19 SAT Reading 24 (was Verbal 440) FCAT Reading 262 -AND- WRITING: PERT Writing 103-150 CPT Sentence Skills 83-120 ACT English 17 SAT Writing /Language 25 (was Verbal 440)
MAT MGF MGF STA	1033 1106 1107 2023	Intermediate Algebra Liberal Arts Math I Liberal Arts Math II Intro College Statistics	MAT 0022 or 0056 or MAT 0054 if taken prior to Fall 2015 (201610) Or Older Courses: MAT 0028G AND Reading Placement into ENC 1101	OR	PERT Math 114-122 CPT Algebra 72-87 ACT Math 19-20 SAT Math 24-26 (was 440-499) See ENC 1101 Reading Placement
					PERT Math 123-150

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

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

## Appendix B

### 2018-19 High School Subject Area Equivalency List for NFCC Courses

Current law allows any course in the State Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. However, due to the nature of admission criteria or program clinical agency requirements some programs limit access for DE students. Programs with limiting admission criteria that eliminate them as DE options have not been considered in the development of this document. The NFCC courses listed are not offered every semester and listings may change in future academic years.

Course titles listed are those used by NFCC and published in the NFCC Catalog. For the complete list: <http://www.fl DOE.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. This is the current list at FLDOE as of May 2018.

#### ENGLISH

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

#### FOREIGN LANGUAGE\*

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

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

#### MATHEMATICS

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

### PERFORMING/FINE ARTS

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

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

### PHYSICAL EDUCATION

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

### PRACTICAL ARTS/CAREER EDUCATION CREDIT

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

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

### SCIENCE

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

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



BSC 2085C	Anatomy & Physiology I	1.0
BSC 2086C	Anatomy & Physiology II	1.0
CHM 1033C	Survey of Chemistry	1.0
CHM 1045	General Chemistry I	0.5
CHM 1045/CHM 1045L	General Chemistry I + General Chemistry I Lab	1.0
CHM 1046/CHM 1046L	General Chemistry II + General Chemistry II Lab	1.0
CHM 2210	Organic Chemistry I	0.5
CHM 2210/CHM2210L	Organic Chemistry I + Organic Chemistry I Lab	1.0
CHM 2211	Organic Chemistry II	
CHM 2211/CHM2211L	Organic Chemistry II + Organic Chemistry I Lab	1.0
EVR 1001	Introduction to Environmental Science	0.5
MCB 2010C	Microbiology	1.0
PHY 1020C	Fundamentals of Physics	1.0
PHY 2048/PHY2048L	Physics I with Calculus + Physics I with Calculus Lab	1.0
PHY 2049/PHY2049L	Physics II with Calculus + Physics II with Calculus Lab	1.0
PHY 1053/PHY 1053L	General Physics I + General Physics I Lab	1.0
PHY 1054/PHY 1054L	General Physics II + General Physics II Lab	1.0
PSC 1341C	Physical Science I	1.0
ZOO 2010C	General Zoology	1.0

### SOCIAL STUDIES

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

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

## ELECTIVES

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

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

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

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

EME 2040	AA Education Emphasis, CCC Digital Media/Multimedia Instructional Technology Specialization	Introduction to Technology for Educators	0.5
EMS 1119	ATD Emergency Medical Technician	Emergency Medical Technician I	1.0
EMS 1119L	ATD Emergency Medical Technician	Emergency Medical Technician I Lab	0.5
ENT 1000	AS Business Administration, CCC Business Development and Entrepreneurship; AS Digital Media/Multimedia Technology	Introduction to Entrepreneurship	0.5
FIN 1100		Personal Finance	0.5
FIN 2000	AS Accounting Technology Management, AS Business Administration	Principles of Finance	0.5
GEB 1011	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations, AS Digital Media/Multimedia Technology; CCC Accounting Technology Management; CCC Accounting Technology Operations; CCC Accounting Technology Specialist;	Introduction to Business	0.5
GEB 1136	AS Business Administration, CCC Business Development and Entrepreneurship	Introduction to e-Business	0.5
GEB 2430		Business Ethics	
GEB 2930	AS Business Administration, AS Accounting Technology Management; CCC Business Development and Entrepreneurship	Business Administration Capstone	0.5
GRA1213		Basic Electronic Imaging	0.5
GRA 1952	AS Digital Media/Multimedia Technology	Portfolio Review	0.5
GRA 2117C	AS Digital Media/Multimedia, CCC's Authoring, Production, and Web Specializations	Computer Assisted Graphic Design	0.5
GRA 2121C	AS Digital Media/Multimedia	Publication Design	0.5
GRA 2131C	AS Digital Media/Multimedia and related CCC's	Electronic Imaging	0.5

GRA 2140C	AS Digital Media/Multimedia	Interactive Media	0.5
GRA 2143C	AS Digital Media/Multimedia, CCC Web Production Specialization	Advanced Web Design	0.5
GRA 2144C	AS Digital Media/Multimedia and related CCC's	Fundamentals of Web Design	0.5
GRA 2160C	AS Digital Media/Multimedia, CCC's Production and Web Production Specializations	Computer Animation	0.5
GRA 2207C	AS Digital Media/Multimedia	Advanced Electronic Imaging	
HSC 1531		Medical Terminology for Allied Health	0.5
HUM 1020	AA General Education	Introduction to Humanities	0.5
HUM 2210	AA General Education Humanities	General Humanities I	0.5
HUM 2230	AA General Education Humanities	General Humanities II	0.5
HUN 2201		Fundamentals of Human Nutrition	0.5
LIT 2020	AA General Education Humanities/Literature	Short Story	0.5
MAN 2021	AS Business Administration, AS Accounting Technology Management, CCC Human Resources Administrator, CCC Business Operations Management Specialization	Principles of Management	0.5
MAR 2011	AS Business Administration, CCC Business Development and Entrepreneurship	Principles of Marketing	0.5
MAT 1033		Intermediate Algebra	0.5
MNA 2100	AS Business Administration, CCC Human Resources Administrator; CCC Business Development and Entrepreneurship	Human Resources Relations in Management	0.5
OST 2335	AS Business Administration, AS Accounting Technology Management, CCC Business Operations, CCC Human Resources Administrator, AS Digital Media/Multimedia Technology, CCC Business Development and Entrepreneurship, CCC	Business Communication	0.5

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

## Appendix C

## 2018 – 2019 Academic Calendar

**TRADITIONAL TERM**

<b>2018</b>	<b>Term I</b>	<b>Comments</b>
August 13 & 14	Faculty Planning Days	
August 15	Classes Begin	
Sept. 3	LABOR DAY Holiday	
Nov. 12	VETERANS DAY Holiday	
Nov. 21, 22 & 23	THANKSGIVING Holidays	
Dec. 3	Classes End	
Dec. 4 – 7	Final Exams	
Dec. 11	Grades Due	
Dec. 11, 13	Faculty Planning Days	
Dec. 13	Term Ends. Commencement, 5 pm	
<b>2019</b>	<b>Term II</b>	<b>Comments</b>
Jan. 3 & 4	Faculty Planning Days	
Jan. 7	Classes Begin	
Jan. 21	MARTIN LUTHER KING Holiday	
Feb. 18	PRESIDENTS DAY Holiday	
March 11 – 15	SPRING BREAK	
April 23	Honors Convocation	
Apr. 29	Classes End	
Apr. 30 - May 3	Final Exams	
May 7	Grades Due	
May 7, 9	Faculty Planning Days	
May 9	Term Ends. Commencement, 5 pm	
<b>2019</b>	<b>Term III</b>	<b>Comments</b>
May 13	Classes Begin	
May 27	MEMORIAL DAY Holiday	
July 4	INDEPENDENCE DAY Holiday	
July 23	Classes End	
July 24 & 25	Final Exams	
July 30	Grades Due. Term Ends	

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

NONE



## APPENDIX D

2018 -2019 Academic Year

North Florida Community College

Dual Enrolled Cost per Credit Hour

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

**Video Conference Delivery from NFCC Campus to High School Campus**

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

**Consumable Materials for EMT**

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

**Consumable Materials for ECPC**

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

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

\*Currently the NSF grant covers the MSSC and certification

Costs. \$580.00

ETI 0481C - \$12.50

ETI 0482C - \$12.50

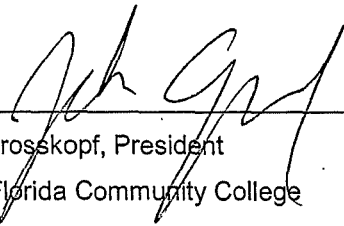
ETI 0484C - \$12.50

ETI 0485C - \$12.50

**Total** \$50.00\*\*

\*\*Costs grant does not cover.


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

  
\_\_\_\_\_  
John Grosskopf, President  
North Florida Community College

5-22-18  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

5-21-18  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

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

# Inter District Private School Services Agreement | 2018-19

## COLUMBIA COUNTY SCHOOL DISTRICT

Agreement for School Year 2018 – 2019 and terminating by mutual agreement

The Federal Elementary and Secondary Education Act (ESEA) as amended by Every Student Succeeds Act (ESSA) in Title I Section 1117, Section 200.62 (b)(1)(i) defines...

### Participation of Eligible Children in Private Schools

#### §200.62 Responsibilities for providing services to private school children.

(a) After timely and meaningful consultation with appropriate officials of private schools, an LEA must—

(1) In accordance with §§200.62 through 200.67 and section 1120 of the ESEA, provide special educational services or other benefits under subpart A of this part, on an equitable basis and in a timely manner, to eligible children who are enrolled in private elementary and secondary schools; and

(2) Ensure that teachers and families of participating private school children participate on a basis equitable to the participation of teachers and families of public school children receiving these services in accordance with §200.65.

(b)(1) Eligible private school children are children who—

(i) Reside in participating public school attendance areas of the LEA, regardless of whether the private school they attend is located in the LEA; and

(ii) Meet the criteria in section 1115(b) of the ESEA.

(2) Among the eligible private school children, the LEA must select children to participate, consistent with §200.64.

(c) The services and other benefits an LEA provides under this section must be secular, neutral and non-ideological.

(82 FR 31709, July 7, 2017)

The school district in which the child resides is responsible for providing services to the child, but it may arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Resident District**. The district in which the student attends will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in **Suwannee County School District** but attend school in **Columbia County School District**.

#### Responsibilities of the Receiving District:

1. Conduct all consultation requirements under S.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the **Resident District** using Appendix B or another method that provides comparable information.

## Inter District Private School Services Agreement | 2018-19

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3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.
7. Invoice the **Resident District** for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of **Receiving and Resident District** are reversed.

### Responsibilities of Resident District

1. Upon notification of a student by the **Receiving District**, verify in writing (e-mail is acceptable) whether or not the student is address-eligible for Title I services.
2. Annually reserve equitable funds for any verified eligible private school students identified by a **Receiving District**.
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the **Receiving District** regarding the amount of funds reserved using Appendix A or another method that provides comparable information.
6. Upon invoice from the **Receiving District**, pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of **Receiving and Resident District** are reserved.

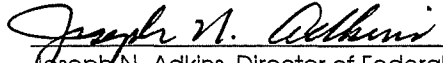
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# Inter District Private School Services Agreement | 2018-19

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Resident District, in return for compensation from the Resident District.

Receiving District: **Columbia County**

Resident District: **Suwannee County**



Joseph N. Adkins, Director of Federal Projects  
Columbia County School District

\_\_\_\_\_  
Kecia Robinson, Coordinator - Title I  
Suwannee County School District

5/9/2018

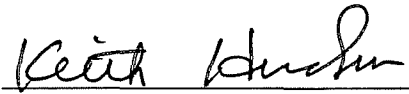
Date

\_\_\_\_\_  
Date



Alex L. Carswell, Jr., Superintendent  
Columbia County School District

\_\_\_\_\_  
Ted L. Roush, Superintendent  
Suwannee County School District



Keith Hudson, Chairman  
Columbia County School District

\_\_\_\_\_  
Jerry Taylor, Chairman  
Suwannee County School District

5/8/2018

Date

\_\_\_\_\_  
Date

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

# Inter District Private School Services Agreement | 2018-19

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## Appendix A: Hamilton County School District (Resident District)

### Title I Allocation Details for School Year 2018 – 2019

1. Equitable services allocation for private school students:	
2. Equitable services allocation for the parents of eligible private school students:	
3. Equitable services allocation for the teachers of eligible private school students:	

# Inter District Private School Services Agreement | 2018-19

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## Appendix B: Columbia County School District (Receiving District)

<u>Participating Private School</u>	<u>Address</u>	<u>City</u>	<u>Grade</u>	<u>Income Eligible</u>	<u>Food Stamp Eligible</u>	<u>Receiving TANF</u>	<u>Eligibility Verified</u>

Y = Yes

N = No

*This information also may be provided electronically to facilitate communications.*



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FLORIDA VIRTUAL SCHOOL  
AND  
SUWANNEE COUNTY SCHOOL BOARD

This 2018-2019 MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Suwannee County School Board, hereinafter referred to as School or District, and FLORIDA VIRTUAL SCHOOL, hereinafter referred to as FLVS.

A. PURPOSE:

The purpose of this MOU is to form a relationship between the School/District and FLVS with the intent to ensure innovative learning solutions for all students within the Virtual Learning Lab (VLL). A Virtual Learning Lab (VLL) is a school whereby students are working on FLVS course(s) taught by FLVS instructor(s) at a school with a facilitator. FLVS's goal is to provide the necessary teachers for each VLL commencing on the School's preferred start date. To accommodate your preferred state date and hire the necessary teachers, the School principal and/or authorized district representative is required to sign this MOU no later than seven days after document is received so that both parties are in agreement of this commitment.

B. FLVS is responsible for:

1. Training for the VLL school facilitator.
2. Training for the School Counselor(s).
3. A registration process specifically designed for VLL students.
4. Ongoing support from an FLVS instructor and/or a Blended Learning Specialist.
5. Highly-qualified, state-certified instructors.
6. Invoicing for successfully completed enrollments.
7. Providing data required for FTE reporting by district (as permitted by the FDLE).

C. School/District is responsible for providing:

1. Selecting academically appropriate courses by benchmark dates as stated above and within the enrollment period:
  - Fall: May 31 to September 1
  - Spring: November 15 to January 31
  - Summer: April 1 to June 1
2. Provide FLVS a complete student information roster with the minimum data requirements (last name, first name, date of birth, gender and grade level). Noncompliance will result in FTE reported by FLVS.
3. Accurate request for reservation to secure courses.
4. Virtual Learning Lab facilitator to monitor students – does not have to be a certified instructor.
5. Computer access and other minimum technology required as listed on the FLVS website for the students to take the courses. This includes computer access 4 to 6 hours each week per course.
6. Two-way long distance communication access for FLVS instructor – student phone calls.
7. Parent's notification of student's participation in FLVS course.
8. FTE submission associated with these enrollments.





## D. Fees:

FLVS will invoice the school district for each billable enrollment at \$325.00 per each half credit completion. School district shall pay the bill/invoice in accordance with this contract at Net 30days.

1. **Billable Enrollments:** Any half credit completion issued by FLVS instructor through final grade report sent via Virtual School Administrator (VSA).
2. **Invoice Schedule:** School/District will be invoiced for enrollments that have completed during each billing cycle, identified by status 'Completed' in VSA. The billing cycle is outlined in the invoicing schedule section below. The final billing amount will be net of amount paid by the district in the first billing. (October 1/January 15; March 1/June 30; July 1/August 15).

Cycle	Enrollment Data Date Range	Invoice Sent
Cycle 1	July – October	Mid-November
Cycle 2	November – February	Mid-March
Cycle 3	March – June	End of June
Cycle 4	True-up/Enrollments not captured in previous cycle	Mid-July

3. All fees associated with Advanced Placement and Industry Certification examinations will be the responsibility of the school or district reporting the FTE.

**BILLING CONTACT PERSONEL:**

School or District	Florida Virtual School
<b>Name:</b> Mary Ann Chaney	<b>Name:</b> Carmen Brehoi
<b>School/District Address:</b> 1729 Walker Avenue, SW, Suite 200 Live Oak, FL 32064	<b>Address:</b> 2145 Metrocenter Blvd. Suite 100 Orlando, Florida 32835
<b>Email:</b> mary.chaney@suwannee.k12.fl.us	<b>Email:</b> cbrehoi@flvs.net
<b>Telephone No.:</b> 386-647-4627	<b>Telephone No.:</b> 407-513-3615

- E. FAILURE TO COMPLY WITH THE TERMS OF THIS MOU MAY RESULT IN DENIAL OF FUTURE VLL REQUESTS AT THE RATE STATE ABOVE.

## F. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. ACADEMIC INTEGRITY IN THE VLL. Each staff member has a stake in ensuring the highest standards of academic integrity. Teachers synchronize various aspects of FLVS to ensure the best possible experiences for their students.

**Instructors will:**

- Act as a resource for student questions.
- Submit various assignments into the **Turnitin.com** database.
- Coordinate any academic integrity issues with the lab facilitator, their Instructional Leader, and Academic Integrity Support Personnel.
- Verify student mastery of content through Discussion-Based Assessments and authentic assessments.
- Convey incidents and consequences to the student and facilitator.

**Facilitators will:**

- Provide supervision through close proximity while circulating the lab.
- Encourage students to seek support from FLVS instructors.
- Encourage students to seek support from the facilitator.
- Discourage inappropriate collaboration of students.



- Ensure students are provided with appropriate equipment and that equipment is not shared by students who are actively working in the same FLVS coursework.
  - Require that students protect their password information and coursework.
  - Protect students' user names, passwords, and other private information.
  - Adjust seating arrangements to help promote students' integrity.
  - Communicate with the student, FLVS Instructor and Academic Integrity Investigator with regard to concerns and consequences.
2. MODIFICATION: Modifications to this Agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changed being performed.
3. PARTICIPATION IN SIMILAR ACTIVITIES: This Agreement in no way restricts FLVS or School or District from participating in similar activities with other public or private agencies, organizations, and individuals.
4. MAIN POINT OF CONTACT: Contact your District Relations Manager (DRM) with questions concerning this agreement. The main point of contacts for this instrument are:

**School or District**  
Authorized Official:

X Ted L. Roush

**FLVS**  
Authorized Official:

X

5. COMPLIANCE: The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
6. COMMENCEMENT/EXPIRATION DATE: This Agreement is executed as of the date of last signature and is effective through 6/30/2019 at which time it will expire unless extended.
7. LIABILITIES: It is understood that neither part to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), however caused, to the extent allowed by their respective statelaws.
8. Public Records
- Both parties are subject to Chapter 119, Florida Statutes. Both parties shall comply with Florida's Public Records Law including: (a) keeping and maintaining public records that ordinarily and necessarily would be required by the BOARD in order to perform the service; (b) providing the public with access to public records on the same terms and conditions that both parties would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensuring that public records that are exempt or that are confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meeting all requirements for retaining public records and transfer to both parties, at no cost, all public records in possession of both parties upon termination of the Agreement and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to both parties in a format that is compatible with the information technology systems of both parties. The parties agree that if either party fails to comply with a public records request, then the other party must enforce the contract provisions in accordance with the contract and as required by Section 119.0701, Florida Statutes.



IF EITHER PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THEIR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, EACH PARTY SHALL CONTACT THEIR RESPECTIVE CUSTODIANS OF PUBLIC RECORDS. FOR FLVS, EMAIL CustodianofRecords@flvs.net , OR BY PHONE 407-513-3325, OR BY MAIL TO: 2145 METROCENTER BLVD., SUITE 100, ORLANDO, FL 32835.

9. THE PARTIES ACKNOWLEDGE THAT NEITHER PARTY MAKES A WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

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

FOR: School or District:

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

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

\_\_\_\_\_  
Name and Title Ted L. Roush  
Superintendent of Schools

For: Florida Virtual School:

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

\_\_\_\_\_  
Dr. Jodi C. Marshall; President and CEO

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

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



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FLORIDA VIRTUAL SCHOOL  
AND  
SUWANNEE COUNTY SCHOOL BOARD

This 2018-2019 MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Suwannee County School Board, hereinafter referred to as School or District, and FLORIDA VIRTUAL SCHOOL, hereinafter referred to as FLVS.

A. PURPOSE:

The purpose of this MOU is to form a relationship between the School /District and FLVS with the intent to ensure innovative learning solutions for all students within the Blended Learning Community (BLC). A Blended Learning Community (BLC) is a school whereby two (2) or more students are working on the FLVS course(s), taught by an FLVS instructor, in a learning location at a school with a dedicated facilitator. FLVS's goal is to provide the necessary teachers for each Blended Learning Community (BLC) commencing on the School's preferred start date. To accommodate your preferred start date and hire the necessary teachers, the School principal and/or authorized District Representative is required to sign this MOU no later than seven (7) days after document is received so that both parties are in agreement of this commitment.

B. Notice in Advance of Start Date: To accommodate the School preferred start date and to hire the appropriate number of teachers, the following guidelines are in order:

1. BLCs with 2-29 students will require a minimum of 10 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system, Virtual School Administrator (VSA), in order to provide the appropriate teachers by the preferred start date for the BLC.
2. BLCs with 30-149 students will require 30 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system, Virtual School Administrator (VSA), in order to provide the appropriate teachers by the preferred start date for the BLC.
3. BLCs with 150 plus students will require 60 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system, Virtual School Administrator (VSA), in order to provide the appropriate teachers by the preferred start date for the BLC.

C. FLVS is responsible for:

1. Training for the BLC school facilitator, including an emphasis on Blended Learning support strategies.
2. Training for the School Counselor(s).
3. Training for the District and School Administration.
4. A registration process specifically designed for BLC students.
5. Ongoing virtual and/or face-to-face support from a FLVS instructor, District Relations Manager, Blended Learning Specialist, and FLVS support staff.
6. Highly-qualified, state-certified instructors.



7. Direct instruction using synchronous teaching methods.
8. Providing ongoing evaluation and support of all members of the Blended Learning Community.
9. Providing progress monitoring tools at student and school level.
10. Invoicing for applicable enrollments.
11. Providing data required for FTE reporting by District (as permitted by FDLE).

D. School District is responsible for providing:

1. Accurate request for reservation to secure courses.
2. Selecting academically appropriate courses by benchmark dates as stated above and within the enrollment period:
  - Fall: May 31 to September 1
  - Spring: November 15 to January 31
  - Summer: April 1 to June 1
3. Provide FLVS a complete student information roster with the minimum data requirements (last name, first name, date of birth, gender and grade level). Noncompliance will result in FTE reported by FLVS.
4. Dedicated Blended Learning Community (BLC) facilitator to monitor students and verify attendance – does not have to be a certified instructor.
5. Student computer access (4 – 6 hours each week per course) and other minimum technology required as listed on the FLVS website at <https://www.flvs.net/student-resources/system-requirements>.
6. Two-way long-distance communication access for FLVS Instructor – student phone calls.
7. Access to stakeholders involved in the success of the BLC for training and communications from FLVS.
8. Parent's notification of student's participation in the Blended Learning Community.
9. Reporting and Collecting the FTE associated with these enrollments for the students.
10. Uphold and support the FLVS policies regarding Academic Integrity by helping to minimize individual student violations and hold students accountable that do not follow AI policies.

E. Fees

FLVS will invoice the School district on the 30<sup>th</sup> day for each billable enrollment\* within the Blended Learning Community at \$267.00 per each half credit enrollment. School District shall pay the invoice within forty-five (45) days of receipt of the undisputed invoice in accordance with the local Government Prompt Payment Act.

1. **Billable Enrollments:** Any enrollments\* in Classroom Assigned (CA) or Active (A) status in VSA for a minimum of 30 consecutive days or 20% complete in any status; FLVS will bill the school/district for the student, regardless of the student's status upon receipt of invoice.

*\*Segment 2 enrollments of a full credit course will become billable once enrollments are either 20% complete or have been in CA or A status for at least 30 calendar days of second semester start.*

Second Semester for the designated School or District begins on January 7, 2019.

2. **Invoice Schedule:** District will be invoiced for each billable enrollment Classroom Assigned or Active in VSA for 30 consecutive days or 20% complete in any status (on or near: mid-October, mid-February, and mid-June). FLVS will bill the school/district for the student, regardless of the student's status upon receipt of the invoice.

Cycle	Enrollment Data Date Range	Invoice Sent
Cycle 1	July - October	Mid-November
Cycle 2	November - February	Mid-March
Cycle 3	March - June	End of June
Cycle 4	True-up/Enrollments not captured in previous cycle	Mid-July



3. All fees associated with Advanced Placement and Industry Certification examinations will be the responsibility of the school or district reporting the FTE.

**Billing Contact Personnel:**

School or District	Florida Virtual School
<b>Name:</b> Mary Ann Chaney	<b>Name:</b> Carmen Brehoi
<b>School/District Address:</b> 1729 Walker Avenue, SW, Suite 200 Live Oak, FL 32064	<b>Address:</b> 2145 Metrocenter Blvd. Suite 100 Orlando, Florida 32835
<b>Email:</b> mary.chaney@suwannee.k12.fl.us	<b>Email:</b> cbrehoi@flvs.net
<b>Telephone No.:</b> 386-647-4627	<b>Telephone No.:</b> 407-513-3615

- F. FAILURE TO COMPLY WITH THE TERMS OF THIS MOU MAY RESULT IN ONE OR MORE OF THE CONSEQUENCES BELOW:
1. Delayed start date.
  2. Students placed as traditional FLVS Flex Virtual Learning Lab (VLL) students.
  3. Future lab request(s) may be denied.
  4. Completed students' lists should be submitted no later than one (1) month from BLC start date; otherwise student will be enrolled as Flex, and the FTE sharing will apply for enrollments not tagged as BLC.
- G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
1. ACADEMIC INTEGRITY IN THE BLC. Each staff member has a stake in ensuring the highest standards of academic integrity. Teachers synchronize various aspects of FLVS to ensure the best possible experiences for their students.

**Instructors will:**

- Act as a resource for student questions.
- Submit various assignments into the **Turnitin.com** database.
- Coordinate any academic integrity issues with the lab facilitator, their Instructional Leader, and Academic Integrity Support Personnel.
- Verify student mastery of content through Discussion-Based Assessments and authentic assessments.
- Convey incidents and consequences to the student and facilitator.

**Facilitators will:**

- Provide supervision through close proximity while circulating the lab.
- Encourage students to seek support from FLVS Instructors.
- Encourage student to seek support from the facilitator.
- Discourage inappropriate collaboration of students.
- Ensure students are provided with appropriate equipment and that the equipment is not shared by students who are actively working in the same FLVS coursework.
- Require that students protect their password information and coursework.
- Protect students' user names, passwords, and other private information.
- Adjust seating arrangements to help promote students' integrity.
- Communicate with the student, FLVS Instructor and Academic Integrity Investigator with regards to concerns and consequences.



2. MODIFICATION: Modifications to this Agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
3. PARTICIPATION IN SIMILAR ACTIVITIES: This Agreement in no way restricts FLVS or School or District from participating in similar activities with other public or private agencies, organizations and individuals.
4. MAIN POINT OF CONTACT: Contact your District Relations Manager (DRM) with questions concerning this Agreement. The main contacts for this instrument are:

**School or District**  
Authorized Official:

X Ted L. Roush

**FLVS**  
Authorized Official:

x

5. COMPLIANCE: The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
6. COMMENCEMENT/EXPIRATION DATE: This Agreement is executed as of the date of last signature and is effective through 6/30/2019 at which time it will expire unless extended by mutual written agreement of both parties. Classes will begin in August 2018 for the 2018-2019 school year.
7. LIABILITIES: It is understood that neither party to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its own negligent acts or omissions and those of its officers, employees, and agents, to the extent allowed by their respective state laws.
8. CONFIDENTIALITY OF STUDENT RECORDS  
FLVS understands and agrees that it is subject to all federal and state laws and School Board rules relating to the confidentiality of student information. FLVS further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA"), 34 C.F.R. §99. FLVS shall regard all student information as confidential and will not disclose the student information to any third party.
9. PUBLIC RECORDS  
Both parties are subject to Chapter 119, Florida Statutes. Both parties shall comply with Florida's Public Records Law including: (a) keeping and maintaining public records that ordinarily and necessarily would be required by the BOARD in order to perform the service; (b) providing the public with access to public records on the same terms and conditions that both parties would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensuring that public records that are exempt or that are confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meeting all requirements for retaining public records and transfer to both parties, at no cost, all public records in possession of both parties upon termination of the Agreement and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to both parties in a format that is compatible with the information technology systems of both parties. The parties agree that if either party fails to comply with a public  
127-



records request, then the other party must enforce the contract provisions in accordance with the contract and as required by Section 119.0701, Florida Statutes.

**IF THE EITHER PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THEIR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, EACH PARTY SHALL CONTACT THEIR RESPECTIVE CUSTODIANS OF PUBLIC RECORDS. FOR FLVS, EMAIL, CustodianofRecords@flvs.net, OR BY PHONE 407-513-3325, OR BY MAIL TO: 2145 METROCENTER BLVD., SUITE 100, ORLANDO, FL 32835.**

10. TERMINATION FOR CONVENIENCE

Anything to the contrary notwithstanding, School, a school district and governmental entity, may terminate this Agreement without cause and for convenience with thirty (30) days prior written notice to FLVS. In the event of a termination for convenience, School shall pay FLVS for all services properly and fully rendered prior to the date of termination. In the event of such termination, the parties--by mutual written agreement--may extend the notice of termination period to one beyond the 30-day notice period prescribed herein to ensure completion of services by vendor and/or to prevent any interruption of instruction and disruption of the delivery of services to the students.

11. THE PARTIES ACKNOWLEDGE THAT NEITHER PARTY IS MAKING A WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
12. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable. Nothing in this Agreement is intended to be, nor shall be construed as, an extension of liability beyond the statutory limitations of liability set forth in section 768.28, Florida Statutes.

*(Signature on the Following Page)*





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

FOR: **School or District:**

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

\_\_\_\_\_  
**Name and Title:** Ted L. Roush  
Superintendent of Schools

FOR: **FLORIDA VIRTUAL SCHOOL**

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

\_\_\_\_\_  
**Name and Title:** Dr. Jodi C. Marshall;  
President and CEO

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

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

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

This AGREEMENT is made as of the date of execution by and between the School Board of Suwannee County, Florida ("SCSB"), and **Bauer Child Development Services, LLC** ("Contractor").

WITNESSED:

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

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

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

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

1. **ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR**

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

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

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

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

## 2. REPRESENTATIVES AND WARRANTIES

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

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

F. All Contractor staff shall comply with all applicable terms of this Agreement.

### 3. INDEPENDENT CONTRACTOR

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

### 4. TERM

The initial term of this Agreement shall be for a period not to exceed twelve (12) months, commencing on the date of execution and ending June 30, 2019, unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

### 5. COMPENSATION

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

### 6. BILLING

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

does not provide a proper invoice; provided, however, that SCSB shall give notice to Contractor that such invoice is deemed improper, and Contractor shall be given:

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

## 7. CONFIDENTIALITY

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

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

## 8. CRIMINAL BACKGROUND CHECKS

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

**Level II Background Check** – Any vendor providing services under this contract who will (1) be at a school when students are present; or (2) have direct contact with students; or (3) have access to or

control of school funds, that person shall have a **Level II background check** submitted through the Suwannee County School Board. Documentation of clearance will be on file in the Department of Human Resources in the Suwannee County School Board office. **The contractor shall be required to pay for all costs of the background reports.** If it is discovered during the period of the contract that the successful contractor substituted an unapproved worker for an approved worker, the vendor's contract may be cancelled immediately at the instructions of the Suwannee County School Board.

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

The District or its representative reserves the right to inspect and/or audit all the Contractor's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Contractor to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Contractor shall make such documents and records available to SCSB upon reasonable notice from SCSB and such audit and all costs pertaining thereto including, but not limited to, photocopies, travel, shipping, shall be at SCSB's cost.

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

#### 10. INDEMNIFICATION

Contractor shall indemnify and hold harmless SCSB from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by SCSB in defending actions brought against it arising out of or relating to bodily injury to or death of any person or loss of or damage to real or tangible personal property or the environment to the extent that such third party claim, suit, damage, or expense was proximately caused by any negligent act or omission on the part of Contractor, its agents or employees.

#### 11. DEBARMENT & SUSPENSION

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

#### 12. TERMINATION

- A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by giving the other party at least thirty (30) days prior written notice.
- B. TERMINATION FOR BREACH. Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.
- C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:
  - (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
  - (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;
  - (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof.
- D. EFFECT OF TERMINATION. As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement. Notwithstanding the foregoing, the following provisions shall survive the expiration or other termination of this Agreement, regardless of the cause of such termination: Paragraphs 1 (B), 2, 5, 10, 13, and 15.

13. ARBITRATION

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

14. ENTIRE AGREEMENT; MODIFICATION

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

15. GOVERNING LAW

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

16. COUNTERPARTS

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

17. NOTICES

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

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



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

Contractor: Susan A. Bauer  
Bauer Child Development Services, LLC  
295 NW Commons Loop, Suite 115-256  
Lake City, FL 32055

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT

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

21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

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

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

**SUWANNEE COUNTY SCHOOL BOARD**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

"Approved as to Form and Sufficiency

BY \_\_\_\_\_

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

**CONTRACTOR**

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

\_\_\_\_\_  
Susan A. Bauer, MA, CCC-SLP  
Bauer Child Development Services, LLC

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**

**SERVICES PROVIDED:**

Contractor will:

- purchase own professional and general liability insurance
- be responsible for filing own taxes according to IRS regulations
- Utilize own materials and borrow, as needed, materials from the District during the term of the contract agreement
- Consultant is not an employee, therefore not able to file for unemployment
- Carry own worker's compensation or provide proof of exemption
- Schedule own times to see clients independent of District
- Provide own benefits such as health insurance, life insurance, etc.
- Turn in all IEP paperwork, progress reports, etc., as stipulated by District and/or IEP
- Provide invoice for services rendered on a monthly basis
- Maintain copies of all confidential records (e.g., test results, IEPs, reports, etc.)
- Provide services based on established IEPs or Service Plans

Once the agreement has expired, the Contractor will return to the District any property, documentation, concerned records and confidential/proprietary information which is the property of District. Copies will be maintained at the Contractor's discretion.

**CONTRACTOR FEDERAL IDENTIFICATION NUMBER:**

**INDIVIDUAL SOCIAL SECURITY NUMBER:**

*IRS Form W-9 on file.*

**FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:**

IDEA Part B Grant

Speech and Language Therapist – Professional & Technical Services

**EXHIBIT B**

**FEE SCHEDULE**

The Suwannee County School Board shall pay \$60.00 per hour for the following: treatment, evaluations, screenings, IEP meetings, RtI meetings, consultations, collaboration, Report/IEP writing, documentation of services, Medicaid billing, district-requested trainings or meetings. The SCSB shall reimburse the Contractor \$30/per hour for time traveling between facilities/schools.

**EXHIBIT C**

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

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

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

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

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

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

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

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

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

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

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

**Suwannee County School District  
Employee Sick Leave Transfer Form**

Eligible Personnel: All employees that are classified as full time and that have accumulated more than five days of sick leave.

For information regarding the program parameters and guidelines, see Use of Sick Leave by Family Members or Employees, Policy 6.35, SCSB Policy Manual.

This is the authorized transfer of my sick leave hours to:

\_\_\_\_\_ ID# \_\_\_\_\_,

in the event that he/she has totally depleted his/her sick leave during the

\_\_\_\_\_ fiscal year.

Please transfer hours as needed up to a maximum of \_\_\_\_\_ hours.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID #

INTERLOCAL AGREEMENT  
FOR  
EMERGENCY SHELTERS  
IN SUWANNEE COUNTY

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Suwannee County Board of County Commissioners, a political subdivision of the State of Florida, hereinafter referred to as the "County" and the Suwannee County School Board, a public agency of the State of Florida, hereinafter referred to as the "School Board".

**WHEREAS**, the County and School Board recognize their mutual obligations and responsibility for the sheltering of the citizens of Suwannee County during a state of declared local emergency, and

**WHEREAS**, it is mutually beneficial for the County and School Board to support efforts that facilitate communications and coordination; and

**WHEREAS**, the County and the School Board recognize the mutual benefits which will arise from the School Board providing facilities and staff to assist the County during a state of declared local emergency; and

**WHEREAS**, Section 252.38 (d), Florida Statutes, provides for the use of School Board facilities and necessary personnel to staff such facilities during declared emergencies; and

**WHEREAS**, Section 1013.372, Florida Statutes, requires the incorporation of Enhanced Public Shelter Design Criteria in new educational facilities to serve as public shelters for emergency management purposes; and

**WHEREAS**, Section 1013.372, Florida Statutes, provides exemption criteria from using the Enhanced Shelter Design Criteria; and

**WHEREAS**, Section 252.385, Florida Statutes, defines the State's intent to not have a deficit of safe public shelter space in any region of the State; and

**WHEREAS**, through this agreement the County and the School Board wish to maintain and enhance their cooperative and productive relationship to serve the citizens of Suwannee County; and

**NOW, THEREFORE**, by it mutually agreed between the Suwannee County School Board and the Board of County Commissioners of Suwannee County that the following requirements, criteria, standards and procedures shall be utilized in the preparing and coordinating the sheltering needs of the citizens of Suwannee County during a state of declared local emergency:

1. This Interlocal Agreement is entered into pursuant to the provisions of Sections 163.01, Florida Statutes, commonly known as the "Florida Interlocal Cooperation Act of 1969" (the Act), and all applicable portions of the Act are made a part hereof and incorporated herein as if set forth at length herein, including, but not limited to the following specific provisions:
  - (a) All of the privileges and immunities and limitations from liability, exemptions from laws, ordinance and rules, and all pensions and relief, disability, workers' compensations and other benefits which apply to the activity of officers, agents, or employees of the parties hereto when performing their respective functions within their respective territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents or employees extra-territorially under the provisions of this Interlocal Agreement;
  - (b) This Interlocal Agreement does not and shall not be deemed to relieve any other parties hereto of any of their respective obligations or responsibilities imposed upon them by law except to the extent of the actual and timely performance of those obligations or responsibilities by one or more of the parties to the Interlocal Agreement, in which case performance provided hereunder may be offered in satisfaction of the obligation or responsibility;
2. If any provisions of the Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provisions shall not affect any of the remaining provisions of this Agreement, and this Agreement shall be enforced as if such invalid and unenforceable provision had not been contained herein.
3. Each party agrees that it will execute any and all documents or other instruments, and take such other action as is necessary to give effect to the terms and intent of this Agreement.
4. No waiver by either party of any term or condition of the Agreement will be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different sections, subsection, paragraph, subparagraph, clause, phrase, or other provision of the Agreement.
5. All School Board facilities, equipment, materials and personnel are authorized to assist the County for the duration of any state of declared local emergency.



6. Throughout the year the School Board shall work cooperatively with the County to enhance the sheltering operations.
  - a. The School Board will provide core shelter staff that will include administration, custodial, and food service personnel. In addition, district support teams from Information Services, Transportation, Maintenance and Custodial may be required.
7. In the event a state of local emergency is declared by the County:
  - a. The Suwannee County Director of Emergency Management or his designee shall notify the School Board Superintendent of the declaration of a state of local emergency.
  - b. The School Board shall, in a manner consistent with the County's Emergency Plan, render assistance to the County.
  - c. The Suwannee County Director of Emergency Management or his designee shall coordinate the activities and services included in the Emergency Plan, pursuant to Section 252.38, Florida Statutes.
  - d. Every attempt will be made to have a law enforcement or school safety officer present before opening a shelter. If one is not available a school administrator will be present before opening.
  - e. In order to support shelter operations, the School Board shall provide a liaison in the emergency operations center or a direct contact, during the time shelters in schools are open.
8. For the duration of such emergency, all School Board employees shall remain employees of the School Board for the purpose of maintaining medical and workers compensation insurance.

9. The County shall reimburse the School Board for actual costs to the School Board for hourly wages, overtime wages, including mandatory benefits, paid to School Board employees while assisting the County during a state of local emergency declared pursuant to Section 252.38 (5), Florida Statutes. Reimbursement shall be made in a lump sum amount and shall be conditioned upon the School Board providing the County with the individual time records of said employees along with FEMA ICS – 214 form for each person. In addition, the School Board agrees to provide the County with all necessary documentation in the School Board's control or possession, to enable the County to be reimbursed from other sources.
10. The County shall reimburse the School Board for actual costs to the School Board for all supplies, food and materials utilized for the operation of a shelter while assisting the County during a state of local emergency declared pursuant to Section 252.38(5), Florida Statutes. Reimbursement shall be made in a lump sum amount and shall be conditioned upon the School Board providing the County with itemized records of said costs. In addition, the School Board agrees to provide the County with all necessary documentation in the School Board's control or possession, to enable the County to be reimbursed from other sources.
11. The School Board shall provide annual training for all staff members involved with shelter operations. Those staff members will include all primary and back-up staff members that could potentially be assigned to a shelter or involved with shelter operations. If requested by the District, the County shall assist with or take the lead in providing training to the District's shelter operation teams. The School Board and the County agree that the County may deem it necessary, after the first twenty four (24) hours to supplement shelter staff with trained county employees, allowing some School Board staff to be released from duty.
12. The County and the School Board agree that the County may designate one school specifically for Special Needs clients which will be staffed by the Suwannee County Department of Health and one shelter to be utilized as the Pet Friendly Shelter (PFS). The County agrees to operate the PFS facility by utilizing our County Sheriff's Animal Services Department.
13. This Agreement shall at all times be subordinate to the authority of the State Division of Emergency Management to make available any equipment, services, or facilities pursuant to Section 252.42, Florida Statutes, and to the plans of the Federal Government and the State of Florida acting through the State Division of Emergency Management.

14. Each party shall have the right to seek the judicial enforcement and interpretation of this Agreement, and to avail itself of all remedies available to it arising at law or in equity for the breach of this Agreement. Remedies are mutually available and include damages and specific performance, as appropriate.
15. The term of this Interlocal Agreement shall be for a period of five (5) years. The term may be extended for an additional 5 years upon mutual agreement by the Board of County Commissioners and the School Board.
16. Pursuant to Section 163.01 (11), Florida Statutes, this Agreement, executed by the parties hereto, shall be effective immediately upon filing with the Clerk of the Circuit Court of Suwannee County.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their duly authorized officials on the date set forth below.

ATTEST:

SUWANNEE COUNTY

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

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

ATTEST:

SUWANNEE COUNTY

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

Ted Roush, Superintendent  
School District of Suwannee County

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

Jerry Taylor, Chairman  
Suwannee County School Board

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

Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney" 47-



STATE OF FLORIDA  
**DIVISION OF EMERGENCY MANAGEMENT**

**RICK SCOTT**  
 Governor

**WESLEY MAUL**  
 Director

**STATEWIDE MUTUAL AID AGREEMENT**

This Agreement is between the FLORIDA DIVISION OF EMERGENCY MANAGEMENT ("Division") and the local government signing this Agreement (the "Participating Parties"). This agreement is based on the existence of the following conditions:

A. The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.

B. Such disasters are likely to exceed the capability of any one local government to cope with the emergency with existing resources.

C. Such disasters may also give rise to unusual technical needs that the local government may be unable to meet with existing resources, but that other local governments may be able to offer.

D. The Emergency Management Act, Chapter 252, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

E. Pursuant to Chapter 252, the Division has the authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed.

Based on the existence of the foregoing conditions, the parties agree to the following:

**ARTICLE I.**

**Definitions.** As used in this Agreement, the following expressions shall have the following meanings:

A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).

B. The “Division” is the Division of Emergency Management

C. The “Participating Parties” to this Agreement are the Division and any and all special districts, educational districts, and other local and regional governments signing this Agreement.

D. The “Requesting Parties” to this Agreement are Participating Parties who request assistance during an emergency.

E. The “Assisting Parties” to this Agreement are Participating Parties who render assistance in an emergency to a Requesting Party.

F. The “State Emergency Operations Center” is the facility designated by the State Coordinating Officer to manage and coordinate assistance to local governments during an emergency.

G. The “Comprehensive Emergency Management Plan” is the biennial Plan issued by the Division in accordance with § 252.35(2)(a), Florida Statutes.

H. The “State Coordinating Officer” is the official whom the Governor designates, by Executive Order, to act for the Governor in responding to a disaster, and to exercise the powers of the Governor in accordance with the Executive Order, Chapter 252, Florida Statutes, and the State Comprehensive Emergency Management Plan.

I. The “Period of Assistance” is the time during which any Assisting Party renders assistance to any Requesting Party in an emergency, and shall include both the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return them to their place of origin or to the headquarters of the Assisting Party.

J. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), Florida Statutes, regardless of whether established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.

K. An “educational district” is any school district within the meaning of section 1001.30, Florida Statutes and any community school and state university within the meaning of section 1000.21, Florida Statutes.

L. An “interlocal agreement” is any agreement between local governments within the meaning of section 163.01(3)(a), Florida Statutes.

M. A “local government” is any educational district or any entity that is a “local governmental entity” within the meaning of section 11.45(1)(e), Florida Statutes.

N. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act.

## **ARTICLE II.**

**Applicability of the Agreement.** A Participating Party may request assistance under this Agreement for a “major” or “catastrophic disaster” as defined in section 252.34, Florida Statutes. If the Participating Party has no other mutual aid agreement that covers a “minor” disaster or other emergencies too extensive to be dealt with unassisted, it may also invoke assistance under this Agreement for a “minor disaster” or other such emergencies.

## **ARTICLE III.**

**Invocation of the Agreement.** In the event of an emergency or threatened emergency, a Participating Party may invoke assistance under this Agreement by requesting it from any other Participating Party, or from the Division if, in the judgment of the Requesting Party, its own resources are inadequate to meet the emergency.

A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the County Emergency Management Agency of the Requesting Party, unless the State Emergency Operations Center has been activated in response to the emergency for which assistance is requested.

B. All requests for assistance under this Agreement shall be transmitted by County Emergency Management Agency of the Requesting Party to either the Division, or to another Participating Party. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.

C. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate, and shall coordinate the activities of the Assisting Parties so as to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

D. Nothing in this Agreement shall be construed to allocate liability for the costs of personnel, equipment, supplies, services and other resources that are staged by the Division, or by other agencies of the State of Florida, for use in responding to an emergency pending the assignment of such personnel, equipment, supplies, services and other resources to an emergency support function/mission. The documentation, payment, repayment, and reimbursement of all such costs shall be rendered in accordance with the Comprehensive Emergency Management Plan, and general accounting best practices procedures and protocols.

#### ARTICLE IV.

**Responsibilities of Requesting Parties.** To the extent practicable, all Requesting Parties seeking assistance under this Agreement shall provide the following information to the Division and the other Participating Parties. In providing such information, the Requesting Party may use Form B attached to this Agreement, and the completion of Form B by the Requesting Party shall be deemed sufficient to meet the requirements of this Article:

- A. A description of the damage sustained or threatened;
- B. An identification of the specific Emergency Support Function or Functions for which such assistance is needed;

C. A description of the specific type of assistance needed within each Emergency Support Function;

D. A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed;

E. A description of any public infrastructure for which assistance will be needed;

F. A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services, or other resources;

G. The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and

H. A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

#### **ARTICLE V.**

**Responsibilities of Assisting Parties.** Each Participating Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources and capabilities can render assistance. If a Participating Party which has received a request for assistance under this Agreement determines that it has the capacity to render some or all of such assistance, it shall provide the following information to the Requesting Party and shall transmit it without delay to the Requesting Party and the Division. In providing such information, the Assisting Party may use Form B attached to this Agreement, and the completion of Form B by the Assisting Party shall be deemed sufficient to meet the requirements of this Article:

A. A description of the personnel, equipment, supplies and services it has available, together with a description of the qualifications of any skilled personnel;

B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;



C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services at the date, time and place specified by the Requesting Party;

D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties; and

E. The names of all personnel whom the Assisting Party designates as Supervisors.

F. The estimated costs of the provision of assistance (use FEMA's Schedule of Equipment Rates spreadsheet attached to Form B.)

#### ARTICLE VI.

**Rendition of Assistance.** After the Assisting Party has delivered its personnel, equipment, supplies, services, or other resources to the place specified by the Requesting Party, the Requesting Party shall give specific assignments to the Supervisor(s) of the Assisting Party, who shall be responsible for directing the performance of these assignments. The Assisting Party shall have authority to direct the manner in which the assignments are performed. In the event of an emergency that affects the Assisting Party, all personnel, equipment, supplies, services and other resources of the Assisting Party shall be subject to recall by the Assisting Party upon not less than five (5) calendar days' notice or, if such notice is impracticable, as much notice as is practicable under the circumstances.

A. For operations at the scene of *catastrophic* and *major* disasters, the Assisting Party shall to the fullest extent practicable give its personnel and other resources sufficient equipment and supplies to make them self-sufficient for food, shelter, and operations unless the Requesting Party has specified the contrary. For *minor* disasters and other emergencies, the Requesting Party shall be responsible to provide food and shelter for the personnel of the Assisting Party unless the Requesting Party has specified the contrary. In its request for assistance the Requesting Party may specify that Assisting Parties send only self-sufficient personnel or self-sufficient resources.

B. Unless the Requesting Party has specified the contrary, it shall to the fullest extent practicable,

coordinate all communications between its personnel and those of any Assisting Parties, and shall determine all frequencies and other technical specifications for all communications and telecommunications equipment to be used.

C. Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation, and shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. If personnel of the Assisting Party hold local licenses or certifications limited to the county or municipality of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the support.

#### ARTICLE VII.

**Procedures for Reimbursement.** Unless the Division or the Assisting Party, as the case may be, state the contrary in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

A. In accordance with this Agreement, the Division shall pay the costs incurred by an Assisting Party in responding to a request that the Division initiates on its own, and not for another Requesting Party.

B. An Assisting Party shall bill the Division or other Requesting Party as soon as practicable, but not later than thirty (30) calendar days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Parties, the State Coordinating Officer may extend this deadline for cause.

C. If the Division or the Requesting Party protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than thirty (30) calendar days after the bill is received. Failure to protest any bill or billed item in writing within thirty (30) calendar days shall constitute agreement to the bill and the items on the bill and waive the right to contest the bill.

D. If the Division protests any bill or item on a bill from an Assisting Party, the Assisting Party shall have thirty (30) calendar days from the date of protest to present the bill or item to the original

Requesting Party for payment, subject to any protest by the Requesting Party.

E. If the Assisting Party cannot reach a mutual agreement with the Division or the Requesting Party to the settlement of any protested bill or billed item, the Division, the Assisting Party, or the Requesting Party may elect binding arbitration to determine its liability for the protested bill or billed item in accordance with Section F of this Article.

F. If the Division or a Participating Party elects binding arbitration, it may select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

G. The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Department, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties, and shall be final.

H. If the Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance. All requests to the Federal Emergency Management Agency (FEMA) for the reimbursement of costs incurred by any Participating Party shall be made by and through the Division.

I. If FEMA denies any request for reimbursement of costs which the Division has already advanced to an Assisting Party, the Assisting Party shall repay such costs to the Division, but the Division may waive such repayment for cause.

#### **ARTICLE VIII.**

**Costs Eligible for Reimbursement.** The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.

B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment Rates (attached to Form B), or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida Office of Management and Budget. Upon reasonable notice, the Assisting Party shall make its records available to the Division and the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

#### **ARTICLE IX.**

**Insurance.** Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

B. Any Participating Party that elects additional insurance affording liability coverage for any

activities that may be performed under the authority of this Agreement shall file with the Division a certificate issued by the insurer attesting to such coverage.

C. Any Participating Party that is self-insured with respect to any line or lines of insurance shall file with the Division copies of all resolutions in current effect reflecting its determination to act as a self-insurer.

D. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.

E. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties, and shall not be deemed to be the agent of any other Participating Party.

F. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

G. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

## **ARTICLE X.**

**General Requirements.** Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

A. To the extent that assistance under this Agreement is funded by State funds, the obligation of any statewide instrumentality of the State of Florida to reimburse any Assisting Party under this Agreement is contingent upon an annual appropriation by the Legislature.

B. All bills for reimbursement under this Agreement from State funds shall be submitted in detail sufficient for auditing purposes. To the extent that such bills represent costs incurred for travel, such bills shall be submitted in accordance with section 112.061, Florida Statutes, and any applicable

requirements for the reimbursement of state employees for travel costs.

C. All Participating Parties shall allow public access to all documents, papers, letters or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.

D. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.

E. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.

F. Any communication to the Division under this Agreement shall be sent to the Director, Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Any communication to any other Participating Party shall be sent to the official or officials specified by that Participating Party on Form C attached to this Agreement. For the purpose of this Section, any such communication may be sent by the U.S. Mail, e-mail, or by facsimile.

#### **ARTICLE XI.**

**Effect of Agreement.** Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, and responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the

Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.

D. Unless superseded by the execution of this Agreement in accordance with Section A of this Article, the Statewide Mutual Aid Agreement of 1994 shall terminate and cease to have legal existence after June 30, 2001.

E. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before that date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.

F. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division, and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with Section E of this Article.

## ARTICLE XII.

**Interpretation and Application of Agreement.** The interpretation and application of this Agreement shall be governed by the following conditions:

A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.

B. Time shall be of the essence of this Agreement, and of the performance of all conditions,



obligations, duties, responsibilities, and promises under it.

C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.

D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Party may be required to execute the Agreement with the adopted changes. Your continued or subsequent use of this Agreement following the posting of minor changes to this Agreement will mean you accept those changes.

E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

***NOTE: On February 26, 2018, this Agreement was modified by the Division of Emergency Management. This document replaces the August 20, 2007 edition of the Statewide Mutual Aid Agreement; however, any and all Agreements previously executed shall remain in full force and effect. Any local government, special district, or educational institution which has yet to execute this Agreement should use the February 26, 2018 edition for the purposes of becoming a signatory.***

IN WITNESS WHEREOF, the Participating Parties have duly executed this Agreement on the date specified below:

**FOR ADOPTION BY A COUNTY**

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

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

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ATTEST:  
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS  
OF \_\_\_\_\_ COUNTY,  
STATE OF FLORIDA

By: \_\_\_\_\_  
Deputy Clerk

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

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

Approved as to Form:

By: \_\_\_\_\_  
County Attorney

**FOR ADOPTION BY A CITY**

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

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

ATTEST:  
CITY CLERK

CITY OF \_\_\_\_\_  
STATE OF FLORIDA

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

Approved as to Form:

By: \_\_\_\_\_  
City Attorney

**FOR ADOPTION BY AN EDUCATIONAL DISTRICT**

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

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

\_\_\_\_\_  
SUWANNEE COUNTY SCHOOL DISTRICT,  
STATE OF FLORIDA

By: \_\_\_\_\_  
Jerry Taylor

By: \_\_\_\_\_  
Ted L. Roush

Title: Board Chairman

Title: Superintendent of Schools

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

Approved as to Form:

By: \_\_\_\_\_  
Attorney for District

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

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

**FOR ADOPTION BY A COMMUNITY COLLEGE OR STATE UNIVERSITY**

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director

ATTEST:

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
COMMUNITY COLLEGE, STATE OF FLORIDA

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
UNIVERSITY, STATE OF FLORIDA

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

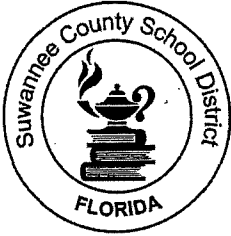
By: \_\_\_\_\_  
Chairman

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

Approved as to Form:

By: \_\_\_\_\_  
Attorney for Board

# 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/BB*  
**FROM:** *WB* Walter Boatright, Director of Human Resources  
**DATE:** June 11, 2018  
**RE:** Personnel Changes List for June 26, 2018 Regular Meeting

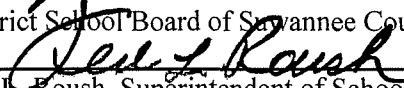
### RECOMMENDATION:

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**

**June 26, 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.

**RESIGNATION: INSTRUCTIONAL:**

Suwannee Middle School:

Melva Batts, Teacher, effective June 30, 2018

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

Suwannee Primary School:

Logan Register, Paraprofessional, effective June 6, 2018

**RECOMMENDATIONS 2017-2018 SCHOOL YEAR:**

**RECOMMENDATIONS: INSTRUCTIONAL:**

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Carla Blalock	10 <sup>th</sup> Grade Sponsor (split)	SHS
Kate Bromley	Instructional Leadership (ESE)	SHS
Tamara Burt	Instructional Leadership (Social Studies)	SHS
Tamara Burt	11 <sup>th</sup> Grade Sponsor (split)	SHS
Amy Hendry	Instructional Leadership (Reading)	SHS
Mandi Howard	Yearbook Sponsor	BES
Jay Jolicoeur	9 <sup>th</sup> Grade Sponsor	SHS
Audrey Marshall	10 <sup>th</sup> Grade Sponsor (split)	SHS
Audrey Marshall	Instructional Leadership (English)	SHS
Stephen Morgan	Instructional Leadership (Science)	SHS
Nancy Nielson	ESE Supplement	SVS
Melanie Roberts	Instructional Leadership (Vocational)	RTC
Abigail Rodriguez	12 <sup>th</sup> Grade Sponsor	SHS
Daniel Tillman	Varsity Baseball Asst. Coach	SHS
Kimberly Tuvell	Instructional Leadership (Math)	SHS
Morgan Williams	Band Supplement	SMS

**SUMMER TERM 2017-2018**

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**RECOMMENDATIONS: INSTRUCTIONAL:**

Branford High School:

Michele Roundtree, Teacher, Credit Recovery  
Stefani Santos, Teacher, HOPE Blended Course  
Abbey Warren, Teacher, Algebra 1 EOC

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

**Branford High School:**

Michele Lambert, Paraprofessional, Credit Recovery

**MISCELLANEOUS:**

**PART-TIME/HOURLY EMPLOYEES:**

**Suwannee Virtual School:**

Emily Blackmon

Andrew Chapman

Brooke Cox-Knowles

Carlos Diaz

Jean Eckhoff

Sarah Grillo

Angela Hester

Vanessa Menhennett

Sergio Rodriguez

Roger Sumner

Daniel Taylor

Kimberly Tuvell

Mirian Venero

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

**RECOMMENDATIONS FOR THE 2018-2019 SCHOOL YEAR:**

**RETIREMENT: INSTRUCTIONAL:**

**Suwannee High School:**

Myra M. Bell, Teacher, effective January 7, 2019

**RECOMMENDATIONS: INSTRUCTIONAL:**

**District-wide:**

Hannah Deas, Speech and Language Pathologist, effective August 3, 2018

REPLACES: Amber Russell

**RIVEROAK Technical College:**

Hildelita Warren, LPN/PCT Clinical Instructor, part-time hourly

REPLACES: New Position

**Suwannee Elementary School:**

Javonne Day, Teacher, effective August 3, 2018

REPLACES: Previously Unfilled Position

Jacqueline Glover, Teacher, effective August 3, 2018

REPLACES: Previously Unfilled Position

Amanda Hayes, Teacher, effective August 3, 2018

REPLACES: Melinda Ahrens

Casandra Yulee, Teacher, effective August 3, 2018

REPLACES: Previously Unfilled Position

**Suwannee High School:**

Barbara Barker, Teacher, effective August 3, 2018

REPLACES: Melissa Woodrum



Crystal Faulkner, Teacher, effective August 3, 2018  
REPLACES: Deborah Cathey  
Emma Suzanne Tillman, effective August 3, 2018  
REPLACES: Emily Blackmon

Suwannee Intermediate School:

Katrina Armstead, Teacher, effective August 3, 2018  
REPLACES: John Shivy  
James (Chip) Thomas, Teacher, effective August 3, 2018  
REPLACES: Christina Newhart

Suwannee Primary School:

Tammy Atkinson, Teacher, effective August 3, 2018  
REPLACES: Pamela Lovelace  
Erin Driggers, Teacher, effective August 3, 2018  
REPLACES: Cindy Crowell  
Holly Marsee, ESE Support Facilitator/Teacher, effective August 3, 2018  
REPLACES: Shannon Roberts  
Tammy Moffses, Teacher, effective August 3, 2018  
REPLACES: Lauren Jenkins  
Emily Murphy, Teacher, effective August 3, 2018  
REPLACES: Jennifer Gregory

**SUPPLEMENTARY:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Becky Skipper	Wellness Coordinator	District wide

**TRANSFERS/REASSIGNMENTS:**

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>
Traci Kirby	SIS/Teacher	BES/Teacher	8/03/2018
Becky Skipper	SHS/Teacher	SIS/Teacher	8/03/2018
Katrina Bius-Walker	Coordinator of Opportunity Schools	Coordinator of Student & Family Support	7/30/2018

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

Suwannee Middle School:  
Michael Meek, Teacher, May 10, 2018, for a total of 3.50 hours.

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

Suwannee Primary School:

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

Nicole Poole, Teacher, August 10, 2018 through October 15, 2018, without pay, with the option of returning sooner if released by the doctor.

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

Branford Elementary School:

Amoreena Miller, 8 hour Food Service Worker, effective August 8, 2018

REPLACES: Edith Underwood

Jason Sparkman, Custodian

REPLACES: Dave Guyton

District-wide:

Alyssa Jones, Occupational Therapy Assistant, effective August 3, 2018

REPLACES: Keith Jackson

RIVEROAK Technical College:

Marissa Lane, Paraprofessional/Child Care Worker, effective August 9, 2018

REPLACES: Ginny Crews

Suwannee High School:

Kristen Kirby, School Nurse, effective August 3, 2018

REPLACES: Kathy Sellgren

Suwannee Middle School:

Diane Chavez, 6 hour Food Service Worker, effective August 8, 2018

REPLACES: Rhonda Tillman

Transportation:

Eppie Brown, Bus Attendant, effective August 10, 2018

REPLACES: Kimberly Bennett

**CONTRACT RECOMMENDATIONS:**

**ANNUAL CONTRACTS:**

Suwannee High School:

Elisa Hall

Term

10

Suwannee Intermediate School:

Summer Bell

10

Amy Stratton

10

Suwannee Middle School:

Kevin Lewis

10

Michael Meek

10

**MISCELLANEOUS/ADMINISTRATIVE:**

**SCHOOL ADMINISTRATOR:**

TERM

RIVEROAK Technical College:

Mary Keen, Principal

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(correction from 5/22/18 agenda)

**MISCELLANEOUS/NON-INSTRUCTIONAL:**

The following contract and term status is granted as indicated below:  
Job title is 2018-2019 appointment and for placement on a salary schedule:

Name	Position	Contract	Term
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Information Technology Department:

*Donna Bass ( <i>correction from 5/22/18 agenda</i> )	Administrative Secretary	C	12
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\*Confidential employee

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