

SUWANNEE COUNTY SCHOOL BOARD
REORGANIZATION MEETING
November 19, 2019

AGENDA

Call to Order – 5:30 p.m.

Superintendent Presiding

1. Election of School Board Officers to serve through November 2020.

Chairman Presiding

2. Establishment of official meeting dates and times through November 2020.
3. Selection of one School Board member to serve as the Small School District Council Consortium (SSDCC) School Board Designee for our District.

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
November 19, 2019

AGENDA

Call to Order – 5:55 p.m.

1. Final review of additions and revisions to the Suwannee County School Board Policy Manual as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)
 - #3.05 Administrative Organization (*Revisions*)
 - #3.06 Safe and Secure Schools (*Revisions*)
 - #4.01 Student Progression Plan (*Revisions*)
 - #4.025 Academic and Career Planning (*Revisions*)

- #5.05 Requirements for Original Entry (*Revisions*)
- #5.13 Zero Tolerance for School-Related Crimes (*Revisions*)
- #5.40 Children of Military Families (*New*)
- #5.101 Bullying and Harassment (*Revisions*)
- #6.19 Certification of Administrative and Instructional Personnel (*Revisions*)

2. Final review of additions and revisions to the Suwannee County School District Elementary and Secondary Student Progression Plans for 2019-2020. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
November 19, 2019

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee High School

Special Recognition by the Superintendent:

- **Florida School Boards Association (FSBA)**
School Board Member Tim Alcorn – Recognition as an *FSBA Certified Board Member*
- **Branford High School**
Evan Procko – Selected as University of South Florida's *Arts4All Florida Student of the Month* for October 2019
- **Suwannee Middle School**
Kiersten Eplin – Competed and represented the District at *Art in the Capitol Competition* in Tallahassee

- **Transportation Department**

Jimmy “Shorty” Cannon – Bus Safety Awareness Recognition for His Students

- **Suwannee Elementary School**

Designated as a *School of Excellence* by the Florida State Board of Education

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. 8-25)

October 8, 2019 - Workshop Session
 - Special Meeting
 - Expulsion Issues Hearing (Private)

October 22, 2019 - Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for October 2019.

3. The Superintendent presents the following bills for the period October 1-31, 2019:

General Checking Account

General Fund 1000	\$ 1,144,947.13
LCIF Fund 3200	240,312.03
Spec Act Revenue Bond 3210	38,043.14
Food Service Fund 4100	251,104.09
Federal Fund 4200	<u>228,994.57</u>
	\$ 1,903,400.96

Payroll Checking Account

General Fund 1000	\$ 3,113,101.25
Food Service Fund 4100	146,609.17
Federal Fund 4200	<u>328,631.13</u>
	\$ 3,588,341.55

Total \$ 5,491,742.51

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2019-2020:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-4	III-4	IV-4 (Federal)
		IV-4 (Food Service)

5. The Superintendent recommends approval of the following contracts/agreements for the 2019-2020 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2020-80	Clinical Education Agreement between NF Suwannee, LLC d/b/a Suwannee Health and Rehabilitation Center, Live Oak, Florida and the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs (<i>Renewal</i>) (pgs. 26-33)
#2020-81	Contract between School District of Suwannee County, Florida, and Florida Sheriffs Youth Ranches, Inc. (<i>Revised/Renewal</i>) (pgs. 34-58)

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

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS (New Softball Field)	Cash Donation (\$1,000)	Betz Mechanical Insulation, Inc.
	Cash Donation (\$1,000)	Big Wood BBQ and Grill
	Cash Donation (\$1,000)	James F. Waters III PA/Jacksonville
	Cash Donation (\$1,000)	Ogles Roofing and Construction

(Note: All cash donations listed above are for the SMS New Softball Field Construction Project.)

7. The Superintendent presents for informational purposes out-of-state travel for the following employee:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
Jennifer Byrd	SMS	06/15-17/2020	CTE Professional Development	Grapevine, TX

(Note: Travel will be paid with CTE funds.)

8. The Superintendent recommends approval of the following student transfers for the 2019-2020 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Cayden	Blevins	Suwannee	Hamilton	4
Caleb	Hadley	Suwannee	Hamilton	9

9. Human Resources Transactions (pgs. 59-65)

REGULAR AGENDA

1. The Superintendent recommends approval to request Gallagher Benefit Services to investigate and request price quotes in order for the Suwannee County School District to consider having a self-insured medical health insurance program as compared to remaining a fully insured program. (Note: This recommendation was made by a unanimous vote of the Fringe Benefits Committee of all who responded.)
2. The Superintendent recommends approval of the following individuals to serve on the Suwannee County School District Collective Bargaining/Negotiating Team for 2019-2020:
 - Vickie DePratter, Chief Negotiator
 - Thomas Hunter Abercrombie
 - Marsha Brown
 - Malcolm Hines
 - Austin Richmond
 - Josh Williams
3. The Superintendent recommends approval to award the following bid:

#20-208 Pine Straw Harvesting to Preferred Pine Straw, Inc. for the
 Branford High School Forestry Tract
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.)

#3.05 Administrative Organization (*Revisions*)
#3.06 Safe and Secure Schools (*Revisions*)
#4.01 Student Progression Plan (*Revisions*)
#4.025 Academic and Career Planning (*Revisions*)
#5.05 Requirements for Original Entry (*Revisions*)

- #5.13 Zero Tolerance for School-Related Crimes (*Revisions*)
 - #5.40 Children of Military Families (*New*)
 - #5.101 Bullying and Harassment (*Revisions*)
 - #6.19 Certification of Administrative and Instructional Personnel (*Revisions*)
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- 5. The Superintendent recommends approval of additions and revisions to the Suwannee County School District Elementary and Secondary Student Progression Plans for 2019-2020. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)
 - 6. The Superintendent recommends approval of the RIVEROAK Technical College Strategic Plan for July 2019 – June 2024. (**pgs. 66-74**)
 - 7. The Superintendent recommends approval of the following personnel item for the 2019-2020 school year:
 - a. Job Description #110 – Assistant Director of Information Technology (*Revised*) (**pgs. 75-78**)
 - 8. Legal Counsel's Report
 - 9. Comments from Student Ambassadors
 - 10. Superintendent's Report
 - 11. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
October 8, 2019

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 Ed daSilva, Tim Alcorn, Catherine Cason (arrived at 9:03 a.m.), Jerry Taylor (arrived at 9:21 a.m.), and Ronald White (arrived at 9:07 a.m.), along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. Attorney Dave Marsey, with Rumberger, Kirk & Caldwell P.A., sat in for School Board Attorney Leonard Dietzen who was absent.

Administrators and others present: Hunter Abercrombie (arrived at 12:51 p.m.), Jennifer Barrs, Walter Boatright (arrived at 1:12 p.m.), Amy Boggus (arrived at 9:09 a.m.), Tammy Boggus (arrived at 12:51 p.m.), Bill Brothers, Mark Carver, Lisa Dorris, Janene Fitzpatrick, Ronnie Gray (arrived at 12:51 p.m.), Angel Hill, Malcolm Hines (arrived at 9:10 a.m.), Terry Huddleston, Teri Jones (arrived at 10:00 a.m.), Debbie Land, Dee Dee McManaway (arrived at 9:11 a.m.), Kecia Robinson, Marsha Tedder (arrived at 9:33 a.m.), Julie Ulmer (arrived at 10:07 a.m.), Kelly Waters, Jimmy Wilkerson, Josh Williams, and Laura Williams. Dave Stephens, with FSBIT; and Tyson Johnson, and representatives with Arthur J. Gallagher & Company, were also present.

Chairman daSilva called the meeting to order at 9:02 a.m., and led the pledge.

School Configuration..... Janene Fitzpatrick

Mrs. Fitzpatrick provided a PowerPoint presentation regarding an update on school configuration. Mrs. Fitzpatrick asked for suggestions from Board members regarding naming of the Live Oak themed elementary schools.

Mr. Hines distributed and reviewed handouts regarding School Choice Timeline, School Choice Program Application, and School Choice Enrollment Plan.

Alternative Health Care Options Ted Roush/Arthur J. Gallagher
and Company

Tyson Johnson, with Arthur J. Gallagher and Company, provided a PowerPoint presentation titled *The Path Forward* regarding alternative health care options to help with increased health care premiums. Glen Volk, with Arthur J. Gallagher and Company, continued with the PowerPoint presentation regarding self-insured versus fully insured.

Mr. Roush stated that if we determine to go self-insured, it is a long-term commitment.

Mr. Johnson continued with the presentation, comparing information that was presented in the last couple workshops (i.e., reference-based pricing) versus Gallagher.

Mr. Roush stated that the Fringe Benefits Committee would be meeting in the near future and an update will be provided at a future Board meeting. Also, due to the Alternative Health Care Options presentation running over, the FSSAT presentation will be discussed in Executive Session.

The workshop recessed at 12:02 p.m. and resumed at 12:51 p.m.

Assistant Superintendent of Administration Bill Brothers
Department Update

- Dress Code
- Policies (pgs. 2-42)

Mr. Brothers distributed a copy of page 13 from the 2019-2020 Student Conduct and Discipline Code Handbook. At the Board's request, the issue regarding rips, holes, or tears in jeans was being brought back for further discussion. Mr. Alcorn stated that we need to adhere to Item 4.c. as it is stated in the handbook with no rips, holes, or tears in jeans being allowed, which includes even those jeans with material patches on inside of jeans/pants. Mr. Taylor and Mr. daSilva concurred with Mr. Alcorn.

Mr. Brothers provided updates on revisions and additions to the following policies:

- #3.05 Administrative Organization (*Revisions*)
- #3.06 Safe and Secure Schools (*Revisions*)
- #4.01 Student Progression Plan (*Revisions*)
- #4.025 Academic and Career Planning (*Revisions*)
- #5.05 Requirements for Original Entry (*Revisions*)
- #5.13 Zero Tolerance for School-Related Crimes (*Revisions*)
- #5.40 Children of Military Families (*New*)
- #5.101 Bullying and Harassment (*Revisions*)
- #6.19 Certification of Administrative and Instructional Personnel (*Revisions*)

Miscellaneous

Hunter Abercrombie asked for clarification whether the “no holes” would be implemented immediately or at a certain date in the future. Board members asked Mr. Abercrombie his opinion on the matter, and he responded that it would be better to begin after Christmas break. Mr. Gray and Mrs. Williams felt after Christmas break would also be better, but to have an official letter come from the Superintendent/School Board notifying parents of adherence to the policy. Mr. Roush said that a time certain date of adherence would be determined and that Board members and administrators would be informed of the decision.

Assistant Superintendent of Instruction Janene Fitzpatrick
Department Update

- Student Progression Plans for 2019-2020

Mrs. Barrs distributed and reviewed handouts regarding additions and revisions to the 2019-2020 Elementary and Secondary Student Progression Plans.

Transportation Department Update Jimmy Wilkerson

Mr. Wilkerson provided an update for the Transportation Department.

Human Resources Department Update Walter Boatright

- Job Descriptions (**pgs. 43-50**)

Mr. Boatright provided information on the following job descriptions:

- Job Description #73 School Security Guard (*Revisions*)
- Job Description #139 Administrative Support Specialist-Food Service/Federal Programs (*Revisions*)

Superintendent Update Ted Roush

- Currently working on hiring an Assistant Director of Information Technology (IT); Board would need to unfreeze the position; post and hire internally; then after position(s) are filled within the IT Department, the position that is left would be frozen; therefore, there would be no increase in positions. Mr. Williams shared background information when the Assistant Director of IT position was frozen, and that we currently have the need to unfreeze the position and re-hire. Consensus of the Board was to proceed with bringing forward the recommendation for Board action.
- Mr. Carver distributed a handout regarding the old Carroll property that is adjacent to Suwannee Middle School (SMS). The county now owns the property, and has expressed interest in being receptive to a joint venture in allowing the School District access in developing a section of the land as a possible additional exit road out of SMS. This would develop a one-way flow of traffic, and would help with the traffic issue at the SMS entrance. Consensus of the Board was to proceed with the County on this project.
- Meeting held recently with Mr. Brothers, band directors, and Superintendent regarding the band programs at Suwannee Middle, Suwannee High, and Branford High Schools pertaining to current inventory and condition of instruments. It was suggested that dollars would be rotated among the three schools for purchase of band instruments. We now have LCIF dollars that can be used for this—need to look at how the dollars can be distributed evenly to address each band programs' needs. Consensus of the Board was to proceed as presented.
- The Florida Education Association (FEA) will be in our area on its tour on October 29, 2019. Will confirm the exact schools they will be visiting.

Miscellaneous

- Mr. Taylor recognized Mr. Alcorn for receiving his Certified Board Member distinction.
- Mr. Alcorn questioned Mr. Hines regarding the status of the District's emergency drills; Mr. Hines responded that the drills are going good.
- Mr. Roush thanked the Board for listening to the last several months of presentations regarding alternative health care options. The reality of the fact is that some of our folks have to pay \$1,100 per month for health insurance (after Board contribution), and there has to be a better option for our employees. Looking forward to working with the Fringe Benefits Committee to find an option that will help our employees.

The workshop adjourned at 3:10 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
October 8, 2019

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 Ed daSilva, Tim Alcorn, Catherine Cason, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. Attorney Dave Marsey, with Rumberger, Kirk & Caldwell P.A., sat in for School Board Attorney Leonard Dietzen who was absent.

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

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

1. MOTION by Mr. White, second by Mr. Alcorn, for approval to advertise additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2019-2020. (Copies are available for review in the office of the Assistant Superintendent of Instruction.) MOTION CARRIED UNANIMOUSLY
2. The following contracts/agreements for the 2019-2020 school year:
(RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

MOTION by Mr. Taylor, second by Ms. Cason, for approval of Contract #2020-65 as follows:

#2020-65	Memorandum of Understanding between Florida Virtual School and Suwannee County School Board for all students within the Virtual Learning Lab (<i>Renewal/Revised</i>) (pgs. 2-23)
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MOTION CARRIED UNANIMOUSLY

MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of Contract #2020-66 as follows:

#2020-66 Memorandum of Understanding between Florida Virtual School and Suwannee County School Board for all students within the Blended Learning Community (*Renewal/Revised*) (pgs. 24-46)

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following personnel items:

- a. Job Description #139 –Administrative Support Specialist-Food Service/Federal Programs (*Revised*) (pgs. 47-51)
- b. Revise *Salary Schedule Confidential Employees 2019-2020 Secretarial and Other Personnel* to reflect compensation for the Administrative Support Specialist/Federal Programs position from Line 1 to Line 1A (pg. 52)

MOTION CARRIED UNANIMOUSLY

Action On The Agenda Addendum

#1. MOTION by Mr. Taylor, second by Ms. Cason, for approval Human Resources Transactions Addendum (pgs. A2-A3) MOTION CARRIED UNANIMOUSLY

RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:

RECOMMENDATION: INSTRUCTIONAL:

Suwannee Opportunity School:

Jeremy Griswold, Teacher, effective October 8, 2019

REPLACES: Francis (BJ) Cohen

OUT-OF-FIELD:

Approval for the following to teach out-of-field for the first semester of the 2019-2020 school term:

SCHOOL
SOS

NAME
Jeremy Griswold

OUT OF FIELD SUBJECTS
PE, Math, English, Science, Health

**End of Addendum
2019-2020
School Year**

End of Agenda Addendum

The meeting adjourned at 3:30 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
October 22, 2019

MINUTES

The Suwannee County School Board met in Regular Session on this date at Branford High School Auditorium, 405 NE Reynolds, Branford, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason, Jerry Taylor, 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 Brad Minx and Student Ambassador Barrett Young were present.

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

Student remarks and pledge to the flag by Branford High School Art Club student organization.

Special Recognition by the Superintendent:

- **Branford High School**
 - Cash Blalock - Perfect Score on 2019 Spring FSA
 - Lachelle Sikes – Awarded the *Meldon Law Scholar Athlete of the Week* by WCJB-TV 20

Mr. Roush recognized Branford High School (BHS) for achieving an “A” school grade and presented Mr. Huddleston, on behalf of BHS, with a banner acknowledging the achievement.

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

- There were none.

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

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

Mr. White pulled Items #2, #3, and #4 from the Consent Agenda for separate action. He stated that this was due to him voting against the 2019-2020 budget.

Motion by Mr. Alcorn, second by Mr. Taylor, for approval of Items #2, #3, and #4 on the Consent Agenda. MOTION CARRIED four to one; Mr. White voted NO.

MOTION CARRIED UNANIMOUSLY for approval of the remainder 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. Approval of the following Minutes: (pgs. 6-31)

- | | |
|--------------------|--|
| September 5, 2019 | - Public Hearing (<i>Adopt final Millage Rates and final Budget for 2019-2020</i>) (NOTE: Minutes already Board approved at the September 10, 2019, Special Meeting, due to Department of Revenue requirements for TRIM compliance.) |
| September 10, 2019 | - Workshop Session |
| | - Special Meeting |
| | - Expulsion Issues Hearing (Private) |
| September 24, 2019 | - Regular Meeting |

2. Approval of the monthly financial statement for September 2019.

3. The following bills for the period September 1-30, 2019:

General Checking Account

General Fund 1000	\$ 1,111,429.74
Special Act Bonds 2200	13,706.01
LCIF Fund 3200	45,040.52
Spec Act Revenue Bond 3210	26,570.89
Other Capital Proj 3210	3,115.07
Food Service Fund 4100	142,921.49
Federal Fund 4200	<u>95,586.52</u>
	\$ 1,438,370.24

Payroll Checking Account

General Fund 1000	\$ 3,102,796.52
Food Service Fund 4100	143,634.70
Federal Fund 4200	<u>357,214.64</u>
	\$ 3,603,645.86

Total \$ 5,042,016.10

4. Approval of the following budget amendments for fiscal year 2019-2020:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-3	III-3	IV-3 (Federal)
		IV-3 (Food Service)

5. Approval for disposal of property as per the attached Property Disposition Form dated October 22, 2019. (pg. 32)
6. Approval to accept the following donated item:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS (Football Pgm.)	Cash Donation (\$1,000)	James F. Waters III PA/Jacksonville

7. Approval of the following student transfers for the 2019-2020 school year.
Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Victoria	Diaz	Suwannee	Lafayette	PK
Annabelle	Stokes	Suwannee	Hamilton	1
Claudia	Tur Delgado	Suwannee	Lafayette	9
Cayden	VanEtten	Suwannee	Lafayette	8
Caylyn	VanEtten	Suwannee	Lafayette	4

8. Approval to change the November Regular Board Meeting and Reorganization Meeting from November 26, 2019, to November 19, 2019.
9. Approval to change the December Regular Board Meeting from December 24, 2019, to December 17, 2019.
10. Human Resources Transactions (pgs. 33-37)

RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:

RESIGNATIONS: INSTRUCTIONAL:

Suwannee High School:

Megan E. Roush, Allied Health Instructor, effective November 11, 2019

Suwannee Opportunity School:

Francis (BJ) Cohen, Teacher, effective September 27, 2019

RETIREMENT: INSTRUCTIONAL:

Branford High School:

Daniel N. Taylor, Teacher, effective June 1, 2020

RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Finance Department:

Tammy S. Beauchamp, Accounts Payable Specialist, effective October 17, 2019

Food Service:

Lisa Fortner, 8 hour Food Service Worker, effective September 30, 2019

RIVEROAK Technical College:

Sherry B. Peppers, Financial Aid Specialist, effective September 27, 2019

Suwannee Middle School:

Jacob Fletcher, Custodian, effective September 27, 2019

RETIREMENT: NON-INSTRUCTIONAL/SCHOOL RELATED:

Transportation:

Gary Colvin, Vehicle Maintenance Manager, effective November 1, 2019

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee Intermediate School:

Debra Singletary, Guidance Counselor, effective September 11, 2019

REPLACES: Kim Cohen

Suwannee Opportunity School:

Jeremy Griswold, Teacher, effective October 8, 2019

REPLACES: Francis "BJ" Cohen

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Suwannee High School:

Lillian Henderson, Teacher, tentatively, October 18, 2019 through December 2, 2019, with the option of returning sooner if released by the doctor.

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

RIVEROAK Technical College:

Laura Hernandez, Financial Aid Specialist, October 3, 2019

REPLACES: Sherry Peppers

Suwannee Intermediate School:

Susana Beltres, ELL Paraprofessional, Temporary Grant Funded, effective October 2, 2019

REPLACES: New Position

Suwannee Middle School:

Leslie Ramsey, ELL Paraprofessional, Temporary Grant Funded, effective October 2, 2019

REPLACES: New Position

Transportation:

Stacy Futch, Transportation Maintenance Manager, effective November 1, 2019

REPLACES: Gary Colvin

TRANSFER/REASSIGNMENT:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Leigh Fernald	District Office/Admin Support Specialist-Federal Programs	Finance/Accounts Payable Specialist	10/17/2019	Tammy Beauchamp

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Brandy Allen	Planning Period	SOS
Frank Allen	Planning Period	SOS
Justin Bruce	Planning Period	SOS
Erin Clark	Planning Period	BHS
Jeremy Griswold	Planning Period	SOS
Cindi Hiers	Planning Period	SOS
Cristina Herrington	Planning Period	SMS
Mary Johnson	Planning Period	SOS
Elizabeth Simpson	Planning Period	SOS

PART-TIME/HOURLY EMPLOYEE:

Approval for the following employee for the first term 2019-2020

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEE

July 1, 2019-December 31, 2019:

COMMUNITY EDUCATION (Pending class enrollment)

Paz Kent Dietary Management Review Class

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Suwannee Middle School:

Goldie Fralick, Nurse, tentatively may use up to 6 weeks as needed.

(Revised from the 9/24/19 Human Resource Transactions, employee only had 6 weeks FMLA remaining)

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

District Office:

Rosa Perez, Custodian, September 23, 2019 and September 24, 2019, for a total of 11.50 hours.

MISCELLANEOUS:

District Wide/21st Century:

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

Tara Smith

SUSPENSION:

Suwannee Opportunity School:

Ronald Tucker, Paraprofessional, effective October 4, 2019 and October 7, 2019, without pay.

STUDENT WORKERS:

Susana Neria-Maya, RIVEROAK Technical College/Early Childhood Education/My Play School

Brookelyn Sutton, RIVEROAK Technical College/Early Childhood Education/My Play School

SUBSTITUTES:

The following to serve as Substitute Bus Attendants:

Izabella Munsell

Randy Shefbuch

VOLUNTEERS:

Aucia Acosta
Sevevadell Allen
Stacy Allen
James Ballentine
Kelly Ballentine
Jennifer Bass
Sharon Bass
Christina Blanco
Felicia Blow
Richard Bobbitt
Savannah Boone
Kayla Braswell
Britni Brooks
Paul Buchanan
Stephenie Busch
Karen Bush

Lauren Byrd
Whitney Campbell
Allison Caparelli
Ernie Caparelli
Jamilah Cherry
Samuel Chouinard
Miranda Clayton
Pamela Corbin
Elizabeth Cranford
Rebecca Douglas
JoAnn Dunmoyer
Robert Feeney
Staci Feeney
Angela Fennell
Leah Fillyaw
Karen Fraley

Cassandra Freeman
Peggy Frye
Michael Fusco
Elida Garcia
Gerard Gardner
Robert Gerlach
Mark Glover
Dylan Harrelson
Alexis Hernandez
Dana Hill
Raymond Hodge
Darbi Holtzclaw
Shriley Jenkins
Tommy Jenkins
Heymi Jimenez
Sandra Jimenez

Karen Kelly
Gary Key
Barbara Knapp
Donna Koon
William Koon
Kyle Lacosse
Mallory Lacosse
Denise Lee Combs
Donna Jean Leslie
Jenny Lloyd
Marilyn Loges
Mary Lyras
Suzette Maddox
Grace Maples
John Martz
Wilma Matthews
Scarlett Mobley
Elsa Mondragon
Gloria Moreno
Maria Moreno
Douglas Mullen
Kristi Mullen
Lindsey Nettles
Tyson Nettles
Travis Norton
Katee O'Quinn
Matthew Pennington
Megan Pinkerton
Emilee Rains
Linda Ray
Arthur Reigel
Cara Richmond
Anne Rissman
Jennifer Rizo Cordera
Catherine Rogers
Megan Roush
Alexis Rucker
Lahegry Sanchez
Stephanie Sanchez
Anna Schubarth
Mary Sellgren
Amy Shearer
Daniel Shepard
Jeremian Smith
Allison Spitzer
Caroline Suggs

Lauren Suggs
Christopher Taylor
Robert Torres
Ashley Turner
Denisia Vann
Lynda Vann
Candyce Vickers
Terry (TJ) Vickers
Jennifer Vincent
Eleni Wachter
Jamie Wachter
Courtney Walker
Hansen Ward
Nicole Washington
Anetha Whitaker
Delores White
LaToria Williams
Paul Williams
Terrence Williams
Buffie Wingate
Wendy Wynn
Lori Zipperer

End of List
2019-2020
School Year

REGULAR AGENDA

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

- #3.05 Administrative Organization (*Revisions*) (pgs. 38-39)
- #3.06 Safe and Secure Schools (*Revisions*) (pgs. 40-46)
- #4.01 Student Progression Plan (*Revisions*) (pg. 47)
- #4.025 Academic and Career Planning (*Revisions*) (pgs. 48-50)
- #5.05 Requirements for Original Entry (*Revisions*) (pgs. 51-52)
- #5.13 Zero Tolerance for School-Related Crimes (*Revisions*) (pgs. 53-58)
- #5.40 Children of Military Families (*New*) (pg. 59)
- #5.101 Bullying and Harassment (*Revisions*) (pgs. 60-76)
- #6.19 Certification of Administrative and Instructional Personnel (*Revisions*) (pgs. 77-78)

MOTION CARRIED UNANIMOUSLY

2. MOTION by Ms. Cason, second by Mr. White, for approval of the following contract/agreement for the 2019-2020 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

- #2020-79 Memorandum of Agreement between the University of South Florida and the Suwannee County School District, Florida for the Youth Mental Health Awareness and Training (YMHA) Project (*New*) (pgs. 79-83)

MOTION CARRIED UNANIMOUSLY

3. The following personnel items for the 2019-2020 school year:

MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of the following personnel item:

- a. Job Description #73 – School Security Guard (*Revised*) (pgs. 84-85)

MOTION CARRIED UNANIMOUSLY

MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following personnel item:

- b. Unfreeze the Assistant Director of Information Technology position, which was previously frozen by the Board on May 22, 2012 (NOTE: The actual frozen date was to be when the current Assistant Director of Information Technology vacated the position, which occurred on August 2, 2012.) JT/CC/ motion carried four to one; mr white voted NO

Mr. White questioned unfreezing the position and freezing another position; he asked if a supplement could be given instead of unfreezing. Mr. Roush responded that we do not have supplements for assistant director positions in any of our other departments. Mr. White suggested that the assistant directors start stepping up to the plate; they need to attend Board meetings and workshops and start answering questions. Mr. Roush stated that typically the assistant directors remain in their respective departments, filling in for the director while that person is attending the Board workshops and meetings. Mr. Taylor stated he has advocated for years to have a true assistant director in the IT Department for backup purposes, if needed. Mr. Alcorn and Ms. Cason stated we have to trust the directors and assistant directors to do their jobs.

MOTION CARRIED four to one; Mr. White voted NO.

4. Legal Counsel's Report – No matters to report.

Action on the Agenda Addendum

- #1. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the Florida Safe Schools Assessment Tool (FSSAT) for 2019-2020. (A copy is available in the office of the Director of School Safety and Other Administrative Services.) MOTION CARRIED UNANIMOUSLY

End of the Agenda Addendum

5. Comments from Student Ambassadors

- Barrett Young thanked the Board members and Superintendent for their support of the naming of the Willie Veal Land Lab ceremony held this afternoon.

6. Superintendent's Report

- Thank Mr. Huddleston and the Branford High School (BHS) faculty and staff for hosting the Master Board Training Session earlier today; and for the ceremony of naming the Willie Veal Land Lab.
- October is National Principal's Appreciation Month; he recognized those principals in attendance and thanked all of our principals for their hard work and dedication.
- Congratulations to Branford Elementary School (BES) for the largest change in proficiency for i-Ready Math scores across the country.

7. Issues and concerns Board members may wish to discuss

- Board members commended Mr. Willie Veal for his dedication to our students and our District. They were appreciative of the ceremony held earlier in the afternoon to officially name the Willie Veal Land Lab at BHS. They also commended BES for its achievement on i-Ready Math.
- Mr. White thanked the BHS art students for their artwork on display at the meeting. He congratulated the BHS girls' volleyball team for going to district competition.
- Mr. Taylor, along with Mrs. DePratter shared information from the recent FSBIT meeting they attended.
- Mr. Alcorn shared positive comments he received on one of our crossing guards. He commended the talent of our BHS students for their artwork display.
- Mr. daSilva thanked BHS for its hospitality for hosting tonight's meeting and for its achievement in being an "A" school. He stated that the Fringe Benefits Committee will be bringing a recommendation regarding health insurance in the near future.

The meeting adjourned at 6:56 p.m.

AN AGREEMENT

Between

SUWANNEE COUNTY SCHOOL BOARD

and

**NF Suwannee, LLC d/b/a SUWANNEE HEALTH AND REHABILITATION CENTER
Live Oak, Florida**

This Agreement begins on November 1, 2019, between the Suwannee County School Board (SCSB) and NF Suwannee, LLC, d/b/a, Suwannee Health and Rehabilitation Center, Live Oak, Florida (Healthcare Agency).

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

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

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

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

I. GENERAL CONDITIONS

1. The Healthcare Agency and the SCSB expressly agree that all faculty and students under the program shall remain agents or students of the RTC. The RTC agrees that it will never act or represent it is acting as an agent of the Healthcare Agency or incur any obligations on the part of the Healthcare Agency without first obtaining the express written authority of the Administrator. The Healthcare Agency agrees that it will not be responsible for any salaries, taxes, or insurance of the RTC faculty, agents, or students.
2. The Healthcare Agency and RTC concur that this agreement may be cancelled at any time by either party hereto, with or without cause upon 30 days written notice to the other party.
3. The Healthcare Agency and RTC concur that this agreement shall continue in effect for the period of one year beginning November 1, 2019 through November 1, 2020; and shall be renewed from year to year unless otherwise notified in writing as in paragraph #2 above.

4. No alteration, modification, or variation of the terms of this agreement shall be valid unless made in writing and signed by both of the parties hereto.
5. The Healthcare Agency and the RTC agree that executed copies of this agreement shall be placed on file with the Administrator of the Healthcare Agency and the Director of the RTC.
6. The SCSB agrees to require the student to maintain professional liability insurance with single limit liability coverage of not less than \$1,000,000.00/\$3,000,000.00.
7. The SCSB agrees to provide a certificate of liability insurance for the faculty members in the performance of their duties and responsibilities at the Healthcare Agency.
8. The SCSB holds the Healthcare Agency harmless from any acts of negligence of the instructors and students while in the Healthcare Agency facility within the scope of the Patient Care Technician and Practical Nurse Education programs.

II. THE HEALTHCARE AGENCY'S RESPONSIBILITY

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

III. THE RTC'S RESPONSIBILITY

1. The operation of programs will comply with established policies and practices of the Healthcare Agency, including all applicable legislation and regulations.

2. Ascribes to equal access/equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap, or marital status. To assign students and faculty to the Healthcare Agency based on this statement.
3. To maintain standards of the programs as recommended and prescribed by all governing bodies and accrediting agencies regulating the programs.
4. To comply with and require, if necessary, physical examination, chest x-rays, and certain immunizations as deemed necessary by the Healthcare Agency or other such authority relative to the programs prior to entrance upon premises under the programs.
5. To employ qualified employees in the programs as administrators and instructors. The RTC agrees to the responsibility of interpreting the objectives of the programs to the students, consulting with administrative personnel of the Healthcare Agency in advance about use of the various facilities, and conferring with appropriate members of the Healthcare Agency staff in selecting patients to provide the learning experiences desired for students.
6. To be responsible for the educational supervision of students in the program.
7. The Healthcare Agency may, at any time, direct withdrawal of any faculty or student from the institution facilities or premises whose conduct or performance is not in accord with the standards of the RTC and its programs, or is unprofessional and detrimental to the Healthcare Agency. This request for withdrawal shall be made to the appropriate school administrator. The RTC agrees that it will maintain the requisite degree of discipline among its students and faculty, giving full consideration to the Healthcare Agency's standard of conduct and performance.
8. Maintain individual records of classes, student activities, and competencies.
9. Maintain strict confidentiality regarding all patient-centered information.
10. Prepare any rotational plans for services to be used for experience and to secure the approval of this plan from the Healthcare Agency prior to the commencing of the educational program under the agreement. Substantive changes in the program will not be effective until such time as they shall be approved by the Healthcare Agency.
-Please see attached Rider 1 to be incorporated herein.

IV. HIPAA REQUIREMENTS

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

Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement.

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

V. LIABILITY OF PARTIES

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

VI. INDEMNIFICATION

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

VII. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes (2018) see EXHIBIT A which is incorporated by reference herein.

VIII. GOVERNING LAW AND VENUE

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

IX. RELEASE OF STUDENT RECORDS

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

SCSB 2020-80 (RENEWAL)

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

SUWANNEE COUNTY SCHOOL BOARD

Live Oak, Florida

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

BY: _____ DATE: _____
Chairman
Suwannee County School Board

"Approved as to Form and Sufficiency

BY _____

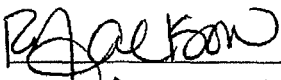
Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

NF Suwannee, LLC d/b/a, SUWANNEE HEALTH AND REHABILITATION CENTER

Live Oak, Florida

BY:  DATE: 10/11/19
TITLE: Administrator

Mail notices to:
President
Gulf Coast Health Care, LLC
40 Palafax Place, Suite 400
Pensacola, FL 32502

Suwannee County School Board Approved on _____.

EXHIBIT A

**Public Records Law Requirements
under Chapter 119.0701, Florida Statutes (2018)**

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 (2018), 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 (2018), 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 (2018).

Rider 1 to

Affiliation Agreement (hereinafter, the "Agreement") between NF Suwannee, LLC d/b/a, Suwannee Health and Rehabilitation Center (hereinafter "Healthcare Agency") and Suwannee County School Board (hereinafter "SCSB")

1. Resident Acknowledgement. SCSB shall instruct students that they may only provide services to residents who acknowledge that a student is providing them services. Students and the instructors at the Healthcare Agency must specifically advise a resident that a student will be providing services and the resident must agree to such services before the student may provide the services.
2. Excluded Provider. SCSB represents and warrants to the Healthcare Agency that to the best of its knowledge any and all students have never been convicted of: (A) any offense related to the delivery of an item or service under Medicare, Medicaid, any private health care benefit program; (B) a criminal offense relating to neglect or abuse in connection with the delivery of a health care item or service; (C) fraud, theft, embezzlement, or other financial misconduct in the connection with the delivery of a health care item or service; (D) obstructing an investigation or any crime referred to in (A) or (C) above; and/or (E) unlawful manufacturing, distributing, prescribing, or dispensing of a controlled substance.
3. Background Checks. To represent to Healthcare Agency that it has performed a reasonable and prudent employment interview and background investigation of all students, including but not limited to requiring that each student disclose any conviction, whether criminal or any other offense, in their initial application to provide services in a clinical rotation at Healthcare Agency. Said investigation has been performed for the purpose of disclosing any criminal convictions or convictions of other offenses which would preclude their providing services in a health care setting, the results of said background checks shall be made available to Healthcare Agency.
4. Laws, Rule, Regulations and Policies. SCSB shall direct, instruct and assume responsibility for ensuring that all students are to perform tasks at Healthcare Agency in accordance with all applicable federal, state and local laws, rules and regulations, including but not limited to any and all Medicare or Medicaid requirements or conditions for participation and to observe and comply with all oral and/or written rules, regulations, by-laws and policies of Healthcare Agency as it may adopt from time to time.
5. Emergency Medical Care and Infectious Disease Exposure.
 - (a) Any SCSB faculty member or student who is injured or becomes ill while at the Healthcare Agency shall immediately report the injury or illness to the Healthcare Agency and receive treatment (if available) at the Healthcare Agency as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the SCSB faculty member or student who receives the treatment and not the responsibility of the Healthcare Agency.

(b) The Healthcare Agency shall follow, for SCSB and students exposed to an infectious disease at the Healthcare Agency during the clinical experience program, the same policies and procedures that the Healthcare Agency follows for its employees. Any hospital or medical costs arising from the exposure shall be the sole responsibility of the SCSB faculty member or student who receives the treatment and not the responsibility of the Healthcare Agency.

(c) SCSB faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to SCSB and to the Healthcare Agency, such SCSB faculty member or student must submit proof of recovery to SCSB or Healthcare Agency, if requested.

6. Notices: All notices, requests, demands and other communications under or in connection with this Agreement shall be given in writing and shall be deemed to have been given or made: if by hand, immediately upon delivery; if by telex, telecopier or similar electronic device, two hours after sending; if by Federal Express, Express Mail or any other overnight service, the first business day after dispatch; or if mailed by certified mail return receipt requested, two business days after delivery or return of the notice to sender marked "unclaimed". All notices shall be delivered or mailed to the parties at the following address (or to such other address as either party shall designate by notice in accordance with the provisions to this paragraph):

If to Healthcare Agency:

Suwannee Health and Rehabilitation Center 1620
SE Helvenston Street
Live Oak, FL 32064
Attn: Administrator

If to SCSB:

Suwannee County School District
1729 Walker Ave., SW, Ste. 200
Live Oak, FL 32064
Attn: Ted L. Roush

With a copy to:

Health Care Navigator, LLC
4 West Red Oak Lane, Suite 201 White
Plains, NY 10604
Attn: General Counsel

* * * * *

**CONTRACT
BETWEEN SCHOOL DISTRICT OF SUWANNEE COUNTY, FLORIDA
AND
FLORIDA SHERIFFS YOUTH RANCHES, INC.**

This contract dated this 19th day of November, 2019, by and between the SCHOOL DISTRICT OF SUWANNEE COUNTY, FLORIDA, hereinafter referred to as the "School Board" and the FLORIDA SHERIFFS YOUTH RANCHES, INC., Youth Ranch, Florida 32060, hereinafter referred to as the "Youth Ranch." The School Board and Youth Ranch will be referred to collectively as "the Parties."

WITNESSETH

WHEREAS, the Donald Ralph Cooke School, a program of the Florida Sheriffs Youth Ranches, Inc. is approved by the School Board as an Educational Alternative Program Center serving at-risk potentially neglected or delinquent students in grades 6-12 in residence at the Youth Ranch and who are in need of services outlined in the students' individual treatment plans. The School Board approves only the educational offerings of the Donald Ralph Cooke School and the Youth Ranch maintains all other services necessitated in a residential facility.

and

WHEREAS, the School Board and the Youth Ranch believe it is in the best interest of most of the students residing in the Youth Ranch to receive educational services in the residential setting that incorporates both a treatment plan and educational plan

And

WHEREAS, the School Board and the Youth Ranch agree to collaboratively decide if and when individual students would be better served in the traditional schools of the School Board,

And

WHEREAS, the School Board and the Youth Ranch desire to enter into this Contract to provide a public educational alternative for students grades 6-12 residing at the Youth Ranch, in accordance with Section 1001.42(4)(j) F.S. and Rule 6A-1.099, FAC., with the intent of preparing students to graduate high school with readiness for career and college.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties to this Contract agree as follows:

1. Responsibilities of the Youth Ranch

The Youth Ranch will:

- a. Education Program: Provide an educational program consistent with the School Board's Student Progression Plan and appropriate to meet the needs of approximately 50 residential students in grades 6-12. The Youth Ranch will strive to achieve at least a year's worth of academic growth in all instructional areas in each student and prepare students to graduate high school with career and college readiness.
- b. Personnel Requirements: Recruit, hire, pay, supervise, and evaluate any and all instructional personnel and ancillary staff for the program as defined by ESSA Federal Legislation. All instructional personnel shall be appropriately certified by the Florida Department of Education for the courses they teach and shall abide by the Principles of Professional Conduct of the state. At no time will the Youth Ranch employ any person that has been terminated or been non-renewed for poor performance by a school district in Florida. At no time will the Youth Ranch employ or otherwise engage any person who has resigned from employment with a public school district in lieu of disciplinary action with respect to child welfare or safety or has been dismissed for just cause. The Youth Ranch will provide the School Board with the required state reporting information on instructional personnel: salary, demographic and ethnicity, area of certification and any other data required by the Florida Department of Education 30 days prior to the first student day for data reporting purposes only. If new personnel are hired during the year, data will be forwarded to the School Board within 30 days of the hiring or prior to the required survey reporting deadlines.. Any changes in personnel or teaching assignments will be reported to the School Board as they occur during the year.
- b. Background Checks: Conduct fingerprinting and criminal background checks as outlined in Florida Statute 1012.32 on all prospective employees prior to any final hiring action.
- c. Personnel Evaluation: The Youth Ranch will evaluate all personnel according to the assessment protocols of their organization.
- d. Calendar: Maintain an annual school calendar which is identical to the Suwannee County School calendar. Each student enrolled for an entire year will be provided no less than 900 hours of instruction per year. Summer instruction will be coordinated with the School Board on a case-by-case basis.

SCSB 2020-81 (REVISED/RENEWAL)

- e. Records: Maintain all records and reports and provide such reports that are requested by the School Board or required by law. Records of all course offerings will be maintained according to requirements specified by the School Board and be secured onsite for a period of five years and then returned to the School Board for permanent storage. Report cards shall be issued to students in a manner consistent with that of the School Board. Students will be registered through the School Board student information system and all data collected for students enrolled in the School Board will be collected for students residing at the Youth Ranch. Any deviation from this practice will be mutually agreed upon by the Parties. Instructional personnel will maintain copies of lesson plans, examinations, and other classroom expectations in a manner consistent with instructional personnel in the School Board.
- g. Course Progression: Provide students with course offerings to move the student from one grade level to the next without interruption. The students' schedules will be in concert with the requirements of the School Board Student Progression Plan and shall prepare the student to enroll in a School Board high school during the last semester of their senior year. Student transcripts as approved by the School Board must reflect the continuum of education progress, including meeting Florida middle school and high school graduation requirements.
- h. Instruction Hours: Provide a minimum of 5 1/4 hours of instruction daily for registered students and maintain daily records to substantiate attendance. In no case will a student receive less than 900 hours of instruction for a full academic year. (The SCSD calendar is currently 174 days of instruction.)
- i. Counseling: Provide counseling services for all students to maximize academic success. Evidence of counseling as it relates to academic success will become part of the student's permanent academic record. Documentation of therapeutic counseling and interventions that are part of the student's treatment plan at the Youth Ranch will not be part of the student's academic record.
- j. Disciplinary Actions: Accept responsibility for disciplinary actions occurring in conjunction with the student's academic program and to record and report the action taken in accordance with Florida Department of Education reporting requirements.
- k. Program and Curriculum Development: Work in concert with the School Board and school officials in developing a program and curriculum for the students. The Youth Ranch will seek input from School Board staff on instructional materials and resources that would best meet student needs. If students are seeking a

SCSB 2020-81 (REVISED/RENEWAL)

diploma from the School Board high school, the Youth Ranch staff will meet with School Board staff no later than the student's junior year to prepare a transitional placement plan. A student transcript will be updated annually by Youth Ranch staff and will be reviewed by School Board staff for progress toward meeting graduation requirements. The Youth Ranch agrees to follow the standards and requirements of the Southern Association of Colleges and Schools (SACS-CASI) or Advanc-ED in order to be accredited to offer high school diplomas to students attending the Donald Ralph Cooke School.

1. Facilities: Provide appropriate classroom facilities and assume responsibilities for providing utilities and maintenance services for such facilities. Classroom and other instructional facilities will be conducive to learning and shall meet all local and Florida Department of Education construction, health and safety requirements (found at <http://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf>). Validation of compliance with those requirements will be provided to the School Board on an annual basis. Youth Ranch will be responsible for maintenance of all other facilities and property related to the residential program without any reporting duty to the School Board. The safety and security of the students shall be ensured at all times by the Youth Ranch.
- m. Instructional Materials and Supplies: Provide all instructional materials, equipment and supplies necessary to ensure academic success for each student. The Youth Ranch staff will collaborate with School Board staff to determine effective resources for use with students of varying needs.
- n. Policies: Adopt as part of its governing policies, State Department of Education and School Board rules, policies and procedures relating to academic process in Alternative Education settings. The Youth Ranch policies and procedures related to discipline will serve as the governing rules for students while they are in residence and School Board rules will be followed if students are in School Board facilities or activities.
- o. Students with Disabilities: Comply with all Federal and State statutory and regulatory requirements for the provision of services to students with disabilities (ESE students). Prior to a student being placed in an academic setting, the Youth Ranch will convene an IEP (Individual Educational Plan) meeting to determine the manner in which the student's needs will be met. The IEP committee shall be comprised of a staff from the Youth Ranch, an ESE teacher, and a parent(s) or guardian(s) of the student. After a review of all ESE records, the committee shall determine the most appropriate placement for a student based upon his/her individual needs. In the event that the Youth Ranch is not equipped to meet the needs of the student's IEP with existing resources, it may be recommended that

the student enroll in a local district school or that the Youth Ranch will provide the services through contracted resources. The Youth Ranch will assume responsibility for transferring the decision of the committee to the School Board Director of Student Services. All records necessary to maintain student information for ESE students shall be entered into the Focus Student Information System by the staff of the Youth Ranch. The Youth Ranch will ensure that appropriately certified and trained staff are available to serve the academic requirements of ESE students.

- p. Certificates, Inspections, and Drills: Maintain appropriate and current health and fire and any other safety certificates for each building used as part of the educational program of students and provide access to buildings for inspection by appropriate authorities. Copies of inspections, drills, and related safety measures will be forwarded to the School Board each academic year. The Youth Ranch will forward all certificates within thirty (30) days of receipt of said certificates. The Youth Ranch will forward copies of all inspections, drills, and related safety measures within thirty (30) days of their receipt of the results of any inspections, the occurrence of any drills, or the implementation of any safety measures.
- q. Confidentiality of Records: Comply with the School Board's procedures to protect the confidentiality of student academic records and information and assure they will provide the parents, or the student who is beyond the age of eighteen (18), the right of access, copies, amendments, and hearing as specified in Rule 6A-1.0955, FAC. Youth Ranch will maintain student records in the manner prescribed by the School Board and will forward all student academic records to the School Board within a timeframe specified by the School Board after the student leaves the program.
- r. Contract Administration: Provide a staff member to be responsible for the administration of the provisions of the contract and for the supervision of the educational program provided to each student under the contract. The Youth Ranch's Director of Education will serve that role unless otherwise designated.
- s. Nutrition: Provide all nutrition services to students while in the academic program. If nutrition services are provided in a facility other than the academic setting, the Youth Ranch will provide evidence to the School Board that the facility meets local health and safety regulations.
- t. Transportation: Provide all transportation services related to the academic program of students to the Youth Ranch facilities.
- u. Proof of Insurance: Provide copies of liability insurances owned by the Youth

Ranch and include the School Board as an additional insured agent for the while the students are engaged in public education.

- v. Student Assessments: Participate in all mandatory student assessment programs and school improvement rating systems. The Youth Ranch will provide to the School Board a specific contact responsible for the assessment of students and will participate in goal setting related to the improvement of performance in students and the program.
- w. Compliance: Agrees, in writing, that it complies with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1974, and Section 504 of the Rehabilitation Act of 1973.

2. **Responsibilities of the School Board**

The School Board will:

- a. Payment: Pay the Youth Ranch per child, per year, an amount determined by using initial 2019-2020 State Budget appropriation data. The amount provided will be the base student allocation per weighted FTE amount using weights for approximately 50 students in grades K-12 for all weighted FTE minus a School Board Administrative Fee of 7% and minus any adjustments for recalibration or proration of the previous year's FTE. The final allocation will be equal to the actual FTE earned for the Youth Ranch's students while in their educational program.

The School Board will tender payment to the Youth Ranch in three separate and equal installments, the first being due on or before November 30, 2019, the second being due on or before March 31, 2020, and the third being due on or before July 31, 2019.

- b. Instructional Materials: Provide an allocation of instructional materials monies to the Youth Ranch that is equivalent to the per pupil allocation of the School Board. The School Board will provide these monies on or before November 30, 2019.
- c. Administrative Staff Development: Provide professional development to administrative staff at the Youth Ranch to enable them to evaluate instructional personnel according to standards used in the State of Florida.
- d. Instructional Staff Development: Allow access to any professional development activities for instructional staff of the Donald Ralph Cooke School conducted at the School Board.

SCSB 2020-81 (REVISED/RENEWAL)

- e. Extracurricular Activities: Provide access to students to engage in extracurricular activities, including sports at the School Board schools to which the student would normally be assigned. The School Board is not obligated to provide transportation services for students engaging in those activities.
- f. Transportation: Provide transportation services to and from school for those students enrolled in a traditional School Board school in accordance with the School Board transportation plan, subject to the limitations set forth in Section 2(e) ("Extracurricular Activities").
- g. Program Assessments: Routinely assess the instructional program provided by the Youth Ranch and recommend necessary changes to enhance student achievement. The assessment will include review of student performance data and state ratings related to school improvement.
- h. ESE Assessments: Provide testing and evaluations for students referred for ESE eligibility if the Youth Ranch has provided evidence of a systemic system of student support and intervention indicative of need of additional assessment.
- i. FERPA and School Policies/Procedures: Upon the request of the Youth Ranch, the School Board, the school district or the district's employees, will provide guidance regarding questions that may arise pertaining to the Youth Ranch's obligations and duties under the Family Educational Rights and Privacy Act (FERPA) or School Board policies or procedures.

3. Safe Schools:

Florida Law provides for certain measures to be taken with respect to school safety. To that end:

- a. The parties will comply with the terms of Florida Statute 1006, Part I(C), "Student Discipline and School Safety," including, but not limited to:
 - i. The formulation of emergency response policies and the carrying-out of drills as provided by §1006.07(4)(a), with said policies and drills being similar in content and structure to those of the Suwannee County School District;
 - ii. Coordinating with the School Board's safety specialist to review the Youth Ranch's policies and procedures for compliance with state law and rules, providing necessary trainings, and collaborating to conduct school security risk assessments, as provided by §1006.07(6)(a);
 - iii. Coordinating with the appropriate public safety agencies that are designated as

first responders to the Youth Ranch to conduct tours of the Youth Ranch/Donald Ralph Cooke School and provide recommendations related to school safety, as provided by §1006.07(6)(b) and §1006.07(8);

- iv. Collaborating to develop an active assailant response plan, as provided by §1006.07(6)(c);
- v. Establish and maintain threat assessment teams and policies, as provided by §1006.07(7);
- vi. Ensure the presence of safe-school officers at the Youth Ranch, as provided by §1006.12;

- b. Additionally, to the extent practicable, the parties will attempt to implement and use technologies to increase school safety, such as alert systems and threat reporting systems, such as Fortify Florida. The School Board will collaborate with the Youth Ranch/Donald Ralph Cooke School to provide access to these technologies to the extent they are available to Suwannee County Schools.

4. School Board Liaison to Youth Ranch

The School Board will name a liaison to serve as the point of contact for the Youth Ranch. The liaison will be the Director of School Choice. The liaison will establish a regular schedule of communication with the Youth Ranch staff and will provide reports to the School Board administration on a regular basis.

5. Modification of Agreement:

This agreement may only be modified or amended by mutual agreement of the parties in writing.

6. Term of Contract:

The term of this contract shall be the regular school fiscal year beginning July 1, 2019 and terminating June 30, 2020.

7. Opportunity to Remedy Breach; Mediation

If either party believes that the other party has materially breached or is in a state of non-compliance with this contract, then written notice shall be provided to the non-complying party in order to provide them with a reasonable opportunity to remedy any breach or cure any non-compliance.

If the parties cannot remedy any perceived breach or non-compliance, or if the parties are otherwise inclined to file any action arising out of or relating to this contract, then prior to

filing any action, the parties will first attend mediation in an effort to amicably resolve any disputes.

8. Choice of Law; Venue; Waiver of Trial by Jury:

This agreement will be governed by and construed in accordance with the laws of the state of Florida. In the event of any litigation arising from this agreement, the parties agree that the exclusive state court forum for said litigation shall be in Suwannee County, in the court of appropriate jurisdiction. The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this agreement.

9. Compliance with Laws:

The Youth Ranch shall render the services under this Agreement in accordance with all federal, state, and local laws, including, but not limited to, the Family Educational Rights and Privacy Act, Civil Rights laws, E-Verify, Florida Statutes, and Board of Education policies and procedures.

10. Harassment/Discrimination:

While performing services under this Agreement, the Youth Ranch agrees to refrain from harassment and discrimination on the basis of race, age, color, religion, sex, disability, marital status, ancestry or national origin.

11. Liability, No Waiver of Sovereign Immunity, and Indemnification:

Each party shall be liable for its own actions and negligence and agrees to assume responsibility for the acts, omissions, or conduct of such party's employees, subject to the exceptions set forth in this Section.

No provision of this contract shall be interpreted or construed to mean that the School Board waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

Nothing herein shall be construed as consent by any party to be sued by third parties in any matter, whether arising out of this agreement or any other contract.

If the Youth Ranch is found to have violated the Federal Educational Rights and Privacy Act (FERPA) or School Board policies or procedures, found at <https://digitalbell-bucket.s3.amazonaws.com/B1FA9FB0-5056-907D-8D5E-8BEB66877A43.pdf>, and such violation is found to be the proximate cause of damages suffered by the School Board, its

agents, servants or successors, then the Youth Ranch will indemnify and hold the School Board, its agents, servant, and successors harmless from the claims asserted against the School Board arising out of the Youth Ranch's violation of FERPA or School Board policies or procedures, including attorney fees and costs associated with the defense against such claim, unless the Youth Ranch was acting in accordance with guidance provided to it pursuant to Section 2(i) of this Contract "FERPA and School Policies/Procedures."

12. Severability:

The invalidity or unenforceability of any provision or clause hereof shall in no way effect the validity or enforceability of any other clause or provision hereof.

13. Assignment; Binding Agreement

This Agreement and the duties and obligations hereunder may not be transferred or assigned by any of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors.

14. Entirety of Contractual Agreement

The Parties agree that this Agreement sets forth the entire agreement between them, and that there are no promises or understandings other than those stated herein.

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 (REVISED/RENEWAL)

WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first here in above set forth.

THE SCHOOL DISTRICT OF SUWANNEE COUNTY

Ted L. Roush, Superintendent

Date

Ed daSilva, School Board Chairman

Date

FLORIDA SHERIFFS YOUTH RANCHES, INC.

President

Date

"Approved as to Form and Sufficiency

BY _____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

INFO ONLY

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 (REVISED/RENEWAL)

SCSB 2019-86 (REVISED/RENEWAL)

CONTRACT

BETWEEN SCHOOL DISTRICT OF SUWANNEE COUNTY, FLORIDA AND FLORIDA SHERIFFS YOUTH RANCHES, INC.

This contract dated this ~~26th~~19th day of ~~February~~November, 2019, by and between the SCHOOL DISTRICT OF SUWANNEE COUNTY, FLORIDA, hereinafter referred to as the "School Board" and the FLORIDA SHERIFFS YOUTH RANCHES, INC., ~~Boys Youth Ranch~~, Florida 32060, hereinafter referred to as the "~~Youth Ranches~~"Ranch." The School Board and Youth Ranch will be referred to collectively as "the Parties."

WITNESSETH

WHEREAS, the ~~Youth Ranches~~Donald Ralph Cooke School, a program of the Florida Sheriffs Youth Ranches, Inc. is approved by the School Board as an Educational Alternative Program Center serving at-risk potentially neglected or delinquent students in grades 6-12 in residence at the ~~Boys Youth Ranch~~ and who are in need of services outlined in the students' individual treatment plans. The School Board approves only the educational offerings of the ~~Youth Ranches~~Donald Ralph Cooke School and the ~~Youth Ranches~~Ranch maintains all other services necessitated in a residential facility.

and

WHEREAS, the School Board and the ~~Youth Ranches~~Ranch believe it is in the best interest of most of the students residing in the ~~Boys Youth Ranch~~ to receive educational services in the residential setting that incorporates both a treatment plan and educational plan

And

WHEREAS, the School Board and the ~~Youth Ranches~~Ranch agree to collaboratively decide if and when individual students would be better served in the traditional schools of the School Board,

And

WHEREAS, the School Board and the ~~Youth Ranches~~Ranch desire to enter into this Contract to provide a public educational alternative for students grades 6-12 residing at the Youth ~~Ranches~~Ranch, in accordance with Section ~~1001.42(4)~~1001.42(4)(i) F.S. and Rule 6A-1.099, FAC., with the intent of preparing students to graduate high school with readiness for career and college.

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 f RE VISED/RENEWAL)

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties to this Contract agree as follows:

1. Responsibilities of the Youth Ranch

~~1. The Youth Ranches shall assume the following responsibilities:~~ Ranch will:

- a. Provide an educational program consistent with the School Board's Student Progression Plan and appropriate to meet the needs of approximately 50 residential students in grades 6-12. The Youth Ranches Education Program: Provide an educational program consistent with the School Board's Student Progression Plan and appropriate to meet the needs of approximately 50 residential students in grades 6-12. The Youth Ranch will strive to achieve at least a year's worth of academic growth in all instructional areas in each student and prepare students to graduate high school with career and college readiness.
- b. Personnel Requirements: Recruit, hire, pay, supervise, and evaluate any and all highly qualified instructional personnel and ancillary staff for the program as defined by ESS A Federal Legislation. All instructional personnel shall be appropriately certified by the Florida Department of Education for the courses they teach and shall abide by the Principles of Professional Conduct of the state. At no time will the Youth Ranches Ranch employ any person that has been terminated or been non-renewed for poor performance by a school district in Florida. At no time will the Youth Ranches Ranch employ or otherwise engage any person who has resigned from employment with a public school district in lieu of disciplinary action with respect to child welfare or safety or has been dismissed for just cause. The Youth Ranches Ranch will provide the School Board with the following required state reporting information on instructional personnel: salary, demographic and ethnicity-, area of certification and any other data required by the Florida Department of Education 30 days prior to the first student day for data reporting purposes only. If new personnel are hired during the year, data will be forwarded to the School Board within 30 days of the hiring or prior to the required survey reporting deadlines.. Any changes in personnel or teaching assignments will be reported to the School Board as they occur during the year.
- b. e-Background Checks: Conduct fingerprinting and criminal background checks as outlined in Florida Statute 1012.32 on all prospective employees prior to any final hiring action.
- c. d. Evaluate instructional personnel in a manner consistent with the evaluation system of the School Board. The Youth Ranches will provide the School Board a plan for assistance for any instructional personnel with an unsatisfactory performance evaluation. The Youth Ranches Personnel Evaluation: The Youth Ranch will evaluate all

~~ancillary~~ personnel according to the assessment protocols of their organization.

- d. e. Calendar: Maintain an annual school calendar which is identical to the Suwannee County School calendar. Each student enrolled for an entire year will be provided no less than 900 hours of instruction per year. Summer instruction will be coordinated with the School Board on a case-by-case basis.
- e. f. Records: Maintain all records and reports and provide such reports that are requested by the School Board or required by law. Records of all course offerings will be maintained according to requirements specified by the School Board and be secured onsite for a period of five years and then returned to the School Board for permanent storage. Report cards shall be issued to students in a manner consistent with that of the School Board. Students will be registered through the School Board student information system and all data collected for students enrolled in the School Board will be collected for students residing at the Youth Ranches Ranch. Any deviation from this practice will be mutually agreed upon by the Parties. Instructional personnel will maintain copies of lesson plans, examinations, and other classroom expectations in a manner consistent with instructional personnel in the School Board.
- g. Course Progression: Provide students with course offerings to move the student from one grade level to the next without interruption. The students' schedules will be in concert with the requirements of the School Board Student Progression Plan and shall prepare the student to enroll in a School Board high school during the last semester of their senior year. Student transcripts as approved by the School Board must reflect the continuum of education progress, including meeting Florida middle school and high school graduation requirements.
- h. Instruction Hours: Provide a minimum of 5 $1/4$ hours of instruction daily for registered students and maintain daily records to substantiate attendance. In no case will a student receive less than 900 hours of instruction for a full academic year. (The SCSB calendar is currently 174 days of instruction.)
- i. Counseling: Provide counseling services for all students to maximize academic success. Evidence of counseling as it relates to academic success will become part of the student's permanent academic record. Documentation of therapeutic counseling and interventions that are part of the student's treatment plan at the Youth Ranches Ranch will not be part of the student's academic record.
- j. Disciplinary Actions: Accept responsibility for disciplinary actions occurring in conjunction with the student's academic program and to record and report the action taken in accordance with Florida Department of Education reporting requirements.

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 f RE VISED/RENEWAL)

- k. Program and Curriculum Development: Work in concert with the School Board and school officials in developing a program and curriculum for the students. The Youth Ranches Ranch will seek input from School Board staff on instructional materials and resources that would best meet student needs. If students are seeking a diploma from the School Board high school, the Youth Ranches Ranch staff will meet with School Board staff no later than the student's junior year to prepare a transitional placement plan. A student transcript will be updated annually by Youth Ranches Ranch staff and will be reviewed by School Board staff for progress toward meeting graduation requirements. The Youth Ranch agrees to follow the standards and requirements of the Southern Association of Colleges and Schools (SACS-CASI) or Advanc-ED in order to be accredited to offer high school diplomas to students attending the Donald Ralph Cooke School.
- l. Facilities: Provide appropriate classroom facilities and assume responsibilities for providing utilities and maintenance services for such facilities. Classroom and other instructional facilities will be conducive to learning and shall meet all local and Florida Department of Education construction, health and safety requirements (found at <http://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf>). Validation of compliance with those requirements will be provided to the School Board on an annual basis. Youth Ranches Ranch will be responsible for maintenance of all other facilities and property related to the residential program without any reporting duty to the School Board. The safety and security of the students shall be ensured at all times by the Youth Ranches Ranch.
- m. Instructional Materials and Supplies: Provide all instructional materials, equipment and supplies necessary to ensure academic success for each student. The Youth Ranches Ranch staff will collaborate with School Board staff to determine effective resources for use with students of varying needs.
- n. Policies: Adopt as part of its governing policies, State Department of Education and School Board rules, policies and procedures relating to academic process in Alternative Education settings. The Youth Ranches Ranch policies and procedures related to discipline will serve as the governing rules for students while they are in residence and School Board rules will be followed if students are in School Board facilities or activities.
- o. Students with Disabilities: Comply with all Federal and State statutory and regulatory requirements for the provision of services to students with disabilities (ESE students). Prior to a student being placed in an academic setting, the Youth Ranches Ranch will convene an IEP (Individual Educational Plan) meeting to determine the manner in which the student's needs will be met. The IEP committee shall be comprised of an LEA a staff from the Youth Ranches Ranch, an

Contract

Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 (REVISED/RENEWAL)

ESE teacher, and a parent(s) or guardian(s) of the student. After a review of all ESE records, the committee shall determine the most appropriate placement for a student based upon his-/her individual needs. In the event that the Youth Ranches Ranch is not equipped to meet the needs of the student's IEP with existing resources, it may be recommended that

INFO ONLY

Contract

Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.,

SCSB 2019-86-2020-81 (REVISED/RENEWAL>)

the student enroll in a local district school or that the Youth Ranches Ranch will provide the services through contracted resources. The Youth Ranches Ranch will assume responsibility for transferring the decision of the committee to the School Board Director of Student Services. All records necessary to maintain student information for ESE students shall be entered into the Focus Student Information System by the staff of the Youth Ranches Ranch. The Youth Ranches Ranch will ensure that appropriately certified and trained staff are available to serve the academic requirements of ESE students.

p. Certificates, Inspections, and Drills: Maintain appropriate and current health and fire and any other safety certificates for each building used as part of the educational program of students and provide access to buildings for inspection by appropriate authorities. Copies of inspections, drills, and related safety measures will be forwarded to the School Board each academic year. The Youth Ranch will forward all certificates within thirty (30) days of receipt of said certificates. The Youth Ranch will forward copies of all inspections, drills, and related safety measures within thirty (30) days of their receipt of the results of any inspections, the occurrence of any drills, or the implementation of any safety measures.

q. Confidentiality of Records: Comply with the School Board's procedures to protect the confidentiality of student academic records and information and assure they will provide the parents, or the student who is beyond the age of eighteen (18), the right of access, copies, amendments, and hearing as specified in Rule 6A-1.0955, FAC. Youth Ranches Ranch will maintain student records in the manner prescribed by the School Board and will forward all student academic records to the School Board within a timeframe specified by the School Board after the student leaves the program.

r. Contract Administration: Provide a staff member to be responsible for the administration of the provisions of the contract and for the supervision of the educational program provided to each student under the contract. The Youth Ranches Ranch's Director of Education will serve that role unless otherwise designated.

s. Nutrition: Provide all nutrition services to students while in the academic program. If nutrition services are provided in a facility other than the academic setting, the Youth Ranches Ranch will provide evidence to the School Board that the facility meets local health and safety regulations.

t. Transportation: Provide all transportation services related to the academic program of students in to the center Youth Ranch facilities. ~~The School Board may offer transportation services for those students enrolled in a School Board school in~~

INFO ONLY

Contract

SCSB 2019-86-2020-81 (REVISED/RENEWADREVISED/RENEWAL)

Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

~~accordance with the School Board transportation plan.~~

- u. Proof of Insurance: Provide copies of liability insurances owned by the Youth Ranches ~~Ranch~~ and include the School Board as an additional insured agent for the while the students are engaged in public education.
- v. Student Assessments: Participate in all mandatory student assessment programs and school improvement rating systems. The Youth Ranches ~~Ranch~~ will provide to the School Board a specific contact responsible for the assessment of students and will participate in goal setting related to the improvement of performance in students and the program.
- w. Compliance: Agrees, in writing, that it complies with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1974, and Section 504 of the Rehabilitation Act of 1973.

2. Responsibilities of the School Board

2. The School Board agrees to accept responsibility for the following: will:

- a. Pay the Youth Ranches Payment: Pay the Youth Ranch per child, per year, an amount determined by using initial 2018-2019 2019-2020 State Budget appropriation data. The amount provided will be the base-base student allocation per weighted FTE amount using weights for approximately 50 students in grades K-12 for all weighted FTE minus a School Board Administrative Fee of 7% and minus any adjustments for recalibration or proration of the previous year's FTE. The final allocation will be equal to the actual FTE earned for the Youth Ranches ~~Ranch's~~ students while in their educational program.

The School Board will tender payment to the Youth Ranch in three separate and equal installments, the first being due on or before November 30, 2019, the second being due on or before March 31, 2020, and the third being due on or before July 31, 2019.

- b. Instructional Materials: Provide an allocation of instructional materials monies to the Youth Ranches ~~Ranch~~ that is equivalent to the per pupil allocation of the School Board. The School Board will provide these monies on or before November 30, 2019.
- c. Administrative Staff Development: Provide professional development to administrative staff at the Youth Ranches ~~Ranch~~ to enable them to evaluate instructional personnel according to standards used in the State of Florida.

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.,

SCSB 2019-86-2020-81 (REVISED/RENEWAL-)

- d. Instructional Staff Development: Allow access to any professional development activities for instructional staff of the ~~Youth Ranches~~ Donald Ralph Cooke School conducted at the School Board.
- e. Extracurricular Activities: Provide access to students to engage in extracurricular activities, including sports at the School Board schools to which the student would normally be assigned. The School Board is not obligated to provide transportation services for students engaging in those activities.
- f. Transportation: Provide transportation services to and from school for those students enrolled in a traditional School Board school in accordance with the School Board transportation plan, subject to the limitations set forth in Section 2(e) ("Extracurricular Activities").
- g. Program Assessments: Routinely assess the instructional program provided by

Between School District of
Suwannee County, Florida And
Florida Sheriffs Youth Ranches,
Inc.

SCSB 2019-86
(REVISED/RENEWAL-)

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the ~~Youth Ranches~~ Ranch and recommend necessary changes to enhance student achievement. The assessment will include review of student performance data and state ratings related to school improvement.

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- i. FERPA and School Policies/Procedures: Upon the request of the ~~Youth Ranch~~ the School Board, the school district or the district's employees, will provide guidance regarding questions that may arise pertaining to the Youth Ranch's obligations and duties under the Family Educational Rights and Privacy Act (FERPA) or School Board policies or procedures.

3. Safe Schools:

Contract

SCSB 2019-86-2020-81 (REVISED/RENEWADREVISED/RENEWAL)

Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

Florida Law provides for certain measures to be taken with respect to school safety. To that end:

a. The parties will comply with the terms of Florida Statute 1006, Part 1(C), "Student Discipline and School Safety," including, but not limited to:

- i. The formulation of emergency response policies and the carrying-out of drills as provided by §1006.07(4)(a), with said policies and drills being similar in content and structure to those of the Suwannee County School District;
- ii. Coordinating with the School Board's safety specialist to review the Youth Ranch's policies and procedures for compliance with state law and rules, providing necessary trainings, and collaborating to conduct school security risk assessments, as provided by §1006.07(6)(a);
- iii. Coordinating with the appropriate public safety agencies that are designated as

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 f RE VISED/RENEWAL

first responders to the Youth Ranch to conduct tours of the Youth Ranch/Donald Ralph Cooke School and provide recommendations related to school safety, as provided by §1006.07(6)(b) and §1006.07(8);

iv. Collaborating to develop an active assailant response plan, as provided by §1006.07(6)(c);

v. Establish and maintain threat assessment teams and policies, as provided by §1006.07(7);

vi. Ensure the presence of safe-school officers at the Youth Ranch, as provided by §1006.12;

b. Additionally, to the extent practicable, the parties will attempt to implement and use technologies to increase school safety, such as alert systems and threat reporting systems, such as Fortify Florida. The School Board will collaborate with the Youth Ranch/Donald Ralph Cooke School to provide access to these technologies to the extent they are available to Suwannee County Schools.

4. School Board Liaison to Youth Ranch

3. The School Board will name a liaison to serve as the point of contact for the Youth Ranches Ranch. The liaison will be the Director of School Choice. The liaison will establish a regular schedule of communication with the Youth Ranches Ranch staff and will provide reports to the School Board administration on a regular basis.

5. Modification of Agreement:

4. This agreement may only be modified or amended by mutual agreement of the parties in writing, or by the School Board or Youth Ranches upon thirty (30) days written notice.

6. Term of Contract:

5. The term of this contract shall be the regular school session-fiscal year beginning August 10, 2018-July 1, 2019 and terminating May 29-June 30, 2019-2020.

6. Nothing in this Agreement shall be interpreted or construed to mean that the School Board waives its common-law sovereign immunity or the limits on liability set forth in Florida Statutes.

7. Opportunity to Remedy Breach; Mediation

If either party believes that the other party has materially breached or is in a state of non-compliance with this contract, then written notice shall be provided to the non-complying party in order to provide them with a reasonable opportunity to remedy any breach or cure any non-compliance.

INFO ONLY

Contract

SCSB 2019-86 (REVISED/RENEWAL 2020-81 f RE VISED/RENEWAL)

Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

If the parties cannot remedy any perceived breach or non-compliance, or if the parties are otherwise inclined to file any action arising out of or relating to this contract, then prior to filing any action, the parties will first attend mediation in an effort to amicably resolve any disputes.

8. Choice of Law; Venue; Waiver of Trial by Jury:

~~7.~~ This agreement will be governed by and construed in accordance with the laws of the state of Florida. In the event of any litigation arising from this agreement, the parties agree that the exclusive state court forum for said litigation shall be in Suwannee County, in the court of appropriate jurisdiction. The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this agreement.

9. Compliance with Laws:

~~8.~~ The Youth Ranches Ranch shall render the services under this Agreement in accordance with all federal, state, and local laws, including, but not limited to, the Family Educational Rights and Privacy Act, Civil Rights laws, E-Verify, Florida Statutes, and Board of Education policies and procedures. The Youth Ranches further agrees it will indemnify and hold the School Board, its agents, servants and successors harmless from any claims asserted against the School Board arising out of the Youth Ranches violation of FERPA or a violation of the School Board's policies and procedures, including for any costs and attorney's fees incurred by the School Board in defending such claims. While performing services under this Agreement, the Youth Ranches agrees to refrain from harassment and discrimination on the basis of race, age, color, religion, sex, disability, marital status, ancestry or national origin.

10. Harassment/Discrimination:

While performing services under this Agreement, the Youth Ranch agrees to refrain from harassment and discrimination on the basis of race, age, color, religion, sex, disability, marital status, ancestry or national origin.

11. Liability, No Waiver of Sovereign Immunity, and Indemnification:

Each party shall be liable for its own actions and negligence and agrees to assume responsibility for the acts, omissions, or conduct of such party's employees, subject to the exceptions set forth in this Section.

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INFO ONLY

Contract

Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 f RE VISED/RENEWAL

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If the Youth Ranch is found to have violated the Federal Educational Rights and Privacy Act (FERPA) or School Board policies or procedures, found at <https://digitalbell-bucket.s3.amazonaws.com/B1FA9FB0-5056-907D-8D5E-8BEB66877A43> .pdf and such violation is found to be the proximate cause of damages suffered by the School Board, its

INFO ONLY

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

SCSB 2020-81 (REVISED/RENEWAL)

agents, servants or successors, then the Youth Ranch will indemnify and hold the School Board, its agents, servant, and successors harmless from the claims asserted against the School Board arising out of the Youth Ranch's violation of FERPA or School Board policies or procedures, including attorney fees and costs associated with the defense against such claim, unless the Youth Ranch was acting in accordance with guidance provided to it pursuant to Section 2(i) of this Contract "FERPA and School Policies/Procedures."

12. Severability:

The invalidity or unenforceability of any provision or clause hereof shall in no way effect the validity or enforceability of any other clause or provision hereof.

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This Agreement and the duties and obligations hereunder may not be transferred or assigned by any of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors.

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The Parties agree that this Agreement sets forth the entire agreement between them, and that there are no promises or understandings other than those stated herein.

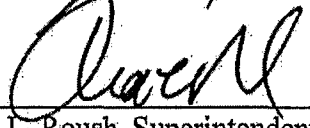
INFO ONLY

Contract
Between School District of Suwannee County, Florida
And Florida Sheriffs Youth Ranches, Inc.

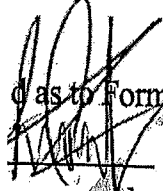
SCSB 2020-81 (REVISED/RENEWAL)

WITNESS WHEREOF, the parties hereto have hereunto set their hands the
day and year first here in above set forth.

THE SCHOOL DISTRICT OF SUWANNEE COUNTY



Ted L. Roush, Superintendent



Date: FEB 2 - 2019

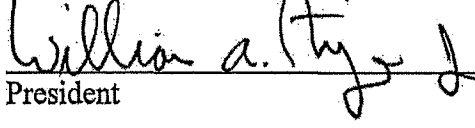
as to Form and Sufficiency



Ed daSilva, School Board Chairman

Date: FEB 26 2019

FLORIDA SHERIFFS YOUTH RANCHES



President



Date: 3/12/19

Dietzen, III & Caldwell, P.A.

Leonard J "Approve BY

THE SCHOOL DISTRICT OF SUWANNEE Rumberger, Kit!'; **COUNTY**

Ted L. Roush, Superintendent

Date

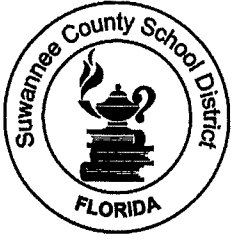
Suwannee Ed daSilva, School Board Attorney "Chairman Date

FLORIDA SHERIFFS YOUTH RANCHES, INC.

President

Date

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
FROM: Walter Boatright, Director of Human Resources *WB*
DATE: October 25, 2019
RE: Human Resources Transactions for November 19, 2019 Regular Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
November 19, 2019

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.

RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:

ADMINISTRATIVE:

Information Technology Department:

Natasha Pittman, Assistant Director of Information Technology, effective November 5, 2019

REPLACES: Belinda Fries (Unfrozen Position)

RESIGNATIONS: INSTRUCTIONAL:

Branford Elementary School:

Windy Gamble, Media Specialist, effective November 4, 2019

RIVEROAK Technical College:

Eden Camejo, Teacher, effective October 16, 2019

Suwannee Middle School:

William Chad Bonds, Teacher, effective November 12, 2019

RETIREMENTS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Food Service:

Linda Hingson, 6 hour Food Service Worker, effective May 4, 2020

Transportation:

Kristine Meyer, Bus Driver, effective June 30, 2020

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Suwannee High School:

Kate Bromley, Teacher, tentatively, November 15, 2019 through March 3, 2020, with the option of returning sooner if released by the doctor.

SUSPENSIONS:

Branford Elementary School:

Victoria Jensen, Teacher, effective November 1, 2019, without pay.

Suwannee High School:

Travis Tuten, Teacher, effective November 5, 2019, without pay.

TRANSFER/REASSIGNMENT:

<u>NAME</u>	<u>FROM: SITE/POSITION</u>	<u>TO: SITE/POSITION</u>	<u>EFFECTIVE</u>	<u>REPLACES</u>
Jennifer Richer	SES/Teacher	BES/Media Specialist	12/2/2019	Windy Gamble

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Jeffry Boatright	Planning Period	SVS
Janet Stewart	Planning Period	BHS

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:

Lisa Young, 8 hour Food Service Worker, effective October 16, 2019

REPLACES: Lisa Fortner

District Office:

Jillian Herron, Administrative Support Specialist-Federal Programs, effective October 17, 2019

REPLACES: Leigh Fernald

Suwannee High School:

Chatisa Lett, 3 hour Food Service Worker, effective October 31, 2019

REPLACES: Randi Goetzman

Suwannee Intermediate School:

Erika Delgado, 3 hour Food Service Worker, effective October 29, 2019

REPLACES: Susana Beltres

Suwannee Middle School:

Ashley Rossfield, Custodian, effective November 4, 2019

REPLACES: Jacob Fletcher

Transportation:

Shateea Butler, Bus Driver, effective October 24, 2019

REPLACES: Phyllis Postell

Charles Livingston, Bus Driver, effective October 11, 2019

REPLACES: Tyrone Ansley

Shirley Ware, Bus Attendant, effective October 11, 2019

REPLACES: Cotara Ross

PART-TIME/HOURLY EMPLOYEE:

Approval for the following employee for the first term 2019-2020

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEE

July 1, 2019-December 31, 2019:

COMMUNITY EDUCATION (Pending class enrollment)

Sherry Laks Arts, Crafts, & Card Making

MISCELLANEOUS:

District Wide/21st Century:

Approval of the following employees to work as a teacher or paraprofessional in the 21st Century program:

Janet Diaz Emily Murphy

STUDENT WORKER:

Kaitlyn Sierra Rose, RIVEROAK Technical College/Early Childhood Education/My Play School

SUBSTITUTE:

The following to serve as a Substitute Bus Driver:

Pamela Hough

SUSPENSION:

Transportation:

Yvan Theoret, Bus Driver, effective November 6, 2019, without pay.

VOLUNTEERS:

Tamara Abercrombie	Marissa Ayala	Sahwanda Bowles
Thomas Abercrombie	Samantha Bagley	Shannon Brady
Debra Adams	Melissa Bailey	Emily Brantley
Shereen Albury	Denise Baker	Cheree Brennan
Bridgette Alderman	Summer Bales	Adam Bricker
Laura Alderman	Jennifer Barry	Lindsey Bricker
Angel Alford	April Beck	Jasmine Bristol
Halley Allbritton	Josephine Bednarczyk	Brittany Brock
Alexis Allen	Briana Bennett	Myra Brock
Noilan Alvarez	Catherine Bennett	Andrea Brown
Sara Anderson	Janet Benson	Hank Broxey
Chanika Ansley	Jasmine Billy	Tiffany Broxey
Ashley Atkins	Sylvia Bispham	Caroline Bruce
Elisa Atkinson	Donna Boatright	Gabriella Buchanan
Nicole Atzert	Rodney Boone	Jennifer Cameron

Alexis Cannon
April Cannon
Adrienne Cardin
Daynon Carlton
Linda Carlton
Megan Carlton
Natasha Carter
Teresa Carter
Sheila Cashmore
Angeline Cason
Kathia Castillo
Sergio Castro
Yessenia Castro
April Causey
Mariena Chandler
Shana Cheney
Tracy Christian
Danielle Christie
Vicki Clark
Betty Clayton
Todd Clower
Rick Collins
Holly Conway
Tammie Cook
Heather Corbin
Jimmy Corbin
Alfonso Cordero
Melissa Cox
Carl Craig
Anthony Cram
Janet Crawford
William Crawford
Theresa Creech
Michael Crews
Christine Cribbs
Jason Cribbs
Kasey Crider
Heather Croft
Angel Crosby
Sammie Cross
Kelly Cutcher
Jacqueline Darrow
Crystal Davenport
Andrea Davis
Stephanie Deese
Michelle Dempsey
Joe Denley JR
Julia Denmark
Jerrod Dfeffur

Armando Diaz
Janet Diaz
Genesis Dorado
Destiny Douglas
Robin Doyle
Kathryn Driver
Heather Duncan
Catherine Dunmoyer
Elizabeth Durrance
Tia Eddy
Sharill Edwards
Armelia Ellis
Elizabeth Estevez
Kaylee Estevez
Marisille Evangeliste
Geily Falcon
Belinda Federick
Lamonica Federick
Badillo Fernandez
Jimmy Fields
Leah Fillyaw
Johnathan Flaurr
Larry Flowers
Jennifer Floyd
Jasmine Fortescue
Thomas Fortescue
Karen Fraley
Angela Fralick
Ben Futch
Delaney Futch
Eliece Futch
Kristina Galvan
Christine Garcia
Elliott Garcia
Stephanie Garmary
Holley Garner
Lorena Garner
Kelly Garrison
Elena Gaskins
Judith Gaskins
Amanda Gaylord
Stephanie Gilbert
Meghan Gillette
Naomi Gilliard
Jessica Glenn
Randie Goetzman
Christina Gonzales
Mark Gooden
Melanie Gordon

Merchayla Grand
Mary Gresham
Brian Grider
Mindy Griffis
Dawn Hall
Lakevia Hall
Morgan Hall
Katoria Hampton
Suzie Harrington
Ambrose Harrison
Sheilanir Hassan
Debra Hatch
Erika Hathaway
Christina Hawkins
Rosanna Henderson
Debbie Hernandez
Micaela Hernandez-Ruiz
Jillian Herron
Jennifer Hess
Kayla Hettich
Lisa Hicks
Amanda Hillhouse
Shasta Hilyer
Deshara Hines
Tawanna Hines
Carol Hingson
Chelsea Hingson
Kalie Hingson
Rachel Hingson
AnnaGrace Hodge
Erika Hodge
Breanna Hofstetter
William Hogan
Chloe Honeycutt
Kaleigh Horne
Kaleigh Horne
Amanda Howard
Tessa Howard
Patricia Hunt
Markese Hunter
Brooke Hurst
Irina Hutcheson
Jennifer Hutchins
Lamarra Ixcoy
Sahntina Jackson
Kim Jandle
Laura Jaramillo
Jennifer Jennings
Nancy Jernigan

Sirverion Jernigan
Isis Jerome
Perpetia Jimenez
Amber Johnson
Amy Johnson
Florence Johnson
Lee Johnson
Michael Johnson
Shanquise Johnson
Sarah Jolley
Alexis Jones
Chelsea Jones
Katherine Jones
Sara Jones
Richard Jordan
Allison Keane
Christopher Keane
Edna Keen
Megan Keene
Mikayla Kelly
Sara Kelly
Kristin King
Lynn King
Lura Kinney
Sean Kolovitz
Mariah Koon
Desace Kroese
Blake Krogulski
Ramona Land
Kelly Landis
Amy Lang
Hali Lanier
Tabby Lansing
Tabitha Lansing
Lecrda Lardse
Yaneisy LaRosa
Lacey Lashley
Thanh Le
Stormy Lee
Jamie Lewis
Richard Little Jr.
Autumn Lokan
Dawn Long
Victor Lopez
Brittani Lowry
Daniel Lowry
Johnny Mackey
Jennifer Macmillan-Lee
Samantha Macy

Ashley Mallory
Shelby Manning
Ashtyn Marsee
Jessie Marsh
Charlotte Martin
Michaelnisha Martin
Shirley Martin
Stephanie Mason
Kelli May
Shelby May
Kevin McCall
Johnathan McClain
Grace McClendon
Jenny McCook
Joshua McCook
Jenna McCray
Rebecca McCray
Charlisa McGowan
Kelli McKinley
Morgan Mckinley
Kristy McManaway
Gwenesia McQuay
Brooke Meng
Jennifer Merriman
Janet Messcher
Rebecca Miara
Wendi Mimbs
Brandon Mincey
Jasmine Mincey
Christina Minquez
Christine Miranda
Perry Mobley
Shelby Moon
Joseph Morales
Daniela Moreland
Melissa Morgan
Cara Morris
Christopher Morris
Josie Moses
Jonathon Mosley
Marissa Murdock
Katelynn Neveils
Brittney Nichols
Craig Nix
Martha Nix
Leah Nixon
Billie Nobles
Thad Nobles
Scott Nunley

Crystal Nur
Joshua Ogburn
Shaunta Oglesby
Sherri Ortega
Amy Osborne
Christopher Osborne
Taryn Ott
Ashley Oxendine
Jack Pait
Charis Parker
Christopher Parker
Kathleen Parnell
Kenneth Parsons
Emily Peacock
Lisette Pelletier
Kenneth Pettrey
Sciara Pettrey
Jessica Pince
Margaret Pinkard
Stephanie Pinkard
Kimberly Plummer
Ronnie Plummer
Rebecca Prescott
Cristi Prevatt
Claire Pry
Haley Radford
Lexie Ragan
Elaine Raines
Stephen Raines
Ashley Ramser
Krystal Ramsey
Sarah Richards
Amanda Rickett
Tyesha Riley
Anne Rissman
Megan Roberts
Stephanie Roberts
Troy Roberts
Courtney Robinson
Natoshia Robinson
Ronnika Robinson
Tamera Robinson
Fidencia Romulo
Mariana Rosalio
Jason Rose
Micaneasha Ross
Rebecca Ross
Gina Ruiz
Crystal Russell

Jamie Rutland
Benjamin Sadler
Teresa Salano
Brittany Salne
Marilyn Salsberry
Claudia Sanchez
Amy Sansouci
Patricia Sapp
Cynthia Schiller
Margie Schmidt
Rebecca Scocca
Jose Segura
Ashley Sharpless
William Shaw
Chancie Sheffield
George Sheffield
Destiny Shepherd
Tiffani Shiver
Misty Shows
Ana Silva-Martinez
Jessica Simpson
Leslie Slaughter
Christina Smith
Jennifer Smith
Jessica Smith
Maria Smith
Nichole Smith
Rhonda Smith
Wilonia Smith
Juliana Soto
Melinda Soto
Tacora Souter
Jason Sparkman
Melissa Standridge
Jessica Starling
Jamie Stewart
Patricia Stith
George Stover
Kristin Strange

James Sweat
Angela Tanner
Jennifer Taylor
Mikayla Taylor
Timothy Taylor
Miranda Tehan
Amanda Thomas
Cricket Thomas
Kali Thomas
Shandra Thomas
Talisha Thomas
Linda Thompson
Traci Thompson
LaTangelia Tonksley
Alicia Touchton
Randal Touchton
Naomi Tucker
Samantha Tucker
Tamara Turner
Tammy Turner
Lela Turpin
Andrew Tuten
Meghan Tuten
Carolyn Underwood
Shayna Valdez
Olivia Valentine
Rebekah Vanauken
Tara Vasquez
Yanet Vega
Keedra Virgil
Latoria Virgil
Tanecia Virgil
Katie Virts
Tanya Wagner
Donald Wainwright
Kendall Wainwright
Essie Walker
Hannah Walker
Jeremy Walker

Shannon Walker
Tiffany Walker
Vickie Walker
Michelle Wall
Samantha Ward
Shawn Wardrep
Erica Washington
Ashley Waters
Terri Watley
Quintilla Watson
Mylene Watts
Cori Wells
Katlin Westrich
Angela Wheeler
Natalie Whiteley
Harley Williams
Jacqueline Williams
Latoria Williams
Nicole Williams
Pamela Williams
Stephanie Williams
Sydney Williams
Teresa Williams
Timothy Williams
Travis Williams
Kelli Williamson
Coty Wiltgen
Kiya Wiltgen
Leeann Wirick
Kristen Wright
Marian Wright
Hannah Wynn
Wendy Wynn
Tiffany Young
Amanda Younker
Kimberly Yow
Cynthia Zayas

**End of List
2019-2020
School Year**



**STRATEGIC PLAN
July 2019 - June 2024**

Presented to School Board in Workshop Session, July 29, 2019
Recommended for Institutional Advisory Approval, September 19, 2019
Recommended for School Board Approval, November 19, 2019

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

Mission of the Institution

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

Vision of the Institution

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

Accomplishment Report for the 2018-2019 School Year

- ◆ SkillsUSA qualified 2 students for national competition in Brick & Block Masonry (Adult & Secondary)
- ◆ 100% of the Pharmacy Technician students passed National Board Certification 5th year consecutive
- ◆ 100% of Patient Care Technician students passed Certified Nursing Assistant licensure during 2018-2019 school year; 100% of PCT students passed the Patient Care Technician National Certification, 100 % passed the Certified Phlebotomy and Certified EKG examinations.
- ◆ 100% of Surgical Technology students passed Tech in Surgery Certification during 2018-2019 school year
- ◆ 83 Secondary Students passed Industry Certification Exams, compared to 24 in 2017-2018

- ◆ 100 Post Secondary Students passed Industry Certification Exams (Not including those yet to test)
- ◆ Three adult students successfully completed GED-Integrated (GEDI) Program
- ◆ Successful Career Fair and Program Showcase held February 2019
- ◆ Provided fifteen Merit Scholarships to graduating Seniors and adult education students in area schools
- ◆ Provided eight Academic Development Scholarships to adult students
- ◆ Provided sixteen Sabal Trail Scholarships to adult students
- ◆ Through a grant award to CareerSource North Florida, pre-apprenticeship program will be implemented targeting welding, electricity, and automotive programs during 19-20 year.

2019-2020 Current Data

- ◆ 204 adult students enrolled in career certificate programs
- ◆ Current RTC enrollment: 564 students

Objectives of the Strategic Plan – Program & Curriculum Related

Objective	Strategies	Timeline	Financial Resources	Evaluation
Completed student exit forms will indicate a minimum 70% of 2017-2018 and 80% of 2018-2019 exiting adult education graduates (GED) go on to postsecondary education, enter the workforce, and/or retain employment.	a. Implement postsecondary transition model with appropriate services Complete individualized career plan with each adult education student	Completed	None	Completed student exit forms Follow-up student services A minimum of 70% of 2017-2018 graduates are either employed, enrolled in postsecondary education, or in workforce.
Completed student exit forms will indicate a minimum 75% of 2018-2019 and 80% of 2019-2020 exiting adult education graduates (GED) go on to postsecondary education, enter the workforce, and/or retain employment.	b. Implement postsecondary transition model with appropriate services c. Complete individualized career plan with each adult education student	In Progress	None	Completed student exit forms Follow-up student services Based upon 18-19 preliminary data, percentage has been increased to 80%.
Industry Certification Data Reports will reflect a minimum 15% increase of industry certifications	a. Provide professional development as needed b. Regularly monitor student industry certification data	In Progress	None	Local and state data reports Industry certification certificates

earned by students in Secondary and career certificate CTE programs at RTC during 18-19 year.				100 postsecondary and 83 secondary earned industry certifications as of 7/31/19 reflecting an increase of 58%. Number for career certificate will be updated 10/15/2019 once all health program completers take licensure examinations.
Industry Certification Data Reports will reflect a minimum 15% increase of industry certifications earned by students in Secondary and career certificate CTE programs at RTC during 19-20 year.	<ul style="list-style-type: none"> a. Provide professional development as needed b. Regularly monitor student industry certification data c. Research additional industry certifications to assist students in being more employable 	In Progress	None	<p>Local and state data reports</p> <p>Industry certification certificates</p>
By September 2018, offer additional community education courses and offer training opportunities to business community.	<ul style="list-style-type: none"> a. Maintain lists of interested students to form classes b. Advertise classes. c. Offer classes such as CPR/First Aid, Self-Defense, Welding Art, Floral Design, Wreath Making, Basic/Intermediate /Advanced Computers and Stained Glass etc. 	Complete	<p>None</p> <p>*Participants pay for cost of class and materials.</p>	<p>Lists of course interests and student enrollments</p> <p>New Classes Offered: Culinary Boot Camp, Welding Art, and Saturday Intermediate Excel Class, Cookie Decorating</p>

Objective	Strategies	Timeline	Financial Resources	Evaluation
Research need/feasibility of offering Dental Assisting Program	<ul style="list-style-type: none"> a. Work with area dentists to address needs b. Identify funding source c. Identify faculty d. Work with licensure agency for accreditation 	<p>Complete</p> <p>(Fall 2018)</p>	<p>None</p> <p>*Service conducted by CareerSource North Florida at no charge; in-kind service.</p>	<p>CareerSource North Florida regional employment data. Program implementation delayed due to facility constraints-Additional needs assessment for Dental Assisting Program completed by CareerSource North Florida</p>
Explore addition of endorsement certifications to existing programs	<p>a. Complete a needs assessment with business community</p> <p>Example:</p> <ul style="list-style-type: none"> a. Power Endorsement for Electricity or Nutrition for Health Programs, etc. 	<p>Complete 2018-2019</p>	<p>None</p>	<p>Needs Assessment results</p> <p>Number of add on certifications acquired- EKG and Phlebotomy added to PCT program.</p>

Objectives of the Strategic Plan – Facilities

Objective	Strategies	Timeline	Financial Resources	Evaluation
When special school funds or legislative funds are available, acquire a medical facility with additional adult education classrooms.	a. Secure state facility funds as a special school b. Meet with legislative delegation c. Solicit letters of support from community leaders and business partners d. Take a delegation to Tallahassee during the legislative session e. Apply for Legislative Appropriations	Completed 2016 In Progress In Progress In Progress	None Approximate cost: \$250,000.00	Board approved and Preliminary architectural plans complete Letters on file Photos Awarded \$300,000 through Legislative Appropriation (17-18) Additional Appropriation will be pursued 19-20.
When funds become available, remodel and renovate older facilities such as child care, masonry and auto body	a. Secure state facility funds as a special school b. Pursue Legislative Appropriations	2019	Monies unavailable	Budget architect plan Board approved Met with Architect to assess needs
Install awnings at the front entrance ways of the main building for aesthetics and safety, (Slippery when wet).	a. Create acceptable pathway at front entrance from covered walkway to main building entrance.	June 2018 Paused	TBD	Installation Note: Main building is to be retrofitted to meet safety requirements.

Objective	Strategies	Timeline	Financial Resources	Evaluation
80% of faculty/staff will continue to be certified in CPR/First Aid	a. Offer training during professional development day	Accomplished and Ongoing	\$875.00	96% of instructional staff are CPR/First Aid trained and approximately 90% of staff are.
Construct sidewalk from Nails Specialty portable to front of RTC between nursing/business buildings and RTC main building.	a. Create safer/cleaner walking paths	In Progress	Approximately \$1,000.00 needed for project.	Drafted Plans Installation
Add additional power supply to RIVEROAK Technical College to support growing industrial programs.	a. Acquire electrical engineering plans to meet demands of increased enrollment in Electrical and Welding and equipment needs b. Power pole installation	On-going	Monies unavailable Approximate Cost: \$85,000.00	Engineering Plans Contract Pursue Legislative Appropriation.

Objectives of the Strategic Plan – Administrative

Objective	Strategies	Timeline	Financial Resources	Evaluation
Increase community awareness and community partnerships	a. Sponsor the Chamber of Commerce Christmas on the Square, Gala, and Business of the Year Dinner b. Attend school and community events	Accomplished/On Going	Approximate cost to sponsor events: 2,500.00 Approximate cost for resources needed for community outreach: \$1,200.00	Strengthened relationship with local business community Activities with local community groups
Work with schools and public library for student recruitment	a. Promotional table and literature at SMS, SHS, BHS and Suwannee River Regional Library branches b. CTE Coordinator and instructor visits to campuses for student recruitment c. Annual school counselor luncheon and information session luncheon at RIVEROAK Technical College d. CTE Coordinator classroom visits with guidance counselors	On Going On Going Accomplished/On Going Accomplished	None	Increased student enrollment Increased awareness of the programs at RIVEROAK Technical College

Increase awareness and support of RIVEROAK Technical College with community and state leaders	a. Host city, county and state elected officials meeting	Ongoing Deferred to 2019-2020 year.	Approximate: \$500.00	Obtain endorsements for programs at RIVEROAK Technical College
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SCHOOL DISTRICT OF SUWANNEE COUNTY
ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or approved equivalency diploma.
- (2) Demonstrated successful experience in computer network and server design; network management and administration; structured wiring standards and installation; computer repair; router configuration and maintenance; and e-mail system design and maintenance.
- (3) Successful experience in computer programming and managing computer system operations.
- (4) Successful experience in database management and operations.
- (5) Or other appropriate certificates/licenses required by the District.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Windows workstations and servers. Knowledge of current trends, research and best practices related to assignment. Knowledge of federal, state and district rules, regulations and policies as they relate to job functions. Knowledge of system design and the operation of computer systems. Knowledge of the mainframe and its application in meeting District requirements. Knowledge of Local- and Wide-Area Networks. Knowledge of the Florida Department of Education Management Information System requirements. Knowledge of standard languages, coding methods and operations requirements. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions. Ability to work independently and make decisions with minimum supervision.

REPORTS TO:

Director, Information Technology Department

JOB GOAL

To assist the Director of the Information Technology Department with the maintenance, troubleshooting, planning and upgrading of the District technology network and to provide accurate and up-to-date data for any school or administrative request in a timely manner.

SUPERVISES:

N/A

Assistant Director of Information Technology (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Direct and oversee the assignment of computer, network, and software user ID's, initial passwords and e-mail accounts.
- * (2) Direct and oversee the management of the District and School websites.
- * (3) Provide recommendations for the selection of instructional technology equipment and software, including tracking of software to ensure compliance with software licensing requirements.
- * (4) Assist with the development of an up-to-date annual and long-range instructional technology plan.
- * (5) Develop accurate and efficient computer programs using appropriate programming technology to assist in the various department requests from schools and District Office.
- * (6) Develop accurate and efficient computer programs using appropriate programming technology to enhance efficiency and growth within the District.
- * (7) Work in various District databases, checking for accuracy and correcting/reporting as appropriate.
- * (8) Work with various contracted vendors to provision automatic rostering/syncing of student and staff information using various database programming methods and District technology systems.
- * (9) Monitor data entry operations at each school for DOE student records requirements.
- * (10) Process data for all DOE student surveys including edit errors, validation and exception DOE reports.
- * (11) Provide advisory and preparatory assistance for FTE surveys including fees reports.
- * (12) Provide advisory and preparatory assistance for vocational final reports and vocational follow-up reports.
- * (13) Provide RIVEROAK Technical College with Workforce Development reporting.
- * (14) Provide Talented Twenty identification and reporting.

Inter/Intra-Agency Communication and Delivery

- * (15) Respond to inquiries and concerns in a timely manner.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Serve on district, state or community councils or committees as required or appropriate.
- * (18) Communicate effectively with staff and administrators.
- * (19) Serve as the liaison between data processing industry representatives and the District.
- * (20) Work closely with District and school staffs to support school improvement initiatives and processes.

Systemic Functions

- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow federal and state as well as School Board policies, rules and regulations.
- * (23) Demonstrate support for the School District and its goals and priorities.
- * (24) Prepare all required reports and maintain all appropriate records.

Assistant Director of Information Technology (Continued)

- *(25) Provide in-service for teachers and other staff on the use of the network and other instructional technology equipment and software.
- *(26) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- *(27) Perform other tasks consistent with the goals and objectives of this position.
- *(28) Represent the District in a positive and professional manner.
- *(29) Assist in developing the department budget and monitor its implementation as required.
- *(30) Supervise the data entry operations at school sites and District offices.

Professional Growth and Development

- *(31) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- *(32) Provide in-service activities for data entry personnel as needed.

Leadership and Strategic Orientation

- *(33) Ensure adherence to good safety standards.
- *(34) Maintain confidentiality regarding school and workplace matters.
- *(35) Model and maintain high ethical standards.
- *(36) Demonstrate initiative in the performance of assigned responsibilities.
- *(37) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(38) Provide leadership and direction for assigned areas of responsibility.
- *(39) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(40) Appear before the board as needed.
- *(41) Shall assume additional responsibilities as assigned by the Superintendent.

Assistant Director of Information Technology (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

*Essential Performance Responsibilities

SCSB Approved 1/25/05