

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
May 9, 2023

AGENDA

Call to Order – Immediately following the Workshop

The Superintendent recommends approval to adopt the agenda.

1. The Superintendent recommends approval of the following contract/agreement for the 2022-2023 school year: (NEW) (Note: This contract/agreement has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2023-113 Professional/Technical Services Agreement between the Suwannee County School Board and InStream, LLC for Document Imaging Conversion Services (*New*) (pgs. 3-15)

2. The Superintendent recommends approval of the following contract/agreement for the 2023-2024 school year: (NEW) (Note: This contract/agreement has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2024-14 Dual Enrollment Articulation Agreement between Florida Gateway College and Suwannee County School District (Out of District 2022-2023) (*Renewal/Revised*) (pgs. 16-39)

3. The Superintendent recommends approval of the annual Florida Department of Education, Office of Educational Facilities, Florida Inventory of School Houses (FISH) Certification of Facilities Data for 2022-2023.
4. The Superintendent recommends approval of the following curriculum item for the 2022-2023 school year:

a. Summer School Schedule (pgs. 40-43)

5. The Superintendent recommends approval of revisions to the District Staffing Plan. (pg. 44)

6. Expulsion

- a. **Case #2021-2022-58**: The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. (*Final Action*)

7. Human Resources Transactions (pgs. 45-48)

Adjourn

SUWANNEE COUNTY SCHOOL BOARD

PROFESSIONAL/TECHNICAL SERVICES AGREEMENT

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

WITNESSED:

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

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

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

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

1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR

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

B. MANNER OF PERFORMANCE OF CONTRACTOR'S SERVICES

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

by SCSB as to specific methods or procedures.

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

2. REPRESENTATIVES AND WARRANTIES

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

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

3. INDEPENDENT CONTRACTOR

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

4. TERM

The initial term of this Agreement shall be for a period not to exceed thirty-six (36) months, commencing on April 11, 2023 and ending April 10, 2026, unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

5. COMPENSATION

For the services rendered pursuant to this Agreement, Contractor shall be paid by SCSB, as and for its sole compensation hereunder, the amounts listed in Exhibit B attached hereto, which Exhibit is hereby incorporated by reference into, and made a part of, this Agreement. Notwithstanding the foregoing, no compensation shall be payable to Contractor for any services for which Contractor has not submitted the documentation required under Paragraph 1(C) of this Agreement.

6. BILLING

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

7. CONFIDENTIALITY

Contractor recognizes and acknowledges that, by virtue of entering into this Agreement and providing services hereunder, Contractor and staff may have access to certain confidential information, including confidential student information and personal health information ("PHI"). Contractor agrees that neither it nor any Contractor staff will at any time, either during or subsequent to the term of this Agreement, disclose

to any third party, except where permitted or required by law or where such disclosure is expressly approved by SCSB in writing, any confidential student information, PHI or other confidential information, and Contractor and all Contractor staff shall comply with all Federal and State laws and regulations, and all SCSB rules, regulations, and policies regarding the confidentiality of such information. Without limiting the generality of the foregoing, Contractor shall comply with the Health Insurance Portability and Accountability Act. Contractor may not use or further disclose Personal Health Information ("PHI") other than as permitted or required by law or this Agreement. In addition, Contractor shall:

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

8. CRIMINAL BACKGROUND CHECKS

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

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

9. AUDITS, RECORDS, AND RECORDS RETENTION

The District or its representative reserves the right to inspect and/or audit all the Contractor's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Contractor to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not

limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Contractor in order:

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

10. INDEMNIFICATION

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

11. DEBARMENT & SUSPENSION

Contractor certifies that neither it nor its agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal department or agency.

12. TERMINATION

- A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by giving the other party at least thirty (30) days prior written notice.

- B. TERMINATION FOR BREACH. Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.
- C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:
- (i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or
 - (ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;
 - (iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;
- D. EFFECT OF TERMINATION. As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement. Notwithstanding the foregoing, the following provisions shall survive the expiration or other termination of this Agreement, regardless of the cause of such termination: Paragraphs 1(B), 2, 5, 10, 13, and 15.

13. ARBITRATION

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

14. ENTIRE AGREEMENT; MODIFICATION

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

15. GOVERNING LAW

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

16. COUNTERPARTS

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

17. NOTICES

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

If to SCSB: Ted L. Roush, Superintendent
Suwannee County School Board
1740 Ohio Avenue, South
Live Oak, FL 32064

Copy to: Mr. Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell
Attorney for Suwannee County School Board
P. O. Box 10507
Tallahassee, FL 32302-2507

Contractor: InStream, LLC
1925-A NW Second Street
Gainesville, FL 32609

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT.

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

21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

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

23. FORCE MAJEURE

Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Agreement if and to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God, acts of the public enemy, war, riots, strikes, labor disputes, civil disorders, fires, floods, hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the 2020-2021 academic year.

24. E-Verify. Effective July 1, 2020

A. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this Agreement.

B. Subcontractors

- (i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
- (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095.

- (iii) Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Contractor must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.
- D. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

25. NO DISSEMINATION OF CONFIDENTIAL DATA

No confidential data collected, maintained, or used during performance of the Agreement shall be disseminated except as authorized by law and with the written consent of the School Board, either during the period of the Agreement or thereafter.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this _____ day of _____, 20__.

SUWANNEE COUNTY SCHOOL BOARD

Jerry Taylor, Chairperson

Date

Ted L. Roush, Superintendent of Schools

Date

"Approved as to Form and Sufficiency
BY _____
Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"

CONTRACTOR

Witness Signature

Signature of Person or
Authorized Representative

Type or Print Name of Witness

Type or Print Name of Contractor

Date _____

Date _____

EXHIBIT A

SERVICES PROVIDED:

- Document Indexing
- Scanning pages to 300dpi
- Mastering images to disk for Import to ECM Solution
- Document Preparation
- Data Entry
- Conversion of 16mm microfilm to electronic images
- Conversion of 16mm microfiche to electronic images
- Conversion of 35mm microfilm to electronic images
- Upload of Electronic Converted Records to ECM Solution
- Technical Support and Training – Onsite & Remote
- Document Management Consulting – Onsite & Remote
- Pull Requests - During and After Hours
- Pick Up, Delivery and Handling
- Confidential Destruction of Paper Documents

CONTRACTOR FEDERAL IDENTIFICATION NUMBER: 80-0124375

INDIVIDUAL SOCIAL SECURITY NUMBER: _____

IRS Form W-9 must be attached.

FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:

District Wide, Other Purchased Services

EXHIBIT B**FEE SCHEDULE****SUWANNEE COUNTY SCHOOL DISTRICT****Bid Price Sheet**

Bid Title Document Imaging Conversion Services
RFP 23-210

Item #	Description	Unit Price	Unit of Measure	Est. Quantity	Extended Price
1	Document Indexing (8 fields per document maximum)	\$1.400	per document	1	\$1.400
2	Scanning pages to 300dpi TIFF 6, Group IV-B file format (11"x17")	\$0.073	per image	1	\$0.073
3	Scanning pages larger than 11" x 17", 300dpi TIFF b/w	0.6	per image	1	\$0.600
4	Scanning pages larger than 11" x 17", 300dpi TIFF grayscale	1.87	per image	1	\$1.870
5	Scanning pages larger than 11" x 17", 300dpi TIFF 24-bit color	\$4.100	per image	1	\$4.100
6	Mastering images to disk for import to ECM Solution	\$0.018	per image	1	\$0.018
7	Document Preparation	\$28.000	per hour	1	\$28.000
8	Data Entry (If not covered by item 1)	\$0.001	per keystroke	1	\$0.001
9	Conversion of 16mm microfilm to electronic images	\$0.065	per image	1	\$0.065
10	Conversion of 16mm microfiche to electronic images	\$0.155	per image	1	\$0.155
11	Conversion of 35mm microfilm to electronic images	\$0.380	per image	1	\$0.380
12	Upload of Electronic Converted Records into ECM Solution	\$25.000	per upload	1	\$25.000
13	Technical Support / Training - Onsite	\$180.000	per hour	1	\$180.000
14	Technical Support / Training - Remote	\$85.000	per hour	1	\$85.000
15	Document Management Consulting - Onsite	\$180.000	per hour	1	\$180.000
16	Document Management Consulting - Remote	\$85.000	per hour	1	\$85.000
17	Pull Requests - M-F 8am - 5pm	\$8.250	per request	1	\$8.250
18	Pull Requests - After Business Hours and Weekends	\$25.000	per request	1	\$25.000
19	Pickup, Delivery, and handling	\$140.000	per trip	1	\$140.000
20	Confidential Destruction of Paper Documents	\$8.000	per box	1	\$8.000

SCSD Terms of Payment will be Net 45 days

Payment Discount and Terms:

0 % if paid in 45 days

In the event an error in calculation is found, the unit price bid will be used to determine the correct extended price.

Vendor Acknowledgement and Approval

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature and witness, is required to be submitted with your proposal in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contracture agreement with the Suwannee County School District for the purposes as proposed and as described herein. Please print below unless where a signature is required.

Firm Name InStream, LLC

Phone No. 352-372-6039

Authorized Representative's Signature

Authorized Representative's Name/Title

Date 21-Mar-23

John Van Marck Business Development Executive

Witness Signature

Witness Name/Title

Date 21-Mar-23

Peter Craig Business Development Executive

Vendor is to complete, sign and submit a paper copy of the Bid Price Sheet along with an electronic (Microsoft Excel) Bid Price Sheet copy at or before the time of Bid Opening. Electronic (EXCEL) Bid Price Sheets must be submitted on a disk.

FAILURE TO SUBMIT SIGNED BID PRICE SHEET & ELECTRONIC COPY MAY RESULT IN YOUR BID SUBMITTAL NOT BEING ACCEPTED.

EXHIBIT C

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

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, LORIE NORRIS, RISK MANAGER, AT 386-647-4608, LORIE.NORRIS@SUWANNEE.K12.FL.US, OR 1740 OHIO AVENUE SOUTH, LIVE OAK, FL 32064.

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

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

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

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

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

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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

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

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



**FLORIDA GATEWAY COLLEGE
AND
SUWANNEE COUNTY SCHOOL DISTRICT
OUT OF DISTRICT**

2023 – 2024

DUAL ENROLLMENT ARTICULATION AGREEMENT

SECTION I

WHEREAS, Florida Gateway College, hereafter referred to as the **College**, and the Suwannee County School District, hereafter referred to as the **School Board**, subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance his/her learning opportunities in courses suited to his/her educational, career, and personal needs, and

WHEREAS, Chapters 1007.27 and 1007.271, Florida Statutes (2020), specifies that a variety of articulated acceleration mechanisms be available for secondary school students attending Florida public or non-public schools, and §§ 1001.64 – 1001.65, F. S., specify that dual enrollment articulation agreements shall be executed between college boards of trustees and district school boards within each college district, and shall establish an articulation committee, and

WHEREAS, the **College** and the **School Board** desire to implement the above statutes by creating opportunities for high school students to pursue college-level instruction, through an articulated acceleration program.

NOW THEREFORE, in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of a Dual Enrollment Program (the **Program**) between the **College** and the respective **School Board**. In implementing this Program, the parties agree to these general principles:

A. COURSE PROGRAM OFFERINGS

1. Articulation acceleration mechanisms shall include, but not be limited to, Academic Dual Enrollment, Career Dual Enrollment, Academic and Career Early Admissions, Advanced Placement, Credit by Examination, the International Baccalaureate Program, and Career Pathways.
 - a. **Academic Dual Enrollment:** Students in grades 6 – 12 who qualify are earning high school credit toward a high school diploma and college credit toward an associate or baccalaureate degree. Students may be part-time or full-time. The following are ineligible to be counted as Dual Enrollment:

- 1.) career preparatory instruction;
- 2.) college preparatory instruction;
- 3.) other forms of pre-college instruction;
- 4.) physical education and recreation students who focus on physical execution of skill rather than the intellectual attributes of the activity; and
- 5.) courses not creditable toward a high school diploma.

Unless the student has successfully completed the entry level examination required by § 1008.30, F. S., the student will be ineligible for enrollment in college credit mathematics or English courses, or any courses for which college credit English, reading or math is a prerequisite.

- b. **Career Dual Enrollment:** Students in grades 6 – 12 qualify who are seeking a degree and industry certification through a career education program or course. The student is also earning industry certifications adopted pursuant to §1008.44, F. S., which count toward the high school diploma. Students may be part-time or full-time in Career Dual Enrollment.
- c. **Early Admissions:** This is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. Students who qualify will earn both high school and college/career credits for courses completed. Participation in the **Career Early Admission** program shall be limited to students who have a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.
- d. **Early College Program** allows admitted students to complete 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon the completion of four years of high school. This program is limited acceptance and students must meet specific criteria in order to be eligible to participate. Students commit to this program for the four years they are high school students.
- e. **Credit by Examination:** Students will be eligible for college credit based on the receipt of a specified minimum score on a nationally standardized general or subject area examination.
- f. **The International Baccalaureate Program:** Secondary students will be eligible who are enrolled in a program of studies offered through the International Baccalaureate Office at their high school. College credit will be awarded as determined by the **School Board** and the **College Board of Trustees**.
- g. **Career Pathways Program:** Secondary students in grades 9-12 are eligible to participate in the Career Pathways Program. The promotion of the program and the revision of Career Pathways Articulation Agreements is a collaborative effort between all the consortium partners. Guidance counselors register students in an articulated, sequential program of study (including a technical component), which leads to continued study at the postsecondary level. Career Pathways programs consist of four years of high-level academic and technical courses at the high school

level, articulated (or connected) with continued high-tech training in college, often resulting in an industry level certification. Students prepare for postsecondary training by following a program of study as outlined in the Career Pathways Articulation Agreements between the **School Board** and the **College**. Per the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AS Degree in 2023 - 2024, high school students successfully completing the high school portion of the Career Pathways Program can earn college credits which may be used in a declared AS Program of Study through Industry Certification or "credit by examination." They may also receive preferential admission to selective college programs. After a student meets all criteria outlined in the Career Pathways Articulation Agreement, including successful completion of 12 hours of regular college credit (not including prep courses), he/she can request that the credit be added to their college transcript by completing the Request for Career Pathways Credit form and returning it to the Director of Dual Enrollment and Recruitment. Please refer to the Florida Department of Education web site for more information. The **College** Director of Dual Enrollment and Recruitment is the coordinator of the Career Pathways Articulation Agreements.

2. In mutual consideration thereof, both parties to the agreement contained herein agree to the following conditions:
 - a. The **College** shall offer college level courses that meet the requirements of §§ 1007.27 and 1007.271, F. S., with the exclusion of physical education and recreation courses, where sufficient high school facilities exist and are made available.
 - b. The **College** shall award credit for student completion of a Dual Enrollment and Advanced Placement course based on the stated preference of the student, as either Dual Enrollment or Advanced Placement credit. No student shall claim double credit based on the completion of a single joint Dual Enrollment and Advanced Placement course.
 - c. Courses offered for dual credit will be determined by mutual agreement between the **College** and the **School Board** and displayed in this agreement.
 - d. Special request courses and the addition of classes offered for each academic year shall be designated in a letter(s) of understanding between the **School Board**, the district **Superintendent** of Schools and the **College** President. The classes will be scheduled whenever possible to assure maximum publicity prior to fall and spring registration.
 - e. The **College** courses are complementary to the high school curriculum, and no unnecessary duplication will occur.
 - f. The **School Board** shall be responsible for incorporating all Dual Enrollment courses within the District "Student Progression Plan."
 - g. Dual Enrollment courses will utilize the common course designation and numbering system approved by the Florida Department of Education (DOE).
 - h. The **College** shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria

and select instructional materials. The high school will use course syllabi provided by the **College** for all Dual Enrollment courses.

While appropriate for college-level discussions study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

- i. Parties to this agreement will certify in writing that courses operated under this agreement will, when successfully completed, be accepted toward high school graduation on the basis that three college credits will equal one-half high school credit, except those designated otherwise by the Articulation Coordinating Committee of the Florida Department of Education and awarded college credits, none of which shall be remedial, preparatory or developmental. The **High School** is responsible to review high school progression and may need to submit documentation to the **College** upon request.
- j. Unless prohibited by statute or rule, nothing in this agreement shall prevent students in the districts from enrolling in regular college credit or career certificate classes, which do not carry high school credit, conducted by the **College**. Students in this category shall file regular college admissions applications and shall be responsible for their own tuition, books, and other expenses as a standard student.
- k. Pursuant to §1007.271, F.S., Dual Enrollment students may enroll in courses offered by the **College** during school hours, after school hours, and during the summer terms unless prohibited by **School Board** policy. Dual enrollment courses may be available online, on the high school campus, on the college campus, or at the college centers.
- l. The **College** shall designate the Director of Dual Enrollment and Recruitment to coordinate the Dual Enrollment Program. The Director, in conjunction with the high school counselor, will ensure that each student will make a selection of courses to meet degree requirements, including approved program prerequisite courses. This effort is to improve articulation and minimize excess credit hours. In addition, pursuant to §1007.23, F.S., a dual enrollment student entering college in 2013 – 2014 and thereafter, seeking an associate of arts degree, will indicate a baccalaureate degree program offered by their institution of interest by the time they have earned 30 semester hours. It is the student's responsibility to be informed of the prerequisites for the baccalaureate degree program offered by their institution of interest.

NOTE: Section 1001.7065, F. S., allows that a preeminent university may require its incoming first-time-in college students to take a 9-credit to 12-credit set of courses specifically determined by the state university. The state university may require that they be taken at the specific state university involved and that credit for any such required courses cannot be fulfilled through any acceleration, transfer, or other similar mechanism.

- m. The **College** will provide electronic student transcripts at the end of each term to the respective high school guidance counselors to aid in determining continued student eligibility.
- n. The **College** will provide a transcript with a letter grade. Letter grades awarded by the **College** at the end of each semester are: A, B, C, D, F, I, or W. Any letter grade below a “C” will not count as credit toward satisfaction of the Gordon Rule graduation requirement and the requirement in Rule 6A-10.030; however, all grades are calculated in a student’s GPA and will appear on the college transcript.

Any student earning a D or F in a course will:

- *Repeat the failed course and only the failed course the next term*
- OR**
- *Need to sit out the next term and be required to repeat the course the following eligible term along with any other program related course work*

Any student earning a W in a course will:

- *Only take one course the next term*
- OR**
- *Need to sit out the next term and then return the following eligible term and resume with any program related course work*

All grades, including “W” for withdrawal, count as course attempts and become part of the student’s college transcript; they may affect subsequent postsecondary admission. ***If the student receives a second ‘D’, ‘F’ or ‘W’ in any course, Dual Enrollment eligibility will end. If a student makes the two in one term, eligibility for Dual Enrollment will end.*** No late withdrawals will be accepted if they were not received in the Dual Enrollment office by the deadline stated in the Approved DE Academic Calendar, posted by the **College**.

- o. Section 1007.271(18), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

This provision relating to GPA weighting includes all dual enrollment courses, including career education courses. In addition, there should be no differentiation between the weighting of 1000 and 2000 level courses or courses that do not appear on the *Dual Enrollment Course—High School Subject Area Equivalency List*.

- p. Students taking Dual Enrollment classes taught by **College** faculty are required to follow the **College** Code of Academic Ethics and Code of Conduct outlined in the current electronic *FGC Student Handbook*.

- q. The **College** and high school will schedule an information and orientation session to inform students and parents about opportunities to participate in the Dual Enrollment Program. At least two weeks prior, the **College** and high school will collaborate in formulating the agenda for this information session.

B. STUDENT ELIGIBILITY CRITERIA

1. The **School Board** shall identify the students qualified for participation in the Dual Enrollment Program. Students must demonstrate academic capabilities to pursue college level instruction.
2. In order to be eligible for participation in the Dual Enrollment Program, a student must:
 - a. be in grades 6 – 12;
 - b. no student will be eligible to enroll into classes through the Dual Enrollment Program beyond their 19th birthday;
 - c. have a minimum ACT/SAT/PERT/TABE test score as established by the **College**. As specified in Section 1008.30, Florida Statutes, students who do not achieve the minimum test score in basic computation (math) and communication (English and reading) skills areas cannot take college credit courses in mathematics and English respectively or any courses for which college credit English, reading or math is a prerequisite. **Eligible test scores for all three (3) sections are required to participate in Dual Enrollment.**
 - d. meet with the high school guidance counselor or **Board** designee, complete the Dual Enrollment/Early College Application for Admission form, and be approved to enroll by the Director of Dual Enrollment and Recruitment. Dates will be posted at High Schools and in the Approved DE Academic Calendar, posted by the **College**. Application forms must be approved prior to the published college deadlines.
 - e. complete Dual Enrollment/Early College registrations by the end of the Add/Drop period for each term as listed in the Approved DE Academic Calendar published by the **College**

The **College** will consider a request from the guidance counselors for dropping a course after the first week of classes. This will be done on a case-by-case basis and must be approved by the appropriate **College** vice president. If approved, the result will be a drop for the student, not a withdrawal.
 - f. comply with the requirements specified in the County School District's "Student Progression Plan"
3. For the Associate in Arts (A.A.) Degree Program the student must:
 - a. have a minimum of 3.0 unweighted GPA based on the 4.0 scale,
or
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**.

- b. register only for required or elective courses in the A.A. Degree Program
- 4. For the Associate in Science (A.S.) Degree and College Credit Certificate (C.C.C.) programs the student must:
 - a. have a minimum of 3.0 unweighted GPA based on a 4.0 scale,
or
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and concurrence of the **College**
 - b. meet all program entrance requirements as stated in the **College** catalog
 - c. register only for courses in the A.S. degree program or electives approved by the **College** division administrator of the A.S. degree program to which the Dual Enrollment student has been admitted
- 5. For Technical Certificate Programs and Applied Technology Diplomas (A.T.D.) the student must:
 - a. have a minimum 2.0 unweighted GPA based on a 4.0 scale
or
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**
 - b. meet all specific program entrance requirements as stated in the **College** catalog
- 6. For Bachelor Degree Programs:
 - a. have successfully completed the associate's degree prior to admission into the Bachelor program
 - b. No bachelor level courses can be taken prior to admission into the program. Exceptions to the above paragraphs 2, 3, 4, and 5 will be subject to careful examination of student qualifications by the high school counselor, principal, the appropriate **College** division administrator, and Director of Dual Enrollment and Recruitment.
- 7. The high school principal or designee will certify students eligible for Dual Enrollment. If students drop below a 2.0 cumulative **College** GPA, it is at the discretion of the guidance counselor/designee to allow them one semester to achieve at least a 2.0 cumulative **College** GPA to maintain eligibility in the Dual Enrollment Program.
- 8. Students will be considered high school students for the purpose of student activities and student body privileges.
- 9. Dual Enrolled students may be issued a college I.D. and afforded all the privileges thereof.

10. If a student leaves your DE program/school, notify the DE office in writing as soon as possible as the student account will need to be changed. Written notification will be required to have the student continue in the DE program.

C. CALENDAR

1. The **College** shall select and schedule classes eligible for Dual Enrollment using the **College** calendar for classes taught outside the regular school hours.
2. During regular public school hours the **School Board** shall, with the concurrence of the **College**, select and schedule Dual Enrollment classes taught on the high school campus using the public school class and bell schedule and the **College** calendar.
3. The **School Board** and the **College** shall make reasonable efforts to avoid conflicts in scheduling.
4. The **College** agrees to conduct, if possible, Dual Enrollment courses at the high school, using the school class and bell schedule and the **College** calendar.
5. All logistical and scheduling information regarding Dual Enrollment courses taught by high school teachers at the high school must be provided to the **College** Director of Dual Enrollment and Recruitment by the admissions application deadline in the Approved DE Academic Calendar posted by the **College**. Special circumstances will be determined by the appropriate academic vice president. A representative from each high school should contact the **College** with credentialed instructor name(s) and the course(s) each instructor will be teaching, as well as the specific days/times the course(s) will be taught.

D. DUAL ENROLLMENT FACULTY

2. The staff will be selected on approval of the **College** and the high school principals from teachers employed at the high school or the **College**, who have filed college transcripts and applications with the **College**, and who meet the degree and certification requirements of the **College**, and pursuant to **SACSCOC**. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding the credit shall ensure faculty teaching Dual Enrollment courses meet these qualifications. Preference will be given high school faculty as adjunct teachers for Dual Enrollment courses.
3. The **College** shall approve Dual Enrollment faculty and will provide them with a copy of the current faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Faculty will also be provided with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Dual Enrollment faculty shall verify that every student sitting in their college course is listed on their course section roster no later than the second week of each semester. The course section rosters must be signed by Dual Enrollment instructors and then faxed, emailed, or mailed to the **College** by the due date. Verbal confirmation or email confirmation will not be accepted. No student shall be permitted to remain in a college class in which they are not enrolled. Faculty must adhere to the guidelines, rules, and expectations therein that apply to faculty.

The High Schools will notify the Director of Dual Enrollment and Recruitment of courses they will be offering on their campus for Dual Enrollment students. The course name/days/times will be emailed and the **College** will build the section. The course syllabus will be emailed to the Director of Dual Enrollment and Recruitment which shall include the course calendar identifying assignments, test dates and grading scale.

4. The **College** shall conduct an administrative evaluation of all faculty teaching Dual Enrollment students. This evaluation will be conducted by the appropriate vice president or designee.
5. The **College** shall also conduct student evaluations of Dual Enrollment faculty. This evaluation will be coordinated by the appropriate vice president or designee.
6. At the end of the term, textbooks will be collected according to **School Board** policy, and Dual Enrollment faculty will submit signed final grade rolls as required to the appropriate instructional division or **College Enrollment Services** by the published deadline. The **College** will submit student transcripts to the respective high school guidance counselor.
7. The **College** will provide all faculty members a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirement relating to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

Faculty members will be required to submit a course syllabus which will be reviewed by the College prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered by the College. The syllabus will be kept on file at the College. Each faculty member should also submit a faculty schedule which will include the days and times the college course(s) will be taught, as well as the faculty member's designated office hours.

8. The following curriculum standards for course content, syllabi, exams, and grades shall apply to college credit Dual Enrollment:
 - a. Dual Enrollment classes taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the **College** shall be responsible for developing and providing a comprehensive end-of-course assessment or a series of expected learning outcomes in accordance with SACSCOC. Assessments shall be provided to the high school campus in a timely manner to ensure availability prior to scheduled administration dates.
 - b. Textbooks and instructional materials used in Dual Enrollment courses must be comparable with those used with other postsecondary courses at postsecondary institutions with the same course prefix and number. The **College** will advise the **School Board** of instructional material requirements as soon as it becomes available, but no later than one term prior to a course being offered.

Course requirements such as tests, papers, or other assignments for Dual Enrollment students must be at the same level of rigor or depth as those for non-Dual Enrollment postsecondary students. All faculty teaching Dual Enrollment courses must observe the **College** procedures and deadlines for submission of grades in the appropriate format. All faculty members will be advised of the **College**-wide grading guidelines prior to teaching a Dual Enrollment course.

- c. The **School Board** will ensure there are minimal interruptions of instructional time. A student shall lose eligibility to participate in the Dual Enrollment Program if a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered. Dual Enrollment courses may not be combined with other high school courses, except in accordance with Section 1007.272, Florida Statutes.

E. COST

1. A student who is enrolled in a dual enrollment or early admission program through a public postsecondary institution or state university is exempt from the payment of tuition and fees, pursuant to §1009.25, F.S. The fee exemption includes application, registration, tuition, and laboratory fees for courses taken through dual enrollment.
2. For dual enrollment courses offered on a public postsecondary institution campus, the **School Board** pays the standard rate of tuition per credit hour from the Florida Education Finance Program (FEFP). Currently, the standard rate of tuition at a public postsecondary

institution is **\$71.98** per credit hour. This cost is associated with dual enrollment students taking classes on the **College** campus and/or taking online classes through the **College**.

3. For dual enrollment courses offered on the high school campus by college faculty, the **School Board** must reimburse the **College** for costs associated with the proportion of salary and benefits to provide instruction. When dual enrollment courses are provided on the high school campus by a high school teacher, the **School Board** is not responsible for payment to the **College**.
4. For dual enrollment students enrolled in programs leading to a career certificate or applied technology diploma, the standard rate of tuition currently is **\$2.33** per contact clock hour.
5. The **School Board** will only pay the standard rate of tuition from funds provided in the Florida Education Finance Program to the **College** during fall and spring terms. The **School Board** does not pay the **College** the standard rate of tuition during the summer terms, as FEFP funds are not provided to the **School Board** during the summer. This does not preclude the **College** from offering dual enrollment courses during the summer terms. **Beginning Summer 2021, summer enrollment for Dual Enrollment students will be limited to 2 courses.**
6. The Board of Trustees at the **College** shall establish, publish, collect, and budget student fees, and shall establish dates for paying fees. The dates shall be not later than the last day of the drop and add periods established by the Board. When the **College** has a written promise of payment from business, industry, government unit, nonprofit organization, or civic organization, fees may be deferred as determined by the **College** Board of Trustees.
7. Various sponsors and agencies agree in writing to pay for a student's tuition, fees, books, and/or supplies. These agreements take the form of letters, purchase orders, memos of understandings, formal contracts and/or authorization documents which stipulate the education expense that the agency or sponsor will pay.
8. Students with funding for tuition and fees from sponsoring agencies or organizations must have a written authorization (verbal agreements are unacceptable) from the agency on file with the business office before the student's tuition and fees may be incurred. Once the authorization is on file, tuition, fees and book costs of the student will automatically be applied to the sponsor's account and an invoice generated to the sponsor for payment.
9. Charges for tuition, fees, books and supplies may be deferred and held in accounts receivable from the last day of any registration period up to sixty (60) days but not beyond the end of the class for those students for whom the **College** has received a written authorization for payment from a business, industry, governmental unit, non-profit organization, or civic organization.
 - Faculty supplied by the **College** will be compensated directly by the **College** in accordance with the appropriate college salary schedule.

- The **School Board** shall provide Dual Enrollment instructional materials, including electronic access codes for textbooks, at the start of classes each semester, and accounting for Dual Enrollment instructional materials shall be accomplished as follows:
 - a. All instructional materials purchased under the Dual Enrollment Program shall be administered as provided in § 1007.271, F.S.
 - b. Students shall return instructional materials at the end of each term as provided in **School Board** procedures.
 - c. Instructional materials will be stored according to **School Board** procedures, and shall be reissued to students during subsequent terms.
 - d. The sale of all instructional materials purchased under § 1007.271, F.S., will be in accordance with state guidelines for the disposal of such materials.
 - e. The proceeds from the sale of such instructional materials will be used to purchase instructional materials for public school students.
 - f. The selection of textbooks and instructional materials for college courses is the responsibility of the full-time **College** faculty. The faculty always seeks to adopt the most effective instructional materials, changing textbooks only to improve these materials. Faculty will have no control over publishers' edition changes and in such cases usually allow students to use the previous edition of the textbook.
 - g. Textbooks and associated electronic access codes must be purchased by the **School Board** each term. **College** textbook vouchers should not be used to purchase miscellaneous consumable materials or supplies for students. Aware of rising textbook costs, and noting that the average life of a textbook adoption presently approximates three years, the faculty will make every effort to continue to use adopted textbooks as long as they believe them to be the best available. A *Textbook Approval Form* has been adopted so a department and/or instructor can request a change in textbook, which the **College** Textbook Committee will review to approve or disapprove. However, the **College** does not guarantee that an adopted textbook will remain in service for a stated period of years.
 - h. Any other financial consideration shall be as required by current state law or as amended as such.

F. ENROLLMENT PROCEDURES

1. The Director of Enrollment Management and Director of Dual Enrollment and Recruitment shall coordinate the admission of Dual Enrollment students.
2. The **College** will provide academic advisement services regarding the **College's** educational programs to students participating in the Program.

3. All students must complete a **College** Dual Enrollment/Early College Application for Admission form by the dates listed above in Students Eligibility Criteria, B2(d).
4. All students must complete their registrations, with guidance counselor approval, for each term through their MyFGC accounts no later than the published dates in the **College** Academic Calendar.
5. Approval and acceptance of the Dual Enrollment registration by the high school representative will constitute recertification of the student's Dual Enrollment eligibility.
6. Students seeking academic modifications due to a disability are required to register with the Accessibility Services Office (ASO). They should make an appointment to meet with the **College** Director of Testing and Accessibility Services and provide recent, relevant and comprehensive documentation from an appropriate health care provider or professional. While an Individualized Educational Plan (IEP) may be provided, the IEP and the 504 Plan are not generally considered adequate documentation, services may be provided to support accommodations received at the High School. The **College** and High School will work in cooperation to provide the appropriate services the student will need based on the delivery mode of the course (i.e., classroom, online, hybrid).
7. The **College** Dual Enrollment course report will be provided to the high schools for textbook review.
8. The student must complete all sections of entry-level examinations required per Section 1008.30, Florida Statutes and the **College**. Students must satisfy the college preparatory testing requirements of Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students, who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment, shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. **Eligible test scores for all three (3) sections are required to participate in Dual Enrollment starting Fall 2020.**
9. Students making any schedule changes must have approval by the high school counselor and the **College** Director of Dual Enrollment and Recruitment. The student must return any books for courses they are not registered in to the individual specified by **School Board** procedure. Note: If a student withdraws from high school courses in their school district, the high school counselor must also complete withdrawal paperwork for any college Dual Enrollment courses in which the student was enrolled. An exception to this could be made if a student requests to continue in the college course(s), and the student's new school district high school principal or his/her designee provides written permission to the **College**. *No student may withdraw from a course for any reason after the withdrawal deadline (determined by the Academic Calendar).*
10. Students who register for classes are responsible for their grades associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from the class by the appropriate published date.

Students who have been reported by their instructor as never attending during the first and second week of the add/drop period should be automatically dropped from their classes when course section rosters are returned to the **College** Enrollment Services Office by the third week of the semester. Therefore, since students may or may not be automatically dropped, it would be in the student's best interest to be responsible for initiating the withdrawal action. Notification of any dual enrollment student dropped by Enrollment Services Office will be sent to the Director of Dual Enrollment and Recruitment, who will then notify the high school guidance counselor immediately. Any student not dropped or withdrawn from a course by the published date will remain officially registered and will be assigned an earned letter grade at the end of the semester.

11. Students will be permitted to use ACT or SAT scores for placement into college-level courses. Students who place into Pre-Calculus (MAC 1140) or higher through ACT or SAT scores are required by the **College** to complete the Math sub-test of the PERT (Postsecondary Education Readiness Test) for placement.
12. Dual Enrollment students shall be subject to all **College** policies and procedures that apply to other students. As with all students, official final high school transcripts must be on file with the **College** Enrollment Services Office prior to students being admitted as standard students. Summer A admission after the students last eligible term as DE will only be granted under certain special circumstances which will be reviewed by the Director of Dual Enrollment and Recruitment. Students will need to complete a Standard Application, Residency Declaration form, and a letter from the High School stating the student will be graduating from High School will need to be brought to Enrollment Services to convert the student for Summer A. Enrollment for Summer A will be granted to those students that will be graduating with a degree after completion of the term. Students not completing a degree will be admitted for Summer B when their official High School transcripts have been received and reviewed.
13. Students must conform to all Dual Enrollment policies and procedures established by their high schools. All statutory requirements must be met prior to any student continuing in the program.

SLS 2370 is a General Education social science course required for all students earning an AA degree. This course cannot be taken until a student has earned 30 credit hours at Florida Gateway College.

14. Students are not permitted to enroll in independent study courses except for special circumstances. Special circumstances are to be determined by the appropriate **College** Vice-President.

G. INSERVICE

The **College** agrees to cooperate with the **School Board** in offering in-service that will be mutually beneficial to all concerned. This in-service may be conducted at either the **College** campus, District school campus, or other site mutually agreed upon.

H. TRANSPORTATION

The student shall be responsible for providing transportation if the Dual Enrollment instruction is conducted at a facility other than the high school campus.

Dual Enrollment Program Code of Academic Ethics

The faculty of FGC is committed to a policy of honesty in academic work. Conduct which may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** is cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the same penalties as the student who is assisted.
2. **Plagiarism** is the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

In case of dishonesty or plagiarism: The instructor will take academic action consistent with College policy that may result in loss of credit for a specific course and removal from the Dual Enrollment Program. The student will be required to meet with the Associate Dean for review.

Dual Enrollment Program Code of Conduct

1. Attendance at FGC is a privilege, and to maintain the college ideals of scholarship and character development, the right is reserved to withdraw any student at any time for any reason deemed sufficient, and the student concedes this right to the college.
2. Each registered student assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the college.
 - Disruptive behaviors, if they take place on our campus or at our off-campus college centers, may lead to suspension or dismissal from the college.
 - Any of the following violations may constitute a form of disruptive behavior:
 - Cheating in any form
 - Deliberate interference with the rights of others
 - Behavior that intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This applies to acts conducted at our college campus or any off-campus college center.

SECTION II

DUTIES OF THE ARTICULATION COMMITTEE

1. The Articulation Committee will be composed of school district administrators and guidance counselors representing the five county district area, **College** administrators, and the **College** Director of Dual Enrollment and Career Services.
2. The Articulation Committee shall meet at least twice a year.
3. The committee shall prepare the Dual Enrollment Articulation Agreement.
4. The committee shall develop mechanisms and strategies for reducing the incidence of postsecondary remediation in math, reading, and writing for first-time enrolled recent high school graduates based upon the findings in the Postsecondary Readiness for College Report produced pursuant to § 1008.37, F.S.
5. The committee annually shall analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs.
6. The Committee shall annually present to the **College** Board of Trustees and to the District **School Board** the results of this assessment via the Vice President.

(See Appendix Three for 2023 – 2024 plan of strategies and mechanisms for reducing the incidence of postsecondary remediation in math, reading, and writing for first time enrolled recent high school graduates.)

SECTION III

INITIATION OF COURSES

It is agreed that neither the **College** Board of Trustees nor the District **School Board** shall initiate a program or course that is not part of a program, until such has been incorporated into this Dual Enrollment Articulation Agreement.

SECTION IV

ACCOUNTABILITY & ASSESSMENT

These provisions shall not prevent a **Board** assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another Board or agency, subject to review by the two local education agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analyses, and other elements required for the allocation of funds shall be the sole responsibility of the assigned **Board** unless herein indicated.

The following accountability and assessment standards shall apply to college credit Dual Enrollment:

The **College** shall analyze student performance in Dual Enrollment to ensure the level of preparation and future success is comparable with non-Dual Enrollment students. Analyses and recommendations shall be shared and reviewed with the principal and **School Board**.

The **School Board** shall analyze course and instructor evaluations for Dual Enrollment courses on the high school campus. Analyses and recommendation shall be shared and reviewed by both the **College** and **School Board**.

Any course, discipline, college, or system-wide assessment that the **College** requires in non-Dual Enrollment sections of a course shall also be used in all Dual Enrollment sections of the course.

The **College** shall compare student performance, to include final grade and exam, of Dual Enrollment course offerings on the high school campuses and college campuses to ensure that results are comparable to non-Dual Enrollment sections. Results will be made available to the principal, local school district, the **College** president, and DOE.

SECTION V

**Administration of the Florida
Postsecondary Education Readiness Test to
Public High School Students**

Purpose of Agreement

The purpose of this Agreement is to establish specifications for a testing program for the purpose of supporting the high school students as allowed by the provisions of Rule 6A-10.0315, FAC, and Title: XLVIII, Chapter 1008.30 (3) FS K-20 Education Code, between the **College** and the **School Board**.

A. PURPOSE OF TESTING PROGRAM

The purpose of the testing program is to provide the high school students with information and materials designed to meet testing needs of the students in preparing them or to determine the need for remedial instruction prior to enrolling in postsecondary education courses, counseling concerning future college and career planning, and eligibility for Dual Enrollment and Gold Seal Scholarships.

Per State Board Rule 6A-10.0315, F.A.C., Florida high schools will administer the PERT. The **College** will provide TABE testing for the high school students at no cost to the student or the **School Board**. The **College** will continue to support this effort by on-line practice tests, learning modules, and e-books for test preparation.

For testing at the high school, the **School Board** will:

1. be responsible for informing students about the test administration
2. make any unusual test site accommodations for disabled students.

For testing at the **College** test center, the **School Board** will:

1. notify students requesting ADA accommodations for TABE testing to contact the Accessibility Services Office (386-754-4219) prior to making a testing appointment.
2. students should schedule testing through FGC Test Center webpage. Test dates for the current term can be found on the DE webpage.
3. provide documentation needed for testing in the **College** test center.
4. Provide Test Voucher from the Guidance Office

B. RETESTING

High school students who do not have the required scores on the ACT or SAT subtests to be placed in college-level courses need to contact their guidance office about taking the P.E.R.T. test and obtain a Test Voucher. If the student elects to take the TABE test at the **College**, they will be required to obtain a Test Voucher from the guidance office certifying they are eligible to test at the **College**. Students are permitted to test two times per term for eligibility.

P.E.R.T. records and test scores are considered confidential educational records under §.1002.221, F.S. The **College** shall accept the test scores from the Public High School transcript as an official record of scores and comply in maintaining confidentiality of these records

SECTION VI

EFFECTIVE DATE

This resolution and the policies and allocation of responsibility shall be effective upon being signed by the District **School Board**, the **Superintendent** and the **College** President, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the **College** President and the District **Superintendent**. Courses and programs are to be incorporated into the agreement before instruction begins.

This Agreement shall be valid for the 2023 – 2024 academic school year.

This agreement will be in effect from July 1, 2023 to June 30, 2024 and may be renewed annually upon mutual written consent of both parties.

IN WITNESS WHEREOF, the **School Board** of Suwannee County, the **Superintendent** of the County School District, and the District Board of Trustees of the **College** have adopted this Agreement and caused it to be executed in accordance with §§1001.64-1001.65, F. S., Dual Enrollment Articulation Agreements.

Date

President, Florida Gateway College

Date

Chairperson, Suwannee County School Board

Date

Superintendent, Suwannee County School District

"Approved as to Form and Sufficiency
BY _____

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

APPENDIX ONE

DUAL ENROLLMENT ADMISSIONS REQUIREMENTS

Florida Statute 1007.271(7) states:

Career Dual Enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to §1008.44, F.S., which count as credits toward the high school diploma. Career Dual Enrollment shall be available for secondary students seeking a degree and industry certification through a career education program or course. More information can be found at Florida Department of Education, Career Dual Enrollment.

DUAL ENROLLMENT APPROVED COURSES

There are hundreds of rigorous courses available to students through dual enrollment. The *Dual Enrollment Course—High School Subject Area Equivalency List*, which is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education, is a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements.

Additional dual enrollment courses that are not included on the *Dual Enrollment Course—High School Subject Area Equivalency List* may be offered. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment. However, the **School Board** is not prohibited from granting subject area credit for those courses not included on the list, if appropriate.

*Note: Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education, physical education skills, and recreation courses, to be offered as dual enrollment courses.

DUAL ENROLLMENT SCHEDULING OF COURSES

The **College** is continuing to be proactive in developing new courses. However, the availability of the **College** programs and course offerings are contingent upon student interest and demand.

DUAL ENROLLMENT APPROVED PROGRAMS

The DE Approved Programs of Study are:

Associate in Arts (A.A.): Freshman and sophomore years of a four-year bachelor degree comprised of general education and elective courses. Intended for students wishing to transfer to an upper division college.

Program	Credits	Program Code	Separate Program App
Associate in Arts, A.A.	60	AAGS	-

Health Sciences – Limited Access Programs: These areas of focus allow for application into a limited access health sciences program. Please check the catalog for specific program information.

Pre-requisites for the following AS programs may be completed within the DE program when declared as an AA student.	Credits	Program Code	Separate Program App
AA – Health Sciences / Emergency Medical Services A.S.	73	AAEM	Yes
AA – Health Sciences / LPN to RN Bridge Fast-Track A.S.	72	AAFD	Yes
AA – Health Sciences / LPN to RN Bridge Traditional A.S.	72	AATD	Yes
AA – Health Sciences / Physical Therapist Assistant A.S.	74	AAPT	Yes
AA – Health Sciences / Registered Nursing A.S.	72	AARN	Yes

Associate in Science (A.S.): Two-year degree designed for students to enter careers in business, health, technical, industrial or public service fields. Some A.S. programs also transfer to colleges and universities for further degree opportunities.

Program	Credits	Program Code	Separate Program App
Biotechnology A.S. (<i>partnership with SFC</i>)	42	BIOT	-
Business Administration A.S.	60	BAVM	-
Computer Information Technology A.S.	60	CITN	-
Computer Programming and Analysis A.S.	60	CPVM	-
Criminal Justice Technology A.S.	60	CRJL	-
Digital Media and Design A.S.	60	DMDA	-
Early Childhood Education A.S.	60	EECE	-
Environmental Science Technology A.S.	60	ENST	-
Health Information Technology A.S.	70	HIMT	-
Respiratory Care A.S. (<i>partnership with SFC</i>)	19	RCTT	-
Veterinary Technology A.S. (<i>partnership with SPC</i>)	22	VETT	-

Applied Technology Diploma (A.T.D.): Occupational training programs that lead to employment in a specific career fields and transfers to an A.S. degree.

Program	Credits	Program Code	Separate Program App
Medical Coder/Biller A.T.D.	37	MCDG	-

College Credit Certificate: Programs that are generally one year or less and designed for students wishing to quickly transition from education into work.

Program	Credits	Program Code	Separate Program App
Accounting Technology	28	ACGC	-
Business Management	25	SBMD	-
Child Care Center Management	12	CCCM	-
Computer Office Specialist with Programming	18	COSP	-
Computer Support Specialist with Programming	33	CSSP	-
Emergency Medical Technician – Basic	12	EMBD	Yes
Horticulture	18	HORT	-
Network Infrastructure	21	CSNI	-
Paramedic	42	PARD	Yes
Video Game Design	24	CGAC	-
Water Quality Technician	12	WQTC	-

Occupational Certificate: Clock hour programs that lead to professional licenses or certifications.

Program	Age Restriction	Credits	Program Code	Separate Program App	High School Required
Commercial Heating and Air Conditioning Tech	16	45	ACRV	-	-
Firefighter Minimum Standards	18	14.6	FIRF	Yes	Yes
Welding Technology	16	35	WTVC	-	-

APPENDIX TWO

DUAL ENROLLMENT ELIGIBLE TEST SCORES

Test Type	Reading	Writing	Math
PERT	106+	103+	114+
ACT	19+	17+	19+
SAT	24+	25+	24+

Note:

A student must pass ALL sections of a college placement test (reading, writing and math) to be eligible for the Dual Enrollment program.

TEST OF ADULT BASIC EDUCATION GRADE LEVEL REQUIREMENTS

The students in the following programs must be tested using the TABE and achieve these specified skills levels or be remediated until meeting the required grade level equivalents on retests. The required grade level equivalent on the TABE, which must be achieved for each certificate program, is as follows:

PROGRAM	CODE	Score Requirement			Level
		READ	MATH	LANG	
Air Conditioning & Heating Technology	ACRV	576	627	584	D
Welding Technology Basic Welding Technology Advanced	WTVC AWTC	576	596	584	D
Firefighter / EMT	FFEA	597	627	608	A

APPENDIX THREE

During the 2023 – 2024 school year, the five school districts and the **College** will:

- Schedule a fall and spring meeting of the Articulation Committee to revise the articulation agreement utilized by the **College** and the school districts.
- Expand the **College** “Career Days” activities for secondary school students on campus to include middle school as well as high school students.
- Use the **College** Testing Center to help students access the Test Center web page to download study guides for the PERT.
- Provide the teachers in the **College’s** School District through the Education Preparation Institute with:
 - *Alternative certification
 - *Professional development for recertification or endorsements
 - *Hours towards specific certification or certification deemed necessary by State/School District

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling the Director of Testing and-Accessibility Services, at (386) 754-4215. The Accessibility Services Office is located in Building 007, 149 SE College Place, Lake City, Florida 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Cassandra Buckles, Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

FGC is an Equal Access/Equal Opportunity Institution.

**Suwannee County School District
2023 Summer School Schedule
(Monday – Thursday)**

All positions will be based on student attendance.

Elementary Programs

3rd Grade Summer Reading Camp

- Eligibility: Third grade students who have recent FAST performance at Level I or equivalent.
Third grade students who have recent FAST performance at Level II or equivalent for remediation purposes as space permits
Incoming third grade students who are identified having a significant reading deficiency based on progress monitoring data for window three
- Schedule: Two (2) week session: 7/24/2023 – 8/2/2023 located at BES, SPE, SRE, and SSE
8:00 a.m. - 1:30 p.m. student day (5.5 hrs.)
8:00 a.m. - 2:30 p.m. teacher day (6.5 hrs.)
- Personnel: Ten teachers: Two (2) BES, (3) SPE, (3) SRE, (2) SSE
1:10 ratio as necessary depending state assessment scores
- Funding: Federal Grant: 22A175 ARP ESSER III Formula Grant

Pre-Kindergarten (VPK)

- Eligibility: Per DOE guidelines
- Schedule: 6/5/2023 – 8/2/2023 located at SPE (36 days)
8:00 a.m. - 4:50 p.m. student day (8.8 hrs.)
7:00 a.m. - 5:00 p.m. teacher day (10 hrs.)
- Personnel: Three (3) teachers with a 1:12 ratio
- Funding: VPK/ARP

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

- Eligibility: Elementary and/or secondary students IEP's indicate a need for extended year services or as identified on student IEPs
- Schedule: 6/5/2023 – 7/20/2023 located at SPE and BES
8:00 a.m. – 12:30 p.m. (students)
8:00 a.m. - 1:30 p.m. (teachers)
6/1/23 – 8/1/23 transportation provided if needed
- Personnel: Three (3) teachers: one (1) BES and two (2) located at SPE
Three (3) paraprofessionals: one (1) BES and two (2) located at SPE
One (1) nurse at SPE to serve all students
- Transportation: Two (2) bus drivers, and two (2) bus attendants - as needed for ESE Travel
- Funding: IDEA Grant

Secondary Programs

Suwannee High School

- Schedule: **Driver's Education (6 weeks)**
6/6/2023 – 7/20/2023 at SHS
8:00 a.m. - 3:00 p.m.
- Personnel: Two (2) teachers - as needed for SHS, and SVS (up to 7 hours per day)
- Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programming

Credit Recovery Grades 8-11 (6 Weeks)
 Schedule: 6/12/2023 - 7/20/2023 at SHS
 8:00 a.m. - 2:00 p.m.
 Personnel: Six (6) teachers (6 hours per day)
 Two (2) paraprofessionals (6 hours per day)
 One (1) dean (up to an additional 100 hours)
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

Algebra 1 Boot Camp (2 weeks)
 Schedule: 6/26/2023 – 7/6/2023 at SHS
 8:00 a.m. - 2:00 p.m.
 Personnel: One (1) teacher (6 hours per day)
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

Branford High School

Credit Recovery Grades 8-11 (6 Weeks)
 Schedule: 6/12/2023 - 7/20/2023 at BHS
 8:00 a.m. - 2:00 p.m.
 Personnel: One (1) teacher (6 hours per day)
 One (1) paraprofessional (6 hours per day)
 One (1) dean (up to an additional 100 hours)
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

Algebra 1 Boot Camp (4 weeks)
 Schedule: 6/5/2023 – 7/20/2023 at BHS
 Due to math training: start week of 6/5, 6/12, 6/19 skip, 6/26, 7/10, 7/17
 8:00 a.m. - 2:00 p.m.
 Personnel: One (1) teacher (6 hours per day)
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

Hope/PE (3 weeks)
 Schedule: 6/12/2023 – 6/29/2023 at BHS
 8:00 a.m. – 2:00 p.m.
 Personnel: One (1) teacher (6 hours per day)
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

Driver's Education (3 weeks)
 Schedule: 6/12/2023 - 6/29/2023 at BHS
 8:00 a.m. 3:00 p.m.
 Personnel: One (1) teacher – as needed for driving portion ONLY for BHS, and SVS
 (up to 7 hours per day)
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

Suwannee Virtual School

Virtual Instruction Grades 6-12
 Schedule: 6/12/2023 - 7/20/2023 at SVS
 Personnel: Twelve (12) teachers (1 hour per day)
 Funding: Federal Grant: 23A238 ARP/ESSER Supplemental Programing

Eligibility:	As determined by grant – any student grades PK - 5		
Schedule:	Seven (7) week session:	6/5/2023 – 7/20/2023 located at SPE, SRE, SSE, BES 8:00 a.m. - 12:00 p.m. student/teacher (4 hrs.) 7:30 a.m. – 12:30 p.m. site coordinators (5 hrs.)	
Personnel:	Four (4) Site Coordinators:	One (1) SPE, (1) SRE, (1) SSE & (1) BES Twelve (12) Paraprofessionals: One (3) SPE, (3) SRE, (3) SSE & (3) BES	
Funding:	21 st Century Community Learning Centers Grant		

Eligibility:	Students meeting the homeless definition
Schedule:	6/5/2023 – 6/8/2023
	9:00 a.m. – 2:00 p.m. (students)
	8:30 a.m. - 2:30 p.m. (teacher & paras)
	Teacher and One (1) para-up to 6 additional hours for planning and materials prep
Personnel:	One (1) teacher and three (3) paraprofessionals located at SMS
Transportation:	One (1) bus driver
Funding:	ARP-HCY (American Rescue Plan - Homeless Children and Youth Project)

Eligibility:	Students and parents meeting the migrant definition
Schedule:	June 13, 15, 20, and 22, 2023 6:30 p.m. – 8:30 p.m. (students/parents) 5:00 p.m. - 8:30 p.m. (teacher and paras)
Personnel:	One (1) teacher and four (4) paraprofessionals located at SSE
Funding:	Title I Part C

Eligibility:	Students meeting the migrant definition
Schedule:	6/12/2023-6/22/2023 (Monday-Thursday) 9:00 a.m. – 2:00 p.m. (students) 8:30 a.m. - 2:30 p.m. (teachers and paras) 8:00 a.m. - 3:00 p.m. (coordinator) Three (3) teachers up to 6 additional hours for planning. Coordinator up to 7 additional hours for enrollment/planning/data
Personnel:	One (1) coordinator, three (3) teachers, and three (3) paraprofessionals: location TBD
Transportation:	One (1) bus driver
Funding:	Title I Part C

RIVEROAK Technical College Programs
(Monday-Thursday)

IV Therapy

July 12-13, 2023 OR July 19-20, 2023
8:00 a.m. – 4:00 p.m.
Exact Dates TBD
NO graduation

Patient Care Technician

Certification/Licensure Testing May 30, June 2, June 7
Graduation: June 8, 2023

Pharmacy Technician

May 31-July 6, 2023
Monday, classroom on campus 8:10 a.m.-2:45 p.m.
Clinical rotations will be off-site Tuesday, Wednesday, Thursday, 8:00 a.m.-4:00 p.m.
July 10-July 25, 2023
Monday through Thursday, classroom on campus 8:10 a.m.-2:45 p.m.
Graduation: July 27, 2023

Practical Nursing

June 5-June 28, 2023
Cohort 1: Monday through Thursday, classroom on campus from 8:00 a.m.-4:00 p.m.
Cohort 1: Graduation: June 29, 2023, Suwannee County Coliseum, 6:00 p.m.
June 5-August 9, 2023
Cohort 2: Tuesday and Thursday, classroom on campus from 8:00 a.m.-4:00 p.m.
Cohort 2: Clinical rotation will be off-site Monday and Wednesday 8:00 a.m.-4:00 p.m.
New Cohort begins: August 10, 2023

Surgical Technology

June 5-August 9, 2023
Monday-Thursday 8:00 a.m.-3:30 p.m.
Clinical rotation may be off-site or in simulation lab on campus

SUWANNEE COUNTY SCHOOL DISTRICT STAFFING PLAN

Administrative and Base Teacher Allocation

REVISED

ELEMENTARY	UP TO 749	750-999	1000-1099
Principal	1	1	1
Assistant Principal	1	~~1~~ 2	~~1~~ 2
Dean (10 month)	0	1	1
Counselor	1	2	2

MIDDLE	UP TO 749	750-999	1000-1300
Principal	1	1	1
Assistant Principal	1	2	2
Dean (10 plus Summer)	0	1	1
Counselor	1	2	2

HIGH SCHOOL AND COMBINATION	UP TO 774	775-999	1000-1350
Principal	1	1	1
Assistant Principal	1	2	2
Assistant Principal (10)	0	0	1
Dean (10 plus summer)	1	1	1
Counselor	2 (1) 12 month	3 (1) 12 month	4 (2) 12 month

CORE CONTENT TEACHERS	CLASS SIZE/TEACHER	SPECIAL MEASURES	CONTENT	REQUIREMENTS
Elementary	K-3 (1) Teacher for 18	Based on enrollment		BES ½ Teacher Short SES 6 Teachers Short
Middle Grades	4-5 (1) Teacher for 22 6-8*	Based on enrollment *Measured against core content demands		SIS 2 Teachers Short BES less than ½ Over SMS 2 Teachers Over BHS FULL
High School	9-12(1) Teacher for 25	Measured against core content demands	Math, Science, Social Studies, ELA, Spanish,	See Appendix S for database requirements SHS 1 Over in Math SHS ½ Over in English BHS FULL
Blended Learning	Exceeds class size With Blended learning designation flag			

SPECIAL AREAS	TEACHERS	TEACHERS	TEACHERS	TEACHERS
Elementary 650-900	2 PE	1 Music	1 Academic Coach	
Middle School	1 PE to 30 Cap	1 Band	1 Art	1 Ag
High School/Combinations	1 PE to 30 Cap	1 Band	1 Art for up to 774 2 Art for 775-1300	2 Ag for 775-1300
Other High School Electives	1 Teacher per 70 students minimum to begin a full-time program offering	1 Teacher per 70 students minimum to maintain a full-time program offering	Programs with enrollment below 70 students per day will be monitored for 1 year for enrollment and viability	Programs with enrollment below 70 students per day may be subject to closure

SUWANNEE COUNTY SCHOOL DISTRICT

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



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

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

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

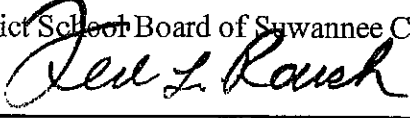
TO: Ted L. Roush, Superintendent of Schools
FROM: William Brothers, Director of Human Resources 
DATE: May 3, 2023
RE: Human Resources Transactions for May 9, 2023, Special Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Human Resource Transactions
May 9, 2023
Special Meeting

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 2022-2023 SCHOOL YEAR:

MISCELLANEOUS:

Approval for the following to work up to an additional 10 hours for Saturday Bootcamps:

Suwannee Riverside Elementary

Katrina Armstead
Jennifer Baker
Summer Bell
Leigh Ann Fountain
Rhoshonda Herring
Mallory Jackson
Takesha Patrick
Adrienne Taylor

Suwannee Springcrest Elementary

Jenny Clark
Crystal Gill
Ariel Jennings
Dyanna Leathlean
Rebecca Reaves
Brooklyn Ross
Becky Skipper
Marie Warren

Approval for the following to work up to an additional 12 hours with the ACT/SAT Bootcamp:

Elisa Hall - English

End of List
2022 - 2023
School Year

RECOMMENDATIONS FOR THE 2022-2023 SUMMER SCHOOL TERM:

RECOMMENDATIONS: INSTRUCTIONAL:

Branford Elementary School:

Approval for the following to work up to 72 hours combined as Academic Coach/Guidance Counselor, paid through Federal Grant funds

Lisa Flowers

Margaret Williams

Branford High School:

Approval for the following to work up to 116 hours combined as Academic Coach/Guidance Counselor/Reading Coach, paid through Federal Grant funds

Monica Jackson

Abbey Warren

Karen Welch

Approval for the following Coaches to work up to 300 hours combined:

Erin Clark

Mendy Sikes

Misty Ward

Suwannee High School:

Approval for Amy Hendry to work as Academic Coach up to 36 hours, paid through Federal Grant funds

Approval for the following Coaches to work up to 300 hours combined:

Justin Bruce

Glenn Green

Joseph Gaddy

Daniel Marsee

Suwannee Middle School:

Approval for the following to work up to 285 hours combined as Academic Coach/Guidance Counselor, paid through Federal Grant funds:

Misty Herring

Cristina Herrington

Bridget McLaughlin

Approval for the following Coaches to work up to 150 hours combined:

Andrew Chapman

Jared Smith

Seth Stebbins

Approval for Alan Bonds to work up to 100 hours as Dean, paid through Federal Grant funds:

Suwannee Pineview Elementary:

Approval for the following to work up to 72 hours combined as Academic Coach/Guidance Counselor, paid through Federal Grant funds

Rebecca Carter

Rhonda Moore

Suwannee Riverside Elementary:

Approval for the following to work up to 108 hours combined as Academic Coach/Guidance Counselor, paid through Federal Grant funds:

Kelly Driggers

April Greene

Kelli Roberts

Suwannee Springcrest Elementary:

Approval for the following to work up to 72 hours combined as Academic Coach/Guidance Counselor, paid through Federal Grant funds:

Jenny Clark

Debbie Singletary

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Approval for the following to work up to 8 hours for Prekindergarten registration/enrollment from July 31, 2023 to August 2, 2023:

Tresca Anderson	Suwannee Riverside Elementary
Gail Butler	Suwannee Riverside Elementary
Kelly Davidson	Branford Elementary School
Traci Davis	Suwannee Pineview Elementary
Kalie Hingson	Suwannee Riverside Elementary
Cara Howard	Branford Elementary School
Maya Kennedy	Suwannee Springcrest Elementary
Amanda Kiser	Suwannee Pineview Elementary
Marissa Lane	Suwannee Springcrest Elementary
Kelsey Leighton	Suwannee Springcrest Elementary
Nicole Poole	Suwannee Riverside Elementary
Edna Roberts	Branford Elementary School
Carol Townsend	Suwannee Riverside Elementary
Deanna Yott	Suwannee Riverside Elementary

**End of Summer Term List
2022-2023
School Year**