SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
January 25, 2022

AGENDA

Call to Order –5:55 p.m.

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

#3.06	Safe and Secure Schools (*Revised*)
#8.061	Safe School Officer (*New*)

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
January 25, 2022

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Springcrest Elementary

Special Recognition by the Superintendent

2021 National FFA Convention

- Brent Long (SHS) - National Award: American FFA Degree Recipient

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes: **(pgs. 6-20)**

   December 14, 2021
   - Workshop Session
   - Expulsion Issues Hearing (Private)
   - Public Hearing
   - Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for December 2021.

3. The Superintendent presents the following bills for the period December 1-31, 2021:

General Checking Account	
General Fund 1000	$ 872,416.74
LCI Fund 3200	154,091.30
Food Service Fund 4100	112,586.74
Federal Fund 4200	27,872.80
Elem & Sec School Emerg Relief Fund 4410	5,744.21
Other Cares Act Relief Fund 4420	43,755.13
ESSER II Fund 4430	7,083.74
	$ 1,223,550.66
Payroll Checking Account	
General Fund 1000	$ 3,175,231.76
Food Service Fund 4100	148,672.97
Federal Fund 4200	335,257.72
ESSER II Fund 4430	92,347.01
	$ 3,751,509.46
Total	$ 4,975,060.12

4. The Superintendent recommends approval of the following budget amendments for the fiscal year 2021-2022:

General	LCIF	Special Revenues
I-6	III-6	IV-6 (Federal)
		IV-4 (Food Service)
		IV-5 (Other Cares)

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

#2022-96	2021-2022 Career Dual Enrollment Articulation Agreement between the Lafayette County School Board and the Suwannee County School Board through RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 21-26)**
#2022-97	2021-2022 Career Dual Enrollment Articulation Agreement between the Hamilton County School Board and the Suwannee County School Board through RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 27-32)**
#2022-98	2021-2022 Career Dual Enrollment Articulation Agreement between the Madison County School Board and the Suwannee County School Board through RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 33-38)**
#2022-99	2020-2021 Career Dual Enrollment Articulation Agreement between the Suwannee County School Board and RIVEROAK Technical College (*Revised/Renewal*) **(pgs. 39-51)**
#2022-100	Suwannee County School Board Professional/Technical Services Agreement between the School Board of Suwannee County, Florida, and Joyce M. Warren (*Revised/Renewal*) **(pgs. 52-77)**

6. Approval of an out-of-state trip for Jennifer Byrd, Suwannee Middle School, to attend the Certified Certiport Educator Conference in Dallas, Texas, June 20-22, 2022. (*Funded by CTE Funds; no expense to the District.*)

7. The Superintendent recommends approval of the following student transfers for the 2021-2022 school year. Parents will provide transportation.

   District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Payton	Proulx	Suwannee	Hamilton	7

8. Expulsions

   a. **Case #2021-2022-26**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

   b. **Case #2021-2022-27**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

   c. **Case #2021-2022-28**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

   d. **Case #2021-2022-32**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated January 6, 2022, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

   e. **Case #2021-2022-33**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated January 7, 2022, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

9. Human Resources Transactions **(pgs. 78-86)**

REGULAR AGENDA

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

   #3.06 Safe and Secure Schools (*Revised*)
   #8.061 Safe School Officer (*New*)

2. The Superintendent presents the following report for informational purposes:

   a. Suwannee County District School Board Financial and Federal Single Audit, for the Fiscal Year Ended June 30, 2021. (A copy of the report is available for review in the office of the Chief Financial Officer.)

3. The Superintendent recommends approval of the Employee Workplace Safety Manual for 2021-2022. (A copy is available in the office of the Director of School Safety and Other Administrative Services.)

4. The Superintendent recommends approval of the following form:

   #7200-140 Data Privacy Agreement **(pgs. 87-99)**

5. Comments from Student Ambassadors

6. Legal Counsel's Report

7. Superintendent's Report

8. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
December 14, 2021

MINUTES

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

Administrators and others present: Jennifer Barrs, Walter Boatright, Amy Boggus, Marsha Brown, Lisa Dorris, Janene Fitzpatrick, Ronnie Gray (arrived at 9:22 a.m.), Angel Hill, Malcolm Hines, UTSC President Eric Rodriguez, Keith Stavig, Angie Stuckey, Jimmy Wilkerson, Josh Williams, Kelli Williams, and Laura Williams.

Chairman Taylor called the meeting to order at 9:00 a.m., and led the pledge

Food Service Department Update ..... Lisa Dorris

Ms. Dorris provided updates on the following:

- Due to Covid, the Annual School Nutrition Conference in San Antonio will now be virtual, and attendance is limited. She stated she is requesting approval for she and her employees to attend, but they may not be able to go, as they are currently on a waiting list.
- U.S. Foods will be the District's food distributor for the remainder of the year.

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

Ms. Barrs advised the Board they she plans to request approval of the Data Privacy Agreement at the meeting in January.

Transportation Department Update ..... Jimmy Wilkerson

Mr. Wilkerson provided an update on personnel issues, which are slightly improved at this time. He attributed it to the hard-to-read signs they have posted around the county. He stated other ideas are in the works, as well.

School Choice Department Update ..... Angie Stuckey

Ms. Stuckey distributed and reviewed a hand-out and advised that the District has just completed its third school choice appeal process.

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

Ms. DePratter provided an update regarding Auditor General and Internal Funds Report findings.

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

Ms. Fitzpatrick provided a PowerPoint Presentation and updates on the following:

- NEFEC will soon be able to provide software for certification renewal.
- Distributed and reviewed hand-outs on 2021-2022 enrollment/withdrawals and a report on class sizes at each school.
- Working with NEFEC on providing mandatory training for media specialists regarding obscene material.
- Calendar committee will start meeting in January.
- Companies wishing to provide the new assessment platform proposals have submitted proposals to DOE.

Mr. Taylor stated he would like for the Board to receive grades/scores data on students at the end of each nine weeks and what the schools are doing regarding proficiency, etc.

Superintendent Update ..... Ted Roush

Mr. Roush provided updates on the following:

- Recognized Secretary to Superintendent/School Board Karen Lager, who is retiring; this is her final Board Workshop with the District.
- Recognized Leonard Dietzen, who was chosen as Lawyer of the Year for Labor Law-Management in the Tallahassee area by Best Lawyers in America.
- Recently met with Gallagher and Associates and will be moving forward with the Fringe Benefits committee and the proposed District Health Clinic.
- Announced the need for an Executive Session at noon today.
- Expressed concern about parents who are on their phone when picking up their children from school. He is interested in posting "No Phone Zones" in the interest of school safety.
- Thanked Principals for supporting events and opportunities this time of year at their schools.
- Distributed and discussed the 2022 Legislative Platforms from FADSS, NEFEC, and FSBA. He stated he has encouraged NEFEC to include school-based personnel in an organized effort when bringing items to the legislature.

Mr. daSilva discussed ideas he learned about at the recent FSBA Conference that he is interested in implementing in the District.

The workshop adjourned at 11:58 a.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
December 14, 2021

MINUTES

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

School Resource Officer Barry Raulerson, UTSC President Eric Rodriguez, and Student Ambassadors Natalie Veal and Jake Wooley were also present.

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

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

   #4.09 Athletics (*Revised*)

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

The hearing adjourned at 5:56 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
December 14, 2021

MINUTES

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

School Resource Officer Barry Raulerson, UTSC President Eric Rodriguez, and Student Ambassadors Natalie Veal and Jake Wooley were also present.

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

Student remarks and pledge to the flag by Suwannee Riverside Elementary Chorus student organization.

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

- There was none.

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

MOTION by Mr. Alcorn, second by Mr. White, for approval of the Consent Agenda, along with the following change to Item #10, Human Resources Transactions, on Page 25, under Supplementary: delete the name of Patrick Osborne as Head Wrestling Coach/Suwannee Middle School. (Note: Mr. White pulled Item #10 for discussion and separate action [see below].) MOTION CARRIED UNANIMOUSLY for approval of the Consent Agenda, minus Item #10.

Separate Action for Item #10/Consent Agenda

Mr. White pulled Item #10, Human Resources Transactions, for discussion and separate action. Mr. White questioned the 3-year contract recommendation on Page 27, under Miscellaneous/Contract Recommendation/Administrator 3-Year Contract; Mr. Roush responded.

MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of Item #10, Human Resources Transactions, on the Consent Agenda, along with the change noted above on Page 25. MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

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

1. Approval of the following Minutes: **(pgs. 7-21)**

   November 16, 2021
   - Workshop Session
   - Reorganization Meeting
   - Public Hearing
   - Regular Meeting

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

3. The following bills for the period November 1-30, 2021:

General Checking Account	
General Fund 1000	$ 634,919.47
LCI Fund 3200	48,767.66
Food Service Fund 4100	91,177.03
Federal Fund 4200	36,223.49
Other Cares Act Relief Fund 4420	14,167.96
ESSER II Fund 4430	65,947.20
	$ 891,202.81

Payroll Checking Account	
General Fund 1000	$ 3,725,001.20
Food Service Fund 4100	154,498.84
Federal Fund 4200	344,748.94
Other Cares Act Relief Fund 4420	511.71
ESSER II Fund 4430	93,240.92
	$ 4,318,001.61
Total	$ 5,209,204.42

4. Approval of the following budget amendments for fiscal year 2021-2022:

General	LCIF	Special Revenues
I-5	III-5	IV-5 (Federal)
		IV-3 (Food Service)
		IV-4 (Other Cares)

5. Approval for disposal of property as per the attached Property Disposition Form dated December 14, 2021. **(pg. 22)**

6. Approval to accept the following donated items:

Site	Item	Donor
BHS (Baseball/Softball Batting Cages)	Cash Donation ($1,000)	Lafayette State Bank
BHS (Baseball/Softball Batting Cages)	Cash Donation ($1,000)	Samuel and Karen Odom
BHS (Baseball/Softball Batting Cages)	Cash Donation ($1,000)	Tri County Metals
BHS (Girls Weightlifting)	Cash Donation ($1,500)	Branford Parts City

7. Approval for informational purposes out-of-state travel for the following employees:

Name	Site	Date	Reason	Destination
Lisa Dorris	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Leona Ash	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Georgia Chancey	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Jenna Chancey	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Cindy Johnson	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Katrina Johnson	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Wendy Jones	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Rebecca Kirby	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Melanie Rickett	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Dawn Shearer	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Edith Underwood	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Julie Verdegem	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Amelia Warner	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX
Carol Warner	Food Service	01/14-18/2022	Annual School Nutrition Conf.	San Antonio, TX

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Taylor	Steele	Suwannee	Lafayette	1

9. Expulsions

a. **Case #2021-2022-20**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year and all of the 2022-2023 school year. (*Final Action*)

b. **Case #2021-2022-21**: The Superintendent recommends expulsion of the student through the remainder of the 2021-2022 school year. (*Final Action*)

c. **Case #2021-2022-22**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated November 10, 2021, for placement of the student in Community Based Instruction, in lieu of expulsion. (*Final Action*)

d. **Case #2021-2022-23**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated November 8, 2021, for placement of the student at Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

e. **Case #2021-2022-25**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated November 15, 2021, for placement of the student in Community Based Instruction, in lieu of expulsion. (*Final Action*)

10. Human Resources Transactions **(pgs. 23-28)**

RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:

RETIREMENT: INSTRUCTIONAL: *(Presented for information purposes only)*

RIVEROAK Technical College:
Pamela Poole, Teacher, effective November 30, 2021

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee Pineview Elementary:
Candice Land, MTSS Coordinator, effective October 18, 2021
REPLACES: Kendra Crews

Suwannee Riverside Elementary:
Amanda Bartley-Ramirez, Teacher, (Temporary) effective November 8, 2021, through February 4, 2022
REPLACES: Kiara Davis

Amanda Bartley-Ramirez, Teacher, (Temporary) effective February 7, 2022, through May 31, 2022
REPLACES: Abby Fleming

Kelli Roberts, Guidance Counselor, effective September 21, 2021
(Amended from the October 12, 2021 Special Meeting Agenda, received degree)

RESIGNATION: INSTRUCTIONAL: *(Presented for information purposes only)*

Suwannee High School:
Alexander Franklin, Teacher, effective November 18, 2021

SUSPENSION:

Suwannee Middle School:
Stephanie Sampson, Teacher, effective November 12, 2021, and November 15, 2021, without pay

TRANSFERS/REASSIGNMENT:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Danielle Ovando	Suwannee Middle School Teacher	Suwannee Virtual School Teacher	December 3, 2021	New Position

LEAVE OF ABSENCE

Suwannee Middle School:
Canary Stephens, Teacher, effective November 29, 2021, through December 10, 2021, without pay

LEAVE OF ABSENCE: (FAMILY MEDICAL):

Suwannee Pineview Elementary:
Kelly Pennington, Teacher, effective November 29, 2021, through March 4, 2022

LEAVE OF ABSENCE: (MEDICAL)

Suwannee Middle School:
Danielle Ovando, Teacher, effective November 29, 2021
(Until released by her doctor)

SUPPLEMENTARY:

Employee Name	Position	Location
Robert Griffith	Head Middle School Softball Coach	Branford High School
Kyler Hall	Varsity Football Offensive Coordinator	Suwannee High School
*Gina Nardiello	Assistant Girls' Basketball Coach	Suwannee Middle School
Dana Root	Head Middle School Girls' Basketball Coach	Branford High School
Terry Vickers	Assistant Swimming Coach	Suwannee High School
Cody Wall	Assistant Boys' Basketball Coach	Suwannee Middle School
Barrinesha Washington	Basketball Cheerleading Sponsor	Suwannee High School

**Pending Certification*

RECOMMENDATION: ADMINISTRATIVE:

Finance and Administration:
Marsha Brown, Chief Financial Officer, effective January 3, 2022
REPLACES: Vickie DePratter (position overlap)

RETIREMENTS: NON-INSTRUCTIONAL: *(Presented for information purposes only)*

Suwannee High School:
David Daniels, Custodian, effective November 30, 2021

Suwannee Riverside Elementary:
Janet Good, Paraprofessional, effective June 16, 2022

Transportation:
Yvan Theoret, Bus Driver Aide, effective December 3, 2021

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford High School:
Kayla Hygema, Custodian, effective November 29, 2021
REPLACES: Erica Daies

Suwannee Pineview Elementary:
Carminda Ramos, Custodian, effective November 29, 2021
REPLACES: Keith Johnson

Suwannee Riverside Elementary:
LeeAnn Wirick, Paraprofessional, effective November 8, 2021
REPLACES: Marcia Riegel

Transportation:
Ashley Zarate, Bus Driver, effective November 15, 2021
REPLACES: Keely Rondello

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

Branford Elementary School:
Debbie Rogers, 3 Hour Food Service Worker, effective October 12, 2021

Branford High School:
Azucena Gonzalez, Paraprofessional, effective January 7, 2022

TRANSFERS/REASSIGNMENT:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Heather Holton	Suwannee Virtual School Admin. School Secretary	Suwannee Riverside Elem. Registrar	January 5, 2022	Kimberly Steichen
Nikolas Hurst	Suwannee Springcrest Elem. Paraprofessional	Suwannee Middle School Long Term Substitute *(Temporary)*	December 3, 2021	Danielle Ovando
Keith Johnson	Suwannee Pineview Elem. Custodian	Suwannee High School Custodian	November 29, 2021	Chris Ringlein

LEAVE OF ABSENCE:

Branford Elementary School:
Kelly Davidson, Pre-K Teacher, effective November 29, 2021, through December 17, 2021

LEAVE OF ABSENCE: (FAMILY MEDICAL):

Branford Elementary School:
Deborah Yates, Paraprofessional, effective November 1, 2021, through February 16, 2022

LEAVE OF ABSENCE: (MEDICAL):

Branford Elementary School:
Deborah Yates, Paraprofessional, effective February 17, 2022, through May 27, 2022
(With the option to return sooner if released by her doctor)

Transportation:
Scott Koehn, Bus Mechanic, effective October 12, 2021 through December 20, 2021
(With the option to return sooner if released by his doctor)

MISCELLANEOUS:

CONTRACT RECOMMENDATION:

ADMINISTRATOR 3-YEAR CONTRACT:	TERM
Vickie DePratter, Chief Financial Officer	12

District Wide/21st Century:

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

Stephanie Roberts

Pre-K Extended Day Program:

Approval for the following to work as an alternate teacher in the Pre-K Extended Day program:

LeWanda Hill

SUBSTITUTES:

Transportation:

The following to serve as a Substitute Bus Attendant:

Beatrice Parnell

The following to serve as a Substitute Bus Driver:

David Smith

VOLUNTEERS:

Donnell Byrd
Dara Cannon
Wesley Carver
Angelina Ferrell
Floyd Ferrell
Clifford Flowers
Colleen Gartner
William Klecka
John Lacquey
Erin MacDonald
Madison McCall
Misty Mosley
Shannon Osgood
Caleb Parsons
Jaxon Sansouci
Dana Tidwell
George White
Teresa Williams

End of List
2021-2022
School Year

REGULAR AGENDA

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

   #4.09 Athletics (*Revised*)

   MOTION CARRIED UNANIMOUSLY

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

   #3.06 Safe and Secure Schools (*Revised*) **(pgs. 29-37)**
   #8.061 Safe School Officer (*New*) **(pgs. 38-39)**

   MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. White, second by Mr. Alcorn, for approval of the Suwannee County School Board Internal Accounts Audit for fiscal year end June 30, 2021. MOTION CARRIED UNANIMOUSLY

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

   #2022-95 ESS Southeast, LLC Substitute Staff Placement Agreement between ESS Southeast, LLC and the Suwannee County School District (*New*) **(pgs. 40-52)**

   MOTION CARRIED UNANIMOUSLY

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

   a. Overlap two contracts for the Chief Financial Officer position, in Finance/Administration. (Note: The overlap will be for approximately 36 months and will end December 31, 2024.)

   MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. daSilva, second by Mr. Alcorn, for approval of District participation in the *2022 Commissioner's Academic Challenge*, Florida's high school academic tournament, scheduled for March 31-April 2, 2022, in the amount of $2,000. MOTION CARRIED UNANIMOUSLY

7. The following item was REMOVED from the Agenda, as no bids were received (*New*):

   ~~#22-201 Dump Trailer (bid tabulation results will be provided at Board meeting)~~

8. Comments from Student Ambassadors

   - Student Ambassadors Natalie Veal and Jake Wooley updated the Board on the status of student organization accomplishments, upcoming events, and athletic competitions at their respective schools.

9. Legal Counsel's Report

   - Mr. Dietzen thanked retiring Secretary to the Superintendent/School Board Karen Lager for all of her help over the years and for keeping things running smoothly.
   - No legal matters to report.

10. Superintendent's Report

- Mr. Roush thanked Mrs. Lager for her years of service, stating she will be greatly missed.

11. Issues and concerns Board members may wish to discuss

- Board members thanked Mrs. Lager and wished her well in her retirement.

The meeting was adjourned at 6:48 p.m.

2021-2022 Career Dual Enrollment Articulation Agreement

Between the Lafayette County School Board and
Suwannee County School Board thru RIVEROAK Technical College

THIS AGREEMENT is entered into by and between the School Board of Lafayette County, Florida, hereafter referred to as the "Board"; and RIVEROAK Technical College; hereafter referred to as the "College"; and

WHEREAS, the Florida Statutes provide that career dual enrollment is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college, and

WHEREAS, the Board wishes to enhance opportunities for high school graduates to identify and set clear career and postsecondary education goals before high school graduation, and

WHEREAS; the College, a publicly funded postsecondary institution, can provide a variety of high skill, high wage career training program options, and

WHEREAS, the Board and College accept the challenge of ensuring that every Suwannee County High School graduate has a defined pathway to a career and postsecondary education.

NOW, THEREFORE, BE IT RESOLVED that the Board and the College agree to the following:

A. This agreement supersedes all previous career dual enrollment agreements between the District and College. s.1007.271 (21)(a)

B. Career dual enrollment is available to Lafayette County high school students meeting the following criteria:
   I. Be enrolled as a student in a Florida public secondary school.
   II. Be classified as a high school student in grade 9, 10, 11 or 12.
   III. Possess and maintain a minimum 2.0 unweighted grade point average (GPA).
   IV. Meet the graduation requirements for Florida state-wide assessments.
   V. Have a plan approved by student's high school to complete all requirements to graduate on time.
   VI. Demonstrate readiness for postsecondary work evidenced by grade point average, a good attendance record and a satisfactory disciplinary record.
   VII. Be recommended by student's school counselor. s.1007.271 (21)(e)

C. The College will notify students and parents of the career dual enrollment opportunity through career and postsecondary education awareness activities in District high schools. Interested students will complete a career dual enrollment application. Students must have the approval of their high school guidance counselors. s.1007.271 (21)(b)

D. The College will accept applications for career dual enrollment in Spring and Summer for the beginning of the following school year. Mid-term applications will only be accepted

on a space available basis and with mutual agreement of the high school and College. s.1007.271 (21)(d)

E. All students enrolled in career dual enrollment will meet the Basic Skills Requirements as specified in 6A-10.040, F.A.C., and detailed in *Exhibit "A"* by demonstrating proficiency based on the *Tests of Adult Basic Education, ACT or SAT.*

F. All career dual enrolled students will have the opportunity to achieve at least one industry certification as part of the career dual enrollment program.

G. Only career preparatory courses contained within the state course numbering system, and are part of a sequence of courses in a program offered through the College which lead to an industry certification, are part of this agreement. New programs/courses meeting this specification can be added to the agreement at any time by agreement of the chief administrative officers of each party. s.1007.271 (21)(c) [A list of courses and programs available for career dual enrollment is detailed in *Exhibit "B"*. It includes a delineation of approved industry certification, clock hour credit and high school credit to be awarded upon completion of each course and program.]

H. All career dual enrollment courses under this agreement will count toward high school graduation. s.1007.271(21)(f)

I. Students participating in career dual enrollment are exempt from payment of registration, tuition, instructional materials, laboratory fees and other fees associated with the costs of attendance. If the District receives Industry Certification funds for any Secondary Certification earned the District will return the funds to the program in which the certification was earned in accordance with the Florida Career and Professional Education Act s.1003.491

J. Students participating in career dual enrollment will be responsible to meet College rules for registration, attendance, and behavior as specified in the College's student handbook. s.1007.271 (21)(g)(i)

K. Students will lose the opportunity to participate in the career dual enrollment program if they are disruptive to the postsecondary learning process.

L. If the student's cumulative GPA falls below a 2.0 in their high school courses but remains above a 2.0 in their program of study at the College, student will be placed on academic probation for one (1) year and allowed to continue their program of study at the college. If the student's cumulative high school GPA is not above a 2.0 at the end of the probationary period, the student will not be allowed to re-enroll at the College. The student can be immediately withdrawn from the College when the cumulative high school GPA falls below a 2.0, if it is mutually determined by the high school and College to be in the best interest of the student.

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses. S.1007.271(21)(l)

O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.

P. Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a dual enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the tenth day of enrollment. Students with extenuating circumstances wanting to withdraw after the tenth day of enrollment must submit a written request to both the College and high school.

Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)

R. The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistant, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

Lafayette County School Board:

_____
Board Chairperson

_____
Superintendent

_____
Date

Suwannee County School Board:

_____
Jerry Taylor, Board Chairman

_____
Ted L. Roush, Superintendent

_____
Mary Keen Principal/Director,
RIVEROAK Technical College

_____
Date

Exhibit A – Basic Skills Requirements and Exceptions for Career Dual Enrollment

Requirements;

1. All career dual enrollment students will demonstrate preparedness for postsecondary education by completing an entry-level basic skills examination. The acceptable exam for this requirement is the *Tests of Adult Basic Education (TABE))*.

2. Testing Exemptions. A student may be exempt from the testing requirement by documenting any of the following: (a, b, c, OR d)

a. Minimum SAT scores
* Verbal – 440
* Mathematics – 440

b. Minimum ACT scores
* Reading – 19
* English – 17
* Mathematics – 19

c. Possessing a state, national or industry certification or licensure examination that is identified in the list entitled "Basic Skills and Licensure Exemption List". www.fldoe.org/core/fileparse.php/5652/urlt/2020-21-basicskills-with-License-exempt.xlsx&sa=U&ved=2ahUKEwiKxdnn4JnxAhVjh-AKHR6xDMYQFjADegQIBhAB&usg=AOvVaw3zxpKFkupcgpwhT05nmhCY

d. Documented learning disability and a current individualized education plan (IEP) that demonstrates preparedness for postsecondary education.

Debra,

Due to new legislation, we needed to amend articulation agreements we have with local school districts and private schools. Below are the changes made to the attached documents:

School District Articulation Amendments

Section R

FROM:

The College will be responsible for all costs associated with presenting career instruction at the College. The student will be responsible for self-transportation to and from the college.

TO:

The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistance, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

Please let me know if you have questions. Thanks so much and have a wonderful week!

Mary

Mary M. Keen
RIVEROAK Technical College Principal
Career, Technical, and Adult Education Director
415 SW Pinewood Drive
Live Oak, Florida 32064
mary.keen@suwannee.k12.fl.us
386-647-4230

RIVEROAK
TECHNICAL COLLEGE

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses. S.1007.271(21)(l)

O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.

P. Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a dual enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the tenth day of enrollment. Students with extenuating circumstances wanting to withdraw after the tenth day of enrollment must submit a written request to both the College and high school.

Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)

R. ~~The College will be responsible for all costs associated with presenting career instruction at the College. The student will be responsible for self-transportation to and from the college~~. The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistant, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

Lafayette County School Board:

_____
Board Chairperson

_____
Superintendent

_____
Date

Suwannee County School Board:

_____
~~Tim Alcorn~~Jerry Taylor, Board Chairman

_____
Ted L. Roush, Superintendent

_____
Mary Keen Principal/Director,
RIVEROAK Technical College

_____
Date

2021-2022 Career Dual Enrollment Articulation Agreement

Between the Hamilton County School Board and
Suwannee County School Board thru RIVEROAK Technical College

THIS AGREEMENT is entered into by and between the School Board of Hamilton County, Florida, hereafter referred to as the "Board"; and RIVEROAK Technical College; hereafter referred to as the "College"; and

WHEREAS, the Florida Statutes provide that career dual enrollment is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college, and

WHEREAS, the Board wishes to enhance opportunities for high school graduates to identify and set clear career and postsecondary education goals before high school graduation, and

WHEREAS; the College, a publicly funded postsecondary institution, can provide a variety of high skill, high wage career training program options, and

WHEREAS, the Board and College accept the challenge of ensuring that every Suwannee County High School graduate has a defined pathway to a career and postsecondary education.

NOW, THEREFORE, BE IT RESOLVED that the Board and the College agree to the following:

A. This agreement supersedes all previous career dual enrollment agreements between the District and College. s.1007.271 (21)(a)

B. Career dual enrollment is available to Hamilton County high school students meeting the following criteria:
   I. Be enrolled as a student in a Florida public secondary school.
   II. Be classified as a high school student in grade 9, 10, 11 or 12.
   III. Possess and maintain a minimum 2.0 unweighted grade point average (GPA).
   IV. Meet the graduation requirements for Florida state-wide assessments.
   V. Have a plan approved by student's high school to complete all requirements to graduate on time.
   VI. Demonstrate readiness for postsecondary work evidenced by grade point average, a good attendance record and a satisfactory disciplinary record.
   VII. Be recommended by student's school counselor. s.1007.271 (21)(e)

C. The College will notify students and parents of the career dual enrollment opportunity through career and postsecondary education awareness activities in District high schools. Interested students will complete a career dual enrollment application. Students must have the approval of their high school guidance counselors. s.1007.271 (21)(b)

D. The College will accept applications for career dual enrollment in Spring and Summer for the beginning of the following school year. Mid-term applications will only be accepted

on a space available basis and with mutual agreement of the high school and College. s.1007.271 (21)(d)

E. All students enrolled in career dual enrollment will meet the Basic Skills Requirements as specified in 6A-10.040, F.A.C., and detailed in *Exhibit "A"* by demonstrating proficiency based on the *Tests of Adult Basic Education, ACT or SAT.*

F. All career dual enrolled students will have the opportunity to achieve at least one industry certification as part of the career dual enrollment program.

G. Only career preparatory courses contained within the state course numbering system, and are part of a sequence of courses in a program offered through the College which lead to an industry certification, are part of this agreement. New programs/courses meeting this specification can be added to the agreement at any time by agreement of the chief administrative officers of each party. s.1007.271 (21)(c) [A list of courses and programs available for career dual enrollment is detailed in *Exhibit "B"*. It includes a delineation of approved industry certification, clock hour credit and high school credit to be awarded upon completion of each course and program.]

H. All career dual enrollment courses under this agreement will count toward high school graduation. s.1007.271(21)(f)

I. Students participating in career dual enrollment are exempt from payment of registration, tuition, instructional materials, laboratory fees and other fees associated with the costs of attendance. If the District receives Industry Certification funds for any Secondary Certification earned the District will return the funds to the program in which the certification was earned in accordance with the Florida Career and Professional Education Act s.1003.491

J. Students participating in career dual enrollment will be responsible to meet College rules for registration, attendance, and behavior as specified in the College's student handbook. s.1007.271 (21)(g)(i)

K. Students will lose the opportunity to participate in the career dual enrollment program if they are disruptive to the postsecondary learning process.

L. If the student's cumulative GPA falls below a 2.0 in their high school courses but remains above a 2.0 in their program of study at the College, student will be placed on academic probation for one (1) year and allowed to continue their program of study at the college. If the student's cumulative high school GPA is not above a 2.0 at the end of the probationary period, the student will not be allowed to re-enroll at the College. The student can be immediately withdrawn from the College when the cumulative high school GPA falls below a 2.0, if it is mutually determined by the high school and College to be in the best interest of the student.

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses. S.1007.271(21)(l)

O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.

P. Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a dual enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the tenth day of enrollment. Students with extenuating circumstances wanting to withdraw after the tenth day of enrollment must submit a written request to both the College and high school.

Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)

R. The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistant, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

Hamilton County School Board:

_____
Board Chairperson

_____
Superintendent

_____
Date

Suwannee County School Board:

_____
Jerry Taylor, Board Chairman

_____
Ted L. Roush, Superintendent

_____
Mary Keen Principal/Director,
RIVEROAK Technical College

_____
Date

Exhibit A – Basic Skills Requirements and Exceptions for Career Dual Enrollment

Requirements;

1. All career dual enrollment students will demonstrate preparedness for postsecondary education by completing an entry-level basic skills examination. The acceptable exam for this requirement is the *Tests of Adult Basic Education (TABE)).*

2. Testing Exemptions. A student may be exempt from the testing requirement by documenting any of the following: (a, b, c, OR d)

a. Minimum SAT scores
* Verbal – 440
* Mathematics – 440

b. Minimum ACT scores
* Reading – 19
* English – 17
* Mathematics – 19

c. Possessing a state, national or industry certification or licensure examination that is identified in the list entitled "Basic Skills and Licensure Exemption List". www.fldoe.org/core/fileparse.php/5652/urlt/2020-21-basicskills-with-License-exempt.xlsx&sa=U&ved=2ahUKEwiKxdnn4JnxAhVjh-AKHR6xDMYQFjADegQIBhAB&usg=AOvVaw3zxpKFkupcgpwhT05nmhCY

d. Documented learning disability and a current individualized education plan (IEP) that demonstrates preparedness for postsecondary education.

Debra,

Due to new legislation, we needed to amend articulation agreements we have with local school districts and private schools. Below are the changes made to the attached documents:

School District Articulation Amendments

Section R

FROM:

The College will be responsible for all costs associated with presenting career instruction at the College. The student will be responsible for self-transportation to and from the college.

TO:

The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistance, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

Please let me know if you have questions. Thanks so much and have a wonderful week!

Mary

Mary M. Keen
RIVEROAK Technical College Principal
Career, Technical, and Adult Education Director
415 SW Pinewood Drive
Live Oak, Florida 32064
mary.keen@suwannee.k12.fl.us
386-647-4230

RIVEROAK
TECHNICAL COLLEGE

Debra Ross
Secretary for Administration
Suwannee County School District
1740 Ohio Avenue, South
Live Oak, FL 32064

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses. S.1007.271(21)(l)

O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.

P. Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a dual enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the tenth day of enrollment. Students with extenuating circumstances wanting to withdraw after the tenth day of enrollment must submit a written request to both the College and high school.

Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)

R. ~~The College will be responsible for all costs associated with presenting career instruction at the College. The student will be responsible for self-transportation to and from the college.~~The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistant, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

Hamilton County School Board:

_____
Board Chairperson

_____
Superintendent

_____
Date

Suwannee County School Board:

_____
~~Tim Alcorn~~Jerry Taylor, Board Chairman

_____
Ted L. Roush, Superintendent

_____
Mary Keen Principal/Director,
RIVEROAK Technical College

_____
Date

2021-2022 Career Dual Enrollment Articulation Agreement
Between the Madison County School Board and
Suwannee County School Board thru RIVEROAK Technical College

THIS AGREEMENT is entered into by and between the School Board of Madison County, Florida, hereafter referred to as the "Board"; and RIVEROAK Technical College; hereafter referred to as the "College"; and

WHEREAS, the Florida Statutes provide that career dual enrollment is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college, and

WHEREAS, the Board wishes to enhance opportunities for high school graduates to identify and set clear career and postsecondary education goals before high school graduation, and

WHEREAS; the College, a publicly funded postsecondary institution, can provide a variety of high skill, high wage career training program options, and

WHEREAS, the Board and College accept the challenge of ensuring that every Suwannee County High School graduate has a defined pathway to a career and postsecondary education.

NOW, THEREFORE, BE IT RESOLVED that the Board and the College agree to the following:

A. This agreement supersedes all previous career dual enrollment agreements between the District and College. s.1007.271 (21)(a)

B. Career dual enrollment is available to Madison County high school students meeting the following criteria:
   I. Be enrolled as a student in a Florida public secondary school.
   II. Be classified as a high school student in grade 9, 10, 11 or 12.
   III. Possess and maintain a minimum 2.0 unweighted grade point average (GPA).
   IV. Meet the graduation requirements for Florida state-wide assessments.
   V. Have a plan approved by student's high school to complete all requirements to graduate on time.
   VI. Demonstrate readiness for postsecondary work evidenced by grade point average, a good attendance record and a satisfactory disciplinary record.
   VII. Be recommended by student's school counselor. s.1007.271 (21)(e)

C. The College will notify students and parents of the career dual enrollment opportunity through career and postsecondary education awareness activities in District high schools. Interested students will complete a career dual enrollment application. Students must have the approval of their high school guidance counselors. s.1007.271 (21)(b)

D. The College will accept applications for career dual enrollment in Spring and Summer for the beginning of the following school year. Mid-term applications will only be accepted

on a space available basis and with mutual agreement of the high school and College. s.1007.271 (21)(d)

E. All students enrolled in career dual enrollment will meet the Basic Skills Requirements as specified in 6A-10.040, F.A.C., and detailed in *Exhibit "A"* by demonstrating proficiency based on the *Tests of Adult Basic Education, ACT or SAT.*

F. All career dual enrolled students will have the opportunity to achieve at least one industry certification as part of the career dual enrollment program.

G. Only career preparatory courses contained within the state course numbering system, and are part of a sequence of courses in a program offered through the College which lead to an industry certification, are part of this agreement. New programs/courses meeting this specification can be added to the agreement at any time by agreement of the chief administrative officers of each party. s.1007.271 (21)(c) [A list of courses and programs available for career dual enrollment is detailed in *Exhibit "B"*. It includes a delineation of approved industry certification, clock hour credit and high school credit to be awarded upon completion of each course and program.]

H. All career dual enrollment courses under this agreement will count toward high school graduation. s.1007.271(21)(f)

I. Students participating in career dual enrollment are exempt from payment of registration, tuition, instructional materials, laboratory fees and other fees associated with the costs of attendance. If the District receives Industry Certification funds for any Secondary Certification earned the District will return the funds to the program in which the certification was earned in accordance with the Florida Career and Professional Education Act s.1003.491

J. Students participating in career dual enrollment will be responsible to meet College rules for registration, attendance, and behavior as specified in the College's student handbook. s.1007.271 (21)(g)(i)

K. Students will lose the opportunity to participate in the career dual enrollment program if they are disruptive to the postsecondary learning process.

L. If the student's cumulative GPA falls below a 2.0 in their high school courses but remains above a 2.0 in their program of study at the College, student will be placed on academic probation for one (1) year and allowed to continue their program of study at the college. If the student's cumulative high school GPA is not above a 2.0 at the end of the probationary period, the student will not be allowed to re-enroll at the College. The student can be immediately withdrawn from the College when the cumulative high school GPA falls below a 2.0, if it is mutually determined by the high school and College to be in the best interest of the student.

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses. S.1007.271(21)(l)

O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.

P. Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a dual enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the tenth day of enrollment. Students with extenuating circumstances wanting to withdraw after the tenth day of enrollment must submit a written request to both the College and high school.

Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)

R. The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistant, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

Madison County School Board:

_____
Board Chairperson

_____
Superintendent

_____
Date

Suwannee County School Board:

_____
Jerry Traylor, Board Chairman

_____
Ted L. Roush, Superintendent

_____
Mary Keen Principal/Director,
RIVEROAK Technical College

_____
Date

Exhibit A – Basic Skills Requirements and Exceptions for Career Dual Enrollment

Requirements;

1. All career dual enrollment students will demonstrate preparedness for postsecondary education by completing an entry-level basic skills examination. The acceptable exam for this requirement is the *Tests of Adult Basic Education (TABE))*.

2. Testing Exemptions. A student may be exempt from the testing requirement by documenting any of the following: (a, b, c, OR d)

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b. Minimum ACT scores
* Reading – 19
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c. Possessing a state, national or industry certification or licensure examination that is identified in the list entitled "Basic Skills and Licensure Exemption List". www.fldoe.org/core/fileparse.php/5652/urlt/2020-21-basicskills-with-License-exempt.xlsx&sa=U&ved=2ahUKEwiKxdnn4JnxAhVjh-AKHR6xDMYQFjADegQIBhAB&usg=AOvVaw3zxpKFkupcgpwhT05nmhCY

d. Documented learning disability and a current individualized education plan (IEP) that demonstrates preparedness for postsecondary education.

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School District Articulation Amendments

Section R

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Please let me know if you have questions. Thanks so much and have a wonderful week!

Mary

Mary M. Keen
RIVEROAK Technical College Principal
Career, Technical, and Adult Education Director
415 SW Pinewood Drive
Live Oak, Florida 32064
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TECHNICAL COLLEGE

Debra Ross
Secretary for Administration
Suwannee County School District
1740 Ohio Avenue, South
Live Oak, FL 32064

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

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IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

Madison County School Board:	**Suwannee County School Board:**
_____	_____
Board Chairperson	~~Tim Alcorn~~Jerry Traylor, Board Chairman
_____	_____
Superintendent	Ted L. Roush, Superintendent
_____	_____
Date	Mary Keen Principal/Director, RIVEROAK Technical College
	_____
	Date

2021-2022 Career Dual Enrollment Articulation Agreement

Between the Suwannee County School Board and RIVEROAK Technical College

THIS AGREEMENT is entered into by and between the School Board of Suwannee County, Florida, hereafter referred to as the "Board"; and RIVEROAK Technical College; hereafter referred to as the "College"; and

WHEREAS, the Florida Statutes provides that career dual enrollment is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college, and

WHEREAS, the Board wishes to enhance opportunities for high school graduates to identify and set clear career and postsecondary education goals before high school graduation, and

WHEREAS; the College, a publicly funded postsecondary institution, can provide a variety of high skill, high wage career training program options, and

WHEREAS, the Board and College accept the challenge of ensuring that every Suwannee County High School graduate has a defined pathway to a career and postsecondary education.

NOW, THEREFORE, BE IT RESOLVED that the Board and the College agree to the following:

A. This agreement supersedes all previous career dual enrollment agreements between the District and College. s.1007.271 (21)(a)

B. Career dual enrollment is available to all Suwannee County high school students meeting the following criteria:
   I. Be enrolled as a student in a Florida public secondary school.
   II. Be classified as a high school student in grade 9, 10, 11 or 12.
   III. Possess and maintain a minimum 2.0 unweighted grade point average (GPA).
   IV. Meet the graduation requirements for Florida state-wide assessments.
   V. Have a plan approved by student's high school to complete all requirements to graduate on time.
   VI. Demonstrate readiness for post-secondary work evidenced by grade point average, a good attendance record and a satisfactory disciplinary record.
   VII. Be recommended by student's school counselor. s.1007.271 (21)(e)

C. The College will notify students and parents of the career dual enrollment opportunity through career and postsecondary education awareness activities in District high schools. Interested students will complete a career dual enrollment application. Students must have the approval of their high school guidance counselors. s.1007.271 (21)(b)

D. The College will accept applications for career dual enrollment in spring and summer for the beginning of the following school year. Mid-term applications will only be accepted on a space available basis and with mutual agreement of the high school and College. s.1007.271 (21)(d)

E. All students enrolled in career dual enrollment will meet the Basic Skills Requirements as specified in 6A-10.040, F.A.C., and detailed in *Exhibit "A"* by demonstrating proficiency based on the *Test of Adult Basic Education, ACT or SAT.*

F. All career dual enrolled students will have the opportunity to achieve at least one industry certification as part of the career dual enrollment program.

G. Only career preparatory courses contained within the state course numbering system, and are part of a sequence of courses in a program offered through the College which lead to an industry certification, are part of this agreement. New programs/courses meeting this specification can be added to the agreement at any time by agreement of the chief administrative officers of each party. s.1007.271 (21)(c)[A list of courses and programs available for career dual enrollment is detailed in *Exhibit "B"*. It includes a delineation of approved industry certification, clock hour credit and high school credit to be awarded upon completion of each course and program.]

H. All career dual enrollment courses under this agreement will count toward high school graduation. s.1007.271(21)(f)

I. Students participating in career dual enrollment are exempt from payment of registration, tuition, instructional materials, laboratory fees and other fees associated with the costs of attendance. If the District receives Industry Certification funds for any Secondary Certification earned the District will return the funds to the program in which the certification was earned in accordance with the Florida Career and Professional Education Act s.1003.491

J. Students participating in career dual enrollment will be responsible to meet College rules for registration, attendance, and behavior as specified in the College's student handbook. s.1007.271 (21)(g)(i)

K. Students will lose the opportunity to participate in the career dual enrollment program if they are disruptive to the postsecondary learning process.

L. If the student's cumulative GPA falls below a 2.0 in their high school courses but remains above a 2.0 in their program of study at the College, student will be placed on academic probation for 1 year and allowed to continue their program of study at the college. If the student's cumulative high school GPA is not above a 2.0 at the end of the probationary period, the student will not be allowed to re-enroll at the College. The student can be

immediately withdrawn from the College when the cumulative high school GPA falls below a 2.0, if it is mutually determined by the high school and College to be in the best interest of the student.

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses. S.1007.271(21)(l)

O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.

P. Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a dual enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the tenth day of enrollment. Students with extenuating circumstances wanting to withdraw after the tenth day of enrollment must submit a written request to both the College and high school.

Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)

R. The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistant, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

Ted Roush, Superintendent Date

Jerry Taylor, Board Chairman

Mary Keen Principal/Director, RIVEROAK Technical College Date

Approval as to Form:

Leonard J. Dietzen, III, School Board Attorney Date

Exhibit A – Basic Skills Requirements and Exceptions for Career Dual Enrollment

Requirements;

1. All career dual enrollment students will demonstrate preparedness for postsecondary education by completing an entry-level basic skills examination . The acceptable exam for this requirement is the *Test of Adult Basic Education(TABE))*.

2. Testing Exemptions. A student may be exempt from the testing requirement by documenting any of the following: (a, b, c, OR d)

a. Minimum SAT scores
* Verbal – 440
* Mathematics – 440

b. Minimum ACT scores
* Reading – 19
* English – 17
* Mathematics – 19

c. Possessing a state, national or industry certification or licensure examination that is identified in the list entitled "Basic Skills and Licensure Exemption List". http://fldoe.org/contact-us/search.stml?q=basic+skills++with+licensure+exempption+list

d. Documented learning disability and a current individualized education plan (IEP) that demonstrates preparedness for postsecondary education.

Teacher	Secondary Program/ Number	Course	OCP	Credit	Secondary Industry Cert	Post Secondary Program/Number	Course	OCP	Hours	Post Secondary Industry Cert.
Masonry									1650	
Bass, Derwin	Masonry 8722900	Masonry 1 8722610		1	NCCER025 Masonry - Level 1	Brick and Block Masonry I463112	BCV0330 Masonry Tender	A	450	NCCER235 Masonry - Level 1
Bass, Derwin	Masonry 8722900	Masonry 2 8722620		1	NCCER044 Masonry - Lvel 2	Brick and Block Masonry I463112	BCV0360 Bricklayer Helper	B	300	NCCER236 Masonry - Level 2
Bass, Derwin	Masonry 8722900	Masonry 3 8722630	A	1		Brick and Block Masonry I463112	BCV0362 Brick Mason 1		450	
Bass, Derwin	Masonry 8722900	Masonry 4 8722640		1		Brick and Block Masonry I463112	BCV0368 Brick Mason 2	C	450	NCCER237 Masonry - Level 3
Bass, Derwin	Masonry 8722900	Masonry 5 8722650	B	1	NCCER045 Masonry - Level 3	Brick and Block Masonry I463112				
Electricity									2200	
Ulmer, Jeremy	Electricity 8727200	Electricity 1 8727210		1	NCCER010 Electrical - Level 1	Electricity I460312	BCV0603 Electrician Helper	A	300	NCCER208 Electrical Level 1
Ulmer, Jeremy	Electricity 8727200	Electricity 2 8727220	A	1	NCCER038 Electrical - Level 2	Electricity I460312	BCV0640 Residential Elect.	B	450	NCCER209 Electrical Level 2
Ulmer, Jeremy	Electricity 8727200	Electricity 3 8727230		1	NCCER099 Electrical - Level 3	Electricity I460312	BCV0652 Commercial Elect.	C	450	NCCER210 Electrical Level 3
Ulmer, Jeremy	Electricity 8727200	Electricity 4 8727240		1						
Ulmer, Jeremy	Electricity 8727200	Electricity 5 8727250	B	1						
Ulmer, Jeremy	Electricity 8727200	Electricity 6 8727260		1						
Ulmer, Jeremy	Electricity 8727200	Electricity 7 8727270		1						
Ulmer, Jeremy	Electricity 8727200	Electricity 8 8727280	C	1						
Welding									1050	
Mercer, Kevin	Welding 9204400	Welding TechFundamentals 1		1	NCCER061 Welding - Level 1 AWELD009-FCAW Plate	Welding Technology J400400	PMT0070 Welder Ast. 1		150	NCCER263-Welding Level 1 AWELD008- FCAW Plate
Mercer, Kevin	Welding 9204400	Welding Tech Fundamentals 2	A	1	NCCER062 Welding - Level 2 AWELD004- GMAW Plate	Welding Technology J400400	PMT0071 Welder Ast. 2		150	NCCER264-Welding Level 2 AWELD004- GMAW Plate.
Mercer, Kevin	Welding 9204400	Fundamentals 3 9204430		1	NCCER063 Welding - Level 3 AWELD011- SMAW Pipe	Welding Technology J400400	PMT0072 Welder, SMAW1		150	AWELD005- GTAW Pipe (Carbon) AWELD006-GTAW Pipe (Stainless to Carbon)
Mercer, Kevin	Welding 9204400	Welding Tech Fundamentals 4 9204440	B	1	AWELD012- SMAW Plate	Welding Technology J400400	PMT0073 Welder, SMAW2		150	AWELD007- GTAW Stainless AWELD008- GTAW Plate
Mercer, Kevin	Welding 9204400	Welding Tech Fundamentals Capstone 9204450	C	1		Welding Technology J400400	PMT0074 Welder		450	AWELD009- GTAW/SMAW Pipe/Carbon AWELD010-GTAW/SMAW Pipe (Chrome PWHT)
										AWELD011- SMAW Pipe
										AWELD012- SMAW Plate
Carpentry										
Bass, Derwin	Carpentry 8104300	Carpentry Fundamentals		1						
Bass, Derwin	Carpentry 8104300	Carpentry Layout		1	NCCEER005 Carpentry - Level 1					
Bass, Derwin	Carpentry 8104300	Carpentry Framing		1	NCCER32 Carpentry - Level 2					
Bass, Derwin	Carpentry 8104300	Carpentry Exterior		1	NCCER33 Carpentry - Level 3					
Bass, Derwin	Carpentry 8104300	Carpentry Finish		1	NCCER34 Carpentry - Level 4					
Applied Engineering Technology										
Ulmer, Jeremy	Applied Engineering Tech 8401100	Applied Engineering Tech 1 8401110		1	SOLID003 -Certifid Solidworks Associate Academic					
Ulmer, Jeremy	Applied Engineering Tech 8401100	Applied Engineering Tech 2 8401120		1	SOLID003 -Certifid Solidworks Associate Academic					
Ulmer, Jeremy	Applied Engineering Tech 8401100	Applied Engineering Tech 3 8401130		1	SOLID003 -Certifid Solidworks Associate Academic					
Medical Administrative Specialist									1050	

Gill, Theresa						Medical Admin. Spec. B070300	OTA0040 Info Tech Assistant	A	150	Micro0069 Microsoft Office Specialist (Bundle 3 of 6)
Gill, Theresa						Medical Admin. Spec. B070300	OTA0041 Front Desk Spec.	B	300	Micro0069 Microsoft Office Specialist (Bundle 3 of 6)
Gill, Theresa						Medical Admin. Spec. B070300	OTA0631 Medical Office Tech.	C	300	NATHA008 - Certified Medical Admin. Ast. CMAA
Gill, Theresa						Medical Admin. Spec. B070300	OTA0651 Medical Admin. Spe.	D	300	NATHA008 - Certified Medical Admin. Ast. CMAA
Digital Design									600	
Poole, Pam						Digital Design K700100	OTA0040 Info Tech Assistant	A	150	Micro0069 Microsoft Office Specialist (Bundle 3 of 6)
Poole, Pam						Digital Design K700100	GRA0024 Production Asst.	B	150	ADOBE010 Adobe Certified Associate (ACA) Dreamweaver; ADOBE020ACA Illustrator, ADOBE021ACA-InDesign, ADOBE022 ACA- Photoshop
Poole, Pam						Digital Design K700100	GRA0025 Digital Asst. Design	C	300	ADOBE010 Adobe Certified Associate (ACA) Dreamweaver, ADOBE020ACA Illustrator, ADOBE021ACA-InDesign, ADOBE022 ACA- Photoshop
Early Childhood Education									600	
Thomas, Kimberl	8405100	Child Development 8500310	Semester 1	0.5		E300100	Child care worker 1 HEV0870	A	150	
Thomas, Kimberl	8405100	Ed & Training Directed Study 8500100	Semester 2	0.5		E300100	Child care worker 2 HEV0871	B	150	
Thomas, Kimberl	8405100	Early Childhood Education 1 8405110	A	1		E300100	Teacher Aide (Preschool) HEV0872	C	150	
Thomas, Kimberl	8405100	Early Childhood Education 2 8405120	B	1		E300100	Preschool Teacher HEV0875	D	150	
Thomas, Kimberl	8405100	Early Childhood Education 3 8405130	C	1						
Thomas, Kimberl	8405100	Early Childhood Education 4 8405140	D	1						
Cosmetology									1300	
Maxwell, Janie Sullivan, Patty						Cosmetology D500100	Grooming & Salon Services CSP0009		225	
Maxwell, Janie Sullivan, Patty						Cosmetology D500100	Cosmetologist & Hairdresser 1 COS0002		300	
Maxwell, Janie Sullivan, Patty						Cosmetology D500100	Cosmetologist & Hairdresser 2 COS0003		300	
Maxwell, Janie Sullivan, Patty						Cosmetology D500100	Cosmetologist & Hairdresser 3 COS0009	A	375	FLDOP002 Cosmetologist
Nails Specialty									225	
Thornton, Greta	8757300	Grooming & Salon Services 1		0.5		D500100	Grooming & Salon Services CSP0009		225	FLDOP008 Nail Specialist
Thornton, Greta	8757300	8757310 Nails Specialty 2		0.5						
Thornton, Greta	8757300	8757320 Nails Specialty 3	A	1						
Thornton, Greta	8757300	Directed Study 8901000		0.5						
Facials Specialty									260	
Thornton, Greta						Facials/ Skin Care I120424	Facials/Skin Care CSP0265		260	FLDOP009 Facial Specialist
Commercial Foods & Culinary Arts									1200	
Kelley, Mona	8800500	Culinary Arts 1 8800510	A	1		Commercial Foods & Culinary Arts N100500	HMV0100 Food Preparation	A	300	
Kelley, Mona	8800500	Culinary Arts 2 8800520	B	1		Commercial Foods & Culinary Arts N100500	HM0170 Cook- Restaurant	B	300	
Kelley, Mona	8800500	Culinary Arts 3 8800530	C	1		Commercial Foods & Culinary Arts N100500	HMV0171 Chef-Head Cook	C	300	
Kelley, Mona	8800500	Culinary Arts 4 8800540	D	1	NRAEF002 National Pro Start	Commercial Foods & Culinary Arts N100500	HMV0126 Food Service Management	D	300	NRAEF003 Certified Food Protection Manager
Automotive Collision Technology									1400	
Ragan, Joe	Automotive Collision Technology 9514000	Auto Collision Paint & Body Asst 9514010	A	1	NIASE088ASE Entry Level: Collision Painting and Refinishing	Automotive Collision Technology Technician T401300	ARR0140 Auto Coll Repair & Refinishing Helper/Asst.	A	150	
Ragan, Joe	Automotive Collision Technology 9514000	Auto Coll. Repair & Refinishing 1 9514020		1		Automotive Collision Technology Technician T401300	ARR0141 Auto Coll. Refin. Technician	B	450	NIASE029 ASE Coll. Repair & Refinishing Painting & Refinishing (B2)

Ragan, Joe	Automotive Collision Technology 9514000	Auto Coll. Repair & Refinishing 2 9514030		1		Automotive Collision Technology Technician T401300	ARR0312 Non-Structural Damage Repair Tech.	C	300	NIASE018 ASE Coll. Repair & Refinishing Tech Non-Structrual Analusis (B2)
Ragan, Joe	Automotive Collision Technology 9514000	Auto Coll. Repair & Refinishing 3 9514040	B	1		Automotive Collision Technology Technician T401300	ARR0022 Damage Analysis & Estimating	D	75	NIASE019 ASE Damage Analysis & Estimating (B6)
Ragan, Joe	Automotive Collision Technology 9514000	Structural Damage Ast. 1 9514050		1	Collision: Non-Structural Analysis and Damage Repair	Automotive Collision Technology Technician T401300	ARR0112 Auto Coll. Welding, Cutting, Joining	E	75	
Ragan, Joe	Automotive Collision Technology 9514000	Structural Damage Ast. 2 9514060	C	1			ARR0295 Sturctural Damage Repair Tech.	F	350	
Blackmon, William	DE Automotive Maintenance and Light	Auto Maint/Light Repair 1 9504110		1	NIASE076 ASE Auto Maintenance & Light Repair	Automotive Service Technology I470608	AER0014 Auto Service Assistor	A	300	NIASE013 ASE Automobile Service Consultant (C1)
Blackmon, William	Maintenance and Light Repair 9504100	Auto Maint/Light Repair 2 9504120		1		Automotive Service Technology I470608	AER0110 Engine Repair Technician	B	150	NIASE010 ASE Engine Repair (A1)
Blackmon, William	DE Automotive Maintenance and Light	Auto Maint/Light Repair 3 9504130		1		Automotive Service Technology I470608	AER0257 Auto. Trans. & Transaxle Tech.	C	150	NIASE076 ASE Auto Maintenance & Light Repair (G1)
Blackmon, William	DE Automotive Maintenance and Light	Auto Maint/Light Repair 4 9504140	A	1		Automotive Service Technology I470608	AER0274 Main Drivetrain & Axles Tech.	D	150	NIASE016 ASE Brakes (A4)
Blackmon, William	DE Automotive Maintenance and Light	Auto Maint/Light Repair 5 9504150		1		Automotive Service Technology I470608	AER0453 Auto. Suspen. & Steer. Tec.	E	150	NIASE033 ASE Suspension & Sterring (T5)
Blackmon, William	DE Automotive Maintenance and Light Repair 9504100	Auto Maint/Light Repair 6 9504160	B	1		Automotive Service Technology I470608	AER0418 Auto Brake System Tech.	F	150	NIASE007 ASE Brakes (A5)
Blackmon, William						Automotive Service Technology I470608	AER0360 Auto Electrical/ Electronic systems Tech.	G	300	NIASE008 Electrical/ Electronic Systems (T6)
Blackmon, William							AER0172 Auto Heating & A/C Tech.	H	150	NIASE014 ASE Heating & A/C (A7)
Blackmon, William							AER0505 Auto Engine Performance Tech.	I	300	NIASE009 ASE Engine Performance (A8)
Automotive Service Technology 1									1050	
Blackmon, William						Automotive Service Technology 1 T400700	AER0014 Auto Service Assistor	A	300	NIASE013 ASE Automobile Service Consultant (C1)
Blackmon, William						Automotive Service Technology 1 T400700	AER0418 Auto Brake System Tech.	B	150	NIASE007 ASE Brakes (A5)
Blackmon, William						Automotive Service Technology 1 T400700	AER0453 Auto. Suspen. & Steer. Tec.	C	150	NIASE033 ASE Suspension & Sterring (T5)
Blackmon, William						Automotive Service Technology 1 T400700	AER0360 Auto Electrical/ Electronic system Tech	D	300	NIASE008- Electrical/Electronic Systens (T6)
Blackmon, Williams						Automotive Service Technology 1 T400700	AER0110 Engine Repair Technician	E	150	NIASE010 ASE Engine Repair (A1)
Morgan, Susan Wilson, Suzanne						Practical Nursing H170607	Practical Nursing Foundations 1 PRN0098	A	300	
Morgan, Susan Wilson, Suzanne						Practical Nursing H170607	Practical Nursing Foundations 2 PRN0099		300	
Morgan, Susan Wilson, Suzanne						Practical Nursing H170607	Medical Surgical Nursing 1 PRN0290		300	
Morgan, Susan Wilson, Suzanne						Practical Nursing H170607	Medical Surgical Nursing 2 PRN0291		300	
Morgan, Susan Wilson, Suzanne						Practical Nursing H170607	Comp. Nursing & Transitional Skills PRN0690	B	150	NCSBN002 National LPN (NCLEX-PN)
Patient Care Technician									600	
Stratton, Jenna						Patient Care Technician H170694	Basic Healthcare Worker HSC003	A	90	
Stratton, Jenna						Patient Care Technician H170694	Nurse Aide & Orderly (Articulated) HCP0121	B	75	
Stratton, Jenna						Patient Care Technician H170694	Advanced Home Health Aide HCP0331	C	50	FDMQA002 Certified Nursing Assistant
Stratton, Jenna						Patient Care Technician H170694	Patient Care Assistant HCP0020	D	75	NATHA002 Certified EKG Tech
Stratton, Jenna						Patient Care Technician H170694	Allied Health Assistant HSC0016	E	150	NATHA007 Certified Phlebotomy Technician
Stratton, Jenna						Patient Care Technician H170694	MEA0580	F	100	
Stratton, Jenna						Patient Care Technician H170694	Patient Care Tech. PRN0094	G	60	NATHA005 Certified Patient Care Technician

Pharmacy Technician ATD								1050	
Miller, Katie					Pharmacy Technician H170170	Basic Healthcare Worker HSC0003	A	90	
Miller, Katie					Pharmacy Technician H170170	Pharmacy Technician 1 PTN0084		360	
Miller, Katie					Pharmacy Technician H170170	Pharmacy Technician 2 PTN0085		300	
Miller, Katie					Pharmacy Technician H170170	Pharmacy Technician 3 PTN0086	B	300	PTCBD001 Pharmacy Technician
Surgical Technology								1390	
West, Traci					Surgical Technology H170211	Basic Healthcare Worker HSC0003	A	90	
West, Traci					Surgical Technology H170211	Central Supply Technician STS0015	B	210	
West, Traci					Surgical Technology H170211	Surgical Technologist 1 STS0010		343	
West, Traci					Surgical Technology H170211	Surgical Technologis 2 STS0011		343	
West, Traci					Surgical Technology H170211	Surgical Technologist 3 STS0012	C	344	NSTSA001 Certified Surgical Technologist (CST)
Senea, Shari					Basic Healthcare Worker HSC0003		A	90	
Senea, Shari					Phebotomist MEA0520	NATHA007 Certified Phlebotomy Technician	B	75	



RIVEROAK TECHNICAL COLLEGE

415 SW Pinewood Drive ● Live Oak, Florida 32064 ● Phone (386) 647-4210 ● Fax (386) 364-4698

Dual Enrollment Application

LAST NAME _____ FIRST NAME _____ MIDDLE _____

Social Security Number: _____ _____ _____ - _____ _____ - _____ _____ _____ _____
(Federal Legislation and FL statute 119.071(5) requires the collection of social security numbers.)

Mailing Address _____ City _____ County _____ State _____ Zip Code _____

Home Phone Number _____ Cell Phone Number _____ E-mail Address _____

Emergency Contact Name _____ Phone Number _____ Relationship _____

Date of Birth: ____ ____ / ____ ____ / ____ ____ ____ ____ (Month / Day / Year) Place of Birth: _____ (City) _____ (State)

Please answer the following:

☐ Male ☐ Female Do you have a Facebook account? ____Yes ____No

What is the primary language spoken in your home? _____

Check any of the following that apply to you.
CHECK ☑ ALL THAT APPLY
Ethnicity

☐ White ☐ Black or African American ☐ Hispanic or Latino ☐ American Indian or Alaskan Native ☐ Asian ☐ Native Hawaiian or Pacific Islander ☐ Race/Ethnicity Unknown

Are you a Nonresident Alien? ☐ Yes or ☐ No
(An individual who has been admitted temporarily to the US as a non-immigrant, but is not a citizen, including those granted student visas.)

RIVEROAK Technical College provides high school students with the opportunity to take technical classes (electives) while taking required academic courses at the high school. Students receive industry level training in work environment labs. High school students are exempt from paying tuition while in high school.

Attendance- High School students will be expected to follow the attendance policy of the high school.

Tardy Policy: Students are expected to report to class on time.

Classroom Expectations: Students are expected to behave in a responsible and professional manner. Safety rules must be followed at all times. A student may be dismissed from the program of study if they do not maintain a 2.0 or higher GPA in their Riveroak courses.

Dress Code- Students are expected to adhere to the dress code as stated in the Suwannee District Code of Conduct. If the program has specific dress requirement then those must be followed.

Discipline- A student must be respectful to faculty, staff, and other students at RIVEROAK Technical College at all times. While in a program a student must follow all guidelines set forth by the institution. A student must comply with the Suwannee District Code of Conduct. Any serious violations will result in immediate dismissal from the program.

The Suwannee County School Board advises that all vocational opportunities will be offered without regard to race, color, national origin, sex, or disability. The lack of English Language skills will not be a barrier to admission and participation in vocational education programs. Program offerings include Adult Education; Business Management and Administration; Community Education; Health Sciences; Architecture and Construction Education; Transportation, Distribution and Logistics; and Hospitality and Tourism. RIVEROAK Technical College serves adults, high school students and dual enrollment students. Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school. Admission is also open to secondary students grades 9-12 as part of a regular secondary credit earning program. Equity Coordinator contact information: Malcolm Hines Suwannee County School Board 1740 Ohio Ave. S, Live Oak, FL 32064

RIVEROAK
TECHNICAL COLLEGE

Dual Enrollment Request 2021-2022

Student Name_____ **Grade**_____

Program requested (see list below)_____

Time block requested_____ **High School**_____

K700100 Digital Design 1—Poole (2nd Lunch)	1st- 6th – Single Period
B070300 Medical Administrative Specialist—Gill (2nd Lunch)	Blocked 1st & 2nd or 3rd & 4th
N100500 Commercial Foods and Culinary Arts/ Professional Culinary Arts and Hospitality (2nd lunch)	Blocked 1st-2nd, 3rd-4th or 5th-6th
I470608 Automotive Servicie Technician – (1st lunch)	First year either 2nd or 3rd period Second year and beyond blocked 4th & 5th or 6th & 7th
T401300 Automotive Collision Technology Technician (1st lunch)	First year either 2nd or 3rd period Second year and beyond blocked 4th & 5th or 6th & 7th
I463112 Brick and Block Masonry 9:05-10:50 (1st lunch)	Blocked 2nd-3rd, 4th-5th or 6th-7th
I460312 Electricity (1st lunch)	Blocked 2nd-3rd, 4th-5th, or 6th-7th
8405100 Early Childhood Education (2nd lunch)	ECE 1- 1st or 5th period ECE 2 & 3- blocked 2nd and 3rd period
8757300 Nail Technology (2nd lunch)	Blocked 1st-2nd, 3rd-4th or 5th-6th
Engineering Technology (1st lunch)	Single Period 1st only
I460312 Welding (1st lunch)	Blocked 2nd-3rd, 4th-5th, or 6th-7th
***H170694 Patient Care Technician *** Full Time Seniors ONLY, MUST BE 18	8:00-4:00pm

Periods are as follows- 1st 8:20am-9:10am / 2nd- 9:17am-10:06am/ 3rd 10:13am-11:02am/ 4th with 1st lunch 11:39am-12:28pm/ 4th with 2nd lunch 11:09am-11:58am/ 5th- 12:35pm-1:24pm/ 6th- 1:31pm-2:20pm/ 7th- 2:20pm-3:10pm

Debra,

Due to new legislation, we needed to amend articulation agreements we have with local school districts and private schools. Below are the changes made to the attached documents:

School District Articulation Amendments

Section R

FROM:

The College will be responsible for all costs associated with presenting career instruction at the College. The student will be responsible for self-transportation to and from the college.

TO:

The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistance, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

Please let me know if you have questions. Thanks so much and have a wonderful week!

Mary

Mary M. Keen
RIVEROAK Technical College Principal
Career, Technical, and Adult Education Director
415 SW Pinewood Drive
Live Oak, Florida 32064
mary.keen@suwannee.k12.fl.us
386-647-4230

RIVEROAK
TECHNICAL COLLEGE

Debra Ross
Secretary for Administration
Suwannee County School District
1740 Ohio Avenue, South
Live Oak, FL 32064

immediately withdrawn from the College when the cumulative high school GPA falls below a 2.0, if it is mutually determined by the high school and College to be in the best interest of the student.

M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. s.1007.271(21)(m)

N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses. S.1007.271(21)(l)

O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.

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Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)

R. ~~The College will be responsible for all costs associated with presenting career instruction at the College. The student will be responsible for self-transportation to and from the college.~~The College will be responsible for all costs associated with presenting career instruction at the College. Instructional materials and tuition will be reimbursed through Office of Student Financial Assistant, Per Rule 6A-20.0282, FAC, Section 1009.30 F.S. The student will be responsible for self-transportation to and from the college.

SUWANNEE COUNTY SCHOOL BOARD

PROFESSIONAL/TECHNICAL SERVICES AGREEMENT

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

WITNESSED:

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

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

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

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

1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR

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

B. MANNER OF PERFORMANCE OF CONTRACTOR'S SERVICES

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

(ii) Contractor and staff shall not be required to perform services in any order or sequence specified by SCSB.

(iii) Contractor and staff shall not be required to attend meetings or participate in training conducted by SCSB as to specific methods or procedures.

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

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

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

2. REPRESENTATIVES AND WARRANTIES

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

A. Contractor is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under, this Agreement;

B. None of the Contractor staff has ever had his or her professional license or certification in the State of Florida or in any other jurisdiction denied, suspended, revoked, terminated, voluntarily relinquished under threat of disciplinary action, or restricted in any way.

C. Contractor shall perform the services required hereunder in accordance with:
(i) all applicable federal, state, and local laws, rules, and regulations;

(ii) all applicable policies of: SCSB;

(iii) all applicable Bylaws, Rules, and Regulations of SUWANNEE COUNTY SCHOOLS;

D. Contractor has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the services required of Contractor under this Agreement; and

E. Each of the Contractor staff has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for said staff to perform the functions, assigned to him or her by Contractor in connection with the provision of services under this Agreement; and

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

3. INDEPENDENT CONTRACTOR

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

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

4. TERM

The initial term of this Agreement shall be for a period not to exceed twelve (12) months, commencing on January 25, 2022 and ending June 30, 2022, 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 l(C) of this Agreement.

6. BILLING

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

7. CONFIDENTIALITY

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

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

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

8. CRIMINAL BACKGROUND CHECKS

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

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

9. AUDITS, RECORDS, AND RECORDS RETENTION

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

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

B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

C. That completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.

D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.

E. That persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

10. INDEMNIFICATION

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

11. DEBARMENT & SUSPENSION

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

12. TERMINATION

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

C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by

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

(i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or

(ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;

(iii)breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;

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

13. ARBITRATION

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

14. ENTIRE AGREEMENT; MODIFICATION

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

15. GOVERNING LAW

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

16. COUNTERPARTS

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

17. NOTICES

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

If to SCSB: The School Board of Suwannee County Florida
c/o Ted L. Roush, Superintendent
1740 Ohio Avenue, South
Live Oak, FL 32064

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

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

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT.

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

21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes 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 render 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).

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this _____ day of _____, 2022.

SUWANNEE COUNTY SCHOOL BOARD

_____ _____

_____ _____

Jerry Taylor, Chairman Date

_____ _____

Ted L. Roush, Superintendent of Schools Date

CONTRACTOR

_____ _____

Witness Signature Joyce M. Warren

_____ _____

Type or Print Name of Witness Date

Date _____

EXHIBIT A

Scope of Work

Priority Parent Involvement Tasks

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

Responsibilities

- Participate in planning and developing programs and services to students and families
- Prepare and maintain records and referrals
- Interpret educational policies, programs, and procedures related to early childhood education and parent involvement
- Assist in early identification of students' school-related problems
- Communicate with the family about available services and how to access them
- Use technology to improve communications with schools, parents, and community agencies
- Collaborate with parents and other staff in the implementation of programs and services for students such as Parent Partnership Project
- Inform faculty and staff how services of parent liaison may be used in planning and evaluating programs for students, procedures for referrals, or assistance at the request of administration
- Serve on committees and councils as assigned or appropriate
- Perform other tasks consistent with the goals and objectives of this position
- Work with homeless children and youth (HCY) on homework, reading, writing, and math skills for extended day tutoring at the District Resource Center.
- Assist families of homeless children and youth (HCY) with accessing student information like grades and attendance in FOCUS during extended day hours at the District Resource Center.

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

IRS Form W-9 on file.

FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:

Federal Programs

EXHIBIT B

FEE SCHEDULE

The independent contractor will be paid upon receipt of invoices by the District as tasks and responsibilities in Exhibit A are fulfilled. Hourly rate is $38.00; total contract amount shall be up to $42,000.

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, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1740 OHIO AVENUE, SOUTH, LIVE OAK, FL 32064.

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

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

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

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

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

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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

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

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

INFO ONLY

SCSB 2022-100 (REVISED/RENEWAL)
(Replaces SCSB 2022-59, previously approved on 07/27/2021)

SUWANNEE COUNTY SCHOOL BOARD

PROFESSIONAL/TECHNICAL SERVICES AGREEMENT

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

WITNESSED:

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

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

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

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

1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR

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

   B. MANNER OF PERFORMANCE OF CONTRACTOR'S SERVICES

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

      (ii) Contractor and staff shall not be required to perform services in any order or sequence specified by SCSB.

      (iii) Contractor and staff shall not be required to attend meetings or participate in training conducted by SCSB as to specific methods or procedures.

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

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

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

2. REPRESENTATIVES AND WARRANTIES

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

A. Contractor is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under, this Agreement;

B. None of the Contractor staff has ever had his or her professional license or certification in the State of Florida or in any other jurisdiction denied, suspended, revoked, terminated, voluntarily relinquished under threat of disciplinary action, or restricted in any way.

C. Contractor shall perform the services required hereunder in accordance with:
(i) all applicable federal, state, and local laws, rules, and regulations;

(ii) all applicable policies of: SCSB;

(iii) all applicable Bylaws, Rules, and Regulations of SUWANNEE COUNTY SCHOOLS;

D. Contractor has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the services required of Contractor under this Agreement; and

E. Each of the Contractor staff has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for said staff to perform the functions, assigned to him or her by Contractor in connection with the provision of services under this Agreement; and

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

3. INDEPENDENT CONTRACTOR

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

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

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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 l(C) of this Agreement.

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7. CONFIDENTIALITY

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

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

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

8. CRIMINAL BACKGROUND CHECKS

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

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

9. AUDITS, RECORDS, AND RECORDS RETENTION

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

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

B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

C. That completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.

D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.

E. That persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

10. INDEMNIFICATION

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

11. DEBARMENT & SUSPENSION

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

12. TERMINATION

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

C. IMMEDIATE TERMINATION BY SCSB. SCSB may terminate this Agreement immediately by

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

(i) the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor, or of any Contractor staff's professional license or certification, in the State of Florida, or

(ii) conduct by Contractor or any of Contractor's staff which affects the quality of services provided to SCSB or the performance of duties required hereunder and which would, in SCSB's sole judgment, be prejudicial to the best interests and welfare of SCSB or its students;

(iii) breach by Contractor or any Contractor staff of the confidentiality provisions of Section 7 hereof;

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

13. ARBITRATION

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

14. ENTIRE AGREEMENT; MODIFICATION

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

15. GOVERNING LAW

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

16. COUNTERPARTS

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

17. NOTICES

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

If to SCSB: The School Board of Suwannee County Florida
c/o Ted L. Roush, Superintendent
1740 Ohio Avenue, South
Live Oak, FL 32064

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

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

18. WAIVER

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

19. CAPTIONS

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

20. ASSIGNMENT; BINDING EFFECT.

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

21. RELEASE OF STUDENT RECORDS

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

22. PUBLIC RECORDS

For all contractors as set forth in Section 119.0701, Florida Statutes 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 render 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).

INFO ONLY

SCSB 2022-100 (REVISED/RENEWAL)
(Replaces SCSB 2022-59, previously approved on 07/27/2021)

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this _____ day of _____, ~~2021~~2022.

SUWANNEE COUNTY SCHOOL BOARD

_____ _____

~~Tim Alcorn~~Jerry Taylor, Chairman Date

_____ _____

Ted L. Roush, Superintendent of Schools Date

CONTRACTOR

_____ _____

Witness Signature Joyce M. Warren

_____ _____

Type or Print Name of Witness Date

Date _____

INFO ONLY

SCSB 2022-100 (REVISED/RENEWAL)
(Replaces SCSB 2022-59, previously approved on 07/27/2021)

EXHIBIT A

Scope of Work

Priority Parent Involvement Tasks

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

Responsibilities

- Participate in planning and developing programs and services to students and families
- Prepare and maintain records and referrals
- Interpret educational policies, programs, and procedures related to early childhood education and parent involvement
- Assist in early identification of students' school-related problems
- Communicate with the family about available services and how to access them
- Use technology to improve communications with schools, parents, and community agencies
- Collaborate with parents and other staff in the implementation of programs and services for students such as Parent Partnership Project
- Inform faculty and staff how services of parent liaison may be used in planning and evaluating programs for students, procedures for referrals, or assistance at the request of administration
- Serve on committees and councils as assigned or appropriate
- Perform other tasks consistent with the goals and objectives of this position
- Work with homeless children and youth (HCY) on homework, reading, writing, and math skills for extended day tutoring at the District Resource Center.
- Assist families of homeless children and youth (HCY) with accessing student information like grades and attendance in FOCUS during extended day hours at the District Resource Center.

INFO ONLY

SCSB 2022-100 (REVISED/RENEWAL)
(Replaces SCSB 2022-59, previously approved on 07/27/2021)

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

IRS Form W-9 on file.

FUNDING SOURCE FOR PAYMENT TO CONTRACTOR:

Federal Programs

INFO ONLY

SCSB 2022-100 (REVISED/RENEWAL)
(Replaces SCSB 2022-59, previously approved on 07/27/2021)

EXHIBIT B

FEE SCHEDULE

The independent contractor will be paid upon receipt of invoices by the District as tasks and responsibilities in Exhibit A are fulfilled. Hourly rate is $38.00; total contract amount shall be up to $42,000.

INFO ONLY

SCSB 2022-100 (REVISED/RENEWAL)
(Replaces SCSB 2022-59, previously approved on 07/27/2021)

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, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1740 OHIO AVENUE, SOUTH, LIVE OAK, FL 32064.

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

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

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

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

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

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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

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

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

SUWANNEE COUNTY SCHOOL DISTRICT

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

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

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

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools

FROM: Walter Boatright, Director of Human Resources WB

DATE: January 11, 2022

RE: Human Resources Transactions for January 25, 2022

Regular Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
January 25, 2022

TO: District School Board of Suwannee County

FROM: Ted L. Roush
Ted L. Roush, Superintendent of Schools

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

RECOMMENDATIONS FOR THE 2021-2022 SCHOOL YEAR:

RETIREMENT: ADMINISTRATIVE: (*Presented for information purposes only*)

Food Service:
Ann Warner, Assistant Coordinator of Food Service, effective June 30, 2022

RECOMMENDATIONS: INSTRUCTIONAL:

Branford High School:
Janice Lazio, Teacher, effective November 4, 2021
REPLACES: Monica Jackson
(Moving from Long Term Substitute and Received Certification)

Karen Welch, Teacher, effective January 18, 2022
REPLACES: Janice Lazio

District Wide:
Crystal Bryan, Counselor-Mental Health Support, 10 month, effective December 14, 2021
REPLACES: Deborah Godbold

RIVEROAK Technical College:
Rebecca Futch, Teacher, Part-Time Hourly, effective January 18, 2022
REPLACES: New Position

Marisley Leal, Teacher, (Part-Time Hourly) effective January 4, 2022
REPLACES: Mary Kinard

Jenna Stratton, LPN Instructor, effective January 3, 2022
REPLACES: Suzanne Wilson

Jessica Willis, Patient Care Technician Instructor, effective January 10, 2022
REPLACES: Jenna Stratton

Suwannee High School:
Destiny Denson, Teacher, effective October 5, 2021
REPLACES: Keri Bean
(Moving from Long Term Substitute and Received Certification)

Luke Hall, Teacher, effective January 3, 2022
REPLACES: Alexander Franklin

Marisley Leal, Teacher, effective January 3, 2021
REPLACES: Taylor Mingle

Suwannee Middle School:
Stephanie Wall, Teacher (Temporary), November 17, 2021
REPLACES: Kerri Frier
(Moving from Long Term Substitute and Received Certification)

Suwannee Pineview Elementary:
McKenzie Crews, Teacher (Long Term Substitute), effective January 10, 2022
REPLACES: New Position

Suwannee Virtual School:
Alyssa Hahn, Teacher (Temporary), effective January 13, 2022
REPLACES: New Position

TERMINATION:

Suwannee Riverside Elementary:
Michael Townsend, Music Teacher, effective January 5, 2022

LEAVE OF ABSENCE: (MATERNITY):

Branford Elementary School:
April Barnes, Teacher, effective March 14, 2022 through May 27, 2022
(With the option to return sooner if released by her doctor)

Suwannee Middle School:
Allison Brown, Teacher, effective March 1, 2022 through May 31, 2022
(With the option to return sooner if released by her doctor)

Suwannee Riverside Elementary:
Jamie Cato, effective April 12, 2022 through May 31, 2022
(With the option to return sooner if released by her doctor)

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Amanda Bartley-Ramirez	Suwannee Riverside Elem. Teacher *(Temporary)*	Suwannee Riverside Elem. ESE Support Facilitator	January 10, 2022	Cheri Copeland
Emilee Cannon	Suwannee Pineview Elem. Paraprofessional	Suwannee Springcrest Elem. Teacher *(Received Degree)*	November 29, 2021	Candice Land
Cheri Copeland	Suwannee Riverside Elem. ESE Support Facilitator	Suwannee Riverside Elem. Music Teacher	January 10, 2022	Michael Townsend
Janice Lazio	Branford High School Teacher	Suwannee Springcrest Elem. Teacher	January 18, 2022	New Position

SUPPLEMENTARY:

Employee Name	Position	Location
Jonah Carson	JV Head Basketball Coach	Suwannee High School
Lisa Gray	Planning Period Supplement	Suwannee Middle School
Angela Hicks	Planning Period Supplement	Suwannee Middle School
Marie Mace	Planning Period Supplement	Suwannee Middle School
Terrance Mixon	Varsity Softball Coach	Suwannee High School
Stacey Politano	Planning Period Supplement	Suwannee Middle School

RETIREMENTS: NON-INSTRUCTIONAL: *(Presented for information purposes only)*

Suwannee Pineview Elementary:
Cathy Jerkins, Paraprofessional, effective December 17, 2021

Suwannee Springcrest Elementary:
Georgia Chancey, Cafeteria Manager, effective June 2, 2022

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:
Carla Hollinger, Paraprofessional (Temporary), effective January 4, 2022
REPLACES: Debra Yates

Branford High School:
Peggy Mead, Food Service Worker, effective January 4, 2022
REPLACES: Sheree Dugdale

Facilities:
Austin Murray, Groundskeeper, effective December 15, 2021
REPLACES: Levi McCall

Information Technology:
Jacob Cross, IT Technician, effective December 14, 2021
REPLACES: Bruce Kinsey

Suwannee Middle School:
Magda Sanches, Custodian (Temporary), effective December 14, 2021
REPLACES: Cynthia Ford

Teresa Williams, Paraprofessional, effective January 4, 2022
REPLACES: Naela Salazar

Suwannee Pineview Elementary:
Alexis Cannon, Paraprofessional (Temporary), effective January 4, 2022
REPLACES: New Position

Lashley Fletcher, Paraprofessional, effective January 5, 2022
REPLACES: Rhonda Twilley

Kayla Watson, Paraprofessional, effective January 4, 2022
REPLACES: Emilee Cannon

Suwannee Springcrest Elementary:
Jennifer Starling, Custodian, effective January 14, 2022
REPLACES: Shawn Reed

Transportation:
Jimmy Cannon, Bus Driver, effective January 11, 2022
REPLACES: Heather Riel

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

Branford Elementary School:
Timothy O'Reilly, Custodian, effective January 6, 2022

Suwannee Springcrest Elementary:
Shawn Reed, Custodian, effective January 4, 2022

Transportation:
Sharna Blanco, Bus Driver, effective December 17, 2021

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Sheree Dugdale	Branford High School Food Service Worker 8 hours	Suwannee Pineview Elem. Food Service Worker 6 hours	January 4, 2022	Robin Krause
Kay Glass	Suwannee Pineview Elem. Registrar	Suwannee Pineview Elem. Media Clerk	February 1, 2022	Cheryl Ann Jackson

LEAVE OF ABSENCE:

Suwannee Riverside Elementary:
Mayra Gonzalez, Paraprofessional, effective January 4, 2022 through April 4, 2022

LEAVE OF ABSENCE: (FAMILY MEDICAL):

Suwannee Riverside Elementary:
Sharlie Bailey, Food Service Worker, effective November 29, 2021 through March 9, 2022

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

Suwannee High School:
Patricia Williams, Media Clerk, effective August 9, 2021 through November 18, 2021 for a total of 54.75 hours

Suwannee Pineview Elementary:
Teresa Brannon, Food Service Worker, effective November 29, 2021 through November 30, 2021 (16 hours), December 1, 2021 through December 3, 2021 (24 hours), January 4, 2022 through January 7, 2022 (32 hours), and January 10, 2022 (8 hours) for a total of 80 hours.

Suwannee Springcrest Elementary:
Alice Gamble, Teacher, effective October 6, 2021 (4 hours), October 7, 2021 (7.25 hours), October 8, 2021 (7.25 hours), October 29, 2021 (3.25 hours), and November 3, 2021 (1.25 hours) for a total of 23 hours

LEAVE OF ABSENCE: (MEDICAL):

Transportation:
Laura Jaramillo, Bus Driver, effective November 30, 2021, through January 3, 2022

MISCELLANEOUS:

Approval for the following custodians to work additional hours as needed for the remainder of the 2021-2022 school year:

Claudies Ivey Lloyd Jackson Sasharine Richardson

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

Keeley Messer

Resource Center:
Approval for the following to work as Paraprofessionals in the Migrant Education Extended Day Program:
(Not to exceed 10 hours per week)

Erika Leak Takesha Patrick Yvette Perez Becky Skipper

Approval for the following Security Guards to work Monday through Thursday from 5:00 pm - 7:00 pm, for the remainder of the 2021-2022 school year at the Resource Center:
(Only 1 security guard will be on duty at any given time.)

Christopher Ringlein Michael Dunmore

The following to be approved as Practicum Student Teachers:

Intern	College/University	Cooperating Teacher	School
Kendall Butts	Florida Gateway College	Kimberly Warren	Suwannee Riverside Elementary
Jennifer Floyd	Florida Gateway College	Robyn Edwards	Suwannee Riverside Elementary
Kelly Hollingsworth	St. Leo University	Shannon Daniel	Suwannee Springcrest Elementary
Mallory Jackson	Florida Gateway College	April Crawford	Suwannee Pineview Elementary
Madeline Johns	Florida Gateway College	Krystal Cundiff	Suwannee Riverside Elementary
Hannah Knighton	Florida Gateway College	Stephanie Knighton	Branford Elementary School
Emilee Cannon	St. Leo University	Dyanna Leathlean	Suwannee Springcrest Elementary
Jared Thomas	University of Florida	Stacy Young	Branford High School

PART-TIME/HOURLY EMPLOYEES:

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES
January 1, 2022 through June 30, 2022:

ADULT EDUCATION:

Cynthia Frye	ABE/GED Prep
Angie Hester	ABE/GED Prep
Marisley Leal	ESL/ABE/GED Prep
Abbey Warren	ABE/GED Prep
Jennifer Floyd	GED Test Proctor/TABE Test Examiner
Jeff Lee	Test Administrator/Transition Specialist/Chief GED Test Examiner

CAREER AND TECHNICAL EDUCATION:

Suzanne Wilson	Coordinator-Nursing Assistant Program
Greta Thornton	Nail Technician
Kevin Mercer	Welding
Tommy Taylor	Welding
Marivic Blackwell	Phlebotomy
Kelly Grimes	Practical Nursing/Patient Care Technician Clinical Instructor
Ramona Land	Practical Nursing/Patient Care Technician Clinical Instructor/I.V. Therapy
Ashley Cato-Conner	Practical Nursing/Patient Care Technician Clinical Instructor/I.V. Therapy
Tammy Cunningham	Surgical Technology Clinical Instructor
Lyndsey Bricker	IV Therapy
Traci Thompson	Nursing Assistant Instructor
Susie Tyson	Nursing Assistant Instructor
Bonnie Thomas	Nursing Assistant Instructor
Shari Senea	Phlebotomy Instructor

COMMUNITY EDUCATION: (Pending class enrollment)

Debbie Scott	Cake Decorating
Natasha Pittman	Computer Applications
Margaret Wooley	Wreath Making
Robinette Odom	Wreath Making
Vanessa Grantham	Crochet/Stained Glass
Wayne Musgrove	Gun Safety/Concealed Weapons
Donna Bass	Community Education Coordinator
Dana Tidwell	Community Education Assistant
Belinda Fries	Computer Technology/Computer Safety
Kevin Constanza Renderos	Conversational Spanish
Kevin Mercer	Welding Art
Tommy Taylor	Welding Art
Derwin Bass	Basic Car, Home and/or Shop Maintenance
Julie Dees	Culinary, Cake Decorating
Stasia Dupree	Essential Oils
John Sinclair	Culinary
Becky Raymond	Basic Computers
LaDon Terry	Floral
Melinda Polbos	Culinary
Melissa Hottenstein	Sign Language
Logan Hart	Photography
Sherry Laks	Arts, Crafts, and Card Making
William Ragan	Auto Painting
Wendy Perrin	Vinyls/Crafts

SUBSTITUTES:

Transportation:

The following to serve as Substitute Bus Attendants:

Michael Ghent	Kevin Sheffield

VOLUNTEERS:

Carrie Allbritton	Candace Diaz	LeeAnn Morales
Quewan Austin	Bryan Dixon	Josie Moses
Paula Bales	Brittney Gabey	Konstantinos Nahabetian
Rene Bearden	Kevin Gabey	Charity Nasworthy
Marolyn Black	Cameron Humphries	Carlos Podadera
Amber Bonnell	Debbie Jones	Logan Register
Courtney Bradow	Keith Jones	Lorraine Terry
Kimberly Cannon	Brianna Kelley	Alyssa Van Cleef
Allison Caparelli	Michael Kelley	Troy Van Cleef
Ernesto Caparelli	John Kerry	Amy Wilkins
Annagrace Carter	Ethan Kirby	Jordon Young
Kimberly Davis	Joshua Martin	

End of List
2021-2022
School Year

SUWANNEE COUNTY SCHOOL DISTRICT
DATA PRIVACY AGREEMENT

and

_____
CONTRACTOR NAME

_____
Date

This Data Privacy Agreement ("DPA") is entered into by and between the Suwannee County School District (hereinafter referred to as "SCSD") and _____ (hereinafter referred to as "Contractor") on_____(date). The Parties agree to the terms as stated herein.

RECITALS

WHEREAS, the Contractor has agreed to provide ("SCSD") with certain digital educational services ("Services") pursuant to a Services Agreement dated_____("Service Agreement"); and

WHEREAS, in order to provide the Services described in the Service Agreement, the Contractor may receive and SCSD may provide documents or data that are covered by several federal statutes, among them, the Family Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. 1232g (34 CFR Part 99), Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6506 (16 CFR Part 312), and Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); and

WHEREAS, the documents and data transferred from SCSD and/or accessed by the Contractor in the performance of the Service Agreement are also subject to Florida state privacy laws, including Florida Statutes ("F.S.") Sections 1002.22, 1002.221, 1002.222, 1002.225, 1003.25, 501.171 and 540.08; and

WHEREAS, this Agreement complies with Florida Statutes Sections 1001.41 and 1002.22 and Federal laws; and

WHEREAS, for the purposes of Florida law and this DPA, Contractor is a school official with legitimate educational interests in accessing educational records pursuant to the Service Agreement; and

WHEREAS, the Parties wish to enter into this DPA to ensure that accessing and/or transferring of data resulting from the performance of the Service Agreement complies with the requirements of the privacy laws referred to above and to establish implementing procedures and duties; and

NOW THEREFORE, for good and valuable consideration, the parties agree as follows:

ARTICLE I: PURPOSE AND SCOPE

1. Purpose of DPA. For Contractor to provide services to SCSD it may become necessary for SCSD to share certain data related to SCSD's students, employees, business practices, and/or intellectual property. This agreement describes responsibilities to protect data between SCSD and Contractor.

2. Nature of Services Provided. The Contractor has agreed to provide the following Services described below and as may be further outlined in the Service Agreement, attached hereto as Attachment "1."

   _____

   _____

3. Data to Be Provided. In order to perform the services described in the Service Agreement, SCSD shall provide the data described below or as indicated in the Schedule of Data, attached hereto as Attachment "2."

   _____

   _____

4. DPA Definitions. The definitions of terms used in this DPA are found in Attachment "3."

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. Data Property of SCSD. All data transmitted to the Contractor pursuant to the Service Agreement is and will continue to be the property of and under the control of SCSD. The Contractor further acknowledges and agrees that all copies of such data transmitted to the Contractor, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this Service Agreement in the same manner as the original data. The Parties agree that as between them all rights, including all intellectual property rights in and to data contemplated per the Service Agreement, shall remain the exclusive property of SCSD. For the purposes of FERPA and pursuant to 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii), the Contractor will provide to SCSD the specified services SCSD could otherwise use its employees to perform. Contractor agrees that for purposes of this Service Agreement, it will be designated a "School Official," under the control and direction of SCSD as it pertains to the use of data, with "legitimate educational interests" as those terms have been interpreted and defined under FERPA and Florida law. At SCSD's direction, Contractor may transfer student-generated content to a separate account along with student identifiers according to the procedures set forth below. Contractor agrees to abide by all federal requirements, including FERPA and all Florida laws, including F.S.1002.22, while performing all services for SCSD.

2 Parent Access. SCSD shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review data on the student's records. Contractor shall respond in a reasonably timely manner (and no less than 10 days from the date of request) to SCSD's request for data in a student's records held by the Contractor to view or correct as necessary. In the event that a parent of a student or other individual contacts the Contractor to review any of the data accessed pursuant to the Services, the Contractor shall refer the parent or individual to SCSD, who will follow the necessary and proper procedures regarding the requested information.

3 Separate Account. If student-generated content is stored or maintained by the Contractor as part of the Services, Contractor shall, at the request of SCSD, transfer student-generated content to a separate account, while the Services are being provided, or upon the termination of the Service Agreement.

4 Third Party Request. Should a third party, including law enforcement and government entities, contact Contractor with a request for data held by the Contractor pursuant to the Services, the Contractor shall redirect the third party to request the data directly from SCSD. Contractor shall notify SCSD in advance of a compelled disclosure to a third party. The Contractor will not use, disclose, compile, transfer, or sell the data, and/or any portion thereof to any third party or other entity or allow any other third party or other entity to use, disclose, compile, transfer, or sell the data and/or any portion thereof.

5 No Unauthorized Use. Contractor shall not use data for any purpose other than as explicitly specified in the Service Agreement.

6 Subprocessors. Contractor shall enter into written agreements with all Subprocessors performing functions pursuant to the Service Agreement, whereby the Subprocessors agree to protect data in a manner consistent with the terms of this DPA. Such Subprocessors shall be disclosed to SCSD. Failure by Contractor to disclose a Subprocessor does not release such Subprocessor's obligations under this DPA.

ARTICLE III: DUTIES OF SCSD

1. Provide Data In Compliance With State and Federal Law. SCSD will allow Contractor access to data necessary to perform the services pursuant to the Service Agreement and pursuant to the terms of this DPA and in compliance with FERPA, COPPA, PPRA, and all other privacy statutes cited in this DPA.

2. Annual Notification of Rights. SCSD will annually notify Parents, Guardians, and Adult Students of their rights under the provisions of FERPA (34 CFR § 99.31(a)(1)).

3. Reasonable Precautions. SCSD shall take reasonable precautions to secure user names, passwords, and any other means of gaining access to the services and hosted data.

4. Unauthorized Access Notification. SCSD shall notify Contractor promptly of any known or suspected unauthorized access. SCSD will assist Contractor in any efforts by Contractor to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF CONTRACTOR

1. Privacy Compliance. The Parties expect and anticipate that Contractor may receive personally identifiable information in education records from SCSD only as an incident of service or training that Contractor provides to SCSD pursuant to this Service Agreement. The Contractor shall comply with all applicable state and federal laws and regulations pertaining to data privacy and security, including FERPA, COPPA, PPRA, Florida Statutes Sections 1001.41 and 1002.22, and other privacy statutes cited in this DPA. The parties agree that Contractor is a "school official" under FERPA and has a legitimate educational interest in personally identifiable information from education records because, for purposes of the contract, Contractor: (1) provides a service or function for which SCSD would otherwise use employees; (2) is under the direct control of SCSD with respect to the use and maintenance of education records; and (3) is subject to the requirements of FERPA governing the use and re-disclosure of personally identifiable information from education records

2. Authorized Use. The data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the services stated in the Service Agreement and/or otherwise authorized under the statutes referred to in subsection (1), above. Contractor also acknowledges and agrees that it shall not make any re-disclosure of any data or any portion thereof, including without limitation, meta data, user content or other non-public information and/or personally identifiable information contained in the data, without the express written consent of SCSD.

3. Employee Obligation. Contractor shall require all employees and agents who have access to data to comply with all applicable provisions of this DPA with respect to the data shared under the Service Agreement. Contractor agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Data pursuant to the Service Agreement.

4. No Disclosure. Contractor may use aggregate data only for the purposes of development, research, and improvement of educational sites, services, or applications, as any other member of the public or party would be able to use de-identified data pursuant to 34 CFR § 99.31(b). Contractor agrees not to attempt to re-identify de-identified data and not to transfer de-identified data to any party unless: (a) that party agrees in writing not to attempt re-identification; and (b) prior written notice has been given to SCSD who has provided prior written consent for such transfer. Contractor shall not copy, reproduce, or transmit any data obtained under the Service Agreement and/or any portion thereof, except as necessary to fulfill the Service Agreement.

5. Disposition of Data. Contractor shall dispose of or delete all data, including backups and archives, obtained under the Service Agreement when it is no longer needed for the purpose for which it was obtained and transfer said data to SCSD or SCSD's designee within sixty (60) days of the date of termination and according to a schedule and procedure as the Parties may reasonably agree. Nothing in the Service Agreement authorizes Contractor to maintain data obtained under the Service Agreement beyond the time-period reasonably needed to complete the disposition. Disposition shall include:

   a. (1) The shredding of any hard copies of any data; (2) data destruction; or (3) otherwise modifying the personal information in those records to make it unreadable or indecipherable. Contractor shall provide written notification to SCSD when the data has been disposed of. The duty to dispose of data shall not extend to data that has been de-identified nor data that SCSD has requested to be transferred or returned.

   b. Pursuant to Article II, Section 3 above, a portion or all of the data may be placed in a separate account. Upon receipt of a request from SCSD, the Contractor will immediately provide SCSD with any specified portion of the data within five (5) calendar days of receipt of said request.

6. Advertising Prohibition. Contractor is prohibited from using or selling data to: (a) market or advertise to students or families/guardians; (b) inform, influence, or enable marketing, targeted advertising, or other commercial efforts by Contractor; (c) develop a profile of a student, family member/guardian or group, for any commercial purpose other than providing the service to SCSD; or (d) use the data for the development of commercial products or services, other than as necessary to provide the service to SCSD. This section does not prohibit Contractor from generating legitimate personalized learning recommendations, if such is included in the services.

7. Access to Data. Contractor shall make data in the possession of the Contractor available to SCSD within five (5) business days of a request by SCSD.

ARTICLE V: DATA PROVISIONS

1. Data Security. The Contractor agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect data from unauthorized disclosure or acquisition by an unauthorized person. The general security duties of Contractor are set forth below. These measures shall include, but are not limited to:

   a. **Passwords and Employee Access.** Contractor shall secure usernames, passwords, and any other means of gaining access to the services or to data by using a form of multi-factor authentication (MFA) at a minimum level equivalent to the level delineated in Article 4.3 of NIST 800-63-3. Contractor shall only provide access to data to employees or contractors that are performing the services.

   b. **Security Protocols.** Both parties agree to maintain security protocols that meet industry best practices in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. Contractor shall maintain all data obtained or generated pursuant to the Service Agreement in a secure computer environment and not copy, reproduce, or transmit data obtained pursuant to the Service Agreement, except as necessary to fulfill the purpose of data requests by SCSD.

   c. **Employee Training.** The Contractor shall provide periodic security training to those of its employees who operate or have access to the system where the data resides. Further, Contractor shall provide SCSD with contact information of an employee whom SCSD may contact if there are any security concerns or questions.

   d. **Security Technology.** When the service is accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology, shall be employed to protect data from unauthorized access. The service security measures shall include server authentication and data encryption. Contractor shall host data pursuant to the Service Agreement in an environment using a firewall that is periodically updated according to industry standards.

   e. **Subprocessors Bound.** Contractor may enter into written agreements whereby Subprocessors agree to secure and protect data in a manner consistent with the terms of this Article V. Contractor shall periodically conduct or review compliance monitoring and assessments of Subprocessors to determine their compliance with this Article.

   f. **Periodic Risk Assessment.** Contractor further agrees to conduct periodic risk assessments and remediate any identified security and privacy vulnerabilities in a timely manner. Upon request, Contractor will provide SCSD with the results of the above risk assessments and will promptly modify its security measures as needed based on those results in order to meet its obligations under this DPA.

   g. **Audits.** Upon receipt of a request from SCSD, the Contractor will allow SCSD to audit the security and privacy measures that are in place to ensure protection of the data. The Contractor will cooperate fully with SCSD and any local, state, or federal agency with oversight authority/jurisdiction in connection with any audit or investigation of the Contractor and/or delivery of services to students and/or SCSD, and shall provide full access to the Contractor's facilities, staff, agents, and SCSD's data and all records pertaining to the Contractor, SCSD, and delivery of services to the Contractor. Failure to cooperate shall be deemed a material breach of the DPA.

2 Data Breach. Contractor certifies that it has implemented policies and procedures addressing a potential security breach and that it possesses an up to date Security Breach Response Plan. Such plan shall be made available, upon request, toSCSD.

   Contractor shall comply with the State of Florida Database Breach Notification process, all applicable federal and state laws that require notification to individuals, entities, state agencies, or federal agencies, in the event of a security breach, which may or may not include unauthorized disclosure of personally identifiable information (PII), or other event requiring notification.

   In the event of a breach of any of Contractor's security obligations or other event requiring notification under applicable law ("Notification Event"), Contractor agrees to notify SCSD immediately and to indemnify, hold

harmless, and defend SCSD and its officers, and employees from and against any claims, damages, or other harm related to such Notification Event.

3. When Contractor reasonably suspects and/or becomes aware of a disclosure or security breach concerning any data covered by this Service Agreement, Contractor shall notify SCSD immediately and mitigate the damage of such security breach to the greatest extent possible.

   a. Subject to the following requirements, the Contractor shall provide a security breach notification to SCSD.

      i. The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described herein under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.

      ii. The security breach notification described above in section 3(a)(i) shall include, at a minimum, the following information:

         1) The name and contact information of the reporting individual subject to this section.
         2) A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
         3) If the information is possible to determine at the time the notice is provided, then either: (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
         4) Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.
         5) A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
         6) A list of the individuals whose PII or other data may have been breached.

      iii. The security breach notification must include at least:

         1) Information about what the Contractor has done to protect individuals whose information has been breached.
         2) Advice on steps that the person whose information has been breached may take to protect himself or herself.
         3) Information about the steps the Contractor has taken to cure the breach and the estimated timeframe for such cure.

   b. Contractor agrees to adhere to all requirements in applicable state and federal law with respect to a data breach related to the data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.

   c. Contractor further agrees to have a written Incident Response Plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident, or unauthorized acquisition, or use of data, or any portion thereof, including personally identifiable information and agrees to provide SCSD, upon request, with a copy of said written Incident Response Plan.

   d. Contractor further agrees that it will provide the notification directly to SCSD and will fully cooperate, and assist as specifically requested by SCSD, with all efforts by SCSD to notify the affected parent, legal guardian, or eligible student of the unauthorized access, which shall include the information listed in subsection a. above.

   e. In the event of a Breach, both parties shall cooperate to the extent reasonably necessary to expeditiously secure the data.

   f. The Parties agree that any breach of the privacy and/or confidentiality obligation set forth in the DPA may, at SCSD's discretion, result in SCSD immediately terminating the Service Agreement and any other agreement

for goods and services with Contractor. Termination does not absolve the Contractor's responsibility to comply with the disposition procedures of data.

ARTICLE VI: MISCELLANEOUS

1. Term. The Contractor shall be bound by this DPA for the duration of the Service Agreement or so long as the Contractor maintains any data. Notwithstanding the foregoing, Contractor agrees to be bound by the terms and obligations of this DPA for no less than three (3) years.

2. Termination. In the event that either party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated.

3. Effect of Termination Survival. If the Service Agreement is terminated, the Contractor shall dispose of all of SCSD's data pursuant to Article IV, section 5.

4. Priority of Agreements. This DPA shall govern the treatment of data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes cited in this DPA.

5. Notices. All notices, or other communication required or permitted to be given hereunder, must be in writing and given by personal delivery, facsimile, or e-mail transmission (if contact information is provided for the specific mode of delivery), or first class mail, postage prepaid, sent to the designated representatives before:

   The designated representative for the Contractor for this Agreement is:

   Name:_____

   Title:_____

   Contact Information:_____

   _____

   _____

   The designated representative for SCSD for this Agreement is:

   Name:_____

   Title:_____

   Contact Information:_____

   _____

   _____

6. Severability. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

7. Authority. Contractor represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the data and/or any portion thereof, or may own, lease or control equipment or facilities of any kind where the data and portion thereof is stored, maintained, or used in any way.

8. Governing Law; Venue and Jurisdiction. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION OF THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT, IN AND FOR SUWANNEE COUNTY, FLORIDA AND THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF FLORIDA - JACKSONVILLE DIVISION FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS SERVICE AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY.

9. Waiver. Waiver by any party to this DPA of any breach of any provision of this DPA or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this DPA shall not operate as a waiver of such right. All rights and remedies provided for in this DPA are cumulative. Nothing in this DPA shall be construed as a waiver or relinquishment of any governmental immunities or defenses on behalf of SCSD, its officers, employees, and agents as a result of the execution of this DPA or performance of the functions or obligations described herein.

10. Assignment. None of the parties to this DPA may assign their rights, duties, or obligations under this DPA, either in whole or in part, without the prior written consent of the other party to this DPA. This DPA is and shall be binding upon the respective successors in interest to Contractor in the event of a merger, acquisition, consolidation, or other business reorganization

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this Data Privacy Agreement as of the last day noted below.

CONTRACTOR: _____

BY:_____ Date:_____

Printed Name:_____ Title/Position:_____

Address for Notice Purposes: _____

SCSD: _____

BY:_____ Date:_____

Printed Name:_____ Title/Position:_____

Address for Notice Purposes: _____

Note: Electronic signature not permitted.

Attachment "1"

DESCRIPTION OF SERVICES

[INSERT DETAILED DESCRIPTION OF PRODUCTS AND SERVICES HERE.
IF MORE THAN ONE PRODUCT OR SERVICE IS INCLUDED, LIST EACH PRODUCT,
OR ATTACH THE SERVICE AGREEMENT]

Attachment "2"

SCHEDULE OF DATA

[INSERT FILE LAYOUT OR GENERALLY DESCRIBE DATA REQUIRED]

OR: NO STUDENT DATA COLLECTED AT THIS TIME*:_____(Initial if true)

***Contractor shall immediately notify LEA if this designation is no longer applicable.**

Attachment "3"

DEFINITIONS

Contractor: For purposes of this DPA, the term "Contractor" means the Contractor of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of student records. The term "Contractor" includes such operator of an Internet Website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used primarily for K–12 school purposes. Within the DPA, the term "Contractor" includes the term "Third Party" and the term "Operator" as it is found in applicable federal and state statutes and regulations.

Data: Data shall include, but is not limited to, the following: student data, employee data, metadata, user content, course content, materials, and any and all data and information that the District (or any authorized end user(s)) uploads or enters through their use of the services. Data also specifically includes all personally identifiable information in education records, directory data, and other non-public information for the purposes of Florida and Federal laws and regulations. Data as specified in Attachment "1" is confirmed to be collected or processed by the Contractor pursuant to the services.

Data Destruction: Contractor shall certify to SCSD, in writing, that all copies of the data stored in any manner by Contractor have been returned to SCSD and permanently erased or destroyed using industry best practices to assure complete and permanent erasure or destruction. These industry best practices include, but are not limited to, ensuring that all files are completely overwritten and are unrecoverable. Industry best practices do not include simple file deletions or media high level formatting operations.

De-Identifiable Information (DII): De-Identification refers to the process by which the Contractor removes or obscures any Personally Identifiable Information ("PII") from student records in a way that removes the risk of disclosure of the identity of the individual and information about them.

Educational Records: Educational records are official records, files, and data directly related to a student and maintained by the school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance, and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs. For purposes of this DPA, educational records are referred to as data.

NIST 800-63-3: National Institute of Standards and Technology ("NIST") Special Publication 800-63-3 Digital Identity Guidelines.

Personally Identifiable Information (PII): Includes but is not limited to: personal identifiers such as name, address, phone number, dates of birth, social security number, and student or personnel identification number; "personal information student records", PII contained in student education records as that term is defined in the Family Educational Rights and Privacy Act ("FERPA"), 20 UCS §1232g; "protected health information" as the term is defined in the Health Insurance Portability and Accountability Act, 45 CFR § 160.103; "nonpublic personal information" as the term is defined in the Gramm-Leach-Bailey Financial Modernization Act of 1999, 15 USC §6809; credit and debit card numbers and/or access codes and other cardholder data and sensitive authentication data as those terms are defined in the Payment Card Industry Data Security Standards; other financial account numbers, access codes, driver's license numbers; and state or federal identification numbers such as passport, visa, or state identify card numbers; and "covered information". In addition, Personally Identifiable Information" or PII" shall include, but are not limited to, data, metadata, and user or student-generated content obtained by reason of the use of Contractor's software, website, serve, or app, including mobile apps, whether gathered by Contractor or provided by SCSD or its users, students, or students' parents/guardians, includes indirect identifiers, which is any information that, either alone or in aggregate, would allow reasonable persons to be able to identify a student to a reasonable certainty. For purposes of this DPA, PII shall include the categories of information listed in the definition of data.

School Official: For the purposes of this Service Agreement, and pursuant to 34 CFR 99.31(a)(1)(i)(B), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) is under the direct control of the agency or institution with respect to the use and maintenance of education records; and (3) is subject to 34 CFR 99.33(a) governing the use and re-disclosure of PII from student records.

Service Agreement: Refers to the Contract or Purchase Order that this DPA supplements and modifies.

Services: Such digital educational services as are described in the Attachment "1" or the Service Agreement.

Student Data: Student data includes any data, whether gathered by Contractor or provided by SCSD or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, home address, telephone number, email address, or other information allowing online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings or geolocation information. Student data shall be included in "data" for the purposes of this DPA. Student data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Contractor's services.

Student-Generated Content: The term "student-generated content" means materials or content created by a student during and for the purpose of education including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

Student Records: Means both of the following: (1) Any information that directly relates to a student that is maintained by SCSD and (2) any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other SCSD employee. For the purposes of this DPR, student records shall be the same as educational records, and shall include the term "pupil records" for the purposes of state and federal laws and regulations.

Subprocessor: For the purposes of this Service Agreement, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than SCSD or Contractor, who Contractor uses for data collection, analytics, storage, or other service to operate and/or improve its software, and who has access to PII.

Targeted Advertising: Targeted advertising means presenting an advertisement to a student or parent/guardian of a student, where the selection of the advertisement is based on student information, student records, or student generated content or inferred over time from the usage of the Contractor's website, online service or mobile application by such student or the retention of such student's online activities or requests over time.

Third Party: The term "third party" means a Contractor of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of student records. However, for the purpose of this Service Agreement, the term "third party" when used to indicate the Contractor of digital educational software or services, is replaced by the term "Contractor."