SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
April 27, 2021

AGENDA

Call to Order – 5:55 p.m.

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

#3.05	Administrative Organization (*Revised*)
#3.06	Safe and Secure Schools (*Revised*)
#3.141	Suicide Prevention (*New*)
#3.41	Service Animals (*Revised*)
#5.19	Student Records (*Revised*)
#6.25	Military Leave (*Revised*)

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
April 27, 2021

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag Suwannee Pineview Elementary

Special Recognition by the Superintendent

- Suwannee High School Girls' Weightlifting Team – State Champions, District 4, Class 1A

- Girls Weightlifting Teams (Branford High and Suwannee High Schools) – Individual State Champions, for our School District, for District 4, Class 1A

- Girls Weightlifting Coach of the Year for District 4, Class 1A
  - ➢ Brittney Shearer, Suwannee High School

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes: **(pgs. 9-24)**

   March 9, 2021 - Workshop Session
   March 23, 2021 - Regular Meeting

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

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

General Checking Account

General Fund 1000	$ 526,668.81
Special Act Bonds Fund 2200	107,390.00
LCI Fund 3200	36,190.49
Other Capital Projects Fund 3910	53,932.85
Food Service Fund 4100	161,335.33
Federal Fund 4200	140,473.80
Elem & Sec School Emerg Relief Fund 4410	10,407.58
Other Cares Act Relief Fund 4420	24,892.19
	$ 1,061,291.05

Payroll Checking Account	
General Fund 1000	$ 3,147,334.90
Food Service Fund 4100	150,191.00
Federal Fund 4200	352,996.55
Elem & Sec School Emerg Relief Fund 4410	14,557.27
Other Cares Act Relief Fund 4420	3,675.10
	$ 3,668,754.82
Total	$ 4,730,045.87

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2020-2021:

General	Capital Projects	Special Revenues
I-9	III-8 (LCIF)	IV-9 (Federal)
	III-2 (Other Capital Projects)	IV-8 (Food Service)
		IV-4 (Other CARES)

5. The Superintendent recommends approval of the following contract/agreement for the 2021-2022 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2022-01	Affiliation Agreement between Florida Gateway College and the Suwannee County School District for support of the Teacher Preparation Programs (future intern placements) (*Renewal*) **(pgs. 25-33)**

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

Site	Item	Donor
SHS (Boys Track Boosters)	Cash Donation ($1,000)	Matt Frier
SHS (SHS Baseball Field/Sand Rake)	Cash Donation ($5,000)	Matt Frier
SHS (SHS Baseball Field/Sand Rake)	Cash Donation ($1,000)	J. Wiley Williams Ins. Agency
SHS (SHS Baseball Field/Sand Rake)	Cash Donation ($1,000)	Bruce Tillman
SHS (SHS Baseball Field/Sand Rake)	Cash Donation ($1,000)	Joseph Medina
SHS (SHS Baseball Field/Sand Rake)	Cash Donation ($1,000)	KSM Properties LLC

7. The Superintendent recommends approval of an out-of-state trip for Suwannee High School NJROTC students and parent chaperones to travel to Mobile, Alabama, on May 14-15, 2021, for the NJROTC End of Year Trip. (*Funded by the NJROTC Booster Club/Fundraising Account.*)

8. The Superintendent presents for informational purposes out-of-state travel for the employees listed below:

Name	Site	Date	Reason	Destination
Patrick Dawson	SHS	05/14-15/2021	NJROTC End of Year Trip	Mobile, Alabama
Debra Kleinsmith	SHS	05/14-15/2021	NJROTC End of Year Trip	Mobile, Alabama

(*Funded by the NJROTC Booster Club/Fundraising Account.*)

9. 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
Eden	Sanders	Suwannee	Dixie	K
Eeva	Sanders	Suwannee	Dixie	K
Darrell "Case"	Townsend	Suwannee	Lafayette	6

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Annastyn	Croft	BES	Live Oak	PK
Henley	Croft	BES	Live Oak	K

10. Expulsions/Suspensions

a. **Case #2021-11**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year. (*Final Action*)

b. **Case #2021-13**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year and all of the 2021-2022 school year. (*Final Action*)

11. Human Resources Transactions **(pgs. 34-39)**

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.)

#3.05	Administrative Organization (*Revised*)
#3.06	Safe and Secure Schools (*Revised*)
#3.141	Suicide Prevention (*New*)
#3.41	Service Animals (*Revised*)
#5.19	Student Records (*Revised*)
#6.25	Military Leave (*Revised*)

2. The Superintendent recommends 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.)

#2022-02	Clinical Education Agreement between Tallahassee Memorial HealthCare, Inc. and Suwannee County School Board Medical Administrative Assistant, Pharmacy Technician, Surgical Technology, Patient Care Technician, Phlebotomy, and Practical Nurse Education Programs (*New*) **(pgs. 40-63)**

3. The Superintendent recommends approval of the following curriculum item for the 2020-2021 school year:

   a. 2021 Summer School Schedule **(pgs. 64-67)**

4. The Superintendent recommends approval of the following personnel items for the 2020-2021 school year:

   a. The following summer school positions for the 2021 summer school term:

Program	Number of Employees/Position	Funding
3rd Grade Summer Reading Camp/3rd and 4th Grades Literacy Tutoring Program	10 – Teachers (BES-2; SPE-3; SRE-3; SSE-2)	Coordinated Funds: General Fund/Reading Allocation/Federal Programs
Pre-Kindergarten/VPK	6 – Teachers (SSE-6)	VPK Funds
Extended School Year (ESY) Services for ESE	3 – Teachers (BES-1; SSE-2) 2 – Paraprofessionals (BES-1; SSE-1) 1 – Nurse (SSE-1)	IDEA Grant
Credit Recovery (Grades 4-11)	8 – Teachers (BHS-1; SHS-6; SMS-1) 2 – Paraprofessionals (BHS-1; SHS-2) 1 – Dean (SHS-1)	Federal Programs/General Fund
Driver's Education	2 – Teachers (SHS-2: *Serving students from BHS, SHS, and SVS, as needed*)	Federal Programs/General Fund
Hope/PE	1 – Teacher (BHS)	Federal Programs/General Fund

Program	Number of Employees/Position	Funding
Virtual Instruction	12 – Teachers (SVS-12: *As needed to complete courses already in progress)*	General Fund
21st Century (CCLC) Program	4 – Site Coordinators (BES-1; SPE-1; SRE-1; SSE-1) 4 – Paraprofessionals (BES-1; SPE-1; SRE-1; SSE-1)	21st CCLC Grant
Migrant Summer Program	5 – Paraprofessionals (*Serving students in homes throughout the District*)	Title I Part C
Transportation	2 – Bus Drivers 2 – Bus Attendants (*As needed for ESE travel throughout the District*)	Federal Programs, as available

NOTE: Positions will be based on student enrollment daily.

b. The following personnel to implement the 2021 Summer Food Service Program:

Sites	Personnel	Up to Hours/Week
All Sites	2 – Food Service Managers; 8-hour	32
	8 – Food Service Workers; 7-hour	28
	1 – Food Service Monitor	20
	2 – Substitute Food Service Workers	As needed

(All Food Service positions are subject to program participation.)

5. The Superintendent recommends approval of the following form:

   #5100-100 Suwannee County School District In-Loco-Parentis Affidavit (*New*) **(pg. 68)**

6. Comments from Student Ambassadors

7. Legal Counsel's Report

8. Superintendent's Report

9. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
March 9, 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 Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

Administrators and others present: Jennifer Barrs, Jennifer Beach, Walter Boatright, Amy Boggus, Marsha Brown, Ethan Butts, Lisa Dorris, Janene Fitzpatrick, Ronnie Gray, Angel Hill, Malcolm Hines, Michele Howard (arrived at 10:28 a.m.), Terry Huddleston, Elizabeth Johnston, Mary Keen, Robinette Odom, Austin Richmond (arrived at 9:50 a.m.), Kecia Robinson, Keith Stavig, Angie Stuckey, Marsha Tedder (arrived at 9:08 a.m.), Julie Ulmer (arrived at 9:05 a.m.), Kelly Waters, Jimmy Wilkerson (arrived at 9:50 a.m.), Josh Williams, Kelli Williams, and Laura Williams.

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

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

Mrs. Fitzpatrick provided PowerPoint presentations regarding updates on the following:

- District's Strategic Plan
- District Data Team

Mrs. Fitzpatrick provided information on the following:

- Shared information regarding several SHS teachers that are holding a boot camp to help prepare students for FSA, ELA, ACT, etc.
- Art in the Capitol – Suwannee's art submission did not make the virtual gallery due to not being delivered on time by our District's legislative representative; however, our submission is hung on the first floor of the Capitol.

- Shared information regarding teacher cadet program; and the need to maintain VPK and My Play School Programs at RIVEROAK Technical College or include the programs in the Live Oak elementary schools. She suggested to expand the program and turn it more into a teacher prep program instead of a child care worker program. An evaluation will be done as to the pros and cons to keep the program as is or expand as discussed.

Workshop recessed at 10:30 a.m. and resumed at 10:38 a.m.

Defibrillators/AED Update..... Michele Howard

Ms. Howard distributed and reviewed a handout regarding an update on defibrillators/AEDs for the District.

Human Resources Department Update ..... Walter Boatright

Mr. Boatright provided an update on the following:

- Minority Teacher Recruitment Plan for 2021-2022 **(pgs. 2-4)**

Job Description Update .....Walter Boatright/Jimmy Wilkerson **(pgs. 5-6)**

Mr. Boatright and Mr. Wilkerson provided an update regarding revisions to Job Description #53 – Mechanic (for the Transportation Department).

The workshop recessed at 11:28 a.m. and resumed 12:31 p.m.

Policy Updates **(pgs. 7-25)**.....Malcolm Hines

Mr. Hines reviewed the additions and revisions to the following policies:

#3.05	Administrative Organization (*Revised*) - Mr. Hines distributed and reviewed a revised Organization Chart that replaces the one in the workshop agenda packet under Policy #3.05.
#3.06	Safe and Secure Schools (*Revised*)
#3.141	Suicide Prevention (*New*)
#3.41	Service Animals (*Revised*)
#5.19	Student Records (*Revised*)
#6.25	Military Leave (*Revised*)

Superintendent Update ..... Ted Roush

Mr. Roush provided updates on the following:

- Distributed and reviewed a handout regarding the proposed new administrative salary schedule.
- Continuing investigation of ½ cent sales tax referendum; Mrs. DePratter distributed and reviewed a handout of a spreadsheet regarding an overview of revenues, millage, tax roll, etc. Mr. Roush asked for consensus of the Board to develop a draft resolution to start the process to proceed with the referendum, along with developing a calendar/timeline to have the referendum ready by the November 2022 election. Mr. Roush distributed a handout on Local Discretionary Sales Surtax Levies in Florida's Counties for fiscal year ending September 30, 2021. Mrs. DePratter stated that an OPAGGA study must be done (at no cost to the District) 180 days in advance. Board consensus was to proceed with a draft resolution to be discussed at the April workshop.
- Who We Play For (WWPF) – Provided an update on the sudden cardiac arrest testing/screening for student athletes (EKG); working to bring a draft MOU before the Board in the near future. Mr. Dietzen is volunteering and working with WWPF to help get them into school districts throughout Florida. He is also working with Mr. Hines to develop a policy, which is very similar to Brevard County School District's policy. Hoping to get a draft policy to discuss within the next month or two. Mrs. DePratter noted that a representative from WWPF would be speaking at the upcoming FSBIT meeting, as well. Mr. Taylor commented that he hopes WWPF would be able to hold break out sessions at the FSBA/FADSS meeting in June, to be held in Tampa.
- Annual health insurance meetings are currently being held, with open enrollment to be held March 22-26, 2021.
- Distributed a handout regarding "In This 2020-21 Pedagogical Twilight Zone, Value Relationship".
- Announced the need for an Executive Session following the workshop today.

Miscellaneous

- Mr. daSilva asked for an update to the roof replacement on the BHS Ag Building. Mr. Butts stated that O'Neal Roofing is working on the getting the project underway; just waiting on the building materials to become available.
- Mr. White questioned if the teachers who do not feel comfortable with coming in person to preview textbooks, would have the option to preview them via Zoom. Mrs. Fitztpatrick responded that teachers should be able to preview the textbooks online, and not have to come in person.

The workshop adjourned at 1:54 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
March 23, 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 Tim Alcorn, Norman Crawford, Ed daSilva, Jerry Taylor, and Ronald White, along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

UTSC President Eric Rodriguez, School Resource Officer Barry Raulerson, and Student Ambassador Isaac Mincks were also present. Student Ambassador Morgan Larney was absent.

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

Student remarks and pledge to the flag by Suwannee Middle School Majorette Club Student Organization.

Special Recognition by the Superintendent

Suwannee Middle School

- Yohana Gonzalez – Competed and represented the District at *Art in the Capitol Competition* in Tallahassee

District Spelling Bee Winners

- Bradley Harrison (Suwannee Riverside Elementary, 5th Grade) – First Place
- Camron Wilson, (Westwood Christian School, 6th Grade) – Runner Up

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

➢ There were none.

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

MOTION by Mr. Taylor, second by Mr. Crawford, for approval of the Consent Agenda.

Mr. White pulled the following item for discussion purposes only:

- Item #10, Page 36, under Transfers/Reassignments, Stacy Ray from Transportation/Bus Mechanic to Suwannee Riverside Elementary/Custodian (Temporary). Mr. Roush confirmed with Mr. Boatright that the transfer/reassignment was voluntary.

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. 7-27)**

February 9, 2021	- Workshop Session
	- Special Meeting
February 23, 2021	- Regular Meeting

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

3. The following bills for the period February 1-28, 2021:

General Checking Account		
General Fund 1000	$	458,718.18
LCI Fund 3200		28,745.96
Food Service Fund 4100		133,737.60
Federal Fund 4200		129,598.94
Elem & Sec School Emerg Relief Fund 4410		974.35
Other Cares Act Relief Fund 4420		8,282.19
	$	760,057.22

Payroll Checking Account	
General Fund 1000	$ 3,212,636.33
Food Service Fund 4100	145,580.39
Federal Fund 4200	345,828.26
Elem & Sec School Emerg Relief Fund 4410	12,967.41
Other Cares Act Relief Fund 4420	4,117.76
	$ 3,721,130.15
Total	$ 4,481,187.37

4. Approval of the following budget amendments for fiscal year 2020-2021:

General	LCIF	Special Revenues
I-8	III-7	IV-2 (ESSER)
		IV-8 (Federal)
		IV-7 (Food Service)
		IV-3 (Other CARES)

5. Approval for disposal of property as per the attached Property Disposition Form dated March 23, 2021. **(pg. 28)**

6. Approval of the following contract/agreement for the 2020-2021 school year: (RENEWAL) (Note: This contract/agreement has been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2021-90 Career Pathways Articulation Agreement between North Florida College and Suwannee County School District for Nursing Assisting and Nursing Assistant/Program of Study: Medical Assisting; Early Childhood Education/Program of Study: Early Childhood Education; and Surgical Technology/Program of Study: Medical Assisting (*Renewal*) **(pgs. 29-33)**

7. Approval of the following student teacher intern for the spring semester 2021:

Name	University	Site	Cooperating Teacher
Kaydee Ivey	St. Leo University	SSE	Jennifer Bonds

8. Approval of the following student transfers for the 2020-2021 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Jonathan	Humpage Jr	Suwannee	Dixie	K

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Ansley	Howard	BES	Live Oak	PK

9. Expulsions/Suspensions

a. **Case #2021-06**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year and all of the 2021-2022 school year. (*Final Action*)

b. **Case #2021-07**: The Superintendent recommends approval of the Stipulated Expulsion Agreement, dated February 17, 2021, for placement of the student at the Suwannee Opportunity School, in lieu of expulsion. (*Final Action*)

c. **Case #2021-10**: The Superintendent recommends expulsion of the student through the remainder of the 2020-2021 school year and all of the 2021-2022 school year. (*Final Action*)

10. Human Resources Transactions **(pgs. 34-38)**

PERSONNEL CHANGES APPROVED:

RECOMMENDATIONS FOR THE 2020-2021 SCHOOL YEAR:

RETIREMENTS: INSTRUCTIONAL:

Suwannee Pineview Elementary:
Phyllis Smith, Teacher, effective September 3, 2021

Suwannee Springcrest Elementary:
Wendy Stevens, Teacher, effective September 30, 2021

RESIGNATIONS: INSTRUCTIONAL:

Suwannee High School:
Kate Bromley, Teacher, effective February 26, 2021

Suwannee Middle School:
Laura-Kaitlyn Boatright, Guidance Counselor, effective June 14, 2021

RECOMMENDATION: INSTRUCTIONAL:

Suwannee Pineview Elementary:
Taelyn Smith, Teacher, (Temporary, Long-Term Substitute), effective February 16, 2021
REPLACES: Jennifer Wooley

LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE):

Suwannee Middle School:
Patrice Parker, Teacher, effective March 15, 2021 through May 28, 2021

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

Suwannee Middle School:
Angela Hicks, Teacher, effective January 1, 2021 (2 hours) and February 16, 2021 (7.25 hours) for a total of 9.25 hours

SUPPLEMENTARY:

Employee Name	Position	Location
Abby Fleming	Instructional Leadership	Suwannee Riverside Elementary
Greg Gabey	Head Softball Coach	Suwannee Middle School
Ashton Petersen	Assistant Softball Coach	Suwannee Middle School
Sean Oliver	Assistant Baseball Coach	Suwannee Middle School

RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee High School:
Zafayrs Kennedy, Custodian, effective February 8, 2021

Victoria Saunders, Custodian, effective February 25, 2021

Transportation:
Billy Starling, Crossing Guard, effective February 22, 2021

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:
Chelsea Jones, Custodian (Temporary, COVID-19 Sanitizer), effective March 1, 2021
REPLACES: Heidi Davis

Suwannee Pineview Elementary:
Emilee Cannon, Paraprofessional, effective February 22, 2021
REPLACES: Kadie Butler

Suwannee Springcrest Elementary:
Kade Humphries, Custodian, (Temporary), effective February 25, 2021
REPLACES: Clifford Shearer

Transportation:
Lawrence Brannon, Head Mechanic, effective March 2, 2021
REPLACES: Stacy Futch

Toni Phillips, Crossing Guard, effective February 11, 2021
REPLACES: Charles Dakota Carey

Heather Thornton, Crossing Guard, effective March 8, 2021
REPLACES: Billy Starling

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Lyndze Jandle	Suwannee Springcrest Elem. 3 hour Food Service Worker	Suwannee Pineview Elem. 3 hour Food Service Worker	March 3, 2021	Gloria Presley
Gloria Presley	Suwannee Pineview Elem. 3 hour Food Service Worker	Suwannee Springcrest Elem. 3 hour Food Service Worker	March 3, 2021	Lyndze Jandle
Stacy Ray	Transportation Bus Mechanic	Suwannee Riverside Elem. Custodian (Temporary)	March 1, 2021	Jody Ellison

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

Facilities:
Terry Richardson, Painter, effective February 16, 2021 through March 1, 2021 for a total of 80 hours

Suwannee Middle School:
Verhonda Morris, Paraprofessional, effective January 20, 2021 (7.25 hours), and February 12, 2021 (7.25 hours) for a total of 14.50 hours

Suwannee Springcrest Elementary:
Clifford Shearer, Custodian, effective January 14, 2021 (8 hours), February 3, 2021 (8 hours), February 8, 2021 (2 hours) and February 12, 2021 (2.5 hours) for a total of 20.5 hours

Transportation:
Gina Knight, Bus Driver-Aide, effective January 27, 2021 through January 29, 2021 (12 hours), February 8, 2021 through February 12, 2021 (20 hours), and February 16, 2021 through February 17, 2021 (8 hours) for a total of 40 hours

LEAVE OF ABSENCE (MEDICAL):

Branford Elementary School:
Deborah Yates, Paraprofessional, effective March 3, 2021 through March 12, 2021

Suwannee Middle School:
Balinda Federick, Paraprofessional, effective January 19, 2021 through April 19, 2021

Suwannee Riverside Elementary:
Janice McCall, Paraprofessional, effective March 29, 2021 through April 26, 2021

Jody Ellison, Custodian, February 19, 2021 through March 31, 2021
With the option to return sooner if released by his doctor

MISCELLANEOUS:

Mentee	Mentor	School
Rachel Adams	Angela Hicks	SMS
Brandy Allen	Brooke Cox-Knowles	SOS
Laura Boatright	Angela Hester	SMS
Livesay Boggus	Christina McCullers	SPE
Lyndsey Browning	Denah Phillips	BES
Justin Bruce	Brooke Cox-Knowles	SOS
Deanna Burkett	Deanna Horton	SMS
Jerrica Byrd	Julie Dees	BHS
Jamie Cato	Kelly Driggers	SRE
Jimmy Cherry	Brooke Cox-Knowles	SOS
Nicole Hohman	Jessica Johnson	SPE
Logan Hurst	Annette Chauncey	SMS
Kaycie Kinsey (Browning)	Krystal Fletcher	SPE
James Kite	William McClendon	BES
Jazmin Marrero	Brooke Cox-Knowles	SMS
Jenny McCook	Kerry Melland	SSE
Sean Oliver	Pam Hendrick	SPE
Ashton Petersen	Robyn Bonds	SMS
Malcolm Pollock	Elisa Hall	SHS
Brooklyn Ross	Brooke Cox-Knowles	SOS
Lisa Story	James Wilson	FSBR
Marie Warren	Victoria Carter	SSE
Kayla Williamson	Danielle Ovando	SMS

The following to be approved for additional hours (not to exceed 32 hours) for compliance check of ESE folders:

Amy Allen	Hannah Johnson	Cathy Nicely
Kate Bromley	Melissa McKire	KJ Wingate
Cristina Herrington	Rebecca Monroe	

Approval for the following to work as a paraprofessional in the after-school Pre-K Extended Day Program:

Kadie Butler

Approval for the following to work as a paraprofessional in the 21st Century Program:

Daycia Bandy

Approval for the following teachers to work in the Hospital Homebound Program District wide:

Frank Allen
Michael Braun
Christina Herrington
Angela Hester
Hannah Johnson
Holly McMillan
Debra Singletary
K.J. Wingate

SUBSTITUTES:

The following to serve as Substitute Bus Aide:

Sinawa Rye

VOLUNTEERS:

Jerry Barnes
Lynn Eaken
Stephen Hollar
Tonya Hollar
Brian Lewis
Ronald Lewis
Christen Mallet

End of List
2020-2021
School Year

REGULAR AGENDA

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

#3.05	Administrative Organization (*Revised*) **(pgs. 39-40)**
#3.06	Safe and Secure Schools (*Revised*) **(pgs. 41-47)**
#3.141	Suicide Prevention (*New*) **(pgs. 48-49)**
#3.41	Service Animals (*Revised*) **(pgs. 50-52)**
#5.19	Student Records (*Revised*) **(pgs. 53-55)**
#6.25	Military Leave (*Revised*) **(pgs. 56-57)**

MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the following contract/agreement for the 2020-2021 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2021-89	Internship/Worksite Agreement between CareerSource North Florida (CSNF) and Suwannee County School Board to provide internship and career readiness opportunities for CSNF clients (*New*) **(pgs. 58-62)**

MOTION CARRIED UNANIMOUSLY

3. Discussion and action regarding the selection of one School Board member to serve as the Alternate on the Value Adjustment Board (VAB) for 2021-2022.

   (Note: School Board Members and Business Owners appointees from the 2019-2020 school year continued to serve for the 2020-2021 school year [due to COVID-19]. However, Catherine Cason was the Alternate School Board Member, and did not get re-elected to the School Board in November 2020. Therefore, there is the need to appoint a replacement for Ms. Cason for the 2021-2022 school year; all other appointees, from 2019-2020, will remain the same.)

MOTION by Mr. Taylor, second by Mr. daSilva, for School Board Member Norman Crawford, to serve as the Alternate School Board Member on the VAB for 2021-2022.

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. White, second by Mr. Crawford, for approval of the District Strategic Plan for 2020-2024 (A copy is available in the office of the Assistant Superintendent of Instruction.) MOTION CARRIED UNANIMOUSLY

5. MOTION by Mr. daSilva, second by Mr. Taylor, for approval of the following personnel items for the 2020-2021 school year:

   a. Fourteen (14) day laborers to work on summer projects under the direction of the Director of Facilities
   b. Job Description #53 – Mechanic (*Revised*) **(pgs. 63-64)**

   MOTION CARRIED UNANIMOUSLY

6. MOTION by Mr. Taylor, second by Mr. Crawford, for approval of the following personnel item for the 2021-2022 school year:

   a. Reclassify one 11-month Assistant Principal position at Suwannee High School to a 12-month Assistant Principal position at Suwannee High School, effective July 1, 2021

   MOTION CARRIED UNANIMOUSLY

7. MOTION by Mr. daSilva, second by Mr. Crawford, for approval of the 2021-2022 Minority Teacher Recruitment Plan. **(pgs. 65-67)** MOTION CARRIED UNANIMOUSLY

8. MOTION by Mr. daSilva, second by Mr. Taylor, for approval to award the following bid:

   #21-201 One year extension, July 1, 2021-June 30, 2022, to Bassett Dairy for Milk

   MOTION CARRIED UNANIMOUSLY

9. Discussion and possible action on the following motion that was tabled at the Special Meeting (on the Agenda Addendum) on August 11, 2020: (Note: The attachment is revised from the original that was presented at the Special Meeting on August 11, 2020.) **(pg. 68)**

   a. **Original Motion stated**: The Superintendent recommends approval to adopt the Administrative Salary Schedule for 2020-2021.

   Discussion followed. Mr. Taylor suggested offering non-instructional to take courses to get certifications related to their respective job responsibility area and there be a dollar amount added to their base salary. Mr. Crawford suggested providing salary incentives for performance. Mr. Roush stated we could discuss these suggestions further in a future Executive Session.

   MOTION by Mr. Taylor, second by Mr. Crawford, for approval to remove the above MOTION from the TABLE. MOTION DID NOT CARRY two to three; Mr. Alcorn, Mr. Crawford, and Mr. White voted NO.

10. Comments from Student Ambassadors

- Isaac Mincks stated all going well at BHS.

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

12. Superintendent's Report

- Mr. Roush distributed and briefly reviewed handouts on the following:

  - Suwannee Pineview Elementary STEMPOSIUM to be held April 29, 2021
  - RTC Nursing Assistant Program Graduation to be held April 1, 2021
  - Copy of a PowerPoint presentation from the State Board of Education on Teacher Salary Increase Allocation, dated March 17, 2021
  - Printed copy of the 2020-2021 End of Year Activities Calendar, as of March 23, 2021

13. Issues and concerns Board members may wish to discuss

- Mr. White expressed concerns with the following:
  - He asked how teachers are being evaluated on the Hybrid students that are coming back in to the classrooms. Mr. Roush responded that we are still waiting on definitive guidance from the State on this topic. Mrs. Fitzpatrick commented that she has spoken with all teachers to let them know that evaluations are still up in the air at this time, due to no guidance being received from the state.
  - He also questioned if all teachers will be placed together at the upcoming PD Day with regards to social distancing and the upcoming FSA tests; doesn't want anyone out sick during testing. Mr. Fitzpatrick stated that teachers will be placed as they have been on prior PD Days.
- Mr. Alcorn shared information regarding the possibility of recruiting teachers for our District from smaller colleges (in Georgia) with education/teaching programs, instead of from larger universities.

The meeting adjourned at 7:34 p.m.

AFFILIATION AGREEMENT

THIS AFFILATION AGREEMENT ("the Agreement") entered into this 1st day of July, 2021, by and between Florida Gateway College, hereinafter referred to as "School" whose address is 149 SE College Place, Lake City, Florida, 32025, and the Suwannee County School District, hereinafter referred to as "School Board" whose address is 1740 Ohio Avenue, South, Live Oak, Florida 32064. The College and School Board are collectively referred to as "Parties."

WHEREAS, School offers to enrolled students a degree program in the field(s) of Early Childhood AS, Early Childhood BS, Elementary Education BS, and Educator Preparation Institute.

WHEREAS, School Board and the College recognize the value and importance to the teaching profession, College teacher education programs and other professional programs, and desire that the public interest be served by ensuring a continuing source of competent and well-trained teaching professionals; and

WHEREAS, the College desires that its students, hereinafter referred to as "Interns" to obtain teaching experience at a public school of the School Board; and

WHEREAS, the School Board desires to provide the necessary facilities for said teaching experience in recognition of the need to educate teaching personnel, under terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

I. PURPOSE

1. The purpose of this Agreement is to provide educational experiences for selected College Interns, which includes all students seeking field experiences under this contract. Interns include Pre-Intern, any field experience prior to the intern semester, and Intern, the semester during which the College student completes the College's professional education program in a School Board under the guidance of a fully certified professional, which take place at the School Board and in which the School Board will participate.

2. Field experiences may include the activities listed and defined below:

   (a) Observation. Intern observes the classroom activities and does not interact with students.

   (b) Tutoring. Intern provides one-on-one instruction with School Board students.

   (c) Classroom Assistant. Intern serves as an aide to the School Board teacher and/or assists the School Board teacher with instruction.

(d) Small Group Instruction. Intern provides instruction to a subgroup of the School Board class.

(e) Whole Class Instruction. Intern provides instruction for the entire School Board class.

(f) Other. Other field experiences acceptable to both parties.

3. The term "School" shall refer to School Board programs, services, or individual locations headed by a principal or other program administrator.

II. OBLIGATIONS OF THE COLLEGE

1. The College shall offer educational programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.

2. The College shall keep all records and reports on Intern experiences in accordance with College policy and regulatory requirements.

3. The College shall plan with the School Board administration, in advance, its schedule of Intern assignments to the designated areas, including dates and numbers of Interns.

4. The College agrees to inform Interns that Interns shall be responsible for following the rules and regulations of the School Board, including recognition of the confidential nature of information regarding pupils and their records.

5. The College agrees to assume responsibility for the overall educational experience and grades of the Interns with consideration given to the Cooperating Teacher's assessment and overall evaluation of the Intern.

6. The College shall verify to the School Board staff that each Intern has completed the required academic preparation prior to tentative and final placement.

7. The College staff will be responsible for the coordination and implementation of the Clinical Education Program.

8. The College will assign a College Supervisor who will collaborate with the Cooperating Teacher and will make periodic assessment of Interns' progress as required. For purposes of this Agreement, the term "Cooperating Teacher" shall be defined as the district school educator who is a fully certified teacher, has completed clinical educator training, and successfully demonstrated effective classroom management strategies that consistently result in improved student performance, and has been assigned to supervise the Intern, working daily to assist in developing the professional growth of the Intern through

demonstration of the instruction in teaching skills and attitudes, and working cooperatively with the College Supervisor and /or Area Coordinator in continuing evaluation of the Intern.

9. Interns shall not be considered as employees or agents of the College.

10. The College shall arrange meetings with appropriate School Board staff to review and evaluate the progress of internships, if needed, consistent with School Board staff availability. These meetings can be used for coordination and conflict resolution.

11. The College and its Interns shall obtain individual written approval before beginning any of the activities referred to in Section I of this Agreement. Such written approvals shall be on forms approved by both parties, and shall contain the signatures of all parties required by the form(s). The College and School Board shall use a procedure for placement of Interns that is agreed upon by the School Board Superintendent and the College President, or their respective representatives.

III. OBLIGATIONS OF THE SCHOOL BOARD

1. The School Board shall maintain sole responsibility for the instruction, education, and welfare of its pupils. The School Board shall be responsible for providing adequate staffing necessary to maintain the highest level of quality education for its pupils and appropriate Intern and College staff orientations.

2. The School Board agrees that Interns assigned to it for field experiences are under the supervision, control, and responsibility of the School Board.

3. The School Board shall determine the work location and assignment of Interns in collaboration with the College. Every effort shall be made to develop long term working relationships between teacher education programs and individual schools in order to provide a variety of continuous and coordinated field experiences, consistent with Florida Statutes 1004.04. These relationships may be articulated in written plans and attached to this agreement as addenda with the approval of both parties.

4. In consideration of the School's responsibility for the care and safety of its pupils, the School Board shall retain the right, in its sole discretion, to refuse or discontinue its facilities and services to any Intern or College staff and to remove an Intern or College staff who does not continuously meet the School's professional or other requirements or the requirements of any appropriate authority controlling and directing School Board facilities and services. Interns shall be instructed by the College to promptly and without protest leave an area whenever they are requested to do so by an authorized School Board representative. In the event of a threat to pupil safety, which shall be determined by the School Board in its sole discretion, the School shall have the right to terminate the intern

placement action immediately and shall both verbally and in writing notify the College and the Intern as soon thereafter as is practicable.

5. The School Board shall provide qualified Cooperating Teachers for Interns. Cooperating Teachers shall be resource persons for Interns and College staff. Cooperating Teachers selected by the School Board will: (a) assist in orienting Interns to the school, the classroom, and the pupils; (b) explain all school district policies, rules, and regulations to Interns; (c) provide prompt and substantive feedback to Interns regarding all performance activities and interactions with School Board personnel, pupils, and parents; (d) complete evaluations of Interns' progress and submit them to the College Supervisor, after review with the applicable Intern; (e) immediately inform the College Supervisor of any concerns regarding an Intern; (f) shall establish a time to regularly meet and discuss with Interns their activities, impressions, reflections, and suggestions for goals and areas of improvement; (g) supervise Interns on a daily basis – if the Cooperating Teacher is absent from the school for any reason, a school approved substitute shall be assigned to the classroom. Under no circumstances shall an Intern, even if he/she is certified, serve as the substitute of record during the student teaching experience unless a separate agreement has been negotiated in writing by the School Board and the College.

6. The School Board shall provide to the College and Interns the policies and procedures and other relevant materials necessary to allow Interns and College personnel to function appropriately within the School.

7. Interns assigned to the School Board shall follow the School's protocols for health and safety.

8. Interns shall be under the direct supervision of the Cooperating Teacher during internship responsibilities. A co-teaching model will be implemented during the internship. Co-teaching is defined as: organizing classroom instruction to reduce the student-adult ratio and/or take advantage of two teachers' expertise, skills and knowledge while maintaining continuous student progress. The "solo teaching time of no less than two weeks" if required by the College program, will still be implemented but under the close supervision and direction of the Cooperating Teacher who will assure that student progress is maintained.

9. The School Board shall permit Interns access to the library facilities/curriculum laboratories available to their personnel. Interns may not remove materials from the School Board without appropriate approval.

10. The School Board shall keep confidential and shall not disclose to any person or entity (a) Intern applications; (b) Intern health records or reports; and/or (c) any Intern records as defined in the Family Educational Rights and Privacy Act (FERPA), concerning any Intern participating in the educational experiences provided by the School, unless such disclosure is necessary to meet the requirements of this agreement, is authorized by the Intern or is ordered by a court of competent jurisdiction. The School Board shall adopt and enforce

policies and procedures necessary to protect the confidentiality of the Intern records as defined herein or as otherwise required by law.

11. Interns shall not be considered employees or agents of the School. Interns shall undergo a background screening pursuant to Florida Statutes 1012.32 and 1012.56, and applicable School Board policies and procedures.

IV. INSURANCE

1. The College agrees that the Interns shall assume personal responsibility for their own medical care and hospitalization.

2. The College shall, through the Florida College Risk Management Consortium and for the duration of their internship experience, maintain professional liability insurance coverage for the Intern of not less than $2,000,000 per occurrence as assurance of accountability for any such loss, claims, liabilities, or expenses.

3. Interns shall be afforded the protection of law as specified in Florida Statutes 1012.39(3). The College will provide Workers Compensation Insurance for College employees who oversee the internship process.

4. Upon written request, a party shall provide the other party with evidence of insurance coverage mentioned in this section of this Agreement.

V. RESOLUTION OF CONFLICT

1. The Parties agree to periodically review and discuss the operation of the Agreement to ensure that each Party's objectives hereunder are being satisfied. The Parties shall confer as otherwise necessary to the administration of this Agreement.

2. In cases of conflict between an Intern and a Cooperating Teacher that cannot be resolved, an appeal shall be made to the College Supervisor. If resolution is not achieved, an appeal shall be made to the School Principal or designee. If resolution is not achieved, an appeal shall be made to the College and School Board liaisons. Final resolution of conflicts, if necessary, shall be made by the School Superintendent in consultation with the College's President.

VI. TERM AND NOTICE

1. The term of this Agreement shall be for one (1) year and shall begin on July 1, 2021 and shall end on June 30, 2022.

2. This Agreement may be terminated at any time by either party hereto, with or without cause upon sixty (60) days written notice to the other party, provided that students currently enrolled in the program shall be permitted to complete the course.

3. Any notices required or permitted under this Agreement by either party to the other shall be made in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, 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 College:	If to School Board:
Director of Procurement and Contracts Florida Gateway College 149 SE College Place Lake City, Florida 32025	Mr. Ted Roush, Superintendent Suwannee County School District 1740 Ohio Avenue, South Live Oak, Florida 32064

VII. GENERAL PROVISIONS

1. The Parties agree that neither the School Board nor the College shall on the basis of gender, marital status, race, religion, national origin, age, or disability pursuant to law as set forth in the Americans with Disabilities Act (ADA), be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law.

2. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the College and the School Board and their employees, Interns, or agents, but rather is an Agreement by and among the two independent contractors. Each Intern is placed with the School Board in order to receive educational experience as part of the academic curriculum; duties performed by an Intern are not performed as an employee of the School Board but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by School Board personnel. Neither party shall have the power or authority to bind the other in any promise, agreement nor representation other than as specifically provided for in this Agreement. To the extent allowed under state law, neither the School Board nor the College is required to provide workers' compensation coverage for the Interns participating in the educational experience. The College acknowledges that nothing in this Agreement shall be construed to confer any right upon the College or College personnel to participate in, control, or direct operations

at the School. The Parties shall carry all necessary and appropriate insurance for itself, its employees and agents.

3. The College and School Board shall require that each Intern be fingerprinted in accordance with Florida law and School Board policies and procedures, and that results of background screens be known to the School Board prior to placement of the Intern in a district school; pursuant to Florida law, no Intern who fails to meet district criteria for criminal background check or has been convicted of a Level II criminal offense shall be placed into a public school. The School Board reserves the authority to remove from the school grounds and suspend school access to any Intern charged with any disqualifying offense until the completion of the Intern's case disposition.

4. Either party may require that each College Supervisor be fingerprinted in accordance with Florida law and School Board policies and procedures, and that results of background screenings be known to the School Board prior to supervision of an Intern in a district school; pursuant to Florida law, no College Supervisor who fails to meet district criteria for criminal background check or has been convicted of a Level II criminal offense shall be permitted entry into a public school. The School Board reserves the authority to remove from the school grounds and suspend school access to any College Supervisor charged with any disqualifying offense until the completion of the College Supervisor's case disposition.

5. The School Board shall timely notify the College when any College employee or Intern has been involved in a reported incident and the College shall have the opportunity to participate in any on-going investigation and shall have access to any oral or written reports and any other documentation related to the reported incident as allowed under Florida law.

6. The School Board and its employees shall not be entitled to compensation from the College for services or actions of benefit to the College which are part of or related to the educational program.

7. This Agreement constitutes the entire Agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties, whether oral or written, pertaining to the referenced subject matter.

8. This Agreement may be amended at any time, provided, however, that any amendments, modifications or alterations shall be made only in writing and shall become effective only upon written approval of both the College and the School Board.

9. No waiver or breach of any term or provision of this Agreement shall operate, or be construed to constitute, nor shall be, a waiver of any other breach of this Agreement. All remedies, either under this Agreement, or by law or otherwise afforded, will be

cumulative and alternative. All waivers to be effective shall be in writing and signed by a duly authorized officer of the waiving Party.

10. If any provision of the Agreement is held or determined to be illegal, invalid or unenforceable under any present or future law, and if the rights or obligations of the Parties under this Agreement will not be materially and adversely affected thereby, such provision will be fully severable; this Agreement will be construed and enforced as if such illegal, invalid or unenforceable provision had never complied a part hereof; the remaining provisions of the Agreement will remain in full force and effect will not be affected by the illegal invalid, or unenforceable provision or by its severance here from; and in lieu of such illegal, invalid or unenforceable provision, there will be added automatically as a part of this Agreement a legal, valid and enforceable provision similar to the such illegal, invalid or unenforceable provision.

11. This Agreement is not intended to create any rights or interests for any other person or entity other than the School Board or the College.

12. Each party to this Agreement represents and warrants that (i) it has the full power and authority to enter into this Agreement and to carry out the transactions contemplated hereby applicable to it; and (ii) it has taken all action necessary to authorize the execution, delivery and performance of this Agreement, and this Agreement has been duly executed and delivered to such party.

13. Each Party to this Agreement agrees to comply with all applicable federal, state and local laws, rules and regulations (Laws). In the event of a conflict, the Laws shall take precedent over any provision of the Agreement.

14. This Agreement is governed by and shall be, construed according to the laws of the State of Florida. Venue for any litigation arising out of or in connection with this Agreement shall be in a court of law located in Columbia County, Florida.

15. College and district supervisors shall have required training pursuant to Florida Statutes 1004.04(5).

16. Subject to provisions herein to the contrary, this Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective legal representatives, successors and permitted assigns. No party may assign this Agreement without the prior written consent of the other Party, the consent of which shall be given at the Party's sole discretion.

17. The paragraph headings herein are inserted for convenience only and shall not be construed to limit or modify the scope of any provision to this Agreement.

18. No default, delay or failure to perform on the part of either party shall be considered chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to, strikes, lockouts, or inaction of governmental authorities, epidemics, war, embargoes, fire, earthquakes, acts of God, default of common carrier.

19. This Agreement is entered into voluntarily by the signatories to this Agreement. **IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first subscribed above.

SUWANNEE COUNTY SCHOOL DISTRICT	FLORIDA GATEWAY COLLEGE
Superintendent	President
Date	2/20/21 Date
Chairperson, School Board	Chairperson, Board of Trustees
Date	Date

"Approved as to Form and Sufficiency

BY_____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

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: April 5, 2021

RE: Human Resources Transactions for April 27, 2021, 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
April 27, 2021

TO: District School Board of Suwannee County

FROM: _____
Ted L. Roush, Superintendent of Schools

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

RECOMMENDATIONS FOR THE 2020-2021 SCHOOL YEAR:

RETIREMENTS: INSTRUCTIONAL:

RIVEROAK Technical College:
Thomas Shea, Teacher, effective July 1, 2021

Suwannee Middle School:
Tammy Butts, Teacher, effective July 1, 2021

RECOMMENDATIONS: INSTRUCTIONAL:

Branford High School:
Alicia Poole, Guidance Counselor (12 Month Position), effective April 1, 2021
REPLACES: New Position

RIVEROAK Technical College:
William Blackmon, Teacher, effective April 26, 2021
REPLACES: Thomas Shea

Suwannee Middle School:
Ayla Hicks, Teacher (Long Term Temporary Substitute), effective March 15, 2021
REPLACES: Patrice Parker

SUSPENSION:

Branford High School:
Angela Wood, Assistant Principal, effective March 26, 2021 through April 1, 2021, without pay

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Karen Braun	Suwannee High School Security Guard	Suwannee Middle School Teacher	April 12, 2021	Danielle Ovando
Lorrie Mercer	Suwannee Virtual School Guidance Counselor	Suwannee Riverside Elem. Guidance Counselor	April 5, 2021	
Angela Wood	Branford High School Assistant Principal	Suwannee Middle School Assistant Principal	April 5, 2021	Vacancy

LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE):

Suwannee High School:
Rebecca Monroe, Teacher, effective March 24, 2021 through March 31, 2021

Suwannee Middle School:
Danielle Ovando, Teacher, effective March 8, 2021 through May 28, 2021
(With the option of returning sooner if released by her doctor)

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

Suwannee Middle School:
Angela Hicks, Teacher, January 7, 2021 (2 hours) and February 16, 2021 (7.25 hours) for a total of 9.25 hours
(Amended from the March 23, 2021 Agenda)

SUPPLEMENTARY:

Employee Name	Position	Location
Blair Bullock	Head Girls' Middle School Basketball	Branford High School
Carlos Diaz	Planning Period Supplement (1st Semester Only)	Branford High School
Laritta Hunter	Girls' Head Track Coach	Suwannee Middle School
Jordan Roberts	Head Softball Coach	Suwannee High School
Sergio Rodriguez	Planning Period Supplement (1st Semester Only)	Branford High School
Seth Stebbins	Boys' Head Track Coach	Suwannee Middle School

RETIREMENTS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee Middle School:
Jacquelyn Wiggins, Paraprofessional, effective June 1, 2021

Transportation:
Willie C. Ford, Bus Mechanic, effective May 3, 2021

RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Pineview Elementary School:
Brenda Cooks, Food Service Worker, effective April 8, 2021

Suwannee Springcrest Elementary:
Clifford Shearer, Custodian, effective April 27, 2021

Transportation:
Luis Pizarro, Bus Driver, effective March 29, 2021

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Kimberly Wilkison, Custodian (Temporary) effective April 5, 2021
REPLACES: Victoria Saunders

Suwannee Middle School:
Rebecca McCray, Paraprofessional, (Temporary) effective April 5, 2021
REPLACES: Ayla Hicks

Suwannee Opportunity School:
Nikolas Hurst, Security Guard, effective March 22, 2021
REPLACES: Tyrone Ansley

Transportation:
Tyrone Ansley, Mechanic, effective March 22, 2021
REPLACES: Stacy Ray

Keely Rondello, Bus Driver, effective March 22, 2021
REPLACES: Amanda Colon

SUSPENSION:

Suwannee Opportunity School:
Stephanie Eady, Paraprofessional, effective April 8, 2021 and April 9, 2021 without pay

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Daycia Bandy	Suwannee Riverside Elem. Paraprofessional	Suwannee Opportunity School Paraprofessional	March 29, 2021	Nikolas Hurst

LEAVE OF ABSENCE (FAMILY MEDICAL LEAVE):

Branford High School:
William Yates, Food Service Worker, effective March 2, 2021 through March 16, 2021

Transportation:
Kathy Laschanzky, Bus Aide, March 11, 2021 through April 16, 2021
(With the option to return sooner if released by her doctor)

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

Branford Elementary School:
Pamela Norton, Paraprofessional, March 24, 2021 (5.25 hours) and March 30, 2021 (3.25 hours) for a total of 8.5 hours

LEAVE OF ABSENCE (MEDICAL):

Branford Elementary School:
Deborah Yates, Paraprofessional, effective March 15, 2021 through March 30, 2021
(*Extended from the March agenda*)

Suwannee Riverside Elementary:
Jody Ellison, Custodian, effective April 1, 2021 through May 12, 2021
(Extended from the March agenda)

STUDENT WORKER:

The following to serve as a Student Worker at RIVEROAK Technical College – Medical Administrative Specialist:

Rebecca Phillips

SUBSTITUTE:

The following to serve as Substitute Bus Driver:

Richard Torgerson

VOLUNTEERS:

Megan Beckner
William Blackmon
Brittany Brock
Kate Bromley
Fallon Bush
Audrey Cain
Casey Carter
Corinne Chaney
Aireal Cook
Kathia Cordero
Fabiola Fernandez
Brandy Fleming
Cortney Flowers
Jeri Giddens
Anissa Gilliam
Mindy Griffis
Crystal Gurney
Bradley Harrison
Glenda Hatch
Julianna Hille
Kalie Hingson
Christina Hofmann
Kristin King
Shannon Knisley
Lacey Lashley
Annette Lopez
Shirley Martin
Yisel Medina
Veronica Mendez
Maria Miguel
Michael Millard
Melissa Morgan
Mary Moseley
Garth Nobles
Susan Nobles
Jenny Penny
Joshua Pope
Pamela Powell
Yanet Rodriguez
Ashley Sharpless
Lee Simpson
John Smith
Mary Smith
Jessica Sosa
April Truluck
Carolyn Underwood
Shayna Valdez
Katie Virts
Tiffany Williams
Franklin Willis

End of List
2020-2021
School Year

AGREEMENT

THIS AGREEMENT, made effective this 1st day of August, 2021 between Tallahassee Memorial HealthCare, Inc., a Florida non-profit corporation, (hereinafter referred to as "TMH") and Suwannee County School Board thru RIVERAOK Technical College (hereinafter referred to as the "Academic Institution" which may be any university, college, high school or other institution of learning which uses the resources and/or facilities of TMH).

WITNESSETH

WHEREAS, TMH is a non-profit Florida corporation which operates a hospital in Tallahassee, Leon County, Florida; and

WHEREAS, the School provides educational programs (hereinafter sometimes referred to as the "Program" or "Programs") for the purpose of training students enrolled in the School (the "Students"), and desires to have certain learning experiences take place on TMH premises; and

WHEREAS, TMH agrees that the clinical experiences of certain of the School's Programs may be conducted within its facility by faculty-employees of the School and under general supervision of the School, under the terms and conditions set forth below.

NOW THEREFORE, in consideration of the mutual agreements of the parties as hereinafter set forth, it is agreed as follows:

1. Program Description. A description of each particular Program (the "Program") for which clinical training will take place at TMH, including but not limited to the specific number of Students, the scheduling of classes and other learning activities, the faculty's accessibility to Students and other issues unique to the relationship will be agreed upon by the parties, set forth in writing, and attached as a Program Addendum to this Agreement. The initial Program Addendum is attached to this Agreement as "Program Addendum No. 1 for Academic Year Beginning August 1st and ending July 31st" and by reference made a part hereof. For each additional, subsequent Program for which training will take place at TMH, the parties shall execute a new Program Addendum, specific to each Program and numbered in chronological order. A sample of such Program Addendum is attached as Attachment "1" and by reference incorporated herein. Upon a Program Addendum being executed, a Program Addendum will be attached hereto and incorporated as if fully set forth herein. Access to and utilization of TMH facilities and resources by the Program Participants (as defined below), as well as the utilization by TMH of the Academic Institution's faculty and resources, shall be set forth in this Agreement.

2. Educational Responsibility. Academic Institution is solely responsible for the implementation

and operation of the Programs and the education, training and supervision of the Program Participants (as defined below). TMH agrees to provide cooperation and assistance to the Programs; however, Academic Institution is solely responsible for the curriculum, content, quality and evaluation of the Program Participants' educational activities conducted at TMH facilities, unless otherwise specified in Program Addendum 1.

3. Orientation: All Academic Institution faculty and Students will receive the same orientation required of TMH employees. At or before the TMH orientation, Program Participants shall execute copies of the Attachments "2," "3," and "4." As part of TMH orientation, Program Participants also are required to sign all other statements of responsibility and acknowledgments and training modules as required by TMH which may include, but are not limited to, the Code of Conduct document and Health Insurance Portability and Accountability Act of 1996 ("HIPAA") training module.

4. Faculty. The Academic Institution shall provide at its own expense such faculty as necessary to carry out each Program's curriculum and objectives to educate Students in a clinical/educational environment at TMH.

5. Coordination of Programs. All Students, faculty, employees, agents and representatives of the Academic Institution participating in the Programs at TMH (the "Program Participants") shall be coordinated through the TMH appointed liaison for each Program. All of the Academic Institution's Programs shall have an appointed liaison to work with TMH in the coordination of each of the Programs. The appointed liaisons shall be identified by name and/or title in the Program Addendum attached to this Agreement.

6. Responsibility Statements. The Academic Institution shall require and ensure that each Program Participant signs a Statement of Responsibility in the form set forth in Attachment "2" for injury or loss sustained during their participation in any of the Programs, and an Information Access Security and Patient Confidentiality Agreement in the form set forth in Attachment "3". Each Program Participant must also sign an Agreement in the form set forth in Attachment "4" to not assist voluntarily in any legal action or activity against TMH. Program Participants who have not signed any of these agreements shall not be allowed to participate in any Program's activities at TMH.

7. Insurance. The Academic Institution shall inform the Program Participants who are Students that each Student Program Participant must have professional liability insurance which covers each Student Program Participant at a minimum of $1,000,000 per medical occurrence/incident with an aggregate of $3,000,000. The Academic Institution shall identify and provide the Student Program Participants with information about insurance companies, programs and/or coverage which meet this requirement. The appointed liaison from each of the Academic Institution's Programs shall collect documentation or certificates from each Student Program Participant or otherwise shall provide to the TMH Risk Manager evidence satisfactory to TMH of professional liability insurance that covers each Student Program Participant at a minimum of $1,000,000 per medical occurrence/incident with an aggregate of $3,000,000. The professional liability coverage for Program Participants who are Faculty shall be provided through the self-insurance program of the State of Florida, pursuant to

768.28, Florida Statutes, as amended from time to time.

8. Indemnification. TMH and Academic Institution agree to be responsible, to the extent provided by law, for the acts and/or omissions of their respective officers, employees and agents. However, this paragraph shall in no way act as a waiver of sovereign immunity or of any other defenses which either party may have to the prosecution of a legal action or any allegations made thereunder.

9. Health of Participants. All Program Participants shall comply with TMH employee health requirements and all Infection Control Policies and Procedures of TMH including but not limited to immunizations and screenings for specified communicable diseases. In the case of exposure, TMH shall be responsible for offering appropriate testing for the affected Program Participant in accordance with its exposure control plan, counseling and recordkeeping. TMH will use its best efforts to appropriately test the source patient and to obtain patient's consent for disclosure of test results to the Infection Control officer of the Academic Institution. TMH shall not be responsible for arranging for the Program Participant's medical care and/or treatment if necessary, including transportation in case of illness or injury while participating in any Program at TMH.

10. Emergency Care. TMH will provide emergency medical care to a Program Participant who becomes ill or is injured while participating in any Program at TMH; however, any Program Participant who receives such emergency services or any other health care services shall be responsible for the payment for such services, and the Academic Institution shall be responsible for determining that all Program Participants have and maintain appropriate health insurance. If a Program Participant does not have and maintain appropriate health insurance and provide proof of such insurance, the Program Participant shall not be allowed to participate in any Program at TMH.

11. Dress Code and Other Policies. The Academic Institution shall require the Program Participant to dress in accordance with dress and personal appearance standards in accordance with TMH policies and procedures. The current dress code is set forth in Attachment "6" and is subject to change at TMH's discretion; Academic Institution and Program Participants shall be responsible for complying with all TMH policies and procedures including the dress code, as they may be amended from time to time. The Program Participants will obtain and properly display the photo identification badge provided by TMH in accordance with TMH policies and procedures.

12. Background Check and OIG and Medicare Exclusion Review/EPLS. The Academic Institution agrees to the terms and conditions of Attachment "5" which requires criminal background checks and drug screenings for each Program Participant prior to Program Participant participating in any Program at TMH. All costs associated with this requirement shall not be the responsibility of TMH. Any Program Participant who has not had the required background check or has not passed it according to TMH standards shall not participate in any Program at TMH. Any such background check information obtained and provided to TMH by the Academic Institution shall be kept confidential by TMH and not shared with any third party except as may be required by law. Such information shall be accessed only by

TMH employees who need to deal with the information in the normal course of their duties.

It is the policy of Tallahassee Memorial Healthcare, Inc. to exclude from clinical experiences Program Participants who have engaged in fraud or abuse of state and/or federal programs. As part of the clearance process, all prospective students/faculty will be screened for exclusion from federal and state health care programs as part of the TMH clearance process.

13. Compensation. The Academic Institution shall be solely responsible for all applicable salaries, benefits, taxes and insurance of its own personnel, agents, employees, Students and Program Participants.

14. Service Performance. All licensed Program Participants shall be duly licensed, certified or otherwise qualified. The Academic Institution shall have a specially designated staff person(s) to act as a liaison and to coordinate with TMH in the performance of the services specified herein. The Academic Institution and all Program Participants shall perform their duties and services hereunder in accordance with all relevant local, State and Federal laws, and shall comply with the standards and guidelines of all applicable accrediting bodies and the Bylaws of TMH, and any rules and regulations of the Academic Institution and TMH as may be in effect from time to time. The Academic Institution and Program Participants shall in no way interfere with or adversely affect the operation of TMH or the performance of services therein. The Academic Institution represents that the services and duties of the Academic Institution contemplated by this Agreement will not violate the provisions of or constitute a default under any other Agreement or contract to which the Academic Institution is a party or by which it is bound or which would preclude the Academic Institution from performing pursuant to this Agreement.

15. Student Participation. Students shall engage in no patient activity or encounters other than as set forth in the applicable Program Addendum. All such activities and encounters shall be under the supervision of the appropriate faculty member, as set forth in the applicable Program Addendum.

16. Facilities.

a. TMH shall, subject to available resources and TMH policies, procedures and needs, arrange for access by Program Participants to TMH facilities appropriate to the goals and objectives of each Program, subject to TMH policies and procedures.

b. TMH agrees to allow Program Participants, at their own expense, to use the cafeteria facilities provided for TMH personnel and at the same prices charged TMH personnel, providing these facilities are available.

17. Records. TMH shall permit the Program Participants to have access to patient medical records only as necessary for participation in each Program as required and in accordance with TMH policies, regulations and bylaws and the standards of conduct and ethics of the profession to the extent such access is necessary to participation in a Program. The Program Participants shall treat these medical records as confidential. The Academic Institution shall comply with

all HIPAA requirements and TMH's HIPAA policies and procedures. The Academic Institution shall inform Students about HIPAA and other applicable health care and professional confidentiality and privacy standards and the requirements to comply.

18. Policies and Procedures. All Program Participants to include faculty and students shall abide by and be governed by the policies and procedures of TMH, the TMH Code of Conduct and the TMH Compliance Program. Furthermore, if TMH determines that any activity of Program Participants at TMH are contrary to the general operational practices and policies of TMH, TMH agrees to inform the Academic Institution by written notification of said concerns, specifying which policies, procedures and/or general operation are in question. TMH may make a recommendation as to what action should be taken to remedy the situation or at its sole discretion TMH may cease to allow access to TMH records, systems, facilities or resources to the Program Participant. Should TMH, in its sole discretion, determine that the actions or behavior of any Program Participant are disruptive, unsafe, or otherwise unacceptable, then TMH shall request a conference the Chairperson of the Program Participant's Program, to determine an appropriate course of action to resolve the problem; however, in such event, said Program Participant's participation in its Program at TMH may immediately cease in TMH's sole discretion.

TMH agrees to include faculty-employee members of a Program in staff meetings when policies to be discussed will affect, or will be related directly, to a specific Program, in TMH's discretion.

19. Program Instruction. The Academic Institution shall, upon request, provide TMH the current curriculum, course objectives and syllabus of the Academic Institution's applied educational Program and such other material or information as may reasonably be required to inform TMH of the nature and extent of a Program. TMH agrees that the instruction under each Program, in accordance with Paragraph 2(a) hereof, shall be given during Monday through Friday school days when possible, excepting regular holidays as provided for in the regular school calendar as established by the School. TMH agrees that the division and arrangement of time under each Program, with reference to theoretical and clinical learning experiences, shall be determined by the faculty-employees of the Academic Institution and shall be based upon the needs of the Students for specific learning experiences required to meet the objectives of each Program; however, TMH shall have the authority to take any action which may modify or limit the activities of a Program at TMH in any way necessary for the best interests of TMH and its patients.

20. Clinical Responsibility. TMH will retain responsibility for the care of TMH's patients and will reserve the right to modify or limit the activities of a Program at TMH in any way necessary for the best interests of TMH and its patients.

21. Confidentiality. The Academic Institution and its agents, Students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all patient information and business, financial, corporate and proprietary information. Information in any medium, to include paper and electronic, shall not be removed from TMH facility, transmitted, e-mailed, copied or photographed or downloaded to any mobile device or storage media without the

express prior written authorization in the proscribed form and format from the designated TMH liaison. The Academic Institution shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or authorized by TMH. Unauthorized disclosure of the terms of the Agreement shall be a material breach of this Agreement and shall provide TMH with the option of pursuing remedies for breach, and notwithstanding any other provision of this Agreement, immediately terminating this Agreement by written notice to the Academic Institution.

All information gathered by or provided to Academic Institution and Program Participants under this Agreement shall be confidential information and shall be the sole property of TMH, except as otherwise provided by law. Except upon the prior written consent of TMH, Academic Institution and Program Participants shall not use or disclose any information gathered by or provided to Academic Institution and/or Program Participants under this Agreement for any purpose not in conformity with state law and regulations, including but not limited to HRSM 50-1, and federal law and regulations, including but not limited to 45 CFR, Part 205.50. All TMH patient information and records shall remain the property of TMH.

The Academic Institution and its agents, faculty, representatives and employees agree to require the Academic Institution and its agents, faculty, representatives and employees to maintain in strict confidence all patient identifying information ("PHI") received by Academic Institution and Program Participants from TMH in carrying out its duties under this Agreement and to inform Students of their responsibilities and necessary compliance with the requirements to maintain in strict confidence all PHI received by Academic Institution and Program Participants from TMH in carrying out its duties under this Agreement. Specifically, Academic Institution shall comply, shall require its agents, faculty, representatives and employees to comply and inform its Students of the necessity of their compliance with the following:

a. only use or disclose Protected Health Information ("PHI") as defined by HIPAA as permitted under this Agreement and not in a manner that would violate any privacy standards established under Federal or State law (the "Privacy Standards"),

b. use appropriate safeguards to prevent the use or disclosure of PHI except as permitted by this Agreement,

c. report any known misuse of PHI to TMH Privacy Officer,

d. impose these same requirements on any subcontractors or agents of Academic Institution,

e. cooperate with an accounting of disclosures to individuals as required by the Privacy Standards, and

f. make the internal practices, books and records of Academic Institution and relating to use and disclosure of PHI available to the United States Department of Health and

Human Services.

Notwithstanding the foregoing, Academic Institution agrees to comply with all local, State and Federal rules, regulations and statutes, as well as with TMH's policies and procedures relating to confidentiality.

TMH agrees that to the extent that it maintains records regarding any Program Participant's clinical experience that it shall act consistently with Florida and Federal Laws related to the confidentiality of student records.

This confidentiality provision will survive the termination or expiration of the terms of this Agreement.

22. Student Conduct. In the event conflicts or problems arise with respect to the assignment or conduct of any Program Participant, TMH reserves the right to require the Academic Institution to immediately withdraw from the Program any Program Participant whose work or conduct is not in full accord with TMH's standards of performance or policies and procedures, the Information Access Security and Patient Confidentiality Agreement (Addendum 3) and this Agreement or upon the determination by TMH that such Program Participant's presence is detrimental to the interests of TMH. In such situation, TMH shall have the right to require the Program Participant to cease Program activity at TMH and leave the TMH premises.

23. Withdrawal of a Student. The Academic Institution may, at any time, withdraw a Student whose progress, conduct or work does not meet the Academic Institution's standards for continuation in a Program. The Academic Institution may, in addition, immediately withdraw a Student from TMH when, in its judgment, the clinical experience does not meet the student's needs. The Academic Institution will ensure that any TMH confidential information that may be in the possession of the Student is returned to the TMH liaison.

24. Independent Agent. It is expressly understood and agreed that in no event shall Students or other Program Participants be considered, deemed or represent themselves as agents, officers, servants or employees of TMH. Specifically, TMH and the Academic Institution expressly agree that all faculty-employees of the Academic Institution and under any Program shall remain agents or employees of the Academic Institution and shall not at any time during the term of this Agreement be considered, deemed or represent to be the personnel, employees or agents of TMH. Further, it is expressly understood and agreed that in no event shall the employees or agents of TMH be considered, deemed or represent themselves as agents, officers, servants or employees of the Academic Institution.

TMH and the Academic Institution further agree that they will never act, or represent that they are acting as agent of each other, nor incur any obligations on the part of the other, without first obtaining the express written authority of the party who is to be obligated.

25. Copy of Agreement. TMH and the Academic Institution agree that executed copies of this Agreement shall be placed on file with the Academic Institution and TMH.

26. Modification or Termination.

a. Modification. This Agreement constitutes the entire Agreement of the parties and supersedes any prior Agreements, whether oral or written. This Agreement shall not be modified unless in writing and signed by both parties.

b. Termination. In the event either party, with or without cause, decides to cancel this Agreement, then that party shall notify the other party in writing thirty (30) days prior to the date of termination, specifying that the termination be effective at the completion of the clinical experience of the ongoing classes, not to exceed nine (9) months except as set forth in 26(c) below.

c. This Agreement will terminate immediately upon either TMH or Academic Institution losing accreditation or otherwise ceasing to operate.

27. Applicable Law. This Agreement shall be governed by the Laws of the State of Florida.

28. Notices. Any written notices required by the Agreement or any other notices, reports, letters, etc., shall be mailed to the parties at the following respective addresses:

To TMH:
Steven E. Haynes
Vice President Chief Human Resources Officer
Center for Health Care Careers/Human Resources
Tallahassee Memorial HealthCare, Inc.
1300 Miccosukee Road
Tallahassee, FL 32308

With a copy to:
E. Murray Moore, Jr., Esq.
Pennington, P.A.
215 South Monroe, Second Floor
Tallahassee, FL 32301

To School:
Ted L. Roush
Superintendent of Schools
1740 Ohio Avenue South
Live Oak, FL 32064

With a copy to:
Leonard J. Dietzen, III
Rumberger Kirk P.A.
P. O. Box 10507
Tallahassee, FL 32302-2507

29. Binding Effect. This Agreement shall be binding upon the parties' successors and assigns and legal representatives.

30. Term of Agreement. Subject to the provisions related to termination as hereinafter provided, the term of this Agreement shall commence on the effective date set forth above and shall continue for one (1) year; provided, thereafter, that this Agreement shall renew automatically for up to two additional years, unless terminated as set forth in paragraphs 26(b) and (c) above, or unless otherwise provided in the Program Addendum.

31. Assignability. Neither party shall assign this Agreement without the written consent of the other party.

32. Discrimination. The Academic Institution and TMH will comply with Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and related regulations. Assurance is given that neither will discriminate against any employee or applicant for employment or registration in the course of study due to race, color, creed, age, sex, marital status, national origin or handicap. In the event such discrimination occurs, then the non-discriminating party may terminate this Agreement immediately by written notice to the other party.

33. Litigation expenses. In the event of litigation between TMH and the Academic Institution arising from any provision of the Agreement, each party shall bear its own costs and expenses, including reasonable attorneys' fees.

TALLAHASSEE MEMORIAL HEALTHCARE, INC.

By:_____ _____
Steven E. Haynes **Date**
Vice President Chief Human Resources Officer

SUWANNEE COUNTY SCHOOL BOARD

By:_____ _____
Tim Alcorn **Date**
School Board Chairman

By:_____ _____
Ted L. Roush **Date**
Superintendent of Schools

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

ATTACHMENT "1"

PROGRAM ADDENDUM NO. ____ TO AGREEMENT BETWEEN TMH AND SCHOOL FOR ACADEMIC YEAR BEGINNING _____ AND ENDING _____

Name of School:
Name of Program: _____
Name of Contact Person at Program: _____

1. The Program may be described as: _____
_____
_____
_____
_____

2. The Program and TMH agree to the specific terms and conditions as follows:

   a. The specific number of Students is _____ (____) for each interval of study, which is for a period of _____ [the number](Circle one: days, weeks, months, academic quarter, academic semester).

   b. The classes and/or learning activities shall be scheduled as follows:
   _____
   _____
   _____
   _____
   _____.

   c. The Program faculty's accessibility to Students shall be:
   _____
   _____
   _____
   _____
   _____

   d. The Program Participants' access to and utilization of TMH resources and facilities and any utilization by TMH of the Schools' resources and facilities are agreed upon as set forth as follows: _____
   _____
   _____
   _____
   _____.

   e. Other issues unique to the Program and its educational and training activities are as follows:
   _____
   _____

_____

_____

_____

_____.

(Please use the back of this paper or attach other documents which address any such issues.)

3. Each of the parties does hereby warrant that it has full and lawful authority to execute this Program Addendum No. ____ and to comply in all respects with the terms and conditions thereof. The undersigned agent of each party is vested by appropriate resolution of the party's Board of Directors, with the authority to sign this Program Addendum No. ____ and to thereby bind, in all respects, the respective party.

TALLAHASSEE MEMORIAL HEALTHCARE, INC.

By:_____ _____
Steven E. Haynes **Date**
Vice President Chief Human Resources Officer

By:_____ _____
TMH Department Representative **Date**
Title

SUWANNEE COUNTY SCHOOL BOARD

By:_____ _____
Tim Alcorn **Date**
School Board Chairman

By:_____ _____
Ted L. Roush **Date**
Superintendent of Schools

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

ATTACHMENT "2"
STATEMENT OF RESPONSIBILITY

The undersigned ("Program Participant") is a student of _____ (the "School") participating in a School Program (the "Program") at Tallahassee Memorial HealthCare, Inc. ("TMH"). For and in consideration of the benefit provided the undersigned, in the form of experience in evaluation and treatment of patients of TMH and other good and valuable considerations, the Program Participant hereby covenants and agrees that, in the event of injury or loss sustained by the Program Participant while participating at TMH in the Program, the liability of TMH shall be limited to the negligent acts and/or omissions of TMH employees. If not provided by the School, Program Participant shall purchase his/her own liability insurance to provide coverage for any injury or loss sustained by Program Participant while participating in the Program at TMH; such insurance shall be in amounts satisfactory to TMH, at a minimum of $1,000,000 per medical occurrence/incident with an aggregate of $3,000,000, and Program Participant shall provide proof thereof.

Dated this _____ day of _____, _____.

_____ _____
Program Participant Signature **Program and School**

_____
Print Name of Program Participant

_____ _____
Witness **Date**

Each Program Participant shall execute this Statement of Responsibility during or before the Program Participant's TMH orientation.

ATTACHMENT "3"
Tallahassee Memorial HealthCare, Inc.
Information Access Security and Patient Confidentiality Agreement

The undersigned agrees and commits to the following statement:

Tallahassee Memorial HealthCare, Inc. ("TMH") respects the confidentiality of our patients' medical information. We believe that patients have the right to have their medical information used appropriately for their care and to expect that caregivers will carefully protect the privacy of that information. The HIPAA Privacy and Security Standards, HITECH Act of 2009, Florida Statutes, and the related TMH Privacy and Security policies and procedures ("P&P's") (on the TMH Intranet) place certain restrictions on the processing, use, and disclosure of individuals' and patients' Protected Health Information ("PHI") and other Confidential Information. During the performance of duties, colleagues (employees), students, volunteers, and certain contract staff may have access to and/or be involved in the processing of Confidential Information, including but not limited to: patient PHI and electronic PHI ("ePHI") to include medical records; indexes of medical information; patient demographics, billing, and appointment history; confidential communications for diagnosis and treatment purposes; Human Resources ("HR") records; and other business, financial, corporate and proprietary information. TMH expects that all individuals who have been granted authorized access to Confidential Information will do so in a manner consistent with regulatory requirements, laws, and established TMH P&P's related to the transmission, use, and disclosure of Confidential Information and the security of TMH information systems and data.

I understand and agree to adhere to the following:

1. All information related to a patient's healthcare and treatment in any facility, department, or unit of TMH is considered "protected health information." This information can only be accessed and shared with those who have a "need to know" while performing duties related to treatment, payment, and healthcare operations ("TPO"). While performing my duties, I may have access to information concerning all TMH patients; however, only the minimal amount of information necessary to adequately perform my specific job responsibilities will be accessed.

2. No information concerning TMH patients will be used, disclosed, or discussed outside of TMH unless specifically authorized by the patient, permitted by the HIPAA Privacy Rule, or required by law. If I have any questions about the appropriateness of disclosure, prior to disclosure, I will make inquiry to the appropriate supervisor or Privacy Officer as indicated.

3. Patient information will not be discussed openly in a public environment, such as elevators, corridors, hallways, cafeterias, or at any other location where others may overhear comments. Discussions necessary for the care of the patient will be conducted as discreetly as possible.

4. Only authorized personnel may release copies of the patient's medical record and only in accordance with TMH policy and consistent with state and federal regulations. Patient information, such as name, date of birth, address, and/or social security number, will not be recorded on any documents which are removed from my work area or from the facility. Patient information may not be photocopied for personal or school-related use.

5. Telephone inquiries concerning a patient's condition must be referred to individuals who are authorized to respond to such inquiries. Disclosure of PHI over the telephone will be done in a manner that reasonably ensures protection of the information, to the greatest extent practicable, without interfering with the intended purpose of the communication.

6. Computer passwords will be kept confidential. Inappropriate use of or failure to maintain the confidentiality of any computer password will be cause for disciplinary action.

7. I shall not provide any opinion or testimony, in any form, concerning care provided at TMH or otherwise assist in any way, any attorney, plaintiff or prospective plaintiff or defendant in any cause of action against or contemplated against TMH unless subpoenaed or Court ordered to do so.

8. I will use my user identification code (user ID) and password solely in connection with my authorized access to information. I will take all necessary steps to prevent anyone from gaining knowledge or use of my user ID and password. I understand that my password is recognized as my personal signature on each computer function. For security purposes, I understand that if my account is inactive for 90 days or more, it will be disabled until notice is given by the authorized user or supervisor to reactivate.

9. I am responsible and accountable for all entries made and all records retrieved under my username and password.

10. I will use TMH information resources for business reasons only and will not use information resources for personal use. Under no circumstances will I utilize TMH information resources (specifically e-mail) for purposes prohibited by TMH's P&P's, or for personal benefit or gain, solicitation, or distribution of information that is not related to TMH business, with the exception of short informational messages approved by my supervisor.

11. I acknowledge that e-mail communications, computer systems, and any other information resources are not private and may be monitored by TMH to ensure that there is no unauthorized use of the company's systems. I also acknowledge that use of TMH communications facilities to convey offensive, harassing, vulgar, obscene or threatening information, including disparagement of others based on race, national origin, marital status, sex, sexual orientation, age, disability, pregnancy, religious or political beliefs, or any other characteristic protected under federal, state or local law, is strictly prohibited and can result in termination.

12. I will respect laws regarding copyrighted software and not make unauthorized copies of software, even when the software is not physically protected against copying.

13. I acknowledge that my obligations and responsibilities continue after termination of employment, contract or affiliation with TMH.

14. I will ensure that Anti-virus software is run by authorized information technology department staff on all new software loaded on TMH computers. I understand that I am not authorized to bypass this step.

15. I will sign off and/or physically secure a terminal or PC when leaving it unattended in an area open to unauthorized individuals.

16. I will not load copyrighted software, shareware and/or freeware, etc. (software programs that are not protected by copyright) on any TMH computer without prior approval by the Information Technology Department.

17. I will protect terminals, network devices and personal computers from theft and physical damage.

18. If applicable to my job description, it is my responsibility to correct colleagues' time; I must follow hospital policies set forth in the TMH HR P&P's (on TMH Intranet). I understand that failure to pay colleagues in accordance with hospital policy can and will result in disciplinary action up to and including termination.

19. I will follow the process established for patients to access patient records and accounts, and I will not access patient records or accounts for myself or family.

20. I will not remove PHI from TMH property either in hard copy of electronic form or on any mobile device, i.e., laptop, PDA, or storage medium, (i.e., CD, thumb drive, USB stick) without the written authorization as required by TMH P&P's.

21. I will report any violation of the information security and patient confidentiality policy to Supervisors, the TMH Security Officer or the TMH Privacy Officer.

22. I understand that violations of security and/or privacy rules and P&P's, whether due to carelessness or malicious intent, are causes for appropriate corrective action in accordance with HR P&P's, up to and including discharge, based on the seriousness of the breach.

23. I understand this agreement will not expire, however, will be reviewed annually.

    - All TMH colleagues' access is subject to be renewed at their annual review to re-enforce TMH's confidentiality and security policy, as set forth in the TMH HIPAA Security Program P&P's (on TMH Intranet).

    - All Non-TMH employees must review this Confidentiality agreement annually thereafter or at the beginning of a new engagement and/or contract when a break in continuous service is greater than two months, or as determined by the appropriate manager.

24. I acknowledge my access privileges are subject to periodic review, revision, renewal, or revocation and that I am obligated to maintain the confidentiality of any new information or systems I am granted access to in order to perform my specific job responsibilities.

Colleague Name (print)	Department
Signature	I.D. #

Company or School Affiliation (if applicable) Date

Each Program Participant shall execute this Information Access Security and Patient Confidentiality Agreement during or before the Program Participant's TMH orientation.

ATTACHMENT "4"

Prohibition Of Voluntary Participation in Legal Actions Against TMH

The undersigned Program Participant, as a condition of being allowed to participate in the Program at TMH agrees that I shall not voluntarily participate in any action against TMH, or contemplated against TMH, which may be brought by a person or entity not a party to this Agreement, except as may be required by law. Such voluntary participation related to any action against TMH or contemplated against TMH: in which I shall not participate voluntarily includes, but is not limited to the following activities:

1. the review of any medical records,
2. voluntarily provide any opinion or any testimony in any legal forum concerning care provided at TMH, or
3. otherwise voluntarily assist in any way, any attorney, plaintiff or prospective plaintiff, or defendant if such activity is related to any action against TMH or contemplated against TMH, except as may be required by law.

In the event that I provide or attempt to provide any of the services described in Paragraph 1 of this Attachment, then TMH shall have the right to immediately terminate my participation in the Program at TMH.

Dated this _____ day of _____, _____.

_____
Program Participant

_____
Print Name

_____
Program

Each Program Participant shall execute this Prohibition Of Voluntary Participation in Legal Actions Against TMH Attachment during or before the Program Participant's TMH orientation.

ATTACHMENT "5"
TO THE AGREEMENT BETWEEN TALLAHASSEE MEMORIAL HEALTHCARE, INC. (TMH)
And
SUWANNEE COUNTY SCHOOL BOARD THRU RIVEROAK TECHNICAL COLLEGE

Background Screening Requirements

This Attachment is entered into this _____ day of _____, _____, by and between TMH and the School.

Whereas, the parties hereto executed an Agreement dated _____ for the operation of a student program at TMH (the "Program"); and

Whereas, TMH policy and/or Florida law require a certain level of background screening and drug screening for Students who intern in certain health care settings and who have patient contact, but who may not constantly be in the physical presence of a licensed health care professional; and

Whereas, the parties now wish to memorialize and confirm their obligations under the Agreement with regard to screening such Students.

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

1. The School shall cause to be conducted all necessary background screening and drug screening, including fingerprinting where required, of Program Participants, as required by TMH policy and by Florida law.

2. The School shall be solely responsible for obtaining such screening results as will satisfy TMH policy and Florida law and shall be solely responsible for payment therefor.

3. The School shall conduct all required screens prior to the commencement of any clinical assignment. Prior to any Program Participant participating in a Program at TMH, School shall provide TMH copies of all background and drug screening results for TMH's review and determination as to whether such activity constitutes a disqualifying event under Florida law or TMH policy; such decisions shall be the sole discretion of TMH and shall be final. TMH shall keep all such information confidential and shall use such information only for the purposes stated herein.

4. No Program Participant will be allowed to participate in any Program at TMH if prohibited by Florida law or TMH policy based on the background and/or drug screening results; if such screening reveals a disqualifying event as to a particular Program Participant, that information will be reviewed with Human Resources, then TMH shall notify the School, in writing, that the Program Participant shall not participate in a Program at TMH; the School shall be responsible for notifying the Program Participant that he/she may not participate in a Program at TMH. If, after the Program Participant has begun

participation in a Program at TMH, either TMH or the School becomes aware of an event or act that would disqualify the student from participation in the Program under Florida law or TMH policy, the student shall be immediately removed from the Program in which he or she is participating at TMH.

5. The screening contemplated hereunder shall include, but not be limited to, Level 2 background screening, as defined in Section 435.04, Florida Statutes (2003), for those Program Participants who participate in a Program in the following departments at TMH: Behavioral Health Center, Long Term Care, Child Care and any other TMH department which may require such screening either by statute or policy, now or in the future. In addition, all other screening shall be conducted as may be required from time to time by Florida law and by TMH policy.

6. OIG and Medicare Exclusion Review/EPLS. It is the policy of Tallahassee Memorial Healthcare, Inc. to exclude from clinical experiences Program Participants who have engaged in fraud or abuse of state and/or federal programs. As part of the clearance process, all prospective students/faculty will be screened for exclusion from federal and state healthcare programs.

7. The terms and conditions of this Attachment shall be incorporated into the Agreement as is fully set forth therein.

8. All other terms and conditions of the Agreement shall remain in full force and effect as set forth therein.

TALLAHASSEE MEMORIAL HEALTHCARE, INC.

By:_____ _____
Steven E. Haynes **Date**
Vice President Chief Human Resources Officer

SUWANNEE COUNTY SCHOOL BOARD

By:_____ _____
Tim Alcorn **Date**
School Board Chairman

By:_____ _____
Ted L. Roush **Date**
Superintendent of Schools

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

ATTACHMENT "6"

TALLAHASSEE MEMORIAL HEALTHCARE, INC.

Professional Appearance Expectations Policy
See latest version attached.

TALLAHASSEE MEMORIAL HEALTHCARE, INC.
HUMAN RESOURCES POLICY

POLICY AND PROCEDURE NO. 45-336

March 1, 1990
Revised: November 1, 2014

DRESS CODE / PROFESSIONAL APPEARANCE EXPECTATIONS

I. POLICY

The personal appearance and hygiene of each paid or unpaid representative of Tallahassee Memorial HealthCare is crucial to the image of our organization. As such, all TMH representatives shall dress in a manner that reflects our dedication to providing high quality patient care in a professional environment, while inspiring the respect and confidence of patients, families and fellow colleagues. This policy applies to all shifts, facilities, departments and units of TMH.

II. PROCEDURE

A. There are three designated categories of professional appearance. One specific category is appropriate for each TMH colleague as defined by department leadership. Grooming standards are universal.

Category 1 Customer Service
Category 2 Clinical Service
Category 3 Support Service

Category 1 - Customer Service Attire

These colleagues work primarily in administrative, business, secretarial or clerical capacities which must reflect a conservative, traditional and professional style. Scrubs are not worn by colleagues assigned to Category 1.

Category 2 - Clinical Service Attire

Clinical attire, including scrubs and other clinical uniforms should be of a color appropriate to the work environment. Scrub pants must be a solid color, not print. Scrubs may be worn by any staff member whose responsibilities could result in exposure to blood or body fluids. Professionals such as social workers, case managers, dietitians and pharmacists will follow the guidelines established in Category 1 with the option of wearing a lab coat. Outerwear clothing should not be worn while providing direct patient care.

Category 3 - Support Service Attire

Colleagues working in Food Service, Plant Engineering, Environmental Services, Grounds, Maintenance, Laundry, Materials Management, Security, Transportation, Childcare and the Storeroom may adopt an identifiable garment, such as a uniform, smock, scrubs, or shirt/blouse and slacks/skirt. Work boots or hats (worn as intended), as part of the uniform, may be worn if authorized by department leadership.

B. "Dress down" or "casual days" are not allowed, unless approved by the CEO.

C. TMH leadership is accountable for ensuring that all TMH representatives comply with the professional appearance policy and have the discretion to define what is and is not professional and acceptable, adhering to the content and intent of this policy.

D. Official religious beliefs related to appearance and attire, infection control requirements and safety regulations will be considered in defining what is acceptable.

E. Departments may develop, enforce and publicize a professional appearance policy meeting or exceeding the guidelines of this policy or according to any applicable regulations, laws, standards set forth by accrediting, legal or regulatory entities relative to the nature of the work, location of work area and the proximity of patients/public. Departments must receive approval from Human Resources on all professional appearance policies developed, enforced and publicized.

F. All clothing must be clean, neat, ironed and in good repair. Extremes in clothing, hairstyles, jewelry and colors are forbidden. Office staff shall wear professional business attire; polo shirts may be worn as approved by department leadership. Attire for all categories is to be conservative and professional.

G. Length and fit of all attire is to be in accordance with that acceptable in a business environment; oversized or undersized clothing is not acceptable. Unacceptable attire includes, but is not limited to, the following: Crop pants, jeans of any style or color, except in those areas where jeans are appropriate and approved by Human Resources and department leadership, denim material or "denim look" material, shorts, pedal pushers, hip hugger pants, stirrup pants, any item constructed of spandex, sweat suits (sweat pants/sweat shirts) warm-up suits, overalls, cut-offs, tee-shirts, tank tops, halter tops, crop tops, tube tops, see-through clothing, exposed midriffs, exposed cleavage, backless clothing, spaghetti straps, sun dresses, hoodies, sunglasses (unless the colleague is outside or there is a medical reason to wear) and any clothing that advertises.

H. A TMH identification badge is required for each TMH colleague and must be worn above the waist with the photo and name visible at all times while on duty. Aero Scout devices issued to a colleague, must be worn by the colleague while on duty.

I. Hats, visors, sweatbands and other types of head coverings may not be worn unless required as part of an approved uniform or an official religious belief.

J. Footwear must meet any safety requirements and be of a professional style and color appropriate to the type of work performed. Dress sandals are acceptable. Flip-flops and sport or beach style sandals are not to be worn. Shoes must be clean, polished and in good repair. Sport/tennis/athletic shoes may be worn as approved by department leadership.

K. If worn at all, jewelry must be appropriate for the work environment and should be limited to that which provides a simple, safe, conservative and professional

appearance. Pins and other jewelry that advertise or that may pose a safety hazard are strictly prohibited.

L. Colleagues may wear up to two earrings in each ear. Earrings may not touch the shoulder. No other jewelry may be worn in any piercing on the face, head, nose, mouth, neck, ears, hands or other visible body parts, including the tongue.

M. Offensive tattoos portraying nudity, vice, crime, objectionable symbols or profanity are prohibited at TMH; such tattoos shall be covered so they are not visible. Colleagues providing hands-on patient contact must not cover tattoos from the wrist to the fingertips in order to not impede proper hand hygiene for infection prevention.

N. The following grooming standards apply:

1. **Hair**: Hair is to be neat, clean and of a color natural to humans, that could be genetically created. Hair longer than shoulder length is to be tied back or contained in a net if the colleague is performing duties in patient care areas, laundry or as required by department dress code. Extreme hairstyles, hair glitter and hair jewelry/beads/feathers/flowers, etc. are not permitted. Barrettes, "scrunchies" and other such items must be conservative and professional in appearance. Facial hair is acceptable, provided it is neatly trimmed. Artificial eye lashes are not permitted.

2. **Hands and nails**: Hand hygiene assists in maintaining infection prevention. Hands must be clean at all times. Fingernails are to be clean and neatly manicured with no chipped polish. Fingernails of non-clinical staff may not be longer than ½ inch from the tip of the finger. Under no circumstance may the length of the nail impede the performance of duties. The fingernails of clinical staff may not be longer than ¼ inch from the tip of the finger. Colleagues with direct patient contact may not wear artificial nails of any kind. Nail color and nail art must be conservative. Nail appliqués and charms/nail jewelry may not be worn.

3. **Cosmetics and fragrances:** Makeup should be moderate in application. Lotions, perfumes and colognes should be applied sparingly, if at all. In the event that a cosmetic or fragrance causes patients, colleagues or visitors any form of distress, the cosmetic or fragrance must be immediately removed.

   To ensure appropriate infection control and patient safety, TMH colleagues using latex gloves should use only non-petroleum based hand lotions due to petroleum having the potential to cause disintegration of latex gloves.

O. RESPONSIBILITIES: TMH leaders are accountable for the enforcement and fair administration of the professional appearance expectations of TMH. Colleagues failing to comply with this policy will be sent home without pay to change and corrective action will be initiated.

III. REFERENCE

Occupational Safety and Health Administration (OSHA)
U.S. Centers for Disease Control and Prevention (CDC)

Original with Signature on File in Human Resources Administration
Robert L. Moore, Jr., Esq., SPHR
Vice President/Chief Human Resources Officer

Policy and Procedure Review and Revision History:
Created: March 1, 1990 (F-20)
Revised: October 1, 1991 (F-20)
Revised: July 27, 1992 (F-20)
Revised: November 4, 1996 (F-20)
Revised: December 14, 2000 (F-20)
Revised: September 1, 2003 (F-20)
Revised: November 1, 2005 (F-3)
Revised: March 17, 2006 (E-49)
Revised: June 21, 2007 (E-49)
Revised: February 1, 2012 (E-49)
Revised: November 1, 2014 (45-336)

Suwannee County School District
2021 Summer School Schedule
(Monday – Thursday)

All positions will be hired based on student enrollment and available funds

Elementary Programs

3rd Grade Summer Reading Camp/3rd & 4th Grade Literacy Tutoring Throughout the 2021-22 School Year

Eligibility:	Third grade students who have recent FSA performance at Level I or equivalent. Third grade students who have recent FSA performance at Level II or equivalent for remediation purposes as space permits Incoming third grade students who are identified having a significant reading deficiency based on progress monitoring data for window three
Schedule:	Two (2) week session: 7/19/2021 – 7/29/2021 located at BES, SPE, SRE, & SSE 8:00 a.m. - 1:30 p.m. student day (5.5 hrs.) 8:00 a.m. - 2:30 p.m. teacher day (6.5 hrs.)
Personnel:	Ten teachers: Two (2) BES, (3) SPE, (3) SRE, (2) SSE 1:10 ratio as necessary depending state assessment scores
Funding:	Coordinated Funds: General Fund/Reading Allocation/Federal Programs

Pre-Kindergarten (VPK)

Eligibility:	Per DOE guidelines
Schedule:	6/7/2021 – 7/29/2021 located at SSE (31 days) 8:00 a.m. - 2:30 p.m. student day (6.5 hrs.) 7:30 a.m. - 3:00 p.m. teacher day (7.5 hrs.)
Personnel:	Six (6) teachers with a 1:12 ratio
Funding:	VPK Funds

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

Eligibility:	Elementary and/or secondary students IEP's indicate a need for extended year services or as identified on student IEPs
Schedule:	Seven (7) week session: 6/7/2021 – 7/22/2021 located at SSE & BES 8:00 a.m. – 12:30 p.m. (students) 8:00 a.m. – 1:30 p.m. (teachers)
Personnel:	Three (3) teachers: one (1) BES and two (2) located at SSE Two (2) paraprofessionals: one (1) BES and one (1) located at SSE One (1) nurse at SSE to serve all students
Funding:	IDEA Grant

Secondary Programs

Suwannee Middle School

	Credit Recovery Grade 4 - 8
Schedule:	6/7/2021 – 7/22/2021 –Location to be determined 8:00 a.m. – 2:00 p.m.
Personnel:	One (1) teacher (6 hours per day)
Funding:	Federal Programs/General Fund

4/14/2021 - jb

Suwannee High School

Driver's Education

Schedule:	6/7/2021 – 7/22/2021 at SHS 8:00 a.m. – 3:00 p.m.
Personnel:	Two (2) teachers – as needed for SHS, SVS, BHS (up to 7 hours per day)
Funding:	Federal Programs/General Fund

Credit Recovery Grades 8-11

Schedule:	6/7/2021 – 7/22/2021 at SHS 8:00 a.m. – 2:00 p.m.
Personnel:	Six (6) teachers (6 hours per day) Two (2) paraprofessionals (6 hours per day) One (1) dean (6 hours per day)
Funding:	Federal Programs/General Fund

Branford High School

Credit Recovery Grades 8-11 & Algebra 1 Boot Camp

Schedule:	6/7/2021 – 7/14/2021 at BHS 8:00 a.m. – 2:00 p.m.
Personnel:	One (1) teacher (6 hours per day) One (1) paraprofessional (6 hours per day)
Funding:	Federal Programs/General Fund

HOPE/PE

Schedule:	6/7/2021 – 7/1/2021 at BHS 8:00 a.m. – 2:00 p.m.
Personnel:	One (1) teacher (6 hours per day)
Funding:	Federal Programs/General Fund

Suwannee Virtual School

Virtual Instruction Grades 6-12

Schedule:	6/7/2021 – 7/22/2021 at SVS
Personnel:	Twelve (12) teachers (1 hour per day)
Funding:	General Fund

Federal Programs

21st Century Summer School Program

Eligibility:	As determined by grant – any student grades PK - 5	
Schedule:	Seven (7) week session:	6/1/2021 – 7/19/2021 located at SPE, SRE, SSE, BES 8:00 a.m. - 12:00 p.m. student/teacher (4 hrs.) 7:30 a.m. – 12:30 p.m. site coordinators (5 hrs.)
Personnel:	Four (4) Site Coordinators: One (1) SPE, (1) SRE, (1) SSE & (1) BES Four (4) Paraprofessionals: One (1) SPE, (1) SRE, (1) SSE & (1) BES	
Funding:	21st Century Community Learning Centers Grant	

Migrant Summer Program

Eligibility:	Students meeting the Migrant definition
Schedule:	6/7/2021 – 7/22/2021
	8:00 a.m. – 1:00 p.m. (5 hours per day)
Sites:	In homes throughout the district (Branford & Live Oak)
Personnel:	Five (5) paraprofessionals (based enrollment numbers)
Funding:	Title I Part C

Transportation

	All transportation will be arranged through the Director of Transportation, as available.
Schedule:	6/7/2021 – 7/22/2021
Personnel:	Two (2) bus drivers, two (2) bus attendants – as needed for ESE Travel
Funding:	Federal Funding as available

Food Service

Meals for students in summer school will be arranged through the Director of Food Service.
Schedule and personnel requested through the Director of Food Service.

RIVEROAK Technical College Programs

IV Therapy

July 2021 (Mon, Tue, Wed) 8:00 a.m. – 4:00 p.m.
Exact Dates TBD
NO graduation

Nail Technician/ Facial Spec./ Cosmo (Tentative)

Monday-Wednesday 9:00 a.m.-3:30 p.m.
Classes begin June 1, 2021
Classes end: Upon completion of 180 class hours (Facial 220)-Continue into Fall 2021

Nursing Assistant

Cohort 5 Tentative Start Date: June 1, 2021
Classes End: July 20, 2021 (Tentative)
Graduation: TBD

Patient Care Technician

Monday-Thursday 8:00 a.m. – 3:30 p.m. Clinicals may be off-site or simulation lab on campus
Graduation: June 24, 2021
New class starts August 12, 2021

Pharmacy Technology

Monday, classroom on campus 8:10 a.m. - 2:45 p.m.
Clinical rotations will be off-site Tuesday, Wednesday, Thursday, 8:00 a.m.-5:00 p.m.
beginning March 18, 2021 thru July, 2021
Classes end: July 22, 2021
Graduation: July 29, 2021
New classes begin: August 23, 2021 (Tentative)

Phlebotomy

Monday & Wednesday 5:30 p.m. – 8:00 p.m.
Clinical rotations off-site (Days & times vary per site)
Next Cohort begins (Cohort 3): April 2021
Graduation (Cohort 2): June/July 2021 (TBD)

Practical Nursing

Monday- Thursday, classroom, on campus from 8:30 a.m.–3:30 p.m.
Monday and Thursday, clinical rotations will be off-site or labs on campus 8 hours
Friday, (COVID Vaccinations as needed at sites)
(Times will vary per site)
Graduation: July 1, 2021
New class starts: August 12, 2021

Surgical Technology

Monday-Friday 8:00 a.m.-2:30 p.m. (Cohort 2)
Clinical rotation will be off-site, Monday-Friday, times will vary (Cohort 1)
Cohort 1 Graduation: TBD-Contingent upon completion of clinical specialty surgeries
New classes begin: August 23, 2021 (Tentative)

Night Welding

Monday-Thursday 5:00 p.m. – 9:15 p.m.
NO Graduation
Classes begin June 1, 2021
Classes end: Continue to Fall 2021

SUWANNEE COUNTY SCHOOL DISTRICT

1740 Ohio Avenue, South
Live Oak, FL 32064

IN-LOCO-PARENTIS AFFIDAVIT

I/We _____, parent(s)/guardian(s) of _____,
Parent(s)/guardian(s) Name(s) *Student Name*

Whose date of birth is: _____, and who currently resides at:

_____
Current address of parent(s)/guardian(s)

request that: _____ _____
Person named to act In-Loco-Parentis Address of In-Loco-Parentis

_____ _____
Relationship of In-Loco-Parentis to Student Telephone Number of In-Loco-Parentis

_____ _____
E-mail address of In-Loco-Parentis Alternate Telephone Number of In-Loco-Parentis

Upon signing the acceptance set forth below, be permitted to serve in-loco-parentis for my/our child until the end of the current school year, or until such earlier time as I/we may revoke this designation in writing for the following purposes (check one):

☐ I/we live outside Suwannee County and my/our child may reside with the person named above in Suwannee County, who shall serve as follows:

or

☐ In the event of my absence or unavailability, the person name above shall serve as follows:

The person named to act In-Loco-Parentis shall assume full responsibility in any and all school related functions and communications for my/our child, including, but not limited to, access to all education records, parent-teacher conferences, consents to evaluations, meetings to determine eligibility and placement in exceptional or alternative educational programs, and meetings to determine eligibility for student services, including but not limited to IEP meetings.

I/we understand that this affidavit is an annual designation that will expire on June 30 of the current school year and that I/we must complete a new In-Loco-Parentis Affidavit for each school year that I/we wish to designate an individual to act In-Loco-Parentis for my/our child.

_____
Parent/Guardian Signature

STATE OF FLORIDA
COUNTY OF SUWANNEE
Sworn to (or affirmed) and subscribed before me this ___ physical presence or ____ online notarization, this ____(date) _____(month), 20_____(year), by (name of person):_____.

Signature of Notary Public-State of Florida:_____ (SEAL)
Name of Notary Typed, Printed, or Stamped: _____
Personally Known _____ OR Produced Identification ____ Type of Identification Produced _____.

==========

I ACCEPT the above designation to act In-Loco-Parentis for the student named above.

_____ _____
Printed Name of In-Loco-Parentis Signature of In-Loco-Parentis

STATE OF FLORIDA
COUNTY OF SUWANNEE
Sworn to (or affirmed) and subscribed before me this ___ physical presence or ____ online notarization, this ____(date) _____(month), 20_____(year), by (name of person):_____.

Signature of Notary Public-State of Florida:_____ (SEAL)
Name of Notary Typed, Printed, or Stamped: _____
Personally Known _____ OR Produced Identification ____ Type of Identification Produced _____.