

Memorandum of Understanding
between
Hamilton County School Board and Columbia County School Board
For
Regional Local Assistive Technology Services (RLATS)
Grant Project Year: July 1, 2016 – June 30, 2017

Hamilton County School Board, on behalf of FDLRS/Gateway will contract with Columbia County School Board for the provision of RLATS services to the districts of Baker, Columbia, Hamilton, Lafayette, Nassau and Suwannee Counties. The funding for this award is Federal IDEA discretionary funds awarded to FDLRS/Gateway, Hamilton County School Board through the Bureau of Exceptional Education and Student Services (BEESS). The grant award period is July 1, 2016 – June 30, 2017. Sub-recipient grant award amount for the year is \$91, 500.

Columbia District Responsibilities:

- Hire, support travel and provide work space and office equipment for a full-time RLATS to support district LATS, and other district and school staff in the region in conducting assistive and instructional technology assessment for ESE student and supporting the use of assistive technology in the classroom. PS/RtI staff will be consulted in the development of the local RLATS job descriptions, and included, as appropriate, in the selection process for any new RLATS.
- Ensure that the RLATS is approved to travel to all service districts and is able to use RLATS funds to ensure equitable services are provided in the support of assistive technology to students with disabilities in all service districts.
- Submit monthly invoices/FA399's for expenditures. Final invoice for the year must be received by July 20, 2017 for final payment.

Regional LATS Responsibilities/Assurances

- Provide assistance and support to the district and school staff to support assessments and evaluations for assistive and instructional technologies, face-to-face and online accommodations, and testing accommodations that will improve achievement of students with disabilities.
- Provide assistance and support to district and school staff with the Problem Solving and Response to Intervention (PS/RtI) discretionary project to support the participation and progress of students with disabilities in a highly effective, universal, and differentiated core curricula based on the Florida standards.
- Conduct and coordinate with the PS/RtI Regional Technology Coordinators to provide professional development or technical assistance to teachers and others who provide services to students with disabilities.
- Provide assistance and support to district and school staff in the region and the PS/RtI discretionary project to determine data collection procedures and report on progress related to the utilization of technology.
- Provide data as directed by the PS/RtI discretionary project, to include all data needed for the annual Assistive Technology evaluation report.

- Coordinate with the technology unit of the PS/RtI project when planning and hosting multi-regional RLATS meetings and activities.
- Provide assistance and support at two face-to-face meetings with the PS/RtI Technology unit, one in the fall and one in the spring for planning and oversight activities.
- Complete monthly data entries into the PS/RtI database for tracking services provided. Entries for each month must be completed within the first week of the following month. Data will be used in a quarterly report to the Bureau of Exceptional Education and Student Services. Quarterly reporting occurs for July – September, October - December, January – March, and April – June. Expected units of service per quarter are projected at 50. Units of service will be measured by the numbers of direct student services as well as technical assistance/information or equipment dissemination to teachers, staff, parents, and adults in the service area.

Hamilton County School District Responsibilities:

- FDLRS Project Manager will communicate and collaborate with the RLATS position on services provided to the districts.
- Report quarterly numbers for services provided to BEESS in the Project Tracking system.
- Review invoices/FA399 expenditures and provide monthly reimbursements to Columbia County within 30 days of receipt of invoice.

The total amount of this sub-recipient award is: \$91,500. Any decreases in FDLRS project funding will result in a proportionate decrease in funding for the RLATS services. Payments will be withheld if data is not submitted in a timely manner. Funding amounts will be reduced if the quarterly projected units of service are not met. Unit costs are projected at \$457.50.

This agreement is in effect as of August 1, 2016 and shall remain in effect until July 31, 2017.

School Board of Columbia County

Terry Huddleston, Superintendent

Bonnie Penner, Finance Director

Lynn Jamison, ESE Director

School Board of Hamilton County

Thomas P. Moffses, Jr. Superintendent

Mary Loughran, Finance Director

Carol Milton, FDLRS Coordinator

REQ DATE
08/12/2016

Hamilton County School Board

5683 US Highway 129 South Suite 1
 Jasper, Florida 32052

REQUISITION NUMBER
1602017016

PRINTED 08/12/2016

VENDOR KEY : COLUMBIA000
 SHIP DATE : 08/12/2016
 FISCAL YEAR : 2016-2017
 ENTERED BY : AMERSBRE000

VENDOR:
 COLUMBIA COUNTY SCHOOL BOARD
 372 W DUVAL STREET
 LAKE CITY, FL 32055-3990

SHIP TO:
 FDLRS/Gateway
 5683 US HIGHWAY 129 SOUTH STE 1
 JASPER, FL 32052

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	each	Reimburse Columbia County School Board for the Regional Local Assistive Technology Specialist. Position and Services provided to the Districts (subrecipient of FDLRS Federal grant)	91500.00000	91,500.00
			PAGE TOTAL	91,500.00
			TOTAL	91,500.00

This is a Requisition and not an official Purchase Order.
 The District is not financially responsible for the unauthorized purchases made with a Requisition.

Carol D. Minton
 8/12/16