SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
March 15, 2016

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Middle School

Special Recognition by the Superintendent:

- District Spelling Bee Winners
  - ✓ Brody Argo (Suwannee Middle School, 6th grade) – First Place
  - ✓ Kierra Barnett (Melody Christian Academy, 5th grade) – Runner Up

- Suwannee Middle School Glee Club

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes: **(pgs. 8-23)**

February 9, 2016	Workshop Session
	Special Meeting
February 23, 2016	Expulsion Issues Hearing (Private)
	Regular Meeting

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2. The Superintendent recommends approval of the monthly financial statement for February 2016.

3. The Superintendent presents the following bills for the period February 1-29, 2016:

General Fund		
#161000 - 161339	$	1,841,596.29
Electronic Fund Transfers		2,418,446.30
	$	4,260,042.59
Federal Fund		
#47742 - 47875	$	224,384.75
Electronic Fund Transfers		275,021.98
	$	499,406.73
Food Service Fund		
#30342 - 30421	$	197,774.37
Electronic Fund Transfers		77,279.40
	$	275,053.77
2.0 LCIF		
#7296 - 7313	$	82,883.96
Electronic Fund Transfers		10,545.59
	$	93,429.55

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2015-2016:

General	LCIF	Special Revenues
I-8	III-7	IV-8 (Federal)
		IV-8 (Food Service)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated March 15, 2016. **(pgs. 24-26)**

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6. The Superintendent recommends approval of the following contract/agreement for the 2015-2016 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2016-79	Cooperative Agreement between Meridian Behavioral Healthcare, Inc. and the School Board of Suwannee County, Florida (*Renewal*) **(pgs. 27-43)**

7. The Superintendent recommends approval of the following contract/agreement for the 2016-2017 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-03	Inter District Private School Services Agreement between the Suwannee County School District and the Madison County School District Title IA Programs for the provision of services to out of district Title I eligible students (*Renewal*) (Note: This agreement is initiated by the Federal Programs Department of Suwannee County School Board.) **(pgs. 44-48)**
#2017-04	Inter District Private School Services Agreement between the Suwannee County School District and the Columbia County School District Title IA Programs for the provision of services to out of district Title I eligible students (*Renewal*) (Note: This agreement is initiated by the Federal Programs Department of Suwannee County School Board.) **(pgs. 49-52)**
#2017-05	Inter District Private School Services Agreement between the Suwannee County School District and the Lafayette County School District Title IA Programs for the provision of services to out of district Title I eligible students (*Renewal*) (Note: This agreement is initiated by the Federal Programs Department of Suwannee County School Board.) **(pgs. 53-56)**
#2017-06	Inter District Private School Services Agreement between the Suwannee County School District and the Hamilton County School District Title IA Programs for the provision of services to out of district Title I eligible students (*Renewal*) (Note: This agreement is initiated by the Federal Programs Department of Suwannee County School Board.) **(pgs. 57-60)**

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#2017-07 Inter District Private School Services Agreement between the Suwannee County School District and the Gilchrist County School District Title IA Programs for the provision of services to out of district Title I eligible students (*Renewal*) (Note: This agreement is initiated by the Federal Programs Department of Suwannee County School Board.) **(pgs. 61-64)**

8. The Superintendent recommends approval of the following student teacher intern for the spring semester 2016:

Name	University	Site	Cooperating Teacher
Crystal Davenport	Florida Gateway	BES/SPS	N/A-Field Experience

9. The Superintendent recommends approval of an out-of-state trip for Branford High School Beta Club students, Wyatte Eakins and Alivya Ward, to attend the 2016 National Beta Club Convention in New Orleans, Louisiana, on June 26-30, 2016. (*Funded by fundraising and internal funds.*) **(pg. 65)**

10. The Superintendent presents for informational purposes out-of-state travel for the following employees: (*Funded by internal funds.*) **(pg. 66)**

Name	Site	Date	Reason	Destination
Dawn Eakins	BHS	06/26-30/16	2016 National Beta	New Orleans, Louisiana
Tammy Neil	BHS	"	Club Convention	
Lauri Reaves	BHS	"	"	"
Katrina Walker-Bius	BHS	"	"	"

11. The Superintendent recommends approval of the following student transfers for the 2015-2016 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
William	Allison	Columbia	Suwannee	4
Kirk	Mabbitt Jr.	Columbia	Suwannee	2
Matthew	Gookins	Suwannee	Hamilton	8

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12. The Superintendent recommends approval of the following student transfers for the 2016-2017 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Angel	Le	Columbia	Suwannee	PK
Spencer	Todd	Columbia	Suwannee	7
Elijah	Walters	Columbia	Suwannee	1
Cheyenne	Neal	Suwannee	Columbia	12

REGULAR AGENDA

Director of Curriculum and Instruction – Janene Fitzpatrick:

1. Dr. Jimmy Wilkerson, Principal of Branford High School (BHS), requests permission of out-of-state travel for BHS employee, Angel Hill, to travel to Washington, DC, March 18-22, 2016, (during Spring Break) for the out-of-state trip for BHS students and parent chaperones. (Note: The out-of-state trip for the students and parent chaperones was Board approved on May 26, 2015.) (*Funded by the employee at no cost to the District.)* **(pg. 67)**

Director of Elementary and Early Childhood Education – David Campbell:

2. Jennifer Barrs, Principal of Branford Elementary School (BES), requests permission to add the BES employees listed below for out-of-state travel to Washington, DC, March 18-22, 2016, (during Spring Break) for the BES Safety Patrol trip for students and parent chaperones. (Note: This is a revision to the original request that was Board approved on May 26, 2015.) (*Funded by fundraising and the respective employee at no cost to the District.)* **(pg. 68)**

   - Lindsey Ramsey
   - Margaret Williams

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3. Jim Simpson, Principal of Suwannee Intermediate School (SIS), requests permission of out-of-state travel, for the SIS employees listed below, to Washington, DC, during Spring Break 2016, for the SIS Student Government trip for students and parent chaperones. (Note: The out-of-state trip for the students and parent chaperones was Board approved on September 22, 2015.) (*Funded by fundraising and the respective employee at no cost to the District.)* **(pg. 69)**

   - Jessica Davis
   - Lisa Pennington
   - Amy Steed
   - Jennifer Stevens
   - Kathy Wood

Director of Food Service – Lisa Dorris:

4. The Superintendent recommends approval of the following personnel item for the 2015-2016 school year:

   a. The following personnel to implement the 2016 Summer Food Service Program: **(pg. 70)**

Site	Personnel	Up to Hours/Week
All sites	7 - Food Service Managers	32
	1 - Food Service Worker-4 hours	16
	2 - Food Service Monitors	20
	4 - Substitute Food Service Workers	As needed

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

Director of Transportation – Chris Landrum:

5. The Superintendent recommends approval of the following personnel item for the 2015-2016 school year:

   a. Job Description #16 – Bus Attendant (*Revised*) **(pgs. 71-73)**

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Director of Human Resources – Dr. Bill Brothers:

6. Personnel Changes List **(pgs. 74-77)**

School Board Attorney – Leonard Dietzen:

7. Legal Counsel's Report

Superintendent of Schools – Jerry Scarborough:

8. Superintendent's Report

School Board Members:

9. Issues and concerns Board members may wish to discuss

End of Agenda

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SUWANNEE COUNTY SCHOOL BOARD
BLACK HISTORY MONTH LUNCHEON
February 9, 2016
11:30 a.m.
Guest Speaker: Dr. Alvin B. Jackson, Jr. –
Suwannee County Economic Development Director

<<< >>>

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
February 9, 2016

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Catherine Cason, Jerry Taylor, Julie Ulmer, and Ronald White, along with Superintendent Jerry Scarborough, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

Administrators and others present: Walter Boatright (arrived at 1:30 p.m.), Dr. Bill Brothers, David Campbell, Mark Carver, Lisa Dorris, Janene Fitzpatrick, Ted Roush, Elizabeth Simpson, Lila Udell, TJ Vickers, and Josh Williams. Tyson Johnson, with Arthur J. Gallagher & Co., was also present.

Chairman daSilva called the meeting to order at 1:00 p.m.

Facilities Department Update..... Mark Carver
- Professional Architectural and Engineering Services
- Soccer Field
- Branford High School Auditorium

Mr. Carver provided information regarding the following:

- Request for Qualifications (RFQ) for professional architectural and engineering services
- Suwannee High School soccer field
- Branford High School auditorium seating
- Suwannee Middle School sports complex restroom
- IT Department backup generator site

Discipline Referrals..... Chris Landrum/Ted Roush/Elizabeth Simpson

Mr. Roush provided an update regarding the District's discipline referrals for the periods August 2014 through January 2015, and August 2015 through January 2016.

Fast ForWord Update..... Janene Fitzpatrick/Elizabeth Simpson

Mrs. Simpson provided an update regarding Fast ForWord for the District.

Substitutes .....Dr. Bill Brothers

Dr. Brothers provided a PowerPoint presentation regarding Substitute Status for the District relating to Kelly Services, substitute expenses, and usage, etc. Mr. Taylor asked for a detailed school by school comparison on substitutes.

School Safety/ALICE Protocol..... Ted Roush

Mr. Roush provided a PowerPoint presentation regarding School Safety/ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Protocol.

Health Insurance Renewal..... Vickie DePratter/Tyson Johnson

Mr. Johnson distributed and reviewed a handout regarding a summary of the modified plan options for the upcoming health insurance plan renewals for Florida Blue.

Miscellaneous

Mrs. Fitzpatrick distributed and reviewed the proposed school calendar for 2016-2017. Mrs. Fitzpatrick answered questions from Board members.

The workshop adjourned at 4:15 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
February 9, 2016

MINUTES

The Suwannee County School Board met in Special Session on this date in the School Board Meeting Room, 702 – 2nd Street, NW, Live Oak, FL. School Board members present were Chairman Ed daSilva, Catherine Cason, Jerry Taylor, Julie Ulmer, and Ronald White, along with Superintendent Jerry Scarborough, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

Chairman daSilva called the meeting to order at 4:15 p.m.

MOTION by Mr. Taylor, second by Mr. White, for approval to adopt the agenda. MOTION CARRIED UNANIMOUSLY

Chief Financial Officer – Vickie DePratter:

1. Discussion and possible action regarding the Fringe Benefits Committee's recommendation for renewal of employee health insurance plans for the period May 1, 2016 – April 30, 2017. (A copy of the renewal is available for review in the office of the Chief Financial Officer.) **(pg. 3)**

   MOTION by Mr. White, second by Mrs. Ulmer, for approval of the Fringe Benefits Committee's recommendation for renewal of employee health insurance plans for the period May 1, 2016 – April 30, 2017. MOTION CARRIED UNANIMOUSLY

2. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the following Request for Qualifications (RFQ):

   #15-205 Enter into negotiations with CRA Architects, the first ranked qualified firm, for architectural services. In the event an agreement cannot be successfully negotiated, approval is requested to enter into negotiations with the second ranked qualified firm, Architects in Association Rood, Zwick & Kerr, Inc. **(pgs. 4-6)**

#15-206 Enter into negotiations with CRA Architects for architectural services (minor projects) **(pgs. 7-8)**

#15-207 Enter into negotiations with North Florida Professional Services, Inc. for civil and mechanical engineering services **(pgs. 9-11)**

#15-207 Enter into negotiations with H2Engineering, Inc. for mechanical and electrical engineering services **(pgs. 12-14)**

MOTION CARRIED UNANIMOUSLY

Director of Career, Technical, and Adult Education – Walter Boatright:

3. MOTION by Mr. Taylor, second by Mrs. Ulmer, for approval of the following contracts/agreements for the 2015-2016 school year: (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2016-118 Associated Health Education Affiliation Agreement between the Department of Veterans Affairs (VA) Malcom Randall VA Medical Center, Gainesville, Florida and Suwannee County School Board for RIVEROAK Technical College Pharmacy Technician Program (*Renewal*) **(pgs. 15-19)**

#2016-119 Associated Health Education Affiliation Agreement between the Department of Veterans Affairs (VA) North Florida/South Georgia Veterans Health System and Suwannee County School Board for RIVEROAK Technical College Surgical Technology Program (*New*) **(pgs. 20-24)**

MOTION CARRIED UNANIMOUSLY

Director of Human Resources – Dr. Bill Brothers:

4. MOTION by Mrs. Ulmer, second by Mr. White, for approval of the Personnel Changes List **(pg. 25)** MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES APPROVED:

OUT-OF-FIELD:
Approval for the following to teach out-of-field for the second semester of the 2015-2016 school term:

SCHOOL	LAST NAME	FIRST NAME	OOF SUBJECT	PERIOD	YEAR
BHS	Coker	Eleanor	ESOL		15-16
BHS	Jernigan	Courtney	ESOL		15-16
BHS	Jernigan	Shannon	Into to Finance, Per & Fam Fin	3,4,6	15-16
BHS	McInnis	Lynda	ESOL		15-16
BHS	Sikes	Mendy	Elem Ed	All Day	15-16
FSYR	Moffat	Susan	Inf Geo, Geo, Lib Arts Math 1	1, 2, 3	15-16
SES	McIntosh	Joyce	Gifted	1, 7	15-16
SES	Thomas	Bejamin	PK/Prim Content	All Day	15-16
SES	Vicky	Vaught	ESOL		15-16
SHS	Bullock	Brian	ESOL		15-16
SHS	Harris	Jaclyn	ESOL		15-16
SHS	Morales	Trista	ESOL		15-16
SHS	Morgan	Stephen	AP Physics-1	1	15-16
SHS	Owens	Lynda	Music Content	6	15-16
SHS	Vickers	Candy	ESE Content	All Day	15-16
SHS	Johnson	Mary	Elem Ed Content	All Day	15-16
SIS	Burgess	Chelsea	ESOL		15-16
SIS	Crowley	Constance	ESOL		15-16
SIS	Davis	Jessica	ESOL		15-16
SIS	Ely	Summer	ESOL		15-16
SIS	Kinard	Mary	ESOL		15-16
SIS	Roberson	Ruth	ESOL		15-16
SIS	Tipton	Violet	ESOL		15-16
SIS	Wiles	Jamie	ESOL		15-16
SMS	Lewis	Kevin	ESE Content	All Day	15-16

SCHOOL	LAST NAME	FIRST NAME	OOF SUBJECT	PERIOD	YEAR
SMS	Venero	Mirian	Spanish	1, 2, 4, 5, 6	15-16
SPS	Cordle	Wendalyn	ESOL		15-16
SVS	Venero	Mirian	Spanish	1, 2, 3, 5, 6, 8	15-16
SVS	Harris	Paige	Chemistry 1	2, 8	15-16

End of List
2015-2016
School Year

The meeting adjourned at 4:25 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
February 23, 2016

MINUTES

The Suwannee County School Board met in Regular Session on this date in the School Board Meeting Room, 702 - 2nd Street, NW, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Jerry Taylor, Julie Ulmer, and Ronald White, along with Superintendent Jerry Scarborough, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager. School Board member Catherine Cason arrived at 6:06 p.m.

UTSC President Annette Kinsey and School Resource Officer Rachel Rodriguez were also present.

Chairman daSilva called the meeting to order at 6:02 p.m.

Student remarks and pledge to the flag by Branford Elementary School Student Council student organization

Special Recognition by the Superintendent:

Branford High School

- Beta Club State Convention Winners
  - Wyatte Eakins
  - Alivya Ward

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.)

- Annette Kinsey – Expressed her appreciation for the Monthly Professional Development Days that were implemented for the 2015-2016 school year; and would like to see them continue for future years.

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

MOTION by Mr. Taylor, second by Ms. Cason, for approval of the Consent Agenda. 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. 5-22)**

January 12, 2016	Workshop Session
	Special Meeting
January 26, 2016	Regular Meeting

2. Approval of the monthly financial statement for January 2016.

3. The following bills for the period January 1-31, 2016:

General Fund		
#160638 - 160999	$	1,872,156.41
Electronic Fund Transfers		2,445,717.69
		4,317,874.10
Federal Fund		
#47668 - 47741	$	206,911.24
Electronic Fund Transfers		343,777.15
		550,688.39
Food Service Fund		
#30261 - 30341	$	203,941.06
Electronic Fund Transfers		75,691.70
		279,632.76

2.0 LCIF		
#7274 - 7295	$	120,348.64
Electronic Fund Transfers		397.69
	$	120,746.33

4. Approval of the following budget amendments for fiscal year 2015-2016:

General	LCIF	Special Revenues
I-7	III-6	IV-7 (Federal)
		IV-7 (Food Service)

5. Approval of the following contracts/agreements for the 2016-2017 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2017-01	Master Services Agreement between Defero Network Solutions, INC and School Board of Suwannee County, Florida (*Renewal*) **(pgs. 23-34)**
#2017-02	Master Services Agreement between Windstream and School Board of Suwannee County, Florida to continue providing phone and internet related services (*Renewal*) **(pgs. 35-46)**

6. Approval of the following student transfers for the 2015-2016 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Raymond	Rodriguez	Columbia	Suwannee	4
Brian	Scarborough	Lafayette	Suwannee	10
Makaylah	Thomas	Madison	Suwannee	10
Keith	Finch	Suwannee	Hamilton	K
Kierra	Finch	Suwannee	Hamilton	K

7. Approval of the following student transfers for the 2016-2017 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Kellen	Fortner	Columbia	Suwannee	10
Jeremie	Thompson	Columbia	Suwannee	10

REGULAR AGENDA

Assistant Superintendent of Instruction – Janene Fitzpatrick:

1. MOTION by Mrs. Ulmer, second by Ms. Cason, for approval of the following curriculum item for the 2016-2017 school year, with the following changes – Pages 48-49: To change September 7 to September 14 as a Professional Development Day and Student Holiday; add August 9 as a pre-planning day; and add a bulleted notation at the bottom of Page 49 as follows: *Teachers will work 6 planning days (Pre-Planning/Post-Planning) as determined by the Principal.*

   a. 2016-2017 School Calendar **(pgs. 47-49)**

   MOTION CARRIED UNANIMOUSLY

Director of Human Resources – Dr. Bill Brothers:

2. MOTION by Mrs. Ulmer, second by Mr. Taylor, for approval of the Personnel Changes List **(pgs. 50-54)** MOTION CARRIED UNANIMOUSLY

   PERSONNEL CHANGES APPROVED:

   RETIREMENT: INSTRUCTIONAL:

   Suwannee Elementary School:
   Sylvia Netter, Guidance Counselor, effective August 3, 2016

RETIREMENTS: NON-INSTRUCTIONAL:

RIVEROAK Technical College:
Georgia Marsden, Head Custodian, effective June 6, 2016

Transportation Department:
Andrew Baker, Bus Driver, effective March 1, 2016

RESIGNATIONS: INSTRUCTIONAL:

District Office:
Deanna Zastrow, School Psychologist, effective February 4, 2016

Suwannee High School:
Elisabeth Parris, Teacher, effective February 1, 2016

Suwannee High School:
Matthew Yancey, Teacher, effective February 22, 2016

Transportation Department:
Rick Yeager, Bus Driver, effective February 29, 2016

RESIGNATIONS: NON-INSTRUCTIONAL:

Food Service:
Melissa Mann, Food Service Worker, effective January 15, 2016

Jennifer McGee, Food Service Worker, effective January 21, 2016

Transportation Department:
Sharon Braun, Bus Driver, effective February 1, 2016

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

Suwannee Middle School
Rebecca Monroe, Teacher, February 1, 2016, for a total of 7.25 hours.

SUSPENSION:

Suwannee High School:
Terry Fillyaw, Teacher, January 20, 2016, without pay

SUPPLEMENTARY:

NAME	POSITION	LOCATION	REPLACES
Mirian Venero	Planning Period	Virtual School	
Angela Hester	Planning Period	Virtual School	
David Riels	M/J Softball Coach	BHS	P. Cassube
*Christopher Ferguson	Asst. Varsity Boys' Basketball	BHS	C. Manna
Bobby Horne	Asst. Baseball	SMS	

**Pending certification*

MISCELLANEOUS:

District Wide/21st Century:
The following to work as paraprofessional or teacher in the 21st Century Program:

Frank Allen	Lacey Humphries	Amy Williams
Matt Campbell	Mary Kinard	

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:
Magaly Ocampo, Paraprofessional, temporary, effective February 2, 2016
REPLACES: Ana Delgado

Suwannee High School:
Anthony L. Jackson, Head Custodian, effective January 25, 2016
REPLACES: Edward McLarty

Brenda Johnson, Custodian, effective February 12, 2016
REPLACES: Anthony L. Jackson

Suwannee Middle School:
Tiffany Dear, Paraprofessional, temporary, effective February 5, 2016
REPLACES: Sharan Dedge

Annah Davis, Paraprofessional/Interpreter, effective February 1, 2016
REPLACES: Jenna Bates

Food Service:
Tara Spears, 3 hour Food Service Worker, effective February 11, 2016
REPLACES: Melissa Mann

Yamalie Gafas, 6 hour Food Service Worker, effective Feb 8, 2016
REPLACES: Jennifer McGee

Facilities Department:
Russell Landen, Facilities Technology Technician, effective February 5, 2016
REPLACES: new position

Kenneth Bates, Facilities Assistant/Project Manager, effective February 5, 2016
REPLACES: Steven Scheufler

Transportation Department:
Shawn Neely, Bus Attendant (OOC), effective January 28, 2016
REPLACES: Kelli Wiggins

Gina Knight, Bus Attendant, effective February 12, 2016
REPLACES: Shawn Neely

Joanne Ripley, Bus Attendant, effective February 11, 2016
REPLACES: new position

Paula Anderson, Bus Driver, effective February 11, 2016
REPLACES: Sharon Braun

MISCELLANEOUS:

PreK Extended Day:
The following to work as an alternate paraprofessional/PreK teacher in the PreK Extended Day Program, as needed:

Brittany Lock
Amanda Kiser
Drea Taylor
June Bashaw

LEAVE OF ABSENCE (MEDICAL):

Transportation Department:
Dorie Bingeman, Bus Driver, May 1 through June 2, 2016
Donna Cassan, Bus Driver, February 9, 2015, through February 16, 2016

STUDENT WORKERS:

Tyla Edwards	Literacy/Civics Grant
Taren Estevez	Literacy/Civics Grant

VOLUNTEERS:

Amanda Alhokayem	Donna Johns Ellison	Erika Perez
Mario Alhokayem	Tyler Fortner	Jessica Phillips
Vickie Babinec	Shirley Gibson	Victoria Ramsey
Linda Barton	John W. Gill	Christopher Rioux
Candise Branch	Laqretta Gross	Karen Ritter
Joyce Cannon	Melinda Ann Guthrie	Megan Roush
Kelly A. Carter	Gennifer Harvey	John Simpo Jr.
Nicole Certain	Monica Holt	Melinda Stephens
Jacqueline J. Christenson	Rodney W. Howard	John D. Terry
Scott Connelly	Marie Johnson	Nanette Tyler
Shirley D. Cribbs	Erica Jordan	Johnny L. Vincent
Michelle L. Croft	Karen Kelly	Willie J. Warren
Wayne B. Crotty	Destinee McFadden	Amanda L. Watson
Mike J. Darrow	Donna M. Miles	Barbara Wood
Ethridge W. Driggers	Mary M. Nims	Lori A. Wood
	Lisa Parrish	

End of List
2015-2016
School Year

PERSONNEL CHANGES LIST ADDENDUM

RECOMMENDATION: NON INSTRUCTIONAL:

SUSPENSION:

Transportation Department:

Teneshia Henderson, bus driver, without pay, effective Monday, February 22, through Tuesday, March 18, 2016

End of Personnel Changes List Addendum
2015-2016
School Year

School Board Attorney – Leonard Dietzen:

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

Superintendent of Schools – Jerry Scarborough:

4. Superintendent's Report – No matters to report.

School Board Members:

5. Issues and concerns Board members may wish to discuss

- Board members expressed their thanks and appreciation to Branford Elementary School for their hospitality.
- Mr. White stated he would like to see more meetings held in Branford.
- Mr. Taylor expressed his thanks and appreciation to Mrs. Fitzpatrick and those involved regarding the submission of our appeal to DOE pertaining to the District's class size reduction penalty, which was reduced to zero dollars.
- Mrs. Ulmer requested to look at the proposed soccer field complex at the March Board workshop, due to the preliminary budget exceeding what was planned for in the Five-Year Facilities Work Plan.
- Mr. daSilva expressed his thanks and appreciation for getting our class size reduction penalty down to zero dollars. He commended Branford Elementary and Branford High Schools for achieving a school grade of "B" and for the District achieving a "B" grade as well.

The meeting adjourned at 6:30 p.m.

SUWANNEE COUNTY SCHOOL BOARD

Serving The Children Of Our Community

702 – 2nd Street, NW • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

JERRY A. SCARBOROUGH
Superintendent of Schools

JERRY TAYLOR
DISTRICT 1
CATHERINE CASON
DISTRICT 2
JULIE ULMER
DISTRICT 3
ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Mark A. Carver, Director of Facilities

DATE: February 29, 2016

RE: Agenda Item for March 15, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of Property Records Disposition Form for March 2016.

BACKGROUND:

Capitalized assets are obsolete or no longer serviceable.

PROPERTY DISPOSITION FORM
BOARD MEETING
MARCH 2016

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99005290	ICE MACHINE	$ 1,969.00	Jul-06	BHS	Surplus
99006006	REFRIGERATOR	$ 1,219.00	Aug-07	BHS	Surplus
99005866	PRINTER	$ 3,789.84	Dec-08	IT	Surplus
99002643	CATALYST 3508G	$ 3,792.38	Dec-02	IT	Surplus
99002652	CATALYST SWITCH 2950G	$ 2,092.38	Dec-02	IT	Surplus
99002655	CATALYST SWITCH 2950G	$ 2,092.38	Dec-02	IT	Surplus
99003928	CISCO 3508GXL ENTERPRISE	$ 3,190.00	Oct-03	IT	Surplus
99003929	CISCO 3508GXL ENTERPRISE	$ 3,190.00	Oct-03	IT	Surplus
99003996	CATALYST SWITCH 2950G	$ 2,980.00	Nov-03	IT	Surplus
99004242	CANNON RE350 DOC CAMERA	$ 3,353.00	Dec-00	IT	Surplus
99004775	PRINTER	$ 1,089.88	Jul-04	IT	Surplus
99004934	LUMENS PROJECTOR SVGA	$ 875.00	Nov-04	IT	Surplus
99005001	CISCO 3508GXL ENTERPRISE	$ 3,200.00	Apr-05	IT	Surplus
99005026	COMPUTER, LAPTOP	$ 1,400.58	Oct-05	IT	Surplus
99005129	CISCO 2950G-24 PORT SWITCH	$ 1,500.00	Jul-05	IT	Surplus
99006786	COMPUTER, NOTEBOOK	$ 1,013.15	Jul-09	IT	Surplus
99006784	COMPUTER, NOTEBOOK	$ 1,013.15	Jul-09	IT	Surplus
99006782	COMPUTER, NOTEBOOK	$ 1,013.15	Jul-09	IT	Surplus
99006781	COMPUTER, NOTEBOOK	$ 1,013.15	Jul-09	IT	Surplus
99006777	COMPUTER, NOTEBOOK	$ 1,013.15	Jul-09	IT	Surplus
99006776	COMPUTER, NOTEBOOK	$ 1,013.15	Jul-09	IT	Surplus
99006748	COMPUTER, LAPTOP	$ 916.50	Aug-09	IT	Surplus
99006735	COMPUTER, NOTEBOOK	$ 899.00	Jul-09	IT	Surplus
99006731	COMPUTER, NOTEBOOK	$ 899.00	Jul-09	IT	Surplus
99006531	COMPUTER, LAPTOP	$ 989.00	Dec-08	IT	Surplus
99006050	COMPUTER AND MONITOR	$ 2,483.52	Feb-08	IT	Surplus
99006049	COMPUTER AND MONITOR	$ 2,483.52	Feb-08	IT	Surplus
99007080	COMPUTER, LAPTOP W DOCKIN	$ 840.00	Jan-10	IT	Surplus
99007083	COMPUTER, NOTEBOOK	$ 916.48	Aug-09	IT	Surplus

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
99007084	COMPUTER, NOTEBOOK	$ 916.48	Aug-09	IT	Surplus
99007085	COMPUTER, NOTEBOOK	$ 916.48	Aug-09	IT	Surplus
99007087	COMPUTER, NOTEBOOK	$ 916.48	Aug-09	IT	Surplus
99007239	COMPUTER, LAPTOP	$ 990.00	Jun-10	IT	Surplus
99007276	PRINTER, LASER	$ 899.98	May-10	IT	Surplus
99007370	COMPUTER, NOTEBOOK	$ 1,040.00	Sep-10	IT	Surplus
99007371	COMPUTER, NOTEBOOK	$ 1,040.00	Sep-10	IT	Surplus
99007372	COMPUTER, NOTEBOOK	$ 1,040.00	Sep-10	IT	Surplus
99007378	COMPUTER, NOTEBOOK	$ 1,040.00	Sep-10	IT	Surplus
99007379	COMPUTER, NOTEBOOK	$ 1,040.00	Sep-10	IT	Surplus
99007444	COMPUTER, BASIC UNIT	$ 1,017.00	Feb-11	IT	Surplus
99007878	MULTILAYER IMAGE, STANDARD	$ 1,525.00	Feb-14	IT	Surplus
99007748	COMPUTER, NOTEBOOK	$ 825.00	Jul-12	IT	Surplus
99007685	SWITCH, 8 PORT	$ 1,050.00	Jan-12	IT	Surplus
99007585	COMPUTER, LAPTOP W DOCKIN	$ 855.00	Aug-11	IT	Surplus
99007563	COMPUTER PROBOOK NOTEBOOK	$ 855.00	Jun-11	IT	Surplus
99007562	COMPUTER PROBOOK NOTEBOOK	$ 855.00	Jun-11	IT	Surplus
99004283	PRINTER, DESKJET	$ 1,195.00	Apr-01	ROC	Surplus
99002689	SANDER	$ 1,950.00	Oct-02	ROC	Surplus
TOTAL		$ 72,205.78			

Requested By: _____ Approved By: _____

Mark A. Carver,
Director of Property Records

Superintendent

3/15/2016
Date

Board Chairman

SUWANNEE COUNTY SCHOOL DISTRICT

702 – 2nd Street, NW • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

JERRY A. SCARBOROUGH
Superintendent of Schools

"Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success."

JERRY TAYLOR
DISTRICT 1
CATHERINE CASON
DISTRICT 2
JULIE ULMER
DISTRICT 3
ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Elizabeth Simpson, Director of Student Services

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: February 16, 2016

RE: Agenda Item for March 15, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contract for the 2015-2016 school year:

#2016-79	Cooperative Agreement between Meridian Behavioral Healthcare, Inc. and the School Board of Suwannee County, Florida	*(Renewal)*

BACKGROUND:

This agreement is a renewal and is necessary to facilitate therapeutic and preventive mental health services to students in need of such services in Suwannee County.

ES/ro

Cooperative Agreement
Between
Meridian Behavioral Healthcare, Inc.
and
The School Board of Suwannee County, Florida

THIS AGREEMENT is entered into by and between Meridian Behavioral Healthcare, Inc., a Florida Corporation, 4300 SW 13th Street, Gainesville, FL 32608 ("Center") and the School Board of Suwannee County, Florida, 702 Second Street NW; Live Oak, FL 32064, ("The School Board").

WHEREAS, the School Board desires to purchase certain therapeutic and preventive mental health services to its students who are in need of such services; and

WHEREAS, Meridian Behavioral Healthcare, Inc. has professionally trained psychiatrists, mental health counselors, and case managers available to provide such services;

NOW THEREFORE, in consideration of the premises and the mutual covenants and conditions contained herein, the Parties agree as follows:

A. Particulars of this Agreement

1. Duration: This Agreement shall commence on July 1, 2015 and shall continue until June 30, 2016.

2. Renewability: This Agreement shall not be automatically renewable.

3. Modification: This Agreement may be modified only by separate written agreement appended hereto and signed by both parties.

4. Contract Managers: Contract Manager for Meridian Behavioral Healthcare, Inc. will be Richard V. Anderson, Senior Vice President of Special Programs/Business Development or his designee. Contract Manager for the School Board will be Elizabeth Simpson, Director of Exceptional Student Education, or her designee.

B. Responsibilities of the School Board

1. Determining Eligibility for Services: The School Board is responsible for determining eligibility for service referral.

2. Referral Process: The School board will refer eligible students through the principal or his/her designee and the ESE office in accordance with the criteria listed above.

The School Board/schools served will agree to designate personnel from each school such as the guidance counselor to be active with Meridian assigned school therapists and

Meridian Program Manager for processing referrals and to facilitate having school referred/Meridian involved students prepared, i.e. in an office area or other designated location, at agreed upon consecutive time slots, for school based clinical sessions.

The School Board understands for school referred/Meridian involved students to be served routinely by Meridian at the schools, the clinician will need to have enough referred students to justify the time and travel involved in getting to those schools. When the referral base is not sufficient, the school referred students will be seen at local Meridian offices instead of the respective school.

3. Liability and Protection of Health Information: School Board agrees to render full cooperation with the Center in recommending and referring students for counseling and/or consultation. Prior to any such counseling, the school involved shall obtain written permission from parents or guardians of any child to be counseled which, to the extent allowed by law, releases the School Board, the individual school, and the Center from any liability in connection with the treatment services. If the School Board is unable to obtain consent for treatment, or facilitate the Center's obtaining consent for treatment, services cannot be provided.

   Additionally, the School Board agrees to protect confidential health information in accordance with applicable law.

4. Office Space and Resources: The School Board agrees to furnish Center staff with appropriate workspace at those sites where services are provided. The space does not need to be continuously available, but does need to be suitable for therapy sessions and available when the therapist is on site. The School Board also agrees to provide a lockable file cabinet for use by Center personnel.

   As part of this agreement it is required that Meridian staff providing services on school premises have access to the internet for the purposes of connecting to Meridian's EMR (Electronic Medical Records) to document care and treatment of clients provided at Suwannee County location(s). Access required will be via secure VPN (Virtual Private Network) and can be delivered either by Ethernet (wired connection) or secure wireless.

C. Responsibilities of Meridian Behavioral Healthcare, Inc.

1. Staffing: The Center will provide appropriately qualified staff in sufficient numbers to meet the service demands of this Agreement. Staff will have sufficient education, training and experience to conduct the procedures described in the "Service and Rate Schedule" in Attachment A.

2. Record Keeping: The Center will keep individualized medical treatment records for all individuals served under this Agreement. Storage and release of treatment records shall comply with applicable State and Federal law. Records are the sole property of the Center.

3. Communication with School Personnel: Center staff will obtain parental consent to communicate freely with school personnel about the referred child's progress in treatment. This communication shall be subject to the limits and provisions outlined in the consent. Center staff will provide quarterly progress reports on each student served at the special day school under this agreement. Center staff will also maintain a weekly schedule log of services provided. Center staff will collaborate with school personnel to plan and implement IEPs and behavior plans for students served under this agreement.

4. Scheduling: Center staff will provide services within the constraints of the school day and make every effort to minimize disruption to the learning environment.

5. Additional consultation: The Center will provide consultation and referral services, within the Center's resource limits, for those students not qualifying for services under this agreement.

6. Insurance: The Center shall be responsible for providing adequate liability and malpractice insurance for the activities described in the agreement. The Center will maintain a comprehensive policy of liability and malpractice insurance in the amount of $1,000,000 per claim plus $1,000,000 aggregate. Upon execution of this agreement, the Center shall provide a certificate of insurance for such activities to the School Board.

7. Level II Background Screening: Prior to any staff working with students at any District School, the staff will have a Level II background screening to ensure compliance with fingerprinting and background checks pursuant to Florida Statutes 231.02 and 101.465 as adopted by the 2005 Florida Legislature (commonly known as the Jessica Lunsford Act). Meridian Behavioral Healthcare, Inc. will work with the District to coordinate completion of this Level II screening. Written confirmation will be made to the Personnel Department of the Suwannee County School Board and Meridian Behavioral Healthcare, Inc. when individual(s) have received clearance. All fingerprinting and background screening expenses will be paid by Meridian Behavioral Healthcare, Inc. The Personnel Department of the Suwannee County School Board will be immediately notified when it is discovered that any employee who has contact with, or may have contact with students in the district either commits an act that would disqualify them from student contact, or has an item surface during the five (5) year re-screening that disqualifies them from working with students.

D. The Parties Jointly Agree

1. Periodic Meetings: Center staff and School Board personnel agree to meet periodically to evaluate the demand for services, caseload and billable units to determine appropriate staffing patterns for this agreement. The Parties also agree to meet, as needed, to develop or refine procedures related to referral processes.

2. Evaluation: Evaluation of the quality of services will be the joint responsibility of both Parties. The Center will assess quality of services through documentation auditing and peer review procedures, according to Center standards. Additionally, the Center will seek input from school staff on a periodic basis, including the completion of annual

satisfaction surveys. School staff will be responsible for assessing student's academic progress.

3. Non-discrimination Policy: The School Board and the Center agree that students will be counseled without regard to race, color, creed, national origin, age, sex, or economic status. Likewise, the Center shall not use discriminatory practices in the hiring of staff used to provide services under this agreement.

4. Independence and Mutual Indemnification: It is understood that employees of the Center are not agents or employees of the School Board, and employees of the School Board are not agents or employees of the Center. Neither party to this agreement assumes any liability for any acts or omissions of the other party or of the agents or employees of the other party. The Center agrees to indemnify, defend, and hold the School Board, its officers and employees, harmless from any and all liability of the School Board resulting from the Center's provision of services pursuant to this agreement.

5. Effective Date: This agreement will be effective following July 1, 2015 and upon its execution by both parties and will expire on June 30, 2016. Prior to its expiration, either party may terminate this agreement with or without cause, upon thirty (30) days' written notice to the other party.

6. Default and Remedy: In the event of the failure of either party to comply with any provision of this agreement, the non-defaulting party shall notify the defaulting party in writing, stating specifically the provision that gives rise to the default. The defaulting party shall be entitled to a period of fifteen (15) days to cure the default. After such fifteen (15) day period, and the notwithstanding the provisions of paragraph five (5) above, the non-defaulting party may immediately terminate this agreement by written notice. The failure of either party to exercise this right shall not be construed as a waiver of such right in the event of further default or non-compliance.

7. Governing Law and Venue: This Agreement will be governed by and construed in accordance with the laws of the state of Florida. In the event of any litigation arising from this Agreement, the Parties agree that the exclusive state court forum for said litigation shall be in Alachua County, in the court of appropriate jurisdiction.

8. Sovereign Immunity: Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.

E. Additional Department of Education Compliance Requirements

1. Definitions: All references herein to the School Board, Board, District, Buyer, or SBSC shall mean the School Board of Suwannee County.

2. Contract: The contract resulting from acceptance of this agreement is to be governed by the laws of the State of Florida. This contract is non-assignable by the Contractor.

3. General: The Contractor agrees to protect, defend, and save harmless the SBSC against any demand for payment for the use of any patented material, process, device or article that may enter into the manufacture, construction, or form of any part of the materials or services covered by the order; and the Contractor agrees further to indemnify and save harmless the SBSC, its officers, agents and employees from suits or action of every nature and description brought against it for, or on account of any injuries, death, or damages received or sustained by any party or parties by, or from any of the acts of the Contractor, its employees or agents.

4. Warranty-Materials and Services: The Contractor expressly warrants that all the material and work covered by this order will conform to the specification, drawings, samples or other description, furnished or specified by the SBSC, and will be merchantable, of new material, of good workmanship, and free from defects, and fit and sufficient for the purposes intended. Services: Contractor will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified personnel, equipment and materials. If all or any part of the services is found by the SBSC to be defective (regardless of whether or not payment for such services has been made) for reasons attributable to Contractor, Contractor shall re-perform at its own expense that aspect of the services found to be defective.

5. Cancellation/Termination: The SBSC may cancel all or any part of this order if the Contractor does not make delivery as specified, or if Contractor defaults on any of the terms hereof. In the case of default, the SBSC may procure the articles or services covered by this order from other sources and hold the Contractor responsible for any excess occasioned thereby.

   The SBSC shall have the right to terminate this contract, or any services hereunder, for its convenience, including circumstances of SBSC loss or lack of funds, upon thirty (30) days advance written notice to the Contractor. The SBSC shall compensate the Contractor for services rendered through the date of termination. The SBSC shall not be obligated hereunder nor likewise liable to pay the Contractor any other costs, losses, damages, or expenses arising out of or related to the termination of this contract or any services performed hereunder.

6. Waiver: The waiver by the SBSC of any of the terms and conditions of this contract shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this contract/agreement, and shall not be construed to be a waiver of any provision, except for the particular instance.

7. Debarment or Suspension: The Contractor certifies that neither the Contractor nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance (e.g. General Services Administration's *List of Parties Excluded from Federal Procurement and Non-Procurement Programs*). The Contractor or grantee further certifies that potential subrecipients, subcontractors, or any of their principals are not debarred, suspended or proposed for debarment. Federal Acquisition Regulations clause 52.209-6, Protecting the Government's Interest when Sub-Contracting with Contractors,

Debarred, Suspended or Proposed for Debarment, is incorporated herein by reference and is applicable to orders greater than $30,000.

8. Public Entity Crimes Affidavit: A person or affiliate who has been placed on the convicted Contractor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO ($30,000) for a period of 36 months from the date of being placed on the convicted Bidder list.

9. Records Requirement: For contracts funded by federal funds, Contractor agrees to grant access by the SBSC, the Federal grantor agency, the Comptroller General of the United States, the Florida Auditor General or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

   Contractor agrees to and shall ensure that all required records are retained for five years after final payments are made under this agreement and all other pending matters are closed.

10. Hold Harmless and Insurance: The Contractor acknowledges that in rendering the services provided herein, the Contractor (including its agents or employees providing services under this agreement) will be acting as an Independent Contractor, and not as an employee of the SBSC. The Contractor agrees to hold the SBSC harmless from any liability arising out of services rendered under this Purchase Service Agreement; and the Contractor agrees to maintain in force and effect, at all times during the existence of this contract, liability/malpractice insurance coverage to cover the contracted services. The Contractor will provide the SBSC with evidence of such coverage through a Certificate of Insurance naming the School Board of Suwannee County, Florida, as an additional insured under the policy and showing the School Board of Suwannee County, Florida, as the certificate holder with an address of 702 Second St. NW; Live Oak, FL 32064.

IN WITNESS WHEREOF, the Parties hereto have caused this agreement to be executed by the duly authorized individuals below.

MERIDIAN BEHAVIORAL HEALTHCARE, INC.

By: _____ 7/1/2015
Margarita Labarta, Ph.D. Date
President/CEO
Meridian Behavioral Healthcare, Inc.

SCHOOL BOARD OF SUWANNEE COUNTY

By: _____
Elizabeth Simpson
Director of ESE Program Date

By: _____
Jerry Scarbarough
Superintendent Date
Suwannee County Schools

_____
Chairperson, Suwannee County School Board

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

ATTACHMENT A

SERVICE AND RATE SCHEDULE

Service Type:	**Individual Outpatient Services**
Description:	Includes individual therapy, clinical on-site and at-home services, family therapy, treatment planning, treatment plan reassessment, psychosocial evaluation, brief (non-psychiatric) clinic visit, collateral therapy, intensive therapeutic on-site services, and individual psycho-educational interventions.
Rate of reimbursement:	$95 per hourly unit; rounded up to the nearest 10-minute increment; Example: 45 minutes is rounded to 50 minutes= 0.83 units=$78.85

Service Type:	**Group Outpatient Services**
Description:	Includes group therapy and group intervention (i.e., psycho-educational) services
Rate of reimbursement:	$20 per hourly unit; rounded up to the nearest 10-minute increment.

Service Type:	**Psychiatric Evaluation**
Description:	Comprehensive psychiatric evaluation
Rate of Reimbursement:	$240 per service event; typically a 1-hour visit

Service Type:	**Psychiatric Medication Follow-up**
Description:	Medication monitoring and follow-up
Rate of reimbursement:	$120 per service event; typically a brief visit

Service Type:	**Outreach**
Description:	Meridian will provide outreach services in the schools to engage students and staff so that appropriate referrals can be made for treatment and other services. Outreach activities will include being available at the schools, assisting school personnel with referral information and questions, participating in staff meetings and individual educational plan discussions.
Rate of reimbursement:	$43.20 per hour, rounded up to the nearest 10-minute increment.

BUSINESS ASSOCIATE AGREEMENT

To the extent that HIPAA governs the parties' relationship, this **BUSINESS ASSOCIATE AGREEMENT** (this "Agreement") is entered into, and effective as of July 1, 2015 (the "Effective Date") by and between Meridian Behavioral Healthcare, Inc. ("Meridian" or "Covered Entity") and School Board of Suwannee County ("Business Associate"). The parties to this Agreement if not referred to as Covered Entity or Meridian or Business Associate may sometimes collectively be referred to "the Parties." The Parties mutually agree as follows:

INTRODUCTION

The purpose of this Agreement is to comply with the requirements of (i) the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the associated regulations, as may be amended; (ii) the HIPAA Privacy Rule codified at, 45 C.F.R. Parts 160 and 164, Subparts A and E, as may be amended; (iii) the HIPAA Security Rule codified at 45 C.F.R. Part 160 and 164, Subpart C, as may be amended; (iv) the Breach Notification Rule, codified at 45 C.F.R. Part 164, Subpart D, as may be amended; (v) the Enforcement Rule codified at 45 C.F.R. Part 160, Subparts C and D, as may be amended; (vi) the Health Information Technology for Economic and Clinical Health Act, Title XIII of the American Recovery and Reinvestment Act of 2009 (the "HITECH Act"); and (vii) the HIPAA Omnibus Final Rule published in the Federal Register at 78 Fed. Reg. 5,566 (Jan. 25, 2013), and effective on March 26, 2013. The HITECH Act provides further protection for the privacy and security of PHI used and disclosed through health information technology. The Privacy, Security, Breach Notification and Enforcement Rules are collectively referred to herein as the "HIPAA Rules." Unless otherwise defined in this Agreement, capitalized terms have the meanings given in the HIPAA Rules and the HITECH Act.

In consideration of the new and continuing obligations under the Services Agreement referenced below and other good and valuable consideration, the parties agree to comply with this Agreement and the requirements of the HIPAA Rules and the HITECH Act as follows:

1. Services. Meridian and Business Associate have entered into an agreement under which Business Associate will perform certain services for Meridian ("the Services Agreement") Under the Services Agreement, Business Associate may create, receive, use, maintain or transmit PHI from or on behalf of Covered Entity in the course of providing certain services (the "Services") for Covered Entity. The Services Agreement is incorporated herein by reference. In the event of a conflict between the terms of the Services Agreement and this Agreement, this Agreement shall control.

2. Permitted Uses and Disclosures. Business Associate may use and/or disclose PHI only as permitted or required by this Agreement, or as otherwise required by law. Business Associate may disclose PHI to, and permit the use of PHI by, its employees, contractors, agents, or other representatives only to the extent directly related to and necessary for the performance of Services under the Services Agreement. Business Associate shall make uses and disclosures, and requests for PHI from Covered Entity, only in a manner consistent with HIPAA's minimum necessary requirements, and no more than the minimum PHI necessary to perform under the

Services Agreement. Business Associate shall not use or disclose PHI in a manner (i) inconsistent with Covered Entity's obligations under the HIPAA Rules or the HITECH Act, or (ii) that would violate the HIPAA Rules or the HITECH Act if disclosed or used in such a manner by Covered Entity. Business Associate may use PHI for the proper management and administration of Business Associate's business and to carry out its responsibilities in accordance with 45 C.F.R. § 164.504(e)(4). Business Associate may not de-identify PHI received from, or created on behalf of Covered Entity without the express written authorization of Covered Entity. Business Associate shall make no use or disclosure of PHI in any manner which is contrary to the interest of Meridian or will cause Meridian harm.

3. **Safeguards for the Protection of PHI**. Business Associate shall conduct an accurate and thorough risk assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of Electronic PHI held by Covered Entity. Business Associate shall comply with the HIPAA Security Rule codified at 45 C.F.R. Part 160 and 164, Subpart C, as may be amended, and with the applicable provisions of the HIPAA Privacy Rule codified at 45 C.F.R. Parts 160 and 164, Subparts A and E, as may be amended, to the extent Business Associate is to carry out any of Covered Entity's obligations under the Privacy Rule.

4. **Reporting and Mitigating the Effect of Unauthorized Uses and Disclosures**. If Business Associate has knowledge of any use or disclosure of PHI not provided for by this Agreement, then Business Associate shall promptly notify Covered Entity in accordance with Section 12. Business Associate shall establish and implement procedures and other reasonable efforts for mitigating, to the extent possible, any harmful effects arising from any improper use and/or disclosure of PHI of which it becomes aware. Furthermore, in the event Business Associate becomes aware of a Security Incident involving PHI, by itself or any of its agents or subcontractors, Business Associate shall notify Covered Entity in writing within ten (10) calendar days, of such Security Incident. Business Associate shall identify the: (i) date of the Security Incident; (ii) scope of the Security Incident; (iii) Business Associate's response to the Security Incident; and (iv) identification of the party responsible for the Security Incident, if known. Covered Entity and Business Associate agree to act together in good faith to take reasonable steps to investigate and mitigate any harm caused by such unauthorized use or Security Incident. For these purposes, a "Security Incident" shall mean the successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.

5. **Data Breach Notification and Mitigation**. Business Associate agrees to promptly notify Covered Entity of any "Breach" of "Unsecured PHI" as those terms are defined by 45 C.F.R. §164.402 (hereinafter a "Data Breach"). The Parties acknowledge and agree that 45 C.F.R. §164.404, as described below in this Section, governs the determination of the date of a Data Breach. Business Associate shall, following the discovery of a Data Breach, promptly notify Covered Entity and in no event later than five (5) calendar days after Business Associate discovers such Data Breach, unless Business Associate is prevented from doing so by 45 C.F.R. §164.412 concerning law enforcement investigations. For purposes of reporting a Data Breach to Covered Entity, the discovery of a Data Breach shall occur as of the first day on which such Data Breach is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business Associate shall be considered to have had knowledge of a Data Breach if the Data Breach is known, or by exercising reasonable diligence

would have been known, to any person (other than the person committing the Data Breach) who is an employee, officer or other agent of Business Associate. No later than five (5) calendar days following a Data Breach, Business Associate shall provide Covered Entity with sufficient information to permit Covered Entity to comply with the Data Breach notification requirements set forth at 45 C.F.R. §164.400 et seq. Specifically, if the following information is known to (or can be reasonably obtained by) Business Associate, Business Associate shall provide Covered Entity with: (i) contact information for Individuals who were or who may have been impacted by the Data Breach (e.g., first and last name, mailing address, street address, phone number, email address); (ii) a brief description of the circumstances of the Data Breach, including the date of the Data Breach, date of discovery, and number of Individuals affected by the Data Breach; (iii) a description of the types of unsecured PHI involved in the Data Breach (e.g., names, social security number, date of birth, address(es), account numbers of any type, disability codes, diagnosis and/or billing codes and similar information); (iv) a brief description of what the Business Associate has done or is doing to investigate the Data Breach, mitigate harm to the Individual impacted by the Data Breach, and protect against future Data Breaches; and (v) appoint a liaison and provide contact information for same so that the Covered Entity may ask questions and/or learn additional information concerning the Data Breach. Following a Data Breach, Business Associate shall have a continuing duty to inform Covered Entity of new information learned by Business Associate regarding the Data Breach, including but not limited to the information described in the items above.

6. **Use and Disclosure of PHI by Subcontractors, Agents, and Representatives.** Business Associate shall require any subcontractor, agent, or other representative that is authorized to create, receive, maintain, or transmit PHI on behalf of Business Associate to execute a business associate agreement to agree in writing to the same terms set forth herein. Business Associate shall terminate its business associate agreement with any subcontractor, agent or other representative if such subcontractor, agent or representative fails to abide by any material term of such agreement. Such business associate agreement shall identify Covered Entity as a third-party beneficiary with rights of enforcement in the event of any HIPAA violations. Any Agreement with any subcontractor, agent or other representative shall specifically include all of the terms of Paragraph 2 of this Agreement.

7. **Individual Rights.** Business Associate shall comply with the following Individual rights requirements as applicable to PHI used or maintained by Business Associate:

7.1. Right of Access. Business Associate agrees to provide access to PHI maintained by Business Associate in a Designated Record Set, at the request of Covered Entity, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. §164.524. Such access shall be provided by Business Associate in the time and manner designated by Covered Entity, including, where applicable, access by electronic means pursuant to Section 13405(e) of the HITECH Act.

7.2. Right of Amendment. Business Associate agrees to make any amendment(s) to PHI maintained by Business Associate in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 C.F.R. §164.526 at the request of Covered Entity or an Individual, and in the time and manner designated by Covered Entity.

7.3. Right to Accounting of Disclosures. Business Associate agrees to document such disclosures of PHI as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528. Business Associate agrees to provide to Covered Entity or an Individual, in the time and manner designated by Covered Entity, such information collected in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528, as amended by Section 13405(c) of the HITECH Act and any related regulations or guidance issued by HHS in accordance with such provision.

7.4. No Waiver of Privilege. Notwithstanding 7.1, 7.2, and 7.3 above, Business Associate shall not permit access to any record if such access would violate Meridian's or Business Associate's ethical responsibilities or any privileges which Business Associate or Meridian may have under Florida or Federal law. To the maximum extent permitted by law, Meridian hereby reserves and retains any and all privileges which Meridian may have under Florida or Federal law related to the confidentiality of all patient records of Meridian or any attorney-client privilege or any attorney-work product privilege which Meridian may have with respect to Business Associate's performance of its obligations under this section. The parties acknowledge that Meridian retains the right to waive its attorney-client privilege with regard to its own records and to expressly instruct Business Associate to provide access to those records as a result of that waiver. In the event Meridian determines to waive any privilege which it may have, Meridian shall provide Business Associate with written notice of that waiver before Business Associate may act on any such decision.

8. **Ownership of PHI**. Covered Entity holds all right, title and interest in and to any and all PHI received by Business Associate from, or created or received by Business Associate on behalf of, Covered Entity, and Business Associate does not hold, and shall not acquire by virtue of this Agreement or by virtue of providing any services or goods to Covered Entity in the course of fulfilling its obligations pursuant to this Agreement, any right, title or interest in or to such PHI. Except as specified in this Agreement, Business Associate shall have no right to compile, distribute, make any statistical analysis, or develop any report utilizing any PHI provided to Business Associate under this Agreement nor may Business Associate release any information about PHI or the PHI to any other governmental or private agency or entity without the express written consent of Meridian.

9. **Prohibition on Sale of PHI**. Business Associate shall not sell or receive any remuneration, direct or indirect, of any kind in exchange for PHI or in exchange for the disclosure of PHI to any public or private agency or entity, except as expressly permitted by this Agreement or by the Services Agreement or by written authorization of Meridian.

10. **Inspection of Books and Records**. If Business Associate receives a request, made by or on behalf of HHS requiring Business Associate to make available its internal practices, books, and records relating to the use and disclosure of PHI to HHS for the purpose of determining compliance of Covered Entity with the Privacy Standards or the Security Standards, then Business Associate shall promptly notify Covered Entity of such request. Except as otherwise set forth below, Business Associate shall make its books and records relating to the use and disclosure of PHI by Covered Entity available to HHS and its authorized representatives for purposes of determining compliance of Covered Entity with the Privacy Standards and Security Standards.

To the extent permitted by law, Covered Entity hereby reserves and retains any and all privileges in which it has an interest under Federal or Florida law including attorney-client privilege or attorney-work product privilege with respect to Business Associate's performance if its obligations under this Agreement and this Section 10. Business Associate, to the maximum extent permitted by law, hereby reserves and retains any and all privileges it may have including all work product or other privileges or rights. If the Services Agreement is for legal services, then this section shall not be construed to require Business Associate to disclose or produce communications subject to the attorney-client, work-product, or other privileges or rights with respect to materials that analyze, evaluate or discuss the legal implication of PHI. Notwithstanding the above, in no event shall Business Associate delay complying with a request of HHS or its authorized representatives if such delay appears reasonably likely to result in any penalty, fine or other liability being levied or imposed upon Covered Entity (such likelihood to be determined in the sole discretion of Covered Entity), and Covered Entity has instructed Business Associate in writing to disclose the information requested by HHS or its authorized representatives. The Parties acknowledge that Covered Entity retains the right to: (i) waive the attorney-client privilege with regard to books and records, and (ii) expressly instruct Business Associate to provide HHS and its authorized representatives with such books and records in the event of such waiver.

11. **Term and Termination**.

11.1. Term. This Agreement shall commence on the Effective Date and end with the termination of the Services Agreement unless terminated sooner pursuant to Section 11.2.

11.2. Termination for Breach by Covered Entity. As provided for under 45 C.F.R. § 164.504(e)(2)(iii), Covered Entity may immediately terminate this Agreement, all relevant Services Agreement(s) and any related agreements if Covered Entity determines that Business Associate has breached a material term of this Agreement. Alternatively, and in the sole discretion of Covered Entity, Covered Entity may choose to provide Business Associate with written notice of the existence of the breach and provide Business Associate with thirty (30) calendar days to cure said breach upon mutually agreeable terms.

11.3. Termination by Business Associate. If Business Associate determines that Covered Entity has breached a material term of this Agreement, then Business Associate shall provide Covered Entity with written notice of the existence of the breach and shall

provide Covered Entity with thirty (30) calendar days to cure said breach upon mutually agreeable terms or end the violation within this thirty (30) day period. Failure by Covered Entity to cure said breach or violation in the manner set forth above shall be grounds for immediate termination of the Services Agreement by Business Associate.

11.4. Effect of Termination. Upon termination of this Agreement, Business Associate shall recover any PHI relating to this Agreement in possession of Business Associate and its subcontractors, agents, or representatives. Business Associate shall return to Covered Entity or destroy all such PHI plus all other PHI relating to this Agreement in its possession, and shall retain no copies. If Business Associate believes that it is not feasible to return or destroy the PHI as described above, Business Associate shall notify Covered Entity in writing. The notification shall include: (i) a written statement that Business Associate has determined that it is infeasible to return or destroy the PHI in its possession, and (ii) the specific reasons for such determination. If the Parties agree that Business Associate cannot feasibly return or destroy the PHI, Business Associate shall ensure that any and all protections, requirements and restrictions contained in this Agreement shall be extended to any PHI retained after the termination of this Agreement, and that any further uses and/or disclosures shall be limited to the purposes that make the return or destruction of the PHI infeasible. If the Parties do not agree that Business Associate cannot feasibly return or destroy the PHI, then Business Associate shall comply with this Paragraph 11.4. If Business Associate refuses to comply with this Paragraph 11.4, then Covered Entity shall treat the refusal as a material breach of this Agreement.. In all events, Business Associate further agrees to comply with other applicable state or federal law, which may require a specific period of retention, redaction, or other treatment of such PHI. It is expressly understood that all limitations, restrictions or prohibitions on the use or disclosure of PHI by Business Associate shall continue to exist and shall survive termination of this Agreement for any reason.

12. **Notices**. Any and all notices and other communications required or permitted to be given under this Agreement shall be: (a) delivered by personal delivery, provided the person to whom delivered signs a receipt; (b) delivered by commercial courier such as Federal Express, provided the person to whom delivered signs a receipt or the commercial courier can verify delivery; (c) sent by overnight U.S. express mail, provided the postal service can verify delivery; (d) sent by registered or certified mail, postage prepaid, provided delivery is actually made; or (e) sent by facsimile, provided the person that sent the notice can verify delivery. All notices shall be sent to the following addresses or to such other addresses as shall be furnished by notice to the other party in accordance with the provisions of this Section 12:

If to Meridian Behavioral Healthcare, Inc.:

4300 SW 13th Street

Gainesville, FL 32608

Attn: Margarita Labarta, Ph.D.
President/CEO

If to Business Associate: School Board of Suwannee County

702 Second Street NW

Live Oak, FL 32604

13. **Miscellaneous**.

13.1. Survival. The respective rights and obligations of the Parties under Section 10 (Inspection of Books and Records), Section 11.4 (Effect of Termination), and Section 13 (Miscellaneous) shall survive termination of this Agreement indefinitely, and those other provisions of this Agreement that apply to rights or obligation of a Party, which continue or arise upon or after the termination of this Agreement shall survive the termination this Agreement to the extent necessary to enforce such rights and obligations and to otherwise effectuate such provisions. It is expressly understood that all limitations, restrictions or prohibitions on the use or disclosure of PHI by Business Associate shall continue to exist and shall survive termination of this Agreement for any reason.

13.2. State Law. In addition to HIPAA and the HITECH Act, Business Associate shall comply with all applicable Florida law related to patient privacy or other privacy restrictions on records of Meridian and federal security and privacy laws.

13.3. Regulatory References. A citation in this Agreement to the Code of Federal Regulations shall mean the cited section as that section may be amended from time to time.

13.4. Amendment. This Agreement may be amended or modified only in a writing signed by the Parties. The Parties agree that they shall negotiate amendments to this Agreement to conform to any changes in the HIPAA Rules as are necessary for Covered Entity to comply with the current requirements of the HIPAA Rules. In addition, in the event that either Party believes in good faith that any provision of this Agreement fails to comply with the then-current requirements of the HIPAA Rules or any other applicable legislation, then such Party shall notify the other Party of its belief in writing. For a period of up to thirty (30) days, the Parties shall address in good faith such concern and amend the terms of this Agreement, if necessary to bring it into compliance. If, after such thirty-day period, the Agreement fails to comply with the HIPAA Rules or any other applicable legislation, then either Party has the right to terminate this Agreement and the Services Agreement upon written notice to the other Party.

13.5. Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules and the HITECH Act and permit compliance with requirements of Florida patient confidentiality law to the extent they are more stringent than HIPAA Rules or the HITECH Act.

Governing Law; Venue. This Agreement shall be governed by and construed in all respects by the laws of the State of Florida. The state court forum for any action commenced under this Agreement shall be in the Circuit Court in and for the Eighth Judicial Circuit of Florida. In the event Federal Court jurisdiction is mandated by some

state or federal law, then venue and jurisdiction shall be The United States District Court in the Northern District of Florida, Gainesville Division.

13.7 No Third Party Beneficiaries. Except as provided in Section 6, nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors and permitted assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

13.8 Severability. In the event any provision of this Agreement is held to be unenforceable for any reason, such unenforceability shall not affect the remainder of this Agreement, which shall remain in full force and effect.

13.9 Assignment. Neither Party may assign this Agreement without the prior written consent of the other.

13.10 Attorney's Fees and Costs. Should legal action be required to enforce the terms of this Agreement, the prevailing Party will be entitled to receive from the other Party all costs incurred in connection with such action, including reasonable attorney, legal assistant, investigator, and other paralegal and clerical fees and costs, including such costs and fees on appeal, if any.

13.11 Binding Effect. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective heirs, executors, administrators, legal representatives, successors and assigns.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective as of the Effective Date.

Chairperson, Suwannee County School Board

MERIDIAN BEHAVIORAL HEALTHCARE, INC.:

By: _____

Margarita Labarta, Ph.D.
(Print/Type Name of Person Signing)

Its: President/CEO

SCHOOL BOARD OF SUWANNEE COUNTY:

By: _____

Jerry A. Scarborough
(Print/Type Name of Person Signing)

Its: Superintendent of Schools

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

SUWANNEE COUNTY SCHOOL BOARD

Serving The Children Of Our Community

702 – 2nd Street, NW • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

JERRY A. SCARBOROUGH
Superintendent of Schools

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

JULIE ULMER
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Lila Udell, Director of Federal Programs

THRU: Vickie Music DePratter, Chief Financial Officer
Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: March 3, 2016

RE: Agenda Item for March 15, 2016 School Board Meeting

RECOMMENDATION:

The Superintendent presents the 2016-2017 Informal Agreements for the Provisions of Services to Out of District Title I Eligible Students

#2017-03 - SCSB Informal Agreement with Madison County Public Schools
#2017-04 - SCSB Informal Agreement with Columbia County Public Schools
#2017-05 - SCSB Informal Agreement with Lafayette County Public Schools
#2017-06 - SCSB Informal Agreement with Hamilton County Public Schools
#2017-07 - SCSB Informal Agreement with Gilchrist County Public Schools

BACKGROUND:

Suwannee District Schools enters into agreements with the neighboring counties that the neighboring school district will serve Title I, Part A students in the private schools in that district.

Inter District Private School Services Agreement 2016 – 17

SUWANNEE COUNTY SCHOOL DISTRICT

Agreement for School Year 2016-2017 and terminating by mutual agreement

The Federal Elementary and Secondary Education Act (ESEA) in Title I Section 1120, Section 200.62(b)(1)(i) defines private school children as those who reside in participating public school attendance areas of the school district, regardless of whether the private school they attend is located in the school district. Thus, the school district in which the child resides is responsible for providing services to the child, but it may arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Resident District**. The district in which the student attends will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in **Suwannee County School District** but attend school in **Madison County School District**.

Responsibilities of the Receiving District:

1. Conduct all consultation requirements under s.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the **Resident District** using Appendix B or another method that provides comparable information.
3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.
7. Invoice the **Resident District** for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of **Receiving and Resident District** are reversed.

Responsibilities of Resident District

1. Upon notification of a student by the **Receiving District**, verify in writing (e-mail is acceptable) whether or not the student is address-eligible for Title I services.

Inter District Private School Services Agreement 2016 – 17

2. Annually reserve equitable funds for any verified eligible private school students identified by a **Receiving District**.
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the **Receiving District** regarding the amount of funds reserved using Appendix A or **another** method that provides comparable information.
6. Upon invoice from the **Receiving District**, pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of **Receiving and Resident District** are reserved.

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Resident District, in return for compensation from the Resident District.

Receiving District: Madison County

Resident District: Suwannee County

_____
Title I Director
Madison County School District

_____
Date

_____
Superintendent

_____
Board Chairman

_____
Date

_____
Lila G. Udell, Director of Federal Programs
Suwannee County School District

_____
Date

_____
Jerry A. Scarborough
Superintendent

_____
Ed daSilva
Board Chairman

_____
Date

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

Inter District Private School Services Agreement 2016 – 17

Appendix A: Suwannee County School District (Resident District)

Title I Allocation Details for School Year 2016 – 2017

1. Equitable services allocation for private school students:	
2. Equitable services allocation for the parents of eligible private school students:	
3. Equitable services allocation for the teachers of eligible private school students:	

Inter District Private School Services Agreement 2016 – 17

Appendix B: Madison County School District (Receiving District)

Participating Private School	Address	City	Grade	Income Eligible	Food Stamps	TANF

This information also may be provided electronically to facilitate communications.

Inter District Private School Services Agreement 2016 – 17

SUWANNEE COUNTY SCHOOL DISTRICT

Agreement for School Year 2016-2017 and terminating by mutual agreement

The Federal Elementary and Secondary Education Act (ESEA) in Title I Section 1120, Section 200.62(b)(1)(i) defines private school children as those who reside in participating public school attendance areas of the school district, regardless of whether the private school they attend is located in the school district. Thus, the school district in which the child resides is responsible for providing services to the child, but it may arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Resident District.** The district in which the student attends will be called the **Receiving District.**

The purpose of this agreement is to provide for services to private school students who reside in **Suwannee County School District** but attend school in **Columbia County School District.**

Responsibilities of the Receiving District:

1. Conduct all consultation requirements under s.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the **Resident District** using Appendix B or another method that provides comparable information.
3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.
7. Invoice the **Resident District** for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of **Receiving and Resident District** are reversed.

Responsibilities of Resident District

1. Upon notification of a student by the **Receiving District**, verify in writing (e-mail is acceptable) whether or not the student is address-eligible for Title I services.

Inter District Private School Services Agreement 2016 – 17

2. Annually reserve equitable funds for any verified eligible private school students identified by a **Receiving District.**
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the **Receiving District** regarding the amount of funds reserved using Appendix A or **another** method that provides comparable information.
6. Upon invoice from the **Receiving District**, pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of **Receiving and Resident District** are reserved.

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Resident District, in return for compensation from the Resident District.

Receiving District: Columbia County

Title I Director
Columbia County School District

Date

Superintendent

Board Chairman

Date

Resident District: Suwannee County

Lila G. Udell, Director of Federal Programs
Suwannee County School District

Date

Jerry A. Scarborough
Superintendent

Ed daSilva
Board Chairman

Date

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

Inter District Private School Services Agreement 2016 – 17

Appendix A: Suwannee County School District (Resident District)

Title I Allocation Details for School Year 2016 – 2017

1. Equitable services allocation for private school students:	
2. Equitable services allocation for the parents of eligible private school students:	
3. Equitable services allocation for the teachers of eligible private school students:	

Inter District Private School Services Agreement 2016 – 17

Appendix B: Columbia County School District (Receiving District)

Participating Private School	Address	City	Grade	Income Eligible	Food Stamps	TANF

This information also may be provided electronically to facilitate communications.

Inter District Private School Services Agreement 2016 – 17

SUWANNEE COUNTY SCHOOL DISTRICT

Agreement for School Year 2016-2017 and terminating by mutual agreement

The Federal Elementary and Secondary Education Act (ESEA) in Title I Section 1120, Section 200.62(b)(1)(i) defines private school children as those who reside in participating public school attendance areas of the school district, regardless of whether the private school they attend is located in the school district. Thus, the school district in which the child resides is responsible for providing services to the child, but it may arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Resident District**. The district in which the student attends will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in **Suwannee County School District** but attend school in **Lafayette County School District**.

Responsibilities of the Receiving District:

1. Conduct all consultation requirements under s.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the **Resident District** using Appendix B or another method that provides comparable information.
3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.
7. Invoice the **Resident District** for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of **Receiving and Resident District** are reversed.

Responsibilities of Resident District

1. Upon notification of a student by the **Receiving District**, verify in writing (e-mail is acceptable) whether or not the student is address-eligible for Title I services.

Inter District Private School Services Agreement 2016 – 17

2. Annually reserve equitable funds for any verified eligible private school students identified by a **Receiving District.**
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the **Receiving District** regarding the amount of funds reserved using Appendix A or **another** method that provides comparable information.
6. Upon invoice from the **Receiving District**, pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of **Receiving and Resident District** are reserved.

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Resident District, in return for compensation from the Resident District.

Receiving District: Lafayette County

Resident District: Suwannee County

_____
Title I Director
Lafayette County School District

_____
Date

_____
Superintendent

_____
Board Chairman

_____
Date

_____
Lila G. Udell, Director of Federal Programs
Suwannee County School District

_____
Date

_____
Jerry A. Scarborough
Superintendent

_____
Ed daSilva
Board Chairman

_____
Date

"Approved as to Form and Sufficiency

BY_____

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

Inter District Private School Services Agreement 2016 – 17

Appendix A: Suwannee County School District (Resident District)

Title I Allocation Details for School Year 2016 – 2017

1. Equitable services allocation for private school students:	
2. Equitable services allocation for the parents of eligible private school students:	
3. Equitable services allocation for the teachers of eligible private school students:	

Inter District Private School Services Agreement 2016 – 17

Appendix B: Lafayette County School District (Receiving District)

Participating Private School	Address	City	Grade	Income Eligible	Food Stamps	TANF

Inter District Private School Services Agreement 2016 – 17

SUWANNEE COUNTY SCHOOL DISTRICT

Agreement for School Year 2016-2017 and terminating by mutual agreement

The Federal Elementary and Secondary Education Act (ESEA) in Title I Section 1120, Section 200.62(b)(1)(i) defines private school children as those who reside in participating public school attendance areas of the school district, regardless of whether the private school they attend is located in the school district. Thus, the school district in which the child resides is responsible for providing services to the child, but it may arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Resident District**. The district in which the student attends will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in **Suwannee County School District** but attend school in **Hamilton County School District**.

Responsibilities of the Receiving District:

1. Conduct all consultation requirements under s.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the **Resident District** using Appendix B or another method that provides comparable information.
3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.
7. Invoice the **Resident District** for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of **Receiving and Resident District** are reversed.

Responsibilities of Resident District

1. Upon notification of a student by the **Receiving District**, verify in writing (e-mail is acceptable) whether or not the student is address-eligible for Title I services.

Inter District Private School Services Agreement 2016 – 17

2. Annually reserve equitable funds for any verified eligible private school students identified by a **Receiving District.**
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the **Receiving District** regarding the amount of funds reserved using Appendix A or **another** method that provides comparable information.
6. Upon invoice from the **Receiving District,** pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of **Receiving and Resident District** are reserved.

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Resident District, in return for compensation from the Resident District.

Receiving District: Hamilton County

Resident District: Suwannee County

_____
Title I Director
Hamilton County School District

_____
Lila G. Udell, Director of Federal Programs
Suwannee County School District

_____
Date

_____
Date

_____
Superintendent

_____
Jerry A. Scarborough
Superintendent

_____
Board Chairman

_____
Ed daSilva
Board Chairman

_____
Date

_____
Date

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

Inter District Private School Services Agreement 2016 – 17

Appendix A: Suwannee County School District (Resident District)

Title I Allocation Details for School Year 2016 – 2017

1. Equitable services allocation for private school students:	
2. Equitable services allocation for the parents of eligible private school students:	
3. Equitable services allocation for the teachers of eligible private school students:	

Inter District Private School Services Agreement 2016 – 17

Appendix B: Hamilton County School District (Receiving District)

Participating Private School	Address	City	Grade	Income Eligible	Food Stamps	TANF

This information also may be provided electronically to facilitate communications.

Inter District Private School Services Agreement 2016 – 17

SUWANNEE COUNTY SCHOOL DISTRICT

Agreement for School Year 2016-2017 and terminating by mutual agreement

The Federal Elementary and Secondary Education Act (ESEA) in Title I Section 1120, Section 200.62(b)(1)(i) defines private school children as those who reside in participating public school attendance areas of the school district, regardless of whether the private school they attend is located in the school district. Thus, the school district in which the child resides is responsible for providing services to the child, but it may arrange to have services provided by another school district. For purposes of this agreement, the district in which the student resides will be called the **Resident District**. The district in which the student attends will be called the **Receiving District**.

The purpose of this agreement is to provide for services to private school students who reside in **Suwannee County School District** but attend school in **Gilchrist County School District**.

Responsibilities of the Receiving District:

1. Conduct all consultation requirements under s.200.63 for all private schools within the boundaries of its district.
2. Upon identifying a student attending an eligible private school in the Receiving District, inform the **Resident District** using Appendix B or another method that provides comparable information.
3. Upon confirmation that the student is address-eligible, provide services to the identified students according to the plan developed in consultation with the private school.
4. Provide equitable services to the parents of identified students.
5. Provide equitable professional development to the regular teachers of identified students.
6. Provide all necessary administrative services to carry out the items above.
7. Invoice the **Resident District** for services provided (exclusive of administrative costs); OR arrange for reciprocal services in an equal monetary amount to private school students for whom the roles of **Receiving and Resident District** are reversed.

Responsibilities of Resident District

1. Upon notification of a student by the **Receiving District**, verify in writing (e-mail is acceptable) whether or not the student is address-eligible for Title I services.

Inter District Private School Services Agreement 2016 – 17

2. Annually reserve equitable funds for any verified eligible private school students identified by a **Receiving District**.
3. Annually reserve equitable funds for the parents of identified private school students.
4. Annually reserve equitable funds for the regular teachers of identified private school students.
5. Notify the **Receiving District** regarding the amount of funds reserved using Appendix A or **another** method that provides comparable information.
6. Upon invoice from the **Receiving District**, pay the amount due for services rendered to eligible private school students, parents, and teachers; OR
7. Provide reciprocal services in an equal amount to private school students for whom the roles of **Receiving and Resident District** are reserved.

By our signatures on this document, the below signed agree that private school students, parents, and teachers will be provided equitable services and that all requirements of ESEA and related regulations and guidance will be met by the Receiving District on behalf of the Resident District, in return for compensation from the Resident District.

Receiving District: Gilchrist County

Resident District: Suwannee County

_____
Title I Director
Gilchrist County School District

_____
Date

_____
Superintendent

_____
Board Chairman

_____
Date

_____
Lila G. Udell, Director of Federal Programs
Suwannee County School District

_____
Date

_____
Jerry A. Scarborough
Superintendent

_____
Ed daSilva
Board Chairman

_____
Date

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

Inter District Private School Services Agreement 2016 – 17

Appendix A: Suwannee County School District (Resident District)

Title I Allocation Details for School Year 2016 – 2017

1. Equitable services allocation for private school students:	
2. Equitable services allocation for the parents of eligible private school students:	
3. Equitable services allocation for the teachers of eligible private school students:	

Inter District Private School Services Agreement 2016 – 17

Appendix B: Gilchrist County School District (Receiving District)

Participating Private School	Address	City	Grade	Income Eligible	Food Stamps	TANF

This information also may be provided electronically to facilitate communications.

Dr. Jimmy Wilkerson
Principal

Branford High School

Katrina Raulerson
Assistant Principal

405 N.E. Reynolds Street
Branford, Florida 32008
(386) 935-5601 Fax (386) 935-3867

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Jimmy Wilkerson, Principal of Branford High School

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction
Vickie Music DePratter, Chief Financial Officer

DATE: February 25, 2016

RE: Agenda Item for the March 15, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of out of state travel for Wyatt Eakins and Alivya Ward to attend the 2016 National Beta Club Convention in New Orleans, LA, from June 26-30, 2016.

BACKGROUND:

These students will be competing at the National Beta Convention. The trip will be funded by internal funds. Fundraisers will also be planned to help offset the cost of food.

Dr. Jimmy Wilkerson
Principal

Branford High School

Katrina Raulerson
Assistant Principal

405 N.E. Reynolds Street
Branford, Florida 32008
(386) 935-5601 Fax (386) 935-3867

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Jimmy Wilkerson, Principal of Branford High School

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction
Vickie Music DePratter, Chief Financial Officer

DATE: February 25, 2016

RE: Agenda Item for the March 15, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of out of state travel for Dawn Eakins, Katrina-Walker Bius, Lauri Reaves and Tammy Neil to attend the 2016 National Beta Club Convention in New Orleans, LA, from June 26-30, 2016.

BACKGROUND:

Two students will be competing at the National Beta Convention. Internal school funding will be provided for the adults that are chaperoning the trip.

Dr. Jimmy Wilkerson
Principal

Branford High School

Katrina Raulerson
Assistant Principal

405 N.E. Reynolds Street
Branford, Florida 32008
(386) 935-5601 Fax (386) 935-3867

MEMORANDUM

TO: Suwannee County School Board

FROM: Jimmy Wilkerson, Principal of Branford High School

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: March 7, 2016

RE: Agenda Item for March 15, 2016, Regular Board Meeting

Jimmy Wilkerson, Principal of BHS, requests permission of an overnight/out-of-state trip for Angel Hill, teacher at BHS, to travel to Washington, DC during Spring Break 2016. The trip was board approved May 26, 2015. *(Funded by teacher at no cost to the District)*

SUWANNEE COUNTY SCHOOL BOARD



"Building Brighter Futures Together"

Jerry A. Scarborough, Superintendent

Branford Elementary School

26801 State Road 247
Branford, Florida 32008
(386) 935 5700
(386) 935 6311-Fax

Mrs. Jennifer A. Barrs, Principal

MEMORANDUM

TO: Suwannee County School Board

FROM: Jennifer Barrs, Principal of Branford Elementary School

THRU: David Campbell, Director of Elem. and Early Childhood Education
Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: March 7, 2015

RE: Agenda Item for March 15, 2016, Regular Board Meeting

Jennifer Barrs, Principal of BES, requests permission to add the BES employees listed below for out-of-state travel to Washington, DC, March 18-22, 2016, (during Spring Break) for the BES Safety Patrol trip for students and parent chaperones. (Note: This is a revision to the original request that was Board approved on May 26, 2015.) *(Funded by fundraising and the respective employee at no cost to the District)*

- Lindsey Ramsey
- Margaret Williams

In 2015, BES Safety Patrol Members traveled to Washington, DC, during Spring Break. This is an educational trip. Gerber Tours, Inc. is the company providing services. For 2016, students will travel via AmTRAK to DC. While in DC, students will tour via motor coach and walking. Gerber Tours takes care of all travel reservations and tickets. The experience for these students is invaluable and has a very positive effect on students. Students are having access to material and knowledge only read in books.

Suwannee Intermediate School

1419 Walker Avenue, S.W.
Live Oak, Florida 32064
Telephone: (386) 647-4700
Fax: (386) 364-2680

James B. Simpson
Principal

Amanda K. Brown
Assistant Principal

MEMORANDUM

TO: Suwannee County School Board

FROM: Jim Simpson, Principal, SIS

THRU: David Campbell, Director of Elementary and Early Childhood Education
Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: March 7, 2016

RE: Agenda Item for March 15, 2016 Regular School Board Meeting

Jim Simpson, Principal at Suwannee Intermediate School, requests permission for out-of-state travel for the school employees listed below. They will be traveling to Washington DC, with the students from the SIS Student Government during Spring Break. The trip is funded by fundraising and the employee at no cost to the school district. The trip was already board approved on September 22, 2015.

- Jessica Davis
- Lisa Pennington
- Amy Steed
- Jennifer Stevens
- Kathy Wood

Please let me know if you have any further questions.

SUWANNEE COUNTY SCHOOL DISTRICT

702 – 2nd Street, NW • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

JERRY A. SCARBOROUGH
Superintendent of Schools

"Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success."

JERRY TAYLOR
DISTRICT 1
CATHERINE CASON
DISTRICT 2
JULIE ULMER
DISTRICT 3
ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Lisa Dorris, Director of Food Service

THRU: Bill Brothers, Director of Human Resources
Vickie DePratter, Chief Financial Officer
Ted Roush, Assistant Superintendent of Administration

DATE: March 2, 2016

RE: Agenda Item for March 15, 2016, Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval for the following personnel to implement the 2016 Summer Food Service Program.

Site	Personnel	Up to Hours/Week
All sites	7 Managers	32 hours a week
	1 4 hour Food Service Worker	16 hours a week
	2 Food Service Monitors	20 hours a week
	4 Substitute Food Service Workers	As needed

(All food service worker positions are subject to program participation.)

BACKGROUND:

The Willie Ann Glenn Act requires that the Summer Food Service Program offer summer meals to communities in which elementary schools are located. The number of personnel and hours of work are subject to student participation in the program.

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LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Chris Landrum, Director of Transportation

THRU: Bill Brothers, Director of Human Resources
Ted Roush, Assistant Superintendent of Administration

DATE: February 16, 2016

RE: Board Agenda Item for March 15, 2016 Regular Board Meeting

RECOMMENDATION:

The Superintendent recommends approval to revise the following job description:

#16 Bus Attendant

BACKGROUND:

These revisions are needed to align the qualifications with the current bus driver job description and to allow for the hiring of bus attendants who have not yet completed the CDL requirement. This will increase the application pool and allow us to hire prospective bus drivers who are working toward their CDL, as bus attendants. Our goal is to continue having CDL certified bus attendants, if possible.

SCHOOL DISTRICT OF SUWANNEE COUNTY

BUS ATTENDANT

JOB DESCRIPTION

QUALIFICATIONS:

(1) High School Diploma or equivalent preferred.
(2) Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driver record through Department of Motor Vehicles (DMV) preferred.
(3) Meet such requirements as may be specified by Florida Law, State Board of Education regulations, or Suwannee County School Board policy.
(4) Or other appropriate certificates/licenses required by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use basic first aid and CPR. Ability to work with children with disabilities. Ability to handle emergency situations calmly. Knowledge of and ability to use crisis intervention techniques. Ability to follow directions and work as an effective team member.

REPORTS TO:

Director of Transportation

JOB GOAL

To provide for the care and safety of students while they are being transported to and from school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Assist with the safe loading and unloading of students.
* (2) Enforce safety rules for students.
* (3) Monitor student behavior.
* (4) Exercise proper care in the operation of assigned School Board and student equipment.
* (5) Attend to student safety and comfort while traveling on the school bus.
* (6) Assist the driver in removing students from the bus during evacuations.

Employee Qualities/Responsibilities

* (7) Provide emergency treatment when required, in accordance with training and policy.
* (8) Meet and deal effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment.
* (9) Follow attendance, punctuality and proper dress rules.
*(10) Ensure adherence to good safety standards.
*(11) Maintain confidentiality regarding school/workplace matters.
*(12) Model and maintain high ethical standards.
*(13) Demonstrate initiative in the performance of assigned responsibilities.
*(14) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

*(15) Communicate effectively with students, parents, staff and administrators.
*(16) Keep supervisor informed of potential problems or unusual events.

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BUS ATTENDANT (Continued)

*(17) Respond to inquiries and concerns in a timely manner.

System Support

*(18) Exhibit interpersonal skills to work as an effective team member.
*(19) Follow School Board policies, rules, regulations, and procedures.
*(20) Demonstrate support for the School District and its goals and priorities.
*(21) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(22) Prepare all required reports and maintain all appropriate records.
(23) Perform other tasks consistent with the goals and objectives of this position.
(24) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Job Description Supplement No. 08

*Essential Performance Responsibilities

3/15/16

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SUWANNEE COUNTY SCHOOL BOARD

Serving The Children Of Our Community

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JERRY A. SCARBOROUGH
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ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Bill Brothers, Director of Human Resources

DATE: March 1, 2016

RE: Personnel Changes List for March 15, 2016, Regular Meeting

RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations. Approval of each is respectfully requested.

SUWANNEE COUNTY SCHOOL BOARD
Personnel Changes
March 15, 2016

TO: District School Board of Suwannee County
FROM: _____
Jerry A. Scarborough, Superintendent

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations. Approval of each is respectfully requested.

RETIREMENT: NON-INSTRUCTIONAL:

Food Service Department/BES:
Phyllis Bailey, Assistant Food Service Manager, effective June 6, 2016

RECOMMENDATIONS: INSTRUCTIONAL:

Branford Elementary School:
Renita Kelly, Teacher, temporary, effective February 24, 2016
REPLACES: V. Knighton (LOA)

Suwannee High School:
Mark Beach, Teacher, temporary, effective March 14, 2016
REPLACES: Matt Yancey

SUPPLEMENTARY:

NAME	POSITION	LOCATION	REPLACES
Mason Tyler	Head MS Baseball Coach	BHS	W. Rains

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE - FMLA):

Suwannee Middle School:
Kaffa Owens, Teacher, March 21 through April 29, 2016

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee Primary School:
Hanna Ragan, Paraprofessional, effective March 3, 2016
REPLACES: Linda Howard

Facilities Department:
Terry Murray, Air Conditioning/Electrical Specialist, effective February 16, 2016
REPLACES: Russell Landen

Food Service/SES:
Gloria Presley, 3 hour Food Service Worker, effective March 8, 2016

MISCELLANEOUS:

PreK Extended Day:
The following to work as an alternate paraprofessional/PreK teacher in the PreK Extended Day Program, as needed:

Kelly Davidson	Lacey Humphries	Tenlee Deloach
Belinda Horn	Kadie Butler	Deanna Yott

Title I After School Program:
Approval of 21st Century Program employees to work in the Title I After School Program, as needed

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE - FMLA):

Transportation Department:
Hope Robinson, Bus Driver, February 16, through March 31, 2016, with the option of returning sooner.

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

Transportation Department:
Robin Garbett, bus driver, February 5 through February 12, 2016, for a total of 20 hours
Lillian Moman, bus driver, February 8 through February 22, 2016, for a total of 40 hours

LEAVE OF ABSENCE (MEDICAL):

Transportation Department:
Chancie Corbett, Bus Driver, extend leave from December 14, 2015 through June 1, 2016

VOLUNTEERS:

Terri Braunns
Gloria Davis
Herbert Davis
Frances Goines
Amanda Johnson
Donna Miles
Adrienne Owens
Pablo Serna
Millie Sherrell
Keiry Soto-Chavez
Regina Thompson
Pamela Wainwright
Kenneth Wingate

End of List
2015-2016 School Year