SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
September 22, 2020

AGENDA

Call to Order –5:55 p.m.

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

#3.25	Background Screening for Contractors (*Revised*)
#5.29	Notification of Involuntary Examination (*New*)
#5.40	Children of Military Families (*Revised*)
#6.10	Employment Defined (*Revised*)
#6.103	Appointment or Employment Requirements (*Revised*)
#8.27	School Construction Bids (*Revised*)

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
September 22, 2020

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Suwannee Middle School

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes: **(pgs. 7-25)**

August 3, 2020	- Public Hearing (*Adopt the tentative Millage Rates and tentative Budget for 2020-2021*) (*NOTE*: Minutes already Board approved at the August 25, 2020, Regular Meeting, due to Department of Revenue requirements for TRIM compliance.)
August 11, 2020	- Workshop Session
	- Special Meeting
August 25, 2020	- Public Hearing
	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for August 2020.

3. The Superintendent presents the following bills for the period August 1-31, 2020:

General Checking Account

General Fund 1000	$	845,089.26
LCIF Fund 3200		82,511.90
Other Capital Projects Fund 3210		4,648.76
Food Service Fund 4100		188,551.19
Federal Fund 4200		217,355.95
	$	1,338,157.06

Payroll Checking Account		
General Fund 1000	$	3,350,322.37
Food Service Fund 4100		142,028.95
Federal Fund 4200		305,448.60
ESSER Fund 4410		138.94
	$	3,797,938.86
Total	$	5,136,095.92

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

General	LCIF	Special Revenues
I-2	III-1	IV-2 (Federal)
		IV-2 (Food Service)
		IV-1 (Other-CARES)

5. The Superintendent recommends approval for disposal of property as per the attached Property Disposition Form dated September 22, 2020. **(pg. 26)**

6. The Superintendent recommends approval of the following contracts/agreements for the 2020-2021 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2021-75	Dual Enrollment Articulation Agreement between the District Board of Trustees of North Florida College and the District School Board of Suwannee County (*Renewal/Revised*) **(pgs. 27-81)**
#2021-78	Contract for Evaluation Services between the Suwannee County School District and the Center for Assessment, Strategic Planning, Evaluation and Research, LLC d/b/a CASPER, LLC (*Renewal/Revised*) **(pgs. 82-121)**

7. The Superintendent recommends approval of the following student transfers for the 2020-2021 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Kadie	Crews	Suwannee	Levy	6
Reania	Dupree	Suwannee	Columbia	6
Bralyn	Federico	Suwannee	Gilchrist	9
Haighen	Harmon	Suwannee	Columbia	6
Henley	Land	Suwannee	Columbia	1
Hudson	Land	Suwannee	Columbia	PK
Braydon	Legendre	Suwannee	Madison	1
Lexus	Legendre	Suwannee	Madison	8
Dylan	Mock	Suwannee	Levy	8
Weston	Ward	Suwannee	Hamilton	9

8. Human Resources Transactions **(pgs. 122-126)**

REGULAR AGENDA

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

#3.25	Background Screening for Contractors (*Revised*)
#5.29	Notification of Involuntary Examination (*New*)
#5.40	Children of Military Families (*Revised*)
#6.10	Employment Defined (*Revised*)
#6.103	Appointment or Employment Requirements (*Revised*)
#8.27	School Construction Bids (*Revised*)

2. The Superintendent recommends approval to advertise additions and revisions to the Suwannee County School Board Policy Manual as follows:

#2.091	Family and School Partnership for Student Achievement (*Revised*) **(pgs. 127-128)**
#5.021	Homeless Students (*Revised*) **(pgs. 129-135)**
#5.025	Educational Stability for Children in Foster Care (*Revised*) **(pgs. 136-137)**
#5.101	Bullying and Harassment (*Revised*) **(pgs. 138-154)**
#5.19	Student Records (*Revised*) **(pgs. 155-156)**
#5.241	Parental Access to Information (*Revised*) **(pg. 157)**
#6.15	Education Paraprofessionals and Aides (*Revised*) **(pgs. 158-161)**

3. The Superintendent recommends approval to advertise additions and revisions to the Suwannee County School District Elementary Student Progression Plan and the Suwannee County School District Secondary Student Progression Plan for 2020-2021. (Copies are available for review in the office of the Director of Curriculum and Instruction.)

4. The Superintendent recommends approval of the following Minutes: **(pgs. 162-163)**

September 8, 2020	- Public Hearing (*Adopt the final Millage rates and final Budget for 2020-2021*)

(Note: Approval of these minutes is required by the Florida Department of Revenue in order to be in compliance with TRIM.)

5. The Superintendent recommends approval of the following contract/agreement for the 2020-2021 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2021-76	Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Solaris Healthcare Lake City, LLC, Lake City, Florida (*New*) **(pgs. 164-170)**

6. The Superintendent recommends approval of the 2020-2021 School Improvement Plans for all District schools. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

7. The Superintendent recommends approval of the following form:

   #5100-096 Suwannee County School District Risk Screening/Assessment Student Supervision Plan Form (New) **(pg. 171)**

8. Comments from Student Ambassadors

9. Legal Counsel's Report

10. Superintendent's Report

11. Issues and concerns Board members may wish to discuss

End of Agenda

INFORMATION ONLY—THESE MINUTES WERE SCHOOL BOARD APPROVED AT THE AUGUST 25, 2020, REGULAR MEETING, DUE TO DEPARTMENT OF REVENUE REQUIREMENTS FOR TRIM COMPLIANCE.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
August 3, 2020

MINUTES

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

UTSC President Eric Rodriguez was also present.

Vice Chairman Alcorn called the hearing to order at 5:30 p.m. for the purpose of adopting the Tentative Millage rates for the 2020-2021 school year and the Tentative Budget for the 2020-2021 school year.

The Tentative Millage rates set for the 2020-2021 school year are as follows:

Required Local Effort	=	3.753
Prior Period Funding Adjustment	=	.021
Discretionary Operating	=	.748
Capital Outlay	=	1.500
Total	=	6.022

The Tentative Millage is less than the roll back rate by 2.70 percent.

The Required Local Effort is 3.753 mills and is set by the State. This is a decrease of .155 mills from the 2019-2020 rate.

The Prior Period Funding Adjustment is .021 mills and is required to be levied by the District in addition to the Required Local Effort.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2019-2020.

The Capital Outlay is 1.500 mills. This is the same millage rate as in 2019-2020.

1) Vice Chairman Alcorn called for questions or comments from the public concerning the Tentative Millage rates.

   - Eric Rodriguez questioned the decreases. Mrs. DePratter responded.

NOTE: The Board approved the following items (Items #2 and #3) individually, in order, as shown below.

2) MOTION by Mr. Taylor, second by Mr. White, for approval to adopt Tentative Millage rates for 2020-2021 as follows:

Required Local Effort	=	3.753
Prior Period Funding Adjustment	=	.021
Basic Discretionary	=	.748
Capital Outlay	=	1.500

   MOTION CARRIED UNANIMOUSLY

3) MOTION by Mr. Taylor, second by Mr. White, for approval to adopt Tentative Budget for 2020-2021. MOTION CARRIED UNANIMOUSLY

The public hearing adjourned at 5:49 p.m.

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
August 11, 2020

MINUTES

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

Administrators and others present: Jennifer Barrs, Renee Bass, Walter Boatright, Bill Brothers (arrived at 9:12 a.m.), Marsha Brown, Ethan Butts, Mark Carver, Lisa Dorris, Janene Fitzpatrick, Debbie Godbold, Ronnie Gray, Malcolm Hines, Michele Howard (arrived at 9:12 a.m.), Debbie Land, T.J. Vickers, Kelly Waters, Josh Williams, and Kelli Williams.

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

School Reopening Update for ..... Janene Fitzpatrick/Directors 2020-2021

Mrs. Fitzpatrick stated that our District's Reopening Plan was approved by the Department of Education on Friday, August 7, 2020. The plan is on the District website. She provided a PowerPoint presentation regarding an update to school reopening.

The following administrators provided an update for their respective department regarding school reopening:

- Walter Boatright for Human Resources Department
- Ethan Butts for Facilities Department
- Josh Williams for IT Department
- Lisa Dorris for Food Service Department
- Vickie DePratter for Finance Department
- Malcolm Hines for School Safety Department
- Debbie Land for Student Services Department
- Jennifer Barrs for Curriculum and Instruction Department
- Bill Brothers for Administration Department

The workshop recessed at 10:51 a.m. and resumed at 11:02 a.m.

Suwannee Virtual School Update.....Angie Stuckey

This update was covered in Mrs. Fitzpatrick's update.

Assistant Superintendent of.....Bill Brothers
Administration Department Update

- Policies **(pgs. 2-33)**

Mr. Brothers reviewed additions and revisions for the following policies:

#3.25	Background Screening for Contractors (*Revised*)
#3.30	Automatic External Defibrillators (*Revised*)
#4.18	Exertional Heat Illness (*New*) (***Note**: Will not use; included in #3.30*)
#5.29	Notification of Involuntary Examination (*New*)
#5.40	Children of Military Families (*Revised*)
#6.10	Employment Defined (*Revised*)
#6.103	Appointment or Employment Requirements (*Revised*)
#8.27	School Construction Bid Process (*Revised*)
#8.272	Prequalification of Contractors for Educational Facilities Construction (*New*) (***Note**: Will continue to use our current policy, instead of this NEFEC model policy.*)

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

Mrs. Barrs provided updates on the following:

- SCSD 2020-2021 Uniform Statewide Assessment Calendar **(pgs. 34-43)**
- NEFEC 2020-21 Professional Learning Catalog Additions and Revisions **(pgs. 44-64)**

Superintendent Update .....Ted Roush

Mr. Roush provided updates on the following:

- Successful ratification from UTSC regarding negotiated items, which will be on the Special Meeting following the Workshop.

- FHSAA Board of Directors will meet this Friday to discuss the future of fall sports. Mr. Roush met with staff from Suwannee Middle, Branford High, and Suwannee High Schools to discuss contingency outcome of the FHSAA meeting. He stated if they cancel/postpone the fall sports season, we would potentially meet with surrounding districts to form a schedule to continue with fall sports. Mr. daSilva asked for Board comments regarding fall sports. Board consensus was to move forward with fall sports for our District.
- Distributed an email he received from NBC News/The Today Show, along with his response to their inquiry regarding their interview with one of our teachers pertaining to there being no social distancing policy or mask mandate for the District.

The workshop adjourned at 11:52 a.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
August 11, 2020

MINUTES

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

Chairman daSilva called the meeting to order at 11:57 a.m.

MOTION by Ms. Cason, second by Mr. Taylor, for approval to adopt the agenda, along with the agenda addendum. MOTION CARRIED UNANIMOUSLY

1. MOTION by Mr. Taylor, second by Ms. Cason, for approval of revisions to the RFP/bid for the 2020-2021 school year as follows:

   #20-201 Additional one year extension for Custodial Supplies to Ashford Services (*Renewal/Revised*) (NOTE: The 2020-2021 price list is being modified to reflect previous bid pricing on items that were reduced in price, by error, by Ashford Services. The original RFP/bid renewal was Board approved on July 28, 2020.) **(pgs. 2-6)**

   Discussion held regarding the pricing error, by Ashford Services, and the fact that the pricing was already Board approved.

   MOTION DID NOT CARRY, four to one; Mr. Alcorn, Ms. Cason, Mr. Taylor, and Mr. White voted NO.

2. MOTION by Ms. Cason, second by Mr. Taylor, for approval of the negotiated salary schedule for 2020-2021 and collective bargaining items tentatively agreed upon. **(pgs. 7-8)**

Mr. White stated he is not for this recommendation, but will not vote against it because he feels the District will eventually be responsible for these salary increases (state is providing dollars for these current increases).

MOTION CARRIED UNANIMOUSLY

3. MOTION by Mr. White, second by Ms. Cason, for approval to provide for a 2% salary increase to personnel classified as *"confidential"*, effective July 1, 2020. MOTION CARRIED UNANIMOUSLY

Action on the Agenda Addendum

#1. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval to adopt the Administrative Salary Schedule for 2020-2021.

- Mr. White stated for the record that there should be a cap at $1,100 for salary increases.
- Mr. Taylor asked what the average range increase would be for all administrators. Mrs. DePratter responded approximately $1,500 - $2,000. Mr. Taylor stated he is agreeable to work towards the proposed salary schedule, but feels we need to spread it out over several years, and not all at one time, as proposed.

MOTION by Mr. Taylor, second by Mr. Alcorn, to TABLE Item #1 on the Agenda Addendum. MOTION to TABLE CARRIED UNANIMOUSLY

#2. The Superintendent recommends placement of administrators on the Administrative Salary Schedule to reflect a 2% salary increase, or as near as possible to achieve this 2% adjustment.

Based on Item #1 above, the Superintendent made an AMENDED recommendation to apply a 2% salary increase to the current Administrative Salary Schedules.

MOTION by Ms. Cason, second by Mr. Alcorn for the AMENDED rrecommendation. MOTION CARRIED UNANIMOUSLY

End of Agenda Addendum

The meeting adjourned at 1:32 p.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
August 25, 2020

MINUTES

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

District School Resource Officer Lee Willis and School Resource Officer Jeff Miara were also present.

Chairman daSilva called the hearing to order at 5:56 p.m.

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

   #3.20 Pledge of Allegiance and Solemnizing Message (*Revised*)
   #5.12 Expulsion of Students (*Revised*)
   #8.01 Safety (*Revised*)

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

The hearing adjourned at 5:57 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
August 25, 2020

MINUTES

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

District School Resource Officer Lee Willis, School Resource Officer Jeff Miara, and Student Ambassadors Morgan Larney and Isaac Mincks were also present.

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

Pledge to the flag was led by Chairman daSilva.

Special Recognition by the Superintendent

- 2019-2020 Retiree Recognition

- 2019-2020 Business Partner of the Year/Commissioner's Business Recognition Award
  - Suwannee Valley Electric Cooperative – Jon Little, Representative

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 following individuals addressed the Board:

- Anita Williams – School masks, children, etc.
- Eric Rodriguez – Safety/School Board Policy
- Margaret Rodriguez – Safety

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

MOTION by Mr. White, second by Mr. Alcorn, for approval of the Consent Agenda.

Mr. White pulled Item #8, Human Resources Transactions, for discussion purposes regarding the District Wide Custodian/New Position. Mr. Roush responded this topic was discussed at our last workshop regarding the need to hire temporary positions, through Kelly Services, to operate the sanitization carts. We needed nine positions, but were only able to fill seven of them through Kelly Services; thus the need to go outside the District.

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. 9-34)**

July 14, 2020	- Workshop Session
	- Special Meeting
July 21, 2020	- Special Meeting (Advertise tentative Millage rates and tentative Budget for 2020-2021)
July 28, 2020	- Workshop Session
	- Regular Meeting

2. Approval of the monthly financial statement for July 2020.

3. The following bills for the period July 1-31, 2020:

General Checking Account

General Fund 1000	$ 610,813.17
LCIF Fund 3200	10,048.39
Other Capital Projects Fund 3210	4,531.28
Food Service Fund 4100	23,827.53

Federal Fund 4200	46,028.13
	$ 695,248.50

Payroll Checking Account	
General Fund 1000	$ 970,938.86
Food Service Fund 4100	33,027.42
Federal Fund 4200	132,073.57
	$ 1,136,039.85

Total	$ 1,831,288.35

4. Approval of the following budget amendments for fiscal year 2019-2020:

General	Special Revenues
I-13	IV-13 (Federal)

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

General	Special Revenues
I-1	IV-1 (Federal)
	IV-1 (Food Service)

6. Approval of the following contracts/agreements for the 2020-2021 school year: (RENEWAL) (Note: These contracts have been reviewed and approved by Board Attorney Leonard Dietzen.)

#2021-72	Clinical Education Agreement between Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Little Pine Pediatrics, PLLC, Madison, Alachua, Monticello, and Perry, Florida (*Renewal*) **(pgs. 35-41)**
#2021-74	Cooperative Agreement between Meridian Behavioral Healthcare, Inc. and the School Board of Suwannee County, Florida (*Renewal/Revised*) **(pgs. 42-101)**

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

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Braceton	Boyd	Suwannee	Lafayette	2
Jace	Broughton	Suwannee	Lafayette	K
Waylon	Broughton	Suwannee	Lafayette	PK
Claire	Burnett	Suwannee	Hamilton	3
Brookelyn	Dryden	Suwannee	Columbia	2
Myah	Hawkins	Suwannee	Hamilton	6
John	Howell	Suwannee	Lafayette	K
Cade	Jackson	Suwannee	Lafayette	4
Hope	Jackson	Suwannee	Lafayette	2
Dalten	Johns	Suwannee	Columbia	4
Kinsley	Keen	Suwannee	Lafayette	4
Treadon	Keen	Suwannee	Lafayette	8
Elleleigh	Stapleton	Suwannee	Lafayette	1
Grace	Williams	Suwannee	Columbia	10

Zone Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Antonio	Ardilla-Xithe	Pineview	BES	K
Brytin	Dachuk	BHS	SVS	6
Cutter	Dachuk	BHS	SVS	8
Charlotte	Welch	BE	Springcrest	4
Lukas	Welch	BES	Springcrest	5

8. Human Resources Transactions **(pgs. 102-107)**

REGULAR AGENDA

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

#3.20	Pledge of Allegiance and Solemnizing Message (*Revised*)
#5.12	Expulsion of Students (*Revised*)
#8.01	Safety (*Revised*)

MOTION CARRIED UNANIMOUSLY

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

#3.25	Background Screening for Contractors (*Revised*) **(pgs. 108-110)**
#5.29	Notification of Involuntary Examination (*New*) **(pg. 111)**
#5.40	Children of Military Families (*Revised*) **(pg. 112)**
#6.10	Employment Defined (*Revised*) **(pg. 113)**
#6.103	Appointment or Employment Requirements (*Revised*) **(pgs. 114-121)**
#8.27	School Construction Bids (*Revised*) **(pgs. 122-125)**

MOTION CARRIED UNANIMOUSLY

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

#2021-73	Clinical Education Agreement between the Suwannee County School Board Patient Care Technician and Practical Nurse Education Programs and Airport Clinic Inc. (*New*) **(pgs. 126-132)**

MOTION CARRIED UNANIMOUSLY

4. MOTION by Mr. White, second by Ms. Cason, for approval of the following resolution for the 2020-2021 school year: (Note: This resolution has been reviewed and approved by Board Attorney Leonard Dietzen.)

   #2021-01R Resolution Affirming Participation in the Small School District Council Consortium (SSDCC) **(pg. 133)**

   MOTION CARRIED UNANIMOUSLY

5. MOTION by Ms. Cason, second by Mr. Alcorn, for approval of the following Minutes: **(pgs. 134-135)**

   August 3, 2020 - Public Hearing (Adopt the tentative Millage rates and tentative Budget for 2020-2021)

   (Note: Approval of these minutes is required by the Florida Department of Revenue in order to be in compliance with TRIM.)

   MOTION CARRIED UNANIMOUSLY

6. Discussion and action regarding the selection and appointment of a School Board Member to serve as the District's trustee on the Florida School Boards Insurance Trust (FSBIT) for the 2020-2021 school year.

   MOTION by Mr. White, second by Ms. Cason, for Jerry Taylor to serve as the District's trustee on the Florida School Boards Insurance Trust (FSBIT) for the 2020-2021 school year. MOTION CARRIED UNANIMOUSLY

7. MOTION by Mr. Alcorn, second by Mr. Taylor, for approval of the following individuals to serve on the Suwannee County School District collective bargaining/negotiating team for 2020-2021:

   - Vickie DePratter, Chief Negotiator
   - Thomas Hunter Abercrombie
   - Marsha Brown
   - Malcolm Hines
   - Austin Richmond
   - Josh Williams

   MOTION CARRIED UNANIMOUSLY

8. Discussion and possible reconsideration to amend the 2020-2021 price list previously approved at the July 28, 2020, Regular Board Meeting for the one year extension of Bid #20-201, to correct previous bid pricing on items that were submitted by error. (This item was brought back on the August 11, 2020, Special Meeting, which did not pass with a four to one vote against the item.) **(pgs. 136-140)**

   Notes:

   a. By mistake, the Ashford office staff printed from Excel the company's cost on some items. The amended pricing will restore the pricing back to the 2019-2020 school year approved pricing and would be the cost for the 2020-2021 school year.
   b. Attached is a spreadsheet of the pricing adjustments notated by an asterisk; the price that was approved in error is listed in the highlighted column. These prices were not increasing from the approved 2019-2020 pricing; they should have stayed the same. Also, attached is a letter from Ashford Services explaining the clerical error on the price sheet submitted for the one year extension of Bid #20-201 that was Board approved on July 28, 2020.

   MOTION by Tim Alcorn, second by Mr. Taylor, to RESCIND the vote made on August 11, 2020, which was voted down four to one. MOTION CARRIED UNANIMOUSLY

Discussion followed regarding the proposed bid. MOTION by Mr. Alcorn, second by Mr. Taylor, to approve the AMENDED 2020-2021 price list for Bid #20-201. MOTION CARRIED UNANIMOUSLY

9. MOTION by Ms. Cason, second by Mr. Alcorn, for approval for the following categories of support staff to serve as emergency substitutes for the 2020-2021 school year (Note: To include, but not limited to.):

   - Bus Attendant
   - Bus Driver
   - Clerical
   - Custodial
   - Food Service
   - Paraprofessionals

   MOTION CARRIED UNANIMOUSLY

10. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following curriculum item for the 2020-2021 school year:

    a. Suwannee County School District 2020-2021 Uniform Statewide Assessment Calendar **(pgs. 141-150)**

    MOTION CARRIED UNANIMOUSLY

11. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of the 2020-2021 NEFEC Professional Learning Catalog (formerly known as the Master In-Service Plan; developed by NEFEC). (A copy is available for review in the office of the Director of Curriculum and Instruction.) MOTION CARRIED UNANIMOUSLY

12. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the following forms:

#5100-049	Student Residency Questionnaire (English and Spanish) (*Revised*) **(pgs. 151-152)**
#5200-067	Suwannee County School District Alternate Learning Plan for Students with Disabilities Form (*New*) **(pg. 153)**
#5100-094a	Expulsion-Election of Rights Form (*New*) **(pgs. 154-155)**

#5100-094b	Expulsion-Stipulated Expulsion Agreement Form (*New*) **(pgs. 156-157)**
#5100-094c	Expulsion-Superintendent Letter to Parent-Student Election of Rights Form (*New*) **(pgs. 158-160)**
#5100-094d	Expulsion-Opportunity School Placement Form (*New*) **(pg. 161)**
#5100-094e	Expulsion-Final Order-Hearing Waived Form (*New*) **(pgs. 162-164)**
#5100-094f	Expulsion-Recommended Order-Hearing Elected Form (*New*) **(pgs. 165-167)**
#5100-094g	Expulsion-Notice of Hearing with Hearing Officer Form (*New*) **(pgs. 168-169)**
#5100-094h	Expulsion-Superintendent Letter to Parent-Student Notice of Hearing Form (*New*) **(pgs. 170-171)**
#5100-094i	Expulsion-Principal Recommendation Letter to Superintendent Form (*New*) **(pg. 172)**

MOTION CARRIED UNANIMOUSLY

13. MOTION by Ms. Cason, second by Mr. Alcorn, for approval of School Board Member Jerry Taylor to serve as the District's Hearing Officer (for expulsions), from September 1, 2020, through the November 2021, Board Reorganization Meeting.

MOTION CARRIED UNANIMOUSLY

14. Comments from Student Ambassadors

- Morgan Larney – Expressed her appreciation for the work the Board does for our District. Everything is going great at Suwannee High School and has not heard any negative comments from students.
- Isaac Mincks – Also expressed his appreciation for the work the Board does for our District. He understands folks' concern with social distancing, but feels all is going great at Branford High School.

Mr. Taylor reiterated that what he heard from our Student Ambasadors is that the Board and District are doing all we can do to provide a safe learning environment for our students; and for a Citizen Input speaker to say we have an unsafe and reckless plan, he wished that person was still here to listen to the comments made by our Student Ambassadors tonight! Proud of our District!

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

16. Superintendent's Report

- Thanked Board members for their help during the first week of school in assisting with traffic. We had a very smooth opening compared to other districts throughout the state.
- Thanked the Health Department for all of their help. He noted that the Health Department is responsible for contact tracing...not the District!
- Distributed and reviewed a handout titled "Responding to Reopening Questions from School District Superintendents". He shared that Kerry Waldron, with the Suwannee County Health Department, stated that our District is faring better than most districts around the state.
- Mr. Roush asked Mrs. Fitzpatrick to share information regarding needs to get services in place for self-contained students that are not doing well. The proposal is to issue a contract with Cheryl Mae Brinson, who is ESE certified, to provide Learning Coach services for these students. Mrs. Fitzpatrick said we have an immediate need and would like for Mrs. Brinson to begin working immediately while we are getting the contract Board approved; however, no payment would be made until the contract is completed. We would earn FTE for these students, as well. A contracted Learning Coach could possibly be used in the future as a model for Hybrid students, once we get past COVID-19. Board consensus was to proceed as discussed.

Mr. White asked about the status of an email he sent to Mr. Roush regarding the rapid COVID-19 tests. Mr. Roush stated that we are researching these tests; and will work with the Suwannee County Health Department to see if they are feasible to use in our District.

Action on Agenda Addendum

#1. MOTION by Mr. White, second by Mr. Alcorn, for approval of the Human Resources Transactions Addendum

RECOMMENDATION FOR THE 2020-2021 SCHOOL YEAR:

RETIREMENT:

Branford Elementary:
Juettie Kelley, Teacher, effective August 25, 2020

End of List
2020-2021
School Year

MOTION CARRIED UNANIMOUSLY

End of Agenda Addendum

17. Issues and concerns Board members may wish to discuss

- Mr. White stated it is a personal decision for a person to wear a mask, but no one should be mandated to wear a mask.
- Mr. Taylor stated after listening to the comments made by our Student Ambassadors, he knows we are doing the right thing for our students.
- Ms. Cason stated she feels we are on the right track, but feels we need to encourage our students to wear a mask while at school.
- Mr. Alcorn mentioned that he had a good friend in Ohio pass away with COVID-19, and he wore his mask from day one, but still passed away. He also stated that two of the folks that spoke under Citizen Input, took their masks off to speak, but yet they were for the District mandating masks.
- Mr. daSilva stated he is comfortable with what our District is doing for our students, faculty, and staff.

The meeting adjourned at 7:57 p.m.

2020-2021 SEPTEMBER SURPLUS ITEMS

PROPERTY RECORD #	ITEM DESCRIPTION	ORIGINAL PURCHASE PRICE	ORIGINAL PURCHASE DATE	COST CENTER	REQUESTED DISPOSITION
	RADIO, 2 WAY	$ 2,400.00	6/23/2006	SUWANNEE RIVERSIDE	SURPLUS
99007009	IMAC/MACBOOK	$ 1,399.00	1/14/2010	TECHNOLOGY	SURPLUS
99007028	CART, LAPTOP W ELEC	$ 1,324.46	2/5/2010	TECHNOLOGY	SURPLUS
99007029	CART, LAPTOP W ELEC	$ 1,324.46	2/5/2010	TECHNOLOGY	SURPLUS
99007342	COMPUTER, NOTEBOOK	$ 1,040.00	8/9/2010	TECHNOLOGY	SURPLUS
99007506	SERVER	$ 2,400.00	6/3/2011	TECHNOLOGY	SURPLUS
99007518	COMPUTER, LAPTOP	$ 855.00	7/15/2011	TECHNOLOGY	SURPLUS
99007519	COMPUTER, LAPTOP	$ 855.00	7/15/2011	TECHNOLOGY	SURPLUS
99007580	COMPUTER, LAPTOP W DOCKIN	$ 855.00	8/19/2011	TECHNOLOGY	SURPLUS
99007584	COMPUTER, LAPTOP W DOCKIN	$ 855.00	8/19/2011	TECHNOLOGY	SURPLUS
99007588	COMPUTER, LAPTOP W DOCKIN	$ 855.00	8/19/2011	TECHNOLOGY	SURPLUS
99007642	COMPUTER, LAPTOP W DOCKIN	$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007650	COMPUTER, LAPTOP W DOCKIN	$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007654	COMPUTER, LAPTOP W DOCKIN	$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007662	COMPUTER, LAPTOP W DOCKIN	$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007670	COMPUTER, LAPTOP W DOCKIN	$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007680	COMPUTER, LAPTOP W DOCKIN	$ 839.00	3/9/2012	TECHNOLOGY	SURPLUS
99007698	CATALYST SWITCH	$ 2,975.00	5/3/2012	TECHNOLOGY	SURPLUS
99007804	COMPUTER, LAPTOP	$ 950.00	4/30/2013	TECHNOLOGY	SURPLUS
99008050	HP PROBOOK 650G1	$ 765.00	9/3/2015	TECHNOLOGY	SURPLUS
99008183	LCD PANEL, 15"	$ 1,895.00	6/16/2016	TECHNOLOGY	SURPLUS
99008341	HP PROBOOK 650	$ 785.00	11/18/2016	TECHNOLOGY	SURPLUS
99008353	HP PROBOOK 650	$ 785.00	11/18/2016	TECHNOLOGY	SURPLUS
99008465	CISCO SWITCH	$ 1,408.18	2/10/2017	TECHNOLOGY	SURPLUS
		$ 28,760.10			

Requested By: _____ APPROVED BY: _____

MARK A CARVER,
DIRECTOR OF PROPERTY RECORDS

SUPERINTENDENT

9/22/2020
DATE

BOARD CHAIRMAN

2020-2021 SEPTEMBER SURPLUS ITEMS

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COLLEGE

and

THE DISTRICT SCHOOL BOARD OF Suwannee County

This agreement is entered into by and between the District Board of Trustees of North Florida College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Suwannee County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to §1007.271, Florida Statutes, each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representatives shall be the Dean of Academic Affairs, the Director of Curriculum and Instruction, the Dean of Enrollment and Student Services, and the Dual Enrollment Coordinator. The SUWANNEE County School Board representatives shall be the High School Principal, Curriculum Coordinator and Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the SUWANNEE County School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the SUWANNEE School Board. Upon signature, the Agreement will be in effect until July 31, 2021. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring semester of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the SUWANNEE District School Superintendent.

The College President will designate an individual responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring the program in general.

1. Ratification or modification of all existing articulation agreements

This agreement shall be in effect from the date of entering into this agreement until July 31, 2020. It shall replace all previous dual enrollment articulation agreements between the parties.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through educational planning and guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate.

NFC shall work with the district schools to provide a schedule of classes and will be available to communicate directly with parents and students about dual enrollment options. For information about NFC's Dual Enrollment program call the Dual Enrollment Coordinator at 850-973-1628. The district's schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination. The district will provide staff to assist College personnel with facilities and requested instructional equipment.

Dual enrollment courses may be taken at the College or at the high school site or at any location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment §1007.271, Florida Statutes

1. Section 1007.271(1) of Florida Statutes says that a "dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student."

2. Students are permitted to enroll in these programs in fall and spring terms during school hours and after school hours. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.
3. Part time Dual Enrollment may take up to 11 credit hours per term.

B. Early Admission Dual Enrollment, §1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis [minimum of 12 credit hours and a maximum of 15 credit hours per term] in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need permission of the Dean of Enrollment and Student Services.

C. Career Dual Enrollment, §1007.271(7), Florida Statutes

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students make take up to 330 vocational clock hours per term part time Career Dual Enrollment.
2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to 1008.44, FS which count as credits toward the high school diploma.
3. For 2020-21, CWE (Career and Workforce Education) programs available for eligible secondary students are Advanced Manufacturing and Production Program (AMPT), Early Childhood Professional Certificate (ECPC), and CMS Correctional Basic Recruit Training Program.

D. Career Early Admission, §1007.271(11), Florida Statutes

1. Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (361- 480 clock hours per term) in postsecondary programs leading to industry certifications, as listed in the Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need permission of the Dean of Enrollment and Student Services. For 2020-21, CWE (Career and Workforce Education) programs available for eligible secondary students are Advanced Manufacturing and Production Program (AMPT), Early Childhood Professional Certificate (ECPC).

E. Collegiate High School Program, §1007.273, Florida Statutes

The collegiate high school program is an option for public school students in grades 11 or 12 to participate in the program for at least 1 full school year, to earn CAPE industry certification pursuant to §1008.44, and to successfully complete 30 credit hours through

the dual enrollment program under §1007.271 toward the first year of college for an associate degree while enrolled in the collegiate high school program.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meeting degree requirements. College Credit Courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses the eligibility criteria to apply and register for College courses. Students will be responsible for obtaining the dual enrollment applications and returning the completed application to the high school counselor. The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator. Students will register for classes through their high school counselor; they may not register online or directly through NFC staff.

Enrollment Process for New Dual Enrollment Students

Step 1: Meet with your high school guidance counselor to determine dual enrollment options.

Step 2: Meet required assessment testing.**

Step 3: The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator.

Step 4: Complete the NFC dual enrollment application and give to your high school guidance counselor by published deadline. Requires parent signature.

Step 5: If you have acceptable test scores on record (SAT, ACT, PERT, TABE), meet with your high school guidance counselor to assist with signing up for the appropriate course.

Step 6: Complete the NFC registration form. Guidance counselor signature required. Counselor will submit form to NFC for registration during published registration period.

Step 7: Confirm registration by logging into the NFC Information Network.

Step 8: Complete college courses with a grade C or better.

Withdrawing from Classes

Students must contact their guidance counselor to withdraw from classes. The guidance counselor will submit the withdrawal with required signature to the Dual Enrollment Coordinator to withdraw a student from class. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Student must not be over age 19 by the first day of fall semester to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Dean of Enrollment and Student Services. The decision of the Dean is final.

Testing

- For dual enrollment purposes, high school students may test in the NFC Testing Center. Set up an appointment by emailing testing@nfc.edu. If ACT and SAT scores are used for placement, individual student score reports are now required.

**2020-21 Placement Chart

COURSE		COURSE TITLE	PREREQUISITE	OR	TEST SCORE
ENC	1101	Freshman English I	REA 0056 or 0054 **-AND-** ENC 0056 or 0054 Or ENC 0027 Or Older Courses: REA 0017C **-AND-** ENC 0025C	OR	READING: PERT Reading 106 ACT Reading 19 SAT Reading 24 ACCUPLACER Reading 245 STAR Reading 1257* NFC Reading 70* **-AND-** WRITING: PERT Writing 103 ACT English 17 SAT Writing/Language 25 ACCUPLACER Writing 245 STAR English/Writing 1063* PSAT/NMSQT or the PSAT 10 Reading/Writing 430* NFC Writing 70*

MAT	1033	Intermediate Algebra	MAT 0022 or 0056 Or Older Courses: MAT 0054 or 0028C	OR	PERT Math 114-122 ACT Math 19-20 SAT Math 24-26 ACCUPLACER Quant Reas/Alg 242 STAR Mathematics 910* PSAT/NMSQT or the PSAT 10 480* NFC Math 70*
MGF MGF STA	1106 1107 2023	Liberal Arts Math I Liberal Arts Math II Intro College Statistics	MAT 0022 or 0056 Or Older Courses: MAT 0054 or 0028C **-AND-** Reading placement into ENC 1101	OR	PERT Math 114-122 ACT Math 19-20 SAT Math 24-26 ACCUPLACER Quant Reas/Alg 242 STAR – no equivalency PSAT/NMSQT or the PSAT 10 480* NFC Math 70* **-AND-** See ENC 1101 reading placement
MAC	1105	College Algebra	MAT 1033 **-AND-** Reading placement into ENC 1101	OR	PERT Math 123-150 ACT Math 21-36 SAT Math 26.5-40 ACCUPLACER Q. Reas/Alg/Stat TBD STAR – no equivalency PSAT/NMSQT or the PSAT 10 510* NFC College Algebra Ready Test 70* **-AND-** See ENC 1101 reading placement
MAC	1114 2140 2233	Trigonometry Precalculus Applied Calculus I	MAC 1105	OR	Dean Approval
MAC	2311	Calculus I	MAC 2140 **-AND-** MAC 1114	OR	Dean Approval

DUAL ENROLLMENT	PERT	ACT	SAT	ACCUPLACER, Eff. Sept. 2019
Along with above, high school students must meet minimum reading, writing, and math scores to dual enroll.	Reading 106 **-AND-** Writing 103 **-AND-** Math 114	Reading 19 **-AND-** English 17 **-AND-** Math 19	Reading 24 **-AND-** Writ/Lang 25 **-AND-** Math 24	Reading 245 **-AND-** Writing 245 **-AND-** Q. Reas./Alg/Stat 242

DUAL ENROLLMENT	STAR*	PSAT/NMSQT* or PSAT 10*	NFC Test*	
Along with above, high school students must meet minimum reading, writing, and math scores to dual enroll.	STAR English/Writing 1063 **-AND-** Reading 1257 **-AND-** Math 910	Reading/Writing 430 **-AND-** Math 480	English/Writ 70 **-AND-** Reading 70 -AND- Math 70 OR Algebra 70	

*Valid until December 31, 2020

5. A list of an additional initial student eligibility requirements for participation in the dual enrollment program

An eligible secondary student is defined in §1007.271(2), Florida Statutes, as a student who is enrolled in a Florida public secondary school or a Florida non-public secondary school. A non-public secondary school must be in compliance with §1002.42(2), Florida Statutes, and must conduct a secondary curriculum pursuant to §1003.428 or §1003.4282, Florida Statutes, in order for its students to be eligible to participate in a dual enrollment program. Confirmation of compliance must be provided to the College from the non-public institution. Evidence of compliance can be a letter attesting that the non-public school complies or the receipt of actual documentation, i.e., catalogs, etc.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per semester and students in grade 11 limit coursework to three courses per semester.

- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.

- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses courses.

- The Florida Department of Education released an Emergency Order (EO), DOE Order No. 2020-EO-02, in response to COVID-19. In the Florida College System (FCS) section, the emergency order states:

  The testing requirement for student eligibility for initial enrollment in college credit dual enrollment courses taken through **December 31, 2020** provided in section 1007.271(3), is suspended. SEE APPENDIX D THAT DEFINES ALTERNATIVE PLACEMENT OPTIONS PURSANT TO THE FLORIDA DOE EMERGENCY ORDER-2020-EO-02 ISSUED ON MAY 13, 2020.

- **Beginning January 1, 2021**, students must achieve a minimum score for reading, writing, and math preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064, Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing and math.

- Program admission requirements/exit requirements (Appendix A) for CWE programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.

- Cannot be scheduled to graduate prior to the completion of the dual enrollment course.

Part-time dual enrolled students may take up to eleven semester hours or 330 vocational clock hours per term. Eligible secondary students who are considered Early Admission or Career Early Admission must take a minimum of twelve college credit hours or 360 vocational clock hours but no more than 15 college credit hours or 480 vocational clock hours per term. The high schools in SUWANNEE are responsible for ensuring completion of requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirement are the same as regular dual enrollment.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s). Students enrolling in dual enrollment courses must identify a postsecondary education objective. The Dual Enrollment Coordinator will work closely with students and high school guidance professionals in the development of student academic and education plans.

Students who enroll in college courses in the summer of their high school graduation must do so as degree seeking students rather than dual enrolled students unless the college course begins and ends prior to their high school graduation date and contributes to the requirements necessary for high school graduation.

6. A delineation of the high school credit earned for the passage of each dual enrollment course

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board of Education Policy. The high school credit awarded may be found in the 2019-2020 Dual Enrollment Course - High School Subject Area Equivalency List which is available at the Florida Department of Education website.
http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements.

7. A description of the process for informing students and their parents of college-level course expectations

The high schools in SUWANNEE and NFC will work collaboratively to notify students and their parents of college-level course expectations. The college requires all first time dual enrollment students to attend Dual Enrollment Orientation Session provided by the college. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.

NFC will also inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each

semester. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria and select instructional materials. Course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual basis

NFC does not allow exceptions to the GPA requirement as specified in Section 1007.271, F.S.

9. The registration policies/procedures for dual enrollment courses as determined by the postsecondary institution

Student must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers (CRNs). The completed registration forms will be given to the Dual Enrollment Coordinator who will register the students for courses that are available at the time the form is received. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. The deadline for qualifying PERT scores for fall term is August 1. The deadline for qualifying PERT scores for spring term is December 1. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of the Registrar prior to the published registration period. 2020-21 Deadlines for High Schools are listed below.

2020-21 Deadlines for High Schools

Fall 2020	**(Classes: August 19 – December 11)**
Registration	begins July 6
Registration /Application Deadline**	August 1
Drop/Add	August 19 – August 25
Spring 2021	**(Classes: January 6 – May 5)**
Registration	TBA
Registration /Application Deadline**	December 1
Drop/Add	TBA

**Complete application includes complete application and test scores

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

NFC does not make any exception to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:
The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. According to SACSCOC, requirements for faculty teaching associate degree courses designed for transfer to a baccalaureate degree are as follows: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). The credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

North Florida College will provide for the orientation, supervision, and evaluation of all full-time and adjunct instructors.

- The Director of Curriculum and Instruction, with the involvement of the appropriate department chair, will hold an orientation meeting for adjunct faculty. All adjunct faculty teaching dual enrollment courses are required to attend.
- The Director of Curriculum and Instruction will meet with or email the adjunct faculty at least once each term for the purpose of discussing and clarifying institutional policies and procedures as well as expectations.

- The Director of Curriculum and Instruction will partner the adjunct faculty member with a full time faculty member in the same discipline who acts as a content "go to" person.
- The Director of Curriculum and Instruction will conduct periodic evaluations of the performance of adjunct faculty members. Such evaluations may include classroom visitations, assessment of instructional materials including tests and other measures of student progress, and student evaluations of instruction. These evaluations will be maintained in the Office of Academic Affairs.
- The faculty handbook is accessible through the NFC website. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.
- The student handbook is accessible through the NFC website. The student handbook details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.

Personnel Assignments:

- The Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the College Chief Academic Officer with the graduate transcripts of a resident faculty member that it desires to put forward as a possible teacher of NFC courses.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria. The College will collaborate with the School Board in making faculty appointments to teach dual enrollment courses at the high school.
- All NFC faculty, including those teaching classes meeting in the high schools, will be paid by the College unless alternate arrangements are agreed upon by the School Board and the College.
- There will be an orientation for instructors assigned to teach dual enrollment courses. This will be part of the College preplanning activities and will be directed by the Director of Curriculum and Instruction.
- The purpose of the orientation session will be to share important information and instructional materials that will support and enhance teaching effectiveness. Instructional effectiveness throughout the district remains a high priority for the College.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

The NFC student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

12. The responsibilities of the school district regarding the determination of student eligibility before participation in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for and benefit from dual enrollment;
- Verifying that the student is eligible to register for dual enrollment courses on the basis of documented placement test scores, high school GPA, and readiness for college.
- Ensuring that student registrations are in the Office of the Registrar in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing staff to assist College personnel with facilities and requested instructional equipment.
- Responding to requests for transcripts for dual enrollment students in a timely manner.
- Using College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix B)

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the class in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. Any unavoidable changes to the grading policies in the syllabus must be communicated in writing to each student in the course. Instructors may assign only those grades specified in the catalog. The instructor of record must assign all grades in a given course.

All faculty at NFC send "early alerts" to academic advisors three times a semester when students are underperforming in class. The Dual Enrollment Coordinator will send the high school guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information will assign final grades. Under such circumstances, a written explanation of the situation will be attached to the final grade roster.

A student may not be registered in one course and attend another course. (Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.)

Students who earn a grade of D, F, or WF will not be able to register the following semester. After a one semester "sit out", the student may register with the approval of the high school counselor or designee. Courses in which a grade of D, F, or WF is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee.

If a dual enrolled student withdraws from a college credit course and receives the grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee

All grades, including "W" grades for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission and financial aid. As dual enrolled, the student is limited to two attempts per course.

Dual enrollment courses may be taken at the College or at the high school site or at any site where college courses are taught, subject to approval by the high school guidance counselor.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in NFC's Student Handbook.

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be 4 class meetings for a three credit hour course on MW or TR. There are no "excused" absences. An absence is an absence, and students are responsible for material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the class for nonattendance. This includes all methods of delivery. CWE programs may have specific attendance policies. See course syllabi for specific information.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

The College will maintain student records in the Office of the Registrar. The Office of the Registrar will send student letter grades to the high school guidance office within ten (10) days of the last class day of the College term.

The College and the School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance and use of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable laws, including but not limited to §1002.22, Florida Statutes. Each shall be

responsible for "records" and "reports" maintained, housed or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

1. Florida Statute §1007.271(21)(n), Dual Enrollment Programs, requires school districts pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The methodology for determining student cost is outlined in Appendix C.
2. The non-public secondary schools shall be held to the same statutory requirements regarding tuition payment to the College as the school districts.
3. For fall and spring terms, an invoice will be sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix C. Payment is due upon receipt of the invoice.
4. School districts and non-public secondary schools will not be invoiced for students who drop college classes during the prescribed drop/add period.
5. School districts and non-public secondary schools will be invoiced for students who withdraw ("W" grade) during the withdrawal period as outlined in the academic calendar.
6. The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
7. The School Board will provide the student with the required textbook(s) and other instructional materials. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. NFC will provide the high school contact person access to the required textbook list two (2) months prior to the start of any given term.
8. Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. Costs are outlined in Appendix C.
9. The parents of a non-public school high school student are responsible for the purchase of textbook(s), instructional materials, and other fees required for dual enrollment courses.

15.Any institutional responsibilities for student transportation, if provided

The student, the parents of said student, or the school district shall provide transportation.

16.Special Populations

1. Minority enrollment is encouraged in dual enrollment programs. High school guidance counselor or designee will ensure that minority students are provided information about the

dual enrollment program, including the advantages afforded students who register for college courses while in high school.

2. The high school shall provide the College a letter outlining the steps taken to promote dual enrollment opportunities for minorities.
3. Accommodation provisions will be individually determined by NFC according to Florida Statute and Florida Administrative Codes. NFC agrees to arrange and provide accommodations for dual enrolled students receiving instructions at any facility other than the high school. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school site. The high school guidance counselor will ensure that NFC's determinations are followed at the high school campus. The School District is responsible to ensure that the student receives all accommodations determined by NFC. If a high school student has a dedicated, paid staff member as an auxiliary aid/assistant, the School District agrees to send that staff member with the student to NFC classes. NFC does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case by case basis between the parties.

Appendix A

Program Admission Requirements for Dual Enrollment Students

Dual Enrollment Eligible CWE Programs

Advanced Manufacturing and Production Technology Admission Requirements

1. Completion of the NFC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator.
4. Students who would like more information about this program should contact the instructor, Mr. Eustace for further program information. He can be reached at (850) 973-1670 or eustaceb@nfc.edu.
5. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum scores of Reading 9.0, Language 9.0, and combined Mathematics 9.0 prior to program completion. A $10 fee is required to be paid at the time of testing. The TABE can be exempted if the student has passing score on a college placement test. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.

Early Childhood Professional Certificate (ECPC) Admission Requirements*

1. Completion of the NFC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator.
4. Students who would like more information about this program should meet with the program coordinator. Call (850) 973-9449 to schedule an appointment.
5. All students are required to complete and clear a Level II background screening.
6. Students must be a senior in high school. **
7. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program. The TABE can be exempted if the student has passing score on a college placement test.

* See NFC Catalog for more information.
** Students must have reliable form of transportation for travel to daycare sites.

Admission Requirements Florida CMS Correctional Basic Recruit Training Program - 1190

1. Completion of the NFC Dual Enrollment Application
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Must be on track to graduate and be at least 17 years old. Must be 18 years old to sit for the certification exam.
4. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
5. Must pass the Correctional Basic Abilities Test. Call ahead to schedule your test (850-973-9451).
6. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
7. Must be fingerprinted at NFC for forwarding to FDLE.
8. Must pass physical fitness exam (Form 75).
9. Must pass drug screen test.

Program Admission Requirements for Dual Enrollment Students

Dual Enrollment Eligible Limited Access Programs

Emergency Medical Technician (EMT-Basic) Admission Requirements

A completed total application process includes:

1. Completion of the NFC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Achieve a minimum score on appropriate placement test indicating college ready status.
4. The high school counselor will submit dual enrollment applications to the NFC Dual Enrollment Coordinator. Upon submission of dual enrollment application, prospective students will make an appointment with EMS Director in order to process with EMS application detailed below:
5. Completion of the EMS application. In addition, the applicant must verify the following on the EMT-B application:
    - Ability to lift and carry 125 lbs.
    - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
6. Must be fingerprinted at NFC for forwarding to FDLE.
7. Must be at least 18 years of age within 60 days of program completion date.
8. A copy of a valid CPR card.
9. Current physical examination, 10 panel drug screen, and record of immunizations.
10. Mandatory attendance at an orientation session.
11. Dates and times will be made available to all applicants.

Appendix B

North Florida College
2020 – 2021 Academic Calendar

TRADITIONAL TERM

2020	*Term I*	*Comments*
August 17 & 18	Faculty Planning Days	
August 19	Classes Begin	
Sept. 7	LABOR DAY Holiday	
Nov. 11	VETERANS DAY Holiday	
Nov. 25,26 & 27	THANKSGIVING Holidays	
Dec. 7	Classes End	
Dec. 8 – 11	Final Exams	
Dec. 15	Grades Due	
Dec. 15, 17	Faculty Planning Days	
Dec. 17	Term Ends. Commencement, 5 pm	

2021	*Term II*	*Comments*
Jan. 4 & 5	Faculty Planning Days	
Jan. 6	Classes Begin	
Jan. 18	MARTIN LUTHER KING Holiday	
Feb. 15	PRESIDENTS DAY Holiday	
March 22 – 26	SPRING BREAK	
April 22	Honors Convocation	
Apr. 27	Classes End	
Apr. 28 – May 3	Final Exams	
May 5	Grades Due	
May 5, 7	Faculty Planning Days	
May 7	Term Ends. Commencement	

2021	*Term III*	*Comments*
May 10	Classes Begin	
May 31	MEMORIAL DAY Holiday	
July 5	INDEPENDENCE DAY Holiday	
July 26	Classes End	
July 27& 28	Final Exams	
August 2	Grades Due. Term Ends	

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

NONE

APPENDIX C

2020 -2021 Academic Year

North Florida Community College

Dual Enrolled Cost per Credit Hour

Taught on NFCC Campus by NFCC Instructor	**$71.98/credit**
hour/vocational credit hour	
Video Conference Delivery from NFCC Campus to High School Campus	
Instructional Cost	71.98
Less Public School Instructional Cost for Facilitator - (($17.04 * 15 weeks)/13)*$1.0765)	$21.16
Total Cost	**$50.82**
Consumable Materials for EMT	
Background check and fingerprinting	$60.00
Materials	$244.00
Total	**$ 304.00**
Consumable Materials for ECPC	
Background check and fingerprinting	$60.00
Course pack	$24.00
Total	**$84.00**

Consumable Materials for Florida CMS Correctional Basic Recruit Training Program* **$1024.81**

Introduction to Corrections (CJK-0300)	5.00
Communications (CJK-0305)	5.00
Officer Safety (CJK-0310)	5.00
Facilities and Equipment (CJK-0315)	5.00
Intake and Release (CJK-0320)	5.00
Supervising in a Correctional Facility (CJK-0325)	5.00
Supervising Special Populations (CJK-0330)	5.00
Responding to Incidents and Emergencies (CJK-0335)	5.00
CMS First Aid for Criminal Justice Officers (CJK-0031)	35.00
CMS Criminal Justice Firearms (CJK-0040)	617.00
CMS Criminal Justice Defensive Tactics (CJK-0051)	85.00
Officer Wellness and Physical Abilities (CJK-0340)	5.00
Uniforms and Books	$182.81
Background check and Fingerprinting	$60.00

Consumable Materials for AMPT

Depco Access Fee - subscription to online course content	$50.00*
Solidworks Access Fee - subscription to online course content	$42.00*
MSSC Registration Fee	$60.00*

***One time Fee whether taking one course or all four courses within the fiscal year (July 1 – June 30th).**

Supply Fees (tooling supplies, glasses, cutting fluid gloves, aprons, flash drives, CNC consumables, 3d printer filament)	$163.00**

****$40.75 if taking individual courses in the AMPT program**

Appendix D

Dual Enrollment Eligibility – Alternative Assessments Valid until 12/31/2020

Option 1: STAR Reading and STAR Math for College Ready Placement

Subject Area	STAR Assessment Benchmark
English/Writing	1063
Reading	1257
Mathematics	910

Option 2: PSAT scores

Score Ranges and Benchmarks

The score ranges for the PSAT-related assessments vary slightly, but the total score for each test is the sum of scores for the Evidence-Based Reading and Writing section and the Math section.

Students who meet both grade-level benchmarks are on track to be ready for entry-level college courses without remediation when they graduate high school. Grade-level benchmarks reflect expected student growth toward SAT benchmarks from one grade to the next.

PSAT-Related Assessments Score Ranges and Benchmarks

Grade	Test	Score Range	ERW Benchmark	Math Benchmark
11th grade	PSAT/NMSQT or PSAT 10	320–1520	460	510
10th grade	PSAT/NMSQT or PSAT 10	320–1520	430	480
9th grade	PSAT 8/9	240–1440	410	450
8th grade	PSAT 8/9	240–1440	390	430

Option 3: NFC Reading, Writing, and Math College-Ready Assessments

Subject Area	NFC Test Score Benchmark
English/Writing (ENC 1101)	70
Reading (ENC 1101)	70
College Ready Mathematics (MAT 1033, STA 2023, MGF 1106/1107) *Calculator NOT allowed*	70
College Algebra Ready Test (MAC 1105) – *Calculator allowed*	70

Note: Students seeking dual-enrollment eligibility must meet minimum benchmark scores for all three assessment subject areas: reading, writing, and math. The PSAT combines reading and writing.

We, the undersigned representatives of North Florida College and the District School Board of Suwannee County, agree to the terms of the program specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President North Florida Community College	Ted Roush, Superintendent Suwannee County School District
Date	Date
Mike Williams, Chairman District Board of Trustees North Florida Community College	Ed daSilva, Board Chair Suwannee County School Board
Date	Date

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

INFO ONLY

SCSB 2021-75 (REVISED/RENEWAL)

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA ~~COMMUNITY~~ COLLEGE

and

THE DISTRICT SCHOOL BOARD OF Suwannee County

This agreement is entered into by and between the District Board of Trustees of North Florida ~~Community~~ College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Suwannee County, hereinafter referred to as the "School Board,"

~~WHEREAS~~WHEREAS, pursuant to §1007.271, Florida Statutes, each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

~~WHEREAS~~WHEREAS, the State Board of Education has promulgated SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

~~WHEREAS~~WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representatives shall be the Dean of Academic Affairs, the Director of Curriculum and Instruction, the Dean of Enrollment and Student Services, and the Dual Enrollment Coordinator. The SUWANNEE County School Board representatives shall be the High School Principal, Curriculum Coordinator and Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the SUWANNEE County School District Superintendent for review and final approval prior to submission to the College Board of Trustees and to the SUWANNEE School Board. Upon signature, the Agreement will be in effect until July 31, ~~20202021~~. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring semester of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the SUWANNEE District School Superintendent.

The College President will designate an individual responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring the program in general.

1. **Ratification or modification of all existing articulation agreements**

   This agreement shall be in effect from the date of entering into this agreement until July *31, 2020.* It

shall replace all previous dual enrollment articulation agreements between the parties.

2. **A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.**
It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through educational planning and guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate.

~~NFCC~~ NFC shall work with the district schools to provide a schedule of classes and will be available to communicate directly with parents and students about dual enrollment options. For information about ~~NFCC's~~ NFC's Dual Enrollment program call the Dual Enrollment Coordinator at 850-973-1628.
The district's schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination. The district will provide staff to assist College personnel with facilities and requested instructional equipment.

Dual enrollment courses may be taken at the College or at the high school site or at any location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

3. **A delineation of courses and programs available to students eligible to participate in dual enrollment**

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment §1007.271, Florida Statutes

1. Section 1007.271(1) of Florida Statutes says that a "dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student."
2. Students are permitted to enroll in these programs in fall and spring terms during school hours and after school hours. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

3. Part time Dual Enrollment may take up to 11 credit hours ~~per term~~perterm.

B. Early Admission Dual Enrollment, §1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis [minimum of 12 credit hours and a maximum of 15 credit hours per term] in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need permission of the Dean of Enrollment and Student Services.

C. Career Dual Enrollment, §1007.271(7), Florida Statutes

1. Career dual enrollment was established by the Legislature as a positive measure to expand the scope of the dual enrollment program. Students make take up to 330 vocational clock hours per term part time Career Dual Enrollment.
2. This type of dual enrollment shall be provided as a curricular option for eligible secondary students to earn industry certifications pursuant to 1008.44, FS which count as credits toward the high school diploma.
3. For ~~2019-20~~2020-21, ~~CTE~~ CWE (Career and Workforce Education) programs available for eligible secondary students are ~~Automation~~ Advanced Manufacturing and Production Program (~~APT~~AMPT), Early Childhood Professional Certificate (ECPC), and CMS Correctional Basic Recruit Training Program.

D. Career Early Admission, §1007.271(11), Florida Statutes

1. Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (361- 480 clock hours per term) in postsecondary programs leading to industry certifications, as listed in the Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need permission of the Dean of Enrollment and Student Services. For ~~2019-20~~2020-21, ~~PSAV~~ CWE (Career and Workforce Education) programs available for eligible secondary students are ~~Automation~~ Advanced Manufacturing and Production Program (~~APT~~AMPT), Early Childhood Professional Certificate (ECPC).

E. Collegiate High School Program, §1007.273, Florida Statutes

The collegiate high school program is an option for public school students in grades 11 or 12 to participate in the program for at least 1 full school year, to earn CAPE industry certification pursuant to §1008.44, and to successfully complete 30 credit hours through the dual enrollment program under §1007.271 toward the first year of college for an associate degree while enrolled in the collegiate high school program.

North Florida ~~Community~~ College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to

determine its applicability to meeting degree requirements. College Credit Courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses the eligibility criteria to apply and register for College courses. Students will be responsible for obtaining the dual enrollment applications and returning the completed application to the high school counselor. The high school counselor will submit dual enrollment applications to the ~~NFCC~~ NFC Dual Enrollment Coordinator. Students will register for classes through their high school counselor; they may not register online or directly through ~~NFCC~~ NFC staff.

Enrollment Process for New Dual Enrollment Students

Step 1: Meet with your high school guidance counselor to determine dual enrollment options. Step 2: Meet required assessment testing.**

Step 3: The high school counselor will submit dual enrollment applications to the ~~NFCC~~ NFC Dual Enrollment Coordinator.

Step 4: Complete the ~~NFCC~~ NFC dual enrollment application ~~Student Contract~~ and give to your high school guidance counselor by published deadline. Requires parent signature.

Step 5: If you have acceptable test scores on record (SAT, ACT, PERT, TABE), meet with your high school guidance counselor to assist with signing up for the appropriate course.

Step 6: Complete the ~~NFCC~~ NFC registration form. Guidance counselor signature required. Counselor will submit form to ~~NFCC~~ NFC for registration during published registration period.

Step 7: Confirm registration by logging into the ~~NFCC~~ NFC Information Network.
Step 8: Complete college courses with a grade C or better.

Withdrawing from Classes

Students must contact their guidance counselor to withdraw from classes. The guidance counselor will submit the withdrawal with required signature to the Dual Enrollment Coordinator to withdraw a student from class. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's ~~NFCC~~ NFC transcript.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Student must not be over age 19 by the first day of fall semester to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Dean of Enrollment and Student Services. The decision of the Dean is final.

Testing

- For dual enrollment purposes, high school students may test in the ~~NFCC~~ NFC Testing Center. Set up an appointment by emailing ~~testing(S)nfcc.edu~~testing(5)nfc.edu. If ACT and SAT scores are used for placement, individual student score reports are now required.

**~~2018-19~~ *2020-21 Placement Chart

COURSE		COURSE TITLE	PREREQUISITE	OR	TEST SCORE
ENC	1101	Freshman English 1	REA 0056 or 0054 **-AND-** ENC 0056 or 0054 Or~~ENC 0027~~ OrENC0027 Or Older Courses:~~REA 0017C~~ REA0017C **-AND-** ENC0025C	OR	READING: PERT Reading 106 ~~CPT Reading 83~~ ACT Reading 19 SAT Reading 24 ACCUPLACER Reading 245 ~~FCAT~~ STAR Reading ~~262~~ *12S1** NFC Reading 70* **-AND-** WRITING: PERT Writing 103 ~~CPT Sentence Skills 83~~ ACT English 17 SAT Writing/Language 25 ACCUPLACER Writing 245 STAR English/Writing 1063* PSAT/NMSQT or the PSAT 10 Reading/Writing 430* NFC Writing 70*

NFC REVIEW

MAT	1033	Intermediate Algebra	MAT 0022 or 0056 Or Older Courses: MAT 0054 or 0028C	OR	PERT Math 114-122 ~~CPT Algebra 72-87~~ ACT Math 19-20 SAT Math 24-26 ACCUPLACER Quant Reas/Alg 242 STAR Mathematics 910* PSAT/NMSQT or the PSAT 10 480* NFC Math 70*
MGF MGF STA	1106 1107 2023	Liberal Arts Math 1 Liberal Arts Math II Intro College Statistics	MAT 0022 or 0056 Or Older Courses: MAT 0054 or 0028C -AND- Reading placement into ENC 1101	OR	PERT Math 114-122 ~~CPT Algebra 72-87~~ ACT Math 19-20 SAT Math 24-26 ACCUPLACER Quant Reas/Alg 242 STAR - no equivalency PSAT/NMSQT or the PSAT 10 480* NFC Math 70* -AND- See ENC 1101 reading placement

~~Math II 0028C -AND- See ENC 1101 reading placement~~
~~Intro College Statistics -AND- Reading placement into ENC 1101~~

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MAC	1105	College Algebra	MAT 1033 **-AND-** Reading placement into ENC 1101	OR	PERT Math 123-150 ~~CPT Algebra 88-120~~ ACT Math 21-36 SAT Math 26.5-40 ACCUPLACER Q. Reas/Alg/Stat TBD STAR - no equivalency PSAT/NMSQT or the PSAT 10 510* NEC College Algebra Ready Test 70* **-AND-** See ENC 1101 reading placement
MAC	1114 2140 2233	~~Trigono metry~~ ~~Precalcul us~~ Trigonometry Precalculus Applied Calculus 1	MAC 1105	OR	~~PERT Math 150~~ ~~CPT Algebra 100-120~~ ~~ACT Math 25-36~~ ~~SAT Math 28.5-40~~ Dean Approval
MAC	2311	Calculus 1	MAC 2140 **-AND-** MAC 1114	OR	~~PERT Math 150~~ ~~CPT Algebra 110-120~~ ~~ACT Math 30-36~~ ~~SAT Math 31-40~~ Dean Approval

INFO ONLY

DUAL ENROLLMENT	PERT	~~CPT~~	~~(E)ACT~~ACT	~~SAT I~~SAT	ACCUPLACER, Eff. Sept. 2019
Along with above, ~~H.S.~~ high school students must meet minimum reading, writing, ~~AND~~ and math scores to dual enroll.	Reading 106 -AND- Writing 103 -AND- Math 114	~~Reading 83 -AND- Writing 83 -AND- Math 114~~	Reading 19 -AND- English 17 -AND- Math 19	Reading 24 -AND- Writ/Lang 25 -AND- Math 24	Reading 245 -AND- Writing 245 -AND- Q. Reas./Alg/Stat 242

DUAL ENROLLMENT	STAR*	PSAT/NMSQT* or PSAT 10*	NFC Test*	
Along with above, high school students must meet minimum reading, writing, and math scores to dual enroll.	STAR English/Writing 1063 -AND- Reading 1257 -AND- Math 910	Reading/Writing 430 -AND- Math 480	English/Writ 70 -AND- Reading 70 -AND- Math 70 OR Algebra 70	

*Valid until December 31, 2020

5. A list of an additional initial student eligibility requirements for participation in the dual enrollment program

An eligible secondary student is defined in §1007.27.1(2), Florida Statutes, as a student who is enrolled in a Florida public secondary school or a Florida non-public secondary school. A nonpublic secondary school must be in compliance with §1002.42(2), Florida Statutes, and must conduct a secondary curriculum pursuant to §1003.428 or §1003.4282, Florida Statutes, in order for its students to be eligible to participate in a dual enrollment program. Confirmation of compliance must be provided to the College from the non-public institution. Evidence of compliance can be a letter attesting that the non-public school complies or the receipt of actual documentation, i.e., catalogs, etc.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per semester. The number of semester hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in grades 9 and 10 limit coursework to two courses per semester and students in grade 11 limit coursework to three courses per semester.
- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.

- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses courses.

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• The Florida Department of Education released an Emergency Order (EO), DOE Order No. 2020-EO-02, in response to COVID-19. In the Florida College System (FCS) section, the emergency order states:

The testing requirement for student eligibility for initial enrollment in college credit dual enrollment courses taken through **December 31, 2020** provided in section 1007.271(3), is suspended. SEE APPENDIX D THAT DEFINES ALTERNATIVE PLACEMENT OPTIONS PURSANTTO THE FLORIDA DOE EMERGENCY ORDER-2020-EO-02 ISSUED ON MAY 13, 2020.

- ~~Achieve~~ • Beginning January 1, 2021, students must achieve a minimum score for reading, writing, and math preparation through submission of appropriate placement test scores pursuant to Rule 6A-14.064, Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing and math.

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- Program admission requirements/exit requirements (Appendix A) for ~~CTE~~ CWE programs and other DE eligible limited access programs. The TABE can be exempted if the student meets cut score on a college placement test (ACT, SAT, PERT, or CPT). Students are responsible for costs for placement and/or exit tests.

- Cannot be scheduled to graduate ~~prior to~~ prior to the completion of the dual enrollment course.

Part-time dual enrolled students may take up to eleven semester hours or 330 vocational clock hours per term. Eligible secondary students who are considered Early Admission or Career Early Admission must take a minimum of twelve college credit hours or 360 vocational clock hours but no more than 15 college credit hours or 480 vocational clock hours per term. The high schools in SUWANNEE are responsible for ensuring completion of requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirement are the same as regular dual enrollment.

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The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s). Students enrolling in dual enrollment courses must identify a postsecondary education objective. The Dual Enrollment Coordinator will work closely with students and high school guidance professionals in the development of student academic and education plans.

Students who enroll in college courses in the summer of their high school graduation must do so as degree seeking students rather than dual enrolled students unless the college course begins and ends prior to their high school graduation date and contributes to the requirements necessary for high school graduation.

~~1.~~6. A delineation of the high school credit earned for the passage of each dual enrollment course

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy, or District Board of Education Policy. The high school credit awarded may be found in the ~~2018-2019~~ 2019-2020 Dual Enrollment Course - High School Subject Area Equivalency List which is available at the Florida Department of Education website. ~~www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf~~http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicListI920.pdf

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements.

~~2.~~7. A description of the process for informing students and their parents of college-level course expectations

The high schools in SUWANNEE and ~~NFCC~~ NFC will work collaboratively to notify students and their parents of college-level course expectations. The college requires all first time dual enrollment students to attend Dual Enrollment Orientation Session provided by the college. The College recommends all students be advised by an ~~NFCC~~ NFC academic advisor after earning at least 12 credit hours.

~~NFCC~~ NFC will also inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of

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semester. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria and select instructional materials. Course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

8. **The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual basis**

~~NFCC~~ NFC does not allow exceptions to the GPA requirement as specified in Section 1007.271, F.S.

9. **The registration policies/procedures for dual enrollment courses as determined by the postsecondary institution**

Student must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers (CRNs). The completed registration forms will be given to the Dual Enrollment Coordinator who will register the students for courses that are available at the time the form is received. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. The deadline for qualifying PERT scores for fall term is August 1. The deadline for qualifying PERT scores for spring term is December 1. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of the Registrar prior to the published registration period. ~~2019-20~~ 2020-21 Deadlines for ~~High~~ Fligh Schools are listed below.

~~2019-20~~ 2020-21 Deadlines for High Schools

Fall ~~2019~~ 2020 (Classes: August ~~14~~ 19 - December ~~6~~11)

Registration	begins July 6
Registration /Application Deadline**	August 1
Drop/Add	August 19 - August25

Spring ~~2020~~ 2021 (Classes: January 6 - May ~~4~~5)

Registration	TBA
Registration /Application Deadline**	December 1
	TBA

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SCSB 2021-75 f RE VISED/RENEWAL)

Drop/Add

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**Complete application includes complete application and test scores

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

~~NFCC~~ NFC does not make any exception to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:

The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that ~~NFCC~~ NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. According to SACSCOC, requirements for faculty teaching associate degree courses designed for transfer to a baccalaureate degree are as follows: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). The credentials for all ~~full-time~~ fulltime and adjunct instructors in all programs will be maintained in the office of the Chief Academic Officer.

North Florida ~~Community~~ College will provide for the orientation, supervision, and evaluation of all full-time and adjunct instructors. [1]

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1 The Director of Curriculum and Instruction, with the involvement of the appropriate department chair, will hold an orientation meeting for adjunct faculty. All adjunct faculty teaching dual enrollment courses are required to attend.

- The Director of Curriculum and Instruction will meet with or email the adjunct faculty at least once each term for the purpose of discussing and clarifying institutional policies and procedures as well as expectations.

~~6. The Director of Curriculum and Instruction, with the involvement of the appropriate department chair, will hold an orientation meeting for adjunct faculty. All adjunct faculty teaching dual enrollment courses are required to attend.~~

~~7. The Director of Curriculum and Instruction will meet with or email the adjunct faculty at least once each term for the purpose of discussing and clarifying institutional policies and procedures as well as expectations.~~

- The Director of Curriculum and Instruction will partner the adjunct faculty member with a full time faculty member in the same discipline who acts as a content "go to" person.
- The Director of Curriculum and Instruction will conduct periodic evaluations of the performance of adjunct faculty members. Such evaluations may include classroom visitations, assessment of instructional materials including tests and other measures of student progress, and student evaluations of instruction. These evaluations will be maintained in the Office of Academic Affairs.
- The faculty handbook is accessible through the ~~NFCC~~ NFC website. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.
- The student handbook is accessible through the ~~NFCC~~ NFC website. The student handbook details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc. All faculty are expected to adhere to the professional guidelines, rules, and expectations therein.

Personnel Assignments:

- » The Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the College Chief Academic Officer with the graduate transcripts of a resident faculty member that it desires to put forward as a possible teacher of ~~NFCC~~ NFC courses.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria. The College will collaborate with the School Board in making faculty appointments to teach dual enrollment courses at the high school.
- ® All ~~NFCC~~ NFC faculty, including those teaching classes meeting in the high schools, will be paid by the College unless alternate arrangements are agreed upon by the School Board and the College.
- There will be an orientation for instructors assigned to teach dual enrollment courses. This will be part of the College preplanning activities and will be directed by the Director of Curriculum and Instruction.
- The purpose of the orientation session will be to share important information and instructional materials that will support and enhance teaching effectiveness. Instructional effectiveness throughout the district remains a high priority for the College.

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11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

The ~~NFCC~~ NFC student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

12. ~~IZ.~~ The responsibilities of the school district regarding the determination of student eligibility before participation in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The high school will be responsible for the following administrative tasks:

- » Identifying students who may be eligible for and benefit from dual enrollment.
- Verifying that the student is eligible to register for dual enrollment courses on the basis of documented placement test scores, high school GPA, and readiness for college.
- » Ensuring that student registrations are in the Office of the Registrar in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing staff to assist College personnel with facilities and requested instructional equipment.
- Responding to requests for transcripts for dual enrollment students in a timely manner.
- Using College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix B)

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the class in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. Any unavoidable changes to the grading policies in the syllabus must be communicated in writing to each student in the course. Instructors may assign only those grades specified in the catalog.

The instructor of record must assign all grades in a given course.

All faculty at ~~NFCC~~ NFC send "early alerts" to academic advisors three times a semester when students are underperforming in class. The Dual Enrollment Coordinator will send the high school guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information will assign final grades. Under such circumstances, a written explanation of the situation will be attached to the final grade roster.

A student may not be registered in one course and attend another course. (Assuming valid reasons

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for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.)
Students who earn a grade of D, F, or WF will not be able to register the following semester. After a one semester "sit out", the student may register with the approval of the high school counselor or designee. Courses in which a grade of D, F, or WF is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee.

If a dual enrolled student withdraws from a college credit course and receives the grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee

All grades, including "W" grades for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission and financial aid. As dual enrolled, the student is limited to two attempts per course.

Dual enrollment courses may be taken at the College or at the high school site or at any site where college courses are taught, subject to approval by the high school guidance counselor.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in ~~NFCC's~~ NFC's Student ~~Flandbook~~Handbook.

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be 4 class meetings for a three credit hour course on MW orTR. There are no "excused" absences. An absence is an absence, and students are responsible for material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the class for nonattendance. This includes all methods of delivery. ~~PSAV~~ CWE programs may have specific attendance policies. See course syllabi for specific information.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

The College will maintain student records in the Office of the Registrar. The Office of the Registrar will send student letter grades to the high school guidance office within ten (10) days of the last class day of the College term.

The College and the School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance and use

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of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable laws, including but not limited to §1002.22, Florida Statutes. Each shall be

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responsible for "records" and "reports" maintained, housed or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

1. Florida Statute §1007.271(21)(n), Dual Enrollment Programs, requires school districts pay the standard tuition rate per credit hour to the College for dual enrollment instruction. The methodology for determining student cost is outlined in Appendix C.
2. The non-public secondary schools shall be held to the same statutory requirements regarding tuition payment to the College as the school districts.
3. For fall and spring terms, an invoice will be sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix C. Payment is due upon receipt of the invoice.
4. School districts and non-public secondary schools will not be invoiced for students who drop college classes during the prescribed drop/add period.
5. School districts and non-public secondary schools will be invoiced for students who withdraw ("W" grade) during the withdrawal period as outlined in the academic calendar.
6. The College application fee will not be assessed while students participate in the Dual Enrollment Program. ~~However~~Flowever, the application fee will be assessed when students enter a degree program at North Florida ~~Community~~ College following graduation from high school.
7. The School Board will provide the student with the required textbook(s) and other instructional materials. The School Board will take ownership of the textbooks and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses.~~NFCC will provide the high school contact person access to the required textbook list two (2) months prior to the start of any given term.~~
   NFC will provide the high school contact person access to the required textbook list two (2) months prior to the start of any given term.
8. Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts and the non-public secondary schools at the conclusion of the college term's verification of class attendance. Costs are outlined in Appendix C.
9. The parents of a non-public school high school student are responsible for the purchase of textbook(s), instructional materials, and other fees required for dual enrollment courses.

15. ~~IS.~~Any institutional responsibilities for student transportation, if provided

The student, the parents of said student, or the school district shall provide transportation.

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16.Special Populations

1. Minority enrollment is encouraged in dual enrollment programs. ~~High~~ Fligh school guidance
   ~~1.~~ counselor or designee will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded students who register for college courses while in high school.
2. The high school shall provide the College a letter outlining the steps taken to promote dual enrollment opportunities for minorities.
3. Accommodation provisions will be individually determined by ~~NFCC~~ NFC according to Florida Statute and Florida Administrative Codes. ~~NFCC~~ NFC agrees to arrange and provide accommodations for dual enrolled students receiving instructions at any facility other than the high school. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school site. The high school guidance counselor will ensure that ~~NFCC's~~ NFC's determinations are followed at the high school campus.
   ~~1.~~ The School District is responsible to ensure that the student receives all accommodations determined by ~~NFCC~~NFC. If a high school student has a dedicated, paid staff member as an auxiliary aid/assistant, the School District agrees to send that staff member with the student to ~~NFCC~~ NFC classes. ~~NFCC~~ NFC does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case by case basis between the parties.

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Appendix A

Program Admission Requirements for Dual Enrollment Students

Dual Enrollment Eligible ~~CTE~~ CWE Programs

Advanced Manufacturing and Production Technology Admission Requirements

1. Completion of the ~~NFCC~~ NFC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. The high school counselor will submit dual enrollment applications to the ~~NFCC~~ NFC Dual Enrollment Coordinator.
4. Students who would like more information about this program should contact the instructor, Mr. Eustace for further program information. He can be reached at (850) 973-1670 or ~~eustaceb@nfcc.edu~~eustaceb@nfc.edu.
5. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum scores of Reading 9.0, Language 9.0, and combined Mathematics 9.0 prior to program completion. A $10 fee is required to be paid at the time of testing. The TABE can be exempted if the student has passing score on a college placement test. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.

Early Childhood Professional Certificate (ECPC) Admission Requirements~~1~~2

1. Completion of the ~~NFCC~~ NFC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. The high school counselor will submit dual enrollment applications to the ~~NFCC~~ NFC Dual Enrollment Coordinator.
4. Students who would like more information about this program should meet with the program coordinator. Call (850) 973-9449 to schedule an appointment.
5. All students are required to complete and clear a Level II background screening.
6. Students must be a senior in high school. ~~2~~3
7. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program. The TABE can be exempted if the student has passing score on a college placement test.

~~1~~2 See ~~NFCC~~ NFC Catalog for more information.
~~2~~3 Students must have reliable form of transportation for travel to daycare sites.

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Admission Requirements Florida CMS Correctional Basic Recruit Training Program - 1190

1. Completion of the ~~NFCC~~ NFC Dual Enrollment Application
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Must be on track to graduate and be at least 17 years old. Must be 18 years old to sit for the certification exam.
4. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
5. Must pass the Correctional Basic Abilities Test. ~~Call~~ Call ahead to schedule your test (850-973-9451).
6. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
7. Must be fingerprinted at ~~NFCC~~ NFC for forwarding to FDLE.
8. Must pass physical fitness exam (Form 75).
9. Must pass drug screen test.

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Program Admission Requirements for Dual Enrollment Students

Dual Enrollment Eligible Limited Access Programs

Emergency Medical Technician (EMT-Basic) Admission Requirements A

completed total application process includes:

1. Completion of the ~~NFCC~~ NFC Dual Enrollment Application.
2. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria.
3. Achieve a minimum score on appropriate placement test indicating college ready status.
4. The high school counselor will submit dual enrollment applications to the ~~NFCC~~ NFC Dual Enrollment Coordinator. Upon submission of dual enrollment application, prospective students will make an appointment with EMS Director in order to process with EMS application detailed below:
5. Completion of the EMS application. In addition, the applicant must verify the following on the EMT-B application:
    - Ability to lift and carry 125 lbs.
    - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
6. Must be fingerprinted at ~~NFCC~~ NFC for forwarding to FDLE.
7. Must be at least 18 years of age within 60 days of program completion date.
8. A copy of a valid CPR card.
9. Current physical examination, 10 panel drug screen, and record of immunizations.
10. Mandatory attendance at an orientation session.
11. Dates and times will be made available to all applicants.

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Appendix B

~~2019~~ North Florida College
2020 - 2021 Academic Calendar

TRADITIONAL TERM

~~2019~~2020	*Term I*	*Comments*
August ~~12~~ 17 & ~~13~~ 18 August ~~14~~19	Faculty Planning Days Classes Begin	
Sept. ~~2~~7	LABOR DAY Holiday	
Nov. 11	VETERANS DAY Holiday	
Nov. ~~27,28~~ 25,26 & ~~29~~ 27	THANKSGIVING Holidays Classes End	
Dec. ~~2~~7	Final Exams	
Dec. ~~3~~ – ~~6~~8 - 11	Grades Due	
Dec. ~~10~~15	Faculty Planning Days	
Dec. ~~10~~15, ~~12~~ 17	Term Ends. Commencement, 5 pm	
Dec. ~~12~~17		

~~2020~~2021	*Term II*	*Comments*
Jan. ~~2~~ 4 & ~~3~~5	Faculty Planning Days	
Jan. 6	Classes Begin	
Jan. ~~20~~18	MARTIN LUTHER KING Holiday	
Feb. ~~17~~15	PRESIDENTS DAY Holiday	
March ~~16 - 20~~22 - 26	SPRING BREAK	
April ~~23~~22	Honors Convocation	
Apr. 27	Classes End	
Apr. 28 - May ~~1~~3	Final Exams	
May 5	Grades Due	
May 5, 7	Faculty Planning Days	
May 7	Term Ends. Commencement, ~~5 pm~~	

~~2020~~2021	*Term III*	*Comments*
May ~~11~~10		
May ~~25~~31	Classes Begin	
~~July 2~~	MEMORIAL DAY Holiday	
July ~~20~~5	INDEPENDENCE DAY Holiday	
July ~~21~~ & ~~22~~26	Classes End	
July 27 & 28	Final Exams	
August 2	Grades Due. Term Ends	

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

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NONE

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APPENDIX C

~~2019~~-2020 -2021 Academic Year North Florida Community College Dual Enrolled Cost per Credit Hour

$71.98/credit

Taught on NFCC Campus by NFCC Instructor hour/vocational credit hour	71.98
Video Conference Delivery from NFCC Campus to High School Campus	
Instructional Cost	$21.16
Less Public School Instructional Cost for Facilitator - (($17.04 * 15 weeks)/13)*$1.0765)	**$50.82**
Total Cost	$60.00
Consumable Materials for EMT	$244.00
Background check and fingerprinting Materials	**$ 304.00**
Total	
Consumable Materials for ECPC	$60.00
Background check and fingerprinting Course pack	$24.00
Total	**$84.00**

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Consumable Materials for Florida CMS Correctional Basic Recruit Training $1024.81 Program*

Introduction to Corrections (~~CK-0300~~CJK-0300)	5.00
Communications (~~QK-0305~~CJK-0305)	5.00
Officer Safety (~~CK-0310~~CJK-0310)	5.00
Facilities and Equipment (~~GK-0315~~CJK-0315)	5.00
Intake and Release (CJK-0320)	5.00
Supervising in a Correctional Facility (~~GK-0325~~CJK-0325)	5.00
Supervising Special Populations (~~GK-0330~~CJK-0330)	5.00
Responding to Incidents and Emergencies (~~GK-0335~~CJK-0335)	5.00
CMS First Aid for Criminal Justice Officers (~~GK-0031~~CJK-0031)	35.00
CMS Criminal Justice Firearms (~~GK-0040~~CJK-0040)	617.00
CMS Criminal Justice Defensive Tactics (~~GK-0051~~CJK-0051)	85.00
Officer Wellness and Physical Abilities (~~GK-0340~~CJK-0340)	5.00
Uniforms and Books	$182.81
Background check and Fingerprinting	$60.00

**Consumable Materials for ~~APT$630.00*~~AMPT

Depco Access Fee - subscription to online course content $50.00*

~~*Currently the NSF grant covers the MSSC and certification Costs. $580.00~~

~~ETI 0481C-$12.50 ETI 0482C $12.50 ETI 0484C $12.50 ETI 0485C $12.50~~

~~Total $50.003~~

Solidworks Access Fee - subscription to online course content $42.00*

MSSC Registration Fee $60.00*

*One time Fee whether taking one course or all four courses within the fiscal year (July 1 - June 30th).

Supply Fees (tooling supplies, glasses, cutting fluid gloves, aprons, flash drives, CNC consumables, 3d printer filament) $163.00**

**$40.75 if taking individual courses in the AMPT program

~~3Costs grant does not cover.~~

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Appendix D

Dual Enrollment Eligibility-Alternative Assessments Valid until 12/31/2020

Option 1: STAR Reading and STAR Math for College Ready Placement

Subject Area	STAR Assessment Benchmark
English/Writing	1063
Reading	1257
Mathematics	910

Option 2: PSAT scores

Score Ranges and Benchmarks

The score ranges for the PSAT-related assessments vary slightly, but the total score for each test is the sum of scores for the Evidence-Based Reading and Writing section and the Math section.

Students who meet both grade-level benchmarks are on track to be ready for entry-level college courses without remediation when they graduate high school. Grade-level benchmarks reflect expected student growth toward SAT benchmarks from one grade to the next.

PSAT-Related Assessments Score Ranges and Benchmarks

Grade	Test	Score Range	ERW Benchmark	Math Benchmark
11th grade	PSAT/NMSQT or PSAT 10	320-1520	460	510
10th grade	PSAT/NMSQT or PSAT 10	320-1520	430	480
9th grade	PSAT 8/9	240-1440	410	450
8th grade	PSAT 8/9	240-1440	390	430

Option 3: NFC Reading, Writing, and Math College-Ready Assessments

Subject Area	NFC Test Score Benchmark
English/Writing (ENC 1101)	70
Reading (ENC 1101)	70
College Ready Mathematics (MAT 1033, STA 2023, MGF 1106/1107) *Calculator NOT allowed*	70
College Algebra Ready Test (MAC 1105) - *Calculator allowed*	70

Note: Students seeking dual-enrollment eligibility must meet minimum benchmark scores for all three assessment subject areas: reading, writing, and math. The PSAT combines reading and writing.

INFO ONLY

SCSB 2021-75 (REVISED/RENEWAL)

We, the undersigned representatives of North Florida ~~Community~~ College and the District School Board of Suwannee County, agree to the terms of the program specific component of this Dual Enrollment Articulation

Ted Roush, Superintendent
Suwannee County School District

~~'L#,/~~
~~Date~~

Agreement.

~~AUG 1 3 2019~~

John Grosskopf, President
~~Date~~

Ted Roush, Superintendent

Mike Williams, Chairman
~~District Board of Trustees~~ North Florida Community College

Ed daSilva, Chair

~~(o'20'f °\~~
~~Date~~Suwannee County School District

INFO ONLY

INFO ONLY

Date

Date

Mike Williams, Chairman
District Board of Trustees
North Florida Community College

Ed daSilva, Board Chair
Suwannee County School Board

~~AUG 13 2019~~

Date

Date

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

INFO ONLY

INFO ONLY

Summary Report	
Title	**compareDocs Comparison Results**
Date & Time	9/8/2020 1:18:07 PM
Comparison Time	4.03 seconds
compareDocs version	v4.3.400.130

Sources	
Original Document	SCSB 2020-72 NFCC Dual Enrollment Fully Executed.pdf
Modified Document	SCSB 2021-75 NFC Dual Enrollment.pdf

Comparison Statistics	
Insertions	153
Deletions	55
Changes	111
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	319

Word Rendering Set Markup Options	
Name	Standard
Insertions	
~~Deletions~~	
Moves / ~~Moves~~	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark left border.
Comments color	By Author.
Balloons	False

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after saving	General	Always
Report Type	Word	TrackChanges
Character Level	Word	False
Include Headers / Footers	Word	True
Include Footnotes / Endnotes	Word	True
Include List Numbers	Word	True
Include Tables	Word	True
Include Field Codes	Word	True
Include Moves	Word	False
Flatten Field Codes	Word	True
Show Track Changes Toolbar	Word	True
Show Reviewing Pane	Word	True
Update Automatic Links at Open	Word	[Yes / No]
Summary Report	Word	End
Detail Report	Word	Separate (View Only)
Document View	Word	Print
Remove Personal Information	Word	False

CASPER
CENTER *for* ASSESSMENT, STRATEGIC PLANNING, EVALUATION *and* RESEARCH

CONTRACT FOR EVALUATION SERVICES

Center for Assessment, Strategic Planning, Evaluation and Research, LLC
d.b.a. CASPER, LLC

Corporate Headquarters:
6707 193rd Street East
Bradenton, Florida 34211

Authorized Representatives for Contract
Charles E. Byrd, Ph.D.
President and CEO, CASPER
6707 193rd Street East
Bradenton, Florida 34211
Email: contact@casperfl.com

AGREEMENT between:

Suwannee County School District (hereinafter referred to as "**Client**") having its principal place of business at: 1740 Ohio Avenue, South, Live Oak, Florida 32064, with the principal contacts being Superintendent Ted Roush (Superintendent of Schools; ted.roush@suwannee.k12.fl.us) and Janene Fitzpatrick (Assistant Superintendent of Instruction, janene.fitzpatrick@suwannee.k12.tl.us).

And

Center for Assessment, Strategic Planning, Evaluation and Research, LLC (d.b.a. CASPER) having its principal place of business at 6707 193rd Street East, Bradenton, Florida, 34211 (Email: contact@casperfl.com).

WHEREAS **CASPER** has agreed to provide services to **Client** set out in clause (2) hereof AND the parties have agreed and do hereby agree that the terms of such agreement be put into writing, NOW THEREFORE the parties agree to be bound by the following terms and conditions:

1. The Term

This agreement will commence on the date of execution by both parties and terminate no later than August 31, 2021. This contract covers work performed starting August 1, 2019. This contract is available for renewal based on successful completion of contract services and continued funding under the 21st Century Community Learning Centers initiative.

2. Scope of Services

CASPER will perform the services as described within the Scope of Services ("the Service"). Nothing contained in this contract will be construed as or have the effect of constituting a relationship of employer and employee between the parties to this agreement. The **Client** agrees to provide any necessary data to aid in the evaluation process, including quantitative and qualitative data and general descriptive information necessary to complete the evaluation reports (e.g., prior agency success, student data, etc.). In addition, the **Client** agrees to furnish all necessary descriptions of activities and services at each of the identified site locations. The 21st CCLC proposal is firmly rooted in a commitment to continuous improvement, with the cornerstone being a logical process of planning, data collection, analysis, reporting, and refining. **CASPER will provide the following services for the Suwannee County School District 21st CCLC Programs:**

1. ***Continuous Improvement***: CASPER will provide assistance and oversight of the ongoing evaluation using the Continuous Improvement Model (CIM). This will include, at minimum, the following: individualized assessment using both formal (e.g., surveys) and informal (e.g., meetings) techniques to guide incremental changes within ongoing services, adopt new ways to improve and measure outcomes, and increase emphasis on objectives and outcomes. The immediate and individualized feedback provided through CIM is particularly important for implementation of this 21st CCLC model to help guide and ensure the highest impact for each student. The overall evaluation process is designed to provide a structure to (1) generate information for ongoing program/activity refinement, (2) assessing progress in meeting outcomes, (3) documenting/ analyzing how the model works in practice, and (4) documenting/analyzing changes in targeted student's actions, attitudes, knowledge, performance.

2. ***General Training and Assistance***: CASPER will provide evaluation training and assistance, as requested or required, regarding data collection, selection of data elements, data storage, evaluation planning, development of recommendations under CIM, and use of evaluation findings for planning and revising program activities. Training is always available when the evaluator is already in town visiting sites. The FLDOE does not allow the evaluator to be paid for trainings under the 21st CCLC grant, as being paid for trainings under the grant creates a potential conflict. These are not professional development trainings, but are designed to provide a better evaluation experience for all stakeholders. These trainings do not supersede trainings or information provided by the FLDOE.

3. ***Data Collection and Survey Support:*** CASPER provides ongoing support and technical assistance to the Director and other requested 21st CCLC staff in data collection and survey development for proposed performance indicators (if necessary). CASPER provides assistance with survey development for performance indicators not originally proposed, but only insofar as the surveys and indicators are used for the 21st CCLC program.

4. ***Adult Literacy and Performance Survey (ALPS):*** CASPER has developed and will provide to Suwannee County School District the ALPS for use in the 21st CCLC program. This survey is provided to adult participating in the program's literacy nights, as required by the FLDOE. This is provided without fee for use by Suwannee County School District

only for those grants where CASPER is the evaluator. A database will also be developed and provided to the program (for each site) to utilize when collecting ALPS data.

5. ***Site Visits***: CASPER will visit the program with the frequency outlined per agreement with the Agency should CASPER be awarded the contract(s). The visit can be in-person or virtual, depending on the needs of the program and external situations guiding visit protocols, as determined by the evaluator. The program has access to site visit forms used by CASPER, if they chose to complete their own site visits before or after the CASPER visit. The visits are designed to be informal assessment of program operations, and CASPER does not evaluate staff members or school facilities. Each visit will last at least six hours of face-to-face or teleconference interviews, observation, and debriefing. CASPER has multiple staff members and has the capacity to complete over 500 annual site visits at less than 20% usage per staff member.

6. ***Interim Debriefing***: An informal debriefing will be held after program visits, either in person or via teleconference. The debriefing will provide findings and recommendations for the program to improve the quality of 21st CCLC activities and help ensure progress towards program objectives. A written report may be provided based on site visits when there is not an opportunity for a debriefing. While not always necessary, the written report has proven helpful in the past to provide feedback to all stakeholders interested in feedback from the site visits. A written report will only be provided if requested and mutually agreed upon by CASPER and the Agency.

7. ***Formative Evaluation Summary***: A formative evaluation summary will be provided to the 21st CCLC program and CASPER will assist with providing recommendations the program can use to enter necessary narrative into EZReports. The formative evaluation summary is provided based on the data submitted during the mid-year data report. The evaluator must use the same data submitted at mid-year, as per FLDOE requirements. Using the same format (Objective Assessment and Data Collection Tool), the evaluator provides recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant.

8. ***Formative Modification Reporting Assistance***: CASPER will provide support to the program and assistance in the creation and addressing of formative modifications secondary to recommendations made during the mid-year formative evaluation summary. Under the research-based developmental model of evaluation, CASPER will provide assistance so long as that assistance does not involve the selection of curriculum or provision of specific activities (the program is responsible for these tasks).

9. ***Summative Evaluation Report***: This is the most comprehensive element of the evaluation process. The end-of-year report guides the summative evaluation (as they must align entirely), but the summative evaluation report has additional information on overall program outcomes and more detailed information about those activities and operations with the greatest impact and success. The summative evaluation encompasses the prior academic year and the immediately preceding summer programming. The purpose of the evaluation is aimed at recording and developing a model that can be applied in other

settings, as well as providing a comprehensive report that can be shared with stakeholders (note the report must be uploaded to the program website and is available from the FLDOE website). The summative evaluation includes all elements of program operation (e.g., hours, days); activities; enrollment and attendance; measures of academic performance; feeder schools; staff information; and partnerships. Recommendations for program refinement are provided and based on both quantitative and qualitative data.

10. **CASPER** will be available by telephone and email to ensure timely communication necessary to accomplish the required work.

3. Compensation (Evaluation)

The **Client** agrees to compensate **CASPER** at a fixed rate for the indicated 21st CCLC project for which CASPER is the lead evaluator. Most federal projects determine reasonable evaluation costs as 10% of the total grant. This evaluation contract is based on a more appropriate estimate of less than 5% of the total grant award, thus maximizing available project funding for direct use with 21st CCLC students. The deliverable-based contract represents a savings to the 21st CCLC program, and is consistent with guidance provided by the FLDOE for evaluation of 21st CCLC programs. This total cost includes all stationary, telephone, utilities, travel expenses, taxes, licenses, and insurances associated with the evaluation services described above. Costs do not include printing, postage, online services, and/or travel in excess of that described above. The following cost schedule for the fixed price contract is based on payments being 'triggered' by specific deliverables. Payments are made when the noted 'keystone' deliverables are met and submitted to the Suwannee County School District.

21st Century Community Learning Centers	***Suwannee County School District***
1) On-Site / Virtual Evaluation Visits:	--
Visit 1 (Fall, Spring or Summer) (8 hour visit)	***$2,000***
Visit 2 (Fall, Spring or Summer) (8 hour visit)	***$2,000***
Visit 3 (Fall, Spring or Summer) (8 hour visit)	***$2,000***
Visit 4 (Fall, Spring or Summer) (8 hour visit)	***$2,000***
2) Data Collection and Reports:	--
Formative Evaluation Summary Support (8 hours)	***$3,000***
Formative Modification Support (8 hours)	***$3,000***
3) Summative Evaluation Report	***$3,000***
Proposed Evaluation Costs	**$17,000**

This is significantly lower than the total allowable evaluation costs for the Suwannee County School District grants, allowing funding for data entry support within the Suwannee County School District.

4. Meetings

CASPER and the **Client** will attend meetings via telephone, as required or requested, in order to discuss aspects of this agreement and the Services.

5. Expenses

Reasonable expenses (1) when properly and necessarily incurred beyond the scope of this contract and (2) with prior written approval from **Client** will be paid by **Client**. **CASPER** will ensure that expense forms, where appropriate and where provided by **Client** to **CASPER**, are completed and delivered to **Client** as soon as practicably possible following the expense actually occurring.

6. Overtime

No minimum hours are promised and no overtime will be paid by **Client** to **CASPER**. **CASPER** agrees to work within the agreed budget specified. At the sole discretion of **CASPER**, additional days or hours may be worked as required to ensure the timely and complete delivery of the project, and, at its own cost, **CASPER** will carry out any steps necessary to make good the quality and suitability of the project deliverables. By exception, and at the request of **Client**, **CASPER** may be requested to work additional hours to meet unforeseen requirements. In this circumstance, additional work will be paid at the rate of $150.00 per hour, or on a pro rata basis.

7. Warranties / Guarantee

CASPER warrants that it has the necessary expertise, skill and experience to provide the Service and will provide unbiased and independent advice in respect of the Service. **CASPER** warrants that it will comply with representations and descriptions in respect of the Service including, but not limited to, capabilities, performance, completeness, accuracy, characteristics and specification.

CASPER warrants that the Service and any material or materials supplied or obtained by **CASPER** in connection with this agreement will not in any manner or way infringe or violate any third party proprietary rights including but not limited to any copyright, patent, trademark, trade name, registered design, trade secret, proprietary information, contractual, property, employment or non-disclosure rights.

CASPER shall use all resources at **CASPER's** disposal to perform duties as assigned and agreed to by both parties, and shall submit same in good faith. However, no guarantee of continued funding for the **Client** is implied or promised by **CASPER**. In addition, **CASPER** and **Client** recognize that performance of tasks in Section 2 necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. **Client** also recognizes that **Client** is responsible for any acknowledgments and reports to funders, unless otherwise determined by Agreement.

8. Indemnity and Insurance

CASPER will indemnify **Client** against professional loss, damage, costs and expenses which **Client** may incur as a consequence of any act, omission, negligence or default of

CASPER, its employees, subcontractors, assignees or agents in connection with or in performance of the Services.

Likewise, **Client** will indemnify **CASPER** against professional loss, damage, costs and expenses which **CASPER** may incur as a consequence of any act, omission, negligence or default of **Client**, its employees, subcontractors, assignees or agents in connection with or in performance of the Services.

CASPER believes in protecting clients and stakeholders of the 21st CCLC programs under evaluation. As such, CASPER currently carries a number of insurance policies. Upon request, all clients are added to these policies as an "additional insured" and are provided certificates as such. Insurances are subject to change, but currently include:

Professional Liability (Grant Writing / Evaluation) (Lloyds of London): $500,000

General Liability (Hartford Insurance): $1,000,000

Personal and Advertising Injury (Hartford Insurance): $1,000,000

Products and Services Liability (Hartford Insurance): $2,000,000

Damage to Premises (Hartford Insurance): $1,000,000

Business Owners (Hartford Insurance): $1,000,000

Automobile Liability (Hired) (Hartford Insurance): $1,000,000

Workers Compensation (Hartford Insurance): 1,000,000

Nothing contained in this Agreement shall be interpreted or construed to mean that the School Board waives its common law sovereign immunity or the limits of liability set forth in Florida statutes s.768.28.

9. Ownership

All Intellectual Property Rights, including copyrights, in and to any software, documentation, drawings, data, information, database, writings, or other product created or produced by **CASPER** in performing the Services under this Agreement will be the property **CASPER**. Contingent upon payment for services, **CASPER** hereby authorizes unlimited use, present and future, of any software, documentation, drawings, data, information, database, writings, or other product created or produced exclusively through this Agreement. The **Client** hereby agrees to reference **CASPER** by full name (i.e., **Center for Assessment, Strategic Planning, Evaluation and Research**) when using any said product, either in whole or in part.

This clause in no way limits or transfers the Intellectual Property Rights of the **Client** in and to any software, documentation, drawings, data, information, database, writings, or other product originally owned, purchased, or developed by **Client** and used during the execution of this contract. **CASPER** will not obtain rights in any data, materials, or systems otherwise utilized or provided by **Client** in connection with this agreement. At the request and expense of **Client, CASPER** will do all things and sign all documents or instruments reasonably necessary in the opinion of **Client** to enable **Client** to obtain, defend and enforce its rights in any such data, materials or systems. Upon request by **Client, CASPER**

will promptly deliver to **Client** copies of such data, materials or systems that may be in the possession, custody or control of **CASPER**.

The provisions and requirements of this clause will survive the expiration or termination of this Agreement.

11. Confidentiality

CASPER will maintain as confidential all information obtained under or in connection with this Agreement and will not divulge such information to any person (except to their own employees or subcontractors and then only to those employees or subcontractors who need to know same) without the **Client's** prior written consent.

The **Client** will maintain as confidential all information obtained under or in connection with this Agreement and will not divulge such information to any person (except to their own employees who need to know same) without **CASPER's** prior written consent.

This clause will not extend to information which was rightfully in the possession of **CASPER** or the **Client** prior to the commencement of the negotiations that led to this Agreement, which was already in the public domain or becomes so at a future date (other than as a result of a breach of this clause), or is discoverable under the public record laws of Florida (if applicable).

The **Client** agrees to allow **CASPER** to use the **Client's** legal name and unaltered logo, if available, in print, electronic, and web-based materials as a current or past client of **CASPER. CASPER** agrees to allow the **Client** to use **CASPER's** full legal name and unaltered logo, if desired, in print, electronic, and web-based materials as a consultant and/or contractor of the **Client,** including the nature of and satisfaction with said services.

For all contractors as set forth in Section 119.0701, Florida Statutes (2018) see EXHIBIT A which is incorporated by reference herein.

These obligations of confidentiality will survive the expiry or any termination of this agreement.

12. Certification Regarding Debarment and Suspension

As required by Executive Order 12549, the undersigned representative of CASPER certifies, to the best of his or her knowledge and belief, that CASPER and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a ten-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

13. Offers of Employment

CASPER will not make any approach to any member of staff of **Client**, nor will **CASPER** offer employment to any of **Client** employees or contractors either during this Agreement or for a period of six months from the termination or expiry of the Agreement.

Client will make no approach or offer relating to employment to any employees or subcontractors of **CASPER** during this agreement. **Client** will not accept the services of any such employee or subcontractor for a period of six months immediately following the termination or expiry of this Agreement except (a) on further assignment from **CASPER** or (b) as a permanent recruit in which event a fee of 15% (fifteen percent) of his or her initial base salary will be payable by **Client** to **CASPER** at the discretion of **CASPER**.

14. Independence

CASPER and its employees and subcontractors are independent contractors and nothing in this Agreement will render them an agent or partner of **Client,** and **CASPER** will not hold themselves out as such. **CASPER** and its employees and subcontractors will not have any right or power to bind **Client** to any obligation.

CASPER is retained or engaged by **Client** only for the purposes and to the extent set forth in this Agreement. **CASPER's** relation to **Client** will, during the period or periods of this Agreement, be that of an independent contractor and, as such, **CASPER** will be free to dispose of such portion of its time, energy and skill, when **CASPER** is not obligated under this Agreement, in such a manner as **CASPER** sees fit.

This Agreement will not establish a joint venture, agency or partnership between **Client** and **CASPER** beyond that explicitly detailed in the finalized grant applications funding the services of this Agreement (i.e., external evaluation and staff trainings).

CASPER will not be considered under this Agreement, or otherwise, or in any way, as having the status of employee or being entitled to participate in any plans, schemes, arrangements or distributions by **Client** pertaining to, or in connection with, any person, stock, bonus, profit sharing or other benefits provided ordinarily by **Client** to its employees.

15. Termination

(a) This agreement may be terminated by mutual agreement of **CASPER** and **Client**. With mutual agreement, **Client** will have no liability in respect of costs incurred following the expiration of such notice.

(b) This agreement may be terminated immediately by either party on giving notice in writing to the other, if the other party has a receiver or administrative receiver appointed or passes a resolution for winding up (otherwise than for a bona fide scheme of solvent amalgamation

or reconstruction) or a court of competent jurisdiction makes an order to that effect or if the other party becomes subject to an administration order or enters into a voluntary arrangement with its creditors or ceases or threatens to cease to carry on business.

(c) Should **CASPER** or any of its employees or subcontractors or agents commit, in the sole opinion of **Client**, a gross breach of contract or be guilty of gross misconduct, **Client** will be entitled to terminate this agreement immediately.

(d) In the event that **CASPER** or its employees or subcontractors are absent during the Service and, in the sole opinion of **Client**, that **CASPER** has been or will be absent for a period of time unacceptable to **Client**, but not less than 45 calendar days, **Client** will be entitled to terminate this agreement immediately.

(e) Any termination of this agreement, however occasioned will not affect any accrued rights or liabilities of the other party, nor will it affect the coming into force, or the continuance in force, of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

16. Force Majeure

Notwithstanding anything else contained in this Agreement, neither party will be liable for any delay in performing its obligations herein, if such delay is caused by circumstances beyond its reasonable control (including, without limitation, any delay caused by an act or omission of the other party).

Subject to the party so delaying promptly notifying the other party in writing of the reason for the delay and the likely duration of the delay, the performance of such party's obligations will be suspended during the period that the said circumstances persist, and such party will be granted an extension of a time period for performance of duties and obligations under this agreement equal to the period of the delay.

This to be the case except where said delay is caused by the act or omission of the other party, in which event the rights, remedies and liabilities of the parties will be as conferred by the other clauses and terms of this Agreement and by law:

(a) Any costs arising from such delay will be borne by the party incurring the same, and

(b) either party may, if such delay continues for more than eight weeks, terminate this Agreement on giving notice in writing to the other in which event neither party will be liable to the other by reason of such termination.

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

bodies, which prevents performance of the contract for all or part of the 2020-2021 academic year.

17. Waiver of Remedies

No forbearance, indulgence or delay by either party in enforcing the provisions of this Agreement will prejudice or restrict the rights of that party, nor will any waiver of its rights operate as a waiver of any subsequent breach. No right, power or remedy in the Agreement conferred upon or reserved for either party is exclusive of all other rights, powers or remedies available to that party and each such right, power or remedy will be cumulative.

18. Entire Agreement

This Agreement supersedes all prior arrangements, agreements and understandings between the parties. No addition to or modification of any provision of this Agreement will be binding upon the parties unless made by written instrument and signed by an authorized representative of each of the parties.

19. Assignment

Neither party will assign or transfer this Agreement or any of its rights or obligations herein, whether in whole or in part without the prior written consent of the other.

20. Notices

All notices that are required to be given under this agreement will be in writing and will be sent to the address of the appropriate party as set out in this Agreement or such alternative address the recipient may designate by notice given in accordance with the provisions of this clause. Any such notice may be delivered personally, by first class pre-paid letter or facsimile transmission and will be deemed to have been served if by hand when delivered, if by first class post 48 hours after posting and if by facsimile transmission when dispatched.

20. Headings

The headings to and numbering of the clauses of this Agreement are for ease of reference only and will not affect the interpretation, application or construction of this Agreement.

22. Law

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 Suwannee County, in the court of appropriate jurisdiction.

The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this agreement.

23. E-Verify

CASPER agrees to comply with Exhibit B.

This agreement shall constitute the entire agreement between the parties. This agreement may be terminated or renegotiated by either party in accordance with this contract.

CASPER, LLC	**Suwannee County School District**
Name: Charles E. Byrd, Ph.D. Title: President and CEO Date: 09/01/2020 EIN: 27- 4660705	Name: Ted L. Roush Title: Superintendent of Schools Date:
	Name: Ed daSilva Title: Board Chairperson Date:

/**/**/

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

EXHIBIT A

Public Records Law Requirements
under Chapter 119.0701, Florida Statutes

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1740 OHIO AVENUE, SOUTH, LIVE OAK, FL 32064.

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

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

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

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

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

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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

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

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

Exhibit B

1. **E-Verify**. Effective July 1, 2020

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

   B. Subcontractors

      (i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

      (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095.

      (iii) Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

   C. Contractor must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

   D. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

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SCSB 2021-78 (REVISED/RENEWAL)

CASPER

CENTER *for* ASSESSMENT, STRATEGIC PLANNING, EVALUATION *and* RESEARCH

CONTRACT FOR EVALUATION SERVICES

~~CASPER~~

~~CENTER/or Assessment, Strategic Planning, Evaluation and Research~~

~~Contract for Evaluation Services~~

Center for Assessment, Strategic Planning, Evaluation and Research, LLC
d.b.a. CASPER, LLC

Corporate Headquarters: 6707
193rd Street East
Bradenton, Florida 34211

Authorized Representatives for Contract
Charles E. Byrd, Ph.D.
President and CEO,
CASPER 6707 193rd Street
East Bradenton, Florida
34211 ~~Phone: (352) 262-3357~~Email: ~~cent a e l.ui ca sport!. c o /m~~contact@casperfl.com

~~AGREEMENT between:~~

Suwannee County School District (hereinafter referred to as "**Client**") having its principal place of business at: 1740 Ohio Avenue, South, Live Oak, Florida 32064, with the principal contacts being Superintendent Ted Roush (Superintendent of Schools; ~~ted.roushtesuwannee.k 12.tl.us~~ted.roush@suwannee.k12.fl.us) and Janene Fitzpatrick (Assistant Superintendent of Instruction, ~~janene.fitzpatrick@suwannee.kl2.tl.us~~janene.fitzpatrick@suwannee.k12.tl.us).

And

Center for Assessment, Strategic Planning, Evaluation and Research, LLC (d.b.a. CASPER) having its principal place of business at 6707 193rd Street East, Bradenton, Florida, 34211 (~~phone: 352 262 3357;~~ Email: ~~contact@caspertl.com~~contact@casperfl.com).

Updated ~~01/29/2020~~09/01/2

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WHEREAS **CASPER** has agreed to provide services to **Client** set out in clause (2) hereof AND the parties have agreed and do hereby agree that the terms of such agreement be put into writing, NOW THEREFORE the parties agree to be bound by the following terms and conditions:

1. The Term

This agreement will commence on the date of execution by both parties and terminate no later than August 31, ~~2020~~2021. This contract covers work performed starting August 1, 2019. This contract is available for renewal based on successful completion of contract services and continued funding under the 21st Century Community Learning Centers initiative.

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Updated
~~01/29/2020~~09/01/2

2. Scope of Services

CASPER will perform the services as described within the Scope of Services ("the Service"). Nothing contained in this contract will be construed as or have the effect of constituting a relationship of employer and employee between the parties to this agreement. The **Client** agrees to provide any necessary data to aid in the evaluation process, including quantitative and qualitative data and general descriptive information necessary to complete the evaluation reports (e.g., prior agency success, student data, etc.). In addition, the **Client** agrees to furnish all necessary descriptions of activities and services at each of the identified site locations. The 21st CCLC proposal is firmly rooted in a commitment to continuous improvement, with the cornerstone being a logical process of planning, data collection, analysis, reporting, and refining. **CASPER will provide the following services for the Suwannee County School District 21st CCLC Programs:**

1. ***Continuous Improvement***: CASPER will provide assistance and oversight of the ongoing evaluation using the Continuous Improvement Model (CIM). This will include, at minimum, the following: individualized assessment using both formal (e.g., surveys) and informal (e.g., meetings) techniques to guide incremental changes within ongoing services, adopt new ways to improve and measure outcomes, ~~discontinue or adapt activities that have no value~~, and increase emphasis on objectives and outcomes. The immediate and individualized feedback provided through CIM is particularly important for implementation of this 21st CCLC model to help guide and ensure the highest impact for each student. The overall evaluation process is designed to provide a structure to (1) generate information for ongoing program/activity refinement,
(2) assessing progress in meeting outcomes, (3) documenting/analyzing how the model works in practice, and (4) documenting/analyzing changes in targeted student's actions, attitudes, knowledge, performance.

~~2. **Objectives and Evaluation Plan'.** CASPER will provide The Suwannee County School District with objective language, needs assessment data (based on district and state databases) to establish objective benchmarks, justification for benchmarks, description of assessment process for each objective, method for mid-year assessment and end-of-year assessment for each objective, and method for collecting data on each metric. These items will be submitted to the FLDOE under the REA and/or RFP systems on behalf of The Suwannee County School District (they will be reviewed by the grant's office and program prior to submission – which is completed by The Suwannee County School District). The evaluator will also provide the narrative required for the evaluation section of the RFAs and RFPs – including a description of the evaluator, evaluation plan, and method for ensuring continuous improvement.~~

~~3.~~2. ***General Training and Assistance***: CASPER will provide evaluation training and assistance, as requested or required, regarding data collection, selection of data elements, data storage, evaluation planning, development of recommendations under CIM, and use of evaluation findings for planning and revising program activities.

~~The training can be provided in small groups (e.g., training provided during the conference in past years to specialists), during office meetings, or individually (e.g., sitting down with each site~~CASPER ~~coordinator regarding use of the new master database and attendance sheet).~~ Training is always available when the evaluator is already in town visiting sites. ~~NOTE:~~ The FLDOE does not allow the evaluator to be paid for trainings under the 21st CCLC grant, as being paid for trainings under the

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grant creates a potential conflict. These are not professional development trainings, but are designed to provide a better evaluation experience for all stakeholders. These trainings do not supersede trainings or information provided by the FLDOE.

4.3 ***Data Collection and Survey Support:*** CASPER provides ongoing support and technical assistance to the Director and other requested 21st CCLC staff in data collection and survey development for proposed performance indicators (if necessary). CASPER provides assistance with survey development for performance indicators not originally proposed, but only insofar as the surveys and indicators are used for the 21st CCLC program.

4. ***Adult Literacy and Performance Survey (ALPS):*** CASPER has developed and will provide to Suwannee County School District the ALPS for use in the 21st CCLC program. This survey is provided to adult participating in the program's literacy nights, as required by the FLDOE. This is provided without fee for use by Suwannee County School District

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only for those grants where CASPER is the evaluator. A database will also be developed and provided to the program (for each site) to utilize when collecting ALPS data.

~~5. **Master Student Database:** CASPER will develop and maintain the Master Student Database for the 21st CCLC program. This database will be designed to collect all necessary data for the program over the course of the year, thus ensuring all deliverables can be submitted timely. The master student database will be a complex spreadsheet, completed at the site level and sent to the evaluator periodically through the year (for the purposes of creating & submitting deliverables to FLDOE).~~

~~6. **Periodic Database Submissions'.** CASPER will submit state-mandated databases at least three times per year (or as often as required by the FLDOE). This submission includes: (1) obtaining information from The Suwannee County School District and the associated site locations; (2) pulling data from district data provided within the master student databases; (3) cleaning and compiling student monthly attendance by site; (4) cleaning site-level assessment data; (5) de-identifying the database according to The Suwannee County School District and AEA rules and policies; (6) submitting the databases to the FLDOE; (7) cleaning and submitting a separate database for adult performance data.~~

~~7.~~5. ***Site Visits'.*** ~~CASPER enjoys the opportunity to visit as many sites as possible during site visits with the program during the Fall, Spring, and Summer. :~~ CASPER will visit the program ~~at least once, as~~ with the frequency outlined per agreement with ~~The Suwannee County School District~~ the Agency should CASPER be awarded the contract(s). ~~There is no minimum required number of visits by the FLDOE, though it would be expected that the evaluator visit the agency at least once during the course of the program year.~~ The visit can be in-person or virtual, depending on the needs of the program and external situations guiding visit protocols, as determined by the evaluator. The program has access to site visit forms used by CASPER, if they chose to complete their own site visits before or after the CASPER visit. The visits are designed to be informal assessment of program operations, and CASPER does not evaluate staff members or school facilities. Each visit will last at least six hours of face-to-face or teleconference interviews, observation, and debriefing. CASPER has multiple staff members and has the capacity to complete over 500 annual site visits at less than 20% usage per staff member.

~~8. ***Interim Debriefing'.*** A :~~ An informal debriefing will be held after ~~site visits and~~ program visits, either in person or via teleconference. The debriefing will provide findings and recommendations ~~CASPER~~

6. for the program to improve the quality of 21st CCLC activities and help ensure progress towards program objectives. A written report may be provided based on site visits when there is not an opportunity for a debriefing. While not always necessary, the written report has proven helpful in the past to provide feedback to all stakeholders interested in feedback from the site visits. A written report will only be provided if requested and mutually agreed upon by CASPER and ~~The Suwannee County School District.~~the Agency.

~~9. **Student Daily Attendance (State Submission):** To assist with the deliverables process, CASPER will provide The Suwannee County School District assistance in submitting the daily attendance for each site and each day of operations. The daily attendance is collected by sites, submitted to the program director assigned, checked against sign-in sheets, and sent to the evaluator. The evaluator then cleans the data and checks for any abnormalities or issues (e.g., attendance when the program~~

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~~did not operate, duplicated students, etc.). Once clean, the data are entered for each day in the FLDOE online system or associated excel sheet. These attendance data are also entered into the master student database by student and by month.~~

~~10. **Deliverables Verification:** In checking the daily attendance and/or upon request, CASPER will enter the online deliverable system (if available) and check each deliverable submitted for relative accuracy and completeness. If possible, CASPER will provide assistance if a deliverable is likely to be denied. The FLDOE changes the rules for deliverables each year, so deliverables that were once approved might now be denied, but CASPER will provide as much assistance as possible.~~

~~11. **Mid-Year Evaluation Report:** The mid-year evaluation report utilizes data provided for the mid-year database. The mid-year report is a data-only report, where CASPER analyzes data provided at mid-year (e.g., 1st and 2nd semester course 'grades', state standardized test scores, pre-post assessments, ALPS performance data, etc.). The analysis is relatively basic, and is provided on a form required by the FLDOE (alterations to the form are forbidden by the FLDOE). The data are not generally interpreted, though CASPER has long provided an interpretation of the data elsewhere on the Objective Assessment and Data Collection Tool (the tool wherein the mid-year report is located). This is submitted for each grant project and cannot be combined.~~

~~12.~~7. ***Formative Evaluation Summary***: ~~The~~ A formative evaluation summary will be provided to the 21st CCLC program and CASPER will assist with providing recommendations the program can use to enter necessary narrative into EZReports. The formative evaluation summary is provided based on the data submitted during the mid-year ~~evaluation~~ data report. The evaluator must use the same data submitted at mid-year, as per FLDOE requirements. Using the same ~~form~~ format (Objective Assessment and Data Collection Tool), the evaluator provides recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant.

~~13. This is submitted for each grant project and cannot be combined.~~ ~~**End-Of-Year Report:** The end-of-year evaluation report utilizes data provided for the end-of-year database. As with the mid-year report, this is also a data-only report, where CASPER analyzes data provided at the end-of-year (e.g., 1st and 4th semester course 'grades', state standardized test scores, pre-post assessments, ALPS performance data, etc.). The analysis is relatively basic, and is provided on a form required by the FLDOE~~

~~CASPER~~

~~(without alteration). The data are not generally interpreted, though CASPER has long provided an interpretation of the data elsewhere on the Objective Assessment and Data Collection Tool (the tool wherein the end-of-year report is located). This is submitted for each grant project and cannot be combined.~~

~~**Stimulative Evaluation Summary.** The summative evaluation summary is provided based on the data submitted during the end of year evaluation report. The evaluator must use the same data submitted at the end of year, as per FLDOE requirements. Using the same form (Objective Assessment and Data Collection Tool), the evaluator provides recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant. This is submitted for each grant project and cannot be combined. These data and recommendations must be consistent with the~~

~~1.~~8. *Formative Modification Reporting Assistance*: CASPER will provide support to the program and assistance in the creation and addressing of formative

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modifications secondary to recommendations made during the mid-year formative evaluation summary. Under the research-based developmental model of evaluation~~Summative Evaluation Report.~~, CASPER will provide assistance so long as that assistance does not involve the selection of curriculum or provision of specific activities (the program is responsible for these tasks).

9. ~~**Summative Evaluation Report.**~~ *Summative Evaluation Report:* This is the most comprehensive element of the evaluation process. The end-of-year report guides the summative evaluation (as they must align entirely), but the summative evaluation report has additional information on overall program outcomes and more detailed information about those activities and operations with the greatest impact and success. The summative evaluation encompasses the prior academic year and the immediately preceding summer programming. The purpose of the evaluation is aimed at recording and developing a model that can be applied in other

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~~14.~~ settings, as well as providing a comprehensive report that can be shared with stakeholders (note the report must be uploaded to the program website and is available from the FLDOE website). The summative evaluation includes all elements of program operation (e.g., hours, days); activities; enrollment and attendance; measures of academic performance; feeder schools; staff information; and partnerships. Recommendations for program refinement are provided and based on both quantitative and qualitative data. ~~The summative evaluation report also provides a means for the FLDOE to validate data submitted to the federal government.~~

~~15. **Annual Performance Report (Federal Data Submission)'.** CASPER provides all necessary manpower to clean data, aggregate data, and categorize data for submission to the United States Department of Education Annual Performance Report system (21 APR; previously PPICS). The 21 APR is a comprehensive data collection system that requires a substantial amount of work to aggregate and submit data for each site. CASPER fully completes the 21 APR on behalf of the program to ensure compliance with state and federal rules and regulations. These data are mandated under federal law, and must be submitted to avoid forfeiture of 21st CCLC grants under the agency.~~

~~1%. **Refinement.** CASPER will assist in refining and addressing any identified concerns. CASPER will also assist, if requested, with revisions of objectives based on future needs assessments and proposed activities aligned to objectives and student needs.~~

10. ~~19.~~ **CASPER** will be available by telephone and email to ensure timely communication necessary to accomplish the required work.

~~CASPER~~

3. Compensation (Evaluation)

The **Client** agrees to compensate **CASPER** at a fixed rate for the indicated 21st CCLC project for which CASPER is the lead evaluator. Most federal projects determine reasonable evaluation costs as 10% of the total grant. ~~While such percent-based allocations are easier to determine, CASPER disagrees with such blanket allocations. As such, this~~ This evaluation contract is based on a more appropriate estimate of less than 5% of the total grant award. ~~CASPER believes proposing a lower amount per grant will provide the highest quality of services,~~ while also thus maximizing available project funding for direct use with 21st CCLC students ~~and direct evaluation costs for each grant project. The **Client** agrees to compensate **CASPER** at a fixed rate for the indicated 21st CCLC project for which CASPER is the lead evaluator. The fixed price~~ The deliverable-based contract represents a savings to the 21st CCLC program, ~~as standard fees for evaluation services on federal grants are at least 10% of the total grant. Total costs estimated using standard federal rates would be up to $20,000 for this 21st CCLC grant. Even the 5% maximum budget allowed by The Suwannee County School District grants would be nearly $10,000. Given CASPER's past working history with Florida's Boys & Girls Clubs, a discounted rate is proposed to ensure maximum funding is allocated to direct student services and ensure the program has sufficient funds to offset other data management costs. The fixed price contract is estimated based on $100 per hour cost for an estimated 270 hours per grant (estimated: 40 hours per grant for program visits (preparation and execution); 60 hours per grant for database development and maintenance (multiple submissions and updates); 80 hours per grant for evaluation support, data analysis, and reporting requirements; 20 hours per grant for bi-weekly meetings regarding program progress and troubleshooting; 40 hours per site for direct quality assistance, and 30 hours per grant for the 21 APR submission multiple times throughout the year). Grants with smaller budgets are given further~~

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~~discounts to maximize funding for students.~~ and is consistent with guidance provided by the FLDOE for evaluation of 21st CCLC programs. This total cost includes all stationary, telephone, utilities, travel expenses, taxes, licenses, and insurances associated with the evaluation services described above. Costs do not include printing, postage, online services, and/or travel in excess of that described above. ~~CASPER agrees to provide, in kind, the difference between the 10% federal estimate for evaluation services and the fixed price contract.~~The following cost schedule for the fixed price contract is based on payments being 'triggered' by specific deliverables. Payments are made when the noted 'keystone' deliverables are met and submitted to the Suwannee County School District.

~~Although an hourly rate was used to estimate total costs, the fixed price is based on a Service Fee Base Rate. CASPER understands that the Service Fee Base Rate will be maintained as the evaluation cost for the duration of each of the grants included in this request for bid. As such, even if the total grant award increases or decreases (e.g., the grants may decrease by 20% in the third year), CASPER will be contracted for the portion of the total grant amount equal to the Service Fee Base Rate. The Service Fee Base Rate is significantly (20%) lower than the 5.0% rate allowable by the FLDOE under 21st CCLC. The proposed Service Fee Base Rate is indicated in the following table for each grant individually. The following cost schedule for the fixed price contract is based on payments being 'triggered' by specific deliverables. Rather than paying for every deliverable, CASPER proposes a limited number of deliverables to 'trigger' a payment (upon invoice). Payments are made when the noted keystone' deliverables are met and submitted to the Suwannee County School District. The Suwannee County School District may choose to pay CASPER on a monthly basis. In this event, the table on the following page will serve to indicate the amount CASPER may not charge or must refund if a specific deliverable is not completed in the timeframe provided under the contract and/or FLDOE RFP deadlines.~~ CASPER

~~Suwannee County School District~~ ~~21st~~ *21st Century Community Learning Centers*	*Suwannee County School District*
~~1) Continuous Improvement / Guidance~~	~~Complimentary~~
~~2) Evaluation Support and Training~~	~~Complimentary~~
~~3) Data Collection and Survey Support~~	~~Complimentary~~
~~a. Student Master Database~~	~~$2,000~~
~~b. Adult Performance Database~~	~~Complimentary~~
~~c. Pre/Post Review and Support~~	~~Complimentary~~
~~d. Literacy Performance Survey~~	~~Complimentary~~
~~e. Monthly Attendance Support~~	~~Complimentary~~
41) On-Site / Virtual Evaluation Visits:	--

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~~a. Visit 1 (Fall or Spring)~~ ~~$3,000~~

~~b. Visit 1 Debriefing Meeting~~ ~~Complimentary~~

Vie~~.~~sit ~~2~~ (1 (Fall, Spring or Summer) (8 hour visit) ~~Discretionary~~ *$2,000*

Visit 2 (Fall, Spring or Summer) (8 hour visit) *$2,000*

Visit 3 (Fall, Spring or Summer) (8 hour visit) *$2,000*

~~d.~~ Visit ~~2 Debriefing Meeting~~4 (Fall, Spring or Summer) (8 hour visit) ~~Discretionary~~ *$2,000*

~~5~~2) Data Collection and Reports:

~~a. Baseline Database~~ ~~Complimentary~~

~~b. Baseline Database Update~~ ~~Complimentary~~

~~c. Mid-Year Database~~ ~~Complimentary~~

~~d. Mid-Year Data Report~~ ~~$5,000~~

~~e.~~ Formative Evaluation Summary Support (8 hours) ~~$5,000~~*3,000*

~~f.~~ Formative ~~CIM Response~~Modification Support (8 hours) ~~Complimentary~~*$3,000*

~~g. End-of-Year Database~~ ~~Complimentary~~

~~h. End-of-Year Data Report~~ ~~$5,000~~

~~i. End-of-Year Data Summary~~ ~~Complimentary~~

~~6~~3) Summative Evaluation Report ~~$5,196~~*3,000*

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~~7) Federal Data Submission (21 APR) Complimentary~~
~~8) Feedback and Debriefings Complimentary~~
~~9) Improvement / Refinement Support Complimentary~~
~~10) Objectives and Evaluation Plan Complimentary~~
~~11) Bi-Weekly Communication (On Request) Complimentary~~

Proposed Evaluation Costs	~~$25,197~~ **17,000**

~~Proposed 3.60% Service Fee Base Rate~~ ~~21st CCLC Grant Award Maximum~~ ~~$699,884~~ ~~$34,995~~ ~~Service Fee (5.0%)~~

~~*Total for grant and evaluation costs are estimated, with the service fee base rate at 3.60%.*~~ *This is significantly lower than the total allowable evaluation costs for the Suwannee County School District grants, allowing ~~$9,798 for~~ funding for data entry support within the Suwannee County School District.*

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~~**4. Compensation (Professional Development)**~~

~~The Client may request **CASPER** to provide additional professional development to active 21st CCLC staff under this contract. Whereas **CASPER** is a known resource for professional development trainings about 21st CCLC and the afterschool movement, the **Client** agrees to compensate **CASPER** at a fixed rate of $2,500 for each day of professional development to staff of this grant, if requested, with a minimum of two days of training. Professional development trainings may include general 21st CCLC trainings and development of high quality afterschool programs. The **Client** agrees to compensate **CASPER** a fixed rate, as above, to include preparation, travel, and provision of the professional development workshops for 21st CCLC staff. Although fixed price, costs are estimated at 25 hours (15 hours preparation, 10 hours training over two days) at $150 per hour and $1,250 for all travel costs. Costs do not include printing.~~

~~The entire cost for professional development sessions must be paid in full prior to provision of services. A separate invoice will be provided to **Client** for each professional development training. The **Client** is responsible for ensuring participation and tracking attendance for reporting to the Florida Department of Education.~~

~~5.~~4. Meetings

CASPER and the **Client** will attend meetings via telephone, as required or requested, in order to discuss aspects of this agreement and the Services.

~~6.~~5. Expenses

Reasonable expenses (1) when properly and necessarily incurred beyond the scope of this contract and (2) with prior written approval from **Client** will be paid by **Client**. **CASPER** will ensure that expense forms, where appropriate and where provided by **Client** to **CASPER**, are completed and delivered to **Client** as soon as practicably possible following the expense actually occurring.

~~7.~~6. Overtime

No minimum hours are promised and no overtime will be paid by **Client** to **CASPER**. **CASPER** agrees to work within the agreed budget specified. At the sole discretion of **CASPER**, additional days or hours may be worked as required to ensure the timely and complete delivery of the project, and, at its own cost, **CASPER** will carry out any steps necessary to make good the quality and suitability of the project deliverables. By exception, and at the request of **Client**, **CASPER** may be requested to work additional hours to meet unforeseen requirements. In this circumstance, additional work will be paid at the rate of $-150.00 per hour, or on a pro rata basis.

~~8.~~7. Warranties / Guarantee

CASPER warrants that it has the necessary expertise, skill and experience to provide the Service and will provide unbiased and independent advice in respect of the Service. **CASPER** warrants that it will comply with representations and descriptions in respect of the Service including, but not limited to, capabilities, performance, completeness, accuracy, characteristics and specification.

*

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~~CASPER~~

CASPER warrants that the Service and any material or materials supplied or obtained by **CASPER** in connection with this agreement will not in any manner or way infringe or violate any third party proprietary rights including but not limited to any copyright, patent, trademark, trade name, registered design, trade secret, proprietary information, contractual, property, employment or non-disclosure rights.

CASPER shall use all resources at **CASPER's** disposal to perform duties as assigned and agreed to by both parties, and shall submit same in good faith. However, no guarantee of continued funding for the **Client** is implied or promised by **CASPER**. In addition, **CASPER** and **Client** recognize that performance of tasks in Section 2 necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. **Client** also recognizes that **Client** is responsible for any acknowledgments and reports to funders, unless otherwise determined by Agreement.

~~9.~~8. Indemnity and Insurance

CASPER will ~~indemnity~~ indemnify **Client** against professional loss, damage, costs and expenses which **Client** may incur as a consequence of any act, omission, negligence or default of

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CASPER, its employees, subcontractors, assignees or agents in connection with or in performance of the Services.

Likewise, **Client** will indemnify **CASPER** against professional loss, damage, costs and expenses which **CASPER** may incur as a consequence of any act, omission, negligence or default of **Client**, its employees, subcontractors, assignees or agents in connection with or in performance of the Services.

CASPER believes in protecting clients and stakeholders of the ~~21 st~~ 21st CCLC programs under evaluation. As such, CASPER currently carries a number of insurance policies. Upon request, all clients are added to these policies as an "additional insured" and are provided certificates as such. Insurances are subject to change, but currently include:

Professional Liability (Grant Writing / Evaluation) (Lloyds of London): $500,000

General Liability (Hartford Insurance): $1,000,000

Personal and Advertising Injury (Hartford Insurance): $1,000,000 Products and Services Liability (Hartford Insurance): $2,000,000 Damage to Premises (Hartford Insurance): $1,000,000

Business Owners (Hartford Insurance): $1,000,000

Automobile Liability (Hired) (Hartford Insurance): $1,000,000

Workers Compensation (Hartford Insurance): 1,000,000

Nothing contained in this Agreement shall be interpreted or construed to mean that the School Board waives its common law sovereign immunity or the limits of liability set forth in Florida statutes s.768.28.

~~10.~~9. Ownership

All Intellectual Property Rights, including copyrights, in and to any software, documentation, drawings, data, information, database, writings, or other product created or produced by **CASPER** in performing the Services under this Agreement will be the property **CASPER**. Contingent upon payment for services, **CASPER** hereby authorizes unlimited use, present and future, of any software, documentation, drawings, data, information, database, writings, or other product created or produced exclusively through this Agreement. The **Client** hereby agrees to reference **CASPER** by full name (i.e., **Center for Assessment, Strategic Planning, Evaluation and Research**) when using any said product, either in whole or in part.

~~CASH R~~

This clause in no way limits or transfers the Intellectual Property Rights of the **Client** in and to any software, documentation, drawings, data, information, database, writings, or other product originally owned, purchased, or developed by **Client** and used during the execution of this contract. **CASPER** will not obtain rights in any data, materials, or systems otherwise utilized or provided by **Client** in connection with this agreement. At the request and expense of **Client**, **CASPER** will do all things and sign all documents or instruments reasonably necessary in the opinion of **Client** to enable **Client** to

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obtain, defend and enforce its rights in any such data, materials or systems. Upon request by **Client, CASPER**

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will promptly deliver to **Client** copies of such data, materials or systems that may be in the possession, custody or control of **CASPER**.

The provisions and requirements of this clause will survive the expiration or termination of this Agreement.

11. Confidentiality

CASPER will maintain as confidential all information obtained under or in connection with this Agreement and will not divulge such information to any person (except to their own employees or subcontractors and then only to those employees or subcontractors who need to know same) without the **Client's** prior written consent.

The **Client** will maintain as confidential all information obtained under or in connection with this Agreement and will not divulge such ~~infonnation~~ information to any person (except to their own employees who need to know same) without **CASPER's** prior written consent.

This clause will not extend to information which was rightfully in the possession of **CASPER** or the **Client** prior to the commencement of the negotiations that led to this Agreement, which was already in the public domain or becomes so at a future date (other than as a result of a breach of this clause), or is discoverable under the public record laws of Florida (if applicable).

The **Client** agrees to allow **CASPER** to use the **Client's** legal name and unaltered logo, if available, in print, electronic, and web-based materials as a current or past client of **CASPER**. **CASPER** agrees to allow the **Client** to use **CASPER's** full legal name and unaltered logo, if desired, in print, electronic, and web-based materials as a consultant and/or contractor of the **Client**, including the nature of and satisfaction with said services.

For all contractors as set forth in Section 119.0701, Florida Statutes (2018) see EXHIBIT A which is incorporated by reference herein.

These obligations of confidentiality will survive the expiry or any termination of this agreement.

12. Certification Regarding Debarment and Suspension

As required by Executive Order 12549, the undersigned representative of CASPER certifies, to the best of his or her knowledge and belief, that CASPER and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

~~CASPER~~

(b) Have not within a ~~three-year~~ ten-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction

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of records, making false statements, or receiving stolen property;

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(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph ~~(1)~~(b1)(b) of this certification; and (d) ~~Have~~ Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

13. Offers of Employment

CASPER will not make any approach to any member of staff of **Client**, nor will **CASPER** offer employment to any of **Client** employees or contractors either during this Agreement or for a period of six months from the termination or expiry of the Agreement.

Client will make no approach or offer relating to employment to any employees or subcontractors of **CASPER** during this agreement. **Client** will not accept the services of any such employee or subcontractor for a period of six months immediately following the termination or expiry of this Agreement except (a) on further assignment from **CASPER** or (b) as a permanent recruit in which event a fee of 15% (fifteen percent) of his or her initial base salary will be payable by **Client** to **CASPER** at the discretion of **CASPER**.

14. ~~14.~~Independence

CASPER and its employees and subcontractors are independent contractors and nothing in this Agreement will render them an agent or partner of **Client**, and **CASPER** will not hold themselves out as such. **CASPER** and its employees and subcontractors will not have any right or power to bind **Client** to any obligation.

CASPER is retained or engaged by **Client** only for the purposes and to the extent set forth in this Agreement. **CASPER's** relation to **Client** will, during the period or periods of this Agreement, be that of an independent contractor and, as such, **CASPER** will be free to dispose of such portion of its time, energy and skill, when **CASPER** is not obligated under this Agreement, in such a manner as **CASPER** sees fit.

This Agreement will not establish a joint venture, agency or partnership between **Client** and **CASPER** beyond that explicitly detailed in the finalized grant applications funding the services of this Agreement (i.e., external evaluation and staff trainings).

CASPER will not be considered under this Agreement, or otherwise, or in any way, as having the status of employee or being entitled to participate in any plans, schemes, arrangements or distributions by **Client** pertaining to, or in connection with, any person, stock, bonus, profit sharing or other benefits provided ordinarily by **Client** to its employees.

~~CASPER~~

15. Termination

(a) This agreement may be terminated by mutual agreement of **CASPER** and **Client**. With mutual agreement, **Client** will have no liability in respect of costs incurred following the expiration of such notice.

(b) This agreement may be terminated immediately by either party on giving notice in

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writing to the other, if the other party has a receiver or administrative receiver appointed or passes a resolution for winding up (otherwise than for a bona fide scheme of solvent amalgamation

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~~(b)~~or reconstruction) or a court of competent jurisdiction makes an order to that effect or if the other party becomes subject to an administration order or enters into a voluntary arrangement with its creditors or ceases or threatens to cease to ~~cany~~ carry on business.

(c) Should **CASPER** or any of its employees or subcontractors or agents commit, in the sole opinion of **Client**, a gross breach of contract or be guilty of gross misconduct, **Client** will be entitled to terminate this agreement immediately.

(d) In the event that **CASPER** or its employees or subcontractors are absent during the Service and, in the sole opinion of **Client**, that **CASPER** has been or will be absent for a period of time unacceptable to **Client**, but not less than 45 calendar days, **Client** will be entitled to terminate this agreement immediately.

(e) Any termination of this agreement, however occasioned will not affect any accrued rights or liabilities of the other party, nor will it affect the coming into force, or the continuance in force, of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

16. Force Majeure

Notwithstanding anything else contained in this Agreement, neither party will be liable for any delay in performing its obligations herein, if such delay is caused by circumstances beyond its reasonable control (including, without limitation, any delay caused by an act or omission of the other party).

Subject to the party so delaying promptly notifying the other party in writing of the reason for the delay and the likely duration of the delay, the performance of such party's obligations will be suspended during the period that the said circumstances persist, and such party will be granted an extension of a time period for performance of duties and obligations under this agreement equal to the period of the delay.

This to be the case except where said delay is caused by the act or omission of the other party, in which event the rights, remedies and liabilities of the parties will be as conferred by the other clauses and terms of this Agreement and by law:

(a) Any costs arising from such delay will be borne by the party incurring the same, and

(b) either party may, if such delay continues for more than eight weeks, terminate this Agreement on giving notice in writing to the other in which event neither party will be liable to the other by reason of such termination.

~~0/0~~
~~CASPER~~

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

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orders of the United States, the State of Florida, or local county and municipal governing

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~~01/29/2020~~09/01/2

bodies, which prevents performance of the contract for all or part of the 2020-2021 academic year.

17. Waiver of Remedies

No forbearance, indulgence or delay by either party in enforcing the provisions of this Agreement will prejudice or restrict the rights of that party, nor will any waiver of its rights operate as a waiver of any subsequent breach. No right, power or remedy in the Agreement conferred upon or reserved for either party is exclusive of all other rights, powers or remedies available to that party and each such right, power or remedy will be cumulative.

18. Entire Agreement

This Agreement supersedes all prior arrangements, agreements and understandings between the parties. No addition to or modification of any provision of this Agreement will be binding upon the parties unless made by written instrument and signed by an authorized representative of each of the parties.

19. Assignment

Neither party will assign or transfer this Agreement or any of its rights or obligations herein, whether in whole or in part without the prior written consent of the other.

20. Notices

All notices that are required to be given under this agreement will be in writing and will be sent to the address of the appropriate party as set out in this Agreement or such alternative address the recipient may designate by notice given in accordance with the provisions of this clause. Any such notice may be delivered personally, by first class pre-paid letter or facsimile transmission and will be deemed to have been served if by hand when delivered, if by first class post 48 hours after posting and if by facsimile transmission when dispatched.

20. Headings

The headings to and numbering of the clauses of this Agreement are for ease of reference only and will not affect the interpretation, application or construction of this Agreement.

~~22.~~ 22 Law

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 Suwannee County, in the court of appropriate jurisdiction.

The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this agreement.

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(2020-2021) Suwannee County School

23. E-Verify

CASPER agrees to comply with Exhibit B.

This agreement shall constitute the entire agreement between the parties. This agreement may be terminated or renegotiated by either party in accordance with this contract.

~~SCSB 2020-84 (RENEWAL)~~

~~CASPER~~

~~CASPER, LLC~~

~~Name: Charles E. ByriL\Ph.D. Title: President and CEO Date: 03-05-2020 EIN: 27-4660705~~

~~Suwannee County School~~
~~I~~

~~Name: Ted L. Roush~~
~~Title: Superintendent of Schools~~
Date: FEB 25 2020

Name: Ed daSilva
Title: Board Chairperson
~~Date:~~

~~"Approved as to Form an Sufficiency~~
~~BY~~ _____
~~LeonaMjyjpietzen, III~~
~~Rumberger, Ki*/& Caldwell,~~
~~Suwannee Schc(01 Board Attorney'~~

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CASPER, LLC	Suwannee County School District
Name: Charles E. Byrd, Ph.D.	Name: Ted L. Roush

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~~01-29-2020~~09/01/2

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(2020-2021) Suwannee County School

Title: President and CEO	Title: Superintendent of Schools
Date: 09/01/2020	Date:
EIN: 27-4660705	
	Name: Ed daSilva
	Title: Board Chairperson
	Date:

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(2020-2021) Suwannee County School

EXHIBIT A

Public Records Law Requirements under Chapter 119.0701, Florida Statutes~~(2019)~~

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, ~~VICKIE.DEPRATTER@fl SUWANNEE.K12.FL.US.~~ VICKIE.DEPRATTER@SUWANNEE.K12.FL.US. OR 1740 OHIO AVENUE, SOUTH, LIVE OAK, FL 32064.

If you are a contractor as defined by Section ~~119.0701(1)(a~~119.0701(1)(a), Florida Statutes ~~(2019)~~, you must comply with Florida's public records law.

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

Upon request from the School District's Custodian of public records, you must provide the District

with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law.

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

Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. *See* Section ~~119.0701(2)(b)4~~119.0701(2)(b)4, Florida Statutes ~~(2019)~~, for additional record keeping requirements.

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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

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

A contractor who fails to provide the requested public records to the District within a reasonable time ~~may be~~ may be subject to penalties under Section 119.10, Florida Statutes ~~(2019).~~.

Updated
~~01/29/2020~~09/01/2

Contract for ~~evaluation~~ Evaluation Services
(2020-2021) Suwannee County School

Exhibit B

1. E-Verify. Effective July 1, 2020

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

B. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095.

(iii) Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

C. Contractor must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

D. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

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Summary Report	
Title	**compareDocs Comparison Results**
Date & Time	9/8/2020 1:21:26 PM
Comparison Time	2.97 seconds
compareDocs version	v4.3.400.130

Sources	
Original Document	SCSB 2020-84 CASPER Fully Executed.pdf
Modified Document	SCSB 2021-78 CASPER.pdf

Comparison Statistics	
Insertions	54
Deletions	53
Changes	45
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	152

Word Rendering Set Markup Options	
Name	Standard
Insertions	
~~Deletions~~	
Moves / ~~Moves~~	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark left border.
Comments color	By Author.
Balloons	False

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after saving	General	Always
Report Type	Word	TrackChanges
Character Level	Word	False
Include Headers / Footers	Word	True
Include Footnotes / Endnotes	Word	True
Include List Numbers	Word	True
Include Tables	Word	True
Include Field Codes	Word	True
Include Moves	Word	False
Flatten Field Codes	Word	True
Show Track Changes Toolbar	Word	True
Show Reviewing Pane	Word	True
Update Automatic Links at Open	Word	[Yes / No]
Summary Report	Word	End
Detail Report	Word	Separate (View Only)
Document View	Word	Print
Remove Personal Information	Word	False

JERRY TAYLOR
DISTRICT 1
CATHERINE CASON
DISTRICT 2
TIM ALCORN
DISTRICT 3

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

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

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools

FROM: Walter Boatright, Director of Human Resources WB

DATE: September 4, 2020

RE: Human Resources Transactions for September 22, 2020

Regular Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
September 22, 2020

TO: District School Board of Suwannee County

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

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

RECOMMENDATIONS FOR THE 2020-2021 SCHOOL YEAR:

RECOMMENDATIONS: ADMINISTRATIVE:

District Office:
Malcolm Hines, Assistant Superintendent of Administration, effective February 1, 2021
REPLACES: William "Bill" Brothers

Kelly Waters, Director of Student Services, effective February 1, 2021
REPLACES: Debra Land

Facilities Department:
Ethan Butts, Director of Facilities, effective November 2, 2020
REPLACES: Mark Carver

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee Opportunity School:
Brooklyn Ross, Long Term Substitute, effective August 31, 2020
REPLACES: Jazmin Marrero Guerra

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Cheri Copeland	Teacher/SMS	Teacher/SRE	8/24/20	Elizabeth Mitchell
Elizabeth Mitchell	Teacher/SRE	Teacher/SMS	8/24/20	Cheri Copeland

SUSPENSION:

Suwannee High School:
Eric Rodriguez, Teacher, effective September 11, 2020, without pay.

LEAVE OF ABSENCE (MEDICAL):

Branford High School:
Jason Dobson, Teacher, November 10-May 28, 2021

RIVEROAK Technical College:
Catherine Maxwell, Teacher, August 31-May 28, 2021, returning sooner if released by doctor

CONTRACT RECOMMENDATIONS:
(Revision from the July 28, 2020 Agenda)

Branford High School:
**Tommy Taylor 10

RIVEROAK Technical College:
**Kevin Mercer 10

**Non certificated

PART-TIME/HOURLY EMPLOYEES:

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEE
July 1, 2020-June 30, 2021:

CAREER AND TECHNICAL EDUCATION

Barbara Jean Cooler	Phlebotomy Instructor
Bonnie Leighann Thomas	CNA Rapid Credentialing Instructor
Susie Tyson	CNA Rapid Credentialing Instructor
Suzanne Wilson	Nursing Assistant

SUPPLEMENTARY:

Employee Name	Position	Location
Lillian Henderson	Junior Class Sponsor	SHS

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary:
Heidi Davis, Custodian (Temporary), effective September 9, 2020
REPLACES: New Position

Branford High School:
Melissa Hygema, Media Clerk, effective September 1, 2020
REPLACES: Lynn Peaden

District Office:
Erika Leak, Administrative Secretary, effective October 19, 2020
REPLACES: Jillian Herron

Suwannee High School:
Liana Godbold, Paraprofessional, effective August 31, 2020
REPLACES: Nahjawan Dukes

Suwannee Middle School:
Vadarian Robinson, Food Service Monitor, effective September 1, 2020
REPLACES: New Position

Clifford Shearer, Custodian (Temporary), effective September 14, 2020
REPLACES: Dawn Willms

Suwannee Pineview Elementary:
Emiley Maynard, Custodian (Temporary), effective September 8, 2020
REPLACES: New Position

Suwannee Riverside Elementary:
Gabrielle Buchanan, Paraprofessional, effective August 24, 2020
REPLACES: Christine Vervisch

Sasharine Richardson, Custodian (Temporary), effective August 24, 2020
REPLACES: New Position

Mariah Shearer, 3 Hour Food Service Worker, effective August 17, 2020
REPLACES: Margaret Turner

Suwannee Springcrest Elementary:
Lyndze Jandle, 3 Hour Food Service Worker, effective August 24, 2020
REPLACES: Erika Delgado

Transportation Department:
Monica Lorenz, Bus Driver, effective August 20, 2020
REPLACES: Eva Garitson

TRANSFERS/REASSIGNMENTS:

NAME	FROM: SITE/POSITION	TO: SITE/POSITION	EFFECTIVE	REPLACES
Diane Chavez	6 Hour Food Service Worker/SMS	8 Hour Food Service Worker/SMS	8/31/20	Leslie Kurtz
Cynthia Ford	Custodian/SHS	Custodian/SMS	9/8/20	Victoria Saunders
Victoria Saunders	Custodian/SMS	Custodian/SHS	9/8/20	Cynthia Ford

TERMINATION:

Branford High School:
Devontaye Thomas, Custodian, effective September 14, 2020

LEAVE OF ABSENCE (MEDICAL):

Suwannee Middle School:
Lisa Shuler, Custodian, August 21-November 13, 2020

Transportation Department:
Christine Scrivens, Bus Driver, August 11-September 8, 2020

LEAVE OF ABSENCE (MATERNITY):

District Office:
Cortney Flowers, Administrative Secretary, September 28-November 16, 2020

MISCELLANEOUS:

Approval for the following to work additional hours for Pre-K Extended Day Program

Tresca Anderson	Tara Brock	Kelly Davidson
Laritta Hunter	Amanda Kiser	June Lane
Kelsey Leighton	Susan Mackin	Tiffany Sanders
Jessica Wagner	Deanna Yott	

STUDENT WORKERS:

The following to serve as Student Workers at RIVEROAK Technical College:

Courtney Anderson Destiny Melendez

SUBSTITUTE:

The following to serve as Substitute Bus Drivers:

Shawn Hill	Kiara Janosh
Caleb Jones	Cynthia Worthy

VOLUNTEERS:

Judy Bass	Jennifer Hayes	Pamela Nettles
Olivia Bruening	Natalie Hayes	Diane Potter
Paul Buchanan	Heather Hodge	Brooklyn Ross
Jasmine Burns	Mary Hygema	Trevor Ross
James Cannon	Richard Jordan	Amy Rutherford
Mirtha Castro	Douglas Mabey	Katelyn Shattler
Jerry Coker	Josie March	Delores White
Ravinn Dees	Kenyan McFatten	Susan White
Mary Fridman	Holly Melland	Tabitha Yount
Janice Harris	Michael Nettles	

End of List
2020-2021
School Year

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT 2.091*

I. The School District and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The District will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title IV, Title VI, Community Involvement Programs, Business Partnerships, and other community involvement activities.

II. The District will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs, based on the National Standards for Parent/Family Involvement Programs, which include:

A. Communication between home and school is regular, two-way and meaningful.

B. Responsible parenting is promoted and supported.

C. Parents play an integral role in assisting student learning.

D. Parents are welcome in school and their support and assistance are sought.

E. Parents are full partners in the decisions that affect children and families.

F. Community resources are utilized to strengthen school programs, family practices and student learning.

III. The District will communicate parental choices and responsibilities to parents.

IV. The District shall develop and distribute a parent guide to successful student achievement. The guide shall contain information that parents need to know about their child's educational progress and how parents can help their child's success in school.

V. The District will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the District professional development plan.

VI. The District, to the extent practicable, shall provide full opportunities for parents with disabilities, parents with limited English proficiency and parents of migratory children to participate in school and parental involvement activities and programs.

VII. The District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy

A. To determine the effectiveness in increasing parent participation;

B. To identify barriers to greater parent participation; and

C. To report the findings to the State Board of Education.

VIII. The District will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAWS IMPLEMENTED: 1000.21, 1001.42, 1001.51, 1001.54, 1002.20, 1002.23, 1003.33, 1006.07, 1008.25, 1012.72, 1012. 1012.98 F.S.
~~NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110~~
Every Student Succeeds Act, Title I, Part A, Subpart 1, Section 1116

HISTORY:	ADOPTED: REVISION DATE(S): 3/23/2010 FORMERLY: NEW

HOMELESS STUDENTS 5.021

POLICY:

Homeless children who live within the county shall be admitted to school in the District, shall have access to free public education including preschool, shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and District assessments and accountability systems.

I. Definitions

A. Homeless Child

One who lacks a fixed, regular and adequate nighttime residence and includes children and youth who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;

2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;

3. Are living in emergency or transitional shelters, abandoned in hospitals or awaiting foster care placement;

4. Have a primary nighttime residence that is:

   a. A supervised shelter designed to provide temporary living accommodations;
   b. An institution providing temporary residence for persons who are to be institutionalized; or

c. A public or private place not designed or normally used as a regular sleeping accommodation for human beings;

5. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

6. Are migratory children who qualify as homeless because the children are living in circumstances described in I.A.1. through I.A.5.

B. Unaccompanied Youth - A youth is a person up to the age of 21. The term unaccompanied homeless youth includes a child or youth not in the physical custody of a parent or guardian.

C. Certified Homeless Youth – A minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U. S. Department of Housing and Urban Development or designee, or the director of a runaway or homeless youth basic center or transitional living program funded by the U. S. Department of Health and Human Services or designee, a licensed clinical social worker, or a circuit court.

D. School of Origin - The school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

E. Enroll and Enrollment - Attending classes and participating fully in school activities.

F. Immediate – Without delay.

G. Parent – Parent or guardian of a student.

H. Liasion – The staff person designated by the District as the person responsible for carrying out the duties assigned to the liasion by the McKinney-Vento Homeless Assistance Act.

I. Designated receiving school - Includes the next level school, elementary from prekindergarten, middle from elementary, high from middle, that a homeless child or youth, whose homelessness continues into the next school year, may attend when that next level school is the district designated school for those students in the homeless student's school of origin.

J. Eligible School - The school of origin, the school zoned for the address where the student is temporarily residing, or another school which students residing in that attendance zone are eligible to attend [s.722(g)(3)(A)]

II. The District shall identify a liaison to carry out the duties described in the McKinney-Vento Homeless Assistance Act.

III. The District shall identify homeless students as defined by federal and state law. If the District liaison for homeless children and youth determines that the minor is an unaccompanied homeless youth, the liaison shall issue to the youth a certificate documenting his/her status as required by law.

IV. The District shall seek to remove barriers to the identification, enrollment and retention of homeless children and youth. Uniform or

dress code requirements, outstanding fees, fines, or absences shall not be barriers to enrollment or participation

V. The District shall ensure the immediate enrollment of homeless students, even if the child or youth missed an application or enrollment deadline during any period of homelessness.

A. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school.

B. A homeless child shall be given a thirty (30) school day exemption to provide proof of age, certification of a school-entry healthy examination, proof of immunization, and other documentation required for enrollment.

VI. Each homeless student shall be provided the services that are available for all other students including transportation, school nutrition programs, before and after school programs, academic and extracurricular activities, and education services for which the child meets the eligibility criteria such as exceptional education, gifted education, vocational and technical programs, preschool programs.

VII. If requested by a child's or youth's parent or guardian, a homeless child or youth may enroll in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

VIII. The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

IX. Appropriate credit for full or partial coursework satisfactorily completed by homeless children and youth while attending a prior school shall be awarded.

X. Unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for postsecondary education.

XI. If the child or youth needs to obtain immunizations or immunization records, the enrolling school shall immediately refer the parent or guardian of the child or the youth to the homeless liaison who will assist in obtaining necessary immunizations or records.

XII. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when the child or youth enters a new school or school district. These records shall be treated as student records and held confidential in a manner consistent with section 444 of the General Education Provision Act (20 U.S.C. 1232g) and shall not be deemed to be directory information.

XIII. Keeping the child or youth in the school of origin is presumed to be in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth when considering placement in a school other than the child's or youth's school of origin, the district will consider student-centered factors to determine a placement that is in the student's best interest.

XIV. When the district determines that a placement other than the school of origin is in the best interest, the district will provide the parent, guardian, or unaccompanied homeless youth with a written explanation in a manner and form understandable to the parent,

guardian, or unaccompanied youth, and information on the right to appeal the placement determination.

XV. During a school selection dispute, the child or youth will either remain enrolled in the student's school of origin or shall be immediately enrolled in the eligible school in which enrollment is sought, either the school zoned for the address where the student is residing or another school which students residing in that attendance zone are eligible to attend, pending final resolution of the dispute including all available appeals the parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school or the district, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions and the parent, guardian, or unaccompanied youth shall be referred to the district's designated homeless liaison to carry out the dispute resolution process as expeditiously as possible.

XVI. If requested by the parent of a homeless child or by the liaison on behalf of an unaccompanied youth, the District shall be responsible for providing transportation to and from the school of origin throughout the duration of homelessness. The District shall share the responsibility of transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.

XVII. A homeless student who becomes permanently housed during the academic year, may remain at their school of origin for the remainder of the academic year and continue to receive all McKinney-Vento Act benefits.

XVIII. Homeless students shall not be stigmatized, segregated, or separated in any education program on the basis of their homeless status.

XIX. The District shall coordinate district programs and collaborate with other school districts, community service providers and organizations, including:

B. Local social services and other community agencies to provide support to homeless students and their families,
C. Other school districts regarding homeless student-related transportation, transfer of school records, and other inter-district activities, as needed,
D. housing authorities, and
E. ESE.

XIV. The District shall follow the requirements of the McKinney-Vento Homeless Assistance Act and Florida Statutes.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1003.21, F.S.

LAW(S) IMPLEMENTED: 382.002, 722(g), 743.067, 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, F.S.
MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, P.L.100-77

Every Student Succeeds Act of 2015. PL 114-95
20 USC 6311(g)(1)(F)

HISTORY: ADOPTED: 10/28/08
REVISION DATE(S): 7/2009, 5/25/2010, 7/23/13, 1/27/2015, 6/26/2018
FORMERLY: Homeless Education

EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE 5.025

I. The District shall collaborate with child welfare agencies to ensure educational stability for children in foster care.

II. The District shall designate a contact person for students in foster care. The point of contact will be reported to the Florida Department of Education and the local child welfare agency.

III. The District shall ensure that children in foster care remain in the school of origin when it is in the best interest of the child.

IV. If it is determined that it is not in the child's best interest to remain in the school of origin, the District shall expedite transfer and enrollment in the new school.

V. The District shall collaborate with the local child welfare agency to provide for transportation so that a child in foster care may remain in the school of origin when it is determined to be in the best interest of the child. If additional costs are incurred, the District shall work with the child welfare agency to resolve the issue of transportation expense in accordance with 475 (4) (A) of the Social Security Act.

VI. The District shall ensure that children in foster care receive all appropriate services.

VII. Relevant personnel shall be trained on the requirements relating to educational stability for students in foster care and the procedures for best interest determination and transportation.

VIII. The Superintendent shall develop procedures for ensuring educational stability for students in foster care. Procedures shall include but are not limited to:

A. Identification of students in foster care;
B. Role of the point of contact;
C. Determination of the child's retention in the school of origin or placement in another school;
D. A dispute resolution process developed with the child welfare agency to be used when all parties do not agree on the proposed placement of the student;
E. Methods of providing transportation to maintain enrollment in the school of origin or to provide transportation to a different school;
F. Process for expediting enrollment and attendance in another school if it is determined to be in the best interest of the child;
G. Process for expediting transfer of student records to the enrolling school if the student does not remain at the school of origin.
H. Training for staff regarding the requirements for maintaining stability for children in foster care and the effects placement in foster care on students.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1003.21, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, 1003.25, F.S. Elementary and Secondary Education Act of 1965, P.L. 89-10
~~No Child Left Behind Act of 2001, P.L. 107-110~~
Family Educational Rights and Privacy Act, 20 USC 1232g
Fostering Connections Act of 2008, P.L. 110-351
Every Student Succeeds Act of 2015. P.L. 114-95

HISTORY: ADOPTED: 3/28/2017
REVISION DATE(S): _____
FORMERLY: NEW

BULLYING AND HARASSMENT 5.101*

I. Statement Prohibiting Bullying and Harassment

A. It is the policy of the Suwannee County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

B. The District upholds that bullying or harassment of any student or school employee is prohibited

1. During any education program or activity conducted by a public K- 12 educational institution;

2. During any school-related or school-sponsored program or activity;

3. On a school bus of a public K-12 educational institution; or

4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; . or

5. Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the

education process or orderly operation of a school. School staff is not required to monitor any nonschool-related activity, function, or program.

II. Definitions

A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing;

2. Social Exclusion;

3. Threat;

4. Intimidation;

5. Stalking;

6. Cyberstalking

7. Physical violence;

8. Theft;

9. Sexual, religious, anti-semitic or racial harassment;

10. Public or private humiliation; or

11. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

C. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

D. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

F. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;

3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or

4. Has the effect of substantially disrupting the orderly operation of a school.

G. Bullying and harassment also encompass

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by

a. Incitement or coercion;

b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;

c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

III. Behavior Standards

A. The Suwannee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

C. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

D. Student rights shall be explained in the *Student Code of Conduct;*

E. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the *Student Code of Conduct.*

IV. Consequences

A. Committing an act of bullying or harassment

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct.*

3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.

4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct.*

2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.

3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

V. Reporting an Act of Bullying or Harassment

A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.

B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.

D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.

E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.

F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future

employment, grades, learning or working environment, or work assignments.

H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).

I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

VI. Investigation of a Report of Bullying or Harassment

A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.

B. The principal or designee shall select an individual(s), employed by the school to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.

C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

D. The investigator shall collect and evaluate the facts including but not limited to

1. Description of incident(s) including nature of the behavior;

2. Context in which the alleged incident(s) occurred;

3. How often the conduct occurred;

4. Whether there were past incidents or past continuing patterns of behavior;

5. The relationship between the parties involved;

6. The characteristics of parties involved, *i.e.*, grade, age;

7. The identity and number of individuals who participated in bullying or harassing behavior;

8. Where the alleged incident(s) occurred;

9. Whether the conduct adversely affected the student's education or educational environment;

10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and

11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include

1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and

2. A written final report to the principal.

F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.

VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District

A. The principal or designee will assign an individual(s) to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.

B. The investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.

1. If it is within the scope of the District, a thorough investigation shall be conducted.

2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.

3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.

C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.

1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (~~No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532~~ Every Student Succeeds Act, Title VIII, Part F, Subpart 2, Section 8532) that states ". . .a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, *e.g.*, school counselor, school psychologist), to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.

B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.

C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.

D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend

1. Counseling and support to address the needs of the victims of bullying or harassment;

2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or

3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment

A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included

within the bullying incidents category. The report shall also include in a separate section each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as incident codes as well as bullying-related as a related element code.

1. SESIR Definitions

a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.

b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.

3. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the

relevant incident code and the bullying-related code. Such incidents are:

a. Alcohol

b. Arson

c. Battery

d. Breaking and Entering

e. Disruption on Campus

f. Drug Sale/Distribution Excluding Alcohol

g. Drug Sale/Possession Excluding Alcohol

h. Fighting

i. Homicide

j. Kidnapping

k. Larceny/Theft

l. Robbery

m. Sexual Battery

n. Sexual Harassment

o. Sexual Offenses

p. Threat/Intimidation

q. Trespassing

r. Tobacco

s. Vandalism

t. Weapons Possession

u. Other Major (Other major incidents that do not fit within the other definitions)

C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat / intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment

A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.

B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.

C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.

C. The Superintendent shall also make all contractors contracting with the District aware of this policy.

D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.

E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S., 20 USC 1232g**

STATE BOARD OF EDUCATION RULE(S): **6A-10.081**

HISTORY: **ADOPTED: 12/16/2008**
REVISION DATE(S): 1/28/2014, 8/25/2015, 6/28/2016, 10/24/2017, 11/19/2019
REVIEWED DATE(S)

STUDENT RECORDS 5.19

POLICY:

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education Rules, and Federal Laws relating to Family Educational Rights and Privacy Acts and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

I Procedures on student records shall be approved by the School Board. Included shall be provisions of the ~~No Child Left Behind Act~~ Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.

III. Parents and students shall be notified annually of their rights regarding education records.

IV. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.

V. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from public records law as required by Florida Statutes.

VI. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

VII. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.

VIII. Reporting of student database information shall comply with these safeguards.

A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,

C. Data shall be protected from unauthorized use at all times.

VIII. Social security numbers may be collected from students

A. To be used as student identification numbers as required by 1008.386, F.S., until the Department of Education has issued a student identification number;

B. To facilitate the processing of student scholarships, college admission, and other applications; and

C. For other purposes when consent of the parent or adult student is granted.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 119.07(1); 119.071; 1001.43; 1001.52; 1002.22; 1002.221, 1002.222, 1003.25; 1008.386, F.S.
20 USC§ 1232g (34 CFR PART 99) pl 103-382 (34 CFR PART 99)

STATE BOARD OF EDUCATION RULE(S): 6a-1.0955

History:	Adopted: Revision Date(s): 5/25, 2010, 3/22, 2011, 1/27/2015 Formerly: JO

PARENTAL ACCESS TO INFORMATION 5.241

POLICY:

I. The Board shall incorporate into the Board approved Student Services Plan, rules and procedures required by the ~~No Child Left Behind Act~~ Every Student Succeeds Act relating to the student privacy, parental access to information and administration of physical examinations to minors.

II. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools.

III. The parents, as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, regarding the rules and procedures relating to this policy. Parents shall be notified within a reasonable period of time of any substantive change made to this policy.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 20 USC 1232g; 1000.21; 1001.43; 1002.22, F.S.

Every Student Succeeds Act, Title I, Part A, Subpart 1, Section 1116
Title IV of Public Law 90-247, [Section 445(20 USC 1232(h)(b)]

History:	Adopted: 5/25/10 Revision Date(s): Formerly: New

EDUCATION PARAPROFESSIONALS AND AIDES 6.15*

POLICY:

Aides and paraprofessionals are persons assigned by the School Board to assist an instructional staff member(s) in performing his / her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal ~~No Child Left Behind Act~~ Every Student Succeeds Act.

I. The conditions of employment of an aide or paraprofessional shall be governed by Board policy and shall include the following:

I. An aide or paraprofessional shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education Rules.

II. A paraprofessional shall meet one of the following requirements:
   a. Hold an associate's or higher degree.
   b. Two (2) years of study (60 semester hours) at an institution of higher education with a "C" or higher; or
   c. A rigorous state or local assessment of knowledge and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.

   A "Pass" score on all four parts of the Florida Department of Education General Knowledge Test or a score of 464 on the Praxis Paraprofessional exam shall satisfy I,B,3, above.

III. Be at least eighteen (18) years of age.

IV. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a records check by the two (2) agencies.

V. A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by Board approved testing laboratory.

II. The principal shall assure that the aide or paraprofessional assigned to the school possesses a clear understanding of State and District rules relating his/her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.

III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each aide or paraprofessional possesses a clear understanding of all State and District instructional practices and rules relevant to his/her responsibilities if he / she is expected to assist a teacher in promoting learning activities. When an aide or paraprofessional is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the paraprofessional possesses the necessary knowledge and skills.

IV. The aide or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the aide or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each aide or paraprofessional.

V. An education paraprofessional may administer or proctor statewide standardized assessments or assessments associated with Florida Approved Courses in accordance with Florida Statutes and State Board of Education rules.

VI. A paraprofessional shall not perform any of the following:

A. Establish instructional objectives;

B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;

C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,

D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.

VII. The principal and instructional staff members who are assigned paraprofessional personnel shall be responsible for assigning duties to paraprofessionals which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules and other controlling regulations.

CHAPTER 6.00 – PERSONNEL

STATUTORY AUTHORITY: 1001.41; 1008.24, 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.32; 1012.37, F.S.
34 CFR 200
Title I Part A Section 1111(g)(2)(J)

STATE BOARD OF EDUCATION RULES: 6A-1.070; 6B-1.006

History:	Adopted: Revision Date(s): 12/15/02, 6/22/10, 12/15/2015, FORMERLY: NEW

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
September 8, 2020

MINUTES

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

Assistant Chief Financial Officer Marsha Brown was also present.

Chairman daSilva called the hearing to order at 5:30 p.m. for the purpose of adopting the Final Millage rates for the 2020-2021 school year and the Final Budget for 2020-2021 school year.

The Final Millage rates set for the 2020-2021 school year are as follows:

Required Local Effort,	=	3.753
Prior Period Funding Adjustment	=	.021
Discretionary Operating	=	.748
Capital Outlay	=	1.500
Total	=	6.022

The Final Millage is less than the roll back rate by 2.70 percent.

The Required Local Effort is 3.753 mills and is set by the State. This is a decrease of .155 mills from the 2019-2020 rate.

The Prior Period Funding Adjustment is .021 mills and is required to be levied by the District in addition to the Required Local Effort.

The Discretionary Operating Millage is set by the Board and is .748 mills. This is the same millage rate as in 2019-2020.

The Capital Outlay is 1.500 mills. This is the same millage rate as in 2019-2020.

1) Chairman daSilva called for questions or comments from the public concerning the Final Millage rates and there were none.

NOTE: The Board approved the following items (Items #2 and #3) individually, in order, as shown below.

2) MOTION by Mr. Alcorn, second by Ms. Cason, for approval to adopt Final Millage rates for 2020-2021 as follows:

Required Local Effort	=	3.753
Prior Period Funding Adjustment	=	.021
Basic Discretionary	=	.748
Capital Outlay	=	1.500

MOTION CARRIED UNANIMOUSLY

3) MOTION by Mr. Taylor, second by Ms. Cason, for approval to adopt the Final Budget for 2020-2021. MOTION CARRIED UNANIMOUSLY

The hearing adjourned at 5:50 p.m.

AN AGREEMENT

Between

SUWANNEE COUNTY SCHOOL BOARD

and

SOLARIS HEALTHCARE LAKE CITY, LLC
Lake City, Florida

This Agreement commences on the date of execution by both parties, between the Suwannee County School Board (SCSB) and Solaris HealthCare Lake City, Lake City, Florida (Healthcare Agency).

Whereas, SCSB, through the RIVEROAK Technical College (RTC), operates a Patient Care Technician program and Practical Nurse Education program for qualified students preparing to be Patient Care Technicians and/or Practical Nurses; and,

Whereas, SCSB and the Healthcare Agency have agreed jointly to participate in a program in which Commercial Food and Culinary Arts students and Dietetic Management and Supervision students may acquire clinical experience at the facilities of the Healthcare Agency; and,

Whereas, the parties share the mutual goal of high quality patient care and health sciences education;

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

I. GENERAL CONDITIONS

1. The Healthcare Agency and the SCSB expressly agree that all faculty and students under the program shall remain agents or students of the RTC. The RTC agrees that it will never act or represent it is acting as an agent of the Healthcare Agency or incur any obligations on the part of the Healthcare Agency without first obtaining the express written authority of the Administrator. The Healthcare Agency agrees that it will not be responsible for any salaries, taxes, or insurance of the RTC faculty, agents, or students.

2. The Healthcare Agency and RTC concur that this agreement may be cancelled at any time by either party hereto, with or without cause upon 30 days written notice to the other party.

3. The Healthcare Agency and RTC concur that this agreement shall continue in effect for the period of one year beginning July 1, 2020 through June 30, 2021; and shall be renewed from year to year unless otherwise notified in writing as in paragraph #2 above.

4. No alteration, modification, or variation of the terms of this agreement shall be valid unless made in writing and signed by both of the parties hereto.

5. The Healthcare Agency and the RTC agree that executed copies of this agreement shall be placed on file with the Administrator of the Healthcare Agency and the Director of the RTC.

6. The SCSB agrees to require the student to maintain professional liability insurance with single limit liability coverage of not less than $1,000,000.00/$3,000,000.00.

7. The SCSB agrees to provide a certificate of liability insurance for the faculty members in the performance of their duties and responsibilities at the Healthcare Agency.

8. The SCSB holds the Healthcare Agency harmless from any acts of negligence of the instructors and students while in the Healthcare Agency facility within the scope of the Culinary Arts and Dietetic Management and Supervision programs.

II. THE HEALTHCARE AGENCY'S RESPONSIBILITY

1. To share in the responsibility for the education of health care students in the Culinary Arts and Dietetic Management and Supervision programs through the cooperation and assistance of its staff and employees along with the faculty and students of the RTC.

2. Students shall be selected for the programs by the RTC.

3. To make available to faculty and students of the RTC the use of its facilities the same as to its own personnel.

4. To make available whenever possible to faculty and students of the RTC all of its facilities and services in the planned learning experiences of the aforementioned programs.

5. To provide conference and meeting rooms as required and needed, if available, and not being used for other purposes by the Healthcare Agency.

6. To include faculty members of the program in their staff meetings when policies to be discussed affect or directly relate to the programs.

7. Instruction under the program(s) shall be at the time agreed by the parties to this contract and in agreement with the school curriculum calendar.

8. The responsibility for the patient remains with the Healthcare Agency.

III. THE RTC'S RESPONSIBILITY

1. The operation of programs will comply with established policies and practices of the Healthcare Agency, including all applicable legislation and regulations.

2. Ascribes to equal access/equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap, or marital status. To assign students and faculty to the Healthcare Agency based on this statement.

3. To maintain standards of the programs as recommended and prescribed by all governing bodies and accrediting agencies regulating the programs.

4. To comply with and require, if necessary, physical examination, chest x-rays, and certain immunizations as deemed necessary by the Healthcare Agency or other such authority relative to the programs prior to entrance upon premises under the programs.

5. To employ qualified employees in the programs as administrators and instructors. The RTC agrees to the responsibility of interpreting the objectives of the programs to the students, consulting with administrative personnel of the Healthcare Agency in advance about use of the various facilities, and conferring with appropriate members of the Healthcare Agency staff in selecting patients to provide the learning experiences desired for students.

6. To be responsible for the educational supervision of students in the program.

7. The Healthcare Agency may, at any time, direct withdrawal of any faculty or student from the institution facilities or premises whose conduct or performance is not in accord with the standards of the RTC and its programs, or is unprofessional and detrimental to the Healthcare Agency. This request for withdrawal shall be made to the appropriate school administrator. The RTC agrees that it will maintain the requisite degree of discipline among its students and faculty, giving full consideration to the Healthcare Agency's standard of conduct and performance.

8. Maintain individual records of classes, student activities, and competencies.

9. Maintain strict confidentiality regarding all patient-centered information.

10. Prepare any rotational plans for services to be used for experience and to secure the approval of this plan from the Healthcare Agency prior to the commencing of the educational program under the agreement. Substantive changes in the program will not be effective until such time as they shall be approved by the Healthcare Agency.

IV. HIPAA REQUIREMENTS

The Provider agrees to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d ("HIPAA") and any current and future regulations promulgated thereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements". The Provider agrees not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement.

The Healthcare Agency will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

V. LIABILITY OF PARTIES

1. Nothing in this Agreement shall be construed to create a joint venture, agency or other legal relationship between the Healthcare Agency and RTC which could result in either party being responsible or liable for the acts or omissions of the other party.

2. Nothing in this Agreement shall be construed to create an employer/employee relationship between the RTC students and the Healthcare Agency.

3. Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable.

VI. INDEMNIFICATION

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

VII. GOVERNING LAW AND VENUE

1.1 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 Suwannee County, in the court of appropriate jurisdiction.

1.2 The parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this Agreement.

VIII. PUBLIC RECORDS

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

IX. RELEASE OF STUDENT RECORDS

The Healthcare Agency assures that student data will be handled with confidentiality as required by Florida Statute 1002.22.

X. FORCE MAJEURE

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

XI. E-Verify. Effective July 1, 2020

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

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

C. Contractor must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

D. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

The Healthcare Agency and the RTC agree that copies of any revisions or modifications of this agreement, after execution by the parties, shall have the effect of modifying the terms of this agreement.

SUWANNEE COUNTY SCHOOL BOARD
1740 Ohio Avenue, South
Live Oak, Florida 32064

BY: _____ DATE: _____
Ted L. Roush
Superintendent of Schools

BY: _____ DATE: _____
Ed daSilva, Chairman
Suwannee County School Board

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

Solaris HealthCare Lake City
560 SW McFarlane Ave
Lake City, FL 32025
386-758-4777

BY: _____ DATE: _____

TITLE: _____

EXHIBIT A

Public Records Law Requirements under Chapter 119.0701, Florida Statutes

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, HE OR SHE MUST CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, VICKIE MUSIC DePRATTER, CPA, CHIEF FINANCIAL OFFICER, AT 386-647-4609, VICKIE.DEPRATTER@SUWANNEE.K12.FL.US, OR 1740 OHIO AVENUE SOUTH, LIVE OAK, FL 32064.

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

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

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

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

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

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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

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

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

SUWANNEE COUNTY SCHOOL DISTRICT

Office of Student Services

1740 Ohio Avenue, South Live Oak, Florida 32064

Risk Screening/Assessment Student Supervision Plan

Student Name: _____ School : _____

Student # _____ Grade Level: _____ Date: _____

Check all strategies/interventions selected by team:

☐ Increase supervision in the following settings _____

☐ Restricted independent movement on campus _____

☐ Alert staff and teachers on a 'need to know' basis

☐ No longer allowed to bring backpack to school ☐ Search of backpack ☐ daily ☐ other _____

☐ Monitoring meeting with staff member on ☐ daily ☐ weekly basis Staff member: _____

☐ Modification in daily schedule _____

☐ If ESE student, inform Case Manager for possible IEP review - Name of Case Manager _____

☐ Parent(s) will provide the following supervision/interventions _____

_____

☐ Student will _____

_____

☐ Other _____

_____

_____

SIGNATURES OF PARTICIPATING TEAM MEMBERS:

School Administrator	*Date*	*School Counselor*	*Date*
Teacher	*Date*	*School Resource Officer*	*Date*
Student	*Date*	*ESE Personnel*	*Date*
Other School Staff	*Date*	*Other School Staff*	*Date*

PARENT AGREEMENT/SIGNATURE:

Parent agrees to provide the supervision and interventions detailed above YES NO

If no, reason parent does not agree _____

Parent Signature _____ Date _____