



**PAEC STUDENT DATA SERVICES
RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION**

A resolution of **THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA**, pursuant to Florida Statutes 1001.42 and Florida State Board of Education Administrative Rule 6A-1.099, adopting an agreement made by and between **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, fiscal agent for **THE PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC) and PAEC STUDENT DATA SERVICES** and **THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY FLORIDA**, has been reviewed by both parties. It is the decision of these participants that the resolution for rendering of services and benefits shall commence as of July 1, 2017 and shall end on June 30, 2018.

WHEREAS, THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY FLORIDA has the power and the duty among other responsibilities to cooperate with other agencies in joint projects when it is to the best interest of taxpayers and for the best interest of the education system and the school children of the participant,
AND

WHEREAS, THE DISTRICT SCHOOL BOARDS OF CALHOUN, FRANKLIN, GULF, HARDEE, HOLMES, JACKSON, JEFFERSON, LIBERTY, MADISON, SUWANNEE, TAYLOR, WAKULLA, WALTON, WASHINGTON COUNTIES, FAMU DEVELOPMENTAL RESEARCH SCHOOL and FLORIDA ATLANTIC UNIVERSITY SCHOOLS hereby establish and agree to participate in PAEC Student Data Services, **AND**

WHEREAS, the Consortium is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Student Data Services Advisory Committee and approved by the extended Board of Directors of PAEC STUDENT DATA SERVICES.

THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

- I. SERVICES TO DISTRICT.** The specific needs, which will be met by consortium activity as they relate to the Student Information System (SIS), are:
 - A. Student Information System recommendations for compliance with Department of Education (DOE) database and reporting requirements.
 - B. Help desk support for only primary and/or backup contact to provide technical assistance to any SIS application related problem.
 - C. Upon mutually agreed dates, each districts may utilize up to two days per year on-site with a Student Data Services staff member for either consultation with only primary and/or backup contact to provide technical assistance on any SIS application related problem OR training for district staff on any SIS application related procedures.
 - D. Training of district personnel with regards to:
 1. Select Florida Department of Education State Reporting recommended procedures.
 2. Pertinent system activity and procedures involving the Student Information System.
 3. Quarterly Training sessions of pertinent system activity and procedures involving the Student Information System.
 4. Other specific needs recommended by the Advisory Committee of the PAEC Student Data Services and approved by the PAEC extended Board of Directors.
 - E. Web repository of training documents and videos.
 - F. Custom PHP programs, Custom SQL Reports, and Custom SQL Integrations as deemed necessary by PAEC Student Data Services.
 - G. Import Templates and Instructions for use as deemed necessary by PAEC Student Data Services.
 - H. Operates as point of contact for any issues arising with the Student Information System.
- II. DISTRICT RESPONSIBILITIES**
 - A. Superintendent will appoint one representative to serve on the Advisory Committee and that person will serve as the primary contact (POC) between PAEC and district.
 - B. POCs will designate backup(s).
 - C. Provide and report accurate and clean data.

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- D. Responsible for attending conference calls and trainings.
- E. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
- F. Responsible for importing data (i.e. test scores) into system.
- G. Responsible for facilitating internal training to district personnel.

III. PAEC ASSETS. Training and Website materials provided by PAEC Student Data Services are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC.

IV. PARTICIPANTS FINANCIAL PARTICIPATION. THE DISTRICT SCHOOL BOARD OF SUWANNEE will pay for services received through participating in the Consortium. All assessments will be based on actual costs incurred, prorated among participants on the base plus unweighted FTE basis. Each participant hereby agrees to contribute to the **DISTRICT OF RECORD, THE DISTRICT SCHOOL BOARD OF WASHINGTON COUNTY**, a base sum plus a sum per unweighted FTE and Workforce Development Information System (WDIS) as per the previous year's enrollment. This contribution shall be the total obligation of each participant during the agreement year.

V. TERMS OF AGREEMENT. The term of this agreement with PAEC Student Data Services shall commence as of July 1 of each school year and shall end on June 30 of each school year or on/after renewal of subsequent year contract/participation agreement. Each participant entering into PAEC Student Data Services shall do so effective July 1 unless specified to the contrary. Payment must be made by the participant and received by the fiscal agent by August 15.

VI. TERMINATION OF AGREEMENT.

A. WITHDRAWAL BY PARTICIPANT

Any participant may withdraw from this agreement by written notification to the PAEC Executive Director one year prior to withdrawal.

B. WITHDRAWAL BY CONSORTIUM

The Board of Directors of PAEC Student Data Services may decline to provide services to a participant because of failure to:

- Sign and return annual participation agreement/contract and payment before September 1
- Provide proof of agreement with the UNIVERSITY by September 1 (this only applies to DRS schools)
- Perform MIS duties efficiently
- Consistently meet state reporting deadlines
- Provide qualified district level contacts

C. WITHDRAWAL BY FISCAL AGENT

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least one full school year before the existing contract/participation agreement expires.

VI. ADMINISTRATIVE/STAFFING. PAEC STUDENT DATA SERVICES is administered under the PAEC extended Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC STUDENT DATA SERVICES staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. PAEC STUDENT DATA SERVICES shall have an Advisory Committee. The Committee shall assist the Executive Director in the overall management of PAEC STUDENT DATA SERVICES. The Advisory Committee shall consist of one (1) voting member from each district, appointed by the district Superintendent. A quorum must be present to take action. The Committee will have a chair and a co-chair which will serve two (2) year terms on

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alternating rotations. The chair and co-chair will be elected by the Committee and approved by the PAEC extended Board of Directors. Additionally, the Student Data Services project shall contribute its pro-rata share of the annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.


VII. FUNDING. This agreement is subject to availability of funds duly appropriated by the Florida Legislature in accordance with Section 287.0582, Florida Statutes or provided by a funding agency or sponsored program.

VIII. RESOLUTION OF DISAGREEMENTS. Pursuant to Section 6.1099(1), Florida Administrative Code, any disagreements, which cannot be satisfactorily resolved by the Parties to this agreement, may be referred to the Secretary of Education whose decision shall be binding on all cooperating boards.


For the above described services, **THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY FLORIDA**, agrees to pay **THE DISTRICT SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, fiscal agent and District of Record for **PAEC and PAEC STUDENT DATA SERVICES**, the sum of \$13,032.46, payable upon completion of this resolution.

APPROVED:

Resolved in a Regular Session of the
Suwannee District School Board on this
25 day of JULY, 2017.



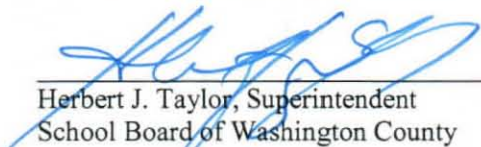
Vann Brock, Board Chairman
School Board of Washington County



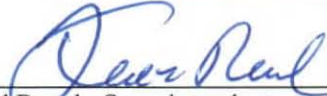
Jerry Taylor, Board Chairman
School Board of Suwannee County

Date: _____

Date: JUL 25 2017




Herbert J. Taylor, Superintendent
School Board of Washington County



Ted Roush, Superintendent
School Board of Suwannee County

Date: 8/3/17

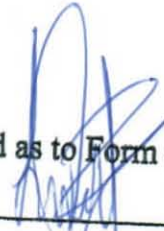
Date: JUL 25 2017



John Selover, Executive Director
Panhandle Area Educational Consortium

Date: 8/3/17

PAEC BOD approval: June 8, 2017
WCSB approval: June 29, 2017


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