SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
May 10, 2016

AGENDA

Call to Order – Immediately following the Workshop

The Superintendent recommends approval to adopt the agenda.

Director of Student Services – Elizabeth Simpson:

1. The Superintendent recommends approval of revisions to the Exceptional Student Education Policies and Procedures (SP&P) document. (A copy is available for review in the office of the Director of Student Services.) **(pg. 3)**

2. The Superintendent recommends approval for parents of the following identified student in the Exceptional Student Education program to be reimbursed for transportation costs for the 2015-2016 school year: **(pg. 4)**

Student #	Effective
#6111018219	February 5, 2016

3. The Superintendent recommends approval of the following grant/allocation application:

   a. FDLRS/Gateway Associate Center, Hamilton County School Board, 2016-2017 Consolidated Grant (IDEA, Part B, $755,218; IDEA, Part B, Preschool, $101,001; General Revenue, $21,071) **(pgs. 5-36)**

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

#2017-16	Suwannee County Public Schools Rate and Service Contract 2016-2017 between the Suwannee County School Board and Adrienne M. Burke-Godwin d/b/a Tiny Praying Hands, LCCH for the Teen Age Parent Program (TAPP) (*Renewal/Revised*) **(pgs. 37-53)**
#2017-17	Suwannee County Public Schools Rate and Service Contract 2016-2017 between the Suwannee County School Board and Pepper's Tripod Daycare Centers, Inc. d/b/a Let's Pretend Daycare for the Teen Age Parent Program (TAPP) (*Renewal*) **(pgs. 54-68)**
#2017-18	Suwannee County Public Schools Rate and Service Contract 2016-2017 between the Suwannee County School Board and Tawanna Bryant d/b/a Tender Touch Learning Center LLC for the Teen Age Parent Program (TAPP) (*Renewal*) **(pgs. 69-83)**
#2017-19	Suwannee County Public Schools Rate and Service Contract 2016-2017 between the Suwannee County School Board and Bright Stars Academy, Inc. for the Teen Age Parent Program (TAPP) (*Renewal*) **(pgs. 84-98)**
#2017-20	Suwannee County Public Schools Rate and Service Contract 2016-2017 between the Suwannee County School Board and Renata Beasley d/b/a Renata Beasley Large Family Childcare Home for the Teen Age Parent Program (TAPP) (*Renewal*) **(pgs. 99-113)**

Director of Human Resources – Dr. Bill Brothers:

5. Personnel Changes List **(pgs. 114-115)**

Adjourn

SUWANNEE COUNTY SCHOOL DISTRICT

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

JERRY A. SCARBOROUGH
Superintendent of Schools

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

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

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Elizabeth Simpson, Director of Student Services

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: May 3, 2016

RE: Agenda Item for May 10, 2016, Special Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of revisions to the Exceptional Student Education Policies and Procedures (SP&P) document.

BACKGROUND:

Changes to the Exceptional Student Education Policies document are necessary due to recent legislative changes and FLDOE content revisions. A copy of the document is available in the Office of Student Services for review.

ES/ro

SUWANNEE COUNTY SCHOOL DISTRICT

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

JERRY A. SCARBOROUGH
Superintendent of Schools

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

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

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Elizabeth Simpson, Director of Student Services

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

DATE: April 18, 2016

RE: Agenda Item for May 10, 2016, Special Board Meeting

RECOMMENDATION:

The Superintendent recommends approval for payment of transportation expenses to the parent of the following student with a disability:

Student No. 6111018219

BACKGROUND:

Student No. 6111018219 is being recommended for reimbursement of transportation expenses, due to severity of behaviors and concerns for student safety. These expenses are paid from IDEA Grant funds. The duration will be determined by the Individual Education Plan (IEP) team at each annual IEP meeting or at a more frequent IEP meeting, if requested by the school or parent.

ES/ro

SUWANNEE COUNTY SCHOOL DISTRICT

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

JERRY A. SCARBOROUGH
Superintendent of Schools

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

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

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Elizabeth Simpson, Director of Student Services ES

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

DATE: April 18, 2016

RE: Agenda Item for May 10, 2016, Special Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following grant/allocation application:

FDLRS/Gateway Associate Center, Hamilton County School Board, 2016-2017 Consolidated Grant (IDEA, Part B, $755,218.00; IDEA Part B, Preschool, $101,001.00; General Revenue, $21,071.00)

BACKGROUND:

This grant provides dollars and services to the district for the benefit of students with disabilities and those that are Gifted.

ES/ro

CONSOLIDATED APPLICATION CERTIFICATION

Fiscal Agent: Hamilton

The filing of this application has been authorized by each District School Board listed below.

Columbia **District Name**	**Superintendent's Signature**
Hamilton **District Name**	**Superintendent's Signature**
Lafayette **District Name**	**Superintendent's Signature**
Madison **District Name**	**Superintendent's Signature**
Suwannee **District Name**	**Superintendent's Signature**
District Name	**Superintendent's Signature**

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

TAPS Number:
1. 17C009
2. 17C010
3. 17C011

Please return to:

Florida Department of Education
Office of Grants Management
Room 332, Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400
Telephone: (850) 245-0496

A) Name and Address of Eligible Applicant:

Hamilton County District School Board
5683 US HIGHWAY 129 S
JASPER, FL 32052

DOE USE ONLY

Date Received

B) Applicant Contact Information

Contact Name: Carol D. Milton

Telephone Number: 386-792-2877 Ext: 12

Fiscal Contact Name: Mary Loughran

Mailing Address: 5683 US HWY 129S, Suite 1 Jasper, FL

Fax Number: 386-792-3273

E-mail Address: carol.milton@fdlrsgateway.com

Physical/Facility Address: 5683 US HWY 129S, Suite 1

DUNS Number: 121892491

FEIN Number: F596000629013

Programs

C) Program Name:	Project Number: (DOE Assigned):	D) Total Funds Requested:	Total Approved Project (DOE USE ONLY):
1. Florida Diagnostic and Learning Resources System Associate Center 2016-2017	240-2627B-7CD01	$755,218.00	
2. Florida Diagnostic and Learning Resources System Associate Center 2016-2017	240-2667B-7CD01	$101,001.00	
3. Florida Diagnostic and Learning Resources System Associate Center 2016-2017	240-90840-7S001	$21,071.00	

CERTIFICATION

I, Thomas P. Moffses, Jr., (*Please Type Name*) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) _____ _____ _____

Signature of Agency Head | Title | Date

FDLRS Federal Budget

count	Function	Object	Account Title and Description	FTE	Amount
1	6150	330	Travel: Funds will be used to reimburse travel expenses for contracted provider to to carry out center activities related to parent services, attend local, state, and regional meetings, Family Cafe, and other professional development activities and meetings. Funds will also be used to reimburse parents/families for participation in parenting activities, professional development opportunities and attendance at Family Cafe.	0	$3,000.00
2	6150	390	Other Purchased Services: Funds will be used to contract with a provider to assist the center in carrying out parent services activities identified in the grant application. Funds will also be used to print materials needed to share informational resources for parents.	0	$6,000.00
3	6150	510	Materials and supplies - Funds will be used to purchase materials and supplies for professional development for parents, families and for SIBSHOP siblings training.	0	$6,000.00
4	6190	130	Other Certified Instructional Personnel Salary: Funds will be used for salary for 2 Child Find Specialists. These positions assist the districts in locating and identifying children, interagency collaboration and case management to support the children to access services for which they are eligible. Additional duties include conducting awareness activities for child find, provide training opportunities on child development and supporting transition of children from the Early Steps program. This position directly supports thee expected outcomes of Child Find Services function in the grant request for application.	0.6	$30,716.00
5	6190	210	Retirement: Funds will be used for retirement benefits for 2 child find specialists.	0	$3,403.00
6	6190	220	Social Security: Funds will be used to pay for social security benefits for 2 Child Find Specialists.	0	$2,350.00
7	6190	230	Group Insurance: Funds will be used for group insurance benefits for 2 Child Find Specialists.	0	$2,400.00
8	6190	240	Worker's Compensation: Funds will be used for worker's compensation benefits for 2 Child Find Specialists.	0	$230.00
9	6190	330	Travel: Funds will be used to reimburse travel expenses for Child Find Specialist to participate in local, regional, and state meetings, professional development activities and for conducting child find services.	0	$1,000.00
10	6400	110	Administrators Salary: Funds will be used for salary for Project Manager. This position is responsible for the overall implementation of project activities, budgets, and daily management of the FDLRS Center and services in the service area.	0.75	$59,453.00

11	6400	120	Classroom Teachers Salary: Funds will be used to pay stipends for an estimated 100 teachers/paraprofessionals employed in the fiscal district to participate in professional development beyond contracted time. (after hours, summer) related to FDLRS and FIN ($2500.00) activities	0	$10,000.00
12	6400	130	Other Certified Instructional Personnel Salary: Funds will be used for one Technology Specialist. This position will support the districts by providing professional development and technical assistance related to accessible instructional materials, assistive/instructional technology and universal design for learning. This position provides support for districts with iPad deployment, management of apps, maintains the center network, equipment and serves as webmaster for the center website. This position supports the expected outcomes identified for the technology function in the grant request for application.	1	$55,142.00
13	6400	130	Other Certified Instructional Personnel Salary: Funds will be used for one Human Resource Development (HRD) Specialist. This position will coordinate and provide professional development in research-based practices which includes classroom coaching, coordinates the Professional Development Alternatives online virtual offerings through the center; and provides individual consultation/technical assistance to constituents based on the individual needs of teachers,paraprofessionals, and district personnel. These position supports the expected outcomes for the Human Resources Development function identified in the grant request for application.	1	$51,015.00
14	6400	130	Other Certified Instructional Personnel: Salary- Funds will be used to one Inclusion Facilitator to serve the districts in the FDLRS/Gateway service area as well as Region 2 and the state when needed. Projected a 10 + 1 month position to provide services.	1	$54,725.00
15	6400	160	Other Support Personnel Salary: Funds will be used for salary for Administrative Secretary (.80)	0.09	$29,471.00
16	6400	210	Retirement: Funds will be used for retirement benefits for Project Manager	0	$4,382.00
17	6400	210	Retirement: Funds will be used for retirement benefits for HRD Specialist and Technology Specialist.	0	$7,620.00
18	6400	210	Retirement: Funds will be used to pay retirement benefits for Administrative Secretary.	0	$2,172.00
19	6400	210	Retirement: Funds will be used to pay retirement benefits for the Inclusion Facilitator.	0	$4,033.00

20	6400	220	Social Security: Funds will be used for social security benefits for Project Manager.	0	$4,548.00
21	6400	220	Social Security Social Security: Funds will be used for social security benefits for HRD Specialist position and Technology Specialist.	0	$8,152.00
22	6400	220	Social Security: Funds will be used to pay social security benefits for the Administrative Secretary.	0	$2,254.00
23	6400	220	Social Security: Funds will be used for social security benefits for the Inclusion Facilitator	0	$4,186.00
24	6400	220	Social Security: Funds will be used to pay social security benefits for stipends paid to educators for participation in professional development.	0	$474.00
25	6400	230	Group Insurance: Funds will be used to group insurance benefits for Administrative Secretary.	0	$4,000.00
26	6400	230	Group Insurance: Funds will be used to pay group insurance benefits for HRD Specialist positions and Technology Specialist.	0	$8,000.00
27	6400	230	Group Insurance: Funds will be used to pay group insurance benefits for Project Manager.	0	$3,000.00
28	6400	230	Funds will be used to pay group insurance for Inclusion Facilitator.	0	$4,000.00
29	6400	240	Worker's Compensation: Funds will be used to pay worker's compensation benefits for Project Manager.	0	$220.00
30	6400	240	Worker's Compensation: Funds will be used to pay worker's compensation benefits for HRD Specialist position and Technology Specialist.	0	$800.00
31	6400	240	Worker's Compensation: Funds will be used to pay worker's compensation benefits for Administrative Secretary,	0	$221.00
32	6400	240	Workers Compensation: Funds will be used to pay worker's compensation benefits for the Inclusion Facilitator.	0	$410.00
33	6400	310	Professional Technical: Funds will be used to contract with consultants to provide specialized professional development sessions for the service area and support school-wide implementation projects.	0	$85,000.00

34	6400	330	Travel: Funds will be used to reimburse travel expenses to teachers, therapists, staffing specialists, and paraprofessionals to participate in professional development activities. Funds will be used to reimburse consultants/trainers for travel expenses associated with the provision of professional development and costs associated with maintaining trainer certification or obtaining initial certification. Funds will be used to reimburse travel expenses to Project Manager, HRD and Technology Specialists to participate in local, regional and state meetings and conferences Funds may also be used for rental of vehicles for participation in statewide activities based on distance and economic feasibility.	0	$27,000.00
35	6400	330	Travel: Funds will be used to reimburse travel to service area personnel for participation in grant activities related to inclusion as well as reimburse travel for Inclusion Facilitator for carrying out the activities specified within this grant.	0	$20,000.00
36	6400	360	Rentals: Funds will be used to pay for rental fee/copier count and for facilities for training for FDLRS and FIN ($2000) activities. Funds will also be used to pay for software renewals for FDLRS.	0	$8,000.00
37	6400	370	Communications Postage: Funds will be used for postage for center correspondence.	0	$750.00
38	6400	390	Other Purchased Services Other Purchased Services: Funds will be used for fees associated with alarm system, web hosting, pest control, Crisis Prevention Intervention license fees for trainers, apps for iPads, contracting fees for teachers, student interns, consultants to provide professional development, and facilitation fees for online courses provided by the center. Funds will be utilized to contract with personnel to provide support services to the Inclusion Facilitator for this project.	0	$56,496.00
39	6400	510	Materials and Supplies: Funds will be used to purchase materials for staff development activities, office supplies to include copy and writing paper, pencils, ink cartridges, pocket folders, expanding folders, file folders, gem clips, staples, letterhead/envelopes, view binders, post-it notes, post it flags, highlighters, markers, file storage boxes, calendars, labels, card stock, flash drives, tape, storage boxes, laminating film, poster printer paper, manila envelopes, and training materials for classroom implementation.	0	$50,022.00

40	6400	510	Funds will be used to purchase materials and supplies for the Inclusion Facilitator to include items such as copy paper, label maker and labels, folders, notebooks, post-it notes, post-it chart paper, flash drives, tape, pens, pencils, pocket folders, storage boxes, notebooks, and training materials (books, resources) for the provision of professional development.	0	$15,557.00
41	6400	622	Audio Visual Materials Non-Capitalized; Funds will be used to purchase DVDs for the provision of professional development.	0	$750.00
42	6400	642	Non-Capitalized Computer Hardware: Funds will be used to purchase computer peripherals such as microphones, headsets, modems, batteries, power supplies, network cables, computer mouse, etc.	0	$500.00
43	6400	692	Non-Capitalized Software: Funds will be used to purchase software needed to assist in center proficiency, provision of services and professional development.	0	$300.00
44	6400	750	Other Personal Services: (Substitutes and Stipends) Funds will be used to reimburse districts for substitute expenses for educators participating in professional development activities and/or collaborative team planning meetings associated with implementation of FDLRS professional development activities. Funds will be used to reimburse districts for stipends for an estimated teachers/paraprofessionals to participate in professional development activities beyond their contract time.	0	$40,000.00
45	6400	750	Other Personal Services: (Substitutes and Stipends) Funds will be used to reimburse districts for substitute expenses for an estimated 200 educators participating in professional development activities and/or collaborative team planning meetings related to FIN inclusion grant activities. Funds will be used to reimburse districts for stipends for an estimated 50 teachers/paraprofessionals to participate in professional development activities beyond their contract time related to inclusionary activities.	0	$26,750.00
46	7200	790	Miscellaneous Expenses Miscellaneous Expenses: Funds will be used for Indirect Cost for FDLRS (33,352) and FIN ($10, 364). (Rate 7.14%)	0	$44,716.00
47	7730	330	Travel: Funds will be used to reimburse travel to principals and assistant principals for participation in professional development activities and meetings related to the FDLRS activities defined within this application.	0	$3,000.00

48	7730	330	Travel: Funds will be used to reimburse travel to principals and assistant principals for participation in professional development activities and meetings related to the FIN activities defined within this application.	0	$3,000.00
49	7900	320	Insurance and Bond Premiums: Funds will be used to reimburse fiscal district for auto insurance for three FDLRS vehicles used for provision of services.	0	$2,500.00
50	7900	370	Communication: Funds will be used to pay for telephone/fax line.	0	$500.00
51	7900	450	Gasoline: Funds will be used to reimburse fiscal district or gas expenditures for FDLRS vehicles.	0	$4,000.00
52	7900	540	Oil and Grease: Funds will be used for oil and grease for FDLRS vehicles as needed.	0	$150.00
53	7900	550	Repair Parts: Funds will be used to purchase repair parts for FDLRS vehicles as needed.	0	$500.00
54	7900	560	Tires and Tubes: Funds will be used to repair/replace tires/tubes for FDLRS vehicles as needed.	0	$180.00
			Totals:	4.44	$755,218.00

FDLRS Preschool Budget

count	Function	Object	Account Title and Description	FTE	Amount
1	6190	130	Other Certified Instructional Personnel Salaries: Funds will be used for salaries for 2 Child Find Specialists. These positions assist the districts in locating and identifying children potentially at risk of developing special needs; provide screening, interagency colllaboration and case management to support the children to access services for which they are eligible. Additional duties include conducting awareness activities of child find services, provide training opportunities on child development and assist with supporting the transition of children from Early Steps. This position directly supports the expected outcomes of Child Find Services function in the grant request for application.	1.4	$64,856.00
2	6190	210	Retirement Benefits for 2 Child Find Specialists.	0	$6,489.00
3	6190	220	Social Security Benefits for 2 Child Find Specialists	0	$4,961.00
4	6190	230	Group Insurance Benefits for 2 Child Find Specialists	0	$5,600.00
5	6190	240	Workers Compensation for 2 Child Find Specialists.	0	$480.00
6	6190	330	Travel : Funds will be used for Child Find Specialists to attend state, regional, and local meetings, trainings, and travel within the service area to provide child find services.	0	$6,000.00
7	6190	350	Repairs and Maintenance: Funds will be used to calibrate audiometers for preschool screenings at end of year.	0	$300.00
8	6190	510	Supplies: Funds will be used to purchase screening instruments/forms and for general offices supplies for the Child Find department.	0	$2,211.00
9	6190	642	Non-Capitalized Furniture, Fixtures, and Equipment: Funds will be used to purchase 2 audiometers for conducting hearing screenings	0	$1,500.00
10	7200	790	Miscellaneous Expenses: Indirect Cost rate for the district. (7.14%)	0	$7,104.00
11	7900	370	Communications: Funds will be used to assist with expenses for dedicated incoming 800 line and fax line for Child Find.	0	$1,500.00
			Totals:	1.4	$101,001.00

FDLRS General Revenue Budget

count	Function	Object	Account Title and Description	FTE	Amount
1	6400	110	Administrators Salary: Funds will be used for salary for Project Manager. This position is responsible for the coordination and overall implementation of the project activities, budget and the daily management of the FDLRS Center and serves as gifted contact for Center..	0.005	$3,964.00
2	6400	120	Retirement: Funds will be used for retirement for FDLRS Project Manager and Administrative Secretary.	0	$533.00
3	6400	160	Other Support Personnel Salary: Funds will be used for salary for Administrative Secretary. This position maintains the budget, processes all purchases/payroll and assists in the management of the office and gifted support needs..	0.01	$3,275.00
4	6400	220	Social Security: Funds will be used for social security benefits for FDLRS Project Manager and Administrative Secretary.	0	$553.00
5	6400	230	Group Insurance Group Insurance: Funds will be used for health insurance benefits for FDLRS Project Manager and Administrative Secretary.	0	$600.00
6	6400	330	Travel: Funds will be used to reimburse travel expenses for teachers and FDLRS staff for participation in local, regional and state professional development activities. Includes specifically opportunities for gifted educators in the service area.	0	$3,900.00
7	6400	390	Other Purchased Services: Reimburse districts for facilitator fees for district specific offerings of gifted courses.	0	$2,100.00
8	6400	510	Materials and Supplies: Funds will be used to purchase materials and supplies for professional development for gifted educators in the service area, for supplemental resources to enhance gifted instruction in the service area and for general supplies for the office.	0	$1,500.00
9	6400	730	Dues and Fees : Pay course tuition fees for teachers to access online gifted modules and for teachers/staff to participate in online professional development.	0	$2,250.00
10	6400	750	Substitute: Funds will be used to reimburse service area districts for an estimated substitutes/stipend expenses for teachers of gifted students to attend conferences and professional development. Estimated: 18 teachers	0	$1,848.00
11	6400	120	Classroom Teachers Classroom Teachers Salary: Funds will be used to pay stipends for an estimated 2 teachers/paraprofessionals employed in the fiscal district to participate in professional development beyond contracted time.	0	$276.00

12	6400	220	Social Security Classroom Teachers Salary: Funds will be used to pay stipends for an estimated 2 teachers/ employed in the fiscal district to participate in professional development beyond contracted time.	0	$22.00
13	7900	370	Communications: Funds will be used to pay for fax/telephone lines.	0	$250.00
			Totals:	0.015	$21,071.00

ADDITIONAL ASSURANCES – All BEESS Discretionary Projects
Fiscal Agent: Hamilton

Assurance is hereby provided that:

- The fiscal agent for this discretionary project accepts responsibility for implementing all project activities as specified in this application or subsequent amendments. The fiscal agent will ensure that activities essential to project effectiveness, including reimbursement of travel expenses for persons from other school districts or agencies, employment of substitutes for teachers in other school districts or payment of consulting fees for persons to provide services to other school districts, will be implemented in an efficient and timely manner.
- The discretionary project agrees to collaborate with other entities (i.e., other BEESS discretionary projects, school districts and other agencies or organizations) during the project year under the direction of BEESS staff.
- When assistance is requested by a school district, the discretionary project will give priority to school districts that have been targeted for improvement related to an SPP Indicator, BEESS Strategic Plan or to those school districts that BEESS determined are "in need of assistance or intervention."
- Fees will not be charged for any service provided under the auspices of the discretionary project without prior written approval from BEESS.
- Products developed for statewide dissemination must be submitted for content and policy review by BEESS prior to their release for reproduction and distribution. This applies to all products **except** those used for awareness (excluding newsletters designed for dissemination on a statewide basis which must be submitted to the project liaison for review), field test or validation purposes. The fiscal agent will ensure that product developers adhere to policies and procedures set forth in the current **Product Guidelines**, available from the BEESS Resource and Information Center (BRIC), at 850-245-0475, or email at bric@fldoe.org.
- Products produced by or developed in connection with BEESS discretionary projects remain the exclusive property of the State of Florida, unless ownership has been explicitly waived. Products include all print, audio-visual, computer programs and internet websites fully or partially developed with project resources, fiscal and personnel resources. Prior approval for such products must be obtained by the designated BEESS project liaison and must contain a funding statement acknowledging the use of state or federal funds for development and dissemination. Questions regarding product development, ownership or funding statements should be directed to the BRIC.
- All reasonable precautions to protect personally identifiable student information are taken. Personally identifiable information stored on a database is protected from access by unauthorized persons. Disclosure of any personally identifiable information to a third party without prior written consent of a student's parent or guardian or the consent of an adult student, as applicable, is prohibited. The discretionary project may disclose personally identifiable information without such consent **only** if ordered to comply with a law or regulation or in response to a search warrant, subpoena or court order. If the discretionary project is legally compelled to disclose personally identifiable information to a third party, the project will attempt to notify the applicable parents or guardians, or adult student, unless doing so would violate the law or court order.
- Discretionary projects with websites will maintain current and updated information specifically related to the project's primary focus. In accordance with federal and state requirements, websites must comply with Section 508 to ensure accessibility to the public. When referencing information and products that were developed by another BEESS discretionary project or are the primary responsibility of another BEESS discretionary project, the project will link directly to the other project's website, rather than summarize or excerpt information.
- Discretionary project staff will participate in status updates via telephone, e-mail or face-to-face meeting, as requested by the project liaison. Data reflecting project activities conducted throughout the year will be maintained and kept current in the BEESS PTS. By entering data into this system, the discretionary project director is acknowledging that this data is true and accurate. Data concerning implementation of activities and deliverables may be entered at any time. **However, discretionary projects must enter data into the PTS at least quarterly, by the 15th day following the end of each project quarter, or the next business day if the 15th day is on the weekend or a state holiday.** Questions regarding the PTS should be directed to the BEESS project liaison at 850-245-0475.

- All equipment (computers, servers, modems, phone lines) and software will be maintained in proper working order and upgraded as necessary to ensure efficient operation.

ADDITIONAL ASSURANCES – FDLRS ACs and FIN

Fiscal Agents: Refer to Eligible Applicants section of this RFA

Submission of this application hereby ensures that the applicant and all participating school districts will implement the discretionary project consistent with the requirements of Section 1006.03, F.S., and with the prescribed project priority areas to provide support services to enable school districts to meet the full educational opportunities goal for students with disabilities. Certification of this application by the superintendents of a multi-district service area ensures the existence of a cooperative agreement for the operation of the project in accordance with the prescribed joint resolution. Consistent with this certification, the applicant and all participants also make the following assurances:
The center will function under the auspices of an administrative structure that operates as follows:

- The center will operate in accordance with the **Center-Required Operating Procedures** provided by BEESS, which addresses the administrative structure, including members and procedures for the coordinating council, and provision of services for each priority function area.
- The coordinating council, in collaboration with the fiscal agent school district and in accordance with the **Center-Required Operating Procedures,** shall select one full-time FDLRS employee as center manager through a competitive hiring process with a minimum of **75 percent of time allocated to project management duties.** In circumstances when the FDLRS manager assumes duties for the fiscal agent school district, no more than 25 percent of time may be allocated to activities that are not directly related to FDLRS project management duties and responsibilities. All costs associated with time allocated to non-FDLRS project management duties must be borne by the fiscal agent school district. Time and effort logs must be maintained regardless of the funding source that is supporting costs associated with non-FDLRS project management duties.
- The FDLRS project manager will ensure there is a job description and staff assignment for each FDLRS function and for each FIN facilitator.
- IDEA, Part B, Preschool grant funds will be used to support services related to programs for children with disabilities ages 3 through 5, or for collaborating with programs for children with disabilities ages birth through 2. Funds may not be used to provide any direct services to students except evaluation services for children with potential disabilities, ages 3 through 5, and at age 2 for entry into a program at age 3. Such services are provided for the purpose of identifying children with disabilities in a timely manner in order to plan appropriate educational programs.
- IDEA, Part B, Preschool grant allocation is intended to assist districts in ensuring all children with disabilities ages 3 through 5 are located, identified, and appropriately served in a timely manner. These funds are specifically allocated for child-find activities and evaluations, as well as for family-centered transition activities, specifically transition services from IDEA, Part C to IDEA, Part B.
- Personnel paid 100 percent from IDEA, Part B, Preschool grant funds will not provide services to populations other than children with disabilities ages 3 through 5, although collaboration and transition activities from IDEA, Part C, to IDEA, Part B, for children with disabilities ages birth through 2 may also be provided.
- IDEA, Part B, funds will be used to support students with disabilities ONLY, with no direct services provided to students. IDEA, Part B, funds cannot be used to support the gifted program. Therefore, any staff members who are involved with the gifted program will be paid from general revenue funds consistent with the percentage of time allocated to the gifted program.
- The fiscal agent will make the sub-grants to participating school districts consistent with policies and procedures provided in State Board of Education Florida Administrative Code under Finance and

Accounting, Rule 6A-1.099, Cooperative Projects and Activities, https://www.flrules.org/gateway/readFile.asp?sid=0&tid=1051594&type=1&file=6A-1.099.doc.

- Procurement of assistive technology equipment and software are permitted **ONLY** when used for the purposes of preview, trial use, awareness training and skill-building activities within the service area. Discretionary projects are prohibited from purchasing assistive technology for an individual student's use.
- All FDLRS staff shall be permitted to travel to all school districts within the center service area to perform project activities. FIN personnel will be permitted to travel to all school districts within their regions.
- Minutes of all coordinating council and, as applicable, advisory committee meetings will be kept on file at the FDLRS ACs, available for review and considered part of the monitoring process.
- All personnel are employed through the fiscal agent district using a competitive hiring process based on current FDLRS job descriptions, unless an approved written waiver has been obtained from BEESS.
- Services in all functions will be made available on a 12-month basis to all personnel involved in the education of students with exceptionalities, including basic and exceptional student education teachers, administrators, supervisors, resource staff and support personnel; parents; agency and organization personnel; and private school personnel.
- All project staff will be allowed to travel to participate in regional and, as applicable, statewide activities, including function meetings, that are necessary for the implementation of project or network activities, and to improve or develop competencies needed to provide quality training or other services to consumers, notwithstanding restrictions within the fiscal agent or participating districts.
- Services will be based on assessed program needs relating to project outcomes and may not supplant existing facilities, resources or services.
- FDLRS ACs will collaborate with the FDLRS Administration and FIN Administration project to ensure seamless delivery of services at the local, regional and state levels.
- Hire, support travel, and provide work space and office equipment for a full-time RLATS to support district LATS, and other district and school staff in the region in conducting assistive and instructional technology assessments for ESE students and supporting the use of assistive technology in the classroom. PS/RtI project staff will be consulted on the development of the local RLATS job description, and included, as appropriate, in the selection process for any new RLATS.
- Ensure that the RLATS is approved to travel to all service districts and is able to use RLATS funds to ensure equitable services are provided in support of assistive technology to students with disabilities in all service districts.

NOTE: Failure to adhere to these assurances will result in notification to the fiscal agent district that the discretionary project is non-compliant and that continued funding is endangered.

Our coordinating council has reviewed and agrees to the assurances required of the FDLRS Associate Center projects.

_____ _____

Signature of Coordinating Council Chairperson Date

ESE DIRECTOR ASSURANCES – CERTIFICATION OF DUTIES AND RESPONSIBILITIES

Fiscal Agent: Hamilton

The ESE Directors for each school district in the FDLRS Associate Center service area have been informed that a percentage of the FDLRS Associate Center Manager's time, not to exceed 25%, will be allocated to perform responsibilities on behalf of the fiscal agent school district that are beyond the scope of management responsibilities and duties for the FDLRS Associate Center. Information has been provided to ensure the ESE Directors that this assignment will not negatively impact the receipt of FDLRS services and supports by school districts in the service area. It is the understanding of the ESE Directors that the fiscal agent school district will assume all costs related to activities that are beyond the scope of management responsibilities and duties for the FDLRS Associate Center.

Columbia	
District Name	**ESE Director's Signature**
Hamilton	
District Name	**ESE Director's Signature**
Lafayette	
District Name	**ESE Director's Signature**
Madison	
District Name	**ESE Director's Signature**
Suwannee	
District Name	**ESE Director's Signature**
District Name	**ESE Director's Signature**
District Name	**ESE Director's Signature**
District Name	**ESE Director's Signature**
District Name	**ESE Director's Signature**

CONSOLIDATED APPLICATION CERTIFICATION

Fiscal Agent: Hamilton

The filing of this application has been authorized by each District School Board listed below.

Columbia **District Name**	**Superintendent's Signature**
Hamilton **District Name**	**Superintendent's Signature**
Lafayette **District Name**	**Superintendent's Signature**
Madison **District Name**	**Superintendent's Signature**
Suwannee **District Name**	**Superintendent's Signature**
District Name	**Superintendent's Signature**

Hamilton County District School Board

Florida Diagnostic and Learning Resources System Associate Center
240-2626B-6CD01, 240-2666B-6CD01, 240-90840-6S001

Project Abstract

Applicants are required to provide a description of the key elements and primary focus of the project.

Response: The Florida Diagnostic and Learning Resources System (FDLRS) Associate Center Network aligns its activities with the Bureau of Exceptional Education and Student Services (BEESS) Strategic Plan and FDOE Goals and is included in Florida Statute 1006.03, referencing that "The department shall maintain regional diagnostic and learning resource centers for exceptional students, to assist in the provision of medical, physiological, psychological, and educational testing and other services designed to evaluate and diagnose exceptionalities, to make referrals for necessary instruction and services, and to facilitate the provision of instruction and services to exceptional students. The department (DOE) shall cooperate with the Department of Children and Family Services in identifying service needs and areas." The FDLRS Associate Center Network and ensures delivery of project programs and services throughout Florida. Specific funding authority comes from PL 108-446, Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Part B Section 611.

The purpose of the FDLRS Associate Centers is to provide the following programs and services for individuals working with students with disabilities (SWDs), their families, and support agencies. The FDLRS Associate Centers accomplish this by:

- Assisting in the location, identification, evaluation, and initiation of appropriate education or other needed services to all children and youth, birth through 21 years of age who have or are at-risk of developing special or unique needs and are not enrolled in public school.
- Planning collaboratively with school districts, exceptional student education departments, staff development offices and other professional development entities to provide information, professional development, and technical assistance (TA) and follow-up about effective instructional strategies and service delivery models for the education of children and youth who are exceptional or have unique needs.
- Assisting districts and families who have children who are exceptional or have special or unique needs to develop effective partnerships allowing shared responsibility to improve the education of all children and youth.
- Assisting and supporting district professional staff and families of students who are exceptional or have special or unique needs in the appropriate use of assistive technology (AT), AT related services, universal design principles, and technology that enhances learning and communication.

In addition to the Florida Department of Education (FDOE) Strategic Plan, the State Performance Plan (SPP) and Strategic Plan developed by BEESS, related statewide initiatives, and initiatives focused on reading, math, and science, FDLRS Associate Centers also utilize data collected from additional stakeholder groups listed below, to determine appropriate implementation strategies for the expected project outcomes specified in the Request for Application. Working in collaboration with the BEESS, the FDLRS Associate Centers provide services to the following stakeholders:

- Teachers and other school and district level personnel who interact with students with disabilities and students at risk
- Teachers of gifted and other school district level personnel who interact with students who are gifted (funded through General Revenue dollars only)
- Students with disabilities or at-risk of developing special needs ages birth through 21 (IDEA, Part B funds) including children ages 3-5 (IDEA, Part B, Preschool).

The Florida Inclusion Network (FIN) collaborates with all districts and schools to provide customized services and supports ensuring all students with disabilities have the same educational, social, and future opportunities as their peers.

In partnership with districts, FIN facilitates the implementation of best practices for inclusive education through:

- Data-driven, student-focused planning and problem-solving across districts and schools.
- Data-driven professional development and TA to increase knowledge and skills of district and school personnel.
- Coaching and resources for district and school personnel to build and sustain capacity.
- Sharing information to build collaborative relationships between families, schools, and districts.

The purpose of FIN is to maintain a statewide network of facilitators working geographically within the five FDLRS regions to assist schools and school districts in the implementation of best practices for inclusive education.

All FIN services are provided using a multi-tiered system of support aligned with a data-driven problem-solving process and the BEESS Strategic Plan.

Each regional FIN team collaborates with districts to collect data on educational placement and student achievement. These data are used to create or adjust action plans for improvement, and monitor and evaluate the effectiveness of FIN services

FIN Services are structured and provided as follows:

- FIN facilitators are aligned in five geographical regions across the state.
- FIN regional teams analyze district data to prioritize and develop an integrated, systematic plan of action to provide targeted and multi-tiered supports and services to districts.
- FIN regional teams use a data-driven process, including the Best Practices for Inclusive Education Assessment (BPIE) to assess needs within each region, customize services, and provide in-depth and meaningful support.
- FIN services include professional development, TA, and the provision of resources for best practices for inclusive education.
- District FIN facilitators travel within their region to provide services as defined by regional, district, and school action plans.
- FINs may also collaborate and provide services statewide, as needed, by FDOE and other FIN regions.
- Oversight and support for all network activities is provided by the FIN administration, which includes a statewide director, a director of operations, and a director of program development.

Established Need

Identify the state, regional or district need based on analysis of the baseline data.

Response: Performance of service area districts on the selected State Performance Plan indicators is a key element of data used in determining the types of support to be provided. An analysis of the performance data by indicator is included below:

Local Educational Agency (LEA) Profile Analysis by Grouped Indicators:

K- 12 Performance Indicators

One district met the participation rates for reading (Hamilton) with three districts increasing their percentages toward the target (Columbia, Madison, and Suwannee). Lafayette decreased from 100% to 93.20%

One district met the participation rates for math (Hamilton); three districts increased their percentage toward the target (Columbia, Madison, and Suwannee). Lafayette decreased from 100% to 96.84%

Zero percent of the districts met the proficiency target in reading however three districts showed an increase (Columbia, Madison, and Suwannee)

Zero percent of the districts met the proficiency target in math however three districts showed an increase (Lafayette, Madison, and Suwannee)

Two districts met the target for participation in regular class placement (Madison and Suwannee); one district showed an increased percentage toward meeting the target (Columbia) and two districts decreased (Hamilton and Lafayette)

One district met the target rate for removing students from regular class placement more than 60% of the day (Suwannee); Three districts showed improved percentages toward meeting the target (Hamilton, Lafayette, and Madison)

Four districts met the target rate for reducing the number of students served in separate school placement (Columbia, Lafayette, Madison, and Suwannee). Hamilton did not meet the target, however the district houses a center school that serves Hamilton, Madison and Suwannee counties.

Four districts met the target rate for facilitating parental involvement for K-12 (Hamilton, Lafayette, Madison, and Suwannee)

All five districts met the target for suspension/expulsion rates.

Preschool Indicators

Three districts met the target for increasing growth and exiting the program with age appropriate social emotional skills

(Hamilton, Madison, and Suwannee)

Two districts met the target for increasing growth and exiting the program with age appropriate acquisition and use of knowledge and skills (Hamilton and Madison)

Three districts met the target for increasing growth in exiting the program with age appropriate behaviors (Hamilton, Madison, and Suwannee)

All five districts met the target for age expectations for social emotional skills (Columbia, Hamilton, Lafayette, Madison, and Suwannee)

All five districts met the target for age expectations in acquisition and use of knowledge (Columbia, Hamilton, Lafayette, Madison, and Suwannee)

Three districts met the target for age expectations in use of appropriate behaviors to meet their needs prior to exiting the program (Hamilton, Madison, and Suwannee)

Three districts met the target rate for facilitating parental involvement at the prekindergarten (Pre-K) level (Hamilton, Madison, and Suwannee)

Three districts met the target rate for increasing percentages of children served with typically developing peers (Hamilton, Madison, and Suwannee)

Three districts met the target rate for decreasing the percentage of children served in a special class or separate school (Hamilton, Madison, and Suwannee)

Four districts met the target for transitioning children by their third birthday (Columbia, Hamilton, Madison, and Suwannee). It was not applicable for Lafayette.

Indicators for Secondary Transition

None of the districts met the target for graduation rates. Two districts showed an increase (Columbia and Lafayette)

All five districts met the state target for decreasing drop-out rates for students with disabilities (Columbia, Hamilton, Lafayette, Madison, and Suwannee)

Four districts met the target for transition individual educational plan (IEP) compliance (Hamilton, Lafayette, Madison, and Suwannee)

One district met the target for youth enrolling in higher education within one year of leaving high school (Madison)

None of the districts met the target for youth enrolling in higher education or competitive employment within one year of leaving high school (Suwannee)

One district met the target for youth enrolling in higher education or some other postsecondary education or training program or competitively employed or in some other employment within one year of leaving high school.

Based on an overall review of this data, districts largely need assistance in the provision of strategies to assist with the performance of children on statewide tests, graduation rates and post-school outcomes. Additional needs vary by district and services will be tailored to support the districts in their specified area of need.

Based on the LEA profile data, the emphasis on the provision of behavior support through the center is continuing to positively impact suspension and expulsion rates. The Coordinating Council has requested a continued focus on behavior to ensure that students have the necessary behavior skills to remain in school and participate in more inclusionary class placements. Data from one middle school in the service area was provided in the baseline data chart to indicate the need to continue support for school-wide projects. Overall, great improvements have been made at this school over the last two years but there is still work to be done to address areas of concern. FDLRS/Gateway will continue support for school-wide implementation of CHAMPs: A Positive and Proactive Approach to Classroom Management for five targeted schools. In addition, FDLRS will support Suwannee County in their district-wide behavior initiative and new hires in the districts of Hamilton and Madison for classroom management.

An area identified by the Council which aligns with the data is the need to focus on the provision of professional development and TA on Florida Standards Access Points, Essential Understandings, and instructional strategies in order to increase the performance of children with disabilities on statewide assessments. In addition, the center will partner with other discretionary projects to assist districts in improving graduation rates and post-school outcomes for students with disabilities which is an area of need supported through the data. This center collaborates with other FDLRS Centers in Region 2 to offer the Professional Development Alternatives (PDA) facilitated courses as one other means for assisting the teachers with strategies to positively impact student outcomes. During 2015-2016, from the courses offered, FDLRS/Gateway had 49 participants complete the modules. This indicates a need to conduct additional promotional activities within the service area to promote the availability of the modules.

The Child Find efforts by the center will continue. Although referral numbers are decreasing each year due to increased Voluntary Pre-K participation, students that are screened, referred and determined eligible for services in exceptional education are showing gains in their performance based on participation in the programs. Child Find will continue to collaborate with Early Steps and districts to ensure smooth transitions for children transition from Part C to B.

The Parent Services function will continue to provide information and training support to families and assist districts to develop collaborative partnerships. The center proactively assists districts in their efforts to facilitate parent involvement as a means of improving services and results for children with disabilities through information dissemination, professional development opportunities and individualized TA.

Assisting districts with implementing services through the technology function is a continuous need as districts move closer to implementing digital curriculum in each district. Survey data indicates that teachers need assistance with integrating technology into instruction/learning, implementing universal

design for learning, creating accessible educational materials, using technology for formative assessment, implementing assistive technology in the classroom, using iPads/Chromebooks to support instruction, and cloud-based technologies to support their work. Picture Exchange Communication System (PECS) and the Essential Living Curricula training focusing on building a system for language will continue to be supported. There is increasing interest in the PDA Technology courses and they will continue to be promoted in the service area to build knowledge in the area of technology.

The districts in the service area continue to have turnover rates with exceptional education teachers reflecting a need for the center to continue to provide ongoing professional development at all levels for the service area.

FIN Established Need:

Each FIN regional team identified district priorities using a systematic review of each district's 2014 LEA Profile and other data to determine support needs related to SPP Indicators 3C and 5A–C. Districts were categorized into three tiers of support based on these data and aligned with the BEESS Multi-Tiered System of Supporting Districts (to include universal, supplementary, and intensive services and supports).

Determination of tiered placement for each district was based upon the pre-determined BEESS rank order—those farthest away from the target to those meeting or exceeding the target:

- Tier 3 districts were identified as those ranked in the bottom 20% in the region for indicators 5A, 5B, and 3C, in reading or in math.
- Tier 2 districts were identified as those who did not meet state targets for 5A or 5B.
- All districts in the region receive Tier 1 services.

The following list identifies the tiered rankings in which the districts fall for the 2014-15 project award year:

The Tier 3 districts in the FDLRS Region 2 are:

Alachua, Lafayette, Nassau, and Citrus

Based on the analysis of the information gathered for the baseline data section of this application, the following services will be offered, resulting in the improvement of student outcomes:

Services to these districts include supports identified in Tiers 1 and 2; the districts identified above may also receive site-based action planning: Direct services and targeted support to identified schools:

- Ongoing school-level planning, and problem-solving in collaboration with district teams, school leadership teams, grade level teams, content area teams, individual teachers, and other special projects.
- School and classroom needs assessment
- Site-based, targeted professional development
- Classroom visits/observation/feedback
- Identify and implement progress monitoring and evaluation methods and strategies aligned with core and intensive instruction, including the following:
    - Methods of assessment (conversation, observation, and products/student work).
    - Methods, timelines and frequency of data collection
    - Success criteria

The Tier 2 districts in the FDLRS Region 2 are:

Madison, Putnam, Suwannee, Bradford, and Marion

Based on the analysis of the information gathered for the baseline data section of this application, the following services will be offered, resulting in the improvement of student outcomes:

Based on the analysis of the information gathered for the baseline data section of this application, the following services will be offered, resulting in the improvement of student outcomes:

Services to these districts include supports identified in Tier 1; the districts identified above may also receive the following supports:

- Collaborate with district level staff and cadres to provide targeted support for identified schools with measurable outcomes:
    - Needs assessment
    - Site-based planning and problem-solving
    - Professional development
    - Repeated classroom visits/observation/feedback
- Ongoing, specific professional development (PD), TA, and follow-up to district- and school-level teams
- Data collection, evaluation, and progress monitoring for district- and school-level teams

Based on the analysis of the information gathered for the baseline data section of this application, the following services will be offered, resulting in the improvement of student outcomes:

- District team planning and problem-solving
- Data analysis and student centered decision making
- Needs assessment: Surveys, interviews, and checklists.
- District-level professional learning:
    - Trainer training for cadres in effective inclusive practices
    - Co-training/co-facilitation with cadre members
    - Facilitate teams/cadres with implementation of district-level collaborative learning structures: Communities of Practice (CoPs), study groups, webinars, and online learning courses
    - PD for school-based leadership (e.g., Principal's Academy)
    - Ongoing follow-up and collaboration from professional learning activities
- Provision of research-based resources and related materials
- District-level TA:
    - Consultation, mentoring, and demonstration
    - Support for leadership
    - Assist district cadres in developing follow up plans and schedules for tier one schools
- Coordination of site visits to model schools
- Multi-project collaboration
- Support for family involvement to increase least restrictive environment (LRE) and student achievement
- Follow-up activities and support for district cadres
- Data collection, evaluation and progress monitoring resources and tools:
    - Data gathering resources and coaching support for classroom walk-throughs
    - Strategies/tools to measure Impact of services on student outcomes
    - Strategies/tools to measure climate and culture

Best Practice for Inclusive Education (BPIE): In accordance to section 1003.57(f), Florida Statutes (F.S.), thirteen of twenty-one districts in the FDLRS Region 2 have completed the district BPIE.

BPIE INDICATORS SELECTED BY COUNTY

DOMAIN: LEADERSHIP AND DECISION-MAKING

1. District analyzes data to identify barriers and initiate improvement steps that increase the number of students with low- and high-incidence disabilities in general education and natural contexts in every school – Flagler and Lafayette
2. District data reflects that in each school there is alignment to the natural proportion of SWDs in the district.
3. District provides SWDs with the same school choice options as students without disabilities to ensure all SWDs receive educational services in their neighborhood school or school of choice - Madison
4. District data reflect that SWDs, ages 3–5, receive special education and related services in the regular early childhood program or kindergarten (K), with peers without disabilities – St. Johns
5. District-level administrators allocate special education units and resources to all schools and grade levels, based on student need and flexible models of service delivery, to facilitate best practices for inclusive education in every school – Baker, Gilchrist, and Suwannee
6. District has key personnel with expertise in inclusive best practices for all SWDs who oversee, coordinate, monitor and provide TA for the implementation of best practices for inclusive education at the district and school levels – Bradford, Hamilton, Lafayette, and Citrus
7. District has key personnel with expertise in the MTSS and positive behavior intervention plans (PBIP) who provide ongoing PD and TA to schools to ensure that students who need them receive multi-tiered behavior supports in general education classrooms and natural contexts Duval, Bradford, Hamilton, and Suwannee
8. District data reflect that SWDs who have behavior support needs are not excluded from the general education classroom at a higher rate than their peers without disabilities – Flagler and St. Johns
9. District transportation policies and schedules indicate all SWDs arrive and leave schools and district facilities at the same time, in the same place and on the same buses as students without disabilities, unless otherwise stated in the student's IEP.
10. District uses decision-making guidelines to ensure schools transition all SWDs from grade to grade, school to school and district to district to maintain placement in the least restrictive environment - Nassau
11. All district departments and schools use job interview questions to appraise an applicant's knowledge and beliefs pertaining to diversity and best practices for inclusive education, as applicable to the position – Gilchrist and Citrus

DOMAIN: INSTRUCTION AND STUDENT ACHIEVEMENT

12. District data reflect that SWDs receive most, if not all, of their education and related services in age- and grade-appropriate general education classes, regardless of the type or severity of their disability – Clay, Nassau, Bradford, Gilchrist, and Madison
13. District and school leaders receive ongoing and current information and professional development about best practices for inclusive education for all SWDs – Duval, Flagler, Nassau, and Baker
14. District provides job-embedded, collaborative PD and TA to all schools to integrate IEP goals and objectives and the Florida Standards in general education classes and natural contexts – Nassau, St. Johns, Gilchrist, Hamilton, Madison, and Suwannee
15. District provides ongoing PD and TA to all school leaders on the implementation of a flexible scheduling process and collaborative teaching service delivery models to provide instruction and support to all SWDs in general education contexts, regardless of the type or severity of their disability – Nassau, St. Johns, Bradford, and Citrus
16. District provides PD and TA to schools in the use of a variety of tools to gather and analyze data and evaluate the effectiveness of instructional and behavioral interventions for all SWDs in general education and natural contexts – Clay, Nassau, St. Johns, and Madison
17. District provides ongoing, job-embedded, collaborative PD and TA to school-based personnel to implement best practices for inclusive education, including instruction and assessment for all SWDs based on the Florida Standards – Duval, Baker, Lafayette, Madison, and Suwannee
18. District facilitates and supports access to AT, including augmentative and alternative communication (AAC) devices, as determined by the assessed need of SWDs for meaningful learning, participation and communication in general education and natural contexts – Hamilton
19. District provides job-embedded, collaborative PD and TA on the use and integration of AT (including AAC) to special and general education teachers, instructional support personnel and family members at all schools – Bradford and Gilchrist

21. District data reflect that SWDs receive supplemental supports and services in order to participate in all school and district extracurricular activities - Baker
22. District provides support and resources to schools to facilitate the development of positive, interdependent relationships among all students with and without disabilities in instructional and non-instructional general education and natural contexts
23. District data reflect that all SWDs are given equal consideration for recognition through honors, awards and other designations offered by schools

DOMAIN: COMMUNICATION AND COLLABORATION

24. District provides all district and school personnel with information and resources pertaining to the use of person first language in all written and verbal communications – Gilchrist, Citrus
25. District documents, forms, program materials and other communication that refer to SWDs reflect the use of person first language – Clay
26. District provides information to families about research-based, inclusive educational practices and ways they can support their child's learning, independence and participation at home, at school and in the community - Duval
27. District provides resources to all district and school staff that include strategies for effective family communication and collaboration to increase learning and achievement for all SWDs in inclusive classrooms and natural contexts - Duval
28. District uses a variety of processes and tools to involve family members of students with and without disabilities in district wide decision-making and planning processes, including initiatives related to inclusive practices
29. District disseminates information to all families in the same manner and at the same time.
30. District has partnerships with colleges, universities and career and technical schools to provide inclusive, postsecondary educational and career opportunities for students with a significant cognitive disability, ages 18–21, to enroll in programs with adults without disabilities - Baker

---

Description of Alternate Methods for Trainings/Meetings

Alternate methods of conducting meetings and training events must be considered by applicants in an effort to reduce the number of events requiring participants to travel outside of their district. Please describe alternate methods of training used and any new methods to be used for the upcoming fiscal year. Use the Request for Application (RFA) for more specific information.

Response: FDLRS/Gateway, in alignment with the goals established by the Statewide FDLRS Network, is committed to the goal of developing alternate means of conducting meetings and professional development.

- In 2015-2016, FDLRS/Gateway, in collaboration with the FDLRS Region 2 Associate Centers, offered seventeen of the PDA modules to the Gateway service area districts. In addition to the regional offerings, FDLRS/Gateway provided to the service area two offerings of the PDA module, Differentiating Reading Instruction, Making It Explicit, one offering of Instructional Practices, one offering of Foundations, one offering each of Differentiating Math Instruction and Differentiating Science Instruction; one offering of Introduction to Differentiating Instruction and two offerings of Formative Assessment Process for Differentiating Instruction, three offerings of Technology for Student Success: An Introduction and one offering of Technology for Student Success: Assistive Technology and one offering of the Matrix of Services module.
- FDLRS/Gateway continued the use of a Wiki for sharing parent information, resources, and for housing the Disability Resource Directory. The link to the wiki is on the Parent services page of the center website. A facebook page was also created to provide another mechanism for reaching parents and families in the service area.
- FDLRS/Gateway used Adobe Connect as a part of the of the PDA online class offerings to conduct Orientation sessions and mid-module sessions for each course. The Adobe Connect room was also utilized to conduct meetings twice annually with Parent Liaisons in the districts to promote sharing of information and practices to improve services to family in the service area.

utilized to conduct meetings twice annually with Parent Liaisons in the districts to promote sharing of information and practices to improve services to family in the service area.

In 2015-2016, FDLRS/Gateway will develop at least two additional professional development activities that are designed to be delivered virtually in order to expand on the use of alternate delivery methods. The use of the Adobe Connect meeting room will be expanded to conduct additional virtual meetings with Advisory Groups, Coordinating Council and individualized coaching sessions with teachers. All activities currently being offered virtually will continue.

Support of the BEESS Strategic Plan/State Performance Plan

Applicants must describe how specific project activities address the indicators of Florida's IDEA, Part B SPP, and the BEESS Strategic Plan as applicable. For each SPP Indicator and BEESS Strategic Plan target addressed by the project:

- Include reference to the measurable target for each indicator, as stated in the current SPP and BEESS Strategic Plan; and
- Describe the collaboration activities with other discretionary projects with regard to the SPP indicators and BEESS Strategic Plan.

Response: FDLRS/Gateway utilizes the district results on the indicators in the State Performance Plan as a major data source in the development of the annual application. Based on data results of local districts and in alignment with the Strategic Plan outlined by BEESS, this center provides an array of support services to districts, schools, and families which include professional development, information dissemination, and consultation/TA activities to assist in increasing positive outcomes for students with disabilities. FDLRS/Gateway will continue efforts to contribute support to the BEESS Strategic Plan Goals as indicated below:

Highest Student Achievement

Best Practices for Inclusion:

SPP 5 -Participation/Time in General Education Setting (LRE), ages 6-21, 2015-2016 Targets:

5A > 79%, (Inside the regular class 80 percent or more of the day)

5B < 9%, (Inside the regular class less than 40 percent of the day)

5C < 1.75% (In separate schools, residential facilities or homebound/hospital placements)

5C < 10.25% (Inside the regular class between 41 and 79 percent of the day – Resource Room)

Activities supporting this indicator include collaboration with Region 2 Florida Inclusion Network facilitators to assist districts, schools, and teachers in their efforts to create general education and exceptional education partnerships that include supports for meeting the needs of all students. This includes professional development in the areas of Collaborative Teaching and Flexible scheduling. Additional activities identified in the FIN Services Plans developed as a result of completion of the District and School-based Best Practices for Inclusion Self-Assessment will guide targeted support to districts and schools in relation to LRE indicators. Other ongoing professional development/TA activities to be provided in support of the targeted indicators include Differentiated Instruction, Accommodations, Universal Design for Learning, and awareness of Assistive/Instructional Technology tools that promote successful inclusion of students with disabilities.

Best Practices in Literacy and STEM

SPP 3 -Participation and Performance on Statewide Assessments, 2015-2016 Targets

3B.1 and 3B2. Florida Standards Assessment (FSA) (Reading/Math) Indicator/Target: At least 90 percent of students with disabilities will participate in the reading/ELA statewide standardized assessment, which is available to all students.

3B.1 and 3B2. Florida Alternate Assessment (FAA) (Reading/Math) Indicator/Target: No more than 10 percent of students with disabilities will participate in the alternate assessment of students with significant cognitive disabilities.

3C.1 Reading/ English Language Arts (ELA) Indicator: At least 71 percent of students with disabilities, who participate in the statewide standardized assessment, which is available to all students, will be proficient in reading. At least 80 percent of students with disabilities who participate in the alternate assessment for students with significant cognitive disabilities will be proficient in reading.

Target for 2015-2016 FSA/ELA - 56%, FAA - 75%

3C.2 Math Indicator: At least 72 percent of students with disabilities, who participate in the statewide standardized assessment, which is available to all students, will be proficient in math. At least 80 percent of students with disabilities who participate in the alternate assessment for students with significant cognitive disabilities will be proficient in math.

Target for 2015-2016 FSA Math – 61%, FAA - 74%

Activities supporting this indicator include professional development in the following areas: Differentiated Instruction including offerings of the PDA Modules (Introduction to Differentiated Instruction, Differentiating Reading Instruction, Differentiating Math Instruction, Differentiating Science Instruction, Engaging Learners with Informative Assessment), Strategic Instruction Model, Accessible Educational Materials, Instruction on Access Points, Assistive/Adaptive and Instructional technologies to support access and achievement, Classroom Management strategies to support effective use of instructional time, paraprofessional training to support instruction, Quality IEP/Accommodations and Modifications, and Universal Design for Learning.

Best Practices for Positive Behavior/Student Engagement

SPP Indicator: 4 Suspensions and Expulsions

Rates of Suspension and Expulsion: Number of districts that have a significant discrepancy (risk ratio of 3% or greater) in rates of suspensions/expulsions of students with IEPs for greater than 10 days in a school year for children with IEPs.

Target for 2015-2016 – < 3

FDLRS/Gateway will continue to work collaboratively with districts to address this indicator. Activities include professional development in the area of initial and refresher trainings for CHAMPs: Classroom Management, Crisis Prevention Intervention strategies focusing strongly on behavior de-escalation techniques to prevent the need for seclusion and restraint, Solutions to Classroom Management, Tough Kids Tough Box, Tough Kids Social Skills, and Managing Acting-Out Behavior.

Parent Involvement and Engagement

SPP Indicator 8A: Parent Involvement

Percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. Preschool parents of students with disabilities report that schools facilitate parental involvement.

Target for 2015-2016 – 80%

FDLRS/Gateway will support this indicator through the professional development activities for educators focused on Quality/Transition IEP ensuring that personnel are trained and understand the importance of involving the families in the IEP process. The center will also collaborate with districts and schools to provide professional development sessions targeting Pre-K and K-12 families to share strategies which promote positive involvement to ensure student success. In collaboration with districts, funds are allocated each year to sponsor families to attend conferences and trainings pertinent to their individualized needs based on the disability area of their child. Additional activities include coordinating meetings twice per year of agencies and federal programs in the districts with a parental involvement component to identify areas for collaboration to support schools in their efforts to facilitate parent involvement. FDLRS will continue to facilitate awareness of and access to the annual Parent Survey as well as other web based resources which may be beneficial for families of students with disabilities. For 2015-2016, a parent training designed to assist parents in Preparing for Transition will be offered in collaboration with district/schools.

FDOE Strategic Goal: Seamless Articulation and Maximum Access

Preschool Children in General Education Settings (LRE), ages 3-5;

Percentage of children aged 3 through 5 with IEPs attending

A. Regular early childhood programs and receiving the majority of special education and related services in the regular early childhood program. 2015-2016 Target - 38%,

B. Separate special education class, separate school or residential facility.

2015-2016 Target 6B – 48.3%

FDLRS/Gateway will continue to collaborate with Technical Assistance and Training System (TATS), Transition Network Teams, Early Steps, Early Learning Matters, School Readiness Coalitions, District Pre-K program staff, exceptional student education (ESE) Directors and community partners to address best practices for inclusive education. The FDLRS center screens preschool age children to assist in the "child find" requirements for districts. This screening helps to alleviate concerns for families and community providers regarding a child's development and ensures referral to districts for those children that need further evaluation. FDLRS plays a vital role in serving as a facilitator with families and districts throughout this process. FLDRS also serves as a Transition Liaison for the districts as children are transitioned from Early Steps to appropriate services on or before their third birthday. As a part of this process, representatives are available to share with families the services and potential options for their child. Based on the needs of districts and early childhood providers, professional development is made available for preschool teachers/providers in the area of behavior supports and instructional strategies that are beneficial for students with disabilities in an inclusive setting.

FDOE Strategic Plan Goal: Highest Student Achievement; Seamless Articulation and Maximum Access

Teachers and Leaders

BEESS Indicators: Increase the knowledge and skills of all teachers working with students with disabilities.

Increase the knowledge and skills of paraprofessionals working with students with disabilities.

Target 2015-2016 – To Be Determined

FDLRS/Gateway will continue to market and provide professional development for all teachers/educators to build their skills to differentiate instruction and share evidence-based

practices that address the needs of diverse learners. This includes providing face-to-face opportunities as well as the PDA online courses to educators in the service area.

FDOE Strategic Plan Goal: Highest Student Achievement

SPP Indicator 1: Graduation Rates

Federal Uniform graduation rate and standard graduation rate

Target for 2015-2016: Federal 85% or 2% increase (60.3%) Standard 79%

SPP Indicator 2: Drop-out Rates

Percentage of youth with IEPs dropping out of high school, Florida and EDFacts rates.

Target for 2015-2015: Florida 2.4%, EDFacts 15.1%

FDOE Strategic Goal: Seamless Articulation and Maximum Access

SPP Indicator 13: Post-School Transition Goals in IEP

Percentage of youth with IEPs aged 16 and above with an IEP that includes measurable postsecondary goals that are annually updated and based upon an age-appropriate transition assessment, transition services, including courses of study, that will reasonably enable the student to meet these postsecondary goals, and annual IEP goals related to the student's transition service needs. There also must be evidence that the student was invited to the IEP team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority.

2015 -2016 Target – 100%

In support of this indicator, FDLRS/Gateway will continue to coordinate the Secondary Transition Interagency Council which brings together district and school personnel, agency providers and community partners to address the needs relevant at the secondary level. This council seeks to build partnerships among the participants to ensure everyone is knowledgeable of services available and has access to information to assist students and families in preparing for post-school outcomes. FDLRS/Gateway will continue to collaborate with Project 10: Transition Education Network (Project 10), FIN, Multiagency Network for Students with Emotional/ Behavioral Disabilities (SEDNET), and district Secondary Transition Specialists to increase awareness of options for students with disabilities to obtain a standard diploma and provide presentations for families and schools which promote strategies for designing effective plans to assist students in preparing for success in life.

This project makes every effort to work collaboratively with the FDLRS/Gateway Coordinating Council as a whole, individual ESE Directors, district and school-based staff, agency personnel and families to assist our districts in planning and carrying out activities that will assist them in their efforts to meet the State Performance Plan and BEESS strategic plan targets.

The FDLRS/Gateway Center works collaboratively with many of the other discretionary projects to address the needs identified by the districts, some of which were referenced in relation to each indicator above. In addition, this project will focus on the following efforts for 2015-2016:

- Continued collaboration with Project 10, FIN, and SEDNET to address graduation, drop-out rates, post-school outcomes for students with disabilities and support to target districts for suspension/expulsion rates based on race and gender;
- Collaboration with FDLRS/University of Florida Multidisciplinary Center to organize a Project "Fair" in the fall for school districts to ensure that they have information and resources to support students in graduating college and career ready as well as in consultation to meet the

- Collaboration with Florida Inclusion Network by participating in District BPIE assessments in the service area and in implementation of the FIN services plans in the districts to develop inclusionary services delivery models;
- Collaboration with TATS to provide professional development and support for preschool area teachers to increase prekindergarten performance; to work with area interagency councils so that interagency agreements and activities ensure smooth transitions by the third birthday for children served by Early Steps, and to work with districts targeted for performance of students with disabilities on statewide assessments;
- Collaboration with SEDNET to provide behavior related professional development which includes seclusion and restraint training;
- Collaboration with Institute for Small and Rural Districts to provide support to ESE and school-based administrators for effective programming for students with disabilities;
- Collaboration with Multi-Tiered Systems of Support /Technology and Learning Connections to increase student achievement through the systemic alignment of technology, policies and curriculum;
- Collaboration with CARD to provide professional development and support to districts in providing programming and services for children with autism and their families.
- Collaboration with FDLRS Human Resource Development (HRD) Administration Project and FDLRS Regional Centers to provide Professional Development Alternative courses and Strategic Instruction model professional development in the region.

Evaluation Plan

Applicants will describe their methods to evaluate the product, service delivery, and training they provide. This description must address, if applicable, how the applicant will determine whether

- Recipients implemented or used the product, service delivery, and training received; and that
- The product, service product, and training achieved their intended outcomes.

Response: FDLRS/Gateway will evaluate center activities to determine the impact and effectiveness of project priorities as aligned with BEESS initiatives and the State Performance Plan through a variety of methods, including:

- Data related to report of accomplishments for the schedule of deliverables
- Analysis of data from Children's Registry and Information System to determine number of children screened; effective case management; and success for transitioning children from Part C to Part B

Analysis of training numbers, satisfaction surveys, and implementation data from the BEESS Project Tracking System for training activities

- Analysis of adherence to policies and procedures outlined in interagency agreements for Pre-K and Secondary Transition Success
- PDA-ESE Course participation, completion rates, and satisfaction survey results
- LEA Profile Data for districts in the service area
- Florida Comprehensive Assessment Test (FCAT) and discipline data for schools in which targeted initiatives were conducted

Review of data from the FDLRS network student outcomes database to measure implementation of activities with fidelity and impact on student outcomes. The project will use the Student Impact Database to gather information on how selected training initiatives impact student outcomes. Professional Development activities that will be targeted for the collection of Student Impact data are:

Behavior: CHAMPs, Solutions to Classroom Behavior, Tough Kids, Tough Kids Social Skills

Instructional Strategies: Responsive Classroom, Thinking Maps, Differentiated Instruction, Essential Living Skills

Assessment: Formative Assessment

Technology: Assistive Technology in the Classroom, PECS

PDA Modules: PDA Differentiating Reading Instruction: Making It Explicit, PDA Technology for Student Success: An Introduction, PDA Technology for Student Success: Assistive Technology, PDA Instructional Practices, and PDA Introduction to Differentiated Instruction

Baseline and implementation data for school-wide professional development projects to determine impact of services and funding

Comparison of needs identified in the technology needs assessment in the fall with services provided to ensure alignment. Utilize satisfaction survey results to determine effectiveness of activities conducted

- Satisfaction Surveys (formal and informal) to obtain data from stakeholders on satisfaction and impact of project award activities for targeted service delivery and deliverable activities
- Analysis of timely and adequate Responses to Requests for information and TA from educators and parents

---

Support for Strategic Plan and Reading, Math, and Science Initiatives

Applicant must describe how the project will incorporate one or more of the Areas of Focus located in Florida's State Board of Education Strategic Plan and how the project will address the reading, math, and science initiatives, including the identification of targeted State Performance Plan (SPP) Indicators. For further guidance, use the following URLs for more information: http://www.justreadflorida.com and http://www.fldoe.org/bii/oms.asp.

Response: The FDLRS Associate Centers, in collaboration with other BEESS initiatives, support FDOE's initiatives by focusing on reading, math, and science in a variety of ways including the following:

- Professional development, modeling, demonstration, and TA provided in research-based instructional strategies, key areas of reading, content enhancement, differentiated instruction, Florida Standards and Access points;
- Professional development in accommodations and modifications, instructional strategies, and instructional/assistive technology methods for instruction in reading, math, and science are also provided;
- Coordination and offerings of regional and local implementations of Differentiating Reading Instruction for Students: Making It Explicit Online Professional Development Module, Differentiating Math Instruction, and Differentiating Science Instruction;
- The provision of demonstration and coaching on how to effectively use accommodations related to technologies, with students in the classroom and planning for the use of these technologies during assessments;

FDLRS/Gateway will particularly focus efforts this year on assisting districts with professional development in the area of Universal Design for Learning in order to improve academic outcomes for students as well as support service area districts in implementation of district reading plans.

FDLRS also supports the dissemination of information by promoting the awareness of resources available at the Just Read Florida! website, http://www.justreadflorida.com and the Mathematics, Science and STEM Programs at http://www.fldoe.org/academics/standards/subject-areas/math-science/index.stml

---

General Education Provisions Act (GEPA)

Applicant must describe how equitable access to and participation in its program for students, teachers, and other program beneficiaries with special needs will be provided in accordance with section 427 of the General Education Provisions Act (GEPA), Public Law 103-382. See this requirement at the following URL: http://www.ed.gov/fund/grant/apply/appforms/gepa427.doc.

Response: Every effort will be made by FDLRS/Gateway to address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and the approved application, FDLRS will also work in conjunction with local entities to increase awareness of the needs and abilities of individuals with disabilities in an effort to assist in eliminating barriers evident in the local service region. Specific activities supporting this claim include: disability awareness activities, differentiating instruction professional development, assistive/adaptive and universal design technology demonstrations and professional development, outreach activities, web-sites compliant with Section 508, multi-lingual resources as appropriate, and other initiatives supporting access to all programs and services.

Equitable Services

In accordance with Public Law 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the LEA service area.

Response: FDLRS/Gateway collaborates with private schools in the service area to ensure they are aware of and have access to FDLRS services. Administrators and educators are encouraged to participate in face-to-face and online professional development offerings. All offerings are posted on the center web-site and easily accessible for all stakeholders.

Based on consultations with private school administrators, FDLRS staff provides school-based trainings for private schools and works individually with teachers based on teacher and students needs to provide individualized consultation and coaching sessions to improve student outcomes.

Private schools are encouraged to refer children to Child Find that are at risk of potential delays. FDLRS screens children up through seven years of age and then works collaboratively with each district to follow their specified guidelines for referral and further evaluation for older students.

If the parent does not wish to pursue further evaluation, the Child Find Specialist and HRD work collaboratively with teachers to identify data currently available to indicate the academic level of the student. The HRD Specialist assists the teacher in identifying intervention strategies and develops a plan for tracking data to ensure the student is making academic progress. Coaching and TA is provided as follow up support for implementation.

SUWANNEE COUNTY SCHOOL DISTRICT

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

JERRY A. SCARBOROUGH
Superintendent of Schools

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

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

JULIE ULMER
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Elizabeth Simpson, Director of Student Services

THRU: Janene Fitzpatrick, Assistant Superintendent of Instruction

DATE: May 4, 2016

RE: Agenda Item for May 10, 2016, Special Board Meeting

RECOMMENDATION:

The Superintendent recommends approval of the following contracts for the 2016-2017 school year:

#2017-16	Contract with Adrienne M. Burke-Godwin dba Tiny Praying Hands, LCCH (formerly Adrienne Burke-Cobbler Large Family Child Care Home)	Renewal/Revised
#2017-17	Contract with Pepper's Tripod Daycare Centers, Inc. dba Let's Pretend Daycare	Renewal
#2017-18	Contract with Tawanna Bryant dba Tender Touch Learning Center LLC	Renewal
#2017-19	Contract with Bright Stars Academy	Renewal
#2017-20	Contract with Renata Beasley dba Renata Beasley Large Family Child Care Home	Renewal

BACKGROUND:

These are the Rate and Service Contracts for the 2016-2017 school year between the School Board of Suwannee County and Teen Parent Program Childcare Service Providers. The School Board of Suwannee County is required to offer childcare to the children of teenage parents who are students in Suwannee County District Schools (F.S. 1003.54).

ES/ro

Suwannee County Public Schools
Rate and Service Contract
2016-2017

THIS RATE AND SERVICES PROVIDER AGREEMENT ("Contract") is made and entered into on July 1, 2016, between the Suwannee County School Board (hereinafter referred to as the "DISTRICT"), and

Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
Phone: 386-965-6447 or 386-364-5487

Teen Parent Program Childcare Services Provider (hereinafter referred to as the "PROVIDER") for the purpose of providing childcare services to children of eligible students.

ARTICLE I - RECITALS

WHEREAS, the DISTRICT has the responsibility and obligation to operate the public school system of Suwannee County, Florida, and to provide for a free public school education for all children of school age who reside in said County, including services for students pursuant to § 1003.54, Fla. Stat., Teen Age Parent Program (TAPP);

WHEREAS: the DISTRICT is required, among other things, to provide for child care for students that qualify for services under TAPP during the period that the public schools of Suwannee County are in session;

WHEREAS, the DISTRICT is authorized by state law to enter into an agreement with the state approved child care PROVIDER for the aforementioned purpose.

WHEREAS: the DISTRICT proposes to contract with the PROVIDER for the purpose of providing child care services to qualified students under TAPP; and

WHEREAS, the PROVIDER is specially trained, experienced and competent to perform the childcare required by the DISTRICT, and such services are needed on a limited basis; and

WHEREAS, the PROVIDER has been approved by the State of Florida Department of Children and Families (Chapter 65C-22, Florida Administrative Code, Child Care Standards) and has met the qualifications to be licensed as a child care facility or child care program PROVIDER; and

WHEREAS, the PROVIDER is willing to provide such services to children of the DISTRICT'S eligible students (pursuant to § 1003.54, Fla. Stat; Teen Age Parent Program; TAPP); if selected by the eligible students; and

WHEREAS, the PROVIDER is financially sound and otherwise capable of fulfilling its requirements to the children of the DISTRICT, students during the term of this Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **RECITALS.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE II - SPECIAL CONDITIONS

2.1 TERMS.

a. This contract shall become effective July 1, 2016, by both parties and shall remain in force until June 30, 2017.

b. This agreement, however, may be terminated by the DISTRICT or PROVIDER at the end of each fiscal year falling within the term of the agreement without penalty with notice to either party on or before 30 days prior to the end of any fiscal year falling within the term of this agreement.

2.2. The PROVIDER shall provide a program of day care for qualified students as identified by the DISTRICT.

2.3. Students shall be permitted to select a provider from those providers set forth in Exhibit "A" attached: (List of Providers).

2.4 The DISTRICT will pay the PROVIDER selected by the student in accordance with Exhibit "B" attached: (Rate Scale for each Provider). The student shall be responsible for the payment of any provider charges over and above the payment- rate schedule amount.

2.5 The PROVIDER shall submit detailed invoices for reimbursement by the DISTRICT on or before the 20th business day of each month following the month for which services are provided. Monthly invoices must be itemized by student name and student identification number, actual number of hours for which services were provided, and an amount due. With each monthly invoice, PROVIDER shall submit:

Original attendance form provided by the DISTRICT in accordance with Exhibit C (District Attendance Form), showing the dates and times the student was in attendance. Invoices shall be submitted to Michele Howard, TAPP Coordinator, School Board of Suwannee County, Florida, 702 2nd Street, Live Oak, Florida 32064.

2.6 The total amount to be paid to the PROVIDER by the DISTRICT under this contract shall not exceed Provider rate X 180 days for each year of the contract for day care charges without the specific agreement of the DISTRICT. The amount herein set forth may be increased by mutual agreement of the parties subject to availability of funding.

2.7 The PROVIDER shall be deemed an independent contractor. The DISTRICT shall exercise no authority over the personnel assigned to perform this contract by the PROVIDER. The DISTRICT shall have no supervisory authority over the PROVIDER personnel, and shall exercise no control over how the PROVIDER personnel perform their responsibilities under this contract. Should the DISTRICT have any dissatisfaction, concern, or complaints about the manner in which the PROVIDER personnel are performing responsibilities under this contract, those matters shall be communicated to the appropriate management personnel for such appropriate action as that person deems necessary.

2.8 Notwithstanding any provision to the contrary contained in this agreement the PROVIDER and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of § 1002.22(2)(d), Florida Statutes and the Family Educational Rights and Privacy Act (FERPA), any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon the PROVIDER until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

2.9 Upon request the PROVIDER shall permit the DISTRICT to audit the files maintained by the PROVIDER in its performance of this Agreement.

2.10 The PROVIDER contract administrator for this contract is:
Adrienne M. Burke-Godwin
Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
Phone: 386-965-6447 or 386-364-5487

2.11 The PROVIDER shall indemnify, and hold harmless and defend the DISTRICT its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SUWANNEE COUNTY SCHOOL BOARD, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the services furnished by The PROVIDER, its agents, servants or employees in the provision of services or performance of duties by the Provider pursuant to this Agreement.

2.12 The PROVIDER must not disclose to the public the identity of any student or their child eligible for TAPP childcare services without the written permission of the parent/guardian of such student and the student, themselves.

2.13 The PROVIDER must not defame the DISTRICT in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and parent conferences.

2.14 The PROVIDER shall complete and provide the DISTRICT with the following required documents when the executed contract is submitted to DISTRICT:
I. IRS W-9 Form
II. Public Entity Crimes Statement
III. Debarment Certification

2.15 The contract administrator for the DISTRICT is:
Michele Howard
TAPP Coordinator
Suwannee County School Board

The DISTRICT shall:

2.16 Be responsible for the enrollment of qualified students in the TAPP day care program and ensure that each student executes the appropriate agreement attached hereto as Exhibit "D" TAPP Rules Agreement and Student Dropout Prevention Component Referral/Eligibility and Placement.

2.17 Promptly notify the PROVIDER regarding any student that ceases to be eligible for TAPP day care services under this agreement.

2.18 Promptly pay all verified invoices for reimbursement services in accordance with law.

ARTICLE III – GENERAL CONDITIONS

3.1 Nothing in this Agreement shall be interpreted or construed to mean that the District waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

3.2 The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be

entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.3 The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability or sexual orientation.

3.4 This Agreement may be canceled with or without cause by Suwannee County School Board during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement.

3.5 PUBLIC RECORDS.
Each party shall maintain its own respective records and documents associated with the Agreement in accordance with the records retention requirements applicable to public records. For additional public records compliance, see Exhibit E.

3.6 This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.7 No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.8 The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.9 The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 GOVERNING 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 DISTRICT and the PROVIDER agree that the exclusive state court forum for said litigation shall be in Suwannee County, FL, 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.

3.12 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from Suwannee County School Board.

3.14 Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor

disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.16 NOTICE.

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To DISTRICT:
Superintendent of Schools
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Michele Howard
TAPP Coordinator
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Mr. Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell
Attorney for Suwannee County School Board
215 S. Monroe Street, Suite 702
Tallahassee, FL 32301

To PROVIDER:
Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
Phone: 386-965-6447 or 386-364-5487

3.17 AUTHORITY.

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.18 EXCESS FUNDS.

Any party receiving funds paid by the DISTRICT under this Agreement agrees to promptly notify the DISTIRCT of any funds erroneously received from the DISTRICT upon the discovery of such erroneous **payment or overpayment.**

Any such excess funds shall be refunded to Board with interest calculated from the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by the DISTRICT.

3.19 NON-EXCLUSIVITY.
It is understood that the DISTRICT may also contract with other PROVIDERS to provide childcare services to children of eligible students. This contract in no way gives exclusivity to the PROVIDER for services rendered under the TAPP program.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SUWANNEE COUNTY SCHOOL BOARD

_____
Ed DaSilva, Board Chairman

Date: _____

_____
Jerry A. Scarborough, Superintendent
Suwannee County School Board

Date: _____

PROVIDER

_____
Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
Phone: 386-965-6447 or 386-364-5487

Date: _____

SWORN STATEMENT UNDER SECTION 287.133, FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF_____

COUNTY OF_____

Before me, the undersigned authority, personally appeared_____, who, being by be first duly sworn, made the following statement:

1. The business address of_____(Contractor) is_____.

2. My relationship to _____(Contractor) is _____(relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

   (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____, a copy of the order of the Division of Administrative Hearings is attached to this statement.

   (Draw a line through paragraph 7 if paragraph 6 above applies.)

   _____
   Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20_____.

_____, (affix seal)
Notary Public

_____,
My Commission Expires

Certification Regarding Debarment, Suspension, and Other Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;

   b. Have not within a three (3) year period preceding this proposal 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

   c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and

   d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

_____

Name & Title of Authorized Representative

_____ _____

Signature Date

EXHIBIT A

List of Providers

For a list of current Early Learning Coalition (ELC) providers, please contact the ELC at 386-752-9770, or visit the website at https://www.elcgateway.org. The Suwannee County School District currently has contracts with the following child care centers:

Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
adrienneeburke32@yahoo.com
Phone - 386-965-6447 or 386-364-5487

Peppers Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone - 386-362-7001 FAX - 386-364-1428

Tawanna Bryant
d/b/a Tender Touch Learning Center, LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone – 386-208-2273

Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone – 386-362-3600 FAX – 386-364-1428

Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street
Live Oak, Florida 32064
Phone – 386-205-0959

EXHIBIT B
Rate Scale

Adrienne Burke-Godwin d/b/a Tiny Praying Hands, LCCH 2016 – 2017 Child Care Rates									
INFANTS 0 – 12 Months		One Year Olds 12 – 23 Months		Two Year Olds 24 – 35 Months		Three Year Olds 36 – 47 Months		Four Year Olds 48 – 59 Months	
Week	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**
120.00	24.00	110.00	22.00	95.00	19.00	85.00	17.00	85.00	17.00

EXHIBIT C

SUWANNEE COUNTY SCHOOLS
Teenage Parent Child Care Program
2016 - 2017 School Year

Child Care Provider's Name:	**Adrienne Burke-Godwin**
	Tiny Praying Hands, LCCH
Mailing Address:	610 Martin Street (mailing)
	712 Glass Street (physical)
	Live Oak, Florida 32064
Phone:	386-965-6447 or 386-364-5487
Email:	adrienneburke32@yahoo.com
Contact:	**Adrienne M. Burke-Godwin**

Circle Current Month

AUGUST 2016	**SEPTEMBER 2016**	**OCTOBER 2016**
NOVEMBER 2016	**DECEMBER 2016**	
JANUARY 2017	**FEBRUARY 2017**	**MARCH 2017**
APRIL 2017	**MAY 2017**	**JUNE 2017**

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Child's Name – (insert date) →																									

X = present
H = holiday
(If child is absent, leave space blank)

Completed Attendance Sheet due by the 10th of each month following the month of attendance. Failure to return completed attendance sheet by due date can result in payment for services being delayed.
Deliver completed attendance sheet to :

Suwannee County School Board
ATTN: Michele Howard
702 2nd Street, Live Oak, Florida 32064
386-647-4636- ofc. 386-208-8687- FAX
michele.howard@suwannee.k12.fl.us

EXHIBIT D

Suwannee County School District
Teenage Parent Program

1. I understand this is a voluntary program and requires parental permission (if minor).
2. I certify that I am eligible for participation in the Teenage Parent Program.
   a. Eligibility requirements: currently enrolled in the Suwannee County School District, and have documented proof of pregnancy or birth.
3. I understand that the goal of my participation in the Teenage Parent Program is to continue my education to obtain a standard diploma.
4. I understand that if I pursue the receipt of an adult diploma or home school, I am no longer eligible for this program or its services.
5. I understand that I am responsible for communicating with Suwannee County District Schools regarding my need for day care, transportation, services, and any change in eligibility for this program.
6. I understand that I am responsible for providing the Suwannee County School District the following documents:
   a. Medical documentation of my pregnancy and/or birth certificate.
   b. My child's immunization record and physical form.
   c. My child's social security card or documentation of the application for the card.
7. I understand that I am required to attend school regularly and that my child is required to attend day care on all days that I attend school except in case of illness (mine or my child). I also understand that my child can only go to day care when I am in school.
8. I understand this packet has to be completed yearly in order to participate in the Teenage Parent Program.

Intent:

___ I plan to participate in the voluntary Teenage Parent Program.
___ I do not want to participate in the Teenage Parent Program.

Transportation:

___ I will need transportation for my child/children. I understand that I have to ride the bus with my child and provide the proper car seat.
___ I do not need transportation for my child/children.

Day care:

___ I need day care for my child/children. Day care of choice _____.
___ I do not need day care for my child/children. Who keeps your child? _____.

I acknowledge that I have read and understand the rules and goal of Suwannee County School District's Teenage Parent Program and that failure to comply with these rules and goals may result in the termination of my participation in the program. I have also received the Teenage Parent Program packet provided by Suwannee County School District that includes educational material according to FS 1003.54.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Guidance Counselor Signature _____ Date _____

Suwannee County School District
Student Dropout Prevention Component
Teenage Parent Program Referral/Eligibility and Placement

Student Name _____ Grade_____ School _____
Date of Birth _____ Social Security Number _____Race _____
Address_____ Phone Number _____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____

1. Student placed in Teenage Parent Program (date) _____ on basis of:
   a. ___ Medical diagnosis of pregnancy by physician ____ Ultrasound Due date: _____
   b. ___ Birth Certificate ___ Social Security Card ___ Health Physical ___ Immunizations
2. Parent notification/letter date_____
3. Staffing committee meeting date_____

Parent Conference Checklist

A Guidance Counselor has discussed the following with the student and parent:
___Explanation of Teenage Parent Program and services provided
___Adjusted the student's schedule (if needed)
___Participation and criteria for child care (if needed)
___ Complete enrollment forms for child/children

Signature Guidance Counselor_____ Date _____
Student Signature _____ Date _____

___ I give permission for (name of student) _____to participate in the Teenage Parent Program during the (School Year) _____.

_____
Parent Signature Date

___ I do not want my son/daughter to participate in the Teenage Parent Program.

_____
Parent Signature Date

EXHIBIT E

Public Records Law Requirements Under Chapter 119.0701, Florida Statutes (2016)

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 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), 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 (2016), 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 (2016).

Suwannee County Public Schools
Rate and Service Contract
2016-2017

THIS RATE AND SERVICES PROVIDER AGREEMENT ("Contract") is made and entered into on July 1, 2016, between the Suwannee County School Board (hereinafter referred to as the "DISTRICT"), and

Pepper's Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone: 386-362-7001

Teen Parent Program Childcare Services Provider (hereinafter referred to as the "PROVIDER") for the purpose of providing childcare services to children of eligible students.

ARTICLE I - RECITALS

WHEREAS, the DISTRICT has the responsibility and obligation to operate the public school system of Suwannee County, Florida, and to provide for a free public school education for all children of school age who reside in said County, including services for students pursuant to § 1003.54, Fla. Stat., Teen Age Parent Program (TAPP);

WHEREAS: the DISTRICT is required, among other things, to provide for child care for students that qualify for services under TAPP during the period that the public schools of Suwannee County are in session;

WHEREAS, the DISTRICT is authorized by state law to enter into an agreement with the state approved child care PROVIDER for the aforementioned purpose.

WHEREAS: the DISTRICT proposes to contract with the PROVIDER for the purpose of providing child care services to qualified students under TAPP; and

WHEREAS, the PROVIDER is specially trained, experienced and competent to perform the childcare required by the DISTRICT, and such services are needed on a limited basis; and

WHEREAS, the PROVIDER has been approved by the State of Florida Department of Children and Families (Chapter 65C-22, Florida Administrative Code, Child Care Standards) and has met the qualifications to be licensed as a child care facility or child care program PROVIDER; and

WHEREAS, the PROVIDER is willing to provide such services to children of the DISTRICT'S eligible students (pursuant to § 1003.54, Fla. Stat; Teen Age Parent Program; TAPP); if selected by the eligible students; and

WHEREAS, the PROVIDER is financially sound and otherwise capable of fulfilling its requirements to the children of the DISTRICT, students during the term of this Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **RECITALS.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE II - SPECIAL CONDITIONS

2.1 TERMS.

a. This contract shall become effective July 1, 2016, by both parties and shall remain in force until June 30, 2017.

b. This agreement, however, may be terminated by the DISTRICT or PROVIDER at the end of each fiscal year falling within the term of the agreement without penalty with notice to either party on or before 30 days prior to the end of any fiscal year falling within the term of this agreement.

2.2. The PROVIDER shall provide a program of day care for qualified students as identified by the DISTRICT.

2.3. Students shall be permitted to select a provider from those providers set forth in Exhibit "A" attached: (List of Providers).

2.4 The DISTRICT will pay the PROVIDER selected by the student in accordance with Exhibit "B" attached: (Rate Scale for each Provider). The student shall be responsible for the payment of any provider charges over and above the payment- rate schedule amount.

2.5 The PROVIDER shall submit detailed invoices for reimbursement by the DISTRICT on or before the 20th business day of each month following the month for which services are provided. Monthly invoices must be itemized by student name and student identification number, actual number of hours for which services were provided, and an amount due. With each monthly invoice, PROVIDER shall submit:

Original attendance form provided by the DISTRICT in accordance with Exhibit C (District Attendance Form), showing the dates and times the student was in attendance. Invoices shall be submitted to Michele Howard, TAPP Coordinator, School Board of Suwannee County, Florida, 702 2nd Street, Live Oak, Florida 32064.

2.6 The total amount to be paid to the PROVIDER by the DISTRICT under this contract shall not exceed Provider rate X 180 days for each year of the contract for day care charges without the specific agreement of the DISTRICT. The amount herein set forth may be increased by mutual agreement of the parties subject to availability of funding.

2.7 The PROVIDER shall be deemed an independent contractor. The DISTRICT shall exercise no authority over the personnel assigned to perform this contract by the PROVIDER. The DISTRICT shall have no supervisory authority over the PROVIDER personnel, and shall exercise no control over how the PROVIDER personnel perform their responsibilities under this contract. Should the DISTRICT have any dissatisfaction, concern, or complaints about the manner in which the PROVIDER personnel are performing responsibilities under this contract, those matters shall be communicated to the appropriate management personnel for such appropriate action as that person deems necessary.

2.8 Notwithstanding any provision to the contrary contained in this agreement the PROVIDER and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of § 1002.22(2)(d), Florida Statutes and the Family Educational Rights and Privacy Act (FERPA), any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon the PROVIDER until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

2.9 Upon request the PROVIDER shall permit the DISTRICT to audit the files maintained by the PROVIDER in its performance of this Agreement.

2.10 The PROVIDER contract administrator for this contract is:
Pepper's Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone: 386-362-7001

2.11 The PROVIDER shall indemnify, and hold harmless and defend the DISTRICT its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SUWANNEE COUNTY SCHOOL BOARD, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the services furnished by The PROVIDER, its agents, servants or employees in the provision of services or performance of duties by the Provider pursuant to this Agreement.

2.12 The PROVIDER must not disclose to the public the identity of any student or their child eligible for TAPP childcare services without the written permission of the parent/guardian of such student and the student, themselves.

2.13 The PROVIDER must not defame the DISTRICT in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and parent conferences.

2.14 The PROVIDER shall complete and provide the DISTRICT with the following required documents when the executed contract is submitted to DISTRICT:
I. **IRS W-9 Form**
II. **Public Entity Crimes Statement**
III. **Debarment Certification**

2.15 The contract administrator for the DISTRICT is:
Michele Howard
TAPP Coordinator
Suwannee County School Board

The DISTRICT shall:

2.16 Be responsible for the enrollment of qualified students in the TAPP day care program and ensure that each student executes the appropriate agreement attached hereto as Exhibit "D" TAPP Rules Agreement and Student Dropout Prevention Component Referral/Eligibility and Placement.

2.17 Promptly notify the PROVIDER regarding any student that ceases to be eligible for TAPP day care services under this agreement.

2.18 Promptly pay all verified invoices for reimbursement services in accordance with law.

ARTICLE III – GENERAL CONDITIONS

3.1 Nothing in this Agreement shall be interpreted or construed to mean that the District waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

3.2 The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be

entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.3 The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability or sexual orientation.

3.4 This Agreement may be canceled with or without cause by Suwannee County School Board during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement.

3.5 PUBLIC RECORDS.
Each party shall maintain its own respective records and documents associated with the Agreement in accordance with the records retention requirements applicable to public records. For additional public records compliance, see Exhibit E.

3.6 This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.7 No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.8 The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.9 The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 GOVERNING 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 DISTRICT and the PROVIDER agree that the exclusive state court forum for said litigation shall be in Suwannee County, FL, 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.

3.12 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from Suwannee County School Board.

3.14 Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor

disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.16 NOTICE.

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To DISTRICT:
Superintendent of Schools
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Michele Howard
TAPP Coordinator
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Mr. Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell
Attorney for Suwannee County School Board
215 S. Monroe Street, Suite 702
Tallahassee, FL 32301

To PROVIDER:
Pepper's Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone: 386-362-7001

3.17 AUTHORITY.

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.18 EXCESS FUNDS.

Any party receiving funds paid by the DISTRICT under this Agreement agrees to promptly notify the DISTIRCT of any funds erroneously received from the DISTRICT upon the discovery of such erroneous **payment or overpayment.**

Any such excess funds shall be refunded to Board with interest calculated from the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by the DISTRICT.

3.19 NON-EXCLUSIVITY.
It is understood that the DISTRICT may also contract with other PROVIDERS to provide childcare services to children of eligible students. This contract in no way gives exclusivity to the PROVIDER for services rendered under the TAPP program.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SUWANNEE COUNTY SCHOOL BOARD

_____
Ed DaSilva, Board Chairman

Date: _____

_____
Jerry A. Scarborough, Superintendent
Suwannee County School Board

Date: _____

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

PROVIDER

_____
Pepper's Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone: 386-362-7001

Date: _____

SWORN STATEMENT UNDER SECTION 287.133,
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF_____

COUNTY OF_____

Before me, the undersigned authority, personally appeared_____, who, being by be first duly sworn, made the following statement:

1. The business address of_____(Contractor) is_____.

2. My relationship to _____(Contractor) is _____(relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

(Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____, a copy of the order of the Division of Administrative Hearings is attached to this statement.

   (Draw a line through paragraph 7 if paragraph 6 above applies.)

   _____
   Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20_____.

_____, (affix seal)
Notary Public

_____,
My Commission Expires

Certification Regarding Debarment, Suspension, and Other Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;

   b. Have not within a three (3) year period preceding this proposal 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

   c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and

   d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

_____

Name & Title of Authorized Representative

_____ _____

Signature Date

EXHIBIT A

List of Providers

For a list of current Early Learning Coalition (ELC) providers, please contact the ELC at 386-752-9770, or visit the website at https://www.elcgateway.org. The Suwannee County School District currently has contracts with the following child care centers:

Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
adrienneeburke32@yahoo.com
Phone - 386-965-6447 or 386-364-5487

Peppers Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone - 386-362-7001 FAX - 386-364-1428

Tawanna Bryant
d/b/a Tender Touch Learning Center, LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone – 386-208-2273

Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone – 386-362-3600 FAX – 386-364-1428

Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street
Live Oak, Florida 32064
Phone – 386-205-0959

EXHIBIT B
Rate Scale

Peppers Tripod Daycare Centers d/b/a Let's Pretend Daycare 2016 – 2017 Child Care Rates									
INFANTS 0 – 12 Months		One Year Olds 12 – 23 Months		Two Year Olds 24 – 35 Months		Three Year Olds 36 – 47 Months		Four Year Olds 48 – 59 Months	
Week	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**
120.00	24.00	105.00	21.00	95.00	19.00	90.00	18.00	90.00	18.00

EXHIBIT C

SUWANNEE COUNTY SCHOOLS
Teenage Parent Child Care Program
2016 - 2017 School Year

Child Care Provider's Name: **Let's Pretend Daycare**	**Circle Current Month**
Mailing Address: 202 NW Duval Street Live Oak, Florida 32064	**AUGUST 2016 SEPTEMBER 2016 OCTOBER 2016** **NOVEMBER 2016 DECEMBER 2016**
Phone: 386-362-7001	**JANUARY 2017 FEBRUARY 2017 MARCH 2017**
Contact: **Evelyn Peppers**	**APRIL 2017 MAY 2017 JUNE 2017**

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Child's Name (insert date) →																									

X = present ***H = holiday*** ***(If child is <u>absent</u>, <u>leave space blank</u>)***	***Completed Attendance Sheet due by the 10th of each month following the month of attendance. Failure to return completed attendance sheet by due date can result in payment for services being delayed.*** ***Deliver completed attendance sheet to :*** **Suwannee County School Board** **ATTN: Michele Howard** **702 2nd Street, Live Oak, Florida 32064** **386-647-4636- ofc. 386-208-8687- FAX** **michele.howard@suwannee.k12.fl.us**

Suwannee County School District
Teenage Parent Program

1. I understand this is a voluntary program and requires parental permission (if minor).
2. I certify that I am eligible for participation in the Teenage Parent Program.
   a. Eligibility requirements: currently enrolled in the Suwannee County School District, and have documented proof of pregnancy or birth.
3. I understand that the goal of my participation in the Teenage Parent Program is to continue my education to obtain a standard diploma.
4. I understand that if I pursue the receipt of an adult diploma or home school, I am no longer eligible for this program or its services.
5. I understand that I am responsible for communicating with Suwannee County District Schools regarding my need for day care, transportation, services, and any change in eligibility for this program.
6. I understand that I am responsible for providing the Suwannee County School District the following documents:
   a. Medical documentation of my pregnancy and/or birth certificate.
   b. My child's immunization record and physical form.
   c. My child's social security card or documentation of the application for the card.
7. I understand that I am required to attend school regularly and that my child is required to attend day care on all days that I attend school except in case of illness (mine or my child). I also understand that my child can only go to day care when I am in school.
8. I understand this packet has to be completed yearly in order to participate in the Teenage Parent Program.

Intent:
___ I plan to participate in the voluntary Teenage Parent Program.
___ I do not want to participate in the Teenage Parent Program.

Transportation:
___ I will need transportation for my child/children. I understand that I have to ride the bus with my child and provide the proper car seat.
___ I do not need transportation for my child/children.

Day care:
___ I need day care for my child/children. Day care of choice _____.
___ I do not need day care for my child/children. Who keeps your child? _____.

I acknowledge that I have read and understand the rules and goal of Suwannee County School District's Teenage Parent Program and that failure to comply with these rules and goals may result in the termination of my participation in the program. I have also received the Teenage Parent Program packet provided by Suwannee County School District that includes educational material according to FS 1003.54.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Guidance Counselor Signature _____ Date _____

Suwannee County School District
Student Dropout Prevention Component
Teenage Parent Program Referral/Eligibility and Placement

Student Name _____ Grade_____ School _____
Date of Birth _____ Social Security Number _____Race _____
Address_____ Phone Number _____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____

1. Student placed in Teenage Parent Program (date) _____ on basis of:
   a. ___ Medical diagnosis of pregnancy by physician ____ Ultrasound Due date: _____
   b. ___ Birth Certificate ___ Social Security Card ___ Health Physical ___ Immunizations
2. Parent notification/letter date_____
3. Staffing committee meeting date_____

Parent Conference Checklist

A Guidance Counselor has discussed the following with the student and parent:
___Explanation of Teenage Parent Program and services provided
___Adjusted the student's schedule (if needed)
___Participation and criteria for child care (if needed)
___ Complete enrollment forms for child/children

Signature Guidance Counselor_____ Date _____
Student Signature _____ Date _____

___ I give permission for (name of student) _____to participate in the Teenage Parent Program during the (School Year) _____.

_____
Parent Signature Date

___ I do not want my son/daughter to participate in the Teenage Parent Program.

_____
Parent Signature Date

EXHIBIT E

Public Records Law Requirements Under Chapter 119.0701, Florida Statutes (2016)

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 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), 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 (2016), 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 (2016).

Suwannee County Public Schools
Rate and Service Contract
2016-2017

THIS RATE AND SERVICES PROVIDER AGREEMENT ("Contract") is made and entered into on July 1, 2016, between the Suwannee County School Board (hereinafter referred to as the "DISTRICT"), and

Tawanna Bryant
d/b/a Tender Touch Learning Center LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone - 386-208-2273

Teen Parent Program Childcare Services Provider (hereinafter referred to as the "PROVIDER") for the purpose of providing childcare services to children of eligible students.

ARTICLE I - RECITALS

WHEREAS, the DISTRICT has the responsibility and obligation to operate the public school system of Suwannee County, Florida, and to provide for a free public school education for all children of school age who reside in said County, including services for students pursuant to § 1003.54, Fla. Stat., Teen Age Parent Program (TAPP);

WHEREAS: the DISTRICT is required, among other things, to provide for child care for students that qualify for services under TAPP during the period that the public schools of Suwannee County are in session;

WHEREAS, the DISTRICT is authorized by state law to enter into an agreement with the state approved child care PROVIDER for the aforementioned purpose.

WHEREAS: the DISTRICT proposes to contract with the PROVIDER for the purpose of providing child care services to qualified students under TAPP; and

WHEREAS, the PROVIDER is specially trained, experienced and competent to perform the childcare required by the DISTRICT, and such services are needed on a limited basis; and

WHEREAS, the PROVIDER has been approved by the State of Florida Department of Children and Families (Chapter 65C-22, Florida Administrative Code, Child Care Standards) and has met the qualifications to be licensed as a child care facility or child care program PROVIDER; and

WHEREAS, the PROVIDER is willing to provide such services to children of the DISTRICT'S eligible students (pursuant to § 1003.54, Fla. Stat; Teen Age Parent Program; TAPP); if selected by the eligible students; and

WHEREAS, the PROVIDER is financially sound and otherwise capable of fulfilling its requirements to the children of the DISTRICT, students during the term of this Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **RECITALS.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE II - SPECIAL CONDITIONS

2.1 TERMS.

a. This contract shall become effective July 1, 2016, by both parties and shall remain in force until June 30, 2017.

b. This agreement, however, may be terminated by the DISTRICT or PROVIDER at the end of each fiscal year falling within the term of the agreement without penalty with notice to either party on or before 30 days prior to the end of any fiscal year falling within the term of this agreement.

2.2. The PROVIDER shall provide a program of day care for qualified students as identified by the DISTRICT.

2.3. Students shall be permitted to select a provider from those providers set forth in Exhibit "A" attached: (List of Providers).

2.4 The DISTRICT will pay the PROVIDER selected by the student in accordance with Exhibit "B" attached: (Rate Scale for each Provider). The student shall be responsible for the payment of any provider charges over and above the payment- rate schedule amount.

2.5 The PROVIDER shall submit detailed invoices for reimbursement by the DISTRICT on or before the 20th business day of each month following the month for which services are provided. Monthly invoices must be itemized by student name and student identification number, actual number of hours for which services were provided, and an amount due. With each monthly invoice, PROVIDER shall submit:

Original attendance form provided by the DISTRICT in accordance with Exhibit C (District Attendance Form), showing the dates and times the student was in attendance. Invoices shall be submitted to Michele Howard, TAPP Coordinator, School Board of Suwannee County, Florida, 702 2nd Street, Live Oak, Florida 32064.

2.6 The total amount to be paid to the PROVIDER by the DISTRICT under this contract shall not exceed Provider rate X 180 days for each year of the contract for day care charges without the specific agreement of the DISTRICT. The amount herein set forth may be increased by mutual agreement of the parties subject to availability of funding.

2.7 The PROVIDER shall be deemed an independent contractor. The DISTRICT shall exercise no authority over the personnel assigned to perform this contract by the PROVIDER. The DISTRICT shall have no supervisory authority over the PROVIDER personnel, and shall exercise no control over how the PROVIDER personnel perform their responsibilities under this contract. Should the DISTRICT have any dissatisfaction, concern, or complaints about the manner in which the PROVIDER personnel are performing responsibilities under this contract, those matters shall be communicated to the appropriate management personnel for such appropriate action as that person deems necessary.

2.8 Notwithstanding any provision to the contrary contained in this agreement the PROVIDER and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of § 1002.22(2)(d), Florida Statutes and the Family Educational Rights and Privacy Act (FERPA), any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon the PROVIDER until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

2.9 Upon request the PROVIDER shall permit the DISTRICT to audit the files maintained by the PROVIDER in its performance of this Agreement.

2.10 The PROVIDER contract administrator for this contract is:
Tawanna Bryant
d/b/a Tender Touch Learning Center LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone - 386-208-2273

2.11 The PROVIDER shall indemnify, and hold harmless and defend the DISTRICT its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SUWANNEE COUNTY SCHOOL BOARD, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the services furnished by The PROVIDER, its agents, servants or employees in the provision of services or performance of duties by the Provider pursuant to this Agreement.

2.12 The PROVIDER must not disclose to the public the identity of any student or their child eligible for TAPP childcare services without the written permission of the parent/guardian of such student and the student, themselves.

2.13 The PROVIDER must not defame the DISTRICT in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and parent conferences.

2.14 The PROVIDER shall complete and provide the DISTRICT with the following required documents when the executed contract is submitted to DISTRICT:
I. IRS W-9 Form
II. Public Entity Crimes Statement
III. Debarment Certification

2.15 The contract administrator for the DISTRICT is:
Michele Howard
TAPP Coordinator
Suwannee County School Board

The DISTRICT shall:

2.16 Be responsible for the enrollment of qualified students in the TAPP day care program and ensure that each student executes the appropriate agreement attached hereto as Exhibit "D" TAPP Rules Agreement and Student Dropout Prevention Component Referral/Eligibility and Placement.

2.17 Promptly notify the PROVIDER regarding any student that ceases to be eligible for TAPP day care services under this agreement.

2.18 Promptly pay all verified invoices for reimbursement services in accordance with law.

ARTICLE III – GENERAL CONDITIONS

3.1 Nothing in this Agreement shall be interpreted or construed to mean that the District waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

3.2 The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be

entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.3 The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability or sexual orientation.

3.4 This Agreement may be canceled with or without cause by Suwannee County School Board during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement.

3.5 PUBLIC RECORDS.
Each party shall maintain its own respective records and documents associated with the Agreement in accordance with the records retention requirements applicable to public records. For additional public records compliance, see Exhibit E.

3.6 This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.7 No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.8 The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.9 The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 GOVERNING 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 DISTRICT and the PROVIDER agree that the exclusive state court forum for said litigation shall be in Suwannee County, FL, 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.

3.12 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from Suwannee County School Board.

3.14 Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor

disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.16 NOTICE.

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To DISTRICT:
Superintendent of Schools
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Michele Howard
TAPP Coordinator
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Mr. Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell
Attorney for Suwannee County School Board
215 S. Monroe Street, Suite 702
Tallahassee, FL 32301

To PROVIDER:
Tawanna Bryant
d/b/a Tender Touch Learning Center LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone - 386-208-2273

3.17 AUTHORITY.

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.18 EXCESS FUNDS.
Any party receiving funds paid by the DISTRICT under this Agreement agrees to promptly notify the DISTIRCT of any funds erroneously received from the DISTRICT upon the discovery of such erroneous **payment or overpayment.** **Any such excess funds shall be refunded to Board with interest calculated from** the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by the DISTRICT.

3.19 NON-EXCLUSIVITY.
It is understood that the DISTRICT may also contract with other PROVIDERS to provide childcare services to children of eligible students. This contract in no way gives exclusivity to the PROVIDER for services rendered under the TAPP program.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SUWANNEE COUNTY SCHOOL BOARD

_____
Ed DaSilva, Board Chairman

Date: _____

_____
Jerry A. Scarborough, Superintendent
Suwannee County School Board

Date: _____

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

PROVIDER

_____
Tawanna Bryant
d/b/a Tender Touch Learning Center LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone - 386-208-2273

Date: _____

SWORN STATEMENT UNDER SECTION 287.133,
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF_____

COUNTY OF_____

Before me, the undersigned authority, personally appeared_____, who, being by be first duly sworn, made the following statement:

1. The business address of_____(Contractor) is_____.

2. My relationship to _____(Contractor) is _____(relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

(Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____, a copy of the order of the Division of Administrative Hearings is attached to this statement.

   (Draw a line through paragraph 7 if paragraph 6 above applies.)

   _____
   Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20____.

_____, (affix seal)
Notary Public

_____,
My Commission Expires

Certification Regarding Debarment, Suspension, and Other Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;

   b. Have not within a three (3) year period preceding this proposal 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

   c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and

   d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

_____

Name & Title of Authorized Representative

_____ _____

Signature Date

EXHIBIT A

List of Providers

For a list of current Early Learning Coalition (ELC) providers, please contact the ELC at 386-752-9770, or visit the website at https://www.elcgateway.org. The Suwannee County School District currently has contracts with the following child care centers:

Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
adrienneeburke32@yahoo.com
Phone - 386-965-6447 or 386-364-5487

Peppers Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone - 386-362-7001 FAX - 386-364-1428

Tawanna Bryant
d/b/a Tender Touch Learning Center, LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone – 386-208-2273

Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone – 386-362-3600 FAX – 386-364-1428

Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street
Live Oak, Florida 32064
Phone – 386-205-0959

EXHIBIT B
Rate Scale

Tawanna Bryant
d/b/a Tender Touch Learning Center, LLC
2016 – 2017 Child Care Rates

INFANTS 0 – 12 Months		One Year Olds 12 – 23 Months		Two Year Olds 24 – 35 Months		Three Year Olds 36 – 47 Months		Four Year Olds 48 – 59 Months	
Week	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**
130.00	26.00	120.00	24.00	105.00	21.00	95.00	19.00	90.00	18.00

EXHIBIT C

SUWANNEE COUNTY SCHOOLS
Teenage Parent Child Care Program
2016 - 2017 School Year

Child Care Provider's Name: **Tender Touch Learning Center, LLC**	**Circle Current Month**
Mailing Address: 504 Maple Street Live Oak, Florida 32064	**AUGUST 2016 SEPTEMBER 2016 OCTOBER 2016** **NOVEMBER 2016 DECEMBER 2016**
Phone: 386-208-2273	**JANUARY 2017 FEBRUARY 2017 MARCH 2017**
Contact: **Tawanna Bryant**	**APRIL 2017 MAY 2017 JUNE 2017**

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Child's Name (insert date) -	→																								

X = present
H = holiday
(If child is absent, leave space blank)

Completed Attendance Sheet due by the 10th of each month following the month of attendance. Failure to return completed attendance sheet by due date can result in payment for services being delayed.
Deliver completed attendance sheet to :

Suwannee County School Board
ATTN: Michele Howard
702 2nd Street, Live Oak, Florida 32064
386-647-4636- ofc. 386-208-8687- FAX
michele.howard@suwannee.k12.fl.us

Suwannee County School District
Teenage Parent Program

1. I understand this is a voluntary program and requires parental permission (if minor).
2. I certify that I am eligible for participation in the Teenage Parent Program.
   a. Eligibility requirements: currently enrolled in the Suwannee County School District, and have documented proof of pregnancy or birth.
3. I understand that the goal of my participation in the Teenage Parent Program is to continue my education to obtain a standard diploma.
4. I understand that if I pursue the receipt of an adult diploma or home school, I am no longer eligible for this program or its services.
5. I understand that I am responsible for communicating with Suwannee County District Schools regarding my need for day care, transportation, services, and any change in eligibility for this program.
6. I understand that I am responsible for providing the Suwannee County School District the following documents:
   a. Medical documentation of my pregnancy and/or birth certificate.
   b. My child's immunization record and physical form.
   c. My child's social security card or documentation of the application for the card.
7. I understand that I am required to attend school regularly and that my child is required to attend day care on all days that I attend school except in case of illness (mine or my child). I also understand that my child can only go to day care when I am in school.
8. I understand this packet has to be completed yearly in order to participate in the Teenage Parent Program.

Intent:
___ I plan to participate in the voluntary Teenage Parent Program.
___ I do not want to participate in the Teenage Parent Program.

Transportation:
___ I will need transportation for my child/children. I understand that I have to ride the bus with my child and provide the proper car seat.
___ I do not need transportation for my child/children.

Day care:
___ I need day care for my child/children. Day care of choice _____.
___ I do not need day care for my child/children. Who keeps your child? _____.

I acknowledge that I have read and understand the rules and goal of Suwannee County School District's Teenage Parent Program and that failure to comply with these rules and goals may result in the termination of my participation in the program. I have also received the Teenage Parent Program packet provided by Suwannee County School District that includes educational material according to FS 1003.54.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Guidance Counselor Signature _____ Date _____

Suwannee County School District
Student Dropout Prevention Component
Teenage Parent Program Referral/Eligibility and Placement

Student Name _____ Grade_____ School _____
Date of Birth _____ Social Security Number _____Race _____
Address_____ Phone Number _____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____

1. Student placed in Teenage Parent Program (date) _____ on basis of:
   a. ___ Medical diagnosis of pregnancy by physician ____ Ultrasound Due date: _____
   b. ___ Birth Certificate ___ Social Security Card ___ Health Physical ___ Immunizations
2. Parent notification/letter date_____
3. Staffing committee meeting date_____

Parent Conference Checklist

A Guidance Counselor has discussed the following with the student and parent:
___Explanation of Teenage Parent Program and services provided
___Adjusted the student's schedule (if needed)
___Participation and criteria for child care (if needed)
___ Complete enrollment forms for child/children

Signature Guidance Counselor_____ Date _____
Student Signature _____ Date _____

___ I give permission for (name of student) _____to participate in the Teenage Parent Program during the (School Year) _____.

_____
Parent Signature Date

___ I do not want my son/daughter to participate in the Teenage Parent Program.

_____
Parent Signature Date

EXHIBIT E

Public Records Law Requirements Under Chapter 119.0701, Florida Statutes (2016)

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 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), 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 (2016), 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 (2016).

Suwannee County Public Schools
Rate and Service Contract
2016-2017

THIS RATE AND SERVICES PROVIDER AGREEMENT ("Contract") is made and entered into on July 1, 2016, between the Suwannee County School Board (hereinafter referred to as the "DISTRICT"), and

Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone - 386-362-3600

Teen Parent Program Childcare Services Provider (hereinafter referred to as the "PROVIDER") for the purpose of providing childcare services to children of eligible students.

ARTICLE I - RECITALS

WHEREAS, the DISTRICT has the responsibility and obligation to operate the public school system of Suwannee County, Florida, and to provide for a free public school education for all children of school age who reside in said County, including services for students pursuant to § 1003.54, Fla. Stat., Teen Age Parent Program (TAPP);

WHEREAS: the DISTRICT is required, among other things, to provide for child care for students that qualify for services under TAPP during the period that the public schools of Suwannee County are in session;

WHEREAS, the DISTRICT is authorized by state law to enter into an agreement with the state approved child care PROVIDER for the aforementioned purpose.

WHEREAS: the DISTRICT proposes to contract with the PROVIDER for the purpose of providing child care services to qualified students under TAPP; and

WHEREAS, the PROVIDER is specially trained, experienced and competent to perform the childcare required by the DISTRICT, and such services are needed on a limited basis; and

WHEREAS, the PROVIDER has been approved by the State of Florida Department of Children and Families (Chapter 65C-22, Florida Administrative Code, Child Care Standards) and has met the qualifications to be licensed as a child care facility or child care program PROVIDER; and

WHEREAS, the PROVIDER is willing to provide such services to children of the DISTRICT'S eligible students (pursuant to § 1003.54, Fla. Stat; Teen Age Parent Program; TAPP); if selected by the eligible students; and

WHEREAS, the PROVIDER is financially sound and otherwise capable of fulfilling its requirements to the children of the DISTRICT, students during the term of this Contract.

NOW, THEREFORE, In consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **RECITALS.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE II - SPECIAL CONDITIONS

2.1 TERMS.

a. This contract shall become effective July 1, 2016, by both parties and shall remain in force until June 30, 2017.

b. This agreement, however, may be terminated by the DISTRICT or PROVIDER at the end of each fiscal year falling within the term of the agreement without penalty with notice to either party on or before 30 days prior to the end of any fiscal year falling within the term of this agreement.

2.2. The PROVIDER shall provide a program of day care for qualified students as identified by the DISTRICT.

2.3. Students shall be permitted to select a provider from those providers set forth in Exhibit "A" attached: (List of Providers).

2.4 The DISTRICT will pay the PROVIDER selected by the student in accordance with Exhibit "B" attached: (Rate Scale for each Provider). The student shall be responsible for the payment of any provider charges over and above the payment- rate schedule amount.

2.5 The PROVIDER shall submit detailed invoices for reimbursement by the DISTRICT on or before the 20th business day of each month following the month for which services are provided. Monthly invoices must be itemized by student name and student identification number, actual number of hours for which services were provided, and an amount due. With each monthly invoice, PROVIDER shall submit:

Original attendance form provided by the DISTRICT in accordance with Exhibit C (District Attendance Form), showing the dates and times the student was in attendance. Invoices shall be submitted to Michele Howard, TAPP Coordinator, School Board of Suwannee County, Florida, 702 2nd Street, Live Oak, Florida 32064.

2.6 The total amount to be paid to the PROVIDER by the DISTRICT under this contract shall not exceed Provider rate X 180 days for each year of the contract for day care charges without the specific agreement of the DISTRICT. The amount herein set forth may be increased by mutual agreement of the parties subject to availability of funding.

2.7 The PROVIDER shall be deemed an independent contractor. The DISTRICT shall exercise no authority over the personnel assigned to perform this contract by the PROVIDER. The DISTRICT shall have no supervisory authority over the PROVIDER personnel, and shall exercise no control over how the PROVIDER personnel perform their responsibilities under this contract. Should the DISTRICT have any dissatisfaction, concern, or complaints about the manner in which the PROVIDER personnel are performing responsibilities under this contract, those matters shall be communicated to the appropriate management personnel for such appropriate action as that person deems necessary.

2.8 Notwithstanding any provision to the contrary contained in this agreement the PROVIDER and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of § 1002.22(2)(d), Florida Statutes and the Family Educational Rights and Privacy Act (FERPA), any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon the PROVIDER until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

2.9 Upon request the PROVIDER shall permit the DISTRICT to audit the files maintained by the PROVIDER in its performance of this Agreement.

2.10 The PROVIDER contract administrator for this contract is:
Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone - 386-362-3600

2.11 The PROVIDER shall indemnify, and hold harmless and defend the DISTRICT its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SUWANNEE COUNTY SCHOOL BOARD, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the services furnished by The PROVIDER, its agents, servants or employees in the provision of services or performance of duties by the Provider pursuant to this Agreement.

2.12 The PROVIDER must not disclose to the public the identity of any student or their child eligible for TAPP childcare services without the written permission of the parent/guardian of such student and the student, themselves.

2.13 The PROVIDER must not defame the DISTRICT in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and parent conferences.

2.14 The PROVIDER shall complete and provide the DISTRICT with the following required documents when the executed contract is submitted to DISTRICT:
I. IRS W-9 Form
II. Public Entity Crimes Statement
III. Debarment Certification

2.15 The contract administrator for the DISTRICT is:
Michele Howard
TAPP Coordinator
Suwannee County School Board

The DISTRICT shall:

2.16 Be responsible for the enrollment of qualified students in the TAPP day care program and ensure that each student executes the appropriate agreement attached hereto as Exhibit "D" TAPP Rules Agreement and Student Dropout Prevention Component Referral/Eligibility and Placement.

2.17 Promptly notify the PROVIDER regarding any student that ceases to be eligible for TAPP day care services under this agreement.

2.18 Promptly pay all verified invoices for reimbursement services in accordance with law.

ARTICLE III – GENERAL CONDITIONS

3.1 Nothing in this Agreement shall be interpreted or construed to mean that the District waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

3.2 The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be

entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.3 The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability or sexual orientation.

3.4 This Agreement may be canceled with or without cause by Suwannee County School Board during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement.

3.5 PUBLIC RECORDS.
Each party shall maintain its own respective records and documents associated with the Agreement in accordance with the records retention requirements applicable to public records. For additional public records compliance, see Exhibit E.

3.6 This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.7 No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.8 The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.9 The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 GOVERNING 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 DISTRICT and the PROVIDER agree that the exclusive state court forum for said litigation shall be in Suwannee County, FL, 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.

3.12 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from Suwannee County School Board.

3.14 Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor

disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.16 NOTICE.

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To DISTRICT:
Superintendent of Schools
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Michele Howard
TAPP Coordinator
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:
Mr. Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell
Attorney for Suwannee County School Board
215 S. Monroe Street, Suite 702
Tallahassee, FL 32301

To PROVIDER:
Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone - 386-362-3600

3.17 AUTHORITY.

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.18 EXCESS FUNDS.
Any party receiving funds paid by the DISTRICT under this Agreement agrees to promptly notify the DISTIRCT of any funds erroneously received from the DISTRICT upon the discovery of such erroneous **payment or overpayment.**
Any such excess funds shall be refunded to Board with interest calculated from the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by the DISTRICT.

3.19 NON-EXCLUSIVITY.
It is understood that the DISTRICT may also contract with other PROVIDERS to provide childcare services to children of eligible students. This contract in no way gives exclusivity to the PROVIDER for services rendered under the TAPP program.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SUWANNEE COUNTY SCHOOL BOARD

_____
Ed DaSilva, Board Chairman

Date: _____

_____
Jerry A. Scarborough, Superintendent
Suwannee County School Board

Date: _____

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

PROVIDER

_____
Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone - 386-362-3600

Date: _____

SWORN STATEMENT UNDER SECTION 287.133,
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF_____

COUNTY OF_____

Before me, the undersigned authority, personally appeared_____, who, being by be first duly sworn, made the following statement:

1. The business address of_____(Contractor) is_____.

2. My relationship to _____(Contractor) is _____(relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

   (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____, a copy of the order of the Division of Administrative Hearings is attached to this statement.

   (Draw a line through paragraph 7 if paragraph 6 above applies.)

   _____
   Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20_____.

_____, (affix seal)
Notary Public

_____,
My Commission Expires

Certification Regarding Debarment, Suspension, and Other Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;

   b. Have not within a three (3) year period preceding this proposal 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

   c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and

   d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

_____

Name & Title of Authorized Representative

_____ _____

Signature Date

EXHIBIT A

List of Providers

For a list of current Early Learning Coalition (ELC) providers, please contact the ELC at 386-752-9770, or visit the website at https://www.elcgateway.org. The Suwannee County School District currently has contracts with the following child care centers:

Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
adrienneeburke32@yahoo.com
Phone - 386-965-6447 or 386-364-5487

Peppers Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone - 386-362-7001 FAX - 386-364-1428

Tawanna Bryant
d/b/a Tender Touch Learning Center, LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone – 386-208-2273

Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone – 386-362-3600 FAX – 386-364-1428

Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street
Live Oak, Florida 32064
Phone – 386-205-0959

EXHIBIT B
Rate Scale

Bright Stars Academy, Inc. 2016 – 2017 Child Care Rates									
INFANTS 0 – 12 Months		One Year Olds 12 – 23 Months		Two Year Olds 24 – 35 Months		Three Year Olds 36 – 47 Months		Four Year Olds 48 – 59 Months	
Week	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**
120.00	24.00	110.00	22.00	95.00	19.00	85.00	17.00	85.00	17.00

EXHIBIT C

SUWANNEE COUNTY SCHOOLS
Teenage Parent Child Care Program
2016 - 2017 School Year

Child Care Provider's Name: **Bright Stars Academy, Inc.**	**Circle Current Month**
Mailing Address: 8325 County Road 136 (mailing address) 12715 County Road 136 (physical address) Live Oak, Florida 32060	**AUGUST 2016** **SEPTEMBER 2016** **OCTOBER 2016** **NOVEMBER 2016** **DECEMBER 2016** **JANUARY 2017** **FEBRUARY 2017** **MARCH 2017** **APRIL 2017** **MAY 2017** **JUNE 2017**
Phone: 386-362-3600	
Contact: **Sherry B. Peppers**	

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Child's Name (insert date) →																									

X = present
H = holiday
(If child is absent, leave space blank)

Completed Attendance Sheet due by the 10th of each month following the month of attendance. Failure to return completed attendance sheet by due date can result in payment for services being delayed.
Deliver completed attendance sheet to :

Suwannee County School Board
ATTN: Michele Howard
702 2nd Street, Live Oak, Florida 32064
386-647-4636- ofc. 386-208-8687- FAX
michele.howard@suwannee.k12.fl.us

EXHIBIT D

Suwannee County School District
Teenage Parent Program

1. I understand this is a voluntary program and requires parental permission (if minor).
2. I certify that I am eligible for participation in the Teenage Parent Program.
   a. Eligibility requirements: currently enrolled in the Suwannee County School District, and have documented proof of pregnancy or birth.
3. I understand that the goal of my participation in the Teenage Parent Program is to continue my education to obtain a standard diploma.
4. I understand that if I pursue the receipt of an adult diploma or home school, I am no longer eligible for this program or its services.
5. I understand that I am responsible for communicating with Suwannee County District Schools regarding my need for day care, transportation, services, and any change in eligibility for this program.
6. I understand that I am responsible for providing the Suwannee County School District the following documents:
   a. Medical documentation of my pregnancy and/or birth certificate.
   b. My child's immunization record and physical form.
   c. My child's social security card or documentation of the application for the card.
7. I understand that I am required to attend school regularly and that my child is required to attend day care on all days that I attend school except in case of illness (mine or my child). I also understand that my child can only go to day care when I am in school.
8. I understand this packet has to be completed yearly in order to participate in the Teenage Parent Program.

Intent:
___ I plan to participate in the voluntary Teenage Parent Program.
___ I do not want to participate in the Teenage Parent Program.

Transportation:
___ I will need transportation for my child/children. I understand that I have to ride the bus with my child and provide the proper car seat.
___ I do not need transportation for my child/children.

Day care:
___ I need day care for my child/children. Day care of choice _____.
___ I do not need day care for my child/children. Who keeps your child? _____.

I acknowledge that I have read and understand the rules and goal of Suwannee County School District's Teenage Parent Program and that failure to comply with these rules and goals may result in the termination of my participation in the program. I have also received the Teenage Parent Program packet provided by Suwannee County School District that includes educational material according to FS 1003.54.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Guidance Counselor Signature _____ Date _____

Suwannee County School District
Student Dropout Prevention Component
Teenage Parent Program Referral/Eligibility and Placement

Student Name _____ Grade_____ School _____
Date of Birth _____ Social Security Number _____Race _____
Address_____ Phone Number _____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____

1. Student placed in Teenage Parent Program (date) _____ on basis of:
   a. ___ Medical diagnosis of pregnancy by physician ____ Ultrasound Due date: _____
   b. ___ Birth Certificate ___ Social Security Card ___ Health Physical ___ Immunizations
2. Parent notification/letter date_____
3. Staffing committee meeting date_____

Parent Conference Checklist

A Guidance Counselor has discussed the following with the student and parent:
___Explanation of Teenage Parent Program and services provided
___Adjusted the student's schedule (if needed)
___Participation and criteria for child care (if needed)
___ Complete enrollment forms for child/children

Signature Guidance Counselor_____ Date _____
Student Signature _____ Date _____

___ I give permission for (name of student) _____to participate in the Teenage Parent Program during the (School Year) _____.

_____
Parent Signature Date

___ I do not want my son/daughter to participate in the Teenage Parent Program.

_____
Parent Signature Date

EXHIBIT E

Public Records Law Requirements Under Chapter 119.0701, Florida Statutes (2016)

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 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), 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 (2016), 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 (2016).

Suwannee County Public Schools
Rate and Service Contract
2016-2017

THIS RATE AND SERVICES PROVIDER AGREEMENT ("Contract") is made and entered into on July 1, 2016, between the Suwannee County School Board (hereinafter referred to as the "DISTRICT"), and

Renata Beasley
d/b/a Renata Beasley Large Family Childcare Home
1707 Ruby Street
Live Oak, Florida 32064
Phone - 386-205-0959

Teen Parent Program Childcare Services Provider (hereinafter referred to as the "PROVIDER") for the purpose of providing childcare services to children of eligible students.

ARTICLE I - RECITALS

WHEREAS, the DISTRICT has the responsibility and obligation to operate the public school system of Suwannee County, Florida, and to provide for a free public school education for all children of school age who reside in said County, including services for students pursuant to § 1003.54, Fla. Stat., Teen Age Parent Program (TAPP);

WHEREAS: the DISTRICT is required, among other things, to provide for child care for students that qualify for services under TAPP during the period that the public schools of Suwannee County are in session;

WHEREAS, the DISTRICT is authorized by state law to enter into an agreement with the state approved child care PROVIDER for the aforementioned purpose.

WHEREAS: the DISTRICT proposes to contract with the PROVIDER for the purpose of providing child care services to qualified students under TAPP; and

WHEREAS, the PROVIDER is specially trained, experienced and competent to perform the childcare required by the DISTRICT, and such services are needed on a limited basis; and

WHEREAS, the PROVIDER has been approved by the State of Florida Department of Children and Families (Chapter 65C-22, Florida Administrative Code, Child Care Standards) and has met the qualifications to be licensed as a child care facility or child care program PROVIDER; and

WHEREAS, the PROVIDER is willing to provide such services to children of the DISTRICT'S eligible students (pursuant to § 1003.54, Fla. Stat; Teen Age Parent Program; TAPP); if selected by the eligible students; and

WHEREAS, the PROVIDER is financially sound and otherwise capable of fulfilling its requirements to the children of the DISTRICT, students during the term of this Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **RECITALS.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE II - SPECIAL CONDITIONS

2.1 TERMS.

a. This contract shall become effective July 1, 2016, by both parties and shall remain in force until June 30, 2017.

b. This agreement, however, may be terminated by the DISTRICT or PROVIDER at the end of each fiscal year falling within the term of the agreement without penalty with notice to either party on or before 30 days prior to the end of any fiscal year falling within the term of this agreement.

2.2. The PROVIDER shall provide a program of day care for qualified students as identified by the DISTRICT.

2.3. Students shall be permitted to select a provider from those providers set forth in Exhibit "A" attached: (List of Providers).

2.4 The DISTRICT will pay the PROVIDER selected by the student in accordance with Exhibit "B" attached: (Rate Scale for each Provider). The student shall be responsible for the payment of any provider charges over and above the payment- rate schedule amount.

2.5 The PROVIDER shall submit detailed invoices for reimbursement by the DISTRICT on or before the 20th business day of each month following the month for which services are provided. Monthly invoices must be itemized by student name and student identification number, actual number of hours for which services were provided, and an amount due. With each monthly invoice, PROVIDER shall submit:

Original attendance form provided by the DISTRICT in accordance with Exhibit C (District Attendance Form), showing the dates and times the student was in attendance. Invoices shall be submitted to Michele Howard, TAPP Coordinator, School Board of Suwannee County, Florida, 702 2nd Street, Live Oak, Florida 32064.

2.6 The total amount to be paid to the PROVIDER by the DISTRICT under this contract shall not exceed Provider rate X 180 days for each year of the contract for day care charges without the specific agreement of the DISTRICT. The amount herein set forth may be increased by mutual agreement of the parties subject to availability of funding.

2.7 The PROVIDER shall be deemed an independent contractor. The DISTRICT shall exercise no authority over the personnel assigned to perform this contract by the PROVIDER. The DISTRICT shall have no supervisory authority over the PROVIDER personnel, and shall exercise no control over how the PROVIDER personnel perform their responsibilities under this contract. Should the DISTRICT have any dissatisfaction, concern, or complaints about the manner in which the PROVIDER personnel are performing responsibilities under this contract, those matters shall be communicated to the appropriate management personnel for such appropriate action as that person deems necessary.

2.8 Notwithstanding any provision to the contrary contained in this agreement the PROVIDER and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of § 1002.22(2)(d), Florida Statutes and the Family Educational Rights and Privacy Act (FERPA), any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon the PROVIDER until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

2.9 Upon request the PROVIDER shall permit the DISTRICT to audit the files maintained by the PROVIDER in its performance of this Agreement.

2.10 The PROVIDER contract administrator for this contract is:
Renata Beasley
d/b/a Renata Beasley Large Family Childcare Home
1707 Ruby Street
Live Oak, Florida 32064
Phone - 386-205-0959

2.11 The PROVIDER shall indemnify, and hold harmless and defend the DISTRICT its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SUWANNEE COUNTY SCHOOL BOARD, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the services furnished by The PROVIDER, its agents, servants or employees in the provision of services or performance of duties by the Provider pursuant to this Agreement.

2.12 The PROVIDER must not disclose to the public the identity of any student or their child eligible for TAPP childcare services without the written permission of the parent/guardian of such student and the student, themselves.

2.13 The PROVIDER must not defame the DISTRICT in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and parent conferences.

2.14 The PROVIDER shall complete and provide the DISTRICT with the following required documents when the executed contract is submitted to DISTRICT:
I. **IRS W-9 Form**
II. **Public Entity Crimes Statement**
III. **Debarment Certification**

2.15 The contract administrator for the DISTRICT is:
Michele Howard
TAPP Coordinator
Suwannee County School Board

The DISTRICT shall:

2.16 Be responsible for the enrollment of qualified students in the TAPP day care program and ensure that each student executes the appropriate agreement attached hereto as Exhibit "D" TAPP Rules Agreement and Student Dropout Prevention Component Referral/Eligibility and Placement.

2.17 Promptly notify the PROVIDER regarding any student that ceases to be eligible for TAPP day care services under this agreement.

2.18 Promptly pay all verified invoices for reimbursement services in accordance with law.

ARTICLE III – GENERAL CONDITIONS

3.1 Nothing in this Agreement shall be interpreted or construed to mean that the District waives its common law sovereign immunity or the limits on liability set forth in Florida Statutes.

3.2 The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be

entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.3 The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability or sexual orientation.

3.4 This Agreement may be canceled with or without cause by Suwannee County School Board during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement.

3.5 PUBLIC RECORDS.
Each party shall maintain its own respective records and documents associated with the Agreement in accordance with the records retention requirements applicable to public records. For additional public records compliance, see Exhibit E.

3.6 This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.7 No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.8 The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.9 The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 GOVERNING 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 DISTRICT and the PROVIDER agree that the exclusive state court forum for said litigation shall be in Suwannee County, FL, 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.

3.12 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from Suwannee County School Board.

3.14 Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor

disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.16 NOTICE.

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To DISTRICT:

Superintendent of Schools
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:

Michele Howard
TAPP Coordinator
Suwannee County School Board
702 2nd Street, NW
Live Oak, FL 32064

With a Copy to:

Mr. Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell
Attorney for Suwannee County School Board
215 S. Monroe Street, Suite 702
Tallahassee, FL 32301

To PROVIDER:

Renata Beasley
d/b/a Renata Beasley Large Family Childcare Home
1707 Ruby Street
Live Oak, Florida 32064
Phone - 386-205-0959

3.17 AUTHORITY.

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.18 EXCESS FUNDS.
Any party receiving funds paid by the DISTRICT under this Agreement agrees to promptly notify the DISTIRCT of any funds erroneously received from the DISTRICT upon the discovery of such erroneous **payment or overpayment.** **Any such excess funds shall be refunded to Board with interest calculated from** the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by the DISTRICT.

3.19 NON-EXCLUSIVITY.
It is understood that the DISTRICT may also contract with other PROVIDERS to provide childcare services to children of eligible students. This contract in no way gives exclusivity to the PROVIDER for services rendered under the TAPP program.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SUWANNEE COUNTY SCHOOL BOARD

_____
Ed DaSilva, Board Chairman

Date: _____

_____
Jerry A. Scarborough, Superintendent
Suwannee County School Board

Date: _____

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

PROVIDER

_____
Renata Beasley
d/b/a Renata Beasley Large Family Childcare Home
1707 Ruby Street
Live Oak, Florida 32064
Phone - 386-205-0959

Date: _____

SWORN STATEMENT UNDER SECTION 287.133,
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF_____

COUNTY OF_____

Before me, the undersigned authority, personally appeared_____, who, being by be first duly sworn, made the following statement:

1. The business address of_____(Contractor) is_____.

2. My relationship to _____(Contractor) is _____(relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

   (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____, a copy of the order of the Division of Administrative Hearings is attached to this statement.

   (Draw a line through paragraph 7 if paragraph 6 above applies.)

   _____
   Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20____.

_____, (affix seal)
Notary Public

_____,
My Commission Expires

Certification Regarding Debarment, Suspension, and Other Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;

   b. Have not within a three (3) year period preceding this proposal 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

   c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and

   d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

_____

Name & Title of Authorized Representative

_____ _____

Signature Date

EXHIBIT A

List of Providers

For a list of current Early Learning Coalition (ELC) providers, please contact the ELC at 386-752-9770, or visit the website at https://www.elcgateway.org. The Suwannee County School District currently has contracts with the following child care centers:

Adrienne M. Burke-Godwin
d/b/a Tiny Praying Hands, LCCH
610 Martin Street (mailing)
712 Glass Street (physical)
Live Oak, Florida 32064
adrienneeburke32@yahoo.com
Phone - 386-965-6447 or 386-364-5487

Peppers Tripod Daycare Centers, Inc.
d/b/a Let's Pretend Daycare
Evelyn Peppers
202 NW Duval Street
Live Oak, Florida 32064
Phone - 386-362-7001 FAX - 386-364-1428

Tawanna Bryant
d/b/a Tender Touch Learning Center, LLC
504 Maple Street, SW
Live Oak, Florida 32064
Phone – 386-208-2273

Bright Stars Academy, Inc.
8325 County Road 136 (mailing address)
12715 County Road 136 (physical address)
Live Oak, Florida 32060
Phone – 386-362-3600 FAX – 386-364-1428

Renata Beasley
d/b/a Renata Beasley Large Family Child Care Home
1707 Ruby Street
Live Oak, Florida 32064
Phone – 386-205-0959

EXHIBIT B
Rate Scale

Renata Beasley d/b/a Renata Beasley Large Family Child Care Home 2016 – 2017 Child Care Rates									
INFANTS 0 – 12 Months		One Year Olds 12 – 23 Months		Two Year Olds 24 – 35 Months		Three Year Olds 36 – 47 Months		Four Year Olds 48 – 59 Months	
Week	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**	**Week**	**Day**
120.00	24.00	100.00	20.00	100.00	20.00	100.00	20.00	100.00	20.00

EXHIBIT C

SUWANNEE COUNTY SCHOOLS
Teenage Parent Child Care Program
2016 - 2017 School Year

Child Care Provider's Name: ***Renata Beasley Large Family Child Care Home***	**Circle Current Month**
Mailing Address: 1707 Ruby Street Live Oak, Florida 32064	**AUGUST 2016 SEPTEMBER 2016 OCTOBER 2016** **NOVEMBER 2016 DECEMBER 2016**
Phone: 386-205-0959	**JANUARY 2017 FEBRUARY 2017 MARCH 2017**
Contact: **Renata Beasley**	**APRIL 2017 MAY 2017 JUNE 2017**

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Child's Name (insert date) →																									

X = present
H = holiday
(If child is absent, leave space blank)

Completed Attendance Sheet due by the 10th of each month following the month of attendance. Failure to return completed attendance sheet by due date can result in payment for services being delayed.
Deliver completed attendance sheet to :

Suwannee County School Board
ATTN: Michele Howard
702 2nd Street, Live Oak, Florida 32064
386-647-4636- ofc. 386-208-8687- FAX
michele.howard@suwannee.k12.fl.us

Suwannee County School District
Teenage Parent Program

1. I understand this is a voluntary program and requires parental permission (if minor).
2. I certify that I am eligible for participation in the Teenage Parent Program.
   a. Eligibility requirements: currently enrolled in the Suwannee County School District, and have documented proof of pregnancy or birth.
3. I understand that the goal of my participation in the Teenage Parent Program is to continue my education to obtain a standard diploma.
4. I understand that if I pursue the receipt of an adult diploma or home school, I am no longer eligible for this program or its services.
5. I understand that I am responsible for communicating with Suwannee County District Schools regarding my need for day care, transportation, services, and any change in eligibility for this program.
6. I understand that I am responsible for providing the Suwannee County School District the following documents:
   a. Medical documentation of my pregnancy and/or birth certificate.
   b. My child's immunization record and physical form.
   c. My child's social security card or documentation of the application for the card.
7. I understand that I am required to attend school regularly and that my child is required to attend day care on all days that I attend school except in case of illness (mine or my child). I also understand that my child can only go to day care when I am in school.
8. I understand this packet has to be completed yearly in order to participate in the Teenage Parent Program.

Intent:
___ I plan to participate in the voluntary Teenage Parent Program.
___ I do not want to participate in the Teenage Parent Program.

Transportation:
___ I will need transportation for my child/children. I understand that I have to ride the bus with my child and provide the proper car seat.
___ I do not need transportation for my child/children.

Day care:
___ I need day care for my child/children. Day care of choice _____.
___ I do not need day care for my child/children. Who keeps your child? _____.

I acknowledge that I have read and understand the rules and goal of Suwannee County School District's Teenage Parent Program and that failure to comply with these rules and goals may result in the termination of my participation in the program. I have also received the Teenage Parent Program packet provided by Suwannee County School District that includes educational material according to FS 1003.54.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Guidance Counselor Signature _____ Date _____

Suwannee County School District
Student Dropout Prevention Component
Teenage Parent Program Referral/Eligibility and Placement

Student Name _____ Grade_____ School _____
Date of Birth _____ Social Security Number _____Race _____
Address_____ Phone Number _____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____
Baby/Child's Name_____ Date of Birth _____
Social Security Number _____ Sex ___ Race _____ Birth Weight_____

1. Student placed in Teenage Parent Program (date) _____ on basis of:
   a. ___ Medical diagnosis of pregnancy by physician ____ Ultrasound Due date: _____
   b. ___ Birth Certificate ___ Social Security Card ___ Health Physical ___ Immunizations
2. Parent notification/letter date_____
3. Staffing committee meeting date_____

Parent Conference Checklist

A Guidance Counselor has discussed the following with the student and parent:
___Explanation of Teenage Parent Program and services provided
___Adjusted the student's schedule (if needed)
___Participation and criteria for child care (if needed)
___ Complete enrollment forms for child/children

Signature Guidance Counselor_____ Date _____
Student Signature _____ Date _____

___ I give permission for (name of student) _____to participate in the Teenage Parent Program during the (School Year) _____.

_____
Parent Signature Date

___ I do not want my son/daughter to participate in the Teenage Parent Program.

_____
Parent Signature Date

EXHIBIT E

Public Records Law Requirements Under Chapter 119.0701, Florida Statutes (2016)

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 702 2ND ST. NW, LIVE OAK, FL 32064.

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes (2016), 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 (2016), 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 (2016).

SUWANNEE COUNTY SCHOOL DISTRICT

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

JERRY A. SCARBOROUGH
Superintendent of Schools

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

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

JULIE ULMER
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

MEMORANDUM

TO: Jerry A. Scarborough, Superintendent of Schools

FROM: Bill Brothers, Director of Human Resources

DATE: May 5, 2016

RE: Personnel Changes List for May 10, 2016, Special Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Personnel Changes
May 10, 2016

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

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

RECOMMENDATIONS FOR SCHOOL YEAR 2016-2017

ADMINISTRATIVE: (12 month appointments):

J. Walter Boatright, Jr., Director of Career and Technical Education
William Brothers, Director of Human Resources
David Campbell, Director of Elementary and Early Childhood Education
Mark Carver, Director of Facilities
Vickie DePratter, Chief Financial Officer
Lisa Dorris, Director of Food Service
Janene Fitzpatrick, Assistant Superintendent of Instruction
Christopher Landrum, Director of Transportation
Ted Roush, Assistant Superintendent of Administration
Elizabeth Simpson, Director of Student Services/School Psychologist
Lila Udell, Director of Federal Programs
Joshua Williams, Director of Information Technology

End of List
2016-2017
School Year