

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
February 25, 2020

AGENDA

Call to Order –5:55 p.m.

Assistant Superintendent of Administration – Bill Brothers:

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

#5.03	Student Assignment (<i>Revised</i>)
#5.031	Student Out of Zone Transfers/Choice (<i>Revised</i>)
#5.032	Postsecondary Enrollment Programs (<i>Revised</i>)
#7.01	School Budget System (<i>Revised</i>)

Adjourn

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SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
February 25, 2020

AGENDA

Call to Order - 6:00 p.m.

Student remarks and pledge to the flag by Branford Elementary School

Special Recognition by the Superintendent:

District Spelling Bee Winners

- Isabella “Bella” Hobday (Branford Elementary School, 5th Grade) – First Place
- Dusty Wardrep, (Suwannee Middle School, 8th Grade) – Runner Up

Branford High School

- Barrett Young – Branford High School’s Sunshine State Scholar

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

The Superintendent recommends approval to adopt the Agenda.

The Superintendent recommends approval of the Consent Agenda.

CONSENT AGENDA

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

1. The Superintendent recommends approval of the following Minutes:
(pgs. 6-22)

January 14, 2020	- Workshop Session
	- Special Meeting
January 28, 2020	- Public Hearing
	- Regular Meeting

2. The Superintendent recommends approval of the monthly financial statement for January 2020.
3. The Superintendent presents the following bills for the period January 1-31, 2020:

General Checking Account

General Fund 1000	\$	520,398.90
LCIF Fund 3200		36,559.11
Food Service Fund 4100		111,143.47
Federal Fund 4200		<u>35,647.62</u>
Total	\$	703,749.10

Payroll Checking Account

General Fund 1000	\$ 3,105,956.71
Food Service Fund 4100	136,914.47
Federal Fund 4200	<u>348,027.98</u>
Total	\$ 3,590,899.16

Total \$ 4,294,648.26

4. The Superintendent recommends approval of the following budget amendments for fiscal year 2019-2020:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-7	III-7	IV-7 (Federal)

5. The Superintendent recommends approval of the following contract/agreement for the 2019-2020 school year: (RENEWAL) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.)

#2020-84 Contract for Evaluation Services between the Suwannee County School District and the Center for Assessment, Strategic Planning, Evaluation and Research, LLC d/b/a CASPER
(*Renewal*) (pgs. 23-37)

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

#2021-01 Master Services Agreement between Windstream and the School Board of Suwannee County, Florida (*Renewal*)
(pgs. 38-56)

7. The Superintendent recommends approval to accept the following donated items:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS-Girls Track Team	Cash Donation (\$1,000)	Newton L. Bassford, Jr., Valdosta, GA
SMS-Wrestling Team	Cash Donation (\$998)	Luke Grantham, Live Oak, FL

8. The Superintendent recommends approval of the following student transfers for the 2019-2020 school year. Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Airin	Hauch	Suwannee	Columbia	4
Avery	Lanier	Suwannee	Lafayette	K
Mason	Marable	Suwannee	Hamilton	Pre-K

9. Human Resources Transactions (pgs. 57-61)

REGULAR AGENDA

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

#5.03 Student Assignment (*Revised*)
#5.031 Student Out of Zone Transfers/Choice (*Revised*)
#5.032 Postsecondary Enrollment Programs (*Revised*)
#7.01 School Budget System (*Revised*)
2. The Superintendent recommends approval for renewal of employee health insurance plans for the period of May 1, 2020 – April 30, 2021, including moving from a fully insured plan to a self-insured plan. (Note: The Fringe Benefits Committee has reviewed and evaluated the health insurance renewal plan for the period above. The vote was 9-1 in favor of the recommendation.)

3. The Superintendent recommends approval of revisions for the names of the new Live Oak elementary schools as follows: (Note: This is a correction for the themes of these schools, which was originally Board approved on November 19, 2019.)

- **Suwannee Pineview Elementary (Innovation Program)**
[theme originally approved as Arts Program]
- **Suwannee Riverside Elementary (Arts Program)**
[theme originally approved as Innovation Program]
- **Suwannee Springcrest Elementary (Leadership/Careers Program)**
[no corrections]

4. The Superintendent recommends approval of the following personnel item for the 2019-2020 school year:

- a. Twelve day laborers to work on summer projects under the direction of the Director of Facilities
- b. Six additional day laborers to work on school configuration, for the Live Oak elementary schools, during the summer, under the direction of the Director of Facilities

5. The Superintendent recommends awarding the following bid:

#20-209 Type IIB Panelized Modular Buildings to Mobile Modular
(*New*) (Note: Mobile Modular was the only company to
submit a bid for this RFP.)

6. The Superintendent recommends approval of the 2020-2021 Minority Teacher Recruitment Plan. **(pgs. 62-64)**
7. Comments from Student Ambassadors
8. Legal Counsel's Report
9. Superintendent's Report
10. Issues and concerns Board members may wish to discuss

End of Agenda

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
January 14, 2020

MINUTES

The Suwannee County School Board met in Workshop Session on this date in the School Board Meeting Room, 1740 Ohio Avenue, South, Live Oak, Florida. School Board members present were Chairman Ed daSilva, Tim Alcorn, Catherine Cason (arrived at 9:10 a.m.), Jerry Taylor, and Ronald White (arrived at 9:05 a.m.), along with Superintendent Ted Roush, School Board Attorney Leonard Dietzen, Chief Financial Officer Vickie DePratter, and Administrative Secretary Karen Lager.

Administrators and others present: Jennifer Barrs, Walter Boatright, Amy Boggus (arrived at 9:10 a.m.), Bill Brothers (arrived at 9:05 a.m.), Marsha Brown, Lisa Dorris, Janene Fitzpatrick, Malcolm Hines (arrived at 9:05 a.m.), Terry Huddleston, Mary Keen, Kecia Robinson, Marsha Tedder (arrived at 9:05 a.m.), Julie Ulmer, T.J. Vickers, Kelly Waters, Jimmy Wilkerson, Josh Williams, and Laura Williams.

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

School Configuration Update..... Janene Fitzpatrick

Mrs. Fitzpatrick provided an update regarding School Configuration.

Mrs. Fitzpatrick distributed and reviewed the draft 2021-2022 School Calendar developed by the District Calendar Committee.

The workshop recessed at 9:52 a.m. and resumed at 10:01 a.m.

Career, Technical, and Adult Education/ Mary Keen
RIVEROAK Technical College Update

Mrs. Keen provided a PowerPoint presentation regarding an update for RIVEROAK Technical College; and Career, Technical, and Adult Education.

Controlled Open Enrollment Plan (Students).....Malcolm Hines
Update (pgs. 2-13)

Mr. Hines distributed and reviewed a revised document of the draft Controlled Open Enrollment Plan (for students).

Policy Updates (pgs. 14-27).....Bill Brothers

Mr. Brothers reviewed the following policies:

- #5.03 Student Assignment (*Revised*)
- #5.031 Student Out of Zone Transfers/Choice (*Revised*)
- #5.032 Postsecondary Enrollment Programs (*Revised*)
- #7.01 School Budget System (*Revised*)

Superintendent Update Ted Roush

Mr. Roush provided the following information/updates:

- Legislative session begins today; distributed a copy of the NEFEC 2020 Legislative Initiatives, which hopefully can be discussed with our legislative delegation in Tallahassee next week at the FSBA Annual Day in the Legislature.
- Mrs. Lager is working with our schools to develop the end of year activities calendar, which should be distributed in the near future.
- Detailed plans for school configuration costs will be discussed at the February Board Workshop.
- Executive Session is needed after the Special Meeting today.

Miscellaneous

- Mr. daSilva received a phone call and email regarding the Center for Independent Living asking to come provide a presentation at a future Workshop; Kelly Waters stated they received the email as well.
- Mr. Taylor asked to discuss the District's wellness plan at a future workshop, as well as having an overview of the plan and look at possibly returning to the Humana wellness plan that we had previously. Our current wellness plan's website is not as user friendly as Humana. Mr. Roush noted that this will go along with the new proposed health insurance process. Mr. Taylor also stated that there is a new legislative bill being proposed for a five percent increase for all employees across the board.

The workshop adjourned at 12:04 p.m.

SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
January 14, 2020

MINUTES

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

Chairman daSilva called the meeting to order at 12:05 p.m.

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

1. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the Human Resources Transactions (pgs. 2-3) MOTION CARRIED UNANIMOUSLY

RECOMMENDATION FOR THE 2019-2020 SCHOOL YEAR:

MISCELLANEOUS:

Food Service:

Approval to add one (1) additional hour per day (5 hours per week) to Toni Vargas-Garcia, 6 hour Food Service Worker at Suwannee High School. (This additional daily hour is needed for garbage collection from serving breakfast and lunch at Suwannee Opportunity School.)

**End of List
2019-2020
School Year**

The meeting adjourned at 12:08 p.m.

SUWANNEE COUNTY SCHOOL BOARD
PUBLIC HEARING
January 28, 2020

MINUTES

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

School Resource Officer Travis Meeks was also present.

Chairman daSilva called the hearing to order at 5:55 p.m.

Assistant Superintendent of Administration – Bill Brothers:

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

#6.09 Florida Best and Brightest Teacher Scholarship Program (*New*)

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

The hearing adjourned at 5:57 p.m.

SUWANNEE COUNTY SCHOOL BOARD
REGULAR MEETING
January 28, 2020

MINUTES

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

School Resource Officer Travis Meeks and Student Ambassador Antonio White were present. Student Ambassador Barrett Young was absent.

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

Student remarks and pledge to the flag by Suwannee Intermediate School Student Government Association student organization

Special Recognition by the Superintendent:

- **Suwannee High School (SHS) NJROTC – Secretary of the Navy Air Rifle Competition**
 - ✓ Levi Bass
 - ✓ Cody Blackburn
 - ✓ Cameron Harrison
 - ✓ Hunter Schenauer

It was noted that for Area 7, there were 48 teams that competed, and SHS NJROTC placed 18th. For the nation, there were 597 teams that competed, and SHS NJROTC placed 180th.

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

➤ There were none.

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

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

MOTION CARRIED UNANIMOUSLY for approval of the Consent Agenda.

CONSENT AGENDA

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

1. Approval of the following Minutes: **(pgs. 6-21)**

December 10, 2019	- Expulsion Issues Hearing (Private)
	- Workshop Session
	- Special Meeting
December 17, 2019	- Regular Meeting

2. Approval of the monthly financial statement for December 2019.

3. The following bills for the period December 1-31, 2019:

General Checking Account

General Fund 1000	\$ 937,836.27
LCIF Fund 3200	20,025.54
Spec Act Revenue Bond Fund 3210	100,919.72
Other Capital Project 3910	23,280.00
Food Service Fund 4100	151,907.11
Federal Fund 4200	<u>117,825.04</u>
	\$ 1,651,793.68

Payroll Checking Account

General Fund 1000	\$ 3,345,181.34
Food Service Fund 4100	136,554.90
Federal Fund 4200	<u>341,867.77</u>
	\$ 3,823,604.01

<u>Total</u>	\$ 5,475,397.69
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4. Approval of the following budget amendments for fiscal year 2019-2020:

<u>General</u>	<u>LCIF</u>	<u>Special Revenues</u>
I-6	III-6	IV-6 (Federal)

5. Approval to accept the following donated items:

<u>Site</u>	<u>Item</u>	<u>Donor</u>
SMS (New Softball Field)	Cash Donation (\$4,000)	Balanced Chiropractic Institute/ Wade Skinner
SMS (New Softball Field)	Cash Donation (\$5,000)	First Federal Bank Florida (through the Community Foundation for NE Florida)
SHS (New Softball Field)	Cash Donation (\$1,000)	Live Oak Lions Charities

6. Approval of an out-of-state trip for Suwannee High School (SHS) NJROTC students, and parent chaperones, to travel to Charleston, SC, on March 19-20, 2020. (*Funded by the NJROTC Booster Club/Fundraising Account.*)
7. The following for informational purposes out-of-state travel for the employees listed below:

<u>Name</u>	<u>Site</u>	<u>Date</u>	<u>Reason</u>	<u>Destination</u>
(*) Doug Aukerman	SHS	03/19-20/2020	NJROTC Annual Trip	Charleston, SC
(*) Debra Kleinsmith	SHS	03/19-20/2020	NJROTC Annual Trip	Charleston, SC
(*) Chris Ringlein	SHS	03/19-20-2020	NJROTC Annual Trip	Charleston, SC
(**) Janene Fitzpatrick	District	02/25-27/2020	Edgenuity Summit	Phoenix, AZ
(***)Lisa Dorris	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN
(***)Cindy Johnson	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN
(***)Carol Warner	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN
(***)Georgia Chancey	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN
(***)Jenna Chancey	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN
(***)Katrina Johnson	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN
(***)Wendy Jones	Food Svc.	07/11-16/2020	School Nutrition Conf.	Nashville, TN

(***)Rebecca Kirby Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN
 (***)Melanie Rickett Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN
 (***)Dawn Shearer Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN
 (***)Edith Underwood Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN
 (***)Julie Verdegem Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN
 (***)Amelia Warner Food Svc. 07/11-16/2020 School Nutrition Conf. Nashville, TN

(*) *Funded by the NJROTC Booster Club/Fundraising Account.*

(**) *Only expense to the District is airfare.*

(***) *Funded by Food Service funds and Suwannee County School Nutrition Association dollars.*

8. Approval of the following student transfers for the 2019-2020 school year.
 Parents will provide transportation.

District Reassignment:

FIRST NAME	LAST NAME	TO	FROM	GRADE
Trace	Hayes	Suwannee	Gilchrist	6
Kylee	Twiggs	Suwannee	Columbia	1

9. Approval of the following Human Resources Transactions: (pgs. 22-27)

RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:

RESIGNATION: INSTRUCTIONAL:

Suwannee Opportunity School:

Jeremy Griswold, Teacher, effective December 31, 2019

RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Food Service:

Amoreena Miller, 6-hour Food Service Worker, effective January 17, 2020

Transportation:

Deseree Ansley, Bus Driver, effective January 13, 2020

Charles Livingston, Bus Driver, effective January 6, 2020

RETIREMENTS: INSTRUCTIONAL:

Suwannee Middle School:

Melissa Cameron, Teacher, effective June 30, 2020

Celia H. Hodge, Teacher, effective June 30, 2020

RETIREMENT: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford High School:

Sharon Cregg, Custodian, effective January 13, 2020

RECOMMENDATIONS: INSTRUCTIONAL:

RIVEROAK Technical College:

Ashley Cato Conner, LPN Instructor, Non-Certificated, PT Hourly Clinicals

Ramona Land, LPN Instructor, Non-Certificated, PT Hourly Clinicals

Suwannee Middle School:

Jennifer Turner, Teacher, (Long-term Substitute), effective January 7, 2020

REPLACES: Jeffrey Johnson

Suwannee Opportunity School:

Jazmin Marrero-Guerra, Teacher, effective January 8, 2020

REPLACES: Jeremy Griswold

Suwannee Primary School:

Jamie Cato, Teacher, effective January 6, 2020

REPLACES: Brandy Geering

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Melinda Ahrens	Instructional Leadership	SMS
Frank Allen	Varsity Assistant Football Coach (<i>Half</i>)	SHS
Barbara Barker	Planning Period	SHS
Kary Black	Majorette Sponsor	SHS
Kary Black	Auxiliary Sponsor	SHS
Kathryn Bower	Instructional Leadership	SMS
Michael Braun	Varsity Assistant Football Coach (<i>Half</i>)	SHS
Annette Chauncey	Instructional Leadership	SMS
Keith Cherry	Varsity Assistant Football Coach (<i>Half</i>)	SHS
Nahjawan Dukes	Varsity Assistant Football Coach (<i>Half</i>)	SHS
Lisa Gray	Instructional Leadership	SMS
Glen Green	Varsity Assistant Football Coach (<i>Half</i>)	SHS
Kyler Hall	JV Head Football Coach	SHS
Hetti Jeannie Harry	Instructional Leadership	SMS
Brantly Helvenston	Instructional Leadership	SMS
Angela Hicks	Instructional Leadership	SMS
Frank Hufty	Varsity Assistant Football Coach (<i>Half</i>)	SHS
Amanda Hurst	Instructional Leadership	SMS
Herbert Hutchison	Instructional Leadership	SMS
Daniel Marsee	JV Assistant Football Coach	SHS

Abigail Rodriguez	Assistant Band Director	SHS
Abigail Rodriguez	Dance Troupe Sponsor	SHS
Lauren Leake (Suggs)	M/S Girls' Basketball Coach	BHS
Seth Stebbins	M/S Boys' Track Coach	SMS

ESE SUPPLEMENTS 2019-2020:

Michelle Adams	Connie Leavitt	Shannon Roberts
Amy Allen	Kevin Lewis	Stefani Santos
Lauren Belcher	Holly Marsee	Stacie Swartz
Kate Bromley	Tammy McKay	Michelle Thompson
Justin Bruce	Melissa McKire	Lacey Van Etta
Cynthia Frye	Elizabeth Mitchell	Rowna Valin
Cristina Herrington	Rebecca Monroe	Elizabeth Vann
Kimberly Hudson	Cathy Nicely	Jessica Wagner
Kelly Jackson	Audrey Peake	Linda Whitley
Hannah Johnson	Robert Phillips	Vernon Wiggins
Vera Knighton	Lindsey Ramsey	Kenneth J Wingate
Lynn Lawrence	Darlene Rice	Jennifer Wooley

GIFTED SUPPLEMENTS 2019-2020:

Emily Blackmon
 Traci Green
 Rhoshonda Herring
 Karen Koon
 Joyce McIntosh
 Laura Roberts
 Theda Roper
 Lorena Urban
 Kimberly Warren

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

District Office:

Cortney Flowers, Administrative Secretary I, January 21, 2020
 REPLACES: Jillian Herron

Suwannee Middle School:

Dawn Willms, Custodian, effective December 10, 2019
 REPLACES: Ashley Rossfield

Suwannee Opportunity School:

Courtney McHugh, Paraprofessional, effective January 8, 2020
 REPLACES: Ronald Tucker

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Transportation:

August Schomburg, Bus Driver, December 5, 2019 through December 13, 2019, without pay.

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

Suwannee Middle School:

Verhonda Morris, Paraprofessional, November 21-22, 2019, for a total of 14.5 hours.

Barbara Tucker, Paraprofessional, November 15, 2019, for a total of 7.25 hours.

LEAVE OF ABSENCE (PERSONAL LEAVE):

Suwannee Primary School:

Sarah McIntosh, Paraprofessional, tentatively, December 16, 2019 through April 6, 2020, without pay.

LEAVE OF ABSENCE (MATERNITY LEAVE):

Suwannee Primary School:

Vanessa Isidro Mares, Paraprofessional, tentatively, February 17, 2020 through March 30, 2020, with the option of returning sooner if released by her doctor.

PART-TIME/HOURLY EMPLOYEES:

Approval for the following employees for the second term 2019-2020:

RIVEROAK TECHNICAL COLLEGE PART-TIME/HOURLY EMPLOYEES

January 1, 2020-June 30, 2020:

ADULT EDUCATION

Cynthia Frye	Adult Basic Education
Lydia Mendoza	ESL/ABE/GED Prep

COMMUNITY EDUCATION

Wendy Perrin	Vinyls/Crafts
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MISCELLANEOUS:

Student Services:

Approval for the following staff to work up to 32 additional hours for the purpose of monitoring and compliance of ESE programs at school sites. They will be paid from IDEA Grant Funds.

Amy Allen	Kate Bromley	Cristina Herrington	Jennifer Wooley
Melissa McKire	Cathy Nicely	Kenneth J Wingate	

MENTOR

Shannon Daniel
Kerry J. Melland
Kelly Driggers
Kelly Driggers
Brooke Cox-Knowles
Angel Hicks
Angel Hicks

MENTEE

Jessica Anderson
Jenny McCook
Brandy Geering
Jamie Cato
Justin Bruce
Jayvis Ward
Ashton Peterson

SCHOOL

SPS/PDCP
SPS/PDCP
SPS/PDCP
SPS/PDCP
SOS/PDCP
SMS
SMS

Laura Roberts	Nicole Hohman	SES
Meri Harrell	Logan Hurst	SMS
Neena Brown-Thomas	Edwardo Moreno	SHS/PDCP
Wendy Stevens	Hannah Moreno	SIS
Wendy Stevens	Darby Smith	SIS
Wendy Stevens	James Thomas	SIS
James Wilson	Lisa Story	Boys Ranch
Angela Hester	Tyler Winburn	SMS
Julie Dees	Jerrica Byrd	BHS
Elisa Hall	Malcolm Pollock	SHS
Shawn Herring	Laura Kaitlyn Boatright	SMS
Deanna Horton	Deanna Burkett	SMS
Danielle Ovando	Jennifer Neely	SMS
Stephanie Selph	Hannah Hicks	SES

SUBSTITUTES:

The following to serve as Substitute Bus Attendants:

Sandra Barrs Becky Reaves

The following to serve as Substitute Bus Drivers:

Deseree Ansley Bruce Kemmerer Francisco Perez

VOLUNTEERS:

Jessica Argentine	Christina Hester	Heather Raulerson
Jessica Bowman	Virgil Hingson	Michelle Ray
Sylvia Burnham	Jenny Hodge	Jennifer Reeves
James Byrd	Christopher Holtzclaw	Mujica Rosangel
Kenneth Campbell	Janell Leow	Kelly Sikes
Andrew Chapman	Chelsey Levin	Kaitlyn Summerfield
Angeline Crusaw	Brandi Linton	Brian Tuvell
Brittany Deaton	Lisa Long	Meagan Tuvell
Gina Donato	Judith Loughran	Kelli Williams
Victoria Hamilton	Ruby Martin	Helen Wilson
Laura Hernandez	Nancy Nielsen	Kelsi Zarza

**End of List
2019-2020
School Year**

REGULAR AGENDA

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

#6.09 Florida Best and Brightest Teacher Scholarship Program (*New*)

MOTION CARRIED UNANIMOUSLY

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

#5.03 Student Assignment (*Revised*) (pgs. 28-29)
#5.031 Student Out of Zone Transfers/Choice (*Revised*) (pgs. 30-37)
#5.032 Postsecondary Enrollment Programs (*Revised*) (pgs. 38-39)
#7.01 School Budget System (*Revised*) (pgs. 40-41)

MOTION CARRIED UNANIMOUSLY

3. The following report for informational purposes:
 - a. *Suwannee County District School Board Financial and Federal Single Audit* for the Fiscal Year Ended June 30, 2019 (Copy is available in the office of the Chief Financial Officer.)
4. MOTION by Mr. Alcorn, second by Ms. Cason, for approval of the Joint Memorandum of Understanding (MOU) for Florida Best and Brightest Teacher Program negotiated between the Suwannee County School Board and the United Teachers of Suwannee County (UTSC) bargaining teams for 2019-2020. (Note: This MOU has been ratified by the UTSC.) (pgs. 42-47)
MOTION CARRIED UNANIMOUSLY
5. MOTION by Mr. Taylor, second by Mr. Alcorn, for approval of revisions to the Suwannee County School District Controlled Open Enrollment Plan (pgs. 48-62) MOTION CARRIED UNANIMOUSLY

Action on the Agenda Addendum

- #1. MOTION by Ms. Cason, second by Mr. Alcorn, for approval of the Human Resources Transactions Addendum (pgs. A2-A4) MOTION CARRIED UNANIMOUSLY

RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:

RECOMMENDATIONS: INSTRUCTIONAL:

OUT-OF-FIELD:

Approval for the following to teach out-of-field for the second semester of the 2019-2020 school term:

<u>SCHOOL</u>	<u>NAME</u>	<u>OUT OF FIELD SUBJECTS</u>
SOS	Brandy Allen	Math, Science, Social Science, PE, English, Health, Reading
SOS	Frank Allen	Math, English, Science, PE, Health, Reading
SIS	Summer Bell	ESOL
SHS	Barbara Barker	ESOL
SOS	Justin Bruce	Elementary Education
SES	Kimberly Buchanan	ESOL
SIS	Chelsea Burgess	ESOL
SMS	Deanna Burkett	Science
BHS	Jerrica Byrd	Social Science
SPS	Jamie Cato	PK/Primary
BHS	Eleanor Coker	ESOL, English
SHS	Sherry Dean	ESOL
SHS	Elisa Hall	ESOL
BES	Amanda Hayes	ESOL
SES	Hannah Hicks	Elementary Education, ESOL
BES	Victoria Jensen	ESOL
SIS	Michelle Jessup	ESOL
BHS	Karen Koon	Social Science
SMS	Samantha Land	ESOL
FSYR	Cecelia Livingston	HOPE, PE
SOS	Jazmin Marrero	Math, English, Science, Social Science, PE
SHS	Tammy McKay	Elementary Education
SMS	Lindy Meeks	English
SES	Mary Metz	ESOL
SHS	Eduardo Moreno	ESOL
SHS	Trista Morales	ESOL
SMS	Jennifer Neely	English
SMS	Ashton Petersen	Science
SHS	Malcolm Pollock	ESOL, PE
SIS	Stephanie Reid	ESOL

BHS	Erin Roberts	Science
BHS	Maria Rodriguez	Spanish
SMS	Brad Scarborough	PE
FSYR	Lisa Story	Math
SIS	Kathryn Terry	ESOL
SIS	James Thomas	Elementary Education, ESOL
SMS	Jennifer Turner	Elementary Education
BHS	Misty Ward	Art & Photography

**End of Human Resources Transactions Addendum
2019-2020
School Year**

#2. MOTION by Mr. Taylor, second by Ms. Cason, for approval of the following contract/agreement for the 2019-2020 school year: (NEW) (Note: This contract has been reviewed and approved by Board Attorney Leonard Dietzen.) (pgs. A5-A14)

#2020-83 Clinical Education Agreement between the Suwannee County School Board, through RIVEROAK Technical College, Surgical Technology Program; and Hospital Authority of Valdosta and Lowndes County, GA, d/b/a South Georgia Medical Center, SGMC Berrien Campus, SGMC Lanier Campus, and SGMC Lakeland Villa

MOTION CARRIED UNANIMOUSLY

End of the Agenda Addendum

6. Comments from Student Ambassadors

- Student Ambassador Antonio White stated that he enjoys the cohesiveness of the Board and employees working together, and he expressed appreciation to his guidance counselor. He has enjoyed his experiences of attending a small town school. At the request of Mr. daSilva, Antonio shared his proposed future plans after graduating from high school this year.

Board members commended Antonio for all his accomplishments.

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

8. Superintendent's Report

Mr. Roush shared information on the following:

- Commended our District for ranking third in the state for our graduation rate.
- School configuration update will be provided at the February 11 workshop (survey results and associated costs of the configuration).
- Provided an update from the FSBA Annual Day in the Legislature held last week in Tallahassee; which included term limits for school board members, emergency planning and sheltering specifically related to a mandated pet shelter within the District. In the near future, we will need to develop a plan to identify a location that can be used as a pet shelter. Thanked the Board for their lobbying and support of our students.

9. Issues and concerns Board members may wish to discuss

- Mr. White shared information from the FSBA Annual Day in the Legislature regarding new teacher salaries and the District's responsibility to have the money for veteran teacher raises/salaries; he stated that he had concerns with the proposed requirement for additional assessment testing. He stated that he appreciates RIVEROAK Technical College, which allows our students to have an alternative option for postsecondary education, other than college.
- Mr. Taylor shared information from the FSBA Annual Day in the Legislature regarding term limits for school board members; he encouraged everyone to contact their legislators and voice their concerns with this issue. He also shared information from the quarterly FSBIT meeting held recently, which included a substantial increase in our property and casualty insurance this year, along with implementation of possible alternate ways to help decrease workers compensation costs.
- Ms. Cason encouraged everyone to contact their legislators to voice concerns with charter schools.

- Mr. Alcorn also shared his concerns with term limits for school board members, as well as concerns with charter schools and funding of them. He commended MSgt Aukerman on the recent NJROTC Inspection.
- Mr. daSilva reminded Board members of the final Master Board Training Session to be held February 25, at BHS, from 1:00 p.m. – 5:00 p.m. (prior to the Regular Monthly Board Meeting). Mr. daSilva shared information from the FSBA Annual Day in the Legislature regarding the proposed bill for the RN Program to be offered at technical colleges.

The meeting adjourned at 7:16 p.m.



CENTER for ASSESSMENT, STRATEGIC
PLANNING, EVALUATION and RESEARCH

CONTRACT FOR EVALUATION SERVICES

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

Corporate Headquarters:

6707 193rd Street East
Bradenton, Florida 34211

Authorized Representatives for Contract

Charles E. Byrd, Ph.D.
President and CEO, CASPER
6707 193rd Street East
Bradenton, Florida 34211
Phone: (352) 262-3357
Email: contact@casperfl.com

AGREEMENT between:

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

And

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

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

1. The Term

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



2. Scope of Services

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

1. ***Continuous Improvement:*** CASPER will provide assistance and oversight of the ongoing evaluation using the Continuous Improvement Model (CIM). This will include, at minimum, the following: individualized assessment using both formal (e.g., surveys) and informal (e.g., meetings) techniques to guide incremental changes within ongoing services, adopt new ways to improve and measure outcomes, discontinue or adapt activities that have no value, and increase emphasis on objectives and outcomes. The immediate and individualized feedback provided through CIM is particularly important for implementation of this 21st CCLC model to help guide and ensure the highest impact for each student. The overall evaluation process is designed to provide a structure to (1) generate information for ongoing program/activity refinement, (2) assessing progress in meeting outcomes, (3) documenting/ analyzing how the model works in practice, and (4) documenting/analyzing changes in targeted student’s actions, attitudes, knowledge, performance.
2. ***Objectives and Evaluation Plan:*** CASPER will provide The Suwannee County School District with objective language, needs assessment data (based on district and state databases) to establish objective benchmarks, justification for benchmarks, description of assessment process for each objective, method for mid-year assessment and end-of-year assessment for each objective, and method for collecting data on each metric. These items will be submitted to the FLDOE under the RFA and/or RFP systems on behalf of The Suwannee County School District (they will be reviewed by the grant's office and program prior to submission - which is completed by The Suwannee County School District). The evaluator will also provide the narrative required for the evaluation section of the RFAs and RFPs - including a description of the evaluator, evaluation plan, and method for ensuring continuous improvement.
3. ***General Training and Assistance:*** CASPER will provide evaluation training and assistance, as requested or required, regarding data collection, selection of data elements, data storage, evaluation planning, development of recommendations under CIM, and use of evaluation findings for planning and revising program activities. The training can be provided in small groups (e.g., training provided during the conference in past years to specialists), during office meetings, or individually (e.g., sitting down with each site



coordinator regarding use of the new master database and attendance sheet). Training is always available when the evaluator is already in town visiting sites. NOTE: The FLDOE does not allow the evaluator to be paid for trainings under the 21st CCLC grant, as being paid for trainings under the grant creates a potential conflict. These are not professional development trainings, but are designed to provide a better evaluation experience for all stakeholders.

4. **Data Collection and Survey Support:** CASPER provides ongoing support and technical assistance to the Director and other requested 21st CCLC staff in data collection and survey development for proposed performance indicators (if necessary). CASPER provides assistance with survey development for performance indicators not originally proposed, but only insofar as the surveys and indicators are used for the 21st CCLC program.
5. **Adult Literacy and Performance Survey (ALPS):** CASPER has developed and will provide to Suwannee County School District the ALPS for use in the 21st CCLC program. This survey is provided to adult participating in the program's literacy nights, as required by the FLDOE. This is provided without fee for use by Suwannee County School District only for those grants where CASPER is the evaluator. A database will also be developed and provided to the program (for each site) to utilize when collecting ALPS data.
6. **Master Student Database:** CASPER will develop and maintain the Master Student Database for the 21st CCLC program. This database will be designed to collect all necessary data for the program over the course of the year, thus ensuring all deliverables can be submitted timely. The master student database will be a complex spreadsheet, completed at the site level and sent to the evaluator periodically through the year (for the purposes of creating & submitting deliverables to FLDOE).
7. **Periodic Database Submissions:** CASPER will submit state-mandated databases at least three times per year (or as often as required by the FLDOE). This submission includes: (1) obtaining information from The Suwannee County School District and the associated site locations; (2) pulling data from district data provided within the master student databases; (3) cleaning and compiling student monthly attendance by site; (4) cleaning site-level assessment data; (5) de-identifying the database according to The Suwannee County School District and AEA rules and policies; (6) submitting the databases to the FLDOE; (7) cleaning and submitting a separate database for adult performance data.
8. **Site Visits:** CASPER enjoys the opportunity to visit as many sites as possible during site visits with the program during the Fall, Spring, and Summer. CASPER will visit the program at least once, as per agreement with The Suwannee County School District should CASPER be awarded the contract(s). There is no minimum required number of visits by the FLDOE, though it would be expected that the evaluator visit the agency at least once during the course of the program year. The program has access to site visit forms used by CASPER, if they chose to complete their own site visits before or after the CASPER visit. The visits are designed to be informal assessment of program operations, and CASPER does not evaluate staff members or school facilities.
9. **Interim Debriefing:** A debriefing will be held after site visits and program visits, either in person or via teleconference. The debriefing will provide findings and recommendations



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

10. ***Student Daily Attendance (State Submission):*** To assist with the deliverables process, CASPER will provide The Suwannee County School District assistance in submitting the daily attendance for each site and each day of operations. The daily attendance is collected by sites, submitted to the program director assigned, checked against sign-in sheets, and sent to the evaluator. The evaluator then cleans the data and checks for any abnormalities or issues (e.g., attendance when the program did not operate, duplicated students, etc.). Once clean, the data are entered for each day in the FLDOE online system or associated excel sheet. These attendance data are also entered into the master student database by student and by month.
11. ***Deliverables Verification:*** In checking the daily attendance and/or upon request, CASPER will enter the online deliverable system (if available) and check each deliverable submitted for relative accuracy and completeness. If possible, CASPER will provide assistance if a deliverable is likely to be denied. The FLDOE changes the rules for deliverables each year, so deliverables that were once approved might now be denied, but CASPER will provide as much assistance as possible.
12. ***Mid-Year Evaluation Report:*** The mid-year evaluation report utilizes data provided for the mid-year database. The mid-year report is a data-only report, where CASPER analyzes data provided at mid-year (e.g., 1st and 2nd semester course 'grades', state standardized test scores, pre-post assessments, ALPS performance data, etc.). The analysis is relatively basic, and is provided on a form required by the FLDOE (alterations to the form are forbidden by the FLDOE). The data are not generally interpreted, though CASPER has long provided an interpretation of the data elsewhere on the Objective Assessment and Data Collection Tool (the tool wherein the mid-year report is located). This is submitted for each grant project and cannot be combined.
13. ***Formative Evaluation Summary:*** The formative evaluation summary is provided based on the data submitted during the mid-year evaluation report. The evaluator must use the same data submitted at mid-year, as per FLDOE requirements. Using the same form (Objective Assessment and Data Collection Tool), the evaluator provides recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant. This is submitted for each grant project and cannot be combined.
14. ***End-Of-Year Report:*** The end-of-year evaluation report utilizes data provided for the end-of-year database. As with the mid-year report, this is also a data-only report, where CASPER analyzes data provided at the end-of-year (e.g., 1st and 4th semester course 'grades', state standardized test scores, pre-post assessments, ALPS performance data, etc.). The analysis is relatively basic, and is provided on a form required by the FLDOE



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

15. **Summative Evaluation Summary:** The summative evaluation summary is provided based on the data submitted during the end-of-year evaluation report. The evaluator must use the same data submitted at the end-of-year, as per FLDOE requirements. Using the same form (Objective Assessment and Data Collection Tool), the evaluator provides recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant. This is submitted for each grant project and cannot be combined. These data and recommendations must be consistent with the Summative Evaluation Report.
16. **Summative Evaluation Report:** This is the most comprehensive element of the evaluation process. The end-of-year report guides the summative evaluation (as they must align entirely), but the summative evaluation report has additional information on overall program outcomes and more detailed information about those activities and operations with the greatest impact and success. The summative evaluation encompasses the prior academic year and the immediately preceding summer programming. The purpose of the evaluation is aimed at recording and developing a model that can be applied in other settings, as well as providing a comprehensive report that can be shared with stakeholders (note the report must be uploaded to the program website and is available from the FLDOE website). The summative evaluation includes all elements of program operation (e.g., hours, days); activities; enrollment and attendance; measures of academic performance; feeder schools; staff information; and partnerships. Recommendations for program refinement are provided and based on both quantitative and qualitative data. The summative evaluation report also provides a means for the FLDOE to validate data submitted to the federal government.
17. **Annual Performance Report (Federal Data Submission):** CASPER provides all necessary manpower to clean data, aggregate data, and categorize data for submission to the United States Department of Education Annual Performance Report system (21APR; previously PPICS). The 21APR is a comprehensive data collection system that requires a substantial amount of work to aggregate and submit data for each site. CASPER fully completes the 21APR on behalf of the program to ensure compliance with state and federal rules and regulations. These data are mandated under federal law, and must be submitted to avoid forfeiture of 21st CCLC grants under the agency.
18. **Refinement:** CASPER will assist in refining and addressing any identified concerns. CASPER will also assist, if requested, with revisions of objectives based on future needs assessments and proposed activities aligned to objectives and student needs.
19. **CASPER** will be available by telephone and email to ensure timely communication necessary to accomplish the required work.



3. Compensation (Evaluation)

Most federal projects determine reasonable evaluation costs as 10% of the total grant. While such percent-based allocations are easier to determine, CASPER disagrees with such blanket allocations. As such, this evaluation contract is based on a more appropriate estimate of less than 5% of the total grant award. CASPER believes proposing a lower amount per grant will provide the highest quality of services, while also maximizing available project funding for direct use with 21st CCLC students and direct evaluation costs for each grant project.

The **Client** agrees to compensate **CASPER** at a fixed rate for the indicated 21st CCLC project for which CASPER is the lead evaluator. The fixed price contract represents a savings to the 21st CCLC program, as standard fees for evaluation services on federal grants are at least 10% of the total grant. Total costs estimated using standard federal rates would be up to \$20,000 for this 21st CCLC grant. Even the 5% maximum budget allowed by The Suwannee County School District grants would be nearly \$10,000. Given CASPER's past working history with Florida's Boys & Girls Clubs, a discounted rate is proposed to ensure maximum funding is allocated to direct student services and ensure the program has sufficient funds to offset other data management costs. The fixed price contract is estimated based on \$100 per hour cost for an estimated 270 hours per grant (estimated: 40 hours per grant for program visits (preparation and execution); 60 hours per grant for database development and maintenance (multiple submissions and updates); 80 hours per grant for evaluation support, data analysis, and reporting requirements; 20 hours per grant for bi-weekly meetings regarding program progress and troubleshooting; 40 hours per site for direct quality assistance, and 30 hours per grant for the 21APR submission multiple times throughout the year). Grants with smaller budgets are given further discounts to maximize funding for students. This total cost includes all stationary, telephone, utilities, travel expenses, taxes, licenses, and insurances associated with the evaluation services described above. Costs do not include printing, postage, online services, and/or travel in excess of that described above. CASPER agrees to provide, in kind, the difference between the 10% federal estimate for evaluation services and the fixed price contract.

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


Suwannee County School District
21st Century Community Learning Centers
Suwannee County School District

1) Continuous Improvement / Guidance	Complimentary
2) Evaluation Support and Training	Complimentary
3) Data Collection and Survey Support	Complimentary
a. Student Master Database	\$2,000
b. Adult Performance Database	Complimentary
c. Pre-Post Review and Support	Complimentary
d. Literacy Performance Survey	Complimentary
e. Monthly Attendance Support	Complimentary
4) On-Site Evaluation Visits:	--
a. Visit 1 (Fall or Spring)	\$3,000
b. Visit 1 Debriefing Meeting	Complimentary
c. Visit 2 (Spring or Summer)	Discretionary
d. Visit 2 Debriefing Meeting	Discretionary
5) Data Collection and Reports:	--
a. Baseline Database	Complimentary
b. Baseline Database Update	Complimentary
c. Mid-Year Database	Complimentary
d. Mid-Year Data Report	\$5,000
e. Formative Evaluation Summary	\$5,000
f. Formative CIM Response	Complimentary
g. End-of-Year Database	Complimentary
h. End-of-Year Data Report	\$5,000
i. End-of-Year Data Summary	Complimentary
6) Summative Evaluation Report	\$5,196
7) Federal Data Submission (21APR)	Complimentary
8) Feedback and Debriefings	Complimentary
9) Improvement / Refinement Support	Complimentary
10) Objectives and Evaluation Plan	Complimentary
11) Bi-Weekly Communication (On Request)	Complimentary

Proposed Evaluation Costs	\$25,196
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Proposed Service Fee Base Rate	3.60%
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21st CCLC Grant Award	\$699,884
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Maximum Service Fee (5.0%)	\$34,995
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Total for grant and evaluation costs are estimated, with the service fee base rate at 3.60%. This is significantly lower than the total allowable evaluation costs for the Suwannee County School District grants, allowing \$9,798 for data entry support within the Suwannee County School District.



4. Compensation (Professional Development)

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

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

5. Meetings

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

6. Expenses

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

7. Overtime

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

8. Warranties / Guarantee

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



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

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

9. Indemnity and Insurance

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

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

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

- Professional Liability (Grant Writing / Evaluation) (Lloyds of London): \$500,000
- General Liability (Hartford Insurance): \$1,000,000
- Personal and Advertising Injury (Hartford Insurance): \$1,000,000
- Products and Services Liability (Hartford Insurance): \$2,000,000
- Damage to Premises (Hartford Insurance): \$1,000,000
- Business Owners (Hartford Insurance): \$1,000,000
- Automobile Liability (Hired) (Hartford Insurance): \$1,000,000
- Workers Compensation (Hartford Insurance): 1,000,000

10. Ownership

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



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

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

11. Confidentiality

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

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

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

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

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

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

12. Certification Regarding Debarment and Suspension

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

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



- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

13. Offers of Employment

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

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

14. Independence

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

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

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

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



15. Termination

- (a) This agreement may be terminated by mutual agreement of **CASPER** and **Client**. With mutual agreement, **Client** will have no liability in respect of costs incurred following the expiration of such notice.
- (b) This agreement may be terminated immediately by either party on giving notice in writing to the other, if the other party has a receiver or administrative receiver appointed or passes a resolution for winding up (otherwise than for a bona fide scheme of solvent amalgamation or reconstruction) or a court of competent jurisdiction makes an order to that effect or if the other party becomes subject to an administration order or enters into a voluntary arrangement with its creditors or ceases or threatens to cease to carry on business.
- (c) Should **CASPER** or any of its employees or subcontractors or agents commit, in the sole opinion of **Client**, a gross breach of contract or be guilty of gross misconduct, **Client** will be entitled to terminate this agreement immediately.
- (d) In the event that **CASPER** or its employees or subcontractors are absent during the Service and, in the sole opinion of **Client**, that **CASPER** has been or will be absent for a period of time unacceptable to **Client**, but not less than 45 calendar days, **Client** will be entitled to terminate this agreement immediately.
- (e) Any termination of this agreement, however occasioned will not affect any accrued rights or liabilities of the other party, nor will it affect the coming into force, or the continuance in force, of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

16. Force Majeure

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

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

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

- (a) Any costs arising from such delay will be borne by the party incurring the same, and
- (b) either party may, if such delay continues for more than eight weeks, terminate this Agreement on giving notice in writing to the other in which event neither party will be liable to the other by reason of such termination.



17. Waiver of Remedies

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

18. Entire Agreement

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

19. Assignment

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

20. Notices

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

20. Headings

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

22. Law

This Agreement will be governed by and construed in accordance with the Laws of the State of Florida. In the event of any litigation arising from this agreement, the parties agree that the exclusive state court forum for said litigation shall be in Suwannee County, in the court of appropriate jurisdiction.

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

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

*Contract for Evaluation Services
Suwannee County School District*



CASPER, LLC

Suwannee County School District

Name: Charles E. Byrd, Ph.D.
Title: President and CEO
Date:
EIN: 27- 4660705

Name: Ted L. Roush
Title: Superintendent of Schools
Date:

Name: Ed daSilva
Title: Board Chairperson
Date:

/**/**/

"Approved as to Form and Sufficiency
BY _____

Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"



EXHIBIT A

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

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

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

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

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

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

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

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

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

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

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

Windstream

MASTER SERVICES AGREEMENT

The **MASTER SERVICES AGREEMENT** (the "*Agreement*") effective as of July 1, 2020, by and between ("Windstream"), and School Board of Suwannee County, Florida, ("SCSB").

Windstream has submitted a proposal to SCSB for the delivery of certain Phone and Internet related services. Windstream ("Windstream") and the lease of or access to certain equipment to SCSB for its schools. Windstream and SCSB contemplate that funding for a substantial portion of the fees payable by SCSB to Windstream for such services and equipment will be provided by the Schools and Libraries Universal Service Support Mechanism, a federal government program commonly referred to as E-rate ("*E-rate*"), which is administered for the Federal Communications Commission by the Schools and Libraries Division ("*SLD*") of the Universal Service Administrative Company. SCSB wishes to accept Windstream's proposal and to engage Windstream on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of mutual covenants and agreements contained herein and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, the parties do hereby represent, warrant, covenant and agree as follows:

1. DELIVERY OF SERVICES. SCSB hereby engages Windstream to provide during the term (as defined below) the services listed in Exhibit A attached hereto under the heading Services Provided (collectively, the "*Services*:"), at the District building and all locations and/or schools within the school district (collectively, the "*Service Locations*"). Windstream hereby accepts such engagement on the terms and conditions set forth herein.

2. TERM.

2.1 The initial term (the "*Initial Term*") of this Agreement with respect to the provision of the Services and the lease of Phone and Internet related services shall be for a period of 3 (three) years, beginning on July 1, 2020 (the "*Commencement Date*"), and ending June 30, 2023.

2.2 With respect to the provision of the Services and the Leased Access Hosting Environment, this Agreement may be renewed by written agreement signed by both parties for up to 3 additional periods of 1 year each (individually, a "*Renewal Term*") upon the same terms and conditions as herein set forth except as provided in Section 5 hereof regarding monthly payments to Windstream.

3. PAYMENTS TO WINDSTREAM

3.1 For and in consideration of Windstream's delivery of the Services and the access to the Leased Access Hosting Environment in accordance with the terms of this Agreement, SCSB shall pay to Windstream, each year during the Term, the amount set forth in Exhibit A, as adjusted in accordance with Section 5.4 hereof (the "*Annual Payment*"). SCSB shall be responsible to pay to Windstream any and all portions of the Annual Payment not funded by SLD, whether by mistake or otherwise.

3.2 With respect to the Initial Term, the portion of the total annual cost of service not funded by, or predicted to not be funded by, the SLD shall be due and payable to Windstream on or around the contract commencement date, regardless of the SCSB's receipt of the SLD Funding Commitment.

3.3 With respect to any and all Renewal Terms, each such year beginning one year following the previous term's commencement date, the Annual Payment shall be due and payable to Windstream on the commencement date of each such year.

3.4 The Annual Payment may be adjusted as of the first day of any Renewal Term (the "*Adjustment Date*") so that the Annual Payment may be adjusted by the percentage change of the Consumer Price Index ("*CPI*") as measured from the CPI published for January in the calendar year of the Commencement Date to the CPI published for January in the calendar year of the Adjustment Date. For purposes of this calculation, the CPI used shall be the Consumer Price Index--U.S. City Average for Urban Wage Earners and Clerical Workers, all items (1982-1984 = 100) published by the United States Department of Labor, Bureau of Labor Statistics, or in the event such index shall no longer be published, such replacement or similar index as Windstream may choose in its reasonable discretion. Any such adjustment will be included in the renewal agreement signed by both parties.

3.5 All fees and charges for internet services are fully declared and stated within Exhibit B. Exhibit B shall serve as the Item 21 Attachment for SLD purposes.

4. REPRESENTATIONS, WARRANTIES, DISCLAIMERS AND COVENANTS OF WINDSTREAM.

4.1 Windstream hereby represents and warrants to SCSB that Windstream has good and marketable title to Windstream and its related components, and that Windstream is authorized to enter into this Agreement, to provide the Services as provided for in this Agreement, and to provide access to the Leased Access Hosting Environment.

4.2 Windstream shall, at its own expense, repair, maintain and, if necessary, replace any or all network equipment in order to maintain reliable and consistent internet access by SCSB.

4.3 Windstream shall render the services under this Agreement in accordance with all federal, state, and local laws, including, but not limited to, the Family Educational Rights and Privacy Act, Civil Rights laws, E-Verify, Florida Statutes, and Board of Education policies and procedures. Windstream further agrees it will indemnify and hold SCSB, its agents, servants and successors harmless from any claims asserted against SCSB arising out of Windstream's violation of FERPA or a violation of SCSB's policies and procedures, including for any costs and attorney's fees incurred by SCSB in defending such claims. While performing services under this Agreement, Windstream agrees to refrain from harassment and discrimination on the basis of race, age, color, religion, sex, disability, marital status, ancestry or national origin.

5. REPRESENTATIONS, WARRANTIES AND COVENANTS OF SCSB.

5.1 SCSB hereby represents and warrants to Windstream as follows:

(a) SCSB has all requisite power and authority to execute and deliver this Agreement and perform its obligations under this Agreement. The execution and delivery of this Agreement by SCSB and the consummation by SCSB of the transactions contemplated hereby have been duly authorized by SCSB, and no other proceedings on the part of SCSB are necessary to authorize this Agreement and the transactions contemplated hereby. This Agreement has been duly and validly executed and delivered by SCSB and constitutes a legal, valid and binding agreement of SCSB, enforceable against SCSB in accordance with its terms, except as may be limited by bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally and except as may be limited by general principles of equity. SCSB has complied in full with all applicable public bidding and other applicable legal requirements with respect to this Agreement and the transactions contemplated hereby.

(b) SCSB has sufficient appropriations and other funds available to it to pay all amounts due hereunder for its current fiscal period, including the Annual Payment for the initial Term.

6. INDEMNIFICATION.

6.1 SCSB agrees to indemnify and hold Windstream , its agents, servants and successors harmless for any claims, costs, losses or damages caused by or arising out of SCSB's willful or negligent acts or omissions related to the performance of any duties required by this Agreement.

6.2 Windstream agrees to indemnify and hold SCSB, its board of education, agents, servants and successors harmless for any claims, costs, losses or damages arising out of or caused by Windstream's willful or negligent acts or omissions related to the performance of any duties required by this Agreement.

7. TERMINATION.

7.1 Any obligations incurred by SCSB pursuant to this Agreement shall be paid from funds allocated for this purpose and the SCSB agrees to act in good faith in budgeting funds to pay its obligations under this agreement. Notwithstanding any other provision of this Agreement, if funds anticipated for the continued fulfillment of this Agreement are at anytime not forthcoming or insufficient, as determined in the discretion of the SCSB, then SCSB shall have the right to terminate this Agreement without penalty by giving not less than thirty (30) days written notice documenting the lack of funding.

7.2 Either party may terminate this Agreement for material breach of the contract. Prior to termination, the non-breaching party must give the breaching party written notice of its intent to terminate. If the breaching party cures the breach to the satisfaction of both parties within five (5) working days of the issuance of written notice, the contract will not be terminated. In the alternative, either party may terminate this Agreement without cause with thirty (30) days written notice.

7.3 At the time of termination, any amount paid by the SCSB, but not yet earned by Windstream will be returned to the SCSB on a pro rata basis. The SCSB will pay Windstream for any noncancellable obligations and services performed prior to the termination date.

8. MISCELLANEOUS.

8.1 Prior to commencement of work for SCSB, Windstream shall provide to SCSB a sworn affidavit and other sufficient documentation to affirm its enrollment and participation in the federal work authorization program. Federal work authorization program means the E-Verify Program maintained and operated by the United States Department of Homeland Security and the Social Security Administration, or any successor. Windstream shall also provide SCSB a sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

8.2 All notices and other communications hereunder shall be in writing and shall be deemed to have been given only if and when: (1) personally delivered; or (2) three business days after mailing, postage prepaid, by certified mail; or (3) when delivered (and receipted for) by an overnight delivery services; or (4) when delivered by facsimile transmission for which automatic confirmation has been received, addressed in each case as follows:

If to SCSB, to:

School Board of Suwannee County, Florida

Attn: Josh Williams, Director of Information Technology

1740 Ohio Avenue, South

Live Oak, FL 32064

Telephone: 386-647-4103

Fax: 386-364-3576

CC: School Board of Suwannee County, Florida

Attn: Ted L. Roush, Superintendent of Schools

1740 Ohio Avenue, South

Live Oak, FL 32064

Fax: 386-364-2635

Telephone: 386-647-4604

If to Windstream, to:

Windstream

P.O. BOX 698

ALACHUA, FL 32615

FAX: 330-486-3141

A party may change its address by written notice, given in accordance with this Section, to the other party.

8.5 All covenants, agreements, representations, and warranties made herein or any certificate or instrument delivered to the parties pursuant to this Agreement shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

8.6 All waivers and consents given hereunder shall be in writing. No waiver by any party of any breach or anticipated breach of any provision hereof by the other party shall be deemed a waiver of any other contemporaneous, preceding or succeeding breach or anticipated breach, whether or not similar, on the part of the same or the other party.

8.7 This Agreement, including the exhibits and appendices hereto, constitutes the entire agreement of the parties with respect to the subject matter hereof and may not be modified, amended or terminated except by a written instrument specifically referring to this Agreement signed by each of the parties or as otherwise provided in this Agreement.

8.8 No provision of this Agreement shall be construed against or interpreted to the disadvantage of any party to this Agreement by any court or other governmental or judicial authority by reason of such party's having or being deemed to have structured or dictated such provisions.

8.9 Each of the parties agree that this Agreement will fully bind and inure to the benefit of the parties hereto and their respective successors and assigns.

8.10 All conditions of the obligations of the parties, and all undertakings herein, except as otherwise provided by a written consent, are solely and exclusively for the benefit of the parties and their permitted successors and assigns, and no other person or entity shall have standing to require satisfaction of such conditions or to enforce such undertakings in accordance with their terms or be entitled to assume that any party will refuse to complete the transactions contemplated hereby in the absence of strict compliance with any or all thereof, and no other person shall, under any circumstances, be deemed a beneficiary of such conditions or undertakings, any or all of which may be freely waived in whole or in part, by mutual consent of the parties at any time, if in their sole discretion they deem it desirable to do so.

8.11 This agreement will be governed by and construed in accordance with the laws of the State of Florida. In the event of any litigation arising from this Agreement, the Parties agree that the exclusive state court forum for said litigation shall be in Suwannee County, in the court of appropriate jurisdiction.

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

8.12 The Section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

8.13 In case any provision in this Agreement shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions hereof will not in any way be affected or impaired thereby.

8.14 This Agreement may be executed in two or more counterparts, all of which taken together shall constitute one instrument.

8.15 Windstream certifies that, by submission of this document, that neither it nor its agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this _____ day of February, 2020.

SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA

By: _____

Name: Ed daSilva

Title: Chairman

ATTEST: _____

Name: Ted L. Roush

Title: Superintendent of Schools

"Approved as to Form and Sufficiency
BY _____

Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"

Windstream

By: _____

Name: David Emig

Title: Director

Account Summary

Customer Name	Suwannee County School District
Quote #	1952043
Windstream Enterprise Representative	Cedrick Hurst
Contract Term Length	36 Months
Effective Date	January 17, 2020
MMF	\$0.00

Summary of Charges (Total for All Locations)

Product	Monthly Recurring Charges	One-Time Charges
Internet Service	\$3,660.00	\$0.00
MPLS VPN	\$7,000.00	\$0.00
Total	\$10,660.00	\$0.00

Service Agreement Summary

This Service Agreement is subject to and controlled by the Windstream Service Terms and Conditions and the service-specific terms and conditions located at <http://www.windstreamenterprise.com/service-terms-and-conditions>, including how such terms may be modified from time to time, and all of which are hereby incorporated herein by reference. By your signature you warrant that you have read, understand and agree to the Service Agreement, Windstream Service Terms and Conditions and applicable service-specific terms and conditions, and acknowledge that you are authorized to sign this Service Agreement and order the Service(s) as outlined herein.

CUSTOMER

WINDSTREAM

Signature:

Signature:

Printed Name: Ted L. Roush

Printed Name:

Title: Superintendent of Schools

Title:

Date:

Date:

This offer is voidable by Windstream if not signed and returned by 3/2/2020.

Location Summary

Location Name	Monthly Recurring Charges	One-Time Charges	Credits
SUWANNEE CO SCH BRD	\$3,500.00	\$0.00	\$0.00
SUWANNEE CO SCH BRD	\$7,160.00	\$0.00	\$0.00

"Approved as to Form and Sufficiency
BY _____

Chairperson, Suwannee County School Board

Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"

Location Detail

Location Name	SUWANNEE CO SCH BRD	Account Number	204199460
Location Address	405 REYNOLDS ST NE, BRANFORD, FL 32008-2861	Service Order Type	Conversion

Total One-Time Charges:
\$0.00**Total Recurring Charges:**
\$3,500.00**Monthly Recurring Charges**

Product	Qty.	Unit Price	Total Price
MPLS VPN			\$3500.00
Ethernet	1	Included	
MPLS VPN Service 10000.00 Mbps	1	Included	
Quality of Service	1	\$0.00	\$0.00
		Total	\$3,500.00

Location Detail

Location Address	1729 WALKER Avenue South- West , LIVE OAK, FL 32064	Service Order Type	Conversion
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Total One-Time Charges:
\$0.00**Total Recurring Charges:**
\$7,160.00

Location Name	SUWANNEE CO SCH BRD	Account Number	200160091
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Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Internet Service			\$3500.00
Ethernet	1	Included	
Internet Service (10,000.0 Mbps)	1	Included	
ADDITIONAL IP ADDRESSES	1	\$160.00	\$160.00
MPLS VPN			\$3500.00
Ethernet	1	Included	
MPLS VPN Service 10000.00 Mbps	1	Included	
Quality of Service	1	\$0.00	\$0.00
		Total	\$7,160.00

Letter of Agency

Contact Name: Josh Williams	Company Name: Suwannee County School District
Billing Address:	
City, State, Zip:	
Current Carrier:	Order Date:

Authorization to Change Service Provider(s)

On behalf of the Company, I hereby authorized Windstream Communications ('Windstream') and its operating affiliates* listed on Exhibit A to change my Company's provider(s) for the following services from my current telecommunications carrier(s) to Windstream for each of the telephone numbers listed below. Check all applicable services:

<input type="checkbox"/>	Local
<input type="checkbox"/>	Intrastate, IntraLATA Long Distance Service (also known as local toll)
<input type="checkbox"/>	Interstate, InterLATA and International Long Distance

I represent that I am at least eighteen years of age and that I have the authority to change telecommunications carriers for each of the telephone numbers identified below. I understand that I have the right to obtain telecommunications services individually. I also understand that I may designate only one local exchange carrier, one intraLATA carrier, and one interLATA carrier per telephone number.

I choose Windstream to act as my agent to carry out the change(s) and authorize Windstream to handle on my behalf all arrangements, including ordering, changing, and/or maintaining my service, with my local telephone company(s), interexchange carriers, equipment vendor(s), and consultant(s). By designating Windstream to act as my agent, I do not permit Windstream to change my service to a carrier other than Windstream. I understand, that there may be a fee to change from the Company's current telecommunications carrier(s) to Windstream.

Telephone Numbers:

I authorize Windstream to issue all necessary instructions on my behalf and confirm that my preferred provider for the telecommunications service(s) checked above will be changed for the telephone number(s) specified above. This agreement will remain in effect until revoked in writing by the Company.

Company**Signature:****Date:**

*Business Telecom of Virginia, Business Telecom, Cavalier Telephone Mid-Atlantic, Cavalier Telephone, Choice One Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New York, Ohio, Pennsylvania, or Rhode Island), Connecticut Broadband, Connecticut Telephone & Communication Systems, Conversent Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, or Vermont), CTC Communications, CTC Communications of Virginia, DeltaCom Business Solutions, DeltaCom, Windstream New Edge, LLC, Windstream FiberNet, LLC, Georgia Windstream, Intellifiber Networks, LDMI Telecommunications, Lightship Telecom, McLeodUSA Telecommunications Services, Nebraska Windstream, Network Telephone, NuVox (Arkansas or Indiana), Oklahoma Windstream, PAETEC Communications of Virginia, PAETEC Communications, Talk America of Virginia, Talk America, Texas

Windstream, The Other Phone Company, US LEC Communications, US LEC (of Alabama, Florida, Georgia, Maryland, North Carolina, Pennsylvania, South Carolina, Tennessee, or Virginia), US Xchange (of Illinois, Indiana, Michigan, or Wisconsin), Windstream (Communications Southwest, Accucomm Telecommunications, Alabama, Arkansas, Buffalo Valley, Communications Kerrville, Communications Telecom, Communications, Concord Telephone, Conestoga, D&E Systems, D&E, Direct, EN-TEL, Florida, Georgia Communications, Georgia Telephone, Georgia, Iowa Communications, Iowa-Comm, ITCComm, KDL, KDL-VA, Kentucky (East or West), Kerrville Long Distance, Lakedale Link, Lakedale, Lexcom Communications, Lexcom Long Distance, Mississippi, Missouri, Montezuma, Norlight, North Carolina, NorthStar, NTI, Windstream of the Midwest, Ohio, Oklahoma, Pennsylvania, South Carolina, Southwest Long Distance, Standard, Sugar Land, Systems of the Midwest, or Western Reserve), or Windstream NuVox (of Indiana, Kansas, Missouri, Ohio, and Oklahoma)

As required by FCC rules, this form is to be completed for any private line or similar services to determine whether the Federal Universal Service Surcharge applies. Please check the appropriate box, complete the required information, and return as directed below.

Private Line Jurisdictional Traffic Certification

Customer Name: Suwannee County School District

Customer Address: 1740 Ohio Avenue, South, Live Oak, FL 32064

Contact Person: Josh Williams

Contact Person's Telephone Number: (386) 249-2443

Customer represents and verifies that:

1. The amount of traffic routed over leased private line circuit(s) or similar type services (circuits, Virtual Private Network (VPN), Virtual LAN Service (VLS), Business Data, TDM, Frame Relay, etc) represent:

Please check one of the boxes below

- ☐ Intrastate Services - If the end points of the circuit(s) are in the same state and at least 90% of the traffic stays within the same state the service is considered "intrastate" or if the services are used within a state (excluding internet usage and long distance calls). Example includes: bank connects ATMs to a centralized location and FX lines within the state.
- ☐ Interstate services 'If the end points of the circuit(s) are in different states or more than 10% of the traffic crosses a state boundary the service is considered "interstate" Example includes: a circuit from a manufacturing plant in one state to a main office in another state.
- ☐ Some circuits that the Customer purchases carry 10% or less interstate traffic and some circuits that Customer purchases carry more than 10% interstate traffic. If your circuits are mixed, please provide a list of circuits IDs and whether they are intrastate or interstate. The circuit listing should be sent to wci.regulatory@windstream.com
- ☐ The circuits are exempt from federal Universal Service Surcharges ("FUSF Surcharge") because you are a wholesale customer who files your own form 499 report.

2. Customer acknowledges that the Company may in its sole discretion provide a copy of this certification to the Universal Service Administrator, the FCC, or an authorized auditor.
3. Customer acknowledges that the Company's determination of applicability of a FUSF Surcharge will be based upon the information provided by Customer in this Certification. In the event the Company exempts Customer from the payment of the FUSF Surcharges based upon the information, representations and certifications contained in this Certification, and the Company thereafter determines that Customer provided incorrect information, then the Company may bill Customer, and Customer will pay, the FUSF Surcharges that were not billed, plus applicable late fees. Accordingly, if Customer does not provide accurate or timely information to the Company, Customer may be responsible for payment of the FUSF Surcharge. Furthermore, Customer agrees to indemnify and hold harmless the Company from any and all claims arising from any breaches of the information, representations or certifications made hereunder.

4. If, at any time, the Customer's information changes, Customer will notify the Company within thirty (30) calendar days by completing and submitting a new certification form to the Company.

The individual named below is duly authorized by Customer to make the representation and certifications contained herein on behalf of Customer.

CERTIFICATION

I certify that the representations above are true and accurate.

Signature: _____

Name
(Print): Josh Williams

Title Director of IT
(Print):

Date:

Please Return this page to: Windstream

Communications

4001 Rodney Parham Road

Mail Stop: 1170 B1F212-12A

Little Rock, Arkansas 72212

ATTN: PL Certifications

OR

Email to:

wci.regulatory@windstream.com

Windstream VoIP 911 Disclosure

Windstream and its affiliates (collectively, "WIN") are subject to an FCC requirement to provide notification of any E911 limitations that may be associated with the service provided to your company. There are critical differences between traditional telephone service and WIN VoIP Services:

- 911 emergency services will not be available in the event of a power failure.
- 911 emergency services will not be available in the event of an internet failure.
- There are severe limitations (details below) to 911 emergency services if you move your phone from its registered location.

Loss of 911 services due to power failure or Internet connection failure:

Historically, telephone service has been powered by electrical power within the telephone network. If you subscribe to WIN VoIP Services, power is supplied directly from the premise in which you are operating the telephone.

- In the event of a commercial power outage, and if your building does not have a back-up power system, your telephone service, including 911, will not function until power is restored.
- Loss of power to your broadband gateway (through which your service is provided) will cause a loss of telephone and 911 services.
- Any internet connection failure, including a suspension for nonpayment, will cause a loss of telephone and 911 services.

WIN recommends that you always have an alternative means of accessing 911 during a power failure or internet connection failure such as a basic business or copper line (non-VoIP line) for elevator, alarm, and other critical functions.

To ensure that 911 calls are properly routed:

- **Do not move the equipment installed at your premise to another location.** Use of the telephone service at another location will prevent E911 service (the ability of the 911 operator to automatically determine your location) from working. If you move equipment provided as part of the WIN VoIP Service to another location, you must update your service address with WIN prior to using the service from a different location. Use of your equipment at a location other than the registered physical location may route 911 calls to an incorrect 911 dispatch center, potentially delaying or preventing emergency services.
- **If you have users that will be using devices such as software telephones that are installed on mobile personal computers, laptops, smart phones, netbooks and any other mobile VoIP supported device that is intended to be mobile with WIN service,** you must update your service address prior to using the service from a different location in order for your current location to be transmitted automatically and accurately to emergency services. Use of your software telephone at a location other than the registered physical location may route 911 calls to an incorrect 911 dispatch center, potentially delaying or preventing emergency services.
- **Always state the telephone number and address that you are calling from to the 911 operator.** The 911 operator receiving the emergency call may not be able to automatically identify your phone number and physical location and be able to call you back if the call is disconnected, therefore you must specify the exact location of the emergency and the telephone number from which you are calling.
- **Contact WIN when you plan to move your service address:** WIN customers should contact the

WIN Business Center at 1-800-600-5050, Windstream New Edge (formerly EarthLink Business) customers should contact Customer Care at 1-800-239-3000 and Broadview customers should contact the OfficeSuite® Support Center at 1-800-623-VOIP (8647). Since your WIN VoIP Services will not provide 911 services from another location, you must notify WIN before you move the registered location of your service.

To help remind you about the availability of 911 emergency service and its limitations with WIN VoIP Services, we will provide stickers to be placed on or near all of your telephones and devices.

To Report a Change to Your Service Location:

- WIN Customers - Contact Customer Service at 1-855-361-7792.
- Windstream New Edge Customers - Contact Customer Care at 1-800-239-3000.
- Legacy Broadview Customers - Contact the OfficeSuite® Support Center at 1-800-623- VOIP (8647). For Broadview customers with PC/Softphone service, you may also update your address when prompted upon login.
- For Customers with Windstream Hosted Communications - Contact WHC Repair at 1- 855759-7420. Customers using Windstream Hosted Communications on a smart phone may also access the Windstream Hosted Communications Client Software application to update.
- Legacy MassComm Customers – Contact your Account Manager directly or use 1-866- 791-6277.

Customer Affirmation of Notification

I have read the above notice and understand that there are critical differences between 911 service with WIN VoIP Services and traditional telephone service. I assume all responsibility and risk of harm, loss, or damage in the event that 911 service fails as a result of a power outage or Internet outage, in the event I fail to update my service address with WIN if I use the service from a different location or in the event I do not provide the address, correct address, extension or other information to emergency authorities.

Josh Williams

Printed Name

208068493

Account Number

Signature

Date

Windstream Communications Item 21 Attachment

Total number of eligible schools	4
Estimated district Erate %	0%
Undiscounted cost per school	\$31,822.50
Total Undiscounted annual cost	\$127,290.00

Total annual SLD/Erate responsibility	\$ -
Total annual district responsibility	\$ 127,920.00

Feature/Service	Eligibility	Cost	% of Total	% of Total Ineligible	# of eligible	Total annual	Total annual	Total annual	Total annual	Total monthly
1000 Meg VLS Branford, 1000 Meg VLS Admin	Eligible	\$84,000	66%	0%	1	\$ 84,000.00	\$ -	\$ -	\$ 84,000.00	\$ 7,000.00
1000 Mbps Ethernet Internet	Eligible	\$43,290	34%	0%	1	\$ 43,290.00			\$ 43,920.00	\$ 3,660.00
ERATE for 2020 2021				0%		\$ -	\$ -	\$ -	\$ -	\$ -
Windstream SPIN: 143030766				0%		\$ -	\$ -	\$ -	\$ -	\$ -
			0%	5%		\$ -	\$ -	\$ -	\$ -	\$ -
Total Eligible for Funding		\$ 127,290.00	99%		4	\$ 127,290.00		\$ -		
Total Ineligible for Funding		\$ -		0%	4		\$ -		\$ 127,920.00	\$ 10,660.00
		Cost	% of Total Eligible Cost	% of Total Ineligible Cost	# of eligible schools	Total annual Eligible cost	Total annual Ineligible cost	Total annual cost for SLD	Total annual cost for District	Total monthly cost for District

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



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

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

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools
FROM: Walter Boatright, Director of Human Resources *WB*
DATE: February 10, 2020
RE: Human Resources Transactions for February 25, 2020
Regular Meeting

RECOMMENDATION:

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

SUWANNEE COUNTY SCHOOL BOARD
Human Resources Transactions
February 25, 2020

TO: District School Board of Suwannee County

FROM: 
Ted L. Roush, Superintendent of Schools

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

RECOMMENDATIONS FOR THE 2019-2020 SCHOOL YEAR:

RESIGNATION: INSTRUCTIONAL:

RIVEROAK Technical College:

M'Alice Julius, LPN Instructor, effective February 24, 2020

RESIGNATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Food Service:

Renee Perivolaris, Food Service Worker, 8 hour, effective February 6, 2020

Information Technology:

Edmund (Buddy) Thompson, Information Technology Technician, effective March 2, 2020

Suwannee Primary School:

Betty A. Riley, Lead CDA Paraprofessional, effective January 20, 2020

Transportation:

Michael Munhall, Parts Inventory Clerk, effective February 3, 2020

Amanda Register, Bus Driver, effective February 3, 2020

August Schomburg, Bus Driver, effective January 31, 2020

RETIREMENTS: INSTRUCTIONAL:

RIVEROAK Technical College:

Tracy T. Henderson, Teacher, effective July 31, 2020

Suwannee Elementary School:

Candance Plymel, Teacher, effective July 31, 2020

RETIREMENTS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Suwannee High School:

Linda G. Goodman, Custodian, effective July 28, 2020

Suwannee Middle School:

Carla A. Williams, School Receptionist, effective December 1, 2020

RECOMMENDATIONS: INSTRUCTIONAL:

Suwannee High School:

Patrick Dawson, NJROTC Teacher, effective July 1, 2020

REPLACES: Douglas Aukerman

Suwannee Middle School:

Ashton Petersen, Teacher, effective December 17, 2019

REPLACES: Jayvis Ward

SUPPLEMENTARY:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
Jerrica Byrd	Assistant M/S Softball Coach	BHS
*Cody Gamble	Head JV Baseball Coach	SHS
Laritta Hunter	Girls' JV Basketball Coach	SHS
Patrick Jernigan	Assistant Baseball Coach	SMS
Jason Langston	Assistant Wrestling Coach	SHS
*Michelle Richards	Girls' Assistant Track Coach	BHS
Alex Scarborough	Boys' Basketball Assistant Coach	SMS
Brittney Shearer	Assistant Softball Coach	SMS
Benjamin Thomas	Girls' Head Tennis Coach	SHS
Benjamin Thomas	Boys' Head Tennis Coach	SHS
K. Nicole Williamson	Girls' Basketball Assistant Coach	SMS

*payment contingent upon completing certification

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Branford High School:

Emilee Raines, Teacher, tentatively, February 24, 2020 through April 17, 2020, with the option of returning sooner if released by the doctor.

Suwannee High School:

Sarah Grillo, Teacher, tentatively, February 3, 2020 through April 29, 2020, with the option of returning sooner if released by the doctor.

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Branford Elementary School:

Donna Rightmire, Food Service Worker, 6 hour, effective March 2, 2020

REPLACES: Deborah Crawford

Suwannee High School:

Natelle Smith, Food Service Worker, 6 hour, effective February 3, 2020

REPLACES: Amoreena Miller

Transportation:

Amanda Colon, Bus Driver, effective January 31, 2020

REPLACES: Charles Livingston

Bruce Kemmerer, Bus Driver, effective January 31, 2020

REPLACES: Deseree Ansley

LEAVE OF ABSENCE (MEDICAL LEAVE):

Transportation:

Leon Kaczmarek, Bus Driver, tentatively, January 16, 2020 through May 29, 2020, with the option of returning sooner if released by the doctor.

Cathy Reed, Bus Driver, January 7, 2020 through January 27, 2020.

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

Branford High School:

William Yates, Food Service Worker, 8 hour, October 24, 2019 through November 6, 2019, for a total of 80 hours.

Suwannee Elementary School:

Renee Perivolaris, Food Service Worker, 8 hour, December 3, 2019 through December 16, 2019, for a total of 80 hours.

Suwannee Middle School:

Katrina Johnson, Assistant Food Service Manager, December 16-17, 2019, for a total of 16 hours.

LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE):

Suwannee Primary School:

Vanessa Isidro Mares, Paraprofessional, tentatively, February 10, 2020 through March 30, 2020, with the option of returning sooner if released by her doctor. *(Revised from January 28, 2020 HR Transactions)*

MENTOR

Annette Chauncey

MENTEE

Jennifer Turner

SCHOOL

SMS

STUDENT WORKER:

Sara Lekisha Williams, RIVEROAK Technical College/Early Childhood Education/My Play School

SUBSTITUTES:

The following to serve as Substitute Bus Attendants:

Robert Barrs

Robert Frayer

Curt Lux

The following to serve as Substitute School Nurses:

Brandice Corbin

Jennifer Lewis

Lori Peters

Hildelita Warren

SUSPENSION:

Food Service:

Rebecca Kirby, Food Service Manager, effective February 6-7, 2020, without pay.

MISCELLANEOUS:

Hospital Homebound:

The following to work as teachers in the Hospital Homebound Program District-wide:

Michael Braun	Robbin Chapman	Angela Hester
Hannah Johnson	Holly McMillan	Debra Singletary

Suwannee Primary School:

Approval for the following Paraprofessional to work in the after school extended day Pre-K program.

Janice McCall

VOLUNTEERS:

Tony Abbott	Mackenzie Frye	Natalie Manna
Jedidiah Arnold	Lorena Gardner	Robyn Metzger
Michael Ascough	Danielle Gay	Judithann Murray
Susann Baan	Daren Gay	Reina Olver Lugo
Wilbur Barrs	Jeri Giddens	Aksel Perez-Lugo
Clifford Bean	Tonya Hagan	Krystal Ramsey
Sherri Bracewell	Zach Hand	Teresa Schultz
Ashley Cannon	Rachael Hazen	Fannie Stoudemire
Zachary Clark	Lori Hughes	Jessie TenBroeck
Calena Clemons	Susann Johnson	Cory Thompson
Heather Connor	Susan Kirby	Angeline Tuckey
Ashley Davis	Lynn Lanier	Lila Udell
William Davis	Patrick Lanier	Elizabeth Vargas
LeAnn Dees	Jon Little	Barrinesha Washington
Morgan Franklin	Ashley Lundy	Deborah Yates

**End of List
2019-2020
School Year**

MINORITY TEACHER RECRUITMENT PLAN 2020-2021

The Suwannee County School Board recognizes the need for greater diversity within the teaching force. This is important for several reasons, as research clearly indicates that all students benefit from educators of diverse backgrounds. Diversity promotes creativity, productivity and good citizenship. In addition, career development theory posits that students need to be able to see themselves in a career. If there are fewer role models for minority students to identify with, the shortage of minority teachers will likely get worse.

In an effort to increase the diversity of the District's instructional and administrative workforce, the Suwannee County School Board has developed the following action plan for minority recruitment.

ACTIONS

1. The District will continue its recruitment program for the purpose of increasing the number of qualified minority applicants for instructional and administrative positions. Specifically,
 - a. The District will continue to expand the geographical area of recruitment by sending notices to colleges and universities, including Historically Black Colleges and Universities (HBCU's) in Florida, Georgia and Alabama, of available teacher and administrative vacancies.
 - b. The District will seek contacts from other community-based organizations, such as the NAACP and St. Luke's Episcopal Church, to help disseminate teacher and administrative vacancy notices.
 - c. The District will identify additional recruitment fairs and sites, both within the state and out-of-state, that are the best sources for minority teacher and administrative applicants.
 - d. The District will work with teacher education programs at college and universities and encourage preservice teacher field experiences and clinical experiences within our schools.
 - e. The District will collaborate and network with organizations such as the local NAACP, United Teachers of Suwannee County, Suwannee and Lafayette Retired Educators, area churches and other appropriate local organizations to assist in identifying free or low-cost housing for student teachers interning in the district.
2. The District will continue to provide training and professional development opportunities that promote diversity and multicultural competence. Specifically,
 - a. The District will provide training for the superintendent, school board members, principals and other individuals who have any role in recruiting or hiring teachers or administrators. The training will cover the importance of workforce diversity, the possible disparate impact of the employment criteria utilized for any particular vacancy, and the appropriate use of selection factors and interview techniques in the recruitment process.

- b. The District will continue to provide training, such as Ruby Payne, which help reinforce multicultural understanding, competence and effective ESOL teaching strategies for teachers.
 - c. The District will continue the practice of providing first year teachers with mentors to increase retention.
 - d. The District will provide training and develop training materials for teachers of ESOL and ELL students.
- 3. The District will continue seeking opportunities to attract and hire teachers at recruiting fairs. Specifically,
 - a. The District will send hiring authorities (principals) to career fairs to interview on site at these recruiting fairs.
 - b. The District will participate in virtual recruitment fairs.
 - c. The District will utilize conditional contracts when making pre-employment job offers.
 - d. District recruiters will continue to maintain a log of prospective candidates; and subsequently, follow up with them regarding the status of their application and any certification questions they may have.
- 4. The District will continue to find ways to promote teaching as a positive career choice. Specifically,
 - a. Guidance counselors and teachers will encourage students to pursue education as a major. There are several scholarships and loan forgiveness programs that are available to students.
 - b. The District will continue to disseminate Florida Fund for Minority Teachers (FFMT) and other minority scholarship information to minority students interested in pursuing a career in teaching.
 - c. The District will continue to seek resources and personnel to implement Teaching Assistant as a career academy.
- 5. The District will continue seeking ways to continuously improve recruitment and retention efforts and to monitor progress. Specifically,
 - a. The District will conduct a self-assessment to determine the overall success of its recruitment efforts. The self-assessment will include a comprehensive comparison of the racial and ethnic demographics of the District's current teacher and administrative staff to the racial and ethnic demographics of the relevant applicant pools and or qualified labor market.

- b. The Superintendent will provide an annual update to the Suwannee County School Board regarding employment demographics. The public will be invited to address the Board regarding this plan.
- c. This plan will be reviewed annually, and modified as needed.