

SEDNET SUPPORT SERVICES CONTRACT – FY 2014-2015

INTENT: The School Board of Clay County, Florida contracts with **Darla Dumas**, (“Contractor”), a qualified individual, to provide part-time SEDNET support services in accordance with the terms and conditions as contained herein.

QUALIFICATIONS: Contractor has experience in the coordination of resources, implementation of policies and procedures, and experience with records management sufficient to justify us to contract her as a provider and trainer. Direct and consultation services provided by Contractor shall commence **November 1, 2014** and end **June 30, 2015**.

BACKGROUND: The Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET) is a discretionary project funded through the Florida Department of Education, Bureau of Exceptional Student Education and Student Services. The grant provides support working with education, mental health, child welfare and juvenile justice professionals; along with other agencies and families to ensure children with mental, emotional and behavioral problems, and their families, have access to the services and supports they need to succeed.

SEDNET Region Four (Clay, Duval and Nassau counties) has expanded services for local students and families by a developing a strong partnership with Lutheran Services. As a result, an additional specialist position was provided through Lutheran Services funding. This has resulted in greater services to students and families in crisis, but consequently supplemental staff support is needed to ensure the ancillary services for students and families are implemented.

These services are defined in the SEDNET 4 IDEA Part B and Part B Trust entitlement grants. The individual providing SEDNET Support Services is contracted to support the grant activities listed in Appendix A. The major activities that may augment promote and support SEDNET activities are to be identified by the ESE Director, SEDNET Project Manager, and Contractor from potential areas of contribution to SEDNET services, including:

- a. Collaborating with agencies to track services provided to eligible students
- b. Assisting with SEDNET initiatives
- c. Assist school and agency professionals
- e. Communicate with agencies, staff and parents
- f. Assist with records and data management for eligible students

THE PARTIES AGREE AS FOLLOWS:

1. Hold harmless – contractor shall indemnify and hold harmless the School Board of Clay County from any and all claims and causes of action against the School board arising out of the performance of these services by the Contractor.
2. Contractor shall maintain a log, reporting the time spent in the performances of authorized services rendered. This log, along with a statement of services rendered by the Contractor shall be submitted to the School Board for payment each month.
3. Contractor shall ensure compliance with Title VI of the Civil Rights Act of 1964.

4. Contractor agrees to enroll in E-Verify. All new employees assigned by the Contractor to perform work pursuant to this contract shall have their citizenship verified through E-Verify and shall be verified as employment eligible within 3 business days of hire. Said verification shall be supplied to the School Board upon receipt.
5. Contractor shall provide services consistent with the highest degree of professional care in compliance with all requirements imposed by the Florida State Department of Education and any other applicable regulatory agency.
6. Contractor shall comply with all policies and procedures established by the District School Board of Clay County relevant to parent involvement and training.
7. All services rendered by Contractor shall be preauthorized by the School Board of Clay County's Director of Exceptional Student Education or a Designee, in keeping with State and Federal Statutes.
8. This Contract will cover the **2014-2015** school year with the option to renew for additional periods by mutual agreement in writing.
9. Contracts shall not be accepted from individuals presently under employee contract with the School District of Clay County.
10. The individual or entity named herein and identified as "Contractor" shall at all times be considered an independent contractor and shall not be considered to be an employee of The School Board of Clay County, Florida (named herein as the School District). The employees of the contractor (if any) shall be considered at all times to be solely the employees of the contractor and not an employee or agent of the school board of Clay County. The contractor shall supply competent and capable personnel and the School Board of Clay County reserves the right to require the contractor to remove an employee it deems to be careless, incompetent or otherwise objectionable and whose continued presence on School Board of Clay County property to be contrary to the best interest of the School Board. Each employee shall carry proper identification. Each employee shall, at contractor's expense, shall pass a level 2 background check, including fingerprinting, as is required by the current Jessica Lunsford Act or any other Florida Statute requiring background checks of contractors or their employees.

DEFAULT: The School District of Clay County may, by written notice to the contractor, terminate this contract with 30 days notice. Likewise, the contractor may terminate this Agreement by 30 days notice to the School District of Clay County. The School District of Clay County shall be sole judge of non-performance. Duties and responsibilities shall be agreed upon by the contractor and ESE Director based on IDEA grant guidelines.

DISTRICT RESPONSIBILITIES:

The district agrees:

1. To designate the ESE Director, to provide supervision to and direction of the SEDNET Support Services Contractor and to approve all drafts, final products and invoices for payment.

2. To review the draft documents, data collection instruments, plans and reports and provide technical review comments to the SEDNET Support Services Contractor.
3. To complete activities in accordance with the specification and time line agreed upon by the ESE Director, SEDNET Project Manager and SEDNET Support Services Contractor.
4. To arrange all meetings through written and oral communication within the district.

COMPENSATION:

1. The Sednet Support Services contractor will be compensated at \$25.00 per hour. Hours shall not exceed forty (40) per month, without prior approval from the ESE Director.
2. Invoices shall be submitted to the ESE Director as activities are completed. Invoices shall be paid in accordance with the Local Government Prompt Payment.
3. The School Board agrees to reimburse mileage to and from schools at the current approved rate.
4. The terms and conditions of School Board’s purchase order are incorporated herein by reference.

RESPECTFULLY SUBMITTED:

Darla Dumas, SEDNET Support Services Contractor	Date	
Approved: Terry D. Roth, ESE Director	Date	
Approved: The School Board of Clay County, Florida Carol Studdard, Chairman	Date	

It is recommended that you examine all Contract requirements thoroughly. Any questions you have should be directed as follows:

Terry D. Roth, Director
 Exceptional Student Education
 (904) 284-6509

SEDNET SUPPORT SERVICES CONTRACTOR JOB DUTIES:

The following job/contract duties for Sednet Support Services contractor are assumed through contracting of Sednet Support Services contractor, part-time to carry out services in the district, via the SEDNET 4 IDEA Part B and Part B Trust entitlement, IDEA Discretionary grants and/or other district general revenue or special revenue funds. This SEDNET Support Services Contractor will work with the SEDNET Project Manager and be responsible to the ESE Director.

Job/Contract Duties - SEDNET Support Services Contractor

1. Coordinate with agency personnel to ensure services are provided to eligible students.
2. Support SEDNET initiatives serving at risk students.
3. Support the SEDNET annual conference.
4. Assist with the SEDNET tracking system for eligible students.
5. Communicate with agencies, providers, and the funding entity.
6. Support the student and parent after-hours programs as needed.
7. Provide analysis of data as requested to determine program needs.
8. Collaborate with families in crisis to access needed programs.
10. Perform other duties of a similar nature or level as assigned by the ESE Director.