

## **PARENT LIAISON SERVICES CONTRACT – FY 2013-2014**

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

QUALIFICATIONS: Mrs. McElyea has experience as a parent advocate and in performing parent training of advocacy sufficient to justify us to contract her as a provider and trainer. Direct and consultation services provided by Contractor shall commence **July 1, 2013** and end **June 30, 2014**.

BACKGROUND: These services were defined in the **2013-2014** IDEA, Part B Discretionary Supplement. This parent liaison is contracted to provide the duties in the parent services draft job duties included in the federal grant and listed in Appendix A. The major activities that may augment, promote and support Clay District Schools parent activities are to be identified by the ESE Director and Contractor from potential areas of contribution to district parent services, including:

- a. Developing a parent services plan
- b. Assisting with district initiatives
- c. Support parent Advocacy and Training
- d. Assist Professionals
- e. Communicate with parents
- f. Build community support

### 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 **2013-2014** 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 Parent Liaison and to approve all drafts, final products and invoices for payment.

2. To review the draft brochures, data collection instruments, plans and reports and provide technical review comments to the Parent Liaison. To distribute surveys, as per evaluation plans. To complete activities in accordance with the specification and time line agreed upon by the ESE Director and Parent Liaison.
3. To arrange all meetings through written and oral communication within the district.
4. To provide the Parent Liaison with requested data from various district departments.
5. To conduct other such tasks as to facilitate product development and technical review of products.

COMPENSATION:

1. The parent advocate will be compensated at \$35.00 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:

\_\_\_\_\_  
Jill McElyea, Parent Liaison

\_\_\_\_\_  
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

## PARENT LIAISON JOB DUTIES:

The following job/contract duties for parent services are assumed through contracting of parent, part-time to carry out parent services in the district, via the IDEA Discretionary Supplement Grant and/or other district general revenue or special revenue funds. This Parent Liaison will work with the Parent Specialist and be responsible to the ESE Director.

### Job/Contract Duties - ESE Parent Service

1. Develop a parent services plan through the discretionary supplement (parent services) component for the IDEA grant.
2. Develop updated program specific brochures and disseminate them to staff and parents. Maintain a parent library.
3. Develop newsletters to parents.
4. Help to resolve in-district informal mediation sessions between school and parents working with the Parent Specialist and the ESE Director.
5. Help promote parent workshops and conduct them for parents. Assist in the identification of topics of interest.
6. Work with school advisory committees, the District Parent Advisory Committee, and planning teams to increase meaningful parent participation.
7. Suggest topics for workshops for professionals on effective practices to support parents.
8. Help conduct needs assessment activities and surveys with parents to determine their needs for information and training.
9. Support community parent activities such as Special Olympics, Very Special Arts, Special Scouting, and the KIDS Conference, etc.
10. Perform other duties of a similar nature or level as assigned by the ESE Director.