

AGENDA

SPECIAL SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

May 2, 2023

5:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. ESSER III FUNDING
5. AGREEMENTS/CONTRACTS
  - a. Agreement Between the School Board of Gadsden County and McMillian's Tax & Accounting Services – **SEE PAGE #2**  
  
Fund Source: ESSER III  
Amount: \$15,000.00  
  
ACTION REQUESTED: The Superintendent recommends approval.
  - b. Dual Enrollment Articulation Agreement Between the School Board of Gadsden County and Southeastern University, Inc. – **SEE PAGE #9**  
  
Fund Source: FEFP  
Amount: As Determined by Enrollment (3-credit course: \$200.00 per student;  
4 credit course: \$266.68 per student)  
  
ACTION REQUESTED: The Superintendent recommends approval.
6. Educational Items by the Superintendent
7. School Board Requests and Concerns
8. Adjournment

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5a

DATE OF SCHOOL BOARD MEETING: May 2, 2023

TITLE OF AGENDA ITEM: Agreement between the School Board of Gadsden County and McMillian's Tax & Accounting Services.

DIVISION: K-12 Education

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The contractor will provide grant management support to include: (a) management of budgets for ESSER grants; (b) provide monthly financial updates regarding ESSER spending, (c) monitor financial activity of ESSER funding, (d) conduct/facilitate draw downs of funds from FDOE and € maintain records of expenditures, deposits, and other related fiscal activities.

FUND SOURCE: ESSER III

AMOUNT: \$15,000

PREPARED BY: Tammy McGriff, EdS



POSITION: Assistant Superintendent, Academic Services PreK-12

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INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

**AGREEMENT BETWEEN THE  
GADSDEN COUNTY SCHOOL BOARD (HEREIN "GCSB") AND  
MCMILLAN'S TAX & ACCOUNTING SERVICES**

**THIS AGREEMENT** ("Agreement") is made and entered into by and between the Gadsden County School BOARD, hereinafter referred to as "GCSB," and McMillan's Tax & Accounting Services, hereinafter referred to as "Contractor." GCSB and Contractor are sometimes referred to herein individually as a "Party" and collectively as "the Parties."

**PURPOSE:** At the direction of GCSB, Contractor shall provide management of ESSER grants and services as set forth in the Scope of Work, Exhibit A.

- 1. Performance.** Contractor shall perform in accordance with the conditions and criteria set forth herein and as set forth in the Scope(s) of Work, which is attached hereto as Exhibit A and is incorporated as an integral part of this Agreement. Contractor shall perform all services in a professional, competent, and timely manner, and in accordance with industry standards and all applicable law, including any applicable privacy law or other restriction governing the collection and reporting of data.
- 2. Billing and Payment.** For services provided pursuant to this Agreement, GCSB shall pay Contractor as follows:
  - a. Professional Fees.** Fees shall be calculated in accordance with the fee schedule set forth in Exhibit A attached hereto upon Contractor's delivery to GCSB of a detailed invoice and any additional items specified in Exhibit A. Unless otherwise provided for within the applicable Scope of Work, all fees are payable in arrears to Becary C. McMillan, CPA.
  - b. Invoicing Process.** Contractor shall submit all invoices to Tammy McGriff, Assistant Superintendent of Academic Services along with any required supporting documentation in accordance with the invoicing schedule outlined in Attachment A. All invoices, bills for fees, costs, reimbursements, or other compensation shall be in a form with sufficient detail to allow GCSB and other relevant entities of the State of Florida to conduct an audit thereof. Invoices are payable within 30 days upon receipt of invoice with proper documentation.
- 3. Term.** This Agreement shall become effective on April 1st, 2023, and shall end on June 30th, 2023. This Agreement may be extended should both parties agree to enter an amendment.

**4. Termination.**

The parties hereto contemplate this contract to run for the designated time period cited above subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with thirty (30) days written notice. Upon termination, the district shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the AGREEMENT prior to termination.

## 5. Agreement Managers.

GCSB: Tammy McGriff, Assistant Superintendent of Academic Services  
35 Martin Luther King Blvd  
Quincy, Florida 32351

Contractor: Becary C. McMillan  
690 Brooke Hampton Dr.  
Tallahassee, FL 32311  
[bcmillancpa@gmail.com](mailto:bcmillancpa@gmail.com)

6. **Notices.** All notices pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand delivery, United States Postal Service with return receipt requested, by overnight express delivery, fax or electronic mail to the other Party's Agreement Manager at the address listed in Section 5.

In the event that notices are transmitted via fax or electronic mail, the date of the fax or electronic mail shall be the effective date of the notice. Notice by electronic mail must be given to each electronic mail address listed for a Party's Agreement Manager in Section 5.

7. **Independent Contractor.** The Contractor shall act as an independent contractor and not as an employee of GCSB in the performance of the tasks and duties that are the subject of this Agreement. CONSULTANT agrees to comply with all requirements of the Jessica Lunsford Act. No statement in this Agreement shall be construed to make Contractor, its employees, contractors, servants or agents of the employees of GCSB, and they shall not be entitled to any of the rights, privileges or benefits of employees of GCSB. In its capacity as an independent contractor, Contractor has the right to perform services for others during the time in which this Agreement is in effect. Furthermore, Contractor has the right to control the manner and means of delivery of the services provided under this Agreement.

Contractor understands and agrees that as an independent contractor, Contractor will not be entitled to, and GCSB will not provide, employee benefits, including but not limited to paid leave, insurance (health, dental, vision, or other), retirement, or any other benefit provided to employees of GCSB. GCSB will not obtain workers' compensation insurance on behalf of Contractor or any of Contractor's employees or subcontractors. If the Contractor hires any employee(s) or subcontractor(s) to perform work within the scope of this Agreement, Contractor will be responsible for providing worker's compensation insurance to the extent required by law.

GCSB shall not pay or withhold, and Contractor will hold GCSB harmless from, costs for employee benefits, employee taxes, including unemployment, FICA, and state and federal income tax, insurance, and other costs typically arising from an employer-employee relationship. Contractor shall pay its own expenses, including salaries and commissions to Contractor's employees and subcontractors and all taxes incurred in doing business.

Nothing in the terms of this Agreement shall be construed to create a partnership between Contractor and GCSB. Contractor does not have the right to enter into

contracts or other agreements or otherwise act as an agent of GCSB in any fashion.

8. **Subcontractors.** Unless otherwise stated in the applicable Scope of Work, the Contractor may, with prior written approval from GCSB, subcontract components of work performed under this Agreement. The Contractor must make every reasonable effort to ensure that GCSB is not liable to, or liable for, subcontractors retained by the Contractor. The provisions of this section may be modified in a Scope of Work in the event GCSB requires Contractor to engage a particular subcontractor.
9. **PUBLIC RECORDS.** Where applicable, documents prepared pursuant to this AGREEMENT may be subject to Florida's Public Records Law. Refusal of the CONSULTANT to allow public access to such records shall constitute grounds for cancellation of this AGREEMENT.
10. **ACCESS AND RETENTION OF RECORDS.** The DISTRICT shall have access to all CONSULTANT'S records that are directly pertinent to this AGREEMENT. The CONSULTANT shall retain all required records for five (5) years after the DISTRICT makes the final payment and all other pending matters are closed. The CONSULTANT shall maintain accurate, current, and complete disclosure of all financial and/or activity results/records of the project in accordance with established Federal, State, and District requirements.
11. **Bankruptcy or Change of Ownership.** Contractor shall notify GCSB within five (5) business days if Contractor files for bankruptcy or changes ownership. GCSB will have the right to terminate this Agreement immediately upon receipt of such notification.
12. **Non-Discrimination.** Both parties agree to comply with all provisions of United States and Florida law and policy regarding non-discrimination and equal employment opportunities. Both parties also agree to provide a harassment-free workplace and give priority management attention and action to any allegation of harassment.
13. **Modification.** This Agreement may not be altered, modified, amended, or changed in any manner, except pursuant to a written agreement executed and delivered by each of the Parties. Additionally, any such modification, amendment or change becomes effective as of the last date signed by the necessary Parties or such later date as the Parties may agree therein. However, either Party may change its Agreement Manager and contact information by notifying the other Party's Agreement Manager by electronic mail.
14. **Execution of Agreement.** The parties agree that the execution of this Agreement may be by electronic signature and maintained and transacted by electronic record. Additionally, this Agreement may be signed in any number of counterparts. Each counterpart is an original. Together, all counterparts form one single document.
15. **TERMINATION OF AGREEMENT.** The parties hereto contemplate this contract to run for the duration of the grant award as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice. Upon termination, the DISTRICT shall be responsible for payment of all costs incurred by CONSULTANT in the performance of the Agreement prior to termination.
16. **AGREEMENT AS INCLUDING ENTIRE AGREEMENT.** This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other

provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.

CONFLICT OF INTEREST: As of the date of this Agreement, the CONSULTANT is not a party to any oral or written contract or understanding or legal or regulatory obligation that will in any way limit or conflict with his/her ability to fulfill the terms of the Agreement.

17. **ENFORCEMENT.** Jurisdiction for enforcement of this agreement shall lie in the courts of Gadsden County, Florida. Any action by a party for enforcement of this agreement shall be maintained in Gadsden County.

**IN WITNESS HEREOF**, by signature below, both parties agree to abide by the terms, conditions, and provisions of this Agreement document.

**Leroy McMillian**  
**Gadsden County School BOARD (GCSB)**  
**BOARD CHAIR**

**Becary C. McMillan**  
**Contractor**  
**Party's Agreement Manager**

**Becary McMillan** Digitally signed by Becary McMillan  
Date: 2023.04.10 12:05:19 -04'00'

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A  
SCOPE OF WORK**

1. Contractor shall provide grant management to include the following:
  - Set up and manage ESSER budgets
  - Provide monthly financial updates regarding ESSER Spending
  - Monitor financial activity of ESSER funding
  - Draw down funds from the Florida Department of Education
  - Maintain records of expenditures, deposits, etc.
  
2. Payment Terms: GCSB shall pay to the Contractor \$5,000.00 (Five thousand dollars) monthly for services noted in Exhibit A, Item 1. The total contract for April 1, 2023 through June 30, 2023 is \$15,000.00 (Fifteen thousand dollars). Any services requested and provided outside this scope of work will be billed at \$50 per hour rounded to the nearest quarter hour.
  
3. All invoices and proof of performance must be forwarded to Agreement Manager identified in Section 5 of Agreement. Proof of performance or a list of services provided, must be provided to demonstrate progress. All invoices are payable within 30 days of receipt of invoice and proof of performance. Failure to provide invoice and proof of performance as indicated will delay payment processing.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 5b

**DATE OF SCHOOL BOARD MEETING:** May 2, 2023

**TITLE OF AGENDA ITEM:** **Dual Enrollment Articulation Agreement between the School Board of Gadsden County and Southeastern University, Inc.**

**DIVISION:** District-wide


       This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

The purpose of this agenda item is to request board approval of the Dual Enrollment Articulation Agreement between the School Board of Gadsden County and Southeastern University, Inc. to begin implementation during the 2023-2024 school year.

**FUND SOURCE:** FEFP

**AMOUNT:** As Determined by Enrollment (*3-credit Course: \$200.00 per student; 4-credit Course: \$266.68 per student*)

**PREPARED BY:** Tammy McGriff, EdS 

**POSITION:** Assistant Superintendent of Academic Services

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 5

CHAIRMAN'S SIGNATURE: page(s) numbered 5

REVIEWED BY: \_\_\_\_\_



## DUAL ENROLLMENT ARTICULATION AGREEMENT

THIS DUAL ENROLLMENT ARTICULATION AGREEMENT (the "Agreement") is made and entered into with an effective date of June 1, 2023 (the "Effective Date") by and between **Southeastern University, Inc.**, a Florida not for profit corporation (the "University"), and the **School Board of Gadsden County, Quincy, Florida** (the "District"), (collectively referred to as the "Parties").

WITNESSETH:

WHEREAS, the University is an institution of higher learning which offers associate's, bachelor's, master's, and doctoral degree programs in several disciplines; and

WHEREAS, the University is accredited by the Southern Association of Colleges and Schools Commission on Colleges, pursuant to the requirements of Section 1011.62, Florida Statutes (2018); and

WHEREAS, the District is a public school district that offers secondary degree programs; and

WHEREAS, the Parties desire to promote the most efficient and effective use of their resources and to offer students the broadest possible range of educational opportunities; and

WHEREAS, the Parties desire to enter into an articulation agreement delineating the processes and procedures to enable students to dual enroll and concurrently earn credits towards secondary and postsecondary degrees; and

WHEREAS, the Parties understand that this Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 2004 and all regulations, rules, and guidelines promulgated thereunder.

NOW THEREFORE, in consideration of the promises and mutual covenants of the Parties contained herein and for other good and valuable consideration, the parties hereto agree as follows:

1. **Definition of Dual Enrollment Courses.** Dual enrollment college credit academic courses shall be those courses offered by the University that correspond to the Statewide Articulation Coordinating Committee Dual Enrollment Course Equivalency List published by the Florida Department of Education. The District shall accept these postsecondary courses toward meeting the requirements of Section 1003.4282, Florida Statutes (2018). All courses must be approved through the state course numbering system. After a course is approved to be included on the Dual Enrollment Course

Equivalency List, the syllabus must be reviewed and approved through the District's Dual Enrollment Committee and appropriate curriculum specialists of the District for district adoption. Only approved courses may be offered as dual enrollment courses for the upcoming school year. Courses approved during the school year, if approved, may be offered the semester following approval.

2. **Duties of the University.** During the term of this Agreement and subject to the terms and conditions contained herein, the University agrees to provide certain courses and services (the "University Services") to qualifying students of the District (the "Students"), which University Services are more fully described in **Exhibit A** attached hereto and incorporated herein as part of this Agreement.
3. **Duties of the District.** During the term of this Agreement and subject to the terms and conditions contained herein, the District agrees to provide certain services (the "District Services") to the University and to the Students, which District Services are more fully described in **Exhibit B** attached hereto and incorporated herein as part of this Agreement.
4. **Compensation.** In exchange for the University providing the University Services to the District and the Students, the University will receive compensation from the District as set forth on **Exhibit C** attached hereto and incorporated herein as part of this Agreement.
5. **Qualification of a District Student to Apply to the University.** A Student must meet all of the following criteria in order to apply for admission to the University:
  - a. The Student must be in compliance with the current requirements of Florida law with respect to dual enrollment student eligibility, as set forth in Florida Statutes §1007.271 (2018) and Florida Administrative Code §6A-14.064 (2018), as may be amended from time to time; provided, however, that exceptions may be made on an individual basis if the Student in question has received a recommendation from such Student's school counselor or school administrator which sets forth one or more reasons for the exception, and such reasons are acceptable to the University, in the University's sole discretion; and
  - b. The Student must meet the admission qualifications as described in the then current Catalog of the University, a copy of which is available from the University's website, and which may be amended from time to time by the University without prior notice to the District.
6. **Application to the University.** All Students satisfying the criteria described in paragraph 5 of this Agreement are permitted to submit an application to the University. The initial qualification of a Student to apply to the University does not guarantee the Student admission to the University nor obligate the University to accept the Student. Additionally, a Student admitted to the University may not be admitted into that Student's

desired major at the University. The University retains an unfettered right to deny applications submitted to the University, and no Student shall be guaranteed admission into the University or into a specific major at the University.

7. **Responsibilities of Students.** All Students admitted into the University and enrolling in courses at the University must adhere to and remain in compliance with all rules, regulations, policies, and procedures governing the actions of ordinary students of the University, including, without limitation, the Academic Integrity Policy. If the University determines that the Student has violated such rules, regulations, policies or procedures, the University may unilaterally remove the Student from all dual enrollment courses and expel the Student from the University.
8. **Maintenance of Academic Standing.** Each Student admitted to the University must maintain good academic standing at the University (2.0 GPA) in order to continue in dual enrollment courses and must maintain a high school 3.0 unweighted GPA. If a Student falls below these criteria, the Student will be dis-enrolled from the dual enrollment program; provided, however, that the Student may be reinstated following the grading period that the Student's overall unweighted GPA returns to the required minimums. A Student whose University GPA falls below 2.0 may repeat classes as set forth herein, and such Student may not take additional classes until his or her University GPA is 2.0 or above. A Student must repeat all classes where a grade of D or F is earned and must earn a C or higher before additional classes can be taken by the Student. A Student may repeat a class only one (1) time while dual enrolled. Any Student who will graduate prior to completion of a University dual enrollment course may not register for the course through dual enrollment.
9. **Graduation from Secondary Education Institution.** If a Student (i) completes the high school diploma under the provisions for early high school graduation in Section 1003.4281, Florida Statutes (2018), or (ii) graduates from the secondary institution, the Student will be reclassified as a degree seeking student at the University and the Student will be required to pay tuition, fees, and instructional materials in the same manner and amount as non-dual enrollment students at the University.
10. **Application of Credits.** Upon matriculation to the University after receiving a diploma from the secondary institution, credits earned by a Student shall be applied as follows:
  - a. A Student shall be eligible to apply credits for those courses offered by the University and set forth on **Exhibit D** attached hereto and incorporated herein, subject to the conditions set forth herein this Agreement.
  - b. A Student shall earn academic credit for courses taken by the student and set forth on **Exhibit D**.

- c. Authority over all academic policies or practices not mentioned in this Agreement shall remain with the University.

11. **Joint Cooperation.** The University's and the District's academic affairs, registrar, and advising offices will collaborate, meeting at least annually, to discuss the articulation process and to update the District on the University's general education requirements. The parties agree to monitor the performance of this Agreement to strengthen the articulation between the District and the University. The District and the University shall each appoint a representative to serve as a liaison to the other Party with respect to this Agreement.

12. **Promotion/Outreach.** The District agrees to publicize this Agreement to prospective Students, and to inform qualified Students matriculating to the University of the opportunities and benefits under the terms of this Agreement.

13. **Confidentiality.** The parties agree that all individual Student records including names, whether academic, personal or otherwise, shared between the University and the District for the purposes of facilitating enrollment in either institution, shall be treated as private and confidential. The University and the District shall each use any records acquired for their institutional purposes only and each of them shall comply with all federal, state, and local laws regarding student privacy, including, without limitation, the Family Educational Rights and Privacy Act ("FERPA").

14. **Term and Termination.** This Agreement shall be effective as of the Effective Date for the academic year 2023-24. This Agreement shall be for the term of one (1) year, beginning on the Effective Date, and shall be automatically renewed for successive terms of one (1) year each, unless terminated as provided for herein. Either Party may terminate this Agreement for any reason, with or without cause, upon thirty (30) days advance written notice to the other Party. Notwithstanding any such termination, the parties agree that if the District's Students are enrolled in academic courses at the University and the academic term has started before the date of termination, the Agreement will terminate on the ending date of any course which has already started on the date of any such termination and which maintains continuous enrollment of the District's Students.

15. **Notice.** Any notice required or authorized under this Agreement shall be in writing and shall be deemed given (i) five (5) days after deposit in the United States mail, postage prepaid, certified and return receipt requested, or (ii) on the date delivered by hand delivery, addressed as follows:

- a. To the University: Southeastern University, Inc.  
1000 Longfellow Boulevard  
Lakeland, Florida 33801  
Attn: Meghan Griffin, PhD.  
Provost

b. To the District:  Gadsden  County Public Schools

35 Martin Luther King Jr Blvd, Quincy, FL  
32351 Attn: Elijah Key  
Superintendent &  
Tammy McGriff  
Assistant Superintendent Academic Services

Either Party may subsequently change its address contained in this notice provision by giving the other Party written notice of said change in accordance with the provisions of this paragraph.

- 16. **Non-Exclusive.** This Agreement is not an exclusive contract, and nothing in this Agreement shall be construed as limiting the right of either Party to affiliate or contract with any other entity, on either a limited or general basis, while the Agreement is in effect.
- 17. **Compliance with Law.** The University and the District shall each comply with all federal, state, and local laws, including, without limitation, FERPA and all laws relating to dual enrollment of Students.
- 18. **Assignment.** Neither Party may assign this Agreement or delegate its duties hereunder to a third person or entity without the prior express written consent of the other Party.
- 19. **Amendment.** This Agreement may only be modified or amended by the mutual written agreement of the parties. Any such modification or amendment shall be signed by an authorized representative of each Party and shall be attached to and become part of this Agreement.
- 20. **Entire Agreement.** This Agreement, including the attached Exhibits and Schedules, contains the entire agreement of the parties hereto and supersedes all prior oral or written negotiations, representations, agreements, understandings, proposals, or undertakings with respect to the subject matter thereof.

IN WITNESS WHEREOF, the parties have hereto executed this Agreement as of the day and year first written above.

University:

District:

SOUTHEASTERN UNIVERSITY, INC.

Gadsden   
COUNTYPUBLIC  
SCHOOLS, QUINCY,  
FLORIDA

By:

By:

Dr. Meghan Griffin  
Provost

Elijah Key :Superintendent &  
Leroy McMillan: School Board Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT A

### University Services

The University shall provide the following services in accordance with the terms of the Agreement to which this Exhibit A is attached:

1. **Approval of Dual Enrollment Courses.** The University shall provide a syllabus for each proposed dual enrollment course to the District for review. The University shall cooperate with the District to obtain approval for each dual enrollment course offered to dual enrollment Students.
2. **Curriculum and Assessments for Dual Enrollment Courses.** For each approved dual enrollment course, the University shall: (i) provide the syllabus and learning objectives, (ii) identify and approve the course materials, and (iii) provide Student assessments, including, without limitation, an end of course assessment.
3. **Admission of Students.** The University shall evaluate applications submitted by Students who meet the District's qualifications for the dual enrollment program. The University, in its sole discretion, shall determine whether a Student shall be admitted to the University. The University shall cooperate with the District to determine appropriate deadlines for Student applications from the District and Student admission decisions by the University. The University shall inform both the District and the Student as to whether the Student has been accepted to the University.
4. **Student Support Services.** The University shall provide the following Student support services:
  - a. The University Registrar's Office shall: (i) maintain the University course catalog, (ii) enter course schedules into the University's student information system, (iii) enroll Students in dual enrollment courses, (iv) certify degrees (if any), and (v) issue transcripts.
  - b. The University Advising Office shall: (i) provide assessment of Student transcripts, (ii) provide advisory services to Students, and (iii) coordinate with the University faculty on maintenance of degree audit sheets and course sequencing for timely degree completion.
  - c. The University's Institutional Effectiveness Office shall: (i) maintain quality control of all of the University's dual enrollment processes, (ii) ensure the University's dual enrollment processes are followed to assess outcomes of dual enrollment classes, (iii) monitor and maintain the University's accreditation, and (iv) compile and report required institutional data for the University.
  - d. The University's Student Services Office shall provide career counseling.
  - e. The University's Office of Academic and Auxiliary Services shall ensure compliance with appropriate state and federal laws, including without limitation, the Americans with Disabilities Act.

- f. The University's Academic Center for Enrichment shall: (i) provide tutoring in all subjects to Students who need assistance, and (ii) provide assistance with writing, formatting, and editing papers in APA, MLA, and/or Turabian styles.
  - g. The University's Library Services Office shall maintain and make available access to all books and media, including, without limitation, on-line research databases, to all Students, consistent with the availability of such services to other University students.
5. **Information Technology.** For all Students, the University shall (i) create, manage, and maintain email accounts, and (ii) allow network access to the University's student information system, learning management system, and the MySEU portal.
6. **Student Identification Card.** For all Students, the University shall make available for purchase a student identification card which can be used for participation in the University's student-life events, social events, athletic events, and other services, including, without limitation, Polk Transit services. The University shall charge the Students the then current rate charged to other students at the University for such cards, which rate shall be effective for one (1) semester. Any Student who desires such a card shall pay the then current rate for such card for each semester of enrollment.



## **EXHIBIT B**

### **District Services**

The District shall provide the following services in accordance with the terms of the Agreement to which this Exhibit B is attached:

1. **Selection of Dual Enrollment Courses.** The District shall review the proposed dual enrollment course list provided by the University and select from this list each dual enrollment course to be offered to dual enrollment Students during each academic semester within the term of this agreement. The District shall provide at least sixty (60) days advance written notice to the University of the dual enrollment courses to be offered to District Students.
2. **Oversight of the District's Schools.** The District shall be responsible for the following matters:
  - a. The District shall ensure that all District schools which enroll Students publicize, inform, and encourage their students to apply for the dual enrollment program with the University.
  - b. The District shall ensure that all District schools and District administrators comply with the terms of this Agreement and all laws governing dual enrollment programs.

## **EXHIBIT C**

### **Compensation**

The District shall compensate the University as follows:

For each individual Student enrolled in an online course listed in **Exhibit D**, the sum of Two Hundred Dollars (\$200.00) per Student per three-credit course and Two Hundred Sixty Six Dollars and Sixty-Eight Cents (\$266.68) per Student per four-credit course, plus the cost of course material fees, if applicable.

The calculation of the number of enrolled Students for determination of the compensation set forth above shall be based on the number of Students enrolled in each class at the expiration of the drop/add period set forth on the University's academic calendar. If a Student withdraws from the course after the drop/add period expiration, there shall be no refund to the District. However, if a Student enrolls in a course after the drop/add period expiration, the fees listed above for such additional Student shall be due to the University.

The University shall, within two (2) weeks after the drop/add period expiration, send to the District an invoice setting forth the total amount due to the University based upon the enrollment of Students.

## EXHIBIT D

### Dual Credit Courses Offered by the University

**Courses.** University partners and contracts with TEL Education to deliver dual credit courses for District students. TEL Education courses have been vetted and reviewed for quality and alignment with University's comparable courses. Courses offered for dual credit meet the highest standards of University's faculty review. Course equivalencies are listed below in Table 1.

**Course Delivery.** All TEL Education courses and courses offered through the University for District students are delivered in an online medium.

**Course Availability.** The TEL Education catalog is continually growing, and future courses may be added to the course schedule at the discretion of the University. The District may allow eligible students approved for admission to enroll in any course listed in the TEL Education catalog.

**Table 1: Course Equivalencies**

TEL Course Code	Course Number	Course Title	Credits	SEU Course Code	Course Number	Course Title	HS Credits
MATH	1103	Quantitative Analysis I	3	MATH	2033	Quantitative Methods in Business	0.5
MATH	1203	College Algebra	3	MATH	1213	College Algebra	1
BIO	1303	Introduction to Biology	3	BIOL	1233	Biology I	1
BIO	1311	Introduction to Biology Lab	1	BIOL	123L	Biology I Lab	
HUM	2203	Survey of the New Testament	3	BINT	1233	New Testament Survey	0.5
HIST	2103	U.S. History I	3	HIST	2123	Critical Issues in American History	0.5
HIST	2203	U.S. History II	3	HIST	2123	General Elective	0.5
PSC	1103	American Government	3	POLS	2413	United States Government	0.5
PHY	1103	Introduction to Physical Sciences	3	PHYS	1113	Intro to Physics	1
PHY	1111	Introduction to Physical Sciences Lab	1	PHYS	111L	Intro to Physics Lab	
CHEM	2103	Chemistry I	3	CHEM	1533	General Chemistry I	1
CHEM	2111	Chemistry I Lab	1	CHEM	153L	General Chemistry I Lab	
HUM	1103	Introduction to Christianity	3	HUMS	1000	Humanities Elective	0.5
HUM	2103	Old Testament	3	BIOT	1133	Old Testament Survey	0.5
ECON	2103	Microeconomics	3	BUSI	2203	Microeconomics	0.5
PSY	1203	Principles of Psychology	3	PSYC	1133	Introduction to Psychology	0.5

ICT	1303	Introduction to Information Technology	3	CTIS	1133	Foundations of Information Systems	0.5
COM	1103	Introduction to Communication	3	COMM	1433	Fundamentals of Speech	0.5
BUS	1203	Introduction to Business & Entrepreneurship	3	BUSI	1003	Foundations of Business	0.5
HUM	1203	World Civilizations I	3	HIST	2133	Critical Issues in World History	0.5
HUM	1303	Philosophy of Life	3	PHIL	3233	Introduction to Philosophy	0.5
ENG	1303	Language & Composition	3	ENGL	1113	College Composition	1
ENG	1403	Research & Composition	3	ENGL	2113	Professional Communication	1
HUM	1403	Introduction to Literature	3	ENGL	2133	Introduction to Literature	1
MUS	1103	Music Appreciation	3	MUSC	1003	Music Appreciation	0.5
LATN	2105	Latin I	3	ELEC	1001	General Elective	0.5
COL	1101	College Readiness	1	ELEC	1001	General Elective	0.5