

Agreement between the School Board of Sarasota County, Florida  
by and through Suncoast Technical College  
and the Literacy Council of Sarasota, Inc.

In an effort to improve the provision of adult education services offered in Sarasota County, the School Board of Sarasota County, Florida, by and through its Suncoast Technical College (STC) enters into this contractual agreement with the Literacy Council of Sarasota, Inc. (Literacy Council) through which the Literacy Council will provide tutoring services for adult students at the STC Newtown extension site. The following terms have been agreed upon effective August 13, 2018 and ending May 24, 2019.

**Scope of Work:** The Literacy Council will provide tutors in Adult Basic Education (ABE) and General Education Development (GED)<sup>®</sup> skill areas including reading, writing, and math to assist adult students enrolled in the ABE and GED programs at the STC Newtown site, located at 2400 Colson Avenue, Sarasota. Literacy Council tutors will provide a combined total of up to six hours per week of tutoring services at the STC Newtown site between August 13, 2018 and May 24, 2019. When providing services under this contract, tutors will sign in and out on a tutoring log form that will be maintained and verified by an STC Newtown staff member. Tutoring will be scheduled during regular class hours in accordance with the Sarasota County school district calendar and the STC Newtown class schedule. STC will provide space at the STC Newtown site, textbooks, and other instructional materials to support the tutoring services provided. Literacy Council tutors will work under the guidance and direction of STC Newtown instructional staff.

**Deliverables:** Literacy Council tutors will provide one-on-one or small group instruction in reading, writing, and math at the STC Newtown site for adults enrolled in ABE and GED classes.

**Performance standards:** Any tutors provided under this contract will be individuals who have successfully completed 12 hours of tutor training provided through the Literacy Council by a ProLiteracy certified trainer. Tutors will provide instruction in skill areas that are included in the State of Florida Department of Education ABE and GED curriculum frameworks. Tutors will follow guidance from STC Newtown instructional staff to ensure that the tutoring provided supports students' individualized instructional plans.

**Payment:** In consideration of tutoring services provided under this agreement, STC will pay the Literacy Council at the rate of \$45 per hour of tutoring provided for a maximum of six total hours per week during the 38-week project period. Payment will be made following receipt of a monthly invoice from the Literacy Council that includes a report listing the dates and times of tutoring services that were provided during the billing period. Invoiced hours will be verified using the tutoring log form described above under *Scope of Work*. The maximum total amount to be billed in accordance with this agreement is \$10,260. Fees, other than those specified, may not be charged to participants for the tutoring services provided through this agreement.

**Remedies for nonperformance:** Payment will be made based upon the actual hours of tutoring services provided in accordance with the terms of this contract. For any tutoring hours not provided, payment will be reduced at the rate of \$45 per hour.

**Background checks:** Before any of the Literacy Council of Sarasota's employees or agents will be permitted on school grounds while students are present, such employees or agents will be fingerprinted and their backgrounds checked as provided by Florida law. Literacy Council of Sarasota's employees and agents will coordinate with the School Board to arrange a mutually convenient time for the School Board to conduct the fingerprinting. The School Board will cover the fingerprinting costs of up to two Literacy Council employees who will be providing services under this agreement during the project period. The School Board has the right to refuse entry onto its school grounds to any individual whose background check does not meet the requirements established by the School Board pursuant to Florida law.

**Termination:** This Agreement shall commence on August 13, 2018 and end on May 24, 2019. Notwithstanding this term, either party may terminate this agreement without cause upon thirty (30) days written notice to the other party, with neither party owing the other any further performance under this agreement.

**Notice:** Any notice given or required to be given pursuant to this Agreement shall be hand delivered or mailed, first class postage prepaid, to the School Board at Suncoast Technical College, 4748 Beneva Road, Sarasota, Florida, 34233, and to the Literacy Council of Sarasota, Inc. at 1750 17<sup>th</sup> Street, Sarasota, Florida 34234, to the attention of the Executive Director, or at such other address as either party may direct in writing.

**Publicity:** Any promotion of a significant nature involving the sponsored program must be approved by, coordinated with, and shall include mention of Suncoast Technical College.

**Records:** Literacy Council shall comply with Florida's Public Records Law including:

- a) keeping and maintaining public records that ordinarily and necessarily would be required by STC in order to perform the service;
- b) providing the public with access to public records on the same terms and conditions that STC would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
- c) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- d) meeting all requirements for retaining public records and transferring, at no cost, to the STC all public records in possession of the Literacy Council upon termination of the Agreement and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to STC in a format that is compatible with the information technology systems of the STC.

**If the Literacy Council has questions regarding the application of Chapter 119, Florida Statutes, to its duty to provide public records relating to this contract, contact the Custodian of Public Records at 941-927-9000, [publicrecordrequest@sarasotacountyschools.net](mailto:publicrecordrequest@sarasotacountyschools.net), The School Board of Sarasota County, Florida, 1960 Landings Blvd., Sarasota, FL 34231.**

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

*The Literacy Council of Sarasota, Inc.*

By: \_\_\_\_\_  
Thomas D. Melville, Executive Director

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

*The School Board of Sarasota County, Florida*

By: \_\_\_\_\_  
Bridget Ziegler, Chair

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

By: \_\_\_\_\_  
Todd Bowden, Superintendent of Schools

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

Approved for Legal Content  
June 5, 2018, by Matthews Eastmoore,  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: ASH