

Clarke Schools for Hearing and Speech/Jacksonville
Policies and Procedures for Reporting Alleged Professional Misconduct
February 25, 2019

It is the duty of any Clarke Schools for Hearing and Speech/Jacksonville employee to identify and immediately report alleged professional misconduct to our Administrators/Co-Directors, Cynthia S. Robinson or Alisa Demico. In the case that Cynthia S. Robinson or Alisa Demico are not available at the time of reporting alleged professional misconduct, the person to whom alleged professional misconduct should be reported is Tina Morris, Operations Manager.

Cynthia S. Robinson or Alisa Demico, or in the case of their absence, Tina Morris, should immediately be notified of any alleged professional misconduct first by phone at (904) 880-9001 and then by email at crobinson@clarkeschools.org, ademico@clarkeschools.org, or tmorris@clarkeschools.org, in order to start written documentation of any alleged professional misconduct at Clarke Schools for Hearing and Speech/Jacksonville.

Explanation of Employee Liability Protections

<u>Employee</u>	<u>Professional Liability Coverage</u>
Alisa Demico, M.S., CCC-SLP, LSLS Cert. AVT Co-Director	\$2,000,000 each incident \$5,000,000 Aggregate
Sarah Husted, M.S., CCC-SLP	\$2,000,000 each incident \$5,000,000 Aggregate
Angela Pardee, M.S., CCC-SLP, LSLS Cert. AVEd	\$2,000,000 each incident \$5,000,000 Aggregate
Mary Carlson, M.A., CCC-SLP	\$2,000,000 each incident \$5,000,000 Aggregate
Angela Watters, M.S., CCC-SLP, LSLS Cert. AVT	\$2,000,000 each incident \$5,000,000 Aggregate

The above Professional Liability coverage is supplied through the Liberty Insurance Underwriters, Inc., 55 Water Street, 18th Floor, New York, NY 10041.