

# AGENDA

## SCHOOL BOARD WORKSHOP

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

November 17, 2015

4:30 P.M.

THIS WORKSHOP IS OPEN TO THE PUBLIC

1. Call to Order
2. Financial Data Report
3. Discussion Items
  - a. List of contractors and notification to Board regarding vendors with total payments greater than \$15,000 and other payment issues.
  - b. Miscellaneous finance department items:
    - i. Miscellaneous verbal updates.
  - c. Other – agenda items:
    - i. Agenda item – Approval of PO 188412 for Head Start portable renovations. **SEE PAGE #43**
    - ii. Agenda item – DESF contracts for two 5<sup>th</sup> grade teachers at Havana Magnet School. **SEE PAGE #45**
4. Review of Proposed School Board Policies – **SEE PAGE #50**
5. School Board Requests and Concerns
6. Adjournment

NUMBER- REV	ACCOUNT-----	BUDGETED	ACCRUED	RECEIVABLE	ACCRUED	COLLECTED UNACCRUED	TOTAL	PCT
191	ROTC	110,000.00	.00	.00	.00	42,364.50	42,364.50	39%
202	MEDICAID	330,000.00	.00	.00	.00	.00	.00	0%
280	FEDERAL THROUGH LOCAL	390,000.00	.00	.00	.00	97,269.35	97,269.35	25%
310	FLA. EDU. FINANCE PROG (FEFP)	23,671,732.00	.00	.00	.00	9,720,789.00	9,720,789.00	41%
315	WORKFORCE DEVELOPMENT	559,873.00	.00	.00	.00	233,280.00	233,280.00	42%
318	ADULTS WITH DISABILITIES	272,048.00	.00	.00	.00	.00	.00	0%
341	RACING COMMISSION FUNDS	223,250.00	.00	.00	.00	.00	.00	0%
342	STATE FOREST FUNDS	5,000.00	.00	.00	.00	.00	.00	0%
343	STATE LICENSE TAX	15,000.00	.00	.00	.00	4,484.60	4,484.60	30%
344	DISTRICT DISCRETIONARY LOTTERY	48,725.00	.00	.00	.00	.00	.00	0%
355	CLASS SIZE REDUCTION	5,709,917.00	.00	.00	.00	2,379,130.00	2,379,130.00	42%
361	SCHOOL RECOGNITION FUNDS	230,957.00	.00	.00	.00	.00	.00	0%
371	Voluntary Pre-K Program	715,200.00	.00	.00	.00	204,613.34	204,613.34	29%
390	MISCELLANEOUS STATE REVENUE	8,652.30	.00	.00	.00	3,708.44	3,708.44	43%
399	OTHER MISCELLANEOUS STATE REV	11,347.70	.00	.00	.00	.00	.00	0%
411	DISTRICT SCHOOL TAXES	7,879,080.00	.00	.00	.00	3,795,697.67	3,795,697.67	48%
421	TAX REDEMPTIONS	50,000.00	.00	.00	.00	13,262.03	13,262.03	27%
425	RENT	2,000.00	.00	.00	.00	1,019.25	1,019.25	51%
430	INTEREST, INCLUD PROFIT ON INVE	5,000.00	.00	.00	.00	.00	.00	0%
431	INTEREST ON INVESTMENTS	.00	.00	.00	.00	2,152.17	2,152.17	0%
433	NET INCR/DECR INVESTMENTS	.00	.00	.00	.00	6,030.88	6,030.88	-
440	GIFTS, GRANTS, AND BEQUESTS	13,000.00	.00	.00	.00	.00	.00	0%
461	ADULT GENERAL ED. COURSE FEES	3,000.00	.00	.00	.00	.00	.00	0%
462	POSTSECONDARY VOC COURSE FEE	40,000.00	.00	.00	.00	39,307.49	39,307.49	98%
467	GENERAL ED DEVEL GED TEST FEES	5,000.00	.00	.00	.00	.00	.00	0%
479	OTHER SCHOOL,COURSE&CLASS FEES	10,000.00	.00	.00	.00	.00	.00	0%
490	MISCELLANEOUS LOCAL SOURCES	17,405.23	.00	.00	.00	170,218.55	170,218.55	978%
491	BUS FEES	.00	.00	.00	.00	7,043.30	7,043.30	0%
492	TRANS SVCS SCHOOL ACTIVITIES	.00	.00	.00	.00	1,914.00	1,914.00	0%
493	SALE OF JUNK	.00	.00	.00	.00	1,324.40	1,324.40	0%
494	REC OF FED INDIRECT COST RATE	10,140.60	.00	.00	.00	63,345.86	63,345.86	625%
497	REFUNDS OF PRIOR YEAR'S EXPEND	12,454.17	.00	.00	.00	1,792.92	1,792.92	14%
630	TRANSFERS FROM CAPITAL PROJ FD	1,449,382.00	.00	.00	.00	50,979.00	50,979.00	4%
730	SALE OF CAPITAL ASSETS	.00	.00	.00	.00	3,700.00	3,700.00	0%
732	SALE OF LAND AND BUILDINGS	.00	.00	.00	.00	8,371.00	8,371.00	0%
740	LOSS RECOVERIES	.00	.00	.00	.00	8,406.25	8,406.25	0%
741	INSURANCE LOSS RECOVERY	.00	.00	.00	.00	10,526.22	10,526.22	0%
		41,798,164.00	.00	.00	.00	16,858,668.46	16,858,668.46	40%

\*





RPRT- F2B20	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	PROCESSED- 11/06/15	PAGE- 4
DIST- 20	SUNTRUST LOAN FOR HMS	REVENUE LEDGER SUMMARY	TIME- 13:19	FY- 15
FUND- 293		REQ-03 SEQ-S,R TOT-1 SRC-D	MONTH- NOVEMBER	PRD- 05
NUMBER- -----	ACCOUNT- -----			
REV		BUDGETED	ACCRUED	RECEIVABLE
630	TRANSFERS FROM CAPITAL PROJ FD	100,649.89	.00	.00
*		100,649.89	.00	.00
			UNACCRUED	TOTAL
			.00	.00
			.00	.00
				PCT
				0%
				0%



RPRT- F2B20	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	PROCESSED- 11/06/15	PAGE- 6
DIST- 20	PECO FUNDS	REVENUE LEDGER SUMMARY	TIME- 13:19	FY- 15
FUND- 340		REQ-03 SEQ-S,R TOT-1 SRC-D	MONTH- NOVEMBER	PRD- 05
NUMBER-----	ACCOUNT-----			
REV		BUDGETED	ACCURUED	RECEIVABLE
391	PUBLIC ED CAPITAL OUTLAY	104,425.00	.00	.00
397	CHARTER SCHOOL CAPITAL OUTLAY	149,382.00	.00	.00
		253,807.00	.00	.00
			ACCURUED	TOTAL
			63,513.00	63,513.00
			50,979.00	50,979.00
			114,492.00	114,492.00
				PCT
				61%
				34%
				45%

\*







RPRT- F2B20  
 DIST- 20  
 FUND- 391  
 GADSDEN COUNTY SCHOOLS  
 CAPITAL OUTLAY OTHER  
 TERMS - FINANCIAL INFORMATION SERIES  
 REVENUE LEDGER SUMMARY  
 REQ-03 SEQ-S,R TOT-1 SRC-D  
 PROCESSED- 11/06/15  
 TIME- 13:19  
 MONTH- NOVEMBER  
 PAGE- 9  
 FY- 15  
 PRD- 05

NUMBER-----	ACCOUNT-----	BUDGETED	ACCRUED	RECEIVABLE	ACCRUED	UNACCRUED	TOTAL	PCT
REV		.00	.00	.00	.00	.00	.00	0%

RPRT- F2B20  
 DIST- 20  
 FUND- 393  
 GADSDEN COUNTY SCHOOLS  
 HAVANA MIDDLE CONSTRUCT  
 TERMS - FINANCIAL INFORMATION SERIES  
 REVENUE LEDGER SUMMARY  
 REQ-03 SEQ-S,R TOT-1 SRC-D  
 PROCESSED- 11/06/15  
 TIME- 13:19  
 MONTH- NOVEMBER  
 PAGE- 10  
 FY- 15  
 PRD- 05

NUMBER-----ACCOUNT-----  
 REV  
 \*

BUDGETED .00  
 ACCRUED .00  
 RECEIVABLE .00  
 ACCRUED .00  
 UNACCRUED .00  
 COLLECTED .00  
 TOTAL .00  
 PCT 0%

RPRT- F2B20	TERMS - FINANCIAL INFORMATION SERIES	PROCESSED- 11/06/15	PAGE- 11	
DIST- 20	REVENUE LEDGER SUMMARY	TIME- 13:19	FY- 15	
FUND- 410	REQ-03 SEQ-S,R	MONTH- NOVEMBER	PRD- 05	
GADSDEN COUNTY SCHOOLS				
FOOD SERVICE FUND # 410				
TOT-1 SRC-D				
NUMBER- -----ACCOUNT-----	BUDGETED	ACCRUED	RECEIVABLE	
REV		ACCRUED	TOTAL	
		UNACCRUED	PCT	
261 SCHOOL LUNCH REIMBURSEMENT	2,258,414.16	.00	828,748.98	37%
262 SCHOOL BREAKFAST REIMBURSEMENT	930,998.28	.00	373,080.58	40%
263 AFTER SCHOOL SNACK REIMB	68,152.00	.00	10,337.74	15%
265 U.S.D.A. DONATED COMMODITIES	213,516.59	.00	.00	0%
267 SUMMER FOOD SERVICE PROGRAM	250,000.00	.00	123,370.82	49%
268 FRESH FRUITS & VEGETABLES	151,800.00	.00	9.00	0%
337 SCHOOL BREAKFAST SUPPLEMENT	30,452.00	.00	18,615.00	61%
338 SCHOOL LUNCH SUPPLEMENT	32,648.00	.00	16,945.00	52%
451 STUDENT LUNCHEES	100,000.00	.00	19,240.03	19%
490 MISCELLANEOUS LOCAL SOURCES	.00	.00	290.68	0%
495 OTHER MISC LOCAL SOURCES	10,000.00	.00	.00	0%
	4,045,981.03	.00	1,390,637.83	34%

\*

RPRT- F2B20	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	PROCESSED- 11/06/15	PAGE- 12
DIST- 20	CONTRACTED PROJECTS FUND 420	REVENUE LEDGER SUMMARY	TIME- 13:19	FY- 15
FUND- 420		REQ-03 SEQ-S,R	MONTH- NOVEMBER	PRD- 05
		TOT-1 SRC-D		
NUMBER-----	ACCOUNT-----		COLLECTED-----	TOTAL
REV		BUDGETED	UNACCRUED	PCT
199	MISCELLANEOUS FEDERAL DIRECT	2,392,038.30	654,567.44	654,567.44
201	VOCATIONAL EDUCATION ACTS	184,315.18	41,625.50	41,625.50
225	TEACHER/PRINCIPAL TRAIN RECRUI	557,584.90	161,579.19	161,579.19
230	INDIVID WITH DISAB ED ACT-IDEA	1,825,901.34	507,270.41	507,270.41
240	ELEM. & SECOND. ED. ACT, TITLE I	5,165,018.64	910,057.89	910,057.89
290	OTHER FEDERAL THROUGH STATE	155,859.43	42,265.70	42,265.70
		10,280,717.79	2,317,366.13	2,317,366.13
				23%

\*

RPRT- F2B20	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	PROCESSED- 11/06/15	PAGE- 13
DIST- 20	ARRA RACE TO THE TOP	REVENUE LEDGER SUMMARY	TIME- 13:19	FY- 15
FUND- 434		REQ-03 SEQ-S,R TOT-1 SRC-D	MONTH- NOVEMBER	PRD- 05
NUMBER-----ACCOUNT-----				
REV			-----COLLECTED-----	TOTAL
214 RACE TO THE TOP	BUDGETED	ACCRUED	UNACCRUED	PCT
	334,368.09	.00	109,593.24	109,593.24 33%
	334,368.09	.00	109,593.24	109,593.24 33%

\*



ASSETS	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
1108 SUNTRUST BANK LOAN HMS	.17	.00	.00	.17
1109 BENEFITS ACCOUNT	.00	.00	.00	.00
1111 GENERAL FUND CASH	.00	.00	.00	.00
1112 CASH-CAPITAL CITY	680,328.57-	.00	.00	680,328.57-
1113 CASH - CENTENNIAL BANK	1,049,779.53	.00	.00	1,049,779.53
1114 PAYROLL CLEARING ACCT	3,903.11	.00	793,820.43	789,917.32-
1115 ACCTS PAYABLE CLEARING ACCT	.00	.00	546,827.86	546,827.86-
1116 PETTY CASH	50.00	.00	.00	50.00
1117 WORKER'S COMPENSATION	435,880.85-	.00	5,886.74	441,767.59-
1119 CASH EQUIVALENT AT SBA	1,237,944.23	.00	.00	1,237,944.23
1120 TAXES RECEIVABLE	10.00	.00	.00	10.00
1121 TAXES RECEIVABLE CURRENT YEAR	.00	.00	.00	.00
1122 TAXES RECEIVABLE PRIOR YEAR	.00	.00	.00	.00
1130 ACCOUNTS RECEIVABLE	23,728.75	.00	.00	23,728.75
1139 ACCOUNTS RECEIVABLE OTHER	.00	.00	.00	.00
1141 GENERAL OPERATING FUND	.00	.00	.00	.00
1142 DUE FROM INTERNAL FUND	14,347.10	.00	.00	14,347.10
1143 CAPITAL IMPROVEMENT FUNDS	.00	.00	.00	.00
1144 DUE FROM FOOD SERVICE FUND	.00	.00	.00	.00
1145 DUE FROM 420 FUND	248,912.52	.00	.00	248,912.52
1146 DUE FROM 431 FUNDS	.00	.00	.00	.00
1147 OTHER FUNDS FOR A/C PAYABLE	.00	.00	.00	.00
1148 LOAN TO SET UP BENEFITS ACCT	85,803.27	.00	.00	85,803.27
1149 DUE FROM 432 FUNDS	.00	.00	.00	.00
1150 INVENTORY	.00	.00	.00	.00
1154 INSTRUCTIONAL MATERIALS	.00	.00	.00	.00
1155 CUSTODIAL SUPPLIES	238.21	.00	.00	238.21
1156 EQUIPMENT	.00	.00	.00	.00
1158 TRANSPORTATION	71,715.62	.00	.00	71,715.62
1159 MAINTENANCE	55,237.51	.00	.00	55,237.51
1161 DUE FROM 433 FUND	.00	.00	.00	.00
1162 DUE FROM 435 FUND	.00	.00	.00	.00
1163 S.B.E. BONDS	.00	.00	.00	.00
1164 SBA INVESTMENTS POOL B	.00	.00	.00	.00
1165 DUE FROM 434 FUND	.00	.00	.00	.00
1169 Other Securities-Investments	.00	.00	.00	.00
1220 DUE FROM OTHER AGENCIES	5,045.27	.00	.00	5,045.27
1224 DUE FROM STATE	.00	.00	.00	.00
1225 U.S. GOVERNMENT-R O T C	.00	.00	.00	.00
1227 DUE FROM INTERNAL REVENUE SER	.00	.00	.00	.00
1228 P THOMAS RETIR LIFE IN/OUT	.00	.00	.00	.00
1229 OTHER	.00	.00	.00	.00
1231 INSURANCE, ETC.	.00	.00	.00	.00
1510 ESTIMATED REVENUE	30,778,955.55	4,637,154.21	.00	35,416,109.76
1520 ENCUMBRANCES	2,005,737.53	107,400.14	179,641.78	1,933,495.89
1530 EXPENDITURES	10,922,737.49	1,679,258.41	.00	12,601,995.90
* TOTAL ASSETS AND OTHER DEBITS	45,387,936.44	6,423,812.76	1,526,176.81	50,285,572.39
LIABILITIES 2020 CLEARING ACCOUNT - PAYROLL	.00	.00	.00	.00



	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
2100 CLEARING	212,654.41-	.00	.00	212,654.41-
2114 BOARD BENEFITS-OTHER	.00	80,165.92	282,634.91	202,468.99
2120 ACCOUNTS PAYABLE	.00	.00	.00	.00
2121 OTHER	.00	.00	.00	.00
2122 DEDUCT/CONTRIB FOR EMP ON LEAV	873.90	.00	.00	873.90
2161 DUE TO GENERAL FUND	.00	.00	.00	.00
2162 DUE TO DEBT SERVICE FUND	.00	.00	.00	.00
2163 DUE TO CAPITAL PROJ. FUND	.00	.00	.00	.00
2164 DUE TO FOOD SERVICE FUND	.00	.00	.00	.00
2165 DUE TO CONTRACTED PROGRAM FUND	112,325.00	.00	.00	112,325.00
2167 DUE TO ACCOUNTS PAYABLE FUND	.00	.00	.00	.00
2169 DUE TO 432 FUND	.04	.00	.00	.04
2170 PAYROLL DED & WITHOLDINGS	.00	1,115,684.38	1,115,684.38	.00
2171 DEDUCTIONS	.00	.00	.00	.00
2172 CURRENTLY AVAILABLE	.00	.00	.00	.00
2173 OTHER PAYROLL DEDUCTIONS	1,510.14-	191,609.56	321,863.95	128,744.25
2179 BENEFIT ACCOUNT HOLDING RE1109	.00	.00	.00	.00
2220 DEPOSITS PAYABLE	1,390.29	.00	.00	1,390.29
2221 LIABILITY FOR CORP.CARD EXP.	.00	.00	.00	.00
2230 DUE TO OTHER AGENCIES	.00	.00	.00	.00
2235 DUE TO HRS	.00	.00	.00	.00
2271 STATE BOARD OF ADMINISTRATION	.00	.00	.00	.00
2500 BUDGETARY CREDITS	150.00	.00	.00	150.00
2510 APPROPRIATIONS	35,398,564.48	.00	.00	40,035,718.69
2520 REVENUE	10,855,327.40	.00	.00	10,855,327.40
2710 RESTRICTED FOR STATE CARRYOVER	.00	.00	.00	.00
2720 RESERVED FOR ENCUMBRANCES	2,005,737.53	179,641.78	107,400.14	1,933,495.89
2730 RESERVE FOR INVENTORY	.00	.00	.00	.00
2750 UNASSIGNED FUND BALANCE	1,005,139.37	.00	.00	1,005,139.37
2760 UNRESERVED FUND BALANCE	.00	.00	.00	.00
2763 DESIGNATED FOR ANNUAL LEAVE	.00	.00	.00	.00
2769 UNDESIGNATED FUND BALANCE	3,777,407.02-	.00	.00	3,777,407.02-
2891 ADJUSTMENTS TO FUND BALANCE	.00	.00	.00	.00
* TOTAL LIABILITIES	45,387,936.44	1,567,101.64	6,464,737.59	50,285,572.39



	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
ASSETS				
1112 CASH-CAPITAL CITY	.00	.00	.00	.00
1510 ESTIMATED REVENUE	.00	.00	.00	.00
1530 EXPENDITURES	185,861.83	.00	.00	185,861.83
* TOTAL ASSETS AND OTHER DEBITS	185,861.83	.00	.00	185,861.83
LIABILITIES				
2510 APPROPRIATIONS	.00	.00	.00	.00
2520 REVENUE	185,861.83	.00	.00	185,861.83
2750 UNASSIGNED FUND BALANCE	.00	.00	.00	.00
2769 UNDESIGNATED FUND BALANCE	.00	.00	.00	.00
* TOTAL LIABILITIES	185,861.83	.00	.00	185,861.83

	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
ASSETS				
1108 SUNTRUST BANK LOAN HMS	.00	.00	.00	.00
1510 ESTIMATED REVENUE	.00	.00	.00	.00
1530 EXPENDITURES	100,682.77	.00	.00	100,682.77
* TOTAL ASSETS AND OTHER DEBITS	100,682.77	.00	.00	100,682.77
LIABILITIES				
2510 APPROPRIATIONS	.00	.00	.00	.00
2520 REVENUE	100,682.77	.00	.00	100,682.77
2725 RESTRICTED FUND BAL DEBT SERV	.00	.00	.00	.00
2769 UNDESIGNATED FUND BALANCE	.00	.00	.00	.00
* TOTAL LIABILITIES	100,682.77	.00	.00	100,682.77

	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
ASSETS				
1112 CASH-CAPITAL CITY	.00	.00	.00	.00
1115 ACCTS PAYABLE CLEARING ACCT	.00	.00	.00	.00
1510 ESTIMATED REVENUE	.00	.00	.00	.00
1530 EXPENDITURES	.00	.00	.00	.00
* TOTAL ASSETS AND OTHER DEBITS	.00	.00	.00	.00
LIABILITIES				
2510 APPROPRIATIONS	.00	.00	.00	.00
2520 REVENUE	.00	.00	.00	.00
2726 CAPITAL PROJ RESTRICTED FD BAL	.00	.00	.00	.00
2769 UNDESIGNATED FUND BALANCE	.00	.00	.00	.00
* TOTAL LIABILITIES	.00	.00	.00	.00

		BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
ASSETS	1112 CASH-CAPITAL CITY	174.00-	.00	.00	174.00-
	1115 ACCTS PAYABLE CLEARING ACCT	.00	.00	.00	.00
	1510 ESTIMATED REVENUE	182,654.00	.00	.00	182,654.00
	1520 ENCUMBRANCES	.00	.00	.00	.00
	1530 EXPENDITURES	182,654.00	.00	.00	182,654.00
*	TOTAL ASSETS AND OTHER DEBITS	365,134.00	.00	.00	365,134.00
LIABILITIES	2161 DUE TO GENERAL FUND	.00	.00	.00	.00
	2510 APPROPRIATIONS	182,654.00	.00	.00	182,654.00
	2520 REVENUE	182,480.00	.00	.00	182,480.00
	2720 RESERVED FOR ENCUMBRANCES	.00	.00	.00	.00
	2769 UNDESIGNATED FUND BALANCE	.00	.00	.00	.00
*	TOTAL LIABILITIES	365,134.00	.00	.00	365,134.00

	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
ASSETS				
1112 CASH-CAPITAL CITY	318,689.93	.00	.00	318,689.93
1120 TAXES RECEIVABLE	.00	.00	.00	.00
1141 GENERAL OPERATING FUND	.00	.00	.00	.00
1163 S.B.E. BONDS	56,683.90-	.00	.00	56,683.90-
1220 DUE FROM OTHER AGENCIES	65,956.90	.00	.00	65,956.90
1510 ESTIMATED REVENUE	53,851.46	.00	.00	53,851.46
1530 EXPENDITURES	.00	.00	.00	.00
* TOTAL ASSETS AND OTHER DEBITS	381,814.39	.00	.00	381,814.39
LIABILITIES				
2163 DUE TO CAPITAL PROJ. FUND	.00	.00	.00	.00
2510 APPROPRIATIONS	53,851.46	.00	.00	53,851.46
2520 REVENUE	.00	.00	.00	.00
2632 DEFERRED REV - UNAVAILABLE	8,950.76	.00	.00	8,950.76
2726 CAPITAL PROJ RESTRICTED FD BAL	262,006.03	.00	.00	262,006.03
2769 UNDESIGNATED FUND BALANCE	57,006.14	.00	.00	57,006.14
* TOTAL LIABILITIES	381,814.39	.00	.00	381,814.39

	ASSETS	LIABILITIES	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
	1108	SUNTRUST BANK LOAN HMS	5,022.86	.00	.00	5,022.86
	1112	CASH-CAPITAL CITY	198,498.50	.00	.00	198,498.50
	1115	ACCTS PAYABLE CLEARING ACCT	.00	.00	920.00	920.00-
	1143	CAPITAL IMPROVEMENT FUNDS	.00	.00	.00	.00
	1220	DUE FROM OTHER AGENCIES	.00	.00	.00	.00
	1510	ESTIMATED REVENUE	15,851.57	.00	.00	15,851.57
	1520	ENCUMBRANCES	146,044.76	3,110.08	2,225.04	146,929.80
	1530	EXPENDITURES	400,104.56	920.00	.00	401,024.56
	*	TOTAL ASSETS AND OTHER DEBITS	765,522.25	4,030.08	3,145.04	766,407.29
	2100	CLEARING	212,654.41	.00	.00	212,654.41
	2120	ACCOUNTS PAYABLE	.00	.00	.00	.00
	2161	DUE TO GENERAL FUND	.00	.00	.00	.00
	2163	DUE TO CAPITAL PROJ. FUND	.00	.00	.00	.00
	2510	APPROPRIATIONS	2,570,462.89	.00	.00	2,570,462.89
	2520	REVENUE	3,818.52	.00	.00	3,818.52
	2720	RESERVED FOR ENCUMBRANCES	146,044.76	2,225.04	3,110.08	146,929.80
	2769	UNDESIGNATED FUND BALANCE	2,167,458.33-	.00	.00	2,167,458.33-
	*	TOTAL LIABILITIES	765,522.25	2,225.04	3,110.08	766,407.29



		BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
ASSETS	1112 CASH-CAPITAL CITY	.00	.00	.00	.00
	1115 ACCTS PAYABLE CLEARING ACCT	.00	.00	.00	.00
	1118 SBA 16013 CHARTER SCH C. OUTLAY	.00	.00	.00	.00
	1141 GENERAL OPERATING FUND	.00	.00	.00	.00
	1164 SBA INVESTMENTS POOL B	.00	.00	.00	.00
	1510 ESTIMATED REVENUE	.00	.00	.00	.00
	1530 EXPENDITURES	.00	.00	.00	.00
	* TOTAL ASSETS AND OTHER DEBITS	.00	.00	.00	.00
LIABILITIES	2100 CLEARING	.00	.00	.00	.00
	2120 ACCOUNTS PAYABLE	.00	.00	.00	.00
	2161 DUE TO GENERAL FUND	.00	.00	.00	.00
	2167 DUE TO ACCOUNTS PAYABLE FUND	.00	.00	.00	.00
	2510 APPROPRIATIONS	.00	.00	.00	.00
	2520 REVENUE	.00	.00	.00	.00
	2769 UNDESIGNATED FUND BALANCE	.00	.00	.00	.00
	* TOTAL LIABILITIES	.00	.00	.00	.00



ASSETS	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
1112 CASH-CAPITAL CITY	339,261.61	.00	.00	339,261.61
1114 PAYROLL CLEARING ACCT	.00	.00	.00	.00
1115 ACCTS PAYABLE CLEARING ACCT	.00	.00	37,643.33	37,643.33
1116 PETTY CASH	1,000.00	.00	.00	1,000.00
1117 WORKER'S COMPENSATION	1.79	.00	.00	1.79
1130 ACCOUNTS RECEIVABLE	.00	.00	.00	.00
1139 ACCOUNTS RECEIVABLE OTHER	.00	.00	.00	.00
1140 DUE FROM OTHER FUNDS	.00	.00	.00	.00
1141 GENERAL OPERATING FUND	.00	.00	.00	.00
1142 DUE FROM INTERNAL FUND	.00	.00	.00	.00
1144 DUE FROM FOOD SERVICE FUND	.00	.00	.00	.00
1145 DUE FROM 420 FUND	5,983.00	.00	.00	5,983.00
1148 LOAN TO SET UP BENEFITS ACCT	.00	.00	.00	.00
1150 INVENTORY	.00	.00	.00	.00
1151 FOOD STORES	33,437.97	.00	.00	33,437.97
1152 COMMODITY STORES	51,079.29	.00	.00	51,079.29
1153 FOOD SERVICE SUPPLIES	2,520.72	.00	.00	2,520.72
1164 SBA INVESTMENTS POOL B	.00	.00	.00	.00
1220 DUE FROM OTHER AGENCIES	.00	.00	.00	.00
1224 DUE FROM STATE	.00	.00	.00	.00
1510 ESTIMATED REVENUE	4,045,981.03	.00	.00	4,045,981.03
1520 ENCUMBRANCES	1,507,927.52	135,796.35	37,535.33	1,334,595.84
1530 EXPENDITURES	1,301,020.26	37,643.33	.00	1,338,663.59
* TOTAL ASSETS AND OTHER DEBITS	7,288,209.61	98,153.02	75,178.66	7,114,877.93
LIABILITIES				
2020 CLEARING ACCOUNT - PAYROLL	.00	.00	.00	.00
2114 BOARD BENEFITS-OTHER	.00	.00	.00	.00
2120 ACCOUNTS PAYABLE	.00	.00	.00	.00
2161 DUE TO GENERAL FUND	5,822.00	.00	.00	5,822.00
2167 DUE TO ACCOUNTS PAYABLE FUND	.00	.00	.00	.00
2170 PAYROLL DED & WITHOLDINGS	.00	.00	.00	.00
2173 OTHER PAYROLL DEDUCTIONS	.00	.00	.00	.00
2500 BUDGETARY CREDITS	.00	.00	.00	.00
2510 APPROPRIATIONS	4,545,981.03	.00	.00	4,545,981.03
2520 REVENUE	939,723.32	.00	.00	939,723.32
2720 RESERVED FOR ENCUMBRANCES	1,507,927.52	37,535.33	135,796.35	1,334,595.84
2769 UNDESIGNATED FUND BALANCE	288,755.74	.00	.00	288,755.74
2891 ADJUSTMENTS TO FUND BALANCE	.00	.00	.00	.00
* TOTAL LIABILITIES	7,288,209.61	37,535.33	135,796.35	7,114,877.93

ASSETS	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
1112 CASH-CAPITAL CITY	699.09	.00	.00	699.09
1113 CASH - CENTENNIAL BANK	.00	.00	.00	.00
1114 PAYROLL CLEARING ACCT	3,351.47	.00	89,344.84	92,696.31
1115 ACCTS PAYABLE CLEARING ACCT	182.00	.00	95,207.30	95,025.30
1117 WORKER'S COMPENSATION	5.65	.00	518.38	524.03
1120 TAXES RECEIVABLE	.00	.00	.00	.00
1130 ACCOUNTS RECEIVABLE	4,336.16	.00	.00	4,336.16
1139 ACCOUNTS RECEIVABLE OTHER	.00	.00	.00	.00
1141 GENERAL OPERATING FUND	112,325.00	.00	112,325.00	112,325.00
1145 DUE FROM 420 FUND	.00	.00	.00	.00
1147 OTHER FUNDS FOR A/C PAYABLE	.00	.00	.00	.00
1161 DUE FROM 433 FUND	.00	.00	.00	.00
1220 DUE FROM OTHER AGENCIES	4,638.48	.00	.00	4,638.48
1224 DUE FROM STATE	.00	.00	.00	.00
1229 OTHER	.00	.00	.00	.00
1510 ESTIMATED REVENUE	11,298,358.72	3,500.00	.00	11,301,858.72
1520 ENCUMBRANCES	1,110,288.99	171,871.44	72,490.03	865,927.52
1530 EXPENDITURES	1,870,880.35	213,192.80	.00	2,084,073.15
* TOTAL ASSETS AND OTHER DEBITS	14,389,074.71	44,821.36	257,560.55	14,176,335.52
LIABILITIES				
2020 CLEARING ACCOUNT - PAYROLL	.00	.00	.00	.00
2100 CLEARING	.00	.00	.00	.00
2114 BOARD BENEFITS-OTHER	84.68	7,360.04	24,654.12	17,378.76
2120 ACCOUNTS PAYABLE	.00	.00	.00	.00
2122 DEDUCT/CONTRIB FOR EMP ON LEAV	.00	.00	.00	.00
2161 DUE TO GENERAL FUND	330,715.78	.00	.00	330,715.78
2164 DUE TO FOOD SERVICE FUND	5,983.00	.00	.00	5,983.00
2165 DUE TO CONTRACTED PROGRAM FUND	.00	.00	.00	.00
2167 DUE TO ACCOUNTS PAYABLE FUND	.00	.00	.00	.00
2170 PAYROLL DED & WITHOLDINGS	.00	118,256.37	118,256.37	.00
2173 OTHER PAYROLL DEDUCTIONS	111.76	18,083.33	28,911.53	10,939.96
2221 LIABILITY FOR CORP.CARD EXP.	.00	.00	.00	.00
2230 DUE TO OTHER AGENCIES	.00	.00	.00	.00
2231 DUE STATE-CASH ADVANCES	.00	.00	.00	.00
2412 DEFERRED REV-CASH ADVANCE	.00	.00	.00	.00
2500 BUDGETARY CREDITS	765,612.49	.00	.00	765,612.49
2510 APPROPRIATIONS	2,284,315.37	.00	3,500.00	2,287,815.37
2520 REVENUE	10,660,114.12	.00	.00	10,660,114.12
2720 RESERVED FOR ENCUMBRANCES	1,110,288.99	72,490.03	171,871.44	865,927.52
2760 UNRESERVED FUND BALANCE	.00	.00	.00	.00
2769 UNDESIGNATED FUND BALANCE	768,151.48	.00	.00	768,151.48
2891 ADJUSTMENTS TO FUND BALANCE	.00	.00	.00	.00
* TOTAL LIABILITIES	14,389,074.71	216,189.77	3,450.58	14,176,335.52

	ASSETS	1112	CASH-CAPITAL CITY	BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
		1114	PAYROLL CLEARING ACCT	.00	.00	.00	.00
		1115	ACCTS PAYABLE CLEARING ACCT	.00	.00	.00	.00
		1117	WORKER'S COMPENSATION	.00	.00	.00	.00
		1130	ACCOUNTS RECEIVABLE	.00	.00	.00	.00
		1165	DUE FROM 434 FUND	.00	.00	.00	.00
		1220	DUE FROM OTHER AGENCIES	.00	.00	.00	.00
		1510	ESTIMATED REVENUE	277,644.75	.00	.00	277,644.75
		1520	ENCUMBRANCES	.00	.00	.00	.00
		1530	EXPENDITURES	2,001.64-	.00	.00	2,001.64-
		*	TOTAL ASSETS AND OTHER DEBITS	275,643.11	.00	.00	275,643.11
	LIABILITIES	2114	BOARD BENEFITS-OTHER	.00	.00	.00	.00
		2120	ACCOUNTS PAYABLE	.00	.00	.00	.00
		2161	DUE TO GENERAL FUND	.00	.00	.00	.00
		2170	PAYROLL DED & WITHOLDINGS	.00	.00	.00	.00
		2173	OTHER PAYROLL DEDUCTIONS	.00	.00	.00	.00
		2412	DEFERRED REV-CASH ADVANCE	.00	.00	.00	.00
		2510	APPROPRIATIONS	.00	.00	.00	.00
		2520	REVENUE	9,074,791.36	.00	.00	9,074,791.36
		2720	RESERVED FOR ENCUMBRANCES	8,797,146.61-	.00	.00	8,797,146.61-
		2769	UNDESIGNATED FUND BALANCE	2,001.64-	.00	.00	2,001.64-
		*	TOTAL LIABILITIES	275,643.11	.00	.00	275,643.11





NUMBER-	ACCOUNT-----	DESCRIPTION	BUDGETED	--MTD---	EXPENDED	--YTD---	EXPENDED	COMMITTED	ENCUMBERED	-----	BALANCE-	-----	PCT
FUNC/OBJ											AMOUNT		
5100	INSTRUCTIONAL K-12												
120	CLASSROOM TEACHER-REGULAR PA		9,463,219.19	.00	2,408,385.11	7,054,834.08			.00		.00	0	
121	CLASSROOM TEACHER-MISC EARNI		125.95	.00	1,047.02				.00		921.07-	731-	
123	TEACHER SUPPLEMENT		141,736.13	.00	36,619.54	114,907.67			.00		9,791.08-	6-	
124	CLASSRM TEACH-ANNUAL LEAVE		2,687.37	.00	2,687.37				.00		.00	0	
125	CLASSROOM TEACHER-SICK PAY		39,104.14	.00	39,104.14				.00		.00	0	
128	CLASSROOM TEACHER-SUMMER SCH		22,091.86	.00	22,091.86				.00		.00	0	
140	SUBSTITUTES		40,762.58	.00	76,528.49				.00		35,765.91-	87-	
150	INSTRUCTIONAL ASSIST-REGULAR		204,349.15	.00	48,816.22	155,532.93			.00		.00	0	
158	PARAPROFESSIONAL-SUMMER SCHO		882.84	.00	882.84				.00		.00	0	
210	RETIREMENT		740,619.17	.00	189,856.43	551,211.18			.00		448.44-	0	
220	SOCIAL SECURITY		747,578.79	.00	187,765.20	560,383.70			.00		570.11-	0	
230	BOARD MEDICAL & DENTAL INS		1,028,273.85	.00	252,879.11	775,394.74			.00		.00	0	
232	BOARD TERM LIFE INSURANCE		23,805.06	.00	6,180.73	17,624.33			.00		.00	0	
240	WORKERS COMPENSATION		49,447.82	.00	13,781.88	35,753.65			.00		87.71-	0	
300	PURCHASED SERVICES		4,555,154.21	.00					.00		4,555,154.21	100	
310	PROFESSIONAL AND TECHNICAL		1,295,741.26	.00	1,179,619.17				118,793.09		2,671.00-	0	
330	TRAVEL		130.40	.00	252.90				.00		122.50-	93-	
350	REPAIRS AND MAINTENANCE		1,475.38	.00	1,446.51				28.87		.00	0	
360	RENTALS		70,021.04	.00	35,640.00				46,651.04		12,270.00-	17-	
370	COMMUNICATIONS		500.00	.00	500.00				.00		.00	0	
390	OTHER PURCHASED SERVICES		60,000.00	.00	32,633.70				27,366.30		.00	0	
510	SUPPLIES		130,644.43	.00	109,942.95	376.58			20,526.89		201.99-	0	
520	TEXTBOOKS		99,532.96	.00	99,076.29				456.67		.00	0	
530	PERIODICALS		192.00	.00	171.25				20.75		.00	0	
643	COMPUTER EQUIP-MORE THAN \$75		13,656.64	.00	13,656.64				.00		.00	0	
644	COMPUTER EQUIP-LESS THAN \$75		1,900.50	.00	3,435.12				.00		1,534.62-	80-	
730	DUES AND FEES		102,254.30	.00	98,807.15				3,447.15		.00	0	
970	TRANSFERS TO INTERNAL SER FU		30,000.00	.00	30,000.00				.00		.00	0	
5200	EXCEPTIONAL												
120	CLASSROOM TEACHER-REGULAR PA		1,724,474.71	.00	413,773.96	1,334,671.15			.00		23,970.40-	1-	
121	CLASSROOM TEACHER-MISC EARNI		1,234.51	.00	2,518.82				.00		1,284.31-	104-	
123	TEACHER SUPPLEMENT		6,340.00	.00	1,267.92	5,072.08			.00		.00	0	
125	CLASSROOM TEACHER-SICK PAY		2,058.84	.00	2,058.84				.00		.00	0	
128	CLASSROOM TEACHER-SUMMER SCH		68,698.01	.00	68,698.01				.00		.00	0	
140	SUBSTITUTES		14,235.40	.00	15,811.04				.00		1,575.64-	11-	
150	INSTRUCTIONAL ASSIST-REGULAR		513,790.48	.00	127,128.44	386,662.04			.00		.00	0	
158	PARAPROFESSIONAL-SUMMER SCHO		36,327.79	.00	36,327.79				.00		.00	0	
160	OTHER SUPPORT PERSONNEL-REG		44,655.64	.00	9,857.68	34,797.96			.00		.00	0	
161	OTHER SUPPORT-MISC EARNINGS		1,019.86	.00	2,557.25				.00		1,537.39-	150-	
168	OTHER SUPPORT PERS-SUMMER SC		929.23	.00	929.23				.00		.00	0	
210	RETIREMENT		187,806.60	.00	52,073.61	137,586.79			.00		1,853.80-	0	
220	SOCIAL SECURITY		181,481.24	.00	48,665.78	134,732.11			.00		1,916.65-	1-	
230	BOARD MEDICAL & DENTAL INS		319,148.98	.00	75,102.10	248,037.08			.00		3,990.20-	1-	
232	BOARD TERM LIFE INSURANCE		5,833.59	.00	1,487.47	4,426.72			.00		80.60-	1-	
240	WORKERS COMPENSATION		14,918.57	.00	4,222.46	10,827.11			.00		131.00-	0	
310	PROFESSIONAL AND TECHNICAL		676,910.25	.00	140,586.35				551,627.90		15,304.00-	2-	



RPRT- F2B31	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	11/06/15	PAGE-		
DIST- 20	GENERAL FUND	BUDGET STATUS SUMMARY	16:02	FY-		
FUND- 110		REQ-01 SEQ-S,F,O	JUNE	PRD-		
NUMBER-----ACCOUNT-----DESCRIPTION		TOT-1 SRC-D		12		
FUNC/OBJ						
390 OTHER PURCHASED SERVICES	BUDGETED	--MTD---	EXPENDED	COMMITTED	ENCUMBERED	-----BALANCE-----
	37,059.75	.00	10,631.26	.00	26,428.49	AMOUNT PCT
5300 VOCATIONAL TECHNICAL						
120 CLASSROOM TEACHER-REGULAR PA	211,511.00	.00	52,877.73	158,633.27	.00	.00 0
123 TEACHER SUPPLEMENT	1,268.00	.00	316.98	951.02	.00	.00 0
125 CLASSROOM TEACHER-SICK PAY	1,642.32	.00	642.32	.00	.00	.00 0
140 SUBSTITUTES	543.38	.00	662.07	.00	.00	118.69- 21-
210 RETIREMENT	19,292.83	.00	4,823.19	14,469.64	.00	.00 0
220 SOCIAL SECURITY	16,151.61	.00	3,943.41	12,208.20	.00	.00 0
230 BOARD MEDICAL & DENTAL INS	21,996.04	.00	5,676.51	16,319.53	.00	.00 0
232 BOARD TERM LIFE INSURANCE	598.45	.00	154.43	444.02	.00	.00 0
240 WORKERS COMPENSATION	1,092.04	.00	283.00	809.04	.00	.00 0
510 SUPPLIES	1,785.42	.00	785.42	.00	.00	.00 0
5400 ADULT GENERAL						
120 CLASSROOM TEACHER-REGULAR PA	495,117.00	.00	136,070.89	359,046.11	.00	.00 0
125 CLASSROOM TEACHER-SICK PAY	15,151.92	.00	15,151.92	.00	.00	.00 0
140 SUBSTITUTES	295.05	.00	649.11	.00	.00	354.06- 120-
210 RETIREMENT	43,261.68	.00	11,676.28	31,585.40	.00	.00 0
220 SOCIAL SECURITY	38,487.82	.00	11,020.79	27,467.03	.00	.00 0
230 BOARD MEDICAL & DENTAL INS	36,031.07	.00	9,195.50	26,835.57	.00	.00 0
232 BOARD TERM LIFE INSURANCE	1,316.01	.00	380.25	935.76	.00	.00 0
240 WORKERS COMPENSATION	2,487.52	.00	774.62	1,712.90	.00	.00 0
510 SUPPLIES	14.59	.00	.00	.00	14.59	.00 0
520 TEXTBOOKS	986.37	.00	.00	.00	986.37	.00 0
692 SOFTWARE- LESS THAN \$750	129.99	.00	.00	.00	129.99	.00 0
5500 PRE-KINDERGARTEN						
120 CLASSROOM TEACHER-REGULAR PA	121,491.37	.00	30,372.84	91,118.53	.00	.00 0
122 TEACHER INSERVICE EARNINGS	8,588.17	.00	8,588.17	.00	.00	.00 0
132 OTHER CERTIFIED INSERVICE	544.05	.00	544.05	.00	.00	.00 0
140 SUBSTITUTES	1,261.63	.00	2,145.52	.00	.00	883.89- 70-
150 INSTRUCTIONAL ASSIST-REGULAR	78,388.43	.00	20,080.11	58,308.32	.00	.00 0
152 INSTRUCTIONAL ASST INSERVICE	2,783.28	.00	2,783.28	.00	.00	.00 0
155 PARAPROFESSIONAL-SICK PAY	1,374.31	.00	1,374.31	.00	.00	.00 0
210 RETIREMENT	15,068.43	.00	3,802.15	11,266.28	.00	.00 0
220 SOCIAL SECURITY	16,167.39	.00	4,736.23	11,431.16	.00	.00 0
230 BOARD MEDICAL & DENTAL INS	24,548.15	.00	6,163.23	18,384.92	.00	.00 0
232 BOARD TERM LIFE INSURANCE	568.60	.00	148.40	420.20	.00	.00 0
240 WORKERS COMPENSATION	1,098.14	.00	336.07	762.07	.00	.00 0
390 OTHER PURCHASED SERVICES	1,775.00	.00	3,690.00	.00	585.00	2,500.00- 140-
510 SUPPLIES	3,382.22	.00	2,075.13	.00	1,307.09	.00 0
5900 OTHER INSTRUCTION						
166 OTHER SUPPORT-HOURLY EMPLOY	59,974.51	.00	83,729.36	.00	.00	23,754.85- 39-
220 SOCIAL SECURITY	4,588.18	.00	6,405.48	.00	.00	1,817.30- 39-
230 BOARD MEDICAL & DENTAL INS	1,396.78	.00	1,396.78	.00	.00	.00 0
240 WORKERS COMPENSATION	388.25	.00	550.64	.00	.00	162.39- 41-
310 PROFESSIONAL AND TECHNICAL	.00	.00	1,400.00	.00	.00	1,400.00-

RPRT- F2B31	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	11/06/15	PAGE- 3
DIST- 20	GENERAL FUND	BUDGET STATUS SUMMARY	TIME- 16:02	FY- 16
FUND- 110		REQ-01 SEQ-S,F,O	MONTH- JUNE	PRD- 12
NUMBER-----ACCOUNT-----DESCRIPTION	BUDGETED	--MTD---	ENCUMBERED	BALANCE-----
FUNC/OBJ		EXPENDED		AMOUNT
				PCT
390 OTHER PURCHASED SERVICES	560.00	.00	.00	.00
510 SUPPLIES	21,363.00	.00	.00	.00
530 PERIODICALS	225.00	.00	.00	.00
6100 PUPIL PERSONNEL SERVICE				
110 ADMINISTRATION-REGULAR PAY	63,627.98	.00	42,418.67	.01-
123 TEACHER SUPPLEMENT	1,268.00	.00	951.02	.00
130 OTHER CERTIFIED REGULAR PAY	1,215,966.81	.00	895,341.45	.00
133 OTHER CERTIFIED-SUPP	1,280.94	.00	329.92	.00
134 OTHER CERT-ANNUAL LEAVE	.00	.00	2,450.12	.00
138 OTHER CERTIFIED-SUMMER SCHOO	22,231.88	.00	22,231.88	.00
140 SUBSTITUTES	1,451.97	.00	2,644.04	.00
160 OTHER SUPPORT PERSONNEL-REG	65,714.61	.00	21,294.63	.00
210 RETIREMENT	104,062.71	.00	29,396.73	.00
220 SOCIAL SECURITY	102,970.10	.00	27,875.23	.00
230 BOARD MEDICAL & DENTAL INS	135,268.72	.00	34,260.49	.00
232 BOARD TERM LIFE INSURANCE	3,678.16	.00	1,000.41	.00
240 WORKERS COMPENSATION	6,981.26	.00	2,677.75	.00
310 PROFESSIONAL AND TECHNICAL	25,025.00	.00	4,999.62	.00
330 TRAVEL	848.63	.00	848.63	.00
360 RENTALS	567.16	.00	389.00	.00
370 COMMUNICATIONS	9,840.25	.00	440.51	.00
390 OTHER PURCHASED SERVICES	18,000.00	.00	12,600.00	.00
510 SUPPLIES	3,191.71	.00	3,206.52	.00
6150 PARENTAL INVOLVEMENT	250.00-	.00	250.00-	.00
330 TRAVEL	.00	.00	900.00	.00
510 SUPPLIES				
6200 INSTRUCTIONAL MEDIA SERVICE				
110 ADMINISTRATION-REGULAR PAY	67,500.00	.00	45,000.00	.00
125 CLASSROOM TEACHER-SICK PAY	2,910.28	.00	2,910.28	.00
130 OTHER CERTIFIED REGULAR PAY	334,560.90	.00	250,295.32	.00
133 OTHER CERTIFIED-SUPP	1,268.00	.00	316.98	.00
140 SUBSTITUTES	654.51	.00	854.51	.00
210 RETIREMENT	33,550.96	.00	24,709.44	.01-
220 SOCIAL SECURITY	30,501.37	.00	7,838.52	.00
230 BOARD MEDICAL & DENTAL INS	37,527.32	.00	22,662.85	.00
232 BOARD TERM LIFE INSURANCE	1,031.42	.00	28,870.96	.00
240 WORKERS COMPENSATION	2,066.00	.00	758.54	.00
310 PROFESSIONAL AND TECHNICAL	139,200.00	.00	1,501.16	.54-
360 RENTALS	24,316.09	.00	76,000.00	.00
370 COMMUNICATIONS	1,551.86	.00	24,375.85	.00
530 PERIODICALS	389.00	.00	39.00	.00
6300 INSTRUCTIONAL/CURRICULUM DEV				
110 ADMINISTRATION-REGULAR PAY	315,390.02	.00	210,259.98	.00
115 ADMINISTRATION-SICK PAY	7,581.75	.00	7,581.75	.00
130 OTHER CERTIFIED REGULAR PAY	210,792.34	.00	148,704.09	.00



NUMBER-	ACCOUNT-	DESCRIPTION	BUDGETED	--MTD-- EXPENDED	--YTD-- EXPENDED	COMMITTED	ENCUMBERED	BALANCE	PCT
								AMOUNT	
161	OTHER SUPPORT-MISC EARNINGS		54.63	.00	54.63	.00	.00	.00	0
170	BOARD MEMBERS-REGULAR PAY		141,200.00	.00	47,034.95	94,165.05	.00	.00	0
210	RETIREMENT		37,938.74	.00	12,640.36	25,298.38	.00	.00	0
220	SOCIAL SECURITY		12,012.64	.00	4,808.99	7,203.65	.00	.00	0
230	BOARD MEDICAL & DENTAL INS		9,640.87	.00	3,115.03	6,525.84	.00	.00	0
232	BOARD TERM LIFE INSURANCE		413.25	.00	146.45	266.80	.00	.00	0
240	WORKERS COMPENSATION		720.38	.00	240.13	480.25	.00	.00	0
250	UNEMPLOYMENT COMPENSATION		2,874.47	.00	2,874.47	.00	.00	.00	0
310	PROFESSIONAL AND TECHNICAL		15,343.65	.00	15,343.65	.00	.00	.00	0
330	TRAVEL		14,370.50	.00	11,068.00	.00	3,302.50	.00	0
370	COMMUNICATIONS		1,443.87	.00	1,443.87	.00	.00	.00	0
390	OTHER PURCHASED SERVICES		7,622.96	.00	2,232.96	.00	5,390.00	.00	0
510	SUPPLIES		3,153.96	.00	1,258.59	.00	1,895.37	.00	0
530	PERIODICALS		3,598.50	.00	2,111.50	.00	1,487.00	.00	0
630	BUILDINGS AND FIXED EQUIPMEN		2,099.83	.00	2,099.83	.00	.00	.00	0
641	FURN, FIXT, EQUIP-MORE THAN \$7		83.94	.00	83.94	.00	.00	.00	0
642	FURN, FIXT, EQUIP-LESS THAN \$7		4,026.24	.00	4,026.24	.00	.00	.00	0
643	COMPUTER EQUIP-MORE THAN \$75		6,315.00	.00	6,315.00	.00	.00	.00	0
644	COMPUTER EQUIP-LESS THAN \$75		342.00	.00	342.00	.00	.00	.00	0
730	DUES AND FEES		117,192.91	.00	160,097.86	.00	.00	42,904.95	36-
7200	GENERAL ADMINISTRATION								
110	ADMINISTRATION-REGULAR PAY		189,691.00	.00	63,206.32	126,484.68	.00	.00	0
113	ADMINISTRATION-SUPP		2,000.00	.00	666.68	1,333.32	.00	.00	0
160	OTHER SUPPORT PERSONNEL-REG		149,506.69	.00	48,542.82	100,963.87	.00	.00	0
161	OTHER SUPPORT-MISC EARNINGS		3,386.86	.00	3,562.25	.00	.00	175.39-	5-
164	OTHER SUPPORT PER-ANNUAL LEA		182.14	.00	182.14	.00	.00	.00	0
165	OTHER SUPPORT PERSONNEL-SICK		62.59	.00	62.59	.00	.00	.00	0
210	RETIREMENT		28,373.33	.00	9,765.88	18,607.45	.00	22.59-	0
220	SOCIAL SECURITY		25,985.03	.00	8,495.59	17,501.81	.00	12.37-	0
230	BOARD MEDICAL & DENTAL INS		28,487.81	.00	8,856.02	19,631.79	.00	.00	0
232	BOARD TERM LIFE INSURANCE		988.57	.00	340.85	647.72	.00	.00	0
240	WORKERS COMPENSATION		1,751.84	.00	592.76	1,159.97	.00	.89-	0
290	OTHER EMPLOYEE BENEFITS		14,910.00	.00	14,910.00	.00	.00	.00	0
310	PROFESSIONAL AND TECHNICAL		32,629.67	.00	17,821.95	.00	14,807.72	.00	0
330	TRAVEL		3,566.63	.00	3,566.63	.00	.00	.00	0
360	RENTALS		195.00	.00	195.00	.00	.00	.00	0
370	COMMUNICATIONS		1,777.14	.00	377.14	.00	1,400.00	.00	0
390	OTHER PURCHASED SERVICES		16,525.00	.00	6,525.00	.00	10,000.00	.00	0
510	SUPPLIES		8,609.37	.00	7,249.11	.00	1,360.26	.00	0
530	PERIODICALS		3,194.00	.00	2,828.00	.00	366.00	.00	0
641	FURN, FIXT, EQUIP-MORE THAN \$7		1,033.89	.00	1,033.89	.00	.00	.00	0
643	COMPUTER EQUIP-MORE THAN \$75		1,630.40	.00	1,630.40	.00	.00	.00	0
730	DUES AND FEES		13,105.00	.00	12,605.00	.00	500.00	.00	0
7300	SCHOOL ADMINISTRATION								
110	ADMINISTRATION-REGULAR PAY		1,812,727.00	.00	527,897.30	1,284,829.70	.00	.00	0
114	ADM-ANNUAL LEAVE		3,125.04	.00	3,125.04	.00	.00	.00	0
115	ADMINISTRATION-SICK PAY		7,320.52	.00	7,320.52	.00	.00	.00	0

FUNG/OBJ	ACCOUNT-----DESCRIPTION	TERMS - FINANCIAL INFORMATION SERIES		PROCESSED- TIME- MONTH-	11/06/15 16:02 JUNE	PAGE- FY- PRD-	6 16 12
		REQ-01	SEQ-S,F,O				
		BUDGETED	--MTD-- EXPENDED	--YTD-- EXPENDED		COMMITTED	ENCUMBERED
118	ADMINISTRATION-SUMMER SCHOOL	6,010.10	.00	6,010.10	.00	.00	.00
140	SUBSTITUTES	53.69	.00	53.69	.00	.00	.00
160	OTHER SUPPORT PERSONNEL-REG	811,547.12	.00	239,020.59	.00	572,526.53	.00
164	OTHER SUPPORT PER-ANNUAL LEA	7,884.42	.00	7,884.42	.00	.00	.00
165	OTHER SUPPORT PERSONNEL-SICK	2,782.69	.00	2,782.69	.00	.00	.00
166	OTHER SUPPORT-HOURLY EMPLOY	1,337.55	.00	2,272.08	.00	.00	.00
168	OTHER SUPPORT PERS-SUMMER SC	1,838.23	.00	1,838.23	.00	.00	.00
210	RETIREMENT	198,450.39	.00	58,730.39	.00	139,720.00	.00
220	SOCIAL SECURITY	198,993.88	.00	56,906.14	.00	142,087.74	.00
230	BOARD MEDICAL & DENTAL INS	245,340.36	.00	67,752.91	.00	177,587.45	.00
232	BOARD TERM LIFE INSURANCE	7,340.35	.00	2,244.28	.00	5,096.07	.00
240	WORKERS COMPENSATION	13,543.47	.00	4,070.97	.00	9,472.50	.00
310	PROFESSIONAL AND TECHNICAL	3,733.33	.00	3,733.33	.00	.00	.00
330	TRAVEL	900.15	.00	900.15	.00	.00	.00
360	RENTALS	160.00	.00	.00	.00	.00	.00
370	COMMUNICATIONS	335.46	.00	335.46	.00	.00	.00
390	OTHER PURCHASED SERVICES	49.56	.00	49.56	.00	.00	.00
510	SUPPLIES	2,436.44	.00	2,009.35	.00	.00	427.09

		BALANCE	AMOUNT	PCT
7400	FACILITIES ACQ & CONSTRUCTIO	.00	.00	.00
110	ADMINISTRATION-REGULAR PAY	45,000.00	.00	.00
210	RETIREMENT	5,796.00	.00	.00
220	SOCIAL SECURITY	3,442.50	.00	.00
230	BOARD MEDICAL & DENTAL INS	3,192.16	.00	.00
232	BOARD TERM LIFE INSURANCE	125.12	.00	.00
240	WORKERS COMPENSATION	229.50	.00	.00
310	PROFESSIONAL AND TECHNICAL	.00	.00	.00
330	TRAVEL	30,500.07	.00	.00
390	OTHER PURCHASED SERVICES	200.00	.00	.00
630	BUILDINGS AND FIXED EQUIPMEN	.00	.00	.00
680	REMODELING	.00	.00	.00

		BALANCE	AMOUNT	PCT
7500	FISCAL SERVICES	.00	.00	.00
110	ADMINISTRATION-REGULAR PAY	118,000.00	.00	.00
160	OTHER SUPPORT PERSONNEL-REG	135,418.77	.00	.00
165	OTHER SUPPORT PERSONNEL-SICK	.00	.00	.00
210	RETIREMENT	23,776.89	.00	.00
220	SOCIAL SECURITY	19,386.52	.00	.00
230	BOARD MEDICAL & DENTAL INS	19,577.52	.00	.00
232	BOARD TERM LIFE INSURANCE	708.40	.00	.00
240	WORKERS COMPENSATION	1,292.43	.00	.00
330	TRAVEL	.00	.00	.00
350	REPAIRS AND MAINTENANCE	.00	.00	.00
360	RENTALS	725.00	.00	.00
370	COMMUNICATIONS	1,753.56	.00	.00
390	OTHER PURCHASED SERVICES	2,010.00	.00	.00
450	GASOLINE	808.25	.00	.00
510	SUPPLIES	34.92	.00	.00
730	DUES AND FEES	985.18	.00	.00
		50.00	.00	.00

RPRT- F2B31	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	PROCESSED- 11/06/15	PAGE- 7
DIST- 20	GENERAL FUND	BUDGET STATUS SUMMARY	TIME- 16:02	FY- 16
FUND- 110		REQ-01 SEQ-S,F,O	MONTH- JUNE	PRD- 12
NUMBER-----ACCOUNT-----DESCRIPTION	BUDGETED	--MTD--- EXPENDED	ENCUMBERED	-----BALANCE-----
FUNC/OBJ				AMOUNT PCT
		--YTD--- EXPENDED		
7600 FOOD SERVICE	1,414.03	1,414.03	.00	.00
165 OTHER SUPPORT PERSONNEL-SICK	108.17	108.17	.00	.00
220 SOCIAL SECURITY	62.92	62.92	.00	.00
240 WORKERS COMPENSATION	32.02	32.02	.00	.00
641 FURN, FIXT, EQUIP-MORE THAN \$7				
7700 CENTRAL SERVICES	232.79-	232.79-	.00	.00
NOT SPECIFIED	143,406.00	54,177.00	.00	.00
110 ADMINISTRATION-REGULAR PAY	2,250.00	2,250.00	.00	.00
114 ADM-ANNUAL LEAVE	151,040.51	50,269.11	.00	.00
160 OTHER SUPPORT PERSONNEL-REG	533.22	533.22	.00	.00
164 OTHER SUPPORT PER-ANNUAL LEA	26,656.40	9,837.31	.00	.00
210 RETIREMENT	22,101.22	7,566.19	.00	.00
220 SOCIAL SECURITY	18,967.37	7,370.25	.00	.00
230 BOARD MEDICAL & DENTAL INS	852.03	298.59	.00	.00
232 BOARD TERM LIFE INSURANCE	1,516.43	547.42	.00	.00
240 WORKERS COMPENSATION	7,208.28	3,008.60	.00	.00
310 PROFESSIONAL AND TECHNICAL	113.00	113.00	.00	.00
330 TRAVEL	2,984.00	3,224.00	.00	.00
360 RENTALS	1,625.63	1,625.63	.00	.00
370 COMMUNICATIONS	23,489.80	19,825.30	.00	.00
390 OTHER PURCHASED SERVICES	30.74	30.74	.00	.00
450 GASOLINE	86.94	56.94	.00	.00
510 SUPPLIES	225.00	225.00	.00	.00
530 PERIODICALS	10,723.00	5,976.50	.00	.00
730 DUES AND FEES				
7800 PUPIL TRANSPORTATION SERVICES	68,000.00	22,666.68	.00	.00
110 ADMINISTRATION-REGULAR PAY	74.00	74.00	.00	.00
122 TEACHER INSERVICE EARNINGS	19,971.10	25,869.85	.00	.00
140 SUBSTITUTES	1,054,476.56	283,376.48	.00	.00
160 OTHER SUPPORT PERSONNEL-REG	44,653.30	92,907.85	.00	.00
161 OTHER SUPPORT-MISC EARNINGS	6,809.49	6,809.49	.00	.00
162 OTHER SUPPORT PERSONL INSEV	2,760.64	2,760.64	.00	.00
165 OTHER SUPPORT PERSONNEL-SICK	3,675.60	4,077.48	.00	.00
166 OTHER SUPPORT-HOURLY EMPLOY	43,309.53	43,309.53	.00	.00
168 OTHER SUPPORT PERS-SUMMER SC	92,227.70	32,306.37	.00	.00
210 RETIREMENT	96,725.88	34,422.53	.00	.00
220 SOCIAL SECURITY	278,622.38	66,402.78	.00	.00
230 BOARD MEDICAL & DENTAL INS	3,070.17	880.66	.00	.00
232 BOARD TERM LIFE INSURANCE	51,658.78	19,834.44	.00	.00
240 WORKERS COMPENSATION	8,540.00	700.00	.00	.00
310 PROFESSIONAL AND TECHNICAL	4,001.51	4,001.51	.00	.00
320 INSURANCE AND BOND PREMIUMS	80.60	13.00	.00	.00
330 TRAVEL	25,322.13	23,197.63	.00	.00
350 REPAIRS AND MAINTENANCE	3,675.00	3,675.00	.00	.00
360 RENTALS	62,709.15	62,709.15	.00	.00
390 OTHER PURCHASED SERVICES				
			45,333.32	.00
			771,100.08	5,898.75-
				48,254.55-
				401.88-
				138.50-
				153.70-
				92.76-
				67.60
				2,124.50
				7,840.00
				60,059.83
				62,457.05
				212,219.60
				2,189.51
				31,917.10
				7,840.00
				67.60
				2,124.50
				3,675.00
				62,709.15

NUMBER-	ACCOUNT-	DESCRIPTION	BUDGETED	--MTD-- EXPENDED	--YTD-- EXPENDED	COMMITTED	ENCUMBERED	BALANCE- AMOUNT	PCT
140	OPERATION OF PLANT								
140	SUBSTITUTES		5,944.93	.00	11,897.91	.00	.00	5,952.98-	100-
160	OTHER SUPPORT PERSONNEL-REG		1,210,060.53	.00	330,590.81	879,469.72	.00	.00	0
161	OTHER SUPPORT-MISC EARNINGS		665.48	.00	665.48	.00	.00	.00	0
165	OTHER SUPPORT PERSONNEL-SICK		2,766.29	.00	2,766.29	.00	.00	.00	0
168	OTHER SUPPORT PERS-SUMMER SC		2,216.22	.00	2,216.22	.00	.00	.00	0
210	RETIREMENT		91,091.49	.00	25,096.68	65,994.81	.00	.00	0
220	SOCIAL SECURITY		91,487.91	.00	24,208.38	67,279.53	.00	.00	0
230	BOARD MEDICAL & DENTAL INS		199,821.28	.00	50,866.97	148,954.31	.00	.00	0
232	BOARD TERM LIFE INSURANCE		3,217.16	.00	929.82	2,287.34	.00	.00	0
240	WORKERS COMPENSATION		54,427.94	.00	15,816.10	38,611.84	.00	.00	0
320	INSURANCE AND BOND PREMIUMS		25,000.00	.00	25,000.00	.00	.00	.00	0
350	REPAIRS AND MAINTENANCE		58,559.62	.00	25,754.44	.00	.00	.00	0
360	RENTALS		285,993.20	.00	25,804.44	.00	.00	.00	0
370	COMMUNICATIONS		303,542.89	.00	303,662.29	.00	3,366.52-	119.40-	1-
380	PUBLIC UTILITY SERVICES-OTHE		46,890.73	.00	46,890.73	.00	.00	.00	0
381	GARBAGE		23,483.50	.00	23,519.50	.00	36.00-	30.27-	0
390	OTHER PURCHASED SERVICES		17,300.81	.00	7,177.08	.00	.00	.00	0
410	NATURAL GAS		4,692.63	.00	4,692.63	.00	.00	.00	0
420	BOTTLED GAS		1,691.39	.00	1,691.39	.00	.00	.00	0
430	ELECTRICITY		610,272.37	.00	610,272.37	.00	.00	.00	0
510	SUPPLIES		45,978.85	.00	28,421.40	.00	21,918.64	4,361.19-	9-
590	OTHER MATERIALS & SUPPLIES		.00	.00	6,588.30	6,588.30-	.00	.00	0
730	DUES AND FEES		157,935.75	.00	157,935.75	.00	.00	.00	0
8100	MAINTENANCE OF PLANT								
140	SUBSTITUTES		69.40	.00	69.40	.00	.00	.00	0
160	OTHER SUPPORT PERSONNEL-REG		541,348.73	.00	183,706.08	357,642.65	.00	.00	0
161	OTHER SUPPORT-MISC EARNINGS		1,791.22	.00	1,863.70	.00	72.48-	.00	4-
164	OTHER SUPPORT PER-ANNUAL LEA		12,342.38	.00	12,342.38	.00	.00	.00	0
165	OTHER SUPPORT PERSONNEL-SICK		5,413.94	.00	5,413.94	.00	.00	.00	0
210	RETIREMENT		43,317.99	.00	14,908.18	28,415.07	.00	5.26-	0
220	SOCIAL SECURITY		41,765.36	.00	14,410.77	27,359.69	.00	5.10-	0
230	BOARD MEDICAL & DENTAL INS		52,436.70	.00	17,395.28	35,041.42	.00	.00	0
232	BOARD TERM LIFE INSURANCE		1,747.11	.00	747.63	999.48	.00	.00	0
240	WORKERS COMPENSATION		20,570.68	.00	7,514.54	13,056.51	.00	.37-	0
350	REPAIRS AND MAINTENANCE		240,083.79	.00	82,517.31	.00	5,625.00-	.00	2-
390	OTHER PURCHASED SERVICES		3,650.00	.00	3,500.00	.00	.00	.00	0
440	HEATING OIL		7,000.00	.00	.00	.00	.00	.00	0
460	DIESEL FUEL		3,000.00	.00	166.17	.00	.00	.00	0

NUMBER	ACCOUNT	DESCRIPTION	BUDGETED	MTD EXPENDED	YTD EXPENDED	COMMITTED	ENCUMBERED	BALANCE AMOUNT	PCT
510	SUPPLIES		45,096.56	.00	32,569.47	4,706.40	17,399.63	9,578.94	21-
530	PERIODICALS		210.00	.00	210.00	.00	.00	.00	0
560	TIRES AND TUBES		159.90	.00	159.90	.00	178.68	178.68	111-
641	FURN, FIXT, EQUIP- MORE THAN \$7		90.00	.00	.00	.00	90.00	.00	0
642	FURN, FIXT, EQUIP- LESS THAN \$7		2,281.15	.00	1,553.29	.00	727.86	.00	0
730	DUES AND FEES		330.00	.00	330.00	.00	.00	.00	0
8200	ADMIN. TECHNOLOGY SERVICES								
160	OTHER SUPPORT PERSONNEL-REG		336,532.46	.00	112,177.44	224,355.02	.00	.00	0
210	RETIREMENT		24,432.33	.00	8,144.15	16,288.18	.00	.00	0
220	SOCIAL SECURITY		24,850.09	.00	7,686.93	17,163.16	.00	.00	0
230	BOARD MEDICAL & DENTAL INS		33,055.02	.00	10,568.38	22,486.64	.00	.00	0
232	BOARD TERM LIFE INSURANCE		802.14	.00	283.26	518.88	.00	.00	0
240	WORKERS COMPENSATION		1,716.32	.00	572.11	1,144.21	.00	.00	0
310	PROFESSIONAL AND TECHNICAL		44,040.00	.00	26,221.00	.00	17,819.00	.00	0
330	TRAVEL		737.44	.00	737.44	.00	.00	.00	0
350	REPAIRS AND MAINTENANCE		37,235.95	.00	23,836.44	.00	13,399.51	.00	0
360	RENTALS		155,757.81	.00	108,441.45	.00	54,777.80	7,461.44	4-
370	COMMUNICATIONS		335.46	.00	335.46	.00	.00	.00	0
390	OTHER PURCHASED SERVICES		1,975.00	.00	300.00	.00	1,675.00	.00	0
510	SUPPLIES		10,291.12	.00	4,925.45	.00	5,365.67	.00	0
690	COMPUTER SOFTWARE		4,288.20	.00	.00	.00	4,288.20	.00	0
9100	COMMUNITY SERVICES								
166	OTHER SUPPORT-HOURLY EMPLOY		651.71	.00	1,412.04	.00	.00	760.33	116-
210	RETIREMENT		47.31	.00	102.51	.00	.00	55.20	116-
220	SOCIAL SECURITY		49.86	.00	108.02	.00	.00	58.16	116-
230	BOARD MEDICAL & DENTAL INS		10,298.40	.00	.00	.00	10,298.40	.00	0
240	WORKERS COMPENSATION		3.32	.00	7.20	.00	.00	3.88	116-
			40,035,718.69	.00	12,601,763.11	21,238,419.29	1,933,495.89	4,262,040.40	10

\*



RPRT- F2B31	GADSDEN COUNTY SCHOOLS	TERMS - FINANCIAL INFORMATION SERIES	PROCESSED- 11/06/15	PAGE- 10
DIST- 20		BUDGET STATUS SUMMARY	TIME- 16:02	FY- 16
FUND- *****		REQ-01 SEQ-S,F,O	MONTH- JUNE	PRD- 12
NUMBER-----ACCOUNT-----DESCRIPTION		TOT-1 SRC-D		
FUNC/OBJ		--MTD---	ENCUMBERED	-----BALANCE-----
		EXPENDED		AMOUNT PCT
REQUEST TOTAL	40,035,718.69	.00 12,601,763.11 21,238,419.29	1,933,495.89	4,262,040.40 10

Gadsden County School District  
 Contracted Services and Board Notification of Vendor Payments Near or over \$15,000  
 November 17, 2015 Board Meeting

Contractors Fund	Object #	Vendor	Description	Amount	Date	Purchase Order #
			None			
Board Notification Fund	Object #	Vendor	Description	Amount	Date	Purchase Order #
			None			









**This Letter Purchase Order (LPO) for Services is issued pursuant to Agreement No. DESF 030928-PAEC between Panhandle Area Educational Consortium, Gadsden County School Board (Buyer) and DES of Florida, LLC (Seller). Buyer hereby authorizes Seller's contractor to perform the following described Services:**

1. **Scope of Work:** Interim 5<sup>th</sup> Grade Teacher, Havana Magnate School
  
2. **Seller Contact:** Roy F DeCastro  
DES of Florida LLC  
PO Box 13935  
Tallahassee, Florida 32317-3935  
Phone: 850-893-1315  
Fax: 850-894-1313
  
3. **Buyer Contact:** Kimberly Ferree  
Assistant Superintendent for Business and Finance  
35 Martin Luther King, Jr. Blvd  
Quincy, Florida 32351  
Phone: 850-627-9651
  
4. **LPO Term:** November 09, 2015 – June 06, 2016. This LPO may be terminated by Buyer upon thirty (30) days written notice to the Seller and provided, however, that such termination by Buyer shall not become effective until any/all work and transfer of knowledge specified in subject LPOs in effect at the time of said termination notice either has been completed by Seller or terminated by Buyer.
  
5. **LPO Cost:** Total cost, excluding expenses, shall not exceed \$28,063.22. Invoices will be billed monthly in the amount of \$3,870.79. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. 0 Vacation Days, 7.25 Sick/ Personal days, Holidays to follow Gadsden County School Board Policy. Any days not used will not be paid at the termination of contract Any and all expenses, including travel are included in the total. No travel will be associated with this LPO.



PRIVATE/PROPRIETARY/LOCK  
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Gadsden County School Board  
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.

6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to the LPO number, shall be submitted to the Buyer Contact listed in Item 3 of this LPO.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and will be further defined on an on-going basis throughout the term of this LPO and due as requested by the Buyer Contact listed in this LPO.

**DES of Florida, LLC**

**Gadsden County School Board**

By:   
(Authorized Signature)

By: \_\_\_\_\_  
(Authorized Signature)

Name: Roy F DeCastro

Name: Ms. Audry Lewis

Date: 11/01/2015

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

Title: Managing Partner

Title: Chair

By: \_\_\_\_\_  
(Authorized Signature)

Name: Reginald James

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

Title: Superintendent



PRIVATE/PROPRIETARY/LOCK  
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Gadsden County School Board  
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.



**This Letter Purchase Order (LPO) for Services is issued pursuant to Agreement No. DESF 030928-PAEC between Panhandle Area Educational Consortium, Gadsden County School Board (Buyer) and DES of Florida, LLC (Seller). Buyer hereby authorizes Seller's contractor to perform the following described Services:**

1. **Scope of Work:** Interim 5<sup>th</sup> Grade Teacher, Havana Magnate School
  
2. **Seller Contact:** Roy F DeCastro  
DES of Florida LLC  
PO Box 13935  
Tallahassee, Florida 32317-3935  
Phone: 850-893-1315  
Fax: 850-894-1313
  
3. **Buyer Contact:** Kimberly Ferree  
Assistant Superintendent for Business and Finance  
35 Martin Luther King, Jr. Blvd  
Quincy, Florida 32351  
Phone: 850-627-9651
  
4. **LPO Term:** November 01, 2015 – June 06, 2016. This LPO may be terminated by Buyer upon thirty (30) days written notice to the Seller and provided, however, that such termination by Buyer shall not become effective until any/all work and transfer of knowledge specified in subject LPOs in effect at the time of said termination notice either has been completed by Seller or terminated by Buyer.
  
5. **LPO Cost:** Total cost, excluding expenses, shall not exceed \$29,126.22. Invoices will be billed monthly in the amount of \$3,883.50. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. 0 Vacation Days, 7.5 Sick/ Personal days, Holidays to follow Gadsden County School Board Policy. Any days not used will not be paid at the termination of contract Any and all expenses, including travel are included in the total. No travel will be associated with this LPO.



PRIVATE/PROPRIETARY/LOCK  
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Gadsden County School Board  
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.



6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to the LPO number, shall be submitted to the Buyer Contact listed in Item 3 of this LPO.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and will be further defined on an on-going basis throughout the term of this LPO and due as requested by the Buyer Contact listed in this LPO.

**DES of Florida, LLC**  
By:   
(Authorized Signature)  
Name: Roy F DeCastro  
Date: 11/01/2015  
Title: Managing Partner

**Gadsden County School Board**  
By: \_\_\_\_\_  
(Authorized Signature)  
Name: Ms. Audry Lewis  
Date: \_\_\_\_\_  
Title: Chair

By: \_\_\_\_\_  
(Authorized Signature)  
Name: Reginald James  
Date: \_\_\_\_\_  
Title: Superintendent



PRIVATE/PROPRIETARY/LOCK  
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Gadsden County School Board  
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.

SUMMARY SHEET

*Rosalyn W. Smith*

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 4

**DATE OF SCHOOL BOARD MEETING:** November 17, 2015

**TITLE OF AGENDA ITEM:** Review of Proposed School Board Policies

**DIVISION:** Administration

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

**PURPOSE AND SUMMARY OF ITEM:**

The purpose of this item is to review the following proposed School Board policies.

Policy 1030	Policy 1430.08	Policy 3430
Policy 1120.11	Policy 1430.09	Policy 3430.04
Policy 1128	Policy 1550	Policy 3430.05
Policy 1213	Policy 1590	Policy 3430.07
Policy 1410	Policy 3120.04	Policy 4430.07
Policy 1419.02	Policy 3128	Policy 5772
Policy 1430	Policy 3130	Policy 7217
Policy 1430.03	Policy 3213	Policy 8500
Policy 1430.04	Policy 3220	Policy 8510
Policy 1430.05	Policy 3242	Policy 8540
Policy 1430.06	Policy 3410	Policy 8550
Policy 1430.07	Policy 3419.02	Policy 9270

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Rosalyn W. Smith

**POSITION:** Deputy Superintendent

INTERNAL 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 \_\_\_\_\_

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

GADSDEN COUNTY SCHOOL BOARD  
REGULAR MEETING: October 27, 2015

Suggested script for adopting and/or amending Gadsden County School Board Policies.

CHAIRWOMAN	<p>The next agenda item is Item Number ____ which includes consideration of, and action upon adopting and/or amending School Board Policies. Based upon professional judgment and past experience, modifications of these policies will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on October 27, 2015, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on adopting and/or amending policies. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.</p>
SUPERINTENDENT	<p>Madam Chairwoman, each member of the Board has been furnished a copy of the proposed policies previously described by you. I recommend that the Board adopt and/or amend School Board Policies.</p>
CHAIRWOMAN	<p>If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time. (QUESTIONS, COMMENTS, ETC., IF ANY.)</p>

MEMBER	Madam Chairwoman, I move to adopt and/or amend School Board Policies.
MEMBER	I second the motion.
CHAIRWOMAN	There is a motion and a second to adopt and/or amend School Board Policies. Is there any further discussion? All in favor of the motion please say aye- All opposed... The policies have been amended and it is so ordered. The next item on the agenda is Item Number ____.

**REVISED POLICY**

**SUPERINTENDENT OF SCHOOLS**

The Superintendent, as secretary and executive officer of the School Board, shall have the responsibility for the administration and management of the District's schools and for the supervision of instruction in the District.

The Superintendent shall enforce the rules of the State Board of Education, rules of the Florida Department of Education, and the policies of this Board.

The Superintendent shall provide educational direction for the instructional staff and supervision for the support staff.

The Florida statutes vest in the Superintendent the following powers:

- A. exercise general oversight over the District in order to determine problems and needs, and recommend improvements.
- B. advise and counsel with the Board on all educational matters and make recommendations to the Board for action regarding such matters as should be acted upon.
- C. recommend to the Board such policies as the Superintendent may consider necessary for the District's more efficient operation.
- D. prepare and submit to the Board for adoption such policies to supplement those rules adopted by the State Board of Education that, in the Superintendent's judgment, will contribute to the efficient operation of the District, and, upon adoption by the Board, require compliance with these policies.
- E. from time-to-time prepare, organize, and submit to the Board for adoption such minimum standards relating to the operation of any phase of the District program as are needed, in the Superintendent's judgment, to supplement standards of the State Board of Education and as will contribute to the efficient operation of the District's program, and, upon adoption by the Board, require that said standards are observed.

- F. perform such duties and exercise such responsibilities as are assigned to the Superintendent by law and by rules of the State Board of Education.

The Superintendent shall perform the duties and responsibilities set forth in the Florida statutes, including, but not limited to, the following:

- A. require the participation of all instructional staff members and school administrators in training on the District's standards of ethical conduct and the related policies and procedures upon employment and annually thereafter;
- B. make recommendations, nominations, proposals, and reports required by law to be acted upon by the Board;
- C. keep the Board informed of school operation by preparing Board agendas, providing oral and written communication, scheduling management meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
- D. require that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies
- E. require that all laws, rules of the State Board of Education, and the policies of the Board are properly observed
- F. prepare and submit the annual budget to the Board for adoption and to direct all expenditures within the appropriations adopted by the Board
- G. direct the work of all personnel in accordance with the Florida statutes, Federal law, and the policies of the Board
- H. recommend measures to the Board so that adequate educational facilities are available throughout the District
- I. prepare reports to the Board on the conditions and needs of the schools and to acquaint the public with the said activities and needs

- J. assign staff to their respective teaching duties
- K. work cooperatively with parents and community groups concerned with programs in the schools
- L. participate in such conferences and courses of continuing professional education so that s/he may function more efficiently and effectively
- M. authorize administrators to enter into agreements with consultants
- N. delegate authority to staff in any matters, when it becomes expedient to do so, and assume full responsibility for the execution and satisfactory completion of the delegated activities
- O. recommend to the Board an annual plan for instructional programs

The Superintendent may authorize changes or exceptions as necessary for implementing the instructional program.

Pursuant to State law, the superintendent shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory Code of Ethics for Public Officers and Employees (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered.

Pursuant to the Florida statutes, the Superintendent shall not knowingly sign and transmit to any state official a report that the Superintendent knows to be false or incorrect. Furthermore, the Superintendent shall investigate any allegation of misconduct by instructional staff members or school administrators, as defined in F.S. 1012.01, which affects the health, safety, or welfare of a student, and shall report the alleged misconduct to the Department as required the Florida statutes and Policy 8141 – Reporting Misconduct.

F.S. 1001.49, 1001.51

© NEOLA 2014

REVISED POLICY

Formatted: Font: Bold

PREFERENCE FOR VETERANS IN EMPLOYMENT

Preference in employment, reemployment, promotion, and retention shall be given to an eligible veteran, pursuant to the provisions below, as long as the veteran meets the minimum eligibility requirements and has the knowledge, skills, and abilities required for the particular position.

**Appointment or Retention in Positions of Employment**

Preference shall be given pursuant to the following:

A. Those disabled veterans:

1. who have served on active duty in any branch of the United States Armed Forces ~~of the United States~~, have ~~been separated therefrom under honorable conditions~~ received an honorable discharge, and have established the present existence of a service-connected disability ~~which that~~ is compensable under public laws administered by the U.S. Department of Veterans' Affairs; or
2. who are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.

B. The spouse of any a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of any a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

C. A wartime veteran ~~of any war~~ as defined in F.S. 1.01(14). ~~The veteran must have who has~~ served at least one (1) day during a wartime period ~~to be eligible for veterans' preference~~. Active duty for training ~~shall may~~ not be allowed for eligibility under this paragraph.

D. The unmarried widow or widower of a veteran who died of a service-connected disability.



1           E. The mother, father, legal guardian, or unremarried widow or  
2           widower of a member of the United States Armed Forces who died in  
3           the line of duty under combat-related conditions, as verified by the  
4           United States Department of Defense.

5  
6           F. A veteran as defined in F.S. 1.01(14). Active duty for training may  
7           not be allowed for eligibility under this paragraph.

8  
9           G. A current member of any reserve component of the United States  
10           Armed Forces or the Florida National Guard.

11  
12 Preference in employment and retention may be given only to eligible persons who  
13 are described above ~~and who are residents of this State.~~

14 In all positions in which the appointment or employment of persons is not subject to  
15 a written examination, first preference in appointment, employment, and retention  
16 processes shall be given to persons included under A and B above, and second  
17 preference shall be given to persons included under C and D above, who possess the  
18 minimum qualifications necessary to discharge the duties of the position involved.

19 A disabled veteran employed as the result of being placed at the top of the  
20 appropriate employment list shall be appointed for a probationary period of one (1)  
21 year. At the end of such period, if the work of the veteran has been satisfactorily  
22 performed, the veteran will be subject to the employment policies of the District.

23 **Reinstatement or Reemployment**

24 When a District administrator has served in the Armed Forces of the United States  
25 and is discharged or separated therefrom with an honorable discharge, the District  
26 shall reemploy or reinstate such person to the same position that s/he held prior to  
27 such service in the Armed Forces, or to an equivalent position, provided such person  
28 returns to the position within one (1) year of his/her date of separation or, in the  
29 case of extended active duty, within one (1) year of the date of discharge or  
30 separation subsequent to the extension. Such person shall also be awarded  
31 preference in promotion and shall be promoted ahead of all others who are as well  
32 qualified or less qualified for the position.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
1120.11/page 3 of 3

1  
2  
3

4 Further, the District shall reemploy or reinstate the person who was a veteran when  
5 employed by the District and who was recalled to extended active duty in the Armed  
6 Forces of the United States and was discharged or separated therefrom with an  
7 honorable discharge to the same position that s/he held prior to service in the  
8 Armed Forces, or to an equivalent position, provided the person returns to the  
9 position within one (1) year of his/her date of separation or, in the case of extended  
10 active duty, within one (1) year of the date of discharge or separation subsequent to  
11 the extension. The person shall also be awarded preference in promotion and shall  
12 be promoted ahead of all others who are as well qualified or less qualified for the  
13 position. For the purposes of this section, "extended active duty" means active duty,  
14 other than for training, beyond the date of honorable discharge or separation, due to  
15 military requirements.

16 The provisions in the preceding two (2) paragraphs pertaining to persons who are  
17 reemployed or reinstated shall apply only to a veteran's first promotion after  
18 reinstatement or reemployment, without exception.

19 F.S. 110.2135, 295.07, 295.08, 295.085, 295.09

| 20 © **NEOLA 20122014**

| © **NEOLA 2012**



**REVISED POLICY**

Formatted: Font: Bold

1                                    STUDENT SUPERVISION AND WELFARE

2 Each administrator shall maintain a standard of care for the supervision, control,  
3 and protection of students commensurate with their assigned duties and  
4 responsibilities that include but are not limited to:

5            A.    An administrator shall report immediately any accident, safety  
6                    hazard, or other potentially harmful condition or situation about  
7                    which s/he is informed or detects to his/her supervisor as well as to  
8                    other authorities or District staff members as may be required by  
9                    established policies and procedures.

10           B.    An administrator shall require staff under his/her supervision to  
11                    provide proper instruction in safety matters as presented in  
12                    assigned course guides.

13           C.    An administrator shall immediately report to the Superintendent, as  
14                    well as other appropriate authorities, knowledge of threats of  
15                    violence by students.

16           D.    An administrator shall not send students on any non-school related  
17                    errands.

18           E.    An administrator shall not inappropriately associate with students  
19                    at any time in a manner which may give the appearance of  
20                    impropriety, including, but not limited to, the creation or  
21                    participation in any situation or activity which could be considered  
22                    abusive or sexually suggestive or involve illegal substances such as  
23                    drugs, alcohol, or tobacco. Any sexual or other inappropriate  
24                    conduct with a student by any staff member will subject the offender  
25                    to potential criminal liability and discipline up to and including  
26                    termination of employment.

- 1 F. If a student approaches an administrator to seek advice or to ask  
2 questions regarding a personal problem related to sexual behavior,  
3 substance abuse, and/or mental or physical health, the  
4 administrator may attempt to assist the student by facilitating  
5 contact with certified or licensed individuals in the District or  
6 community who specialize in the assessment, diagnosis, and  
7 treatment of the student's state problem. However, under no  
8 circumstances should an administrator attempt, unless properly  
9 licensed and authorized to do so, to counsel, assess, diagnose, or  
10 treat the student's problem or behavior.
- 11 G. An administrator shall not knowingly distribute to a minor any  
12 material that is obscene and harmful to minors, as defined in F.S.  
13 847.012, in any format and/or by any manner. An administrator  
14 who knowingly distributes any such material to a minor also  
15 commits a felony under State law, and is subject to disciplinary  
16 action up to and including termination.
- 17
- 18 H. An administrator who is transporting a student should not do so  
19 unless accompanied by another adult.
- 20 IH. A student shall not be required to perform work or services that may  
21 be detrimental to his/her health.
- 22 JI. Administrators are discouraged from engaging students in social  
23 media and online networking media, such as Facebook, Twitter,  
24 MySpace, etc.
- 25 KJ. Administrators are prohibited from posting any video or comment  
26 pertaining to any student on social network sites or similar forums,  
27 such as YouTube, without express permission of the students'  
28 parent(s).

29 Since most information concerning a child in school, other than directory  
30 information described in Policy 8330 - Student Records, is confidential under  
31 Federal and State laws, any staff member who shares confidential information with  
32 another person not authorized to receive the information may be subject to  
33 discipline and/or civil liability. This includes, but is not limited to, information  
34 concerning assessments, grades, behavior, family background, and alleged child  
35 abuse.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
1213/page 3 of 3

1 Pursuant to the laws of the State and School Board Policy 8462 - Student Abuse and  
2 Neglect, each administrator shall report to the proper legal authorities immediately  
3 any sign of suspected child abuse or neglect.

| 4 F.S. 119.011, 847.012, 1001.51, 1002.22, 1003.32  
5 20 U.S.C. 1232  
6 34 C.F.R. Part 99

7 © NEOLA 2011

© NEOLA 2011

**REVISED [POLICY]**

Formatted: Font: Bold

COMPENSATION

The ~~base salary~~Salaries of all administrators shall be determined by the School Board and shall be authorized by the ~~annual-following~~ salary schedules adopted by the Board upon the recommendation of the Superintendent.

- A. the annual salary schedule for District-based administrators;
- B. the grandfathered salary schedule for school administrators who were hired before July 1, 2014; and
- C. the performance salary schedule for school administrators who are hired after July 1, 2014, and those administrators who have opted into this performance salary schedule.

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District

**Annual Salary Schedule for District-Based Administrators**

The annual salary schedule for district-based administrators shall be used as the basis for paying administrators classified as district-based instructional administrators and district-based non-instructional administrators. For purposes of this salary schedule District-based instructional administrators include assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, federal programs such as Title I, specialized instructional program areas such as exceptional student education, career education, and similar areas, and non-instructional administrators include assistant, associate, or deputy superintendents and directors of major non-instructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned.

Formatted: Indent: Left: 0", First line: 0"

1  
2  
3  
4 **Grandfathered Salary Schedule for School Administrators**  
5

6 The grandfathered salary schedule shall be used as the basis for paying school  
7 administrators hired before July 1, 2014. For purposes of this salary schedule,  
8 “school administrators” include school principals; school directors who are staff  
9 members performing the assigned activities as the administrative head of a school;  
10 career center directors; and, assistant principals.  
11

12 Per statutory requirements, the grandfathered salary schedule for school  
13 administrators shall base a portion of each employee’s school administrator’s  
14 compensation paid pursuant to the Board-adopted salary schedule shall based on  
15 demonstrated performance as required by State law and evaluated in accordance  
16 with State law and Policy 1220, Evaluation of Administrative Personnel. In addition,  
17 the prior teaching experience of a person who has been designated State Teacher of  
18 the Year by any state in the United States, and prior professional experience in the  
19 field of education gains in position in addition to District level instructional and  
20 administrative positions must be considered.

21 The grandfathered salary schedule for school administrators shall provide  
22 differentiated pay that is based upon the following District-determined factors:  
23 Further, pursuant to statutory requirements and subject to negotiation, the adopted  
24 salary schedule shall also provide differentiated pay based upon District-determined  
25 factors, including the following:

26 A. additional responsibilities;

By the end May, upon the recommendation of the Superintendent,  
the Board shall approve a list of additional responsibilities for which  
school administrators shall receive differentiated pay.

By the end of June, the Director of Human Resources shall submit  
to the Superintendent a list of school administrators who are  
assigned one (1) or more of the additional responsibilities approved  
by the Board for the current school year.

By the end of June, the Superintendent will authorize payment of  
the salary adjustment specified in the Board adopted salary  
schedule to the school administrators who are assigned additional  
responsibilities.

At a subsequent regular meeting of the Board, the list of school  
administrators who will receive this salary adjustment shall be  
provided to the Board members.



1  
2  
3  
4  
  
5  
6  
  
7  
  
8  
  
9

B. school demographics;

By the end of May, upon the recommendation of the Superintendent, the Board shall approve a list of school demographics for which school administrators shall receive differentiated pay.

By end of June, the Director of Human Resources shall submit to the Superintendent a list of school administrators who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By end of June, the Superintendent will authorize payment of the amount specified in the Board adopted salary schedule as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

C. critical shortage areas;

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of school administrators assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

By the end of June, the Superintendent will authorize payment of the amount specified in the collective bargaining contract as an adjustment to the compensation of the school administrators assigned in critical shortage areas.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties.

By the end of May, upon the recommendation of the Superintendent, the Board shall approve a list of job performance difficulties for which school administrators shall receive differentiated pay.

1  
2

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members whose assignment is characterized by the job performance difficulties that were approved by the Board for the current school year.

By end of June, the Superintendent will authorize payment of the amount specified in the adopted salary schedule as a salary adjustment to the school administrators eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

As provided by law, these annual salary adjustments become part of the school-based administrator's base salary for the next school year.

Formatted: Tab stops: 1.19", Left

Formatted: Tab stops: 0", Left + Not at 0.69"

Formatted: Indent: Left: 0", Hanging: 1.19", Tab stops: 1.19", Left

3 **Salary Supplements**

4  
5 In addition to the annual salary adjustments described above, the Board shall also  
6 award the following salary supplements as annual additions to the salaries:

7

A. for administrators who were hired before July 1, 2011 for any advanced degree held;

B. for administrators who were hired after July 1, 2011 if they hold an advanced degree in their area of certification.

8

9 **Performance Salary Schedule for School Administrators**

10

11 Beginning July 1, 2014, school administrators new to the district, returning to the  
12 district after a break in service without an authorized leave of absence, or appointed  
13 for the first time to a school-based administrative position in the District shall be  
14 placed on the performance salary schedule. After receiving a recommendation from  
15 the Superintendent, the Board shall establish the base salary for these school-based  
16 administrators.

17

1  
2  
3  
4  
5  
6  
7

The base salary for administrators who choose to move from the grandfathered salary schedule to the performance salary schedule will be the salary they received in the prior year, including adjustments only.

A. Salary Adjustments

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as highly effective must be greater than the highest annual salary adjustment available to a school-based administrator of the same classification through any other salary schedule adopted by the District.

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as effective must be equal to at least fifty percent (50%), and no more than seventy-five percent (75%), of the annual adjustment provided for a highly effective school-based administrator of the same classification.

The performance salary schedule shall not provide an annual salary adjustment for a school-based administrator who receives a rating other than highly effective or effective for the year.

B. Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the school-based administrator's salary. Salary supplements shall be paid for the following activities:

1. assignment to a Title I eligible school;

By the end of June, the Director of Human Resources will submit to the Superintendent a list of school-based administrators who are assigned to a Title I school.

The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for assignment to a Title I school.

At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

8  
9

1  
2

2. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

By the end of June, the Director of Human Resources will submit to the Superintendent a list of administrators who were assigned to a school that improved by at least one grade level for the previous school year.

3

The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for one (1) year following improved performance in the school regardless of whether or not the administrator is assigned to the school that improved for the current school year.

At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

3. certification and teaching in the critical teacher shortage areas identified by the State Board of Education and/or District pursuant to State law;

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of school-based administrators assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

By the end of June, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators assigned in critical shortage areas.

4

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board members.

Formatted: Left

5

4. advanced degree in the area of certification.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members who have earned advanced degrees in their area of certification.

By the end of June, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

1  
2 **Credit for Previous Experience**

3  
4 The salary established for district administrators, and the base salary established  
5 for school administrators under the grandfathered salary schedule or the  
6 performance salary schedule will include a credit for previous experience in a  
7 position with similar responsibilities, as follows:

8  
9 A. The minimum time that will be recognized as a year of service is full-time  
10 actual service rendered for more than one-half (1/2) of the number of days  
11 or more than one-half (1/2) of the number of hours for the normal  
12 contractual period of service for the position held. In determining such  
13 service, sick leave and paid holidays shall be counted, but all other types  
14 of leave and holidays will be excluded.

15  
16 B. Credit for service in another state or as otherwise allowed under the  
17 adopted salary schedule shall be determined by using the minimum  
18 service required in this District for a comparable position.

19  
20 C. Transfer of previous experience in a position with similar responsibilities

21 1. will include all previous experience with this district;

22  
23 2. may not exceed ten (10) years of experience from other employers;

24  
25  
26 3. must have been earned in a position that contributed to a state  
27 retirement system or at a school that was, at the time the experience  
28 was earned, fully accredited by one of the six regional accrediting  
29 bodies listed below:

30 a. Southern Association of Colleges and Schools.

31 b. Western Association of Schools and Colleges.

32 c. Northwest Association of Accredited Schools.

Formatted: Tab stops: 0.25", Left + Not at 0.38"

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

1  
2  
3 d. North Central Association of Colleges and Schools

4 e. New England Association of Schools and Colleges

5  
6  
7 f. Middle States Association of Colleges and Schools

8  
9 D. An employee who claims credit for previous experience must complete and  
10 submit the Experience Verification Form within the first 14 days of  
11 employment, in order to receive credit for years of service.

12 **Bonuses or Severance Pay**

13 Any salary adjustments or supplements that would constitute ~~award~~ of a bonus  
14 must be based upon work performance. The determination of such bonus must  
15 include a process that describes performance standards and an evaluation process  
16 consistent with Policy 1220, Evaluation of Administrative Personnel. All employees  
17 eligible for such a bonus will be notified before the beginning of the evaluation  
18 period on which the bonus is to be based.

19 If the Board provides a bonus and/or severance pay to administrative staff that is  
20 not included in the employment contract, the bonus and/or severance pay shall  
21 strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses  
22 and/or severance pay.

23 F.S. 215.425, 1001.42, 1001.43, 1011.60, 1012.01, 1012.22, 1012.32, 1012.33,  
24 1012.34

25 F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

26  
27 © **NEOLA 20112015**

© **NEOLA 2011**

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 0", Hanging: 1.19", Tab stops: 1.19", Left

Formatted: Tab stops: 0.38", Left + Not at 1.13"

Formatted: Tab stops: 0.38", Left + Not at 1.13"

**REVISED POLICY**

Formatted: Indent: First line: 0.5"

Formatted: Font: Bold

1     PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

2     The School Board provides coverage to eligible employees under fully insured group  
3     health plans. The Board has established the following fully insured group health  
4     plans:

5             A.     Group Health Plan

6             B.     Dental Plan

7     The Board acknowledges that these group health plans are required to comply with  
8     the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as  
9     ~~amended by Title I of the Genetic Information Nondiscrimination Act (GINA) and its~~  
10    implementing Federal regulations. Fully insured group health plans generally are  
11    exempt from many of the requirements imposed upon self-funded group health  
12    plans.

13    The Board also acknowledges that these fully insured group health plans are  
14    required to comply with the HIPAA Security Rule and its implementing Federal  
15    regulations. The group health plans, working together with the insurer, will ensure  
16    the confidentiality, integrity, and availability of the group health plans' electronic  
17    protected health information in accordance with the HIPAA Security Rule.

18  
19    The Board hereby appoints Director of Human Resources  
20    to serve as the security official of the group health plans. The Board delegates  
21    authority to the security official to perform an information technology risk analysis  
22    and to develop risk management procedures, if necessary.

23  
24    The security official shall review the insurer's internal policies and procedures  
25    implementing various security measures required by the HIPAA Security Rule with  
26    respect to electronic protected health information. All of the group health plans'  
27    functions are carried out by the insurer and the insurer owns and/or controls all of  
28    the equipment and media used to create, maintain, receive, and transmit electronic  
29    protected health information relating to the group health plans. Accordingly, the  
30    insurer is in the best position to implement the technical, physical, and  
31    administrative safeguards required by the HIPAA Security Rule. The security official  
32    may elect to utilize, as administrative procedures, the insurer's own policies

Formatted: Font color: Red

© NEOLA 2010

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
1419.02/page 2 of 4

- 1 addressing security measures for the group health plans' electronic protection
- 2 health information, as appropriate.
- 3
- 4

© NEOLA 2010



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

The fully insured group health plans established by the Board shall:

- A. refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful;
- B. not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits;
- C. if the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. summary health information;  
Summary health information is de-identified information that summarized claims history, claims expenses, or type of claims experienced by health plan participants.
- B. information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

1  
2  
3  
4  
5

C. information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

6 F.S. 1002.02  
7 20 U.S.C. 1232g  
8 42 U.S.C. 1320d-2  
9 Health Insurance Portability and Accountability Act (HIPAA)  
10 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
11 29 C.F.R. Part 1635  
12 45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408  
13 45 C.F.R. 164.502, 164.502(a), 164.530(g), 164.530(h), 164.530(i)  
14 45 C.F.R. 164.530(k)

15 © **NEOLA 20102014**

© **NEOLA 2010**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36

LEAVES OF ABSENCE

A leave of absence is permission granted or allowed by the School Board under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of the leave.

Formatted: Justified, Space Before: 0 pt, After: 0 pt

Administrators shall not be absent from their assigned duties except as authorized by the Superintendent or designated representative. An administrator who is absent from duty and is not eligible for leave shall forfeit compensation for the time of such absence. Contracts or appointments may be subject to cancellation by the School Board and administrator may be subject to immediate dismissal.

All leave shall expire no later than June 30<sup>th</sup> of each school year except as otherwise permitted by law. If leave is requested to extend beyond June 30<sup>th</sup>, the administrator shall re-apply for leave to begin July 1<sup>st</sup> of the following school year.

Leave shall be used for the purposes set forth in the leave application. An administrator who uses leave for purposes other than that set forth in the leave application shall be subject to discipline, up to and including termination.

Leave may be with or without pay as provided by law, regulations of the State Board, and this policy. For any absence that is without pay, the deduction in compensation for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

A. Paid leaves of absence may include: vacation, sick leave, personal charged to sick, jury duty/court service, illness or injury-in-line-of-duty, professional and military.

B. Unpaid leaves of absence may include: professional study, personal leave not paid, illness leave not paid, family and medical leave, maternity/adoption and child rearing leave.

**Vacation Leave**

When an employee transfers from a vacation earning position to a non-vacation earning position, the employee will be paid for the accrued vacation at the time of the transfer and at the rate of pay at the time of transfer for the vacation earning position.

1  
2  
3  
4

**Unused Leave at Separation**

5 When an employee terminates employment with the Board, the employee will be  
6 compensated for unused and earned sick leave in accordance with agency policies or  
7 the employee may have the leave transferred upon written request (within  
8 twenty (20) days of separation) to another FRS agency.

9 **Used Unearned Sick Leave for Employees Who Resign/Retire**

10 When an employee resigns or retires and has used credited but unearned sick leave,  
11 (~~six~~ four (4) days credited at the beginning of the year) the employee will have  
12 unearned leave deducted from the final compensation.

13 **Unearned Leave from Outside the District for Employees Who Resign/Retire**

14 When an employee has a remaining balance of sick leave transferred in from outside  
15 the District, and terminates prior to earning it in the District, the employee will  
16 forfeit the leave.

17 F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67  
18 F.A.C. ~~6A-1.079~~, 6A-1.080

19 © NEOLA 2007

© NEOLA 2007

**NEW POLICY**

SICK LEAVE

Administrators who are appointed to work full-time shall earn one (1) day of paid sick leave for each full month of employment. Earned sick leave shall be pro-rated in proportion to the number of hours employed per day. Sick leave may not be used before it is earned and credited.

**A. Accrual**

1. Four (4) days of earned sick leave credit shall be annually advanced at the end of the first month of employment of each contract year, and one (1) day of sick leave will be advanced at the end of each successive month of employment. However, each employee is entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn sick leave for each month in which s/he receives pay for one (1) day more than half the number of work days during that month.
3. An employee who is on leave without pay during a month shall earn sick leave for that month if s/he has worked one (1) day more than half the number of work days during that month.
4. If the employee terminates his or her employment and has not accrued the four (4) days of sick leave available to him/her, the School Board may withhold the average daily amount for the days of sick leave used but unearned by the employee.
5. Sick leave shall be cumulative from year to year.

**B. Use**

1. An employee taking sick leave shall notify the appropriate supervisor and file a certificate of absence before beginning the leave, if possible. In an emergency, the certificate of absence may be filed immediately following return to duty.
2. Sick leave may be taken for the following reasons:
  - a. when the employee is unable to perform his/her duty in the school on account of personal sickness, accident, disability, or extended personal illness, and consequently has to be absent from his/her work;
  - b. for the illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employee's own household;
  - c. as personal leave with pay for up to six (6) days per fiscal year; and
  - d. for the maternity or paternity of the employee or the employee's spouse, child, other close relative, or member of the employee's own household.

**C. Transfer**

1. From Other Public Schools

Sick leave may be transferred from other public schools in Florida funded through the Florida Education Finance Program. Transferred days may only be credited in a number equal to the number of days earned in this District.

2. From Department of Children and Families (DCF)

Educational personnel in DCF residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated sick leave for such person employed by the Board in a position that is eligible to accrue sick leave under policies of the Board.

3. From any other agency of the State of Florida

Sick leave may be transferred from other agencies of the State of Florida. Transferred days may only be credited in a number equal to the number of days earned in this District.

4. To Family Members

An employee may authorize transfer of accrued sick leave to his/her spouse, child, parent, or sibling, who is also a District employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein.

The personnel administrator approving the leave may require documentation of the recipient's relationship to the authorizing employee.

(F.S. 1012.61(2)(e)1)

5. To Other Board Employees

An employee may donate (i.e., authorize transfer of) his/her accrued sick leave to another Board employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein. The authorizing employee must retain at least five (5) days of sick leave, as of the time of donation under this policy.

The recipient must provide documentation from the treating physician of the illness, accident, or injury for which leave is needed.

The recipient must anticipate the need for at least \_\_\_ days of sick leave in order to receive transfers under this policy.

Any transferred sick leave that is not used as anticipated shall be returned to the authorizing administrator, upon the recipient's return to work. In the case of multiple donors, the unused leave will be returned pro rata to each donor.

The person receiving the transfer may not use the donated sick leave until s/he has exhausted all of his/her own accrued sick leave, excluding sick leave from a sick leave bank, if the recipient participated in a sick leave bank.

Donated sick leave shall have no value for terminal pay.

(F.S. 1012.61(2)(e)2)



**D. Terminal Pay for Sick Leave**

When an administrator has a remaining balance of sick leave that was transferred in from outside the District, and the administrator terminates employment, retires or dies prior to earning it in the District, the administrator will forfeit the balance of the sick leave.

Upon request at separation from employment or upon the retirement or death of an administrator, s/he, or his/her beneficiary, will be paid for sick leave accumulated through the end of the last full month worked, but not including the last partial month worked.

Sick leave accrued after June 30, 2004, shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned.

Sick leave accrued before June 30, 2004, shall be compensated at the daily rate of pay applicable at the time of separation from employment, retirement, or death.

The terminal pay amount shall be determined as follows:

1. during the first three (3) years of service, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave
2. during the next three (3) years of service, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave
3. during the next three (3) years of service, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave
4. during the next three (3) years of service, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave
5. During and after the 13th year of service, the daily rate of pay multiplied by 100% times the number of days of accumulated sick leave.

Formatted: Indent: Left: 0.7", Hanging: 0.49", Tab stops: 1.19", Left + Not at 1.2"

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
1430.03/page 6 of 6

F.S. 402.22, 1001.41, 1001.42(5), 1001.43(11), 1012.22, 1012.23, 1012.61  
F.S. 1012.62, 1012.66

© NEOLA 2012

© NEOLA 2012

**NEW POLICY**

**PERSONAL LEAVE**

Administrators may use up to six (6) days of leave with pay for personal reasons each year. This personal leave is to be charged against accrued sick leave. Personal leave shall be non-cumulative and must be approved in advance. Personal leave may be granted in increments of one-half or full days.

Administrators may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the Board for the following:

A. Maternity/Paternity Leave

Any full-time administrator will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time administrator may be granted parental leave for a period of up to one (1) year for the purpose of child-rearing.

Parental leave shall not extend beyond the balance of the school fiscal year in which the leave begins. When an administrator wishes a leave of absence to extend beyond June 30th, re-application shall be made in accordance with Board policy.

C. Extended Personal Leave Without Pay

A request for extended personal leave without pay shall be considered by the Board. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the Board. When possible, requests for such leave should be initiated no later than June 1st.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66  
F.A.C. 6A-1.080, Maximum Extent of Leave

© NEOLA 2014

**NEW POLICY**

ILLNESS- OR INJURY-IN-LINE-OF-DUTY LEAVE

Administrators shall be entitled to illness- or-injury-in-line-of-duty leave when they has to be absent from work because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. The illness or injury received in the performance of duties shall be certified by an authorized workers compensation physician

Such leave shall be authorized for a total of not to exceed ten (10) school days during any school year and shall be applicable only to the year during which the accident/illness occurred.

Any administrator who has any claim for compensation while absent because of illness contracted or injury incurred as prescribed herein shall file a claim in the manner prescribed in F.S. 1012.61 (2)(b) within five (5) working days following the administrator's return from such absence. The School Board shall approve the claims and authorize the payment thereof if the Board is satisfied that the claim correctly states the facts and that the claim is entitled to payment in accordance with the provisions of F.S. 1012.61.

F.S. 1012.22(2), 1012.61, 1012.63

© NEOLA 2014

**NEW POLICY**

VACATION LEAVE

Administrators who are employed in twelve (12) month positions earn paid vacation leave.

A. Accrual

Vacation leave with pay is accrued by eligible administrators at the rate of two (2) days per month.

Administrators who fill established twelve (12) month positions on a part-time basis shall earn vacation leave in direct proportion to the time actually worked.

Vacation leave will be credited the last day of each month.

An administrator who is in an active pay status shall earn vacation leave for each month in which s/he received pay for more than half the number of workdays in the month.

An administrator who is on leave without pay during a calendar month shall earn vacation leave for that month if s/he has worked more than half the number of work days that month.

Unused vacation leave may be accrued without limit.

B. Transfer

Vacation leave that is accrued at other government agencies cannot be transferred to the School Board for credit. However, educational personnel in Department of Children and Family Services residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated annual leave for such person employed by the Board in a position that is eligible to accrue vacation leave under policies of the Board.

C. Use

Vacation leave can be taken only with the prior approval of the supervising administrator. Use of vacation leave shall not be approved before the time it is earned. Vacation leave shall be used in increments of one-half or full days.

Non-scheduled vacation leave may not be taken during the first six (6) months of employment. If an administrator has not accrued a sufficient number of vacation days when scheduled vacation must be taken, the administrator will take leave without pay. Administrators may be required to encumber enough vacation days to cover scheduled vacation.

Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system.

Vacation leave may be used for purposes other than vacation. It is at the employee's discretion to use vacation leave in lieu of sick leave, to work elsewhere, or for other purposes.

D. Terminal Pay

When an administrator is released or resigns, s/he will be paid for vacation time accumulated through the end of the last full month worked, not including the last partial month worked. For vacation leave accrued after July 1, 2001, terminal pay may not exceed a maximum of sixty (60) days of actual payment.

This limit does not impair any contractual agreement established before July 1, 2001. For unused vacation leave accumulated before July 1, 2001, terminal payment shall be made pursuant to the Board's policies, contracts, or rules that were in effect on June 30, 2001.

F.S. 1011.60(3), 1012.22(2), 1012.65

**NEW POLICY**

**MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, administrators who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Administrators called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

**Reserve or Guard Training**

All administrators in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an administrator's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.



**Active Military Service**

Administrators who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay.

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Administrators on military leave may substitute accrued paid vacation for unpaid leave.

**Re-Employment**

Re-employment of all administrators granted military leave shall be governed in accordance with 38 U.S.C. 4312. An administrator who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the administrator gives notice and files an application for re-employment within the time limitations contained in 38 U.S.C. 4312. The administrator will be returned to duty in the same or a similar position as previously held in accordance with 38 U.S.C. 4312.

**Benefits During Military Leave**

The Board shall continue to provide all health insurance and other existing benefits to administrators as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

**Voluntary Service**

When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the Board's discretion. An employee whose absence will interfere with the orderly operation of the school program shall be denied military leave, except in unusual cases.

F.S. 115.07, 115.09, 115.14, 121.111, 250.341, 1012.23  
38 U.S.C. 2021 et seq., 4312, 4323

**NEW POLICY**

**PROFESSIONAL LEAVE**

With prior approval, administrators may take paid professional leave (vacation or personal leave) to engage in activities during the workday which will result in his/her professional benefit or advancement, including earning college credits and degrees, or that will contribute to the profession of education.

The administrator must submit to his/her supervisor a description of the course or activity, time needed away from work, and a narrative describing the relationship with the course and/or activity and their administrative position. All documentation, including the administrator's work schedule while attending the course and/or activity, must be approved prior to attending courses or activities.

"Extended professional leave" is also available for professional leave exceeding more than thirty (30) consecutive days if the administrative staff member has accumulated enough paid professional leave (vacation or personal leave).

In no case shall an administrator be permitted to work toward an advanced or supplemental degree or receive college credit during the workday or at any time when salary, or other reimbursement, is received from the Board, unless such time is covered by appropriate leave.

Professional leave shall be approved only if specific times and frequency will not adversely affect the administrator's job performance.

The Board may grant any administrator three (3) consecutive weeks professional leave during any fiscal year with compensation when school is not in session; however, such leave shall be cumulative for not more than two (2) years.

**Sabbatical Leave**

The Board may grant an administrator sabbatical leave for a period not to exceed one (1) year.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
1430.08/page 2 of 2

An administrator who receives such leave may be paid one-half of his/her ordinary salary during the period of such leave. Administrators approved for sabbatical leave shall also receive full benefits during such period. A person compensated for sabbatical may not be compensated for other employment during the period of sabbatical leave so that s/he would receive combined compensation in excess of his/her annual salary.

F.S. 1012.23

F.A.C. 6A-1.081, Professional Leave and Extended Professional Leave; Definition

© NEOLA 2014

**NEW POLICY**

**JURY/WITNESS DUTY LEAVE**

**Jury Duty Leave**

An administrator summoned to serve on a jury shall be granted temporary leave with pay for all hours required for the duty up to his or her normal workday hours.

Any jury fees may be retained by the administrator.

However, if jury duty does not require absence for the entire workday, an administrator is expected to return to work immediately upon release by the court.

The School Board shall not reimburse the administrator for meals, lodging, and travel expenses incurred while serving as a juror.

Jury/Witness duty leave will be granted for a maximum of fifteen (15) days, unless additional leave is recommended by the Superintendent and approved by the Board.

**Witness Duty Leave**

An administrator who is subpoenaed as a witness may be granted temporary leave with pay for all hours required for the duty, up to his/her normal workday hours, provided the subpoena is not related to personal litigation in which the administrator is a party.

Any witness fees may be retained by the administrator.

The Board shall not reimburse administrators for meals, lodging, and travel expenses incurred while serving as a witness.

When an administrator is subpoenaed or called as a witness by the Board at a deposition, hearing, trial or other civil proceeding, s/he may be granted temporary leave with pay for all hours required for the duty.

Any witness fees may be retained by the administrator.

In the event no fees are received from the court, s/he may be paid per diem and for travel expenses pursuant to Policy 6550, Travel and Per Diem.

**Personal Litigation**

In no case shall temporary leave with pay be granted for court attendance when an administrator is engaged in his/her own personal litigation. In such cases, an administrator may request vacation or personal leave.

F.S. 1012.23

**© NEOLA 2014**

NEW POLICY

COMPLAINTS AGAINST ADMINISTRATIVE STAFF

Any complaint against an administrator which arises within the membership of the School Board or which comes to the attention of the Board (except through the Superintendent) shall be referred to the Superintendent for decision. In cases where the administrator or the complainant is not satisfied with the decision of the Superintendent, an appeal may be taken by either party to the Board through the Superintendent for a final decision.

Pursuant to State law, a complaint of misconduct against a District administrator, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:

- A. concluded the investigation with a finding not to proceed with disciplinary action or file charges; or
- B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:

- A. by certified mail, return receipt requested, to his/her address of record; or

Formatted: Level 1 List

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
1550/page 2 of 2

B. by personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

Formatted: Level 1 List

F.S. 119.071(2)(k), 1012.31, 1012.795, 1012.796

© NEOLA 2013

REVISED POLICY

1 PERSONNEL FILE

2 It is necessary for the orderly operation of the School District to prepare a personal  
3 information system for the retention of appropriate files bearing upon an employee's  
4 duties and responsibilities to the District and the District's responsibilities to the  
5 employee.

6 The School Board requires that sufficient records exist to determine an employee's  
7 qualifications for the job held, compliance with Federal, State, and local benefit  
8 programs, conformance with District rules, and evidence of completed evaluations.  
9 Such records will be kept in compliance with the laws of the State of Florida.

10 The term personnel file as used in this section shall mean all records, information,  
11 data, or materials maintained by a public school system, in any form or retrieval  
12 system whatsoever, with respect to any of its instructional staff, which are uniquely  
13 applicable to that employee, whether maintained in one (1) or more locations.

14 Only that information which pertains to the professional role of the employee and  
15 submitted by duly authorized school administrative personnel and the Board may be  
16 entered in the official record file.

17  
18 Pursuant to State law, a complaint of misconduct against a District employee, and  
19 all information obtained pursuant to an investigation by the District of the  
20 complaint of misconduct, are confidential and exempt from inspection or copying  
21 until the investigation ceases to be active, or until the District provides written  
22 notice to the employee who is the subject of the complaint, in the manner set forth  
23 below, that the District has either:

24  
25 A. concluded the investigation with a finding not to proceed with  
26 disciplinary action or file charges, or

27  
28 B. concluded the investigation with a finding to proceed with  
29 disciplinary action and/or to file charges. If the investigation results  
30 in such a finding, the District shall also file a legally sufficient  
31 complaint regarding the misconduct as required by State law and  
32 Policy 8141 - Mandatory Reporting of Misconduct by Certificated  
33 Employees.

Formatted: Level 1 List, Indent: Left: 0", First line: 0",  
Tab stops: Not at 0.5" + 0.75"

Formatted: Level 1 List, Indent: Left: 0", First line: 0",  
Tab stops: Not at 0.75"



6  
7 Any material that is derogatory to an employee shall not be open to inspection for an  
8 additional ten (10) days after the employee has been notified either:

- 9  
10 A. by certified mail, return receipt requested, to his/her address of  
11 record; or  
12 B. by personal delivery. The employee's signature on a copy of the  
13 materials to be filed shall be proof that such materials were given to  
14 the employee, with the understanding that such signature merely  
15 signifies receipt and does not necessarily indicate agreement with its  
16 contents.

17 No record in a personnel file which is confidential and exempt from inspection and  
18 copying pursuant to applicable law shall be disclosed except as provided by  
19 applicable law

20 The Superintendent shall maintain a record in each personnel file of those persons  
21 reviewing the files each time they are reviewed.

22 A copy of each such entry shall be given to the employee by certified mail or  
23 personal delivery. The employee's signature on a copy of the materials to be filed  
24 shall be proof that such materials were given to the employee, with the  
25 understanding that such signature merely signifies receipt and does not necessarily  
26 indicate agreement with its contents.

27 The employee shall have access to his/her file upon request.

28 The related procedures manual is entitled Personnel File Procedures.

29 F.S. 119.011, 119.07, 119.071, 1012.31

30 © NEOLA 2010

© NEOLA 2010

Formatted: Level 1 List, Indent: Left: 0", First line: 0",  
Tab stops: Not at 0.5" + 0.75"

1     EMPLOYMENT OF SUBSTITUTE AND PART-TIME INSTRUCTIONAL STAFF

2     When it becomes necessary to employ instructional personnel on a temporary basis,  
3     such employment is on a limited-time basis for the purpose of filling a vacancy for  
4     which a regular employee cannot be found, or to perform some task of a temporary  
5     nature. This employment shall end at the close of the school term, at the end of the  
6     fiscal year, or at the time when the temporary task is completed.

7             A.     Substitute Teachers

8             The School Board authorizes the employment of of State and District  
9             certificated substitute teachers in accordance with State law. The  
10            employment of substitute teachers shall be in accordance with a  
11            planned program developed by the District.

12           Each school principal is authorized to employ a substitute teacher  
13           when an instructional staff member is unable to perform assigned  
14           duties. The principal shall obtain substitute teachers from the  
15           approved list published by the Human Resource Office.

16           Applicants who seek employment as substitute teachers shall meet  
17           the following minimum qualifications and provide the appropriate  
18           materials as required by the Human Resource Office:

- 19           1.     hold a high school diploma or equivalent;
- 20           2.     be at least eighteen (18) years of age;
- 21           3.     submit a complete set of fingerprints taken by a law  
22           enforcement agency or properly trained District personnel  
23           and the appropriate processing fee to obtain a records check  
24           by the Florida Department of Law Enforcement (FDLE) and  
25           the Federal Bureau of Investigation (FBI);
- 26           4.     submit to a drug/alcohol screening; and
- 27           5.     complete an orientation/training program and other training  
28           required by Florida law.

1 The Human Resource Office shall approve applicants as substitute  
2 teachers provided their qualifications are found to be satisfactory.  
3 Applicants shall not be eligible for substitute teaching until  
4 approved.

5 In the absence of a regular teacher, a substitute teacher shall be  
6 employed under the following conditions:

- 7 1. Absences of regular teachers shall be filled by highly qualified  
8 substitute teachers whenever possible.
- 9 2. All substitute teachers shall observe the same hours and  
10 perform the same duties as regular teachers. Substitutes  
11 may be excused by the principal from instructional meetings.
- 12 3. Each substitute teacher shall conduct classes according to  
13 lesson plans and schedules prepared by the teacher who is  
14 absent.
- 15 4. Each substitute shall leave for the returning teacher a  
16 summary of the work covered and work assigned to students.
- 17 5. Compensation of substitute teachers shall be established by  
18 the Board.
- 19 6. Each substitute teacher shall file a complete set of  
20 fingerprints as required in Policy 3121.01 - Employment  
21 History and Criminal Background Checks.
- 22 7. The Superintendent may remove a substitute teacher from  
23 the approved list of substitute teachers with or without cause.  
24 The substitute teacher removed from the approved list shall  
25 not have no further recourse against the District unless  
26 removal from the approved list is in violation of State or  
27 Federal law.  
28

Upon request from an early learning coalition serving students in  
Gadsden County, the District will make available to the coalition a  
list of persons eligible to act as a substitute teacher in this District.

1           B.    Temporary Teachers

2                   A temporary teacher is a person whose employment is expected to  
3                   be for a limited time to fill a vacancy for which a permanent teacher  
4                   is not available or to perform some work of a temporary nature.  
5                   Such employment will cease at the close of the school term or school  
6                   fiscal year or when the temporary work has been completed. A  
7                   temporary teacher shall not be considered an annual contract,  
8                   probationary teacher for purposes of assessment or evaluation.

9                   In the absence of a regular teacher, a temporary teacher shall be  
10                  employed when it is known or determined that the regular teacher  
11                  will be absent for more than thirty (30) consecutive days or for the  
12                  remainder of the school year. A highly qualified teacher shall be  
13                  appointed as a replacement as soon as possible so that there is  
14                  continuity in the instructional program. To be eligible to be  
15                  recommended as a temporary teacher for the period to be served,  
16                  the individual selected as the replacement shall have a valid Florida  
17                  certificate and meet the criteria established by the FLDOE to be  
18                  considered highly qualified for the assignment.

19                  A temporary teacher shall be paid on the teacher salary schedule,  
20                  once they have met all conditions to be employed as a replacement,  
21                  and shall assume the full duties of a regular teacher.

22           C.    Part-Time Instructional Staff

23                  The Superintendent is authorized to employ part-time personnel as  
24                  needed. A part-time instructional staff member is a teacher who is  
25                  employed to render less than the number of hours each day as  
26                  established by the Board for a regular full-time teacher.

27    F.S. 1002.83(14), 1012.35, 1012.36

28    © **NEOLA 20102013**

© **NEOLA 2010**

**REVISED POLICY**

Formatted: Font: Bold

1                   CONTRACTS: INSTRUCTIONAL PERSONNEL

2 Any person employed as a member of the instructional staff shall hold a valid  
3 Florida Teaching Certificate except as noted elsewhere in policy. All instructional  
4 staff members shall be entitled to and shall enter into a written contract with the  
5 School Board as provided by law. All contracts shall be on forms prescribed by the  
6 Commissioner of Education. Any member of the instructional staff who is willfully  
7 absent from duty without leave shall forfeit compensation for the time absent, and  
8 the staff member's contract shall be subject to cancellation by the Board.

9  
10 Contracts with, as well as contracts pertaining to, instructional staff that provide for  
11 extra compensation, bonuses, and/or severance pay, shall strictly comply with the  
12 provisions of F.S. 215.425.

13 Each individual newly hired as instructional personnel by the Board must be  
14 awarded a one (1) year probationary contract. Upon successful completion of the  
15 probationary contract, the Board may award an annual contract. An annual  
16 contract may be awarded for instructional personnel who have successfully  
17 completed a probationary contract with the Board and have received one (1) or more  
18 annual contracts from the Board. An annual contract may be awarded only if the  
19 employee:

- 20           A.   holds an active professional certificate or temporary certificate  
21                   issued pursuant to F.S. 1012.56 and rules of the State Board of  
22                   Education;
- 23           B.   has been recommended by the Superintendent for the annual  
24                   contract based upon the individual's evaluation under F.S. 1012.34  
25                   and approved by the Board;
- 26           C.   has not received two (2) consecutive annual performance evaluation  
27                   ratings of unsatisfactory, two (2) annual performance evaluation  
28                   rating of unsatisfactory within a three (3) year period, or three (3)  
29                   consecutive annual performance evaluation ratings of needs  
30                   improvement or a combination of needs improvement and  
31                   unsatisfactory under F.S. 1012.34.

32 A true signed copy of the contract shall be retained by the Board in the office of the  
33 Superintendent.

1 Probationary employees may be dismissed without cause or may resign without their  
2 resignation constituting a breach of contract. Instructional personnel who have  
3 successfully completed a probationary contract and have received an annual  
4 contract may be suspended or dismissed at any time during the term of the contract  
5 for just cause as defined by State law. Instructional personnel shall have the right  
6 to contest or challenge any such suspension or dismissal in accordance with the  
7 procedures set forth in State law.

8 **Year of Service Defined for Instructional Personnel**

9 The minimum time which may be recognized as a year of service for contractual  
10 purposes shall be full-time actual service rendered under contract for more than  
11 one-half (1/2) of the number of days or more than one-half (1/2) the number of total  
12 hours required for the normal contractual period of service for the position held. In  
13 determining such service, sick leave and holidays for which the employee received  
14 compensation shall be counted, but all other types of leave and holidays shall be  
15 excluded.

16 Any claim to a year of service for salary purposes shall be the equivalent of the  
17 service required for a continuing, instructional service, annual, or multi-year  
18 contract. Credit for service rendered in another state or as otherwise allowed under  
19 the adopted salary schedule shall be determined by using the minimum service  
20 required in the District for a comparable position and in accordance with provisions  
21 of the applicable collective bargaining agreement.

22 In determining the number of days that must be served to constitute a full year of  
23 out-of-state teaching experience, the existing regulations of the State or District in  
24 which the contract was executed shall be used as the criteria.

25 F.S. 215.425, 1001.42, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335,  
26 1012.34, 1012.56  
27 F.A.C. 6A-1.0502, 6A-1.064

28 © NEOLA 20112012

© NEOLA 2011

**REVISED POLICY**

**APPOINTMENT, ASSIGNMENT, TRANSFER, AND  
PROMOTION OF INSTRUCTIONAL STAFF**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

~~Pursuant to statutory requirements, the percentage of temporarily certified teachers, teachers in need of improvement, or out-of-field teachers assigned to schools in one (1) of the three (3) lowest performing categories under State law shall not be greater than the District average of temporarily certified teachers, teachers in need of improvement, or out-of-field teachers. Such assignments shall be consistent with the collective bargaining agreement.~~

~~The District shall annually certify to the Commission of Education that this requirement is being met.~~

**Appointment and Assignment**

When developing his/her recommendation for ~~staff~~ staff appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

The Board shall act not later than June 30th on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

1 **Assignment to Schools Graded “D” or “F”**  
2

3 Pursuant to statutory requirements, the percentage of temporarily certified teachers,  
4 teachers in need of improvement, or out-of-field teachers assigned to schools graded  
5 “D” or “F” under State law shall not be greater than the District average. Such  
6 assignments shall be consistent with the collective bargaining agreement.  
7

8 A newly hired instructional staff member may be assigned to a school that has  
9 earned a grade of “F” in the previous year, or any combination of three (3)  
10 consecutive grades of “D” or “F” in the previous years, if the individual:  
11

- 12 A. has received an “effective” or “highly effective” rating in the  
13 immediate prior year’s performance evaluation;  
14  
15 B. has successfully completed or is enrolled in a teacher preparation  
16 program, is provided with high-quality mentoring during the first  
17 two (2) years of employment, holds a professional certificate and  
18 holds a probationary contract; or  
19  
20 C. holds a probationary contract, holds a professional certificate and  
21 has successful teaching experience, and if, in the judgment of the  
22 school principal students would benefit from the placement of that  
23 individual.  
24

25 The Superintendent will annually certify to the Commission of Education that these  
26 requirements are being met.  
27

28 **Assignment to Teacher Preparation Programs**  
29

30 All instructional personnel who supervise or direct teacher preparation students  
31 during field experience courses or internships in which candidates demonstrate an  
32 impact on student learning growth must have evidence of “clinical educator”  
33 training, a valid professional certificate and at least three (3) years K-12 teaching  
34 experience and must have earned an “effective” or “highly effective” rating on the  
35 prior year’s performance evaluation or be a peer evaluator under the District’s  
36 evaluation system.  
37

38 All instructional personnel who supervise or direct teacher preparation students  
39 during field experience courses or internships in another state, in which a candidate  
40 demonstrates an impact on student learning growth, through a Florida online or  
41 distance program must have received “clinical educator” training or its equivalent in  
42 that state, hold a valid professional certificate issued by the state in which the field  
43 experience takes place, and have at least three (3) years of K-12 teaching experience.  
44



1  
2  
3  
4 All instructional personnel who supervise or direct teacher preparation students  
5 during field experience courses or internships, in which a candidate demonstrates  
6 an impact on student learning growth, on a United States military base in another  
7 country through a Florida online or distance program must have received “clinical  
8 educator” training or its equivalent, hold a valid professional certificate issued by the  
9 United States Department of Defense or a state or territory of the United States, and  
10 have at least three (3) years of K-12 teaching experience.  
11

12 **Promotion and Transfer**

13 Pursuant to State law, the Superintendent's primary consideration in recommending  
14 an individual for promotion must be the individual's demonstrated effectiveness  
15 pursuant to F.S. 1012.34 State law.

16 Before transferring an instructional staff member from one (1) school to another, the  
17 Superintendent shall consult with the principal of the school to which the teacher  
18 will be assigned and allow the principal the opportunity to review the teacher's  
19 records, including student performance demonstrated under F.S. 1012.34, and  
20 interview the teacher. If, in the judgment of the principal, students would not  
21 benefit from the placement, an alternative placement may be sought. A principal  
22 may refuse to accept the Superintendent's assignment or transfer of an instructional  
23 staff member who holds a professional teaching certificate to his/her school, unless  
24 that instructional staff member has a performance rating of effective or highly  
25 effective under F.S. 1012.34.

26 After the required considerations and consultations, the Superintendent shall  
27 submit written recommendations with regard to the promotion or transfer of  
28 instructional staff for Board action.

29 In accordance with State law, the Board may reject the Superintendent's  
30 recommendation for the transfer or promotion of an instructional staff member for  
31 good cause.

32 **Required Reporting**

33 The Superintendent must annually notify the parent of any student who is assigned  
34 to classroom with a teacher having two (2) consecutive annual performance  
35 evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings  
36 of unsatisfactory within a three (3) year period, or three (3) consecutive annual  
37 performance evaluation ratings of needs improvement or a combination of needs  
38 improvement and unsatisfactory.

1 **Duties, Days, and Hours**  
2

3 The Superintendent shall make known through administrative channels the duties,  
4 days, and hours of the various classes of instructional personnel.

5 A. Instructional staff members shall perform the duties required by  
6 Florida statutes, Board policy, and the collective bargaining  
7 agreement, as well as other reasonable duties as may be assigned by  
8 their immediate supervisor. Failure to perform such duties in an  
9 acceptable manner shall constitute a violation of the instructional  
10 staff member's contract and just cause for disciplinary action.

11 B. Instructional staff members are responsible for student control and  
12 supervision at any location on campus or during school-sponsored  
13 activities.

14 C. Instructional staff members shall not permit their family members  
15 or friends by their presence to interfere with performance of their  
16 duties during working hours.

17 **Employment and Supervision of Relatives (Nepotism)**

18 An employee may not be recommended for employment or be supervised by a close  
19 relative. Further, two or more close relatives may not work in the same  
20 administrative unit except by special permission of the Superintendent. All  
21 employees shall disclose to the Superintendent, the names of close relatives working  
22 at the same work location.

23 For purposes of this policy, close relatives are defined as mother, father, son,  
24 daughter, brother, sister, and spouse and in-laws of the same.

| 25 F.S. 112.3135, 1004.04, 1012.22, 1012.23, 1012.2315, 1012.27, 1012.28

| 26 © **NEOLA 20112014**

| © **NEOLA 2011**



1 G. An instructional staff member shall not knowingly distribute to a  
2 minor any material that is obscene and harmful to minors, as  
3 defined in F.S. 847.012, in any format and/or by any manner. An  
4 instructional staff member who knowingly distributes any such  
5 material to a minor also commits a felony under State law, and is  
6 subject to disciplinary action up to and including termination.  
7

8 H. An instructional staff member shall not transport students in a  
9 private vehicle without the approval of the principal.

10 IH. A student shall not be required to perform work or services that may  
11 be detrimental to his/her health.

12 JI. Staff members are discouraged from engaging students in social  
13 media and online networking media, such as Facebook, Twitter,  
14 MySpace, etc.

15 KJ. Staff members are expressly prohibited from posting any video or  
16 comment pertaining to any student on social network sites or  
17 similar forums, such as YouTube, without express permission of the  
18 students' parent(s).

19 Since most information concerning a child in school, other than directory  
20 information described in Policy 8330- Student Records, is confidential under Federal  
21 and State laws, any staff member who shares confidential information with another  
22 person not authorized to receive the information may be subject to discipline and/or  
23 civil liability. This includes, but is not limited to, information concerning  
24 assessments, grades, behavior, family background, and alleged child abuse.

25 Pursuant to the laws of the State and School Board Policy 8462 - Student Abuse and  
26 Neglect, each instructional staff member shall report to the proper legal authorities  
27 immediately any sign of suspected child abuse or neglect.

28 F.S. 119.011, 847.012, 1001.51, 1002.22, 1003.32  
29 20 U.S.C. 1232  
30 34 C.F.R. Part 99

Formatted: Left

31 © NEOLA **20102011**

© NEOLA **2010**

**REVISED**

EVALUATION OF INSTRUCTIONAL PERSONNEL

Pursuant to State law, evaluations shall be conducted for the purpose of increasing student learning growth by improving the quality of instructional services in the District. Except for classroom teachers who are newly hired in the District and excluding substitute teachers, a performance evaluation must be conducted for each instructional staff member at least once per year. Newly hired teachers must be observed and evaluated at least twice during their first year of teaching in the District.

The Principal is responsible for the performance of all personnel employed by the Board and assigned to the school to which the Principal is assigned. The Principal shall appropriately and effectively apply the personnel evaluation system that has been recommended by the Superintendent and approved by the Board, and approved, as required by State law, by the Florida Department of Education.

As set forth in State law, at least fifty percent (50%) of the performance evaluation of an instructional staff member must be based on data and indicators of student learning growth assessed annually by Statewide assessments for the students assigned to that teacher's classroom or, in the case of co-teaching or team teaching, within the teacher's academic sphere of responsibility. For classroom teachers for whom at least three (3) years of growth data for students assigned to that teacher the percentage of the evaluation that is based upon student learning growth shall be reduced to not less than forty percent (40%) as provided by State law. If less than three (3) years of data are available, the years for which data are available must be used and the percentage of the evaluation based upon student learning growth may be reduced to not less than forty percent (40%).

Student achievement measures for courses associated with Statewide assessments may be used only if a Statewide growth formula has not been approved for that assessment or, for courses associated with School District assessments, if achievement is demonstrated to be a more appropriate measure of teacher performance.

1  
2  
3  
4 The student performance data used in the performance evaluation of non-classroom  
5 instructional personnel must be based on student outcome data that reflects the  
6 actual contribution of such personnel to the performance of the students assigned to  
7 the individual in the individual's areas of responsibility.  
8

9 For purposes of performance salary schedules adopted in accordance with State law,  
10 the student assessment data in the performance evaluation must be from Statewide  
11 assessments or District-determined assessments in the subject areas taught.

12 For instructional personnel who are not classroom teachers, the student learning  
13 growth portion of the evaluation must include growth data on Statewide  
14 assessments for students assigned to the instructional personnel over the course of  
15 at least three (3) years, or may include a combination of student learning growth  
16 data and other measurable student outcomes that are specific to the assigned  
17 position, provided that the student learning growth data accounts for not less than  
18 thirty percent (30%) of the evaluation. If less than three (3) years of student growth  
19 data are available, the years for which data are available must be used and the  
20 percentage of the evaluation based upon student learning growth may be reduced to  
21 not less than twenty percent (20%).

22 The evaluation criteria must include, but are not limited to, the following:

- 23           A. student performance, as described above;
- 24           B. instructional practice, including indicators based upon each of the  
25 Florida Educator Accomplished Practices adopted by the State  
26 Board and specific job expectations related to student support for  
27 instructional staff members who are not classroom teachers;
- 28           C. professional and job responsibilities adopted by the State Board, as  
29 well as additional professional and job responsibilities established  
30 by the Board.

31 Lastly, each evaluation shall also relate, but not be limited to, the duties specified in  
32 the job description.

33 The Principal shall inform all instructional personnel of the criteria and procedures  
34 associated with the performance evaluation process before evaluation begins.  
35 Additionally, the Principal shall assist the teachers within the school to use student  
36 assessment data, as measured by student learning growth gains pursuant to State  
37 law, for self-evaluation and improvement.

38

1  
2  
3  
4 The evaluation shall be completed and on file in accordance with the time schedule  
5 established by the Superintendent. The written report of the evaluation must be on  
6 file and provided to the employee within ten (10) days after the evaluation  
7 conference. The evaluator must discuss the written evaluation report with the  
8 employee. The employee shall have the right to initiate a written response to the  
9 evaluation, and the response shall become a permanent attachment to his/her  
10 personnel file. The evaluator may amend an evaluation based upon assessment  
11 data from the current year if the data becomes available within ninety (90) days after  
12 the close of the school year.

13 If an employee who holds a professional service contract is not performing his/her  
14 duties in a satisfactory manner, the evaluator shall notify the employee in writing of  
15 such determination. The notice must describe such unsatisfactory performance and  
16 include notice of the procedural requirements set forth in F.S. 1012.34.

17 An evaluation shall be submitted at the time an instructional staff member leaves  
18 the District if services terminate prior to annual evaluations.

19 An instructional staff member shall be given a copy of any documents relating to  
20 his/her performance ~~which~~ that are to be placed in the personnel file.

21 A portion of each instructional staff member's compensation shall be based on the  
22 employee's performance evaluation as required by State law.

23 In addition, the Superintendent shall annually report the evaluation results of  
24 instructional staff members using the four (4) levels of performance set forth in State  
25 law to the FLDOE. The results shall be provided by school and shall be  
26 disaggregated by classroom teachers, as defined in State law, excluding substitute  
27 teachers, and all other instructional personnel, also as defined in State law.

28 The Superintendent shall also notify the FLDOE of any instructional staff members  
29 who receive two (2) consecutive unsatisfactory evaluations, as well as any  
30 instructional personnel who are given written notice by the District of intent to  
31 terminate or not renew their employment.

32 ~~The instructional personnel assessment system shall be evaluated annually to~~  
33 ~~determine compliance with State law and this policy. All substantial revisions to an~~  
34 ~~approved system shall be approved by the Board, upon the recommendation of the~~  
35 ~~Superintendent, before being submitted to the Florida Department of Education for~~  
36 ~~approval.~~  
37

1  
2  
3  
4 **Annual Review of District Instructional Personnel Evaluation System**  
5

6 The Superintendent shall appoint a District Evaluation System Review Committee  
7 who shall be responsible for annually reviewing the instructional staff evaluation  
8 system to analyze whether it complies with Florida law and this policy. The District  
9 Evaluation System Review Committee shall follow procedures adopted by the  
10 Superintendent when reviewing the evaluation system. All substantial revisions to  
11 the evaluation system must be reviewed and approved by the Board before being  
12 used to evaluate instructional personnel.

13  
14 The District Evaluation System Review Committee shall be composed of no less than  
15 (3—(—)) individuals from the following areas:

16  
17  instructional staff member;

18  
19  school administrator;

20  
21  assistant superintendent;

22  
23  district curriculum and  
24 instruction  
25 .

26 F.S. 1012.22, 1012.28, 1012.34, 1012.986

27 © NEOLA **20112014**



**REVISED**

Formatted: Font: Bold

1 PROFESSIONAL DEVELOPMENT

2 Pursuant to State law, the School District will work collaboratively with the Florida  
3 Department of Education (FLDOE), public postsecondary institutions, State  
4 education foundations, consortia, and professional organizations in Florida to  
5 maintain a coordinated system of professional development. The purpose of the  
6 system is to increase student achievement, enhance classroom instructional  
7 strategies that promote rigor and relevance throughout the curriculum, and prepare  
8 students for continuing education and the workforce.

9 The District's comprehensive professional development plan will incorporate school  
10 improvement plans, and will align with the Florida Professional Development System  
11 Evaluation Protocol Standards, which support the framework for standards adopted  
12 by the National Staff Development Council. Furthermore, the results of the  
13 performance evaluations of instructional staff members conducted pursuant to State  
14 law and Board Policy 3220 will be used when identifying the areas for which  
15 professional development is needed.

16 As required by State law, the District's comprehensive professional development  
17 plan will be updated by September 1st annually. Any substantial revisions to the  
18 District's plan will be submitted to the FLDOE for their review for continued  
19 approval. The Superintendent will annually recommend for the School Board's  
20 consideration and adoption the updated comprehensive professional development  
21 plan, so that verification of the adoption can be submitted to the Commissioner of  
22 Education not later than October 1st of each year.

23 The Board will provide funding for professional development as required by State law  
24 and the General Appropriations Act and will authorize expenditures from other  
25 sources to continuously strengthen the District's system of professional  
26 development. The plan will also provide for training for each teacher who will use  
27 materials that were purchased with funds allocated by the State for instructional  
28 materials, provide for in-service credit for the training, and document satisfactory  
29 completion of the training by each teacher.

1 The in-service activities for instructional personnel shall focus on analysis of student  
2 achievement data, ongoing formal and informal assessments of student  
3 achievement, identification and use of enhanced and differentiated instructional  
4 strategies that emphasize rigor, relevance, and reading in the content areas,  
5 enhancement of subject content expertise, integrated use of classroom technology  
6 that enhances teaching and learning, classroom management, parent involvement,  
7 and school safety. Additionally, in-service activities will be made available for  
8 instructional personnel of nonpublic schools in the District and the State certified  
9 teachers who are not employed by the Board on a fee basis not to exceed the cost of  
10 the activity per all participants.

11 ~~Each School principals shall may, but are not required to,~~ establish and maintain  
12 an individual professional development plan for each instructional employee  
13 assigned to the school ~~as a seamless component to the school improvement plans~~  
14 ~~developed pursuant to State law.~~ The individual professional development plan  
15 ~~established by the principal shall must:~~

- 16 A. be related to specific performance data for the students to whom the  
17 teacher is assigned;
- 18 B. define the in-service objectives and specific measurable  
19 improvements expected in student performance as a result of the in-  
20 service activity;
- 21 C. include an evaluation component that determines the effectiveness  
22 of the professional development plan;
- 23 ~~D. provide for systematic consultation with regional and State~~  
24 ~~personnel designated to provide technical assistance and evaluation~~  
25 ~~of local professional development programs;~~
- 26 ~~E. provide for delivery of professional development by distance learning~~  
27 ~~and other technology based delivery systems to reach more~~  
28 ~~educators at lower costs;~~
- 29 ~~F. provide for the continuous evaluation of the quality and~~  
30 ~~effectiveness of professional development programs in order to~~  
31 ~~eliminate ineffective programs and strategies and to expand effective~~  
32 ~~ones. Evaluations must consider the impact of such activities on~~  
33 ~~the performance of participating educators and their students'~~  
34 ~~achievement and behavior.~~

1 **Certification of an Approved Comprehensive Professional Development Plan**

Formatted: Font: Bold

2  
3 By July 1st of each year and prior to the release of funds for instructional materials,  
4 pursuant to statutory requirements, the Superintendent will certify to the  
5 Commissioner of Education that the Board has approved a comprehensive  
6 professional development plan that requires fidelity of implementation of  
7 instructional materials that are in the first two (2) years of the adoption cycle. The  
8 report will also include verification that the training was provided.

9 F.S. 1001.42, 1011.62, 1011.67, 1012.22, 1012.34, 1012.56, 1012.98, 1012.985,  
10 1012.986

11 © NEOLA 2011

© NEOLA 2011

REVISED POLICY

Formatted: Font: Bold

1

COMPENSATION

2 Salaries of all instructional staff members shall be determined by the School Board  
3 and shall be authorized by the following annual salary schedules adopted by the  
4 Board upon the recommendation of the Superintendent.

5  
6 A. grandfathered salary schedule for instructional staff who have  
7 continuing contracts or professional service contracts and were  
8 hired before July 1, 2014; or  
9

10 B. the performance salary schedule for instructional staff who were  
11 hired after July 1, 2014, or who held annual contracts as of July 1,  
12 2014.  
13

14 The base salary set forth in these salary schedules, as well as the amounts provided  
15 for adjustments and supplements shall be subject to collective bargaining.  
16

17 If budget constraints in any given year limit the Board's ability to fully fund all  
18 adopted salary schedules, the performance salary schedule shall not be reduced on  
19 the basis of total cost or the value of individual awards in a manner that is  
20 proportionally greater than reductions to any other salary schedules adopted by the  
21 District.  
22

23 **Grandfathered Salary Schedule for Instructional Staff**  
24

25 The grandfathered salary schedule for instructional staff shall be used as the basis  
26 for paying instructional personnel hired before July 1, 2014, who have a continuing  
27 contracts or a professional service contract. Each year instructional staff members  
28 who were hired before July 1, 2014 and who have a continuing contract or a  
29 professional service contract will have the opportunity to move from this salary  
30 schedule to the performance salary schedule for instructional staff.

31 Per statutory requirements, a portion of each employee's compensation paid  
32 pursuant to the Board-adopted grandfathered salary schedule for instructional staff  
33 shall be based on demonstrated performance as required by State law and evaluated  
34 in accordance with State law and Policy 3220, Evaluation of Instructional Personnel.  
35 In addition, the prior teaching experience of a person who has been designated State  
36 Teacher of the Year by any state in the United States, and prior professional  
37 experience in the field of education gained in position in addition to District level  
38 instructional and administrative positions must be considered.

39  
40

© NEOLA 2011

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

Further, pursuant to statutory requirements and subject to negotiation, the adopted grandfathered salary schedule for instructional staff shall provide differentiated pay based upon the following District-determined factors, including the following:

A. additional responsibilities;

The list of additional responsibilities for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

By end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members who are assigned one (1) or more of the additional responsibilities on the list that is set forth in the collective bargaining agreement.

By end of June, the Superintendent will authorize payment of the salary adjustment specified in the Board adopted annual salary schedule for instructional staff to the instructional staff members who are assigned these additional responsibilities.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

The list of school demographics for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of instructional staff members who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By the end of June, the Superintendent will authorize payment of the amount specified in the Board adopted salary schedule for instructional staff as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

Formatted: Left

1  
2  
3  
4  
5  
6  
7

C. critical shortage areas;

By the end of May each year, upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or the District.

By the end of June, the Superintendent will authorize payment of the amount specified in the annual salary schedule for instructional staff as an adjustment to the compensation of the staff members assigned in critical shortage areas.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties.

The list of job performance difficulties for which instructional staff members shall receive differentiated pay are set forth in the collective bargaining agreement.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of instructional staff members whose assignment is characterized by the job performance difficulties set forth in the collective bargaining agreement.

By the end of June, the Superintendent shall authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

Formatted: Left

1  
2  
3  
4 **Salary Supplements**

5  
6 In addition to the annual salary adjustments described above, the Board shall also  
7 award salary supplements that are annual additions to the instructional staff  
8 member's salary. Salary supplements shall be paid to all instructional staff  
9 members who were hired before July 1, 2011 for any advanced degree held, and to  
10 all instructional staff members hired after July 1, 2011 but before July 1, 2014 for  
11 advanced degrees earned in their area of responsibility.

- 12  
13 A. By the end of June, the Director of Human Resources shall submit  
14 to the Superintendent a list of instructional staff members who are  
15 eligible for the additional compensation provided by the annual  
16 salary schedule for all instructional staff members who were hired  
17 before July 1, 2011 for any advanced degree held, and to all  
18 instructional staff members hired after July 1, 2011 but before July  
19 1, 2014 for advanced degrees earned in their area of responsibility.  
20  
21 B. By the end of June, the Superintendent will authorize payment of  
22 the amount specified in the grandfathered salary schedule for  
23 instructional staff as a salary adjustment to the instructional staff  
24 members eligible for advanced degrees held.  
25  
26 C. At a subsequent regular meeting, the list of instructional staff  
27 members who will receive this supplement shall be provided to the  
28 Board.

29  
30 As provided by law, these annual salary supplements shall not become part of the  
31 instructional staff member's permanent base salary.

32  
33 **Performance Salary Schedule for Instructional Staff**

34  
35 Beginning July 1, 2014, the performance salary schedule shall be the basis for  
36 paying instructional staff members new to the District, returning to the District after  
37 a break in service without an authorized leave of absence, or appointed for their first  
38 time to an instructional staff position in the District.

39  
40 The performance salary schedule shall also be the basis for paying instructional  
41 staff members on annual contract as of July 1, 2014.

42  
43 Additionally, the performance salary schedule shall be the basis for paying  
44 instructional staff members with a continuing contract or a professional service  
45 contract who opt out of the grandfathered annual salary schedule and into the  
46 performance salary schedule.  
47

1  
2  
3  
4 The base salary for instructional staff members who opt into the performance salary  
5 schedule or who are required by State law to move to the performance salary  
6 schedule must be the salary paid in the prior year, including adjustments only.  
7

8 The annual salary adjustment under the performance salary schedule for an  
9 instructional staff member rated as "highly effective" must be greater than the  
10 highest annual salary adjustment available to an instructional staff member of the  
11 same classification through any other salary schedule adopted by the Board.  
12

13 [ ] The performance salary schedule for instructional staff shall provide a  
14 cost-of-living adjustment that does not discriminate among comparable  
15 classes of employees based on the salary schedule under which they are  
16 compensated and does not exceed fifty percent (50%) of the annual  
17 adjustment provided to instructional staff rated as effective.  
18

19 The performance salary schedule must not provide an annual salary adjustment for  
20 an instructional staff member who receives a rating other than highly effective or  
21 effective for the year.  
22

### 23 **Salary Adjustments**

24  
25 The performance salary schedule for instructional staff shall provide for the  
26 following salary supplements:  
27

A. assignment to a Title I eligible school;

By the end of June, the Director of Human Resources will submit to  
the Superintendent a list of staff members who are assigned to a  
Title I school for the upcoming school year.

The Superintendent will authorize payment of the supplement  
specified in the collective bargaining contract for assignment to a  
Title I school.

28 At a subsequent regular meeting, the list of staff members who will  
receive this supplement shall be provided to the Board.

B. assignment to a school that received an "F" or three (3) consecutive  
grades of "D" pursuant to the school grading system established by  
State law;

By the end of June, the Director of Human Resources will submit to  
the Superintendent a list of staff members who are assigned for the  
upcoming year to a school that improved by at least one grade level  
for the previous school year.



By end of June, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for one (1) year following improved performance in the school regardless of whether or not the teacher assignment is at the school that improved.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

- C. certification and teaching in the critical teacher shortage areas identified by the State Board of Education and/or District pursuant to State law;

By the end of May, upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

By end of June, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned in critical shortage areas.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided.

- D. assignment of additional academic responsibilities;

The list of additional academic responsibilities for which instructional staff members shall receive salary supplements are set forth in the collective bargaining agreement.

By the end of September each Principal shall submit to the Superintendent a list of staff members assigned additional academic responsibilities.

By the end of October, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned additional academic responsibilities. At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

Formatted: Left

Formatted: Left

E. advanced degree in the area of certification.

The end of August, the Director of Human Resources shall submit to the Superintendent a list of instructional staff members who have earned advanced degrees in their area of certification.

By the end of August, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

1  
2 The amount paid for each of these salary supplements shall be subject to collective  
3 bargaining.

4  
5 **Credit for Previous Experience**

6 The salary established for instructional personnel under the grandfathered salary  
7 schedule, and the base salary established under the performance salary schedule,  
8 will include a credit for previous experience earned in a position with similar  
9 responsibilities, as follows:

10  
11 A. The minimum time that will be recognized as a year of service is full-time  
12 actual service rendered for more than one-half (1/2) of the number of days  
13 or more than one-half (1/2) of the number of hours for the normal  
14 contractual period of service for the position held. In determining such  
15 service, sick leave and paid holidays shall be counted, but all other types  
16 of leave and holidays will be excluded.

Commented [O1]: See FS 1012.01(4)

17  
18 B. Credit for service in another state or as otherwise allowed under the  
19 adopted salary schedule shall be determined by using the minimum  
20 service required in this District for a comparable position, and in  
21 accordance with provisions of the applicable collective bargaining  
22 agreement. In determining the number of days that must be served to  
23 constitute a full year of out-of-state teaching experience, the existing  
24 regulations of the State or District in which the contract was executed  
25 shall be used as the criteria.

Commented [O2]: Moved from policy 3128,  
Contracts

C. Transfer of previous experience in a position with similar responsibilities

1. Will include all previous experience with this district;
2. May not exceed twelve (12) years of experience from other employers;
3. Must have been earned in a position that contributed to a state retirement system or at a school that was, at the time the experience was earned, fully accredited by one of the six regional accrediting bodies listed below:
  - a. Southern Association of Colleges and Schools.
  - b. Western Association of Schools and Colleges.
  - c. Northwest Association of Accredited Schools.
  - d. North Central Association of Colleges and Schools.
  - e. New England Association of Schools and Colleges.
  - f. Middle States Association of Colleges and Schools.

D. An employee who claims credit for previous experience must complete and submit to the Human Resources Department the Experience Verification Form (Form 3410 F-1) within the first 14 days of employment, in order to receive credit for years of service.

**Bonuses and/or Severance Pay**

Any award of a bonus must be based upon work performance. The determination of such bonus must include a process that describes performance standards and an evaluation process consistent with Policy 3220. All employees eligible for such a bonus will be notified before the beginning of the evaluation period on which the bonus is to be based.

If the Board provides bonuses and/or severance pay to instructional staff that are not included in an individual employment contract and/or pursuant to a collective bargaining contract, those bonuses and/or severance pay are subject to negotiations, but must strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Indent: Left: 0.75", No bullets or numbering

1 [Instructional staff members should refer to the current collective bargaining](#)  
2 [agreement for more information regarding compensation.](#)

3 F.S. [215.425, 1001.42, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335,](#)  
4 [1012.34, 1012.36](#)  
5 [F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel](#)  
6 [F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative](#)  
7 [Personnel, and Other Personnel](#)

8 © NEOLA [20112015](#)

**REVISED POLICY**

1        PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

2        The School Board provides coverage to eligible full-time employees under fully  
3        insured group health plans. The Board has established the following fully insured  
4        group health plans:

- 5            A.        Group Health Plan
- 6            B.        Dental Plan

7        The Board acknowledges that these group health plans are required to comply with  
8        the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule—as  
9        amended by Title I of the Genetic Information Nondiscrimination Act (GINA) and all  
10       implementing Federal regulations. Fully insured group health plans generally are  
11       exempt from many of the requirements imposed upon self-funded group health  
12       plans.

13       The Board also acknowledges that these fully insured group health plans are  
14       required to comply with the HIPAA Security Rule. The group health plans, working  
15       together with the insurer, will ensure the confidentiality, integrity, and availability of  
16       the group health plans' electronic protected health information in accordance with  
17       the HIPAA Security Rule.

18  
19       The Board hereby appoints \_\_\_\_\_ to serve as the security official of  
20       the group health plans. The Board delegates authority to the security official to  
21       perform an information technology risk analysis and to develop risk management  
22       procedures, if necessary.

23  
24       The security official shall review the insurer's internal policies and procedures  
25       implementing various security measures required by the HIPAA Security Rule with  
26       respect to electronic protected health information. All of the group health plans'  
27       functions are carried out by the insurer and the insurer owns and/or controls all of  
28       the equipment and media used to create, maintain, receive, and transmit electronic  
29       protected health information relating to the group health plans. Accordingly, the  
30       insurer is in the best position to implement the technical, physical, and  
31       administrative safeguards required by the HIPAA Security Rule. The security official  
32       may elect to utilize, as administrative procedures, the insurer's own policies  
33       addressing security measures for the group health plans' electronic protected health  
34       information, as appropriate.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

The fully insured group health plans established by the Board shall:

- A. refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful;
- B. not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits;
- C. if the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. summary health information;  
  
Summary health information is de-identified information that summarized claims history, claims expenses, or type of claims experienced by health plan participants.

1 B. information on whether an individual is participating in a group  
2 health plan, or is enrolled in or has disenrolled from a health  
3 insurance issuer or HMO offered by the plan.

C. information disclosed to the plan under a signed authorization that  
meets the requirements of the Privacy Rule.

4 F.S. 1002.02

5 20 U.S.C. 1232g

6 42 U.S.C. 1320d-2

7 Health Insurance Portability and Accountability Act (HIPAA)

8 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

9 29 C.F.R. Part 1635

10 45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408

11 45 C.F.R. 164.502, 164.502(a), 164.530(g), 164.530(h), 164.530(j)

12 45 C.F.R. 164.530(k)

13 © **NEOLA 20102014**

**REVISED POLICY**

Formatted: Font: Bold

1

LEAVES OF ABSENCE

2

A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of the leave.

Formatted: Justified, Space Before: 0 pt, After: 0 pt

3

4

5

6

7

8

9

10

Instructional staff shall not be absent from their assigned duties except as authorized by the Superintendent. An instructional staff member who is absent from duty and is not eligible for leave shall forfeit compensation for the time of such absence. Contracts or appointments may be subject to cancellation by the School Board and the instructional staff members may be subject to immediate dismissal.

11

12

13

14

15

All leave shall expire no later than June 30<sup>th</sup> of each school year. Automatic renewals of leave are not allowed. If leave is requested to extend beyond June 30<sup>th</sup>, the instructional staff member shall re-apply for leave to begin July 1<sup>st</sup> of the following school year.

Formatted: Normal

16

17

18

19

Leave shall be used for the purposes set forth in the leave application. An instructional staff member who uses leave for purposes other than that set forth in the leave application shall be subject to discipline, up to and including termination.

Formatted: Normal, Left

Formatted: Font: Not Bold

20

21

22

23

24

25

Leave may be with or without pay as provided by law, regulations of the State Board, and this policy. For any absence that is without pay, the deduction in compensation for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

Formatted: Normal

26

27

28

29

30

31

32

A. Paid leaves of absence may include: vacation, sick leave, personal charged to sick, jury duty/court service, illness or injury-in-line-of-duty, professional and military.

B. Unpaid leaves of absence may include: professional study, personal leave not paid, illness leave not paid, family and medical leave, maternity/adoption and child rearing leave.



**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

INSTRUCTIONAL STAFF  
3430/page 2 of 2

1  
2  
3

4 Instructional staff should refer to the collective bargaining agreement for specific  
5 leave requirements.

6 F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67  
7 F.A.C. ~~6A-1.079~~, 6A-1.080

8 © **NEOLA 20072014**

© **NEOLA 2007**

**NEW POLICY**

**PERSONAL LEAVE**

Instructional staff members may be allowed up to six (6) days of leave with pay for personal reasons each year, to be charged against accrued sick leave. Personal leave shall be non-cumulative, and must be approved in advance. Personal leave may be granted in increments of one-half or full days.

Instructional staff members may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the Board for the following:

A. Maternity/Paternity Leave

Any full-time instructional staff member will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time instructional staff member may be granted parental leave for a period of up to one (1) year for the purpose of child-rearing.

Parental leave shall not extend beyond the balance of the school fiscal year in which the leave begins. When an instructional staff member requests that a leave of absence to extend beyond June 30th, re-application shall be made in accordance with Board policy.

C. Extended Personal Leave Without Pay

Upon the recommendation of the Superintendent, the Board may approve an instructional staff member's request for extended personal leave without pay. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the Board. When possible, requests for such leave should be initiated no later than June 1st.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to personal leave.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66  
F.A.C. 6A-1.080, Maximum Extent of Leave

**© NEOLA 2014**

**NEW POLICY**

**ILLNESS- OR INJURY-IN-LINE-OF-DUTY LEAVE**

Instructional staff members shall be entitled to illness- or-injury-in-line-of-duty leave when they have to be absent from work because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. An authorized workers compensation physician shall certify the illness or injury received in the performance of duties.

Such leave shall be authorized for a total of not to exceed ten (10) school days during any school year and shall be applicable only to the year during which the accident/illness occurred.

Any instructional staff member who has any claim for compensation while absent because of illness contracted or injury incurred as prescribed herein shall file a claim in the manner prescribed in F.S. 1012.61 (2)(b) within five (5) working days following the staff member's return from such absence. The School Board shall approve the claims and authorize the payment if the Board is satisfied that the claim correctly states the facts and that the claim is entitled to payment in accordance with the provisions of F.S. 1012.61.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to illness or injury-in-the-line-of-duty leave.

F.S. 1012.22(2), 1012.61, 1012.63

**© NEOLA 2014**

**NEW POLICY**

**MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, instructional staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Instructional staff members called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

**Reserve or Guard Training**

All instructional staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an instructional staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

### **Active Military Service**

Instructional staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay.

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Instructional staff members on military leave may substitute accrued paid vacation for unpaid leave.

### **Re-Employment**

Re-employment of all instructional staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. An instructional staff members who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the instructional staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Instructional staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

### **Benefits During Military Leave**

The Board shall continue to provide all health insurance and other existing benefits to instructional staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

### **Voluntary Service**

When an employee enters voluntarily into any branch of the Armed Forces for temporary or an extended period of service, military leave shall be granted at the Board's discretion. An employee whose absence will interfere with the orderly operation of the school program shall be denied military leave, except in unusual cases.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

INSTRUCTIONAL STAFF  
3430.07/page 3 of 3

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

F.S. 115.07, 115.09, 115.14, 121.111, 250.341, 1012.23  
38 U.S.C. 2021 et seq.  
38 U.S.C. 4312  
38 U.S.C. 4323

© NEOLA 2014

**NEW POLICY**

**MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, support staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Support staff members called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

**Reserve or Guard Training**

All support staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an support staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.



**Active Military Service**

Support staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay.

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Support staff members on military leave may substitute accrued paid vacation for unpaid leave.

**Re-Employment**

Re-employment of all support staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. A support staff members who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the support staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Support staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

**Benefits During Military Leave**

The Board shall continue to provide all health insurance and other existing benefits to support staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

**Voluntary Service**

When employee support staff member enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the Board's discretion. A support staff member whose absence will interfere with the orderly operation of the school program shall be denied military leave, except in unusual cases.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

SUPPORT STAFF  
4430.07/page 3 of 3

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

F.S. 115.07, 115.09, 115.14, 121.111, 250.341, 1012.23

38 U.S.C. 2021 et seq.

38 U.S.C. 4312

38 U.S.C. 4323

**© NEOLA 2014**

REVISED

Formatted: Font: Bold

1

WEAPONS

2 Pursuant to State law, ~~the~~ The School Board prohibits students from ~~possessing,~~  
3 ~~storing, making, or using a weapon, including openly carrying a handgun or~~  
4 ~~carrying~~ a concealed weapon ~~or firearm~~, in a school safety zone, ~~into any elementary~~  
5 ~~or secondary school, into any administration building, as well as into any Board~~  
6 ~~meeting, and~~ any setting that is under the control and supervision of the District for  
7 the purpose of school activities approved and authorized by the District including,  
8 but not limited to, property leased, owned, or contracted for by the District, a  
9 school-sponsored event, or in a District vehicle ~~without the permission of the~~  
10 ~~Superintendent. Furthermore, the Board prohibits District employees and students~~  
11 ~~from having an unloaded firearm securely encased within the interior of a private~~  
12 ~~motor vehicle when that vehicle is parked on property leased, owned, or contracted~~  
13 ~~for by the Board.~~

14 Weapons and firearms as defined in F.S. 790.001 and include, but are not limited  
15 to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic  
16 knuckles, martial arts weapons, ammunition, and explosives.

17 For purposes of this policy, the term "weapon" also means any object which, in the  
18 manner in which it is used, is intended to be used, or is represented, is capable of  
19 inflicting serious bodily harm or property damage, as well as endangering the health  
20 and safety of persons.

21 This policy shall also encompass such actions as look-alike items, false fire alarms,  
22 bomb threats, or intentional calls to falsely report a dangerous condition.

23 The Superintendent is authorized to establish administrative procedures on  
24 weapons ~~which that~~ require students to immediately report knowledge of weapons  
25 and threats of violence by students and staff to the building principal. Failure to  
26 report such knowledge may subject the student to immediate suspension and  
27 potential expulsion from school.

28

1  
2  
3  
4 Exceptions to the Board's prohibition from openly carrying a handgun or carrying a  
5 concealed weapon or firearm in the school safety zone of any elementary or  
6 secondary school, into any administration building, as well as into any Board  
7 meeting, any setting that is under the control and supervision of the District for the  
8 purpose of school activities approved and authorized by the District including, but  
9 not limited to, property leased, owned, or contracted for by the District, any school-  
10 sponsored event, or in a District vehicle include the following:

- 11  
12     A. A student may carry an unloaded firearm in a case to a firearms  
13 program, class, or function which has been approved in advance by  
14 the Principal or site administrator as a program or class to which  
15 firearms could be carried.
- 16  
17     B. A student eighteen (18) years of age or older may carry an unloaded  
18 firearm in a case to a career center having a firearms training range.
- 19  
20     C. Members of the Armed Forces, National Guard, police or other  
21 licensed law enforcement officers, as well as students enrolled in the  
22 District's Junior ROTC Program while under the direct supervision  
23 of District staff members, may possess a firearm or weapon.
- 24  
25     D. Items pre-approved by the building principal as part of a class or  
26 individual presentation or a theatrical prop used under adult  
27 supervision, if used for the purpose and in the manner approved,  
28 would be an exception to this policy. (Working firearms and any  
29 ammunition will never be approved as part of a presentation.)

30  
31 The Superintendent will refer any student who violates this policy to the student's  
32 parents or guardians and to the criminal justice or juvenile delinquency system.  
33 The student may also be subject to disciplinary action, up to and including  
34 expulsion.

The Superintendent shall post notices at each entrance of a school and/or school  
building and in areas inside the building where visitors are required to report  
prohibiting an individual from openly carrying a handgun or carrying a concealed  
weapon or firearm in a school safety zone, including schools and school buildings,  
on school premises and school buses, and at school activities. Such notices shall  
also be posted at each entrance leading into a school activity (particularly those  
activities held outside of the school building) and school campuses. Further, notices  
shall be posted in each school bus and other Board-owned vehicle, including a  
school van.

35 ~~Items pre-approved by the building principal as part of a class or individual~~  
36 ~~presentation or a theatrical prop used under adult supervision, if used for the~~

Formatted: Normal

Formatted: Normal

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

STUDENTS  
5772/page 3 of 3

1 ~~purpose and in the manner approved, would be an exception to this policy. Working~~  
2 ~~firearms and any ammunition will never be approved as part of a presentation.~~

3 F.S. ~~790, 790.001, 790.06, 790.115, 790.251,~~ 1001.43(1)(a), 1006.07  
4 18 U.S.C. 922  
5 20 U.S.C. 7151

6 © **NEOLA 20092014**

© NEOLA 2009

REVISED

Formatted: Font: Bold

1

WEAPONS

2 But for the exceptions specified below, pursuant to State law, †The School Board  
3 prohibits visitors from possessing, storing, making, or using a weapon, including  
4 openly carrying a handgun or carrying a concealed weapon or firearm, in thea school  
5 safety zone of any elementary or secondary school, into any administration building,  
6 as well as into any Board meeting, and any setting that is under the control and  
7 supervision of the District for the purpose of school activities approved and  
8 authorized by the District including, but not limited to, property leased, owned, or  
9 contracted for by the District, any school-sponsored event, or in a District vehicle.

10 The term "weapon" means any object which, in the manner in which it is used, is  
11 intended to be used, or is represented, is capable of inflicting serious bodily harm or  
12 property damage, as well as endangering the health and safety of persons. Weapons  
13 include, but are not limited to, firearms, guns of any type, including air and  
14 gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric  
15 weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.  
16 (F.S. 790.001)

17  
18 The Superintendent shall refer a visitor who violates this policy to law enforcement  
19 officials and may take any necessary steps to exclude the visitor from District  
20 property and District sponsored events, regardless of whether such visitor possesses  
21 a valid concealed weapon license.

22 Exceptions

23  
24 Exceptions to the Board's prohibition from openly carrying a handgun or carrying a  
25 concealed weapon or firearm, in the school safety zone of any elementary or  
26 secondary school, into any administration building, as well as into any Board  
27 meeting, any setting that is under the control and supervision of the District for the  
28 purpose of school activities approved and authorized by the District including, but  
29 not limited to, property leased, owned, or contracted for by the District, any school-  
30 sponsored event, or in a District vehicle include the following:

31  
32 A. Members of the Armed Forces, National Guard, police or other  
33 licensed law enforcement officers, as well as other persons approved  
34 by the school or District on a case-by-case basis, may possess a  
35 firearm or weapon.  
36

1  
2  
3  
4 B. A person may have an unloaded firearm securely encased within the  
5 interior of a private motor vehicle if the firearm or weapon is carried  
6 for a lawful purpose and is not readily available for immediate use.  
7

8 This exception does not apply to adult students or to employees who  
9 park their vehicle on property leased, owned, or contracted for by  
10 the Board.  
11

12 C. A person may carry an unloaded firearm in a case to a firearms  
13 program, class or function which has been approved in advance by  
14 the Principal or site administrator as a program or class to which  
15 firearms could be carried.  
16

17 D. A person may carry an unloaded firearm in a case to a career center  
18 having a firearms training range.  
19

20 E. Staff members, contractors, vendors, or their employees may  
21 possess and use tools, instruments, and other devices on District  
22 property or at District-sponsored events, including in vehicles in  
23 either situation, even though such items fall within the definition of  
24 weapons, provided that such possession and use is in accordance  
25 with the terms of a written contract with the Board, or is otherwise  
26 in furtherance of their duties under such a contract and is  
27 authorized in advance by the Superintendent.  
28

29 Concealed Weapon or Firearm  
30

31 A person may be in lawful possession of a concealed weapon or firearm on School  
32 Board property with certain exceptions; a concealed weapon or firearm may not be  
33 carried:  
34

35 A. into any District elementary or secondary school facility or career  
36 center;  
37

38 B. into an administration building as defined below;  
39

40 C. into an athletic event that is not related to firearms; or  
41

42 D. into a Board meeting.  
43

44 For purposes of this policy the term "administration building" is any Board-owned or  
45 leased facility where one or more administrative employees are assigned.  
46

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

PROPERTY  
7217/page 3 of 3

1  
2  
3  
4  
5  
6

For the purposes of this policy, "school property" means the property of any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

7  
8  
9

The ~~Board directs the~~ Superintendent ~~to shall~~ post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities.

10  
11  
12  
13  
14  
15  
16  
17  
18

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report prohibiting an individual from openly carrying a handgun or carrying a concealed weapon or firearm in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. Such notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and ~~parcel of~~ land school campuses. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

19  
20

F.S. 790.001, 790.06, 790.115, 790.251, 1001.43 (1)(a), 1006.07  
18 U.S.C. 922

21

© NEOLA 20082014

|

© NEOLA 2008



**REVISED**

FOOD SERVICE PROGRAM

The School Board shall, upon the recommendation of the Superintendent, employ the staff necessary to a food service program in each school in accordance with Federal and State laws, regulations, Board policies, and District procedures.

The Food Services Program shall participate in the National School Lunch and Breakfast Programs and comply with all Federal and State regulations pertaining to the program.

A. Food Service Program

The District recognizes the importance of good nutrition to each student's educational performance.

This program shall be operated primarily as a service to students by providing:

1. attractive and nutritious meals for students;
2. food service facilities designed to achieve the maximum in efficiency and cleanliness;
3. worthwhile learning experiences which will contribute to the emotional, spiritual, aesthetic, and social development of students;
4. the opportunity for developing in the students good eating and social habits.

5. competitive food items and beverages that are available for sale to students a la carte in the dining area that comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law. (see also Policy 8550, Competitive Foods)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

B. Staffing

1. Administrative Responsibility

The Assistant Superintendent for Business Services shall have the direct responsibility for supervision and administration of the food service program and shall provide system-wide coordination and supervision directed toward the most efficient and nutritional operation at the lowest possible cost to the student.

2. Principal

The principal and local school staff shall have the following responsibilities:

- a. to comply with Federal and State laws, regulations, and the Board's policies
- b. to effect, through classroom instruction and learning experiences outside the classroom, ways to increase the students knowledge of nutrition
- c. to schedule students to effect the greatest participation in the school food service program
- d. to comply with food holds and recalls in accordance with USDA regulations.

3. Food Service Manager

The Food Service Manager shall work under the direct supervision of the principal of the assigned school in accordance with Board policy, State law, and other applicable legal requirements.

4. Other Food Service Personnel

Additional personnel shall be employed in accordance with established procedures and job classifications.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

5. Employment of Minors

The rate of pay for employed minors shall be that of a beginning cafeteria worker. Length of workday and duties performed shall be in compliance with the Child Labor Laws. No student shall be required to work for a free or reduced-price meal.

C. General Provisions

1. Availability of Meals

Students, employees of the Board, Board members, and the invited guests of school principals are the only persons who may eat in the school cafeteria.

2. Commodities

U.S. Department of Agriculture (USDA) commodities shall be used in accordance with current USDA and applicable State rules and regulations.

3. Sanitation

A copy of each school's most recent sanitation inspection report shall be posted in a publicly visible location and on the school website.

4. Food Safety

As required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Points (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and food stored therein shall be limited to food service staff and other authorized personnel.

D. Cost of Meals

The food service program shall be operated on a nonprofit basis. The price of meals shall be set by the Board upon the recommendation of the Superintendent. Food service employees are given a lunch as part of their salary; other adults shall pay the Board-adopted adult sale price.

1           E.     Eligibility for Free or Reduced-Price Meals

2  
3           It is the intent of the Board to participate in the National School  
4           Lunch and Breakfast Program and to offer paid, free, or  
5           reduced-price meals in accordance with the USDA guidelines.

6           F.     School Breakfast Program

7  
8           Breakfast meals shall be available to all students in each  
9           elementary, middle, and high school. The Board will do so by  
10          participating in the National School Breakfast Program and offering  
11          paid, free, and reduced-price breakfast meals in accordance with the  
12          USDA Guidelines.

13  
14          Further, regardless of the percentage of students in a school who  
15          qualify for free or reduced-price meals, the Board shall offer  
16          breakfast meals free of charge to all students in each of the District's  
17          elementary, middle, and high school in accordance with USDA  
18          guidelines.

19          G.     Accounting

20           1.     Superintendent

21  
22           The Superintendent shall be responsible for the accurate  
23           accounting of all commodities, equipment, supplies, and cash  
24           in accordance with School District requirements and for  
25           making such reports as required.

26  
27           A periodic review of the food-service accounts shall be made  
28           and any surplus funds from the National School Lunch  
29           Program shall be used to reduce the cost of the service to  
30           students or to purchase cafeteria equipment. Surplus funds  
31           from a-la-carte foods purchased using funds from the  
32           nonprofit food service account must accrue to the nonprofit  
33           food service account.

1  
2  
3  
4  
5  
6  
7  
8

2. Food Service Management Team

The Assistant Superintendent for Business Services appoints key District level staff as the food service management team, who shall be responsible for the food service manager's accurate accounting of all commodities, equipment, supplies, and cash in accordance with School District requirements, and for making such reports as required.

9  
10  
11

F.S. 1001.41, 1001.42, 1001.51, 1006.06, 1013.12  
F.A.C. 6A-7.0411, 6A-7.41, 6A-7.42(2), 6A-7.421, 6A-7.45, 6A-7.46  
7 C.F.R. 210, 215, 220, 240

| 12

© **NEOLA 20122014**

REVISED

Formatted: Font: Bold

1 WELLNESS

2 As required by law, the School Board establishes the following wellness policy for the  
3 School District.

4 The Board recognizes that good nutrition and regular physical activity affect the  
5 health and well-being of the District's students. Furthermore, research suggests  
6 that there is a positive correlation between a student's health and well-being and  
7 his/her ability to learn. Moreover, schools can play an important role in the  
8 developmental process by which students establish their health and nutrition habits  
9 by providing nutritious meals and snacks through the schools' meal programs, by  
10 supporting the development of good eating habits, and by promoting increased  
11 physical activity both in and out of school.

12 The Board, however, believes this effort to support the students' development of  
13 healthy behaviors and habits with regard to eating and exercise cannot be  
14 accomplished by the schools alone. It will be necessary for not only the staff, but  
15 also parents and the public at large to be involved in a community-wide effort to  
16 promote, support, and model such healthy behaviors and habits.

17 The Board sets the following goals in an effort to enable students to establish good  
18 health and nutrition habits:

19 A. With regard to nutrition education:

- 20 1. Nutrition education shall be included in the sequential,  
21 comprehensive Health curriculum in accordance with the  
22 curriculum standards and benchmarks established by the  
23 State.
- 24 2. Nutrition education shall include opportunities for  
25 appropriate student projects related to nutrition, involving,  
26 when possible, community agencies and organizations.
- 27 3. Nutrition education shall extend beyond the classroom by  
28 engaging and involving the school's food service staff.
- 29 4. Nutrition education posters, such as the Food Pyramid Guide,  
30 will be displayed in the cafeteria.

- 1                    5.    The school cafeteria shall serve as a learning lab by allowing  
2                    students to apply the knowledge, attitudes, and skills taught  
3                    in the classroom when making choices at mealtime.
- 4                    6.    Nutrition education shall extend beyond the school by  
5                    engaging and involving families and the community.
- 6                    7.    Nutrition education standards and benchmarks promote the  
7                    benefits of a balanced diet that includes fruits, vegetables,  
8                    whole grain products, and low-fat and fat-free dairy products.
- 9                    8.    Staff responsible for providing instruction in nutrition  
10                    education shall regularly participate in professional  
11                    development activities designed to better enable them to  
12                    teach the benchmarks and standards.
- 13                    9.    The District shall provide information to parents that is  
14                    designed to encourage them to reinforce at home the  
15                    standards and benchmarks being taught in the classroom.
- 16                    B.    With regard to physical activity:
- 17                    1.    Physical Education
- 18                    a.    A sequential, comprehensive physical education  
19                    program shall be provided for students in K-12 in  
20                    accordance with the standards and benchmarks  
21                    established by the State.
- 22                    b.    All students, including those with disabilities, special  
23                    health care needs and in alternative educational  
24                    settings (to the extent consistent with the students'  
25                    IEPs), shall receive instruction in physical education  
26                    pursuant to Policy 2280 - Physical Education.
- 27                    c.    Planned instruction in physical education shall be  
28                    sufficient for students to achieve a proficient level with  
29                    regard to the standards and benchmarks established  
30                    by the State.
- 31                    d.    Properly certificated, highly qualified teachers shall  
32                    provide all instruction in physical education.

- 1 e. Planned instruction in physical education shall teach  
2 cooperation, fair play, and responsible participation.
- 3 f. Planned instruction in physical education shall be  
4 presented in an environment free of embarrassment,  
5 humiliation, shaming, taunting, or harassment of any  
6 kind.
- 7 g. Planned instruction in physical education shall  
8 promote participation in physical activity outside the  
9 regular school day.
- 10 2. Physical Activity
- 11 a. Physical activity shall not be employed as a form of  
12 discipline or punishment.
- 13 b. Physical activity and movement shall be integrated,  
14 when possible, across the curricula and throughout  
15 the school day.
- 16 c. Schools shall encourage families to provide physical  
17 activity outside the regular school day, such as  
18 outdoor play at home, participation in sports  
19 sponsored by community agencies or organizations,  
20 and in lifelong physical activities like bowling,  
21 swimming, or tennis.
- 22 d. All students in grades K-5 shall be provided with a  
23 daily recess period at least forty (40) minutes in  
24 duration. Recess shall not be used as a reward or  
25 punishment.
- 26 e. The school shall provide students in grades 9 - 12 with  
27 the opportunity to use physical activity in which they  
28 participate outside the regular school day (other than  
29 organized interscholastic athletics) to satisfy curricular  
30 requirements.
- 31 f. All students in grades K - 12 shall have the  
32 opportunity to participate in extracurricular activities  
33 and intramural programs that emphasize physical  
34 activity.



- 1                   g. All students in grades 6 -12 shall have the opportunity  
2                   to participate in interscholastic sports programs.
- 3           C. With regard to other school-based activities:
- 4           1. The schools shall provide at least thirty (30) minutes daily for  
5           students to eat.
- 6           2. The schools shall schedule mealtimes so there is minimum  
7           disruption by bus schedules, recess, and other special  
8           programs or events.
- 9           3. The school shall provide attractive, clean environments in  
10           which the students eat.
- 11           4. Students, parents, and other community members shall have  
12           access to, and be encouraged to use, the school's outdoor  
13           physical activity facilities outside the normal school day.
- 14           5. The schools may provide opportunities for staff, parents, and  
15           other community members to model healthy eating habits by  
16           dining with students in the school dining areas.
- 17           6. The schools may demonstrate support for the health of all  
18           students by hosting health clinics and screenings and  
19           encouraging parents to enroll their eligible children in  
20           Medicaid or in other children's health insurance programs for  
21           which they may qualify.
- 22           7. Schools in our system utilize electronic identification and  
23           payment systems, therefore, eliminating any stigma or  
24           identification of students eligible to receive free and/or  
25           reduced meals.
- 26           8. Students are discouraged from sharing their foods or  
27           beverages with one another during meal times, given  
28           concerns about allergies and other restrictions on some  
29           students' diets.

1 Furthermore, with the objectives of enhancing student health and well-being, and  
2 reducing childhood obesity, the following guidelines are established:

3 A. In accordance with Policy 8500, entitled Food Service, the food  
4 service program shall comply with Federal and State regulations  
5 pertaining to the selection, preparation, consumption, and disposal  
6 of food and beverages as well as to the fiscal management of the  
7 program.

8 B. The sale of foods of minimal nutritional value in the food service  
9 area during the lunch period is prohibited.

10 C. As set forth in Policy 8531, entitled Free and Reduced Price Meals,  
11 the guidelines for reimbursable school meals are not less restrictive  
12 than the guidelines issued by the U.S. Department of Agriculture  
13 (USDA).

14 D. The food service program will strive to be financially self-supporting;  
15 however, if it is necessary to subsidize the operation, it will not be  
16 through the sale of foods with minimal nutritious value.

17 E. The food service program will provide all students affordable access  
18 to the varied and nutritious foods they need to be healthy and to  
19 learn well.

20 F. All food items and beverages available for sale to students for  
21 consumption on campus ~~during the between midnight and thirty~~  
22 (30) minutes after the close of the regular school day shall comply  
23 with the current USDA *Nutrition Standards for the National School*  
24 *Lunch and School Breakfast Programs*, the USDA *Smart Snacks in*  
25 *Schools* regulations, F.A.C. 5P-1.003, and applicable State  
26 law ~~Dietary Guidelines for Americans~~, including competitive foods  
27 that are available to students a la carte in the dining area, ~~as well as~~  
28 ~~food items and beverages from vending machines, from school~~  
29 ~~stores, or as fund-raisers by student clubs and organizations,~~  
30 ~~parent groups, or boosters clubs, as classroom snacks, from vending~~  
31 ~~machines, for classroom parties, or at holiday celebrations.~~

32 G. All foods available to students in the dining area during school food  
33 service hours shall comply with the current USDA Dietary  
34 Guidelines for Americans, including competitive foods available to  
35 student a la carte or from vending machines.

1           H.    ~~All foods available on campus at any time shall comply with the~~  
2           ~~current USDA Dietary Guidelines for Americans, including~~  
3           ~~competitive foods that are available to students a la carte in the~~  
4           ~~dining area, as well as foods that are served from vending machines~~  
5           ~~or at any school related event.~~

6           G.I.   The school food service program may involve students, parents,  
7           staff, and/or school officials in the selection of competitive food  
8           items to be sold in the schools.

9           H.J.   Nutrition information for competitive foods available during the  
10           school day shall be readily available near the point of purchase.

11          I.K.   All foods available to students in District programs, other than the  
12          food service program, shall be served with consideration for  
13          promoting student health and well-being.

14          L.J.   The school shall prepare and distribute to staff, parents, and  
15          after-school program personnel a list of snack items that comply  
16          with the current USDA Dietary Guidelines for Americans.

17          M.K.   All food service personnel shall receive pre-service training in food  
18          service operations.

19          N.L.   Continuing professional development shall be provided for all staff of  
20          the food service program.

21   The Board designates the Superintendent as the individual(s) charged with  
22   operational responsibility for measuring and evaluating the District's  
23   implementation and progress under this policy. The Superintendent shall develop  
24   administrative procedures necessary to implement this policy.

25   The Superintendent shall appoint the District wellness committee that includes  
26   parents, students, representatives of the school food authority, educational staff  
27   (including physical education teachers), school health professionals, members of the  
28   public, and school administrators to oversee the development, implementation,  
29   evaluation, and periodic update, if necessary, of the wellness policy.

30   The wellness committee shall be an ad hoc committee of the Board with members  
31   recruited and appointed annually.  
32  
33  
34

1  
2  
3  
4 The appointed District wellness committee shall be responsible for accomplishing  
5 the following:

- 6  
7       A. assess the current environment in each of the District's schools;  
8  
9       B. measure the implementation of the District's wellness policy in each  
10 of the District's schools;  
11  
12       C. review the District's current wellness policy;  
13  
14       D. recommend revision of the policy, as necessary; and  
15  
16       E. present the wellness policy, with any necessary revisions, to the  
17 Board for approval or re-adoption if revisions are necessary.

Formatted: Level 1 List

18  
19 Before the end of each school year the wellness committee shall submit to the  
20 Superintendent and Board their report in which they describe the environment in  
21 each of the District's schools and the implementation of the wellness policy in each  
22 school, and identify any revisions to the policy the committee deems necessary.

23  
24 The Superintendent shall report annually to the Board on the work of the wellness  
25 committee, including their assessment of the environment in the District, their  
26 evaluation of wellness policy implementation District-wide, and the areas for  
27 improvement, if any, that the committee identified. The committee shall also report  
28 on the status of compliance by individual schools and progress made in attaining  
29 goals established in the policy.

30  
31 The Superintendent shall also be responsible for informing the public, including  
32 parents, students and community members, on the content and implementation of  
33 this policy. In order to inform the public, the Superintendent shall distribute  
34 information at the beginning of the school year to families of school children, and  
35 post the wellness policy on the District's website, including the assessment of the  
36 implementation of the policy prepared by the District.

37 Upon the recommendation of the Superintendent, the Board shall appoint members  
38 of a committee who will review this policy annually. The committee shall include  
39 representative(s) of the Board, the administration, parents, students, and the public.  
40 After measuring and evaluating the progress towards achieving the goals set forth  
41 herein, the committee shall submit a report to the Superintendent and Board that  
42 includes a summary of their evaluation and lists any recommended changes to this  
43 policy.

44 42 U.S.C. 1751 et seq.  
45 42 U.S.C. 1771 et seq.

© NEOLA 2010

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

OPERATIONS  
8510/page 8 of 8

- 1 F.S. 1001.41, 1001.42, 1001.43, 1006.06, 1006.0605, 1006.0606
- 2 F.A.C. 6A-7.0411

| 3 © NEOLA 20102014

| © NEOLA 2010

**REVISED**

Formatted: Font: Bold

VENDING MACHINES

The School Board recognizes that vending machines can produce revenues that are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. No food or beverages are to be sold or distributed which will compete with the District's food-service program.
- C. Food and beverages sold in vending machines must meet USDA National School Nutrition Standards.
- D. Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law. (see also Policy 8550, Competitive Foods), and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

The Superintendent shall develop and implement administrative procedures which will ~~ensure~~ require that these conditions are adhered to on a continuing basis.

F.S. 1001.43  
42 U.S.C. 1779

© **NEOLA 20122014**

© **NEOLA 2012**



**REPLACEMENT POLICY – SEPTEMBER 2015**

Formatted: Font: Bold

HOME EDUCATION PROGRAMS

A "home education program" means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements set forth in State law.

Formatted: Not Highlight

Home education programs are an available public school choice option for parents of students in the District and are excluded from meeting the day or hour requirements of the school day or school year.

Formatted: Not Highlight

**Establishment of a Home Education Program**

Parents residing in the District seeking to establish a home education program for their child shall notify the Superintendent of their intent to establish and maintain a home education program.

The notice shall be in writing, signed by the parent, and shall include the names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. Parents establishing and maintaining a home education program are not required to hold a valid regular Florida teaching certificate.

The notice shall be filed in the Superintendent's office within 30 days of the establishment of the home education program.

Formatted: Not Highlight

A written notice of termination of the home education program shall be filed in the Superintendent's office within 30 days after said termination.

**Portfolios**

Parents who establish a home education program shall maintain a portfolio of records and materials. The portfolio shall consist of the following:

- a. A log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used; and
- b. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

The portfolio shall be preserved by the parent for 2 years and shall be made available for inspection by the Superintendent, if requested, upon 15 days' written notice.



**Annual Educational Evaluation**

Parents who establish a home education program shall provide for an annual educational evaluation documenting their child's demonstration of educational progress at a level commensurate with her or his ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the Superintendent's office in the District. The annual educational evaluation shall consist of one of the following:

- a. A teacher selected by the parent shall evaluate the student's educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level;
- b. The student shall take any nationally normed student achievement test administered by a certified teacher;
- c. The student shall take a state student assessment test used by the District and administered by a certified teacher, at a location and under testing conditions approved by the District;
- d. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of State law; or
- e. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by Superintendent and the parent.

The Superintendent shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the Superintendent shall notify the parent, in writing, that such progress has not been achieved.

- ( ) and request that the parent submit the student's portfolio for review. Pursuant to State law, the parent must submit the portfolio within 15 days of receiving this notice.

The parent shall have 1 year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the 1-year probationary period, the student shall be reevaluated as specified in State law. Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.

**Home Education Student Participation in Certain Activities**

In accordance with Florida law, home education program students may participate in certain activities associated with the District. These activities include, but are not limited to, the following:

- a. Interscholastic extracurricular student activities,
- b. Dual enrollment programs, and
- c. District virtual instruction programs,

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Colorful List - Accent 1

Formatted: Underline, Font color: Red

**Exceptional Student Education**

Parents of students not enrolled in the District who suspect that their child has a disability should (1) contact the District's exceptional student education office and request that their child be tested and evaluated or (2) contact FLDOE's regional testing and resource center for testing and evaluation and request that their child be evaluated in accordance with State law. If requested to do so by a parent of student suspected of having a disability, the District shall perform testing and evaluation services for the child.

Formatted: Not Highlight

Formatted: Not Highlight

If it is determined that a child meets eligibility requirements for exceptional student education, his/her parent(s) may enroll the child in the District's ESE program to receive a free appropriate public education, choose to educate the child in a home education program, or choose to access other educational options provided by State law, such as Personal Learning Scholarship Account (PLSA), McKay Scholarship Program, or Virtual Education. The District is not obligated to provide services to students with disabilities who are served in any way other than in the District's ESE program.

If the parent of a child with a disability who is currently enrolled in a home education program chooses to enroll the child full time in the District, the District shall provide a free appropriate public education in accordance with the terms of Policy 2460 - Exceptional Student Education, the Individuals with Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973, and any other applicable Florida and Federal laws.

Formatted: Not Highlight

F.S. 490.003, 1001.41, 1002.20, 1002.41, 1002.45, 1003.01, 1003.21, 1006.03, 1006.15, 1007.27, 1007.271

FL DOE Home Education and ESE Services FAQs

© NEOLA **20022015**