

AGENDA

REGULAR SCHOOL BOARD MEETING

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

April 26, 2022

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**

- a. March 22, 2022, 4:30 p.m. – School Board Workshop
- b. March 22, 2022, 6:00 p.m. – Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) – **SEE PAGE #3**

- a. Personnel 2021 – 2022

ACTION REQUESTED: The Superintendent recommends approval.

- b. Personnel 2022 – 2023

ACTION REQUESTED: The Superintendent recommends approval.

- c. 2022 – 2023 School Year Calendars – **SEE PAGE #6**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

a. Academic Support Contract - **SEE PAGE #9**

Fund Source: ESSER II

Amount: Not to exceed \$13,500.00

ACTION REQUESTED: The Superintendent recommends approval.

8. STUDENT MATTERS - **SEE ATTACHMENT**

a. Student Expulsion – See back-up material

Case #67-2122-0052

ACTION REQUESTED: The Superintendent recommends approval.

9. EDUCATIONAL ISSUES

a. Out-of-State Fieldtrip Request – James A. Shanks Middle School – **SEE PAGE #15**

Fund Source: Parents and IDEA (for applicable transportation)

Amount: \$68.00 per student

ACTION REQUESTED: The Superintendent recommends approval.

10. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS

a. Approval of Job Description – **SEE PAGE #38**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

11. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

12. SCHOOL BOARD REQUESTS AND CONCERNS

13. ADJOURNMENT

THE SCHOOL BOARD OF GADSDEN COUNTY

6 a & b



35 Martin Luther King, Jr. Blvd
 Quincy, Florida 32351
 Main: (850) 627-9651 or Fax: (850) 627-2760
 www.gcps.k12.fl.us

Elijah Key
Superintendent
 keye@gcpsmail.com

“Putting Children First”

April 26, 2022

The School Board of
 Gadsden County, Florida
 Quincy, Florida 32351

Dear School Board Members:

I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A Instructional and Non-Instructional Personnel 2021-2022

Item 6B Instructional and Non-Instructional Personnel 2022-2023

The following reflects the total number of full-time employees in this school district for the 2021-2022 school term, as of April 26, 2022.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees March 2022</u>
Classroom Teachers and Other Certified	120 & 130	320.00
Administrators	110	57.00
Non-Instructional	150, 160, & 170	<u>366.00</u>
		743.00
Part Time Instructional		5.00
Part Time Non Instructional		<u>7.00</u>
Total		12.00
100% Grant Funded		154.00
Split Grant Funded		<u>20.00</u>
Total Grant Funded of 743 Employees		174.00

Sincerely,

Elijah Key, Jr.
 Superintendent of Schools

Cathy S. Johnson
 DISTRICT NO. 1
 Havana, FL 32333
 Midway, FL 32343

Steve Scott
 DISTRICT NO. 2
 Quincy, FL 32351
 Havana, FL 32333

Leroy McMillan.
 DISTRICT NO. 3
 Chattahoochee, FL 323324
 Greensboro, FL 32330

Charlie D. Frost
 DISTRICT NO. 4
 Gretna, FL 32332
 Quincy, FL 32352

Karema D. Dudley
 DISTRICT NO. 5
 Quincy, FL 32351

AGENDA ITEM 6A INSTRUCTIONAL AND NON INSTRUCTIONAL 2020/2021

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Kimberly	SSES	Teacher	03/07/2022
Clarke-Smith, Sanga	SSES	Teacher	04/07/2022
Holston, Johnathan	GCHS	Teacher	03/29/2022
Williams, Kiara	GWM	Teacher	03/28/2022
Winters, Victor	GCHS	Teacher	04/04/2022

NON INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Battles, Clarissa	PreK/Head Start	PK Program Assistant	03/22/2022
Carter, Dominica	PreK/Head Start	Hippy Program Assistant	03/08/2022
Maples, Jerome	District	Community Affairs/PR Coord.	04/20/2022
Moore, Stephanie	GTC	Assistant Principal	04/18/2022

REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brathwaite, Patricia	HMS	Teacher	04/01/2022
Eutsey, Brittany	GCHS	Teacher	04/11/2022
Evans, Dee Ella	HMS	Social Worker	03/30/2022
Gammon, Shacourtney	HMS	School Food Service Worker	04/11/2022
Hall, Gary	Maintenance	Groundskeeper	03/01/2022
Hopkins, Kysha	GCHS	Assistant Principal	04/29/2022
Lamb, Makenzie	GCHS	Office Manager	04/29/2022
Mathews, Paul	WGMS	Educational Paraprofessional	03/25/2022
Tshabe, Crystal	RFM	Teacher	04/08/2022
Washington, Tanra	GWM	Teacher	03/23/2022

*Resigned to accept another position within the District

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Robinson, Patricia	CPA/Teacher	JASMS/Teacher	04/14/2022

DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Dixon, Betty	SSES	Educational Paraprofessional	04/30/2022

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Huggins, Terryal	Transportation	Bus Driver	04/12/2022

OUT OF FIELD

<u>Name</u>	<u>Location</u>	<u>Are out of Field</u>	<u>Number of Periods</u>
Brown, Kimberly	SSES	Elementary Education	All Periods
Holston, Johnathan	GCHS	Mathematics	All Periods
Winters, Victor	GCHS	Physical Education	All Periods

TERMINATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Scavella II., Ken	GTC	School Safety Guardian	04/04/2022

AGENDA ITEM 6B, INSTRUCTIONAL 2022/2023
INSTRUCTIONAL - PS

Allen, Sandra
Austin, Joyce
Bailey, Deborah
Bates-Jackson, Erica
Bell-Key, Twanda
Boykin, Kathryn
Brockman, Dena
Bryant, Antionette
Bryant, Pamela
Butler, Bridget
Chapman-Thomas, Tylisa
Clarke, Jonnie
Davis, Torrey
Denington, William
Dilworth-Porter, Latasha
Graham, Sarah
Green, Kimi
Gunn, Jeanne
Harris, Robert
Harris, Ronte
Howard, Darrell
Hurchins, Travertia
Ivory, Dwayne
Jackson, Barbara
Jones, Tanya
Joseph, Sandra
Kenon-Franklin, Bridget
Kirkland, Nahketah
Kirkland, Sarah
Knight, Anthony
Mandela, Judith
McGlockton, Shaundra
Pace, Cornelius
Piawah, Helen
Robinson, Patricia
Rollinson, Latonya
Samson, Marilyn
Simmons-Russ, Catina
Smith, Peggy
Touchton, Susan
Toussaint, Karen
Trueblood, Annie
Wade, Eileen
Washington, Angela
Wright, Jo Lynda

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6c

Date of School Board Meeting: April 26, 2022

TITLE OF AGENDA ITEM: 2022 – 2023 School-Year Calendars

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:
(Type and Double Space)

Approval of the revised calendars for the 2022-2023 school year is requested.

Florida Statute 1001.42(3)9f) requires that no school start date can be before August 10. The student calendars have been revised to align with statute.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff Farlin



POSITION: Assistant Superintendent, Academic Services PreK - 12

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 _____

**GADSDEN COUNTY SCHOOL DISTRICT
PROPOSED CALENDAR FOR STUDENTS (180 DAYS)
SCHOOL YEAR 2022-2023**

2022	
AUGUST 10	Students First Day of School
SEPTEMBER 5	Labor Day Holiday (District-wide)
OCTOBER 10 – 14	FTE Survey Week
OCTOBER 14	End of First Grading Period
OCTOBER 17	Students Out - Teacher Planning/Inservice Day
OCTOBER 28	Students Out – Teacher Paid Holiday
NOVEMBER 11	Veterans’ Day Holiday (District-wide)
NOVEMBER 18	Students Out – Teacher Paid Holiday
NOVEMBER 21 – 25	Thanksgiving Holidays/Fall Break
DECEMBER 16	End of Second Grading Period
DECEMBER 19 -30	Christmas Holidays/Winter Break
2023	
JANUARY 3	Students Return to School
JANUARY 16	MLK Jr Holiday (District-wide)
FEBRUARY 6 – 10	FTE Survey Week
FEBRUARY 20	Presidents’ Day Holiday (District-wide)
MARCH 10	End of Third Grading Period
MARCH 13 – 17	Spring Break – Students Out
MARCH 20	Students Out – Teacher Planning/Inservice Day
MARCH 21	Students Return to School
APRIL 7	Good Friday Holiday – Students Out – Teacher Paid Holiday
MAY 29	Memorial Day Holiday
MAY 31	Last Day for Students

Revised 3/22/2022
Confirmed 4/18/2022™

GADSDEN COUNTY SCHOOL DISTRICT
PROPOSED CALENDAR FOR TEACHERS (196 DAYS)
SCHOOL YEAR 2022-2023

2022	
AUGUST 2	Teachers Report
SEPTEMBER 5	Labor Day Holiday (District-wide)
OCTOBER 10 – 14	FTE Survey Week
OCTOBER 14	End of First Grading Period
OCTOBER 17	Teacher Planning/Inservice Day
OCTOBER 28	Teacher Paid Holiday (#1)
NOVEMBER 11	Veterans' Day Holiday (District-wide)
NOVEMBER 18	Teacher Paid Holiday (#2)
NOVEMBER 21-23	Teacher Paid Holidays (#s 3, 4, 5)
NOVEMBER 24 – 25	Thanksgiving Holidays/Fall Break
DECEMBER 16	End of Second Grading Period
DECEMBER 19 -30	Christmas Holidays/Winter Break
2023	
JANUARY 2	Teacher Planning Day
JANUARY 3	Students Return to School
JANUARY 16	MLK Jr Holiday (District-wide)
FEBRUARY 6 – 10	FTE Survey Week
FEBRUARY 20	Presidents' Day Holiday (District-wide)
MARCH 10	End of Third Grading Period
MARCH 13 – 17	Spring Break – District-wide
MARCH 20	Teacher Planning/Inservice Day
MARCH 21	Students Return to School
APRIL 7	Good Friday Holiday – Students Out – Teacher Paid Holiday(#6)
MAY 29	Memorial Day Holiday (District-wide)
May 31	Last Day of School for Students
JUNE 1 - 2	Teacher Planning/Inservice Day

Revised 4/18/2022

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: April 26, 2022

TITLE OF AGENDA ITEM: Academic Support Contract

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

The contract provides remediation, intervention and or enrichment instruction and support to address learning loss in the core academic subject areas. Services will be delivered at Gadsden Elementary Magnet School and will terminate at the end of the project through which it is funded.

FUND SOURCE: ESSER II

AMOUNT: Not to exceed \$13,500.00

PREPARED BY: Tammy McGriff, EdS 

POSITION: Assistant Superintendent of Academic Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 5

CHAIRMAN'S SIGNATURE: page(s) numbered 5

REVIEWED BY: _____

School Board of Gadsden County, Florida
CONTRACTUAL AGREEMENT
Fiscal Year: 2021-2022

This contractual agreement is made between the School Board of Gadsden County, Florida, a school district, referred to as the "DISTRICT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and Myra Grant-Whaley (Expert), a private consultant with his principal place of business at 815 Sparkleberry Blvd (home address) for the purposes of providing academic support services to students enrolled at West Gadsden Middle School, herein referred to as "CONSULTANT". The contractual agreement will establish uniform administrative requirements for the Consultant and the School Board of Gadsden County.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONSULTANT

The DISTRICT agrees to engage the CONSULTANT and the CONSULTANT agrees to continue to perform the functions as outlined in the Scope of Services of this contract for services to Gadsden County. The CONSULTANT understands and agrees that all services contracted for are to be performed solely by the CONSULTANT and may not be subcontracted for or assigned without the prior written consent of the DISTRICT.

The DISTRICT and the CONSULTANT understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for the Elementary and Secondary School Emergency Relief Grant (ESSER II). In addition, the DISTRICT and CONSULTANT understand and agree that continuation of this AGREEMENT is October 2021 through June 30, 2022.

ARTICLE 2. SCOPE OF SERVICES

The CONSULTANT agrees to provide remediation, intervention and or enrichment instruction in the area of expertise, to improve students' foundational skills and so that students will be prepared for local and state assessments. Specifically, the CONSULTANT will provide a comprehensive program of support to targeted students for the period of October 2021 through June 2022.

- The CONSULTANT will work as scheduled with the specified teacher(s) and identified students.
- The CONSULTANT agrees to align all instruction to the district curriculum and the Florida B.E.S.T. Standards and provide services designed to assist students to reach proficiency in the specified ELA, Math and or Science classes.
- The CONSULTANT will provide small group and/or individual learning strategies in conjunction with school staff to enhance the academic achievement of students assigned to him/her.
- The CONSULTANT will keep time and effort logs that will bear the signature of the CONSULTANT and the principal of the school.

Any changes to the services above must be made by mutual AGREEMENT in writing with the Superintendent and or the School Board, not to exceed the contracted amount.

The CONSULTANT agrees that all data relating to DISTRICT'S business affairs and other information identified as confidential by DISTRICT remain confidential information of the

DISTRICT. Any other information identified as confidential by CONSULTANT, is confidential information of CONSULTANT. Each party shall use confidential information of the other party which is disclosed to it only for the purposes of this contract and shall not disclose such confidential information to any third party, without the other party's prior written consent, other than to each other's employees on a need-to-know basis.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on October 2021 and end no later than May 30, 2022 contingent upon the approval and funding by the Superintendent and the Florida Department of Education as stated in Article 1 above.

ARTICLE 4. DEFINITIONS

Term	Definition
Award	means financial assistance that provides support or stimulation to accomplish a public purpose.
Contract	means a procurement contract under an award under the district's sub-recipient award. A contract shall be used when the principal purpose is acquisition of products, reports, property or services for the direct benefit or use of the district to meet their obligations to the state and/or federal government.
Date of Completion	means the date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which District or Federal sponsorship ends.
Project costs	means all allowable costs, as established in the applicable Federal and State cost principles, incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project period	means the period established in the award document during which the Federal and/or State sponsorship begins and ends.
Recipient	means an organization receiving financial assistance directly from the Federal Government to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations as the federal government may dictate.
Sub-recipient	means the legal entity to which a sub-award is made, and which is accountable to the recipient for the use of the funds provided through monitoring and reporting. CONSULTANT is not a sub-recipient but is operating as a vendor.
Vendor Award	means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient or sub-recipient to an eligible vendor. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "vendor award". CONSULTANT is a vendor, not a sub-recipient.
Termination	means the cancellation of vendor award, in whole or in part, under an agreement at any time prior to the date of completion.
Working Capital	means a procedure whereby funds are advanced to the recipient or sub-recipient to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a professional services contract not to exceed \$1500 (one thousand five hundred) dollars monthly for responsibilities as outlined in this contract. In consideration for the work performed by CONSULTANT, the contract will not exceed the limit of \$13,500 (thirteen thousand five hundred) dollars in support of the period that the invoices cover. The CONSULTANT will submit time and effort logs to the principal of the school to document services provided, who will sign off and submit the invoices to the district office on behalf of the CONSULTANT. The DISTRICT shall pay the CONSULTANT upon the receipt of invoices from the CONSULTANT that include full documentation describing the services that were rendered by the CONSULTANT and deliverables completed in support of the project for the period that the invoice covers. Invoices will require a minimum of fourteen (14) days to be processed for payment after an invoice has been approved for payment by School Board of Gadsden County. In full and complete compensation for all services provided by the CONSULTANT under this Agreement, the DISTRICT shall pay to expert no more than \$1500 (one thousand five hundred) dollars. Invoices will be provided by CONSULTANT upon completion of each deliverable period. Payments cannot occur any more often than monthly. Invoices shall be prepared and addressed to Ms. Tammy McGriff, Assistant Superintendent of Academic Services for Gadsden County Schools. The invoices should be sent in by the 15th of the month following completion of deliverables. The invoices will document the services provided and deliverables completed as required by the deliverables above.

(b) The CONSULTANT shall not pledge the DISTRICT’S credit or make the DISTRICT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

(c) The total cost of the AGREEMENT is no more than \$13,500 (annually) with deliverables payable based on submission of time sheets aligned with approved schedule that are approved by school principal.

ARTICLE 6. PUBLIC RECORDS

Where applicable, documents prepared pursuant to this AGREEMENT may be subject to Florida’s Public Records Law. Refusal of the CONSULTANT to allow public access to such records shall constitute grounds for cancellation of this AGREEMENT.

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The DISTRICT shall have access to all CONSULTANT’S records that are directly pertinent to this AGREEMENT. The CONSULTANT shall retain all required records for five (5) years after the DISTRICT makes the final payment and all other pending matters are closed. The CONSULTANT shall maintain accurate, current, and complete disclosure of all financial and/or activity results/records of the project in accordance with established Federal, State, and District requirements

ARTICLE 8. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the duration of the grant award as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice. Upon termination, the DISTRICT shall be responsible for payment of all costs incurred by CONSULTANT in the performance of the Agreement prior to termination.

ARTICLE 9. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

ARTICLE 10. INDEPENDENT CONTRACTOR

The CONSULTANT is an independent CONSULTANT and not an employee or agent of the DISTRICT. CONSULTANT agrees to comply with all requirements of the Jessica Lunsford Act. CONSULTANT shall be acting as independent CONSULTANT in the performance of this Agreement, and shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise arising out of any act or omission of their respective employees or agents in connection with the performance of the Services for which they may be held liable under applicable law. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement. CONSULTANT shall not have any conflict of interest that would impact the provision of services for this contract.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

The CONSULTANT shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, gender, national origin, or age in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT

- (a) The CONSULTANT'S contract administrator and contact is the expert and/or his designee.
- (b) The DISTRICT'S contract administrator and contact is Ms. Tammy McGriff, Assistant Superintendent of Academic Services and/or her designee.
- (c) All written and verbal approvals must be obtained from the parties' contract administrator or their designees.
- (d) This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.

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

ARTICLE 14. ENFORCEMENT

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

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and undergraduate student, have executed this AGREEMENT.

Mika Grant Whaley
Expert Student

April 13, 2022
Date

Mr. Elijah Key, Jr.
Superintendent of Schools

Date

Leroy McMillan
School Board Chairman

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: April 26, 2022

TITLE OF AGENDA ITEM: Out-of-State Field Trip

DIVISION: Exceptional Student Education and Student Services

No This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

This field trip is planned for the end-of-year activity which will give students an opportunity to travel to Wild Adventures in Valdosta, GA. As outlined in the lesson plan, the trip to Wild Adventures will promote academic enthusiasm, encourage discovery, and enhance students' knowledge.

FUND SOURCE: Parents and IDEA (for applicable transportation)

AMOUNT: \$68.00 per student

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director of Exceptional Student Education and Student Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered: 21

CHAIRMAN'S SIGNATURE: page(s) numbered: 21

SCHOOL BOARD ATTORNEY: page(s) numbered _____

REVIEWED BY: _____



FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

SCHOOL: James A. Shanks Middle School	CONTACT FOR FIELD TRIP: Ms. Latara Leland and Tamita McMillon
-------------------------------------------------	-------------------------------------------------------------------------

DATE OF TRIP: May 13, 2022	WHO IS ATTENDING: (grade/organization) Exceptional Student Education (4 th through 8 th grade)
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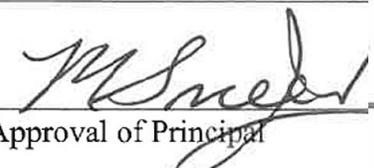
LOCATION: Wild Adventures in Valdosta, Georgia	TRAVELING BY: <input type="checkbox"/> School bus <input checked="" type="checkbox"/> Charter bus
----------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

PURPOSE: This field trip is to a trip to encourage discovery, promote academic enthusiasm, and gain knowledge.

SCHOOL BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal’s signature 2. Complete list of participants and chaperones 3. Complete final itinerary 	CHARTER BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal’s signature 2. Complete list of participants and chaperones 3. Complete final itinerary ④ Copy of charter bus contract with signatures ⑤ Proof of Insurance showing either district or school as insured
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 Signature of Person Requesting Trip



 Approval of Principal

<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
 Tammy McGriff Farlin Assistant Superintendent for Curriculum and Instruction	Date <u>4/4/2022</u>

Please forward completed form via district mail or fax to:
Mrs. Eureka Fields
Program Assistant for Curriculum and Instruction
Fax: (850) 627-3530 Email: fieldse@gcpsmail.com

FIELD TRIP REQUEST EXCEPTIONAL STUDENT EDUCATION

This form must be turned into the Exceptional Education Office at least 3 weeks in advance.

Person or persons in charge of field trip: Latara Leland and Tamita McMillon

Date (s) of field trip: May 13, 2022

Destination: Wild Adventures Theme Park, Valdosta, GA

Teachers attending: Ms. Latara Leland and Tamita McMillon

Grade Group and or School Organization going on field trip: 4th grade through 8th grade

Departure date: 5/13/2022; Departure time: 5:30 AM Return date: 05/13/2022; Departure time: 6:00 PM

Number of students: 13 Number of buses requested: 1

Number of ESE students: 13 Number of Chaperones: 7

The exact destination of trip: Wild Adventures Theme Park

Street Address: 3766 Old Clvattville Road, Valdosta, GA 31601

Purpose: Encourage discovery, promote academic enthusiasm, and to gain knowledge

THE FLORIDA STANDARDS BEING REINFORCED (Standards should be written out completely):

SC.4.1.17.3

A. Plants and animals, including humans, interact with and depend upon each other and their environment to satisfy their basic needs.

B. Both human activities and natural events can have major impacts on the environment.

Attach a copy of the lesson plans detailing activities occurring before, during, and after the field trip.

Special Request/Comments: _____

Approved by: *M. Sledge*
Principal

3/30/22
Date

Approved by: *Hilda Jackson*
Program Specialist

3/30/22
Date

Approved by: *Sharon B. Thomas*
ESE/SS Director

3/31/2022
Date

Permission Slip

Wild Adventures

3766 Old Clyattville Rd.

Valdosta, GA 31601

Dear Parents,

On, Friday, May 13, 2022, we will be going on a field trip to Wild Adventures Theme Park. We will be departing Shanks Middle School at 8:30 AM and will be returning to James A. Shanks Middle School at 6:00 PM.

Students will need to bring a total of \$68.00 to pay for admission to the park, meal ticket, and bus fare. Money will be due no later than Thursday, April 28, 2022. Anyone requiring any further information, please call Ms. Leland at (850) 875-8737, extension 3121.

Break down of fees:

Admission: \$32.00

Meal Ticket: \$11.00

Bus Fare: \$25.00

Student Name: _____

Parent Name: _____

Medical Information:

Medical Insurance: _____

Emergency Contact Information: _____
Name

Emergency Contact Telephone Number: _____

I give permission for my child to participate in the field rip to Wild Adventures Theme Park.

Parent/Guardian Signature

Date

**JAMES A.SHANKS MIDDLE SCHOOL
SCHOOL BUS REQUEST**

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL FOR APPROVAL. PLEASE SUBMIT YOUR REQUEST AT LEAST TWO (2) WEEKS PRIOR TO THE DATE OF THE FIELD TRIP.

SPONSOR GROUP INFORMATION

Requested by: Latara Leland and Tamita McMillon Group Name: ESE

Group Contact (s): Latara Leland (850) 875-8737, extension 3121 and Tamita McMillon, extension 3138

Trip Purpose: Is to encourage discovery, promote academic enthusiasm, and gain knowledge

Estimate number of students: 13 Estimate number of Chaperones: 7 Number of Bag Lunches: 13

TRANSPORTATION REQUIRED

Type of Transportation required: Charter Bus Number of vehicles or buses required: 1

Volunteer Drives Available: Yes No If yes, how many volunteer drivers: _____

Specify any Special Needs Required: Lavatory

INTERNARY

Departure Date: 5/13/2022 Return Date: 5/13/2020

Departure Time: 8:30 AM Return Time: 6:00 PM

Trip Destination: Wild Adventures City: Valdosta State: Georgia

FOR ADMINISTRATIVE USE ONLY (PLEASE DO NOT WRITE BELOW THIS LINE)

Request Approved () Yes () No	Principal Signature:	
Date:		
Comments:		
Date Submitted:	Date Entered:	Entered By:
Comments:		

Permission Slip

GADSDEN COUNTY SCHOOL DISTRICT
FIELD TRIP
LUNCH REQUEST

Person or persons planning academic field trip: Ms. Latara Leland and Tamita McMillon

Need bag lunches: Yes No

Date of Field trip: May 13, 2022 Departure time: 8:30 AM

Number of students: 13

Number of chaperones: 7

Total number of lunches: 13

Students and Chaperones

<u>Students</u>	<u>Teachers/Chaperones</u>
1. J [REDACTED]	1. Ms. Leland
2. J [REDACTED]	2. Ms. McMillon
3. L [REDACTED]	3. Hilda Jackson
4. D [REDACTED]	4. Mr. Russ
5. D [REDACTED]	5. Mrs. Eason
6. T [REDACTED]	6. Ms. Linsey
7. J [REDACTED]	7. Ms. Ford
8. S [REDACTED]	
9. C [REDACTED]	
10. K [REDACTED]	
11. J [REDACTED]	
12. A [REDACTED]	
13. C [REDACTED]	



March 9, 2022

TO: LELAND L

Thank you for choosing Greyhound Charters as your preferred choice in transportation providers. Greyhound Charters expertise provides charter transportation for large groups of people to special events and gatherings. We are especially pleased at this opportunity to do business with you.

Please review the following quotation. Based upon your acceptance of this proposal, may we suggest you confirm your order with us as soon as possible? We expect limited availability as the date nears. Please refer to date of charter to confirm this order.

**ROUND TRIP TRANSPORTATION FOR A 50 PASSENGER MOTORCOACH
DEPARTING QUINCY, FL TO VALDOSTA, GA ON 5/13/22 BEGINNING AT
8:30AM WITH A RETURN ON THE SAME DAY AT 5PM = \$1155.00**

**COACHES HAVE RESTROOM, RECLINING SEATS, HEATED/AIR CONDITIONED BUT
THEY DO NOT HAVE TVS OR DVD'S.**

Your quote is based on the preliminary itinerary provided per your inquiry and is subject to change without notice. This is not considered a contract, nor has a bus been reserved or approved. Rates will be contingent to availability.

In the event of charter confirmation, the group is responsible for all parking and entry fees, and driver gratuity

- Driver hotel accommodations may be required when the driver is off duty in excess of 6 hours.
- **Above pricing is in US dollars.**
- **All overnight charters require that the group provide driver hotel accommodations.**
- Full payment is due full two weeks prior to departure date.

Cancellations received within 14 days of departure will incur a minimum cancellation fee of \$200 or 25%, whichever is greater.

If you have any questions, please contact me @ 214-849-7069 or via email as soon as possible to "RESERVE YOUR GREYHOUND CHARTER."

Thank You,

Sharon Hagen

TEL: 214-849-7069

FAX: 214-849-6003

EMAIL: Sharon.hagen@greyhound.com

Movement Details

Greyhound Lines, Inc.

Client ID Client Company Client Ref 1 Client Ref 2	2204156 LETARA LELAND	Charter ID Movement ID Status Passengers Distance	5918 7332 Firm 50 255
First Pick-up Pick-up Date Single Journey Vehicle To Stay	QUINCY, FL Fri 5/13/2022 Time 08:30 Yes No	Destination Arrival Date Leave Date Back Date	VALDOSTA, GA Fri 5/13/2022 Time 10:30 Fri 5/13/2022 Time 18:00 N/A Time

First Pick-up Instructions POC: LETARA LELAND CELL: 850-443-1856 SPOT TIME: 8:00AM DEPART TIME: 8:30AM SPOT LOCATION: 1400 W KING STREET QUINCY, FL 32351 TRAVEL TO: APPROX ARRIVAL TIME: 10:30AM DESTINATION LOCATION: ?? VALDOSTA, GA	Destination Instructions APPROX RETURN SPOT TIME: 17:30 APPROX RETURN LEAVE TIME: 18:00 RETURN SPOT LOCATION: ??? VALDOSTA, GA RETURN TO: APPROX ARRIVAL TIME: 20:00 DESTINATION LOCATION: 1400 W KING STREET QUINCY, FL 32351 **RELEASE BUS/DRIVER TO TAL**
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
50	Coach	1	\$1,155.00	0	\$0.00	\$1,155.00
Movement Totals			<u>\$1,155.00</u>		<u>\$0.00</u>	<u>\$1,155.00</u>

Driver Description	Vehicle No	Driver Description	Vehicle No
Regular	1		



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
04/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. Cincinnati OH Office 8044 Montgomery Road Suite 405 Cincinnati OH 45236-2919 USA	CONTACT NAME: PHONE /A/C. No. Ext.: (866) 283-7122 FAX /A/C. No.: (800) 363-0105		
	E-MAIL ADDRESS:		
INSURED Greyhound Lines, Inc. 350 N St Paul Street Dallas TX 75201 USA	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: National Union Fire Ins Co of Pittsburgh		19445
	INSURER B: AIU Insurance Company		19399
	INSURER C: ACE Property & Casualty Insurance Co.		20699
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** 570092634152 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS	
CLASS		PLS	PLS		(MM/DD/YYYY)	(MM/DD/YYYY)		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL6547201	04/01/2022	10/01/2022	EACH OCCURRENCE	\$10,000,000
							DAMAGE TO RENTED PREMISES (Per occurrence)	\$5,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$10,000,000
							GENERAL AGGREGATE	\$10,000,000
							PRODUCTS - COMP/OPAGG	\$10,000,000
A	AUTOMOBILE LIABILITY			AL 7031017	04/01/2022	10/01/2022	COMBINED SINGLE LIMIT (Per accident)	\$10,000,000
A	<input checked="" type="checkbox"/> ANY AUTO			AL 7031019	04/01/2022	10/01/2022	BODILY INJURY (Per person)	
B	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			AL 7031018	04/01/2022	10/01/2022	BODILY INJURY (Per accident)	
				MA			PROPERTY DAMAGE (Per accident)	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION			XEUG72512832002	04/01/2022	04/01/2023	EACH OCCURRENCE	\$5,000,000
				SIR applies per policy terms & conditions			AGGREGATE	\$5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC065885824	04/01/2022	04/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH	
B				AOS	04/01/2022	04/01/2023	E.L. EACH ACCIDENT	\$3,000,000
				WC065885825	04/01/2022	04/01/2023	E.L. DISEASE-EA EMPLOYEE	\$3,000,000
				CA			E.L. DISEASE-POLICY LIMIT	\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Gadsden County School District. Gadsden county School District is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

CERTIFICATE HOLDER Gadsden County School District Attn: Regina Herring 35 Martin Luther King Blvd. Quincy FL 32351 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
-----------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The logo for Wild Adventures Theme Park features the words "WILD ADVENTURES" in a bold, stylized font with a yellow-to-orange gradient and a dark outline. The word "WILD" is smaller and positioned above "ADVENTURES". The background of the logo is a dark wood paneling with a woven rope border at the top and bottom. Green tropical leaves are visible in the corners.

**WILD
ADVENTURES**

THEME PARK

*Life
Science*

**CURRICULUM
GUIDE**



Table of Contents

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Pre-Trip Information

Introduce your students to a 170-acre outdoor classroom filled with educational adventures. Wild Adventures gives your students the opportunity to come face-to-face with extraordinary creatures and have incredible learning experiences in a fun and engaging environment.

Wild Adventures is home to over 55 different species and more than 40 rides that can bring your classroom to life! Your students will become an active participant in learning about animal habitats, behaviors, life cycles, conservation, physics, and more. Plus, we help you make the most of your park experience with guides that include activities to do before, during, and after your trip.

Pre-Trip Preparation

In preparation for your trip to Wild Adventures, students should discuss the vocabulary necessary to communicate the flow of energy within an ecosystem. Students should be able to describe the roles of producers, consumers, and decomposers.

Sunshine State Standards for Science

SC.4.L.17.3

Trace the flow of energy from the Sun as it is transferred along the food chain through the producers to the consumers.

- A. Plants and animals, including humans, interact with and depend upon each other and their environment to satisfy their basic needs.
- C. Energy flows from the sun through producers to consumers.



Lesson Plan

Grade: 4th Grade

Lesson Title: Full of Energy

Topic: Flow of Energy in an Ecosystem

Objective: Students will be able to successfully obtain, evaluate, and communicate information about the roles of organisms and the flow of energy within an ecosystem.

Sunshine State Standards for Science:

SC.4.L.17.3

Trace the flow of energy from the Sun as it is transferred along the food chain through the producers to the consumers.

A. Plants and animals, including humans, interact with and depend upon each other and their environment to satisfy their basic needs.

C. Energy flows from the sun through producers to consumers.

Materials: Pencil, worksheets, poster board, nature/animal magazines, scissors, glue

Pre-Trip Activity: Students will choose an animal from the Wild Adventures website and create a food chain that demonstrates the flow of energy through its ecosystem. (SC.4.L.17.3)

Trip Work Session: Students will choose 5 animals (consumers) in the park and take notes of key details about their diet and natural habitat. (SC.4.L.17.3)

Post-Trip Review: Students will take the information gathered from Wild Adventures and create “job descriptions” for the animals they researched at the park. (SC.4.L.17.3)



Introduction, Discussions & Activities

Introduction

Every living thing is part of an ecosystem--including you! An ecosystem is all the living things in a given area interacting with each other and their nonliving environment. Our world is made of up many different ecosystems, each one different from the next. How might the ecosystem of the Atlantic Ocean look different from the ecosystem of a tropical rainforest? Even though these ecosystems are different, they have one thing in common--they are each made up of producers, consumers, and decomposers. These roles are vital to ecosystems running smoothly and passing energy along the food web, beginning with the sun and ending with decomposers.

As you learn more about the roles of producers, consumers, and decomposers, think about the different ecosystems found in your area. What would the different food webs look like and how would energy flow through each one?

Vocabulary

Consumer, decomposer, ecosystem, food chain, organism, producer

Pre-Trip Discussion

In preparation for your trip to Wild Adventures, students should discuss the vocabulary necessary to communicate the flow of energy within an ecosystem. Students should be able to describe the roles of producers, consumers, and decomposers.

Pre-Trip Activity

Students will choose an animal from the Wild Adventures website and create a food chain that demonstrates the flow of energy through its ecosystem. (See attached)

Post-Trip Discussion

Students will discuss the different animals (consumers) that were researched at Wild Adventures, where they think the animal would be found on the food chain, and the role it plays in passing energy throughout the ecosystem.

Post-Trip Activity

Students will take the information gathered from Wild Adventures and create "job descriptions" for the animals they researched at the park. (See attached)



Vocabulary

Consumer	an organism that feeds on plants or other animals for energy
Decomposer	an organism that decomposes, or breaks down, organic material such as the remains of dead organisms
Ecosystem	all living things in a given area interacting with each other and their nonliving environment
Food chain	the order in which organisms (living things) depend on each other for food
Organism	a living thing made up of one or more cells and able to carry on the activities of life
Producer	organisms (plants) that make energy from carbon dioxide and water and can be found at the beginning a food chain

Pre-Trip Activity

Teacher Instructions:

Students will choose an animal from the Wild Adventures website and create a food chain that demonstrates the flow of energy through its ecosystem using pictures and poster board.

Materials:

- Laptop
- Markers
- Poster board
- Glue

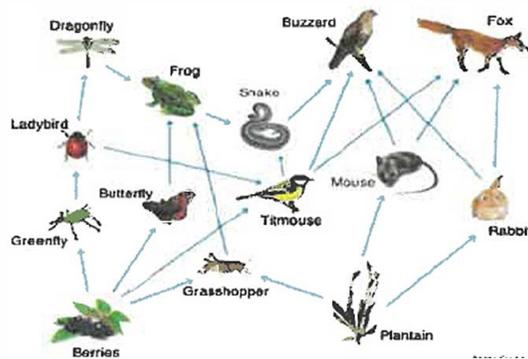
PREVIEW

Name: _____ Date: _____

Food Web Energy

Choose an animal from the Wild Adventures website and research its diet. Using the animal you chose, create a food web that demonstrates the flow of energy through an ecosystem using markers and poster board.

EXAMPLE:



Name: _____

Date: _____

Food Web Energy

Choose an animal from the Wild Adventures website and research its diet. Using the animal you chose, create a food web that demonstrates the flow of energy through an ecosystem using markers and poster board.

EXAMPLE:

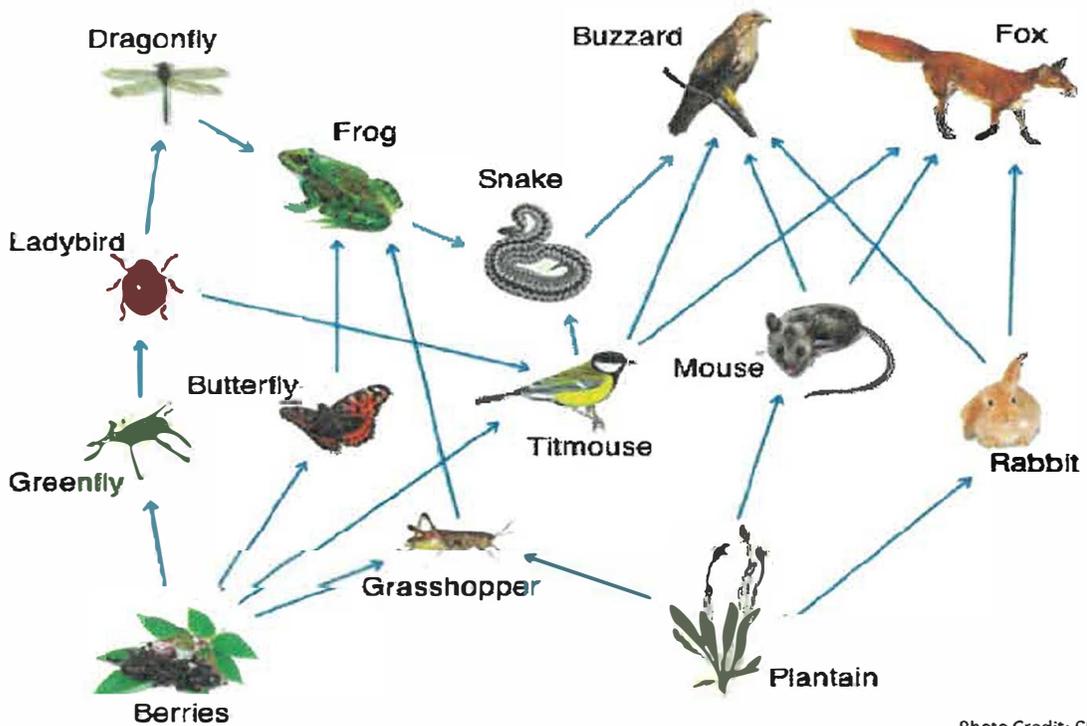


Photo Credit: CPALMS



Park Activity

Teacher Instructions:

Students will identify 5 consumers around the park and take anecdotal notes on their diet and other features that classify them as consumers.

PREVIEW

Name: _____ Date: _____

I Spy a Consumer

Hello, junior zoologist! As you walk around the park, choose 5 animals you would like to learn more about. Take notes on each animal's diet, natural habitat, and some fun facts about the animals from the information cards. Keep up with your research because you will need it for a later project!

	Animal	Diet	Habitat	Fun Fact
1.				
2.				
3.				
4.				
5.				



Name: _____

Date: _____

I Spy a Consumer

Hello, junior zoologist! As you walk around the park, choose 5 animals you would like to learn more about. Take notes on each animal's diet, natural habitat, and some fun facts about the animals from the information cards. Keep up with your research because you will need it for a later project!

Animal	Diet	Habitat	Fun Fact
1.			
2.			
3.			
4.			
5.			



Post-Trip Activity

Teacher Instructions:

Students will use the information collected from their trip to Wild Adventures to create “job descriptions” for 2 animals that describes the animals’ roles as a consumer in its particular ecosystem.

PREVIEW

Name: _____ Date: _____

Producers, Consumers, and Decomposers

Using the information about the animals you researched at Wild Adventures, choose two animals and create a job description for each animal. Be sure to include the name of the animal, its natural habitat, and whether it is a producer, consumer, or decomposer. Create a list of “job descriptions” that describe your animal’s role in the

Animal #1	Animal #2
Position: _____	Position: _____
Category: _____	Category: _____
Job Description: • • • •	Job Description: • • • •

EXAMPLE



Position: Tiger
Habitat: Rain forests, grasslands, and savannas
Category: Consumer
Job Description:
• Must eat meat only (no salads allowed)
• Must enjoy hunting at night
• Must work quietly to avoid spooking prey
• Must enjoy chunky food



12

Name: _____

Date: _____

Producers, Consumers, and Decomposers

Using the information about the animals you researched at Wild Adventures, choose two animals and create a job description for each animal. Be sure to include the name of the animal, its natural habitat, and whether it is a producer, consumer, or decomposer. Create a list of "job descriptions" that describe your animal's role in the food chain.

Animal #1	Animal #2
Position: _____	Position: _____
Category: _____	Category: _____
Job Description: <ul style="list-style-type: none">•••••	Job Description: <ul style="list-style-type: none">•••••

EXAMPLE



Position: Tiger
Habitat: Rain forests, grasslands, and savannas
Category: Consumer
Job Description:

- Must eat meat only (no salads allowed)
- Must enjoy hunting at night
- Must work quietly to avoid spooking prey
- Must enjoy chasing food

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This Field Trip approval shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____

SCHOOL DISTRICT OF GADSDEN COUNTY
JOB DESCRIPTION

ASSISTANT DIRECTOR OF FACILITIES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of seven (10) years successful experience in the field of construction, at least three (5) of which are in a supervisory position.
- (3) Florida General Contractor's License is a plus.
- (4) Minimum requirements to earn a Uniform Building Code Inspector certification in accordance with State Board of Education (SBE) Rule 6A2.23.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules and regulations of facilities and maintenance. Ability to communicate effectively both orally and in writing. Skills in positive people management. Ability to organize, manage time and prioritize duties. Possess analytical skill for problem-solving. Knowledge of construction techniques and project scheduling and budgeting. Knowledge of county zoning building codes. Knowledge of current research, trends and best practices.

REPORTS TO:

Director of Facilities

JOB GOAL

To assist with the leadership, supervision and management necessary for the construction and maintenance of all facilities of the District.

SUPERVISES:

- | | |
|-----------------------------------|---------------------------------------------|
| Lead Worker | Air Conditioning and Refrigeration Mechanic |
| Audio Visual Equipment Technician | Maintenance Assistant |
| Boiler/HVAC Mechanic | Fire and Safety Inspector |
| Carpenter | Maintenance Worker-General |
| Electrician | Secretary II |
| | Other Facilities Related Employees |

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ASSISTANT DIRECTOR OF FACILITIES (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Ensure District compliance with applicable codes, rules and statutes.
- (2) Monitor the development of both short- and long-range facilities maintenance plans.
- (3) Coordinate the selection of design and construction professionals.
- (4) Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
- (5) Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.

Interagency Communication and Delivery

- (6) Maintain effective relations with patrons, employees and the general public.
- (7) Coordinate activities of the division with schools and other divisions.
- (8) Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency.
- (9) Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies.
- (10) Promote cooperative relationships and coordinated efforts among support services to facilitate the instructional program.
- (11) Coordinate activities with architects, engineers and contractors.
- (12) Evaluate and review, on a continuous basis, financial requirements and maintain a system of cost accounting in cooperation with the Finance Department.

Professional Growth and Improvement

- (13) Keep abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency from operational expenditures.
- (14) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- (15) Attend meetings and conferences, which promote professional growth and benefit the District.
- (16) Promote and support professional development for self and others.
- (17) Establish procedures, which ensure personnel awareness of Florida Statutes, State Board of Education rules and health - safety standards and ensure the standards are implemented.

Systemic Functions

- (18) Assist with interviewing, hiring and training personnel.
- (19) Assist with the development and monitoring of the department budget.
- (20) Possess excellent written and oral communication skills.
- (21) Exhibit acute attention to detail.
- (22) Exhibit working knowledge of computers with MS office proficiency.
- (23) Manage and complete multiple concurrent projects within specified schedules.
- (24) Assist with the negotiation and monitoring of contracted projects.
- (25) Assist with estimating, scheduling, procurement, and management of projects.
- (26) Assist with assuring all federal, state, and local regulations are met.
- (27) Work closely with FDOE for reporting and recording accurate use of facilities.
- (28) Exhibit confidence and commitment to the vision and mission of the District. (30) Perform other duties as assigned.

ASSISTANT DIRECTOR OF FACILITIES (Continued)

Leadership and Strategic Orientation

- (29) Assist with the development and presentation of appropriate Board agenda items pertaining to areas of responsibility.
- (30) Follow established procedures that provide school-based managers opportunities to participate in decisions that affect them and their schools.
- (31) Assist with interviewing and recommending architects, engineers, project managers, contractors and other professionals related to construction and renovation of facilities.
- (32) Assist with planning for future needs and prepare requisitions to meet the need for tools, equipment and supplies.
- (33) Assist with preparing all required reports and maintaining all appropriate records.
- (34) Review contract documents and work collaboratively with appropriate district and external personnel.