

AGENDA

REGULAR SCHOOL BOARD MEETING

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

August 23, 2011

6:00 P.M.

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

ITEMS FOR CONSENT

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

- a. July 19, 2011, 6:00 p.m. – Special Board Meeting
- b. July 26, 2011, 4:30 p.m. – School Board Workshop
- c. July 26, 2011, 6:00 p.m. – Regular School Board Meeting
- d. August 9, 2011, 6:00 p.m. – Executive Session
- e. August 16, 2011, 5:00 p.m. – Executive Session

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)

- a. Personnel 2011 – 2012 – **SEE PAGE #7**

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Forty-Six – **SEE PAGE #11**

Fund Source: 300 (Capital) Funds  
Amount: \$24,779.15

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Amendment Number Forty-Seven – **SEE PAGE #17**  
Fund Source: 410 (School Food Service) Funds  
Amount: \$307,823.37  
ACTION REQUESTED: The Superintendent recommends approval.
- c. Budget Amendment Number Forty-Eight – **SEE PAGE #20**  
Fund Source: 433 (ARRA Stimulus Grant) Funds  
Amount: \$.00  
ACTION REQUESTED: The Superintendent recommends approval.
- d. Budget Amendment Number Forty-Nine – **SEE PAGE #23**  
Fund Source: 200 (Debt Service) Funds  
Amount: \$1,523,761.38  
ACTION REQUESTED: The Superintendent recommends approval.
- e. Budget Amendment Number Fifty – **SEE PAGE #26**  
Fund Source: 434 (Race To The Top) Funds  
Amount: \$-140,585.00  
ACTION REQUESTED: The Superintendent recommends approval.
- f. Transfer from Capital Improvements Fund to General Fund for Maintenance  
**SEE PAGE #29**  
Fund Source: Capital Improvements Fund #379  
Amount: \$750,000.00  
ACTION REQUESTED: The Superintendent recommends approval.
- g. Crossroad Academy Monthly Financial Reports – **SEE PAGE #34**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
- h. Crossroad Academy Audited Financial Reports 2011-2012 – **SEE PAGE #40**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board – **SEE PAGE #54**

Fund Source: IDEA – Federal Funded  
Amount: \$58,000.00 For Ten Months (\$5,880.00 per month)

ACTION REQUESTED: The Superintendent recommends approval.

- b. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board (Head Start/PreK) **SEE PAGE #60**

Fund Source: IDEA – Federal Funded  
Amount: \$6,000.00 For Ten Months (\$600.00 per month)

ACTION REQUESTED: The Superintendent recommends approval.

- c. The School Board of Gadsden County, Contract With Independent Contractor Janice M. Gilchrist – **SEE PAGE #66**

Fund Source: IDEA dollars  
Amount: \$16,000.00 (est.)

ACTION REQUESTED: The Superintendent recommends approval.

- d. Cooperative Agreement for Supportive Services System – **SEE PAGE #71**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- e. Memorandum of Agreement Between Workforce Plus and Gadsden County School Board – **SEE PAGE #74**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- f. Request For Approval of Wellness Program – **SEE PAGE #77**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- g. Contracted Services for Educational Software – **SEE PAGE #85**

Fund Source: General Fund  
Amount: \$37,065.81

ACTION REQUESTED: The Superintendent recommends approval.

- h. Contracted Services from General Fund – **SEE PAGE #87**

Fund Source: General Fund  
Amount: \$67,785.45

ACTION REQUESTED: The Superintendent recommends approval.
- i. Contracted Services for Federal Projects – **SEE PAGE #91**

Fund Source: Title I Regular  
Amount: \$252,404.00

ACTION REQUESTED: The Superintendent recommends approval.
- j. Insurance – General Liability, Automobile, Property and Workers Compensation – **SEE PAGE #94**

Fund Source: General Fund and Capital Improvements Fund  
Amount: Estimated \$850,000.00

ACTION REQUESTED: The Superintendent recommends approval.
- k. Contracts for Federal Programs – **SEE PAGE #96**

Fund Source: Title I Regular  
Amount: \$80,000.00

ACTION REQUESTED: The Superintendent recommends approval.
- l. Contracted Services – **SEE PAGE #99**

Fund Source: General Fund  
Amount: \$19,322.00

ACTION REQUESTED: The Superintendent recommends approval.
- m. Contracted Services – **SEE PAGE #103**

Fund Source: General Fund  
Amount: \$114,537.88

ACTION REQUESTED: The Superintendent recommends approval.
- n. Lease Fees for Land Parcels – **SEE PAGE #115**

Fund Source: General Fund  
Amount: \$600.00

ACTION REQUESTED: The Superintendent recommends approval.
- o. Contracted Services for Sonitrol - **SEE PAGE #118**

Fund Source: General Fund  
Amount: \$49,830.96

ACTION REQUESTED: The Superintendent recommends approval.

- p. Approval of Interinstitutional Articulation Agreement Between Tallahassee Community College and Gadsden County Public Schools 2011- 2012  
**SEE PAGE #144**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Playfield Fencing at West Gadsden High School – **SEE PAGE #166**

Fund Source: 394  
Amount: \$27,750.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Request to Delete From Capital Assets – Motor Vehicles – **SEE PAGE #179**

Fund Source: Applicable Funds  
Amount: \$13,787.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Request to Delete and Dispose From Capital Assets – Furniture, Fixtures and Equipment (3/16/11 – 6/30/11) – **SEE PAGE #182**

Fund Source: All Funds  
Amount: \$318,076.19

ACTION REQUESTED: The Superintendent recommends approval.

10. EDUCATIONAL ISSUES

- a. Master In-Service Plan Revision – **SEE PAGE #243**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Teacher Evaluation Manual – **SEE PAGE #246**

Fund Source: Race To The Top  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

- a. Discussion and Request to Advertise the Board's Intent to Amend School Board Policy 6.40 (Assessment of Employees) – **SEE PAGE #323**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT

# The School Board of Gadsden County



*"Building A Brighter Future"*

**Reginald C. James**  
SUPERINTENDENT  
OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA 32351  
TEL: (850) 627-9651  
FAX: (850) 627-2760  
www.gcps.k12.fl.us

August 23, 2011

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

Dear School Board Members:

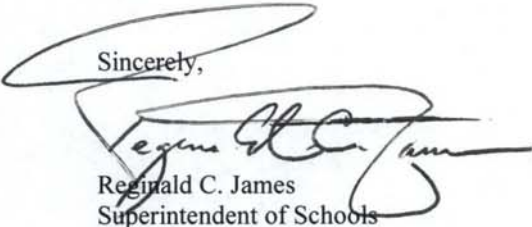
**I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.**

#### **Item 6A Instructional and Non-Instructional Personnel 2011/2012**

The following reflects the total number of full-time employees in this school district for the 2011/2012 school term, as of August 23, 2011.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees August 2011</u>
Classroom Teachers and Other Certified	120 & 130	444.71
Administrators	110	47.75
Non-Instructional	150, 160, & 170	<u>407.54</u>
		900.00

Sincerely,

  
Reginald C. James  
Superintendent of Schools

Eric F. Hinson  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

Judge B. Helms, Jr.  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

Isaac Simmons, Jr.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

Charlie D. Frost  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

Roger P. Milton  
DISTRICT NO. 5  
QUINCY, FL 32351

**AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2011/2012**

**INSTRUCTIONAL  
PROFESSIONAL**

Simmons, Peggy

**INSTRUCTIONAL  
Annual Status**

Galloway, Treneisha  
Norton, Stan  
Thomas, Dale

**School Level Secretaries**

McNeil, Tinika

**NON-INSTRUCTIONAL  
Education Paraprofessional  
Annual**

Bradley-Goldwire, Kathy  
Bush, Quanta  
Carroll, Alonza  
Carter, Karen  
Demous, Hattie  
Esland, Sheronda  
Flower, Tatia  
Forehand, Reginald  
Frost, Diane  
Hamilton, Thoreau  
Hunt, Shirley  
Isaac, Adrienne  
Laing, Trace  
Mitchell, Antenette  
Moten, Andrew  
Newsome, Chastine  
Nicholson, Ronald  
Paz, Xochitl  
Peters, Betty  
Safford, Judson  
Smith, Stephanie  
Swain, Mary  
Tinner, Cynthia  
Williams, Omeka  
Wilson, Brittanca  
Wright, Mary



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

**LEAVE OF ABSENCE**

<u>Name</u>	<u>Location/Position</u>	<u>Beginning</u>	<u>Ending</u>
Anzualda, Sara	PreK/Receptionist	07/25/2011	09/05/2011
Bush, Candace	SSES/Ed Para	08/15/2011	06/30/2012
Ganious, Areka	SJES/Teacher	08/15/2011	06/12/2012

**RESIGNATION**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Alcoseba, Jenifer	JASMS	Teacher	08/10/2011
Bailey, Essence*	SJES	Ed Para	08/01/2011
Baldwin, Tarell	JASMS	Teacher	07/19/2011
Bidwell, Colby	HMS	Teacher	07/22/2011
Bryant, Samathlyn	WGHS	Teacher	08/12/2011
Cole, Miranda	WGHS	Teacher	08/12/2011
Domingos, Claretta	JASMS	Teacher	08/12/2011
Harris, Laura	GBES	Teacher	07/07/2011
Sailor, Jasmine	WGHS	Teacher	07/21/2011

\* Resigned to accept another position in the district

**TRANSFERS**

<u>Name</u>	<u>Location/Position Transferred From</u>	<u>Location/Position Transferred To</u>	<u>Effective Date</u>
Allen, Sandra	GWM/Teacher	GBES/Teacher	08/15/2011
Austin, Travetria	GRES/Teacher	HES/Teacher	08/15/2011
Basford, Marilyn	GEMS/Ed Para	GRES/Ed Para	08/15/2011
Bryant, Cametra	HOPE/Secretary	EGHS/Secretary	08/08/2011
Burns, Patricia	GWM/Teacher	CES/Teacher	08/15/2011
Clark, Victor	EGHS/Teacher	JASMS/Teacher	08/15/2011
Coburn, Katie	GWM/Teacher	SSES/Teacher	08/15/2011
Crittilli, Steven	SSES/Teacher	JASMS/Teacher	08/15/2011
Davis, Pearl	WGHS/Teacher	EGHS/Teacher	08/15/2011
Estelle, Randall	EGHS/ISS	HES/Behavior Spec	08/15/2011
Gunn, Pauline	WGHS/Teacher	CPA/Teacher	08/15/2011
Hayman, Lauren	GEMS/Teacher	CES/Teacher	08/15/2011
Hunter, Valarie	GEMS/Ed Para	HMS/Ed Para	08/15/2011
Jackson, Barbara	JASMS/Teacher	GEMS/Teacher	08/15/2011
Kenon-Franklin, Bridget	GEMS/Teacher	CES/Teacher	08/15/2011
Kent-Toussaint, Cynthia	SSES/Teacher	CPA/Teacher	08/15/2011
Knight, Anthony	HES/Teacher	CPA/Teacher	08/15/2011
Marshall, Naytasha	GWM/Teacher	GRES/Teacher	08/15/2011
McKeown, Diana	HMS/Teacher	GWM/Reading Coach	08/15/2011
McMillan-Gatlin, Patricia	GWM/Teacher	CES/Teacher	08/15/2011
Lewis-Wilson, Sonja	GWM/Teacher	GRES/Teacher	08/15/2011
Payton, Kecia	JASMS/Teacher	HMS/Teacher	08/15/2011
Pringley, Giselda	GRES/Ed Para	SSES/Ed Para	08/15/2011
Ray, Michael	HES/Behavior Spec	GWM/Behavior Spec	08/15/2011
Redding, Sylvia	CES/Teacher	SSES/Teacher	08/15/2011
Ryals, Virginia	GWM/Teacher	CES/Teacher	08/15/2011
Sherman, Tammy	CPA/Teacher	EGHS/Reading Coach	08/15/2011
Simmons, Peggy	EGHS/Teacher	EGHS/Media Specialist	08/15/2011
Stephens, Vann	CES/Teacher	GBES/Teacher	08/15/2011
Taylor, Ayonna	GBES/Ed. Para	JASMS/Ed Para	08/15/2011
Wade, Eileen	GBES/Teacher	WGHS/Teacher	08/15/2011
Walker, Faybrena	GTI/Teacher	HMS/Teacher	08/15/2011

**RETIREMENT**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Graul, James	EGHS	Teacher	08/12/2011

**AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2011/2012****INSTRUCTIONAL**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Aviles, Lydia	GWM	Teacher	08/15/2011
Jones, Megan	CES	Teacher	08/15/2011
Bailey, Essence	SJES	Teacher	08/22/2011
Burney, Charles	WGHS	Teacher	08/15/2011
Cineus, Shuteen	GWM	Teacher	08/15/2011
Cofield, Koneisha	GWM	Teacher	08/15/2011
Daigle, Alicia	GWM	Teacher	08/15/2011
Davis, Clinette	HMS	Teacher	08/15/2011
Ealey, Karlisha	GWM	Teacher	08/15/2011
Eckhardt, Laura	GWM	Teacher	08/15/2011
Fabie, Monica	GEMS	Teacher	08/15/2011
Gardiner, Grace	GWM	Teacher	08/15/2011
Hannon, Rebecca	GWM	Teacher	08/15/2011
Howard, Abdul	WGHS	Teacher	08/15/2011
Jessie, Kendra	GWM	Teacher	08/15/2011
Johnson, Renee	GTI/Adult Ed	Teacher	08/15/2011
Kelly, Brenda	WGHS	Teacher	08/15/2011
Kornstein, Sara	GEMS	Teacher	08/15/2011
Lewis, Joycelyn	CES	Teacher	08/15/2011
Lewis, Miranda	SSES	Teacher	08/15/2011
Lightfoot, Jermaine	EGHS	Teacher	08/15/2011
Manion, Buford	JASMS	Teacher	08/15/2011
Marshall, Naytasha	GRES	Teacher	08/15/2011
Martin, Charlene	JASMS	Teacher	08/15/2011
Matos, Josue	GWM	Teacher	08/15/2011
McPherson, Diedre	WGHS	Teacher	08/15/2011
Maguire, Terrence	JASMS	Teacher	08/15/2011
Niekus, Shirley	EGHS	Teacher	08/17/2011
Pontius, Candace	CES	Teacher	08/15/2011
Rasul, Taliah	GBES	Teacher	08/15/2011
Rowa, Megan	GBES	Teacher	08/15/2011
Soto, Marixa	JASMS	Teacher	08/18/2011
Taylor, Gabriel	JASMS	Teacher	08/18/2011
Tucker, Marilyn	WGHS	Teacher	08/15/2011
Velazquez-Suarez, Tracy	EGHS	Teacher	08/15/2011
Vickers, Nave	GRES	Teacher	08/15/2011
Weider, Christopher	GTI	Teacher	08/15/2011
Whitney, Sonja	HMS	Teacher	08/15/2011
Williams, Alondrea	PreK	Teacher	08/15/2011
Zappacosta, Ashley	GWM	Spch/Lang Pathologist	08/15/2011

**Instructional/Part Time**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Johnson, Renee	GTI/Adult Ed	Teacher	08/17/2011

**NON-INSTRUCTIONAL**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Bradwell-Conyers, Maggie	WGHS	Secretary	08/15/2011
Dixon, Anthony	CPA	Custodial Asst.	08/01/2011
Elias, Irene	EGHS	Office Manager	08/15/2011
Enzor, Charlie	Transportation	Bus Driver	08/22/2011
Johnson, Sabrina	Transportation	Bus Driver	08/22/2011
Kenon, Janice	CPA	Secretary	08/15/2011
Lewis-Safford, Debra	SJES	Asst Secretary	08/15/2011
McMillian, Christine	GWM	SFS Worker	08/19/2011
McPhaul, Stirling	Transportation	Bus Driver	08/22/2011
Robinson, Dominga	District	Receptionist	08/15/2011
West, Dwight	GWM	SFS Worker	08/19/2011
Wilson, Gwendolyn	Transportation	Bus Attendant	08/22/2011

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7a

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Budget Amendment Number Forty-Six

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

To adjust capital funds bringing expenditures and revenue to actual

**FUND SOURCE:** 300 (Capital) Funds

**AMOUNT:** \$ 24,779.15

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

Gadsden County School Board  
 Appropriations for 3XX  
 Capital Funds  
 Budget Amendment Number Forty-Six

360 FUND CO & DS Funds 7400			BEGINNING BUDGET 6/30/2011	BUDGET AMENDMENT NO. FORTY-SIX	BUDGET BALANCE 6/30/2011
600	\$	48,771.62	\$	-	\$ 48,771.62
<b>FUNCTOTAL</b>	\$	48,771.62	\$	-	\$ 48,771.62
377 FUND Capital Improvements 2008-2009  7400			BEGINNING BUDGET 6/30/2011	BUDGET AMENDMENT NO. FORTY-SIX	BUDGET BALANCE 6/30/2011
600	\$	743,378.02	\$	2,322.69	\$ 745,700.71
<b>FUNCTOTAL</b>	\$	743,378.02	\$	2,322.69	\$ 745,700.71
378 FUND 1.5Mil 2009-2010  7400			BEGINNING BUDGET 6/30/2011	BUDGET AMENDMENT NO. FORTY-SIX	BUDGET BALANCE 6/30/2011
600	\$	1,766,885.21	\$	9,507.40	\$ 1,776,392.61
<b>FUNCTOTAL</b>	\$	1,766,885.21	\$	9,507.40	\$ 1,776,392.61
379 FUND Capital Improvements 2010-2011  7400			BEGINNING BUDGET 6/30/2011	BUDGET AMENDMENT NO. FORTY-SIX	BUDGET BALANCE 6/30/2011
600	\$	2,143,891.45	\$	7,458.61	\$ 2,151,350.06

Gadsden County School Board  
 Appropriations for 3XX  
 Capital Funds  
 Budget Amendment Number Forty-Six

379 FUND CONT'D						
9700	900	\$	1,868,112.92	\$	-	\$ 1,868,112.92
FUNCTOTAL		\$	4,012,004.37	\$	7,458.61	\$ 4,019,462.98
391 FUND			BEGINNING		BUDGET	
LCI Fund			BUDGET		AMENDMENT	BUDGET BALANCE
			6/30/2011		NO. FORTY-SIX	6/30/2011
7400	600	\$	262,787.42	\$	89.08	\$ 262,876.50
FUNCTOTAL		\$	262,787.42	\$	89.08	\$ 262,876.50
394			BEGINNING		BUDGET	
CLASS SIZE			BUDGET		AMENDMENT	BUDGET BALANCE
REDUCTION			6/30/2011		NO. FORTY-SIX	6/30/2011
2010-2011						
7400	300	\$	-	\$	-	\$ -
	600	\$	653,635.47	\$	5,091.70	\$ 658,727.17
FUNCTOTAL		\$	653,635.47	\$	5,091.70	\$ 658,727.17
395 FUND			BEGINNING		BUDGET	
Classrooms			BUDGET		AMENDMENT	BUDGET BALANCE
for Kids			6/30/2011		NO. FORTY-SIX	6/30/2011
2006-2007						
7400	600	\$	41,814.74	\$	309.67	\$ 42,124.41
		\$	41,814.74	\$	309.67	\$ 42,124.41

Gadsden County School Board  
 Estimated Revenue  
 3XX  
 Capital Funds  
 Budget Amendment  
 Number Forty-Six

360 FUND CO & DS	REVENUE OBJECT	ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SIX	ENDING ESTIMATED REVENUE 6/30/2011
	321	\$ 46,344.00	\$ -	\$ 46,344.00
	325	\$ 2,427.62	\$ -	\$ 2,427.62
	TOTAL	\$ 48,771.62	\$ -	\$ 48,771.62

377 FUND Capital Improvements 2008-2009	REVENUE OBJECT	ENDING ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SIX	ENDING ESTIMATED REVENUE 6/30/2011
	413	\$ -	\$ 2,322.69	\$ 2,322.69
	721	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ 2,322.69	\$ 2,322.69

378 FUND 1.5Mil 2009-2010	REVENUE OBJECT	ENDING ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SIX	ENDING ESTIMATED REVENUE 6/30/2011
	421	\$ 2,037.20	\$ -	\$ 2,037.20
	431	\$ -	\$ 9,507.40	\$ 9,507.40
	TOTAL	\$ 2,037.20	\$ 9,507.40	\$ 11,544.60

Gadsden County School Board  
 Estimated Revenue  
 3XX  
 Capital Funds  
 Budget Amendment  
 Number Forty-Six

379 FUND Capital Improvements 2010-2011	REVENUE OBJECT	ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SIX	ENDING ESTIMATED REVENUE 6/30/2011
	413	\$ 2,043,579.81	\$ -	\$ 2,043,579.81
	421	\$ 150,382.56	\$ -	\$ 150,382.56
	431	\$ -	\$ 7,458.61	\$ 7,458.61
	721	\$ 1,818,042.00	\$ -	\$ 1,818,042.00
	<b>TOTAL</b>	<b>\$ 4,012,004.37</b>	<b>\$ 7,458.61</b>	<b>\$ 4,019,462.98</b>

391 FUND LCI Fund	REVENUE OBJECT	ENDING ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SIX	ENDING ESTIMATED REVENUE 6/30/2011
	397	\$ 119,298.10	\$ -	\$ 119,298.10
	431	\$ -	\$ 89.08	\$ 89.08
	<b>TOTAL</b>	<b>\$ 119,298.10</b>	<b>\$ 89.08</b>	<b>\$ 119,387.18</b>

394 FUND Class Size Reduction	REVENUE OBJECT	ENDING ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SIX	ENDING ESTIMATED REVENUE 6/30/2011
	431	\$ -	\$ 5,091.70	\$ 5,091.70
	<b>TOTAL</b>	<b>0.00</b>	<b>5,091.70</b>	<b>5,091.70</b>

**Gadsden County School Board**  
**Estimated Revenue**  
**3XX**  
**Capital Funds**  
**Budget Amendment**  
**Number Forty-Six**

395 FUND Classrooms For Kids	REVENUE OBJECT	ENDING ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SIX	ENDING ESTIMATED REVENUE 6/30/2011
	431	\$ -	\$ 309.67	\$ 309.67
	<b>TOTAL</b>	<b>0.00</b>	<b>309.67</b>	<b>309.67</b>



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7b

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Budget Amendment Number Forty-Seven

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

To adjust budget by function and object in accordance with actual expenditures and to budget actual revenue received.

**FUND SOURCE:** 410 (School Food Service) Funds

**AMOUNT:** \$ 307,823.37

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

**Gadsden County School Board  
410 (Food Service) Fund Estimated Revenue  
Budget Amendment Number Forty-Seven**

FUND 410 REVENUE OBJECT	ESTIMATED REVENUE 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-SEVEN	ENDING ESTIMATED REVENUE 6/30/2011
199	\$ -	\$ 4,599.25	\$ 4,599.25
260	\$ 2,891,034.64	\$ (2,891,034.64)	\$ -
261	\$ -	\$ 2,142,306.62	\$ 2,142,306.62
262	\$ -	\$ 775,356.14	\$ 775,356.14
263	\$ -	\$ 90,515.32	\$ 90,515.32
265	\$ 200,000.00	\$ (22,429.37)	\$ 177,570.63
267	\$ -	\$ 208,569.03	\$ 208,569.03
268	\$ 163,958.42	\$ (8,383.86)	\$ 155,574.56
269	\$ 12,737.77	\$ -	\$ 12,737.77
280	\$ -	\$ -	\$ -
299	\$ -	\$ -	\$ -
337	\$ 40,000.00	\$ (125.00)	\$ 39,875.00
338	\$ 38,000.00	\$ 1,652.00	\$ 39,652.00
390	\$ -	\$ 705.00	\$ 705.00
431	\$ -	\$ 1,100.23	\$ 1,100.23
450	\$ 194,000.00	\$ (1,400.88)	\$ 192,599.12
451	\$ -	\$ -	\$ -
490	\$ -	\$ 6,000.23	\$ 6,000.23
493	\$ -	\$ 393.30	\$ 393.30
<b>TOTALS</b>	<b>\$ 3,539,730.83</b>	<b>\$ 307,823.37</b>	<b>\$ 3,847,554.20</b>

**Gadsden County School Board  
410 (Food Service) Fund Appropriations  
Budget Amendment Number Forty-Seven**

410 FUND					
FUNCTION/ OBJECT	BUDGET				
	BUDGET BALANCE 6/30/2011	AMENDMENT NUMBER FORTY-SEVEN	BUDGET BALANCE 6/30/2011		
7200	700	\$ -	\$ 67,823.37	\$ 67,823.37	
FUNCTOTAL		\$ -	\$ 67,823.37	\$ 67,823.37	
7600	100	\$ 1,185,195.24	\$ -	\$ 1,185,195.24	
	200	\$ 457,236.02	\$ -	\$ 457,236.02	
	300	\$ 40,979.50	\$ -	\$ 40,979.50	
	400	\$ 19,460.77	\$ 8,000.00	\$ 27,460.77	
	500	\$ 2,121,428.93	\$ 232,000.00	\$ 2,353,428.93	
	600	\$ 24,118.65	\$ -	\$ 24,118.65	
	700	\$ 5,423.00	\$ -	\$ 5,423.00	
FUNCTOTAL		\$ 3,853,842.11	\$ 240,000.00	\$ 4,093,842.11	
GRANDTOTAL		<u>\$ 3,853,842.11</u>	<u>\$ 307,823.37</u>	<u>\$ 4,161,665.48</u>	

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7c

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Budget Amendment Number Forty-Eight

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

To adjust budget by function/object to actual expenditures.

**FUND SOURCE:** 433 (ARRA Stimulus Grant) Funds

**AMOUNT:** \$ .00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

**Gadsden County School Board  
433 (Other ARRA Stimulus Grants) Fund Appropriations  
Budget Amendment Number  
Forty-Eight**

433 FUND			BEGINNING BUDGET 6/30/2011	BUDGET AMENDMENT NUMBER FORTY-EIGHT	BUDGET BALANCE 6/30/2011
FUNCTION/ OBJECT					
5500	100	\$	-	\$	-
Pre-Kindergarten	200	\$	-	\$	-
	300	\$	3,111.75	\$	3,111.75
	500	\$	-	\$	2,695.00
	600	\$	-	\$	1,307.20
<b>FUNCTOTAL</b>		<b>\$ 3,111.75</b>	<b>\$ 4,002.20</b>	<b>\$ 7,113.95</b>	
6400	100	\$	-	\$	-
Instruct Training	300	\$	1,218.84	\$	1,218.84
	700	\$	3,364.50	\$	3,364.50
<b>FUNCTOTAL</b>		<b>\$ 4,583.34</b>	<b>\$ -</b>	<b>\$ 4,583.34</b>	
7200	100	\$	-	\$	-
General Admin	200	\$	-	\$	-
	700	\$	1,845.38	\$	754.18
<b>FUNCTOTAL</b>		<b>\$ 1,845.38</b>	<b>\$ (1,091.20)</b>	<b>\$ 754.18</b>	
7400	100	\$	-	\$	-
Facil Acq & Contr	300	\$	-	\$	-
	600	\$	9,000.00	\$	9,000.00
	700	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>\$ 9,000.00</b>	
8100	300	\$	12,420.00	\$	9,509.00
<b>FUNCTOTAL</b>		<b>\$ 12,420.00</b>	<b>\$ (2,911.00)</b>	<b>\$ 9,509.00</b>	
<b>GRANDTOTAL</b>		<b>\$ 30,960.47</b>	<b>\$ -</b>	<b>\$ 30,960.47</b>	

**Gadsden County School Board**  
**433 (Other ARRA Stimulus Grants) Fund Estimated Revenue**  
**Budget Amendment Number**  
**Forty-Eight**

433 REVENUE OBJECT	ESTIMATED		BUDGET AMENDMENT		ENDING ESTIMATED	
	REVENUE	10/20/10	NUMBER FORTY-EIGHT		10/20/2020	
199	\$	30,960.47	\$	-	\$	30,960.47
<b>GRAND TOTAL</b>	<b>\$</b>	<b>30,960.47</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>30,960.47</b>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7d

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Budget Amendment Number Forty-Nine

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested to reflect payment of the loan for the buses.

**FUND SOURCE:** 200(Debt Service) Funds

**AMOUNT:** \$ 1,523,761.38

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

**Gadsden County School Board  
 Appropriations for Debt Service Funds  
 Budget Amendment Number Forty-Nine**

210 SBE/COBI BONDS		BEGINNING BUDGET 6/30/2011	BUDGET AMENDMENT NO. FORTY-NINE	BUDGET BALANCE 6/30/2011
		\$ -	\$ -	\$ -
230 FUND LOAN FOR NEW BUSES				
9200	700	\$ 344,351.54	\$ 1,523,761.38	\$ 1,868,112.92
FUNCTOTAL		\$ 344,351.54	\$ 1,523,761.38	\$ 1,868,112.92



**Gadsden County School Board**  
**Estimated Revenue**  
**230**  
**Debt Service Funds**  
**Budget Amendment**  
**Number Forty-Nine**

FUND 230		ESTIMATED	BUDGET AMENDMENT	ENDING ESTIMATED		
REVENUE		REVENUE	NUMBER	REVENUE		
OBJECT		6/30/2011	FORTY-NINE	6/30/2011		
630	\$	344,351.54	\$	1,523,761.38	\$	1,868,112.92
<b>TOTAL</b>	<b>\$</b>	<b>344,351.54</b>	<b>\$</b>	<b>1,523,761.38</b>	<b>\$</b>	<b>1,868,112.92</b>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7e

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Budget Amendment Number Fifty

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

To post budget for the fourth quarter of 10-11 as indicated on the award.

**FUND SOURCE:** 434(Race To The Top) Funds

**AMOUNT:** \$ -140,585.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

**Gadsden County School Board  
434 (ARRA Race To The Top) Fund Appropriations  
Budget Amendment Number  
Fifty**

434 FUND			BEGINNING BUDGET 6/30/2011	BUDGET AMENDMENT NUMBER FIFTY	BUDGET BALANCE 6/30/2011	
FUNCTION/ OBJECT						
5100	100	\$	-	\$	-	
K-12 Instructional	200	\$	150,000.00	\$	(150,000.00)	
	500	\$	37,500.00	\$	-	
	600	\$	-	\$	-	
					\$	37,500.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>187,500.00</b>	<b>\$</b>	<b>(150,000.00)</b>	
		<b>\$</b>		<b>\$</b>	<b>37,500.00</b>	
6400	100	\$	43,750.00	\$	-	
Instructional	200	\$	-	\$	-	
	300	\$	27,500.00	\$	9,415.00	
Staff Training	500	\$	17,710.03	\$	-	
	600	\$	2,789.97	\$	-	
	700	\$	3,750.00	\$	-	
					\$	3,750.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>95,500.00</b>	<b>\$</b>	<b>9,415.00</b>	
		<b>\$</b>		<b>\$</b>	<b>104,915.00</b>	
7200	100	\$	-	\$	-	
General	200	\$	-	\$	-	
	700	\$	-	\$	16,464.00	
Administration					\$	16,464.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>16,464.00</b>	
		<b>\$</b>		<b>\$</b>	<b>16,464.00</b>	
7700	100	\$	13,750.00	\$	-	
Central	300	\$	4,000.00	\$	-	
	500	\$	4,500.00	\$	-	
Services	700	\$	16,464.00	\$	(16,464.00)	
					\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>38,714.00</b>	<b>\$</b>	<b>(16,464.00)</b>	
		<b>\$</b>		<b>\$</b>	<b>22,250.00</b>	
7710	100			\$	-	
Planning,	200	\$	-	\$	-	
	300	\$	75,000.00	\$	-	
Research,	400	\$	-	\$	-	
	500	\$	-	\$	-	
Development, & Evaluation	600	\$	-	\$	-	
					\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>75,000.00</b>	<b>\$</b>	<b>-</b>	
		<b>\$</b>		<b>\$</b>	<b>75,000.00</b>	
<b>GRANDTOTAL</b>		<b>\$</b>	<b>396,714.00</b>	<b>\$</b>	<b>(140,585.00)</b>	
		<b>\$</b>		<b>\$</b>	<b>256,129.00</b>	

**Gadsden County School Board**  
**434 (ARRA Race To The Top) Fund Estimated Revenue**  
**Budget Amendment Number**  
**Fifty**

434 FUND REVENUE OBJECT	ESTIMATED REVENUE 6/30/11	BUDGET AMENDMENT NUMBER FIFTY	ENDING ESTIMATED 6/30/2011
214	\$ 396,714.00	\$ (140,585.00)	\$ 256,129.00
<b>GRAND TOTAL</b>	<b>\$ 396,714.00</b>	<b>\$ (140,585.00)</b>	<b>\$ 256,129.00</b>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7f

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Transfer from Capital Improvements Fund to General Fund for Maintenance

**DIVISION:** Maintenance and Finance Departments

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested to transfer \$750,000.00 from the Capital Improvements Fund to the General Fund for maintenance items as defined by Section 1013.01(12).

**FUND SOURCE:** Capital Improvements Fund #379

**AMOUNT:** \$750,000.00

**PREPARED BY:** Wayne Shepard and Bonnie Wood

**POSITIONS:** Director of Facilities and Assistant Superintendent for Business Services

# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

~~~~~  
805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8795

### MEMORANDUM

Date: August 10, 2011

To: Bonnie Wood, Assistant Superintendent for Business and Finance

From: <sup>WSD</sup> Wayne Shepard, Director of Facilities

Re: Maintenance Budget for 2011-2012 School Year

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The following is my understanding and recommendation after our discussion from last week concerning Capital Outlay and Maintenance budgets. I believe we had approximately one million eight hundred thirteen thousand four hundred ninety four dollars and one cent (\$1,813,494.01) remaining to begin the 2011-2012 school year after using part of our Capital Outlay budget for the paying off of the busses. I would like to suggest the following since we did not receive any maintenance monies from the state this year and we will have to use Capital Outlay monies for maintenance: ask the School Board to allow the movement of seven hundred fifty thousand dollars (\$750,000.00) from Capital Outlay to the Maintenance budget. I believe this amount will get us through most of the 2011-2012 school year but at the same time let the School Board know that we may have to come back and revisit this again later in the year. I have attached a list of the businesses and individuals that we use during the school year for services and supplies that will help to justify the \$750,000.00. I hope this will help in making the decision to move monies from one budget to another. Please let me know if you need any additional information.

TENTATIVE MAINTENANCE BUDGET  
2011-2012

| VENDOR                                                                                     | YEAR      | ESTIMATED BUDGET |
|--------------------------------------------------------------------------------------------|-----------|------------------|
| Graybar Electric (electrical supplies)                                                     | 2011-2012 | 40,000.00        |
| Lowe's (various supplies)                                                                  | 2011-2012 | 5,000.00         |
| Engineering & Equipment(plumbing supplies)                                                 | 2011-2012 | 15,000.00        |
| Kelley Sheet Metal (HVAC supplies)                                                         | 2011-2012 | 5,000.00         |
| Painting/outside labor                                                                     | 2011-2012 | 50,000.00        |
| Malone Barnes Heavy Equipment<br>(i.e. tractor, backhoe, dump truck, excavator<br>service) | 2011-2012 | 50,000.00        |
| American Pump (plumbing supplies)                                                          | 2011-2012 | 4,000.00         |
| Grainger (various supplies)                                                                | 2011-2012 | 2,000.00         |
| Sherwin Williams (paint and supplies)                                                      | 2011-2012 | 50,000.00        |
| Rollins Supply (window treatments)                                                         | 2011-2012 | 30,000.00        |
| Bell & Bates (hardware supplies)                                                           | 2011-2012 | 24,000.00        |
| Stone's Hardware (Quincy)                                                                  | 2011-2012 | 24,000.00        |
| Stone's Hardware (Havana)                                                                  | 2011-2012 | 24,000.00        |
| Asphalt contractor's (patching & paving)                                                   | 2011-2012 | 50,000.00        |
| Contrax Furnishings (furniture)                                                            | 2011-2012 | 50,000.00        |
| Shaw Industries (carpet and tile)                                                          | 2011-2012 | 75,000.00        |
| Johnstone Supply (HVAC)                                                                    | 2011-2012 | 50,000.00        |
| *Winair (HVAC)                                                                             | 2011-2012 | 10,000.00        |
| Carrier (HVAC oem specific)                                                                | 2011-2012 | 25,000.00        |
| City Compressor (HVAC)                                                                     | 2011-2012 | 15,000.00        |
| Ferguson (plumbing supplies)                                                               | 2011-2012 | 2,500.00         |
| Lewis Smith (plumbing supplies)                                                            | 2011-2012 | 2,500.00         |
| International Systems of America (electrical<br>supplies and repairs)                      | 2011-2012 | 3,000.00         |
| SimplexGrinnell (fire alarms)                                                              | 2011-2012 | 3,000.00         |
| Moore Electric (local source service repair electric<br>motors)                            | 2011-2012 | 3,500.00         |
| Edwards Fire Protection (fire extinguishers)                                               | 2011-2012 | 6,500.00         |

TENTATIVE MAINTENANCE BUDGET  
2011-2012

| VENDOR                                                          | YEAR      | ESTIMATED BUDGET |
|-----------------------------------------------------------------|-----------|------------------|
| Ackuritlabs (mandatory water testing)                           | 2011-2012 | 1,000.00         |
| Southern Water (waste water & potable water collecting)         | 2011-2012 | 6,000.00         |
| Safety inspections (per DOE requirement; AG&B safety inspector) | 2011-2012 | 10,000.00        |
| Brooks Air Systems (HVAC service contract/parts and labor)      | 2011-2012 | 80,000.00        |
| Samford Plumbing (emergencies)                                  | 2011-2012 | 5,000.00         |
| Quincy Auto Parts (HVAC belts)                                  | 2011-2012 | 1,500.00         |
| Auto Supply of Havana (HVAC belts)                              | 2011-2012 | 500.00           |
| Acousti (ceiling tile)                                          | 2011-2012 | 1,500.00         |
| Trane (oem parts for HVAC)                                      | 2011-2012 | 2,000.00         |
| HD Supply (various maintenance supplies and materials)          | 2011-2012 | 2,500.00         |
| Anderson Locks                                                  | 2011-2012 | 1,000.00         |
| Southern Locks                                                  | 2011-2012 | 1,000.00         |
| Marpan Supply (bulbs and signs)                                 | 2011-2012 | 2,500.00         |
| C.C. Dickson (HVAC parts)                                       | 2011-2012 | 5,000.00         |
| Glass Pro Shop (window replacement)                             | 2011-2012 | 8,000.00         |
| Farco Plastics (window replacement)                             | 2011-2012 | 3,000.00         |
| Lolley's (equip. rental)                                        | 2011-2012 | 2,500.00         |
| School Outfitters                                               | 2011-2012 | 3,000.00         |
| Fouracker Electronics (parts and service)                       | 2011-2012 | 5,000.00         |
| Florida Chalkboard (whiteboards)                                | 2011-2012 | 10,000.00        |
| City of Quincy (safety inspections as per DOE)                  | 2011-2012 | 1,500.00         |
| Eden Heating & Air (emergency repairs)                          | 2011-2012 | 6,000.00         |
| Total                                                           |           | \$777,500.00     |



# **NOTICE OF TAX FOR SCHOOL CAPITAL OUTLAY**

The Gadsden County School District will soon consider a measure to continue a 1.50 mill property tax for the Capital Outlay projects listed herein.

This tax is in addition to the School Board's proposed tax of 6.4220 mills for operating expenses and is proposed solely at the discretion of the School Board.

The Capital Outlay Tax will generate approximately \$2,166,839 to be used for the following projects:

## **CONSTRUCTION AND REMODELING**

General Construction and Remodeling Districtwide

## **MAINTENANCE, RENOVATION AND REPAIR**

Replacement of Heating/AirConditioning Equipment

Correction of Safety Issues

Renovation of Existing Buildings

## **MOTOR VEHICLE PURCHASES**

Lease/Purchase of School Buses (3 replacement buses as needed)

Maintenance and Transportation Service Vehicles

## **NEW AND REPLACEMENT EQUIPMENT AND ENTERPRISE SOFTWARE**

School Furniture and Equipment

Instructional Hardware and Software

Enterprise Resource Software Applications

Equipment for School Cafeterias

Major Capitalizable Equipment

## **PAYMENTS FOR RENTING AND LEASING EDUCATIONAL FACILITIES AND SITES**

District-wide Relocatables

Site Improvements

## **PAYMENT OF PREMIUMS FOR PROPERTY AND CASUALTY INSURANCE NECESSARY TO INSURE THE EDUCATIONAL AND ANCILLARY PLANTS OF THE SCHOOL DISTRICT**

All concerned citizens are invited to a public hearing to be held on July 26, 2011, at 6:00 P.M. in the Board Room of the Max D. Walker School Administration Building, 35 Martin Luther King, Jr., Blvd., Quincy, Florida.

A DECISION on the proposed CAPITAL OUTLAY TAXES will be made at this hearing.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7g

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Crossroad Academy Monthly Financial Reports

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with Florida Statutes, the Charter School is required to provide the Sponsor monthly financial statements. The June 30, 2011 Balance Sheets and Profit & Loss Statements submitted by Crossroad Academy are attached.

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

## CROSSROAD ACADEMY CHARTER SCHOOL

08/12/11

## Balance Sheet

Cash Basis

As of June 30, 2011

Jun 30, 11

**ASSETS****Current Assets****Checking/Savings**

|                                          |              |
|------------------------------------------|--------------|
| 1112 · New Facility - CD CCBG            | 262,073.81   |
| 1114 · Premier - Revenue Op Acct         |              |
| 1115 · PK Academy - Restricted           | 1,548.66     |
| 1117 · Cheerleaders - Restricted         | 4,418.15     |
| 1118 · PTO - Restricted                  | 7,305.34     |
| 1119 · FBLA - Restricted                 | 5,238.12     |
| 1120 · Classic Modeling - Restricted     | 1,571.95     |
| 1121 · Athletics - Restricted            | 4,777.35     |
| 1122 · Hospitality - Restricted          | 197.11       |
| 1123 · Inez M. Holt Library-Restricted   | 1,250.00     |
| 1114 · Premier - Revenue Op Acct - Other | 1,284,653.25 |

**Total 1114 · Premier - Revenue Op Acct** 1,310,959.93

**1125 · Premier Bank-Debt Service Acct**

|                                               |            |
|-----------------------------------------------|------------|
| 1125-1 · Capital Outlay Restricted            | 125,252.32 |
| 1125 · Premier Bank-Debt Service Acct - Other | 147,870.00 |

**Total 1125 · Premier Bank-Debt Service Acct** 273,122.32

**1126 · Premier Bank - Reserve Account** 147,600.00

**Total Checking/Savings** 1,993,756.06

**Other Current Assets**

|                          |           |
|--------------------------|-----------|
| 1146 · Due from TOA      | 640.00    |
| 1230 · Prepaid Insurance | 25,033.34 |

**Total Other Current Assets** 25,673.34

**Total Current Assets** 2,019,429.40

**Fixed Assets**

|                                 |              |
|---------------------------------|--------------|
| 1310 · Land                     | 207,584.70   |
| 1320 · Building Improvements    | 9,075.00     |
| 1330 · School and Improvements  | 2,995,429.91 |
| 1339 · Accumulated Depreciation | -336,672.60  |
| 1340 · Computers & Equipments   | 164,590.77   |
| 1341 · Furniture and Equipment  | 46,693.00    |
| 1350 · Automobile/van           | 12,837.00    |

**Total Fixed Assets** 3,099,537.78

**TOTAL ASSETS**

**5,118,967.18**

## CROSSROAD ACADEMY CHARTER SCHOOL

08/12/11

## Balance Sheet

Cash Basis

As of June 30, 2011

Jun 30, 11

**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities**

|                                        |            |
|----------------------------------------|------------|
| 2112 · Accured Profit Sharing          | 151,174.90 |
| 2113 · Payroll Liabilities             | 85.12      |
| 2114 · Accured Payroll                 | 77,014.60  |
| 2115 · Unemployment Payable            | 882.58     |
| 2116 · Child Support                   | 570.84     |
| 2120 · Accounts Payables               | 1,627.39   |
| 2150 · Retainage Payable               | 500.00     |
| 2200 · PK Academy                      | 1,548.66   |
| 2201 · Parent Teach. Org. Account      | 7,305.34   |
| 2202 · CACS Cheerleaders               | 4,418.15   |
| 2203 · FBLA (Future Bus. Leader)       | 5,238.12   |
| 2205 · Classic Modeling Company        | 1,571.95   |
| 2206 · CACS Athletic Department        | 4,777.35   |
| 2207 · Staff Hospitality               | 197.11     |
| 2208 · Inez M. Holt Library/Media Cent | 1,250.00   |
| 2210 · Accurred Interest               | 53,227.80  |
| 2230 · Gadsden Co School Payables      |            |
| 2231 · GCSB/Student Breakfast/Lunch    | 1,357.39   |

|                                                |                 |
|------------------------------------------------|-----------------|
| <b>Total 2230 · Gadsden Co School Payables</b> | <b>1,357.39</b> |
|------------------------------------------------|-----------------|

|                                        |                   |
|----------------------------------------|-------------------|
| <b>Total Other Current Liabilities</b> | <b>312,747.30</b> |
|----------------------------------------|-------------------|

|                                  |                   |
|----------------------------------|-------------------|
| <b>Total Current Liabilities</b> | <b>312,747.30</b> |
|----------------------------------|-------------------|

**Long Term Liabilities**

|                |              |
|----------------|--------------|
| 2310 · RD Loan | 2,250,000.00 |
|----------------|--------------|

|                                    |                     |
|------------------------------------|---------------------|
| <b>Total Long Term Liabilities</b> | <b>2,250,000.00</b> |
|------------------------------------|---------------------|

|                          |                     |
|--------------------------|---------------------|
| <b>Total Liabilities</b> | <b>2,562,747.30</b> |
|--------------------------|---------------------|

**Equity**

|                          |              |
|--------------------------|--------------|
| 2760 · Retained Earnings | 2,528,028.05 |
|--------------------------|--------------|

|            |           |
|------------|-----------|
| Net Income | 28,191.83 |
|------------|-----------|

|                     |                     |
|---------------------|---------------------|
| <b>Total Equity</b> | <b>2,556,219.88</b> |
|---------------------|---------------------|

|                                       |                     |
|---------------------------------------|---------------------|
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>5,118,967.18</b> |
|---------------------------------------|---------------------|

## CROSSROAD ACADEMY CHARTER SCHOOL

## Profit &amp; Loss

July 2010 through June 2011

|                                                            | Jul '10 - Jun 11    |
|------------------------------------------------------------|---------------------|
| <b>Income</b>                                              |                     |
| 3200 · Federal Indirect Grant                              |                     |
| 3210 · State Fiscal Stabilization Fund                     | 84,955.00           |
| 3215 · Education Jobs Act                                  | 54,604.57           |
| 3240 · Elem&Secondary /Title 1                             | 95,816.00           |
| <b>Total 3200 · Federal Indirect Grant</b>                 | <b>235,375.57</b>   |
| 3310 · FEFP Program                                        |                     |
| 3310 · FEFP Program - Other                                | 1,566,298.00        |
| <b>Total 3310 · FEFP Program</b>                           | <b>1,566,298.00</b> |
| 3334 · State Teacher Lead Program                          | 2,869.26            |
| 3361 · School Recognition Funds                            | 20,779.00           |
| 3397 · Capital Outlay                                      | 130,117.00          |
| 3431 · Interest Income                                     | 1,108.08            |
| 3440 · Other income/donations                              | 8,285.20            |
| 3472 · PreK-Early Intervention Fees                        | 124,677.66          |
| 3482 · Uniform Income                                      | 1,047.24            |
| 3495 · Miscellaneous Sources                               |                     |
| 3495-3 · Student Activity Fund                             | 1,867.49            |
| 3495-4 · Student Books/Planners                            | 6,103.05            |
| 3495-5 · Misc. Local Sources                               | 23,863.84           |
| <b>Total 3495 · Miscellaneous Sources</b>                  | <b>31,834.38</b>    |
| <b>Total Income</b>                                        | <b>2,122,391.39</b> |
| <b>Gross Profit</b>                                        | <b>2,122,391.39</b> |
| <b>Expense</b>                                             |                     |
| 5100-12 · Basic Fte/Clstrm Teachr                          | 585,149.06          |
| 5100-13 · Classroom Paraprofessi                           | 40,161.90           |
| 5100-14 · Substitute Teachers                              | 1,950.00            |
| 5100-23 · EE' Group Insurance                              | 98,601.35           |
| 5100-24 · Worker's Compensation                            | 6,912.06            |
| 5100-25 · Unemployment Comp                                | 10,609.68           |
| 5100-29 · Other Emp Benefits                               | 3,338.21            |
| 5100-36 · Rental-Communications/Broadcast                  | 3,657.84            |
| 5100-51 · Basic Fte/Supplies                               | 6,634.56            |
| 5100-52 · Basic Fte/Textbooks                              | 44,771.48           |
| 5100-59 · Misc. Student Activity                           |                     |
| 5100-59 · Misc. Student Activity - Other                   | 7,058.39            |
| <b>Total 5100-59 · Misc. Student Activity</b>              | <b>7,058.39</b>     |
| 5100-64 · Classroom Furnitur Fixt & Equip                  |                     |
| 5100-641 Capitalized F F & E                               | 3,602.42            |
| 5100-642 NonCapitalized F F & E                            | 15,130.08           |
| <b>Total 5100-64 · Classroom Furnitur Fixt &amp; Equip</b> | <b>18,732.50</b>    |

**CROSSROAD ACADEMY CHARTER SCHOOL****Profit & Loss**

July 2010 through June 2011

**Jul '10 - Jun 11**

|                                                    |                   |
|----------------------------------------------------|-------------------|
| <b>5500-00 · PK Expenses</b>                       |                   |
| 5500-15 · PK Classroom Personnel                   | 65,794.27         |
| 5500-37 · Internet Services                        | 1,079.40          |
| 5500-43 · Utilities                                | 3,027.77          |
| 5500-51 · PK Supplies                              | 285.03            |
| 5500-52 · Curriculum Materials/Textbooks           | 9,173.70          |
| 5500-59 · Other PK Admin Expense                   | 832.38            |
| <b>Total 5500-00 · PK Expenses</b>                 | <b>80,192.55</b>  |
| <b>6100-13 · Staff Support Personnel</b>           | <b>39,240.36</b>  |
| <b>6200-31 · Instructional Media</b>               | <b>5,605.00</b>   |
| <b>6200-35 · Copier Service Costs</b>              | <b>3,185.20</b>   |
| <b>6200-39 · Printing cost</b>                     | <b>87.00</b>      |
| <b>6300-33 · Travel/Training</b>                   | <b>1,748.19</b>   |
| <b>6300-51 · Supplies/Curriculum</b>               | <b>10.74</b>      |
| <b>6300-62 · Capital Outlay-Audio Visual</b>       |                   |
| 6300-62 · Capital Outlay-Audio Visual - Other      | 44,816.00         |
| <b>Total 6300-62 · Capital Outlay-Audio Visual</b> | <b>44,816.00</b>  |
| <b>6400-29 · Training - Teachers</b>               | <b>2,257.50</b>   |
| <b>6400-33 · Training/Travel</b>                   | <b>4,328.72</b>   |
| <b>6400-65 · Transportation/Travel</b>             | <b>1,710.00</b>   |
| <b>6400-73 · Training Fees/Tuition</b>             | <b>552.00</b>     |
| <b>7100-21 · Retirement Benefits</b>               | <b>139,451.18</b> |
| <b>7100-31 · Professional Services</b>             | <b>10,000.00</b>  |
| <b>7200-11 · Administration</b>                    | <b>77,500.00</b>  |
| <b>7300-11 · Salary-School Principal</b>           | <b>63,000.08</b>  |
| <b>7300-16 · Clerical Staff</b>                    |                   |
| 7300-1 · Salary - Receptionist                     | 44,194.36         |
| 7300-2 · Office Manager                            | 32,000.08         |
| <b>Total 7300-16 · Clerical Staff</b>              | <b>76,194.44</b>  |
| <b>7300-22 · FICA Contributions(Co)</b>            | <b>72,800.59</b>  |
| <b>7300-37 · Postage</b>                           | <b>1,337.98</b>   |
| <b>7300-51 · Supplies</b>                          | <b>7,317.12</b>   |
| <b>7300-52 · Publications</b>                      | <b>199.95</b>     |
| <b>7300-73 · Membership Fees</b>                   | <b>1,130.00</b>   |
| <b>7400-31 · Facilities</b>                        | <b>581.00</b>     |
| <b>7400-51 · Maintenance Supplies</b>              | <b>864.92</b>     |
| <b>7400-63 · Building &amp; Fixed Equipment</b>    | <b>158,056.30</b> |
| <b>7400-67 · New School Expenses</b>               | <b>4,500.00</b>   |
| <b>7500-31 · Bookkeeping Services</b>              | <b>1,795.00</b>   |
| <b>7500-51 · Fiscal Services Supplies</b>          | <b>209.16</b>     |
| <b>7500-73 · Bank Charges/Operating Fees</b>       | <b>0.00</b>       |

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Cash Basis

**CROSSROAD ACADEMY CHARTER SCHOOL**

**Profit & Loss**

July 2010 through June 2011

|                                                  | <u>Jul '10 - Jun 11</u> |
|--------------------------------------------------|-------------------------|
| <b>7600 · Food Services</b>                      |                         |
| 7600-16 · Personnel                              | 37,989.70               |
| 7600-30 · Contracted Services                    | 800.50                  |
| 7600-35 · Repairs and Maintenance                | 69.14                   |
| 7600-51 · Supplies                               | 670.25                  |
| 7600-65 · Vehicle                                | 2,322.69                |
| 7600-73 · Dues and Fees                          | 170.00                  |
| <b>Total 7600 · Food Services</b>                | 42,022.28               |
| <b>7800-65 · Transportation</b>                  | 38,340.00               |
| <b>7800-66 · Field Trips</b>                     | 132.00                  |
| <b>7900-16 · Janitorial/Custodial</b>            | 21,197.63               |
| <b>7900-32 · Property Insurance</b>              | 9,918.59                |
| <b>7900-35 · Maintenance</b>                     | 9,600.00                |
| <b>7900-36 · Rental Equipment</b>                | 581.10                  |
| <b>7900-37 · Telephone/internet service</b>      | 11,071.01               |
| <b>7900-39 · Other Facilities Svcs</b>           | 6,434.50                |
| <b>7900-40 · Gargbage Collections</b>            | 1,969.66                |
| <b>7900-43 · Elect/Energy Service</b>            | 19,868.99               |
| <b>7900-51 · Janitorial/Maintenance Supplies</b> | 12,924.25               |
| <b>7900-68 · Remodeling &amp; Renovations</b>    | 57,000.00               |
| <b>8100-35 · Repairs &amp; Maintenance</b>       | 3,747.02                |
| <b>8100-78 · Depreciation Exp</b>                | 86,539.86               |
| <b>9200-71 · Debt Redemption of Principle</b>    | 52,245.00               |
| <b>9200-72 · Interest</b>                        | 94,359.66               |
| <b>Total Expense</b>                             | 2,094,199.56            |
| <b>Net Income</b>                                | <u><u>28,191.83</u></u> |

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7h

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Crossroad Academy Audited Financial Reports 2011-2012

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with Florida Statutes, charter schools are required to provide the Sponsor financial statements. The 2010-2011 audited Balance Sheet and Profit & Loss Statements for the Crossroad Academy Charter School are attached.

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services



**CROSSROAD ACADEMY CHARTER SCHOOL**  
**(A DIVISION OF COMMUNITY AND**  
**ECONOMIC DEVELOPMENT**  
**ORGANIZATION OF GADSDEN COUNTY, INC.)**

**FINANCIAL STATEMENTS**

**JUNE 30, 2011**

**CROSSROAD ACADEMY CHARTER SCHOOL  
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT  
ORGANIZATION OF GADSDEN COUNTY, INC.)  
JUNE 30, 2011**

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# Brooks, Harrison, & Cayer, LLC

Certified Public Accountants

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors,  
Crossroad Academy Charter School:

We have audited the accompanying special purpose financial statements of Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.) as of and for the year ended June 30, 2011, as listed in the table of contents. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1(c) to the special purpose financial statements, the accompanying financial statements were prepared for the purpose of complying with Section 218.39, Florida Statutes, and Section 10.856(2), Rules of the Auditor General for Audits of Charter Schools and Similar Entities, and are intended to present the financial position and the changes in net assets and its cash flows of only that portion of the financial reporting entity of Community and Economic Development Organization of Gadsden County, Inc. that is attributable to the transactions of Crossroad Academy Charter School. These financial statements do not purport to, and do not, present fairly the financial position of Community and Economic Development Organization of Gadsden County, Inc. as of June 30, 2011 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the special purpose financial statements referred to above present fairly, in all material respects, the financial position of Crossroad Academy Charter School as of June 30, 2011 and the changes in net assets and its cash flows for the year then ended in conformity with the basis of accounting described in Note 1(c).

In accordance with *Government Auditing Standards*, we have also issued our report dated August 8, 2011, on our consideration of Crossroad Academy Charter School's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Brooks, Harrison & Cayer*

Tallahassee, Florida  
August 8, 2011

**CROSSROAD ACADEMY CHARTER SCHOOL  
 ( A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT  
 ORGANIZATION OF GADSDEN COUNTY, INC.)  
 STATEMENT OF FINANCIAL POSITION  
 JUNE 30, 2011**

**ASSETS**

|                                                                              |                     |
|------------------------------------------------------------------------------|---------------------|
| <b>Current assets</b>                                                        |                     |
| Cash and cash equivalents                                                    | \$ 1,284,653        |
| Certificate of deposit                                                       | 262,074             |
| Due from related parties                                                     | 640                 |
| Prepaid expenses                                                             | 25,033              |
| Total current assets                                                         | 1,572,400           |
| <b>Restricted assets</b>                                                     |                     |
| Cash for capital outlay                                                      | 125,252             |
| Cash for PTO and student activities                                          | 26,306              |
| Cash for debt service                                                        | 147,870             |
| Cash for reserve                                                             | 147,600             |
| Total restricted assets                                                      | 447,028             |
| <b>Property and equipment</b> , net of accumulated depreciation of \$336,673 | 3,367,512           |
| <b>Total Assets</b>                                                          | <b>\$ 5,386,940</b> |

**LIABILITIES AND NET ASSETS**

|                                             |                     |
|---------------------------------------------|---------------------|
| <b>Current liabilities</b>                  |                     |
| Current portion of notes payable            | \$ 54,465           |
| Accounts payable and accrued expenses       | 257,662             |
| Accrued interest                            | 53,228              |
| Due to Gadsden County School Board          | 1,357               |
| Retainage payable                           | 500                 |
| Total current liabilities                   | 367,212             |
| <b>Notes payable</b> , less current portion | 2,143,290           |
| <b>Net assets</b> , unrestricted            | 2,876,438           |
| <b>Total Liabilities and Net Assets</b>     | <b>\$ 5,386,940</b> |

The accompanying notes to special purpose financial statements  
 are an integral part of this statement.

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT**  
**ORGANIZATION OF GADSDEN COUNTY, INC.)**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2011**

**Support and revenues**

|                            |                     |
|----------------------------|---------------------|
| Federal through state      | \$ 235,376          |
| Revenue from state sources | 1,720,063           |
| Revenue from local sources | 166,952             |
| Total support and revenues | <u>\$ 2,122,391</u> |

**Expenses**

|                                                 |                  |
|-------------------------------------------------|------------------|
| Basic instruction                               | 823,974          |
| Other instruction                               | 80,193           |
| Pupil personnel services                        | 39,240           |
| Instructional media services                    | 8,877            |
| Instruction and curriculum development services | 1,759            |
| Instructional staff training                    | 8,849            |
| Board administration                            | 149,451          |
| General administration                          | 77,500           |
| School administration                           | 221,980          |
| Facilities acquisition and construction         | 1,446            |
| Fiscal services                                 | 2,004            |
| Food services                                   | 42,023           |
| Pupil transportation services                   | 38,472           |
| Operation of plant                              | 93,566           |
| Maintenance of plant                            | 90,287           |
| Debt service                                    | 94,360           |
| Total expenses                                  | <u>1,773,981</u> |

**Increase in unrestricted net assets**

348,410

**Net assets, unrestricted, beginning of year**

2,528,028

**Net assets, unrestricted, end of year**

\$ 2,876,438

The accompanying notes to special purpose financial statements  
are an integral part of this statement.

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT**  
**ORGANIZATION OF GADSDEN COUNTY, INC.)**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

|                                                                                                            |                            |
|------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Cash flows from operating activities</b>                                                                |                            |
| Cash received from grantors, programs and other                                                            | \$ 2,279,326               |
| Cash paid to suppliers and employees                                                                       | (1,653,756)                |
| Interest income                                                                                            | 1,108                      |
| Interest paid                                                                                              | <u>(95,625)</u>            |
| Net cash provided by operating activities                                                                  | <u>531,053</u>             |
| <b>Cash flows from investing activities</b>                                                                |                            |
| Purchases of property and equipment                                                                        | (267,974)                  |
| Purchase of certificate of deposit                                                                         | <u>(1,079)</u>             |
| Net cash used in investing activities                                                                      | (269,053)                  |
| <b>Cash flows from financing activities</b>                                                                |                            |
| Payments on long-term debt                                                                                 | (52,245)                   |
| <b>Net increase in cash and cash equivalents</b>                                                           | <u>209,755</u>             |
| <b>Cash and cash equivalents, beginning of year</b>                                                        | 1,521,926                  |
| <b>Cash and cash equivalents, end of year</b>                                                              | <u><u>\$ 1,731,681</u></u> |
| <b>Reconciliation of increase in unrestricted net assets to net cash provided by operating activities:</b> |                            |
| Increase in unrestricted net assets                                                                        | <u>\$ 348,410</u>          |
| Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities: |                            |
| Depreciation                                                                                               | 86,540                     |
| Increase in prepaid expenses                                                                               | (1,986)                    |
| Decrease in due from Gadsden County School Board                                                           | 155,926                    |
| Decrease in due from related parties                                                                       | 2,117                      |
| Decrease in accounts payable and accrued expenses                                                          | (29,469)                   |
| Decrease in retainage payable                                                                              | (30,577)                   |
| Increase in due to Gadsden County School Board                                                             | 1,357                      |
| Decrease in accrued interest                                                                               | <u>(1,265)</u>             |
| Total adjustments                                                                                          | 182,643                    |
| <b>Net cash provided by operating activities</b>                                                           | <u><u>\$ 531,053</u></u>   |

The accompanying notes to special purpose financial statements  
are an integral part of this statement.

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT**  
**ORGANIZATION OF GADSDEN COUNTY, INC.)**  
**SCHEDULE OF EXPENSES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies and practices of Crossroad Academy Charter School ("the Organization") which affect significant elements of the accompanying financial statements:

- (a) **Purpose of Crossroad Academy Charter School**—Crossroad Academy Charter School was formed to provide a year round, alternative educational system to assist "at risk" students in preparing academically, socially, and culturally to be responsible participants in our society.
- (b) **Basis of Accounting**—The financial statements of the Organization have been prepared on the accrual basis of accounting, and accordingly, reflect all significant receivables, payables and other liabilities.
- (c) **Basis of Presentation**—The financial statements were prepared solely for the purpose of complying with Chapter 10.850, Rules of the Auditor General of the State of Florida, and are not intended to be a complete presentation of Community and Economic Development Organization of Gadsden County, Inc.. Financial statement presentation follows the recommendations of the Financial Accounting Codification, *Financial Statements of Not-for-Profit Organizations*. Accordingly, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.
- (d) **Property and Equipment**—Property and equipment acquired by the Organization is considered to be owned by the Organization. However, funding sources may maintain an equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets. The Federal Government has a reversionary interest in those assets purchased with its funds which have cost of \$5,000 or more and an estimated useful life of at least one year. The State of Florida has a reversionary interest in those assets purchased with funds which have a cost of \$1,000 or more and an estimated useful life of at least one year.

Property and equipment with a value greater than \$1,000 and an estimated useful life of at least one year is recorded at cost when purchased. Depreciation is computed using the straight-line method over the estimated useful life of the assets, ranging from five to thirty nine years.

- (e) **Cash and Cash Equivalents**—For the purpose of reporting cash flows, cash and cash equivalents include cash on hand, amounts due from banks, and certificates of deposit with original maturities of less than ninety days.
- (f) **Use of Estimates**—The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The accompanying notes to financial statements  
are an integral part of this statement.

**CROSSROAD ACADEMY CHARTER SCHOOL  
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT  
ORGANIZATION OF GADSDEN COUNTY, INC.)  
SCHEDULE OF EXPENSES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

(1) **Summary of Significant Accounting Policies:** (Continued)

- (g) **Income Taxes**—The Organization is generally exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code. Therefore, no provision for income taxes has been made in the accompanying financial statements.
- (h) **Advertising**—The Organization expenses advertising as incurred.
- (i) **Receivables**—Receivables are stated at the amount management expects to collect from balances outstanding at year-end. Based on management’s assessment of the credit history with those having outstanding balances and current relationships with them, it has concluded that realization losses on balances outstanding at year-end will be immaterial.

(2) **Concentrations of Credit Risk:**

- (a) **Demand Deposits with Bank**—The Organization maintains cash deposits with banks. The Organization has no policy requiring collateral to support its cash deposits, although accounts at each bank are insured by the Federal Deposit Insurance Corporation.
- (b) **Receivables**—The Organization’s receivables are for amounts due under contracts with the State of Florida and Federal and local government agencies. The Organization has no policy requiring collateral or other security to support its receivables.

(3) **Significant Funding Source:**

The Organization receives a substantial amount of its funding from the Gadsden County School Board. A significant reduction in the level of this funding, if this were to occur, could have an adverse effect on the Organization’s programs and activities.

(4) **Property and Equipment:**

Property and equipment consists of the following at June 30, 2011:

|                                |              |
|--------------------------------|--------------|
| Land                           | \$ 212,085   |
| Buildings and improvements     | 3,162,561    |
| Computer equipment             | 270,009      |
| Furniture and equipment        | 46,693       |
| Vehicles                       | 12,837       |
|                                | 3,704,185    |
| Less: accumulated depreciation | 336,673      |
|                                | \$ 3,367,512 |

The accompanying notes to financial statements  
are an integral part of this statement.



**CROSSROAD ACADEMY CHARTER SCHOOL  
 (A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT  
 ORGANIZATION OF GADSDEN COUNTY, INC.)  
 SCHEDULE OF EXPENSES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2011**

(5) **Long-term Debt:**

Long-term debt consisted of the following at June 30, 2011:

4.25% note payable to USDA Rural Development, payable in \$ 2,197,755  
 annual payments of \$147,870 including interest, due on  
 December 4, 2034, collateralized by real property.

|                                         |              |
|-----------------------------------------|--------------|
|                                         | 2,197,755    |
| Less: Current portion of long-term debt | 54,465       |
| Long-term debt, less current portion    | \$ 2,143,290 |

At June 30, 2011, note payable maturities were as follows:

| Year       |    |           |  |
|------------|----|-----------|--|
| 2012       | \$ | 54,465    |  |
| 2013       |    | 56,780    |  |
| 2014       |    | 59,193    |  |
| 2015       |    | 61,709    |  |
| 2016       |    | 64,332    |  |
| Thereafter |    | 1,901,276 |  |
| Total      | \$ | 2,197,755 |  |

Under the Loan Agreement with Rural Development, the Organization is required to make monthly deposits of \$1,233 into a reserve account until the balance reaches \$147,870.

(7) **Profit Sharing Plan:**

The Organization offers a defined contribution pension plan. For the year ended June 30, 2011, the amount of retirement expense was \$139,451.

(8) **Risk Management:**

The Organization is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Organization carries commercial insurance.

(9) **Subsequent Event:**

The Organization has evaluated events and transactions for potential recognition or disclosure in the financial statements through August 8, 2011, the date which the financial statements were available to be issued. No subsequent events have been recognized or disclosed.

The accompanying notes to financial statements  
 are an integral part of this statement.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors,  
Crossroad Academy Charter School

We have audited the financial statements of Crossroad Academy Charter School as of and for the year ended June 30, 2011, and have issued our report thereon dated August 8, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Crossroad Academy Charter School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Crossroad Academy Charter School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Crossroad Academy Charter School's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the Organization's financial statements that is more than inconsequential will not be prevented or detected by the Organization's internal control. We consider the following to be a significant deficiency in internal control over financial reporting:

**Preparation of Financial Statements**

A system of internal control over financial reporting should allow the Organization to prepare financial statements, including note disclosures in accordance with generally accepted accounting principles (GAAP). While auditors can assist with the preparation of financial statements and related footnotes, the

financial statements are the responsibility of management. A control deficiency exists in instances where the Organization is not positioned to draft the financial statements and all required disclosures in accordance with generally accepted accounting principles. Presently, as is common to many organizations, management relies on the audit firm to draft the financial statements and related disclosures.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Organization's internal control.

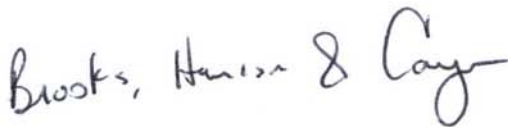
Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We do not consider the deficiency described above to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Crossroad Academy Charter School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We also noted certain matters that we reported to management of the Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.), in a separate "Management Letter Required by Chapter 10.850, Rules of the State of Florida, Office of the Auditor General" dated August 8, 2011.

This report is intended solely for the information and use of management, the Board of Directors, and Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Tallahassee, Florida  
August 8, 2011

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED BY CHAPTER 10.850,  
RULES OF THE AUDITOR GENERAL**

To the Board of Directors,  
Crossroad Academy Charter School:

We have audited the special purpose financial statements of Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.) as of and for the year ended June 30, 2011, and have issued our report thereon dated August 8, 2011.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Disclosures in that report, which is dated August 8, 2011, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.850, Rules of the Auditor General, which govern the conduct of charter school and similar entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports or schedule:

The Rules of the Auditor General (Section 10.854 (1)(e)1) require that we determine as to whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Preparation of financial statements has been identified as a deficiency, but we feel the Organization has properly addressed any issues relating to this matter.

The Rules of the Auditor General (Section 10.854 (1)(e)2) requires a statement as to whether the Charter School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions(s) met. In connection with our audit, we determined that the Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.) did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

The Rules of the Auditor General (Section 10.854 (1)(e)3) require that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

The Rules of the Auditor General (Section 10.854 (1)(e)4) require that we address violations of provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.

The Rules of the Auditor General (Section 10.854 (1)(e)5) provides that the auditor may, based on professional judgment, report the following matters that have an inconsequential effect on the financial statements considering both quantitative and qualitative factors: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and; (2) deficiencies in internal control that are not significant deficiencies. In connection with our audit, we did not have such findings.

The Rules of the Auditor General (Section 10.854 (1)(e)6) also require that the name or official title of the charter school. Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.) was formed August 6, 1998 by the Community and Economic Development Organization of Gadsden County, Inc.

Pursuant to Sections 10.854 (1)(e)7a and 10.855(10), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Crossroad Academy Charter School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of the financial information provided by same. The financial condition assessment was done as of June 30, 2011, and there were no deteriorating financial conditions required to be disclosed by the Rules of the Auditor General (Section 10.855(10)).

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of management, the Board of Directors and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified users.



Tallahassee, Florida  
August 8, 2011

SUMMARY SHEET

SCHOOL BOARD  
2011 AUG 15 PM 1:30

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

*R. Shute*  
8/14/11

AGENDA ITEM NO. 8a

Date of School Board Meeting: **August 23, 2011**

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

**The Gadsden County School Board has an agreement with Elder Care Services Foster Grandparent Program to maintain fifty-six (56) Foster Grandparent volunteers to work with ESE students with disabilities at various school settings.**

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$58,000.00 FOR TEN MONTHS (\$5,880.00 PER MONTH)**

PREPARED BY: Sharon B. Thomas, Director *SBT*  
POSITION: Exceptional Student Education

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.  
SUPERINTENDENT'S SIGNATURE: page(s) numbered 4  
CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

This form is to be  duplicated on light blue paper.

summary for  
revised 0591

Proof read by: *Margaret D. Bronson*

## MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

This agreement shall be in effect for a 3 year period beginning: August 1, 2011, unless otherwise requested. Representatives of participating program are designed below:

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

|                         |                              |
|-------------------------|------------------------------|
| Station Representative: | <u>Sharon B. Thomas</u>      |
| Position Held:          | <u>Executive Director</u>    |
| Program Representative: | <u>Mary Milton</u>           |
| Position Held:          | <u>Volunteer Coordinator</u> |

### Section I

#### **Elder Care Services, Inc., Foster Grandparent Program agrees to:**

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FIFTY SIX (56)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide not less than 40 hours of orientation and training – of which 20 hours must be pre-service orientation – and an average of 4 hours monthly of in-service training. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed
4. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
5. Prior to placement, all Senior Companion/Foster Grandparent volunteers will be screened in accordance with Federal and State guidelines, including: National Sexual Offender Public Registry (NSOPR) and Level II Criminal History Check in accordance with Florida Statute 435. Personal references and prior employment may be checked if needed. Additional background checks or rechecks will be the sole responsibility of the station.

6. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
7. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
8. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
9. Retain full responsibility for the management and fiscal control of the project.
10. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
11. Provide the Station with a Statement of Service on a monthly basis.
12. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
13. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

## SECTION II

### **Gadsden County School Board agrees to:**

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.



8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide cash/in-kind contribution(s) in support of the Program:

| <u>Budget Item</u>          | <u>Amount</u>                              |
|-----------------------------|--------------------------------------------|
| 1. <u>Volunteer Support</u> | <u>\$ 58,800.00 (\$5,880.00 per month)</u> |

17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
19. The volunteer station will not discriminate against FGPs on the basis of race, color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.
20. The station verifies that it is a public agency, secular or faith-based non-profit organization, or Proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.

**SECTION III**

**The Program and Station Mutually agree:**

1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

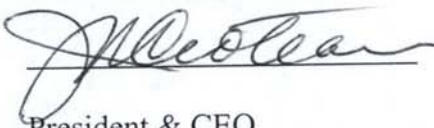
5. Special Provisions:

NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.  
SENIOR VOLUNTEER PROGRAMS

STATION

BY: 

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

TITLE: President & CEO

TITLE: Superintendent

ADDRESS: 2518 W. Tennessee St.

ADDRESS: 35 Martin Luther King, Jr., Blvd.

Tallahassee, FL 32304

Quincy, FL 32351-1499

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Attachment I

Foster Grandparent assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, disturbed or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist, or educator before a Foster Grandparent is assigned to the child.

Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

SUMMARY SHEET

2011 AUG 16 PM 1:31

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

*R. Smith*  
8/16/11

AGENDA ITEM NO. 8b

Date of School Board Meeting: August 23, 2011

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD (HEAD START/PRE-K)

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

**The Gadsden County School Board has an agreement with Elder Care Services Foster Grandparent Program to maintain FOUR (4) or more Foster Grandparent Volunteers to work with Pre-K ESE students with disabilities at various school settings.**

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$6,000.00 FOR TEN MONTHS (\$600.00 PER MONTH)**

PREPARED BY: Sharon B. Thomas, Director *SBT*  
POSITION: Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.  
SUPERINTENDENT'S SIGNATURE: page(s) numbered 4  
CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

This form is to be  duplicated on light blue paper.

summary for revised 0591

Proof read by: Margaret D. Bronson

## MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board/Head Start (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

This agreement shall be in effect for a 3 year period beginning: August 1, 2010, unless otherwise requested. Representatives of the participating program are designed below:

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

|                         |                                  |
|-------------------------|----------------------------------|
| Station Representative: | <u>Carolyn Harden</u>            |
| Position Held:          | <u>Head Start/Pre-K Director</u> |
| Program Representative: | <u>Mary Milton</u>               |
| Position Held:          | <u>Volunteer Coordinator</u>     |

### Section I

#### Elder Care Services, Inc., Foster Grandparent Program agrees to:

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FOUR (4)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide not less than 40 hours of orientation and training – of which 20 hours must be pre-service orientation – and an average of 4 hours monthly of in-service training. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed
4. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
5. Prior to placement, all Senior Companion/Foster Grandparent volunteers will be screened in accordance with Federal and State guidelines, including: National Sexual Offender Public Registry (NSOPR) and Level II Criminal History Check in accordance with Florida Statute 435. Personal references and prior employment may be checked if needed. Additional background checks or rechecks will be the sole responsibility of the station.

6. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
7. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
8. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
9. Retain full responsibility for the management and fiscal control of the project.
10. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
11. Provide the Station with a Statement of Service on a monthly basis.
12. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
14. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

## SECTION II

### **Gadsden County School Board/Head Start agrees to:**

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.

8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide cash/in-kind contribution(s) in support of the Program:

| <u>Budget Item</u>          | <u>Amount</u>                          |
|-----------------------------|----------------------------------------|
| 1. <u>Volunteer Support</u> | <u>\$6,000.00 (\$600.00 per month)</u> |

17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
19. The volunteer station will not discriminate against FGPs on the basis of race,color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.
20. The station verifies that it is a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.

**SECTION III**

**The Program and Station Mutually agree:**

- 1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

- 2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

- 3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

- 4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

- 5. Special Provisions:

NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.  
SENIOR VOLUNTEER PROGRAMS

STATION

BY:

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

TITLE: President & CEO

TITLE: Superintendent

ADDRESS: 2518 W. Tennessee St.

ADDRESS: 35 Martin Luther King, Jr., Blvd.

Tallahassee, FL 32304

Quincy, FL 32351-1499

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



## Attachment I

Foster Grandparent assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, disturbed or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist, or educator before a Foster Grandparent is assigned to the child.

Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

AGENDA ITEM NO. 8c

Date of School Board Meeting: August 23, 2011

TITLE OF AGENDA ITEM: The School Board of Gadsden County, Contract with Independent Contractor Janice M. Gilchrist

*Janice M. Gilchrist*  
8/16/11

DIVISION: STUDENT SERVICES/EXCEPTIONAL EDUCATION

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

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

The purpose of this contract is to provide additional counseling and clinical services to students with behavioral, emotional and/or academic problems in Gadsden County Schools. These services will be provided mainly at Stewart Street Elementary School.

FUND SOURCE: IDEA dollars  
AMOUNT: \$16,000.00 (est.)  
PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.  
SUPERINTENDENT'S SIGNATURE: page(s) numbered 3  
CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

This form is to be  duplicated  on  light blue  paper.

summary for revised 0591

Proof read by: Margaret D. Bronson

**GADSDEN COUNTY SCHOOL DISTRICT  
EXCEPTIONAL STUDENT EDUCATION  
CONTRACT WITH INDEPENDENT CONTRACTOR  
2011-2012 FISCAL YEAR**

Contract made August 23, 2011, BETWEEN the **School Board of Gadsden County, Florida**, a corporation 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, and Janice M. Gilchriest of Midway, County of Gadsden, State of Florida herein referred to as contractor.

1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by Janice M. Gilchriest: **Clinical Psychological Services**.
2. Janice M. Gilchriest agrees to perform these services for the Board under the terms and conditions set forth in this contract.

**NATURE OF WORK**

Contractor will provide **clinical psychological services** on behalf of the Board with respect to all matters relating to or affecting the provision of clinical psychology to the preschool and school age population as identified by the Board and for who such services are prescribed for by a duly licensed or licensed-eligible psychologist in the state of Florida and that are approved by the Director of Exceptional Student Education. The contractor will render such services according to her professional qualifications, and shall be maintained throughout the terms of this agreement. Janice M. Gilchriest shall provide the following services: See Attachment A.

**PLACE OF WORK**

The School Board will provide adequate space and materials for contractor to carry out treatment goals and objectives outlined in the individual education plan and treatment plan for clinical psychological services. It is understood that these services will be rendered in Gadsden County Schools, State of Florida, or other locations approved by the Director of Exceptional Student Education.

### **TIME DEVOTED TO WORK**

For specific clinical psychology objectives refer to Attachment A. The Contractor will provide services for 2 days per school week (7.5 hours per day). As approved by the Director of Exceptional Student Education, the contractor may provide up to an additional (5) hours per school week for activities such as home visits, emergency assessments, crisis management and training.

### **PAYMENT**

The School Board will pay Janice M Gilchriest for all work actually performed by contractor, on completion of the same, at the rate of **\$25.00** per unit of service (\$25.00 per hour). Payment shall be made by the Board within thirty (30) days after a statement for professional services is received. Such statements shall be presented monthly.

### **DURATION AND TERMINATION**

**The parties hereto contemplate that this contract will run for one (1) fiscal school year from August 23, 2011 to June 30, 2012. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (30) days written notice.**

### **STATUS OF CONTRACTOR**

This contract calls for the performance of the services of the contractor as an independent contractor and contractor will not be considered an employee of the Board for any purpose.

### **PAYMENT OF TAXES AND ASSESSMENTS**

This contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether state or federal, as to her services under this contract and as to all individuals employed by the contractor to perform services under this contract. Janice M. Gilchriest shall furnish to the Board, upon the request of the Board, a certificate or other evidence of compliance with all state or federal laws concerning contributions, taxes, and payroll assessments. Contractor agrees to maintain, at contractor's expense, worker's compensation insurance, as required by law, to fully protect contractor and any individual employed by contractor in providing services under this contract.

**CONFIDENTIALITY**

Inasmuch as contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such information unless such disclosure is required by law or by the ethical guidelines/statutes of the Florida Board of Licensed Psychologists and with approval from the Director of Exceptional Student Education.

**MISCELLANEOUS**

Contractor shall, through insurance, clinical supervision, and otherwise, hold harmless the Board, its officers, and employees from any claim of liability resulting from any actions or negligence of the contractor, if any, relating to the care and treatment of students and their families, or other actions required to provide services pursuant to this contract.

**AMENDMENTS**

This agreement and any signed attachments make up the entire agreement between the parties. Said agreement can only be modified or amended in writing, signed by both parties. If any provision of this agreement is found or determined to be unenforceable, all other provisions shall remain enforceable.

**In witness of their hands and seals, the parties have executed this agreement on the dates hereinafter indicated.**

  
\_\_\_\_\_  
**Janice M. Gilchrist**

8-16-11  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sharon B. Thomas, Director**  
**Exceptional Student Education**

\_\_\_\_\_  
**Date**

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

**BY:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
**Reginald James, Superintendent**

\_\_\_\_\_  
**Date**

**Notice to Vendor/Contractor:** By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

## **ATTACHMENT A**

The overall goals for the contractor are 1) to provide individual and group therapy services to children and adolescents with emotional and behavioral difficulties within an educational setting; 2) to facilitate psychoeducational and process-oriented groups focusing on decision-making, social skills, and positive peer support; and 3) to provide comprehensive psychological, behavioral, and/or educational assessment services when needed.

**Name of Contractor: Janice M. Gilchriest**

### **WEEKLY SCHEDULE OF SERVICES:**

- Individual/group therapy sessions (10-15 hours per week)
- Charting Progress Notes/Reports/Treatment Planning/ Case Management
- Team Meetings/Consultations with teachers, parents and related services
- Collection and Analysis of Evaluation Data

**Total Hours Per Week: 15 - 20 Hours**

### **CONTRACTOR IS QUALIFIED TO PROVIDE THE FOLLOWING SERVICES:**

- Individual and family therapy services
- Crisis intervention services
- Structured and process-oriented therapy groups for both students and parents
- Medical consultation with area physicians regarding client progress in school with medication management issues
- Comprehensive psychological, behavioral and/or screenings
- Training inservices and workshops for school personnel deemed necessary by the Director of Exceptional Student Education
- Consultation with behavioral and instructional staff within exceptional and general education classrooms
- Case Management
- Accurate and consistent documentation of students' progress with treatment goals and objectives
- Collaboration with school multidisciplinary team regarding each student's IEP goals, treatment goals, and psychological testing

SUMMARY SHEET

SCHOOL BOARD  
2011 AUG 16 PM 1:35

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

*RuSmith*  
8/16/11

DATE OF SCHOOL BOARD MEETING: August 23, 2011

TITLE OF AGENDA ITEM: Cooperative Agreement for Supportive Services System

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

Apalachee Center, Inc. will provide individual, group and family counseling, case management Service; psychiatric services, and collateral therapy to eligible students and/or family members of those students as deemed appropriate by ACI staff.

SOURCE: NA

AMOUNT: NA

PREPARED BY: Sharon B. Thomas *SBT*  
POSITION: Director of Exceptional Student Education

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 2

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

This form is to be  duplicated on light blue paper.

PROOF READ BY: *Margaret D Bunker*

COOPERATIVE AGREEMENT  
FOR  
SUPPORTIVE SERVICES SYSTEM

This agreement is established between Apalachee Center, Inc., and Gadsden County District Schools in order to implement the Supportive Services System. The obligations and expectations of each party are as follows:

Apalachee Center, Inc. shall:

1. Provide individual, group and family counseling; case management services; psychiatric services, and collateral therapy to eligible students and/or family members of those students as deemed appropriate by ACI staff.
2. Make clients of ACI those individuals to whom services are provided if they are deemed appropriate by the Family Service Planning Team (FSTP).
3. Assess, charge, and assume responsibility for collecting fees (in accordance with existing fee schedules and rates) from individuals receiving services.
4. Provide regular reports on students' progress to be included as part of their record at Gadsden County Schools with appropriate client consent.

Gadsden County District Schools shall:

1. Make available to ACI staff appropriate space to provide the above named services at school sites.
2. Promote and enhance the utilization of such services to children and families where appropriate.
3. Make available, with appropriate consent, necessary student records to ACI staff.
4. Allow assessment and review of students by an ACI psychiatrist for purposes limited to ACI.
5. Refrain from billing patients, insurers, or other sources provided by ACI staff.



This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, and is subject to termination by either party within ten (10) days of receipt of written notice. Further, this agreement shall be reviewed annually as long as in effect. Modification of this Agreement shall be made only in writing and by written consent of both parties. Any such modification shall be attached to this initial Agreement, and shall be dated and signed by both parties.

AGREED TO:  
Apalachee Center, Inc.

BY: \_\_\_\_\_  
Jay A. Reeve, Ph.D.

\_\_\_\_\_  
Date

AGREED TO:  
Gadsden County District Schools

BY: \_\_\_\_\_  
, School Board Chairman

\_\_\_\_\_  
, District Superintendent

\_\_\_\_\_  
Date

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8e

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEM:** Memorandum of Agreement Between Workforce Plus and  
Gadsden County School Board

**DIVISION:** Administration

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

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

To seek Board approval for Memorandum of Understanding Between the Gadsden County School Board and Workforce Plus/Youthbuild Project.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Reginald C. James

**POSITION:** Superintendent of Schools

---

**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                 

**This form is to be duplicated on light blue paper.**

**REVIEWED BY:**

**Memorandum of Agreement**  
**WORKFORCE *plus* and GADSDEN COUNTY SCHOOL BOARD**

This memorandum of agreement is entered into between **WORKFORCE *plus*** and the **Gadsden County School Board** for the period of 08/01/2011 to 08/31/2013.

**Role and Responsibilities**

Whereas, the **Gadsden County School Board** and **WORKFORCE *plus*** have embarked on a major initiative to provide additional options to Gadsden County youth who lack a high school diploma and who would benefit greatly by obtaining a vocational trade with exposure to leadership building opportunities. Thereby creating increased opportunities for success in academics and opportunities to secure and maintain employment.

Whereas, this initiative will require expanding the existing partnership to include the co-location of the **WORKFORCE *plus*** funded project, Youth Build, on the campus of Gadsden Technical Institute.

Whereas, the mission of **WORKFORCE *plus*** is to create an environment in Gadsden County that encourages and promotes economic opportunity for every citizen.

Whereas, a work-ready youth offers increased opportunities for existing businesses to expand and for new businesses to relocate based on the skilled and available workforce.

Whereas, there is a strong partnership between the **Gadsden County School Board** and **WORKFORCE *plus*** the Youth Build project will further strengthen the relationship.

**Project Conditions**

**WORKFORCE *plus*** and the **Gadsden County School Board** agrees to the following:

1. The **Gadsden County School Board** will provide temporary space of two (2) portables to be located at a designated site on the campus of Gadsden Technical Institute. The portables will be used to complete the outlined Youth Build grant activities such as adult education and vocational training.
2. The **Gadsden County School Board** will afford **WORKFORCE *plus*** an opportunity to place signage on the campus of GTI identifying the project location in a location identified the Gadsden Technical Institute administrator.
3. **WORKFORCE *plus*** will ensure that there are no financial costs incurred by the **Gadsden County School Board** to support the Youth Build project. (i.e. portables (locating, leases and removal) and utilities.
4. **WORKFORCE *plus*** will ensure that a security officer is on-site and present during the established operating hours.
5. **WORKFORCE *plus*** will provide to the **Gadsden County School Board** proof of insurance to demonstrate that no liability is being assumed by the district.
6. **WORKFORCE *plus*** will establish a fenced enclosure of the designated site to ensure segregation of the two (2) populations on the campus.
7. **WORKFORCE *plus*** will work in partnership with the **Gadsden County School Board** and the Gadsden Technical Institute administrator to address any areas of concern that may arise.
8. **WORKFORCE *plus*** will provide a quarterly report/presentation to the **Gadsden County School Board** regarding the project.
9. **WORKFORCE *plus*** will ensure that background checks are stated as a requirement and performed on the employees hired to conduct the grant related activities.

TERMINATION

The Agreement may be terminated prior to expiration of the term as follows:

1. By written mutual agreement of the parties hereto, which agreement shall state the effective termination date and any other terms and conditions of said termination.
2. By either party, hereto, with or without cause with 30 days written notice.

Name: Reginald James

Title: Superintendent, Gadsden County School Board

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

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

Name: Kimberly A. Moore

Title: Chief Executive Officer, WORKFORCE *plus*

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

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

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8f

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Request for Approval of Wellness Program

**DIVISION:** Food Service Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested to approve the 2011-2012 Wellness Program. (No Revisions)

Annually, the Florida Department of Education requires that each school district's Wellness Program policy and procedures be reviewed and/or revised.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Bruce James

**POSITION:** Food Service Management Team Member (FSMT)

---

**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 \_\_\_\_\_

**Be sure that the Comptroller has signed the budget page.**

# The School Board of Gadsden County

8/1/2011

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS



*"Building A Brighter Future"*

35 MARTIN LUTHER KING, JR. BLVD  
QUINCY, FLORIDA 32351  
TEL: (850) 627-9651  
FAX: (850) 627-2760  
<http://www.gcps.k12.fl.us>

## GADSDEN COUNTY SCHOOL BOARD WELLNESS POLICY 2.95

### CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

#### WELLNESS PROGRAM 2.95\*+

##### I. Philosophy

The Gadsden County School Board is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement. The Gadsden County School Board believes that students who begin each day as healthy individuals will increase health awareness, promote positive lifestyles, decrease the risks of disease related to obesity and enhance the quality of life for children, staff and district level personnel. The Board also believes that a healthy staff can effective staff and that healthy staff members can serve as role models for healthy lifestyles. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential. Healthy eating and physical activity are also linked to reduced risk for obesity, type 2 diabetes, cardiovascular disease and many other chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness is also an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

The Gadsden County School Board is devoted to providing a school environment that enhances learning and development of lifelong wellness practices. To meet this goal, the Gadsden Board of Education adopts this school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, and other school based activities. Therefore, the Superintendent will ensure the implementation of procedures in support of this policy and will designate a position to oversee the policy's

implementation. An annual report on the status of the wellness policy implementation will be provided by the person that is designated to oversee its implementation.

**II. Nutrition Goals and Guidelines-** The district shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The district shall encourage students to make nutritious food choices. The district shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. The district shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

\* To provide meals that are appealing and attractive and served in clean and pleasant settings.

\* To establish guidelines for content and portion size of food and beverages in vending machines located at schools and at other work-sites.

\*To provide nutrition education that builds skills and helps students adopt healthy eating behaviors.

\*Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts and social studies.

\*Nutrition education will involve sharing information with families and the community to positively impact students and the health of the community.

**A. Nutrition.** The Gadsden County Food Services Department will continue to emphasize meals that meet nutrition standards established by the USDA, conform to good menu planning principals and feature a variety of healthy choices that are tasty, attractive and of excellent quality. Academic performance and quality of life issues are affected by the choices and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

(1) Nutrition guidelines that continue to use food preparation techniques to provide school meals which are lower in saturated fats, sodium, sugar and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Food Services Department. Menu and product selection shall utilize students, parents, staff and community advisory groups whenever possible.

(2) Guidelines for reimbursable meals shall not be less restrictive than federal and state regulations require.

(3) A la carte offerings to students shall be nutritious foods selected with input from students, parents and staff.

(4) Snack and vending standards shall provide for single serving snacks that meet at least two, and preferably three of the following: low sodium, low fat, low sugar and one or more grams of fiber per serving. Low fat and fat free snacks, baked chips, oven baked French fries, assorted salads, fresh fruit, yogurt plates, granola bars and trail mix will be made available. Beverages shall include water, 50%-100% fruit-based or vegetable based juice with no added sweeteners, non-fat, low fat, plain or flavored milk in cartons and "chugs". Electrolyte replacement beverages will be available in secondary schools.

## **CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

- (5) Meal times will be scheduled at appropriate times within the academic time frame of the school site allowing for a minimum of ten (10) minutes to eat breakfast and twenty minutes to eat lunch, after being seated.
- (6) Shall provide and encourage participation in the school breakfast program.
- (7) Shall sponsor a summer nutrition program consistent with Florida Statutes.
- (8) Shall provide nutritional staff training for food service and school site staff as well as students families, through pamphlets, school news letters and web sites.
- (9) Shall encourage and assist with participation of eligible students in the free and reduced price meal program.
- (10) Classroom activities shall be provided to all students that include hands-on applications of good-nutrition practices that promote health and reduce obesity.
- (11) School staff will be encouraged to consider not using food as a reward, celebrations and school sponsored events for students, especially that of low nutritional value.
- (12) Schools should encourage organizations to sell non-food items or nutritious food items for fund-raiser, rather than candy or other low nutritional-value food as fund-raiser item choice.

**B. Health Education and Life Skills.** Healthy living skills will be taught by a licensed or certified or trained instructor as part of a regular instructional program that provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- (1) Each school community shall value and promote sequential skill-based health education.
- (2) Students shall have access to valid and useful health information and health promotion products and services.
- (3) Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks.
- (4) Students shall be taught communication, goal setting and decision making skills that enhance personal, family and community health.

**C. Nutrition Education.** The classroom, cafeteria, and school activities will provide clear and consistent messages that explain and reinforce healthy eating habits to the students, staff, and families.

- (1) Every year, all students, Pre-K-12, shall receive nutrition education that is aligned with the Florida Health Education Content Standards and Benchmarks.
- (2) Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms.
- (3) Staff members who provide nutrition education shall have the appropriate training.

**D. Other School-Based Activities Designed to Promote Student Wellness-** The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.



- (1) Cafeterias include enough serving areas and seating areas to prevent students from having to spend too much time waiting in line.
- (2) Drinking water is available to students during meals.
- (3) Food and/or physical activity are not used as a reward or punishment for student behaviors.
- (4) Students have access to safe, clean, hygienic restrooms.
- (5) All foods available on campus adhere to food safety and security guidelines.

**III. Physical Education Goals and Guidelines-**The district shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the Florida Physical Education Content Standards and Benchmarks. Every year, all students, Pre-K-12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

\* To provide a physical education program that emphasizes physical fitness and healthy lifestyles.

\* To provide a physical education program that includes the development of positive attitudes toward wellness and physical activity, safety guidelines, responsible behavior in physical activity settings, appreciation for a variety of physical activities, and understanding of the relationship between physical activity and wellness.

\* To encourage and assist students to set personal fitness goals and adolescent obesity awareness.

**A. Physical Education and Activity.** Physical education, taught by a certified instructor, is the core of each school's instructional program that provides the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

(1) School physical education programs shall provide for individual student skill acquisition, individual practice and a sequential curriculum that will develop an enjoyment of life-long participation in fitness activities.

(2) Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.

(3) Students shall be provided the opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

#### **IV. Health and Safety Goals and Guidelines**

\* To provide a comprehensive health and safety education program for students.

\* To maintain a school and work-site environment that is free from tobacco.

**A. Healthy and Safe Environment.** A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

- (1) District buildings and grounds, structures, buses and equipment shall meet current standards and be kept inviting, clean, safe and in good repair.
- (2) District buildings shall maintain an environment that is free of tobacco, alcohol and other drugs.
- (3) Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.
- (4) Each work site, school and classroom shall work to create an environment where students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

**B. Social and Emotional Well-Being.** Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.

- (1) Each school shall provide a supportive environment that encourages students, families and staff to request assistance when needed and links them to school or community resources.
- (2) Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.
- (3) Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.
- (4) Students and staff shall be encouraged to balance work with recreation and be aware of stresses that may interfere with health development.

**C. Health Services.** An effective health care delivery system that promotes academic achievement by providing appropriately trained personnel to respond to health needs of students.

1. Primary coordination of health services shall be through the school health coordinator with the support and direction of the Gadsden County School District and the Gadsden County Health Department.
2. Gadsden County School District shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.
3. A coordinated program of accessible health services shall be provided to students and staff and shall include violence prevention, school safety, communicable disease prevention, health screening, community health referrals, immunizations, parenting skills, first aid and other priority health education topics.

#### **V. Family and Community Involvement Goals and Guidelines**

- \* To promote the involvement of families in wellness activities.
- \* To promote nutritional awareness by families.
- \* To sponsor family wellness activities at schools and work-sites

**A. Family, School and Community Partnership.** Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

- (1) Family, student and community partners shall be included in school and district wellness planning processes.

- (2) The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.
- (3) Community partnerships shall be developed as a resource for school and district programs, projects, activities and events.
- (4) Schools and the district shall actively develop and support the engagement of students, families and staff in community enhancing activities at the school or throughout the community.

**B. Staff Wellness.** The district and each work site shall establish a staff committee to assist in identifying and supporting the health, safety and well-being of site staff. All employees of the District are encouraged to be a positive healthy lifestyle role model for students by following, at a minimum, these administrative rules. Students can learn healthy lifestyle habits by observing the food and physical activity patterns of school personnel and other adults who serve as role models in their lives. In order to send consistent messages to students, all adults in the school environment are encouraged to make healthy food choices and engage in physical activity. The District shall work through its Coordinated School Health Team and building level staff to find cost effective ways to encourage staff wellness.

- (1) Each school and district site shall be in compliance with drug, alcohol and tobacco free policies.
- (2) Each school and district site shall insure a safe, accessible and productive work environment free from physical dangers and emotional threat.
- (3) Employee vending machines shall include food and beverages that are low in fat, sugar and/or calories.

**VI. Monitoring.** Proper monitoring is an essential component in determining if a policy and its procedures are meeting the intended goals. It also provides valuable input to update and improve the process of meeting the intended objectives.

**GOALS FOR HEALTHY SCHOOL ENVIRONMENT:**

- (1) Evaluate School Health Index scores on an annual basis.
- (2) Evaluate Annual Coordinated Review Effort (CRE).
- (3) Review School Meal Initiative Report (SMI) every 5 years.
- (4) Evaluate Annual Gadsden School Nutrition Review Report of Physical Education Participation Rates on an annual basis.
- (5) Review Youth Risk Behavior Survey (YRBS) every 2 years in middle and high school.

The Superintendent shall designate one or more persons within the Local Education Agency (LEC) charged with operational responsibilities to ensure that the schools meet the local Wellness Policy. The Superintendent shall direct the Wellness Advisory Committee (WAC) to monitor and review the district-wide Wellness Policy and related procedures. WAC is an ongoing established committee consisting of District staff as well as representatives from the public and private sectors.

The WAC shall:

- Monitor the implementation of the wellness program.
- Prepare a questionnaire to be completed at each school site that monitors the progress of the program and tracks the success toward meeting the goals of the policy.

- Assess annually and compare data to previous year.
- Report the results of the annual assessment to the Superintendent and the School Board.
- Recommend modifications in this policy and/or the program, if appropriate, after analyzing the assessment data.

**VII.** The Wellness Program shall meet the requirements of the National School Lunch Act and the Child Nutrition Act of 1966.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** P.L. 108-265, SECTION 204

**NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)**

**CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)**

1001.43, 1006.06, 1006.0606, F.S.

**STATE BOARD OF EDUCATION RULE(S) 6A-7.0411**

**HISTORY: ADOPTED:** 6/27/2006

**REVISION DATES:** 4/20/10

**FORMERLY:** NEW

**NEW:**

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8g

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Contracted Services for Educational Software

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for purchase order #181088 for renewal of the licenses for Renaissance Learning, Inc.

**FUND SOURCE:** General Fund

**AMOUNT:** \$37,065.81

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181088

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                       |            |                                                                                   |
|-----------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------|
| <b>VENDOR</b>                                                         | VR03810000 | <b>SHIP TO THIS ADDRESS</b>                                                       |
| RENAISSANCE LEARNING, INC.<br>P O BOX 8036<br>WIS RAPIDS WI 544958036 |            | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |            |                |
|------------------------|------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPROLLER | SUPERINTENDENT |
|------------------------|------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                                  | UNIT PRICE | TOTAL    |
|----------|-------------|----------------------------------------------|------------|----------|
| 1        |             | SEE ATTACHED RENEWAL INVOICE<br>#RPRNQ731008 | 37065.81   | 37065.81 |

*Req. Board Apr. 11*

ATTN: SARAH KNIGHT

See Sole Source Documentation attached

PAY TERMS: NET 30

TOTAL 37,065.81

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL            | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | 37,065.81 AMOUNT |                              |
| 110                                        | 5100     | 360    | 0151   | 1105370 | 101     | 1455.03          |                              |
| 110                                        | 5100     | 360    | 0231   | 1105370 | 102     | 3339.08          |                              |
| 110                                        | 5100     | 360    | 0071   | 1105370 | 102     | 6101.87          |                              |
| 110                                        | 5100     | 360    | 0141   | 1105370 | 101     | 1034.00          |                              |
| 110                                        | 5100     | 360    | 0101   | 1105370 | 101     | 3577.77          |                              |
| 110                                        | 5100     | 360    | 0171   | 1105370 | 101     | 2074.41          |                              |
| 110                                        | 5100     | 360    | 0041   | 1105370 | 101     | 1780.71          |                              |
| 110                                        | 5100     | 360    | 0091   | 1105370 | 101     | 2860.93          |                              |
| 110                                        | 5100     | 360    | 0061   | 1105370 | 102     | 2741.72          |                              |
| 110                                        | 5100     | 360    | 0211   | 1105370 | 102     | 2999.52          |                              |
| 110                                        | 5100     | 360    | 0191   | 1105370 | 101     | 1954.93          |                              |
| 110                                        | 5100     | 360    | 0201   | 1105370 | 101     | 3030.18          |                              |
| 110                                        | 5100     | 360    | 0051   | 1105370 | 102     | 4115.66          |                              |

VENDOR

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8h

DATE OF SCHOOL BOARD MEETING: August 23, 2011

TITLE OF AGENDA ITEMS: Contracted Services from General Fund

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order for technology costs:

| <u>Vendor</u>        | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|----------------------|-------------|---------------|-------------|
| Crosspointe          | 181032      | \$41,525.00   | 110         |
| CDW Government, Inc. | 180988      | \$16,635.45   | 110         |
| Google Inc.          | 180973      | \$ 9,625.00   | 110         |

FUND SOURCE: General Fund

AMOUNT: \$67,785.45

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181032

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                       |                                                                                    |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>VENDOR</b> VC19540000                                              | <b>SHIP TO THIS ADDRESS</b>                                                        |
| CROSSPOINTE<br>750 S ORLANDO AVE<br>STE 201-B<br>WINTER PARK FL 32789 | MEDIA/TECH GADSDEN CO SCHL BRD<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |            |                |
|------------------------|------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPROLLER | SUPERINTENDENT |
|------------------------|------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN. SONJA BRIDGES, ED.D.

|   |  |                                                                                                                                                                              |          |          |
|---|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 1 |  | ATTENTION: SONJA BRIDGES<br>SOFTWARE MAINTENANCE FOR:<br>APPLICATION ENVIRONMENT<br>STUDENT SYSTEM<br>MAINTENANCE PERIOD<br>JULY 1, 2011 - JUNE 30, 2012<br>INVOICE #2010072 | 41525.00 | 41525.00 |
|---|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|

PAY TERMS: NET 30

TOTAL 41,525.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 41,525.00 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 110                                        | 8200     | 350    | 9001   | 1109990 |         | 41525.00  |                              |
|                                            |          |        |        |         |         |           |                              |
|                                            |          |        |        |         |         |           |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
180988

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                                 |                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>VENDOR</b>      VC00220000</p> <p>CDW GOVERNMENT, INC.<br/>230 N MILWAUKEE AVE<br/>VERNON HILLS              IL 60061</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>MEDIA/TECH GADSDEN CO SCHL BRD<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY                              FL 32351</p> |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN - SONJA BRIDGES, ED.D.

|      |         |                                                                                                                                                                                           |      |          |
|------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| 5837 | 1180534 | ATTENTION - SONJA BRIDGES<br>NOV SLA SECURE LOGIN<br>CONTRACT: MARKET<br>ELECTRONIC DISTRIBUTION<br>NO MEDIA                                                                              | .60  | 3502.20  |
| 5837 | 991564  | NOV SLA OES ZW DT MGT GW BUN<br>E-LIC CONTRACT-MARKET<br>ELECTRONIC DISTRIBUTION<br>NO MEDIA<br>QUOTE #CFNS817 ACCT #4754686<br>CONTRACT NEGOTIATED - PRICE IS<br>THE SAME AT ALL VENDORS | 2.25 | 13133.25 |

**TOTAL              16,635.45**

**PAY TERMS: NET 30**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 16,635.45 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 110                                        | 5100     | 360    | 9001   | 1101841 | 100     | 16635.45  |                              |
|                                            |          |        |        |         |         |           |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

07/01/11

PURCHASE ORDER NO.

180973

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VG07380000

GOOGLE INC.  
 1600 AMPHITHEATRE PKWY  
 MOUNTAIN VIEW CA 94043

**SHIP TO THIS ADDRESS**

MEDIA/TECH GADSDEN CO SCHL BRD  
 35 MARTIN LUTHER KING JR BLVD  
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN SONJA BRIDGES

875

ATTN - SONJA BRIDGES  
 EMAIL SERVICES  
 ARCHIVING AND DISCOVERY  
 10 YEAR RET  
 (SEE ATTACHED ORDER FORM)

11.00    9625.00

PAY TERMS: NET 30

**TOTAL       9,625.00**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 9,625.00 | FINANCE DEPT USE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |          |                  |
| 110                                        | 8200     | 360    | 9001   | 1109990 |         | 9625.00  |                  |
|                                            |          |        |        |         |         |          |                  |
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**VENDOR**

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8i

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Contracts for Federal Projects

**DIVISION:** Federal Projects

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders:

| <u>Vendor</u>              | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|----------------------------|-------------|---------------|-------------|
| Edu. Dev. Assoc.-Acaletics | 181200      | \$175,004.00  | 420         |
| Edu. Dev. Assoc.-Acaletics | 181201      | \$ 77,400.00  | 420         |

**FUND SOURCE:** Title I Regular

**AMOUNT:** \$252,404.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/11/11

181200

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

*Sub*

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                             |            |                                                                                   |
|---------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------|
| <b>VENDOR</b>                                                                               | VE03450000 | <b>SHIP TO THIS ADDRESS</b>                                                       |
| EDU. DEV. ASSOC-ACALETICS<br>DBA ACALETICS<br>14052 NW 82ND AVE<br>MIAMI LAKES FL 330161547 |            | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                                            |                                   |                |
|--------------------------------------------|-----------------------------------|----------------|
| PRINCIPAL SUPERVISOR<br><i>[Signature]</i> | COMPTROLLER<br><i>[Signature]</i> | SUPERINTENDENT |
|--------------------------------------------|-----------------------------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: DR. SYLVIA R. JACKSON

|   |  |                                       |           |           |
|---|--|---------------------------------------|-----------|-----------|
| 1 |  | ACALETICS MATH<br>SEE ATTACHED QUOTES | 175004.00 | 175004.00 |
|---|--|---------------------------------------|-----------|-----------|

PAY TERMS: NET 30

TOTAL 175,004.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL             | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | 175,004.00 AMOUNT |                              |
| 420                                        | 5100     | 360    | 0151   | 4221220 | 100     | 14190.00          |                              |
| 420                                        | 5100     | 360    | 0041   | 4221220 | 100     | 25000.00          |                              |
| 420                                        | 5100     | 360    | 0091   | 4221220 | 100     | 25000.00          |                              |
| 420                                        | 5100     | 360    | 0191   | 4221220 | 100     | 21844.00          |                              |
| 420                                        | 5100     | 360    | 0201   | 4221220 | 100     | 33500.00          |                              |
| 420                                        | 5100     | 360    | 0141   | 4221220 | 100     | 29584.00          |                              |
| 420                                        | 5100     | 360    | 0171   | 4221220 | 100     | 18060.00          |                              |
| 110                                        | 5100     | 360    | 0101   | 1104190 | 100     | 7826.00           |                              |
|                                            |          |        |        |         |         |                   |                              |
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|                                            |          |        |        |         |         |                   |                              |

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/11/11

181201

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                             |                                                                                   |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>VENDOR</b> VE03450000                                                                    | <b>SHIP TO THIS ADDRESS</b>                                                       |
| EDU. DEV. ASSOC-ACALETICS<br>DBA ACALETICS<br>14052 NW 82ND AVE<br>MIAMI LAKES FL 330161547 | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                                            |                                   |                |
|--------------------------------------------|-----------------------------------|----------------|
| PRINCIPAL/SUPERVISOR<br><i>[Signature]</i> | COMPTROLLER<br><i>[Signature]</i> | SUPERINTENDENT |
|--------------------------------------------|-----------------------------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
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|----------|-------------|-------------|------------|-------|

ATTN: DR. SYLVIA R. JACKSON

|   |  |                                      |          |          |
|---|--|--------------------------------------|----------|----------|
| 1 |  | ACALETICS MATH<br>SEE ATTACHED QUOTE | 77400.00 | 77400.00 |
|---|--|--------------------------------------|----------|----------|

PAY TERMS: NET 30

TOTAL 77,400.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL    | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 420                                        | 5100     | 360    | 0061   | 4221220 | 100     | 14896.00 |                              |
| 420                                        | 5100     | 360    | 0211   | 4221220 | 100     | 37500.00 |                              |
| 420                                        | 5100     | 360    | 0051   | 4221220 | 100     | 17176.00 |                              |
| 420                                        | 5100     | 360    | 0231   | 4221220 | 100     | 7828.00  |                              |
|                                            |          |        |        |         |         |          |                              |
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VENDOR

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8j

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Insurance – General Liability, Automobile, Property and Workers Compensation

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the continued selection of Florida League of Cities to provide insurance for general liability, automobile, property and workers' compensation for the 2011-2012 fiscal year beginning October 1, 2011.

**FUND SOURCE:** General Fund and Capital Improvements Fund

**AMOUNT:** Estimated \$850,000.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

**Florida Municipal Insurance Trust (FMIT)**

**Fourth Installment Billing - 10/11 Fund Year**

*F0758*  
*F0759*

06/01/2011

FMIT # 0857

ATTN: Mr. Reginald James  
Gadsden County School Board  
35 Martin Luther King Jr. Boulevard  
Quincy, FL 32351

Please make checks payable to:  
Florida Municipal Insurance Trust  
P.O. Box 1757  
Tallahassee, FL 32302-1757

|                                | General<br>Liability | Automobile         | Property            | Workers'<br>Compensation(1) | Total               |
|--------------------------------|----------------------|--------------------|---------------------|-----------------------------|---------------------|
| Gross Premium                  | \$90,961.00          | \$54,201.00        | \$345,595.00        | \$313,727.00                | \$804,484.00        |
| Incentive Credit               | \$0.00               | \$0.00             | \$0.00              | (\$15,282.00)               | (\$15,282.00)       |
| <b>Total Net Premium</b>       | <b>\$90,961.00</b>   | <b>\$54,201.00</b> | <b>\$345,595.00</b> | <b>\$298,445.00</b>         | <b>\$789,202.00</b> |
| Amount Received                |                      |                    |                     |                             | \$592,174.00        |
| Balance                        |                      |                    |                     | =                           | \$197,028.00        |
| 4th Installment                |                      |                    |                     |                             | \$197,028.00        |
| Other Charges                  |                      |                    |                     |                             | \$0.00              |
|                                |                      |                    |                     |                             | \$0.00              |
|                                |                      |                    |                     |                             | \$0.00              |
|                                |                      |                    |                     |                             | \$0.00              |
| <b>Total Due By 07/01/2011</b> |                      |                    |                     |                             | <b>\$197,028.00</b> |

|                      |                                            |                    |               |
|----------------------|--------------------------------------------|--------------------|---------------|
| <i>Automobile</i>    | <i>110. 1530. 7800. 320, 9001. 1109990</i> | <i>Debit</i>       | <i>Credit</i> |
| <i>Worker's Comp</i> | <i>110. 1117</i>                           | <i>102,060.00</i>  | <i>179.00</i> |
| <i>Property</i>      | <i>110. 1530. 7900. 320, 9001. 1109990</i> | <i>95,147.00</i>   |               |
|                      |                                            | <i>*197,028.00</i> |               |

PLEASE NOTE: PREMIUM PAYMENT DUE BY JULY 1, 2011

Please see the reverse side for a copy of our Premium Installment Plan and Penalty Policy

PINK COPY - Please return with your payment.

WHITE COPY - For your records.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8k

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Contracts for Federal Projects

**DIVISION:** Federal Projects

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders:

| <u>Vendor</u>             | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|---------------------------|-------------|---------------|-------------|
| Impulse Technology, Inc.  | 181207      | \$40,000.00   | 420         |
| Lamier Technical Services | 181208      | \$40,000.00   | 420         |

**FUND SOURCE:** Title I Regular

**AMOUNT:** \$80,000.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services



# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/11/11

PURCHASE ORDER NO.

181208

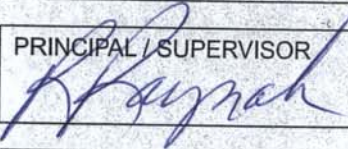
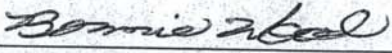
35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)



FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                                      |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <p><b>VENDOR</b> VL00115000</p> <p>RODRIGUEZ, MIGDALIA<br/>DBA-LAMIER TECHNICAL SVC<br/>9950 HOSFORD HIGHWAY<br/>QUINCY FL 32351</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>MEDIA/TECH GADSDEN CO SCHL BRD<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY FL 32351</p> |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                             |                                                                                                   |                |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------|
| PRINCIPAL / SUPERVISOR<br> | COMPTROLLER<br> | SUPERINTENDENT |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: SONJA BRIDGES, ED.D.

1

|   |                                                                                                                                                                                                            |          |          |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 1 | ATTN: SONJA BRIDGES<br>TECHNICAL SERVICES IMAGING<br>AND INSTALLATION OF MAC<br>PRODUCTS AND PCS AT TITLE 1<br>SCHOOLS TO BE PAID ACCORDING<br>TO INVOICE @ <u>\$50/HR</u><br>JULY 1, 2011 - JUNE 30, 2012 | 40000.00 | 40000.00 |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|

PAY TERMS: NET 30

TOTAL 40,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 40,000.00 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 420                                        | 6200     | 310    | 9001   | 4221220 |         | 40000.00  |                              |
|                                            |          |        |        |         |         |           |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/11/11

PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
www.gcps.k12.fl.us

181207  
*RBS*

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                             |                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>VENDOR</b> VI00960000</p> <p>IMPULSE TECHNOLOGY, INC.<br/>         621 W KING STREET<br/>         QUINCY FL 32351</p> | <p style="text-align: center;"><b>SHIP TO THIS ADDRESS</b></p> <p>MEDIA/TECH GADSDEN CO SCHL BRD<br/>         35 MARTIN LUTHER KING JR BLVD<br/>         QUINCY FL 32351</p> |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                            |                                     |                |
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| PRINCIPAL / SUPERVISOR<br><i>R. Raynah</i> | COMPTROLLER<br><i>Sonja Bridges</i> | SUPERINTENDENT |
|--------------------------------------------|-------------------------------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: SONJA BRIDGES, ED.D.

1

\$            / hr

\$            / mo

|   |                                                                                                                                                                                                                                                                                                                     |          |          |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 1 | ATTENTION: SONJA BRIDGES<br>12 MONTHS<br>PROVIDE MAINTENANCE AND<br>TROUBLESHOOTING OF<br>INSTRUCTIONAL TECHNOLOGY,<br>HARDWARE, SOFTWARE AND<br>INTERNET SERVICE USED BY<br>TEACHERS & STUDENTS OF GADSDEN<br>COUNTY SCHOOL DISTRICT<br>JULY 1, 2011 - JUNE 30, 2012<br>TO BE PAID MONTHLY ACCORDING<br>TO INVOICE | 40000.00 | 40000.00 |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|

PAY TERMS: NET 30

TOTAL 40,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL    | 40,000.00 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |           |                              |
| 420                                        | 6200     | 310    | 9001   | 4221220 |         | 40000.00 |           |                              |
|                                            |          |        |        |         |         |          |           |                              |
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VENDOR

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8L

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Contracted Services

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders:

| <u>Vendor</u>              | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|----------------------------|-------------|---------------|-------------|
| Gabriel Roeder Smith & Co. | 181004      | \$ 4,800.00   | 110         |
| Priority News, Inc.        | 181089      | \$ 4,043.00   | 110         |
| FADSS                      | 181003      | \$10,479.00   | 110         |

**FUND SOURCE:** General Fund

**AMOUNT:** \$19,322.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/11

181004

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

## VENDOR

VG00220000

GABRIEL ROEDER SMITH & CO.  
CONSULTANTS & ACTUARIES  
1 E BROWARD BLVD, STE505  
FT LAUDERDALE FL 333011872

## SHIP TO THIS ADDRESS

GADSDEN COUNTY PUBLIC SCHOOLS  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ACTUARIAL SVCS-GASB 45, OPEB

BOARD  
APVD:

CONTRACT FOR SERVICES FOR  
COMPLIANCE WITH GOVT ACCOUNT.  
STDS BD (GASB) STMT NO.45  
REQUIRES LOCAL GOVT EMPLOYERS  
TO INCLUDE POSTEMPLOYMENT  
BENEFITS IN FINANCIAL RPTING.  
JOINED W/PAEC MEMBRS IN PROCUR  
SVCS WITH GRS TO PERFORM THE  
ACTUARIAL CALCULATIONS.

|   |        |                        |         |         |
|---|--------|------------------------|---------|---------|
| 1 | 2NDPMT | 07/01/2011--09/30/2012 | 4800.00 | 4800.00 |
|---|--------|------------------------|---------|---------|

TOTAL 4,800.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or su grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 4,800.00 | FINANCE DEPT USE<br>EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                                 |
| 110                                        | 7100     | 310    | 9001   | 1109990 |         | 4800.00  |                                 |
|                                            |          |        |        |         |         |          |                                 |
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VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181089

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VH05600000

PRIORITY NEWS, INC.  
103 WEST 7TH AVE  
HAVANA FL 32333

SHIP TO THIS ADDRESS

GADSDEN COUNTY PUBLIC SCHOOLS  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351



PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
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ATTN ROSALYN SMITH

|   |  |                                                                                                                                                                                                                                                                                              |         |         |
|---|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 1 |  | PRINTING AND DELIVERY OF<br>2011-2012 CODE OF STUDENT<br>CONDUCT. DELIVERY ON OR<br>BEFORE AUG 8, 2011.<br>BOOKLET SIZE 8.5 X 11 WHITE<br>COVER 67LB WHITE WITH COLOR<br>BOOKLET STYLE, SADDLE STICH,<br>NO BLEEDS, FINAL PROOF MUST BE<br>PROVIDED PRIOR TO PRINTING.<br>TOTAL 7,000 COPIES | 4043.00 | 4043.00 |
|---|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|

TOTAL 4,043.00

PAY TERMS: NET 30

All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.

If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.

Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |                              |
| 110                                        | 7700     | 390    | 9001   | 1109990 |         | 4,043.00<br>4043.00          |
|                                            |          |        |        |         |         |                              |
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VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE  
07/01/11

181003

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VF00230000

FADSS  
208 SOUTH MONROE ST.  
TALLAHASSEE FL 323021108

**SHIP TO THIS ADDRESS**

GADSDEN COUNTY PUBLIC SCHOOLS  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351



PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
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*Board Apvd:*

FADSS DUES 2011-2012 FY

1

DUES:

FL ASSOC. OF DISTRICT SCHOOL  
SUPERINTENDENTS MEMEBERSHIP  
REGINALD JAMES, SUPT.

10479.00 10479.00

TOTAL 10,479.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sut grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 10,479.00 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 110                                        | 7200     | 730    | 9001   | 1109990 |         | 10479.00  |                              |
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VENDOR

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8m

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Contracted Services

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders for the Maintenance Department:

| <u>Vendor</u>                 | <u>PO #</u>         | <u>Amount</u> | <u>Fund</u> |
|-------------------------------|---------------------|---------------|-------------|
| Graybar Electric Company Inc. | 180927              | \$37,000.00   | 110         |
| Johnstone Supply              | 180926              | \$20,000.00   | 110         |
| Bell & Bates                  | 180930              | \$16,000.00   | 110         |
| Stone's Inc. Quincy           | 180928              | \$15,000.00   | 110         |
| Joel Sampson Architect, Inc.  | 181108              | \$ 7,500.00   | 110         |
| McCall Services, Inc.         | 181127 to<br>181131 | \$19,037.88   | 110         |

**FUND SOURCE:** General Fund

**AMOUNT:** \$114,537.88

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

~~THE~~ SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE

07/01/11

180927

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                         |            |                                                                                                      |
|-----------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b><br>GRAYBAR ELECTRIC COMPANY INC<br>P O BOX 403062<br>ATLANTA GA 303843062 | VB08400000 | <b>SHIP TO THIS ADDRESS</b><br>MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |
|-----------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------|

|                        |                                   |                |
|------------------------|-----------------------------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER<br><i>Connie Abel</i> | SUPERINTENDENT |
|------------------------|-----------------------------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

\* BLANKET ORDER 7/18/11-6/30/12  
US COMMUNITIES CONTRACT  
MA-IS-1140130-1  
EXPIRES 01/31/13  
ELECTRICAL PRODUCTS, EQUIPMENT  
AND SUPPLIES TO BE USED  
DISTRICT WIDE.

~~37,000.00~~ 37,000.00

PAY TERMS: NET 30

TOTAL **37,000.00**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL     | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 110                                        | 8100     | 510    | 9020   | 1109990 |         | 37,000.00 |                              |
| /                                          | /        | /      | /      | /       |         | 37,000.00 |                              |
|                                            |          |        |        |         |         |           |                              |
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VENDOR



DATE

07/01/11

THE SCHOOL

*Bid-09-B-15KW*

I COUNTY

PURCHASE ORDER NO.

180926

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VJ05670000

JOHNSTONE SUPPLY  
ACC# 18117  
566 S APPELYARD DRIVE  
TALLAHASSEE FL 32304

**SHIP TO THIS ADDRESS**

MAINTENANCE DEPARTMENT  
805 SOUTH STEWART STREET  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

*Bonnie [Signature]*

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

1

*#* PIGGYBACK VOLUSIA COUNTY  
BID AWARD 09-B-15KW  
HVAC SUPPLIES  
BLANKET ORDER-7/18/11-6/30/12

~~2977.00~~ **20,000.00**

PAY TERMS: NET 30

TOTAL **20,000.00**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 20,000.00        | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |                  |                              |
| 110                                        | 8100     | 510    | 9020   | 1109990 |         | <b>20,000.00</b> |                              |
|                                            |          |        |        |         |         |                  |                              |
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**VENDOR**

**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE

07/01/11

PURCHASE ORDER NO.

180930

**35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351**

**PHONE (850) 627-9651**


**FAX (850) 627-2760**

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                          |                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <p><b>VENDOR</b> VB04400000</p> <p>BELL &amp; BATES<br/>10 NORTH DUVALL ST.<br/>P O BOX 1038<br/>QUINCY FL 323531038</p> | <p align="center"><b>SHIP TO THIS ADDRESS</b></p> <p>MAINTENANCE DEPARTMENT<br/>805 SOUTH STEWART STREET<br/>QUINCY FL 32351</p> |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|

|                        |                                                                                    |                |
|------------------------|------------------------------------------------------------------------------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER                                                                        | SUPERINTENDENT |
|                        |  |                |

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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*requires board appt* \_\_\_\_\_

BLANKET ORDER 7/18/11-6/30/12  
SUPPLIES AND MATERIALS TO BE  
USED DISTRICT WIDE. INVOICES  
SUBMITTED AND PAID MONTHLY.

1

*16,000.00 16,000.00*

PAY TERMS: NET 30

TOTAL *16,000.00*

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked.** This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | TOTAL AMOUNT     | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                  |                              |
| 110                                        | 8100     | 510    | 9020   | 1109990 |               | <i>16,000.00</i> |                              |
|                                            |          |        |        |         |               | <i>16,000.00</i> |                              |
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**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/11

180928

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VS19400000

SHIP TO THIS ADDRESS

STONE'S INC QUINCY  
P O BOX 1013  
QUINCY

FL 323531013

MAINTENANCE DEPARTMENT  
805 SOUTH STEWART STREET  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

*Bernie 260*

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

requires board - April \_\_\_\_\_

BLANKET ORDER 7/18/11-6/30/12  
SUPPLIES AND MATERIALS TO BE  
USED DISTRICT WIDE. INVOICES  
SUBMITTED AND PAID MONTHLY.

1

15,000.00 15,000.00

PAY TERMS: NET 30

TOTAL *15,000.00*

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 15,000.00        | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT           |                              |
| 110                                        | 8100     | 510    | 9020   | 1109990 |         | <i>15,000.00</i> |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181108

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                                      |                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b> <span style="float: right;">VJ05075000</span><br><br>JOEL SAMPSON ARCHITECT, INC.<br>212 N ADAMS ST<br>QUINCY FL 32351 | <b>SHIP TO THIS ADDRESS</b><br><br>MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

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|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

SOLE SOURCE LOCAL VENDOR  
 ARCHITECT WILL PROVIDE  
 DRAWINGS, SPECIFICATIONS AND  
 MANAGE CONTRACT FOR THE  
 RE-ROOFING OF CARTER PARRAMORE  
 BUILDING TWO, FOUR AND FIVE.  
 VENDOR WILL ASK FOR PAYMENT  
 AS STAGES ARE COMPLETE.  
 TOTAL ESTIMATED FEES:

|   |  |         |         |
|---|--|---------|---------|
| 1 |  | 7500.00 | 7500.00 |
|---|--|---------|---------|

TOTAL 7,500.00

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 7,500.00 | FINANCE DEPT USE<br>EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                                 |
| 379                                        | 7400     | 681    | 0231   | 0999    |         | 7500.00  |                                 |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

**DATE**  
07/01/11

**PURCHASE ORDER NO.**  
181127

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|               |                                                                        |                             |                                                                       |
|---------------|------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------|
| <b>VENDOR</b> | VM04910000                                                             | <b>SHIP TO THIS ADDRESS</b> |                                                                       |
|               | MCCALL SERVICES, INC.<br>410 PAUL RUSSELL ROAD<br>TALLAHASSEE FL 32301 |                             | MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BLANKET ORDER 7/01/11-6/30/12  
PIGGYBACK LEON COUNTY SB  
BID #4809 - PEST CONTROL  
DISTRICT WIDE.  
QUINCY AREA 3'S  
MIDWAY HEADSTART  
HEADSTART/PRE-K

|    |  |       |        |  |
|----|--|-------|--------|--|
| 12 |  | 25.00 | 300.00 |  |
| 12 |  | 50.11 | 601.32 |  |
| 12 |  | 50.10 | 601.20 |  |

**TOTAL**            1,502.52

- PAY TERMS: NET 30**
- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
  - If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. **NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR** if the box is checked. This PO is void after one year.
  - Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL           | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | 1,502.52 AMOUNT |                              |
| 110                                        | 8100     | 390    | 9026   | 1109990 |         | 1502.52         |                              |
|                                            |          |        |        |         |         |                 |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

07/01/11

PURCHASE ORDER NO.

181128

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VM04910000

**SHIP TO THIS ADDRESS**

MCCALL SERVICES, INC.  
410 PAUL RUSSELL ROAD  
TALLAHASSEE FL 32301

MAINTENANCE DEPARTMENT  
805 SOUTH STEWART STREET  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

|                              |      |                                               |        |         |
|------------------------------|------|-----------------------------------------------|--------|---------|
| BLANKET ORDER 7/1/11-6/30/12 |      |                                               |        |         |
| PIGGYBACK LCSB BID # 4809    |      |                                               |        |         |
| PEST CONTROL DISTRICT WIDE   |      |                                               |        |         |
|                              | 9001 | DIAGNOSTIC, ADMIN, PERSONNEL, PARENT RESOURCE | 200.72 | 2408.64 |
| 12                           |      |                                               |        |         |
| 12                           | 9020 | MAINTENANCE DEPARTMENT                        | 50.18  | 602.16  |
| 12                           | 9003 | TRANSPORTATION DEPARTMENT                     | 50.18  | 602.16  |
| 12                           | 9050 | WAREHOUSE                                     | 50.18  | 602.16  |

PAY TERMS: NET 30

**TOTAL 4,215.12**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 4,215.12 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 8100     | 390    | 9001   | 1109990 |         | 2408.64  |                              |
| 110                                        | 8100     | 390    | 9020   | 1109990 |         | 602.16   |                              |
| 110                                        | 8100     | 390    | 9003   | 1109990 |         | 602.16   |                              |
| 110                                        | 8100     | 390    | 9050   | 1109990 |         | 602.16   |                              |
|                                            |          |        |        |         |         |          |                              |
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THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181129

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                        |            |                                                                       |
|------------------------------------------------------------------------|------------|-----------------------------------------------------------------------|
| <b>VENDOR</b>                                                          | VM04910000 | <b>SHIP TO THIS ADDRESS</b>                                           |
| MCCALL SERVICES, INC.<br>410 PAUL RUSSELL ROAD<br>TALLAHASSEE FL 32301 |            | MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                  | UNIT PRICE | TOTAL   |
|----------|-------------|------------------------------|------------|---------|
|          |             | BLANKET ORDER 7/1/11-6/30/12 |            |         |
|          |             | PIGGYBACK LCSB BID #4809     |            |         |
|          |             | PEST CONTROL DISTRICT WIDE   |            |         |
| 12       | 0201        | STEWART STREET ELEMENTARY    | 50.18      | 602.16  |
| 12       | 0245        | GADSDEN TECHNICAL INSTITUTE  | 50.18      | 602.16  |
| 12       | 0051        | WEST GADSDEN HIGH            | 253.78     | 3045.36 |
| 12       | 0071        | EAST GADSDEN HIGH            | 253.78     | 3045.36 |

PAY TERMS: NET 30

TOTAL 7,295.04

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 7,295.04 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 8100     | 390    | 0201   | 1109990 |         | 602.16   |                              |
| 110                                        | 8100     | 390    | 0245   | 1109990 |         | 602.16   |                              |
| 110                                        | 8100     | 390    | 0051   | 1109990 |         | 3045.36  |                              |
| 110                                        | 8100     | 390    | 0071   | 1109990 |         | 3045.36  |                              |
|                                            |          |        |        |         |         |          |                              |
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|                                            |          |        |        |         |         |          |                              |

**THE SCHOOL BOARD OF GADSDEN COUNTY**

**DATE**

**PURCHASE ORDER NO.**

07/01/11

**35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351**  
**PHONE (850) 627-9651 FAX (850) 627-2760**  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

181130

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                        |            |                                                                       |
|------------------------------------------------------------------------|------------|-----------------------------------------------------------------------|
| <b>VENDOR</b>                                                          | VM04910000 | <b>SHIP TO THIS ADDRESS</b>                                           |
| MCCALL SERVICES, INC.<br>410 PAUL RUSSELL ROAD<br>TALLAHASSEE FL 32301 |            | MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                                                                             | UNIT PRICE | TOTAL  |
|----------|-------------|-----------------------------------------------------------------------------------------|------------|--------|
|          |             | BLANKET ORDER 7/1/11-6/30/12<br>PIGGYBACK LCSB BID # 4809<br>PEST CONTROL DISTRICT WIDE |            |        |
| 12       | 0091        | HAVANA ELEMENTARY                                                                       | 50.21      | 602.52 |
| 12       | 0061        | HAVANA MIDDLE                                                                           | 50.21      | 602.52 |
| 12       | 0211        | SHANKS MIDDLE SCHOOL                                                                    | 50.21      | 602.52 |
| 12       | 0101        | GADSDEN ELEMENTARY                                                                      | 50.21      | 602.52 |
| 12       | 0191        | ST. JOHN ELEMENTARY                                                                     | 50.21      | 602.52 |

**TOTAL 3,012.60**

**PAY TERMS: NET 30**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 3,012.60 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 8100     | 390    | 0091   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0061   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0211   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0101   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0191   | 1109990 |         | 602.52   |                              |
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|                                            |          |        |        |         |         |          |                              |

**VENDOR**



THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

07/01/11

PURCHASE ORDER NO.

181131

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VM04910000

**SHIP TO THIS ADDRESS**

MCCALL SERVICES, INC.  
410 PAUL RUSSELL ROAD  
TALLAHASSEE FL 32301

MAINTENANCE DEPARTMENT  
805 SOUTH STEWART STREET  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BLANKET ORDER 7/1/11-6/30/12  
PIGGYBACK LCSB BID #4809  
PEST CONTROL DISTRICT WIDE

|    |      |                          |       |        |
|----|------|--------------------------|-------|--------|
| 12 | 0231 | CARTER PARRAMORE         | 50.21 | 602.52 |
| 12 | 0151 | CHATTAHOOCHEE ELEMENTARY | 50.21 | 602.52 |
| 12 | 0041 | GEORGE MUNROE ELEMENTARY | 50.21 | 602.52 |
| 12 | 0141 | GREENSBORO ELEMENTARY    | 50.21 | 602.52 |
| 12 | 0171 | GRETNA ELEMENTARY        | 50.21 | 602.52 |

PAY TERMS: NET 30

TOTAL 3,012.60

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 3,012.60 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 8100     | 390    | 0231   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0151   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0041   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0141   | 1109990 |         | 602.52   |                              |
| 110                                        | 8100     | 390    | 0171   | 1109990 |         | 602.52   |                              |
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DIST: 20 FY: 12

12. REQUEST/PURCH ORDER SCAN

TIME: 17:56

| TYPE   | CNTR     | FND    | ---VENDOR-- | E S I      | FR--ISSUE--TO | START#   |          |          |
|--------|----------|--------|-------------|------------|---------------|----------|----------|----------|
| P      | _____    | _____  | V M04910000 | ---        | _____         | _____    |          |          |
| NUM-PO | REQ-NUM- | DATE   | CNTR-       | VENDOR--   | ESI           | ORIGINAL | LIQ/PAID | CURRENT  |
| 181127 | 90203354 | 070111 | 9020        | VM04910000 | YBN           | 1,502.52 | .00      | 1,502.52 |
| 181128 | 90203355 | 070111 | 9020        | VM04910000 | YBN           | 4,215.12 | .00      | 4,215.12 |
| 181129 | 90203356 | 070111 | 9020        | VM04910000 | YBN           | 7,295.04 | .00      | 7,295.04 |
| 181130 | 90203357 | 070111 | 9020        | VM04910000 | YBN           | 3,012.60 | .00      | 3,012.60 |
| 181131 | 90203358 | 070111 | 9020        | VM04910000 | YBN           | 3,012.60 | .00      | 3,012.60 |

TOTAL 19,037.88 .00 19,037.88

ALL RECORDS DISPLAYED. NEXT?

PF3 FOR ACCOUNT NUM SCAN TERML: 8AY8

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TW1H0407

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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8n

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Lease Fees for Land Parcels

**DIVISION:** Maintenance and Finance Departments

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested to lease parcels in accordance with directions from the Bureau of Land Acquisition to prepare for the final release from the property management.

**FUND SOURCE:** General Fund

**AMOUNT:** \$600.00

**PREPARED BY:** Wayne Shepard and Bonnie Wood

**POSITIONS:** Director of Facilities and Assistant Superintendent for Business Services

**Subject:** FW: 13.33 acre parcel - Havana Middle School  
**From:** "Wayne Shepard" <shepardw@mail.gcps.k12.fl.us>  
**Date:** Thu, 4 Aug 2011 14:06:33 -0400  
**To:** "Bonnie Wood" <woodb@mail.gcps.k12.fl.us>, "Reginald James" <jamesr@mail.gcps.k12.fl.us>, "Rosalyn Smith" <smithr@mail.gcps.k12.fl.us>

Wayne Shepard  
Director of Facilities/Maintenance  
Gadsden County School Board  
805 S. Stewart Street  
Quincy, Florida 32351  
(850) 627-9888 (office)  
(850) 875-9795 (fax)  
(850) 545-7918 (cell)  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)  
[shepardw@mail.gcps.k12.fl.us](mailto:shepardw@mail.gcps.k12.fl.us)

---

**From:** Woolam, Marjorie [mailto:Marjorie.Woolam@dep.state.fl.us]  
**Sent:** Thursday, July 28, 2011 1:31 PM  
**To:** shepardw@mail.gcps.k12.fl.us  
**Cc:** Woolam, Marjorie  
**Subject:** 13.33 acre parcel - Havana Middle School

Mr. Shepard,

I spoke with you a little while back regarding a 13.33-acre parcel of land Gadsden County no longer wishes to lease from the Board of Trustees – Lease number 3110. In that conversation you mentioned that the \$300 lease payment is currently due and you need to know if (1) the County should make that payment. Additionally, you asked (2) if the lease payment was made, would there be a proration of the lease fee paid back to the County if the property was sold prior to the end of the current fiscal year? The answers to the questions are: (1) Yes, the County needs to pay the annual lease fee and (2) the fee will be prorated once the County is released from management of the property and the overpayment would be applied to another leased area.

Attached is a letter from our Bureau of Appraisal regarding the bids they received for the 13.33-acre parcel. According to our rule, the agency currently holding the lease is to pay for the appraisal of the surplus property. The buyer of the surplus property, at closing, would reimburse the appraisal expense. Therefore, we are asking that Gadsden County pay for the appraisal "up-front" and then be reimbursed at closing. Attached is a letter of the bids received by our Bureau of Appraisal. If in the event that Gadsden County is not able to pay for the appraisal, please let me know.

Please let me know if you have any questions or if I can provide you additional information.

Thank you,  
Marjorie Woolam

*Marjorie K. Woolam*  
Senior Acquisition Review Agent  
Bureau of Land Acquisition

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181125

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                           |                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b> VD05660000<br><br>DEP - UPLANDS AGENCY FEES<br>RECEIPTS SECTION<br>P O BOX 3070<br>TALLAHASSEE FL 323153070 | <b>SHIP TO THIS ADDRESS</b><br><br>MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |
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|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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|                               |  |                                               |        |        |
|-------------------------------|--|-----------------------------------------------|--------|--------|
| 2011/2012 UPLAND ANNUAL LEASE |  |                                               |        |        |
|                               |  | (FEE)                                         |        |        |
| 1                             |  | INSTRUMENT 3263, CHATTAHOOCHEE<br>HIGH SCHOOL | 300.00 | 300.00 |
| 1                             |  | INSTRUMENT 3110, HAVANA HIGH<br>SCHOOL        | 300.00 | 300.00 |

**PAY TERMS: NET 30**

**TOTAL 600.00**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |                |        |         | TOTAL   | 600.00 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|----------------|--------|---------|---------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT         | CENTER | PROJECT | PROGRAM | AMOUNT |                              |
| 110                                        | 8100     | <del>350</del> | 9001   | 1109990 |         | 600.00 |                              |
| /                                          | /        | 730            |        |         |         |        |                              |
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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 80

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Contracted Services for Sonitrol

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders #181039, 181050-181071, and 181112 for a total of \$49,830.96 for Sonitrol protection .

**FUND SOURCE:** General Fund

**AMOUNT:** \$49,830.96

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

DIST: 20 FY: 12

12. REQUEST/PURCH ORDER SCAN

TIME: 09:01

| TYPE   | CNTR     | FND    | ---VENDOR-- | E S I      | FR--ISSUE-- | TO        | START#   |           |
|--------|----------|--------|-------------|------------|-------------|-----------|----------|-----------|
| P      |          |        | V S14200000 |            |             |           |          |           |
| NUM-PO | REQ-NUM- | DATE   | CNTR-       | VENDOR--   | ESI         | ORIGINAL  | LIQ/PAID | CURRENT   |
| 181039 | 90203344 | 070111 | 9020        | VS14200000 | YBN         | 1,500.00  | .00      | 1,500.00  |
| 181050 | 00005001 | 070111 | 9001        | VS14200000 | YBN         | 2,382.60  | .00      | 2,382.60  |
| 181051 | 00005002 | 070111 | 9001        | VS14200000 | YBN         | 873.12    | .00      | 873.12    |
| 181052 | 00005003 | 070111 | 9001        | VS14200000 | YBN         | 453.84    | .00      | 453.84    |
| 181053 | 00005004 | 070111 | 9001        | VS14200000 | YBN         | 1,706.28  | .00      | 1,706.28  |
| 181054 | 00005005 | 070111 | 9001        | VS14200000 | YBN         | 2,178.84  | .00      | 2,178.84  |
| 181055 | 00005006 | 070111 | 9001        | VS14200000 | YBN         | 2,397.36  | .00      | 2,397.36  |
| 181056 | 00005007 | 070111 | 9001        | VS14200000 | YBN         | 1,236.36  | .00      | 1,236.36  |
| 181057 | 00005008 | 070111 | 9001        | VS14200000 | YBN         | 1,277.52  | .00      | 1,277.52  |
| 181058 | 00005009 | 070111 | 9001        | VS14200000 | YBN         | 789.48    | .00      | 789.48    |
| 181059 | 00005010 | 070111 | 9001        | VS14200000 | YBN         | 2,617.32  | .00      | 2,617.32  |
| 181060 | 00005011 | 070111 | 9001        | VS14200000 | YBN         | 1,987.20  | .00      | 1,987.20  |
| 181061 | 00005012 | 070111 | 9001        | VS14200000 | YBN         | 1,031.88  | .00      | 1,031.88  |
| 181062 | 00005013 | 070111 | 9001        | VS14200000 | YBN         | 2,156.04  | .00      | 2,156.04  |
| * SUB  |          |        |             |            |             | 22,587.84 | .00      | 22,587.84 |

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MSC.*

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DIST: 20 FY: 12

12. REQUEST/PURCH ORDER SCAN

TIME: 09:01

| TYPE   | CNTR     | FND    | ---VENDOR-- | E S I      | FR--ISSUE--TO | START#    |          |           |
|--------|----------|--------|-------------|------------|---------------|-----------|----------|-----------|
| P      | _____    | _____  | V S14200000 | ---        | _____         | _____     |          |           |
| NUM-PO | REQ-NUM- | DATE   | CNTR-       | VENDOR--   | ESI           | ORIGINAL  | LIQ/PAID | CURRENT   |
| 181063 | 00005014 | 070111 | 9001        | VS14200000 | YBN           | 1,448.16  | .00      | 1,448.16  |
| 181064 | 00005015 | 070111 | 9001        | VS14200000 | YBN           | 2,466.60  | .00      | 2,466.60  |
| 181065 | 00005016 | 070111 | 9001        | VS14200000 | YBN           | 5,572.92  | .00      | 5,572.92  |
| 181066 | 00005017 | 070111 | 9001        | VS14200000 | YBN           | 3,309.48  | .00      | 3,309.48  |
| 181067 | 00005018 | 070111 | 9001        | VS14200000 | YBN           | 2,588.28  | .00      | 2,588.28  |
| 181068 | 00005019 | 070111 | 9001        | VS14200000 | YBN           | 3,806.28  | .00      | 3,806.28  |
| 181069 | 00005020 | 070111 | 9001        | VS14200000 | YBN           | 4,245.96  | .00      | 4,245.96  |
| 181070 | 00005021 | 070111 | 9001        | VS14200000 | YBN           | 876.12    | .00      | 876.12    |
| 181071 | 00005022 | 070111 | 9001        | VS14200000 | YBN           | 1,897.44  | .00      | 1,897.44  |
| 181112 |          | 070111 | 9001        | VS14200000 | YB            | 1,031.88  | .00      | 1,031.88  |
| TOTAL  |          |        |             |            |               | 49,830.96 | .00      | 49,830.96 |

ALL RECORDS DISPLAYED. NEXT?

PF3 FOR ACCOUNT NUM SCAN TERML: 8ACI

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TW1H0025

4/9



# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181050

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                               |            |                                                                                   |
|-----------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------|
| <b>VENDOR</b>                                                                                 | VS14200000 | <b>SHIP TO THIS ADDRESS</b>                                                       |
| SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 |            | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                                                    | UNIT PRICE | TOTAL   |
|----------|-------------|----------------------------------------------------------------|------------|---------|
|          |             | R1M1-175514 ADMIN OFFICES                                      |            |         |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINT AND/OR MONITORING SVCS | 198.55     | 2382.60 |

*Board apvd:*  
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/ /

**TOTAL 2,382.60**

**PAY TERMS: NET 30**

1. All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |                              |
| 110                                        | 7900     | 350    | 9001   | 1104670 |         | 2382.60 |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.  
181051

DATE  
07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                              |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b><br>VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY                                                        | PRODUCT NO. | DESCRIPTION                                                    | UNIT PRICE | TOTAL  |
|-----------------------------------------------------------------|-------------|----------------------------------------------------------------|------------|--------|
| <i>Board Apvd:</i><br><hr style="width: 50%; margin-left: 0;"/> |             |                                                                |            |        |
|                                                                 | R1M1-176575 | ADMIN FILE BLDG                                                |            |        |
| 12                                                              | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINT AND/OR MONITORING SVCS | 72.76      | 873.12 |

**TOTAL 873.12**

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. S

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 873.12 | FINANCE DEPT USE<br>EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|--------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |        |                                 |
| 110                                        | 7900     | 350    | 9001   | 1104670 |         | 873.12 |                                 |
|                                            |          |        |        |         |         |        |                                 |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181052

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

## VENDOR

V514200000

## SHIP TO THIS ADDRESS

SONITROL OF TALLAHASSEE  
ATTEN: APRIL HURST  
1136 THOMASVILLE RD.  
TALLAHASSEE FL 32303

GADSDEN COUNTY PUBLIC SCHOOLS  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

*Board April:*

R1M1-602040 FAMILY INFO RESO C

12

MONTHLY

BLANKET ORDER 7/01/11--6/30/12  
MAINTENANCE/MONITORING SVCS

37.82

453.84

**TOTAL**

**453.84**

### PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL  | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT |                              |
| 110                                        | 7900     | 350    | 9001   | 1104670 |         | 453.84 |                              |
|                                            |          |        |        |         |         |        |                              |
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**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO. 181053

DATE 07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
 www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VS14200000

SHIP TO THIS ADDRESS

SONITROL OF TALLAHASSEE  
 ATTN: APRIL HURST  
 1136 THOMASVILLE RD.  
 TALLAHASSEE FL 32303

GADSDEN COUNTY PUBLIC SCHOOLS  
 35 MARTIN LUTHER KING JR BLVD  
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

| QUANTITY                                | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|-----------------------------------------|-------------|---------------------------------------------------------------|------------|---------|
| <i>Board April:</i><br><u>    1    </u> |             | R1M1-150092 MAINT-805 S STEWA                                 |            |         |
| 12                                      | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 142.19     | 1706.28 |

TOTAL 1,706.28

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL           | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | 1,706.28 AMOUNT |                              |
| 110                                        | 7900     | 350    | 9020   | 1104670 |         | 1706.28         |                              |
|                                            |          |        |        |         |         |                 |                              |
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VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181054

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                              |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b><br>VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|----------|-------------|---------------------------------------------------------------|------------|---------|
|          |             | R1M1-175060 TRANSPORTATION                                    |            |         |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 181.57     | 2178.84 |

*Board Apud:*  
1/1

TOTAL 2,178.84

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | 2,178.84 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |          |                              |
| 110                                        | 7900     | 350    | 9003   | 1104670 |         | 2178.84 |          |                              |
|                                            |          |        |        |         |         |         |          |                              |
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VENDOR

# THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.  
181055

DATE  
07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                              |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b><br>VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
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| QUANTITY | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|----------|-------------|---------------------------------------------------------------|------------|---------|
|          |             | R1M1-175712 OGBEL-LONNIE CLARK                                |            |         |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 199.78     | 2397.36 |

*Board April:*  
    

**TOTAL            2,397.36**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 2,397.36 | FINANCE DEPT USE<br>EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                                 |
| 110                                        | 7900     | 350    | 9001   | 1104670 |         | 2397.36  |                                 |
|                                            |          |        |        |         |         |          |                                 |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

**PURCHASE ORDER NO.**  
181056

**DATE**  
07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                               |                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR</b> VS14200000<br><br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY            | PRODUCT NO. | DESCRIPTION                    | UNIT PRICE | TOTAL  |
|---------------------|-------------|--------------------------------|------------|--------|
| <i>BOARD April:</i> |             |                                |            |        |
|                     |             | R1M1-602225 FOOD SVC-WHSE      |            |        |
|                     |             | BLANKET ORDER 7/01/11--6/30/12 |            |        |
| 12                  | MONTHLY     | ACCESS CONTROL SERVICES        | 50.00      | 600.00 |
| 12                  | MONTHLY     | INTRUSION SERVICES             | 53.03      | 636.36 |

**TOTAL 1,236.36**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |                              |
| 110                                        | 7900     | 350    | 9004   | 1104670 |         | 1236.36 |                              |
|                                            |          |        |        |         |         |         |                              |
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**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181057

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                             |                                                                                   |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>VENDOR</b>                                                                                               | <b>SHIP TO THIS ADDRESS</b>                                                       |
| VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

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| PRINCIPAL / SUPERVISOR | COMPROLLER | SUPERINTENDENT |
|------------------------|------------|----------------|

| QUANTITY      | PRODUCT NO.        | DESCRIPTION                               | UNIT PRICE | TOTAL   |
|---------------|--------------------|-------------------------------------------|------------|---------|
|               |                    | R1M1-600155 STEWART ST. ELEM              |            |         |
| <del>12</del> | <del>MONTHLY</del> | <del>BLANKET ORDER 7/01/11--6/30/12</del> |            |         |
| 12            | MONTHLY            | MAINTENANCE/MONITORING SVCS               | 106.46     | 1277.52 |

TOTAL 1,277.52

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 1,277.52 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 7900     | 350    | 0201   | 1104670 |         | 1277.52  |                              |
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THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO. 181058

DATE 07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
 www.gcps.k12.fl.us


FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                           |                                                                                                                  |
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| <b>VENDOR</b> VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL  |
|----------|-------------|---------------------------------------------------------------|------------|--------|
|          |             | R1M1-600108 HEAD START CENTER                                 |            |        |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 65.79      | 789.48 |

*Board Apvd:*  


**TOTAL 789.48**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL  | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT |                              |
| 110                                        | 7900     | 350    | 9026   | 1104670 |         | 789.48 |                              |
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**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO. 181059

DATE 07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                              |                                                                                                                  |
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| <b>VENDOR</b><br>VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                                                                             | UNIT PRICE | TOTAL   |
|----------|-------------|-----------------------------------------------------------------------------------------|------------|---------|
| 12       | MONTHLY     | R1M1-176348 HAVANA ELEM<br>BLANKET ORDER 7/1/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 218.11     | 2617.32 |

TOTAL 2,617.32

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 2,617.32 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 7900     | 350    | 0091   | 1104670 |         | 2617.32  |                              |
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VENDOR

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181060

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

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| <b>VENDOR</b><br>VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
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| QUANTITY           | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|--------------------|-------------|---------------------------------------------------------------|------------|---------|
|                    |             | R1M1-175948 HAVANA ELEM                                       |            |         |
| <i>Board Appt.</i> |             |                                                               |            |         |
| <i>12</i>          | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MONITORING/MAINTENANCE SVCS | 165.60     | 1987.20 |

**TOTAL            1,987.20**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |                              |
| 110                                        | 7900     | 350    | 0091   | 1104670 |         | 1987.20 |                              |
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**VENDOR**



# THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE  
07/01/11

181062

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                                                                                           |                                                                                                                                                                                             |
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| <p><b>VENDOR</b> VS14200000</p> <p>SONITROL OF TALLAHASSEE<br/>                 ATTN: APRIL HURST<br/>                 1136 THOMASVILLE RD.<br/>                 TALLAHASSEE FL 32303</p> | <p style="text-align: center;"><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>                 35 MARTIN LUTHER KING JR BLVD<br/>                 QUINCY FL 32351</p> |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
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| QUANTITY | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|----------|-------------|---------------------------------------------------------------|------------|---------|
|          |             | R1M1-175221 GREтна ELEM                                       |            |         |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 179.67     | 2156.04 |

**TOTAL      2,156.04**

- PAY TERMS: NET 30**
1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
  2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
  3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL  | 2,156.04 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|--------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT | 2156.04  |                              |
| 110                                        | 7900     | 350    | 0171   | 1104670 |         |        |          |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181063

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

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| <b>VENDOR</b><br>VS14200000<br>SONITROL OF TALLAHASSEE<br>ATTEN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 | <b>SHIP TO THIS ADDRESS</b><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
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| QUANTITY | PRODUCT NO. | DESCRIPTION                    | UNIT PRICE | TOTAL   |
|----------|-------------|--------------------------------|------------|---------|
|          |             | R1M1-175724 ST JOHN ELEM       |            |         |
|          |             | BLANKET ORDER 7/01/11--6/30/12 |            |         |
| 12       | MONTHLY     | MONITORING/MAINTENANCE SVCS    | 120.68     | 1448.16 |

**TOTAL 1,448.16**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 1,448.16 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 7900     | 350    | 0191   | 1104670 |         | 1448.16  |                              |
|                                            |          |        |        |         |         |          |                              |
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**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181064

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

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| <p><b>VENDOR</b> VS14200000</p> <p>SONITROL OF TALLAHASSEE<br/>ATTEN: APRIL HURST<br/>1136 THOMASVILLE RD.<br/>TALLAHASSEE FL 32303</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY FL 32351</p> |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY  | PRODUCT NO.         | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|-----------|---------------------|---------------------------------------------------------------|------------|---------|
|           | <i>Board April:</i> | R1M1-175725 GREENSBORO EL BD#8                                |            |         |
| <u>12</u> | MONTHLY             | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 205.55     | 2466.60 |

**TOTAL 2,466.60**

**PAY TERMS: NET 30**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | 2,466.60 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |          |                              |
| 110                                        | 7900     | 350    | 0141   | 1104670 |         | 2466.60 |          |                              |
|                                            |          |        |        |         |         |         |          |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181065

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

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| <p><b>VENDOR</b> VS14200000</p> <p>SONITROL OF TALLAHASSEE<br/>ATTEN: APRIL HURST<br/>1136 THOMASVILLE RD.<br/>TALLAHASSEE FL 32303</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY FL 32351</p> |
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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
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| QUANTITY | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|----------|-------------|---------------------------------------------------------------|------------|---------|
|          |             | R1M1-150570 CARTER-PARRAMORE                                  |            |         |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 464.41     | 5572.92 |

*Board Apvd:*

**TOTAL 5,572.92**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 5,572.92 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110                                        | 7900     | 350    | 0231   | 1104670 |         | 5572.92  |                              |
|                                            |          |        |        |         |         |          |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

**PURCHASE ORDER NO.**

**DATE**

181066

07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651      FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                                                                              |                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>VENDOR</b>      VS14200000</p> <p>SONITROL OF TALLAHASSEE<br/>         ATTEN: APRIL HURST<br/>         1136 THOMASVILLE RD.<br/>         TALLAHASSEE      FL 32303</p> | <p style="text-align: center;"><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>         35 MARTIN LUTHER KING JR BLVD<br/>         QUINCY      FL 32351</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|----------|-------------|---------------------------------------------------------------|------------|---------|
|          |             | R1M1-601482 SHANKS MIDDLE                                     |            |         |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 275.79     | 3309.48 |

**TOTAL      3,309.48**

**PAY TERMS: NET 30**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | 3,309.48 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |          |                              |
| 110                                        | 7900     | 350    | 0211   | 1104670 |         | 3309.48 |          |                              |
|                                            |          |        |        |         |         |         |          |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181067

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                                         |                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <p><b>VENDOR</b> VS14200000</p> <p>SONITROL OF TALLAHASSEE<br/>ATTEN: APRIL HURST<br/>1136 THOMASVILLE RD.<br/>TALLAHASSEE FL 32303</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY FL 32351</p> |
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|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                    | UNIT PRICE | TOTAL   |
|----------|-------------|--------------------------------|------------|---------|
|          |             | R1M1-175469 HAVANA MIDDLE SCHL |            |         |
|          |             | BLANKET ORDER 7/01/11--6/30/12 |            |         |
| 12       | MONTHLY     | MAINTENANCE/MONITORING SVCS    | 215.69     | 2588.28 |

*board April:*

**TOTAL 2,588.28**

- PAY TERMS: NET 30**
- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
  - If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
  - Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |                              |
| 110                                        | 7900     | 350    | 0061   | 1104670 |         | 2588.28 |                              |
|                                            |          |        |        |         |         |         |                              |
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**VENDOR**

**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE  
07/01/11

PURCHASE ORDER NO.  
181068

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VS14200000

**SHIP TO THIS ADDRESS**

SONITROL OF TALLAHASSEE  
ATTEN: APRIL HURST  
1136 THOMASVILLE RD.  
TALLAHASSEE FL 32303

GADSDEN COUNTY PUBLIC SCHOOLS  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION                                                   | UNIT PRICE | TOTAL   |
|----------|-------------|---------------------------------------------------------------|------------|---------|
|          |             | R1M1-602184 WEST GADSDEN HIGH                                 |            |         |
| 12       | MONTHLY     | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 317.19     | 3806.28 |

*Board April:*  
      

**TOTAL 3,806.28**

**PAY TERMS: NET 30**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | 3,806.28 | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |          |                              |
| 110                                        | 7900     | 350    | 0051   | 1104670 |         | 3806.28 |          |                              |
|                                            |          |        |        |         |         |         |          |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181069

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                              |            |                                                                                   |
|----------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------|
| <b>VENDOR</b>                                                                                | VS14200000 | <b>SHIP TO THIS ADDRESS</b>                                                       |
| SONITROL OF TALLAHASSEE<br>ATTN: APRIL HURST<br>1136 THOMASVILLE RD.<br>TALLAHASSEE FL 32303 |            | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                    | UNIT PRICE | TOTAL   |
|----------|-------------|--------------------------------|------------|---------|
|          |             | R1M1-601147 EAST GADSDEN HIGH  |            |         |
|          |             | BLANKET ORDER 7/01/11--6/30/12 |            |         |
| 12       | MONTHLY     | MANTENANCE/MONITORING SVCS     | 353.83     | 4245.96 |

*Board Apvd:*  
\_\_\_\_\_  
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**TOTAL 4,245.96**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 4,245.96 | FINANCE DEPT USE<br>EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|----------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                                 |
| 110                                        | 7900     | 350    | 0071   | 1104670 |         | 4245.96  |                                 |
|                                            |          |        |        |         |         |          |                                 |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
07/01/11

PURCHASE ORDER NO.  
181070

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                                                                                                                                           |                                                                                                                                                                                |
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| <p><b>VENDOR</b>      VS14200000</p> <p>SONITROL OF TALLAHASSEE<br/>ATTEN: APRIL HURST<br/>1136 THOMASVILLE RD.<br/>TALLAHASSEE              FL 32303</p> | <p style="text-align: center;"><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY                      FL 32351</p> |
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|                        |            |                |
|------------------------|------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPROLLER | SUPERINTENDENT |
|------------------------|------------|----------------|

| QUANTITY  | PRODUCT NO.    | DESCRIPTION                                                   | UNIT PRICE | TOTAL  |
|-----------|----------------|---------------------------------------------------------------|------------|--------|
|           |                | <i>Board April:</i> R1M1-600602 QEA/GAD ELEM MAGNT            |            |        |
| <i>12</i> | <i>MONTHLY</i> | BLANKET ORDER 7/01/11--6/30/12<br>MAINTENANCE/MONITORING SVCS | 73.01      | 876.12 |

PAY TERMS: NET 30

**TOTAL      876.12**

1. All correspondence/shipping must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  **If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked.** This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 876.12 | FINANCE DEPT USE<br>EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|--------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT |                                 |
| 110                                        | 7900     | 350    | 0101   | 1104670 |         | 876.12 |                                 |
|                                            |          |        |        |         |         |        |                                 |
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**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO. 181071

DATE  
07/01/11

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                         |  |                               |  |
|-------------------------|--|-------------------------------|--|
| <b>VENDOR</b>           |  | <b>SHIP TO THIS ADDRESS</b>   |  |
| VS14200000              |  |                               |  |
| SONITROL OF TALLAHASSEE |  | GADSDEN COUNTY PUBLIC SCHOOLS |  |
| ATTEN: APRIL HURST      |  | 35 MARTIN LUTHER KING JR BLVD |  |
| 1136 THOMASVILLE RD.    |  | QUINCY FL 32351               |  |
| TALLAHASSEE FL 32303    |  |                               |  |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY               | PRODUCT NO. | DESCRIPTION                    | UNIT PRICE | TOTAL   |
|------------------------|-------------|--------------------------------|------------|---------|
|                        |             | R1M1-602205 GADSDEN TECH INST  |            |         |
| <i>Board Apvd: 1/1</i> |             | BLANKET ORDER 7/01/11--6/30/12 |            |         |
| 12                     | MONTHLY     | MAINTENANCE/MONITORING SVCS    | 158.12     | 1897.44 |

TOTAL 1,897.44

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |                              |
| 110                                        | 7900     | 350    | 0245   | 1104670 |         | 1897.44 |                              |
|                                            |          |        |        |         |         |         |                              |
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VENDOR

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07-01-2011

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

181112

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** S 1420

**SHIP TO THIS ADDRESS**

SONITROL  
ATTEN: CONI LYNN PREACHER  
1136 THOMASVILLE RD  
TALLAHASSEE FL 32303

SCHOOL BOARD OF GADSDEN COUNTY  
35 MARTIN LUTHER KING JR. BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

| QUANTITY  | PRODUCT NO. | DESCRIPTION                           | UNIT PRICE | TOTAL    |
|-----------|-------------|---------------------------------------|------------|----------|
|           | RIM1-176382 | HAVANA ELEMENTARY-PORTABLES 2,3,4,5,6 |            |          |
|           |             | BLANKET ORDER 7-01-2011 — 6-30-2012   |            |          |
| 12 MONTHS |             | MAINTENANCE/MONITORING                | 85.99      | 1,031.88 |

PAY TERMS: NET 30

**TOTAL \$1,031.88**

1. All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. S ✓

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | FINANCE DEPT USE EXPENDITURE |
|--------------------------------------------|----------|--------|--------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |                              |
| 110                                        | 7900     | 350    | 0091   | 1104670 |         | 1,031.88                     |
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**VENDOR**

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8p

DATE OF SCHOOL BOARD MEETING: August 23, 2011

TITLE OF AGENDA ITEM: Approval of Interinstitutional Articulation Agreement Between Tallahassee Community College and Gadsden County Public Schools 2011-2012.

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM: The Gadsden County School Board and Tallahassee Community College subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance their learning opportunities in courses suited to their educational, career, and personal needs. Approval of the 2011-2012 Interinstitutional Articulation Agreement is requested.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith 

POSITION: Assistant Superintendent for Academic Services

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

  2   Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered   17  

CHAIRMAN'S SIGNATURE: page(s) numbered   17  

ASSISTANT SUPTERINTENDENT/ACADEMIC SVRS: page(s) numbered   17  

DIR. GADSDEN COUNTY CAREER & TECH PGRMS: page(s) numbered   17  

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



**INTERINSTITUTIONAL ARTICULATION AGREEMENT**

**BETWEEN Tallahassee Community College**

**AND Gadsden County Public Schools**

**2011-2012**

**I. PREFACE**

**WHEREAS**, The District Board of Trustees, Tallahassee Community College, Florida and the Gadsden County School Board subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance their learning opportunities in courses suited to their educational, career, and personal needs, and

**WHEREAS**, Section 1007.235, F.S., specifies that articulation agreements shall be executed between community college boards of trustees and district school boards within each community college district, and

**WHEREAS**, The District Board of Trustees, Tallahassee Community College, Florida and the Gadsden County School Board desire to implement the above statute by creating opportunities for high school students to pursue college level instruction,

**NOW THEREFORE**, the Gadsden County Public Schools and The District Board of Trustees, Tallahassee Community College, Florida agree to the following assignment of programmatic responsibility for delivery of programs in the following areas:

**A. RATIFICATION OF EXISTING AGREEMENTS**

The signing of this agreement attests to the ratification of existing agreement(s).

**B. ARTICULATION COUNCIL STRUCTURE/MEMBERSHIP**

The Superintendent of Gadsden County Public Schools or designee and other employees of the District appointed by the Superintendent agree to meet with the President of Tallahassee Community College or designee and other members of Tallahassee Community College, appointed by the President, on a regularly scheduled basis, not to be less than once annually. The membership so defined above shall henceforth be called The Tallahassee Community College/Gadsden County Public Schools Articulation Council. The meeting time and location of the Council shall be determined mutually by representatives of both parties.

## C. GOALS AND OBJECTIVES OF THIS AGREEMENT

The goals of the Tallahassee Community College/Gadsden County Articulation Agreement, as defined below, shall provide the primary framework within which all future interinstitutional articulation objectives and activities shall be described. These include:

1. To assist students matriculating in the K-12 and community college systems, with every opportunity to fulfill their individual/family educational needs, through a well articulated and coordinated interinstitutional articulation agreement.
2. To cooperatively identify and develop education programs and service objectives and activities, designed to provide maximum educational opportunity, while avoiding unnecessary duplication of effort and resources.
3. To maintain regular interinstitutional articulation development activity between the two educational systems.

## II. JOINT PROGRAMS AND AGREEMENTS

### A. ARTICULATION ACCELERATION MECHANISMS

Articulation Acceleration Mechanisms shall include, but not be limited to, Dual Enrollment and Credit by Examination.

1. **Dual Enrollment Program** - The District and Tallahassee Community College agree to continue their cooperative efforts to provide unduplicated Dual Enrollment course opportunities for eligible students in Gadsden County as described in the currently existing Dual Enrollment Agreement (Attachment #1). The Dual Enrollment Agreement shall be reviewed by representatives of both systems on an annual basis, in order to insure the maximum benefit for students.
2. **Early Admission** - Tallahassee Community College agrees to provide an Early Admission program to all qualified public secondary school students in Gadsden County in order that they may enroll in college courses while in high school and proceed toward their academic goals at their own pace.
3. **Credit By Examination** - Tallahassee Community College agrees to receive and apply credit earned by students through articulated acceleration mechanisms as specified in Section 1007.271, F.S. Students have the opportunity to earn up to a maximum of 45 semester hours toward graduation from TCC through these mechanisms.

## **B. CURRICULUM**

1. **Discipline Meetings** - Joint meetings shall continue to be held between faculty of various Tallahassee Community College disciplines and teachers of the Gadsden County Public Schools representing similar disciplines. Meetings will be initiated and agreed upon by TCC and the District.
2. **Curriculum Goals** - The articulation committee will annually examine the curriculum goals of the dual enrollment program to assure these goals are consistent with the district goals of emphasizing reading, writing, and mathematics.

## **C. PROGRAMS FOR MINORITIES**

1. Tallahassee Community College will continue to work cooperatively with the Gadsden County Public School counselors to provide various programs and services designed to stimulate and encourage minority and other disadvantaged students to stay in school and attend a postsecondary institution.

## **D. MECHANISMS AND STRATEGIES FOR IMPROVING TEACHER PREPARATION**

Tallahassee Community College will work with the District to determine professional development activities.

## **E. STRATEGIES FOR REDUCING THE NEED FOR REMEDIATION**

1. **Faculty to Faculty Meetings** - Tallahassee Community College and the District's faculty will meet periodically to discuss mathematics, reading, and English curricula. Meetings will be initiated and agreed upon by TCC and the District.

## **F. OTHER ARTICULATION ACTIVITIES**

1. **Placement Test Results** - Tallahassee Community College will continue to administer the placement test to all Gadsden students who wish to test and will share results with officials of the Gadsden County Public Schools. The College will work with Gadsden County School faculty and staff to explain the placement test results. The placement test will be administered either at the high schools or the students will come to TCC and take the test. This will be determined by TCC and the individual high school. The placement test may be retaken after 30 days with proof of remediation.
2. **Information Literacy Instruction** - Tallahassee Community College will provide

bibliographic instruction programs for students at various sites in the Gadsden County Public School District.

3. **The Student Ambassador Program** - Tallahassee Community College will continue to work with the District's high school counselors to identify outstanding seniors who would like to be a TCC Student Ambassador. Students selected will be provided a tuition scholarship to begin their first year of matriculation at TCC.
4. **TCC District Board of Trustees Scholarship Program** - Tallahassee Community College will continue to designate up to three (number based on senior enrollment) tuition scholarships for high achieving graduates of each high school in the county as long as there is sufficient funding available.
5. **College Student Success Services** - Tallahassee Community College student success advisers will continue to provide programs and services in the areas of admissions, parent workshops, college orientation on the TCC campus, placement testing, curriculum advising, financial aid, career development and others. Additionally, TCC will provide periodic pre-advising to dual enrollment students.

### **III. CAREER PATHWAYS (Career and Technical Education Articulation)**

Conditions for development of career and technical education (CTE) articulation agreements between Gadsden County High Schools and TCC are delineated in Attachment #2.

### **IV. AGREEMENT PERTAINING TO ADULT AND VOCATIONAL PROGRAMS**

**WHEREAS**, the State Board of Education has adopted Rule 6A-14.0341 for community colleges that encourages boards to cooperatively develop and adopt specific assignments of responsibility to assure efficient use of resources available for career and technical education; and

**WHEREAS**, Section 1007.235, F.S. requires each community college president and each district superintendent to develop interinstitutional articulation agreements; now therefore, be it

**RESOLVED**, that the School Board of Gadsden County and the District Board of Trustees of Tallahassee Community College, Florida agree to the following assignment of programmatic responsibility for delivery of programs in the following areas:

## **CAREER AND TECHNICAL EDUCATION AT THE SECONDARY LEVEL AND BELOW THAT LEVEL**

Primary Responsibility: Gadsden County

## **CAREER AND TECHNICAL EDUCATION AT THE POSTSECONDARY LEVEL**

- A. Postsecondary Adult Career and Technical Education  
Shared Arrangement: Gadsden County Public Schools  
And Tallahassee Community College
- B. Postsecondary Career and Technical Education  
Primary Responsibility: Tallahassee Community College
- C. The Gadsden County Public School System has no objection to Tallahassee Community College administering the Florida Public Safety Institute and academic programs currently located in Gadsden County. The school system agrees to work with the Community College on appropriate programs particularly any related to juveniles.

## **LIFELONG LEARNING**

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College

## **ADULT BASIC EDUCATION**

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College as agreed to annually

## **ADULT SECONDARY**

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College as agreed to annually

## **V. ACCOUNTABILITY**

These provisions shall not prevent a board assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another board or agency, subject to review by the two local educational agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analysis, and other elements required for the allocation of funds shall be the sole responsibility of the

assigned board unless herein indicated.

#### **VI. EFFECTIVE DATE**

This agreement shall be effective until August 20, 2012. This resolution and the policies and allocation of responsibility shall be effective upon being signed by the Chairs of the School Board of Gadsden County, Florida and the Tallahassee Community College District Board of Trustees and by the Superintendent of Gadsden County Public Schools and the President of Tallahassee Community College. This agreement shall be executed before registration ends for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the President of Tallahassee Community College and the Superintendent of Gadsden County Public Schools.

## **Attachment #1**

### **DUAL ENROLLMENT AGREEMENT**

This is an Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the dual enrollment of students at both schools. This agreement is in accordance with 1007.271, F.S.

#### **Courses and Programs:**

- Courses to be offered by Tallahassee Community College for dual enrollment purposes will be mutually agreed upon by memorandum between representatives of the School Board of Gadsden County and Tallahassee Community College. Courses approved for inclusion in the dual enrollment program shall be those contained in the common course designation numbering system approved by the Articulation Coordinating Committee.
- Early admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. The Early Admissions process is detailed in the TCC Catalog. Both the high school and TCC must approve early admission for a high school student.
- College preparatory (college remediation) and other forms of precollegiate instruction, and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, shall not be so approved. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the dual enrollment program.
- The community college may not offer a course at the high school level if enrollment is insufficient. Furthermore, TCC cannot guarantee that it can always provide a college instructor for courses taught at the high school. The high school is also encouraged to recommend qualified instructors at the high school to teach the class. All recommendations should be submitted to the appropriate academic Dean. TCC will work to place students into classes on the college campus each semester as necessary.

Using FACTS.org, students should develop an academic plan that includes courses that can lead to a certificate, associate's degree or baccalaureate degree.

### **Monitoring and Reporting:**

- The monitoring and necessary coordination of this articulation agreement will be the responsibility of the Tallahassee Community College/Gadsden County Articulation Council.
- Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided for these students by the School Board of Gadsden County. Textbooks purchased by the School Board of Gadsden County shall remain the property of the School Board of Gadsden County as specified in Section 1007.271(14), F.S. The costs of ADA accommodation for dual enrollment students with disabilities will be shared equally between Gadsden County Schools and Tallahassee Community College.
- The School Board of Gadsden County shall report dually enrolled students under the Florida Education Finance Program, and the Tallahassee Community College will report these students under the Community College Program Fund.
- In order to receive credit, all dually enrolled students must adhere to all other rules and regulations of the School Board of Gadsden County, Tallahassee Community College and the State of Florida.
- Dual enrollment courses taught at the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes.
- Postsecondary transcripts of all full-time and adjunct faculty teaching dual enrollment courses must be filed with the postsecondary institution, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on a high school campus, the faculty transcripts must be submitted to the postsecondary institution for filing.
- The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules and expectations therein.



- Dual enrollment instructors whether hired by TCC or the individual school must meet SACS credentials in terms of their degree.

**Eligibility Criteria for Student Participation in Dual Enrollment Programs:**

Tallahassee Community College agrees to permit high school students enrolled in Gadsden County public schools whose eligibility has been certified by their principal to enroll in courses in compliance with the provisions of Florida Statutes 1007.271 and the following terms and conditions:

**I. Academic Dual Enrollment**

- A. The student must be currently enrolled in a public secondary school in Gadsden County, must have completed the 10<sup>th</sup> grade and must have earned at least a 3.0 unweighted grade point average. In special circumstances principals may approve individual student exceptions to the grade level requirements and G.P.A. to qualify for dual enrollment.
- B. The student must submit placement test scores (SAT, ACT CPT or FPERT) that place the student into college level courses. Scores must be less than two years old. Students must place into ENC1101 with their test scores to be eligible to participate in the dual enrollment program.

| <b>ACT Scores</b>   | <b>Score</b> | <b>Placement</b> |
|---------------------|--------------|------------------|
| Reading             | 18           | ENC1101          |
| English             | 17           |                  |
| Math                | 19-20        | MAT1033          |
|                     | 21           | MAC1105          |
| <b>SAT Scores</b>   | <b>Score</b> | <b>Placement</b> |
| Critical Reading    | 440          | ENC1101          |
| Math                | 440-549      | MAT1033          |
|                     | 550          | MAC1105          |
| <b>CPT/ Scores</b>  | <b>Score</b> | <b>Placement</b> |
| Sentence Skills     | 83           | ENC1101          |
| Reading Comp.       | 83           |                  |
| Algebra             | 72-87        | MAT1033          |
|                     | 88           | MAC1105          |
| <b>FPERT Scores</b> | <b>Score</b> | <b>Placement</b> |
| Writing             | 99           | ENC1101          |
| Reading             | 104          |                  |
| Algebra             | 113-122      | MAT1033          |
|                     | 123          | MAC1105          |

- C. The student must submit a completed TCC dual enrollment application for admission.
- D. Payment for books and materials will be provided by the School Board of Gadsden County. It will be the student's responsibility to complete an instructional materials form (provided by the School Board) to have books and materials covered.
- E. The student must submit a recommendation from his/her principal which has been approved by the School Board of Gadsden County stating that he/she has the maturity, motivation, dependability and academic ability to enable him/her to achieve satisfactorily at the college level.
- F. The student must submit an official high school transcript showing Courses and credits earned through his/her last term of enrollment.
- G. The course(s) in which the student is dually enrolled must be creditable toward a high school diploma. The school district will provide books.
- H. Eligibility in the dual enrollment program requires that students maintain a cumulative 3.0 grade point average in Tallahassee Community College courses. An appeal process is available through TCC.
- I. Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies.
- J. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. Additionally, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district or (private high school) of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

- K. Additionally, for joint dual enrollment and Advanced Placement (AP) courses, as authorized by Section 1007.272, F.S., a student who elects to enroll in an AP course that is jointly offered with a dual enrollment course may not earn postsecondary credit for that course through dual enrollment.
- L. In order to be considered a full-time dual enrollment/early admissions student, the student must enroll in a minimum of twelve (12) college credit hours but may not be required to enroll in more than fifteen (15) college credit hours.
- M. Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
- N. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

## **II. Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program. Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program.

The school district will inform all students of the options available and the eligibility criteria. Physical education skills courses and college preparatory instruction are not eligible for career dual enrollment.

- A. The student must be currently enrolled in a Gadsden County high school, must have completed the 10th grade and must have earned at least a 2.0 unweighted grade point average. In special circumstances principals may approve individual student exceptions to the grade level requirements.
- B. The student must take the TABE test and score at the appropriate level according to Department of Education Curriculum Framework Standards for the specified certificate. Students may also use Common Placement Scores (CPT) or Florida Post-secondary Educational Readiness Test (FPERT) as appropriate.

- C. The student must submit a completed TCC dual enrollment application for admission.
- D. The student must submit a recommendation form from his/her principal which has been approved by the School Board of Gadsden County stating that he/she has the maturity, motivation, dependability and academic ability to enable him/her to achieve satisfactorily at the college level.
- E. The student must submit an official high school transcript showing courses and credits earned through his/her last term of enrollment.

The Corrections Program will be offered during the 2011-2012 academic year, provided funding is available for materials and supplies.

**III. It shall be the responsibility of the School Board of Gadsden County to**

- A. Inform students and parents of the availability of the dual enrollment, program requirements and currently offered courses through the educational planning and guidance process. Students and parents must have been counseled on the advisability of taking college courses while in high school and on the specific requirements of the Dual Enrollment Program, including the recording of dual enrollment grades on the permanent college transcript.
- B. Establish and certify student's eligibility for dual enrollment.
- C. Determine if dual enrollment meets the individual needs of the student and if the student has the necessary academic preparation.
- D. Approve the enrollment for each student.
- E. Provide instructional materials to the dual enrollment students.
- F. Inform parents or guardians of their responsibility for transportation when the instruction is conducted at a facility other than the school site.
- G. Enter all earned credits on students' permanent records.
- H. Provide space at the district high school campuses for qualified students taking Tallahassee Community College courses.
- I. Provide full instructional costs for Gadsden County faculty teaching TCC dual enrollment courses.

**IV. Withdrawing from classes for on and off campus dual enrollment students:**

- A. It is the student's and high school's responsibility to abide by TCC's official course withdrawal policy.
- B. Dual enrollment students must withdraw before or by the TCC deadline each semester. The college's withdrawal dates are listed in the TCC Academic Calendar. If the high school changes a student's schedule, the guidance counselor must notify TCC before or by the withdrawal deadline, so the student can be withdrawn from credit at TCC.
- C. Students who wish to withdraw from a course(s) must provide a written request from the high school principal/guidance counselor, verifying that the student has permission to withdraw.
- D. Withdrawals after the deadline are subject to review by TCC's Enrollment Appeals Committee. The procedure for appealing a late withdrawal is outlined in the TCC Catalog.
- E. Once the student has acquired a written request to withdraw from a course(s), then the student must provide that information to the Dual Enrollment Coordinator for processing.

**V. It shall be the responsibility of Tallahassee Community College to**

- A. Hire qualified instructors for the Dual Enrollment Program.
- B. Monitor and keep accurate records of the academic progress of the students in courses.
- C. Provide accurate records to the respective schools on credit earned by each student.
- D. Counsel dual enrollment students on current college requirements and on the transferability of dual enrollment credits at the college level for general education or elective credit toward the Associate's or Bachelor's degree. Through these guidance services, dual enrollment students will be encouraged to identify a post secondary objective and will be informed about Florida's statewide advising system, FACTS.org.
- E. Award college credits for courses upon successful completion by dually enrolled students and assign quality points.

**VI. Dual Enrollment and FERPA:**

FERPA is the Family Educational Rights and Privacy Act, more commonly known as the Buckley Amendment. This federal law protects students' rights to privacy regarding their student records. FERPA governs (1) the release of these records known as education records maintained by an educational institution and (2) access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it is personally identifiable to the student.

This agreement will continue in effect until modified in writing by the parties hereto, so long as all qualified students are permitted to complete courses in which they are enrolled and the appropriate records are transmitted to the School Board of Gadsden County.

Tallahassee Community College and Gadsden County will agree annually to the courses to be offered in the articulated year.

**Attachment #2  
Career Pathways  
Career & Technical Education  
Articulation Agreement between  
Gadsden County Schools and Tallahassee Community College**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with each high school to establish Career Pathways to serve Career and Technical Education (CTE) students. TCC may form multiple articulation (pathway) agreements within the district and within each high school depending upon existing CAPE academies. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements, select an A.S. or A.A.S. degree program or college credit certificate, and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Completion of Tallahassee Community College's placement testing requirements.
3. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
4. Enrollment in an A.S., A.A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways Coordinator.
2. TCC's Career Pathway Coordinator will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

### **Conditions of Agreement**

1. Gadsden County High Schools' faculty and TCC's faculty will review course textbooks, syllabi, and other institutional materials in order to develop articulated programs of study.
2. Gadsden County High Schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden County High Schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the inter-institutional articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean for Technology and Professional Programs of Tallahassee Community College, District Representative for Gadsden County and the Career Pathways Coordinator.



**IN WITNESS WHEREOF**, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.235, F.S., Interinstitutional Articulation Agreements.

|       |                                                                                   |
|-------|-----------------------------------------------------------------------------------|
| _____ | _____                                                                             |
| Date  | Chair, The District Board of Trustees,<br>Tallahassee Community College, Florida  |
| _____ | _____                                                                             |
| Date  | President, Tallahassee Community College                                          |
| _____ | _____                                                                             |
| Date  | Chair, Gadsden County School Board                                                |
| _____ | _____                                                                             |
| Date  | Superintendent, Gadsden County School District                                    |
| _____ | _____                                                                             |
| Date  | Assistant Superintendent for Academic Services, Gadsden County<br>School District |
| _____ | _____                                                                             |
| Date  | Director of Gadsden County Career & Technical Programs                            |

**Attachment #3**

**CAREER PATHWAYS  
Gadsden County High Schools to Tallahassee Community College**

| High School Career Pathway    | TCC A.S., A.A.S. or Certificate                                                                                              | Assessment                                                                                                                                     | Articulated Course and Credit(s)                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Accounting Operations         | None                                                                                                                         |                                                                                                                                                |                                                                         |
| Administrative Assistant      | Office Administration A.S. (2107)<br>CIP: 1507060300<br>and/or<br><br>Office Management Certificate (6334)<br>CIP: 507060301 | <i>State Articulated Pathway:</i><br>Microsoft Office Master<br>Code: MICRO017                                                                 | Three hours of credit<br>CGS2100                                        |
| Automotive Service Technology | Industrial Technology A.A.S. Joint Degree with Lively Technical Center A117<br>CIP: 0606200101                               | <i>TCC Articulated Pathway:</i><br>As per TCC catalog, clock hour certificate                                                                  | As per catalog                                                          |
| Business Computer Programming | None                                                                                                                         |                                                                                                                                                |                                                                         |
| Criminal Justice              | Criminal Justice Technology A.S. (2183)<br>CIP: 1743010300                                                                   | <i>TCC Articulated Pathway:</i><br>CGS 1060 Exemption Exam<br>or<br>IC3 Certiport Certificate                                                  | CGS1060 (3 credits) to count as program elective                        |
| Culinary Operations           | None                                                                                                                         |                                                                                                                                                |                                                                         |
| Digital Design                | Graphic Design Technology A.S. (2125)<br>CIP: 1650040200                                                                     | <i>State Articulated Pathway:</i><br>(CIW) Master Designer<br>Code: PROSO004<br><br><i>TCC Articulated Pathway:</i><br>CGS 1060 Exemption Exam | Three hours of professional elective credit<br><br>CGS1060 (3 credits ) |
| Early Childhood Education     | Early Childhood Education A.S. (2123)<br>CIP: 1420020203                                                                     | <i>State Articulated Pathway:</i><br>Child Development Associate                                                                               | Nine hours of credit as follows:                                        |

**CAREER PATHWAYS**  
**Gadsden County High Schools to Tallahassee Community College**

|                                    |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    |                                                                                                                              | Code: CPREC001<br><br>Florida Child Care Professional Certificate (FCCPC)                                                                                                                                                                                                                                                                                        | EEC1308 (3 credits)<br>EDF1004 (3 credits)<br>EEC1907 (3 credits)                                                                                                                                        |
| Electronics Engineering Technology | Electronics Engineering Technology A.A.S. Joint Degree with Lively Technical Center A113<br>CIP: 0615030301                  | <i>State Articulated Pathway:</i><br>Certified Electronic Technician<br>Code: ISCET001<br><i>TCC Articulated Pathway:</i><br>As per catalog                                                                                                                                                                                                                      | Six hours of credit - TBD                                                                                                                                                                                |
| Information Technology             | Web Technologies A.S. (2128)<br>CIP: 1507039902<br>and/or<br><br>Web Technologies Certificate (6317)<br>CIP: 0507039903      | <i>State Articulated Pathway:</i><br>(CIW) Associate Design Specialist<br>Code: PROSO001<br><br>(CIW) Master Designer<br>Code: PROSO004<br><br><i>TCC Articulated Pathway:</i><br>CGS 1000 Exemption Exam<br><br>CGS 1060 Exemption Exam<br><br>Microsoft Certified Application Specialist Certifications<br>Microsoft Office: Word, Excel, PowerPoint and Vista | Six hours of credit:<br>CGS1820 and CGS1555<br><br>Six hours of credit:<br>COP2822 and three program elective credits<br><br>CGS 1000 (3 credits)<br><br>CGS 1060 (3 credits)<br><br>Elective(3 credits) |
| Medical Secretary                  | Office Administration A.S. (2107)<br>CIP: 1507060300<br>and/or<br><br>Office Management Certificate (6334)<br>CIP: 507060301 | <i>State Articulated Pathway:</i><br>Microsoft Office Master<br>Code: MICRO017                                                                                                                                                                                                                                                                                   | Three hours of credit<br>CGS2100                                                                                                                                                                         |

**CAREER PATHWAYS**  
**Gadsden County High Schools to Tallahassee Community College**

|            |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                             |
|------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Networking | Networking Services Technology A.S. (2126)<br>CIP: 1507030401 | <i>State Articulated Pathway:</i><br>CompTIA Server+<br>Code: COMPT009<br><br>CompTIA Network+<br>Code: COMPT006<br><br>Microsoft Certified Systems Engineer<br>Code: MICRO012<br><br>Cisco Certified Network Professional<br>Code: CISCO005<br><br>Microsoft Certified Systems Administrator -Windows 2003<br>Code: MICRO046<br><br>Professional (MCIT) Server Administrator<br>Code: MICRO034<br><br><i>TCC Articulated Pathway</i><br>CCNA | TBD (3 credits)<br><br>CNT1000 (3 credits)<br><br>Nine hours of credit as follows:<br>CTS2351, CTS2352, CNT1000<br><br>Six hours of credit as follows:<br>CET2540, CET2541<br><br>CGS1560 (3 credits)<br><br>TBD (3 credits)<br><br>CET2540 (3 credits), CET2541(3 credits) |
| PC Support | Help Desk/Technical Support (2137)<br>CIP: 1507030401         | <i>State Articulated Pathway:</i><br>Desktop Support Technician<br>Code: MICRO006                                                                                                                                                                                                                                                                                                                                                             | Three hours of credit<br>CTS2155                                                                                                                                                                                                                                            |

**CAREER PATHWAYS**  
**Gadsden County High Schools to Tallahassee Community College**

|                   |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                          |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Web Design</p> | <p>Web Technologies A.S. (2128)<br/> CIP: 1507039902<br/> and/or</p> <p>Web Technologies Certificate (6317)<br/> CIP: 0507039903</p> | <p><i>State Articulated Pathway:</i><br/> (CIW) Associate Design<br/> Specialist Code: PROSO001</p> <p>(CIW) Master Designer<br/> Code: PROSO004</p> <p><i>TCC Articulated Pathway:</i><br/> CGS 1000 Exemption Exam</p> <p>CGS 1060 Exemption Exam</p> <p>Microsoft Certified Application<br/> Specialist Certifications<br/> Microsoft Office: Word, Excel,<br/> PowerPoint and Vista</p> | <p>Six hours of credit:<br/> CGS1820 and CGS1555</p> <p>Six hours of credit:<br/> COP2822 and three program elective<br/> credits</p> <p>CGS 1000 (3 credits)</p> <p>CGS 1060 (3 credits)</p> <p>Elective(3 credits)</p> |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9a

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEM:** Playfield fencing at West Gadsden High School

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** For Board approval of Bid #1112-08 for lowest and best bid for installing backstops and line fencing for new play fields at West Gadsden High School. The lowest bidder was B & T Fencing, Inc. out of Tallahassee. Their bid was twenty seven thousand seven hundred fifty dollars (\$27,750.00). The drawings and specifications were completed by Joel Sampson, Architect.

**FUND SOURCE:** 394

**AMOUNT:** \$27,750.00

**PREPARED BY:** Wayne Shepard

**POSITION:** Director of Facilities

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**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

n/a Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

PO Box 3369  
Tallahassee, FL 32315  
850-942-1003  
850-504-0705  
bfencing@bandfencing.com



# Fax

To: Wayne Shepard From: Matt Turk

Fax: 875-8795 Pages: 2

Phone: \_\_\_\_\_ Date: 8/8/11

Re: \_\_\_\_\_ cc: \_\_\_\_\_

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle

• Comments:



P.O. Box 3359  
Tallahassee, FL 32315

# Estimate

Date 8/8/2011

Estimate # 206051

**Client Address**  
Gadsden County School Board  
35 Martin Luther King, Jr. Blvd.  
Quincy, FL 32351

**Project Address**  
West Gadsden High School  
200 Providence Rd.  
Greensboro, FL

**Project**  
Softball/Baseball Fields

**Est. #**  
MT

| Description                                                                                       | Qty | Rate      | Total     |
|---------------------------------------------------------------------------------------------------|-----|-----------|-----------|
| Baseball Field:<br>Installation of baseball field as per specs, section 02820 and plans sheet A1. | 1   | 15,250.00 | 15,250.00 |
| Softball Field:<br>Installation of softball field as per specs, section 02820 and plans sheet A2. | 1   | 12,500.00 | 12,500.00 |

B & T Fencing, Inc. will not be responsible for, but not limited to, the following: damage to landscaping, trees, unmarked irrigation lines, unmarked underground utilities (sewer, power, cable, etc.), unmarked drainage systems (french drains, etc.). The property owner or his authorized agent, not B & T Fencing, Inc., should contact a licensed surveyor to determine all property boundary lines prior to commencement of work. Property owners should also contact their Homeowner's Association, if applicable, to determine any building or material restrictions.  
Prices do not include painting, staining, and/or sealing wood fences. All lumber is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, we cannot warranty against warping, cracking, and/or splitting. We recommend that all wood be sealed.

By signing below, I authorize B & T Fencing, Inc. to commence with work, as indicated above. I understand that a deposit of 50% is due immediately, with the remaining balance due when work is complete.

Customer agrees to pay 1.7% per month (13% annually) on all outstanding balances over 30 days with a minimum finance charge of \$1.00 each month.

Signature \_\_\_\_\_



**FAX**

Date: 8-12-11

To: Wayne Shepherd

Fax #: 875 8795

From: Ted Strauss

Florida Fence & Outdoor

Fax: (850) 576-6624

Phone: (850) 575-7981

Cell: (850) 556-2025

Bid for West Gadsden High School  
Baseball and Softball Field Fencing

JOB # \_\_\_\_\_ PLEASE REFERENCE THIS NUMBER WHEN MAKING PAYMENT. DEPT.: \_\_\_\_\_

**Florida Fence & Outdoor Living**  
 3060 WEST THARPE STREET  
 TALLAHASSEE, FL 32303  
 PHONE (850) 576-3119 • FAX (850) 574-6953  
 Web Page: [www.fifence.com](http://www.fifence.com)



*Professional Fence and Deck Builders*  
 Residential • Commercial • Industrial

|                                                                                                                                                                                                      |                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>TO: <u>Gadsen County School Board</u></p> <p><u>Maintenance Dept.</u></p> <p><u>35 Martin Luther King Blvd</u></p> <p><u>Quincy, Fl 32351</u></p> <p>JOB SITE: <u>West Gadsen High School</u></p> | <p>DATE: <u>08/11/2011</u></p> <p>H. PHONE: _____</p> <p>W. PHONE: <u>627-9888</u></p> <p>MOBILE: <u>545-7918</u></p> <p>FAX: <u>875-8795</u></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|

All work will be performed in a workmanlike manner and in accordance with standard practices. All posts set in concrete unless otherwise specified.

|                                                                                                                         |                                                                                           |                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <p><b><u>CHAIN LINK</u></b></p> <p>WIRE _____</p> <p>TOPRAIL: _____</p> <p>LINE POST: _____</p> <p>TERMINALS: _____</p> | <p>GATE POSTS: _____</p> <p>GATE FRAME: _____</p> <p>MISC.: _____</p> <p>MISC.: _____</p> | <p><b><u>WOOD</u></b></p> <p>POSTS: _____</p> <p>PICKETS: _____</p> <p>RUNNERS: _____</p> <p>#RUNNERS: _____</p> |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

- Keep Fence on Ground    
  Top of Fence Straight    
  Underground Obstacles    
  Clearing

|                                    |  |  |  |          |    |
|------------------------------------|--|--|--|----------|----|
| Baseball Field Fencing             |  |  |  |          |    |
| as per drawings and specifications |  |  |  | \$17,806 | 00 |
|                                    |  |  |  |          |    |
| Softball Field Fencing             |  |  |  |          |    |
| as per drawings and specifications |  |  |  | \$13,730 | 00 |
|                                    |  |  |  |          |    |
|                                    |  |  |  |          |    |
|                                    |  |  |  |          |    |
|                                    |  |  |  |          |    |
|                                    |  |  |  |          |    |

|                          |                     |  |  |  |  |
|--------------------------|---------------------|--|--|--|--|
| License # CBC1256400     |                     |  |  |  |  |
| DOWN PAYMENT OF \$ _____ | DUE BEFORE START    |  |  |  |  |
| BALANCE OF \$ _____      | DUE UPON COMPLETION |  |  |  |  |

SALESMAN Ted Strauss (850) 556-2025

AUTHORIZED BY: \_\_\_\_\_

This agreement contains all representations made to the buyer by the seller and Florida Fence & Deck Co, is not responsible for representations not expressly written herein. The property owner or his authorized agent not Florida Fence & Deck Co. is solely responsible for determining property boundary lines surveys and sections of fences. Florida Fence & Deck Co. is not responsible for damage to flowers, plants, trees, or shrubs, nor is it liable for underground obstructions (water lines, pipes, wires, etc). The undersigned agrees to pay all usual and customary costs of collection permitted by law including court costs and attorney fees. The undersigned agrees to pay 1-1/2% per month (18% annually) on the outstanding balance until payment is made in full, minimum \$1.50 finance charge each month.

Southern Outdoor Specialists LLC

www.sfands.net

Facimile Transmission

From:  
Dan  
Estimator  
2204 W. 15<sup>th</sup> Street  
Panama City Fla. 32401  
Office: (850) 319-9136 Fax: (850) 215-4205  
Email: deg1961@yahoo.com

To: Wayne Shepard

At: Gadsden Co. School Board

Phone: 850-627-9888

Fax Number: 850-875-8795

Number of Pages Including this Page: \_\_\_\_\_

Urgent     For Review     For Your Records     Please Sign And Fax Back To Us

Comments: Thank you, Dan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SOUTHERN OUTDOOR SPECIALISTS LLC  
2204 WEST 15<sup>TH</sup> STREET  
P.C. FLORIDA 32401  
850-319-9136 PH.  
850-215-4205.**

**Friday, August 12, 2011**

**To: Wayne Shepard - Director Of Facilities  
Re: Softball/Baseball fencing proposal.  
Due: 3:00 EST.**

**The following quotation includes all labor, material, and insurance (current levels) for the professional installation of a softball field. Sides, backstop, and dugouts, and a baseball field, sides, backstop, and dugouts. Outfield fence was not part of this bid.**

**All specs, material, installation, cement amounts, etc. have been studied by our company and will conform to the above mentioned. Quote is base on blueprints provided by School Board Of Gadsden County.**

**Lump Sum Bid: \$29,900.00**

### SOFTBALL FIELD FENCING

- NOTE: 1. PROVIDE GALVANIZED COMMERCIAL FENCING & FASTENERS  
 2. LOCATE FENCING AS IDENTIFIED FROM SITE STAKING.  
 3. SET ALL 8' FENCE POSTS MIN. 24" DEEP IN CONCRETE, U.N.O.  
 4. SET BACKSTOP POSTS, MIN. 48" DEEP IN CONCRETE MIN. 12" DIA FOOTING.

**TYPICAL FENCING-**  
 GALVANIZED 1 GAGE, 2" DIAMOND WIRE MESH FABRIC, ZINC COATED, TYPICAL  
 TYP. RAILS & BRACES: 1 1/2" O.D. GALV. STL. PIPE, SCHED. 40.  
 TYP. LINE POSTS: 1 1/2" O.D. GALV. SCHED. 40.  
 POSTS SHALL HAVE CAPS, TYP. (EXCEPT DUGOUT)  
 RAILS SHALL BE AT TOP AND BOT. OF ALL MESH, MIN.

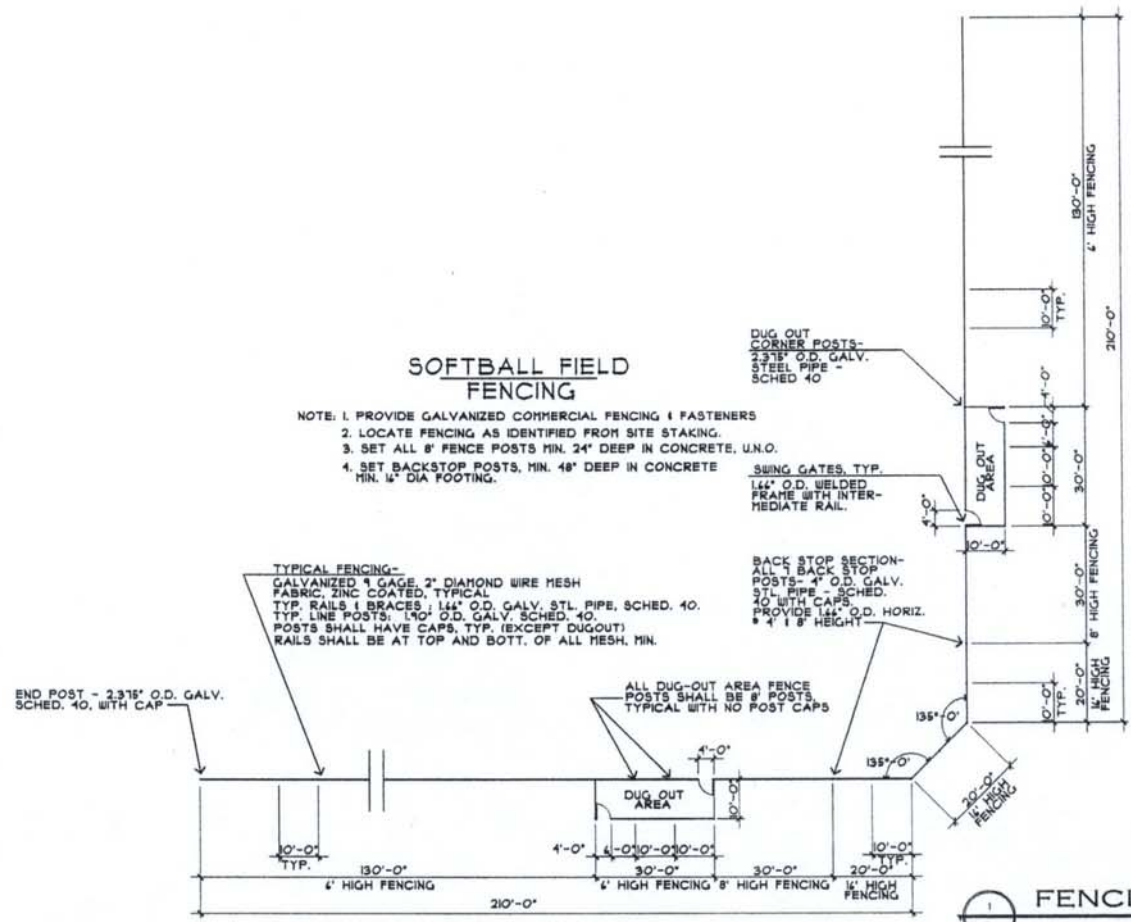
**DUG OUT CORNER POSTS-**  
 2.375" O.D. GALV. STEEL PIPE - SCHED 40

**SWING GATES, TYP.**  
 1 1/2" O.D. WELDED FRAME WITH INTER-MEDIATE RAIL.

**BACK STOP SECTION-**  
 ALL 1 BACK STOP POSTS - 4" O.D. GALV. STL. PIPE - SCHED. 40 WITH CAPS. PROVIDE 1 1/2" O.D. HORIZ. 4" x 1 1/2" HEIGHT

**END POST - 2.375" O.D. GALV. SCHED. 40, WITH CAP**

**ALL DUG-OUT AREA FENCE POSTS SHALL BE 8' POSTS TYPICAL WITH NO POST CAPS**

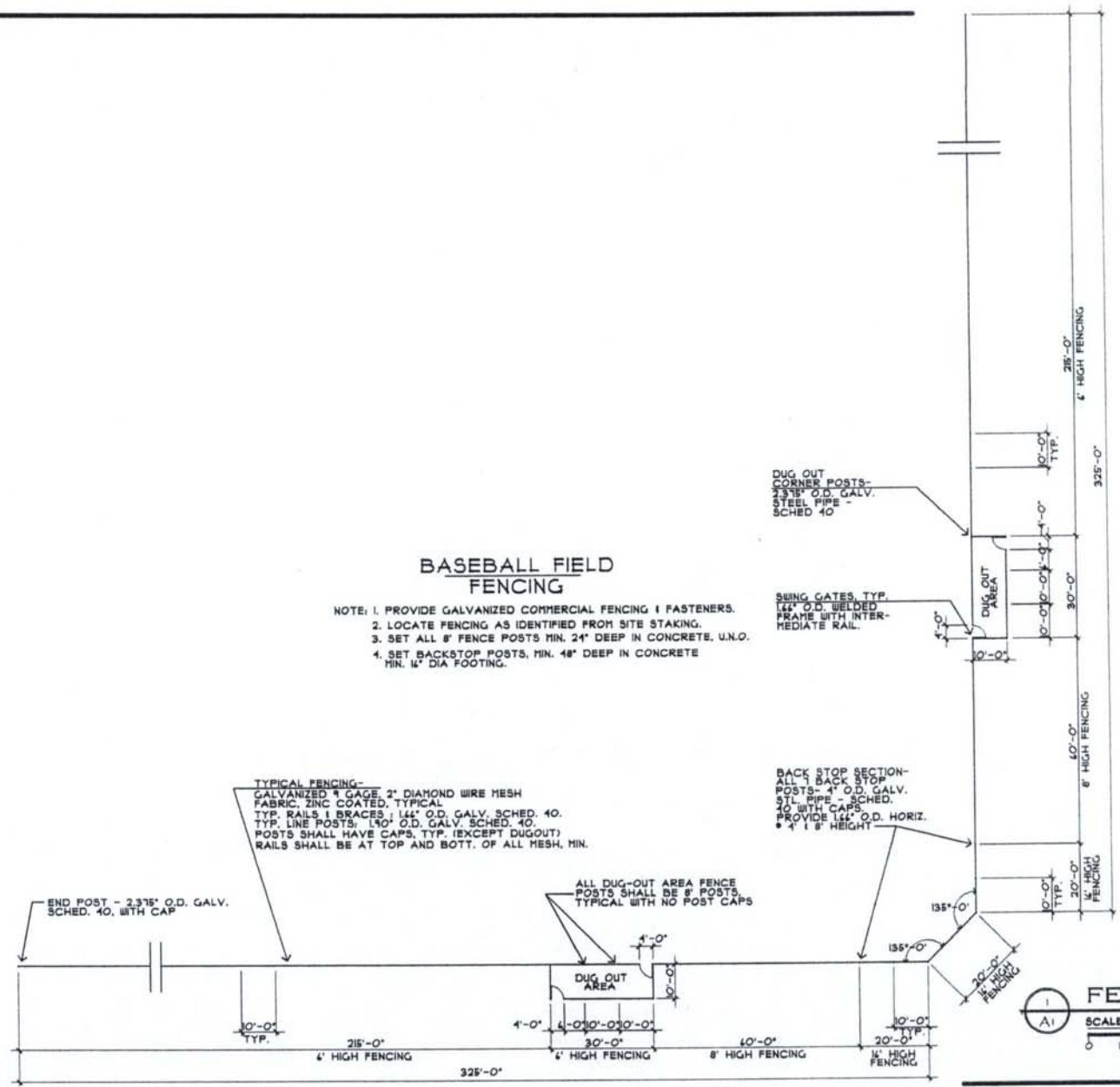


**FENCING LAYOUT**  
 SCALE: 1" = 30'  
 0 10' 30' 60'

**BASEBALL FIELD  
FENCING**

- NOTE: 1. PROVIDE GALVANIZED COMMERCIAL FENCING 1 FASTENERS.  
2. LOCATE FENCING AS IDENTIFIED FROM SITE STAKING.  
3. SET ALL 8" FENCE POSTS MIN. 24" DEEP IN CONCRETE, U.N.O.  
4. SET BACKSTOP POSTS, MIN. 48" DEEP IN CONCRETE MIN. 6" DIA FOOTING.

**TYPICAL FENCING-**  
GALVANIZED 1/2" GAGE, 2" DIAMOND WIRE MESH  
FABRIC, ZINC COATED, TYPICAL  
TYP. RAILS & BRACES: 1 1/4" O.D. GALV. SCHED. 40.  
TYP. LINE POSTS: 1 1/2" O.D. GALV. SCHED. 40.  
POSTS SHALL HAVE CAPS, TYP. (EXCEPT DUGOUT)  
RAILS SHALL BE AT TOP AND BOTT. OF ALL MESH, MIN.



**FENCING LAYOUT**  
SCALE: 1" = 30'  
0 10' 30' 60'

## SECTION 02820

### GALVANIZED CHAIN LINK FENCE

#### PART 1 - GENERAL

##### 1.1 SECTION INCLUDES

- A. Galvanized coated chain link fencing and accessories for commercial use.

##### 1.2 GATES AND RELATED SECTIONS

- B. Section 03300 Cast-In-Place Concrete

##### 1.3 SUBMITTALS

- A. Changes in specifications may not be made after the bid date.
- B. Shop drawings: Layout of fences and gates with dimensions, details, and finishes of components, accessories, and post foundations.
- C. Product data: Manufacturer's catalog cuts indicating material compliance and specified options.

##### 1.4 SPECIAL WARRANTY

- A. Provide Manufacturer's standard 12 year limited warranty. See Manufacturers Warranty for full details.

#### PART 2 PRODUCTS

##### 2.1 MANUFACTURER

- A. Products from qualified manufacturers having a minimum of ten years experience manufacturing galvanized coated chain link fencing and if they meet the following specifications for design, size gauge of metal parts and fabrication.
- B. Obtain chain link fences and gates, including accessories, fittings, and fastenings, from a single source.

##### 2.2 CHAIN LINK FENCE FABRIC (see index for selections)

- A. Galvanized wire: Zinc coated Wire, ASTM A 392 - 1.2oz/sf.
- B. Size: Helically wound and woven to height of four feet unless indicated otherwise on drawings with two inch diamond mesh, 9 gauge, with a wire diameter of 0.148 inch.

##### 2.3 STEEL FENCE FRAMING

- A. Steel pipe - Type I: ASTM F 1083, standard weight schedule 40; minimum yield strength of 30,000 psi (205 MPa); sizes as indicated. Hot-dipped galvanized with minimum average 1.8 oz/ft<sup>2</sup> (550 g/m<sup>2</sup>) of coated surface area.

### GALVANIZED CHAIN LINK FENCE 02820-1

- B. Steel pipe - Type II: Cold formed and welded steel pipe complying with ASTM F 1043, Group IC, with minimum yield strength of 50,000 psi (344 MPa), sizes as indicated. Protective coating per ASTM F 1043, external coating Type B, zinc with organic overcoat, 0.9 oz/ft<sup>2</sup> (270 g/m<sup>2</sup>) minimum zinc coating with chromate conversion coating and verifiable polymer film. Internal coating Type B, minimum 0.9 oz/ft<sup>2</sup> (270 g/m<sup>2</sup>) zinc or Type D, zinc pigmented, 81% nominal coating, minimum 3 mils (0.08 mm) thick.
- C. End, Corner and Pull Posts: 2.375 inches, o.d.
- D. Line (intermediate) Posts: 1.90 inch, o.d.
- E. Rail and Braces: 1.66 inches, od

## 2.4 ACCESSORIES

- A. Chain link fence accessories: Provide items required to complete fence system. Galvanize each ferrous metal item and finish to match framing.
- B. Post caps: Formed steel or cast malleable iron weather tight closure cap for tubular posts. Provide one cap for each post. Cap to have provision for barbed wire when necessary.
- C. Top rail and rail ends: Pressed steel per ASTM F626, for connection of rail and brace to terminal posts.
- D. Top rail sleeves: 7" (178 mm) expansion sleeve with a minimum .137" wire diameter and 1.80" length spring, allowing for expansion and contraction of top rail.
- E. Wire ties: 9 gauge galvanized steel wire for attachment of fabric to line posts. Double wrap 13 gauge for rails and braces.
- F. Brace and tension (stretcher bar) bands: Pressed steel, minimum 300 degree profile curvature for secure fence post attachment. At square post provide tension bar clips.
- G. Tension (stretcher) bars: One piece lengths equal to 2 inches (50 mm) less the full height of fabric with a minimum cross-section of 3/16" x 3/4" (4.76 mm x 19 mm). Provide tension (stretcher) bars where chain link fabric meets terminal posts.
- H. Tension wire: Galvanized coated steel wire, 6 gauge, [0.192"(4.8 mm)] diameter wire with tensile strength of 75,000 psi (517 MPa).
- I. Nuts and bolts are galvanized.

## 2.5 SETTING MATERIALS

- A. Concrete: Minimum 28 day compressive strength of 3,000 psi (20 MPa).

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Verify areas to receive fencing are completed to final grades and elevations.

**GALVANIZED CHAIN LINK FENCE  
02820-2**



- B. Ensure property lines and legal boundaries of work are clearly established.

### 3.2 CHAIN LINK FENCE FRAMING INSTALLATION

- A. Install chain link fence in accordance with ASTM F 567 and manufacturer's instructions.
- B. Locate terminal post at each fence termination and change in horizontal or vertical direction of 30° or more.
- C. Space line posts uniformly at 10' on center, unless noted otherwise.
- D. Concrete set terminal and gate posts: Drill holes in firm, undisturbed or compacted soil. Holes shall have diameter 4 times greater than outside dimension of post, and depths approximately 6" deeper than post bottom. Excavate deeper as required for adequate support in soft and loose soils, and for posts with heavy lateral loads. Set post bottom 24" below surface when in firm, undisturbed soil. Place concrete around posts in a continuous pour. Trowel finish around post. Slope to direct water away from posts.
- E. Drive Anchor [line] posts: With protective cap, drive post 36" (914 mm) into ground. Slightly below ground level install drive anchor shoe fitting. Install 2 diagonal drive anchors and tighten in the shoe.
- F. Check each post for vertical and top alignment, and maintain in position during placement and finishing operations.
- G. Bracing: Install horizontal pipe brace at mid-height for fences 6' and over, on each side of terminal posts. Firmly attach with fittings. Install diagonal truss rods at these points. Adjust truss rod, ensuring posts remain plumb.
- H. Tension wire: Provide tension wire at bottom of fabric and at top, if top rail is not specified. Install tension wire before stretching fabric and attach to each post with ties. Secure tension wire to fabric with 12-1/2 gauge.
- I. Top rail: Install lengths, 21' (6400 mm). Connect joints with sleeves for rigid connections for expansion/contraction.
- K. Bottom Rails: Install bottom rails between posts with fittings and accessories.

### 3.3 CHAIN LINK FABRIC INSTALLATION

- A. Fabric: Install fabric on security side and attach so that fabric remains in tension after pulling force is released. Leave approximately 2" (50 mm) between finish grade and bottom selvage. Attach fabric with wire ties to line posts at 15" (381 mm) on center and to rails, braces, and tension wire at 24" (600 mm) on center.
- B. Tension (stretcher) bars: Pull fabric taut; thread tension bar through fabric and attach to terminal posts with bands or clips spaced maximum of 15" (381 mm) on center.

**GALVANIZED CHAIN LINK FENCE  
02820-3**

### **3.4 ACCESSORIES**

- A. Tie wires: Bend ends of wire to minimize hazard to persons and clothing.
- B. Fasteners: Install nuts on side of fence opposite fabric side for added security.

### **3.5 CLEANING**

- A. Clean up debris and unused material, and remove from the site.

**END OF SECTION**

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9b

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Request to Delete from Capital Assets – Motor Vehicle

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$13,787.00 plus applicable depreciation from the Motor Vehicle Capital Assets. Approval is also requested to advertise the referenced vehicle for sale. This action is required based on the information received from the Transportation Department.

| <b>VIN #</b>      | <b>Purchase Price</b> | <b>Inventory Tag #</b> | <b>Veh. #</b> | <b>Mileage</b> |
|-------------------|-----------------------|------------------------|---------------|----------------|
| 2GTEC14C8K1518680 | \$13,787.00           | 200499                 | 88-59         | 188850         |

**TOTAL NUMBER OF VEHICLES:** 1

**REVENUE:** Applicable Funds

**AMOUNT:** \$13,787.00

**PREPARED BY:** Bruce James

**POSITION(s):** Inventory Control Specialist

---

**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 \_\_\_\_\_

DIST: 20 FY: 11

2. FIXED ASSETS  
NUMB: 00200499

TIME: 15:09

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000002 LIGHT TRUCKS 2GTEC14C8K1518680

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 89 MFG: M 000000006 GMC  
VEH: 88-59 TAG: 69942 TITLE: \_\_\_\_\_

LOCATED CNTR: 9001 GADSDEN COUNTY PUBLIC SCHOOLS DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
121688 \_\_\_\_\_ 0 \_ 9001 \_\_\_\_\_ 13,787.00

MAINT CONTRACT: \_  
COMMENTS MEDIA & TECH - SHAY KENT TOTAL COST: 13,787.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR: 13,787.00  
\_\_\_\_\_ G 07 REMOVED 080111 5 CURR VAL:  
SALVAGE: \_\_\_\_\_

IF SOLD DATE: RECEIPT NO: SOLD FOR: \_\_\_\_\_

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8A3N

4-© 1 TERMS 199.44.72.2 TW1H0277 2/41

# The School Board of Gadsden County




*"Building A Brighter Future"*

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD  
QUINCY, FLORIDA 32351  
TEL: (850) 627-9651  
FAX: (850) 627-2760  
<http://www.gcps.k12.fl.us>

## MEMORANDUM

**DATE:** August 1, 2011  
**TO:** Melanie King, Asst. Comptroller  
**FROM:**  Bruce James, Inventory Control Spec.  
**RE:** Vehicle Deletion

It has been brought to my attention by Mr. Joe Lewis, Director of Transportation, that the vehicle on the attached list should be deleted from our inventory as well as insurance coverage.

If you have any questions, please advise.

/BJ

Attachment

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9c

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEMS:** Request to Delete and Dispose from Capital Assets – Furniture, Fixtures and Equipment (3/16/11 – 6/30/11)

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$318,076.19 from the Capital Assets General Ledger, and to dispose of the said property with a Recycling Company. This action is effective June 30, 2011.

| <b>Center</b> | <b>Amount</b> | <b>Center</b> | <b>Amount</b> | <b>Center</b> | <b>Amount</b> |
|---------------|---------------|---------------|---------------|---------------|---------------|
| 0041 -        | \$31,049.00   | 0051 -        | \$27,427.00   | 0061 -        | \$ 2,700.00   |
| 0071 -        | \$ 829.00     | 0091 -        | \$23,754.00   | 0101 -        | \$ 5,046.00   |
| 0141 -        | \$ 6,098.00   | 0151 -        | \$ 8,788.00   | 0171 -        | \$ 2,016.00   |
| 0191 -        | \$45,592.80   | 0201 -        | \$16,983.07   | 0211 -        | \$56,407.00   |
| 0231 -        | \$12,752.77   | 0245 -        | \$11,476.00   | 9001 -        | \$52,223.00   |
| 9003 -        | \$ 3,816.75   | 9026 -        | \$ 7,060.00   | 9102 -        | \$ 1,105.00   |
| 9106 -        | \$ 2,952.00   |               |               |               |               |

See Attached – Fixed Asset Verification Documents

**REVENUE:** All Funds

**AMOUNT:** \$318,076.19

**PREPARED BY:** Bruce James

**POSITIONS:** Inventory Control Specialist

**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 \_\_\_\_\_

**Be sure the Comptroller has signed the budget page.**

3/16/11 - 6/30/11

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C   | -----DATES-----       | T          |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------|-----|-----------------------|------------|
|          |         |                          |                       |                     |                     | CNTR DP BLDG FM N DS |     | ACQRED INVTRY         | DISPD G    |
| 00030346 | 4110101 | DESKTOP COMPUTER         |                       | 4ZQFM01             | GX150               | 0041 1 4             | G   | 07 010102             | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | 0                   |                      |     |                       | 1,105.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 1,105.00   |
| 00035648 | 4120000 | COPIER                   |                       | R9R383008           | C-20                | 0041 1 4             | E   | 07 093006             | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000033          | XEROX                 | 168107              | 000001              | 0                    |     | 420-0041              | 1,599.00 5 |
|          |         | COM: XEROX COPIER        |                       |                     |                     |                      |     | TOTAL                 | 1,599.00   |
|          |         |                          |                       |                     |                     |                      |     | CUR VALUE             | 373.11     |
| 00030347 | 4110101 | DESKTOP COMPUTER         |                       | CYQFM01             | GX150               | 0041 11 11           | G   | 07 010102             | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | 0                   |                      |     |                       | 1,105.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 1,105.00   |
| 00029992 | 4110101 | DESKTOP COMPUTER         |                       | 8S6PB01             | GX110               | 0041 11 15           | F   | 07 010101             | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | 0                   |                      |     |                       | 1,083.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 1,083.00   |
| 00029561 | 4110101 | DESKTOP COMPUTER         |                       | 6JR100B             | GX1                 | 0041 11 18           | F   | 07 010101             | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | 0                   |                      |     |                       | 1,120.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 1,120.00   |
| 00030361 | 4110101 | DESKTOP COMPUTER         |                       | FWQFM01             | GX150               | 0041 11 18           | G   | 07 010102             | 042611 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | 0                   |                      |     |                       | 1,105.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 1,105.00   |
| 00103049 | 4110101 | DESKTOP COMPUTER         |                       | H8V5441             | GX270               | 0041 11 19           | G   | 07 010105             | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | 0                   |                      |     |                       | 949.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 949.00     |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C     | -----DATES-----       | T          |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------|-------|-----------------------|------------|
|          |         |                          |                       |                     |                     | CNTR DP BLDG FM N DS |       | ACQRED INVTRY         | DISPD G    |
| 00029980 | 4110101 | DESKTOP COMPUTER         |                       | GS6PB01             | GX110               | 0041                 | 11 2  | F 07 010101           | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                      |       |                       | 1,083.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |       | TOTAL                 | 1,083.00   |
| 00030363 | 4110101 | DESKTOP COMPUTER         |                       | 5YQFM01             | GX150               | 0041                 | 11 7  | G 07 010102           | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                      |       |                       | 1,105.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |       | TOTAL                 | 1,105.00   |
| 00032740 | 4110101 | DESKTOP COMPUTER         |                       | B8W8N41             | GX270               | 0041                 | 11 7  | G 07 010105           | 061311 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                      |       |                       | 949.00 15  |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |       | TOTAL                 | 949.00     |
| 00031278 | 4180000 | LAMINATING EQUIPMENT     |                       | NIG2971             | 2700                | 0041                 | 12 1D | G 07 010103           | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                      |       |                       | 1,239.00 7 |
|          |         | COM: IBICO LAMINATOR     |                       |                     |                     |                      |       | TOTAL                 | 1,239.00   |
| 00029021 | 4110101 | DESKTOP COMPUTER         |                       | 7U2RA               | GX1                 | 0041                 | 12 12 | G 07 010101           | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                      |       |                       | 1,105.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |       | TOTAL                 | 1,105.00   |
| 00032550 | 4110101 | DESKTOP COMPUTER         |                       | J7W8N41             | GX270               | 0041                 | 12 5  | G 07 010105           | 060111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                      |       |                       | 949.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |       | TOTAL                 | 949.00     |
| 00032563 | 4110101 | DESKTOP COMPUTER         |                       | G7W8N41             | GX270               | 0041                 | 12 5  | G 07 010105           | 062411 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                      |       |                       | 949.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |       | TOTAL                 | 949.00     |



| -FA NUM- | CODE    | CLASSIFICATION   | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|------------------|-----------------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                  |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTY     | DISPD G    |
| 00032573 | 4110101 | DESKTOP COMPUTER |                       | B9W8N41       | GX270        | 0041 12 5            | G 07 | 010105           | 042711 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00032594 | 4110101 | DESKTOP COMPUTER |                       | 48W8N41       | GX270        | 0041 12 5            | G 07 | 010105           | 060111 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00032737 | 4110101 | DESKTOP COMPUTER |                       | F8W8N41       | GX270        | 0041 12 5            | G 07 | 010105           | 060111 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00032541 | 4110101 | DESKTOP COMPUTER |                       | HBJ8N41       | GX270        | 0041 12 8            | G 07 | 010105           | 042711 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00032548 | 4110101 | DESKTOP COMPUTER |                       | 8BJ8N41       | GX270        | 0041 12 8            | G 07 | 010105           | 060111 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00032555 | 4110101 | DESKTOP COMPUTER |                       | J8J8N41       | GX270        | 0041 12 8            | G 07 | 010105           | 042711 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00032569 | 4110101 | DESKTOP COMPUTER |                       | C7W8N41       | GX270        | 0041 12 8            | G 07 | 010105           | 060111 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |

| -FA NUM- | CODE    | CLASSIFICATION   | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C   | DATES            | T               |
|----------|---------|------------------|-----------------------|---------------|--------------|----------------------|-----|------------------|-----------------|
|          |         |                  |                       |               |              | CNTR DP BLDG FM N DS |     | ACQRED INVTRY    | DISPD G         |
| 00032579 | 4110101 | DESKTOP COMPUTER |                       | 99J8N41       | GX270        | 0041 12 8            | G   | 07 010105        | 060111 Y        |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF      |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |     |                  | 949.00 5        |
|          |         | COM: DELL CPU    |                       |               |              |                      |     | TOTAL            | 949.00          |
| 00035491 | 4110101 | DESKTOP COMPUTER |                       | 1R1F491       | GX520        | 0041 15 1            | E   | 07 010106        | 062411 Y        |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF      |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |     |                  | 1,105.00 5      |
|          |         | COM: DELL CPU    |                       |               |              |                      |     | TOTAL            | 1,105.00        |
|          |         |                  |                       |               |              |                      |     | CUR VALUE        | 110.50          |
| 00030555 | 4110101 | DESKTOP COMPUTER |                       |               | GX110        | 0041 15 3            | F   | 07 010102        | 060111 Y        |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF      |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |     |                  | 5               |
|          |         | COM: DELL CPU    |                       |               |              |                      |     | TOTAL            | .00             |
| 00029555 | 4110101 | DESKTOP COMPUTER |                       |               | GX110        | 0041 15 5            | F   | 07 010102        | 060111 Y        |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF      |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |     |                  | 5               |
|          |         | COM: DELL CPU    |                       |               |              |                      |     | TOTAL            | .00             |
| 00030559 | 4110101 | DESKTOP COMPUTER |                       | GW6PB01       | GX110        | 0041 15 6            | F   | 07 010102        | 060111 Y        |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF      |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |     |                  | 1,083.00 5      |
|          |         | COM: DELL CPU    |                       |               |              |                      |     | TOTAL            | 1,083.00        |
| 00032544 | 4110101 | DESKTOP COMPUTER |                       | CCJ8N41       | GX270        | 0041 15 6            | G   | 07 010105        | 022111 060111 Y |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF      |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |     |                  | 949.00 5        |
|          |         | COM: DELL CPU    |                       |               |              |                      |     | TOTAL            | 949.00          |
| 00028054 | 4110101 | DESKTOP COMPUTER |                       | 2SGF1         | GX1          | 0041 15 7            | F   | 07 010101        | 060111 Y        |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF      |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |     |                  | 965.00 5        |
|          |         | COM: DELL CPU    |                       |               |              |                      |     | TOTAL            | 965.00          |
|          |         |                  |                       |               |              |                      |     | CUR VALUE        | 965.00          |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C    | -----DATES-----       | T              |
|----------|---------|---------------------------------------|-----------------------|---------------------|---------------------|----------------------|------|-----------------------|----------------|
|          |         |                                       |                       |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTRY         | DISPD G        |
| 00035472 | 4050000 | AUDIO-VISUAL EQUIPMENT                |                       | SB680-113723        | N/A                 | 0041 3 6             | G 07 | 010105                | 060111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         |                                       |                       | 000001              | O                   |                      |      |                       | 1,700.00 7     |
|          |         | COM: SMART BOARD                      |                       |                     |                     |                      |      | TOTAL                 | 1,700.00       |
|          |         |                                       |                       |                     |                     |                      |      | CUR VALUE             | 364.27         |
| 00030256 | 4110101 | DESKTOP COMPUTER                      |                       | 2WQFM01             | GX150               | 0041 3 8             | G 07 | 010102                | 060111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                       | 000001              | O                   |                      |      |                       | 1,105.00 5     |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | 1,105.00       |
| 00030340 | 4110101 | DESKTOP COMPUTER                      |                       | 3XQFM01             | GX150               | 0041 9 9             | G 07 | 010102                | 060111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                       | 000001              | O                   |                      |      |                       | 1,105.00 5     |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | 1,105.00       |
| 00029055 | 4110101 | DESKTOP COMPUTER                      |                       | CZQFM01             | GX150               | 0041 98 07           | G 07 | 010104                | 060111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                       | 000001              | O                   |                      |      |                       | 5              |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | .00            |
|          |         |                                       |                       | CNTR 0041           | TOTAL               |                      |      | 32 ITEMS              | 31,049.00 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C           | -----DATES-----       | T          |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------|-------------|-----------------------|------------|
|          |         |                          |                       |                     |                     | CNTR DP BLDG FM N DS | ACQRED      | INVTRY                | DISPD G    |
| 00101403 | 4110300 | PRINTERS                 |                       | MY399H61DX          | 6110                | 0051                 | 1 122 G 07  | 010102                | 040411 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN         | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000016          | HEWLETT-PACKARD       |                     | 000001              | O                    |             |                       | 5          |
|          |         | COM: HP FX/SCN/PRNT      |                       |                     |                     |                      |             | TOTAL                 | .00        |
| 00035515 | 4110101 | DESKTOP COMPUTER         |                       | 3YB2011             | GX400               | 0051                 | 1 LOBY G 07 | 010102                | 042811 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN         | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |             |                       | 2,952.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |             | TOTAL                 | 2,952.00   |
| 00032018 | 4110101 | DESKTOP COMPUTER         |                       | BPPMD21             | GX240               | 0051                 | 1 107 G 07  | 010103                | 042811 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN         | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |             |                       | 5          |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |             | TOTAL                 | .00        |
| 00100046 | 4110101 | DESKTOP COMPUTER         |                       | CPL5741             | GX270               | 0051                 | 1 107 G 07  | 010105                | 040411 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN         | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |             |                       | 949.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |             | TOTAL                 | 949.00     |
| 00035521 | 4110101 | DESKTOP COMPUTER         |                       | C9NZC51             | GX270               | 0051                 | 1 108 G 07  | 010105                | 042811 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN         | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |             |                       | 949.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |             | TOTAL                 | 949.00     |
| 00100140 | 4110102 | LAPTOP COMPUTER          |                       |                     | PPO1L               | 0051                 | 1 110 G 07  | 010102                | 040411 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN         | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |             |                       | 1,862.00 5 |
|          |         | COM: DELL LAPTOP         |                       |                     |                     |                      |             | TOTAL                 | 1,862.00   |
| 00100124 | 4110101 | DESKTOP COMPUTER         |                       | 7W25N41             | GX270               | 0051                 | 1 113 G 07  | 010102                | 040411 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN         | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |             |                       | 949.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |             | TOTAL                 | 949.00     |

| -FA NUM- | CODE    | CLASSIFICATION        | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C   | DATES            | T          |
|----------|---------|-----------------------|-----------------------|---------------|--------------|----------------------|-----|------------------|------------|
|          |         |                       |                       |               |              | CNTR DP BLDG FM N DS |     | ACQRED INVTRY    | DISPD G    |
| 00032766 | 4110101 | DESKTOP COMPUTER      |                       | G9W8N41       | N/V          | 0051 1 119 G 07      |     | 010104           | 061311 Y   |
|          |         | VDR: V999999999       | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138       | DELL                  | 000001        | 0            |                      |     |                  | 5          |
|          |         | COM: DELL CPU         |                       |               |              |                      |     | TOTAL            | .00        |
| 00033265 | 4110101 | DESKTOP COMPUTER      |                       | GT6N661       | GX280        | 0051 1 119 G 07      |     | 010106 062510    | 061311 Y   |
|          |         | VDR: V999999999       | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138       | DELL                  | 000001        | 0            |                      |     |                  | 949.00 5   |
|          |         | COM: DELL CPU         |                       |               |              |                      |     | TOTAL            | 949.00     |
|          |         |                       |                       |               |              |                      |     | CUR VALUE        | 94.90      |
| 00035518 | 4110300 | PRINTERS              |                       | U8HG021095    | 1100         | 0051 1 122 G 07      |     | 010102           | 040411 Y   |
|          |         | VDR: V999999999       | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000016       | HEWLETT-PACKARD       | 000001        | 0            |                      |     |                  | 5          |
|          |         | COM: HP LASERJET PRNT |                       |               |              |                      |     | TOTAL            | .00        |
| 00107806 | 4110101 | DESKTOP COMPUTER      |                       | 3QLSZ41       | GX270        | 0051 2 201 G 07      |     | 010105           | 040411 Y   |
|          |         | VDR: V999999999       | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138       | DELL                  | 000001        | 0            |                      |     |                  | 949.00 5   |
|          |         | COM: DELL CPU         |                       |               |              |                      |     | TOTAL            | 949.00     |
| 00107811 | 4110102 | LAPTOP COMPUTER       |                       | 1R4V641       | D600         | 0051 2 203 G 07      |     | 010102           | 040411 Y   |
|          |         | VDR: V999999999       | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138       | DELL                  | 000001        | 0            |                      |     |                  | 2,378.00 5 |
|          |         | COM: DELL LAPTOP      |                       |               |              |                      |     | TOTAL            | 2,378.00   |
| 00033882 | 4110102 | LAPTOP COMPUTER       |                       | 4H619048SEC   |              | 0051 2 232 E 07      |     | 010100           | 040411 Y   |
|          |         | VDR: V999999999       | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002       | APPLE COMPUTER        | 000001        | 0            |                      |     |                  | 5          |
|          |         | COM: I-BOOK LAPTOP    |                       |               |              |                      |     | TOTAL            | .00        |
| 00107553 | 4120000 | COPIER                |                       | MY18TC11K2    | 750          | 0051 2 232 G 07      |     | 010100           | 040411 Y   |
|          |         | VDR: V999999999       | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000016       | HEWLETT-PACKARD       | 000001        | 0            |                      |     |                  | 857.00 5   |
|          |         | COM: HP COPIER        |                       |               |              |                      |     | TOTAL            | 857.00     |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER  | ---LOCATION----      | C | -----DATES-----                 | T        |
|----------|---------|--------------------------|-----------------------|---------------------|----------------------|----------------------|---|---------------------------------|----------|
|          |         |                          |                       |                     |                      | CNTR DP BLDG FM N DS |   | ACQRED INVTRY                   | DISPD G  |
| 00200342 | 4090300 | REFRIGERATOR             |                       | NOT VISIBLE         |                      | 0051 3 300 G 07      |   | 010100                          | 042511 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         |                          |                       |                     | 000001 O             |                      |   |                                 | 7        |
|          |         | COM: BEVERAGE AIR COOLER |                       |                     |                      |                      |   | TOTAL                           | .00      |
| 00032769 | 4110101 | DESKTOP COMPUTER         |                       | 8BW8N               | GX270                | 0051 3 302 G 07      |   | 010104                          | 040411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: DELL CPU            |                       |                     |                      |                      |   | TOTAL                           | .00      |
| 00032968 | 4110101 | DESKTOP COMPUTER         |                       | 2KQY451             | DEMINS               | 0051 3 302 G 07      |   | 010104                          | 040411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: DELL CPU            |                       |                     |                      |                      |   | TOTAL                           | .00      |
| 00032969 | 4110101 | DESKTOP COMPUTER         |                       | 3KQY451             | DEMINS               | 0051 3 302 G 07      |   | 010104                          | 040411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: DELL CPU            |                       |                     |                      |                      |   | TOTAL                           | .00      |
| 00032966 | 4110101 | DESKTOP COMPUTER         |                       | HDQY451             | DEMINS               | 0051 3 305 G 07      |   | 010104                          | 040411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O             |                      |   |                                 | 832.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                      |                      |   | TOTAL                           | 832.00   |
| 00032975 | 4110101 | DESKTOP COMPUTER         |                       | 7JQY451             | DEMINS               | 0051 3 306 G 07      |   | 010104                          | 040411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: DELL CPU            |                       |                     |                      |                      |   | TOTAL                           | .00      |
| 00036595 | 4110101 | DESKTOP COMPUTER         |                       | 5BK4SD1             | GX745                | 0051 3 313 E 07      |   | 101007                          | 040411 Y |
|          |         | VDR: VD04220000          | DELL MARKETING LP     |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000138          | DELL                  |                     | 171864 000001 O      |                      |   | 376-0051                        | 861.80 5 |
|          |         | COM: DELL CPU            |                       |                     |                      |                      |   | TOTAL                           | 861.80   |
|          |         |                          |                       |                     |                      |                      |   | CUR VALUE                       | 387.81   |

| -FA NUM- | CODE    | CLASSIFICATION       | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|----------------------|-----------------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                      |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G    |
| 00107672 | 4110300 | PRINTERS             |                       | LQ47199406    | DC1256       | 0051 3 313           | G 07 | 010105           | 040411 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000037      | MINOLTA               |               | 000001       | O                    |      |                  | 5          |
|          |         | COM: MINOLTA PRINTER |                       |               |              |                      |      | TOTAL            | .00        |
| 00032965 | 4110101 | DESKTOP COMPUTER     |                       | 27QY451       | DEMINS       | 0051 3 314           | G 07 | 010104           | 040411 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 832.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 832.00     |
| 00032972 | 4110101 | DESKTOP COMPUTER     |                       | 1KQY451       | DEMINS       | 0051 3 314           | G 07 | 010104           | 040411 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | .00 5      |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | .00        |
| 00032977 | 4110101 | DESKTOP COMPUTER     |                       | FJQY451       | DEMINS       | 0051 3 314           | G 07 | 010104           | 040411 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 832.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 832.00     |
| 00032981 | 4110101 | DESKTOP COMPUTER     |                       | 8JQY451       | DEMINS       | 0051 3 314           | G 07 | 010104           | 040411 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 832.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 832.00     |
| 00032983 | 4110101 | DESKTOP COMPUTER     |                       | JDQY451       | DEMINS       | 0051 3 314           | G 07 | 010104           | 040411 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 832.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 832.00     |
| 00031456 | 4110101 | DESKTOP COMPUTER     |                       | J19QN11       | GX240        | 0051 4 404           | G 07 | 010103           | 042811 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 832.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 832.00     |

| -FA NUM- | CODE    | CLASSIFICATION                      | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|-------------------------------------|-----------------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                                     |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G    |
| 00032770 | 4110101 | DESKTOP COMPUTER                    |                       | 6BW8N41       | GX270        | 0051 4 404           | G 07 | 010105           | 040411 Y   |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138                     | DELL                  | 000001        |              | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU                       |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00025883 | 4090300 | REFRIGERATOR                        |                       | NOT VISIBLE   | NOT VI       | 0051 4 409           | F 07 | 010100           | 042511 Y   |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000058                     | G.E.                  | 000001        |              | O                    |      |                  | 7          |
|          |         | COM: GE REFRIG (HEALTH DEPT)        |                       |               |              |                      |      | TOTAL            | .00        |
| 00035531 | 4400200 | MEDICAL EQUIPMENT                   |                       | AM769842      | TBS16S       | 0051 4 409           | F 07 | 010100           | 042511 Y   |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000058                     | G.E.                  | 000001        |              | O                    |      |                  | 7          |
|          |         | COM: MAXIM WHEELCHAIR (HEALTH DEPT) |                       |               |              |                      |      | TOTAL            | .00        |
| 00031449 | 4110101 | DESKTOP COMPUTER                    |                       | H29QN11       | GX240        | 0051 4 428           | G 07 | 010103           | 042811 Y   |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138                     | DELL                  | 000001        |              | O                    |      |                  | 832.00 5   |
|          |         | COM: DELL CPU                       |                       |               |              |                      |      | TOTAL            | 832.00     |
| 00032931 | 4110101 | DESKTOP COMPUTER                    |                       | 829QN11       | GX240        | 0051 4 430           | G 07 | 010103           | 042811 Y   |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138                     | DELL                  | 000001        |              | O                    |      |                  | 832.00 5   |
|          |         | COM: DELL CPU                       |                       |               |              |                      |      | TOTAL            | 832.00     |
| 00031898 | 4110101 | DESKTOP COMPUTER                    |                       | KR20513508    | 511          | 0051 4 431           | G 07 | 010104           | 040411 Y   |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000016                     | HEWLETT-PACKARD       | 000001        |              | O                    |      |                  | 668.00 5   |
|          |         | COM: HP CPU                         |                       |               |              |                      |      | TOTAL            | 668.00     |
| 00032970 | 4110101 | DESKTOP COMPUTER                    |                       | GDQY451       | DEMINS       | 0051 4 431           | G 07 | 010104           | 040411 Y   |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138                     | DELL                  | 000001        |              | O                    |      |                  | 5          |
|          |         | COM: DELL CPU                       |                       |               |              |                      |      | TOTAL            | .00        |



| -FA NUM- | CODE    | -----CLASSIFICATION-----              | DESCRIPTION | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C   | -----DATES-----       | T          |
|----------|---------|---------------------------------------|-------------|---------------------|---------------------|----------------------|-----|-----------------------|------------|
|          |         |                                       |             |                     |                     | CNTR DP BLDG FM N DS |     | ACQRED INVTRY         | DISPD G    |
| 00107703 | 4110101 | DESKTOP COMPUTER                      |             | 6CL2D11             | GX240               | 0051 5 501           | G   | 07 010100 120210      | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |     |                       | 1,377.00 5 |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |     | TOTAL                 | 1,377.00   |
| 00107813 | 4330000 | TYPEWRITERS                           |             | 11-HG865            | 1500                | 0051 5 501           | G   | 07 010100 120210      | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000002096 IBM                   |             |                     | 000001              | O                    |     |                       | 597.00 7   |
|          |         | COM: IBM WHEELWRITER                  |             |                     |                     |                      |     | TOTAL                 | 597.00     |
| 00028704 | 4330000 | TYPEWRITERS                           |             | 11-05571            | 35                  | 0051 5 502           | G   | 07 010100             | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000002096 IBM                   |             |                     | 000001              | O                    |     |                       | 912.00 7   |
|          |         | COM: IBM WHEELWRITER                  |             |                     |                     |                      |     | TOTAL                 | 912.00     |
| 00107741 | 4110101 | DESKTOP COMPUTER                      |             | 11583622            | XTV400              | 0051 5 502           | G   | 07 010100             | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000116 GATEWAY 2000          |             |                     | 000001              | O                    |     |                       | 5          |
|          |         | COM: GATEWAY CPU                      |             |                     |                     |                      |     | TOTAL                 | .00        |
| 00036901 | 4110101 | DESKTOP COMPUTER                      |             | 5QY3N81             | GX620               | 0051 6 608           | E   | 07 010106             | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |     |                       | 5          |
|          |         | COM: DELL CPU (PROP OF U S ARMY)      |             |                     |                     |                      |     | TOTAL                 | .00        |
| 00032964 | 4110101 | DESKTOP COMPUTER                      |             | 2JQY451             | DEMINS              | 0051 6 613           | G   | 07 010104             | 040411 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |     |                       | 832.00 5   |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |     | TOTAL                 | 832.00     |
| 00035525 | 4110300 | PRINTERS                              |             | USHG021095          | 1100                | 0051 6 619           | G   | 07 010103             | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000016 HEWLETT-PACKARD       |             |                     | 000001              | O                    |     |                       | 5          |
|          |         | COM: HP LASERJET PRNT                 |             |                     |                     |                      |     | TOTAL                 | .00        |

| -FA NUM- | CODE    | CLASSIFICATION                        | DESCRIPTION | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C   | DATES            | T              |
|----------|---------|---------------------------------------|-------------|---------------|--------------|----------------------|-----|------------------|----------------|
|          |         |                                       |             |               |              | CNTR DP BLDG FM N DS |     | ACQRED INVTRY    | DISPD G        |
| 00032772 | 4110101 | DESKTOP COMPUTER                      |             | BBW8N41       | GX270        | 0051 6 625 G 07      |     | 010105           | 042811 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |     |                  | 5              |
|          |         | COM: DELL CPU                         |             |               |              |                      |     | TOTAL            | .00            |
| 00035535 | 4110300 | PRINTERS                              |             | 17G0000       | M412         | 0051 6 625 G 07      |     | 010105           | 042811 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         |                                       |             | 000001        | 0            |                      |     |                  | 5              |
|          |         | COM: LEXMARK PRINTER                  |             |               |              |                      |     | TOTAL            | .00            |
| 00036900 | 4110100 | COMPUTER                              |             | 20232188001   | N/V          | 0051 7 706 G 07      |     | 010101           | 040511 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         |                                       |             | 000001        | 0            |                      |     |                  | 5              |
|          |         | COM: ZT CPU                           |             |               |              |                      |     | TOTAL            | .00            |
| 00031451 | 4110101 | DESKTOP COMPUTER                      |             | 539QN11       | GX240        | 0051 8 821 G 07      |     | 010103           | 061311 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |     |                  | 832.00 5       |
|          |         | COM: DELL CPU                         |             |               |              |                      |     | TOTAL            | 832.00         |
| 00032961 | 4110300 | PRINTERS                              |             | CNCB162052    | 1300N        | 0051 8 829 G 07      |     | 010105           | 040411 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000016 HEWLETT-PACKARD       |             | 000001        | 0            |                      |     |                  | 5              |
|          |         | COM: HP LASERJET PRNT                 |             |               |              |                      |     | TOTAL            | .00            |
| 00033244 | 4110101 | DESKTOP COMPUTER                      |             | 9Z3N661       | GX280        | 0051 8 829 G 07      |     | 010106           | 040511 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |     |                  | 949.00 5       |
|          |         | COM: DELL CPU                         |             |               |              |                      |     | TOTAL            | 949.00         |
|          |         |                                       |             |               |              |                      |     | CUR VALUE        | 94.90          |
|          |         |                                       |             | CNTR 0051     | TOTAL        |                      |     | 48 ITEMS         | 27,427.80 COST |

RPRT- M1B08  
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
 LOCN- 0061 HAVANA MIDDLE SCHOOL

TERMS - FACILITY MANAGEMENT SERIES  
 FIXED ASSET VERIFICATION  
 REQ-03 SEQ-C

PROCESSED- 08/03/11 PAGE- 13  
 TIME- 11:40

| -FA NUM-                              | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | ---MODEL---<br>NUMBER | ---LOCATION----      | C            | -----DATES----- | T        |                       |          |      |
|---------------------------------------|---------|--------------------------|-----------------------|---------------------|-----------------------|----------------------|--------------|-----------------|----------|-----------------------|----------|------|
|                                       |         |                          |                       |                     |                       | CNTR DP BLDG FM N DS |              | ACQRED INVTRY   | DISPD G  |                       |          |      |
| 00200983                              | 4090400 | FREEZER                  |                       | NOT VISIBLE         | NOT VI                | 0061                 | 12 1201 G 07 | 010193 070810   | 040611 Y |                       |          |      |
| VDR: V999999999 VENDOR PRIOR TO TERMS |         |                          |                       |                     |                       | PO NUM               | CHECK        | OLG             | OWN      | FND-CNTR-PROJECT----- | AMOUNT   | LIF  |
| MFG: M000000034 HOBART                |         |                          |                       |                     |                       | 000001               | O            |                 |          |                       | 2,700.00 | 7    |
| COM: HOBART FREEZER 2 -DR RCH IN      |         |                          |                       |                     |                       |                      |              |                 |          | TOTAL                 | 2,700.00 |      |
|                                       |         |                          |                       |                     |                       | CNTR 0061            | TOTAL        |                 |          | 1 ITEMS               | 2,700.00 | COST |

RPRT- M1B08  
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
 LOCN- 0071 EAST GADSDEN HIGH SCHOOL

TERMS - FACILITY MANAGEMENT SERIES  
 FIXED ASSET VERIFICATION  
 REQ-03 SEQ-C

PROCESSED- 08/03/11 PAGE- 14  
 TIME- 11:40

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C   | -----DATES-----       | T           |
|----------|---------|---------------------------------------|-----------------------|---------------------|---------------------|----------------------|-----|-----------------------|-------------|
|          |         |                                       |                       |                     |                     | CNTR DP BLDG FM N DS |     | ACQRED INVTRY         | DISPD G     |
| 00032313 | 4110101 | DESKTOP COMPUTER                      |                       | 4T2J531             | GX260               | 0071 2 200 G 07      |     | 010104                | 061411 Y    |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF  |
|          |         | MFG: M000000138 DELL                  |                       |                     | 000001              | O                    |     |                       | 829.00 5    |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |     | TOTAL                 | 829.00      |
| 00032102 | 4110101 | DESKTOP COMPUTER                      |                       | D21B031             | GX260               | 0071 3 307 G 07      |     | 010104                | 060311 Y    |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF  |
|          |         | MFG: M000000138 DELL                  |                       |                     | 000001              | O                    |     |                       | 5           |
|          |         | COM: DELL CPU (DUPLICATE SEE #32107)  |                       |                     |                     |                      |     | TOTAL                 | .00         |
|          |         |                                       |                       | CNTR 0071           | TOTAL               |                      |     | 2 ITEMS               | 829.00 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C            | -----DATES-----       | T          |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------|--------------|-----------------------|------------|
|          |         |                          |                       |                     |                     | CNTR DP BLDG FM N DS |              | ACQRED INVTRY         | DISPD G    |
| 00029175 | 4110101 | DESKTOP COMPUTER         |                       | GVUWX               | GX240               | 0091                 | PO 98-1 G 07 | 010103                | 063011 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN          | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |              |                       | 1,270.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |              | TOTAL                 | 1,270.00   |
| 00030050 | 4110101 | DESKTOP COMPUTER         |                       | 7QF8L01             | GX150               | 0091                 | PO 99-1 G 07 | 010100                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN          | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |              |                       | 5          |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |              | TOTAL                 | .00        |
| 00030625 | 4110101 | DESKTOP COMPUTER         |                       | YM0345UCJWQ         | M5521               | 0091                 | PO 99-1 G 07 | 010100                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN          | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                    |              |                       | 1,058.00 5 |
|          |         | COM: IMAC CPU            |                       |                     |                     |                      |              | TOTAL                 | 1,058.00   |
| 00030572 | 4110101 | DESKTOP COMPUTER         |                       | D92SG01             | GX150               | 0091                 | 1 2 G 07     | 010102                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN          | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |              |                       | 1,082.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |              | TOTAL                 | 1,082.00   |
| 00030634 | 4110101 | DESKTOP COMPUTER         |                       | YM0345MKJWQ         | M5521               | 0091                 | 1 5 G 07     | 010100                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN          | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                    |              |                       | 5          |
|          |         | COM: IMAC CPU            |                       |                     |                     |                      |              | TOTAL                 | .00        |
| 00030024 | 4110101 | DESKTOP COMPUTER         |                       | 054JKE              | GX150               | 0091                 | 2 12 G 07    | 010102                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN          | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |              |                       | 5          |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |              | TOTAL                 | .00        |
| 00029348 | 4110101 | DESKTOP COMPUTER         |                       | 397200B             | GX110               | 0091                 | 3 21 G 07    | 010101                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN          | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |              |                       | 969.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |              | TOTAL                 | 969.00     |

| -FA NUM- | CODE    | CLASSIFICATION                     | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|------------------------------------|-----------------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                                    |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G    |
| 00035160 | 4080100 | TELEVISIONS                        |                       | 021-23040326  | B25A11       | 0091 4 28            | G 07 | 010101           | 053111 Y   |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000030                    | ZENITH                |               | 000001       | O                    |      |                  | 7          |
|          |         | COM: ZENITH TV                     |                       |               |              |                      |      | TOTAL            | .00        |
| 00105385 | 4110101 | DESKTOP COMPUTER                   |                       | G82231WYMB6   | M5521        | 0091 4 28            | F 07 | 010100           | 053111 Y   |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002                    | APPLE COMPUTER        |               | 000001       | O                    |      |                  | 793.00 5   |
|          |         | COM: IMAC CPU                      |                       |               |              |                      |      | TOTAL            | 793.00     |
| 00102881 | 4110101 | DESKTOP COMPUTER                   |                       | DSBGM01       | GX150        | 0091 4 29            | G 07 | 010102           | 053111 Y   |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138                    | DELL                  |               | 000001       | O                    |      |                  | 1,105.00 5 |
|          |         | COM: DELL CPU                      |                       |               |              |                      |      | TOTAL            | 1,105.00   |
| 00105744 | 4160900 | MISCELLANEUS OFFICE EQUIPMENT      |                       |               |              | 0091 6               | G 07 | 010102           | 063011 Y   |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000000                    |                       |               | 000001       | O                    |      |                  | 7          |
|          |         | COM: TRANSPRANCY MAKER             |                       |               |              |                      |      | TOTAL            | .00        |
| 00033364 | 4110101 | DESKTOP COMPUTER                   |                       | 6ZX7M71       | GX280        | 0091 6 31H           | G 07 | 010106           | 053111 Y   |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138                    | DELL                  |               | 000001       | O                    |      |                  | 5          |
|          |         | COM: DELL CPU                      |                       |               |              |                      |      | TOTAL            | .00        |
| 00031126 | 4110101 | DESKTOP COMPUTER                   |                       | YM48YM7M8E    | 500          | 0091 6 33            | G 07 | 010100           | 053111 Y   |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002                    | APPLE COMPUTER        |               | 000001       | O                    |      |                  | 778.00 5   |
|          |         | COM: IMAC CPU                      |                       |               |              |                      |      | TOTAL            | 778.00     |
| 00031040 | 4110101 | DESKTOP COMPUTER                   |                       | 502CW61       | GX280        | 0091 6 34            | G 07 | 010206           | 053111 Y   |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138                    | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU (ON HOLD FOR REPAIR) |                       |               |              |                      |      | TOTAL            | 949.00     |
|          |         |                                    |                       |               |              |                      |      | CUR VALUE        | 94.90      |

| -FA NUM- | CODE    | CLASSIFICATION                        | DESCRIPTION | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|---------------------------------------|-------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                                       |             |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTY     | DISPD G    |
| 00031983 | 4110101 | DESKTOP COMPUTER                      |             | 69TTT11       | GX280        | 0091 6 34            | G 07 | 010106           | 053111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |      |                  | 5          |
|          |         | COM: DELL CPU (ON HOLD FOR REPAIR)    |             |               |              |                      |      | TOTAL            | .00        |
| 00032997 | 4110101 | DESKTOP COMPUTER                      |             | DQCVQ51       | GX270        | 0091 6 34            | G 07 | 010104           | 053111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |      |                  | 7          |
|          |         | COM: DELL CPU                         |             |               |              |                      |      | TOTAL            | .00        |
| 00033155 | 4110101 | DESKTOP COMPUTER                      |             | 4MLKG61       | GX280        | 0091 6 34            | G 07 | 010106           | 053111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |      | TOTAL            | 1,500.00 5 |
|          |         | COM: DELL CPU                         |             |               |              |                      |      | TOTAL            | 1,500.00   |
|          |         |                                       |             |               |              |                      |      | CUR VALUE        | 150.00     |
| 00033220 | 4110101 | DESKTOP COMPUTER                      |             |               | GX280        | 0091 6 34            | G 07 | 010406           | 053111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |      | TOTAL            | 949.00 5   |
|          |         | COM: DELL CPU (ON HOLD FOR REPAIR)    |             |               |              |                      |      | TOTAL            | 949.00     |
|          |         |                                       |             |               |              |                      |      | CUR VALUE        | 94.90      |
| 00034910 | 4110101 | DESKTOP COMPUTER                      |             | CL66K21       | GX260        | 0091 6 34            | G 07 | 010106           | 053111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             | 000001        | 0            |                      |      | TOTAL            | 829.00 5   |
|          |         | COM: DELL CPU (ON HOLD FOR REPAIR)    |             |               |              |                      |      | TOTAL            | 829.00     |
|          |         |                                       |             |               |              |                      |      | CUR VALUE        | 82.90      |
| 00106365 | 4110101 | DESKTOP COMPUTER                      |             |               |              | 0091 6 36            | G 07 | 010102           | 053111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        | 0            |                      |      | TOTAL            | .00 5      |
|          |         | COM: IMAC CPU                         |             |               |              |                      |      | TOTAL            | .00        |
| 00030628 | 4110101 | DESKTOP COMPUTER                      |             | YM034540JWQ   | M5521        | 0091 6 37            | G 07 | 010100           | 053111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        | 0            |                      |      | TOTAL            | 1,058.00 5 |
|          |         | COM: IMAC CPU                         |             |               |              |                      |      | TOTAL            | 1,058.00   |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C      | -----DATES-----       | T          |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------|--------|-----------------------|------------|
|          |         |                          |                       |                     |                     | CNTR DP BLDG FM N DS | ACQRED | INVTY                 | DISPD G    |
| 00103094 | 4110101 | DESKTOP COMPUTER         |                       | 88H8L01             | GX150               | 0091 6 37            | G 07   | 010102                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |        | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |        |                       | 1,082.00 5 |
|          |         | COM: DEL CPU             |                       |                     |                     |                      |        | TOTAL                 | 1,082.00   |
| 00105724 | 4110101 | DESKTOP COMPUTER         |                       |                     | M5521               | 0091 6 42            | G 07   | 010100                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |        | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |        |                       | 918.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |        | TOTAL                 | 918.00     |
| 00105725 | 4110101 | DESKTOP COMPUTER         |                       |                     | M5521               | 0091 6 42            | G 07   | 010100                | 051011 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |        | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                    |        |                       | 918.00 5   |
|          |         | COM: IMAC CPU            |                       |                     |                     |                      |        | TOTAL                 | 918.00     |
| 00029708 | 4110101 | DESKTOP COMPUTER         |                       | YM047013JWQ         | M5521               | 0091 6 46            | G 07   | 010100                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |        | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                    |        |                       | 918.00 5   |
|          |         | COM: IMAC CPU            |                       |                     |                     |                      |        | TOTAL                 | 918.00     |
| 00030938 | 4110101 | DESKTOP COMPUTER         |                       | YM03458DJWQ         | M5521               | 0091 6 46            | G 07   | 010100                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |        | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                    |        |                       | 1,058.00 5 |
|          |         | COM: IMAC CPU            |                       |                     |                     |                      |        | TOTAL                 | 1,058.00   |
| 00032798 | 4110101 | DESKTOP COMPUTER         |                       | D5J8N41             | GX270               | 0091 6 46            | G 07   | 010105 022111         | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |        | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |        |                       | 838.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |        | TOTAL                 | 838.00     |
| 00029070 | 4110101 | DESKTOP COMPUTER         |                       | SG9323GYGSM         | M5521               | 0091 7 51            | G 07   | 010100                | 053111 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |        | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                    |        |                       | 1,091.00 5 |
|          |         | COM: IMAC CPU            |                       |                     |                     |                      |        | TOTAL                 | 1,091.00   |



| -FA NUM- | CODE    | CLASSIFICATION                     | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T              |
|----------|---------|------------------------------------|-----------------------|---------------|--------------|----------------------|------|------------------|----------------|
|          |         |                                    |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G        |
| 00105922 | 4110101 | DESKTOP COMPUTER                   |                       | AN11201YKM3   | M5521        | 0091 7 51            | G 07 | 010101           | 053111 Y       |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000002                    | APPLE COMPUTER        | 000001        | 0            |                      |      |                  | 874.00 5       |
|          |         | COM: IMAC CPU                      |                       |               |              |                      |      | TOTAL            | 874.00         |
| 00029703 | 4110101 | DESKTOP COMPUTER                   |                       |               | M5521        | 0091 7 51F           | G 07 | 010100           | 053111 Y       |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000002                    | APPLE COMPUTER        | 000001        | 0            |                      |      |                  | 918.00 5       |
|          |         | COM: IMAC CPU                      |                       |               |              |                      |      | TOTAL            | 918.00         |
| 00032037 | 4110101 | DESKTOP COMPUTER                   |                       |               |              | 0091 7 51F           | G 07 | 010100           | 053111 Y       |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000002                    | APPLE COMPUTER        | 000001        | 0            |                      |      |                  | 1,088.00 5     |
|          |         | COM: EMAC CPU                      |                       |               |              |                      |      | TOTAL            | 1,088.00       |
| 00031134 | 4110101 | DESKTOP COMPUTER                   |                       |               |              | 0091 8 1             | G 07 | 010101           | 053111 Y       |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000002                    | APPLE COMPUTER        | 000001        | 0            |                      |      |                  | 5              |
|          |         | COM: IMAC CPU                      |                       |               |              |                      |      | TOTAL            | .00            |
| 00107956 | 4110101 | DESKTOP COMPUTER                   |                       | YM04811ZJWQ   | M5521        | 0091 8 1             | G 07 | 010100           | 053111 Y       |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000002                    | APPLE COMPUTER        | 000001        | 0            |                      |      |                  | 918.00 5       |
|          |         | COM: IMAC CPU                      |                       |               |              |                      |      | TOTAL            | 918.00         |
| 00031814 | 4110101 | DESKTOP COMPUTER                   |                       | G82238Q7MB6   | M5521        | 0091 8 6             | G 07 | 010100           | 053111 Y       |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000002                    | APPLE COMPUTER        | 000001        | 0            |                      |      |                  | 793.00 5       |
|          |         | COM: IMAC CPU                      |                       |               |              |                      |      | TOTAL            | 793.00         |
| 00106114 | 4100000 | COMMUNICATION EQUIPMENT            |                       | F             | 450-12       | 0091 99 16           | G 07 | 010104           | 053111 Y       |
|          |         | VDR: V999999999                    | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         |                                    |                       | 000001        | 0            |                      |      |                  | 5              |
|          |         | COM: BAY NET (DUPLICATE SEE 30436) |                       |               |              |                      |      | TOTAL            | .00            |
|          |         |                                    |                       | CNTR 0091     | TOTAL        |                      |      | 35 ITEMS         | 23,754.00 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---<br>CNTR DP BLDG FM N DS | C<br>ACQRED | -----DATES-----<br>INVTY | T<br>DISPD G |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------------------------|-------------|--------------------------|--------------|
| 00100663 | 4110101 | DESKTOP COMPUTER         |                       | 9LKV921             | GX260               | 0101                                   | 11B G 07    | 010104                   | 062911 Y     |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                                    | OWN         | FND-CNTR-PROJECT-----    | AMOUNT LIF   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                                      |             |                          | 942.00 5     |
|          |         | COM: DELL CPU            |                       |                     |                     |                                        |             | TOTAL                    | 942.00       |
| 00030642 | 4110101 | DESKTOP COMPUTER         |                       | HL3FW01             | GX150               | 0101                                   | 15 G 07     | 010102                   | 062911 Y     |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                                    | OWN         | FND-CNTR-PROJECT-----    | AMOUNT LIF   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                                      |             |                          | 5            |
|          |         | COM: DELL CPU            |                       |                     |                     |                                        |             | TOTAL                    | .00          |
| 00030992 | 4110101 | DESKTOP COMPUTER         |                       | NOT VISIBLE         | M5521               | 0101                                   | 16 F 07     | 010102                   | 062311 Y     |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                                    | OWN         | FND-CNTR-PROJECT-----    | AMOUNT LIF   |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                                      |             |                          | 5            |
|          |         | COM: APPLE CPU           |                       |                     |                     |                                        |             | TOTAL                    | .00          |
| 00102175 | 4110101 | DESKTOP COMPUTER         |                       | YM04016FJWQ         | M5521               | 0101                                   | 16 G 07     | 010199                   | 062911 Y     |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                                    | OWN         | FND-CNTR-PROJECT-----    | AMOUNT LIF   |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                                      |             |                          | 973.00 5     |
|          |         | COM: IMAC CPU            |                       |                     |                     |                                        |             | TOTAL                    | 973.00       |
| 00102176 | 4110101 | DESKTOP COMPUTER         |                       | YM04016FJWQ         | M5521               | 0101                                   | 16 F 07     | 010199                   | 062911 Y     |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                                    | OWN         | FND-CNTR-PROJECT-----    | AMOUNT LIF   |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001              | O                                      |             |                          | 973.00 5     |
|          |         | COM: IMAC CPU            |                       |                     |                     |                                        |             | TOTAL                    | 973.00       |
| 00030643 | 4110101 | DESKTOP COMPUTER         |                       | 8L3FW01             | GX150               | 0101                                   | 27 G 07     | 010102                   | 062011 Y     |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                                    | OWN         | FND-CNTR-PROJECT-----    | AMOUNT LIF   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                                      |             |                          | 1,079.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                                        |             | TOTAL                    | 1,079.00     |
| 00035873 | 4110101 | DESKTOP COMPUTER         |                       | GLL3VC1             | GC745               | 0101                                   | 27 E 07     | 041707                   | 062011 Y     |
|          |         | VDR: VD04220000          | DELL MARKETING LP     | PO NUM              | CHECK               | OLG                                    | OWN         | FND-CNTR-PROJECT-----    | AMOUNT LIF   |
|          |         | MFG: M000000138          | DELL                  | 170326              | 000001              | O                                      |             |                          | 5            |
|          |         | COM: DELL CPU            |                       |                     |                     |                                        |             | TOTAL                    | .00          |

RPRT- M1B08  
DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
LOCN- 0101 GADSDEN ELEMENTARY MAGNET

TERMS - FACILITY MANAGEMENT SERIES  
FIXED ASSET VERIFICATION  
REQ-03 SEQ-C

PROCESSED- 08/03/11 PAGE- 21  
TIME- 11:40

| -FA NUM- | CODE    | -----CLASSIFICATION----- | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---  | LOCATION---- | C    | -----DATES----- | T  |        |                       |          |          |      |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|------|--------------|------|-----------------|----|--------|-----------------------|----------|----------|------|
|          |         |                          |                       |                     |                     | CNTR | DP           | BLDG | FM              | N  | DS     | ACQRED                | INVTRY   | DISPD    | G    |
| 00102409 | 4110101 |                          | DESKTOP COMPUTER      | 7359111             | GX150               | 0101 |              | 27   | G               | 07 | 010103 |                       |          | 062011   | Y    |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG  | OWN          |      |                 |    |        | FND-CNTR-PROJECT----- | AMOUNT   | LIF      |      |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              |      | O            |      |                 |    |        |                       | 1,079.00 | 5        |      |
|          |         | COM: DELL CPU            |                       |                     |                     |      |              |      |                 |    |        | TOTAL                 | 1,079.00 |          |      |
|          |         |                          |                       | CNTR 0101           | TOTAL               |      |              |      |                 |    |        | 8 ITEMS               |          | 5,046.00 | COST |

| -FA NUM- | CODE    | -----CLASSIFICATION-----            | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C   | -----DATES-----       | T             |
|----------|---------|-------------------------------------|-----------------------|---------------------|---------------------|----------------------|-----|-----------------------|---------------|
|          |         |                                     |                       |                     |                     | CNTR DP BLDG FM N DS |     | ACQRED INVTRY         | DISPD G       |
| 00037096 | 4120000 | COPIER                              |                       | 82550969            | RZ220U              | 0141 1 OFC           | G   | 07 010102             | 062911 Y      |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000066                     | RISOGRAPH             |                     | 000001              | O                    |     |                       | 5             |
|          |         | COM: RISCOGRAPH COPIER (NOT OWNEDBY | GCS                   |                     |                     |                      |     | TOTAL                 | .00           |
| 00033515 | 4110101 | DESKTOP COMPUTER                    |                       | DMT9M71             | GX280               | 0141 2 246           | G   | 07 010106             | 042511 Y      |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138                     | DELL                  |                     | 000001              | O                    |     |                       | 5             |
|          |         | COM: DELL CPU                       |                       |                     |                     |                      |     | TOTAL                 | .00           |
| 00101646 | 4110101 | DESKTOP COMPUTER                    |                       | JVMDX01             | GX400               | 0141 3 305           | G   | 07 010104             | 042711 Y      |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138                     | DELL                  |                     | 000001              | O                    |     |                       | 5             |
|          |         | COM: DELL CPU                       |                       |                     |                     |                      |     | TOTAL                 | 2,952.00      |
|          |         |                                     |                       |                     |                     |                      |     |                       | 2,952.00      |
| 00033341 | 4110101 | DESKTOP COMPUTER                    |                       | JQT9M71             | GX280               | 0141 5 515           | G   | 07 010106             | 042711 Y      |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000002                     | APPLE COMPUTER        |                     | 000001              | O                    |     |                       | 5             |
|          |         | COM: DELL CPU                       |                       |                     |                     |                      |     | TOTAL                 | 1,102.00      |
|          |         |                                     |                       |                     |                     |                      |     | CUR VALUE             | 110.20        |
| 00033537 | 4110101 | DESKTOP COMPUTER                    |                       | FQT9M71             | GX280               | 0141 99 45           | G   | 07 010106             | 042711 Y      |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138                     | DELL                  |                     | 000001              | O                    |     |                       | 5             |
|          |         | COM: DELL CPU                       |                       |                     |                     |                      |     | TOTAL                 | 1,102.00      |
|          |         |                                     |                       |                     |                     |                      |     | CUR VALUE             | 110.20        |
| 00031363 | 4110101 | DESKTOP COMPUTER                    |                       | 48RSN11             | GX280               | 0141 99 61           | G   | 07 010106             | 042711 Y      |
|          |         | VDR: V999999999                     | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138                     | DELL                  |                     | 000001              | O                    |     |                       | 5             |
|          |         | COM: DELL CPU                       |                       |                     |                     |                      |     | TOTAL                 | 942.00        |
|          |         |                                     |                       |                     |                     |                      |     | CUR VALUE             | 94.20         |
|          |         |                                     |                       | CNTR 0141           | TOTAL               |                      |     | 6 ITEMS               | 6,098.00 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---CNTR DP BLDG FM N DS | C<br>ACQRED | -----DATES-----<br>INVTRY | T<br>DISPD | G |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|-------------------------|-------------|---------------------------|------------|---|
| 00032839 | 4110101 | DESKTOP COMPUTER         |                       |                     | GX                  | 0151 1 11A              | G 07        | 010100 060310             | 061411     | Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                         |             | FND-CNTR-PROJECT-----     | AMOUNT LIF |   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                         |             |                           | 5          |   |
|          |         | COM: DELL CPU            |                       |                     |                     |                         |             | TOTAL                     | .00        |   |
| 00032952 | 4110101 | DESKTOP COMPUTER         |                       | CLLSZ41             | GX270               | 0151 1 11A              | G 07        | 010105                    | 061411     | Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                         |             | FND-CNTR-PROJECT-----     | AMOUNT LIF |   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                         |             |                           | 949.00 5   |   |
|          |         | COM: DELL CPU            |                       |                     |                     |                         |             | TOTAL                     | 949.00     |   |
| 00033133 | 4110101 | DESKTOP COMPUTER         |                       |                     | GX                  | 0151 1 11A              | G 07        | 010100                    | 061411     | Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                         |             | FND-CNTR-PROJECT-----     | AMOUNT LIF |   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                         |             |                           | 5          |   |
|          |         | COM: DELL CPU            |                       |                     |                     |                         |             | TOTAL                     | .00        |   |
| 00033057 | 4110101 | DESKTOP COMPUTER         |                       | GGF5Q51             | GX270               | 0151 1 12               | G 07        | 010105                    | 062011     | Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                         |             | FND-CNTR-PROJECT-----     | AMOUNT LIF |   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                         |             |                           | 5          |   |
|          |         | COM: DELL CPU            |                       |                     |                     |                         |             | TOTAL                     | .00        |   |
| 00033218 | 4110101 | DESKTOP COMPUTER         |                       | 802CW61             | GX280               | 0151 1 12               | P 07        | 010106 060310             | 061411     | Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                         |             | FND-CNTR-PROJECT-----     | AMOUNT LIF |   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                         |             |                           | 832.00 5   |   |
|          |         | COM: DELL CPU            |                       |                     |                     |                         |             | TOTAL                     | 832.00     |   |
|          |         |                          |                       |                     |                     |                         |             | CUR VALUE                 | 83.20      |   |
| 00033039 | 4110101 | DESKTOP COMPUTER         |                       | 5PCXP51             | GX270               | 0151 1 17               | G 07        | 010105 060310             | 061411     | Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                         |             | FND-CNTR-PROJECT-----     | AMOUNT LIF |   |
|          |         | MFG: M000000138          | DELL                  |                     | 000001 O            |                         |             |                           | 949.00 5   |   |
|          |         | COM: DELL CPU            |                       |                     |                     |                         |             | TOTAL                     | 949.00     |   |
| 00028608 | 4080100 | TELEVISIONS              |                       | 821-64250172        | A32B41              | 0151 1 34               | G 07        | 010199 060310             | 061411     | Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                         |             | FND-CNTR-PROJECT-----     | AMOUNT LIF |   |
|          |         | MFG: M000000030          | ZENITH                |                     | 000001 O            |                         |             |                           | 7          |   |
|          |         | COM: ZENITH TV           |                       |                     |                     |                         |             | TOTAL                     | .00        |   |

| -FA NUM- | CODE    | CLASSIFICATION            | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER  | LOCATION             | C    | DATES            | T          |
|----------|---------|---------------------------|-----------------------|---------------|---------------|----------------------|------|------------------|------------|
|          |         |                           |                       |               |               | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G    |
| 00029611 | 4080100 | TELEVISIONS               |                       | 021-42590195  | B32A24        | 0151 1 34            | G 07 | 010199 060310    | 061411 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |                      |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000030           | ZENITH                | 000001        | 0             |                      |      |                  | 7          |
|          |         | COM: ZENITH TV            |                       |               |               |                      |      | TOTAL            | .00        |
| 00033126 | 4110101 | DESKTOP COMPUTER          |                       | 407N661       | GX280         | 0151 1 34D           | G 07 | 010106 060310    | 062011 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |                      |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138           | DELL                  | 000001        | 0             |                      |      |                  | 832.00 5   |
|          |         | COM: DELL CPU             |                       |               |               |                      |      | TOTAL            | 832.00     |
|          |         |                           |                       |               |               |                      |      | CUR VALUE        | 83.20      |
| 00200321 | 4200000 | LUNCHROOM EQUIPMENT       |                       | NOT VISIBLE   | NOT VI        | 0151 1 43-A          | G 07 | 010101           | 061411 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |                      |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         |                           |                       | 000001        | 0             |                      |      |                  | 7          |
|          |         | COM: CHAMPION DISH WASHER |                       |               |               |                      |      | TOTAL            | .00        |
| 00032836 | 4110101 | DESKTOP COMPUTER          |                       | 74KJN41       | GX270         | 0151 1 5             | G 07 | 010105           | 061411 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |                      |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138           | DELL                  | 000001        | 0             |                      |      |                  | 949.00 5   |
|          |         | COM: DELL CPU             |                       |               |               |                      |      | TOTAL            | 949.00     |
| 00033134 | 4110101 | DESKTOP COMPUTER          |                       | 637N661       | GX280         | 0151 1 6             | G 07 | 010106 100410    | 061411 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |                      |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138           | DELL                  | 000001        | 0             |                      |      |                  | 832.00 5   |
|          |         | COM: DELL CPU             |                       |               |               |                      |      | TOTAL            | 832.00     |
|          |         |                           |                       |               |               |                      |      | CUR VALUE        | 83.20      |
| 00033140 | 4110101 | DESKTOP COMPUTER          |                       | F37N661       | GX280         | 0151 1 6             | G 07 | 010106 100410    | 061411 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |                      |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138           | DELL                  | 000001        | 0             |                      |      |                  | 832.00 5   |
|          |         | COM: DELL CPU             |                       |               |               |                      |      | TOTAL            | 832.00     |
|          |         |                           |                       |               |               |                      |      | CUR VALUE        | 83.20      |
| 00032832 | 4110101 | DESKTOP COMPUTER          |                       | G6JKN41       | GX270         | 0151 1 7             | G 07 | 010105 060310    | 062011 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |                      |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138           | DELL                  | 000001        | 0             |                      |      |                  | 949.00 5   |
|          |         | COM: DELL CPU             |                       |               |               |                      |      | TOTAL            | 949.00     |

| -FA NUM- | CODE    | CLASSIFICATION   | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION | C   | DATES                     | T             |
|----------|---------|------------------|-----------------------|---------------|--------------|----------|-----|---------------------------|---------------|
| 00033139 | 4110101 | DESKTOP COMPUTER |                       | B37N661       | GX280        | 0151     | 1 7 | G 07 010106 060310 062011 | Y             |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN | FND-CNTR-PROJECT          | AMOUNT LIF    |
|          |         | MFG: M000000138  | DELL                  |               | 000001       |          | O   |                           | 832.00 5      |
|          |         | COM: DELL CPU    |                       |               |              |          |     | TOTAL                     | 832.00        |
|          |         |                  |                       |               |              |          |     | CUR VALUE                 | 83.20         |
| 00033148 | 4110101 | DESKTOP COMPUTER |                       | 677N661       | GX280        | 0151     | 1 7 | G 07 010106 060310 061411 | Y             |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN | FND-CNTR-PROJECT          | AMOUNT LIF    |
|          |         | MFG: M000000138  | DELL                  |               | 000001       |          | O   |                           | 832.00 5      |
|          |         | COM: DELL CPU    |                       |               |              |          |     | TOTAL                     | 832.00        |
|          |         |                  |                       |               |              |          |     | CUR VALUE                 | 83.20         |
|          |         |                  |                       | CNTR 0151     | TOTAL        |          |     | 16 ITEMS                  | 8,788.00 COST |

| FA NUM   | CODE    | CLASSIFICATION   | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER  | LOCATION | C                 | DATES    | T    |
|----------|---------|------------------|-----------------------|---------------|---------------|----------|-------------------|----------|------|
| 00028719 | 4110101 | DESKTOP COMPUTER |                       | TY83837HCT9   | G3            | 0171     | 2 13A G 07 010102 | 062711   | Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |          | FND-CNTR-PROJECT  | AMOUNT   | LIF  |
|          |         | MFG: M000000002  | APPLE COMPUTER        | 000001        | O             |          |                   | 918.00   | 5    |
|          |         | COM: IMAC CPU    |                       |               |               |          | TOTAL             | 918.00   |      |
| 00103542 | 4110101 | DESKTOP COMPUTER |                       | 2323257       |               | 0171     | 2 13A G 07 010103 | 062711   | Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK OLG OWN |          | FND-CNTR-PROJECT  | AMOUNT   | LIF  |
|          |         | MFG: M000002096  | IBM                   | 000001        | O             |          |                   | 1,098.00 | 5    |
|          |         | COM: IBM CPU     |                       |               |               |          | TOTAL             | 1,098.00 |      |
|          |         |                  |                       | CNTR 0171     | TOTAL         |          | 2 ITEMS           | 2,016.00 | COST |



| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION----- | SERIAL NUMBER | ---MODEL--<br>NUMBER | ---LOCATION---<br>CNTR DP BLDG FM N DS | C   | -----DATES-----<br>ACQRED INVTY | T<br>DISPD G |
|----------|---------|---------------------------------------|-----------------------|---------------|----------------------|----------------------------------------|-----|---------------------------------|--------------|
| 00036400 | 4110101 | DESKTOP COMPUTER                      |                       | 8WB4JD1       | GX745                | 0191                                   | 33  | E 07 090407                     | 042611 Y     |
|          |         | VDR: VD04220000 DELL MARKETING LP     |                       | PO NUM        | CHECK                | OLG                                    | OWN | FND-CNTR-PROJECT-----           | AMOUNT LIF   |
|          |         | MFG: M000000138 DELL                  |                       | 171472        | 000001               | O                                      |     | 376-0191                        | 931.80 5     |
|          |         | COM: DELL CPU                         |                       |               |                      |                                        |     | TOTAL                           | 931.80       |
|          |         |                                       |                       |               |                      |                                        |     | CUR VALUE                       | 403.79       |
| 00030012 | 4110101 | DESKTOP COMPUTER                      |                       | 7BDGM01       | GX150                | 0191                                   | 1 4 | G 07 010102                     | 051111 Y     |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM        | CHECK                | OLG                                    | OWN | FND-CNTR-PROJECT-----           | AMOUNT LIF   |
|          |         | MFG: M000000138 DELL                  |                       |               | 000001               | O                                      |     |                                 | 1,079.00 5   |
|          |         | COM: DELL CPU                         |                       |               |                      |                                        |     | TOTAL                           | 1,079.00     |
| 00030674 | 4110101 | DESKTOP COMPUTER                      |                       | 2JCTT01       | GX150                | 0191                                   | 1 4 | G 07 010102                     | 061311 Y     |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM        | CHECK                | OLG                                    | OWN | FND-CNTR-PROJECT-----           | AMOUNT LIF   |
|          |         | MFG: M000000138 DELL                  |                       |               | 000001               | O                                      |     |                                 | 1,079.00 5   |
|          |         | COM: DELL CPU                         |                       |               |                      |                                        |     | TOTAL                           | 1,079.00     |
| 00031938 | 4110101 | DESKTOP COMPUTER                      |                       | FRY5221       | DIMENS               | 0191                                   | 1 4 | G 07 010103                     | 061311 Y     |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM        | CHECK                | OLG                                    | OWN | FND-CNTR-PROJECT-----           | AMOUNT LIF   |
|          |         | MFG: M000000138 DELL                  |                       |               | 000001               | O                                      |     |                                 | 674.00 5     |
|          |         | COM: DELL CPU                         |                       |               |                      |                                        |     | TOTAL                           | 674.00       |
| 00026098 | 4110101 | DESKTOP COMPUTER                      |                       | MY4155B22GU   | LC575                | 0191                                   | 1 5 | G 07 010103                     | 061311 Y     |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM        | CHECK                | OLG                                    | OWN | FND-CNTR-PROJECT-----           | AMOUNT LIF   |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       |               | 000001               | O                                      |     |                                 | 918.00 5     |
|          |         | COM: IMAC CPU                         |                       |               |                      |                                        |     | TOTAL                           | 918.00       |
| 00030060 | 4110101 | DESKTOP COMPUTER                      |                       | 7GF8L01       | GX150                | 0191                                   | 1 6 | G 07 010102                     | 051111 Y     |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM        | CHECK                | OLG                                    | OWN | FND-CNTR-PROJECT-----           | AMOUNT LIF   |
|          |         | MFG: M000000138 DELL                  |                       |               | 000001               | O                                      |     |                                 | 1,022.00 5   |
|          |         | COM: DELL CPU                         |                       |               |                      |                                        |     | TOTAL                           | 1,022.00     |
| 00030030 | 4110101 | DESKTOP COMPUTER                      |                       | CPBGM01       | GX150                | 0191                                   | 1 7 | G 07 010102                     | 051111 Y     |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM        | CHECK                | OLG                                    | OWN | FND-CNTR-PROJECT-----           | AMOUNT LIF   |
|          |         | MFG: M000000138 DELL                  |                       |               | 000001               | O                                      |     |                                 | 1,022.00 5   |
|          |         | COM: DELL CPU                         |                       |               |                      |                                        |     | TOTAL                           | 1,022.00     |

| -FA NUM- | CODE    | CLASSIFICATION   | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION | C   | DP | BLDG | FM | N      | DS | ACQRED           | INVTY | DATES    | DISPD | T |
|----------|---------|------------------|-----------------------|---------------|--------------|----------|-----|----|------|----|--------|----|------------------|-------|----------|-------|---|
| 00030056 | 4110101 | DESKTOP COMPUTER |                       | 3QF8L01       | GX150        | 0191     | 1   | 8  | G    | 07 | 010102 |    |                  |       | 051111   | Y     |   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN |    |      |    |        |    | FND-CNTR-PROJECT |       | AMOUNT   | LIF   |   |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O        |     |    |      |    |        |    |                  |       | 1,022.00 | 5     |   |
|          |         | COM: DELL CPU    |                       |               |              |          |     |    |      |    |        |    | TOTAL            |       | 1,022.00 |       |   |
| 00031562 | 4110101 | DESKTOP COMPUTER |                       | 3T9VP11       | PRECIS       | 0191     | 1   | 8  | G    | 07 | 010104 |    |                  |       | 051111   | Y     |   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN |    |      |    |        |    | FND-CNTR-PROJECT |       | AMOUNT   | LIF   |   |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O        |     |    |      |    |        |    |                  |       | 2,000.00 | 5     |   |
|          |         | COM: DELL CPU    |                       |               |              |          |     |    |      |    |        |    | TOTAL            |       | 2,000.00 |       |   |
| 00100045 | 4110101 | DESKTOP COMPUTER |                       | HLLSZ41       | GX270        | 0191     | 2   | 16 | G    | 07 | 010106 |    |                  |       | 061311   | Y     |   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN |    |      |    |        |    | FND-CNTR-PROJECT |       | AMOUNT   | LIF   |   |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O        |     |    |      |    |        |    |                  |       | 949.00   | 5     |   |
|          |         | COM: DELL CPU    |                       |               |              |          |     |    |      |    |        |    | TOTAL            |       | 949.00   |       |   |
|          |         |                  |                       |               |              |          |     |    |      |    |        |    | CUR VALUE        |       | 94.90    |       |   |
| 00029949 | 4110101 | DESKTOP COMPUTER |                       | 1QPGF01       | GX150        | 0191     | 2   | 17 | G    | 07 | 010102 |    |                  |       | 051111   | Y     |   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN |    |      |    |        |    | FND-CNTR-PROJECT |       | AMOUNT   | LIF   |   |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O        |     |    |      |    |        |    |                  |       | 1,079.00 | 5     |   |
|          |         | COM: DELL CPU    |                       |               |              |          |     |    |      |    |        |    | TOTAL            |       | 1,079.00 |       |   |
| 00031551 | 4110101 | DESKTOP COMPUTER |                       | 3S9VP11       | PRECIS       | 0191     | 2   | 17 | F    | 07 | 010104 |    |                  |       | 051111   | Y     |   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN |    |      |    |        |    | FND-CNTR-PROJECT |       | AMOUNT   | LIF   |   |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O        |     |    |      |    |        |    |                  |       | 2,000.00 | 5     |   |
|          |         | COM: DELL CPU    |                       |               |              |          |     |    |      |    |        |    | TOTAL            |       | 2,000.00 |       |   |
| 00030027 | 4110101 | DESKTOP COMPUTER |                       | 58DGM01       | GX150        | 0191     | 2   | 18 | G    | 07 | 010102 |    |                  |       | 051111   | Y     |   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN |    |      |    |        |    | FND-CNTR-PROJECT |       | AMOUNT   | LIF   |   |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O        |     |    |      |    |        |    |                  |       | 1,079.00 | 5     |   |
|          |         | COM: DELL CPU    |                       |               |              |          |     |    |      |    |        |    | TOTAL            |       | 1,079.00 |       |   |
| 00030049 | 4110101 | DESKTOP COMPUTER |                       | 72H8L01       | GX150        | 0191     | 2   | 18 | G    | 07 | 010102 |    |                  |       | 051111   | Y     |   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG      | OWN |    |      |    |        |    | FND-CNTR-PROJECT |       | AMOUNT   | LIF   |   |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O        |     |    |      |    |        |    |                  |       | 1,079.00 | 5     |   |
|          |         | COM: DELL CPU    |                       |               |              |          |     |    |      |    |        |    | TOTAL            |       | 1,079.00 |       |   |

| -FA NUM- | CODE    | CLASSIFICATION   | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T           |
|----------|---------|------------------|-----------------------|---------------|--------------|----------------------|------|------------------|-------------|
|          |         |                  |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G     |
| 00030007 | 4110101 | DESKTOP COMPUTER |                       | 21DGM01       | GX150        | 0191 2 19            | G 07 | 010102           | 061311 Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF  |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 1,079.00 5  |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 1,079.00    |
| 00031558 | 4110101 | DESKTOP COMPUTER |                       | H59VP11       | PRECIS       | 0191 2 19            | G 07 | 010104           | 061311 Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF  |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 2,000.00 5  |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 2,000.00    |
| 00030668 | 4110101 | DESKTOP COMPUTER |                       | 2HCTT01       | GX150        | 0191 2 26            | G 07 | 010102           | 051111 Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF  |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 1,079.00 5  |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 1,079.00    |
| 00030020 | 4110101 | DESKTOP COMPUTER |                       | 42CGM01       | GX150        | 0191 2 27            | G 07 | 010102           | 051111 Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF  |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 1,079.00 5  |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 1,079.00    |
| 00030031 | 4110101 | DESKTOP COMPUTER |                       | 3RCGM01       | GX150        | 0191 2 29            | G 07 | 010102           | 051111 Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF  |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 10,220.00 5 |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 10,220.00   |
| 00031546 | 4110101 | DESKTOP COMPUTER |                       | GS9VP11       | PRECIS       | 0191 2 29            | G 07 | 010104           | 051111 Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF  |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 2,000.00 5  |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 2,000.00    |
| 00030665 | 4110101 | DESKTOP COMPUTER |                       | GGCTT01       | GX150        | 0191 2 31            | G 07 | 010102           | 051111 Y    |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF  |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 1,022.00 5  |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 1,022.00    |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C    | -----DATES-----       | T          |
|----------|---------|---------------------------------------|-----------------------|---------------------|---------------------|----------------------|------|-----------------------|------------|
|          |         |                                       |                       |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTRY         | DISPD G    |
| 00030666 | 4110101 | DESKTOP COMPUTER                      |                       | 7GCTT01             | GX150               | 0191 2 31            | G 07 | 010102                | 051111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                       |                     | 000001              | O                    |      |                       | 1,022.00 5 |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | 1,022.00   |
| 00030009 | 4110101 | DESKTOP COMPUTER                      |                       | 62DGM01             | GX150               | 0191 3 1             | G 07 | 010102                | 051111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                       |                     | 000001              | O                    |      |                       | 1,079.00 5 |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | 1,079.00   |
| 00031370 | 4110101 | DESKTOP COMPUTER                      |                       | DQQSN11             | GX240               | 0191 3 45A           | G 07 | 010103                | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                       |                     | 000001              | O                    |      |                       | 949.00 5   |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | 949.00     |
| 00030818 | 4180000 | LAMINATING EQUIPMENT                  |                       | 00-06-00624         | ARL27               | 0191 4 33            | G 07 | 010103                | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         |                                       |                       |                     | 000001              | O                    |      |                       | 1,239.00 7 |
|          |         | COM: USI LAMINATOR                    |                       |                     |                     |                      |      | TOTAL                 | 1,239.00   |
| 00030014 | 4110101 | DESKTOP COMPUTER                      |                       | 12DGM01             | GX150               | 0191 4 41            | G 07 | 010102                | 051111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                       |                     | 000001              | O                    |      |                       | 1,022.00 5 |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | 1,022.00   |
| 00032941 | 4110101 | DESKTOP COMPUTER                      |                       | FQLSZ41             | GX270               | 0191 4 41            | G 07 | 010105                | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                       |                     | 000001              | O                    |      |                       | 949.00 5   |
|          |         | COM: DELL CPU                         |                       |                     |                     |                      |      | TOTAL                 | 949.00     |
| 00036677 | 4120000 | COPIER                                |                       | J7J513917           | MFC-84              | 0191 4 41            | E 07 | 102407                | 062811 Y   |
|          |         | VDR: VP00095000 PC NATION             |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000091 BROTHER'S             |                       | 172092              | 000001              | O                    |      | 110-0191              | 5          |
|          |         | COM: BROTHERS COP/FX/SCN              |                       |                     |                     |                      |      | TOTAL                 | .00        |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C    | -----DATES-----       | T              |
|----------|---------|---------------------------------------|------------------|---------------------|---------------------|----------------------|------|-----------------------|----------------|
|          |         |                                       |                  |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTY          | DISPD G        |
| 00030043 | 4110101 | DESKTOP COMPUTER                      |                  | F8H8L01             | GX150               | 0191 4 42            | G 07 | 010102                | 051111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001              | O                    |      |                       | 1,022.00 5     |
|          |         | COM: DELL CPU                         |                  |                     |                     |                      |      | TOTAL                 | 1,022.00       |
| 00035732 | 4110101 | DESKTOP COMPUTER                      |                  | 3NV1M51             | GX270               | 0191 98 1            | G 07 | 010105                | 062911 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001              | O                    |      |                       | 949.00 5       |
|          |         | COM: DELL CPU                         |                  |                     |                     |                      |      | TOTAL                 | 949.00         |
| 00030039 | 4110101 | DESKTOP COMPUTER                      |                  | B2CGM01             | GX270               | 0191 98 12           | G 07 | 010105                | 051111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001              | O                    |      |                       | 949.00 5       |
|          |         | COM: DELL CPU                         |                  |                     |                     |                      |      | TOTAL                 | 949.00         |
| 00031556 | 4110101 | DESKTOP COMPUTER                      |                  | BT9VP11             | PRECIS              | 0191 98 12           | G 07 | 010104                | 051111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001              | O                    |      |                       | 2,000.00 5     |
|          |         | COM: DELL CPU                         |                  |                     |                     |                      |      | TOTAL                 | 2,000.00       |
|          |         |                                       |                  | CNTR 0191           | TOTAL               |                      |      | 32 ITEMS              | 45,592.80 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C    | -----DATES-----                 | T          |
|----------|---------|---------------------------------------|------------------|---------------------|---------------------|----------------------|------|---------------------------------|------------|
|          |         |                                       |                  |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTRY                   | DISPD G    |
| 00035544 | 4110101 | DESKTOP COMPUTER                      |                  | 2BV5J61             | GX280               | 0201 1 OFC           | G 07 | 010106                          | 051911 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG                  | OWN  |                                 |            |
|          |         | MFG: M00000138 DELL                   |                  |                     | 000001              | O                    |      |                                 |            |
|          |         | COM: DELL CPU                         |                  |                     |                     |                      |      |                                 |            |
|          |         |                                       |                  |                     |                     |                      |      | FND-CNTR-PROJECT-----AMOUNT LIF |            |
|          |         |                                       |                  |                     |                     |                      |      |                                 | 1,200.00 5 |
|          |         |                                       |                  |                     |                     |                      |      | TOTAL                           | 1,200.00   |
|          |         |                                       |                  |                     |                     |                      |      | CUR VALUE                       | 120.00     |
| 00101131 | 4110101 | DESKTOP COMPUTER                      |                  | 21001               | 3476                | 0201 1 6             | F 07 | 010102                          | 051911 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG                  | OWN  |                                 |            |
|          |         | MFG: M000002096 IBM                   |                  |                     | 000001              | O                    |      |                                 |            |
|          |         | COM: IBM CPU                          |                  |                     |                     |                      |      |                                 |            |
|          |         |                                       |                  |                     |                     |                      |      | FND-CNTR-PROJECT-----AMOUNT LIF |            |
|          |         |                                       |                  |                     |                     |                      |      |                                 | 748.00 5   |
|          |         |                                       |                  |                     |                     |                      |      | TOTAL                           | 748.00     |
| 00101132 | 4110101 | DESKTOP COMPUTER                      |                  | 6324-001            | 14V                 | 0201 1 6             | F 07 | 010102                          | 051911 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG                  | OWN  |                                 |            |
|          |         | MFG: M000002096 IBM                   |                  |                     | 000001              | O                    |      |                                 |            |
|          |         | COM: IBM CPU                          |                  |                     |                     |                      |      |                                 |            |
|          |         |                                       |                  |                     |                     |                      |      | FND-CNTR-PROJECT-----AMOUNT LIF |            |
|          |         |                                       |                  |                     |                     |                      |      |                                 | 1,741.00 5 |
|          |         |                                       |                  |                     |                     |                      |      | TOTAL                           | 1,741.00   |
| 00101133 | 4110101 | DESKTOP COMPUTER                      |                  | 25761               | 14P                 | 0201 1 6             | F 07 | 010102                          | 051911 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG                  | OWN  |                                 |            |
|          |         | MFG: M000002096 IBM                   |                  |                     | 000001              | O                    |      |                                 |            |
|          |         | COM: IBM CPU                          |                  |                     |                     |                      |      |                                 |            |
|          |         |                                       |                  |                     |                     |                      |      | FND-CNTR-PROJECT-----AMOUNT LIF |            |
|          |         |                                       |                  |                     |                     |                      |      |                                 | 1,741.00 5 |
|          |         |                                       |                  |                     |                     |                      |      | TOTAL                           | 1,741.00   |
| 00101314 | 4110101 | DESKTOP COMPUTER                      |                  |                     | G40                 | 0201 1 6             | F 07 | 010102                          | 051911 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG                  | OWN  |                                 |            |
|          |         | MFG: M000002096 IBM                   |                  |                     | 000001              | O                    |      |                                 |            |
|          |         | COM: IBM CPU                          |                  |                     |                     |                      |      |                                 |            |
|          |         |                                       |                  |                     |                     |                      |      | FND-CNTR-PROJECT-----AMOUNT LIF |            |
|          |         |                                       |                  |                     |                     |                      |      |                                 | 1,741.00 5 |
|          |         |                                       |                  |                     |                     |                      |      | TOTAL                           | 1,741.00   |
| 00103100 | 4110101 | DESKTOP COMPUTER                      |                  | C1CGM01             | GX150               | 0201 3 20            | G 07 | 010102                          | 051911 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG                  | OWN  |                                 |            |
|          |         | MFG: M00000138 DELL                   |                  |                     | 000001              | O                    |      |                                 |            |
|          |         | COM: DELL CPU                         |                  |                     |                     |                      |      |                                 |            |
|          |         |                                       |                  |                     |                     |                      |      | FND-CNTR-PROJECT-----AMOUNT LIF |            |
|          |         |                                       |                  |                     |                     |                      |      |                                 | 1,105.01 5 |
|          |         |                                       |                  |                     |                     |                      |      | TOTAL                           | 1,105.01   |
| 00035547 | 4110101 | DESKTOP COMPUTER                      |                  | 58RGL61             | GX280               | 0201 3 21            | G 07 | 010106                          | 060111 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG                  | OWN  |                                 |            |
|          |         | MFG: M00000138 DELL                   |                  |                     | 000001              | O                    |      |                                 |            |
|          |         | COM: DELL CPU                         |                  |                     |                     |                      |      |                                 |            |
|          |         |                                       |                  |                     |                     |                      |      | FND-CNTR-PROJECT-----AMOUNT LIF |            |
|          |         |                                       |                  |                     |                     |                      |      |                                 | 949.00 5   |
|          |         |                                       |                  |                     |                     |                      |      | TOTAL                           | 949.00     |
|          |         |                                       |                  |                     |                     |                      |      | CUR VALUE                       | 94.90      |

| -FA NUM- | CODE    | CLASSIFICATION   | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|------------------|-----------------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                  |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G    |
| 00029957 | 4110101 | DESKTOP COMPUTER |                       |               | GX150        | 0201 3 23            | G 07 | 010102           | 032911 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 1,022.01 5 |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 1,022.01   |
| 00103310 | 4110101 | DESKTOP COMPUTER |                       | 4HCTT01       | GX150        | 0201 4 11            | G 07 | 010103           | 051911 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               |              | O                    |      |                  | 5          |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | .00        |
| 00032878 | 4110101 | DESKTOP COMPUTER |                       | 9W8ZQ41       | GX270        | 0201 4 18            | G 07 | 010105           | 051911 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00103531 | 4110101 | DESKTOP COMPUTER |                       | 78H8L01       | GX150        | 0201 5 35            | G 07 | 010102           | 051111 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 1,022.01 5 |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 1,022.01   |
| 00029333 | 4110101 | DESKTOP COMPUTER |                       | 677200B       | GX110        | 0201 5 41            | G 07 | 010103           | 051111 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 969.00 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 969.00     |
| 00032426 | 4110101 | DESKTOP COMPUTER |                       | 7SFNH41       | GX270        | 0201 5 41            | G 07 | 010105           | 051911 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.01 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.01     |
| 00101388 | 4110101 | DESKTOP COMPUTER |                       | HSFNH41       | GX270        | 0201 5 41            | G 07 | 010105           | 051911 Y   |
|          |         | VDR: V999999999  | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138  | DELL                  |               | 000001       | O                    |      |                  | 949.01 5   |
|          |         | COM: DELL CPU    |                       |               |              |                      |      | TOTAL            | 949.01     |

| -FA NUM- | CODE    | CLASSIFICATION                        | DESCRIPTION | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C   | DATES            | T              |
|----------|---------|---------------------------------------|-------------|---------------|--------------|----------------------|-----|------------------|----------------|
|          |         |                                       |             |               |              | CNTR DP BLDG FM N DS |     | ACQRED INVTRY    | DISPD G        |
| 00102020 | 4110101 | DESKTOP COMPUTER                      |             | 7NFNH41       | GX270        | 0201 5 41            | G   | 07 010105        | 051911 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |             |               | 000001       | O                    |     |                  | 949.01 5       |
|          |         | COM: DELL CPU                         |             |               |              |                      |     | TOTAL            | 949.01         |
| 00035565 | 4110101 | DESKTOP COMPUTER                      |             | 19RGL61       | GX280        | 0201 7 50            | G   | 07 010106        | 060111 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |             |               | 000001       | O                    |     |                  | 949.01 5       |
|          |         | COM: DELL CPU                         |             |               |              |                      |     | TOTAL            | 949.01         |
|          |         |                                       |             |               |              |                      |     | CUR VALUE        | 94.91          |
| 00030663 | 4110101 | DESKTOP COMPUTER                      |             |               | GX150        | 0201 98 13           | G   | 07 010100        | 051911 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         |                                       |             |               |              | O                    |     |                  | 5              |
|          |         | COM: DELL CPU                         |             |               |              |                      |     | TOTAL            | .00            |
| 00026445 | 4110101 | DESKTOP COMPUTER                      |             |               |              | 0201 99 25           | G   | 07 010100        | 051911 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000002096 IBM                   |             |               | 000001       | O                    |     |                  | 5              |
|          |         | COM: IBM CPU                          |             |               |              |                      |     | TOTAL            | .00            |
| 00101154 | 4080100 | TELEVISIONS                           |             | 521-42440383  | SR2568       | 0201 99 25           | G   | 07 010100        | 051911 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000030 ZENITH                |             |               | 000001       | O                    |     |                  | 7              |
|          |         | COM: ZENITH TV                        |             |               |              |                      |     | TOTAL            | .00            |
| 00035567 | 4050000 | AUDIO-VISUAL EQUIPMENT                |             | LC1707952S    | VXS-D1       | 0201 99 27           | F   | 07 010100        | 051011 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000090 PIONEER               |             |               | 000001       | O                    |     |                  | 7              |
|          |         | COM: PIONEER AMP                      |             |               |              |                      |     | TOTAL            | .00            |
| 00035568 | 4050000 | AUDIO-VISUAL EQUIPMENT                |             | 403730        | CDP-C7       | 0201 99 27           | F   | 07 010100        | 051011 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF     |
|          |         | MFG: M000000021 SONY                  |             |               | 000001       | O                    |     |                  | 7              |
|          |         | COM: SONY 5-DISC PLAYER               |             |               |              |                      |     | TOTAL            | .00            |
|          |         |                                       |             | CNTR 0201     | TOTAL        |                      |     | 21 ITEMS         | 16,983.07 COST |



| FA NUM   | CODE    | CLASSIFICATION       | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C   | DATES            | T          |
|----------|---------|----------------------|-----------------------|---------------|--------------|----------------------|-----|------------------|------------|
|          |         |                      |                       |               |              | CNTR DP BLDG FM N DS |     | ACQRED INVTY     | DISPD G    |
| 00023172 | 4330000 | TYPEWRITERS          | NOT VISIBLE           |               | 3            | 0211 PO 99-5 G 07    |     | 010103           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000002096      | IBM                   | 000001        |              | O                    |     |                  | 7          |
|          |         | COM: IBM WHEELWRITER |                       |               |              |                      |     | TOTAL            | .00        |
| 00029173 | 4110101 | DESKTOP COMPUTER     | 7U72W                 |               | GX1          | 0211 PO 99-5 G 07    |     | 010101           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  | 000001        |              | O                    |     |                  | 1,091.00 5 |
|          |         | COM: DELL CPU        |                       |               |              |                      |     | TOTAL            | 1,091.00   |
| 00026838 | 4330000 | TYPEWRITERS          | 11-PA671              |               | 1500         | 0211 1 1 G 07        |     | 110101           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         |                      |                       |               |              | O                    |     |                  | 7          |
|          |         | COM: IBM WHEELWRITER |                       |               |              |                      |     | TOTAL            | .00        |
| 00102096 | 4330000 | TYPEWRITERS          | 11-VGP96              |               | 1000         | 0211 1 12 G 07       |     | 010102           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000002096      | IBM                   | 000001        |              | O                    |     |                  | 575.00 7   |
|          |         | COM: IBM WHEELWRITER |                       |               |              |                      |     | TOTAL            | 575.00     |
| 00102438 | 4180000 | LAMINATING EQUIPMENT | NOT VISIBLE           |               | CLASSI       | 0211 1 19 G 07       |     | 010103           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         |                      |                       | 000001        |              | O                    |     |                  | 1,239.00 7 |
|          |         | COM: USI LAMINATOR   |                       |               |              |                      |     | TOTAL            | 1,239.00   |
| 00028903 | 4110101 | DESKTOP COMPUTER     | 819AM                 |               | GX110        | 0211 1 21 G 07       |     | 010101           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  | 000001        |              | O                    |     |                  | 969.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |     | TOTAL            | 969.00     |
| 00102434 | 4110101 | DESKTOP COMPUTER     | NOT VISIBLE           |               | 56X          | 0211 1 22 G 07       |     | 010102           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG                  | OWN | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000134      | ACER                  | 000001        |              | O                    |     |                  | 890.00 5   |
|          |         | COM: ACER CPU        |                       |               |              |                      |     | TOTAL            | 890.00     |



| -FA NUM- | CODE    | -----CLASSIFICATION-----                  | -----DESCRIPTION----- | ---SERIAL NUMBER--- | ---MODEL---<br>NUMBER | ---LOCATION---       | C      | -----DATES-----                 | T        |
|----------|---------|-------------------------------------------|-----------------------|---------------------|-----------------------|----------------------|--------|---------------------------------|----------|
|          |         |                                           |                       |                     |                       | CNTR DP BLDG FM N DS | ACQRED | INVTRY                          | DISPD G  |
| 00032333 | 4110101 | DESKTOP COMPUTER                          |                       | GBQP631             | GX260                 | 0211 1 26            | G 07   | 010105                          | 061311 Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS     |                       | PO NUM              | CHECK                 | OLG                  | OWN    |                                 |          |
|          |         | MFG: M000000138 DELL                      |                       | 000001              | 0                     |                      |        |                                 |          |
|          |         | COM: DELL CPU JASMS                       |                       |                     |                       |                      |        | TOTAL                           | .00      |
|          |         |                                           |                       |                     |                       |                      |        | FND-CNTR-PROJECT-----AMOUNT LIF | 5        |
| 00021543 | 4100000 | COMMUNICATION EQUIPMENT                   |                       | L1HB00300           | AG450                 | 0211 1 27            | G 07   | 010104                          | 061311 Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS     |                       | PO NUM              | CHECK                 | OLG                  | OWN    |                                 |          |
|          |         | MFG: M000000138 DELL                      |                       | 000001              | 0                     |                      |        |                                 |          |
|          |         | COM: PDI                                  |                       |                     |                       |                      |        | TOTAL                           | .00      |
|          |         |                                           |                       |                     |                       |                      |        | FND-CNTR-PROJECT-----AMOUNT LIF | 5        |
| 00032741 | 4100000 | COMMUNICATION EQUIPMENT                   |                       | NOT VISIBLE         | 60M                   | 0211 1 27            | G 07   | 010104                          | 061311 Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS     |                       | PO NUM              | CHECK                 | OLG                  | OWN    |                                 |          |
|          |         | MFG: M000000138 DELL                      |                       | 000001              | 0                     |                      |        |                                 |          |
|          |         | COM: PDI                                  |                       |                     |                       |                      |        | TOTAL                           | .00      |
|          |         |                                           |                       |                     |                       |                      |        | FND-CNTR-PROJECT-----AMOUNT LIF | 5        |
| 00034391 | 4110102 | LAPTOP COMPUTER                           |                       | 4H6191H2SEB         | BA124L                | 0211 1 27            | E 07   | 010105                          | 061411 Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS     |                       | PO NUM              | CHECK                 | OLG                  | OWN    |                                 |          |
|          |         | MFG: M000000002 APPLE COMPUTER            |                       | 000001              | 0                     |                      |        |                                 |          |
|          |         | COM: I-BOOK LAPTOP                        |                       |                     |                       |                      |        | TOTAL                           | 1,066.00 |
|          |         |                                           |                       |                     |                       |                      |        | FND-CNTR-PROJECT-----AMOUNT LIF | 5        |
| 00037851 | 4050100 | PROJECTORS                                |                       | GM9G568090F         | EMP-S3                | 0211 1 27            | G 07   | 010106                          | 050311 Y |
|          |         | VDR: VD04220000 DELL MARKETING LP         |                       | PO NUM              | CHECK                 | OLG                  | OWN    |                                 |          |
|          |         | MFG: M000000002 DELL                      |                       |                     |                       | 0                    |        |                                 |          |
|          |         | COM: EPSON PROJECTOR                      |                       |                     |                       |                      |        | TOTAL                           | .00      |
|          |         |                                           |                       |                     |                       |                      |        | FND-CNTR-PROJECT-----AMOUNT LIF | 7        |
| 00037095 | 4120000 | COPIER                                    |                       | 82550973            |                       | 0211 1 3             | G 07   | 010104                          | 062911 Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS     |                       | PO NUM              | CHECK                 | OLG                  | OWN    |                                 |          |
|          |         | MFG: M000000066 RISOGRAPH                 |                       | 000001              | 0                     |                      |        |                                 |          |
|          |         | COM: RISOGRAFG COPIER (NOT OWNED BY GCSD) |                       |                     |                       |                      |        | TOTAL                           | .00      |
|          |         |                                           |                       |                     |                       |                      |        | FND-CNTR-PROJECT-----AMOUNT LIF | 5        |
| 00102532 | 4110101 | DESKTOP COMPUTER                          |                       | NOT VISIBLE         | II                    | 0211 15 15           | G 07   | 010102                          | 061311 Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS     |                       | PO NUM              | CHECK                 | OLG                  | OWN    |                                 |          |
|          |         | MFG: M000002096 IBM                       |                       | 000001              | 0                     |                      |        |                                 |          |
|          |         | COM: IBM CPU                              |                       |                     |                       |                      |        | TOTAL                           | 1,741.00 |
|          |         |                                           |                       |                     |                       |                      |        | FND-CNTR-PROJECT-----AMOUNT LIF | 5        |

| -FA NUM- | CODE    | CLASSIFICATION       | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|----------------------|-----------------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                      |                       |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G    |
| 00034166 | 4110102 | LAPTOP COMPUTER      |                       | 4H61923JSEB   | BA124L       | 0211 15 7            | E 07 | 010105 061311    | 061411 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002      | APPLE COMPUTER        |               | 000001       | O                    |      |                  | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP   |                       |               |              |                      |      | TOTAL            | 1,066.00   |
| 00021665 | 4080100 | TELEVISIONS          |                       | 204421264     | FR2701       | 0211 16 105          | G 07 | 010104           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000046      | RCA                   |               | 000001       | O                    |      |                  | 7          |
|          |         | COM: RCA TV          |                       |               |              |                      |      | TOTAL            | .00        |
| 00033615 | 4110101 | DESKTOP COMPUTER     |                       | 2RP4S71       | GX280        | 0211 16 105          | G 07 | 010106           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 1,200.00 5 |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 1,200.00   |
|          |         |                      |                       |               |              |                      |      | CUR VALUE        | 120.00     |
| 00021600 | 4330000 | TYPEWRITERS          |                       | 11-TXH96      | 2            | 0211 2 11            | G 07 | 010103           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000002096      | IBM                   |               | 000001       | O                    |      |                  | 7          |
|          |         | COM: IBM WHEELWRITER |                       |               |              |                      |      | TOTAL            | .00        |
| 00102758 | 4110101 | DESKTOP COMPUTER     |                       | GT9CT31       | GX270        | 0211 2 12            | G 07 | 010105           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 949.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 949.00     |
| 00033734 | 4110101 | DESKTOP COMPUTER     |                       | GM9G568093F   | EMP-S3       | 0211 2 4             | G 07 | 010106           | 050311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138      | DELL                  |               | 000001       | O                    |      |                  | 920.00 5   |
|          |         | COM: DELL CPU        |                       |               |              |                      |      | TOTAL            | 920.00     |
|          |         |                      |                       |               |              |                      |      | CUR VALUE        | 92.00      |
| 00021601 | 4330000 | TYPEWRITERS          |                       | 11-TXK16      | 2            | 0211 2 8             | G 07 | 010104           | 061311 Y   |
|          |         | VDR: V999999999      | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |      | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000002096      | IBM                   |               | 000001       | O                    |      |                  | 7          |
|          |         | COM: IBM WHEELWRITER |                       |               |              |                      |      | TOTAL            | .00        |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER  | ---LOCATION---       | C | -----DATES-----                 | T        |
|----------|---------|--------------------------|-----------------------|---------------------|----------------------|----------------------|---|---------------------------------|----------|
|          |         |                          |                       |                     |                      | CNTR DP BLDG FM N DS |   | ACQRED INVTRY                   | DISPD G  |
| 00035755 | 4050100 | PROJECTORS               |                       | 99J3577B2141300117H | PBB22D               | 0211 2 8             | G | 07 010102                       | 061311 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         |                          |                       |                     | 000001 O             |                      |   |                                 | 7        |
|          |         | COM: BEN Q PROJECTOR     |                       |                     |                      |                      |   | TOTAL                           | .00      |
| 00034161 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191RNSEB         | BA124L               | 0211 3 1             | E | 07 010105                       | 061411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                      |                      |   | TOTAL                           | 1,066.00 |
| 00034179 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191YKSEB         | BA124L               | 0211 3 1             | E | 07 010105                       | 040511 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                      |                      |   | TOTAL                           | 1,066.00 |
| 00034350 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191HLSEB         | BA124L               | 0211 3 1             | E | 07 010105                       | 040511 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                      |                      |   | TOTAL                           | 1,066.00 |
| 00034357 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191GSSEB         | BA124L               | 0211 3 1             | E | 07 010105                       | 040511 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                      |                      |   | TOTAL                           | 1,066.00 |
| 00034358 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191BASEB         | BA124L               | 0211 3 1             | E | 07 010105                       | 061411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                      |                      |   | TOTAL                           | 1,066.00 |
| 00034360 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191HBSEB         | BA124L               | 0211 3 1             | E | 07 010105                       | 061411 Y |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM CHECK OLG OWN |                      |   | FND-CNTR-PROJECT-----AMOUNT LIF |          |
|          |         | MFG: M000000002          | APPLE COMPUTER        |                     | 000001 O             |                      |   |                                 | 5        |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                      |                      |   | TOTAL                           | 1,066.00 |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C    | -----DATES-----       | T          |
|----------|---------|---------------------------------------|-----------------------|---------------------|---------------------|----------------------|------|-----------------------|------------|
|          |         |                                       |                       |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTRY         | DISPD G    |
| 00034388 | 4110102 | LAPTOP COMPUTER                       |                       | 4H6191DGSEB         | BA124L              | 0211 3 1             | E 07 | 010105                | 061411 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       | 000001              |                     | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034395 | 4110102 | LAPTOP COMPUTER                       |                       | 4H6191ATSEB         | BA124L              | 0211 3 1             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       | 000001              |                     | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034396 | 4110102 | LAPTOP COMPUTER                       |                       | 4H6191JDSEB         | BA124L              | 0211 3 1             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       | 000001              |                     | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034433 | 4110102 | LAPTOP COMPUTER                       |                       | 4H6191T4SEB         | BA124L              | 0211 3 1             | E 07 | 010105                | 061411 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       | 000001              |                     | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034145 | 4110102 | LAPTOP COMPUTER                       |                       | 4H619221SEB         | BA124L              | 0211 3 14            | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       | 000001              |                     | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034244 | 4110102 | LAPTOP COMPUTER                       |                       | 4H6190QHSEB         | BA124L              | 0211 3 2             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       | 000001              |                     | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034249 | 4110102 | LAPTOP COMPUTER                       |                       | 4H6191E0SEB         | BA124L              | 0211 3 2             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |                       | 000001              |                     | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |

| FA NUM   | CODE    | CLASSIFICATION                        | DESCRIPTION | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C    | DATES            | T          |
|----------|---------|---------------------------------------|-------------|---------------|--------------|----------------------|------|------------------|------------|
|          |         |                                       |             |               |              | CNTR DP BLDG FM N DS |      | ACQRED INVTRY    | DISPD G    |
| 00034266 | 4110102 | LAPTOP COMPUTER                       |             | 4H6191EBSEB   | BA124L       | 0211 3 20            | E 07 | 010105           | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        |              | O                    |      |                  | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                    |             |               |              |                      |      | TOTAL            | 1,066.00   |
| 00102583 | 4080100 | TELEVISIONS                           |             | 204626953     |              | 0211 3 22            | G 07 | 010104           | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000046 RCA                   |             | 000001        |              | O                    |      |                  | 7          |
|          |         | COM: RCA TV                           |             |               |              |                      |      | TOTAL            | .00        |
| 00034328 | 4110102 | LAPTOP COMPUTER                       |             | 4H6191F1SEB   | BA124L       | 0211 3 3             | E 07 | 010105           | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        |              | O                    |      |                  | 5          |
|          |         | COM: I-BOOK LAPTOP                    |             |               |              |                      |      | TOTAL            | 1,066.00   |
| 00034330 | 4110102 | LAPTOP COMPUTER                       |             | 4H6191TXSEB   | BA124L       | 0211 3 3             | E 07 | 010105           | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        |              | O                    |      |                  | 5          |
|          |         | COM: I-BOOK LAPTOP                    |             |               |              |                      |      | TOTAL            | 1,066.00   |
| 00034333 | 4110102 | LAPTOP COMPUTER                       |             | 4H6191GVSEB   | BA124L       | 0211 3 3             | E 07 | 010105           | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        |              | O                    |      |                  | 5          |
|          |         | COM: I-BOOK LAPTOP                    |             |               |              |                      |      | TOTAL            | 1,066.00   |
| 00034339 | 4110102 | LAPTOP COMPUTER                       |             | 4H6191TUSEB   | BA124L       | 0211 3 3             | E 07 | 010105           | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        |              | O                    |      |                  | 5          |
|          |         | COM: I-BOOK LAPTOP                    |             |               |              |                      |      | TOTAL            | 1,066.00   |
| 00034342 | 4110102 | LAPTOP COMPUTER                       |             | 4H6191QXSEB   | BA124L       | 0211 3 3             | E 07 | 010105           | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM        | CHECK        | OLG                  | OWN  | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER        |             | 000001        |              | O                    |      |                  | 5          |
|          |         | COM: I-BOOK LAPTOP                    |             |               |              |                      |      | TOTAL            | 1,066.00   |

| -FA NUM- | CODE    | -----CLASSIFICATION-----                   | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C    | -----DATES-----       | T          |
|----------|---------|--------------------------------------------|-----------------------|---------------------|---------------------|----------------------|------|-----------------------|------------|
|          |         |                                            |                       |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTRY         | DISPD G    |
| 00034343 | 4110102 | LAPTOP COMPUTER                            |                       | 4H6191BXSEB         | BA124L              | 0211 3 3             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS      |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER             |                       |                     | 000001              | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                         |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034392 | 4110102 | LAPTOP COMPUTER                            |                       | 4H6191YYSEB         | BA124L              | 0211 3 3             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS      |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER             |                       |                     | 000001              | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                         |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034394 | 4110102 | LAPTOP COMPUTER                            |                       | 4H6191STSEB         | BA124L              | 0211 3 3             | E 07 | 010105                | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS      |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER             |                       |                     | 000001              | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                         |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034404 | 4110102 | LAPTOP COMPUTER                            |                       | 4H6191R0SEB         | BA124L              | 0211 3 3             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS      |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER             |                       |                     | 000001              | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                         |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00102753 | 4050100 | PROJECTORS                                 |                       |                     |                     | 0211 3 3             | G 07 | 010106                | 061311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS      |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000024 EPSON                      |                       |                     | 000001              | O                    |      |                       | 7          |
|          |         | COM: EPSON PROJECTOR (DUPLICATE SEE 33231) |                       |                     |                     |                      |      | TOTAL                 | .00        |
| 00033545 | 4110101 | DESKTOP COMPUTER                           |                       | 5RD4S71             | GX280               | 0211 3 31            | G 07 | 010106                | 050311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS      |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                       |                       |                     | 000001              | O                    |      |                       | 1,200.00 5 |
|          |         | COM: DELL CPU                              |                       |                     |                     |                      |      | TOTAL                 | 1,200.00   |
|          |         |                                            |                       |                     |                     |                      |      | CUR VALUE             | 120.00     |
| 00034268 | 4110102 | LAPTOP COMPUTER                            |                       | 4H6191CASEB         | BA124L              | 0211 3 4             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS      |                       | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002 APPLE COMPUTER             |                       |                     | 000001              | O                    |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP                         |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |



| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION | ---SERIAL NUMBER--- | ---MODEL--- | ---LOCATION--- |     |      |    |    | C      |                       | -----DATES----- |        | T |
|----------|---------|---------------------------------------|------------------|---------------------|-------------|----------------|-----|------|----|----|--------|-----------------------|-----------------|--------|---|
|          |         |                                       |                  |                     | NUMBER      | CNTR           | DP  | BLDG | FM | N  | DS     | ACQRED                | INVTY           | DISPD  |   |
| 00034273 | 4110102 | LAPTOP COMPUTER                       |                  | 4H6190UXSEB         | BA124L      | 0211           | 3   | 4    | E  | 07 | 010105 |                       |                 | 040511 | Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK       | OLG            | OWN |      |    |    |        | FND-CNTR-PROJECT----- | AMOUNT          | LIF    |   |
|          |         | MFG: M000000002 APPLE COMPUTER        |                  |                     | 000001      | O              |     |      |    |    |        |                       | 1,066.00        | 5      |   |
|          |         | COM: I-BOOK LAPTOP                    |                  |                     |             |                |     |      |    |    |        | TOTAL                 | 1,066.00        |        |   |
| 00034278 | 4110102 | LAPTOP COMPUTER                       |                  | 4H6191F8SEB         | BA124L      | 0211           | 3   | 4    | E  | 07 | 010105 |                       |                 | 040511 | Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK       | OLG            | OWN |      |    |    |        | FND-CNTR-PROJECT----- | AMOUNT          | LIF    |   |
|          |         | MFG: M000000002 APPLE COMPUTER        |                  |                     | 000001      | O              |     |      |    |    |        |                       | 1,066.00        | 5      |   |
|          |         | COM: I-BOOK LAPTOP                    |                  |                     |             |                |     |      |    |    |        | TOTAL                 | 1,066.00        |        |   |
| 00034281 | 4110102 | LAPTOP COMPUTER                       |                  | 4H6191EJSEB         | BA124L      | 0211           | 3   | 4    | E  | 07 | 010105 |                       |                 | 040511 | Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK       | OLG            | OWN |      |    |    |        | FND-CNTR-PROJECT----- | AMOUNT          | LIF    |   |
|          |         | MFG: M000000002 APPLE COMPUTER        |                  |                     | 000001      | O              |     |      |    |    |        |                       | 1,066.00        | 5      |   |
|          |         | COM: I-BOOK LAPTOP                    |                  |                     |             |                |     |      |    |    |        | TOTAL                 | 1,066.00        |        |   |
| 00034381 | 4110102 | LAPTOP COMPUTER                       |                  | 4H6191MNSEB         | BA124L      | 0211           | 3   | 4    | E  | 07 | 010105 |                       |                 | 040511 | Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK       | OLG            | OWN |      |    |    |        | FND-CNTR-PROJECT----- | AMOUNT          | LIF    |   |
|          |         | MFG: M000000002 APPLE COMPUTER        |                  |                     | 000001      | O              |     |      |    |    |        |                       | 1,066.00        | 5      |   |
|          |         | COM: I-BOOK LAPTOP                    |                  |                     |             |                |     |      |    |    |        | TOTAL                 | 1,066.00        |        |   |
| 00021689 | 4080100 | TELEVISIONS                           |                  | 2044212266          | FR2701      | 0211           | 3   | 47   | G  | 07 | 010104 |                       |                 | 061411 | Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK       | OLG            | OWN |      |    |    |        | FND-CNTR-PROJECT----- | AMOUNT          | LIF    |   |
|          |         | COM: ORION TV                         |                  |                     | 000001      | O              |     |      |    |    |        |                       |                 | 7      |   |
|          |         |                                       |                  |                     |             |                |     |      |    |    |        | TOTAL                 | .00             |        |   |
| 00102224 | 4110101 | DESKTOP COMPUTER                      |                  | FNNB921             | GX260       | 0211           | 3   | 47   | G  | 07 | 010104 |                       |                 | 061311 | Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK       | OLG            | OWN |      |    |    |        | FND-CNTR-PROJECT----- | AMOUNT          | LIF    |   |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001      | O              |     |      |    |    |        |                       | 829.00          | 5      |   |
|          |         | COM: DELL CPU (DUPLI ENTRY)           |                  |                     |             |                |     |      |    |    |        | TOTAL                 | 829.00          |        |   |
| 00031529 | 4110101 | DESKTOP COMPUTER                      |                  | HJGQN11             | GX240       | 0211           | 3   | 48   | G  | 07 | 010104 |                       |                 | 061311 | Y |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK       | OLG            | OWN |      |    |    |        | FND-CNTR-PROJECT----- | AMOUNT          | LIF    |   |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001      | O              |     |      |    |    |        |                       | 832.00          | 5      |   |
|          |         | COM: DELL CPU                         |                  |                     |             |                |     |      |    |    |        | TOTAL                 | 832.00          |        |   |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION----- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C    | -----DATES-----       | T          |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------|------|-----------------------|------------|
|          |         |                          |                       |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTRY         | DISPD G    |
| 00034318 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191FASEB         | BA124L              | 0211 3 5             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        | 000001              | O                   |                      |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034409 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191YUSEB         | BA124L              | 0211 3 5             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        | 000001              | O                   |                      |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00035772 | 4110101 | DESKTOP COMPUTER         |                       | 02YJK               | GX1                 | 0211 3 51            | G 07 | 010101                | 061311 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | O                   |                      |      |                       | 1,598.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |      | TOTAL                 | 1,598.00   |
| 00035773 | 4110101 | DESKTOP COMPUTER         |                       | 1BGM6               | GX1                 | 0211 3 51            | G 07 | 010101                | 061311 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  | 000001              | O                   |                      |      |                       | 1,598.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |      | TOTAL                 | 1,598.00   |
| 00034286 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191JJSEB         | BA124L              | 0211 3 6             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        | 000001              | O                   |                      |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034296 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191EDSEB         | BA124L              | 0211 3 6             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        | 000001              | O                   |                      |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |
| 00034299 | 4110102 | LAPTOP COMPUTER          |                       | 4H6191F2SEB         | BA124L              | 0211 3 6             | E 07 | 010105                | 040511 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG OWN              |      | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000002          | APPLE COMPUTER        | 000001              | O                   |                      |      |                       | 1,066.00 5 |
|          |         | COM: I-BOOK LAPTOP       |                       |                     |                     |                      |      | TOTAL                 | 1,066.00   |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----        | C | -----DATES-----       | T              |
|----------|---------|---------------------------------------|------------------|---------------------|---------------------|------------------------|---|-----------------------|----------------|
|          |         |                                       |                  |                     |                     | CNTR DP BLDG FM N DS   |   | ACQRED INVTY          | DISPD G        |
| 00034238 | 4110102 | LAPTOP COMPUTER                       |                  | 4H6191H9SEB         | BA124L              | 0211 3 7               |   | E 07 010105           | 040511 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG OWN                |   | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000002 APPLE COMPUTER        |                  |                     | 000001              | O                      |   |                       | 1,066.00 5     |
|          |         | COM: I-BOOK LAPTOP                    |                  |                     |                     |                        |   | TOTAL                 | 1,066.00       |
| 00033326 | 4110101 | DESKTOP COMPUTER                      |                  | 4CFWH71             | GX280               | 0211 5 15A G 07 010106 |   |                       | 050311 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG OWN                |   | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001              | O                      |   |                       | 1,200.00 5     |
|          |         | COM: DELL CPU                         |                  |                     |                     |                        |   | TOTAL                 | 1,200.00       |
|          |         |                                       |                  |                     |                     |                        |   | CUR VALUE             | 120.00         |
| 00033550 | 4110101 | DESKTOP COMPUTER                      |                  | FXC4S71             | GX280               | 0211 7 0 G 07 010106   |   |                       | 050311 Y       |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK               | OLG OWN                |   | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001              | O                      |   |                       | 1,200.00 5     |
|          |         | COM: DELL CPU                         |                  |                     |                     |                        |   | TOTAL                 | 1,200.00       |
|          |         |                                       |                  |                     |                     |                        |   | CUR VALUE             | 120.00         |
|          |         |                                       |                  | CNTR 0211           | TOTAL               |                        |   | 66 ITEMS              | 56,407.00 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | DESCRIPTION | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C     | -----DATES-----       | T          |
|----------|---------|---------------------------------------|-------------|---------------------|---------------------|----------------------|-------|-----------------------|------------|
|          |         |                                       |             |                     |                     | CNTR DP BLDG FM N DS |       | ACQRED INVTRY         | DISPD G    |
| 00033924 | 4110101 | DESKTOP COMPUTER                      |             | 411V091             | GX560               | 0231                 | 1 41  | E 07 010106           | 061511 Y   |
|          |         | VDR: VD04220000 DELL MARKETING LP     |             | PO NUM              | CHECK               | OLG                  | OWN   | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |       |                       | 932.00 5   |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |       | TOTAL                 | 932.00     |
|          |         |                                       |             |                     |                     |                      |       | CUR VALUE             | 93.20      |
| 00033933 | 4110101 | DESKTOP COMPUTER                      |             | J11V091             | GX560               | 0231                 | 1 14  | E 07 112707           | 061511 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN   | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |       |                       | 861.60 5   |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |       | TOTAL                 | 861.60     |
|          |         |                                       |             |                     |                     |                      |       | CUR VALUE             | 861.60     |
| 00030924 | 4110101 | DESKTOP COMPUTER                      |             | 6928W01             | GX150               | 0231                 | 1 17  | G 07 010102           | 060311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN   | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |       |                       | 1,079.00 5 |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |       | TOTAL                 | 1,079.00   |
| 00031375 | 4110101 | DESKTOP COMPUTER                      |             | DSC8P11             | GX240               | 0231                 | 1 17  | G 07 010102           | 060311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN   | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |       |                       | 849.00 5   |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |       | TOTAL                 | 849.00     |
| 00033217 | 4110101 | DESKTOP COMPUTER                      |             | C02CW61             | GX280               | 0231                 | 1 17  | G 07 010106           | 061411 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN   | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |       |                       | 1,200.00 5 |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |       | TOTAL                 | 1,200.00   |
|          |         |                                       |             |                     |                     |                      |       | CUR VALUE             | 120.00     |
| 00103417 | 4110101 | DESKTOP COMPUTER                      |             | H4V5R01             | GX150               | 0231                 | 1 17  | G 07 010102           | 060311 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN   | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |             |                     | 000001              | O                    |       |                       | 1,195.00 5 |
|          |         | COM: DELL CPU                         |             |                     |                     |                      |       | TOTAL                 | 1,195.00   |
| 00102044 | 4180000 | LAMINATING EQUIPMENT                  |             | AEC23339            | EZ27                | 0231                 | 1 17D | G 07 010100           | 061411 Y   |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |             | PO NUM              | CHECK               | OLG                  | OWN   | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         |                                       |             |                     |                     | O                    |       |                       | 7          |
|          |         | COM: LAMINATING MACHINE               |             |                     |                     |                      |       | TOTAL                 | .00        |

| -FA NUM- | CODE    | CLASSIFICATION               | DESCRIPTION           | SERIAL NUMBER | MODEL NUMBER | LOCATION             | C                         | DATES            | T          |
|----------|---------|------------------------------|-----------------------|---------------|--------------|----------------------|---------------------------|------------------|------------|
|          |         |                              |                       |               |              | CNTR DP BLDG FM N DS | ACQRED                    | INVTY            | DISPD G    |
| 00031431 | 4110099 | SERVER                       |                       | 8DZ0P11       | 2300         | 0231 1 17G           | G 07 010104               |                  | 060311 Y   |
|          |         | VDR: V999999999              | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |                           | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138              | DELL                  |               | 000001       | O                    |                           |                  | 3,249.00 5 |
|          |         | COM: DELL POWEREDGE          |                       |               |              |                      |                           | TOTAL            | 3,249.00   |
| 00031038 | 4110101 | DESKTOP COMPUTER             |                       | 9LQCY01       | GX150        | 0231 1 27            | G 07 010102               |                  | 060311 Y   |
|          |         | VDR: V999999999              | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |                           | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138              | DELL                  |               | 000001       | O                    |                           |                  | 1,195.00 5 |
|          |         | COM: DELL CPU                |                       |               |              |                      |                           | TOTAL            | 1,195.00   |
| 00035330 | 4110101 | DESKTOP COMPUTER             |                       | 875Z3C1       | GX520        | 0231 1 45            | E 07 110106 042111 051611 |                  | Y          |
|          |         | VDR: VD04220000              | DELL MARKETING LP     | PO NUM        | CHECK        | OLG OWN              |                           | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000138              | DELL                  | 168892        | 000001       | O                    | 420-0231                  |                  | 842.17 5   |
|          |         | COM: DELL CPU                |                       |               |              |                      |                           | TOTAL            | 842.17     |
|          |         |                              |                       |               |              |                      |                           | CUR VALUE        | 224.60     |
| 00200297 | 4200013 | MILK BOX                     |                       | NOT VISIBLE   | NOT VI       | 0231 1 5             | G 07 010199               |                  | 050911 Y   |
|          |         | VDR: V999999999              | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |                           | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         |                              |                       |               | 000001       | O                    |                           |                  | 7          |
|          |         | COM: BEVERAGEAIR MILK COOLER |                       |               |              |                      |                           | TOTAL            | .00        |
| 00021273 | 4200009 | SERVING LINE WARMER          |                       | I91B1498      | 5-E2         | 0231 3 5             | G 07 010199 101409 050911 |                  | Y          |
|          |         | VDR: V999999999              | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |                           | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         |                              |                       |               | 000001       | O                    |                           |                  | 7          |
|          |         | COM: COLORPOINT FOOD WRM     |                       |               |              |                      |                           | TOTAL            | .00        |
| 00023950 | 4200200 | LUNCHROOM FURNITURE          |                       | H89D1524      | 36-2SE       | 0231 3 5             | G 07 010199 101409 050911 |                  | Y          |
|          |         | VDR: V999999999              | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |                           | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         |                              |                       |               | 000001       | O                    |                           |                  | 7          |
|          |         | COM: COLORPOINT TABLE        |                       |               |              |                      |                           | TOTAL            | .00        |
| 00200444 | 4090000 | APPLIANCES                   |                       | NOT VISIBLE   | NOT VI       | 0231 3 8A            | G 07 010199               |                  | 060311 Y   |
|          |         | VDR: V999999999              | VENDOR PRIOR TO TERMS | PO NUM        | CHECK        | OLG OWN              |                           | FND-CNTR-PROJECT | AMOUNT LIF |
|          |         | MFG: M000000034              | HOBART                |               | 000001       | O                    |                           |                  | 501.00 7   |
|          |         | COM: HOBART DISH WASHER      |                       |               |              |                      |                           | TOTAL            | 501.00     |

RPRT- M1B08  
DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
LOCN- 0231 CARTER PARRAMORE ACADEMY

TERMS - FACILITY MANAGEMENT SERIES  
FIXED ASSET VERIFICATION  
REQ-03 SEQ-C

PROCESSED- 08/03/11 PAGE- 47  
TIME- 11:40

| -FA NUM- | CODE----- | CLASSIFICATION----- | DESCRIPTION           | ---SERIAL NUMBER---- | --MODEL--<br>NUMBER | ---LOCATION----        | C        | -----DATES-----       | T              |
|----------|-----------|---------------------|-----------------------|----------------------|---------------------|------------------------|----------|-----------------------|----------------|
|          |           |                     |                       |                      |                     | CNTR DP BLDG FM N DS   |          | ACQRED INVTRY         | DISPD G        |
| 00034907 | 4110101   | DESKTOP COMPUTER    |                       | JL66K12              | GX240               | 0231 5 506 G 07 010103 |          | 060311                | Y              |
|          |           | VDR: V999999999     | VENDOR PRIOR TO TERMS | PO NUM               | CHECK OLG OWN       |                        |          | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |           | MFG: M000000138     | DELL                  | 000001               | O                   |                        |          | TOTAL                 | 849.00 5       |
|          |           | COM: DELL CPU       |                       |                      |                     |                        |          | TOTAL                 | 849.00         |
|          |           |                     |                       | CNTR 0231            | TOTAL               |                        | 15 ITEMS |                       | 12,752.77 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION-----   | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C   | -----DATES-----         | T          |
|----------|---------|----------------------------|-----------------------|---------------------|---------------------|----------------------|-----|-------------------------|------------|
|          |         |                            |                       |                     |                     | CNTR DP BLDG FM N DS |     | ACQRED INVTRY           | DISPD G    |
| 00029155 | 4110101 | DESKTOP COMPUTER           |                       | 8P1G5               | GX1                 | 0245                 | 10  | AUTO F 07 010100        | 062311 Y   |
|          |         | VDR: V999999999            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT-----   | AMOUNT LIF |
|          |         | MFG: M000000138            | DELL                  |                     | 000001              | O                    |     |                         | 1,398.00 5 |
|          |         | COM: DELL CPU              |                       |                     |                     |                      |     | TOTAL                   | 1,398.00   |
| 00200024 | 4290200 | MISC SHOP/VOC EQUIPMENT    |                       | C21A                | 44C34D              | 0245                 | 10  | AUTO G 07 010199        | 062311 Y   |
|          |         | VDR: V999999999            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT-----   | AMOUNT LIF |
|          |         |                            |                       |                     | 000001              | O                    |     |                         | 6,000.00 7 |
|          |         | COM: EMPIRE SAND BLASTER   |                       |                     |                     |                      |     | TOTAL                   | 6,000.00   |
| 00021232 | 4110300 | PRINTERS                   |                       | 36137               | 7475A               | 0245                 | 12  | WELD F 07 010104 031611 | 062311 Y   |
|          |         | VDR: V999999999            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT-----   | AMOUNT LIF |
|          |         | MFG: M000000016            | HEWLETT-PACKARD       |                     | 000001              | O                    |     |                         | .00 5      |
|          |         | COM: HP PLOTTER            |                       |                     |                     |                      |     | TOTAL                   | .00        |
| 00100395 | 4400200 | MEDICAL EQUIPMENT          |                       |                     |                     | 0245                 | 14  | 22 F 07 010102 091310   | 062311 Y   |
|          |         | VDR: V999999999            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT-----   | AMOUNT LIF |
|          |         |                            |                       |                     | 000001              | O                    |     |                         | 809.00 7   |
|          |         | COM: SUSIE/SIMON PAT. DOLL |                       |                     |                     |                      |     | TOTAL                   | 809.00     |
| 00100482 | 4400200 | MEDICAL EQUIPMENT          |                       |                     |                     | 0245                 | 14  | 33 G 07 010102 092109   | 062311 Y   |
|          |         | VDR: V999999999            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT-----   | AMOUNT LIF |
|          |         |                            |                       |                     | 000001              | O                    |     |                         | .00 7      |
|          |         | COM: GURNEY HOSPITAL       |                       |                     |                     |                      |     | TOTAL                   | .00        |
| 00035810 | 4110300 | PRINTERS                   |                       | SLX57421            | MF6530              | 0245                 | 8   | G 07 010108             | 062411 Y   |
|          |         | VDR: V999999999            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT-----   | AMOUNT LIF |
|          |         | MFG: M000000009            | CANON                 |                     | 000001              | O                    |     |                         | 920.00 5   |
|          |         | COM: CANNON PRINTER        |                       |                     |                     |                      |     | TOTAL                   | 920.00     |
|          |         |                            |                       |                     |                     |                      |     | CUR VALUE               | 460.00     |
| 00032474 | 4110101 | DESKTOP COMPUTER           |                       | 1WP2J41             | GX270               | 0245                 | 99  | 59 G 07 010106          | 062311 Y   |
|          |         | VDR: V999999999            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT-----   | AMOUNT LIF |
|          |         | MFG: M000000138            | DELL                  |                     | 000001              | O                    |     |                         | 949.00 5   |
|          |         | COM: DELL CPU              |                       |                     |                     |                      |     | TOTAL                   | 949.00     |
|          |         |                            |                       |                     |                     |                      |     | CUR VALUE               | 94.90      |

RPRT- M1B08  
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
 LOCN- 0245 GADSDEN TECHNICAL INSTITUTE

TERMS - FACILITY MANAGEMENT SERIES  
 FIXED ASSET VERIFICATION  
 REQ-03 SEQ-C

PROCESSED- 08/03/11 PAGE- 49  
 TIME- 11:40

| -FA NUM- | CODE    | -----CLASSIFICATION----- | DESCRIPTION           | ---SERIAL NUMBER--- | ---MODEL--<br>NUMBER | ---LOCATION----      | C      | -----DATES-----       | T              |
|----------|---------|--------------------------|-----------------------|---------------------|----------------------|----------------------|--------|-----------------------|----------------|
|          |         |                          |                       |                     |                      | CNTR DP BLDG FM N DS | ACQRED | INVTRY                | DISPD G        |
| 00034994 | 4110101 | DESKTOP COMPUTER         |                       | 93X6391             | 3100                 | 0245                 | 99 59  | G 07 010106           | 062311 Y       |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS |                     | PO NUM               | CHECK OLG OWN        |        | FND-CNTR-PROJECT----- | AMOUNT LIF     |
|          |         | MFG: M000000138          | DELL                  |                     | 000001               | O                    |        | TOTAL                 | 1,400.00 5     |
|          |         | COM: DELL DIMENSION CPU  |                       |                     |                      |                      |        | CUR VALUE             | 140.00         |
|          |         |                          |                       |                     | CNTR 0245            | TOTAL                |        | 8 ITEMS               | 11,476.00 COST |



| -FA NUM- | CODE    | -----CLASSIFICATION-----  | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C     | -----DATES-----       | T          |
|----------|---------|---------------------------|-----------------------|---------------------|---------------------|----------------------|-------|-----------------------|------------|
|          |         |                           |                       |                     |                     | CNTR DP BLDG FM N DS |       | ACQRED INVTRY         | DISPD G    |
| 00032447 | 4050100 | PROJECTORS                |                       | 311316103           | PG-B10              | 9001                 | 84    | G 07 010104           | 033011 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         |                           |                       |                     | 000001 O            |                      |       |                       | 920.00 7   |
|          |         | COM: NOTEVISION PROJECTO  |                       |                     |                     |                      |       | TOTAL                 | 920.00     |
|          |         |                           |                       |                     |                     |                      |       | CUR VALUE             | 65.70      |
| 00100506 | 4110101 | DESKTOP COMPUTER          |                       | S8GG31              | GX270               | 9001                 | MX 17 | G 07 010105 082609    | 041311 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138           | DELL                  |                     | 000001 O            |                      |       |                       | 945.00 5   |
|          |         | COM: DELL CPU             |                       |                     |                     |                      |       | TOTAL                 | 945.00     |
| 00034761 | 4110101 | DESKTOP COMPUTER          |                       | 382T771             | GX280               | 9001                 | MX 3  | G 07 010106           | 041311 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138           | DELL                  |                     | 000001 O            |                      |       |                       | 832.00 5   |
|          |         | COM: DELL CPU             |                       |                     |                     |                      |       | TOTAL                 | 832.00     |
|          |         |                           |                       |                     |                     |                      |       | CUR VALUE             | 83.20      |
| 00100142 | 4120000 | COPIER                    |                       | 16503445            | AR163               | 9001                 | MX 44 | G 07 010104           | 050911 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000035           | SHARP                 |                     | 000001 O            |                      |       |                       | .00 5      |
|          |         | COM: SHARP COPIER         |                       |                     |                     |                      |       | TOTAL                 | .00        |
| 00034863 | 4110300 | PRINTERS                  |                       | MY166B11XS          | 750                 | 9001                 | MX 49 | G 07 010105           | 042611 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000016           | HEWLETT-PACKARD       |                     | 000001 O            |                      |       |                       | .00 5      |
|          |         | COM: HP PRNT/SCN          |                       |                     |                     |                      |       | TOTAL                 | .00        |
| 00034799 | 4110300 | PRINTERS                  |                       | MY48LF95KF          | 7310                | 9001                 | MX 60 | G 07 010102           | 061311 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000016           | HEWLETT-PACKARD       |                     | 000001 O            |                      |       |                       | .00 5      |
|          |         | COM: HP OFFCIEJET PRINTER |                       |                     |                     |                      |       | TOTAL                 | .00        |
| 00034859 | 4110300 | PRINTERS                  |                       | 073835A3601         | 860                 | 9001                 | MX 65 | G 07 010104 083109    | 061311 Y   |
|          |         | VDR: V999999999           | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       |                      |       | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000033           | XEROX                 |                     | 000001 O            |                      |       |                       | .00 5      |
|          |         | COM: XEROX PRINTER        |                       |                     |                     |                      |       | TOTAL                 | .00        |

| -FA NUM- | CODE    | -----CLASSIFICATION-----                   | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C      | -----DATES-----       | T               |
|----------|---------|--------------------------------------------|-----------------------|---------------------|---------------------|----------------------|--------|-----------------------|-----------------|
|          |         |                                            |                       |                     |                     | CNTR DP BLDG FM N DS | ACQRED | INVTRY                | DISPD G         |
| 00100608 | 4110300 | PRINTERS                                   |                       | LGP206987           | 860                 | 9001                 | MX 65  | G 07 010104           | 083109 061311 Y |
|          |         | VDR: V999999999                            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF      |
|          |         | MFG: M000000033                            | XEROX                 |                     | 000001              | O                    |        |                       | 857.00 5        |
|          |         | COM: XEROX PRINTER                         |                       |                     |                     |                      |        | TOTAL                 | 857.00          |
| 00100226 | 4110000 | COMPUTER EQUIPMENT                         |                       | UTBC2TW01390        | UNITY               | 9001                 | MX 67  | G 07 010199           | 083109 061311 Y |
|          |         | VDR: V999999999                            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF      |
|          |         |                                            |                       |                     | 000001              | O                    |        |                       | 3,500.00 5      |
|          |         | COM: BATTERY BACKUP                        |                       |                     |                     |                      |        | TOTAL                 | 3,500.00        |
| 00100227 | 4110000 | COMPUTER EQUIPMENT                         |                       | UT5KB52W25363       | EBPUT2              | 9001                 | MX 67  | G 07 010199           | 083109 061311 Y |
|          |         | VDR: V999999999                            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF      |
|          |         |                                            |                       |                     | 000001              | O                    |        |                       | 3,500.00 5      |
|          |         | COM: BATTERY BACKUP                        |                       |                     |                     |                      |        | TOTAL                 | 3,500.00        |
| 00100228 | 4110100 | COMPUTER                                   |                       | 56-A0695            | PRT01               | 9001                 | MX 67  | F 07 101593           | 083109 061311 Y |
|          |         | VDR: V999999999                            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF      |
|          |         | MFG: M000002096                            | IBM                   |                     | 000001              | O                    |        |                       | 40,749.00 5     |
|          |         | COM: IBM AS400 (DUPLICATE ENTRY SEE (28117 |                       |                     |                     |                      |        | TOTAL                 | 40,749.00       |
| 00031366 | 4110101 | DESKTOP COMPUTER                           |                       | J7RSN11             | GX240               | 9001                 | MX 69  | G 07 010107           | 083109 061311 Y |
|          |         | VDR: V999999999                            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF      |
|          |         | MFG: M000000138                            | DELL                  |                     | 000001              | O                    |        |                       | 5               |
|          |         | COM: DELL CPU                              |                       |                     |                     |                      |        | TOTAL                 | .00             |
| 00033740 | 4050100 | PROJECTORS                                 |                       | GM9G568095F         | EMP-S3              | 9001                 | MX 84  | G 07 010106           | 033011 Y        |
|          |         | VDR: V999999999                            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF      |
|          |         | MFG: M000000024                            | EPSON                 |                     | 000001              | O                    |        |                       | 920.00 7        |
|          |         | COM: EPSON PROJECTOR                       |                       |                     |                     |                      |        | TOTAL                 | 920.00          |
|          |         |                                            |                       |                     |                     |                      |        | CUR VALUE             | 328.56          |
| 00034202 | 4110102 | LAPTOP COMPUTER                            |                       | 4H6191SGSEB         | IBOOK               | 9001                 | MX 84  | G 07 060106           | 052311 Y        |
|          |         | VDR: V999999999                            | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF      |
|          |         | MFG: M000000002                            | APPLE COMPUTER        |                     | 000001              | O                    |        |                       | 5               |
|          |         | COM: MAC LAPTOP (DIST SUPPLY)              |                       |                     |                     |                      |        | TOTAL                 | .00             |

RPRT- M1B08  
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
 LOCN- 9001 GADSDEN COUNTY PUBLIC SCHOOLS

TERMS - FACILITY MANAGEMENT SERIES  
 FIXED ASSET VERIFICATION  
 REQ-03 SEQ-C

PROCESSED- 08/03/11 PAGE- 52  
 TIME- 11:40

| -FA NUM- | CODE    | -----CLASSIFICATION-----      | DESCRIPTION           | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----       | C      | -----DATES----- | T        |
|----------|---------|-------------------------------|-----------------------|---------------------|---------------------|-----------------------|--------|-----------------|----------|
|          |         |                               |                       |                     |                     | CNTR DP BLDG FM N DS  | ACQRED | INVTRY          | DISPD G  |
| 00034373 | 4110102 | LAPTOP COMPUTER               |                       | 4H6191S5SEB         | IBOOK               | 9001                  | MX 84  | G 07 060106     | 040511 Y |
|          |         | VDR: V999999999               | VENDOR PRIOR TO TERMS | PO NUM              | CHECK OLG OWN       | FND-CNTR-PROJECT----- |        | AMOUNT          | LIF      |
|          |         | MFG: M000000002               | APPLE COMPUTER        | 000001              | O                   |                       |        |                 | 5        |
|          |         | COM: MAC LAPTOP (DIST SUPPLY) |                       |                     |                     | TOTAL                 |        | .00             |          |
|          |         |                               |                       | CNTR 9001           | TOTAL               | 15 ITEMS              |        | 52,223.00       | COST     |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | DESCRIPTION                  | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C         | -----DATES-----       | T             |
|----------|---------|--------------------------|------------------------------|---------------------|---------------------|----------------------|-----------|-----------------------|---------------|
|          |         |                          |                              |                     |                     | CNTR DP BLDG FM N DS | ACQRED    | INVTRY                | DISPD G       |
| 00200236 | 4080200 | VIDEO                    |                              | NOT VISIBLE         | NOT VI              | 9003                 | 03 G 07   | 010102                | 062211 Y      |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS        | PO NUM              | CHECK OLG OWN       |                      |           | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         |                          |                              | 000001              | O                   |                      |           |                       | 1,000.00 7    |
|          |         | COM: BUS VIDEO SYSTEM    |                              |                     |                     |                      |           | TOTAL                 | 1,000.00      |
| 00102031 | 4090300 | REFRIGERATOR             |                              | 23721125            | 5E+06               | 9003                 | CONF G 07 | 010199                | 062211 Y      |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS        | PO NUM              | CHECK OLG OWN       |                      |           | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         |                          |                              | 000001              | O                   |                      |           | TOTAL                 | .00 7         |
|          |         | COM: FRIGIDAIRE REFRIG   |                              |                     |                     |                      |           |                       |               |
| 00034747 | 4110101 | DESKTOP COMPUTER         |                              | BTMXY91             | GX620               | 9003                 | 1 E 07    | 010107                | 061511 Y      |
|          |         | VDR: VD04220000          | DELL MARKETING LP            | PO NUM              | CHECK OLG OWN       |                      |           | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138          | DELL                         | 000001              | O                   |                      |           | TOTAL                 | 1,650.00 5    |
|          |         | COM: DELL CPU            |                              |                     |                     |                      |           | CUR VALUE             | 495.00        |
| 00037240 | 4100000 | COMMUNICATION EQUIPMENT  |                              | YEEF89K5D0C00       | 4500                | 9003                 | 1 13 G 07 | 050108                | 062811 Y      |
|          |         | VDR: VH06760000          | HAYES E-GOVERNMENT RESOURCES | PO NUM              | CHECK OLG OWN       |                      |           | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         |                          |                              | 173301              | 066419 O            |                      |           | TOTAL                 | 1,166.75 5    |
|          |         | COM: 3COM 26PT           |                              |                     |                     |                      |           | CUR VALUE             | 661.17        |
|          |         |                          |                              | CNTR 9003           | TOTAL               |                      |           | 4 ITEMS               | 3,816.75 COST |

| -FA NUM- | CODE    | -----CLASSIFICATION----- | -----DESCRIPTION      | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION---       | C   | -----DATES-----       | T          |
|----------|---------|--------------------------|-----------------------|---------------------|---------------------|----------------------|-----|-----------------------|------------|
|          |         |                          |                       |                     |                     | CNTR DP BLDG FM N DS |     | ACQRED INVTRY         | DISPD G    |
| 00102503 | 4080000 | CAMERAS                  |                       | 1201391             |                     | 9026                 | 15  | G 07 010104           | 062911 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M00000021           | SONY                  |                     | 000001              | O                    |     |                       | 7          |
|          |         | COM: SONY DIGITAL CAMERA |                       |                     |                     |                      |     | TOTAL                 | .00        |
| 00034618 | 4110300 | PRINTERS                 |                       | 6PFQ181             | 924                 | 9026                 | 17  | G 07 010103           | 062911 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         |                          |                       |                     | 000001              | O                    |     |                       | 5          |
|          |         | COM: PICTBRIDGE FX/SCN   |                       |                     |                     |                      |     | TOTAL                 | .00        |
| 00102078 | 4050100 | PROJECTORS               |                       | 206449              | MARK I              | 9026                 | 17  | G 07 010103           | 062911 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         |                          |                       |                     | 000001              | O                    |     |                       | 7          |
|          |         | COM: PROJECTOR           |                       |                     |                     |                      |     | TOTAL                 | .00        |
| 00101658 | 4110101 | DESKTOP COMPUTER         |                       | 2L2NJ31             | GX270               | 9026                 | 22  | G 07 010105           | 062911 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |     |                       | 949.00 5   |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 949.00     |
| 00034632 | 4110300 | PRINTERS                 |                       | 6RDQ181             | 924                 | 9026                 | 24  | G 07 010102           | 062911 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         |                          |                       |                     | 000001              | O                    |     |                       | 5          |
|          |         | COM: PICTBRIDGE FX/SCN   |                       |                     |                     |                      |     | TOTAL                 | .00        |
| 00035237 | 4110102 | LAPTOP COMPUTER          |                       | G7WCZB1             | D620                | 9026                 | 27  | E 07 102406           | 062911 Y   |
|          |         | VDR: VD04220000          | DELL MARKETING LP     | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 167915              | 000001               | O   | 110-9026              | 1,232.00 5 |
|          |         | COM: DELL LAPTOP         |                       |                     |                     |                      |     | TOTAL                 | 1,232.00   |
|          |         |                          |                       |                     |                     |                      |     | CUR VALUE             | 308.00     |
| 00031758 | 4110101 | DESKTOP COMPUTER         |                       | FTDPQ01             | GX200               | 9026                 | 28  | G 07 010102           | 062911 Y   |
|          |         | VDR: V999999999          | VENDOR PRIOR TO TERMS | PO NUM              | CHECK               | OLG                  | OWN | FND-CNTR-PROJECT----- | AMOUNT LIF |
|          |         | MFG: M000000138          | DELL                  |                     | 000001              | O                    |     |                       | 1,524.00 5 |
|          |         | COM: DELL CPU            |                       |                     |                     |                      |     | TOTAL                 | 1,524.00   |

| -FA NUM- | CODE----- | CLASSIFICATION-----     | DESCRIPTION           | ---SERIAL NUMBER---- | --MODEL--<br>NUMBER | --- | LOCATION-----        | C   | -----                 | DATES----- | T        |
|----------|-----------|-------------------------|-----------------------|----------------------|---------------------|-----|----------------------|-----|-----------------------|------------|----------|
|          |           |                         |                       |                      |                     |     | CNTR DP BLDG FM N DS |     | ACQRED                | INVTRY     | DISPD G  |
| 00034630 | 4110300   | PRINTERS                |                       | SG251313N            | 1220C               |     | 9026                 | 29  | G 07                  | 010102     | 062911 Y |
|          |           | VDR: V999999999         | VENDOR PRIOR TO TERMS | PO NUM               | CHECK               | OLG | OWN                  |     | FND-CNTR-PROJECT----- | AMOUNT     | LIF      |
|          |           | MFG: M000000016         | HEWLETT-PACKARD       | 000001               |                     | O   |                      |     |                       | 575.00     | 5        |
|          |           | COM: HP DESKJET PRINTER |                       |                      |                     |     |                      |     | TOTAL                 | 575.00     |          |
| 00034617 | 4110300   | PRINTERS                |                       | G5FQ181              | 924                 |     | 9026                 | 7-B | G 07                  | 010105     | 062911 Y |
|          |           | VDR: V999999999         | VENDOR PRIOR TO TERMS | PO NUM               | CHECK               | OLG | OWN                  |     | FND-CNTR-PROJECT----- | AMOUNT     | LIF      |
|          |           | MFG: M000000016         | HEWLETT-PACKARD       | 000001               |                     | O   |                      |     |                       | .00        | 5        |
|          |           | COM: PICTBRIDGE FX/SCN  |                       |                      |                     |     |                      |     | TOTAL                 | .00        |          |
| 00031173 | 4110102   | LAPTOP COMPUTER         |                       | IVPPQ01              | PP01X               |     | 9026                 | 7-C | G 07                  | 010104     | 062911 Y |
|          |           | VDR: V999999999         | VENDOR PRIOR TO TERMS | PO NUM               | CHECK               | OLG | OWN                  |     | FND-CNTR-PROJECT----- | AMOUNT     | LIF      |
|          |           | MFG: M000000138         | DELL                  | 000001               |                     | O   |                      |     |                       | 2,205.00   | 5        |
|          |           | COM: DELL LAPTOP        |                       |                      |                     |     |                      |     | TOTAL                 | 2,205.00   |          |
| 00031884 | 4330000   | TYPEWRITERS             |                       | 11XA303              | 1500                |     | 9026                 | 7D  | F 07                  | 010199     | 062911 Y |
|          |           | VDR: V999999999         | VENDOR PRIOR TO TERMS | PO NUM               | CHECK               | OLG | OWN                  |     | FND-CNTR-PROJECT----- | AMOUNT     | LIF      |
|          |           | MFG: M000002096         | IBM                   | 000001               |                     | O   |                      |     |                       | 575.00     | 7        |
|          |           | COM: IBM WHEELWRITER    |                       |                      |                     |     |                      |     | TOTAL                 | 575.00     |          |
|          |           |                         |                       | CNTR 9026            | TOTAL               |     |                      |     | 11 ITEMS              | 7,060.00   | COST     |

| -FA NUM- | CODE----- | CLASSIFICATION----- | DESCRIPTION           | ---SERIAL NUMBER---- | --MODEL--<br>NUMBER | ---LOCATION----      | C                     | -----DATES----- | T        |
|----------|-----------|---------------------|-----------------------|----------------------|---------------------|----------------------|-----------------------|-----------------|----------|
|          |           |                     |                       |                      |                     | CNTR DP BLDG FM N DS | ACQRED                | INVTRY          | DISPD G  |
| 00030005 | 4110101   | DESKTOP COMPUTER    |                       | 2DDGM01              | GX150               | 9102                 | 99 10                 | G 07 010102     | 060311 Y |
|          |           | VDR: V999999999     | VENDOR PRIOR TO TERMS | PO NUM               | CHECK OLG OWN       |                      | FND-CNTR-PROJECT----- | AMOUNT          | LIF      |
|          |           | MFG: M000000138     | DELL                  |                      | 000001 O            |                      |                       | 1,105.00        | 5        |
|          |           | COM: DELL CPU       |                       |                      |                     |                      | TOTAL                 | 1,105.00        |          |
|          |           |                     |                       | CNTR 9102            | TOTAL               |                      | 1 ITEMS               | 1,105.00        | COST     |

| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION---- | ---SERIAL NUMBER--- | --MODEL--<br>NUMBER | ---LOCATION----      | C    | -----DATES-----           | T          |
|----------|---------|---------------------------------------|----------------------|---------------------|---------------------|----------------------|------|---------------------------|------------|
|          |         |                                       |                      |                     |                     | CNTR DP BLDG FM N DS |      | ACQRED INVTRY             | DISPD G    |
| 00031371 | 4110101 | DESKTOP COMPUTER                      |                      | 7RC8P11             | GX150               | 9106                 | 7 15 | F 07 010102 102209 052311 | Y          |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                      | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT-----     | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                      | 000001              | 0                   |                      |      |                           | 5          |
|          |         | COM: DELL CPU                         |                      |                     |                     |                      |      | TOTAL                     | .00        |
| 00031372 | 4110101 | DESKTOP COMPUTER                      |                      | BRC8P11             | GX150               | 9106                 | 7 15 | F 07 010102 102209 052311 | Y          |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                      | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT-----     | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                      | 000001              | 0                   |                      |      |                           | 5          |
|          |         | COM: DELL CPU                         |                      |                     |                     |                      |      | TOTAL                     | .00        |
| 00031376 | 4110101 | DESKTOP COMPUTER                      |                      | 2TC8P11             | GX150               | 9106                 | 7 15 | F 07 010102 102209 052311 | Y          |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                      | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT-----     | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                      | 000001              | 0                   |                      |      |                           | 5          |
|          |         | COM: DELL CPU                         |                      |                     |                     |                      |      | TOTAL                     | .00        |
| 00031378 | 4110101 | DESKTOP COMPUTER                      |                      | HRC8P11             | GX150               | 9106                 | 7 15 | F 07 010102 102209 052311 | Y          |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                      | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT-----     | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                      | 000001              | 0                   |                      |      |                           | 5          |
|          |         | COM: DELL CPU                         |                      |                     |                     |                      |      | TOTAL                     | .00        |
| 00031380 | 4110101 | DESKTOP COMPUTER                      |                      | CQC8P11             | GX150               | 9106                 | 7 15 | F 07 010102 102209 052311 | Y          |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                      | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT-----     | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                      | 000001              | 0                   |                      |      |                           | 5          |
|          |         | COM: DELL CPU                         |                      |                     |                     |                      |      | TOTAL                     | .00        |
| 00031502 | 4110101 | DESKTOP COMPUTER                      |                      | GSC8P11             | GX150               | 9106                 | 7 15 | F 07 010102 102209 052311 | Y          |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                      | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT-----     | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                      | 000001              | 0                   |                      |      |                           | 5          |
|          |         | COM: DELL CPU                         |                      |                     |                     |                      |      | TOTAL                     | .00        |
| 00031503 | 4110101 | DESKTOP COMPUTER                      |                      | JPC8P11             | GX150               | 9106                 | 7 15 | F 07 010102 102209 052311 | Y          |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                      | PO NUM              | CHECK               | OLG                  | OWN  | FND-CNTR-PROJECT-----     | AMOUNT LIF |
|          |         | MFG: M000000138 DELL                  |                      | 000001              | 0                   |                      |      |                           | 5          |
|          |         | COM: DELL CPU                         |                      |                     |                     |                      |      | TOTAL                     | .00        |



| -FA NUM- | CODE    | -----CLASSIFICATION-----              | -----DESCRIPTION | ---SERIAL NUMBER--- | ---MODEL--<br>NUMBER | ---LOCATION----      | C      | -----DATES-----       | T             |
|----------|---------|---------------------------------------|------------------|---------------------|----------------------|----------------------|--------|-----------------------|---------------|
|          |         |                                       |                  |                     |                      | CNTR DP BLDG FM N DS | ACQRED | INVTY                 | DISPD G       |
| 00031506 | 4110101 | DESKTOP COMPUTER                      |                  | 8TC8P11             | GX150                | 9106 7 15            | F 07   | 010102 102209         | 052311 Y      |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK                | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001               | O                    |        |                       | 5             |
|          |         | COM: DELL CPU                         |                  |                     |                      |                      |        | TOTAL                 | .00           |
| 00031507 | 4110101 | DESKTOP COMPUTER                      |                  | SPC8P11             | GX150                | 9106 7 15            | F 07   | 010102 102209         | 052311 Y      |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK                | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001               | O                    |        |                       | 5             |
|          |         | COM: DELL CPU                         |                  |                     |                      |                      |        | TOTAL                 | .00           |
| 00031509 | 4110101 | DESKTOP COMPUTER                      |                  | 3QC8P11             | GX150                | 9106 7 15            | F 07   | 010102 102209         | 052311 Y      |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK                | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001               | O                    |        |                       | 5             |
|          |         | COM: DELL CPU                         |                  |                     |                      |                      |        | TOTAL                 | .00           |
| 00031510 | 4110101 | DESKTOP COMPUTER                      |                  | 6PC8P11             | GX240                | 9106 7 15            | G 07   | 010103 102209         | 052311 Y      |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK                | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001               | O                    |        |                       | 5             |
|          |         | COM: DELL CPU                         |                  |                     |                      |                      |        | TOTAL                 | .00           |
| 00031980 | 4110101 | DESKTOP COMPUTER                      |                  | C9TTT11             | GX260                | 9106 7 6             | P 07   | 010104 102209         | 052311 Y      |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK                | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001               | O                    |        |                       | 5             |
|          |         | COM: DELL CPU                         |                  |                     |                      |                      |        | TOTAL                 | .00           |
| 00100577 | 4110101 | DESKTOP COMPUTER                      |                  | MVT911              | GX400                | 9106 7 7             | G 07   | 010102                | 052311 Y      |
|          |         | VDR: V999999999 VENDOR PRIOR TO TERMS |                  | PO NUM              | CHECK                | OLG                  | OWN    | FND-CNTR-PROJECT----- | AMOUNT LIF    |
|          |         | MFG: M000000138 DELL                  |                  |                     | 000001               | O                    |        |                       | 5             |
|          |         | COM: DELL COMPUTER                    |                  |                     |                      |                      |        | TOTAL                 | 2,952.00      |
|          |         |                                       |                  |                     |                      |                      |        |                       | 2,952.00      |
|          |         |                                       |                  | CNTR 9106           | TOTAL                |                      |        | 13 ITEMS              | 2,952.00 COST |

| -FA NUM- | CODE----- | CLASSIFICATION----- | DESCRIPTION | ---SERIAL NUMBER---- | --MODEL--<br>NUMBER | --- | LOCATION---- | C | ----- | DATES----- | T               |
|----------|-----------|---------------------|-------------|----------------------|---------------------|-----|--------------|---|-------|------------|-----------------|
|          |           |                     |             | REQ 03               | TOTAL               |     |              |   |       | 336 ITEMS  | 318,076.19 COST |

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: August 23, 2011

TITLE OF AGENDA ITEM: Master In-Service Plan Revision

DIVISION: Personnel and Staff Development

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

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

Request approval of the PAEC revision to Master IN-Service Plan 2007-2012.  
Revisions are attached

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Dr. Pink Hightower

POSITION: Director of Human Resources and Staff Development

**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 \_\_\_\_\_

This form is to be duplicated on light blue paper.

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

## PAEC Master In-service Plan 2011-12 Update

### Revisions

- Section I**
- Section IV**
  - Revised funding allocations for districts to new rate.
  - LEADERSHIP PAEC: revised text in last paragraph and removed list--now reads; *Professional development training opportunities will be provided to the PAEC member districts as determined by the needs assessment in support of the new teacher and principal evaluation systems.*
- Section V**
  - Updated listings under Certificate Renewal and added Leadership Programs
  - Participant Follow-Up: Removed paragraph beginning with “After follow-up has occurred for each professional development activity...”
  - PDA Feed-back Survey: removed reference to old name “course evaluation”
  - E-Fraud Policy: moved to follow PDA Feedback Survey
  - Comparison of Professional Development Hours: new data for new year
  - Added Sections V-F and V-G
  - Updated the Educator Accomplished Practices
  - Updated the FDOE Learning Activities
- Section VI**
- Section VII**
  - Updated all forms
  - Removed combined districts’ calendar and will place yearly on PAEC Website
  - Included revised Florida Gifted Endorsement
  - Included New ESE Endorsements
    - Severe and Profound Disabilities
    - Autism
  - Removed statutes and DPS Memos and will place in District Shell in ePDC yearly as pertinent (will include a list in MIP instead)
  - Included crosswalk for new EAPS (if available from BOE/FDOE)

MASTER INSERVICE PLAN  
APPROVAL VERIFICATION

---

**Person Responsible for District Inservice Plan**

DR. Pink Hightower

**District Professional Development Director**

VERIFICATION

This verifies that the revisions to the 2007-2012 Master In-service Plan were approved by the Gadsden County School Board on August 23, 2011.

\_\_\_\_\_  
Superintendent of Schools School Board Chairman

GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

*R. Smiley*  
8/15/11

SUMMARY SHEET

2011 AUG 16 PM 1:41

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 10b

**DATE OF SCHOOL BOARD MEETING:** August 23, 2011

**TITLE OF AGENDA ITEM:** Teacher Evaluation Manual

**DIVISION:** K-12 Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

Pursuant to Florida Statute 1012.34, Gadsden County Public School District has established procedures for evaluating the performance of duties and responsibilities of all instructional personnel. Procedures for evaluating the performance of duties and responsibilities of administrative and supervisory personnel will be developed during the subsequent year. The intention of these procedures is to comply with state law and to increase student learning growth by improving the quality of instructional, administrative, and supervisory practices.

**FUND SOURCE:** Race to the Top

**AMOUNT:** NA

**PREPARED BY:** Sylvia R. Jackson, Ed.D. *SRJ*

**POSITION:** K-12 Director

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 \_\_\_\_\_

# Gadsden County

2011-2012



## Teacher Evaluation Model

Submitted to Florida Department of Education, May 30, 2011

# Gadsden County Teacher Evaluation Model

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# Gadsden County Teacher Evaluation Model

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# Gadsden County Teacher Evaluation Model

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## Section I. System Components Referenced both by the RTTT Memorandum of Understanding (MOU) and Florida Statutes

### CORE OF EFFECTIVE PRACTICE (1)

Pursuant to Florida Statute 1012.34, Gadsden County Public School District (GCPSD) has established procedures for evaluating the performance of duties and responsibilities of all instructional personnel. Procedures for evaluating the performance of duties and responsibilities of administrative and supervisory personnel will be developed during the subsequent year. The intention of these procedures is to increase student learning growth by improving the quality of instructional, administrative, and supervisory practices.

The core belief of GCPSD is that public education should provide well-rounded learning experiences that “build a brighter future” for all children. Hence, the rationale driving the Gadsden County Teacher Evaluation Model (GCTEM) is to shape, form, and improve teacher practices and to ensure that students are receiving high-quality instruction. It is the District’s vision that research-based processes for improving instructional practices, strategic planning, reflection on teaching and professionalism, will increase teacher instructional expertise from year to year. In turn, this will produce sustained gains in student learning.

### Statutes and Policies Supporting the Evaluation Process

Gadsden County’s *Race to the Top* personnel evaluation component, as described in this document, is aligned to 2011 Senate Bill 736 (Appendix A) and Gadsden County Board policies (SB 6.40 and 6.41). Gadsden County Board policies are in turn informed by numerous other Florida Statutes (1001.43, 1008.36, 1012.22, 1012.27, 1012.34, F. S.). Senate Bill 736 requires districts to design evaluation systems to support effective instruction and student learning growth. According to the Senate Bill:

# Gadsden County Teacher Evaluation Model

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- Results of evaluation systems should be used to develop district and school level improvement plans and to identify professional development for instructional personnel and school administrators.
- Districts must develop a mechanism to examine performance data from multiple sources.
- Districts must identify teaching fields for which special evaluation procedures/ criteria are necessary.
- Instructional staff employed for more than one year must be evaluated annually. And
- First-year teachers must be evaluated at least twice in the first year of employment.

Senate Bill 736 also allows for each district to establish a peer assistance process, as part of the evaluation system or for employee assistance. It allows evaluations to be amended if assessment data are available within 90 days of the close of the school year. And, SB 736 requires districts to report evaluation results to the state department, to review the system annually for compliance, and to develop processes for monitoring and evaluating the effective and consistent use of the evaluation criteria, which are also specified.

Senate Bill 736 requires the following evaluation criteria:

- 1) performance of students,
- 2) instructional practice and instructional leadership, and
- 3) professional and job responsibilities.

It also mandates that at least 50% of evaluations must be based on student learning growth assessed annually and measured by statewide assessments or district-developed assessments (F.S.1008.22(8)).

See Appendix A for more detail.

# Gadsden County Teacher Evaluation Model

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Gadsden County School Board Policies 6.40 and 6.41 outline procedures for the Assessment of Employees (BP6.40) and Instructional Employee Performance Criteria (BP6.41). In summary, these policies state that the Superintendent shall develop or select a personnel performance assessment system for all staff and that he or his designee shall develop and present, for School Board approval, instructional employee performance criteria and/or measures. Such performance criteria and/or measures shall be consistent with statutory requirements, but may include additional elements as deemed appropriate (Appendix B). Gadsden's Board policies are consistent with state statutes and will be revised as relevant subsequent Florida Statutes are developed and/or revised. Florida Statutes informing the Board Policies regarding evaluation and employee performance criteria include F.S. 1001.41, 1008.36, 1012.22, 1012.23, 1012.27, and 1012.34.

The GCTEM proposed in this document is fully consistent with all of these governing documents.

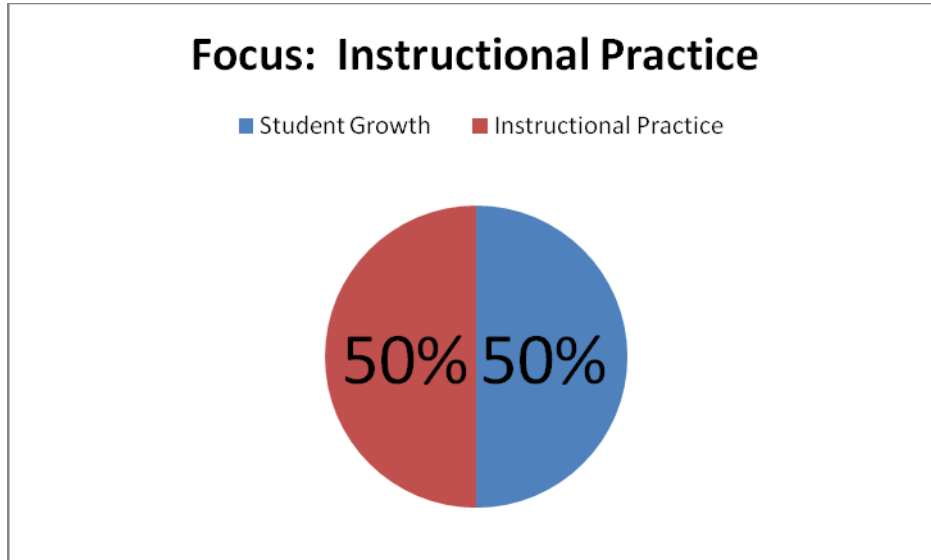
## **Principles of the Evaluation Process**

The purposes of teacher evaluation are both formative and summative. Formative evaluations shape, form or improve teacher practice. Summative evaluations take the form of an annual evaluation (final judgment) and are used for quality assurance. An observation may include analysis of student work, logs, etc., and a judgment is based on a preponderance of evidence because we want the decision to be robust.

The focus of the GCTEM is on student outcomes and instructional practice. Student outcomes will be measured by assessment data, while instructional practice will be measured using a slightly modified version of Florida's Model (based on Marzano's Teacher Evaluation Model, otherwise known as the Art of Science of Teaching Evaluation Framework). Fifty percent 50% will be based on student growth and fifty percent 50% will be attributed to instructional practice.

# Gadsden County Teacher Evaluation Model

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Gadsden will use principles of Dr. Robert Marzano’s Teacher Evaluation Model as the basis for evaluating instructional personnel’s instructional practices. In compliance with SBE Rule 6A.5.065, F.A.C., Florida Educator Accomplished Practices (FEAP) as revised in December 2010 form the foundation for school districts’ instructional personnel appraisal systems (Appendix C). The Marzano Teacher Evaluation Model (MTEM) was selected as a model for GCTEM because MTEM:

- Is aligned to FEAP;
- Is based upon sound educational principles and contemporary research in effective educational practice; and
- provides a means for self-assessment and reflection.

MTEM provides a transparent method for making decisions, a foundation for professional conversation, and a coherent means to provide formative and summative feedback. MTEM was also selected as a model for Gadsden County because its comprehensive set of practices is directly related to increased student learning gains.

# Gadsden County Teacher Evaluation Model

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The core effective practices used for the Gadsden County Teacher Evaluation Model (GCTEM) will be the Florida Educator Accomplished Practices (revised in December 2010). The specific components of FEAP include: (a) quality of instruction, (b) the learning environment, (c) assessment, (d) communication, and (f) professional responsibility and ethical conduct. These practices were developed in collaboration with education stakeholders and have been strongly linked to increased student achievement.

## **Connection to Florida Educator Accomplished Practices (2010)**

The goal of GCTEM is to improve student academic performance by identifying specific strategies and practices that are aligned to the Florida Educator Accomplished Practices (FEAP), and by rewarding teachers both for using these practices and for successfully raising student achievement. The operating premise is that all teachers can increase their expertise from year to year, thereby producing cumulative gains in student achievement from year to year. The operating strategy is a rigorous, transparent, and fair evaluation system that differentiates effectiveness with data on student growth and includes timely constructive feedback. Each domain of the Marzano Teacher Evaluation Model has been arrayed in a crosswalk format for each Florida Educator Accomplished Practice ([www.marzanoevaluation.com/files/FEAPs\\_Crosswalk\\_Marzano.pdf](http://www.marzanoevaluation.com/files/FEAPs_Crosswalk_Marzano.pdf)), ensuring the appropriateness of the Marzano model for measuring FEAP. Table 2 aligns the 6 key areas of FEAP with the 4 Marzano domains and emphasis.

## **Connection to Florida Continuous Improvement Model (FCIM)**

Enhancing student achievement is the ultimate goal of both the Marzano model and the Florida Continuous Improvement Model (FCIM). Both frameworks allow for constant engagement in perfecting the instructional craft of teachers. The following chart illustrates the close alignment between the two models.



# Gadsden County Teacher Evaluation Model

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**Table 1. Alignment of Florida’s Continuous Improvement Model with Marzano’s Teacher Evaluation Model**

| Florida’s Continuous Improvement Model                      | Marzano’s Teacher Evaluation Model                                              |
|-------------------------------------------------------------|---------------------------------------------------------------------------------|
| Cycle 1: PLAN. Data disaggregation and calendar development | Domain 2: Planning and preparing                                                |
| Cycle 2: DO. Direct instructional focus                     | Domain 1: Classroom Strategies and behaviors                                    |
| Cycle 3. ACT. Tutorials and enrichment                      | (Measured by Student Outcomes)                                                  |
| Cycle 4. CHECK. Assessment, maintenance and monitoring      | Domain 3: Reflecting to teaching and Domain 4: Collegiality and professionalism |

Both models are continuous and ongoing.

## **Research Base and Validation Studies on the Marzano Teacher Evaluation Model (2001)**

MTEM is based on a number of scholarly works, including: *What Works in Schools* (Marzano, 2003); *Classroom Instruction that Works* (Marzano, Pickering, & Pollock, 2001); *Classroom Management that Works* (Marzano, Pickering, & Marzano, 2003); *Classroom Assessment and Grading that Work* (Marzano, 2006); *The Art and Science of Teaching* (Marzano, 2007); and *Effective Supervision: Supporting the Art and Science of Teaching* (Marzano, Frontier, & Livingston, 2011). Each of these works was generated from a synthesis of research and theory; therefore, the model can be considered an aggregation of the research on those elements that have traditionally been shown to correlate with student academic achievement.

In addition, experimental/control studies have been conducted that establish more direct causal linkages with enhanced student achievement than can be made with other types of data analysis. Correlation studies (the more typical approach to examining the viability of a model) have also been conducted indicating positive correlations between the elements of the model and student mathematics and reading achievement. Finally, the model has been studied as to its effects on the

# Gadsden County Teacher Evaluation Model

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use of technology (i.e., interactive whiteboards) and found it to be highly correlated with the effectiveness of that technology (Research Base and Validation Studies on the Marzano Evaluation Model, April 2011).

## Observation Instrument(s) with Indicators of Effective Practice

MTEM with its 4 domains: Classroom Strategies and Behaviors, Planning and Preparing, Reflecting on Teaching, and Collegiality/Professionalism, is currently being recommended by the Florida Department of Education (FLDOE) as a teacher evaluation model that districts can use or adapt (Research Base and Validation Studies on the Marzano Evaluation Model, April 2011). The Marzano Teacher Evaluation Model four domains each has a different emphasis and contains a different number of measurable elements, as illustrated by the following table. These may also be aligned to the 6 FEAP key areas and both are the crux of the GCTEM that all evaluators will be trained to use.

**Table 2. Marzano Teacher Evaluation Model Domains, Emphases, and Elements**

| FEAP Alignment                                                                            | Marzano Domain                        | Emphasis                                                                                                                                                                                                                                                                                                        | Number of Elements |
|-------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Learning Environment (2)<br>Instructional Delivery and Facilitation (3)<br>Assessment (4) | 1. Classroom Strategies and Behaviors | Focus on knowledge and application of the common language of instruction and include three areas:<br>(1) Routine segments,<br>(2) Content segments, and<br>(3) Enacted on the spot.                                                                                                                             | 41                 |
| Instructional Design and Lesson Planning (1)                                              | 2. Planning and Preparing             | Emphasizes planning and preparing for units of instruction and lesson within units. There are three sections:<br>(1) Planning and preparation for lessons and units,<br>(2) Planning and preparing for use of materials or technology, and<br>(3) Planning and preparing to meet the special needs of students. | 8                  |
| Assessment (4)                                                                            | 3. Reflecting on Teaching             | Targets the teacher's ability and willingness to self-assess and plan for growth by:<br>(1) Evaluating personal performance, and<br>(2) Developing and implementing a professional growth plan.                                                                                                                 | 5                  |
| Continuous Professional Improvement (5)<br>Professionalism and Ethical Conduct (6)        | 4. Collegiality and Professionalism   | Targets promoting a positive learning environment, open communication, and district development through three elements:<br>(1) Promoting a positive environment<br>(2) Promoting exchange of ideas, and<br>(3) Promoting school and district development                                                        | 6                  |
|                                                                                           |                                       |                                                                                                                                                                                                                                                                                                                 | Total = 60         |

# Gadsden County Teacher Evaluation Model

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While the Marzano model provides a new perspective on teacher supervision and evaluation, it is the continuation and expansion of Dr. Marzano’s research across four decades that underlies the four domains that develop teacher expertise. The domains build on each other, with direct links to create a causal chain that results in increased learning and performance of all students.

Scales are used to specify varying levels of performance within each domain (see Table 3). Scales represent the continuum of teaching behavior and can be used to document growth over time as well as providing formative and summative feedback.

**Table 3. Marzano’s Scales of Performance**

| Innovating (4)                                                           | Applying (3)                                                                                                         | Developing (2)                                                                                      | Beginning(1)                                                                                                        | Not Using (0)                                          |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| The teacher is a recognized leader in helping others with this activity. | Within lessons the teacher organizes content in such a way that each new piece clearly builds on the previous piece. | The teacher scaffolds the information but the relationship between the evidences is not made clear. | The teacher attempts to perform this activity but does not actually complete or follow through with these attempts. | The teacher makes no attempt to perform this activity. |

The evaluation process begins with “sources of evidence” (Tables 4-9).

## Sources of Evidence

**Table 4. Domain 1 Sources of Evidence**

| Domain 1: Classroom Strategies & Behaviors                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Formal Observation(s)—pre/post</li> <li>• Informal, Announced Observation</li> <li>• Informal Unannounced Observation</li> <li>• Walkthroughs</li> <li>• Video of Classroom Practice</li> <li>• Artifacts</li> </ul> |

**Table 5. Domain 2 Sources of Evidence**

| Domain 2: Planning and Preparing                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Planning Conference or Pre-conference</li> <li>• Artifacts-lessons plans, organizers, etc</li> </ul> |

**Table 6. Domain 3 Sources of Evidence**

| Domain 3: Reflecting on Teaching                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Reflection conference</li> <li>• Conferences</li> <li>• Discussions</li> <li>• Artifacts</li> </ul> |

# Gadsden County Teacher Evaluation Model

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**Table 7. Domain 4 Sources of Evidence**

| Domain 4: Collegiality & Professionalism                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Conferences</li> <li>• Discussions</li> <li>• Artifacts</li> <li>• Lesson Study Agenda</li> <li>• Professional Development Plan</li> <li>• Participation in District and School Meetings</li> <li>• Parent and Student Surveys</li> </ul> |

**Table 8. Observation and Survey Instruments**

| Observation Instruments                                                                                      | Location in Document |
|--------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Domain 1:</b> Overall Classroom Strategies and Behavior From                                              | Appendix D           |
| <b>Domain 2:</b> Planning Conference Structured Interview<br><b>Lesson Segments Involving Routine Events</b> | Appendix E           |
| <b>Domain 2:</b> Planning Conference Structured Interview<br><b>Lesson Segments Addressing Content</b>       | Appendix F           |
| <b>Domain 2:</b> Planning Conference Structured Interview<br><b>Enacting on the Spot</b>                     | Appendix G           |
| <b>Domain 3:</b> Planning Conference Structured Interview<br><b>Reflecting on Teaching</b>                   | Appendix H           |
| <b>Domain 4:</b> Planning Conference Structured Interview<br><b>Collegiality and Professionalism</b>         | Appendix I           |
| Climate Survey for Parents/Guardians                                                                         | Appendix J           |
| Climate Survey for Students (grades K-5)                                                                     | Appendix K           |
| Climate Survey for Students (grades 6-12)                                                                    | Appendix L           |

**Table 9. Evaluation Instruments**

| Evaluation Instruments                                                                                                              | Location in Document |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Gadsden County Annual Evaluation Report for <i>Category I Teachers: 1-3 Years of Service</i> ---Instructional Practice Score        | Appendix M           |
| Gadsden County Annual Evaluation Report for <i>Category II Teachers: 4 or more Years of Service</i> ---Instructional Practice Score | Appendix N           |

# Gadsden County Teacher Evaluation Model

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## STUDENT GROWTH (2)

The second critical component of teacher accountability is the use of standardized assessment measures to determine if students are making at least one year of academic growth after one year of instruction (Table 10). To partially accomplish this goal the district administers the state-required assessment instruments at each grade level, which includes the FCAT and Florida End-of-Course examinations. The district also utilizes the Florida Assessment of Instruction in Reading (FAIR) as a measure of reading growth. To be in full compliance with the requirements of RTTT by the year 2014, the district's goal is to implement student assessments that measure learning gains in the non-FCAT assessed areas and grade levels.

The GCTEM will utilize the state-adopted teacher-level student growth measure as the primary factor of teacher and principal evaluation systems.

FCAT-Assessed Area Teachers. Fifty percent (50%) of the evaluation of teachers of FCAT-assessed areas will be based upon FCAT data and indicators of student learning growth as assessed by the statewide assessments in school year 2011-12 and school year 2012-13. The Gadsden County Teacher Evaluation Model will use the state adopted student growth measure for courses associated with FCAT for 2011-12. The list of student assessments for each subject and grade level for use in 2011-2012 is located below (Table 10 & 11).

Non-FCAT-Assessed Area Teachers. Thirty percent (30%) of the evaluations of teachers of subjects and grade levels not measured by statewide assessments will be based on their students' reading gains for the 2011-2012 school year, as measured by FAIR. Only students who have participated in at least two FAIR assessments will be considered in this evaluation process. While the percentage of teachers' evaluations derived from student achievement will remain the same (30%) for school year 2012-2013, the measure used for teachers in grades 4-12 will change. During the 2012-2013 school year, non-FCAT-assessed area teacher evaluations will be based on their

# Gadsden County Teacher Evaluation Model

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students' end-of-course performances as measured by Gadsden County-developed end-of-course assessments. Table 12 outlines the timeline for the development of Gadsden County End-of-Course assessments for non-FCAT assessed areas.

By 2014-15, the District will implement procedures to measure growth for subjects and grades not assessed by statewide assessments using formulas based on FLDOE models. If students do not take statewide assessments, growth will be measured by established learning targets that have been approved by the principal. Likewise, definitive decisions regarding the calculation of student growth for teachers teaching multiple FCAT assessed courses will be made after review of the state recommended model for growth and implemented no later than the 2014-15 school year.

**Table 10. Student Assessments**

| Student Assessments               |
|-----------------------------------|
| FCAT (Reading, Math, and Science) |
| Florida Writes                    |
| End of Course Exams               |
| FAIR                              |

**Table 11. Student Assessments by Subject/Grade Level**

| Testing Instrument                                    | KG   | 1    | 2    | 3    | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-------------------------------------------------------|------|------|------|------|---|---|---|---|---|---|----|----|----|
| <b>FCAT Reading</b>                                   |      |      |      | X    | X | X | X | X | X | X | X  |    |    |
| <b>FCAT Math</b>                                      |      |      |      | X    | X | X | X | X | X | X | X  |    |    |
| <b>FCAT Science</b>                                   |      |      |      |      |   | X |   |   | X |   |    | X  |    |
| <b>FAIR<br/>Florida<br/>Assessment in<br/>Reading</b> |      | x    | x    | x    | x | x | x | x | x | x | x  | x  |    |
| FCAT End-Of-Course Assessment Timeline per FLDOE      |      |      |      |      |   |   |   |   |   |   |    |    |    |
| <b>Algebra</b>                                        | 2011 |      |      |      |   |   |   |   |   |   |    |    |    |
| <b>Biology</b>                                        |      | 2012 |      |      |   |   |   |   |   |   |    |    |    |
| <b>Geometry</b>                                       |      | 2012 |      |      |   |   |   |   |   |   |    |    |    |
| <b>U.S. History</b>                                   |      |      | 2013 |      |   |   |   |   |   |   |    |    |    |
| <b>Civics</b>                                         |      |      |      | 2014 |   |   |   |   |   |   |    |    |    |

(See also Appendix O)

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**Table 12. Timeline for Development/Selection of Student Assessments**

| Timeline | 2011-2012                                                                                                                           | 2012-2013                                                          | 2013-2014                                                                 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------|
| 9-12     | Teachers providing instruction in non-FCAT assessed areas will begin collaboration on the development of End-of-Course assessments. | Non-FCAT assessed areas will field-test End-of-Course assessments. | Full implementation of non-FCAT assessed areas End-of-Course assessments. |
| 6-8      | Teachers providing instruction in non-FCAT assessed areas will begin collaboration on the development of End-of-Course assessments. | Non-FCAT assessed areas will field-test End-of-Course assessments. | Full implementation of non-FCAT assessed areas End-of-Course assessments. |
| 3-5      | Teachers providing instruction in non-FCAT assessed areas will begin collaboration on the development of End-of-Course assessments. | Non-FCAT assessed areas will field-test End-of-Course assessments. | Full implementation of non-FCAT assessed areas End-of-Course assessments. |
| K-2      | Implementation of a district adopted standardized assessment of reading proficiency.                                                |                                                                    |                                                                           |

**Table 13. Timeline for Developing Growth Measures/ Evaluation Incorporation**

| Timeline | 2011-2012                                                                                                                                                                                                                                                                       | 2012-2013                                                                                                                                                                                 | 2013-2014                                                                                                                                                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9-12     | As outlined in the RTTT application and per agreement with GCCTA representatives, all teachers will be required to demonstrate gains in reading. Student gains in reading will account for 30% of the evaluation of teachers of non-FCAT assessed courses, as measured by FAIR. | 65% of students enrolled in a non-FCAT assessed course must demonstrate proficiency on the end-of-course assessment. 30% of teacher evaluation based on student performance.              | 65% of students enrolled in a non-FCAT assessed course must demonstrate proficiency on the end-of-course assessment. 50% of teacher evaluation based on student performance.              |
| 6-8      | As outlined in the RTTT application and per agreement with GCCTA representatives, all teachers will be required to demonstrate gains in reading. Student gains in reading will account for 30% of the evaluation of teachers of non-FCAT assessed courses, as measured by FAIR. | 65% of students enrolled in a non-FCAT assessed course must demonstrate proficiency on the end-of-course assessment. 30% of teacher evaluation based on student performance.              | 65% of students enrolled in a non-FCAT assessed course must demonstrate proficiency on the end-of-course assessment. 50% of teacher evaluation based on student performance.              |
| 3-5      | As outlined in the RTTT application and per agreement with GCCTA representatives, all teachers will be required to demonstrate gains in reading. Student gains in reading will account for 30% of the evaluation of teachers of non-FCAT assessed courses, as measured by FAIR. | 65% of students enrolled in a non-FCAT assessed course must demonstrate proficiency on the end-of-course assessment. 30% of teacher evaluation based on student performance.              | 65% of students enrolled in a non-FCAT assessed course must demonstrate proficiency on the end-of-course assessment. 50% of teacher evaluation based on student performance.              |
| K-2      | 65% of K-2 students must demonstrate proficiency on district assessment tool for reading proficiency (e.g. FAIR). Student gains in reading will account for 30% of the evaluation of teachers.                                                                                  | 65% of K-2 students must demonstrate proficiency on district assessment tool for reading proficiency (FAIR). Student gains in reading will account for 50% of the evaluation of teachers. | 65% of K-2 students must demonstrate proficiency on district assessment tool for reading proficiency (FAIR). Student gains in reading will account for 50% of the evaluation of teachers. |

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## EVALUATION RATING CRITERIA (3)

Gadsden County will use a modified version of the Instructional Practice Score rating scale developed by the FLDOE, which is based on the rating scale for Marzano's domain elements. The FLDOE scale is described in Table 14 (below).

**Table 14. Instructional Practice Score (FLDOE Scale)**

|                                      | 4                | 3         | 2                          | 1              |
|--------------------------------------|------------------|-----------|----------------------------|----------------|
| Ratings used for each Domain Element | Highly Effective | Effective | Needs Improving/Developing | Unsatisfactory |

Gadsden will utilize the State's four ratings, as well.

The Florida Model instructional practice score reflects teachers' performance across all elements within the framework (Domains 1-4), accounts weight to the domain with greatest impact on student achievement (Domain 1), and is capable of acknowledging teachers' focus on deliberate practice by measuring teacher improvement over time on specific elements within the framework (April, 2011, Handouts).

The Florida instructional practice score will eventually be comprised of two scores: a status score (score achieved at the time when an observation is made) and a deliberate practice score (score based on growth on specific strategies).

For the first year of implementation, Gadsden County, like the State of Florida, will use only the status score. The deliberate practice score will be added in the upcoming years. Thus, the final instructional practice score for Year 1 (2011-2012) will be ONLY the STATUS SCORE.



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## Calculating the Status Score

The Status Score (which will serve as the instructional practice score at least for school year 2011-2012) aggregates teachers' ratings across all observed elements with the framework to result in a single score.

**Step 1:** Rate observed elements at each of the following levels: Highly Effective (4), Effective (3), Needs Improving/Developing (2), and Unsatisfactory (1)

**Step 2:** Count the number of ratings at each level for each of the four domains

**Step 3:** For each domain, determine the percentage of the total each level represents.

**Step 4:** For each domain, apply the results from Step 3 to the description for each level on the Proficiency Scale (based on teacher's experience level). This is a domain proficiency score and will be a number between 1 and 4.

**Step 5:** Compute the weighted average of the 4 domain proficiency scores and find the resulting number on the scale.

## Proficiency Scale for Category I Teachers

- Category I Teachers: 1-3 years of service
- Percentages based on number of elements for which data is available
- Broader range by design-normal distribution (3.5-4.0=.5 range, 2.5-3.4 and 1.5-2.4=.9 range, and 1.0-1.4=.4 range) (Table 16-Category I Teachers & Table 17-Category II Teachers).

**Table 15. Proficiency Scale for Category I Teachers**

|                          | Highly Effective (4)                      | Effective (3)                     | Needs Improving/Developing (2)                                  | Unsatisfactory (1)                      |
|--------------------------|-------------------------------------------|-----------------------------------|-----------------------------------------------------------------|-----------------------------------------|
| D1:<br>D2:<br>D3:<br>D4: | At least 65% at Level 4 and 0% at Level 1 | At least 65% at Level 3 or higher | Less than 65% at Level 3 or higher and Less than 50% at Level 1 | Greater than or equal to 50% at Level 1 |

## Proficiency Scale for Category II Teachers

- Category II Teachers: 4 or more years of service

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- Percentages based on number of elements for which data is available

**Table 16. Proficiency Scale for Category II Teachers**

|                          | Highly Effective (4)                      | Effective (3)                     | Needs Improving/Developing (2)                                  | Unsatisfactory (1)                      |
|--------------------------|-------------------------------------------|-----------------------------------|-----------------------------------------------------------------|-----------------------------------------|
| D1:<br>D2:<br>D3:<br>D4: | At least 75% at Level 4 and 0% at Level 1 | At least 75% at Level 3 or higher | Less than 75% at Level 3 or higher and Less than 50% at Level 1 | Greater than or equal to 50% at Level 1 |

## Proficiency Scale for Struggling Teachers

- Struggling Teachers: teachers evidenced to be under performing by formal and/or informal observations
- Percentages based on number of elements for which data is available
- Broader range by design-normal distribution (3.5-4.0=.5 range, 2.5-3.4 and 1.5-2.4=.9 range, and 1.0-1.4=.4 range) (Table 17).

**Table 17. Proficiency Scale for Struggling Teachers**

|                          | Highly Effective (4)                      | Effective (3)                     | Needs Improving/Developing (2)                                  | Unsatisfactory (1)                      |
|--------------------------|-------------------------------------------|-----------------------------------|-----------------------------------------------------------------|-----------------------------------------|
| D1:<br>D2:<br>D3:<br>D4: | At least 65% at Level 4 and 0% at Level 1 | At least 65% at Level 3 or higher | Less than 65% at Level 3 or higher and Less than 50% at Level 1 | Greater than or equal to 50% at Level 1 |

## Status Score Weighting System

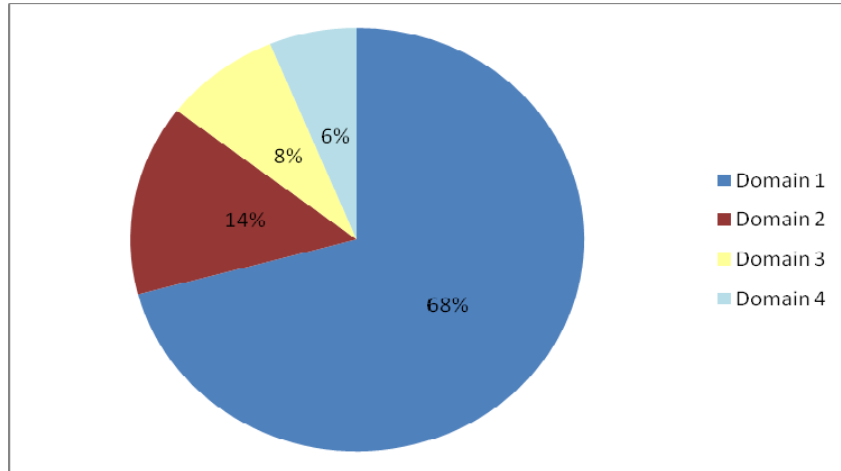
**Step 5:** Using the four domain frequency scores, compute the weighted average to obtain the Status Score.

- Using these scales, we can determine a numerical value that represents proficiency score for each domain
- Each domain will be weighted as follows:
  - Domain 1: 68%, 41 Elements

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- Domain 2: 14%, 8 Elements
- Domain 3: 8%, 5 Elements
- Domain 4: 10%, 6 Elements



**Step 5:** Compute the weighted average of the 4 domain proficiency scores and find the resulting number on the scale (Table 18).

**Table 18. Instructional Practice Score (Gadsden County)**

| Highly Effective | Effective | Needs Improving/Developing | Unsatisfactory |
|------------------|-----------|----------------------------|----------------|
| 3.5-4.0          | 2.5-3.4   | 1.5-2.4                    | 1.0-1.4        |

The final weighted average of the four domains translates into a range of scores with pre-determined labels for corresponding levels of performance:

3.5-4.0 = Highly Effective,

2.5-3.4 = Effective,

1.5-2.5 = Needs Improving/Developing, and

1.0-1.4 = Unsatisfactory.

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## Section II. System Components Reference only by the MOU

### TEACHER AND PRINCIPAL INVOLVEMENT (4)

In January 2011 both the Gadsden County K-12 Director and a teacher representative of the Gadsden County Classroom Teacher Association (GCCTA) attended the *Teacher Evaluation Performance Pay Change Management* conference in Tampa. Each collected information to bring back to the district for discussion and development of the Gadsden County Teacher Evaluation Model. Discussions of and training for the Race to the Top teacher evaluation component have been consistent throughout the spring of 2011. The committee includes administrators (district and school site) and teachers who have met to discuss various components of the teacher evaluation process. On May 24, 2011, the *Gadsden County Classroom Teachers Association* and the District documented in a *Letter of Understanding* respective commitments to implanting the GCPS Teacher Evaluation Model (Appendix G).

After seeing both the Danielson and Marzano models for teacher evaluation, GCPS adopted a modified version on the Marzano model. District representatives learned more about Marzano Art and Science of Teaching Teacher Evaluation Model through trainings provided by Learning Sciences International presenters. A checklist provided by Learning Sciences International has been used to construct the Gadsden County Teacher Evaluation Manual and observation tools. In addition to weekly and bi-weekly discussions regarding the RTTT teacher evaluation requirement, the table below summarizes key activities/trainings related to the development of the GCPS teacher evaluation tool (Table 19).

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**Table 19: Key Activities/Trainings Related to Developing the GCPS Teacher Evaluation Tool**

| <b>Date</b>    | <b>Activity</b>                                                   | <b>Location</b> | <b>Stakeholders</b>                                                                                                                                                    |
|----------------|-------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1/19-1/20      | Teacher Evaluation, Performance Pay, Change Management Conference | Tampa           | K12 Director<br>GCCTA Representative                                                                                                                                   |
| 2/1/11         | GCCTA Negotiations Discussions                                    | District Office | GCPS Chief Negotiator<br>K12 Director<br>HR Director<br>Federal Programs Director<br>Teacher Representatives<br>Principals Representatives<br>GCCTA Executive Director |
| 3/3-3/5/2011   | Marzano Evaluation Model Training                                 | Panama City     | K12 Director<br>HR Director<br>Federal Programs Director<br>SIG Coordinator                                                                                            |
| 3/8/2011       | GCCTA Negotiations Discussions/Presentation                       | District Office | GCPS Chief Negotiator<br>K12 Director<br>HR Director<br>Federal Programs Director<br>Teacher Representatives<br>Principal Representatives<br>GCCTA Executive Director  |
| 3/29/2011      | FLDOE Conference Call                                             | District Office | K12 Director<br>Federal Programs Director<br>RTTT Coordinator                                                                                                          |
| 3/30-3/31/2011 | Marzano Evaluation Model Training                                 | Howell Center   | K12 Director<br>RTTT Coordinator                                                                                                                                       |
| 4/27/11        | Marzano Evaluation Model Training                                 | Howell Center   | K12 Director<br>RTTT Coordinator<br>HR Director<br>SIG Coordinator                                                                                                     |
| 5/11-5/13/2011 | Negotiation Training                                              | Tampa           | Chief Negotiator<br>K12 Director                                                                                                                                       |

The discussions regarding the GCTEM are ongoing. The manual that is developed as a result of these discussions will be reviewed annually and revised according to education code, district policy, and GCCTA contract revisions. The review committee, like the initial planning/development committee will consist of teachers, principals, and other district administrators.

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## MULTIPLE EVALUATIONS FOR FIRST YEAR TEACHERS (5)

First year teachers will receive three observations, two evaluations, five informal observations per year and a minimum of two walkthroughs per month. Review of student performance data will occur three times a year (Table 20).

**Table 20. First Year Teachers Observation/Evaluation Schedule**

| Status       | Formal Observations (Announced) | Informal Observations (Announced or Unannounced)* 20-30 minutes | Walkthroughs *Minimum* 5-7 minutes | Student Data Review |
|--------------|---------------------------------|-----------------------------------------------------------------|------------------------------------|---------------------|
| New Teachers | 3 Observations<br>2 Evaluations | 5 Informal Observations                                         | Twice a Month                      | 3 times a Year      |

During the first observation, beginning teachers will focus on three questions:

- (1) What will I do to establish learning goals, track student progress and celebrate learning?
- (6) What will I do to establish or maintain classroom routines and procedures?
- (5) What will I do to engage students?

During the second observation, beginning teachers will focus on three different questions:

- (1) What will I do to establish goals, track student progress and celebrate success?
- (9) What will I do to communicate high expectations?
- (7) What will I do to acknowledge adherence or lack of adherence to rules and procedures?

During the third observation, beginning teachers will focus on four new questions:

- (2) What will I do to help students interact with new knowledge?
- (8) What will I do to establish and maintain effective relationships?
- (3) What will I do to help students deepen and practice new knowledge?
- (4) What will I do to help students generate and test hypotheses about new knowledge?

(Table 21).

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**Table 21. Classroom Observations and Student Data Reviews**

| Observation 1                                                                                   | Observation 2                                                                              | Observation 3                                                                          |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| DQ1: What will I do to establish learning goals, track student progress and celebrate learning? | DQ1: What will I do to establish goals, track student progress and celebrate success?      | DQ2: What will I do to help students interact with new knowledge?                      |
| DQ6: What will I do to establish or maintain classroom routines and procedures?                 | DQ9: What will I do to communicate high expectations?                                      | DQ8: What will I do to establish and maintain effective relationships?                 |
| DQ5: What will I do to engage students?                                                         | DQ7: What will I do to acknowledge adherence or lack of adherence to rules and procedures? | DQ3: What will I do to help students deepen and practice new knowledge?                |
|                                                                                                 |                                                                                            | DQ4: What will I do to help students generate and test hypotheses about new knowledge? |

## **Types of Student Performance Data**

Student performance data includes but are not limited to end-of-unit exams, teacher-made mini-assessments, Data Director (item bank) created tests, district-mandated interim assessments, projects, book reports, Success Maker results, FCAT results (if applicable), end-of-course exam results (if applicable) and essays. Principals may use Data Direct and the Student Information System (currently TERMS) to generate reports of student performance data reports. These reports, in turn, may be reviewed with teachers, as formative and summative student performance data documentation components of teacher evaluations.

Principals, assistant principals for curriculum, and instructional coaches may conduct data reviews of student performance. Principals, assistant principals for curriculum, and academic coaches may conduct classroom observations. Teachers receiving two consecutive years of effective performance ratings, on the third year, with the principal's approval may engage in the peer-evaluation process with another effective teacher. Teachers participating in a peer-observation must receive training on the observation process before beginning this process. The principal, however, is the only person that conducts the final evaluation rating for teachers (Table 22).

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**Table 22. Personnel Responsible for Observations and Data Reviews**

| <b>Personnel</b>      | <b>Conduct Observations</b> | <b>Conduct Data Reviews</b> | <b>Conduct Final Rating</b> |
|-----------------------|-----------------------------|-----------------------------|-----------------------------|
| Principals            | X                           | X                           | X                           |
| Assistant Principals  | X                           | X                           |                             |
| Instructional Coaches | X                           | X                           |                             |
| Peer Observer         | X                           | X                           |                             |

## **Feedback Process for Newly Hired Teachers**

Within ten (10) school days after each scheduled observation, the principal shall have a conference with the beginning teacher, at which time the teacher shall receive a copy of the completed assessment form. If it is determined that a teacher is not performing a skill-set effectively, the principal will assist the teacher in developing an improvement plan which will include outlining professional development, planning for a return observation, and documenting the teacher's progress after subsequent observations and during documentations for the two required evaluations of newly hired teachers. The use of Category I and Category II criteria differentiates evaluation criteria for newly hired teachers and teachers who have been employed for multiple years with the district. In essence, the observation instruments are the same but the evaluating formulas are different in that the percentage weights are different.

## **ADDITIONAL METRIC EVALUATION ELEMENT (6)**

Domains 1, 2, 3, and 4 have assigned quantifying numbers to document the effectiveness of teachers in each domain. (See observation and documentation forms for each Domain, Appendices D through I). The quantifying numbers will be informed by evidence (metrics) presented during the pre-conference (e.g. lesson plan, organizers, handouts, etc.), during the actual observation (e.g. handouts, video tape, observer's documentation, etc.), during the post-conference (e.g. teacher self-assessment, sample student work, etc.), and other documentation of professionalism (e.g.



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meeting/conference attendance, parent/student surveys (Appendices J through L), individual professional development plans, lesson study/other meeting agendas/notes). For example, parent surveys, telephone conferences, and written correspondence may be used to inform ratings given under Domain 4 in the areas of (1) Promoting Positive Interactions about Students and Parents and (2) Adhering to District and School Rules and procedures. The points that teachers receive for Domain 4 and in fact, each Domain, will be placed in a weighted formula used to determine the overall rating of the teacher (e.g. highly effective, effective, moderately effective, and not effective). Gadsden County will use the Marzano scoring sheet with weighted formula (Appendices P and Q).

The additional metrics that are discussed above inherent in the instructional and professional practices expected of Gadsden County teachers and will apply to all instructional staff evaluations. Although the additional metrics that the district is currently using may be revised on an annual basis (e.g. parent, student, teacher surveys), it is not anticipated that the District will add new metrics, unless the addition is mandated by education code or Florida Department of Education (FLDOE).

## **MILESTONE CAREER EVENT(S) (7)**

The Gadsden County Teacher Evaluation Model will serve as the basis for decisions regarding the following milestone career events: 1) Retention for Employment, 2) Movement on Salary Scale (to be negotiated), and 3) Change in Employment Category. Senate Bill 736 states that annual teachers (teachers hired on annual rather than on continuing contract) may be terminated any time during the school year and at the end of the school year, if the school principal determines that their overall evaluation is less than effective. This will become effective in Gadsden County Public Schools for the 2011-2012 school year.

Professional and Continuing Contract teachers may be terminated if two or more of their evaluations in a three-year period are less than effective. Although the details of how teachers will move on the salary scale are subject to available funding and collective bargaining, annual teacher

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evaluations will inform this process. Teachers who have overall ratings of *Not Effective* will not be eligible for changes in employment categories that result in increases of salary and/or responsibilities. The specific details for how Gadsden County School District implements procedures for addressing milestone career events for instructional staff are subject to annual collective bargaining and will be addressed during the 2011-2012 school year negotiations.

### **Section III. System Components Referenced by Florida Statutes ANNUAL EVALUATION PROCEDURES (8)**

It is expected that all teachers will exhibit classroom strategies and behaviors that allow all students to be successful in school, as demonstrated by proficient or higher performance on the Florida Comprehensive Assessment Test (FCAT) and other academic performance indicators. Teachers will plan and prepare lessons aligned to the Next Generation Florida Sunshine State Standards. Teachers will evaluate the effectiveness of lessons delivered. Teachers will engage in levels of collegiality and professionalism that promote positive interactions with colleagues, parents and students; and result in on-going efforts to become informed regarding the most effective practices of teaching and learning.

Gadsden County has established the following categories of teachers, each of whom will receive different levels of observation and evaluation (please see Table 10):

Category I teachers are new teachers, teachers with one to three years of service within Gadsden County Schools, or teachers that are new to the district. Category I teachers will receive six formal observations, two evaluations, five informal observations per year and a minimum of two walkthroughs per month. Category I teachers will be observed six times a year: once in September, October, November/December, February, March, and May. Category I teachers will be evaluated twice a year, once at the mid-year and once at the end of the year. Mid-year evaluations will consist of an evaluation of instructional practices, using the Instructional Practices Inventory. End-of-the-

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year evaluations will consist of both the Instructional Practices Inventory score and a student performance score based on the FCAT, an FCAT end-of-course exam, or a district-developed end-of-course assessment.

If an Effective or higher evaluation is received the first year, Category I teachers who are new to the district but who have multiple years of teaching experience will be moved to Category II status at the start of their second year of instruction.

Category II teachers are defined as teachers with four or more years of service within Gadsden County Schools. Category II teachers will receive three observations, one evaluation, two informal observations per year and a minimum of one walkthrough per month. In parallel fashion to Category I teachers, Category II teachers are observed three times a year. However, their observations will take place in October, January, and April. Category II teachers will be evaluated once at the end of the school year. End-of-the-year evaluations will consist of both the Instructional Practices Inventory score and a student performance score based on the FCAT, an FCAT end-of-course exam, or a district-developed end of course assessment.

Struggling teachers are defined as teachers evidenced to be underperforming by formal and/or informal observations. Struggling teachers will receive four or more observations, two evaluations, five to nine informal observations per year and a minimum of two walkthroughs per month. Struggling teachers are observed four or more times a year: once in September, December, and March with the fourth assessment taking place in April. Struggling teachers will be evaluated twice a year, once at the mid-year and once at the end of the year. Mid-year evaluations will consist of an evaluation of instructional practices, using the Instructional Practices Inventory. End-of-the-year evaluations will consist of both the Instructional Practices Inventory score and a student performance score based on the FCAT, an FCAT end of course exam, or a district developed end of course assessment.

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A teacher, over the course of two consecutive observations receiving feedback indicating that his/her overall performance is *Not Effective*, will be placed on a Performance Improvement Plan by the school principal. As outlined by the GCCTA agreement (Article VI), “teachers receiving an evaluation marking of unsatisfactory or needs improvement in a domain category of the performance appraisal, must have dated documentation attached to the performance appraisal by the evaluating administrator. This documentation shall note occurrences showing evidence of the teacher’s deficiency in that domain.”

Placement on a Performance Improvement Plan must be documented in writing and shared with the teacher during a formal conference where the teacher will be afforded the opportunity to have his/her union representation present should he/she desires to have them present. The role of the union representative is to ensure that the performance improvement process does not violate the bargaining member’s rights as outlined by the GCCTA agreement. The role of the principal is to coach the teacher or have his/her designee coach the teacher to mastery of the desired instructional/professional practice. The role of the teacher is to work with the principal or his/her designee to master the desired instructional/professional practice. Placement on a Performance Improvement Plan may include one or any combination of the following:

- Weekly, bi-weekly, or monthly formal observations, which include the mandatory pre/post conferences and for which the frequency is determined by the nature of the performance improvement need.
- Observation of peers exemplifying the desired instructional/professional practice.
- Mentoring by a peer exemplifying the desired instructional/professional practice.
- Professional development relevant to the desired instructional practice.

A teacher on a Professional Improvement Plan who receives two consecutive observations where the overall rating is *Effective* shall receive a formal evaluation by the principal and may be

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removed from *Not Effective* status. All documentation related to Professional Improvement Plans must be maintained in the teacher’s site personnel file and accompany the annual evaluation to the district’s personnel file.

Regardless of the category of the teacher, additional observations may occur, as needed, depending on the performance of the teacher. The role of the observer and teacher differ depending on the activity taking place. For example, during the pre-conference session of a formal observation, the observer supports and guides the teacher in planning and preparation. The teacher’s role is to provide evidence regarding skills in planning and aligning their lessons to district standards and curricula. When the written feedback is given to the teacher, the observer’s role is to provide objective, actionable and timely feedback. The teacher responsibility is to reflect upon, engage in dialogue with observer and to take appropriate action (Table 23). During the post-conference of a formal observation, the observer provides a climate and experience that enables the teacher and the observer to reflect upon the lesson and to determine next steps. The teacher’s role during the post conference of a formal observation is to reflect upon the impact that the lesson had on student learning. When addressing Domain 4, the role of the teacher is to present evidence of his/her collegial and professional activities. The role of the observer would be to examine evidence presented and to evaluate the teacher’s progression toward highly effective exemplars.

**Table 23. Role of Observers and Teachers**

| Formal Observation     | Observer                                                                                                                             | Teacher                                                                                                               |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Pre-Conference</b>  | To support and guide the teacher in planning and preparation                                                                         | To provide evidence regarding their skills in planning and aligning their lessons to district standards and curricula |
| <b>Post-Conference</b> | To provide a climate and experience that enables the teacher and the observer to reflect upon the lesson and to determine next steps | To reflect upon the impact that the lesson had on student learning                                                    |

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|                         |                                                                                                     |                                                                                  |
|-------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Written Feedback</b> | Provide objective, actionable and timely feedback according as described in the district procedures | To reflect upon, engage in dialogue with observer and to take appropriate action |
|-------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

**Table 24. Gadsden County Observation Timeline**

| Month     | Category I<br>(New Teachers with 1-3 years of service teachers that are new to district) | Category II<br>(4 or more years of service) | Struggling Teachers<br>(Ineffective teachers needing assistance) |
|-----------|------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------|
| August    |                                                                                          |                                             |                                                                  |
| September | Appendix D, E, H                                                                         |                                             | Appendix D, E, H                                                 |
| October   | Appendix D, F, H                                                                         | Appendix D, E, H                            |                                                                  |
| November  |                                                                                          |                                             |                                                                  |
| December  | Appendix D, G, H, I, M                                                                   |                                             | Appendix D, F, H, M                                              |
| January   |                                                                                          | D, F, H                                     |                                                                  |
| February  | Appendix D, E, H                                                                         |                                             |                                                                  |
| March     | Appendix D, F, H                                                                         |                                             | Appendix D, G, H                                                 |
| April     |                                                                                          | Appendix D, G, H, I                         | Appendix I                                                       |
| May       | Appendix D, G, H, I, M                                                                   | Appendix N                                  | Appendix M                                                       |
| June      |                                                                                          |                                             |                                                                  |

**Table 25. Gadsden County Observation Schedule**

| Status                                                            | Formal Observations<br>(Announced)      | Informal Observations<br>(Announced or Unannounced)* 10 minutes | Walkthroughs *Minimum* 5-7 minutes |
|-------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------|------------------------------------|
| Category I New Teacher (1-3 years of service) or new to district* | 6 Observations<br>2 Evaluations         | 5                                                               | 2 X Month                          |
| Category II Teacher (4 or more years of service)                  | 3 Observations<br>1 Evaluation          | 2                                                               | Monthly                            |
| Struggling Teacher                                                | 4 or more Observations<br>2 Evaluations | 5-9                                                             | 2 X month                          |

There will be two types of formal observations: announced and unannounced.

**Formal announced observations** will last the duration of a specified class period. A pre- and post- conference is required, written feedback is provided to the teacher and the results will be used for the annual evaluation.

**Formal unannounced observations** generally last 15-30 minutes, no planning or reflection conference is needed, written feedback is provided to the teacher and the results are used for the annual evaluation.

There also will be two types of informal observations: announced and unannounced.

# Gadsden County Teacher Evaluation Model

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*Informal announced observations* last 10 minutes long and the teacher is informed of the observation. There may be written feedback and the results are used for the annual evaluation.

*Informal unannounced observations* also last for at least 10 minutes. Unlike informal announced observations, during unannounced observations, the observer does not have to notify the teacher. Similar to announced informal observations, however, there may be written feedback and the results are used for the annual evaluation.

Like observations, *walkthroughs* also are both announced and unannounced. Both announced and unannounced walkthroughs usually last for 5-7 minutes. If during the course of a classroom walkthrough an administrator observes cause for concern, the administrator will remain in the classroom for a minimum of ten minutes and the walkthrough will become an informal observation, which may inform the overall evaluation process. Observations less than 10 minutes will not be used to inform the observation process. See Table 26.

**Table 26. Procedures for Gadsden County Teacher Evaluation Framework**

|                     | Announced                                                                                                                                                                                                                    | Unannounced                                                                                                                                                                                                                          |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Formal</b>       | <ul style="list-style-type: none"> <li>• Class period</li> <li>• Pre-Conference</li> <li>• Post-Conference</li> <li>• Results used for annual evaluation</li> <li>• Written feedback is provided to the teacher</li> </ul>   | <ul style="list-style-type: none"> <li>• 15-30 minutes</li> <li>• No planning or reflection conference is included</li> <li>• Results used for annual evaluation</li> <li>• Written feedback is provided to the teacher</li> </ul>   |
| <b>Informal</b>     | <ul style="list-style-type: none"> <li>• At least 10 minutes long</li> <li>• Teacher is informed of the observation</li> <li>• The results used for the annual evaluation</li> <li>• May include written feedback</li> </ul> | <ul style="list-style-type: none"> <li>• At least 10 minutes long</li> <li>• The observer does not inform the teacher</li> <li>• The results are used for the annual evaluation</li> <li>• May include a written feedback</li> </ul> |
| <b>Walkthroughs</b> | <ul style="list-style-type: none"> <li>• Usually 5-7 minutes</li> <li>• Teacher is informed</li> <li>• Results may be used for the annual evaluation</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• Usually 5-7 minutes</li> <li>• Teacher is not informed</li> <li>• Results may be used for the annual evaluation</li> </ul>                                                                  |

## Classroom Walkthroughs

Classroom walkthrough forms will differ based on the contextual demands of each school site. Schools operating under the Florida Department of Education Differentiated Accountability Model may use the DA walkthrough tool. All other schools will use the Marzano adapted walkthrough instrument or the Florida Continuous Improvement Model walkthrough tool.

# Gadsden County Teacher Evaluation Model

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## **Teacher Self Ratings**

A key component of improving teacher quality is reflecting on the teaching and learning that occurs in the classroom. Reflecting on teaching requires teachers to identify areas of pedagogical strength and weakness; evaluate the effectiveness of lessons; develop written growth and development plans; and monitor personal progress of improving instruction. This teacher self-assessment process may include video tapes of instruction, journaling, portfolio completion, and/or completing school-level reflection forms. The GCTEM Form E for Domain 3 (Appendix H) allows for documentation of teacher effectiveness in this area.

## **Evaluating Collegiality and Professionalism**

Effective teachers are expected to promote positive interactions with their colleagues, parents and students. This requires a deliberate effort to collaborate with others to exchange ideas and strategies. It also requires that teachers show initiative to seek and give help and mentoring when appropriate. Effective teachers are required to adhere to district and school rules and to promote district and school initiatives. The GCTEM Form F for Domain 4 (Appendix I) allows for documentation of teacher effectiveness in this area.

## **Final Evaluation Process and Rating**

Once all sources of evidence for each of the four domains have been examined to determine the teacher's instructional practice status and beginning 2012-2013, deliberate practice performance, the principal or designee will schedule a meeting with the teacher to discuss his/her instructional practices rating. After a review of the annual evaluation form is complete, both the evaluator and the teacher will sign the annual evaluation form.



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## **SCHOOL IMPROVEMENT PLANS (9)**

Key components of district and school improvement plans are 1) Student Achievement Data, 2) Highly Qualified Teachers and Administrators, 3) Professional Development, and 4) Parent Involvement. These elements of teacher and learning are also underlining premises of the Gadsden County Teacher Evaluation model. The intent of the evaluation models is to improve student achievement by improving the quality of teachers and administrators. The assumption is that continuous improvement of instructional practices through well-planned instruction, practice teaching, reflection, and professional development are strongly correlated to the acquisition of content knowledge and student performance on state and district assessments of learning. The adopted evaluation tools support district and school improvement efforts to recruit and retain highly qualified teachers; encourage professional growth; solicit parent involvement; and ultimately increase student achievement.

Observations and evaluations will be used to develop school and district improvement plans by providing firsthand feedback regarding teachers' strength and weakness as they relate to school and district improvement needs. Not only do school/district improvement plans require identification of strengths and areas of growth, improvement plan developers are also required to identify the relevant professional development that is needed. Teacher observations, evaluations, parent feedback, and individual improvement plans will help provide information regarding the types of professional development needed.

## **CONTINUOUS PROFESSIONAL IMPROVEMENT (10)**

The information from the teacher evaluations will be returned to the teacher as feedback for individual continuous improvement verbally and in writing. Immediately after the evaluation (within 10 days), the administrator will share the results of the teacher's evaluation and recommend specific

## Gadsden County Teacher Evaluation Model

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in-service training opportunities that will help enhance that teacher's performance. The teacher will also be encouraged to select areas of interests as well as areas of needs that will be placed in Individual Professional Development Plans (iPDP). It is expected that teachers use the PAEC (Panhandle Area Education Consortium) maintained Electronic Professional Development Program (ePDP) to develop individual professional development plans that are informed by student assessment data and instructional practices evaluation. These plans are developed by logging into the ePDP system within the first two weeks of school to develop or revise electronic professional development plans. Site principals or their designee provide feedback, approve and monitor the progress of these plans, as well as ensure that professional development results in instructional improvement. Although the initial plan is completed during the first few weeks of school, professional development plans are transitional and may be revised throughout the school year to reflect the on-going professional needs of the teacher.

Each school will be instructed to compile a list of professional development needs. The district will compile a comprehensive list of professional development needs from all schools within the district. The district will use evaluation results to schedule ongoing as well as future professional development opportunities. The timeline for improvements to the lifelong process will occur quarterly (in alignment with the district's professional development calendar/schedule).

### **TEACHING FIELDS REQUIRING SPECIAL PROCEDURES (11)**

Instructional personnel with job classifications of classroom teacher but who are not assigned specifically to the classroom for grade level or content area instruction will require special evaluation procedures. Teaching fields requiring special procedures will be identified based on job titles/categories. The following job titles/categories are classified as classroom teachers but do not

# Gadsden County Teacher Evaluation Model

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provide grade level or content area instruction: media specialist, guidance counselor, and academic coaches.

## **EVALUATOR TRAINING (12)**

All district administrators will be trained to use the teacher evaluation model and tools during the Gadsden County Summer Leadership Workshop. In addition to the Summer Leadership Workshop training, two additional training days will occur during the summer to ensure that principals fully grasp the new evaluation process. In an effort to calibrate evaluations, opportunities will be provided for administrators to practice using the tool during scheduled elementary, middle, and high school learning walks from which data will only be used for training purposes. Administrative team learning walks will also be used to identify which administrators are proficient using the evaluation tools and which need additional training. Post learning walk conferences will be used to facilitate calibrating discussions and provide concrete examples for evaluating participants. After the initial training, the evaluation model will be reviewed annually. Also, the supervising administrator of evaluating principals (K12 Director or Superintendent's designee) will create opportunities for refresher training for those principals struggling with proficient use of the GCTEM. Principals will be required to annually review the evaluation model with teachers and provide them with copies of the evaluation tools within the first two weeks of school.

## **PROCESS OF INFORMING TEACHERS ABOUT THE EVALUATION PROCESS (13)**

The District will provide copies of all assessment criteria and forms described in this document to all instructional personnel, in compliance with Article VI of the Gadsden County Classroom Teacher Association (GCCTA) Bargaining Agreement, which specifies “during pre-school planning, or within the first ten days of reporting to the work site for active employment, each teacher shall be given a copy of the assessment criteria and the forms to be used. This distribution shall be followed by an explanation and discussion of the assessment process. A copy

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of all current teacher assessment forms shall be available upon request and posted on the district's website.”

The process for informing staff of evaluation procedures include but are not limited to covering all aspects of the Gadsden County Teacher Evaluation Model, conducting principal facilitated trainings at start of the school year, distributing multi-media, and posting the information on the district website. The District's Human Resource office's New Teacher Orientation and induction programs will also be used as a platform to inform teachers of the rules and procedures of the GCTEM.

Documentation of formal/informal observations and walkthroughs will remain in the site personnel file. The original copy of all evaluations will be forwarded to district personnel office no later than 30 days after the last instructional day of the school year. A copy of each teacher's evaluations will remain in the site personnel file and a copy will be provided to the teacher.

## **PARENT INPUT (14)**

Parent input will be collected from annual parent surveys, conferences, and feedback during parent involvement activities. This input is aligned to Domain 4: Collegiality and Professionalism and will indirectly inform the evaluation process. Refer to sections 5, 6 and 8 of this document.

## **ANNUAL REVIEW BY THE DISTRICT (15)**

The Gadsden County Teacher Evaluation Model will be reviewed annually by district administrators and GCCTA to determine the effectiveness of the model in supporting improvements in instruction and student learning. Any substantial revisions will be submitted to FLDOE and the Gadsden governing Board for approval for use during the subsequent school year. As the District progress toward 2014, the GCTEM committee will examine procedures for

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determining and adjusting the amount of growth needed for documenting gains for non FCAT grades and courses; determining growth for teachers who teach multiple grades or subjects; and determining salary scale advancements based on teacher performance.

## **PEER REVIEW OPTION (16)**

The Gadsden County Teacher Evaluation Model does not include a peer review option. However, teachers who receive effective or higher evaluations for two consecutive years may elect to participate in peer observations with other effective or higher teachers. This process cannot occur without principal approval. Principals may also require teachers performing at moderately effective and not effective levels for specific domain skill sets to observe teachers who are consistently performing effective or higher with those skill sets.

## **EVALUATION BY SUPERVISOR (17)**

As indicated in BP 6.40, the principal and/or administrator supervising personnel shall arrange for the assessment of all employees under his/her supervision as required by law. Restated, the principal is the supervisor for all school based employees and has the professional responsibility of completing all site level evaluations.

## **INPUT INTO EVALUATION BY TRAINED PERSONNEL OTHER THAN THE SUPERVISOR (18)**

As stated earlier, site employees who may give input into the evaluation process includes, the principal, subordinate administrators, academic coaches, and teacher peer. Input into the evaluation process is provided from observation documentation, parent meetings and conferences. Providing input is not equivalent to completing evaluations.

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## **AMENDING EVALUATIONS (19)**

Principals will be required to submit, for review, completed teacher evaluations to the Human Resource office no later than 30 days after the last instructional day of the school year. Only the supervising principal evaluator may amend a teacher's evaluation and referenced amendments may not occur 90 days after the initial evaluation has been submitted to the Human Resource department. However, teachers disagreeing with their evaluations will have ten days after their evaluation conference to submit written documentation of their disagreement and any relevant documentation, which must be attached to their evaluation and included with the copy forwarded to their district personnel file.

The personnel director must review all evaluation documentation to ensure completeness and compliance with the GCTEM. Teacher evaluations along with other tools will be used to plan district-wide trainings and professional development. They will also be used to inform the Superintendent's recommendations to the Board for re-employment.

# Gadsden County Teacher Evaluation Model

## Glossary

| Term                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Causal Model of Teacher Evaluation</b> | Describes the link between classroom practices and behaviors that have a direct impact on student learning. In the Marzano Evaluation Framework, Domain 1 Classroom Strategies and Behaviors have the most direct link to student learning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Common Language</b>                    | A transparent way to talk about instruction that is shared by everyone. It is a well-articulated knowledge base that describes the complexity of teaching and describes key strategies revealed by the research to have a high probability of impacting student learning. It should also describe the instructional context for appropriate use of instructional strategies to have the highest probability for raising student learning. The common language represents what a school or district defines as effective instruction. A common language enables teachers to engage in decision making, professional conversations and deliberate practice aimed at improving student achievement. For administrators, a common language provides the means to offer focused formative and summative feedback. It supports administrators in making decisions regarding hiring and selection of teachers, the induction of new teachers, professional development, coaching and support for struggling teachers as well as opportunities to develop career ladders for teachers. A common language is a key improvement strategy that provides the context for aligning all instructional programs. |
| <b>Contemporary Research</b>              | Recent research conducted within the last five to seven years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Deliberate Practice</b>                | A mindset that requires teachers to precisely attend to what they are doing in the classroom on a daily basis to identify what is working and what isn't and to determine why students are learning or not. In deliberate practice teachers identify up to three thin slices of teaching to focus their efforts to improve. Deliberate practice requires establishing a baseline for performance in a focused area (thin slice) and engaging in focused practice, feedback and monitoring of progress within a time-bounded goal for improvement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Design Questions</b>                   | 10 Questions teachers ask themselves when planning a lesson or unit of instruction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Domain</b>                             | A body of knowledge defined by research representing a particular aspect of teaching.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FEAPs</b>                              | Florida Educator Accomplished Practices embody 3 essential principles: <ul style="list-style-type: none"><li>• The effective educator creates a culture of high expectations for all students by promoting the importance of education and each student's capacity for academic achievement.</li><li>• The effective educator demonstrates deep and comprehensive knowledge of the subject taught.</li><li>• The effective educator exemplifies the standards of the profession. There are 6 accomplished practices: (1) Quality Instruction, (2) The Learning Environment, (3) Instructional Delivery and Facilitation, (4) Assessment, (5) Continuous Improvement, Responsibility and Ethics, (6) Professional responsibility and Ethical Conduct.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Focused Feedback</b>                   | Feedback that is focused on specific classroom strategies and behaviors during a set time interval. The feedback is informative, constructive, objective and actionable. Feedback is generally provided by administrators, coaches, and peers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Focused Practice</b>                   | Practice that is focused on a limited number of strategies where corrections, modifications, and adaptations are made to improve student learning at an appropriate level of difficulty so that the teacher can experience success.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Formal Observation</b>                 | The formal observation is the primary method for collecting evidence that will be used as a source of data for the summative evaluation and provides a rich source of feedback to teachers regarding their instructional practice and professional growth. It is not the summative evaluation. The formal observation consists of an observation for a full class period as deemed appropriate for various levels (early childhood, primary, intermediate, middle and secondary school). The formal observation includes a planning and reflection conference with the teacher. These conferences provide a rich opportunity for teachers to reflect upon their practice, engage in a collaborative decision making process and help administrators clarify expectations. Both the                                                                                                                                                                                                                                                                                                                                                                                                                |

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planning conference and the reflection conference should be scheduled at the same time that the observation is scheduled and should be conducted in a timely manner (1-5 days preceding and following the observation).

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>High Probability Strategies</b>  | Research can never identify the instructional strategies that work with every student in every class. The best research can tell us is which strategies have a good chance of working well. Teachers must determine which strategies to use with the right students at the right time. Research-based strategies have a higher probability of raising student learning when they are used at the appropriate level of implementation and within the appropriate instructional context.                                                                                                                                                                                                                                                  |
| <b>Informal Observation</b>         | The informal observation can be announced or unannounced and may or may not include an observation of the full class period. There are no planning or reflection conferences. An informal announced may be schedule prior to the observation while an unannounced informal observation is not scheduled. These observations are useful for providing additional feedback to teachers, acknowledging professional growth and collecting additional evidence to further inform the annual evaluation process. While planning and reflection conferences are not required, observer should provide timely and actionable feedback to teachers regarding these observations.                                                                |
| <b>Lesson Segment</b>               | Parts of a lesson that have unique goals and purposes for teachers and for students. Teachers engage in intentional and specific actions during these times. The Marzano Evaluation Framework consists of three major lesson segments: Lesson Segments Addressing Routine Events, Lesson Segments Addressing Content, and Lesson Segments Enacted on the Spot.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Planning (Pre) Conference</b>    | The planning or pre-conference provides an opportunity for the teacher and the administrator to talk about the lesson prior to the formal announced observation. During this time, the teacher and observer use the planning conference form as a means to discuss the lesson, engage in collaborative decision making, clarify expectations and identify areas where specific feedback will be provided.                                                                                                                                                                                                                                                                                                                               |
| <b>Reflection (Post) Conference</b> | The reflection or post-conference provides an opportunity for the teacher and the administrator to reflect about the lesson, clarify expectations and plan forward using the reflection (post) conference form as a guide for reflection and feedback.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Scales</b>                       | Scales describe novice to expert performance (level of skills) for each of the 60 strategies included in the four domains of the Marzano Evaluation Framework. The scales provide a means for teachers to gauge their use of particular instructional strategies and for administrators to provide feedback to teachers regarding their use of specific classroom strategies. These are embedded within the observation protocol using the labels: Not Using, Beginning, Developing, Applying, and Innovating.                                                                                                                                                                                                                          |
| <b>Student Evidence</b>             | Specific observable behaviors that students engage in response to the teacher's use of a particular instructional strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Teacher Evidence</b>             | Specific observable behaviors that teachers engage in when using a particular instructional strategies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Thin Slices of Behavior</b>      | Notable teaching moves that can be observed in a classroom.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Walkthroughs</b>                 | As the informal observation, walkthrough can be announced or unannounced. Walkthroughs generally consist of very brief classroom observations of 3-10 minutes in length in which the observer gathers evidence regarding classroom instructional practices and behaviors on a regular basis. Timely and actionable feedback to teachers is also strongly recommended. Walkthroughs provide opportunities for individual feedback as well as trend and pattern data over time. Walkthroughs also inform professional development needs for individual and groups of teachers and provide a means to gauge the implementation of professional development against individual professional development plans and school improvement plans. |



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## Appendix A

THE FLORIDA SENATE 2011 SUMMARY OF LEGISLATION PASSED

### Committee on Education Pre-k - 12

#### **CS/CS/SB 736 — Educational Personnel**

by Budget Committee; Education Pre-K-12 Committee; and Senators Wise, Lynn, Gaetz, and Hays

This bill (Chapter 2011-1, L.O.F.) revises the evaluation, compensation, and employment practices for classroom teachers, other instructional personnel, and school administrators to refocus the education system on what is best for students. The bill aligns with Florida's successful Race to the Top application to which 62 of the 67 school districts and 53 local unions have supported and agreed to implement.

#### ***Performance Evaluations***

The current evaluation system for classroom teachers, other instructional personnel, and school administrators relies on a completely subjective review and does not sufficiently, if at all, take the performance of students into consideration in determining the effectiveness of instructional staff and school leaders. The bill revises the evaluation system to focus on student performance.

For instructional personnel who are not classroom teachers, a school district may include specific job-performance expectations related to student support and use growth data and other measurable student outcomes specific to the individual's assignment, as long as the growth accounts for at least 30 percent of the evaluation.

#### ***Performance of Students***

The bill reinforces Race to the Top, which requires 50 percent of the evaluation for classroom teachers and other instructional personnel to be based on student performance for students assigned to them over a 3-year period. The bill specifies that 50 percent of a school administrator's evaluation is based upon the performance of the students assigned to the school over a 3-year period.

If less than 3 years of student growth data is available for an evaluation, the district must include the years for which data is available and may reduce the percentage of the evaluation based on student growth to not less than 40 percent for classroom teachers and school administrators and not less than 20 percent for other instructional personnel.

#### ***Learning Growth Model***

The Commissioner of Education would establish a learning growth model for the Florida Comprehensive Assessment (FCAT) and other statewide assessments to measure the effectiveness of a classroom teacher or school administrator based on what a student learns. The model would use the student's prior performance, while considering factors that may be outside a teacher's control, such as a student's attendance, disability, or English language proficiency. However, the model may not take into consideration a student's gender, race, ethnicity, or

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socioeconomic status.

School districts are required to measure student learning growth based on the performance of students on the state-required assessments for classroom teachers, other instructional personnel, and school administrator evaluations. School districts would be required to use the state's learning growth model for FCAT-related courses beginning in the 2011-2012 school year. School districts must use comparable measures of student growth for other grades and subjects with the department's assistance, if needed. Additionally, districts would be permitted to request alternatives to the growth measure if justified.

## *Evaluation Criteria*

The remainder of a classroom teacher's evaluation is based on instructional practice and professional responsibilities. School districts may use peer review as part of the evaluation. The evaluation system must differentiate among four levels: highly effective; effective; needs improvement or, for instructional personnel in the first three years of employment who need improvement, developing; and unsatisfactory. The Commissioner of Education would be required to consult with instructional personnel, school administrators, education stakeholders, and experts in developing the performance levels for the evaluation system.

For instructional personnel who are not classroom teachers, the remainder of the evaluation would consist of instructional practice and professional responsibilities, and may include specific job expectations related to student support.

The remainder of a school administrator's evaluation would include the recruitment and retention of effective or highly effective teachers, improvement in the percentage of classroom teachers evaluated at the effective or highly effective level, other leadership practices that result in improved student outcomes, and professional responsibilities.

School districts, beginning with the 2014-2015 school year, must administer local assessments that are aligned to the standards and measure student mastery of the content. The school district can use statewide assessments, other standardized assessments, industry certification examinations, or district-developed or selected end-of-course assessments.

Until July 1, 2015, a district that has not implemented an assessment for a course or has not adopted a comparable measure of student growth may use two alternative growth measures to determine a classroom teacher's student performance: student growth on statewide assessments or measurable learning targets in the school improvement plan. Additionally, a district school superintendent may assign to an instructional team, the student learning growth of the team's students on statewide assessments.

The bill requires newly hired teachers to be evaluated at least twice in the first year of teaching.

## ***Performance Pay***

The current salary system is divorced from the effectiveness of the classroom teacher, other instructional personnel, or school administrators. Instead, salary decisions are made on the basis

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of longevity. The bill comports with Race to the Top by tying the most significant gains in salary to effectiveness demonstrated under the evaluation.

Beginning with instructional personnel or school administrators hired on or after July 1, 2014, the evaluation will determine an individual's eligibility for a salary increase. The salaries of quality teachers, other instructional personnel, and school administrators would grow more quickly, while those of poor performing employees would not.

The new salary schedule would require a base salary schedule for classroom teachers, other instructional personnel, and school administrators with the following salary increases:

- An employee who is highly effective, as determined by his or her evaluation, would receive a salary increase that must be greater than the highest annual salary adjustment available to that individual through any other salary schedule adopted by the school district.
- An employee who is effective, as determined by his or her evaluation, would receive a salary increase between 50 and 75 percent of the annual salary increase provided to a highly effective employee.
- An employee under any other performance rating would not be eligible for a salary increase.

Current instructional personnel and school administrators could remain on their existing salary schedule, as long as they remain employed by the school district or have an authorized leave of absence. They may also opt to participate in the new performance salary schedule, but the option is irrevocable. Current instructional personnel who want to move to the new performance salary schedule would relinquish their professional service contract.

The bill is consistent with Race to the Top by requiring school districts to provide opportunities for instructional personnel and school administrators to earn additional salary supplements for assignment to a high priority location (e.g., an eligible Title I school or low-performing school), certification and teaching in critical teacher shortage areas, or assignment of additional academic responsibilities.

Beginning with instructional personnel hired on or after July 1, 2011, a district school board may not use advanced degrees in setting the salary schedule unless the advanced degree is held in the individual's areas of certification.

When budget constraints limit a school board's ability to fully fund all adopted salary schedules, the bill prohibits the school board from disproportionately reducing performance pay schedules.

## ***Employment***

The current system requires school districts to award tenure to a teacher after as little as three years of teaching. This employment is automatically renewed unless the teacher is "charged" with unsatisfactory performance. It takes two or more years to terminate an ineffective teacher. Tenure protects ineffective instructional personnel at the expense of students. The bill furthers

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the goals of Race to the Top by basing employment decisions on the evaluation of instructional personnel.

The bill eliminates tenure with the exception for those instructional personnel who already possess a professional service contract or continuing contract. Instead, instructional personnel without tenure would be employed on an annual contract, subject to renewal by the district school board. This provision is designed to give school districts greater flexibility in meeting student instructional needs by retaining effective employees and quickly removing poor performing employees.

The probationary contract is extended from 97 days to one year. An employee on a probationary contract may resign or be dismissed without creating a breach of the contract.

Upon successful completion of a probationary contract, a classroom teacher may receive an annual contract. This includes instructional personnel who move from another state or district. Instructional personnel may receive an annual contract if he or she:

- Holds a temporary or professional certificate as prescribed by s. 1012.56, F.S., and State Board of Education rules; and
- Is recommended by the superintendent for the contract and approved by the district school board.

A school district may renew an annual contract; however, a district would be prohibited from renewing an annual contract if the individual receives:

- Two consecutive unsatisfactory evaluations;
- Two unsatisfactory evaluations within a 3-year period; or
- Three consecutive needs improvement or a combination of unsatisfactory and needs improvement evaluations.

Instructional personnel with an annual contract may be suspended or dismissed for just cause. If charges against an employee are not sustained, he or she would be immediately reinstated with back pay.

Instructional personnel who are currently on professional service or continuing contracts would retain their status unless the individual receives two consecutive unsatisfactory evaluations, two unsatisfactory evaluations within a 3-year period, or three consecutive needs improvement evaluations or a combination of unsatisfactory and needs improvement evaluations. In that situation, a school district is not required to automatically renew the professional service contract or continuing contract. Likewise, the above evaluation results would constitute just cause for terminating a professional service or continuing contract.

Performance evaluation results would also be used in making decisions related to the transfer and placement of employees and workforce reductions. Specifically, the bill repeals last in, first out (LIFO) policies that base retention decisions on seniority. Instead, the individual's evaluation will inform the school district's retention decisions.

## Gadsden County Teacher Evaluation Model

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Finally, each school district must annually report to the parent of a student who is assigned to a classroom teacher or school administrator with two consecutive unsatisfactory evaluations, two unsatisfactory evaluations within a 3-year period, or three consecutive needs improvement or a combination of unsatisfactory or needs improvement.

### *Other*

The bill holds charter schools to the same standard as other public schools with respect to performance evaluations for instructional personnel and school administrators, assessments, performance pay and salary schedules, and workforce reductions.

For school districts that received an exemption under Race to the Top, the bill grants an annual renewable exemption to the requirements for performance pay and the weight given to student growth in performance evaluations, provided specific criteria are met. The exemption sunsets August 1, 2017, unless reenacted by the Legislature.

In conformance with the bill's new contracting provisions, the bill repeals certain special laws or general laws of local application regarding contracting provisions for instructional personnel and school administrators in public schools.

These provisions were approved by the Governor and take effect July 1, 2011, except as otherwise provided.

*Vote: Senate 26-12; House 80-39*

# Gadsden County Teacher Evaluation Model

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## Appendix B

### Gadsden County Public Schools Board Policy ARTICLE VI

#### TEACHER ASSESSMENT

The parties recognize that the evaluation of the performance of all employees is the responsibility of the administration and that the evaluation process is designed to improve the quality of service performed by the employees and is not designed to be used as a punitive measure. The parties further recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly-employed and experienced personnel. The parties agree that the following guidelines should be used to accomplish these goals with employees.

- A. During pre-school planning, or within the first ten days of reporting of the work site for active employment, each teacher shall be given a copy of the assessment criteria and the forms to be used. This distribution shall be followed by an explanation and discussion of the assessment process. A copy of all current teacher assessment forms shall be available upon request or on the district's website.
- B. For the purpose of teacher assessment, the principal will make at least one (1) scheduled observational visit to the teacher's classroom. The principal may make as many unscheduled visits or as many additional scheduled visits as he/she sees fit, and his/her assessment may be based on any information which may be available to him/her at the time the assessment is made.
- C. Within ten (10) school days after each such scheduled visit, the principal shall have a conference with the teacher, at which time the teacher shall receive a copy of the completed assessment form.
- D. Each completed assessment form for the teacher and all copies of it shall be dated and signed by the principal and the teacher, with the teacher receiving one copy. The teacher's signature indicated only that he/she has read the completed form, and not necessarily that he/she agrees with the assessment.

## Gadsden County Teacher Evaluation Model

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- E. Teachers receiving an evaluation marking of unsatisfactory or needs improvement in a domain category of the performance appraisal must have dated documentation attached to the performance appraisal by the evaluating administrator. This documentation shall note occurrences showing evidence of the teacher's deficiency in that domain.
- F. In the event that the teacher disagrees with the written assessment of his/her performance, she/he may write her/his objections on the assessment report or attach them to the report to be placed in her/his personnel file.
- G. The teacher, upon written request, shall have the right to review and reproduce the contents of the personnel file, being accompanied by a representative of the GCCTA, if desired, and in the presence of the administrator responsible for the safekeeping of such file.
- H. The procedural provisions as described in paragraphs A through G above, are subject to the grievance procedure.
- I. The personnel file of each teacher shall be open to inspection only by the School Board, the Superintendent, the principal, the teacher, and such other persons as the teacher or the Superintendent may authorize in writing, unless otherwise provided by law.
- J. The School Board shall have the right to reprimand, suspend, demote, or discharge its employees for just cause. Just Cause shall be defined to mean:
  - a. The Board or its designees made an effort to discover if, in fact, the employee did violate or disobey a rule or order or management or did commit any of the acts referred to by Section 1012.33, Florida statues, prior to taking official action.
  - b. The Board or its designees conducted a fair and objective investigation of the facts.
  - c. The Board applied its rule and penalties uniformly and without discrimination to all employees.



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- d. The employee was given an opportunity to present his/her side prior to official action being taken.
- e. The Board's rule or order that the employee has alleged to have violated was not arbitrary, capricious or discriminatory.
- f. The Board gave the employees forewarning of the consequences or possible consequences if the employee did not obey the rule of order.
- g. When determining the degree of discipline, consideration will be given to the employees' service record and the nature of the offense.

# Gadsden County Teacher Evaluation Model

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## Appendix C Florida Educator Accomplished Practices

Rule 6A-5.065 is substantially rewritten to read (see Florida Administrative Code for present text): 6A-5.065 The Educator Accomplished Practices.

### (1) Purpose and Foundational Principles.

(a) Purpose. The Educator Accomplished Practices are set forth in rule as Florida's core standards for effective educators. The Accomplished Practices form the foundation for the state's teacher preparation programs, educator certification requirements and school district instructional personnel appraisal systems.

(b) Foundational Principles. The Accomplished Practices are based upon and further describe three essential principles:

1. The effective educator creates a culture of high expectations for all students by promoting the importance of education and each student's capacity for academic achievement.
2. The effective educator demonstrates deep and comprehensive knowledge of the subject taught.
3. The effective educator exemplifies the standards of the profession.

(2) The Educator Accomplished Practices. Each effective educator applies the foundational principles through six (6) Educator Accomplished Practices. Each of the practices is clearly defined to promote a common language and statewide understanding of the expectations for the quality of instruction and professional responsibility.

### (a) Quality of Instruction.

1. Instructional Design and Lesson Planning. Applying concepts from human development and learning theories, the effective educator consistently:

- a. Aligns instruction with state-adopted standards at the appropriate level of rigor;
- b. Sequences lessons and concepts to ensure coherence and required prior knowledge;
- c. Designs instruction for students to achieve mastery;
- d. Selects appropriate formative assessments to monitor learning;
- e. Uses a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons; and
- f. Develops learning experiences that require students to demonstrate a variety of applicable skills and competencies.

2. The Learning Environment. To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative, the effective educator consistently:

- a. Organizes, allocates, and manages the resources of time, space, and attention;
- b. Manages individual and class behaviors through a well-planned management system;
- c. Conveys high expectations to all students;
- d. Respects students' cultural, linguistic and family background;
- e. Models clear, acceptable oral and written communication skills;

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- f. Maintains a climate of openness, inquiry, fairness and support;
- g. Integrates current information and communication technologies;
- h. Adapts the learning environment to accommodate the differing needs and diversity of students; and
- i. Utilizes current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.

3. Instructional Delivery and Facilitation. The effective educator consistently utilizes a deep and comprehensive knowledge of the subject taught to:

- a. Deliver engaging and challenging lessons;
- b. Deepen and enrich students' understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- c. Identify gaps in students' subject matter knowledge;
- d. Modify instruction to respond to preconceptions or misconceptions;
- e. Relate and integrate the subject matter with other disciplines and life experiences;
- f. Employ higher-order questioning techniques;
- g. Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- h. Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- i. Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- j. Utilize student feedback to monitor instructional needs and to adjust instruction.

4. Assessment. The effective educator consistently:

- a. Analyzes and applies data from multiple assessments and measures to diagnose students' learning needs, informs instruction based on those needs, and drives the learning process;
- b. Designs and aligns formative and summative assessments that match learning objectives and lead to mastery;
- c. Uses a variety of assessment tools to monitor student progress, achievement and learning gains;
- d. Modifies assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
- e. Shares the importance and outcomes of student assessment data with the student and the student's parent/caregiver(s); and
- f. Applies technology to organize and integrate assessment information.

(b) Continuous Improvement, Responsibility and Ethics.

1. Continuous Professional Improvement. The effective educator consistently:

- a. Designs purposeful professional goals to strengthen the effectiveness of instruction based on students' needs;
- b. Examines and uses data-informed research to improve instruction and student achievement;
- c. Collaborates with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
- d. Engages in targeted professional growth opportunities and reflective practices, both independently and in collaboration with colleagues; and
- e. Implements knowledge and skills learned in professional development in the teaching and learning process.

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2. Professional Responsibility and Ethical Conduct. Understanding that educators are held to a high moral standard in a community, the effective educator adheres to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida, pursuant to State Board of Education Rules 6B-1.001 and 6B1.006, F.A.C, and fulfills the expected obligations to students, the public and the education profession.

*Rulemaking Authority 1004.04, 1004.85, 1012.225, 1012.34, 1012.56 FS. Law Implemented 1004.04, 1004.85, 1012.225, 1012.34, 1012.56 FS. History—New 7-2-98; Amended 12-17-10.*

# Gadsden County Teacher Evaluation Model

## Appendix D

|                                                              |                                                    |                                                        |                                                 |
|--------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|
| <b>Teacher Name:</b> _____<br><b>Evaluator's Name:</b> _____ | <b>Grade Level:</b> _____<br><b>Subject:</b> _____ | <b>Date:</b> _____<br><b>Observation Number:</b> _____ | <b>Time In:</b> _____<br><b>Time Out:</b> _____ |
|--------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|

### DOMAIN 1: CLASSROOM STRATEGIES AND BEHAVIORS

**Involving Routine Events:** Teacher communicates learning goals, track student progress, and celebrate success. Classroom rules and procedures are established and maintained.

| PERFORMANCE OBJECTIVES                                                                                                                        | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| 1. A common board configuration is used to clearly outline learning objective(s), essential question(s), and instructional agenda/activities. |                      |                      |                       |                     |                       |
| 2. Learning objective is clearly displayed in the classroom.                                                                                  |                      |                      |                       |                     |                       |
| 3. Learning objective is a clear statement of knowledge or information as opposed to an activity or assignment.                               |                      |                      |                       |                     |                       |
| 4. Teacher routinely references learning objective during instruction.                                                                        |                      |                      |                       |                     |                       |
| 5. Teacher has a scale or rubric that relates to the learning objective posted.                                                               |                      |                      |                       |                     |                       |
| 6. Teacher references scale or rubric for evaluating student throughout lesson.                                                               |                      |                      |                       |                     |                       |
| 7. A warm-up routine is clearly established.                                                                                                  |                      |                      |                       |                     |                       |
| 8. Instruction begins on time and continues through the end of the period.                                                                    |                      |                      |                       |                     |                       |

**Addressing Content:** Students effectively interact with the new knowledge. Students are provided opportunities to practice and deepen their understanding of new knowledge. Students are provided opportunities to generate and test hypotheses about new knowledge.

| PERFORMANCE OBJECTIVES                                                                                                       | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| 1. The teacher clearly identifies essential questions and other critical information.                                        |                      |                      |                       |                     |                       |
| 2. Students are organized to enable effective interaction with new knowledge (e.g. whole group, small group, centers, etc.). |                      |                      |                       |                     |                       |
| 3. An opportunity is provided to preview, process, and elaborate on new content.                                             |                      |                      |                       |                     |                       |
| 4. Teacher chunks content into "digestible bites".                                                                           |                      |                      |                       |                     |                       |
| 5. Teacher engages students in cognitively complex tasks involving hypothesis generating and testing.                        |                      |                      |                       |                     |                       |
| 6. Teacher provides resources and guidance to students.                                                                      |                      |                      |                       |                     |                       |
| 7. Students are required to record and represent knowledge.                                                                  |                      |                      |                       |                     |                       |
| 8. Students are provided opportunities to reflect on learning.                                                               |                      |                      |                       |                     |                       |
| 9. Students are organized to practice and deepen knowledge.                                                                  |                      |                      |                       |                     |                       |
| 10. Students are organized for cognitively complex tasks.                                                                    |                      |                      |                       |                     |                       |
| 11. Opportunities are provided for students to review content.                                                               |                      |                      |                       |                     |                       |
| 12. Opportunities are provided for students to compare and contrast.                                                         |                      |                      |                       |                     |                       |
| 13. Opportunities are provided for students to examine similarities and differences.                                         |                      |                      |                       |                     |                       |
| 14. Opportunities are provided for students to examine errors in reasoning.                                                  |                      |                      |                       |                     |                       |
| 15. Opportunities are provided for students to practice skills, strategies, and processes.                                   |                      |                      |                       |                     |                       |
| 16. Opportunities are provided for students to revise knowledge.                                                             |                      |                      |                       |                     |                       |

**Enacted on the Spot:** All students are engaged. Students adhere to classroom rules. Teacher has established and maintains effective relationships with students. Teacher has high expectations for all students.

| PERFORMANCE OBJECTIVES                                                                               | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| 1. Teacher notices and reacts when students are not engaged.                                         |                      |                      |                       |                     |                       |
| 2. Teacher uses both voluntary and non-voluntary strategies to elicit responses from students.       |                      |                      |                       |                     |                       |
| 3. Teacher moves around the classroom to check for understanding and provide assistance to students. |                      |                      |                       |                     |                       |
| 4. Teacher provides instruction at a lively pace.                                                    |                      |                      |                       |                     |                       |
| 5. Teacher provides instruction with intensity and enthusiasm.                                       |                      |                      |                       |                     |                       |
| 6. Teacher presents unusual or intriguing information.                                               |                      |                      |                       |                     |                       |
| 7. Acknowledges adherence to rules and procedures.                                                   |                      |                      |                       |                     |                       |
| 8. Teacher fairly applies consequences.                                                              |                      |                      |                       |                     |                       |
| 9. Teacher demonstrates an understanding of students' interests and backgrounds.                     |                      |                      |                       |                     |                       |
| 10. Teacher displays behaviors that indicate affection for students.                                 |                      |                      |                       |                     |                       |
| 11. Teacher displays behaviors that indicate objectivity and control.                                |                      |                      |                       |                     |                       |
| 12. Teacher displays behaviors that indicate values and respects for all students.                   |                      |                      |                       |                     |                       |
| 13. Teacher probes incorrect responses.                                                              |                      |                      |                       |                     |                       |
| 14. Teacher scaffolds instruction.                                                                   |                      |                      |                       |                     |                       |
| 15. Teacher differentiates instruction.                                                              |                      |                      |                       |                     |                       |

#### General Rating Rubric

| Innovating (I)                                                            | Applying (A)                                                                                   | Developing (D)                                                           | Beginning (B)                                   | Not Using (NU)                                |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Adapts and Creates new Strategies for unique student needs and situations | Engages students in the strategy and monitors the extent to which it produces desired outcomes | Engages student in the strategy with not significant errors or omissions | Uses strategy incorrectly or with parts missing | The strategy was called for but not exhibited |

GADSDEN TEACHER EVALUATION FORM A

# Gadsden County Teacher Evaluation Model

|                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |       |        |         |                                                              |                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|--------|---------|--------------------------------------------------------------|--------------------------------------------------|
| <b>PUPIL ENGAGEMENT:</b><br><br><table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Low</td> <td style="width: 33%; text-align: center;">Med</td> <td style="width: 33%; text-align: center;">High</td> </tr> <tr> <td style="text-align: center;">0-74%</td> <td style="text-align: center;">75-89%</td> <td style="text-align: center;">90-100%</td> </tr> </table> | Low                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Med                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | High | 0-74% | 75-89% | 90-100% | <b>Learning Objective:</b><br><br><b>Essential Question:</b> | <b>Lesson Agenda:</b><br><br><b>Bell Ringer:</b> |
| Low                                                                                                                                                                                                                                                                                                                                                                                                                        | Med                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |       |        |         |                                                              |                                                  |
| 0-74%                                                                                                                                                                                                                                                                                                                                                                                                                      | 75-89%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 90-100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |       |        |         |                                                              |                                                  |
| <b>VARIETY OF INSTRUCTION</b><br><br>•Variety of Strategies          •Check          •Compare† -<br>•Connect†                                  •Listen          •Summarize†<br>• Graphic† • Groups† • Scaffold • Hypothesis†                                                                                                                                                                                               | <b>What is the teacher doing?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>What are the students doing?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |       |        |         |                                                              |                                                  |
| <b>COGNITIVE LEVEL: *</b><br><br>1 – Knowledge                                  2 – Comprehension<br>3 – Application                                  4 – Analysis<br>5 – Synthesis                                          6 – Evaluation                                                                                                                                                                                | <b>ROUTINES / ASSESSMENT &amp; STANDARDS</b><br><br>•Goal†                                  •Praise/Recognition†<br>•Rubric                                  •Homework Analyzed†<br>•Relates lesson to standard<br>•Details expectations of standard proficiency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>GRADE LEVEL:</b><br><br>N/A                          Below                  At                          Above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |       |        |         |                                                              |                                                  |
| <b>SUPPORT FOR ENGLISH LEARNERS</b><br><br>• Enunciation                                  •Understand                                  •Varied Technique<br>•Frequent Responses                                  •Choral/Group                                  •Academic Language<br>•Graphic Organizers                                                                                                                  | <b>ROUTINES/ASSESSMENT &amp; STANDARDS</b><br><br>• <b>Goal</b> – Teacher announces learning goal or objective of lesson<br>• <b>Praise/Recognition</b> – Any respectful teacher behavior designed to foster greater, or more specified pupil learning<br>• <b>Rubric</b> – Scoring guides available/visible to help students determine quality of their own work<br>• <b>Homework</b> - Analyzed/displayed<br>• <b>Relates Lesson to Standard</b> – Teacher clearly identifies what students shall learn according to the standard – No need to call out number of standard<br>• <b>Details Proficiencies Expectations</b> – Teacher clearly identifies “how good is good enough” according to standard being taught – identifies what master looks like | <b>SUPPORT FOR ENGLISH LANGUAGE LEARNERS</b><br><br>• <b>Model</b> – Teacher clearly enunciates and correctly models use of English, free of all errors<br>• <b>Understanding</b> – Teacher ascertains by question, observation or inference depth and quality of ELL’s comprehension<br>• <b>Technique</b> – Teacher employs two or more to assure ELL comprehension. E.g., body language, media, hands-on activities<br>• <b>Key Task</b> – Teacher explains or demonstrates critical tasks in a variety of ways, e.g., saying, showing, modeling<br>• <b>Responses</b> – Teacher elicits frequent verbal or non verbal responses<br>• <b>Choral</b> –Teacher calls for choral, group or interactive work from students<br>• <b>Graphic Organizer</b> – Teacher adapts content through graphic organizers, study guides, outlines, highlighted or summarized text<br>• <b>Language</b> – Teacher explicitly guides development or proficiency in academic language |      |       |        |         |                                                              |                                                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>VARIETY OF INSTRUCTION</b><br><ul style="list-style-type: none"> <li>• <b>Illustrate</b> – Gives info, illustrates concepts with 2 or more approaches and strategies.</li> <li>• <b>Checks</b> – Questions to check that pupils track lesson. Differs from ELD, as CFU there aims to determine depth/quality of understanding</li> <li>• <b>Compare</b> – Ask student to compare, contrast, classify or use analogies or metaphors</li> <li>• <b>Connect to Prior Knowledge</b> – Can be calling up earlier relevant experience or review</li> <li>• <b>Listens Actively</b> – Teacher restates, reframes, or poses questions to extend pupils’ thinking</li> <li>• <b>Summarizing/Note Taking</b> – Teacher requires pupils to perform either behavior</li> <li>• <b>Graphic Organizers/Non-Linguistic Representation</b> – Teacher uses or requires these devices</li> <li>• <b>Groups</b> – Pupils work in structured way in groups or pairs to accomplish specific tasks that promote learning</li> <li>• <b>Scaffold</b> – Intentional use of information, strategies or props to temporarily support the learner while she builds expertise, extends knowledge, or refines basic skills. E.g., teacher may have pupils highlight researched items to assist with organization, categorization, conducting future research.</li> <li>• <b>Generating/test a hypothesis</b> – Teacher/student pose or test hypothesis</li> </ul> | <b>STANDARD LEVEL</b><br><ul style="list-style-type: none"> <li>• <b>At Grade Level</b> – Lesson clearly teaches some portion of standard from grade level observed – Lesson need not address or attempt all standard</li> </ul> | <b>COGNITIVE LEVEL</b><br><ul style="list-style-type: none"> <li>• <b>Cognitive Level</b> – Highest level pupils required/invited to perform</li> </ul> |
| <b>ENGAGEMENT</b><br><ul style="list-style-type: none"> <li>• <b>Engagement</b> - % pupils actively attending</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                  |                                                                                                                                                         |

|                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arrange<br>Calculate<br>Define<br>Draw Identify<br>Illustrate<br>Label<br>List<br>Match<br>Measure<br>Memorize<br>Name<br>Recall Quote<br>Recite<br>Recognize<br>Repeat<br>State<br>Tabulate<br>Tell Use<br>Who<br>What<br>When Where<br>Why | <b>Level One Activities</b><br><b>Recall</b><br><br>Recall elements and details of story structure, such as sequence of events, character, plot and setting.<br><br>Conduct basic mathematical calculations.<br><br>Label locations on a map.<br><br>Represent in words or diagrams a scientific concept or relationship.<br><br>Perform routine procedures like measuring length or using punctuation marks correctly.<br><br>Describe the features of a place or people. | Infer<br>Categorize<br>Collect<br>Display<br>Identify Patterns<br>Organize<br>Construct<br>Modify<br>Predict<br>Interpret<br>Distinguish<br>Use Context<br>Make Observations<br>Summarize<br>Show<br>Graph<br>Classify<br>Separate<br>Cause/Effect<br>Estimate<br>Compare<br>Relate | <b>Level Two Activities</b><br><b>Skill/Concept</b><br><br>Identify and summarize the major events in a narrative.<br><br>Use context cues to identify the meaning of unfamiliar words.<br><br>Solve routine multiple-step problems.<br><br>Describe the cause/effect of a particular event.<br><br>Identify patterns in events or behavior.<br><br>Formulate a routine problem given data and conditions.<br><br>Organize, represent and interpret data. | Revise<br>Appraise<br>Assess<br>Develop a<br>Argument<br>Construct<br>Critique<br>Formulate<br>Hypothesize<br>Draw Conclusions<br>Cite Evidence<br>Differentiate<br>Investigate<br>Compare<br>Use Concepts to<br>Solve<br>Non-Routine<br>Problem<br>Explain<br>Phenomena<br>In Terms of<br>Concepts<br>Develop a Logical<br>Arguments | <b>Level Three Activities</b><br><b>Strategic Thinking</b><br><br>Identify and summarize the major events in a narrative.<br><br>Use context cues to identify the meaning of unfamiliar words.<br><br>Solve routine multiple-step problems.<br><br>Describe the cause/effect of a particular event.<br><br>Identify patterns in events or behavior.<br><br>Formulate a routine problem given data and conditions.<br><br>Organize, represent and interpret data. | Design<br>Connect<br>Prove<br>Synthesize<br>Critique<br>Analyze<br>Create<br>Apply Concept | <b>Level Four Activities</b><br><b>Extended Thinking</b><br><br>Conduct a project that requires specifying a problem, designing and conducting an experiment, analyzing its data, and reporting results/solutions.<br><br>Apply mathematical model to illuminate a problem or situation.<br><br>Analyze and synthesize information from multiple sources.<br><br>Describe and illustrate how common themes are found across texts from different cultures.<br><br>Design a mathematical model to inform and solve a practical or abstract situation. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Webb, Norman L. and others. "Web Alignment Tool" 24 July 2005. Wisconsin Center of Educational Research. University of Wisconsin-Madison. 2 Feb. 2006. <<http://www.wcer.wisc.edu/WAT/index.aspx>>.*

# Gadsden County Teacher Evaluation Model

## Appendix E

Teacher's Name: \_\_\_\_\_

Planning  
Conference Date: \_\_\_\_\_

Observer's  
Name: \_\_\_\_\_

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

### DOMAIN 2: PLANNING AND PREPARING-ROUTINE EVENTS

Please attach your lesson plan, assessments, scoring guides, and/or rubrics to this document. Please be prepared to discuss the following questions in preparation for the planning conference.

| CLASSROOM DEMOGRAPHICS                                                                                                                                                                                                                                                                                                                                                                          | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| Briefly describe the students in your classroom (e.g. number of students, gender, special needs, etc).                                                                                                                                                                                                                                                                                          |                      |                      |                       |                     |                       |
| ROUTINE EVENTS                                                                                                                                                                                                                                                                                                                                                                                  | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| What will you do to establish learning goals, track student progress and celebrate success for this lesson?                                                                                                                                                                                                                                                                                     |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR LESSONS AND UNITS                                                                                                                                                                                                                                                                                                                                                    | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How will you scaffold the content within this lesson?<br>Please describe: <ul style="list-style-type: none"> <li>• The rationale for how the content of the lesson is organized</li> <li>• The rationale for the sequence of instruction</li> <li>• How the content is related to previous lessons, units or other content</li> <li>• Possible confusion that may impact the lesson?</li> </ul> |                      |                      |                       |                     |                       |
| How does the lesson progress within the unit over time?<br>Please describe: <ul style="list-style-type: none"> <li>• How lessons within the unit progress toward deep understanding and transfer of content</li> <li>• Describe how students will make choice and take initiatives</li> <li>• How learning will be extended?</li> </ul>                                                         |                      |                      |                       |                     |                       |
| How will you align this lesson with established content standards identified by the district and the manner in which the content should be sequenced?<br>Please describe: <ul style="list-style-type: none"> <li>• Important content (scope) identified by the district</li> <li>• Sequence of the content to be taught as identified by the district</li> </ul>                                |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR USE OF RESOURCES AND TECHNOLOGY                                                                                                                                                                                                                                                                                                                                      | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How will the resources and materials that you select be used to enhance students' understanding of the content?<br>Please describe the resources that will be used: <ul style="list-style-type: none"> <li>• Traditional resources</li> <li>• Technology</li> </ul>                                                                                                                             |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR SPECIAL NEEDS OF STUDENTS                                                                                                                                                                                                                                                                                                                                            | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How do you plan to address the special needs of your students to include special education students, ELL students and students who come from home environments that offer little support for schooling?<br>Please describe: <ul style="list-style-type: none"> <li>• Specific accommodations to be made</li> </ul>                                                                              |                      |                      |                       |                     |                       |

#### General Rating Rubric

| Innovating (I)                                                            | Applying (A)                                                                                   | Developing (D)                                                           | Beginning (B)                                   | Not Using (NU)                                |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Adapts and Creates new Strategies for unique student needs and situations | Engages students in the strategy and monitors the extent to which it produces desired outcomes | Engages student in the strategy with not significant errors or omissions | Uses strategy incorrectly or with parts missing | The strategy was called for but not exhibited |

GADSDEN TEACHER EVALUATION FORM B

# Gadsden County Teacher Evaluation Model

## Appendix F

Planning  
Conference Date: \_\_\_\_\_

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

Teacher's Name: \_\_\_\_\_  
Observer's Name: \_\_\_\_\_

### DOMAIN 2: PLANNING AND PREPARING-CONTENT

Please attach your lesson plan, assessments, scoring guides, and/or rubrics to this document. Please be prepared to discuss the following questions in preparation for the planning conference.

| CLASSROOM DEMOGRAPHICS                                                                                                                                                                                                                                                                                                                                                                          | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| Briefly describe the students in your classroom (e.g. number of students, gender, special needs, etc).                                                                                                                                                                                                                                                                                          |                      |                      |                       |                     |                       |
| CONTENT                                                                                                                                                                                                                                                                                                                                                                                         | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| What will you do to help students practice new knowledge?<br>What will I do to help students generate and test hypothesis about new knowledge?<br>What will you do to help students interact with new knowledge?                                                                                                                                                                                |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR LESSONS AND UNITS                                                                                                                                                                                                                                                                                                                                                    | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How will you scaffold the content within this lesson?<br>Please describe: <ul style="list-style-type: none"> <li>• The rationale for how the content of the lesson is organized</li> <li>• The rationale for the sequence of instruction</li> <li>• How the content is related to previous lessons, units or other content</li> <li>• Possible confusion that may impact the lesson?</li> </ul> |                      |                      |                       |                     |                       |
| How does the lesson progress within the unit over time?<br>Please describe: <ul style="list-style-type: none"> <li>• How lessons within the unit progress toward deep understanding and transfer of content</li> <li>• Describe how students will make choice and take initiatives</li> <li>• How learning will be extended?</li> </ul>                                                         |                      |                      |                       |                     |                       |
| How will you align this lesson with established content standards identified by the district and the manner in which the content should be sequenced?<br>Please describe: <ul style="list-style-type: none"> <li>• Important content (scope) identified by the district</li> <li>• Sequence of the content to be taught as identified by the district</li> </ul>                                |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR USE OF RESOURCES AND TECHNOLOGY                                                                                                                                                                                                                                                                                                                                      | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How will the resources and materials that you select be used to enhance students' understanding of the content?<br>Please describe the resources that will be used: <ul style="list-style-type: none"> <li>• Traditional resources</li> <li>• Technology</li> </ul>                                                                                                                             |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR SPECIAL NEEDS OF STUDENTS                                                                                                                                                                                                                                                                                                                                            | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How do you plan to address the special needs of your students to include special education students, ELL students and students who come from home environments that offer little support for schooling?<br>Please describe: <ul style="list-style-type: none"> <li>• Specific accommodations to be made</li> </ul>                                                                              |                      |                      |                       |                     |                       |

**General Rating Rubric**

| Innovating (I)                                                            | Applying (A)                                                                                   | Developing (D)                                                           | Beginning (B)                                   | Not Using (NU)                                |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Adapts and Creates new Strategies for unique student needs and situations | Engages students in the strategy and monitors the extent to which it produces desired outcomes | Engages student in the strategy with not significant errors or omissions | Uses strategy incorrectly or with parts missing | The strategy was called for but not exhibited |

GADSDEN TEACHER EVALUATION FORM C



# Gadsden County Teacher Evaluation Model

## Appendix G

Teacher's Name: \_\_\_\_\_  
 Observer's Name: \_\_\_\_\_

Planning Conference Date: \_\_\_\_\_  
 Observation Date: \_\_\_\_\_

### DOMAIN 2: PLANNING AND PREPARING-ENACTING ON THE SPOT

Please attach your lesson plan, assessments, scoring guides, and/or rubrics to this document. Please be prepared to discuss the following questions in preparation for the planning conference.

| CLASSROOM DEMOGRAPHICS                                                                                                                                                                                                                                                                                                                                                                          | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| Briefly describe the students in your classroom (e.g. number of students, gender, special needs, etc).                                                                                                                                                                                                                                                                                          |                      |                      |                       |                     |                       |
| ENACTING ON THE SPOT                                                                                                                                                                                                                                                                                                                                                                            | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| What will you do to engage students in the lesson?<br>What will I do to acknowledge lack of adherence to classroom rules and procedures?<br>What will I do to establish and maintain relationships with students during this lesson?<br>What will I do to communicate high expectation to student within this lesson?<br>How will this lesson be organized as part of a cohesive unit?          |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR LESSONS AND UNITS                                                                                                                                                                                                                                                                                                                                                    | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How will you scaffold the content within this lesson?<br>Please describe: <ul style="list-style-type: none"> <li>• The rationale for how the content of the lesson is organized</li> <li>• The rationale for the sequence of instruction</li> <li>• How the content is related to previous lessons, units or other content</li> <li>• Possible confusion that may impact the lesson?</li> </ul> |                      |                      |                       |                     |                       |
| How does the lesson progress within the unit over time?<br>Please describe: <ul style="list-style-type: none"> <li>• How lessons within the unit progress toward deep understanding and transfer of content</li> <li>• Describe how students will make choice and take initiatives</li> <li>• How learning will be extended?</li> </ul>                                                         |                      |                      |                       |                     |                       |
| How will you align this lesson with established content standards identified by the district and the manner in which the content should be sequenced?<br>Please describe: <ul style="list-style-type: none"> <li>• Important content (scope) identified by the district</li> <li>• Sequence of the content to be taught as identified by the district</li> </ul>                                |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR USE OF RESOURCES AND TECHNOLOGY                                                                                                                                                                                                                                                                                                                                      | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How will the resources and materials that you select be used to enhance students' understanding of the content?<br>Please describe the resources that will be used: <ul style="list-style-type: none"> <li>• Traditional resources</li> <li>• Technology</li> </ul>                                                                                                                             |                      |                      |                       |                     |                       |
| PLANNING AND PREPARING FOR SPECIAL NEEDS OF STUDENTS                                                                                                                                                                                                                                                                                                                                            | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| How do you plan to address the special needs of your students to include special education students, ELL students and students who come from home environments that offer little support for schooling?<br>Please describe: <ul style="list-style-type: none"> <li>• Specific accommodations to be made</li> </ul>                                                                              |                      |                      |                       |                     |                       |

**General Rating Rubric**

| Innovating (I)                                                            | Applying (A)                                                                                   | Developing (D)                                                           | Beginning (B)                                   | Not Using (NU)                                |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Adapts and Creates new Strategies for unique student needs and situations | Engages students in the strategy and monitors the extent to which it produces desired outcomes | Engages student in the strategy with not significant errors or omissions | Uses strategy incorrectly or with parts missing | The strategy was called for but not exhibited |

# Gadsden County Teacher Evaluation Model

## Appendix H

|                                                               |                                                                          |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Teacher's Name:</b> _____<br><b>Observer's Name:</b> _____ | <b>Planning Conference Date:</b> _____<br><b>Observation Date:</b> _____ |
|---------------------------------------------------------------|--------------------------------------------------------------------------|

### DOMAIN 3: REFLECTING ON TEACHING

| EVALUATING PERSONAL PERFORMANCE                                                                                                                                                     | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| The teacher identifies specific strategies and behaviors on which to improve from Domain 1 (routine lesson segments, content lesson segments and segments that are on the spot).    |                      |                      |                       |                     |                       |
| The teacher determines how effective a lesson or unit of instruction was in terms of enhancing student achievement and identifies causes of success or difficulty.                  |                      |                      |                       |                     |                       |
| The teacher determines the effectiveness of specific instructional techniques regarding the achievement of subgroups of students and identifies specific reasons for discrepancies. |                      |                      |                       |                     |                       |
| PERSONAL GROWTH PLAN                                                                                                                                                                | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| The teacher develops a written professional growth and development plan with specific and measurable goals, action steps, manageable timelines and appropriate resources.           |                      |                      |                       |                     |                       |
| The teacher charts his or her progress toward goals using established action plans, milestones and timelines.                                                                       |                      |                      |                       |                     |                       |

**General Rating Rubric**

| Innovating (I)                                                            | Applying (A)                                                                                   | Developing (D)                                                           | Beginning (B)                                   | Not Using (NU)                                |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Adapts and Creates new Strategies for unique student needs and situations | Engages students in the strategy and monitors the extent to which it produces desired outcomes | Engages student in the strategy with not significant errors or omissions | Uses strategy incorrectly or with parts missing | The strategy was called for but not exhibited |

GADSDEN TEACHER EVALUATION FORM E

# Gadsden County Teacher Evaluation Model

## Appendix I

|                                                 |                                                            |
|-------------------------------------------------|------------------------------------------------------------|
| Teacher's Name: _____<br>Observer's Name: _____ | Planning Conference Date: _____<br>Observation Date: _____ |
|-------------------------------------------------|------------------------------------------------------------|

### DOMAIN 4: COLLEGIALITY AND PROFESSIONALISM

| POSITIVE ENVIRONMENT                                                                                                                             | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|
| The teacher interacts with other teachers in a positive manner to promote and support student learning.                                          |                      |                      |                       |                     |                       |
| The teacher interacts with students and parents in a positive manner to foster learning and promote positive home/school relationships.          |                      |                      |                       |                     |                       |
| IDEAS AND STRATEGIES                                                                                                                             | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| The teacher seeks help and input from colleagues regarding specific classroom strategies and behaviors.                                          |                      |                      |                       |                     |                       |
| The teacher provides other teachers with help and input regarding specific classroom strategies and behaviors.                                   |                      |                      |                       |                     |                       |
| DISTRICT AND SCHOOL DEVELOPMENT                                                                                                                  | Level 0<br>Not Using | Level 1<br>Beginning | Level 2<br>Developing | Level 3<br>Applying | Level 4<br>Innovating |
| The teacher is aware of the district and school's rules and procedures and adheres to them.                                                      |                      |                      |                       |                     |                       |
| The teacher is aware of the district's and school's initiatives and participates in them in accordance with his or her talents and availability. |                      |                      |                       |                     |                       |

**General Rating Rubric**

| Innovating (I)                                                            | Applying (A)                                                                                   | Developing (D)                                                           | Beginning (B)                                   | Not Using (NU)                                |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Adapts and Creates new Strategies for unique student needs and situations | Engages students in the strategy and monitors the extent to which it produces desired outcomes | Engages student in the strategy with not significant errors or omissions | Uses strategy incorrectly or with parts missing | The strategy was called for but not exhibited |

# Gadsden County Teacher Evaluation Model

## Appendix J

### Climate Survey for Parents/Guardians

*Please complete one survey per family by placing an "x" in the column that most reflects your opinion.*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Strongly Agree | Agree | Agree and Disagree | Disagree | Strongly Disagree |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|--------------------|----------|-------------------|
| 1. My child's school is a supportive and inviting place for students.                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |       |                    |          |                   |
| 2. My child is safe at school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |       |                    |          |                   |
| 3. My child is receiving a rigorous and relevant education at his/her school.                                                                                                                                                                                                                                                                                                                                                                                                                              |                |       |                    |          |                   |
| 4. My child's school is a supportive and inviting place for parents/guardians and I feel welcome at this school.                                                                                                                                                                                                                                                                                                                                                                                           |                |       |                    |          |                   |
| 5. My child is receiving instruction that prepares him/her to be successful on the FCAT.                                                                                                                                                                                                                                                                                                                                                                                                                   |                |       |                    |          |                   |
| 6. Teachers at my child's school are interested in what I have to say.                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |       |                    |          |                   |
| 7. I am satisfied with communication with my child's teacher(s) and other school officials.                                                                                                                                                                                                                                                                                                                                                                                                                |                |       |                    |          |                   |
| 8. I am actively involved in my child's education and attend most school activities.                                                                                                                                                                                                                                                                                                                                                                                                                       |                |       |                    |          |                   |
| 9. My child likes his/her teachers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |       |                    |          |                   |
| 10. My child is receiving a good education at this school.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |       |                    |          |                   |
| 11. My child receives academic help when it is needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |       |                    |          |                   |
| 12. What is your relationship to the child you are reporting about? (please choose one)<br><input type="checkbox"/> <b>Parent(s)</b> <input type="checkbox"/> <b>Legal Guardian</b> <input type="checkbox"/> <b>Other adult in the household</b>                                                                                                                                                                                                                                                           |                |       |                    |          |                   |
| 13. What is the name of your child's school?                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |       |                    |          |                   |
| 14. What is the grade level of your child?<br><input type="checkbox"/> <b>K</b> <input type="checkbox"/> <b>1</b> <input type="checkbox"/> <b>2</b> <input type="checkbox"/> <b>3</b> <input type="checkbox"/> <b>4</b> <input type="checkbox"/> <b>5</b> <input type="checkbox"/> <b>6</b> <input type="checkbox"/> <b>7</b> <input type="checkbox"/> <b>8</b> <input type="checkbox"/> <b>9</b> <input type="checkbox"/> <b>10</b> <input type="checkbox"/> <b>11</b> <input type="checkbox"/> <b>12</b> |                |       |                    |          |                   |
| The one thing that I appreciate most about my child's school is:                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |       |                    |          |                   |
| The one thing I would like most to change about my child's school is:                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |       |                    |          |                   |

# Gadsden County Teacher Evaluation Model

## Appendix K

### 2010-2011 Climate Survey for Students (grades 3-5)

*Please complete this survey by placing an "x" in the column that best represents your feelings.*

|                                                                                  | Yes | Sometimes | No | Don't Know |
|----------------------------------------------------------------------------------|-----|-----------|----|------------|
| 1. My teachers believe that all students can do good work.                       |     |           |    |            |
| 2. All students are encouraged to do their very best.                            |     |           |    |            |
| 3. Usually my teacher does a good job of explaining what I am supposed to learn. |     |           |    |            |
| 4. I ask for help from my teachers or others when I need it.                     |     |           |    |            |
| 5. Teachers at this school know my name.                                         |     |           |    |            |
| 6. My teacher will miss me when I'm absent.                                      |     |           |    |            |
| 7. I can talk to a teacher at this school about things that are bothering me.    |     |           |    |            |
| 8. My classmates like me.                                                        |     |           |    |            |
| 9. I know how to make friends with new people.                                   |     |           |    |            |
| 10. I care about other people's feelings and what they think.                    |     |           |    |            |
| 11. I am careful when I use something that belongs to someone else.              |     |           |    |            |
| 12. I know how to disagree without starting a fight or an argument.              |     |           |    |            |
| 13. My teachers helps me when I do not understand the lesson                     |     |           |    |            |
| 14. I respect people even if they are different or are not like me.              |     |           |    |            |
| 15. Students in this school help each other.                                     |     |           |    |            |
| 16. Some students are picked on in this school.                                  |     |           |    |            |
| 17. I feel safe at school                                                        |     |           |    |            |
| 18. I like my school.                                                            |     |           |    |            |

If you do not feel safe at school all the time please tell us why you feel this way.

What is the name of your school?

What grade are you in?     3     4     5

Are you a?     **Boy**     **Girl**

What groups describe you best? (you may mark more than one)

**African-American/Black**     **Hispanic/Latino**     **White**     **Asian**     **American**  
 **Indian**     **Other**

Is there a language other than English spoken in your home?     **Yes**     **No**

# Gadsden County Teacher Evaluation Model

## Appendix L

### **2010-2011 Climate Survey for Students (grades 6-12)**

*Please complete this survey by placing an "x" in the column that best represents your feelings.*

|                                                                                                                                       | Strongly Agree | Agree            | Agree and Disagree | Disagree          | Strongly Disagree |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|--------------------|-------------------|-------------------|
| 1. At this school, students are encouraged to work to the best of their abilities.                                                    |                |                  |                    |                   |                   |
| 2. Students are recognized for their involvement in art, music, debate, sports, or other activities.                                  |                |                  |                    |                   |                   |
| 3. Teachers and other adults at this school believe that all students can do good work.                                               |                |                  |                    |                   |                   |
| 4. There are lots of chances for students in my school to talk with teachers one-on-one.                                              |                |                  |                    |                   |                   |
| 5. There is at least one adult at this school whom I feel comfortable talking to about things that are bothering me.                  |                |                  |                    |                   |                   |
| 6. At school, there is a teacher or some other adult who will miss me when I'm absent.                                                |                |                  |                    |                   |                   |
| 7. My teachers are fair and treat me with respect.                                                                                    |                |                  |                    |                   |                   |
| 8. Lots of parents come to events at my school.                                                                                       |                |                  |                    |                   |                   |
| 9. I am safe at school.                                                                                                               |                |                  |                    |                   |                   |
| 10. Students in this school help each other.                                                                                          |                |                  |                    |                   |                   |
| 11. There are opportunities at school for me to receive help from my teachers when I need it.                                         |                |                  |                    |                   |                   |
| 12. Students at this school are often teased or picked on.                                                                            |                |                  |                    |                   |                   |
| 13. Crime and violence are major concerns at school.                                                                                  |                |                  |                    |                   |                   |
| 14. When students break rules, they are treated fairly.                                                                               |                |                  |                    |                   |                   |
| 15. At school, decisions are made based on what is best for students.                                                                 |                |                  |                    |                   |                   |
| 16. Students are involved in helping to solve school problems.                                                                        |                |                  |                    |                   |                   |
| 17. This school emphasizes showing respect for all students' cultural beliefs and practices.                                          |                |                  |                    |                   |                   |
| 18. My teachers are prepared to teach students from different cultural backgrounds.                                                   |                |                  |                    |                   |                   |
| 19. The instruction that I am receiving at this school is preparing me for college and a career.                                      |                |                  |                    |                   |                   |
| 20. The instruction I am receiving at this school prepares me to pass the FCAT                                                        |                |                  |                    |                   |                   |
| <b>How often have you <i>personally</i> seen students do these things at this school or at school events over the past 12 months?</b> | <b>0 times</b> | <b>1-2 times</b> | <b>3-6 times</b>   | <b>7-12 times</b> | <b>12 or more</b> |
| 21. Under the influence of drugs (marijuana, crack, coke)                                                                             |                |                  |                    |                   |                   |
| 22. Under the influence of alcohol (beer/wine/liquor)                                                                                 |                |                  |                    |                   |                   |
| 23. Destroy things (vandalism)                                                                                                        |                |                  |                    |                   |                   |
| 24. Get into fights                                                                                                                   |                |                  |                    |                   |                   |
| 25. Steal things                                                                                                                      |                |                  |                    |                   |                   |
| 26. Threaten or bully                                                                                                                 |                |                  |                    |                   |                   |
| 27. Under the influence of inhalants (sniffing glue, paints, or aerosol sprays)                                                       |                |                  |                    |                   |                   |
| 28. I am able to speak with a school counselor, if I feel I need help.                                                                |                |                  |                    |                   |                   |

# Gadsden County Teacher Evaluation Model

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|                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29. What school are you currently attending?                                                                                                                                                                                                                                                                                                                                                                                                 |
| 30. What grade are you in?<br><input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12                                                                                                                                                                                                                |
| 31. Are you a?<br><input type="checkbox"/> Male <input type="checkbox"/> Female                                                                                                                                                                                                                                                                                                                                                              |
| 32. What groups describe you best? (you may mark more than one)<br><input type="checkbox"/> African-American/Black <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Other                                                                                                                                            |
| 33. Is there an adult who really knows what you do with your free time?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                          |
| 34. Do you have someone outside of school who can help you with homework?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                        |
| 35. Is there a language other than English spoken in your home?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                  |
| 36. What grades do you usually get?<br><input type="checkbox"/> Mostly A's <input type="checkbox"/> Mostly B's <input type="checkbox"/> Mostly C's <input type="checkbox"/> Mostly D's and F's                                                                                                                                                                                                                                               |
| 37. During the past year, how many days did you miss school without permission?<br><input type="checkbox"/> Never <input type="checkbox"/> Less than once a month <input type="checkbox"/> Once a month or more                                                                                                                                                                                                                              |
| 38. During an average week, how much time do you spend helping other people without getting paid (examples: helping senior citizens or neighbors; watching young children; peer teaching; tutoring; mentoring; helping the environment; doing other volunteer activities)?<br><input type="checkbox"/> 0 hours <input type="checkbox"/> About 1 hour <input type="checkbox"/> About 2-3 hours <input type="checkbox"/> About 4 hours or more |
| 39. During an average week, how much time do you spend participating in organized activities after school or on weekends (examples: sports, clubs, youth groups, music/art/dance/drama activities, cultural, religious or other community activities)?<br><input type="checkbox"/> 0 hours <input type="checkbox"/> About 1 hour <input type="checkbox"/> About 2-3 hours <input type="checkbox"/> About 4 hours or more                     |
| 40. The one thing I like most about my school is:                                                                                                                                                                                                                                                                                                                                                                                            |
| 41. The one thing I would most like to change about my school is:                                                                                                                                                                                                                                                                                                                                                                            |

# Gadsden County Teacher Evaluation Model

## Appendix M

Gadsden County Annual Evaluation Report for  
Category I Teachers: 1-3 Years of Service  
*Instructional Practice Score*

**Teacher:** \_\_\_\_\_

**Years of Service:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Current Assignment:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

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

This form is to serve as a permanent record of an administrator's evaluation of a teacher's performance during a specific period based on specific criteria as it relates to the teacher's **instructional practice** using the Art and Science of Teaching Framework.

**Directions:** Examine all sources of evidence for each of the four domains in this form as it applies to the teacher's status practice performance. Refer to the scale requirements and indicate sources of evidence used to determine the evaluation of results in each section. Assign an overall evaluation of the teacher's performance, sign the form and obtain the signature of the teacher.

Use the accompanying Excel worksheet appropriate to the teacher's experience level to calculate the teacher's status score.

### 1. Status Score

The teacher's status score reflects his/her overall understanding and application of the Art and Science of Teaching framework across the Four Domains: Domain 1: Classroom Strategies and Behaviors; Domain 2: Planning and Preparing; Domain 3: Reflecting on Teaching; Domain 4: Collegiality and Professionalism.

**Directions:** Use the accompanying spreadsheet to compute the teacher's overall status score. You will need to obtain data for each of the Four Domains in order to compute a weighted overall score. Reference the Overall Status Score number in the cell highlighted in **green** in the spreadsheet.

**Domain 1 Sources of Evidence** (select all that applies):

- Formal Observation
- Informal, Announced Observation
- Informal Unannounced Observation
- Walkthrough
- Artifacts:

Other: \_\_\_\_\_

**Domain 2 Sources of Evidence** (select all that applies):

- Planning (Pre) Conference
- Artifacts:

Other: \_\_\_\_\_

**Domain 3 Sources of Evidence** (select all that applies):

- Self-Assessment
- Reflection (Post) Conference
- Professional Growth Plan
- Artifacts:

Other: \_\_\_\_\_

**Domain 4 Sources of Evidence** (select all that applies):

- Conferences
- Discussions
- Artifacts:

Other: \_\_\_\_\_

**Evaluator Comments:**

| <input type="checkbox"/> <b>HIGHLY EFFECTIVE (4)</b> | <input type="checkbox"/> <b>EFFECTIVE (3)</b> | <input type="checkbox"/> <b>NEEDS IMPROVING/DEVELOPING (2)</b> | <input type="checkbox"/> <b>UNSATISFACTORY (1)</b> |
|------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------|----------------------------------------------------|
| Overall Status Score of<br>3.5 – 4.0                 | Overall Status Score of<br>2.5 – 3.4          | Overall Status Score of<br>1.5 – 2.4                           | Overall Status Score of<br>1.0 – 1.4               |



# Gadsden County Teacher Evaluation Model

## 2. Final Score

The final score reflects the teacher's overall status score calculations. The district determines the weight of the status scores toward overall score.

**Directions:** Use the accompanying spreadsheet to compute the teacher's overall status score. Reference the Final Score number in the cell highlighted in **orange** in the spreadsheet.

**Evaluator Comments:**

| <input type="checkbox"/> HIGHLY EFFECTIVE (4) | <input type="checkbox"/> EFFECTIVE (3) | <input type="checkbox"/> NEEDS IMPROVING/<br>DEVELOPING (2) | <input type="checkbox"/> UNSATISFACTORY (1) |
|-----------------------------------------------|----------------------------------------|-------------------------------------------------------------|---------------------------------------------|
| Overall Final Score of<br>3.5 – 4.0           | Overall Final Score of<br>2.5 – 3.4    | Overall Final Score of<br>1.5 – 2.4                         | Overall Final Score of<br>1.0 – 1.4         |

## 3. Signatures

**Evaluator:** I certify that the before named teacher has been evaluated around his or her **instructional practice**.

Evaluator's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

**Teacher:** I acknowledge the receipt of this Annual Evaluation Form.

Teacher's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Teacher Comments:

# Gadsden County Teacher Evaluation Model

## Appendix N

Gadsden County Annual Evaluation Report for  
Category II Teachers: 4 or More Years of Service  
*Instructional Practice Score*

Teacher: \_\_\_\_\_

Years of Service: \_\_\_\_\_

School: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Evaluator: \_\_\_\_\_

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

This form is to serve as a permanent record of an administrator's evaluation of a teacher's performance during a specific period based on specific criteria as it relates to the teacher's **instructional practice** using the Art and Science of Teaching Framework.

**Directions:** Examine all sources of evidence for each of the four domains in this form as it applies to the teacher's status and deliberate practice performance. Refer to the scale requirements and indicate sources of evidence used to determine the evaluation of results in each section. Assign an overall evaluation of the teacher's performance, sign the form and obtain the signature of the teacher.

Use the accompanying Excel worksheet appropriate to the teacher's experience level to calculate the teacher's status score.

### 1. Status Score

The teacher's status score reflects his/her overall understanding and application of the Art and Science of Teaching framework across the Four Domains: Domain 1: Classroom Strategies and Behaviors; Domain 2: Planning and Preparing; Domain 3: Reflecting on Teaching; Domain 4: Collegiality and Professionalism.

**Directions:** Use the accompanying spreadsheet to compute the teacher's overall status score. You will need to obtain data for each of the Four Domains in order to compute a weighted overall score. Reference the Overall Status Score number in the cell highlighted in **green** in the spreadsheet.

**Domain 1 Sources of Evidence** (select all that applies):

- Formal Observation
- Informal, Announced Observation
- Informal Unannounced Observation
- Walkthrough
- Artifacts: \_\_\_\_\_
- Other: \_\_\_\_\_

**Domain 2 Sources of Evidence** (select all that applies):

- Planning (Pre) Conference
- Artifacts: \_\_\_\_\_
- Other: \_\_\_\_\_

**Domain 3 Sources of Evidence** (select all that applies):

- Self-Assessment
- Reflection (Post) Conference
- Professional Growth Plan
- Artifacts: \_\_\_\_\_
- Other: \_\_\_\_\_

**Domain 4 Sources of Evidence** (select all that applies):

- Conferences
- Discussions
- Artifacts: \_\_\_\_\_
- Other: \_\_\_\_\_

**Evaluator Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| <input type="checkbox"/> <b>HIGHLY EFFECTIVE (4)</b> | <input type="checkbox"/> <b>EFFECTIVE (3)</b> | <input type="checkbox"/> <b>NEEDS IMPROVING/DEVELOPING (2)</b> | <input type="checkbox"/> <b>UNSATISFACTORY (1)</b> |
|------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------|----------------------------------------------------|
| Overall Status Score of<br>3.5 – 4.0                 | Overall Status Score of<br>2.5 – 3.4          | Overall Status Score of<br>1.5 – 2.4                           | Overall Status Score of<br>1.0 – 1.4               |

# Gadsden County Teacher Evaluation Model

## 2. Final Score

The final score reflects the teacher's overall status score calculations. The district determines the weight of the status overall score.

**Directions:** Use the accompanying spreadsheet to compute the teacher's overall status score. Reference the Final Score number in the cell highlighted in **orange** in the spreadsheet.

**Evaluator Comments:**

| <input type="checkbox"/> HIGHLY EFFECTIVE (4) | <input type="checkbox"/> EFFECTIVE (3) | <input type="checkbox"/> NEEDS IMPROVING/DEVELOPING (2) | <input type="checkbox"/> UNSATISFACTORY (1) |
|-----------------------------------------------|----------------------------------------|---------------------------------------------------------|---------------------------------------------|
| Overall Final Score of<br>3.5 – 4.0           | Overall Final Score of<br>2.5 – 3.4    | Overall Final Score of<br>1.5 – 2.4                     | Overall Final Score of<br>1.0 – 1.4         |

## 3. Signatures

**Evaluator:** I certify that the before named teacher has been evaluated around his or her **instructional practice**.

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

Evaluator's Signature: \_\_\_\_\_

**Teacher:** I acknowledge the receipt of this Annual Evaluation Form.

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

Teacher's Signature: \_\_\_\_\_

Teacher Comments:

# Gadsden County Teacher Evaluation Model

## Appendix O

### Transition to Next Generation and Computer-Based Tests in Florida

**Computer-Based Tests:** Grades and subjects which are optional by school in CBT or PBT are shown in *bold, italic*; full CBT administration except for accommodations are shown in *red, bold, italic, underlined*.

|                                                | 2010-11                                                                                                                                                                                                                                     | 2011-12                                                                                                                                                                                                                                                                              | 2012-13                                                                                                                                                                                                                                                                                                                                                                                | 2013-2014                                                                                                                                                             | 2014-2015                                                                                                       |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| FCAT                                           | Science (5, 8, 11)<br>Writing (4, 8, 10)<br>Reading Retakes (fall, <b>spring</b> )<br>Mathematics ( <b>10</b> )<br>Mathematics Retakes (fall, <b>spring</b> )                                                                               | Writing (4, 8, 10)<br>Reading Retakes ( <b>fall, spring</b> )<br>Mathematics Retakes ( <b>fall, spring</b> )                                                                                                                                                                         | Writing (4, 8, 10)<br>Mathematics Retakes ( <b>fall, spring</b> )                                                                                                                                                                                                                                                                                                                      | Writing (4, 8, 10)                                                                                                                                                    |                                                                                                                 |
| FCAT 2.0                                       | Reading (3-10) (B)<br>Mathematics (3-8) (B)<br>Science (5, 8) (FT; embedded in FCAT)                                                                                                                                                        | Reading (3-6, <b>7</b> , 8-10) (SS)<br>Reading Retake ( <b>fall</b> )<br>Mathematics (3-8) (SS)<br>Science (5, 8) (B)                                                                                                                                                                | Reading (3-6, <b>7</b> , 8-9, <b>10</b> )<br>Reading Retake ( <b>fall</b> )<br>Mathematics (3-6, <b>7</b> , 8)<br>Science (5, 8) (SS)                                                                                                                                                                                                                                                  | Reading (3-4, <b>5</b> , 6, <b>7</b> , 8-9, <b>10</b> )<br>Reading Retake ( <b>fall</b> )<br>Mathematics (3-5, <b>6-7</b> , 8)<br>Science (5, 8)                      | Science (5, 8)<br>Reading Retake ( <b>fall, spring</b> )                                                        |
| End of Course                                  | <b>Algebra 1</b> (B)<br><b>Geometry</b> (FT; sampled high schools)<br><b>Biology 1</b> (FT; sampled high schools)                                                                                                                           | <b>Algebra 1</b> (SS)<br><b>Geometry</b> (B)<br><b>Biology 1</b> (B)<br><b>US History</b> (FT; sampled high schools)                                                                                                                                                                 | <b>Algebra 1</b><br><b>Geometry</b> (SS)<br><b>Biology 1</b> (SS)<br><b>US History</b> (B)<br><b>Civics</b> (FT; sampled middle schools)                                                                                                                                                                                                                                               | <b>Algebra 1</b><br><b>Geometry</b><br><b>Biology 1</b><br><b>US History</b> (SS)<br><b>Civics</b> (B)                                                                | <b>Biology 1</b><br><b>US History</b><br><b>Civics</b> (SS)                                                     |
| Common Core Assessments<br>PARCC               | <i>Design and development funded by RTT Assessment Grant; In conjunction with 24 other states.</i>                                                                                                                                          |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        | <b>English/Lang Arts</b> (3-11) (FT; sampled schools)<br><b>Mathematics</b> (3-8) (FT; sampled schools)<br><b>HS Math EOCs</b> (3 subjects TBD) (FT; sampled schools) | <b>English/Lang Arts</b> (3-11) (B)<br><b>Mathematics</b> (3-8) (B)<br><b>HS Math EOCs</b> (3 subjects TBD) (B) |
| Postsecondary Education Readiness Test<br>PERT | Postsecondary Placement (ISS) and Diagnostic (FT) for:<br><b>Elementary Algebra</b><br><b>Intermediate Algebra</b><br><b>College Algebra</b><br><b>Developmental Reading</b><br><b>Developmental Writing</b><br><b>Freshman Composition</b> | Postsecondary Placement (SS)<br>Postsecondary Diagnostics (ISS) (supplement to PERT assessment)<br><b>Elementary Algebra</b><br><b>Intermediate Algebra</b><br><b>College Algebra</b><br><b>Developmental Reading</b><br><b>Developmental Writing</b><br><b>Freshman Composition</b> | Postsecondary Placement (SS)<br>Postsecondary Diagnostics (SS)<br>High schools authorized as test sites to administer PERT Placement and Diagnostics for assessing College/Career Readiness (SS):<br><b>Elementary Algebra</b><br><b>Intermediate Algebra</b><br><b>College Algebra</b><br><b>Developmental Reading</b><br><b>Developmental Writing</b><br><b>Freshman Composition</b> |                                                                                                                                                                       |                                                                                                                 |

Notes: FT – Field test administration only

B – Baseline administration

SS – Standards set

ISS—Interim achievement levels and passing scores used and reported for the first time

<http://www.fldoe.org/asp/k12memo/pdf/tngcbtf.pdf>

# Gadsden County Teacher Evaluation Model

## Appendix P Category I Status Score Worksheet

|                      |                |              |
|----------------------|----------------|--------------|
| <b>Teacher Name:</b> | <b>School:</b> | <b>Date:</b> |
|----------------------|----------------|--------------|

### STATUS SCORE

**Directions:**

1. Using the Domain Forms, count the number of times each scale level has been recorded.
2. Enter the frequency in the yellow highlighted cells.

| Frequency                  | D1 | D2 | D3 | D4 |
|----------------------------|----|----|----|----|
| Level 4 (Innovating)       | 12 | 7  | 4  | 3  |
| Level 3 (Applying)         | 34 | 14 | 8  | 6  |
| Level 2 (Developing)       | 15 | 7  | 5  | 4  |
| Level 1 (Beginning)        | 3  | 4  | 3  | 2  |
| Level 0 (Not Using)        | 2  | 3  | 2  | -  |
| <b>Total Elements Used</b> | 66 | 35 | 22 | 15 |

| Percentages | D1   | D2   | D3   | D4   |
|-------------|------|------|------|------|
| Level 4     | 18%  | 20%  | 18%  | 20%  |
| Level 3     | 52%  | 40%  | 36%  | 40%  |
| Level 2     | 23%  | 20%  | 23%  | 27%  |
| Level 1     | 5%   | 11%  | 14%  | 13%  |
| Level 0     | 3%   | 9%   | 9%   | 0%   |
|             | 100% | 100% | 100% | 100% |

### DELIBERATE PRACTICE SCORE

**Directions:**

4. Enter final scale level of each target Element in yellow highlighted cells.

| Deliberate Practice | Final Rating |
|---------------------|--------------|
| D1 Target Element 1 |              |
| D1 Target Element 2 |              |
| D1 Target Element 3 |              |

# Gadsden County Teacher Evaluation Model

3. Adjust weights in gray highlighted cells must add up to 100%.

|                                                  |             |      |      |      |      |
|--------------------------------------------------|-------------|------|------|------|------|
| <a href="#">Category I Teachers (View Scale)</a> | D1          | D2   | D3   | D4   |      |
| Status Score                                     | 3           | 2    | 2    | 2    |      |
| Weight                                           | 68%         | 13%  | 8%   | 10%  | 100% |
| Weighted Score                                   | 2.05        | 0.27 | 0.17 | 0.20 |      |
| <b>Overall Status Score:</b>                     | <b>2.68</b> |      |      |      |      |
| <b>Overall Status:</b>                           |             |      |      |      |      |

|                                           |             |
|-------------------------------------------|-------------|
| <b>Category I Teachers</b>                | <b>D1</b>   |
| Deliberate Practice Score                 |             |
| Weight                                    | 100%        |
| Weighted Score                            |             |
| <b>Overall Deliberate Practice Score:</b> | <b>0.00</b> |
| <b>Overall Deliberate Practice:</b>       |             |

**FINAL SCALE**

|                         |                  |                                      |                       |
|-------------------------|------------------|--------------------------------------|-----------------------|
| <b>HIGHLY EFFECTIVE</b> | <b>EFFECTIVE</b> | <b>NEEDS IMPROVING OR DEVELOPING</b> | <b>UNSATISFACTORY</b> |
| <b>3.5-4.0</b>          | <b>2.5-3.4</b>   | <b>1.5-2.4</b>                       | <b>1.0-1.4</b>        |

5. Adjust weights in gray highlighted cells; must add up to 100%

|                                                 |                  |        |             |
|-------------------------------------------------|------------------|--------|-------------|
| Category I instructional Practice Score, Year 1 | Score            | Weight | Final       |
| Overall status score                            | 2.68             | 100%   | 2.68        |
| Overall deliberate practice score               | 0                | 0%     | -           |
| <b>Final Score:</b>                             |                  |        | <b>2.68</b> |
| <b>Final Proficiency Level:</b>                 | <b>Effective</b> |        |             |

|                                                 |                   |        |             |
|-------------------------------------------------|-------------------|--------|-------------|
| Category I Instructional Practice Score, Year 2 | Score             | Weight | Final       |
| Overall status score                            | 2.68              | 60%    | 1.61        |
| Overall deliberate practice score               | 0.00              | 40%    | -           |
| <b>Final Score:</b>                             |                   |        | <b>1.61</b> |
| <b>Final Proficiency Level:</b>                 | <b>Developing</b> |        |             |

# Gadsden County Teacher Evaluation Model

## Appendix Q Category II Status Score Worksheet

|                      |                |              |
|----------------------|----------------|--------------|
| <b>Teacher Name:</b> | <b>School:</b> | <b>Date:</b> |
|----------------------|----------------|--------------|

### STATUS SCORE

**Directions:**

1. Using the Domain Forms, count the number of times each scale level has been recorded.
2. Enter the frequency in the yellow highlighted cells.

| Frequency                  | D1 | D2 | D3 | D4 |
|----------------------------|----|----|----|----|
| Level 4 (Innovating)       |    |    |    |    |
| Level 3 (Applying)         |    |    |    |    |
| Level 2 (Developing)       |    |    |    |    |
| Level 1 (Beginning)        |    |    |    |    |
| Level 0 (Not Using)        |    |    |    |    |
| <b>Total Elements Used</b> |    |    |    |    |

| Percentages | D1 | D3 | D3 | D4 |
|-------------|----|----|----|----|
| Level 4     |    |    |    |    |
| Level 3     |    |    |    |    |
| Level 2     |    |    |    |    |
| Level 1     |    |    |    |    |
| Level 0     |    |    |    |    |
|             | 0% | 0% | 0% | 0% |

### DELIBERATE PRACTICE SCORE

**Directions:**

4. Enter final scale level of each target Element in yellow highlighted cells.

| Deliberate Practice | Final Rating |
|---------------------|--------------|
| D1 Target Element 1 |              |
| D1 Target Element 2 |              |
| D1 Target Element 3 |              |

# Gadsden County Teacher Evaluation Model

3. Adjust weights in gray highlighted cells must add up to 100%.

|                                                   |     |     |    |     |      |
|---------------------------------------------------|-----|-----|----|-----|------|
| <a href="#">Category II Teachers (View Scale)</a> | D1  | D2  | D3 | D4  |      |
| Status Score                                      |     |     |    |     |      |
| Weight                                            | 68% | 13% | 8% | 10% | 100% |
| Weighted Score                                    |     |     |    |     |      |
| Overall Status Score:                             | 0   |     |    |     |      |
| Overall Status:                                   |     |     |    |     |      |

|                                    |      |
|------------------------------------|------|
| Category II Teachers               | D1   |
| Deliberate Practice Score          |      |
| Weight                             | 100% |
| Weighted Score                     |      |
| Overall Deliberate Practice Score: | 0.00 |
| Overall Deliberate Practice:       |      |

**FINAL SCALE**

|                         |                  |                                      |                       |
|-------------------------|------------------|--------------------------------------|-----------------------|
| <b>HIGHLY EFFECTIVE</b> | <b>EFFECTIVE</b> | <b>NEEDS IMPROVING OR DEVELOPING</b> | <b>UNSATISFACTORY</b> |
| 3.5-4.0                 | 2.5-3.4          | 1.5-2.4                              | 1.0-1.4               |

5. Adjust weights in gray highlighted cells; must add up to 100%

|                                                 |           |        |       |
|-------------------------------------------------|-----------|--------|-------|
| Category I instructional Practice Score, Year 1 | Score     | Weight | Final |
| Overall status score                            | 0.00      | 100%   | 0.00  |
| Overall deliberate practice score               | 0         | 0%     | -     |
| Final Score:                                    |           |        | 0.00  |
| Final Proficiency Level:                        | Effective |        |       |

|                                                  |            |        |       |
|--------------------------------------------------|------------|--------|-------|
| Category II Instructional Practice Score, Year 2 | Score      | Weight | Final |
| Overall status score                             | 0.00       | 60%    | -     |
| Overall deliberate practice score                | 0.00       | 40%    | -     |
| Final Score:                                     |            |        | -     |
| Final Proficiency Level:                         | Developing |        |       |

**Appendix R**



# Gadsden County Teacher Evaluation Model

## DOMAIN 1: CLASSROOM STRATEGIES AND BEHAVIORS

Identifies the 41 key strategies revealed by research for effective teaching presented in a robust, easy-to-understand model of instruction based on the Art and Science of Teaching. All 41 Key Strategies are organized into 9 Design Questions, which are further organized into 3 Lesson Segments.

| Lesson Segments<br>Involving Routine Events                                                                                                                                                                                                                                                                                                                           | Lesson Segments<br>Addressing Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Lesson Segments<br>Enacted on the Spot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><i>Learning Goals &amp; Feedback</i></b></p> <p>What will I do to establish and communicate learning goals, track student progress, and celebrate success?</p> <ul style="list-style-type: none"> <li>• Providing Clear Learning Goals and Scales to Measure those Goals</li> <li>• Tracking Student Progress</li> <li>• Celebrating Student Success</li> </ul> | <p><b><i>Interacting with New Knowledge</i></b></p> <p>What will I do to help students effectively interact with the new knowledge?</p> <ul style="list-style-type: none"> <li>• Identifying Critical Information</li> <li>• Organizing Students to Interact with New Knowledge</li> <li>• Previewing New Content</li> <li>• Chunking Content into “Digestible Bites”</li> <li>• Processing of New Information</li> <li>• Elaborating on New Information</li> <li>• Recording and Representing Knowledge</li> <li>• Reflecting on Learning</li> </ul> | <p><b><i>Student Engagement</i></b></p> <p>What will I do to engage students?</p> <ul style="list-style-type: none"> <li>• Noticing and Reacting when Students are Not Engaged</li> <li>• Using Academic Games</li> <li>• Managing Response Rates</li> <li>• Using Physical Movement</li> <li>• Maintaining a Lively Pace</li> <li>• Demonstrating Intensity and Enthusiasm</li> <li>• Using Friendly Controversy</li> <li>• Providing Opportunities for Students to Talk about Themselves</li> <li>• Presenting Unusual or Intriguing Information</li> </ul> |
| <p><b><i>Rules &amp; Procedures</i></b></p> <p>What will I do to establish or maintain classroom rules and procedures?</p> <ul style="list-style-type: none"> <li>• Establishing Classroom Routines</li> <li>• Organizing Physical Layout of the Classroom for Learning</li> </ul>                                                                                    | <p><b><i>Practicing &amp; Deepening Knowledge</i></b></p> <p>What will I do to help students practice and deepen their understanding of new knowledge?</p> <ul style="list-style-type: none"> <li>• Reviewing Content</li> <li>• Organizing Students to Practice and Deepen Knowledge</li> <li>• Using Homework</li> <li>• Examining Similarities and Differences</li> <li>• Examining Errors in Reasoning</li> <li>• Practicing Skills, Strategies, and Processes</li> <li>• Revising Knowledge</li> </ul>                                           | <p><b><i>Adherence to Rules &amp; Procedures</i></b></p> <p>What will I do to recognize and acknowledge and adherence and lack of adherence to classroom rules and procedures?</p> <ul style="list-style-type: none"> <li>• Demonstrating “Withitness”</li> <li>• Applying Consequences</li> <li>• Acknowledging Adherence to Rules and Procedures</li> </ul>                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                       | <p><b><i>Generating &amp; Testing Hypotheses</i></b></p> <p>What will I do to help students generate and test hypotheses about new knowledge?</p> <ul style="list-style-type: none"> <li>• Organizing Students for Cognitively Complex Tasks</li> <li>• Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generating and Testing</li> <li>• Providing Resources and Guidance</li> </ul>                                                                                                                                             | <p><b><i>Teacher/Student Relationships</i></b></p> <p>What will I do to establish and Maintain effective relationships with students?</p> <ul style="list-style-type: none"> <li>• Understanding Students’ Interests and Backgrounds</li> <li>• Using Behaviors that Indicate Affection for Students</li> <li>• Displaying Objectivity and Control</li> </ul>                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b><i>High Expectations</i></b></p> <p>What will I do to communicate high expectations for all students?</p> <ul style="list-style-type: none"> <li>• Demonstrating Value and Respect for Low Expectancy Students</li> <li>• Asking Questions of Low Expectancy Students</li> <li>• Probing Incorrect Answers with Low Expectancy Students</li> </ul>                                                                                                                                                                                                      |

Adapted from 2011 Robert J Marzano Learning Science International Document

# Gadsden County Teacher Evaluation Model

Marzano Art and Science of Teaching **Teacher Education Evaluation Model**

## DOMAIN 2: PLANNING AND PREPARING

### Planning and Preparing for Lessons and Units

1. Effective Scaffolding of Information within Lessons
2. Lessons within Units
3. Attention to Established Content Standards

### Planning and Preparing for Use of Resources and Technology

1. Use of Available Traditional Resources
2. Use of Available Technology

### Planning and Preparing for Special Needs of Students

1. Needs of English Language Learners
2. Needs of Special Education Students
3. Needs of Students Who Lack Support for Schooling

## DOMAIN 3: REFLECTING ON TEACHING

### Evaluating Personal Performance

1. Identifying Areas of Pedagogical Strength and Weakness
2. Evaluating the Effectiveness of Individual Lessons and Units
3. Evaluating the Effectiveness of Specific Pedagogical Strategies and Behaviors

### Developing and Implementing a Professional Growth Plan

1. Developing a Written Growth and Development Plan
2. Monitoring Progress Relative to the Professional Growth and Development Plan

## DOMAIN 4: COLLEGIALITY AND PROFESSIONALISM

### Promoting a Positive Environment

1. Promoting Positive Interactions with Colleagues
2. Promoting Positive Interactions about Students and Parents

### Promoting Exchange of Ideas and Strategies

1. Seeking Mentorship for Areas of Need or Interest
2. Mentoring Other Teachers and Sharing Ideas and Strategies

### Promoting District and School Development

1. Adhering to District and School Rules and Procedures
2. Participating in District and School Initiatives

Adapted from 2011 Robert J Marzano Learning Science International Document

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: August 23, 2011

TITLE OF AGENDA ITEM: Discussion and Request to Advertise the Board's Intent to Amend School Board Policy 6.40 (Assessment of Employees).

DIVISION: Administration

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

**PURPOSE AND SUMMARY OF ITEM:**

The purpose of this item is to request amendments to School Board Policy 6.40 (Assessment of Employees) and to request approval to advertise the Board's intent to amend School Board Policies.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith 

POSITION: Assistant Superintendent for Academic Services

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

     Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA  
NOTICE OF INTENT TO AMEND A POLICY**

DATE OF THIS NOTICE: August 23, 2011

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend its Gadsden County School Board Policy Numbered 6.40 (Assessment of Employees).

**PURPOSE AND EFFECT:** The purpose and effect of this rule revision is to update job descriptions.

**RULEMAKING AUTHORITY:** Subsection 1000.41, and 1000.43, Florida Statutes

**LAWS IMPLEMENTED:** 1000.40, 1000.42, and 1000.43, 1003.31 Florida Statutes

**SUMMARY OF THE ESTIMATED ECONOMIC IMPACT:** NONE

**FACTS AND CIRCUMSTANCES JUSTIFYING RULE:** It is necessary to amend Policy 6.40 (Assessment of Employees) in order to update School Board's job descriptions.

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M.  
ON:** September 27, 2011

**PLACE:** Max D. Walker School Administration Building  
35 Martin Luther King, Jr., Blvd.  
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

**NAME OF THE PERSON ORIGINATING THIS RULE:** Rosalyn W. Smith  
Assistant Superintendent for Academic Services

**NAME OF THE PERSON WHO APPROVED THIS RULE:** Reginald C. James  
Superintendent of Schools

**DATE OF SUCH APPROVAL:** August 23, 2011

A COPY OF THE RULE PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Reginald C. James, Superintendent of Schools  
For Gadsden County, Florida, and Secretary and  
Chief Executive Officer of the School Board of  
Gadsden County, Florida.

## CHAPTER 6.00 – HUMAN RESOURCES

### ASSESSMENT OF EMPLOYEES

6.40

Pursuant to Senate Bill 736 the Superintendent shall develop or select personnel performance assessment systems for all staff.

Each member of the staff shall receive an annual evaluation by his immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent.

- (1) A copy of each employee's evaluation report shall be filed in the District Personnel office.
- (2) The assessment of all employees shall be based on observations of the individual's work by his/her immediate supervisor and shall be made at least once each year prior to re-appointment.
- (3) The Superintendent shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law.
  - Differentiation among four levels of performance – (1) highly effective, (2) effective, (3) needs improvement/developing, and (4) unsatisfactory.
  - At least 50% of the evaluation will be based on student learning growth assessed annually and measured by statewide assessments or for subjects not measured by statewide assessments, by district assessments in s.1008.22(8), F.S.
  - The student learning growth portion of the evaluation for administrators will include growth data for students assigned to the school over the course of at least three years. If less than three years of data are available, the years for which data are available will be used and the percentage of the evaluation based upon student learning growth will be reduced to not less than 40 percent.
- (4) The principal and/or administrator supervising personnel shall arrange for the assessment of all employees under his supervision as required by law.
  - Differentiation among four levels of performance – (1) highly effective, (2) effective, (3) needs improvement/developing, and (4) unsatisfactory.
  - At least 50% of the evaluation will be based on student learning growth assessed annually and measured by statewide assessments or for subjects not measured by statewide assessments, by district assessments in s.1008.22(8), F.S.
  - The student learning growth portion of the evaluation for classroom teachers will include growth data for students assigned to them over the course of at least three years. If less than three years of data are available, the years for which data are available will be used and the percentage of the evaluation based upon student learning growth will be reduced to not less than 40 percent.
  - Statewide assessment data for three years of students assigned to instructional non-classroom personnel will account for 30 percent of these individuals' evaluation provided

## CHAPTER 6.00 – HUMAN RESOURCES

three years of data are available; and 20 percent of the evaluation if less than three years of data is available. Other measurable student outcomes and professional practices will account for the remainder of non-classroom personnel evaluations.

- (5) Prior to preparing the written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used.
- (6) The written report of the assessment shall be reviewed with the employee and discussed with him/her by the person who made the assessment.
- (7) An employee may respond to an assessment in the manner provided by law or other approved procedures.

### STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F. S.

### LAWS IMPLEMENTED:

1001.43, 1008.36, 1012.22,  
1012.27, 1012.34, F. S.

### HISTORY:

ADOPTED:  
REVISION DATE(S): 9/15/02  
FORMERLY: 4.120; 5.105