

AGENDA

REGULAR SCHOOL BOARD MEETING

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

April 22, 2025

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS
5. CITIZEN COMMENTS AND CONCERNS

ITEMS FOR CONSENT

6. REVIEW OF MINUTES – **SEE ATTACHMENT**
 - a. March 25, 2025, 4:30 p.m. – School Board Financial Workshop
 - b. March 25, 2025, 6:00 p.m. - Regular School Board Meeting
 - c. April 1, 2025, 4:00 p.m. – Student Hearing
 - d. April 1, 2025, 5:00 p.m. – Student Hearing
 - e. April 1, 2025, 6:00 p.m. – Student Hearing

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Personnel 2024– 2025 – **SEE PAGE #4**

ACTION REQUESTED: The Superintendent recommends approval.

- b. Personnel 2025 – 2026 – **SEE PAGE #6**

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS

- a. Advancement Via Individual Determination (AVID) Program – **SEE PAGE #7**

Fund Source: School Climate Grant and Title IV

Amount: \$31,990.00 (\$14,448.00 SCG) (\$17,542.00 Title IV)

ACTION REQUESTED: The Superintendent recommends approval.

- b. Thomas University (TU) Field Placement MOU – **SEE PAGE #11**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Florida State College at Jacksonville MOU/Internship Agreement – **SEE PAGE #16**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. PAEC Gateway Finance Contract – **SEE PAGE #25**

Fund Source: General Fund

Amount: \$16,892.68 for three years

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #109-2425-0051

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Purchase Order Request for Carpet One Floor & Home - **SEE PAGE #38**

Fund Source: General Fund

Amount: \$15,574.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Order Request for Davis Safe & Lock - **SEE PAGE #40**

Fund Source: General Fund

Amount: \$35,945.00

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. Chattahoochee Elementary School Out-of-State Field Trip Request – **SEE PAGE #43**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Stewart Street Elementary School Out-of-State Field Trip Request - **SEE PAGE #54**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. James A. Shanks Middle School Out-of-State Field Trip Request – **SEE PAGE #66**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT



THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

Elijah Key, Superintendent of Schools

35 Martin Luther King, Jr. Blvd Quincy, Florida 32351

Main: (850) 627-9651 or Fax: (850) 627-2760

www.GadsdenSchools.org

April 22, 2025

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 7A Instructional and Non-Instructional Personnel 2024-2025

Item 7B Non-Instructional Personnel 2025-2026

The following reflects the total number of full-time employees in this school district for the 2024-2025 school term, as of April 22, 2025.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees April 2025</u>
Classroom Teachers and Other Certified	120 & 130	298.00
Administrators	110	55.00
Non-Instructional	150, 160, & 170	376.00
		<u>729.00</u>
Part Time Instructional		4.00
Part Time Non-Instructional		<u>4.00</u>
Total		8.00
100% Grant Funded		191.00
Split Grant Funded		<u>21.00</u>
Total Grant Funded of 729 Employees		212.00

Sincerely,

Elijah Key, Jr.
Superintendent of Schools

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

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

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

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

Stacey Hannigon
DISTRICT NO. 5
Quincy, FL 32351
Midway, FL 32343

AGENDA ITEM 7A INSTRUCTIONAL AND NON-INSTRUCTIONAL 2024/2025**INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bell, David	HMS	Teacher	04/09/2025
Joseph, Sandra	CES	Teacher	03/31/2025

NON INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Baker, Kenneth	District/ESE	ESE Program Specialist	04/01/2025
Johnson, Shakira	District/ESE	ESE Self Help Assistant	03/28/2025
Scott, Brenda	Transportation	Bus Driver	04/01/2025
Sneed, Brianna	District/ESE	School Social Worker	04/01/2025
Vernon, James	GCHS	Assistant Principal	03/17/2025

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

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>End Date</u>
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RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Baker, Kenneth*	District/ESE	Teacher	03/31/2025
Heard, Zion	GCHS	Teacher	04/07/2025
Rodier, Christopher	GCHS	Teacher	03/07/2025
Sconiers, Johnathan	SSES	Educational Paraprofessional	04/11/2025

*Resigned to accept another position within the District

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
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DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
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TERMINATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Burgos, Keith	GCHS	Educational Paraprofessional	02/18/2025
Hall, Tamika	HMS	School Food Service Worker	02/24/2025

SUBSTITUTES**Teacher**

Jones, Hasan

OUT OF FIELD

<u>Name</u>	<u>Location</u>	<u>Area Out of Field</u>	<u>Effective Date</u>
Joseph, Sandra	CES	Reading Endorsement	All Periods

PERMANENT- NP

Educational Paraprofessionals

Bouie, Veronica
Bush, Thahaya
Thompson, Felicia
Tsigbey, Jennifer
Wright, Shandra

Custodians

Betsey, Antwan
Jones, Marshall
Lee, Willie
McCloud, Estella
Oliver, Clifford
Robinson, Lamar
Seymore, David
Wimbush, Rondal

Custodial Assistants

Alexander, Estelle
Hobbs, Carolyn
Williams, Sharon

School Food Service Workers

Mitchell, Jennifer
Reglin, Earnestine
Williams, Pamela

Bus Drivers

Akery, Jennifer
Austin, Tony
Bostick, Amos
Christian, Wanzella
Coster, Linda
Goldwire, Lalisa
Holloman, Sharon
Jackson, Patricia
Lanier, Tron
Maynor, Charlie
McNealy, Nathaniel
Paul, Charleston

Bus Attendants

Brown, Latoya
Jackson, Sharon
Scott, Hope
Wilson-Mitchell, Renesia

Transportation

Rodriguez, Carlos

Maintenance

Johnson, William
McCall, Isaac
Pride, Michael
Yon, Dennis

District

Riggins, Larissa

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF THE SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: Advancement Via Individual Determination (AVID) Program

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

This is a request for Board Approval of the 2024-2025 Advancement Via Individual Determination (AVID) Program contract. The AVID Program is a recognized college and career readiness system designed to support students by equipping them with the skills and confidence needed to excel in rigorous coursework, graduate high school, and succeed in college and careers. AVID provides structured support through study skills, critical thinking, organization, note-taking, and college prep activities.

FUND SOURCE: School Climate Grant and Title IV

AMOUNT: \$31,990.00 (\$14,448.00 SCG) (\$17,542.00 Title IV)

PREPARED BY: Dr. Loietta Holmes 

POSITION: Director of Secondary Education

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 _____


4/4/2025

AVID Center



Products and Services Quote/Order

Quote/Order #: Q-89614
Client: Panhandle Area Educational Consortium
- Gadsden Co School District
Address: 35 Martin Luther King Jr Blvd
Quincy, FL 32351

AVID Center Representative: Dane Anderson
Phone: (858) 633-0101
Email: danderson@avid.org

Effective Date: July 01, 2024

Expiration Date: June 30, 2025

District Products				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID District Leadership Year 2	\$6,000.00	\$2,000.00	\$4,000.00
District Products SUBTOTAL:				\$4,000.00

Gadsden Co High School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4,499.00	\$4,499.00	\$0.00
Gadsden Co High School SUBTOTAL:				\$0.00

Gadsden Elem Magnet School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	Planning	\$0.00	\$0.00	\$0.00
1	AVID Membership Fees Elementary School	\$3,525.00	\$0.00	\$3,525.00
1	AVID Weekly Elementary	\$699.00	\$0.00	\$0.00
1	Elementary Curriculum Set	\$1,175.00	\$0.00	\$1,175.00
1	Shipping & Handling	\$75.00	\$0.00	\$75.00
1	Elementary Digital Library Set - 4 Licenses	\$600.00	\$0.00	\$0.00
4	AVID Summer Institute	\$1,099.00	\$400.00	\$3,996.00
Gadsden Elem Magnet School SUBTOTAL:				\$8,771.00

George Munroe Elem School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3,525.00	\$0.00	\$3,525.00
1	AVID Weekly Elementary	\$699.00	\$0.00	\$0.00

Quote/Order
2024 - 2025 Panhandle Area Educational Consortium - Gadsden Co School District Drafted: 01/22/2025

1	Elementary Curriculum Set	\$1,175.00	\$0.00	\$1,175.00
1	Shipping & Handling	\$75.00	\$0.00	\$75.00
1	Elementary Digital Library Set - 4 Licenses	\$600.00	\$0.00	\$0.00
4	AVID Summer Institute	\$1,099.00	\$400.00	\$3,996.00
George Munroe Elem School SUBTOTAL:				\$8,771.00

James A Shanks Middle School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Combo Sites	\$5,224.00	\$0.00	\$5,224.00
1	AVID Weekly Elementary	\$699.00	\$0.00	\$0.00
James A Shanks Middle School SUBTOTAL:				\$5,224.00

West Gadsden Middle School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Combo Sites	\$5,224.00	\$0.00	\$5,224.00
1	AVID Weekly Elementary	\$699.00	\$0.00	\$0.00
West Gadsden Middle School SUBTOTAL:				\$5,224.00

			TOTAL:	\$31,990.00
			<i>plus all applicable taxes</i>	

Additional Comments:

N/A

This AVID Center Products and Services Quote/Order is a Subsequent Quote/Order as defined in the General Terms and Conditions previously agreed to by AVID Center and the "Client" identified above ("Ts&Cs"). This Quote/Order and any exhibits or attachments hereto, together with the Ts&Cs (including the definitions of terms set forth at <https://www.avid.org/Page/3290> or another location on AVID Center's website designated by AVID Center), supersedes all previous Quote/Orders and constitutes a binding agreement between AVID Center and Client with respect to the AVID Products and Services specified above. Certain AVID Products and Services may be cancelled by Client as set forth in AVID Center's Rest Assured Policy at <https://www.avid.org/rest-assured-policy>.

AVID Center is committed to assisting Client with a successful implementation. Additional information regarding professional learning registrations is listed below:

- Newly implementing AVID sites are best supported by a core site team of educators – at least 8 for AVID Secondary or 4 for AVID Elementary. In the initial year of implementation, Client agrees to enroll participants into AVID Summer Institute ("SI") equal to the minimum core site team described herein, unless AVID Center agrees otherwise on this Quote/Order. If other professional learning events are taken instead of SI, prices will be adjusted accordingly upon completion of the training event.
- For each existing site in year 2 and beyond of AVID implementation, Client agrees to enroll one (1) participant into AVID Ignite, unless Client notifies otherwise. If a participant is not enrolled or a registrant does not attend, Client will receive a voucher to be used for AVID Ignite in the following summer after payment has been received.

Client will be invoiced for the greater of the number of participants from a site registered for the event or committed to on this Quote/Order. No payment is due at the time of execution of this Quote/Order, notwithstanding anything to the contrary in the General Terms and Conditions. At the time of invoicing, AVID Center will verify registration fees for each site listed on this Quote/Order and any registrations which have been previously paid will be removed from the invoice. Payment will be due within thirty (30) days following receipt of AVID Center's invoice related to this Quote/Order. Each party has caused this Quote/Order to be signed by its duly authorized representative. The terms of this Quote/Order will control in the event of a conflict with any terms or conditions set forth in any purchase order or other document or communication from Client and any such terms and conditions are hereby rejected by AVID Center and of no effect.

AVID Center,
a California Non-Profit Corporation 501(c)(3)

Panhandle Area Educational Consortium - Gadsden
Co School District

Sign: _____

Print _____

Name: _____

Title: _____

Date: _____

Email: contracts@avid.org

Sign: _____

Print _____

Name: _____

Title: _____

Date: _____

Email: _____

AVID Center
9797 Aero Drive, Suite 100
San Diego, CA 92123
Employer ID # 33-0522594

Quote/Order

2024 - 2025 Panhandle Area Educational Consortium - Gadsden Co School District Drafted: 01/22/2025

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: Thomas University (TU) Field Placement MOU

DIVISION: Office of Professional Learning Services

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

PURPOSE AND SUMMARY OF ITEM:

To establish an MOU between Thomas University (TU) and the Gadsden County School District for receiving social work field placement students from the TU Social Work (BSW) program.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Kameelah Weeks

POSITION: Director of Professional Learning

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4

REVIEWED BY: 

MEMORANDUM OF UNDERSTANDING

BETWEEN

THOMAS UNIVERSITY

AND

GADSDEN COUNTY SCHOOL BOARD

CONCERNING SOCIAL WORK FIELD PLACEMENT

This understanding exists between the administration of Thomas University (hereinafter referred to as "University") and Gadsden County School Board, (hereinafter referred to as "Agency"). The participating institutions agree to cooperate in the conduct of educational activities as described below.

PURPOSE:

The Field Practicum curriculum in Social Work at Thomas University is comprised of twelve semester hours of coursework spread over the fall and spring semesters, which together require the completion of 400 field hours (a minimum of 200 hours per semester). The Division of Social Work at Thomas University is a Baccalaureate program that has obtained full accreditation from the Council on Social Work Education (CSWE). Through supervised practice, students are expected to attain competence in Social Work intervention skills consistent with entry-level generalist practice as set forth by the university, the NASW Code of Ethics and CSWE standards.

THE UNIVERSITY AGREES:

1. To recommend for placement in the Agency only those students who have the approval of the Social Work faculty.
2. To provide at least one meeting between the University and the Agency, where Field Orientation and/or other Field related training occurs; the orientation and field program trainings will be provided to the Agency staff on the TU campus, at the Agency, and/or online – at no cost to the Agency.
3. To provide on-site visitation and consultation for all practicum students by the Faculty Liaison and/or the Field Coordinator and to be available for assistance as the need arises.
4. To provide the Agency a *Field Placement Manual* containing descriptive information concerning the social work curriculum and copies of evaluation materials to be used in the field placement practicum and seminar.

5. To provide the Agency copies of the Council on Social Work Education Accreditation Standards and the Curriculum Policy Statement for Baccalaureate Programs.
6. To keep the Agency informed about the accreditation status of the Social Work Program by the Council on Social Work Education.
7. To assign full responsibility for the field practicum grade to the social work faculty; however, a recommended grade will be requested of the Field Instructor.
8. To extend to authorized representatives of the Agency an open invitation to visit the Social Work Program of Thomas University and to consult with its faculty and students.

THE AGENCY AGREES:

1. To provide field learning experiences that offer as much diversity of client populations as possible, that offer opportunities for students to learn about the Agency's functions and about community resources, and that enable students to attend agency staff meetings.
2. To discuss with the Field Director the credentials and teaching interests of potential Field Instructors, thus assuring joint involvement by the Agency and the University in the selection of suitable Field Instructors.
3. To provide on-site field instruction supervision time of not less than one hour per week for field students.
4. To evaluate the student using the forms prepared by the Division of Social Work and provided in the Field Manual and online.
5. To communicate to the Faculty Liaison and/or Field Director, as early as possible, any problems pertaining to the performance of the student.
6. To provide opportunity for the Agency's Field Instructors and other involved supervisory staff who oversee student interns to participate in on-campus and/or online workshops or meetings at least once per semester. The meetings include program orientation, CEU trainings, or other Field meetings.

THE UNIVERSITY AND AGENCY JOINTLY AGREE:

1. That no student will be discriminated against on the basis of race, ethnicity, age, disability, gender, religion, or sexual orientation in any aspect of the program.
2. That the Agency reserves the right to discontinue the availability of its facilities and services to any student who does not continuously meet the professional or other requirements, qualifications, and standards of the Agency or any appropriate authority controlling and directing the Agency.
3. That acceptable schedules and work assignments will be developed that will not interfere with the primary mission of the Agency or the Social Work Program.
4. That students will be interviewed by the Agency Field Instructor prior to acceptance into the field practicum.
5. That professional liability insurance is a requirement for student interns working in the field. Liability insurance with limits no less than \$1,000,000.00 per claim and \$3,000,000.00 aggregate must be purchased by the student and a copy of the policy must be submitted to both the Agency and the University before the student may begin field placement.
6. That if any student intern is placed within the agency where they are also employed, student liability coverage is limited to only those activities that are field activities and not employment based activities.
7. That this agreement in no way limits the Agency from accepting students from any other educational institution.
8. That students and University faculty members are not employees of the Agency or its affiliates (unless the student is employed in a separate position and has been approved for a worksite placement) and will not be entitled to Worker's Compensation under agency coverage or to other employee benefit programs of the agency.
9. That this agreement will be renewed in perpetuity, until such time as either party elects to withdraw from the agreement, with written notice to cease participation.

THE UNIVERSITY AGREES TO REQUIRE THE STUDENT TO:

1. Provide evidence of professional liability insurance with limits no less than \$1,000,000.00 per claim and \$3,000,000.00 aggregate.
2. Arrange an exploratory interview with the Agency within one week after notification by the Field Director.
3. Comply with the health regulations of the Agency.
4. Comply with all pre-placement procedures and requirements such as health screenings, background checks, drug screenings, or other specific Agency requirements.
5. Arrange for reliable transportation to and from the Agency.
6. Abide by agency policies and practices.
7. Abide by the *NASW Code of Ethics*.
8. Submit a written evaluation of the field instructor and of the agency as a setting for field learning upon completion of the practicum.

UNIVERSITY AND AGENCY SIGNATURES:

Vice President of Academic Affairs, Thomas University

Date Signed

Administrator, Agency

Date Signed

Rev. 7/2020

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: Florida State College at Jacksonville MOU/Internship Agreement

DIVISION: Office of Professional Learning Services

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

PURPOSE AND SUMMARY OF ITEM:

To establish an MOU between Tallahassee State College (TSC) and the Gadsden County School District for receiving field placement students from the TSC College of Education.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Kameelah Weeks *KW*

POSITION: Director of Professional Learning

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) 8

CHAIRMAN'S SIGNATURE: page(s) 8

REVIEWED BY:

TM 4/19/25

**CLINICAL EXPERIENCE AGREEMENT BETWEEN
FLORIDA STATE COLLEGE AT JACKSONVILLE
AND**

Gadsden County School District

THIS AGREEMENT is entered into this 22 day of April 2025, between **Gadsden County School District** (hereinafter referred to as the "SITE") and the DISTRICT BOARD OF TRUSTEES OF FLORIDA STATE COLLEGE AT JACKSONVILLE, a public body corporate of the State of Florida, whose address is 101 West State Street, Jacksonville, Florida (hereinafter referred to as the "COLLEGE").

WHEREAS, the COLLEGE provides approved programs of study in the field of Initial Teacher Preparation-ITP (Early Childhood Education) and Alternative Certification (Educator Preparation Institute-EPI) (hereinafter referred to as the "Program"), and desires its teacher candidates (hereinafter referred to as "Teacher Candidates") in the Program to obtain educational experiences by utilizing appropriate facilities and personnel of third parties;

WHEREAS, the SITE has SITES and personnel for Program Teacher Candidates, and has agreed to make such SITES and personnel available to COLLEGE;

WHEREAS, the SITE and COLLEGE desire to cooperate to establish and implement the Program;

NOW, THEREFORE, in consideration of the recitals and the respective promises contained herein, SITE and COLLEGE agree that the Program described herein be established and implemented by the SITE and the COLLEGE pursuant to the following terms and conditions ("Agreement"):

I. PURPOSE

1. The purpose of this Agreement is to provide educational experiences in the form of hands-on experimental learning at select SITE locations for selected COLLEGE Teacher Candidates which take place at schools within the SITE under the guidance of a fully certified professional (hereinafter referred to as "Cooperating Teacher") and a COLLEGE assigned supervisor (hereinafter referred to as "Faculty Supervisor").

2. The following criteria, instituted by the Florida Department of Education are to be used in the selection of the SITE Cooperating Teachers who will provide supervision to Teacher Candidates during field experience or internship and must have the following.

- a. A valid professional educator certificate
- b. At least 3 years of teaching experience in prekindergarten through grade 12

- c. Earned an effective or highly effective rating on the prior year's performance evaluation or be a peer evaluator under the SITE's evaluation system
- d. Evidence of "clinical educator" training (CET);
- e. a certificate or endorsement in reading.

II. OBLIGATIONS OF THE COLLEGE

1. The COLLEGE will offer education programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.
2. The COLLEGE will keep all records and reports on Teacher Candidate's experiences in accordance with COLLEGE policy and regulatory requirements.
3. The COLLEGE will plan with the SITE in advance of commencement of the Program, its schedule of Teacher Candidates assignments to the designated areas within the SITE.
4. The COLLEGE agrees to inform Teacher Candidates that Teacher Candidates shall be responsible for following the rules and regulations of the SITE school, including recognition of the confidential nature of information regarding pupils and their records.
5. The COLLEGE will provide to the SITE a copy of course objectives for the learning experience.
6. The COLLEGE will assign a Faculty Supervisor who will collaborate with the SITE school's Cooperating Teacher. The Faculty Supervisor is required to have a level 2 (state and national/FBI background check and meet the SITE's reasonable guidelines for clearance. For purposes of this Agreement, the term "Cooperating Teacher" shall be defined as the SITE school educator who has been assigned by COLLEGE and the SITE to supervise the Teacher Candidate.
7. Teacher Candidates shall not be considered as employees or agents of the COLLEGE or SITE and shall not be entitled to any compensation or employee benefits by nature or their participation in the Program.

III. ROLE/SUPERVISION OF COOPERATING TEACHER

1. The COLLEGE will provide a student-teacher handbook/practicum guideline (the "handbook") to each Cooperating Teacher on or before reporting date of the Teacher Candidate. The handbook will define the explicit responsibilities of the Cooperating Teacher and the Faculty Supervisor relative to instructions, observation, conferencing, licensure requirements, and evaluation instruments.
2. Upon a reasonable request by the COLLEGE, the SITE's Cooperating Teachers shall participate in a brief overview of the FLDOE's state framework for its "State-Approved Educator Preparation Programs."

3. The COLLEGE will provide Cooperating Teachers training through a Canvas Learning Module prior to the start of the semester they will host a Teacher Candidate.

4. During the Teacher Candidate teaching period, the SITE school's Cooperating Teachers shall complete a minimum of four observations of the Teacher Candidate within the Program, each for a minimum of 45 minutes. Each observation should include timely and meaningful feedback with Teacher Candidate(s).

5. The COLLEGE Faculty Supervisor and the SITE Cooperating Teachers shall use a survey instrument provided by the COLLEGE for the assessment of the Teacher Candidate(s).

IV. OBLIGATIONS OF THE SITE

1. The SITE shall maintain sole responsibility for the instruction, education, and welfare of its pupils.

2. The SITE agrees that Teacher Candidates assigned to the SITE for counseling, administration teaching, and/ or observation experiences are under the supervision, control, and responsibility of the SITE.

3. The SITE shall retain the right, in its sole discretion, to request the removal of any individual from any area of the SITE premises. Teacher Candidates shall be instructed by the COLLEGE to promptly, and without protest, leave an area within the SITE premises whenever they are requested to do so by an authorized SITE representative.

4. The SITE shall provide qualified site supervision for Teacher Candidates via one or more "Cooperating Teacher(s)". Cooperating Teachers will be the resource person(s) for Teacher Candidates and COLLEGE Faculty Supervisor while at SITE location. Cooperating Teachers selected by the SITE will: a) assist in orienting Teacher Candidates to the assigned SITE location, classroom, and pupils; b) explain all SITE policies, rules, and regulations to Teacher Candidates; c) provide prompt and substantive feedback to Teacher Candidates regarding all performance activities and interactions with SITE personnel, pupils, and parents; d) complete evaluations of Teacher Candidates' progress and submit them to the COLLEGE Faculty Supervisor, after reviewing them with the applicable Teacher Candidate; immediately inform the COLLEGE Faculty Supervisor of any concerns regarding a Teacher Candidate; f) establish time to meet and discuss with Teacher Candidate their activities, impressions, reflections, and suggestions for goals and areas of improvement; g) supervise Teacher Candidates on a daily basis. However, if the Cooperating Teacher is absent from the Teacher Candidate's assigned classroom for any reason, a certified substitute must be assigned to the classroom. Under no circumstance can a Teacher Candidate serve as the substitute of record during the Teacher Candidate teaching experience within the Program unless a separate agreement has been negotiated in writing by the SITE and the COLLEGE.

5. Teacher Candidates must complete a Level 2 (state and national/F.B.I.) background check, at their cost, according to the pertinent requirements of the State of Florida. Fingerprinting must be done by the SITE. The SITE is responsible for clearing Teacher Candidates based upon SITE guidelines for Teacher Candidates prior to the Teacher Candidates entering any classroom of the SITE.

V. INSURANCE

1. The COLLEGE agrees that Teacher Candidates shall assume responsibility for their own medical care and hospitalization. However, the SITE will provide Teacher Candidates with emergency care for injuries or illnesses of an acute nature incurred while on duty at a SITE location, or provide transportation to the nearest medical care facility. Teacher Candidates shall be personally responsible for any costs or expenses related to medical treatment and/or transportation to the nearest medical facility if an ambulance is required.

2. The SITE acknowledges that COLLEGE is self-insured for workers' compensation, general liability, and other coverage, with said protection being applicable to the COLLEGE's officers, employees, and agents while acting within the scope of their employment by the COLLEGE. The COLLEGE's self-insured fund and various policies are authorized pursuant to Florida Statutes and the College's District Board of Trustees. The COLLEGE agrees to maintain its self-insurance fund and excess policies for the duration of this Agreement. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the COLLEGE to be sued; or (iii) a waiver of sovereign immunity of the College beyond the waiver provided in Section 768.28. Florida Statutes.

VI. GENERAL PROVISIONS

1. Neither the SITE nor the COLLEGE will discriminate against any person because of race, color, religion, sex, veteran or marital status, national origin, or any other federally-protected class of individual, nor discriminate against any Teacher Candidate or Teacher Candidate applicant with a disability pursuant to law as set forth in the Americans With Disabilities Act.

2. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between the COLLEGE and the SITE and their employees, students, or agents but an Agreement by and between two independent contractors. Each Teacher Candidate within the Program is placed in a SITE location in order to receive education experience as part of the Program and duties performed by a Teacher Candidate are not performed as an employee of the SITE, but rather in fulfillment of the academic requirements of the Program and are performed under direct supervision by SITE personnel. Neither the SITE nor the COLLEGE shall have the power to

bind the other party or contract in the name of the other party. All persons employed by the SITE or the COLLEGE in connection with this Agreement shall be considered employees of that party. Teacher Candidates shall participate in the Program hereunder for the sole consideration of obtaining an educational experience.

3. The SITE shall timely notify the COLLEGE when any COLLEGE employee or student has been involved in a reported incident and the COLLEGE shall have the opportunity to participate in any ongoing investigation and shall have access to any oral or written reports and any other documentation related to the reported incident.

4. Neither the SITE nor its employees shall be entitled to compensation from the COLLEGE for services or actions which benefit the COLLEGE, but which are part of, or are related to the Program or the terms of this Agreement.

5. This Agreement constitutes the entire agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the referenced subject matter referenced herein. Except as may otherwise be expressly set forth in this Agreement, neither COLLEGE nor SITE make any representations, warranties, covenants, or undertakings of any kind, expressed or implied.

6. Amendments to this Agreement may be made at any time, provided, however, that any amendments, modifications, or alterations to this Agreement shall be effective only if they are made in writing and signed by both parties hereto. Further, this Agreement may not be assigned by either party without prior written approval of the other party.

7. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless the waiver is in writing and signed by the party alleged to have waived the breach.

8. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in full force and effect, disregarding such unenforceable or invalid provision.

9. This Agreement is not intended to create any rights or interest for any other person or entity other than the SITE or the COLLEGE.

10. This Agreement will be governed by the laws of the State of Florida and shall in all respects be interpreted, enforced, and governed by Florida law.

11. The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that student permission must be obtained before releasing specific Teacher Candidate data to anyone other than the COLLEGE. The COLLEGE agrees, upon a reasonable request by the SITE, to provide guidance to the SITE with respect to complying with FERPA.

12. The parties hereto acknowledge and agree that COLLEGE and SITE are each a political subdivision of the State of Florida. As such, the COLLEGE's and SITE's performance under this Agreement, and any amendments hereto or attachments herewith, shall at all times be subject to any and all Florida laws, Florida regulations, and the College's Rules which are applicable to the COLLEGE'S operations, commitments and/or activities, relevant to this Agreement and SITE's rules applicable to the SITE's operations relevant to this Agreement. The parties acknowledge that the COLLEGE's and/or SITE's performance under this Agreement is subject to the provisions and limitations of Section 762.28, Florida Statutes, the provisions and limitations of which are not waived, altered, or expanded by anything herein. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to each party under the laws of the State of Florida, (ii) the consent of the COLLEGE and/or SITE to be sued; or (iii) a waiver of sovereign immunity of the COLLEGE and/or SITE beyond the waiver provided in Section 768.28, F.S. As COLLEGE and SITE are political subdivisions of the State of Florida, this Agreement is subject to the applicable provisions of Florida Statutes regarding public access and other issues.

13. Both parties acknowledge and agree that as political subdivisions of the State of Florida, they are subject to the provisions of Chapter 119, *Florida Statutes*, regarding public access to records. The parties agree to comply with the applicable Florida Statutes as it relates the maintenance, generation and provision of access to all public records related to this Agreement.

14. The parties agree to keep a current written record of the specific SITES where Teacher Candidates are actually placed.

VII. DISPUTES RESOLUTION

1. The parties agree to periodically review and discuss the operation of the Agreement to ensure that each party's objectives hereunder are being satisfied. The parties shall confer as otherwise necessary to the administration of this Agreement.

2. In cases of conflict between a Teacher Candidate and a Cooperating Teacher that cannot be resolved, an appeal shall be made to the COLLEGE Faculty Supervisor. If resolution is not achieved, an appeal shall be made to the SITE principal or his/her designee and the COLLEGE administrator. If resolution is still not achieved, an appeal shall be made to the COLLEGE and SITE liaisons. Final resolution of conflicts, if necessary, shall be made by the SITE superintendent in consultation with the Dean of Education and Human Services or his/her designee.

VIII. TERMS; TERMINATION; NOTICE

1. This Agreement shall commence on the Effective Date and shall remain in effect for three (3) years, unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days' prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all Teacher

Candidates already enrolled in and participating in education experiences at SITE at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences at SITE.

2. Any notice given under this Agreement may be given by personal delivery, overnight air express, or certified United States mail, return receipt requested. Notice shall be deemed to be given either (a) upon actual receipt, if notice is by personal delivery or by overnight air express; or (b) five (5) business days after mailing, if the notice is by United States mail, return receipt requested. Notice under this Agreement shall be given in writing to the parties at the addresses stated below, or to such other persons or places as either party may from time to time designate by written notice to the other party.

If to the COLLEGE:

Name: Dr. Tara Haley
Title: Dean of Education and Human Services
College/Institution: Florida State College at Jacksonville
Address: 101 West State Street
City, State Zip: Jacksonville, FL 32202

If to the SITE:

Name: Dr. Sonya Jackson
Title: Director of Human Resources
Site: Gadsden County School District
Address: 35 MLK Blvd.
City, State Zip: Quincy, FL 32351

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date with the full intent to be bound by the provisions hereof.

COLLEGE: FLORIDA STATE COLLEGE AT JACKONVILLE

By (Signature): _____

Name: Dr. Tara Haley

Title: Dean of Education and Human Services

Date: _____

SITE:

By (Signature):

Name: Elijah Key

Title: Superintendent

Date: April 22, 2025

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 8d

DATE OF SCHOOL BOARD MEETING: 4/22/2025

TITLE OF AGENDA ITEM: PAEC Gateway Finance Contract

DIVISION: Business & Finance

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

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

The attached contract is a three-year agreement with the Panhandle Area Educational Consortium (PAEC) Gateway Finance, effective October 1, 2024, and expiring August 31, 2026, totaling \$16,892.68. This contract provides the District license to access Skyward Products and includes Services and Support.

Year 1 – (24-25)	\$2,866.35	Paid 9/6/24
Year 2 – (25-26)	\$5,579.99	
Year 3 – (26-27)	\$8,446.34	

FUND SOURCE: General Fund

AMOUNT: \$16,892.68 for three years

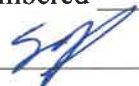
PREPARED BY: Marleni Bruner 

POSITION: Director of Finance

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  _____

Panhandle Area Educational Consortium Contract Agreement

THIS CONTRACT is entered into by and between the Gadsden County School Board, 35 Martin Luther King, Jr. Boulevard Quincy Florida 32351 hereinafter called "Contractee", and Panhandle Area Educational Consortium, through its District of Record, The Washington County School Board, 753 W. Blvd., 10325 N Port Chipley, Florida 32428 hereinafter called "Contractor", entitled Gateway Finance, funded by the selected school districts as indicated.

The contract will commence October 1, 2024 and will continue until August 31, 2026. Superintendent Elijah Key Jr. will direct the activities of the contract.

The Contractee agrees to compensate Contractor for the amount of \$16,892.68. The payment schedule will be Year 1 \$2,866.35 paid on 09/06/2024, invoice number 127218.

Year 2 (25-26) \$5,579.99

Year 3 (26-27) \$8,446.34. The invoice should be signed by the contractor, reference the PAEC contract number, as shown above, include appropriate supporting documentation, and should be forwarded to the Finance Office, PAEC, 753 West Boulevard, Chipley, FL 32428.

If applicable, verification of Level 2 screening, as stated in F.S. 1012.465, must be submitted to the PAEC Risk Management Department and approved before contract can be presented to the Washington County School Board for approval.

The services provided through this contract are stipulated as follows:

The Contractor, Panhandle Area Educational Consortium, through its District of Record, The Washington County School Board will:

The district has a limited, non-transferable, nonexclusive license to access the Skyward Products (as those terms are defined in the Master Agreement) through the Internet, solely for the district's internal use during the term of the Master Agreement. The district may not, directly or indirectly: (a) license, sell, lease or otherwise transfer or grant third-party access to the Skyward Products; (b) alter, modify, translate or create derivative works based on the Skyward Products; (c) process or permit to be processed the data of any third party; (d) disassemble, de-compile or reverse engineer the Skyward Products; or (e) permit any third party to do any of the foregoing.

The district shall pay the License Fee identified in the Master Agreement. The district shall be solely responsible for collecting, imputing and updating all district data. The district shall further be responsible for all use of the accounts and passwords provided to the district to access the Skyward Products. The district may not share its passwords with third parties or attempt to access the Skyward Products without providing a password assigned to the district. The district shall be responsible for selecting, obtaining, maintaining and confirming the compatibility of any equipment and ancillary services needed to connect to, access or otherwise use the Skyward Products, including but not limited to, modems, hardware, servers, software, operating systems, networking equipment, web services, and internet service.

Services and Support will be provided as stated in the Master Agreement or agreed to by Skyward and the district in writing, training, support and other professional and administrative services (collectively the "Services") in relation to the Skyward

Products shall be provided by the Subscriber. Skyward will not be liable for any failure by the Subscriber to provide the Services to the district.

The term of this contract shall run concurrently with the term of the Master Agreement. In the event of the termination of the Master Agreement for any reason, this contract and the district's rights hereunder shall also immediately terminate without further notice. In addition to the foregoing, the district shall have the same rights to terminate this contract as the Subscriber has to terminate the Master Agreement. Notwithstanding the

foregoing, in the event the district fails to pay the License Fees required by the Master Agreement or otherwise violates the terms of this contract, Skyward may terminate this contract and the district's rights hereunder.

The Contractee, Gadsden County School Board will:
Pay upon receipt of invoice.

This contract is subject to 2 CFR 200 Code of Federal Regulations

No award will be made to parties that have been suspended or debarred from participation in federal assistance programs. A review of the official site for debarred and suspended parties or otherwise ineligible parties will be made prior to approval of this contract. Evidence of parties of this contract being included in such listings will deem the Contractor ineligible making this contract null and void, by 2 CFR Appendix II to Part 200, Section (H), 'Debarment and Suspension.'

The Contractor, as defined by the Attorney General Opinion No. 062-120, will perform all services and furnish all labor at the Payee/Contractor's risk assuming full responsibility for completion of services stipulated. The Contractor is the party providing the services; the Contractee is the party receiving the services and providing the payment for the services.

This Agreement is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Florida Statutes 287.058, 287.0582, 216.347 and 215.422:

287.058 -

- (1) a. A provision that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper preaudit and postaudit thereof.
- c. A provision allowing unilateral cancellation by the agency for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are exempt from s. 24(a) of Art. I of the State Constitution and s. 119.07(1).
- (2) The agency head and the Contractor prior to the rendering of any contractual service shall sign the written agreement.

287.0582 -

The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

216.347 -

The terms of this agreement prohibit the expenditure of funds for the purpose of lobbying the Legislature or a state agency.

215.422 -

Agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P.O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at the agency's main office. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State Agency, may be contacted at the agency's main office.

1012.465-

(1) Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet Level 2 screening requirements as described in s. 1012.32, F.S. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

This Contract is also subject to the Federal Code of Regulations CFR 200.326 provisions for procurement - Contract Administration described in CFR 200.326 Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

- a. All records supporting project activities and the expenditure of funds must be maintained for a minimum of three years after the final payments and all other pending matters are closed.
- b. Access will be allowed by the Contractee to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- c. The Contractor understands that Contractee will give the Contractor thirty (30) days to take corrective action should it be determined that there is a violation of the contract. If corrective action is not taken by the Contractor, funding will be withheld or revoked.
- d. For a contract in excess of \$10,000, the Contractor understands that modifications and/or revisions to the financial and/or program aspects of this contract may be required as a result of changes in funding. The Contractor understands and agrees that if either party desires to change, modify, or terminate this Agreement, the proposed changes shall be negotiated and shall be written documents executed by both parties.

IN WITNESS WHEREFORE, the parties have executed this CONTRACT/MODIFICATION and signing, thereby validating this CONTRACT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

Contractee

Contractor

Elijah Key, Jr., Superintendent
Gadsden County School Board

Thomas Register, Superintendent
Washington County School Board
Panhandle Area Educational Consortium, through
its District of Record, The Washington County
School Board

Date

Date

Leroy McMillian, Chairperson

John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date

Date

WCSB Date: October 14, 2024

Contract Number: 24-162



TERMS AND CONDITIONS

All proposals are valid for 30 days from date of proposal.

240862dtc

Payment Terms:


- Skyward Qmlativ Migration Services & Installation (includes: Training, Data Migration, Web Server Install or SCC Setup Assistance & Project Management):** 100% Billed upon access to the Qmlativ Training Database, 15% due at the time of purchase, 35% due 7/1/2025, 50% due 7/1/2026. Services are non-refundable.
- On-Premises Database Support Fee / Managed Services Recurring Fee:** Billed upon access to the Qmlativ Training Database; Payment due at that time. Skyward 12-Month Recurring Fees will be prorated from date of access to the Qmlativ Training Database through June 30th or August 31st as designated within the signature section below. The recurring fees will auto-renew at the then-current rate at the end of the term.
- Third Party Software, Hardware and Related Services:** Payment due upon delivery of product and/or services.
- Taxes:** If any authority imposes a duty, tax, levy or fee, excluding those based on Skyward's net income, upon the Skyward products, materials, or Skyward services, then Customer agrees to pay the amount specified, and Customer is solely responsible for any personal property taxes for the Skyward products from the date they were acquired.

Customer agrees to the terms and conditions listed above and set forth in the Proposal.


Herbert J. Taylor, Superintendent of Schools
Washington County School District

Date

9/17/24


John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date

9/16/24



Qmlativ Transition Plan

The following pricing for software and services is provided specifically for you. If you would like information on a product or service not included below, please contact your Account Executive.

Per Student Pricing - Consortium Contract

Currently Hosted at ISCorp

Pricing on this proposal is valid only if all of the following purchase:

Calhoun County School District, Franklin County School District, Gadsden County School District, Gulf County School District, Holmes County School District, Jackson County School District, Jefferson County School District, Liberty County School District, Taylor County School District, Wakulla County School District, Walton County School District, and Washington County School District.

All PAEC member districts will be migrating their current School Business Suite product licenses to the Skyward Qmlativ product licenses. Project Management will work with PAEC to determine a go live date. This plan covers the transition to our Qmlativ solution.

Calhoun County School District, Franklin County School District, Gadsden County School District, Gulf County School District, Holmes County School District, Jackson County School District, Jefferson County School District, Liberty County School District, Taylor County School District, Wakulla County School District, Walton County School District, and Washington County School District are all current Skyward SMS 2.0 School Business Suite districts in the PAEC consortium.

This proposal represents a discontinuation of the existing Skyward contracts and a migration of all sites to a new PAEC Qmlativ School Business Suite consortium.

The pricing on this proposal is valid only if all twelve districts migrate to the PAEC Qmlativ School Business Suite consortium.



Qmlativ Transition Plan

39,945 Students

		Initial Investment	Services	Full 12-Month Recurring Fees	Total
School Business Suite					
¹ Qmlativ Migration Service - Standard		\$ -	\$ 163,817.00	\$ -	\$ 163,817.00
<i>Includes: Project Management, Data Migration Services, Training Resources via the Professional Development Center, access to the monthly QA Sessions, and conversion of existing eSignatures</i>					
Calhoun County School District	9,745.00				
Franklin County School District	1,000.00				
Gadsden County School District	16,326.00				
Gulf County School District	9,180.00				
Holmes County School District	13,478.00				
Jackson County School District	25,673.00				
Jefferson County School District	1,000.00				
Liberty County School District	6,040.00				
Taylor County School District	11,327.00				
Wakulla County School District	21,843.00				
Walton County School District	34,259.00				
Washington County School District	13,946.00				
Installation					
² Secure Cloud Computing Setup Assistance					
13 Databases		-	6,800.00	-	6,800.00
Subtotal Qmlativ Transition Plan		\$ -	\$ 170,617.00	\$ -	\$ 170,617.00
^{3,4} Total					\$ 170,617.00



Pricing Detail - Transition to the PAEC Qmlativ School Business Suite Consortium

The Qmlativ Business Suite Core Package includes:

Finance, Employee Access, Staff Planning (was Salary Negotiations), Payroll, Position Management (was Employee Management), Professional Development Center, Substitute Tracking and Time Off

School Business Suite - Transition to the PAEC Qmlativ Consortium

39,945 Students

	Current SMS 2.0 Software Recurring Fees	Future Qmlativ Software Recurring Fees
^{5,6} School Business Suite Software <i>Calhoun County School District</i>		
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student
Support - School Business Suite	0.54 / student	0.56 / student
Asset (was Fixed Assets)	0.54 / student	0.56 / student
Professional Development Center - Business	0.17 / student	
⁸ Total	\$ 5.56 / student	\$ 5.77 / student
^{5,6} School Business Suite Software <i>Franklin County School District</i>		
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student
Support - School Business Suite	0.54 / student	0.56 / student
Activity Accounting (was School Based Activity Accounting)	0.54 / student	0.56 / student
Applicant Tracking (was FastTrack)	0.54 / student	0.56 / student
Asset (was Fixed Assets)	0.54 / student	0.56 / student
Professional Development Center - Business	0.17 / student	
Time Tracking (was TrueTime)	0.81 / student	0.84 / student
⁸ Total	\$ 7.45 / student	\$ 7.73 / student
^{5,6} School Business Suite Software <i>Gadsden County School District</i>		
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student
Support - School Business Suite	0.54 / student	0.56 / student
Activity Accounting (was School Based Activity Accounting)	0.54 / student	0.56 / student
Applicant Tracking (was FastTrack)	0.54 / student	0.56 / student
Asset (was Fixed Assets)	0.54 / student	0.56 / student
Import Timesheet Third Party Data (was Time Card Import Interface)	0.27 / student	0.28 / student
Professional Development Center - Business	0.17 / student	
Time Tracking (was TrueTime)	0.78 / student	0.81 / student
⁸ Total	\$ 7.69 / student	\$ 7.98 / student
^{5,6} School Business Suite Software <i>Gulf County School District</i>		
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student
Support - School Business Suite	0.54 / student	0.56 / student
Asset (was Fixed Assets)	0.54 / student	0.56 / student
Professional Development Center - Business	0.17 / student	
⁸ Total	\$ 5.56 / student	\$ 5.77 / student
^{5,6} School Business Suite Software <i>Holmes County School District</i>		
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student
Support - School Business Suite	0.54 / student	0.56 / student
Applicant Tracking (was FastTrack)	0.54 / student	0.56 / student
Asset (was Fixed Assets)	0.54 / student	0.56 / student
Professional Development Center - Business	0.17 / student	
⁸ Total	\$ 6.10 / student	\$ 6.33 / student

Pricing detail continued on following page

Pricing Detail, continued from previous page

School Business Suite - Transition to the PAEC Qmlativ Consortium		39,945 Students	
	Current SMS 2.0 Software Recurring Fees	Future Qmlativ Software Recurring Fees	
^{5,6} School Business Suite Software <i>Jackson County School District</i>			
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student	
Support - School Business Suite	0.54 / student	0.56 / student	
Applicant Tracking (was FastTrack)	0.54 / student	0.56 / student	
Asset (was Fixed Assets)	0.54 / student	0.56 / student	
Professional Development Center - Business	0.17 / student		
⁸ Total	\$ 6.10 / student	\$ 6.33 / student	
^{5,6} School Business Suite Software <i>Jefferson County School District</i>			
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student	
Support - School Business Suite	0.54 / student	0.56 / student	
Asset (was Fixed Assets)	0.54 / student	0.56 / student	
Professional Development Center - Business	0.17 / student		
Time Tracking (was TrueTime)	0.75 / student	0.78 / student	
⁸ Total	\$ 6.31 / student	\$ 6.55 / student	
^{5,6} School Business Suite Software <i>Liberty County School District</i>			
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student	
Support - School Business Suite	0.54 / student	0.56 / student	
Applicant Tracking (was FastTrack)	0.54 / student	0.56 / student	
Asset (was Fixed Assets)	0.54 / student	0.56 / student	
Professional Development Center - Business	0.17 / student		
⁸ Total	\$ 6.10 / student	\$ 6.33 / student	
^{5,6} School Business Suite Software <i>PAEC</i>			
⁷ School Business Suite Core Package	\$ - / student	\$ - / student	
Support - School Business Suite	- / student	- / student	
Activity Accounting (was School Based Activity Accounting)	- / student	- / student	
Applicant Tracking (was FastTrack)	- / student	- / student	
Asset (was Fixed Assets)	/ student	- / student	
⁹ eSign Program (not available in Qmlativ)			
Professional Development Center - Business	- / student	- / student	
⁸ Total	\$ - / student	\$ - / student	
^{5,6} School Business Suite Software <i>Taylor County School District</i>			
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student	
Support - School Business Suite	0.54 / student	0.56 / student	
Activity Accounting (was School Based Activity Accounting)	0.54 / student	0.56 / student	
Applicant Tracking (was FastTrack)	0.54 / student	0.56 / student	
Asset (was Fixed Assets)	0.54 / student	0.56 / student	
Professional Development Center - Business	0.17 / student		
⁸ Total	\$ 6.64 / student	\$ 6.89 / student	

Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - Transition to the PAEC Qmlativ Consortium		39,945 Students	
	Current SMS 2.0 Software Recurring Fees	Future Qmlativ Software Recurring Fees	
^{5,6} School Business Suite Software <i>Wakulla County School District</i>			
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student	
Support - School Business Suite	0.54 / student	0.56 / student	
Activity Accounting (was School Based Activity Accounting)	0.54 / student	0.56 / student	
Asset (was Fixed Assets)	0.54 / student	0.56 / student	
Import Timesheet Third Party Data (was Time Card Import Interface)	0.27 / student	0.28 / student	
Professional Development Center - Business	0.17 / student		
⁸ Total	\$ 6.37 / student	\$ 6.61 / student	
^{5,6} School Business Suite Software <i>Walton County School District</i>			
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student	
Support - School Business Suite	0.54 / student	0.56 / student	
Activity Accounting (was School Based Activity Accounting)	0.54 / student	0.56 / student	
Asset (was Fixed Assets)	0.54 / student	0.56 / student	
Professional Development Center - Business	0.17 / student		
⁸ Total	\$ 6.10 / student	\$ 6.33 / student	
^{5,6} School Business Suite Software <i>Washington County School District</i>			
⁷ School Business Suite Core Package	\$ 4.31 / student	\$ 4.65 / student	
Support - School Business Suite	0.54 / student	0.56 / student	
Applicant Tracking (was FastTrack)	0.54 / student	0.56 / student	
Asset (was Fixed Assets)	0.54 / student	0.56 / student	
Professional Development Center - Business	0.17 / student		
⁸ Total	\$ 6.10 / student	\$ 6.33 / student	

*The customer recognizes and acknowledges the recurring fees presented above, both SMS 2.0 and Qmlativ, will be prorated accordingly based on Go-Live date of the Qmlativ Migration through the end of that current fiscal year.
 The following fiscal year, Qmlativ Recurring Fees will be billed based on your contract term.
 SMS 2.0 Recurring Fees will no longer be invoiced after the migration is completed.
 Skyward reserves the right to revise the Future Qmlativ Software Recurring Fees that were originally presented on the migration proposal if the customer does not migrate to Qmlativ until a full fiscal year after the migration was initially scheduled.*



Secure Cloud Computing Services

This district currently hosts their School Business database at ISCorp.

ISCorp billing for the Qmlativ database will begin upon installation.

ISCorp will offer a 50% discount off of the Qmlativ hosting fees during the implementation process (installation through go-live).

Upon go-live, ISCorp will begin charging full hosting fees for the Qmlativ database.

If the customer is currently hosted at ISCorp for SMS 2.0, they will continue to pay full SMS 2.0 hosting fees through the implementation process.

The hosting fees for SMS 2.0 would end upon Qmlativ go-live.

Implementation and Training

Implementation Schedule

Skyward will establish a mutually agreed upon implementation schedule. Failure by the customer to adhere to the implementation schedule may result in delays and additional costs. The customer may be required to repurchase items if the delay causes Skyward to replicate completed items. Skyward and the customer will subsequently agree on a revised implementation schedule.

Project Management

This is going to be a significant project, and you need a professional to manage it. Skyward's Qmlativ Migrations Team will facilitate the flow of information to make your implementation a success. We are heavily versed in project management best practices and apply these in conjunction with our unique industry expertise for a smooth transition.

Training

To assist with the transition the district will have access to the monthly QA sessions as well as the Professional Development Center.

Customer Success After-Hours Support

Customer Success after-hours support is billed at \$200 per hour. This fee applies to all calls that are received outside of normal business hours.

Pricing Footnotes

See Terms and Conditions for revised payment terms.

240862dtc

- ¹ The Qmlativ Migration Service includes Database Setup, Project Management, Data Migration Services, Training Webinars, and conversion of existing eSignatures.
- ² **Secure Cloud Computing (SCC) Setup Assistance**
SCC Compliancy Testing.
Installation/Setup Service.
- ³ As part of the SMS 2.0 to Qmlativ Migration, a conversion utility will be available to convert essential data from the SMS 2.0 database to the Qmlativ Database.
 - As long as there is an equivalent placeholder to store the data in Qmlativ, current data, historical data (with limitations), and attachments will be migrated from SMS 2.0 to Qmlativ.
 - If there is data in SMS 2.0, but there is not an equivalent area to store that data in Qmlativ, then that data will not be converted.
 - Any current data that is in a work in progress status, will not be converted. This includes transactions such as unapproved Time Off Requests, unsubmitted Requisitions, etc.
 - Setup/Configuration Data must be reconfigured in Qmlativ.
 - During the migration process, Skyward makes every effort to quality check data that is migrated from SMS 2.0 to Qmlativ, however the school district must be responsible for data verification. Final verification for accuracy of data resides on the school District.

For the Skyward Business Suite, data included in the migration:

 - Accounting/Payroll History will be limited to the last 10 years of activity
 - Assets
 - Employee Demographic Data
 - Purchase Order/AP Invoice History
 - Payroll Checking History
 - Accounting Activity
 - Positions and Assignments
 - State Reporting Requirements
 - Substitute Tracking
 - Time Off
 - True Time History
 - Warehouse Items only

Notable exceptions for the Skyward Business Suite include:

 - Warehouse history
 - Time Tracking Current Setup
 - Saved Reports will not be migrated

Subsystems that are not included in the migration:

 - Applicant Tracking
 - Benefit Management
 - Salary Negotiations
 - Security Groups
- ⁴ The consortium will be required to execute an Addendum B and member districts will be required to execute a Schedule D as part of this proposal.
- ⁵ The contract term will coincide and renew with the new contract term for the Panhandle Area Educational Consortium Qmlativ School Business Suite system.
- ⁶ The rate per student for the recurring fees will remain unchanged for the duration of the initial term.
The recurring fee can fluctuate for subsequent years based on obtaining enrollment information directly from each applicable state.
- ⁷ Skyward's Professional Development Center (PDC) is included in the core package. The PDC is a self-paced learning center to assist in training all staff. It includes online tutorials, simulations, and testing options. Your entire staff will have unlimited access to Skyward's on-line library and training materials for select modules.
- ⁸ This pricing does not include third party product recurring fees, which will remain unchanged. Future years will renew as indicated by the third party vendor.
- ⁹ This proposal includes modules that are not available in Qmlativ. The license for this module will be cancelled at the time of transition to the Qmlativ product.

Custom Forms (Checks, W-2's, etc.) and Peripherals

Nelco is the exclusively recommended supplier of preprinted, blank laser, pressure seal (blank and preprinted) checks and MICR toner cartridges. To request free samples or to place your order, visit www.skywardforms.com or contact Nelco's customer service center at 1-800-266-4669.

School Technology Associates, Inc. has been a mutually exclusive partner with Skyward since 1992 and offers a complete line of hardware, software, service, and support for peripheral equipment needed to run Skyward's Student, Food Service, and TrueTime/Time Tracking software. Popular products include Tardy Kiosk, Positive Attendance, ID Badging, Time Clocks, and more! All items have been completely tested by Skyward and are in use by Skyward customers nationwide. If the district opts to use an optional third-party solution, please contact School Technology for approved hardware and system quotes. These integrated solutions are sold independently of Skyward.

For more information or to request a quote please visit our website at www.k12sta.com.

You can also contact us via email: sales@k12sta.com or phone: 877-436-4657

Secure Cloud Computing Readiness Review

As you consider Skyward's SCC Services, we can provide you with an initial readiness review to ensure your internet connection provides adequate bandwidth. Please contact your ISP (Internet Service Provider) on obtaining a usage report of your internet connection and provide the following information to your Skyward Account Executive for further analysis.

- ISP (Internet Service Provider) Name
- Type and Total bandwidth contracted with your ISP
- Available/free bandwidth during school hours (typically available through a bandwidth utilization report; preferably during the past 30 days with students present)

Recurring Fee Information

Annual Recurring Support Fee

- Unlimited software support requests for designated support contacts
- Periodic product webinars
- Quarterly customer newsletter

Annual Recurring Software Fees

- Product updates throughout the year
- State and Federal required reports

Terms and Conditions

- See attached Terms and Conditions page for further information.
The Terms and Conditions page must be executed by an authorized representative.
- The Sales Agreement will be sent to you for execution.
The Sales Agreement page must be executed by both Skyward and an authorized representative to be valid.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: Purchase Order Request for Carpet One Floor & Home

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School Board approval to issue a purchase order to Carpet One Floor & Home in the amount of \$15,574.00. Attached is the proposal for the supplies and installation of flooring for all bathrooms in the Max Walker building. Price includes removal and disposal of existing tile and base, removal of wall tile in small restroom, thinset, grout and after normal business hours labor.

FUND SOURCE: General Funds

AMOUNT: \$15,574.00

PREPARED BY: Brenton Hudson *BEH*

POSITION: 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

REVIEWED BY:

Proposal



The ONE store for your perfect floor.™

NAME Brent Hudson

PHONE 850-322-7092

CITY, STATE, ZIP Tallahassee FL 32310

Job name- Max Walker bld. Bathroom reonvation

Date 3-28-25

The following is an estimate to supply and install of Dal-tile Portfolio vivid 12x24 porcelain tile either color sea breeze PF26 or Electric blue PF25 into two men's restrooms, two women's restrooms and one small restroom using matching 3x12 bullnose for base. Mapei Mapecem quick patch to infill where existing slab is to be removed from damage. Marble thresholds in each doorway. Price includes removal and disposal of existing quarry tile and base, removal of wall tile in small restroom, thinset, grout and after normal business hours labor.

Porcelain tile	425.25 sqft	\$ 8,349.00
Bullnose for base	200 pieces	\$ 1,840.00
Tile & base demo		\$ 3,525.00
Mapecem quickpatch	15 bags	\$ 1,660.00
Marble thresholds	5	\$ 200.00
	Total	\$15,574.00

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of \$

PAYMENT TO BE MADE AS FOLLOWS: 50% deposit balance upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Glenn McDaniel

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

3333 Capital Circle N.E. · Tallahassee, FL 32308 · Office (850) 386-7139 · Fax (850) 386-8241 · www.CarpetOne.com/Tallahassee

THE CARPET SHOP, INC. TALLAHASSEE'S EXPERTS SINCE 1961

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: Purchase Order Request for Davis Safe & Locks

DIVISION: Facilities and Maintenance

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

PURPOSE AND SUMMARY OF ITEM:

This is a request for School Board approval to issue a purchase order to Davis Safe & Locks in the amount of \$35,945.00 for the replacement of locks and keys at Gadsden County High School (\$29,350.00) and Chattahoochee Elementary School (\$6,595.00).

FUND SOURCE: General Funds

AMOUNT: \$35,945.00

PREPARED BY: Brenton Hudson *BEH*

POSITION: Director of Facilities and Maintenance

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: *[Signature]* _____

DAVIS SAFE & LOCK INC.

TALLAHASSEE, FL 32303

850-575-9181

Date

Estimate #

4/8/2025

1661

Name / Address

GADSDEN COUNTY SCHOOL MAINTENANCE
Brenton Hudson
805 S. STEWART ST.
QUINCY, FL 32351

Project

Description	Qty	Cost	Total
Service Call	1	95.00	95.00T
REKEY & MASTER KEY SCHOOL WITH 105 RUSSWIN LOCK CYLINDERS		4,900.00	4,900.00T
300 KEYS			
LEVER LOCKS WITH RUSSWIN CYLINDERS	8	200.00	1,600.00T
CHATTAHOOCHEE SCHOOL			
		Subtotal	\$6,595.00
		Sales Tax (0.00)	\$0.00
		Total	\$6,595.00

Phone #

850-575-9181

DAVIS SAFE & LOCK INC.

TALLAHASSEE, FL 32303

850-575-9181

Date

Estimate #

3/25/2025

1653

Name / Address

GADSDEN COUNTY SCHOOL MAINTENANCE
Brenton Hudson
805 S. STEWART ST.
QUINCY, FL 32351

Project

Description	Qty	Cost	Total
SERVICE CALL QUINCY	1	160.00	160.00T
REKEY & MASTER KEY SCHOOL WITH 510 SARGENT LOCK CYLINDERS	1	27,000.00	27,000.00T
SARGENT LEVER LOCKS	6	185.00	1,110.00T
SARGENT LEVER CYLINDERS	6	90.00	540.00T
SARGENT MORTISE CYLINDERS	6	90.00	540.00T
HIGH SCHOOL			
		Subtotal	\$29,350.00
		Sales Tax (0.00)	\$0.00
		Total	\$29,350.00

Phone #

850-575-9181

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: Chattahoochee Elementary School

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Chattahoochee Elementary School is requesting approval for an out-of-state field trip to the Wild Adventures in Valdosta, GA.

Please see the attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ 1 _____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____ 1 _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____


3/26/25



FIELD TRIP REQUEST

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

DATE OF REQUEST: 3/21/25	SCHOOL: Chattahoochee Elementary School	CONTACT FOR FIELD TRIP: Tylisha Chapman-Thomas
--	---	--

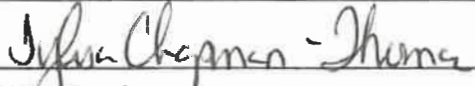
DATE OF TRIP: 5/21/25	WHO IS ATTENDING: (grade/organization) Pre-K, KG, 1st, 2nd, 3rd, 4th, and 5th
-------------------------------------	---

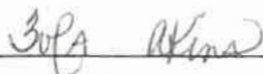
LOCATION: Wild Adventures 3766 Old Clyattville Rd. Valdosta, GA 31601	TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input checked="" type="checkbox"/> Charter Bus
---	---

PURPOSE: To celebrate the end of the year with a schoolwide field trip.

FUNDING source of this field trip: Please mark and "X" in the appropriate box					
Students	<input checked="" type="checkbox"/>	Fundraiser	<input type="checkbox"/>	School/District Budget	<input type="checkbox"/>

SCHOOL BUS –Required items for approval: <ol style="list-style-type: none">1. Principal's signature2. Complete list of participants and chaperones3. Signed Permission Form for each participant.4. Complete final itinerary5. Documentation showing correlation of the Florida Standards or benchmark to the field trip request	CHARTER BUS–Required items for approval: <ol style="list-style-type: none">1. Principal's signature2. Complete list of participants and chaperones3. Signed Permission Form for each participant.4. Complete final itinerary5. Copy of charter bus contract with signatures6. Proof of Insurance showing either district or school as insured
---	---


Signature of Person Requesting Trip


Approval of Principal (Signature required)

____ APPROVED	____ DENIED
_____ Superintendent/Designee	_____ Date

PARTICIPANTS

LAST NAME

FIRST NAME

[REDACTED] ni

[REDACTED] nna

[REDACTED]

Winbush

Royalty

D	[REDACTED]	a	
H	[REDACTED]	gh	
J	[REDACTED]		
R	[REDACTED]	a	
V	[REDACTED]	a	
A	[REDACTED]		
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164 students

CHAPERONES

1. Ruth Hinson
2. Beverly Griffin
3. Sarah Graham
4. Erica Green
5. Serena Akins
6. Cynthia Bryant
7. Rita Alday
8. Tylisa Chapman-Thomas
9. Diane White
10. Zola Akins
11. Portia LaCount
12. Frances Brown
13. Victoria Johnson

ITINERARY
May 21, 2025

WILD ADVENTURES

3466 OLD CLYATTVILLE RD.

9:00-----DEPART FROM CES

11:00-----ARRIVE AT WILD ADVENTURES

11:30-4:00-----ENJOYMENT AT PARK

4:00-4:30-----LOADING OF BUSES

6:30-----RETURN TO CES



Astro Travel
4876 Woodlane Circle
Tallahassee, FL 32303
(850) 514-1793

Booking ID: 37486-0

Booking Total
\$4,950.00

Wild Adventure - (Chattahoochee Elementary School)

Customer Information

Chattahoochee Elementary School
Tylisa Chapman-Thomas
335 Maple Street
335 Maple St
Gadsden County,
chapman-thomast@gcpsmail.com
850-728-7372

Salesperson

Morgan Woodward

Contact #

850-514-1793

Deposit

\$990.00 Remaining - (Due on 03-19-2025)

Remaining Balance

\$4,950.00 Remaining - (Due on 04-19-2025)

Route Description

Passengers

184

Total Capacity

168

Total Miles

233.16

Vehicles

Vehicle Type

Seats

56 Passenger Luxury Coaches

56

56 Passenger Luxury Coaches

56

56 Passenger Luxury Coaches

56

Trip Details 05/21 - 05/21

05-21-2025 08:30 AM (EDT) - Vehicle Onsite at 335 Maple St, Chattahoochee, FL 32324, USA

05-21-2025 09:00 AM (EDT) - Depart from 335 Maple St, Chattahoochee, FL 32324, USA

05-21-2025 11:05 AM (EDT) - Arrive at Wild Adventures, 3766 Old Clyattville Rd, Valdosta, GA 31601, USA

05-21-2025 04:30 PM (EDT) - Depart from Wild Adventures, 3766 Old Clyattville Rd, Valdosta, GA 31601, USA

05-21-2025 06:33 PM (EDT) - Arrive at 335 Maple St, Chattahoochee, FL 32324, USA

Signature

Tylisa Chapman-Thomas

Printed Name

Tylisa Chapman-Thomas

Date

03/21/2025



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/17/2024

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

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

PRODUCER
TIB Transportation Insurance Brokers, LLC
425 W Broadway, Suite 300
Glendale CA 91204

CONTACT NAME: Marcie Ramos
PHONE (A/C No. Ext): 818-246-2800 **FAX (A/C No):** 818-246-4690
E-MAIL ADDRESS: mramos@acrisure.com

License#: BR-1369682
ASTRTRA-01

INSURED
Astro Travel & Tours Inc.
4876 Woodlane Cir
Tallahassee FL 32303-6808

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Lancer Insurance Company	26077
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1284411717

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		GL159166#3	4/17/2024	4/17/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Excluded \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		BA175352#3	4/17/2024	4/17/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as additional insured but only to the extent that the Certificate Holder is held liable for the conduct of the Named Insured

CERTIFICATE HOLDER

Chattahoochee Elementary School
335 Maple St
Chattahoochee FL 32324

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11b

DATE OF SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: Stewart Street Elementary School

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Stewart Street Elem. School 1st and 2nd grade classes are requesting approval for an out-of-state field trip to the Georgia Aquarium in Atlanta, GA.

Please see the attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS



POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ 1 _____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1 _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



THE SCHOOL BOARD OF GADSDEN COUNTY
Educating Every Student Today, Making Gadsden Stronger Tomorrow

MAR 17 '25 RCVD

FIELD TRIP REQUEST

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

DATE OF REQUEST: 3/17/25	SCHOOL: Stewart Street ES	CONTACT FOR FIELD TRIP: Twanda Bell-Key or Keshada Walker
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DATE OF TRIP: 5/15/25	WHO IS ATTENDING: (grade/organization) 1 st and 2 nd Grade
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LOCATION: Georgia Aquarium 225 Baker St. NW Atlanta, Georgia 30313	TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input checked="" type="checkbox"/> Charter Bus
--	---

PURPOSE: SC.1.N.1.1 - Raise questions about the natural world, investigate them in teams through free exploration, and generate appropriate explanations based on those explorations.

FUNDING source of this field trip: Please mark and "X" in the appropriate box

Students	<input checked="" type="checkbox"/>	Fundraiser	<input type="checkbox"/>	School/District Budget	<input type="checkbox"/>
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SCHOOL BUS -Required items for approval:

1. Principal's signature
2. Complete list of participants and chaperones
3. Signed Permission Form for each participant.
4. Complete final itinerary
5. Documentation showing correlation of the Florida Standards or benchmark to the field trip request

CHARTER BUS-Required items for approval:

1. Principal's signature
2. Complete list of participants and chaperones
3. Signed Permission Form for each participant.
4. Complete final itinerary
5. Copy of charter bus contract with signatures
6. Proof of Insurance showing either district or school as insured

Signature of Person Requesting Trip

Approval of Principal (Signature required)

✓ APPROVED

_____ DENIED

Superintendent/Designee

4/14/25
Date

Please forward the completed form via email, district mail or fax:
Mrs. Euruka Fields, Program Assistant for Instructional Services
Fax: (850) 627-3530 Email: fieldse@gcpsmail.com

Revised 1/24/2023

Stewart Street Elementary



STEWART STREET

**749 South Stewart Street
Quincy, Florida 32351
850-627-3145 (Phone)
850-875-8550(Fax)**



STEWART STREET

Mrs. Pamela Jones, Principal

Mr. Christopher Germany, Assistant Principal

Itinerary

Time	Activity	Location
Example: 8:00 am	Students Arrive	Stewart Street
4:30 am	Students arrive and eat breakfast	Stewart Street ES
5:00 am	Depart for Atlanta	
9:00 am	Arrive in Atlanta	Georgia Aquarium
9:00 am - 10:30 am	Explore Check-In and the Aquarium	
10:30 am - 11:30 am	Lunch	
11:30 am - 4:00 pm	Explore the Aquarium	
4:00 pm	Depart Atlanta	
6:00 pm	Dinner @ Chick-fil-A	Perry, Georgia
8:00 pm	Depart for Quincy	
10:00 pm	Arrive in Quincy	Stewart Street ES

Stewart Street Elementary



STEWART STREET

**749 South Stewart Street
Quincy, Florida 32351
850-627-3145 (Phone)
850-875-8550(Fax)**



STEWART STREET

Mrs. Pamela Jones, Principal

Mr. Christopher Germany, Assistant Principal

SSSES Itinerary Field Trip Form

Depart Date:	May 15, 2025
Depart Time:	5:00 am
Return Date:	May 15, 2025
Return Time:	10:00 pm
Trip Destination	Georgia Aquarium 225 Baker St. NW
Destination City	Atlanta
Destination State	Georgia
Destination Contact Name	Ms. Zandallinn
Destination Phone#	(404) 681-4000
Departure Location	Stewart Street ES 749 S. Stewart Street
Return Location	Same as above
Fund	

Additional Comments: 8 Students are selected from each class, making it a total of 48 Students and 6 Chaperones (54)

Print Name: Twanda Bell-Key

Signature: Twanda Bell-Key

Date Submitted: 3/17/25

Class List
Kathy Epps - *Chaperone*
0201 - Stewart Street Elementary School

LANG ARTS GRADE 1 (5010042-1-3KE) 01 - Room: 23
Mar 17, 2025

Grade: 01, 02

21 Students

Last, First M	Student ID	Grade
B	260	01
B	211	01
B	756	01
B	42	01
C	47	01
F	62	01
J	89	01
L	90	01
M	51	01
M	72	01
M	68	01
M	75	01
M	42	01
O	99	01
R	14	01
R	57	01
S	84	01
S	82	01
T	22	01
W	15	01
W	90	01

8 Selected students

1 Chaperone

Class List
Kyshada Walker - *Chaperone*
0201 - Stewart Street Elementary School

LANG ARTS GRADE 1 (5010042-1-1KW) 01 - Room: 24
Mar 17, 2025

Grade: 01, 02

21 Students

Last, First M

Student ID

Grade

B		0000507007	01
C			01
D			01
D			01
F			01
F			01
G			01
J			01
K			01
M			01
M			01
M			01
M			01
N			01
P			01
R			01
S			01
S			01
S			01
T			01
V			01

8 Selected students

1 Chaperone

Class List
Shannon Murray-Mcmillon-Chaperone
0201 - Stewart Street Elementary School

LANG ARTS GRADE 1 (5010042-1-2SMM) 01 - Room: 22
Mar 17, 2025

Grade: 01, 02

21 Students

Last, First M

Student ID

Grade



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8 Selected Students

1 Chaperone

Class List
Nailah Brown - *Chaperone*
0201 - Stewart Street Elementary School

LANG ARTS GRADE 2 (5010043-2-2NB) 01 - Room: 17
Mar 17, 2025

Grade: 01, 02
22 Students

Last, First M	Student ID	Grade
B	43	02
B	48	02
B	86	02
B	12	02
C	17	02
D	80	02
D	94	02
Fa	86	02
H	97	02
H	99	02
Ja	8	02
Jo	2	02
Jo	10	02
Jo	15	02
K	7	02
M	6	02
P	4	02
Q	0	02
R	7	02
Ri	9	02
Ri	5	02
W	6	02

8 Selected students
1 Chaperone

Class List
LOIS LAYNE LAWRENCE -Chaperon U
0201 - Stewart Street Elementary School

LANG ARTS GRADE 2 (5010043-2-3LL) 01 - Room: 16
Mar 17, 2025

Grade: 01, 02

18 Students

Last, First M

Student ID

Grade

	4	02
	9	02
	8	02
	1	02
	7	02
	6	02
	4	02
	7	02
	6	02
	6	02
	6	02
	8	02
	2	02
	9	02
	6	02
	9	02
	3	02
	6	02

8 Selected Students

1 Chaperone

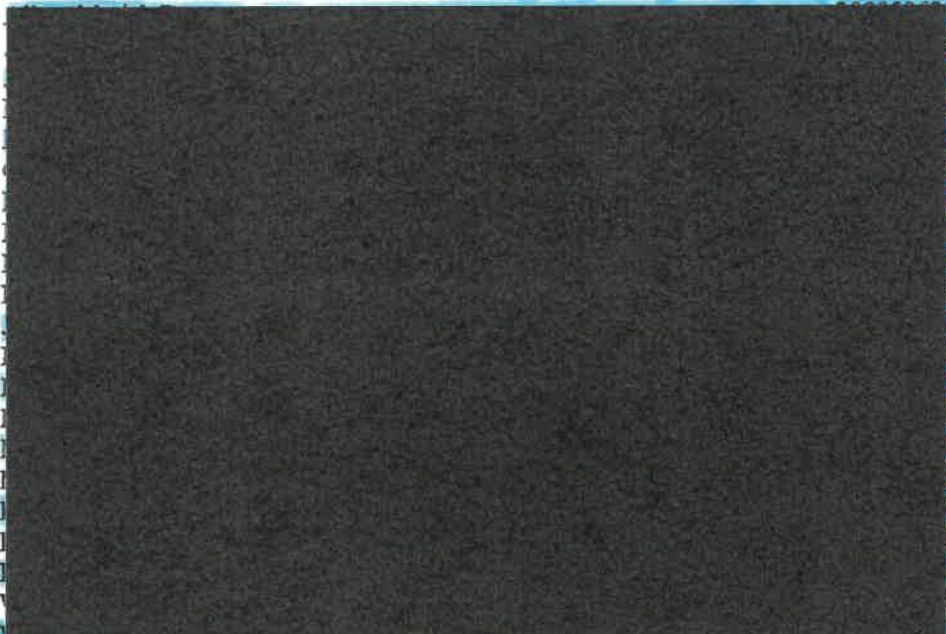
Class List
Twanda Bell-Key - *Chaperone*
0201 - Stewart Street Elementary School

LANG ARTS GRADE 2 (5010043-2-1TBK) 01 - Room: 15
Mar 17, 2025

Grade: 01, 02

21 Students

Last, First M

		Student ID	Grade
		10	02
		34	02
		07	02
		25	02
		33	02
		60	02
		05	02
		14	02
		52	02
		40	02
		78	02
		05	02
		06	02
		84	02
		71	02
		30	02
		74	02
		36	02
		27	02
		24	02
		06	02

8 Selected Students
1 Chaperone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/17/2024

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

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

PRODUCER
TIB Transportation Insurance Brokers, LLC
425 W Broadway, Suite 300
Glendale CA 91204

CONTACT NAME: Marcie Ramos
PHONE (A/C, No, Ext): 818-246-2800 **FAX (A/C, No):** 818-246-4690
E-MAIL ADDRESS: mramos@acrisure.com

License#: BR-1369682
ASTRTRA-01

INSURED
Astro Travel & Tours Inc.
4876 Woodlane Cir
Tallahassee FL 32303-6808

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lancer Insurance Company	26077
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 343593586

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD : WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	GL159166#3	4/17/2024	4/17/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Excluded \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	BA175352#3	4/17/2024	4/17/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A				PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured but only to the extent that the Certificate Holder is held liable for the conduct of the Named Insured

CERTIFICATE HOLDER

Stewart Street Elementary School
749 South Stewart Street
Quincy FL 32351

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Astro Travel
4876 Woodlane Circle
Tallahassee, FL 32303
(850) 514-1793

Booking ID: 37968-0

Booking Total

\$3,500.00

Booking Information

Customer Information

Stewart Street Elementary School
Twanda Bell-key
bell-keyt@gcpsmail.com
8505918411

Salesperson

Hunter Brown

Contact #

850-514-1793

Deposit

\$700.00 Remaining - (Due on 04-07-2025)

Remaining Balance

\$3,500.00 Remaining - (Due on 04-15-2025)

Route Description

Passengers

Total Capacity

Total Miles

56

513.91

Vehicles

Vehicle Type

Seats

56 Passenger Luxury Coaches

56

Trip Details 05/15 - 05/15

05-15-2025 04:30 AM (EDT) - Vehicle Onsite at Stewart Street Elementary School, 749 S Stewart St, Quincy, FL 32351, USA

05-15-2025 05:00 AM (EDT) - Depart from Stewart Street Elementary School, 749 S Stewart St, Quincy, FL 32351, USA

05-15-2025 09:27 AM (EDT) - Arrive at Atlanta, GA, USA

05-15-2025 05:30 PM (EDT) - Depart from Atlanta, GA, USA

05-15-2025 09:57 PM (EDT) - Arrive at Stewart Street Elementary School, 749 S Stewart St, Quincy, FL 32351, USA

Signature

Twanda Bell-Key

Printed Name

Twanda Bell-Key

Date

03/24/2025

48 Students 6 Chaperones = 54 passengers

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11c

DATE OF SCHOOL BOARD MEETING: April 22, 2025

TITLE OF AGENDA ITEM: James A. Shanks Middle School

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. James A. Shanks Middle School 5th grade class is requesting approval for an out-of-state field trip to Wild Adventures in Valdosta, GA.

Please see the attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ 1 _____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1 _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

McGriff
4/14/25



FIELD TRIP REQUEST

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

DATE OF REQUEST: 03/07/2025	SCHOOL: James A Shanks Middle School	CONTACT FOR FIELD TRIP: Tyeise Canidate
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DATE OF TRIP: 05/02/2025	WHO IS ATTENDING: (grade/organization) 5 th Grade
------------------------------------	--

LOCATION: 3766 Old Clyattville Road Valdosta, Georgia 31601	TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input checked="" type="checkbox"/> Charter Bus
--	---

PURPOSE: End of Year PBIS Experience (School Improvement)

FUNDING source of this field trip: Please mark and "X" in the appropriate box					
Students		Fundraiser		School/District Budget	X UNISIG

SCHOOL BUS –Required items for approval: <ol style="list-style-type: none">1. Principal's signature2. Complete list of participants and chaperones3. Signed Permission Form for each participant.4. Complete final itinerary5. Documentation showing correlation of the Florida Standards or benchmark to the field trip request	CHARTER BUS-Required items for approval: <ol style="list-style-type: none">1. Principal's signature2. Complete list of participants and chaperones3. Signed Permission Form for each participant.4. Complete final itinerary5. Copy of charter bus contract with signatures6. Proof of Insurance showing either district or school as insured
---	---

Signature of Person Requesting Trip

Approval of Principal (Signature required)

_____ Superintendent/Designee	_____ Date
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Please forward the completed form via email, district mail or fax:
Mrs. Euruka Fields, Program Assistant for Instructional Services

**Wild Adventures
May 2, 2025
Itinerary**

Time	Activity
7:00 am	Students arrive at school to board charter bus.
7:30 am	Depart James A. Shanks Middle School 1400 W King St, Quincy, FL 32351
9:00 am	Breakfast Stop
10:00 am	Arrive at Wild Adventures 3766 Old Clyattville Rd Valdosta, GA 31601
12:00pm	Lunch Buffet
3:00 pm	Students arrive at the front of the park to load the bus.
3:30 pm	Depart from Wild Adventures
5:30 pm	Arrive at James A. Shanks Middle School

3/7/25, 8:03 AM

Gadsden County Public Schools Mail - RE: Group 15+ Request - 03/06/2025} - Canidatetye@gcpsmail.com}



Tyeise Canidate <canidatetye@gcpsmail.com>

RE: Group 15+ Request - 03/06/2025} - Canidatetye@gcpsmail.com}

1 message

Allison Kent <akent@wildadventures.com>

Thu, Mar 6, 2025 at 1:58 PM

To: "Canidatetye@gcpsmail.com" <Canidatetye@gcpsmail.com>

Greetings, Tyeise!

Thanks for reaching out about visiting Wild Adventures Theme Park during our 2025 season.

I am happy to begin setting your group up to visit on Friday, May 2. Wild Adventures will be in operation on May 2 as follows:

May 2 –

- o Wild Adventures – 10 am to 7 pm
- o Splash Island Waterpark – Closed

The rate for admission is \$36.99 plus tax per person (\$39.95). This rate includes a complimentary buffet for your school group on Education Days! Education Days are any operating day Monday through Friday beginning March 20 through May 30.

A few other things to know:

- The admission rates quoted are the advanced rates. You must make a reservation at least 72 hours prior to your date of visit in order to receive these rates otherwise you will get the Walkup rate of \$51.99 plus tax per person.
- If you book and pay in full two weeks prior to your date of visit, you will receive 1 complimentary admission ticket for every 15 paid admissions in your group (this does not include food and beverage add-ons).
- If you would like your tickets mailed to you in advance, a one-time fee of \$20 will be added.
- Due to Georgia State law, we can only accept tax exemptions for the State of Georgia.
- Bus driver's get in free with valid ID.
- Buses park free. All other vehicles will be charged the normal \$18 fee to park.

If you have any additional questions, or you are ready to book, please feel free to respond to this email.

Please know this email is not a confirmation of your date and a reservation is needed.

We look forward to hearing from you soon!

<https://mail.google.com/mail/u/0/?ik=f465e883ca&view=pt&search=all&permthid=thread-f:1825872297152492935&simpl=msg-f:1825872297152492935>

1/

56 attendees
186 students not attending

Grade

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MIKE'S Limousine Service, Inc.
3109 W. Tennessee St Tallahassee, FL 32304
(850) 224-5466 Fax (850) 224-0827

Event Date: 5/14/05

www.limonike.com
Customer Name: James H. Starks, Jr.

Vehicle: Vanitol DP

Credit Card

Occasion: 8) # of People

Expiration Date

CVVC

LV Time: P/U 7:00 AM

Billing Address

D/O Time: 6:00 PM Return: 3:30 PM local at Wild Hobbies

candidate type: CCPS

Email

Rental Agreement

It's our pleasure to be of service to you. Our staff keeps our vehicles in excellent condition and it is of the utmost importance that all clients act in a responsible manner to preserve the condition of the vehicles. Smoking and eating are prohibited in all of our vehicles. The client is responsible for their guests in ALL REGARDS to rules and regulations. Any damage to the rented vehicle owned by this company will be charged in full to the customer that contracted with Mike's Limousine Service, Inc. whether by accident, neglect, or intent. Our company cannot be held responsible for delays or inconveniences due to traffic, unknown or unforeseen mechanical failures, situations deemed "Acts of God".

50% Cancellation Fee

	Scheduled	Overtime	Total
Rate per Hour			
Number of Hours			
Fuel Surcharge			
Driver Fee		+ P/U + D/O	
Total	3150	612.50	

Damage Deposit

A damage deposit in the amount of \$200.00 per vehicle will be secured with the credit card provided to secure your rental. If damages exceed deposit, additional deposit will be required or rental will be terminated.

Fee Schedule:

Smoking: (including lighting a cigarette)	\$100.00
VOMIT: (each occurrence)	\$200.00
Eating in Limo:	\$100.00
Spills:	\$75.00
Excessively Dirty Interior (Limo)	\$50.00
Excessively Dirty Interior (Bus)	\$150.00
Broken or Missing glassware	\$10.00 Each

50% Deposit to Reserve
by check
Remaining Balance
Due 4/18/25

Termination of Service

- > If the client becomes incapacitated, the run is terminated unless another individual chooses to secure the deposit with cash or a credit card. The client can appoint one person to be responsible on their behalf at the beginning of the run.
- > If the client or their guests become unruly or violate safe operation procedures, the rental will terminate immediately and NO REFUND given.
- > While transporting ANY minors if ANY alcohol is found in the vehicle or a minor is found visibly impaired, the rental will terminate immediately and NO REFUND given.

The original client is responsible for overtime fees and authorizes those charges to be charged to their credit card (overtime is rounded to the next 1/2 hour.) In the event that your check is returned, we have your permission to charge the whole amount plus \$25.00 service fee to the credit card listed on this contract. We are not responsible for items left, lost, or stolen while riding in our vehicles. We have a lost and found box at Mike's Limousine Service, Inc. located @ 3109 W. Tennessee St. Tallahassee, FL 32304.

I agree to these terms

Client

Mike's Limousine Service Representative

Mileage out

PU Address: 1400 W. Bay St Quincy FL 3235

Mileage in:

DO Address: 3766 Old Airport Rd W. 16th

PU Time:

Contact Info: 850 212-3636 Tyrese T. Rater

Drop Time:

Cancellation Fee: 600

Rock Glass:

Payment Method: Check on PU Cash on PU Adv Payment Bill to CC

Wind Glass:

Booked By: Teller Booked on: 4/13/05 Driver: