

# AGENDA

## REGULAR SCHOOL BOARD MEETING

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

May 23, 2023

6:00 P.M.

### THIS MEETING IS OPEN TO THE PUBLIC

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

### ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
  - a. April 25, 2023, 4:30 p.m. - School Board Workshop
  - b. April 25, 2023, 6:00 p.m. - Regular School Board Meeting
  - c. May 2, 2023, 5:00 p.m. – Special Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) – **SEE PAGE #5**
  - a. Personnel 2022 – 2023  

ACTION REQUESTED: The Superintendent recommends approval.
  - b. Personnel 2023 – 2024  

ACTION REQUESTED: The Superintendent recommends approval.
7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS
  - a. PAEC Human Resources Services District Summary 2023 – 2024 - **SEE PAGE #13**  

Fund Source: General Revenue  
Amount: \$6,624.51

ACTION REQUESTED: The Superintendent recommends approval.

- b. PAEC Gateway Finance/Payroll District Summary 2023 – 2024 - **SEE PAGE #16**  
Fund Source: General Fund  
Amount: \$58,654.50  
ACTION REQUESTED: The Superintendent recommends approval.
- c. PAEC Student Data Services District Summary 2023 – 2024 – **SEE PAGE #20**  
Fund Source: Federal (ESSER III)  
Amount: \$22,245.90  
ACTION REQUESTED: The Superintendent recommends approval.
- d. PAEC Member Services District Summary 2023 – 2024 – **SEE PAGE #23**  
Fund Source: Federal (ESSER III)  
Amount: \$12,362.70  
ACTION REQUESTED: The Superintendent recommends approval.
- e. PAEC Professional Development Center District Summary 2023 – 2024  
**SEE PAGE #27**  
Fund Source: Federal (Title IV or Title V)  
Amount: \$18,725.40  
ACTION REQUESTED: The Superintendent recommends approval.
- f. Career & Technical Education Career Pathways Articulation Agreement Between Tallahassee Community College and Gadsden County Schools 2022 – 2023  
**SEE PAGE #31**  
Fund Source: FEFP  
Amount: Undetermined – based upon enrollment  
ACTION REQUESTED: The Superintendent recommends approval.
- g. Purchase Order Request for Bumper To Bumper Auto Parts – **SEE PAGE #41**  
Fund Source: Florida Job Growth assigned to GTC  
Amount: \$38,200.00  
ACTION REQUESTED: The Superintendent recommends approval.
- h. Purchase Order Request for Wm. J. Redmond & Son, Inc. – **SEE PAGE #45**  
Fund Source: Career Dual Enrollment Pathways Grant assigned to GTC  
Amount: \$65,000.00  
ACTION REQUESTED: The Superintendent recommends approval.
- i. 2019 – 2022 (3<sup>rd</sup> year) Collective Bargaining Contract Between The School Board of Gadsden County and the Gadsden County Classroom Teachers Association  
**SEE PAGE #63**  
Fund Source: TSIA and General Funds  
Amount: \$474,252.62  
ACTION REQUESTED: The Superintendent recommends approval.

8. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material  
Case #110-2223-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- b. Student Expulsion – See back-up material  
Case #112-2223-0211  
ACTION REQUESTED: The Superintendent recommends approval.
- c. Student Expulsion – See back-up material  
Case #113-2223-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- d. Student Expulsion – See back-up material  
Case #117-2223-0051  
ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Request to Award ITB 2022-0006 Stewart Street Elementary HVAC Replacement to Kelly Brother Sheet Metal, Inc. - **SEE PAGE #115**  
  
Fund Source: 1100E 7400 6810 0201 ESSE4 00000 00000  
Amount: \$1,990,475.00  
  
ACTION REQUESTED: The Superintendent recommends approval.
- b. Request to Approve the 2022 – 2023 Five (5) Year District Facilities Work Plan **SEE PAGE #124**  
  
Fund Source: N/A  
Amount: N/A  
  
ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Request to Advertise Notice of Intent to Adopt/Amend Policies – **SEE PAGE #161**  
  
Fund Source: N/A  
Amount: N/A  
  
ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

11. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
12. SCHOOL BOARD REQUESTS AND CONCERNS
13. ADJOURNMENT



# THE 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](http://www.GadsdenSchools.org)

May 23, 2023

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

Dear School Board Members:

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

**Item 6A Instructional and Non-Instructional Personnel 2022-2023**

**Item 6B Instructional and Non-Instructional Personnel 2023-2024**

The following reflects the total number of full-time employees in this school district for the 2022-2023 school term, as of May 23, 2023.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees May 2023</u>
Classroom Teachers and Other Certified	120 & 130	306.00
Administrators	110	57.00
Non-Instructional	150, 160, & 170	<u>368.00</u>
		731.00
Part Time Instructional		4.00
Part Time Non Instructional		<u>3.00</u>
Total		7.00
100% Grant Funded		162.00
Split Grant Funded		<u>22.00</u>
Total Grant Funded of 731 Employees		184.00

Sincerely,

Elijah Key, Jr.  
Superintendent of Schools

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

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

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

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

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

**AGENDA ITEM 6A INSTRUCTIONAL AND NON INSTRUCTIONAL 2022/2023**

**INSTRUCTIONAL**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Kornegay, Mikhal	GCHS	Teacher	05/01/2023
Williams, Dwight	JASMS	Teacher	05/01/2023

**NON INSTRUCTIONAL**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Williams, Treshandra**	PreK/Headstart	Coord of PreK Disability Transition Srv	04/10/2023

\*\*Corrected date from April 25, 2023 Board Meeting

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

**LEAVE**

<b><u>Name</u></b>	<b><u>Location/Position</u></b>	<b><u>Beginning Date</u></b>	<b><u>Effective Date</u></b>
Davis, Sharon	GBES/ Ed. Paraprofessional	05/15/2023	06/06/2023
Jackson, Tamica	GCHS/Teacher	04/11/2023	06/09/2023
Kelly, Tracy	JASMS/Teacher	04/03/2023	05/12/2023

**RESIGNATION**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Brown, Daphne	SSES	Educational Paraprofessional	04/20/2023
Burke, Andrea	HMS	Educational Paraprofessional	04/28/2023
Hankerson, Latoyer	GWM	Assistant Principal	06/02/2023
Holloway, Marquise	WGMS	Custodial Assistant	04/20/2023
Johnson, Willie	GCHS	Educational Paraprofessional	04/19/2023
Kirkland, Sarah	FSH	Teacher	05/12/2023
Roberts, Angela	Maintenance	Administrative Assistant	06/02/2023

**TERMINATIONS**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Evans, Maurnicia	GCHS	School Safety Guardian	05/23/2023
Sheffield, Joseph	GEMS	Teacher	05/23/2023

**SUBSTITUTES**

<b><u>Teacher</u></b>
Range, Gina

**AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2023-2024**

**District**

Baker, Kavontaye	ESE	Physical Therapist
Bascom, Chinita	ESE	Program Specialist
Brown-Byrd, Stephanie	Business and Finance	Account Clerk
Butler, Martha	Administration	Administrative Assistant
Byrd, Lakeisha	ESE	School Psychologist
Chavers, Lisa	School Food Service	Account Clerk
Cherry, Avondika	ESE	Program Specialist
Collins, Melvin	Business and Finance	Account Clerk
Dawkins, Shekinah	Business and Finance	Account Clerk
Daniels, Anitria	Media/Technology	Administrative Assistant
Davis, Mary	Administration	Administrative Assistant
Fields, Euruka	District	Program Assistant
Frost-Lawson, Andrea	Business and Finance	Account Clerk
Francis, Carolyn	District	Volunteer Coordinator
Geathers, Amanda	ESE	School Psychologist
Hale, Desmona	Media/Technology	System Support Specialist
Henry, Felita	ESE	School Psychologist
Herring, Regina	ESE	Computer Operator
Israel, Elijah	Media/Technology	Computer Programmer
Kent, Joseph	Media/Technology	Technology Training Specialist
Lanier, Mary	District	Receptionist
Lightfoot-Brown, Shayla	ESE	Program Specialist
Maples, Jerome	District	Coor, Community Affairs/PR
Murphy, Chelsea	Professional Learning	Program Specialist
Paden, Brittany	ESE	Program Specialist
Parker, Jesse	Media/Technology	Computer Network Specialist
Parson-Buckhalt, Tiffany	District	Safety and Security Specialist
Payton, Kecia	ESE	Coor, Mental Health
Robinson, Calvin	Federal Programs	Math Specialist
Robinson, Crystal	Human Resources	Administrative Assistant
Salais, Lorianne	ESE	Administrative Assistant
Sanger, Corelia	ESE	Program Specialist
Sierra, Nancy	Human Resources	Human Resources Specialist
Suber, Angela	ESE	Computer Operator
Thomas Johnny	Media/Technology	Network Coordinator
Thomas, Laura	Business and Finance	Account Clerk
Ward, Kevin	District	Inventory Intake Specialist
Watkins, Robin	District	Secretary
Young, Deborah	Business and Finance	Account Clerk
Youmans, Darlean	Media/Technology	Coordinator, Technology

**District Non-Instructional Annual (NA)**

Akins, Cedrick	Media/Technology	Technician
Gammon, Odis	School Food Service	Warehouse Worker/Driver
Hinson, Thomas	Media/Technology	Technician
Jenkins, Robert	Media/Technology	Technician
Stevens, James	District	Custodian

**District Non-Instructional Permanent (NP)**

Riggins, Larissa	Media/Technology	Technician
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**INSTRUCTIONAL- PROFESSIONAL (PS)**

Wright, Jo Lynda

**INSTRUCTIONAL- ANNUAL (AC)**

Adams, Tracy  
Agama, Nyeshia  
Alexander, Kieara  
Alexander, Maresha  
Ali, Rosita  
Allen, Sabrina  
Alls, Deondra  
Alston, Miriam  
Anderson, Jennifer  
Anderson, Martha  
Asiemoah, Prince  
Austin, Jodiann  
Bailey, Latrisa  
Baker, Carlicia  
Battles, Linda  
Battles, Lucretia  
Bell, Stanley  
Belneau, Kamaria  
Borra, Samyuktha  
Bradley, Jihan  
Bradwell, James  
Branch, Whitney  
Bridges-Bright, Gail  
Brinson, William  
Brown, James  
Brown, Nailah  
Brown, Willie  
Bullock, Gino  
Burgos, Jovan  
Burns, Patricia  
Caras, Anna  
Carter, Joycelyn  
Chandler, Tamaria  
Chickory, Allisia  
Cinous, Michelle  
Cole, Leonora  
Combs, Eugenia  
Commodore, Shirley  
Critelli, Susan  
Curry, Qvaunda  
Dallas, Katherine  
Dantley, Dominique  
Dantley, Rechelle  
Dawkins, Tamara  
Davis, Javad  
Davis, Latheria

Davis, Lynda  
Davis, Stephan  
Davis-Sweet, Eva  
Dawson, Lydia  
Denton, April  
Dickey, Shelia  
Donaldson, Nekittrae  
Dowdell, Garrett  
Dowdell, Shannon  
Dunlap, Alesha  
Ebener, Jennifer  
Estelle, Randall  
Evans, Lee  
Ferguson, Javonna  
Forehand, Gwendolyn  
Francis, Linda  
Franklin, Stone  
Frost, Diane  
Fuller, Gloria  
Gaines, Alpha  
Gardiner, Grace  
Garrett, Blake  
Gee, Wendy  
Gibbs, Kim  
Goldfarb, Andrea  
Goodson, Sandra  
Gowers, Kayla  
Gray, Valeria  
Greer, Sandra  
Griffin, Ashley  
Grimsley, Alesia  
Gunn, Miracle  
Hall, Amber  
Hargrett, Bianca  
Hairston, Tunisia  
Hatfield, Daren  
Heaven, Keith  
Hendley, Natasha  
Henderson, Jacob  
Henry, Joelle  
Highman, Keshandra  
Hill, Brandon  
Hinson, Candace  
Hinson, Doris  
Hinson, Ruth  
Hogan, Elliott  
Holt, Jamaal  
House, Ira  
House, Lauren

Howard, Abdual  
Howard, Darrell  
Howard Jr., Darrell  
Hughes, Katanga  
Inniss, Shennia  
Israel, Sarah  
Jackson, Deshaundra  
Jackson, Kadijah  
Jacobs, Kendrick  
James, Pearlean  
Jeffery, Olivia  
Jeruto, Kibor  
Jiles, Sonya  
Johnson, Ni' Jah  
Joiner, Athanasia  
Jones, Heather  
Jones, Tanya  
Kenion, Marrissa  
Kenon, Aayana  
Knight, Devonta  
Knight, Nishani  
Knight, Shirley  
Kornegay, Mikhal  
Kudumula, Anuradha  
LaCount, Portia  
Landrum, Jerlin  
Lawrence, Kaya  
Lawrence, Lillie  
Lee, Rachelle  
Lee, Sharron  
Leland, Latara  
Lewis, Jari  
Lewis, Pierre  
Logan, June  
Long, Azure  
Lowe, Demetrius  
Luckey, Anthony  
Martin, Charlene  
Martin, Marsha  
Martin, Felecia  
Mason, Brenda  
Mathew, Sancho  
Matos, Gloria  
Mattis, Timuna  
McFadden, Timothy  
McGlockton, Tiffany  
McLean, Lisa  
McMillan, Sandra  
McMillon, Tamita



McNeal, Kimberly	Walker, Victor
McNealy, Eleanor	Washington, Latonya
McPhaul, David	Weeks, James
Mercado, Mayo	West, Pauline
Moss, Johnika	White, Burnell
Murphy, Shendora	White, Diane
Murray, Wanda	Whitt, Ayesha
Murray-McMillon, Shannon	Wiggins, Cleanita
Murphy, Sallie	Wiggins, Mellany
Nallathambi Sarasam, Prathap Singh	Williams, Aaliyah
Nelson, Davia	Williams, Adrian
Nelson, Rena	Williams, Charles
O'Malley, John	Williams, Derrick
Ouko, Julius	Williams, Dwight
Paige-Wade, Diamond	Williams, Kiara
Peoples, Twyla	Williams, Latoya
Pleas, Gamocha	Williams, Marshall
Polite, Blair	Williams, Montessia
Pringley, Brandi	Williams, Sarah
Randolph, Jalia	Williams, Shereka
Ray, Michael	Wilson, Lcretia
Ravi, Shreelatha	Wilson-Lewis, Sonja
Rodier, Christopher	Winters, Victor
Rowan, Megan	Wood, Na'aysha
Russ, Gary	Woods, Rena
Salters, Jasmine	
Sanders, Lavetra	
Sanon, Tracey	
Sellers, Terri	
Shields, Erin	
Simmons, Venetta	
Sinsurin, Karl	
Snelling, Tiani	
Spells, Jordan	
Starks, Tammy	
Stephenson, Ciara	
Suber, Alfred	
Taylor, Audrey	
Taylor, Michelle	
Thames, Shemaiah	
Thomas, Brittanca	
Thomas, Marvin	
Thomas, Raneceia	
Thames, Shemaiah	
Tindall, Melinda	
Toussaint, Eric	
Toussaint, John	
Uribe, Ruben	
Valencia, Kayla	
Vickers, Annette	
Walker, Keenan	
Walker, Kyshada	

**NON-INSTRUCTIONAL**

**PERMANENT NP**

**Educational Paraprofessionals**

Bouie, Veronica  
Bush, Thahaya  
Childress, Melinda  
Davis, Sharon  
Faison, Evelyn  
Fields, Sandra  
Kincy, Carol  
Munroe, Sonja  
McSwain, Gloria  
Thompson, Felicia  
Tsigbey, Jennifer  
Wright, Shandra

**Custodians**

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

**Custodial Assistants**

Alexander, Estelle  
Favors, John  
Hobbs, Carolyn  
Kenon, Geraldine  
Reed, Willie  
Walker, Cedric  
Williams, Sharon  
Woods, Terell

**School Food Service Workers**

Carroll, April  
Coster, Earnestine  
Jones, Morhonda  
Mitchell, Jennifer  
Reglin, Earnestine  
Sanders, Sylvia  
Williams, Pamela

**Bus Drivers**

Akery, Jennifer  
Austin, Tony  
Bostick, Amos  
Brewington, Earnestine  
Christian, Wanzella  
Coster, Linda  
Fluker, Stephanie  
Goldwire, Cynthia  
Goldwire, Lalisa  
Holloman, Sharon  
Jackson, Patricia  
Jessie, Cassandra  
Lanier, Tron  
Lewis, Sheila  
Maynor, Charlie  
McNealy, Nathaniel  
Paul, Charleston  
Shaw, Jacqueline

**Bus Aide**

Brown, Latoya  
Harris, Darlean  
Jackson, Rosemary  
Jackson, Sharon  
Scott, Hope  
Wilson-Mitchell, Renesia

**Transportation**

Lewis, Rogers  
Rodriguez, Carlos

**Maintenance**

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

**NON-INSTRUCTIONAL****ANNUAL NA**

Addison, Erica  
 Aguilar, Marcelina  
 Baker, Carla  
 Baker, Deja  
 Bavose Campos Seabra, Carla Eloiza  
 Brady, Dorine  
 Brown, Vernita  
 Burgos, Keith  
 Burk, Andrea  
 Carroll, Alonza  
 Carter, Arlene  
 Donald, Lakisha  
 Eason, Diane  
 Ford, Nedra  
 Frazier, Thomas  
 Goodwin, Tommasena  
 Green, Erica  
 Griffin, Beverly  
 Hatcher, Terry  
 Henderson, Alaysha  
 Hightower, Richard  
 Jackson, Quineldra  
 James, Ronterrius  
 Johnson, Roosevelt  
 Jordan, Linda  
 Kensey, Laterrica  
 Lindsey, Jada  
 Mason, Ke'Ambernique  
 Massock, Mbu Susan  
 Mathews, Lawanda  
 Mathews, Paul  
 Mercer, Aisha  
 McCloud, Terika  
 Moye, Dennis  
 Paul, Diane  
 Paz, Xochitl  
 Quintanilla, Ernesto  
 Quinteros, Amanda  
 Richardson, Shakelia  
 Roberts, Jerry  
 Sconiers, Johnathan  
 Thomas, Barbara  
 Timmons, Erika  
 Villegas, Evelyn  
 Warren, Tia  
 Washington, Ruby  
 Williams, Catina  
 Williams, Rickey

**Self Help Assistant**

Newsome, Chastine  
 Perry, Brenda

**Custodial Assistants**

Alls, Billy  
 Brown, Eugene  
 Brown, Hazel  
 Cox, Elisa  
 Darby, Jeffery  
 Dixon, Anthony  
 Eggleton, Alfred  
 Gee, Laforest  
 Faulk, Jeffie  
 Harmon, Valerie  
 Hayes, Charles  
 Jackson, Derrick  
 Jackson, Lillian  
 Lynn, Faye  
 McCloud, Daniel  
 Moore, Rondarius  
 Pearson, Betty  
 Richardson, Willie  
 Smith, Ethel  
 Thomas, Dedra  
 Ward, Dorothy  
 Williams, Whitney  
 Wynn, Cedric

**Custodians**

March, Kelvin  
 Smith, Edrick

**Head Start/ PreK**

Alvarez, Michele  
 Austin, Jimmie  
 Bush, Tiera  
 Crittenden, Charles  
 Hogue, Michelle  
 Lloyd, Michael  
 McCray, Vonkelia  
 Moore, Michelle  
 Najera-Leonides, Araceli  
 Popoca-Leonides, Neida  
 Popoca-Leonides, Patricia  
 Wright, Shanda

**School Food Service Managers**

Brown, Debra  
 Butler, Regina

Chestnut, Adrienna  
 Hurchins, Felix  
 Jackson, Renesha  
 McCloud, Albert  
 Sailor, Chrishaunda  
 Smith, Machel

**School Food Service Workers**

Banks, Tunya  
 Baker, Romeko  
 Betsey, Vanessa  
 Copeland, Henry  
 Colley, Audrey  
 Dudley, Ronnie  
 Elias, Sharonda  
 Favors, Lakisha  
 Francis, Keyshonda  
 Gatlin-Brown, Keslie  
 Golden, Helen  
 Gunn, Elizabeth  
 Harrison, Marietta  
 Jackson, Laterica  
 Jackson, Willie  
 James, Ewanya  
 Johnson, Annie  
 Johnson, Bennie  
 Jones, Morhonda  
 Milton, Carolyn  
 Parker, Markeith  
 Paul, Terrance  
 Pounsel, Cynthia  
 Scott, Keshia  
 Scurry, Debra  
 Smith, Emma  
 Stephens, Farah  
 Sutton, Elisha  
 Thigpen, Dexter  
 Williams, Jeanice  
 Williams, Vilie  
 Winbush, Sadrick  
 Youmas, Deborah

**Bus Drivers**

Boddie, Desiree  
 Borden, Cynthia  
 Brown, Dorothy Gavin  
 Causey, Brenda  
 Cole, Jermaine  
 Coombs, Tammy  
 Cummings, Bernice  
 Davis, Tyrone

Draper, Terrance  
Ivory, Sandra  
Jackson, Amy  
Jones, Jarrett  
Jones, Marlon  
Lanier, Milton  
McGhee, Jennifer  
McMillon, Eric  
Milton, Roger  
Mitchell, Jerome  
Myrick, Michael  
Perkins, Judith  
Scott, Franklin  
Turner, Pierre  
Walker, Anthony  
Williams, Martha  
Young, Sheryl

#### **Bus Aides**

Aikens, Sabrina  
Akins, Delores  
Baxter, Geraldine  
Blocker, Sharon  
Bridges, Minnie  
Brown, Frances  
Coster, Eula  
Gee-Goldwire, Lucinda  
Glover, Mattie  
Horne, Angeline  
Jackson, Doris  
Jones, Marion  
Knight, Rose  
Miller, Rosa  
Pennick, Felicia  
Richardson, Darrell  
Robinson, Kevin  
Sailor, Johnny  
Sailor, Marie  
Scott, Pamela  
Smith, Robert  
Wilson, Alfronia  
Wilson, Gwendolyn  
Wright, Debra

#### **Transportation NA**

Battles, Anthony  
Edwards, Mary Ann  
Jefferson, Gregory  
Jordan, Shontel

#### **Maintenance**

Arnold, Brad

Campbell, Justa  
Commodore, Kyle  
Dixie, Brian  
Holloway, Lucius  
Lewis, Kimmie  
Mayo, Joey  
O'Donnell, Amy  
Riley, Johnny  
Sherman, Ricky  
Ward, Antonio  
Williams, Corey

#### **NON-INSTRUCTIONAL**

##### **ANNUAL ZZ**

##### **Office Managers, Secretaries**

##### **Clerical**

Andreo-Garcia, Brenda  
Baxter, Lakacha  
Bibb-Mitchell, Dahlia  
Brown, Ashley  
Cloud, Katrina  
Curry, Andreka  
Green, Floria  
Harrell, Frances  
Harris, Gekettia  
Jackson, Tameshia  
James, Felicia  
Jordan, Linda  
Lawson, Ieshia  
Quintero, Dolores  
Reyes, Yazmin  
Robinson, Dominga  
Rollinson, Bernica  
Russ-Hutley, Lesa  
Sanders, Valorie  
Shaw, Ahmiyah  
Smith, Linda  
Spates, Carla  
Starks, Shalanda  
Taylor, Priscilla  
Thomas, Tawanda  
Thurman, Tamika  
Villegas Jimenez, Rosa  
Yzaguirre, Rosa

##### **Character Education**

Ellington, Russell

##### **Attendance**

Moten, Andrew  
Moye, Dennis  
Thomas, Kayotris

Wade, James  
**Graduation Coach**  
Lightfoot, Tomeka

##### **Social Workers**

Hayes, Monica  
Hill, Kennedy  
Hill, Khelsii  
Leath, Kimberly  
Moore, Sherita  
Richardson, Jessica  
Tolbert, Destiny  
Varnado, Jazmine

##### **JROTC**

Roberts, Charlie

##### **GTC**

Cole, Miranda  
Drake, Doris  
Dupont, Natalie  
Hines, Rebecca  
Sapp, Angela  
Thomas, Tatia

##### **Transportation**

Moore, H. Gerard  
Rittman-Jackson, Debra  
Rutten, Mary  
Taylor, Jimmy  
Woods, Lucy

##### **Safety Guardians**

Blocker, Lakeasha  
Bradwell, Kurk  
Centeno, Eduardo  
Harper, Juan  
March, Bernard  
McNealy, Deandrea  
McNealy, Janyia  
Palm, Efren  
Shazer, Markita  
Yon, K'Dentris

##### **Head Start/PreK**

Brown, Shannon  
Bryant, Cametra  
Goss, Stacey  
Hills, Kecia  
Richardson, Natasha  
Williams, Treshandra  
York, Clarissa





## PAEC Human Resources Services District Summary 2023-2024

District: Gadsden

Service: Human Resources Services

Description:

The specific needs, which will be met by consortium activity as they relate to the Human Resources Support Services to Districts, are:

- A. PAEC Human Resources Support Services will comply with all requirements relating to s.119.07, F.S, Florida’s public records act.
- B. Assist in streamlining Human Capital Management System and utilizing system data metrics.
- C. Facilitate networking and sharing of best practices in school district Human Resources.
- D. Assist district in planning and coordinating targeted professional development.
- E. Collaborate and inform on all matters related to innovative recruitment and retention initiatives/strategies.
- F. Provide training and support for implementation of Skyward Fast Track.
- G. Assist in development of recruitment programs, budgets, brochures, and other related material.
- H. Target specific universities and teaching colleges within Florida and out-of-state, if applicable, for recruitment visits (includes registration fees for respective career fairs).
- I. Coordinate with district staff to plan a recruitment event for the Northwest Florida region.
- J. Work with district and PAEC staff to implement comprehensive induction programs that include mentoring, staffing high need/critical areas, alternative certification options and community involvement in welcoming and supporting new teachers.
- K. Work with districts on grow-your-own teacher initiatives (including Future Educator Clubs).
- L. Serve as a liaison with the Florida Department of Education Educator Recruitment Development and Retention Office and work to secure support for PAEC recruitment initiatives.

Coordinator: Charles Walker  
850-638-6131 ext. 2322

2023-2024 District Assessment:

Each district pays a fixed base assessment based on the total salary and benefits of the project with the remainder of the budget divided by most recent unweighted FTE 3rd calculation as per the previous year’s enrollment.

Total FTE: 4,681.35  
Variable Assessment: .66 per FTE

Fixed Based: \$3,534.82  
Variable Assessment: \$3,089.69  
Credit: \$0  
Total Assessment: \$6,624.51

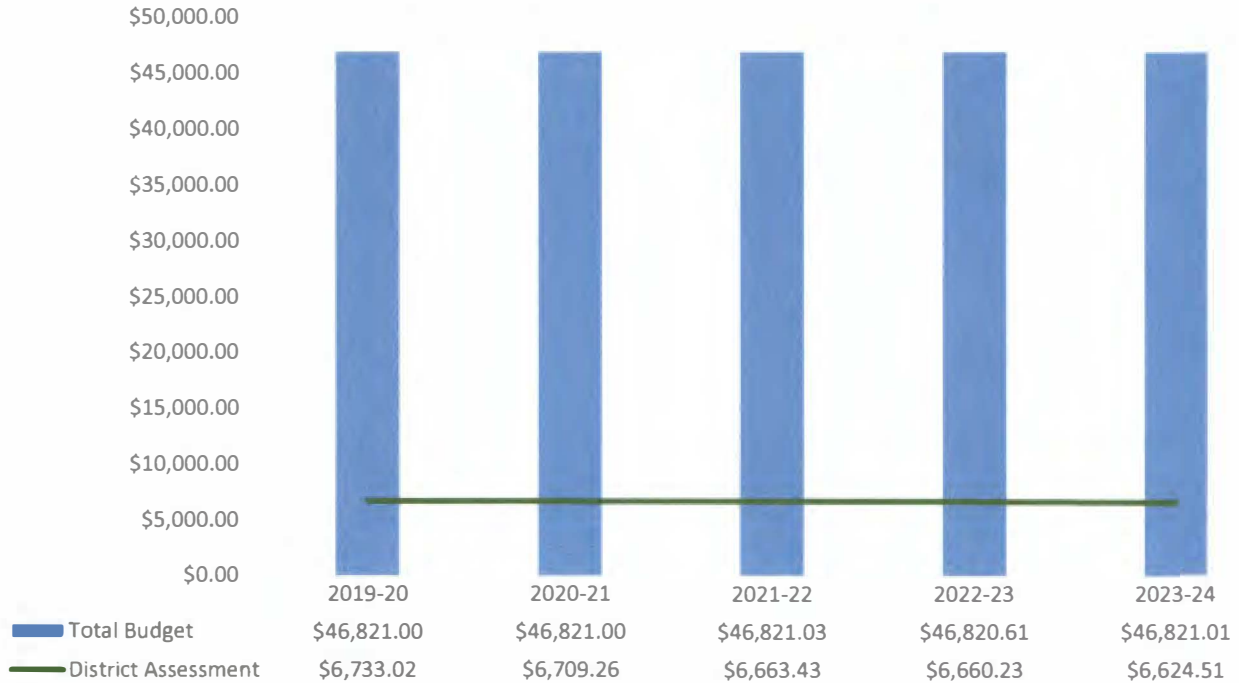
2023-2024 Budget: \$46,821.00



## PAEC Human Resources Services District Summary 2023-2024

5-year History of District Assessment and Total Budget:

Human Resources Services District Assessment  
5-year History  
Gadsden County



<b>PAEC Human Resources Services Project Budget 2023-2024</b>			
<b>FUNCTION</b>	<b>OBJECT</b>	<b>ACCOUNT TITLE AND NARRATIVE</b>	<b>Amount Allocated</b>
	160	Salary (.46 FTE)	\$ 27,582.00
	210	Retirement @ 10.82%	\$ 2,984.38
	220	Social Security @ 7.65%	\$ 2,110.02
	230	Insurance \$455/mo x12	\$ 2,730.00
	240	Workman's Compensation 1%	\$ 413.73
	330	Travel Staff: meeting with districts, collaborative efforts to meet with partners, and professional development for PAEC staff	\$ 5,294.29
	360	Rentals	\$ 3,706.58
	390	Other purchased services: Fiscal Agent Fee and Operations Fee	\$ 2,000.00
<b>Total</b>			<b>\$ 46,821.00</b>



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: May 23, 2023

TITLE OF AGENDA ITEM: **PAEC Gateway Finance/Payroll District Summary 2023-2024**

DIVISION:

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

**PURPOSE AND SUMMARY OF ITEM:**

**Description:** The general services to be provided by Gateway are .

- A. PAEC Gateway Services will comply with all requirements relating to s.119.07, F.S, Florida's public records act.
- C. Contracting for software updates, maintenance, and technical assistance .
- D. Application of software updates implemented at hosting service.
- E. Training of district personnel with regard to:
  - 1. Initial and continuing implementation of system
  - 2. Operational changes required by software updates
  - 3. Operational changes per requirements of the Florida Department of Education.
- F. On-site and telephone consultation to provide technical assistance and problem correction .
- G. Technical assistance in the maintenance of files to provide long-term records
- H. Technical assistance in the operation of data processing equipment necessary to operate the system.
- I. Maintenance of disk packs required for software libraries and online user files.
- J. Technical assistance in providing required automated files to DOE.
- K. Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
- L. Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems. Other services recommended by the extended PAEC Board of Directors for the Gateway Educational Computing Consultants Project and approved by the fiscal agent.

**FUND SOURCE:** General Fund

**AMOUNT:** \$58,654.50

**PREPARED BY:** Dr. Sylvia R. Jackson

**POSITION:** Assistant Superintendent for Support Services

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: \_\_\_\_\_





## PAEC Gateway Finance/Payroll District Summary 2023-2024

**District:** Gadsden

**Service:** Finance/Payroll

**Description:** The general services to be provided by Gateway are.

- A. PAEC Gateway Services will comply with all requirements relating to s.119.07, F.S, Florida’s public records act.
- C. Contracting for software updates, maintenance, and technical assistance.
- D. Application of software updates implemented at hosting service.
- E. Training of district personnel with regard to:
  - 1. Initial and continuing implementation of system
  - 2. Operational changes required by software updates
  - 3. Operational changes per requirements of the Florida Department of Education.
- F. On-site and telephone consultation to provide technical assistance and problem correction.
- G. Technical assistance in the maintenance of files to provide long-term records
- H. Technical assistance in the operation of data processing equipment necessary to operate the system.
- I. Maintenance of disk packs required for software libraries and online user files.
- J. Technical assistance in providing required automated files to DOE.
- K. Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
- L. Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems. Other services recommended by the extended PAEC Board of Directors for the Gateway Educational Computing Consultants Project and approved by the fiscal agent.

**Manager:** Phillip Lindsey (850) 638-6131 ext. 2329  
**Program Advisory Committee:** Gateway Finance Advisory Committee  
**Committee Budget Approval Date:** 04/04/2023  
**District Advisory Committee Member:** LaClarence Mays

**2023-2024 District Assessment:**

Each district pays a fixed base assessment based on the total salary and benefits of the project with the remainder of the budget divided by most recent unweighted FTE 3rd calculation as per the 2022-23 year’s enrollment.

Total FTE: 4681  
 Variable Assessment: 1.5166805580 per FTE

Fixed Based: \$ 17500.00  
 Variable Assessment: \$ 20354.57  
 Credit: \$ 4245.54  
Total Assessment: \$ 58654.50



## PAEC Gateway Finance/Payroll District Summary 2023-2024

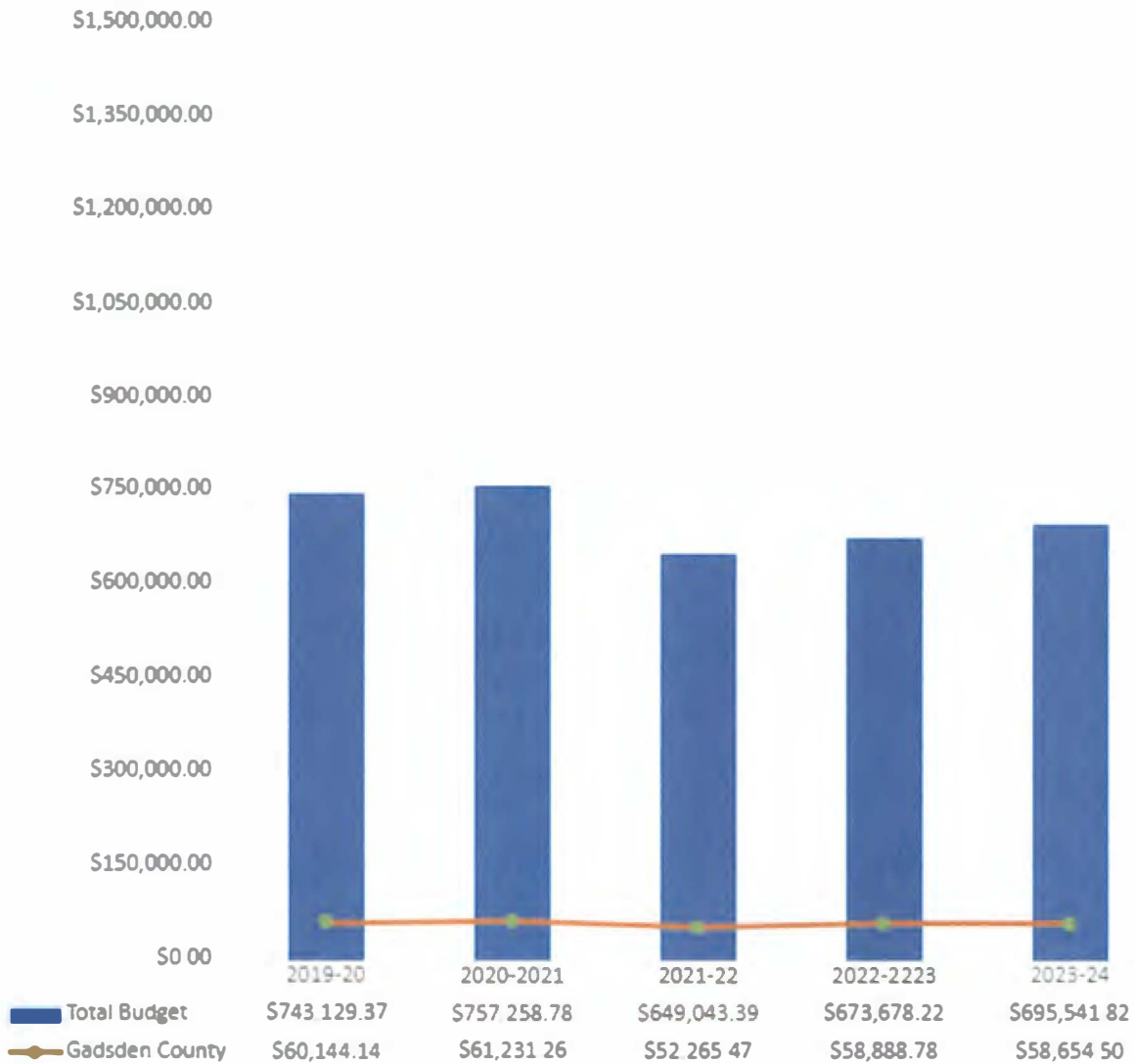
Gateway Finance 2023-2024			
Funds Assessed for 23-24 Fiscal Year			
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	Amount Allocated
7700	103	Terminal Sick Leave @80%	\$ -
7700	104	Terminal Pay (Annual Leave)	\$ 19,973.00
7700	105	Terminal Sick Leave Bank	\$ 61,898.00
7700	110	Salary-Administrator (.15)	\$ 13,946.00
7700	160	Salary-Analyst II (1), Consultant II (1), Secretary I (.10)	\$ 16,644.00
7700	210	Retirement @ 10%	\$ 23,862.00
7700	220	Social Security @ 7.65%	\$ 13,800.00
7700	230	Insurance \$468.62/mo x12	\$ 12,384.00
7700	240	Workmen's compensation 1%	\$ 2706.00
7700	310	Professional and Technical Service	\$ 10,000.00
7700	319	Tech-Related Professional Services	\$ 88,805.00
7700	330	Travel Staff; travel to conferences; District face to face technical services	\$ 13,600.00
7700	350	Repairs and Maintenance	\$ -
7700	360	Rentals	\$ -
7700	369	Technology-Related Rentals	\$348,237.93
7700	370	Communications-	\$ -
7700	379	Telephone and Other Data Communication Services - Verizon Hotspots and Zoom	\$ -
7700	390	Other purchased services: Fiscal Agent Fee	\$ 5,000.00
7700	390	Other purchased services: PAEC Operations	\$ 14,000.00
7700	399	Other Technology-Related Purchases	\$ 15,600.00
7700	510	Consumable Materials – Office supplies	\$ 90.00
7700	519	Technology-Related Supplies	\$ 390.00
7700	530	Periodicals	\$ -
7700	590	Other Materials and Supplies	\$ 300.00
7700	641	Equipment over \$499	\$ 700.00
7700	642	Furniture and Equipment \$50 thru \$499	\$ 200.00
7700	643	Computer Hardware Over \$499 - Laptop Replacement	\$ 3,000.00
7700	644	Computer Equipment under \$499	\$ 1,000.00
7700	691	Computer Software over \$499	\$ 4,000.00
7700	692	Computer Software under \$499	\$ 2,000.00
7700	730	Dues and Fees	\$ 1,000.00
7700	750	Other Personal Services	\$ -
<b>Total</b>			<b>\$ 823,021.93</b>
<b>Cumulative Funding Set Aside (not including 23-24 contributions)</b>			
		Credit to Districts	(55,192.17)
7700	104	Fund Balance	\$ (19,581.00)
7700	105	Fund Balance	\$ (52,707.00)
7700	750	Emergency Reserves per Committee Request	\$
<b>Total</b>			<b>\$ 695,541.76</b>



## PAEC Gateway Finance/Payroll District Summary 2023-2024

5-year History of District Assessment and Total Budget:

### Gateway Finance/Payroll District Assessment 5-year History







## PAEC Student Data Services District Summary 2023-2024

District: Gadsden

Service: Student Data

Description: The PAEC Student Data Services program offers a comprehensive suite of expert-level support services to participating districts. These services are designed to provide districts with the necessary tools and resources to efficiently manage their student data and accurately report that data to FLDOE. The services are organized into three main categories: Training, Help Desk Support, and Technical Services.

Training: Our training services include two days of on-site staff training, bi-weekly live webinar training, quarterly in-person member meetings and trainings, quarterly data entry training, and a web repository of training documents and videos. Our training program is designed to provide districts with the knowledge and skills necessary to effectively manage their student data.

Help Desk Support: We offer expert-level live support for MIS staff via phone, email or online chat weekdays from 8am to 5pm Eastern Time. Additionally, we provide a weekly hot topics newsletter for MIS staff. Our support team is dedicated to providing districts with the help they need to resolve any issues with their student data system.

Technical Services: Our technical services include dedicated database management, custom report creation, 3rd party software integrations, assessment score import assistance including template creation, instructions, and support, software update testing and upgrade assistance, and custom program creation. Our technical team has the knowledge and experience to provide districts with the tools and resources they need to manage their student data effectively.

Manager: Katie Foley (850)-257-7426  
Program Advisory Committee: Student Data Services Advisory Committee  
Committee Budget Approval Date: March 8, 2023  
District Advisory Committee Member: Darlean Youmans  
District Advisory Committee Alternate: Desmona Hale

### 2023-2024 District Assessment

Each district pays a fixed base assessment with the remainder of the budget divided by the most recent FTE 3<sup>rd</sup> calculation and WDIS 2021-22 year enrollment.

K-12 FTE:	4,681.35
WDIS FTE:	118
Total FTE:	4,799.35
Variable Assessment:	\$1.51 per FTE

Fixed Based:	\$15,000.00
Variable Assessment:	\$7,245.90
<u>Total Assessment:</u>	<u>\$22,245.90</u>



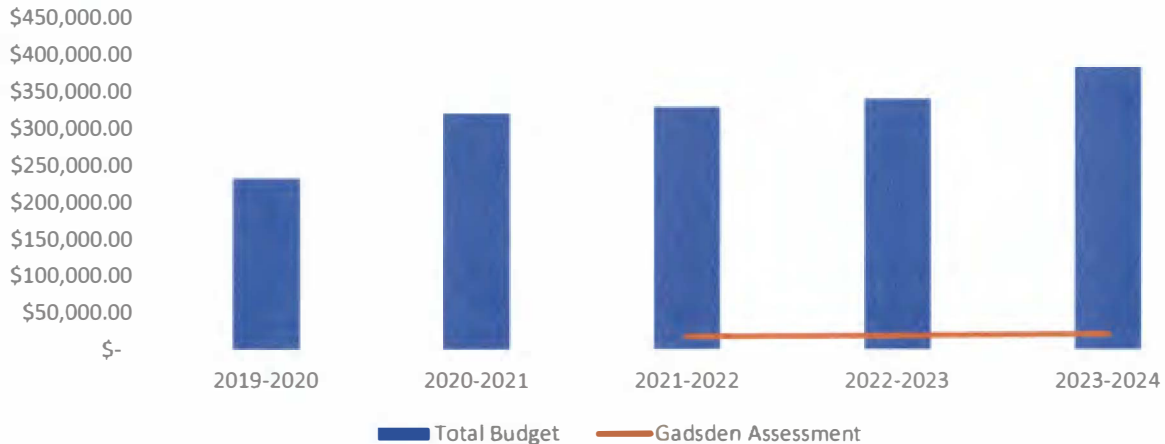
## PAEC Student Data Services District Summary 2023-2024

### 2023-2024 Budget:

Function	Object	Account Title and Narrative	Amount Allocated
	104	Terminal Annual Leave Bank	\$ -
	105	Terminal Sick Leave Bank	\$ 24,252.58
	110	Salary-Administrator (.15)	\$ 13,946.41
	160	Salary-Program Manager (1), Consultant III (1), Consultant II (1), Secretary I (.10)	\$ 240,668.59
	210	Retirement @11.91%	\$ 30,324.65
	220	Social Security @ 7.65%	\$ 19,478.05
	230	Insurance \$468.62/mo x12	\$ 18,276.1
	240	Workmen's compensation 1.5%	\$ 3,819.22
	330	Travel Staff	\$ 19,125.00
	370	Communications- Zendesk, Zendesk Talk, Zendesk Chat	\$ 5,625.00
	379	Telephone and Other Data Communication Services	\$ 1,980.00
	390	Other purchased services: Fiscal Agent Fee	\$ 2,402.10
	390	Other purchased services: PAEC Operations	\$ 692.77
	510	Consumable Materials – Office supplies	\$ 750.00
	643	Computer Hardware Over \$499 - Laptop Replacement Budget	\$ 1,200.00
	644	Computer Hardware Under \$499	\$ -
	692	Computer Software	\$ 665.47
	750	Supplemental Assessments	\$ -
<b>Total Assessment</b>			<b>\$ 383,216.09</b>
	104	Balance - Terminal Annual Leave Bank	\$ 22,967.05
	105	Balance - Terminal Sick Leave Bank (before 2023-24)	\$ 72,410.45
	643	Balance - Laptops Replacement Fund (before 2023-24)	\$ -
	750	Balance - Estimated Remaining Rollover Funds	\$ 10,753.50
<b>Estimated Total Rollover Balance into 2023-2024</b>			<b>\$ 106,131.00</b>

### 5-year History of District Assessment and Total Budget:

## Student Data Services 5-Year History









## PAEC Member Services District Summary 2023-2024

District: Gadsden County

Service: PAEC Member Services

Description:

Pursuant to F.S. 1001.451 Regional consortium service organizations were created to provide a full range of programs to larger numbers of students, minimize duplication of services, and encourage the development of new programs and services. School districts with 20,000 or fewer unweighted full-time equivalent students and developmental research schools established pursuant to F.S. 1002.32 are eligible to become a member of a regional consortium service organization.

PAEC provides services that include, but are not limited to, the bidding, contracting, and purchasing arrangements pursuant to a plan of implementation for the following:

- A. Professional Development Center with electronic learning content and management system (FloridaLearns Academy™)
- B. Federal and State Discretionary Programs
- C. Federal and State Mandated Programs
- D. Cooperative Bidding & Purchasing
- E. Risk Management Services
- F. Financial and Data Management Information Services (Gateway)
- G. Distance Learning Services
- H. Instructional Services
- I. Resource Development
- J. Exceptional Student Education Services
- K. Federal and State Grant Procurement and Coordination
- L. Health Insurance
- M. Planning and Accountability
- N. Student Data Services
- O. Any other services recommended by the Board of Directors of the Consortium and approved by the District of Record, currently the Washington County School Board.

Coordinator: John Selover, Executive Director

Program Board: PAEC Board of Directors

Budget Approval: April 12, 2023

Board Member: Superintendent Elijah Key

2023-2024 District Assessment:

For PAEC membership, each district pays a fixed base of \$3,000 plus \$2.00 / FTE based on the 3rd calculation of the previous fiscal year.





## PAEC Member Services District Summary 2023-2024

Total FTE: 4681.35  
 Fixed Based: \$3,000  
 Variable Assessment: \$2.00 per FTE  
  
Total Assessment: \$12,362.70

2023-2024 Budget:

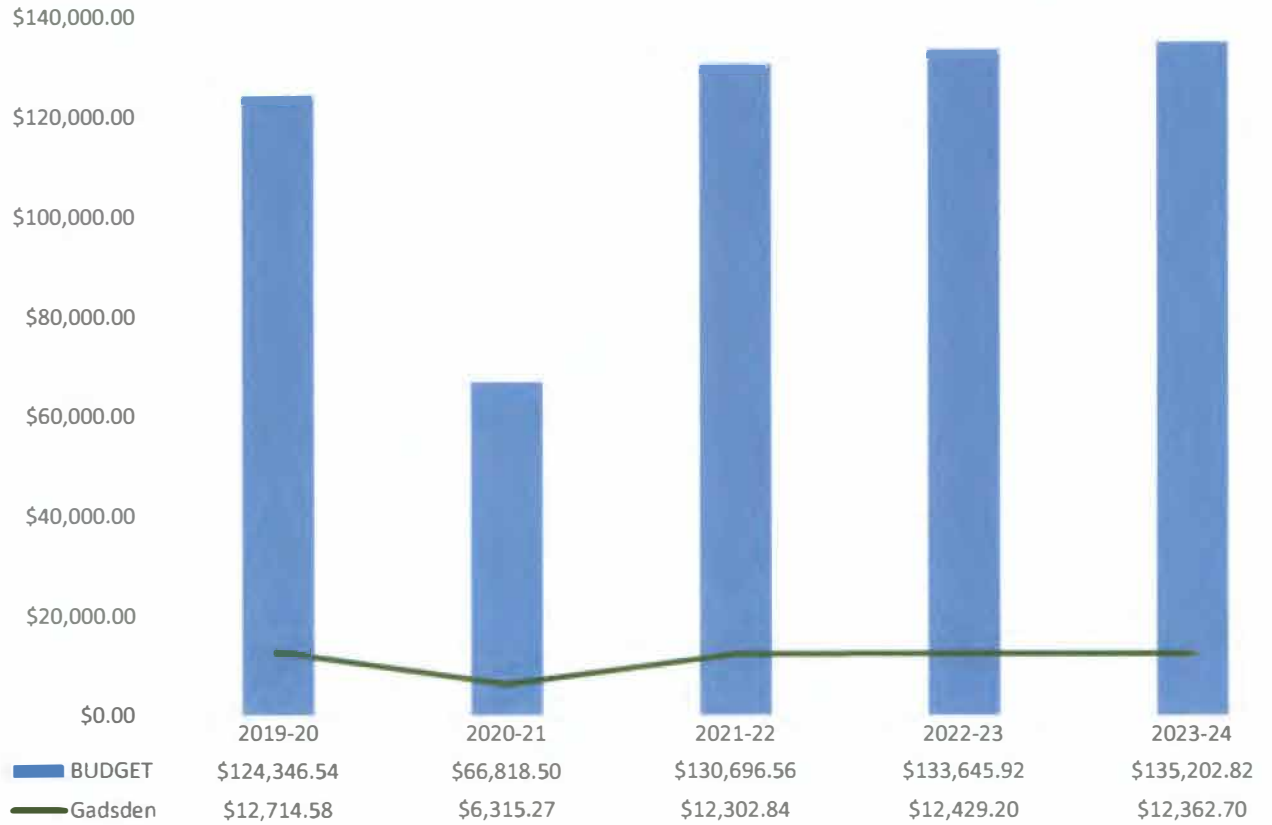
PAEC Member Services 2023-24			
FUNCTION	OBJECT	ACCOUNT TITLE	AMOUNT
7700	1040	Annual Leave Terminal Benefits	-
7700	1050	Sick Leave Terminal Benefits	18,000.00
7700	1100	Salaries	-
7700	1600	Salaries - Other Support Personnel	7,000.00
7700	2100	Retirement	757.40
7700	2200	Social Security	535.50
7700	2300	Health Insurance	764.40
7700	2400	Workers Comp	70.00
7700	2500	Unemployment	70.00
7700	3100	Professional and Technical Services	32,000.00
7700	3300	Travel	10,761.02
7700	3500	Repairs and Maintenance	8,000.00
7700	3600	Rental	750.00
7700	3690	Technology - Rentals for computer/equipment rentals, license fees	4,500.00
7700	3700	Communications	500.00
7700	3900	Other Purchased Services (Fiscal Agent Fee)	9,300.00
7700	4300	Electricity	750.00
7700	5100	Consumable Supplies	1,200.00
7700	5190	Technology-Related Supplies	1,000.00
7700	5900	Nonconsumable Supplies	1,400.00
7700	6410	Equipment	4,000.00
7700	6420	Furniture, equipment	1,000.00
7700	6430	Capitalized computer hardware & tech-related infrastructure	3,149.50
7700	6440	Noncapitalized computer hardware	1,500.00
7700	6480	Technology - Capitalized furniture, fixtures and equipment	500.00
7700	6490	Technology - Noncapitalized furniture, fixtures and equipment	500.00
7700	6800	Facility Repairs and Maintenance (remodeling/renovation)	17,000.00
7700	7300	Dues and Fees	10,145.00
7700	7500	Other Personal Services	50.00
<b>TOTAL</b>			<b>\$135,202.82</b>



## PAEC Member Services District Summary 2023-2024

5-year History of District Assessment and Total Budget:

Member Services District Assessment  
5-year History  
Gadsden County







# PAEC Professional Development Center District Summary 2023-2024

District: GADSDEN

Service: Professional Development

Description: PAEC Professional Development Center provides each participating district with a variety of support services. These services are broken into three categories: Training, Help Desk Support and Technical services. We have included a summary below of each category of service:

*Training:* Face-to-face and online professional development.

*Help Desk/Support:* Telephone support line open from 7:30am to 4:30pm Central.

*Technical Services:* Toll-free technical support hotline, technical assistance with legislative mandates and FLDOE initiatives, professional development protocol, Professional Learning Catalog, and endorsement program renewals with submission to the State, professional learning plans, and multi-district in-services.

Coordinator: Dr. Maria I. Pouncey (850)-638-6131

Program Advisory Committee: Professional Development Center Advisory Council

Committee Budget Approval Date: April 12, 2023

District Advisory Committee Member: Kameelah Weeks

District Advisory Committee Alternate: None

## 2023-2024 District Assessment - GADSDEN

Each district pays a fixed base assessment based on the total salary and benefits of the project with the remainder of the budget divided by most recent unweighted FTE 3rd calculation as per the 2022-23 year's enrollment.

Total FTE:	4681.35
Variable Assessment:	\$4.00 per FTE
<u>Total Assessment:</u>	\$18,725.40



**PAEC Professional Development Center District Summary  
2023-2024**

2023-2024 Budget:



**PAEC  
Professional Development Center  
90930  
2023-2024**

<b>FUNCTION</b>	<b>OBJECT</b>	<b>ACCOUNT TITLE AND NARRATIVE</b>	<b>Amount Allocated</b>
7700	104	Terminal Annual Leave	\$3,876.84
7700	105	Terminal Sick Leave	\$401.05
7700	110	Salary -Administrator	\$2,500.00
7700	160	Salary - 2.66 FTEs 4 staff members	\$131,184.05
7700	210	Retirement	\$14,194.11
7700	210	DROP Retirement	\$466.00
7700	220	Social Security	\$10,226.83
7700	230	Insurance	\$14,002.37
7700	240	Worker's compensation	\$2,005.27
7700	310	Other Personal	\$3,047.65
7700	330	Travel Staff	\$2,000.00
7700	7300	Operations	\$7,738.00
7700		Fiscal Agent Fee	\$2,832.87
<b>Total</b>			<b>\$194,475.04</b>



## PAEC Professional Development Center District Summary 2023-2024

5-year History of District Assessment and Total Budget:

### PDC Budget History - Gadsden County



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7f

DATE OF SCHOOL BOARD MEETING: May 23, 2023

TITLE OF AGENDA ITEM: Career & Technical Education Career Pathways  
Articulation Agreement between Tallahassee Community  
College and Gadsden County Schools 2022-2023.

DIVISION: Secondary Education

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this agenda item is to request board approval of the Career & Technical Education Career Pathways Articulation Agreement between The Gadsden County School Board and Tallahassee Community College governing the enrollment of students for the 2022-2023 school term.

FUND SOURCE: FEFP

AMOUNT: Undetermined – based upon enrollment

PREPARED BY: Sylvia R. Jackson, Ed.D. 

POSITION: Assistant Superintendent for Support Services \_\_\_\_\_

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: \_\_\_\_\_

**Career and Technical Education  
Tallahassee Community College & Gadsden County School Board  
Career Pathways Articulation Agreement  
2022-2023**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.



### **Conditions of Agreement**

1. Gadsden County High School faculty and TCC faculty will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Gadsden County High School and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden County High School and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Gadsden County High Schools or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Healthcare Programs for Tallahassee Community College, District Representative for Gadsden County and the TCC Career Pathways Specialist.

## GADSDEN COUNTY HIGH SCHOOL CAREER PATHWAYS

High School CTE Pathway Program of Study: **Applied Information Technology (9003400)**

Tallahassee Community College Program: **Computer Programming and Web Development, A.S.  
Computer Programming Specialist Certificate  
Computer Programming and Analysis Certificate**

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
8207310 Digital Information Technology	Completion of the high school program	CGS 1060 Computer and Information Literacy	3
9003410 Computer Fundamentals			
9003420 Web Technologies			
9003430 IT Systems & Applications			
9003440 Database Essentials			
9003450 Programming Essentials		CGS 1820 Web Page Authoring	3
9003460 Web Development Technologies			
9003470 Multimedia Technologies			
9003480 Computer Networking Fundamentals			
9003490* Cybersecurity Fundamentals			
<b>Validation Mechanism</b>			
High School transcript noting: <ul style="list-style-type: none"> <li>Completion of high school CTE courses</li> </ul>			

**High School CTE Pathway Program of Study: Digital Design (8209600)**

**Tallahassee Community College Program: Graphic Design and Web Technology, A.S.**

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
8207310 Introduction to Information Technology	Completion of the high school program	CGS 1060 Computer and Internet Literacy	3
8209510 Digital Design 1			
8209520 Digital Design 2	And	PGY2801C Photoshop	3
8209530 Digital Design 3	CIW Master Designer PROSO004		
8209540 Digital Design 4	OR	Elective Credit	3
8209550 Digital Design 5	Adobe Certified Associate Certificate(s)		
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none"> <li>• Completion of high school CTE courses</li> </ul>			

High School CTE Pathway Program of Study: **Nursing Assistant: Acute and Long-Term Care (8417210)**

Tallahassee Community College Program: **Emergency Medical Services A.S.**

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
8417100 Health Science Anatomy and Physiology	Completion of the high school program	HSC2531 Medical Terminology	3
8417110 Health Science Foundations		DEP2004 Human Growth and Development	3
8417211 Nursing Assistant 3		<b>Validation Mechanism</b>	
High School transcript noting: <ul style="list-style-type: none"> <li>• Completion of high school CTE courses</li> </ul>			

### **Procedure**

1. The Gadsden Technical College Career and Technical Education Director will provide evidence of completion to the designated Tallahassee Community College Career Pathways Specialist.
2. Tallahassee Community College's designated Career Pathways Specialist will issue a letter to students who have successfully completed the Gadsden Technical College program as reported by the Career and Technical Education Director.
3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forward to TCC. Students will receive block credit upon submission of the Gadsden Technical College transcript.

### **Conditions of Agreement**

1. Gadsden Technical College and TCC's faculty will review course textbooks, syllabi and other institutional materials as needed in order to develop articulated programs of study.
2. Gadsden Technical College and TCC's will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden Technical College and TCC will cooperate in publicizing Career Pathways in order to ensure that students are aware of the opportunities.
4. Tallahassee Community College will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee. The articulation committee will be composed of the Principal of Gadsden Technical College, the Director of Secondary Schools, the Provost and Vice President of Academic Affairs and the Dean of Technology of Professional Programs.

**GADSDEN TECHNICAL COLLEGE CAREER PATHWAY**

**Technical College CTE Pathway Program of Study: Carpentry (C510300)**

**Tallahassee Community College Program: Building Construction Management, A.S.**

Technical College Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
BCV0012 Introduction to Carpentry	Completion of the career certificate program	BCN2230 Construction Materials and Methods	3
BCV0122 Rough Framing Carpentry			
BCV0123 Foundation and Form Carpentry			
BCV0125 Finish Trim Carpentry			
<b>Validation Mechanism</b>			
Technical College transcript noting: <ul style="list-style-type: none"> <li>• Completion of the career certificate program</li> </ul>			


Technical College CTE Pathway Program of Study: **Practical Nursing**

Tallahassee Community College Program: **Nursing A.S.**

Technical College Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
PRN0098 Practical Nursing Foundations 1	Completion of the career certificate program	NUR1021C Nursing Process I	10
PRN0099 Practical Nursing Foundations 2			
PRN0290 Medical Surgical Nursing 1			
PRN0291 Medical Surgical Nursing 2			
PRN0690 Comprehensive Nursing and Transitional Skills			
<b>Validation Mechanism</b>			
Technical College transcript noting: <ul style="list-style-type: none"> <li>• Completion of the career certificate program</li> </ul>			

**IN WITNESS WHEREOF**, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers.

4/17/23  
Date

  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

4/17/23  
Date

  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Gadsden County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Gadsden County School District



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7g

DATE OF SCHOOL BOARD MEETING: May 25, 2023

TITLE OF AGENDA ITEM: Purchase Order Request for Bumper To Bumper Auto Parts

DIVISION: Gadsden Technical College

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

**PURPOSE AND SUMMARY OF ITEM:**

This Board request is for the approval of a purchase order to be issued to Bumper To Bumper Auto Parts in the amount of \$38,200.00. This amount will cover the purchase of two auto lifts to be used in the Automotive Shop as production and training tools for the program. The students will learn how to operate this equipment that has become the industry standard and will be able to service various sized vehicles due to the lifts' capabilities. The amount will also cover the installation costs for both lifts. Attached is a copy of the sales quote for the two pieces of equipment. Also attached are quotes from two other companies. There is already an approved funding source for this equipment.

**FUND SOURCE:** Florida Job Growth Grant assigned to GTC

**AMOUNT:** \$38,200.00

**PREPARED BY:** Tom Saxton

**POSITION:** Director of GTC and CTE

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: SH 5/2/23



f /BumperToBumperAutoParts

@ /BumperToBumperAutoParts

#239 CROW-BURLINGAME CO  
 1141 W. JEFFERSON ST.  
 BUMPER TO BUMPER  
 QUINCY, FL 32351  
 (850)627-9551

239-120

RECEIVED BY

Quote will expire 5/1/2023

2390067

(850)875-8324

Quote #



02390000120

Station: MGR

GADSDEN TECH/AUTO DEPT  
 201 EXPERIMENT STATION RD

PO #

Date: 4/17/2023

Page #1

Time: 10:47:55  
 Counterman: MP

QUINCY, FL 32351

Qty	Line	Part #	Descr	Core	List	Your Cost	Extension	Tax
OO 1	BO	DP18N001BL	18000 lift installed	0.00	51,162.16	21,099.99	21,099.99	N
OO 1	BO	DP15N001BL	15000 lift installed	0.00	40,797.30	17,099.99	17,099.99	N

Qty	Freight	Labor	Disc	Core Total	List Total	Non-Taxable	Taxable Total Tax
2	0.00	0.00	-0.00	0.00	91,959.46	38,199.98	0.00 0.00

Sign up for promotions at [www.btbaautoparts.com](http://www.btbaautoparts.com)

\*\*\*\*\* QUOTE \*\*\*\*\*

Pay This Amount: \$38,199.98 \*

# TALLAHASSEE



QUOTE: Q20230415

<b>DP18N001BL</b>	18724	1	\$ 23,512.84	\$ 23,512.84
18000# TWO POST LIFT INSTALLED EXCLUDING ELECTRICAL				
<b>DP15N001BL</b>	14510	1	\$ 17,172.86	\$ 17,172.86
15000# TWO POST LIFT INSTALLED EXCLUDING ELECTRICAL				
TOTAL				\$ 40,685.70



Thomas Saxton <saxtont@gcpsmail.com>

**RE: LEAD from Website: Contact Page**

1 message

**Anthony DeGrazia** <adegrazia@tllifts.com>  
To: "saxtont@gcpsmail.com" <saxtont@gcpsmail.com>

Fri, Apr 21, 2023 at 9:39 AM

Hi Thomas

It was great speaking with you on the phone today. I am happy to supply the following quotes for you:

TLS216SSR1 16k 2 post lift made in Canada \$20695 plus delivery and install of approx \$2000

TLS220SSR1 20K 2 post lift made in Canada \$25195.50 plus delivery and install of Approx. \$2000

I have attached the literature for your reference and look forward to answering any questions you may have.

Enjoy your weekend!

**Anthony DeGrazia**

Sales Manager TLS Lifts/The Lift Superstore

Mobile (416) 997-8450 Office 1-866-799-5438



**From:** Lift SuperStore <sales@liftsuperstore.com>  
**Sent:** Friday, April 21, 2023 9:24 AM  
**To:** Gary DiAngelo <gdiangelo@tllifts.com>; Anthony DeGrazia <adegrazia@tllifts.com>  
**Subject:** LEAD from Website: Contact Page

**Name**

Thomas Saxton

**Email**

saxtont@gcpsmail.com

**Phone**

(850) 875-8324

**City**

Quincy

**Country**

US

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7h

DATE OF SCHOOL BOARD MEETING: May 25, 2023

TITLE OF AGENDA ITEM: Purchase Order Request for Wm. J. Redmond & Son, Inc.

DIVISION: Gadsden Technical College

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

**PURPOSE AND SUMMARY OF ITEM:**

This Board request is for the approval of a purchase order to be issued to Wm. J. Redmond & Son, Inc. in the amount of \$65,000.00. This amount will cover the purchase of a CNC Router to be used in the Carpentry Shop as a production and training tool for the program. The students will learn how to operate this equipment that has become the industry standard and will be able to create diverse and complex projects due to the machine's versatility. The amount will also cover the purchase and installation of a dust collection system in the shop to create a healthier working environment. This system will have the capability of attaching to approx.. 6-8 woodworking machines. Attached is a copy of the sales quote for the two pieces of equipment. Also attached are emails from two other companies. There is already an approved funding source for this equipment.

**FUND SOURCE:** Career Dual Enrollment Pathways Grant assigned to GTC

**AMOUNT:** \$65,000.00

**PREPARED BY:** Tom Saxton

**POSITION:** Director of GTC and CTE

---

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: SH/ 5/2/23



**Wm. J. REDMOND & Son, Inc.**  
 58 Weldon Road, Palmetto, GA 30268  
 REMIT TO: PO Box 636, Moreland, GA 30259  
 (770) 683-7297 Fax (770) 683-7141  
 800-428-9898  
 www.redmondmachinery.com

# Quotation

Quote Number  
 GadsdenTI-SR48V  
 Quote Date  
 Apr 11, 2023  
 Page:  
 1

**Quoted to / Bill to:**

School Board of Gadsden County  
 Acct Payable  
 35 Martin Luther King Jr. Blvd  
 Quincy, FL 32351

**Ship to:**

Gadsden Technical Institute  
 201 Martin Luther King Jr. Blvd  
 Attn: Jeff Suber  
 Quincy, FL 32351

**Phone:** 850-875-8324  
**Fax:**

Customer ID	Valid Until	Payment Terms	Ship Via	Sales Rep
Gadsden Co BOE FL	5/11/23	Net 30 Days with PO	Redmond Delivery	Scotty

Quantity	Item	Description	Unit Price	Extension
1		Camaster/Redmond RED-EDU-SR48V CNC Router, 4' X 8', with Vacuum Hold-Down for Material. To Include: *Made in the USA-Here in Georgia * 48" x 96" x 6" Cutting Area * Steel Gantry and Steel Side Support - NEW Standard Upgrade Feature * Brushless Servos Drive System - NEW Standard Upgrade Feature * Router Spindle * Router On\Off Via G Code and Control PC * Standard 3 axis (Dual Drive on Y) High Definition NEMA 34 900 oz Digital Microstep Drive System * 1 Inch Sealed MDF Tabletop * Hiwin Industrial Bearings And Rails on All Axes * Dust Hood with Outlet for Connecting to Dust Collector * Emergency Stop Switch (E-Stop) * Z Tool Measure Pad * Limit Switches On All Axes With Soft Limits * Welded Frame * V-Carve Pro Software * WinCNC Windows PC-Based CNC Control System W/ PC, Keyboard, Mouse, & 19" Flat LCD Monitor * Includes 1/4", 3/8" and 1/2" ER25 Collets *Starter Tooling Kit *Stinger Counter Balance *Spindle Speed Control From WinCNC. This option gives user	42,900.00	42,900.00

Thank you for the opportunity to quote your machinery needs.  
 To accept this offer, simply fill in the required information below, sign and return.

<b>Subtotal</b>	Continued
<b>Freight</b>	
<b>Sales Tax</b>	Continued
<b>Total</b>	Continued

**Print Your Name:** \_\_\_\_\_

**Signature of Acceptance:** \_\_\_\_\_

**Purchase Order or Credit Card No:** \_\_\_\_\_

**Credit Card Expiration Date:** \_\_\_\_\_ **Credit Card Security Code:** \_\_\_\_\_



**Wm. J. REDMOND & Son, Inc.**  
 58 Weldon Road, Palmetto, GA 30268  
 REMIT TO: PO Box 636, Moreland, GA 30259  
 (770) 683-7297 Fax (770) 683-7141  
 800-428-9898  
 www.redmondmachinery.com

# Quotation

Quote Number  
 GadsdenTI-SR48V  
 Quote Date  
 Apr 11, 2023  
 Page:  
 2

**Quoted to / Bill to:**

School Board of Gadsden County  
 Acct Payable  
 35 Martin Luther King Jr. Blvd  
 Quincy, FL 32351

**Ship to:**

Gadsden Technical Institute  
 201 Martin Luther King Jr. Blvd  
 Attn: Jeff Suber  
 Quincy, FL 32351

Phone: 850-875-8324  
 Fax:

Customer ID	Valid Until	Payment Terms	Ship Via	Sales Rep
Gadsden Co BOE FL	5/11/23	Net 30 Days with PO	Redmond Delivery	Scotty

Quantity	Item	Description	Unit Price	Extension
		precise control of Spindle RPM. * Fast Tool Change (FTC) * Laser Cross Hair for quickly set your job home and zero out your X and Y * Hurricane Vacuum Pump for Material Hold Down * Redmond Machinery Freight/Delivery/Placement * Redmond Machinery Installation & On-Site Training, 1 Day * Dust Collection Hook-up is required for this CNC Router		

Thank you for the opportunity to quote your machinery needs.  
 To accept this offer, simply fill in the required information below, sign and return.

Subtotal	42,900.00
Freight	
Sales Tax	
<b>Total</b>	<b>42,900.00</b>

Print Your Name: \_\_\_\_\_

Signature of Acceptance: \_\_\_\_\_

Purchase Order or Credit Card No: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_ Credit Card Security Code: \_\_\_\_\_



**Wm. J. REDMOND & Son, Inc.**  
 58 Weldon Road, Palmetto, GA 30268  
 REMIT TO: PO Box 636, Moreland, GA 30259  
 (770) 683-7297 Fax (770) 683-7141  
 800-428-9898  
 www.redmondmachinery.com

# Quotation

Quote Number  
 GadsdenTI-CycDC  
 Quote Date  
 Apr 11, 2023  
 Page:  
 1

**Quoted to / Bill to:**

School Board of Gadsden County  
 Acct Payable  
 35 Martin Luther King Jr. Blvd  
 Quincy, FL 32351

**Ship to:**

Gadsden Technical Institute  
 201 Martin Luther King Jr. Blvd  
 Attn: Jeff Suber  
 Quincy, FL 32351

Phone: 850-875-8324  
 Fax:

Customer ID	Valid Until	Payment Terms	Ship Via	Sales Rep
Gadsden Co BOE FL	5/11/23	Net 30 Days with PO	Redmond Delivery	Scotty
Quantity	Item	Description	Unit Price	Extension
1		JET, or Comparable 3HP Indoor Cyclone Style Dust Collection System 220V 1PH - This is an indoor system and cannot be subjected to the weather elements * Includes Redmond Machinery Delivery, Set-Up & Installation. * Easy-Duct Galvanized Metal Rolled Edge Quick Clamp Duct Work, Fittings, Hanger Cables, Wall Brackets, and Clear Spiral Hose * Redmond Machinery Crew Hanging and Installation of Pipe, and Connection to Approximately 6 to 8 Woodworking Machines	18,900.00	18,900.00

Thank you for the opportunity to quote your machinery needs.  
 To accept this offer, simply fill in the required information below, sign and return.

Print Your Name: \_\_\_\_\_  
 Signature of Acceptance: \_\_\_\_\_  
 Purchase Order or Credit Card No: \_\_\_\_\_  
 Credit Card Expiration Date: \_\_\_\_\_ Credit Card Security Code: \_\_\_\_\_

Subtotal	18,900.00
Freight	
Sales Tax	
<b>Total</b>	<b>18,900.00</b>



### **Quotation for:**

Innovator 5x8

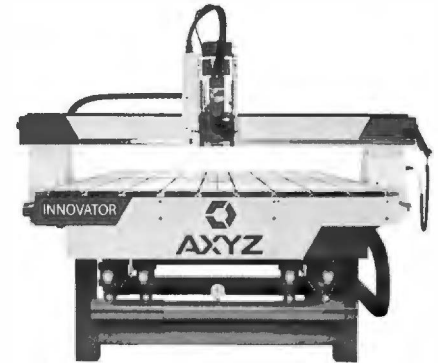
### **Offered to:**

Gadsden Technical College  
Mr Thomas Saxton



Mr Thomas Saxton  
Gadsden Technical College  
201 Martin Luther King, Jr. Blvd,  
Quincy FL 32351  
United States

14/04/2023



Dear Thomas

Thank you for your interest in our CNC Routing Machines. I am pleased to provide the following quotation on the products and services you requested.

## Specification

### Innovator 5x8

#### Machine Base

Process area: 60" x 96"

6" Z axis clearance. Single piece fully welded tubular steel base construction including leveling feet.

#### Workholding

Vacuum-Ready extruded aluminum table top with 4 switchable zones and T slot clamping system for optimal material hold down.

#### Feed Rate

Max feed rate 1000 IPM (25m/min)

#### Control

XYZ A2MC Machine Controller.

Automatic tool length calibration for accurate and consistent depth control.

#### Maintenance Equipment

Machine toolbox with tools for basic machine maintenance and including machine manual, wiring diagrams and full documentation on usb.

#### 3G Automatic Tool Changer (ATC)

The 3G ATC saves valuable time by keeping your machine running continuously without the need for operator input. The automated cover protects the toolholders from getting contaminated reducing maintenance and downtime.



## 1C - 1Z Innovator

Single carriage with single "Z" Axis. This is the standard default configuration for a Series machine and allows one item of tooling, normally a routing spindle, to be fitted on the Z axis.



## 5 HP Quick Release Spindle - Innovator

The 5 HP HSD Quick Release spindle incorporates high speed ceramic bearings for efficient heat dispersion and quiet operation. A powerful pneumatic quick release feature allows it to be operated manually or in conjunction with the ATC automatic tool changer. Spindle speeds can be varied up to 24,000rpm and tooling up to 3/4" shank diameter can be fitted.



## 3 x HSD ISO30 ER32 Toolholder

Fully balanced ISO30 toolholder cone including covernut and pull stud



## Tooling Package - Wood (Imperial)

A selection of tooling including both cutters and collets suitable for use on Wood Materials.

- 1 x 20262 - 1/2" ER 32 Collet (04232-1/2)
- 1 x 20263 - 1/4" ER 32 Collet (04232-1/4)
- 1 x 20265 - 3/8" ER 32 Collet (04232-3/8)
- 1 x 3110 - SC DE Compression Spiral 1/4" x 7/8"
- 1 x 67-205 - 3/8" Mortising Tool
- 1 x 105R8-25 - 90° 2 Flute V-Groove 1" Diameter Cut

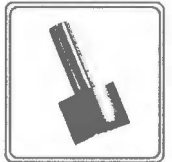


## Precision Board Planing Tool

Tool kit for planing the precision spoil board. This kit includes:

1/2" ER32 collet

107RL8-38 1.5" 2-Flute Spoilboard Planing Tool



## Standard Drive Package - 4 drive - Innovator

The XYZ Standard Brushless Servo Motor delivers high speed and high torque capacity. For high volume applications where cycle times need to be kept to a minimum the servo drive can help to boost productivity. This option is for the X, Y and Z axes. The helical rack included in this drive package offers superior high speed performance for quiet running, greater accuracy, smoother cutting and allows greater acceleration and feed rates to be used where required. Wear is reduced and life of the rack and pinion system is increased as a result of distributing the load over several gear teeth.



Technical Specifications:

- Servo Power = 230 W
- Acceleration = 1.59m/s<sup>2</sup>

### Unist Mister

For cutting non-ferrous metals including Aluminum, Brass and Copper, the XYZ / Unist Misters operate with more precision and reliability than any other dispensing system available. The pulse generator allows for automatic, infinite repeat cycling of the lubricant pump from a single air source. The result is a continuous output of a micro-fine lubricant mist providing longer tool life, better cut finish and higher cutting speeds of non-ferrous metals.

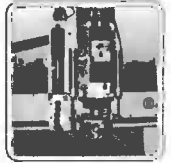
[Watch video](#)



### Vortex Cold Gun

The cold air gun is a simple device that utilizes filtered, compressed air and a venturi effect expansion chamber to produce cold air for industrial spot cooling. This cost effective option reduces heat generated during the machining process of plastics and soft non-ferrous metals. This device provides better edge finish and longer tool bit life in a dry cutting process.

[Watch video](#)



### Pressure Foot - Universal 5Y

The 5Y pressure foot plays a vital role in the smooth running of your CNC Router. It accepts 4 inch or 2 inch diameter hose and allows for manual adjustment of the ride height for faster material and tool setup often demanded in today's busy workplace. Chip extraction is highly efficient thanks to the unique internal cyclonic design.

[Watch 5Y video](#)



### Pressure Foot - Bellows Seal

The bellows seal works with the High Capacity or the Universal 5Y pressure foot to enhance extraction in high dust environments. It promotes the generation of a cyclonic vortex within the pressure foot chamber and is effective on all types of materials.

[Watch video](#)



### 10 HP Becker BCV300 Claw Pump (Single Phase 220V)

The Becker BCV300 claw pump, is a high performance vacuum hold-down unit that is designed for continuous operation. The product's non-contact "claw" design has the benefit of virtually no wear and thus requires very little maintenance. In addition to the efficient vacuum-generating technology equipped on this model, the unit offers one of the lowest noise levels for a product of its class and has the added benefit of a small footprint. This unit includes an integrated filter design and exhaust silencer.

#### Performance Characteristics

- Max vacuum pressure of 25.1 inHgV
- High flow rate of 190 CFM @ 60Hz / 161 CFM @ 50 Hz
- Non-contact claw technology
- Low noise levels at 72 dBA

### A2MC Control System

The A2MC Control system allows for much smoother and faster motion based on S-Curve (Seven Segment Velocity) trajectories. It is fully NC code compatible so it will work with virtually any known CAM package including Artcam, Type 3, Enroute, and more.

The A2MC connects to your existing network through TCP/IP protocols so file transfer is almost instantaneous from any workstation on your network.



## Smart Console with E-Stop

The new XYZ Smart Console brings unprecedented ease of use, context sensitive menus, realtime display of machine status and many more timesaving, useability and productivity features. It provides a graphical preview and current status of a running job and allows program feeds and speeds to be changed without pausing the program.

[Watch video](#)



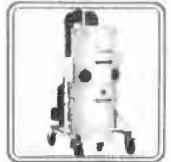
## VCarve Pro

VCarve Pro is a powerful yet incredibly easy to use design and programming system for your XYZ router. It contains all the tools you need for 2D machining as well as high end V-Carving features. Design and layout tools include true shape nesting, single line fonts for engraving, curve and arc fitting and many more. NC programs produced by VCarve Pro support ATC and can include advanced features such as tabs, ramping, pocketing, lead in/out and auto inlays. For more information or to download a trial version go to <http://www.vectric.com>



## 4.8 HP iVision High Pressure Chip Collector

A robust and efficient chip collection system is important in any chip-producing process. Keep the workplace clean and reduce the chances of chips re-welding onto your parts using the iVision iv3-4.8 high-efficiency, high-pressure dust collection system. This device is designed to work in an industrial environment and is compatible with a variety of materials such as plastics, non-ferrous metals and wood. The 4.8 HP unit is suitable for machines up to 14' long.



- 4.8 HP High-Pressure system
- 160 liter collection tank
- 220 CFM (Airflow)
- 7.4 inHg
- Quick-Change dust bin
- Includes 50'(15.24m) of 2.5" dust hose

## 2.5" Rear-Mounted Vacuum Jib Arm and Base

The vacuum hose support arm effectively and conveniently provides a 'third hand' in supporting the dust extraction vacuum hose. It promotes workplace safety by eliminating the need for operator intervention in keeping the hose clear of the gantry. Dust hose is not included.

[Watch video](#)

## Vacuum Hose - 2.5" x 50 ft

Vacuum hose for Chip extraction systems. 2.5" inside diameter with a 50m 15 m) length.

## Machine - 220V Single-Phase

## 2 x 1 Day Installation / Training

Installation and training at customer's premises by an authorized engineer. The machine is positioned, leveled and connected before setting up and running test jobs. The training course covers all aspects of machine operation including safety precautions and basic maintenance procedures. Application training is also included on subjects such as tooling selection and setting of correct machining parameters.



### 1 Day Travel Time

Engineer's commuting time for travel to and from the customer site



### ESA/CSA Certification

ESA / CSA Sticker for electrical certification



**Total price for machine specification as above:**

**\$ 79,219**

**XYZ SCHOOL DISCOUNT**

**Discount:**

**\$ 2,219**

**Total price:**

**\$ 77,000**

## Terms:

### Prices

All prices are in USD US Dollars

### Taxes

Prices are subject to taxes where applicable at the current rate

### Delivery

Delivery is not included, prices are ex-works. See options for delivery costs

### Delivery Date

6-8 weeks from receipt of order and deposit. Actual date to be confirmed

### Installation

Installation is included

### Training

Some on-site training is included.

### Off Loading

Off loading is not included. The customer will be required to provide a suitable forklift truck or an alternative means of off loading the machine

### Payment Terms

Deposit of 50% with purchase order, and balance of 50% due prior to shipping.

### Validity

This quotation is valid for 15 days

### Warranty

One year parts and telephone support. Excludes sensors and all consumable items such as cutters, collets, filters, etc.

Thank you for the opportunity to present this proposal. I hope that it meets with your approval and look forward to talking to you again in the near future.

If you have any questions or need any further information please don't hesitate to contact me on 689-710-9802.

Yours sincerely

Alex Sotomayor  
Regional Sales Manager  
XYZ Tailored Router Solutions  
Asotomayor@xyz.com

## Terms & Conditions

For purposes of these terms and conditions of sale ("Terms"), "Seller" means the XYZ International Inc. entity named on the face of the attached proposal, quotation or invoice (the "Order Document"), and "Buyer" means the customer indicated on the Order Document. The Order Document along with these Terms (collectively, this "Agreement") constitutes Seller's offer to sell the goods identified in the Order Document (the "Goods") in accordance with these Terms.

1. **Conditional Acceptance.** All purchase orders received by Seller are subject to acceptance or rejection by Seller. Seller will not be liable to Buyer unless Seller accepts such purchase order in writing, and such acceptance will be conditional upon Buyer's acceptance of this Agreement. Acceptance by Buyer of this Agreement (orally or in writing), Buyer's acceptance of the Goods, or Buyer's acceptance of the Order Document, will evidence Buyer's agreement to be bound by these Terms, notwithstanding the terms set forth in Buyer's purchase order or any other document. BUYER UNDERSTANDS AND AGREES THAT THIS AGREEMENT WILL SUPERSEDE AND EXCLUDE, IN THEIR ENTIRETY, ANY TERMS CONTAINED ON BUYER'S PURCHASE ORDER OR ANY DOCUMENT OR INSTRUMENT SUBMITTED BY BUYER.

2. **Prices and Payment Terms.** Buyer agrees to pay to Seller the purchase price set out in the Order Document. Payment is due as indicated in the Order Document. All prices are quoted in the currency indicated on the Order Document, and exclude all applicable sales, excise, value added and similar taxes, supplier surcharges, and all customs, duties, freight, handling and insurance charges (where applicable). Buyer acknowledges and agrees to be responsible to pay, or reimburse Seller for, all such taxes and charges. Seller agrees to notify customer of changes related to all such taxes and charges if or when they occur.

3. **Irrevocability.** Buyer agrees that its obligation to purchase the Goods is unconditional and irrevocable. Buyer's cancellation or refusal to accept the Goods will be subject to such cancellation charges as Seller determines are appropriate.

4. **Delivery.** Seller makes reasonable efforts to meet agreed-upon shipping dates indicated in the Order Document; however, such dates are approximate and are based in part on Seller's receipt of the down payment and all necessary information from Buyer. Failure to meet the agreed-upon shipping date will not entitle Buyer to cancel this Agreement or to damages of any kind. Changes in the shipping date by Buyer may, at Seller's discretion, result in an increase in the purchase price. Unless otherwise indicated in the Order Document, shipping terms are EX-Works.

5. **Buyer's Responsibility for Compliance with Safe Use Requirements and OSHA Requirements.** Seller may provide to Buyer, and may update from time to time, requirements, specifications and recommendations relating to the safe installation, configuration, use and maintenance of certain Goods (collectively, "Safe Use Requirements"). Except to the extent installation and start-up services performed by Seller involve implementation of Safe Use Requirements, Buyer shall be fully responsible for reviewing, implementing and remaining at all times in compliance with Safe Use Requirements. Should Buyer have any questions about any Safe Use Requirements, Buyer shall promptly direct them to Seller, and Seller shall promptly provide a response. In the event that Seller indicates on the Order Document that particular Goods meet applicable occupational health and safety requirements ("OSHA Requirements"), such representation applies only to the Goods as delivered by Seller and only insofar as the Goods are used by Buyer as authorized by Seller, on a standalone basis, separate and apart from other equipment, materials and processes; and except for such limited representation, Buyer shall be fully responsible for reviewing, implementing and remaining at all times in compliance with OSHA Requirements.

6. **Installation and Start-Up Services.** To the extent indicated in the Order Document, Seller will provide installation and start-up services for Buyer. Buyer is responsible for performing its obligations indicated in the Order Document, including ensuring that the site where the Goods will be located meets specifications required by the Goods (such specifications to be provided by Seller). If the site does not meet Seller's specifications, then Seller can refuse to install the Goods until the site is ready, and Buyer may be responsible for extra charges for another installation visit. Seller will comply with Buyer's safety and security policies while on-site, provided such policies are made available to Seller in advance. Buyer must provide clear, safe and unfettered access to the site and the Goods. In the event there is a question of safe working conditions, Seller has the right to suspend all services to be provided for Buyer until Seller is satisfied the issue has been resolved. Buyer will not require releases or waivers from Seller's personnel.

7. **Limited Warranty; DISCLAIMER.** The Goods are covered by Seller's limited warranty attached as Schedule A to this Agreement, subject to the disclaimers and conditions set forth therein. Any description of the Goods in an invoice or purchase order or other Order Document is for the sole purpose of identifying the Goods, and does not constitute a warranty that the Goods will conform to that description. SELLER DISCLAIMS ALL OTHER EXPRESS, IMPLIED OR STATUTORY WARRANTIES OR CONDITIONS, INCLUDING IMPLIED WARRANTIES OR CONDITIONS OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

8. **Documentation/Patents.** All documentation, including but not limited to catalogs, manuals and all engineering data (design information, wiring diagrams, shop drawings etc.), used in the performance of this Agreement or provided to Buyer will remain Seller's property, and may not be duplicated or reproduced or made available to third parties without Seller's prior written consent. The sale of the Goods does not grant to Buyer any right or license of any kind under any patent owned or controlled by Seller or under which Seller is licensed, but the foregoing will not limit in any way the right of Buyer to use and sell the Goods. In the event a machine is resold, some software licenses may be subject to transfer fees payable to the Seller.

9. **LIMITATIONS OF LIABILITY.** SELLER'S AGGREGATE LIABILITY UNDER OR ARISING OUT OF THIS AGREEMENT, OR RELATING IN ANY WAY TO THE GOODS AND RELATED SERVICES, INCLUDING LIQUIDATED DAMAGES OR CLAIMS FOR INDEMNITY, WILL NOT EXCEED THE PURCHASE PRICE INDICATED ON THE ORDER DOCUMENT. SELLER WILL NOT BE LIABLE TO BUYER OR TO ANY OTHER PERSON FOR ANY INDIRECT, PUNITIVE, INCIDENTAL, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES, LOST REVENUE OR PROFITS, LOSS OF USE OR DOWNTIME. SELLER WILL HAVE NO LIABILITY FOR DAMAGES OF ANY KIND ARISING FROM OR RELATING TO THE FOLLOWING, AND, BY ACCEPTANCE OF THE GOODS, BUYER HEREBY RELEASES SELLER FROM ALL SUCH DAMAGES: (I) BUYER (OR ANY OTHER PARTY ON BEHALF OF BUYER OTHER THAN SELLER) INSTALLING, CONFIGURING, USING OR MAINTAINING ANY GOODS IN VIOLATION OF ANY SAFE USE REQUIREMENTS OR OSHA REQUIREMENTS; (II) ANY OTHER ACTS OR OMISSIONS OF BUYER OR ANY OTHER PARTY ON BEHALF OF



BUYER (OTHER THAN SELLER) INSTALLING, CONFIGURING, USING OR MAINTAINING ANY GOODS; AND (III) ANY TECHNICAL OR OTHER SUPPORT PROVIDED BY SELLER, SUCH AS ASSISTANCE WITH "HOW TO" QUESTIONS AND QUESTIONS REGARDING INSTALLATION AND SET-UP OF GOODS, WHICH SUPPORT IS PROVIDED WITHOUT WARRANTIES OF ANY KIND. THE ABOVE LIMITATIONS AND EXCLUSIONS WILL APPLY TO THE FULLEST EXTENT OF THE LAW, AND REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE.

10. Indemnity. Buyer will hold harmless, indemnify and defend Seller from and against any losses, liabilities, claims, suits, proceedings, damages, costs and expenses caused by or arising out of the installation, configuration, use or maintenance of the Goods (excluding acts and omissions of Seller), including, without limitation, those caused by or arising out of Buyer's failure to follow the instructions, warnings or recommendations furnished by Seller or the manufacturer (including Safe Use Requirements), any changes to the Goods not authorized by Seller or the manufacturer, or Buyer's failure to comply with all laws and regulations applicable to the Goods.

11. Termination for Default. In addition to any other remedy or right available to a party under this Agreement or at law or in equity, each party will have the right to terminate this Agreement immediately on written notice to the other party (i) if the other party is in default of any of its obligations hereunder and does not cure such default within 30 days after written notice of such breach has been given to the other party, or (ii) in the event of any proceeding by or against the other party in bankruptcy or insolvency, any appointment of a receiver or trustee or any assignment for the benefit of creditors.

12. Late Payment. Overdue payments will accrue interest at the rate of 1.5% per month (18% per annum) or the maximum amount permitted by applicable law, whichever is lower. If full payment is not received by the applicable due date, Buyer agrees to reimburse Seller for the reasonable costs of collection, including legal fees and expenses. Buyer acknowledges that Seller may refuse to deliver the Goods to Buyer until overdue amounts are paid in full.

13. Notices. All notices under this Order must be in writing and will be deemed given (i) on the date of delivery if personally delivered, (ii) if sent by overnight courier, one business day after delivery to the subject overnight courier, or (iii) five business days after mailing if mailed by first-class mail, postage prepaid, to the parties at their addresses on the Order Document, or such other address designated from time to time in writing by such party to the other party.

14. Assignment/Subcontracting. Buyer may not assign this Agreement without the written consent of Seller. Seller will have the right to assign this Agreement. Seller may engage or make use of its affiliates and other third-party subcontractors; provided that Seller will remain responsible for compliance by such persons with this Agreement.

15. Governing Law. If Buyer's address on the Order Document is in the United States, this Agreement will be governed by the laws of the State of New York, and the courts of New York County, New York will have exclusive jurisdiction in the event of any dispute arising out of this Agreement. If Buyer's address on the Order Document is not in the United States, this Agreement will be governed by the laws of the Province of Ontario, and the courts of the Province of Ontario will have exclusive jurisdiction in the event of any dispute arising out of this Agreement. The UN Convention on the International Sale of Goods is excluded from this Agreement. Each party expressly waives all rights to a jury trial in connection with any dispute arising out of or relating to this Agreement. The prevailing party in any dispute arising out or related to this Agreement will be entitled to be reimbursed for all incurred legal costs and expenses.

16. Force Majeure. Neither party is liable for delays or failures in performance (other than payment obligations) under this Agreement due to a cause beyond its reasonable control.

17. Independent Contractor. Seller and Buyer are independent contractors and nothing contained in this Agreement is intended nor will it be construed as creating a fiduciary relationship, partnership, joint venture or agency relationship between Seller and Buyer.

18. Entire Agreement; Amendment; Waiver; Survival. This Agreement constitutes the entire agreement between the parties, and supersedes any prior or differing promises, representations, warranties, statements or terms. This Agreement may be amended only in writing signed by both parties. Any failure to enforce any provision of this Agreement is not a waiver of that provision or of either party's right to later enforce each and every provision. Sections 2, 3, 9, 10, 12, 13, 15, 17 and 18 will continue in full force and effect after expiration or termination of this Agreement.

19. Language. The parties have expressly required that this Agreement and all related documents be drafted in English. Les parties confirment qu'elles ont exigé que ce contrat et tous documents s'y rattachant soient rédigés en anglais.

#### SCHEDULE A

##### EQUIPMENT WARRANTY

Seller warrants that the Goods will conform, in all material respects, with the specifications set out in the Seller's then-current standard documentation or proposal, and will be free from defects in material and workmanship for a period of 12 months from the date of delivery. Seller does not warrant uninterrupted or error-free operation of the Goods.

As Buyer's sole and exclusive remedy, and Seller's sole and exclusive liability, for breach of Seller's warranty, Seller will, at its sole option and expense (except for travel expenses for technical visits to Buyer's premises, which, if required, are payable by Buyer), either repair or replace the defective Goods. Any parts replaced by Seller or returned to Seller for replacement become the property of Seller, and the replacement part becomes Buyer property. The replacement part may not be new, but will be in good working order and functionally equivalent to the part replaced. Repaired or replacement parts are warranted by Seller for the remainder of the original warranty period.

SELLER'S WARRANTY COVERS NON-WEAR PARTS ONLY, AND DOES NOT APPLY TO CONSUMABLES (LIGHTS, FILTERS, FUSES, ETC.) NOR TO ANY COMPONENTS, PARTS OR EQUIPMENT PROVIDED BY OTHER MANUFACTURERS (WHICH ARE COVERED BY THE RESPECTIVE MANUFACTURERS' WARRANTY). THERE IS NO WARRANTY ON USED EQUIPMENT. SELLER'S WARRANTY DOES NOT COVER, AND IT HAS NO

OBLIGATION UNDER THIS WARRANTY WITH RESPECT TO, DEFECTS, FAILURES, DAMAGES, DEFICIENCIES OR ERRORS WHICH ARE DUE TO (I) NORMAL WEAR AND TEAR, OR IF THE GOODS HAVE BEEN OPERATED CONTRARY TO SELLER'S INSTRUCTIONS OR STATED LIMITS OF RATED AND NORMAL USAGE, (II) COMPLIANCE BY SELLER WITH ANY DRAWING, DESIGN OR SPECIFICATION SUPPLIED BY BUYER, (III) MISAPPLICATION, MODIFICATION, DISASSEMBLY, ABUSE, MISUSE, UNAUTHORIZED REPAIR, NEGLIGENCE, ACCIDENT, IMPROPER MAINTENANCE, OR ABNORMAL CONDITIONS OF CLIMATE, DIRT OR CORROSIVE MATTER, (IV) INSTALLATION, CONFIGURATION, USE OR MAINTENANCE OF THE GOODS IN VIOLATION OF ANY SAFE USE REQUIREMENTS, (V) TRAVEL OR TRAVEL EXPENSES OR (VI) ANY PRODUCT FOR WHICH SELLER IS NOT RESPONSIBLE (INCLUDING ANY THIRD PARTY PRODUCT PROVIDED WITH, OR INSTALLED ON, THE GOODS).

SELLER'S WARRANTY OBLIGATIONS ARE CONDITIONAL UPON BUYER: (W) GIVING SELLER PROMPT NOTICE AFTER DISCOVERY OF ANY WARRANTY BREACH; (X) PROVIDING SELLER WITH REASONABLE OPPORTUNITY TO INSPECT THE GOODS AND WITH SAFE ACCESS TO BUYER'S SITE; (Y) ALLOWING SELLER TO INSTALL MANDATORY ENGINEERING CHANGES, IF ANY; AND (Z) MAINTAINING AND OPERATING THE GOODS IN ACCORDANCE WITH SELLER'S INSTRUCTIONS, INCLUDING BUT NOT LIMITED TO ALL SAFE USE REQUIREMENTS, OR STATED LIMITS OF RATED AND NORMAL USAGE.

Seller will charge Buyer for returned parts or service requests relating to defects that are not covered by the warranty. Repairs, modification, disassembly, or re-work to the Goods without Seller's written consent, or any substitution of Seller parts or use of parts that are not manufactured by Seller or specifically approved by Seller, will void this warranty. Buyer will return any defective parts for warranty during the warranty period at the Buyer's expense.

**MultiCam 1-103-RA1  
Sales Proposal**

**To:** Gadsen Technical College  
201 MLK Jr Blvd  
Quincy, Florida 32351  
United States

**Attention:** Jeff Sauber/Thomas Saxton

**Phone:** 850-875-8324 x5121

**Cell:** 850-875-8324 x5101

**Fax:**

**Email:** sauberalfred@gcpsmail.com; saxtont@gcpsmail.com

**Date:** Monday, April 17, 2023  
This quote is valid for 30 days.



**Investment Description**

Qty	Description
1	APEX1R includes: - Phenolic Table Top - Work Area (48 x 98 Inch or 1219 x 2489mm) - Single Piece All Welded Tube Frame - Stress Relieved and Milled axis Datums - All axis Servo Drive system - X&Y axis Planetary Gear box - Helical Racks & Pinions on X & Y Axis - Z axis Ball Screw - Repeatability +/-0.001 Inch or +/-0.025mm - Max Slew Rate 1900ipm or 48m/min - Max Material Cut Thickness 3 Inch or 76mm
1	Laser Pointer Option (home setting accuracy)
1	Ethernet Surge Protector CAT6 Kit, Includes cable
1	Units in Inches Controller Display
1	Standard Calibration Block Kit APEX 1R
1	SPINDLE KIT, 10HP HSD ES951 LV 1PH (7.5KW)
1	Dust Collection Hood, HSD 10HP, 110mm
1	Apex 1R Linear Tool Changer Rack - 8 Tool Locations
1	Tool Holder Kit, QTY 8
1	Wood Starter Tool Kit (light)
1	Auto Misting / Lubricating System (Pneumatic chuck spindle systems) inc flexible loc line nozzles
1	Maglube Light Duty Misting Fluid
1	Electrical Enclosure Apex1R CP 220V 1 Phase UL
1	4 Zone Manual Valves Apex1R 103
1	Standard Grid
1	10 HP 2 Stage Regenerative Blower w/ valve and filter (13 Inches hg 225 cfm) 220V 1 phase
1	Basic Plumbing Connection Kit for vacuum pumps up to 4 inch Inlet
1	Coreo Router Advanced includes on-site training
1	EnRoute Complete Subscription 1 Yr (cloud-based software)
1	Dust/Debris Collection System - 3.5 Hp 6 inch Top Inlet 220V 1Phase w/ Duct Kit
1	95 Gallon Plastic Bags 50/BOX
1	On-site Machine Installation with Basic Operation Training, Includes Travel
1	EnRoute Advanced Training Includes: - 8 Hours of Online Training for 2 Attendees - Includes both Basic & Advanced Curriculum - Training Provided by SAI Training Group
1	Applications Consulting Service - Includes travel within the US and Canada. 2 Days
1	MACHINE VOLTAGE 220V 1PHASE
1	Preventative Maintenance Plan B, Two Preventative Maintenance visits scheduled 6 Months apart. Includes a 12% discount on spare parts for 1 year. This does not include travel or lodging and expenses.
1	VOLT-APEX-RA1

**Machine Investment Total:** **\$98,353.00** plus shipping and Florida sales tax if applicable

**Terms:** 50% down 50% before Shipment  
*Leasing Companies must meet exact terms.*

**Lead Time:** MultiCam is currently anticipating 8-10 weeks from receipt of deposit.

**Includes:** System includes Coreo BMO Software (Basic Machine Operations).

**Warranty:** 1 year parts and labor - trip charges apply on all warranty service calls.

**Special:** Your electrician will need to provide the power connection to the machine and any peripherals.  
This quote is valid for 30 days.

**Shipping:** Origin - Machines are shipped on flatbed trailers. Customer is responsible for all shipping charges and agrees to have a suitable forklift and personnel to off load the system. \_\_\_\_\_ Initial here.

Accepted By: \_\_\_\_\_ **PO#:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**ALL ORDERS SUBJECT TO MULTICAM TERMS & CONDITIONS.**

Thank You,  
Diane Quinby  
diane@multicam.com

## Machine Current and Air Requirements

The following work sheet provides the current and air requirements needed to operate the MultiCam and its options.

Part #	Description	Current	SCFM
VOLT-APEX-RA1	Apex 1R Servo	10.5	1.5
94-03634-A1R-101	HSD 10Hp (7.5kW) HSK63 Pneumatic Chuck ES951 (ER40 / 24000 rpm) Air Cooled 220V 1-Phase	46	1
92-00571-00	Auto Misting / Lubricating System (Pneumatic chuck spindle systems)	NA	4
<b>Totals</b>		<b>56.5</b>	<b>6.5</b>

Machine Current Draw = **56.5 AMPS @ 220v 1-Phase**

The machine current draw represents the maximum simultaneous current draw for all of the machine motors and drives (Not including the Vacuum Pump). This value should be safe as the disconnect value for the machine since it is nearly impossible for all of the motors and drives to pull peak current simultaneously.

Air Pressure from **90 to 100 PSI**

Total Machine SCFM Required = **6.5**

## Other Current and Air Requirements

The following work sheet provides the current and air requirements for items. Each unit in this section requires its own separate electrical Disconnect. The minimum recommended disconnect is calculated by multiplying the current draw by 1.25. Disconnect sizes may vary by area based upon local code guidelines. Please verify with your local code enforcement officials.

Part #	Description	Current	SCFM
92-00549-100210	10Hp 2-Stage Regenerative Blower + valve/filter (14In Hg 225 cfm) 220v 1-phase	57.5	NA

Recommend Disconnect sizes may vary in your area. Please verify with local code.

Air Pressure from **90 to 100 PSI**

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. **GENERAL:** The following terms and conditions shall apply to sale of products, services and parts ("Product") manufactured by MultiCam Inc. ("Manufacturer") to the customer ("Purchaser"). Purchaser accepts this Quotation by signing where Indicated. Written acceptance of this Quotation by Purchaser accompanied by a deposit accepted by Manufacturer will constitute an agreement binding on both parties.

2. **PAYMENT TERMS:** Machine orders must be accompanied by a deposit of 50% of the total dollar amount of the order and are subject to the acceptance by Manufacturer. The remaining 50% of the total dollar amount of the order must be received by Manufacturer prior to shipment of the order. Terms other than these must be approved in writing by Manufacturer prior to acceptance of an order.

3. **TITLE and Risk of Loss:** All Product is sold ex-works "origin" for international sales and F.O.B. Dallas, Texas for domestic sales, unless otherwise specified in the Quotation, and Manufacturer's responsibility ends when the product is made available to Purchaser to take possession, Title to all Product and risk of loss and damage will pass to Purchaser upon notification of availability.

4. **STORAGE, UNPAID BALANCE:** Purchaser will have 14 days from completion of the Product (date of packing) to take title and delivery. After the 14-day period and at the sole discretion of the Manufacturer, storage fees will be assessed at the rate of \$1,000 per month for the first month and \$1,500 per month thereafter (prorated). The Purchaser shall promptly pay all monies due the Manufacturer in accordance with the credit terms provided. Any amount not paid to the Manufacturer when due shall bear interest at the rate of 1.5% per month.

5. **SECURITY AGREEMENT:** A Purchase Money Security Interest in the Product will be retained by Manufacturer until full payment has been received. Purchaser agrees to complete a UCC filing or any similar filing under local law, if requested by Manufacturer, to provide to Manufacturer a perfected, enforceable security interest or lien in the Product. At Manufacturer's discretion, warranty claims may be denied until full payment has been received from Purchaser.

6. **SHIPMENT DATE:** For custom built Product, the estimated date of shipment is computed from the date the entire deposit is received by Manufacturer. The estimate is based on the engineering and manufacturing schedule currently in effect and is subject to change as a result of events beyond Manufacturer's reasonable control. Such events shall include without limitation, acts of God; strikes or labor disputes; acts, laws, rules or regulations of any government or government agency; fires; floods; delays or failures in delivery of carriers or suppliers; shortages of materials; and any other cause beyond Manufacturer's control,

7. **TAXES:** Pricing does not include any present or future taxes that may result from this transaction, all of which will be paid by Purchaser.

B. **RESALE OF PRODUCT:** If Purchaser shall resell Product to a third party, Purchaser must disclose in writing these terms and conditions to such third party, including but not limited to Manufacturer's warranty limits and denial of all express and implied warranties including implied warranties of merchantability and fitness for a particular purpose. If Purchaser fails to make such disclosures, then Manufacturer's limited warranty does not transfer and Purchaser alone will be responsible to such third party.

9. **WARRANTY:** Manufacturer warrants to Purchaser that the Product will be free from defects in material and workmanship for a period of 13 months from date of shipment. Specific deviations from the warranty include CNC Router spindle bearings which are warranted for defects in material and workmanship for a period of 3 months from date of shipment. Specific exclusions to the CNC Laser Products warranty include damage as a result of fire as well as all damage to mirrors and optics including damage as a result of dust. In addition, the effects of corrosion and erosion are specifically excluded on all CNC Waterjet products. Manufacturer's obligation under this warranty is limited to repair or replacement of parts that are determined by Manufacturer to be defective. Replacement parts may be new or factory refurbished at Manufacturer's discretion. Use of parts other than those specified by Manufacturer may be cause for invalidation of the warranty. A parts replaced under warranty shall become the property of Manufacturer. This warranty does not include normal wear parts such as, but not limited to, filters, belts, hoses, seals, brushes, consumables or parts damaged due to negligence, accident, misuse, environmental factors, improper maintenance or improper machine application. Modification of the Product by Purchaser voids warranty in full or in part at the sole discretion of Manufacturer. Purchaser shall not operate any Product that is considered to be defective without first notifying the Manufacturer in writing of its intent to do so. Any such use of the Product will be at the Purchaser's sole risk and liability. Purchaser agrees to submit Warranty Registration Card to Manufacturer within 10 days of installation of the product. Failure to do so may invalidate warranty at the sole discretion of the Manufacturer. A parts and labor warranty does not include Seller or Manufacturer's travel and lodging expenses which will be billed separately to Purchaser. **MANUFACTURER MAKES NO OTHER WARRANTY OR REPRESENTATION OF ANY KIND, EXPRESS OR IMPLIED, AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE PRODUCT ARE DISCLAIMED.**

10. **WARRANTY CLAIMS:** For warranty claims, Purchaser must contact Manufacturer for any parts that must be returned. Purchaser is responsible for shipping costs of returned items. Warranted parts are invoiced by Manufacturer to Purchaser and shipped at Manufacturer's expense. At the sole discretion of the Manufacturer, some warranted parts may not be required to be returned. For parts requiring return, Manufacturer will issue an RMA number which must be prominently displayed on the outside of the return package. All parts must be shipped to Manufacturer within 30 days of Manufacturer's shipment of warranty replacement parts. At the sole discretion of the Manufacturer, warranty parts not shipped within the 30 day



## TERMS AND CONDITIONS

for evaluation of the warranty claim. Acceptance of a warranty claim is at the sole discretion of the Manufacturer. Returned parts not covered under warranty will not be credited against the original invoice issued by Manufacturer.

11. **LIMITS OF LIABILITY: MANUFACTURER WILL NOT BE LIABLE FOR ANY INCIDENTAL CONSEQUENTIAL OR SIMILAR DAMAGES RESULTING FROM ANY DEFECT OR FAILURE OF ANY ITEM MANUFACTURED OR SUPPLIED BY MANUFACTURER INCLUDING, BUT NOT LIMITED TO, DAMAGE OR INJURY TO PERSONS OR PROPERTY, LABOR COSTS, LOST REVENUE OR PROFITS OR EXPENSES OF DELAY. MANUFACTURER'S SOLE LIABILITY IS LIMITED TO ITS LIABILITY UNDER THE WARRANTY.**

12. **CANCELLATION:** If Purchaser cancels its order without Manufacturer's prior written consent, Manufacturer will be compensated for Product In process. Purchaser will pay Manufacturer its actual costs and overhead expenses determined in accordance with U. S. generally accepted accounting practice, plus 25%

13. **APPLICABLE LAW, SEVERABILITY:** The laws of the state of Texas (excluding conflicts of laws rules and principles) will apply to these Terms and Conditions and any subsequent agreement. To the extent any provision or clause in these Terms and Conditions or subsequent agreement is prohibited by any law or is deemed unenforceable, such prohibition or unenforceability will not invalidate any of the remaining provisions or clauses in these Terms and Conditions or any subsequent agreement.

14. **PRODUCT SPECIFICATIONS:** Manufacturer reserves the right to change and/or substitute Product components during the manufacture that will not materially alter the specifications or function of the Product.

15. **EXPORT COMPLIANCE:** Purchaser agrees that its business shall be conducted in accordance with all laws of the United States and its foreign Jurisdictions, and in a manner that will always reflect the highest standards of ethics. Diversion of the Product contrary to U.S. law is prohibited. In particular, Purchaser agrees to comply with U.S. government export control laws and regulations and in the event the product is resold to a third party, to only sell Products to parties who in turn agree with the compliance of such laws and regulations. In the event the Product is purchased for demonstration or stock purposes, at time of sale, Purchaser agrees to inform Manufacturer of the end user name and address as well as the specific application the Product is intended for. Purchaser also agrees that no transactions, including re-exporting and related transactions, will be conducted that are contrary to U.S. Export Administration Regulations (EAR), the International Traffic In Arms Regulations (ITAR), or any other U.S. laws or regulations. Prior to any further distribution of the Product, Purchaser agrees to consult the following five websites and screen for any denied or debarred parties or country restrictions that may prohibit Purchaser's proposed transaction:

1. <http://www.bis.doc.gov/complianceand enforcementffiststockheck.htm> (Bureau of Industry and Security lists)

2. <http://www.treas.gov/offices/enforcement/ofac/programs/> (Sanctioned Countries list)

3. <http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf> (Specially Designated Nationals and Blocked Persons lists).

Note: Frequently updated. Purchaser must check for most recent publication.)

0. <http://pmdtdostate.gov/countryhtm> (Directorate of Defense Trade controls, Embargoed Countries Sanctions Chart)

1. <http://www.state.gov/t/isn/c1S231.htm> (Department of State, Non Proliferation Sanctions (Compiled by the State Department. Sanctions under various statutes)

If the proposed transaction is prohibited under any of the above-mentioned lists, Purchaser agrees to discontinue that transaction. Purchaser understands that any export violation under this provision will result in full disclosure of the incident to all appropriate governmental authorities.

16. **PURCHASER'S USE:** Manufacturer builds the Product to National Electrical Code (NEC) standards. Purchaser is responsible for Informing Manufacturer at time of order if other national, territorial, provincial, state or local codes are required. Purchaser agrees to at all times comply with Manufacturer's **USER OPERATION MANUAL** included with the Product. Purchaser is responsible for ensuring that all personnel are informed of and practice all safety requirements and standards applicable to the Product and are in compliance with all applicable codes, ordinances, regulations, laws and general standards of safety and care. Purchaser understands that safeguarding at point of operation can only be designed and constructed when the parameters of the particular application have been determined. Manufacturer has for sale certain safety shields and guards that may meet the intent of local safety regulations and may be appropriate for Purchaser's application. It is the responsibility of the Purchaser to provide and ensure the use of a guard, guarding device, awareness barrier, awareness device or shield at point of operation.

17. **CERTAIN ISSUES RELATING TO FOREIGN SALES.** If a Purchaser is a distributor of Products whose sales territory of the Products is outside the U.S., the Purchaser agrees to sell the Products only to end users outside the United States. If a Product is delivered to a Purchaser outside the United States, the Purchaser agrees not to have the Product transported from its location outside the United States to a location within the United States for ultimate use or consumption.

18. **ENTIRE AGREEMENT:** The terms and conditions, prices and specifications in the Quotation constitute the entire agreement and it is understood that representations outside of this Quotation will not be binding on either party unless agreed in writing. This Quotation will remain valid for thirty (30) days.

19. MultiCam, Inc. is committed to maintaining high ethical standards of business conduct at home and abroad. The company Is committed to a zero tolerance policy toward bribery and an effective program of internal system and controls to support compliance with the U.S. Foreign Corrupt Practices Act (FCPA), similar laws contained in the organization for Economic Cooperation and Development (OECD), Convention on Combatin Bribery of Foreign Public Officials in International Business Transactions (OECD Anti-Bribery Convention), and the anti-corruption laws of all countries In which MultiCam, Inc. its affiliates and subsidiaries conduct business.

<http://www.justice.gov/criminal/fraud/fcpa>



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7i

DATE OF SCHOOL BOARD MEETING: May 23, 2023

TITLE OF AGENDA ITEM: 2019-2022 (3<sup>rd</sup> year) Collective Bargaining Contract between The School Board of Gadsden County and the Gadsden County Classroom Teachers Association

DIVISION:


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

PURPOSE AND SUMMARY OF ITEM:

Approval of the 2019-2022 (3<sup>rd</sup> year) Collective Bargaining Contract between The School Board of Gadsden County and the Gadsden County Classroom Teachers Association is requested.

FUND SOURCE: TSIA and General Funds

AMOUNT: \$474,252.62

PREPARED BY: Dr. Sonya Jackson 

POSITION: Director of Human Resources


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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 42

CHAIRMAN'S SIGNATURE: page(s) numbered 42

REVIEWED BY: 

# **Collective Bargaining**



*The School Board of Gadsden County*

*and*

*The Gadsden County Classroom  
Teachers Association*

**July 1, 2019 – June 30, 2022**

Amended for the July 1, 2019 – June 30, 2020 contract year

Amended for the July 1, 2020 – June 30, 2021 contract year (11/16/2021)

Amended for the July 1, 2021 – June 30, 2022 contract year (3<sup>rd</sup> year agreed upon 5/15/23)

Board Approved 00/00/0000



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## **PREAMBLE**

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_ 2023, by and between The School Board of Gadsden County, Florida, hereinafter called the "Board", and the Gadsden County Classroom Teachers Association, hereinafter called the "GCCTA", an affiliate of the Florida Education Association and American Federation of Teachers and the National Education Association,

### **WITNESSETH:**

That in consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I - RECOGNITION**

The Board hereby recognizes the GCCTA as the exclusive collective bargaining representative for the professional employees of The School Board of Gadsden County, Florida described as follows:

All full-time certificated instructional employees (as defined in applicable Florida Statutes, State Board of Education Regulations, and Policies, Rules and Regulations of The School Board of Gadsden County, Florida); PROVIDED, HOWEVER, that the Bargaining Unit shall not include any of the following: District Superintendent of Schools; Assistant District Superintendent of Schools; Directors, Coordinators, Supervisors; Visiting Teachers, Public Information Officers; Psychologists, Research Assistants; Occupational Specialists; Principals; Assistant Principals, R.O.T.C. personnel; Curriculum Assistants and Helping Teachers. The Bargaining Unit shall include Teachers, Peer Teachers, Librarian/Media Specialists, Behavior Specialists and Guidance Counselors.

Whenever used hereinafter, the term “teacher” shall mean any professional employee who is included in the foregoing appropriate unit.

## **ARTICLE II - ASSOCIATION RIGHTS AND RESPONSIBILITIES**

- A. The GCCTA shall be permitted use of school property, facilities and equipment in accordance with applicable provisions of Gadsden County School Board Policy.
- B. The GCCTA shall have the right to post notices of activities and matters of GCCTA concern on one bulletin board in a designated area mutually agreed upon by the president of the GCCTA and the site administrator at each school center. Only GCCTA notices authorized by the president of the GCCTA or the GCCTA building representative may be posted. Prior to the posting of each notice a copy will be given to the building principal, which shall be a prerequisite to such posting.
- C. The GCCTA shall have the right to use teacher mailboxes for official communications. Such distribution shall be in compliance with procedures agreed upon by the site administrator and GCCTA.
- D. The GCCTA Building Representative shall have the opportunity to make brief announcements to those who voluntarily remain at the end of the School Faculty meeting.
- E. Duly authorized representatives of the GCCTA shall be permitted to transact official GCCTA business on school property after making such arrangements with the building administrator provided such transaction of business does not interrupt, interfere with or disrupt school business, activities or operations, or violate any applicable law, policy, rule or regulations.
- F. The board shall provide GCCTA without charge, during the weeks of September 1 and February 1 of each year a list of employees including the following information: name, classification pay grade, hourly rate of pay, work site, home address, work phone number, and district hire.

The board also agrees to furnish to the union in response to reasonable requests all available information concerning names, addresses, seniority and experience credit of all bargaining unit members; compensation paid thereto; agencies, minutes, and reports to all open Board meetings; census and membership data; and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs or proposals on behalf of employees together with information which the Union may require to process any grievance or complaint.

- G. The Board shall provide upon request by the GCCTA president and without charge a list of teachers including the following information: name, home address, classification, salary, step, grade level or subject area, degree, contract status, hire date, and work site name.
- H. Upon appropriate authorization by any teacher, the Board will directly deposit the teacher's entire salary into any official financial institution that provides a bank routing number. In addition, the Board will directly deposit a part or all of the teacher's salary into the Envision Credit Union.

I. The Board shall deduct from the pay of each employee all current membership dues and uniform assessments of the GCCTA, provided that at the time of each such deduction there is in the possession of the Board a valid membership form for each such deduction, executed by the employee, in the form and according to the terms of the authorization. Such authorization shall continue year after year unless revoked by the employee. A membership form shall be provided by the GCCTA.

1. Any teacher may authorize dues deduction by presenting to the Board on or before September 1 of the applicable school year a signed membership form authorizing the Board to deduct from the teacher's salary an amount certified in writing by the GCCTA to the Board, on or before September 1 of the applicable school year, as being due to the GCCTA from each member thereof as membership dues for that school year, which amount shall be evenly divisible by twelve (12) dependent upon the number of checks the teacher elected to be paid per year; or, the teacher may make such authorization by presenting said membership form to the Board after September 1 and at any time during the applicable school year, in which case the total amount to be deducted shall be a fraction of the annual dues based on the number of checks still to be issued in that year, beginning with the first check issued at least fifteen (15) calendar days after the Board's receipt of the teacher's completed membership form. Sums so deducted from the teacher's remaining salary checks shall be as nearly equal in amount as practicable. Provided, however, that any teacher whose employment begins after September 1 of the applicable school year may apply for such dues deductions, if the appropriate completed authorization form is received by the Board not later than thirty (30) days after the beginning of the teacher's employment by the Board.

All such deductions and remittances by the school board shall be made in accordance with stipulations established by the Board or the Superintendent of Schools.

2. All dues deductions by the Board shall be made on a monthly basis, commencing with the September pay check or, subject to the provisions of subparagraph 1 immediately preceding this subparagraph, with the paycheck issued on the earliest practicable date. All such deductions shall be remitted to the Big Bend Service Unit.
3. By presenting to the Board a signed membership form specifying the amount to be deducted from his/her salary, an employee may authorize deduction by the Board of any uniform assessment levied on her/him by the GCCTA. Such deduction will be made by the Board from the first paycheck issued to the employee at least thirty (30) calendar days after the Superintendent's receipt of said authorization.
4. The authorization of each deduction for dues or uniform assessments for the GCCTA shall be in force during the term of this Collective Bargaining Agreement, except Authorization for dues deduction is revocable upon written request by the employee on the Employee Association Dues Revocation Form. The employee must first secure the written acknowledgement of GCCTA on the Form, signed and dated, and then submit the Form to the District Payroll Office. The revocation of the authorization for dues deduction will be effective no fewer than 30 calendar days from the date of the employee's submission of the completed Dues Revocation Form to the Payroll Office.
5. The District will provide GCCTA with up to two (2) payroll deduction slots for the purpose of deducting premiums (after tax) for companies participating in the *NEA Member Benefits* programs sponsored by GCCTA and its state and national affiliates (*FEA & NEA*) All deductions shall be made on a twelve month basis using a mutually agreeable form to be provided by GCCTA and transmitted to the common remitter(s) selected by GCCTA or its affiliates for such purpose as a single check amount to each

remitter each payroll period. GCCTA will hold the Board harmless for any claims arising out of the use of these payroll deduction slots. These deductions shall not be limited or restricted to any certain number of participants by the Board.

6. The GCCTA shall indemnify and save harmless the Board and its employees from any and all claims, demands, suits, judgments, awards and costs incurred in connection with any such claim, demand or suit resulting from any action taken or omitted by the Board or its employees for the purpose of complying with the provisions of this Article.
  7. If at any time during the duration of this Agreement, the GCCTA violates the anti-strike provision of Florida Law, or if there is a refusal to perform the duties of employment by any member of the GCCTA, this Article shall immediately become void and inoperative during the terms of this Agreement.
  8. Legislative Committee – A legislative committee comprised of five (5) members appointed by the GCCTA President shall be allowed three (3) days during the Legislative Session to lobby for educational concerns benefiting the Gadsden County School District.
  9. Florida Education Association Delegate Assembly – The Board agrees to grant two (2) days to each elected delegate to attend the Annual Delegate Assembly of the Florida Educational Association.
  10. President’s Release Time – The President of the GCCTA or designee shall be granted ten (10) release days to conduct Association Business.
  11. Negotiations Committee. A list of members of the GCCTA Negotiations Committee shall be provided to the District’s Chief Negotiator by February 1 of each year. Up to eight (8) members of such committee shall be provided temporary duty for negotiations that are scheduled during the school day.
- J. Paid leave for GCCTA Activities – Each year of this contract, representatives of the GCCTA may be granted up to a total of ten (10) days of paid leave to conduct GCCTA business provided the following conditions are met:
1. A teacher shall provide the site administrator with a leave request form for the paid leave a minimum of forty-eight (48) hours prior to such leave.
  2. The site administrator shall approve the request for paid leave unless he/she document in writing at least 24 hours in advance that the teacher’s absence would significantly impede the operation of the work unit, under no circumstances shall leave be denied after the leave has been duly authorized and approved by the administrator.
  3. No more than two (2) teachers may be absent from any faculty on any day on such paid leave.
  4. No more than ten (10) teachers in the district may be absent on such paid leave on any day.
  5. Except for the president of the GCCTA, no teacher may be absent on paid leave for GCCTA activities for more than ten (10) days.
  6. The School Board, in conjunction with the GCCTA, shall be responsible for tracking the amount of paid leave taken for GCCTA activities.
- K. During the regular workday, the Executive Director of the Big Bend Service Unit of the Florida Education Association and/or the president of GCCTA may visit teachers at the site, provided the authorized representatives report their presence to the site administrator or his/her designee and they do not interfere with, nor disturb, normal site operations or cause the loss of instructional time. No authorized representative shall use this privilege except to conduct GCCTA business.

## ARTICLE III - GRIEVANCE PROCEDURE

- A. Definitions.
1. "Grievance" shall be defined as a dispute involving the interpretation, application, or violation of a provision(s) of this contract.
  2. "Grievant" shall mean any employee or group of employees who have filed a grievance.
  3. "Day" shall mean a district workday based on the calendar approved by the Board. The application of this provision shall not, however, result in the extension of a time period stated in this Article for more than ten (10) days.
  4. Grievance Forms. Each grievance, request for review, and notice of arbitration must be submitted in writing on the appropriate grievance form and signed by the grievant(s). All grievance forms shall be dated when received. The grievance forms may be filed in person or by means of FAX, U.S. mail, or other recognized means of delivery.
- B. Informal Resolution. When employees have a problem or complaint, they should attempt to resolve it through discussions with their supervisor or other appropriate personnel. If the problem or complaint cannot be resolved in that manner, the grievance procedure is provided as a formal means for resolving the grievances of employees as defined below. An effort to resolve a problem or complaint under this provision does not waive the time limits for filing a grievance at Step 1 as provided in Section E.3, below.
- C. Resort to Other Procedures.
1. It is the intent of the parties to first provide a reasonable opportunity for resolution of a matter that constitutes a grievance through the grievance procedure. If prior to seeking resolution of a dispute by filing a grievance hereunder, or while a grievance is being processed, an employee formally initiates resolution of the matter in any other forum, whether administrative or judicial, the Board shall have no obligation to proceed further with the matter pursuant to this grievance procedure.
  2. As an exception of the provision in paragraph A above, a grievant may file an EEOC charge while the grievance is in process when such filing becomes necessary to meet federal filing deadlines pursuant to 42 U.S.C. s. 2000e et seq. Furthermore, an employee may seek resolution of a dispute through site or school procedures prior to filing a grievance and may request of the site administrator, an extension of the time limits for initial filing of the grievance for this purpose.
- D. Representative and Appearances
1. An employee shall choose at Step I and Step II whether to be represented by GCCTA or to represent him/herself. GCCTA shall not be required to process grievances for employees who are not members of the Association.
  2. The resolution of any grievance as defined herein shall not be inconsistent with the provisions of this contract, and the grievant shall have the opportunity to have GCCTA present at any meeting involving the grievant called to discuss such a resolution.
  3. Time spent by grievant's and GCCTA representatives investigating and processing grievances outside regular working hours shall not be counted as time worked.
- E. Formal Grievance Procedure.
1. If the parties are unable or unwilling to resolve a grievable concern or problem through the informal process described in Section A, 1 above, a formal grievance may be filed under this Section.

2. Time Limits.

- a. The time limits provided in the Article shall be observed, but may be extended by written agreement of the parties. Whenever illness or other incapacity of a party necessary to hear the grievance prevents his/her presence at a grievance meeting, the time limits shall be extended, by mutual consent, to such time that the party can be present. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- b. Upon failure of any administrator to provide a decision at any step, within the time limits provided in this Article, the grievant may proceed to the next step. Upon failure of the grievant to file at the next step within the time limits provided, the grievance shall be deemed to have been resolved by the decision at the prior step.
- c. Upon written agreement of the parties, any step in this procedure may be waived.
- d. A grievant may withdraw his/her grievance at any step but that same grievance may not be filed a second time unless it is of a continuous nature.

STEP I

A grievance shall be filed with the employee's site administrator within twenty (20) days following the occurrence of the alleged violation of the contract if the informal resolution process is used or ten (10) days if the informal resolution process is not used. The grievance shall state the facts giving rise to the alleged violation, the specific section(s) of the contract alleged to have been violated, the employee's contention with respect to these provisions, and the specific relief sought, and shall be signed by the grievant. Within twenty (20) days after receiving the grievance, the site administrator shall meet with the grievant and representative, if representation is being used, and communicate his/her decision in writing to the grievant and the grievant's representative or otherwise resolve the grievance.

STEP II

If the grievant is not satisfied with the decision at Step I, he/she may, within ten (10) days following receipt of the Step I decision or following the date on which the Step I decision was due if no decision is provided, file a request for review of the Step I decision with the Deputy Superintendent or his/her designee on the appropriate form. The Superintendent's designee shall, upon request, meet with the grievant and/or representative and may conduct whatever investigation is necessary to make a finding. Within twenty (20) days of the receipt of the grievance at Step II, the Superintendent's designee shall communicate his/her Step II written decision to the grievant and/or representative or otherwise resolve the grievance.

STEP III

If the aggrieved is not satisfied with the disposition at Step II he/she may, within ten (10) days after the answer at Step II, appeal in writing on the proper form the original grievance to the Superintendent. The Superintendent may conduct whatever investigation is necessary to make a finding. Within twenty (20) days after the receipt of the grievance, the Superintendent shall notify the grievant as to his/her disposition of the grievance.



## STEP IV

### Mediation:

The parties may, by written agreement, submit a grievance to mediation to be conducted by the Federal Mediation and Conciliation Service (FMCS), prior to being submitted to arbitration. When the parties agree to mediate an issue, the time limits to file for arbitration shall automatically be extended for the period necessary to conclude the mediation process.

## STEP V

### Arbitration:

- a. If the grievance has not been satisfactorily resolved at Step III, GCCTA may, within ten (10) days following receipt of the Step III decision or following the date on which the Step III decision was due if no decision is provided, file an intent to submit the grievance to arbitration with the superintendent or his/her designee.
- b. A grievance filed at Step III on which no action has been taken by the grievant for twenty (20) days shall be deemed withdrawn and resolved in accordance with the decision issued at the prior step.
- c. Disclosure of Information. Neither the Board nor the grievant shall be permitted to assert in arbitration preceding any grounds or rely on any evidence that has not previously been disclosed to the other party.
- d. Selection of Arbitrator. The parties shall follow the American Arbitration Association procedure for selection of an arbitrator and shall conduct the arbitration under its rules and procedures except as modified by the provisions of this Contract. The arbitration shall be scheduled within sixty (60) days following selection of the arbitrator.
- e. Authority of the Arbitrator.
  1. The arbitrator shall have no power to alter, add to, or subtract from the terms of this contract. Arbitration shall be confined to the application and interpretation of this Contract and the precise issue(s) submitted for arbitration. The arbitrator shall refrain from issuing statements of opinion or conclusions not essential to the determination of the issues submitted.
  2. In rendering decisions, an arbitrator shall give due regard to the responsibilities of the Board and the Superintendent and their designees as provided in law and rule and shall so construe such responsibilities, except as they may be specifically conditioned by this Contract.
  3. The arbitrator's decision shall be final and binding on the parties as provided in Section 447.401, Florida Statutes, provided that either party may ask that an appropriate court vacate such a decision on one or more of the grounds stated in section 682.13, Florida Statutes.
  4. An arbitrator's award may be retroactive as the equities of a case may demand, but an award shall not be retroactive to a date earlier than sixty (60) days prior to the date the grievance was initially filed except for those provisions of State or federal law that may require an earlier date.
- f. Fees and Expenses. The losing party shall pay the fees and expenses of the arbitrator. A party desiring a transcript of the arbitration proceedings shall provide written notice to the other party at least five (5) days prior to the date of the arbitration and shall be responsible for scheduling a stenotype reporter to record the proceedings and for paying the appearance fee of the reporter and the cost of obtaining an original transcript. The party shall also provide a photocopy of the transcript to the other party upon written request and payment of reasonable copying expenses.

Processing.

- a. The site administrator shall refuse consideration of a grievance not filed or processed in accordance with this Article.
- b. If a grievance arises as the result of a condition that the immediate supervisor is without jurisdiction to resolve, the grievance shall be filed at Step II after discussing such filing with the Superintendent's designee.
- g. Precedent - No complaint informally resolved, or grievance resolved at either Steps I or II, shall constitute a precedent for any purpose unless agreed to in writing by the Board and GCCTA.
- h. Documents. The grievant or representative shall be provided, upon request and with reasonable copying charge, with a copy of any identifiable document relevant to the grievance. All written materials dealing with the processing of a grievance shall be filed separately from the grievant's personnel file except an arbitration decision or a settlement agreement that requires personnel action(s) that affects the grievant.
- i. Notwithstanding the expiration of this contract, any claim or grievance arising while it was in effect may be processed through the grievance procedure until resolution, provided it is timely filed.
- j. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present, to attend, and will be held, insofar as possible, after regular school hours, or during working time of personnel involved. When such hearings and conferences are held, at the option of the administration, during school working hours, all employees whose presence is required shall be excused, with pay, for that purpose.
- k. Adjustments of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

## ARTICLE IV - TEACHING CONDITIONS

### A. Work Day

1. The parties agree that each teacher's normal work day shall cover a period of seven (7) hours and thirty (30) ~~twenty (20)~~ minutes.
2. The time for beginning and ending of that teacher's work day shall be determined by the Principal at his/her discretion, subject to change by the Superintendent, and provided further, that the duration of the teacher's work day shall be extended when the Principal requests the attendance of the teacher at a conference, group meeting, or other performance of professional responsibility.

### B. Faculty Meetings

1. Regularly scheduled faculty meetings shall not extend the teacher's workday by more than forty-five (45) minutes unless agreed upon by majority vote of the teachers present. The vote must be initiated by a teacher.
2. At least twenty four (24) hour notice shall be given before any faculty meeting other than those needed to deal with emergency situations.

A teacher shall provide written notification, including reason of regret, to the school administration if he or she is not able to attend a regularly scheduled faculty meeting or emergency called meeting.

### C. Instructional Frame Work

1. Each teacher's workweek shall not be more than fifteen hundred (1500) minutes of direct student instructional time except in those schools with extended day (Differentiated Accountability), schools with 8 periods of 45 min/elem. schools with 55 min periods, or schools with extended Reading blocks in the approved District Plan. Teacher work schedules shall be determined by the site administrator. Efforts shall be made to give teachers the opportunity to have input into developing their work schedules.
2. Consideration shall be given to the number of students, class composition and planning. The school administrator reserves the right to make the final decision.
3. All teaching schedules will be provided during preplanning; teaching assignments are based upon certification and school leaders will notify staff in a timely matter prior to the beginning of the new school year.
4. Assignments may be revised as needed, but not to go into effect less than one week (5 teacher workdays) after written notice.
5. Teachers hired after preplanning shall receive teaching assignments and schedules on the first day of employment.
6. Every effort shall be made to minimize and/or reduce the number of preparations each teacher shall have. In furtherance of this responsibility, the parties agree that teachers shall not be required to teach in more than three (3) certification areas, nor teach subjects involving more than three (3) different preparations or any combination to exceed three (3) preparations in secondary schools.
7. Within a given site, the administration shall make a reasonable effort to balance the load between teachers teaching identical courses.

D. Instructional Resources

1. Teachers will be expected to exercise reasonable control, under the direction of the site administrator, of textbooks, supplies, or equipment assigned to them.
2. Teacher will be provided with supplies textbooks, and teaching materials as deemed necessary by the site administrator to teach the course assigned.
3. Teachers shall not be required to purchase supplies, textbooks, materials or equipment from their personal funds.
4. The Board agrees to make available in each school word processing and reproduction/duplicating capabilities to aid teachers in their preparation of instructional materials. Audio-visual equipment shall be made available in each school for classroom use.

E. Planning/Preparation Time

School principals shall make every effort to ensure teachers are provided duty-free planning without risking the safety of students. Administrators and teachers at any site shall develop a plan to allow duty-free planning using site-based decision making. However, the final decision shall remain with the site administrator. If the planning time is compromised with duty, an agreement can be reached among staff and administrator concerning the lost planning time.

F. Extended Day/Year

Any Florida statutory requirement of schools to provide additional instruction outside of the standard student day or year shall adhere to the following:

1. The assignment for instructors at these schools to teach during the extended day or year shall receive additional pay equal to their hourly rate.
2. Teachers at the designated schools may request in writing a transfer within ten (10) days of notification. Each request will be considered on a case by case basis.

G. Additional Period Pay

1. The parties recognize that in some schools because of staffing issues teachers may be selected to teach more than the contractual mandated number of teaching periods.
2. Teachers who agree to teach additional instructional periods can discuss with their administration flexibility with their planning time, and/or other duty assignments.
3. For teaching each additional instructional period, teachers shall receive one (1) additional hour of compensation equal to their hourly rate of pay.

H. Lunch Period

1. Every effort shall be made to provide teachers with a duty-free lunch period equal to the student lunch period without risking the safety of students. Administrators and teachers at any site shall develop a plan to allow duty-free lunch using site-based decision-making. However, the final decision shall remain with the site administrator.
2. On planning days the lunch period shall be (1) hour.

I. Safety

1. Teachers shall report potentially unsafe facility conditions in the classroom or other school facility to their principal.
2. The principal will investigate and document every effort to correct conditions that he/she determines to be hazardous or potentially dangerous. The principal shall reply to the concern in writing if the teacher's concern is communicated to the principal in writing.

J. Parent/Teacher conferences

1. Private conference space in each school, in a classroom or other non-student-occupied area designated by the principal, shall be provided for necessary teacher conferences with parents and/or students.
2. Teachers shall be notified in writing twenty four (24) hours before a Parent/Teacher conference is scheduled. The requirement that the teacher be notified at least 24 hours in advance may be waived in writing by the teacher.
3. When a teacher needs to make a telephone call relating to school business during which confidential information will be discussed, the building administrator/designee will ensure the privacy of the call.
4. Should a teacher find it necessary to make a long distance call, prior approval must be granted by the building administrator/designee.
5. The principal of each school shall designate an area to be used for interfaculty conferences.

K. Classroom Visitations

Visits of a teacher's class by persons other than school and/or district administrative/supervisory personnel, the Board or its designated committee or representative thereof, shall be allowed only after consent has been granted by the building principal or, in his absence, the person in charge at that time, and the teacher has been notified at least 24 hours in advance. The requirement that the teacher be notified at least 24 hours in advance may be waived in writing by the teacher.

L. Compensatory Time

1. Compensatory time may be granted if the following provisions are met:
  - i. Compensatory time may be earned only for duties assigned specifically by the building administrator beyond the contractual teaching day as required or essential to the stated objectives of a course or program.
  - ii. Compensatory time shall not be earned for activities associated with recognized supplement positions (coaching, cheerleading, etc.), or for faculty meetings, or parent-teacher conferences.
  - iii. Compensatory time shall be earned for PTO meetings, Parent expos and school open houses.
  - iv. Compensatory time shall only be used on planning days, including pre and post planning days, and at the end of the regular school day after student hours, or at such other times during the regular work day that would not require the payment of a substitute. Compensatory time shall not be used during scheduled in-service training activities.
  - v. Compensatory time shall be earned or taken only with the advanced approval of the building level administration as evidenced by completion of the Gadsden District Compensatory Time Approval Form.
  - vi. No monetary reimbursement shall be awarded for compensatory time.

- vii At the end of the teacher contract year or upon the resignation of the teacher, whichever comes first, all unused compensatory time will expire.
- viii The nature of teacher assignments beyond the normal work day, for which compensatory time will be granted, shall be determined by the site administrator in cooperation with the site-based decision-making teams. Assignments may be revised as needed.

## ARTICLE V - LEAVE

Teachers who will be absent from work shall notify the site administrator or her/his designee no later than one (1) hour and thirty (30) minutes prior to the beginning of the teacher's work day, giving notification of their pending absence. Teachers shall not be responsible for securing substitutes.

A. Sick Leave

Each teacher employed on a full-time basis who is unable to perform her/his duties because of her/his own illness, or because of illness or death of her/his father, mother, brother, sister, husband, wife, child or other close relative, or member of her/his own household, and who consequently has to be absent from her/his work, shall for such necessary absence be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and shall thereafter earn one day of sick leave for each month of employment, which shall be credited to the employee at the end of that month, and which shall not be used prior to the time it is earned and credited to that employee; PROVIDED, that the employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment; and PROVIDED, FURTHER, that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year, without limitation on the number of days of sick leave that may accrue to any employee; and PROVIDED, FURTHER, that at least one-half of such cumulative leave must be established within this school district. In case of reasonable doubt as to the validity of any sick leave claim, the Superintendent may require a supporting certificate of illness from a licensed physician.

A teacher may transfer their earned sick leave to a spouse, child, parent, sibling or any designated person who is also a district employee to use her/his sick leave that has accrued to the authorizing employee, provided that the recipient has depleted all of his or her sick leave. Donated sick leave shall have no terminal pay value to the recipient.

B. Personal Leave

Personal leave up to a maximum of six (6) days per fiscal year, with compensation, may be granted by the Superintendent, provided that the use of such leave shall be charged to the individual's currently accrued sick leave, and provided further that such personal leave shall be noncumulative.

C. Illness-In-Line-Of-Duty-Leave

Any teacher shall be entitled to illness-in-line-of-duty-leave when he/she has to be absent from her/his duties because of illness from any contagious or infectious disease contracted therein. Illness-in-line-of-duty-leave is intended to deal with the illnesses normally known as childhood diseases; such as mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. Any teacher requesting such leave shall provide proof, when so requested, that illness was contracted while discharging her/his duties as such employee. Such leave may be authorized for a total of not over ten (10) days during any school year, subject to the provisions of 1012.63 (1)

Where the amount of compensation payable under the provisions of the education code, for injuries, accidents or other disabilities which would entitle the employee to compensation under the provisions of the Florida Workers' Compensation Law, exceeds the amounts payable under the compensation law, payments shall be made, as provided in the education code, for the

difference between the amount paid under the Workers' Compensation Law and the amount due under the provisions of the education code.

D. Professional Leave

Professional leave, with compensation, when approved by the Superintendent, may be granted by the School Board for voluntary leave of any member of the instructional staff for the individual's professional benefit or advancement. Such leave shall be for a maximum of three (3) days for each year's service in this school district, and may be cumulative to a maximum of twelve (12) days. Professional leave for teachers may be granted during post-school and pre-school periods for attendance at summer sessions of colleges and universities provided that suitable arrangements for performance of the individual's duties are made with the Superintendent.

Leave of absence for one semester or for one year, for professional study or travel, and without compensation, when approved by the Superintendent, may be granted by the School Board.

E. Temporary Duty

1. "Leave-in-Line-of-Duty" is authorized for members of the instructional staff who are assigned by the Superintendent to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services. Employees performing such assigned temporary duties shall not be considered to be on leave.

2. Any GCCTA member who is an elected voting delegate to the Annual Florida Education Association Representative Assembly shall be assigned temporary duty for the purpose of attending this meeting. Names of voting delegates shall be submitted to the Deputy Superintendent or his designee annually by the GCCTA president in order to secure leave for this purpose.

F. Leave for Jury Duty and/or Court Processes

For court appearances or duty performed, pursuant to court process, by a teacher during school work hours, the teacher shall receive from the Board full pay, allowances and/or reimbursements as follows:

1. When summoned to appear as a juror, or as a witness (except as a character witness) in any civil or criminal action in which the employee is neither plaintiff nor defendant: full pay, without allowances or reimbursements, with the employee retaining any payments or fees from the court or other third parties for such appearance; but,

2. When summoned to appear as a defendant or as a witness in any action arising out of and in the course of her/his employment by the Board: full pay, allowances and/or reimbursements as though on "leave in line of duty", with any payments or fees received from the court or other third parties for such appearances to be endorsed to the Board.

G. Military Leave

Military leave shall be granted as required by law or Florida State Board of Education Rules, and may be granted as thereby permitted.

Military Caregiver and Qualifying Contingency Leave. An employee who is a caregiver of a relative who suffers serious injury or illness during active military duty, or has a qualifying exigency as a result of a family member being on active duty in the National Guard or Reserves in support of a contingency operation, may qualify for a category of FMLA leave as described in District Policy.



H. Parental Leave

Any teacher or her/his spouse may be granted leave without pay, not to exceed one year in duration, incident to the birth or adoption of a child.

The application for such leave must be accompanied by a licensed physician's certificate attesting to the pregnancy of the applicant or the spouse of the applicant, the probable term thereof and the recommended period of confinement, or, in the case of adoption, by satisfactory evidence of the date custody of the child shall be delivered to the applicant.

Upon the filing of an application for parental leave, the teacher and the principal shall, subject to the approval of the Superintendent and the Board, mutually determine the commencement date for such leave, based on evaluation of the capacity of the prospective mother to discharge her teaching duties and/or the expected date of birth of the child or receipt of custody of the child to be adopted, as the case may be, and the leave shall continue for the remainder of the school year unless otherwise requested by the teacher and approved by the Board. No person on parental leave shall engage in remunerative employment with any other school board.

Family Medical Leave - Employees requesting unpaid leave for serious personal or family illness are entitled to continue Board contributions to insurance programs as provided for in the Family Medical Leave Act. Employees wishing to receive this benefit must identify their leave request as a "Family Medical Leave" prior to taking the leave and submit a completed "Certification of Physician" form with their leave request. Employees who do not return to work with the District shall be required to repay the Board contributions made during their unpaid leave.

A. Eligibility:

All full-time employees covered by this agreement who have worked for the Board at least twelve (12) months preceding the start of leave may be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period when leave is taken for one or more of the following circumstances:

1. The birth of a son or daughter of an employee and to care for the child.
2. The placement of a son or daughter with an employee for adoption or foster care.
3. To care for the spouse, son, daughter or parent of an employee, if the family member has a serious health condition.
4. The employee is unable to perform the functions of the position because of the employee's own serious health condition.

I. A teacher who is absent from the workplace for three (3) or more consecutive days, without authorized leave, shall be considered to have abandoned her/his position and resigned from the district.

J. Substitute Teacher

1. In all cases, every effort shall be made to secure a substitute in the event of a professional employee's absence.

2. Except in the case of an emergency, and with consent of the professional employee who would receive students, the students of an absent professional employee shall not be divided and/or placed into the classes of other professional employees.
3. Any substitute assignments shall be rotated equitably among all professional employees; however, volunteers shall always be sought first.

K. Benefits During Unpaid Leave

- a. Any employee granted a leave of absence as provided in this article shall be given the opportunity, unless otherwise provided, to continue insurance coverage in existing District programs during the leave, provided the entire premiums (Board and employee contribution) for such insurance programs shall be paid by the employee on a monthly basis in advance of the month due.
- b. To the extent permitted by the Florida Retirement System, employees shall be given the opportunity to continue retirement programs, provided the employee pays the full cost of such programs. Forms are available from the Florida Retirement System for the employee to purchase such leave time.

## ARTICLE VI - TEACHER ASSESSMENT

### Preamble:

The parties wish anyone who reads this language to understand that we agree to the following terms only with great reluctance and with the realization that what we are agreeing to will in all probability hinder the educational process. We are compelled to negotiate this language by state law and do so only to comply with those requirements.

The following contract language will be subject to re-openers and review within one year from its full implementation upon request by either party. Gadsden County Teacher Evaluation Model (GCTEM) will be made up of two components; the score for Instructional Practices and the score on the State of Florida's value added tables of student learning growth or other student learning growth data approved by the State and specified below. The percentage of which each will contribute to a teacher's total evaluation is specified below. Each teacher will receive an overall rating of Highly Effective, Effective, Needs Improvement (referred to as Developing in the case of teachers in their first three years of employment), or Unsatisfactory based upon the total number of points accrued on the two measures.

### Definitions:

State assessments: Any standardized state approved assessment for a given subject.

District assessments: A standardized district created and/or approved assessment for a given subject across the district in a given subject area.

Value added state model: Formula developed by the state to measure student-learning growth.

Learning targets: Locally agreed upon goal for measurement of student progress

Three years of data: Current year plus two immediately preceding years

GCTEM: Teacher Evaluation System, the term for the overall evaluation of a Gadsden County teacher.

Unsatisfactory Performance: Two consecutive Unsatisfactory annual GCTEM evaluations, two Unsatisfactory annual GCTEM evaluations within a three year period, or three consecutive annual GCTEM evaluations of Needs Improvement or a combination of Needs Improvement and Unsatisfactory.

Performance Improvement Process (PIP): A process afforded to teachers to support performance concerns as identified in GCTEM.

90-day Performance Probation: The statutory 90-day process for which unsuccessful completion could lead to non-renewal of an annual contract or termination of a professional services or continuing contract under the following conditions: Receives two consecutive annual performance evaluation ratings of unsatisfactory, two annual performance evaluation ratings of unsatisfactory within a three year period, or three consecutive annual performance evaluation ratings of needs improvement and unsatisfactory. During this 90-day period the district will offer assistance to the teacher

Independent Second Opinion: An evaluation undertaken by a neutral third party administrator selected by the Parties. Any independent evaluator should be free from any influence from either party to this Agreement and should engage in no ex parte communications with any of the parties prior to rendering his/her decision. The evaluation form will include the following ratings: Highly Effective, Effective, Needs Improvement (Developing in the case of teachers in their first three years of service), or Unsatisfactory. Should the independent evaluator not confirm the principal's evaluation, a second independent evaluator will be utilized. The evaluation is sustained if the teacher receives two or more "Unsatisfactory" ratings by the majority of the evaluators.

General Rules:

- 1.) When a teacher's data source is other than state assessments for the specific students taught by the teacher in the tested subject area, effort will be made to associate the teacher's actual students' test results to their evaluation to the greatest extent possible.
- 2.) State assessments will be substituted for district assessments or learning targets as they become available.
- 3.) The parties agree to proportion the effects of the instructional practices rubric and the value added measure in such a manner that makes it impossible for someone scoring an Effective or Highly Effective in one measure to be scored as Unsatisfactory on the total evaluation measure.
- 4.) No transfer or layoff decisions will be made solely on the basis of student learning gain data until all appropriate subject area assessments have been implemented.
- 5.) Any teacher placed on the 90-day performance probation described herein which could lead to his or her non-renewal or termination may request the superintendent or his or her designee to review his or her class list for the coming year for equity of the teaching assignment.
- 6.) Teachers on a PIP at the time this language is ratified will continue to be evaluated and receive assistance on the basis of those procedures in effect at the time they were placed on the PIP.
- 7.) Teachers being placed on a PIP at the beginning of the 2011-12 school year will follow the process described herein.

A. Gadsden County Induction Program (GCIP)

1. All first year Category 1 teachers or teachers possessing a temporary, one-year contract will be assigned a GCIP Mentor and complete the 180-day GCIP.
2. Re-hired Gadsden teachers who have more than five years of service with the School Board of Gadsden County and who have worked for the district within the past three years will be exempt from requirements of the GCIP program.
3. Any teacher who changes school, grade level or content area in the second year of employment may be designated as a Year 2 GCIP (Y2 GCIP), and be afforded a GCIP Mentor for the 90-day GCIP.

B. Gadsden County Teacher Evaluation Model (GCTEM)

All teachers will be evaluated with the GCTEM, described herein. All the appropriate observation and evaluation forms appear in The Gadsden County Teacher Evaluation Model Manual (hereinafter known as “the model”).

Data collected during the Teachscape/PDA Classroom Walk-Through observation process may not be used as part of a teacher’s formal evaluation process. If during the course of walking through the campus an administrator observes behavior that causes concern, the administrator will remain in the classroom for a minimum of ten minutes to conduct an informal observation.

**1. Category 1 Teachers, First Year Teachers**

- a. All probationary contract teachers will be considered to be in Category 1 of the GCTEM.
- b. Prior to the first observation, the teacher shall be familiarized with GCTEM.
- c. The approved observation and evaluation form(s) for Level Category 1 teachers will be in “the manual”
- d. With the exception of those teachers terminated during their probationary contracts, all Category 1 teachers must be evaluated twice yearly.
- e. During the first 20 work days from a teacher’s hire date, excluding pre-service days or holidays, the administrator will observe the teacher using the Observation (Short Form).
- f. If performance concerns exist following the Observation Form, the administrator will use the FEAP Summative Observation to determine if action is warranted.
- g. During the probationary contract year, the employee may be dismissed without cause or may resign from the contractual position without breach of contract.
- h. If in the opinion of the principal, performance concerns exist that could cause a teacher to be dismissed during the probationary contract year, informal assistance will be provided to that teacher via an Internal Assistance Plan (IAP) prior to such a determination. The IAP will be initiated with a letter from the principal scheduling a meeting to discuss concerns. The Union will receive a copy of the notification letter with an invitation to participate and represent the teacher at the IAP meeting. The Professional Development Director will receive a copy of the IAP notification letter. The principal will share concerns and determine school-based staff to provide support for the teacher. This process will continue until such time as a final 97-day determination is made but no less than four weeks from the inception of the IAP process.
- i. The teacher who has been supported on an IAP for a minimum of four weeks, may be released from the IAP, terminated during the probationary year, or be placed on a Performance Improvement Plan (PIP) for a minimum of 2 months prior to the final Evaluation.
- j. Criteria for initiating a PIP:
  - A score of Unsatisfactory or Developing.

k. Outcome of the Mid-Year Evaluation:

- Initiate IAP if a score is Unsatisfactory or Developing.
- Continue PIP if overall score is Unsatisfactory or Developing.
- Discontinue PIP if the overall score is Effective or Highly Effective.

l. Outcome of the Final Evaluation

1. A Category 1 teacher who receives assistance through an IAP and/or PIP and receives an Unsatisfactory or a Developing will be non-renewed.
2. A Category 1 teacher who receives an Effective or Highly Effective, score on PRIDE will become a Category 2 teacher.

**2. Category 2, Annual Contract (AC) Teachers**

- a. All annual contract teachers will be considered to be in Category 2 of the GCTEM.
- b. Prior to the first observation, the teacher shall be familiarized with the GCTEM.
- c. Category 2, teachers will be evaluated annually on GCTEM.
- d. If concerns exist following the Observation (Short Form), the administrator will use the FEAP Summative Observation to determine if action is warranted.
- e. If an administrator has documented performance concerns regarding a Category 2, teacher, that teacher will be afforded assistance through the PIP process for a minimum of four months prior to GCTEM.
- f. Criteria for initiating a PIP:
  1. A score of Developing/Needs Improvement or Unsatisfactory.
    - 1 A teacher receiving a second GCTEM evaluation of Developing/Needs Improvement initiates a 90-day performance probation.
    - 2 A teacher receiving a GCTEM evaluation of Unsatisfactory initiates a 90-day performance probation.
    - 3 Any Category 2 teacher, previously placed on a PIP for a minimum of four months and who experiences performance difficulties based on the Short Form, (completed during the first 20 days, working with students) and FEAP, will be placed on a PIP. The teacher will be evaluated in November. If the evaluation is unsatisfactory, the 90-day performance probation will commence. At the end of the 90-days, the principal will evaluate the teacher. If found unsatisfactory, the teacher will be afforded the independent second opinion. The teacher will have his or her teacher contract held in abeyance until the student growth portion is completed on the GCTEM.

- g. The teacher will have the opportunity to give input into the interventions specified in his or her PIP. Teachers refusing assistance will be evaluated by the building principal with no right to a second opinion. A teacher's decision to refuse a PIP may not be rescinded until the following school year.
- h. Outcome of the GCTEM Final Evaluation:
  - 1. A teacher receiving a first GCTEM evaluation of Developing/Needs Improvement score on the GCTEM will have his or her contract renewed.
  - 2. A teacher who has completed the "90-day performance probation" and receives an Effective or Highly Effective score on the observation form will have his or her contract renewed.
  - 3. A teacher who has completed the "90-day performance probation" and receives an unsatisfactory observation will continue in the PIP process. On the spring observation, if the teacher receives a developing/needs improvement or unsatisfactory he or she will be afforded an independent second opinion. The teacher will have his or her teacher contract held in abeyance until the student growth portion is completed and a GCTEM final evaluation is determined.
  - 4. Any Category 2 teacher, repeating the PIP process, who is found unsatisfactory, will have his or her teacher contract held in abeyance until the student growth portion is completed on the GCTEM.

**3. Category 3, PSC and CC Teachers**

**1. All Category 3 Teachers**

- a. Any Continuing Contract (CC) or Professional Service Contract (PSC) teacher will be considered to be a Category 3 teacher.
- b. Any teacher who holds a continuing contract may, but is not required to, exchange such continuing contract for a professional service contract in the same district.
- c. Prior to the Observation (Long Form), the teacher will be familiarized with the Evaluation instruments, forms and procedures.
- d. Each PSC or CC teacher will receive one performance evaluation yearly unless performance concerns are noted in which case the following procedures will apply:

**2. Category 3, Year 1 Teacher Performance Concerns**

- a. If concerns regarding the performance of a Category 3 teacher exist, the administrator will use the approved observation instrument (Short Form).

- b. If concerns exist following the Observation (Short Form), the administrator will use the FEAP Summative Observation to determine if action is warranted.
- c. If an administrator has documented performance concerns on the Observation (Short Form), regarding a Level 3 teacher, that teacher will be afforded assistance for a minimum of four months prior to the Final Evaluation through the PIP process.
- d. Criteria for initiating a PIP:
  - 1. A score of Developing/Needs Improvement or Unsatisfactory
  - 2. A teacher receiving a second GCTEM evaluation of Developing/Needs Improvement initiates a 90-day performance probation.
  - 3. A teacher receiving a GCTEM evaluation of Unsatisfactory initiates a 90-day performance probation.
  - 4. Any Category 3 teacher, previously placed on a PIP for a minimum of four months and who experiences performance difficulties based on the Short Form, (completed during the first 20 days, working with students) and FEAP, will be placed on a PIP. The teacher will be evaluated in November. If the evaluation is unsatisfactory, the 90-day performance probation will commence. At the end of the 90-days, the principal will evaluate the teacher on the appropriate form. If found unsatisfactory, the teacher will be afforded the independent second opinion. The teacher will have his or her teacher contract held in abeyance until the student growth portion is completed on the GCTEM.
- e. Outcome of GCTEM Evaluation:
  - 1. A teacher receiving a Developing/Needs Improvement, Effective or Highly Effective score on the GCTEM will have his or her contract renewed.
  - 2. A teacher receiving a second GCTEM evaluation of Developing/Needs Improvement initiates a 90-day performance probation.
  - 3. A teacher receiving a GCTEM evaluation of Unsatisfactory initiates 90-day performance probation.
  - 4. A teacher who has completed the “90-day performance probation” and receives an Effective or Highly Effective score on the GCTEM will have his or her contract renewed.
  - 5. A teacher who has completed the “90-day performance probation” and receives an Unsatisfactory will continue in the PIP process. On the spring evaluation, if the teacher receives a developing/needs improvement or unsatisfactory he or she will be afforded an independent second opinion. The teacher will have his or her teacher contract held in abeyance until the student growth portion is completed and a GCTEM final evaluation is determined.



6. Conclude the PIP if the teacher receives a score in the higher range of Developing, Effective or Highly Effective range.

All such evaluation(s) will be completed at least two weeks prior to the last day of student attendance. The second opinion evaluator will use the revised Final Evaluation, based on the principal's revised Final Evaluation of documented PIP competencies.

- f. An employee notified of unsatisfactory performance may request an opportunity to be considered for a transfer to another appropriate position, with a different supervising administrator, for the subsequent year of employment.
- g. Any proposed termination due to failure to successfully complete a NEAT/Performance Probation process will be subject to the grievance and arbitration process as defined in Article III of this Agreement and/or a hearing held by the Department of Administrative Hearing (DOAH).
- h. All procedures outlined in this section are subject to the grievance and arbitration process, as described elsewhere in the Agreement.

C. Value Added/ Student Learning Gain Data

Methodology:

The percentage and composition of the student data component of each teacher's evaluation is expressed below:

**1. Classroom teacher, majority of students take FSA in subject area taught by teacher**

The teacher's evaluation will be based 50% on Instructional Practices, 50% on the state's value added data based upon their students' state assessment (e.g., FSA) scores. When three years of this data is not available for each teacher, the proportions will alter to 60% on Instructional Practices and 40% value added data.

**2. Classroom teacher, majority of students take FSA but in other subject area than that taught by teacher**

The teacher's evaluation will be based 50% on Instructional Practices, 50% on student gains on a district-wide standardized test or statewide assessment when available. When three years of data is not available for each teacher, the proportions will alter to 60% on Instructional Practices and 40% student gains data. If not using a statewide assessment, the measure to be employed at each grade level and subject area must be agreed to by the parties. If a district-wide standardized test or statewide assessment does not exist, teachers in this group will be evaluated as in Number 3, below.

**3. Classroom teacher, majority of students do not take FSA**

The teacher's evaluation will be based 50% on Instructional Practices, 50% on student gains on a set of measureable learning targets agreed to in advance between the teacher and principal. When three years of data is not available for each teacher, the proportions

will alter to 60% on Instructional Practices and 40% measureable learning targets. A list of acceptable measureable learning targets to be employed at each grade level and subject area must be agreed to by the parties.

**4. Non-classroom teacher, assigned to specific school(s)**

The teacher's evaluation will be based on 70% on Instructional Practices and 30% on the state's value added data of FSA\_scores for those students attending the specific schools to which the non-classroom teacher is assigned. When three years of data is not available for each teacher, the proportions will alter to 80% on Instructional Practices and 20% value added data.

**5. Non-classroom teacher, not assigned to specific school(s)**

The teacher's evaluation will be based on 70% on Instructional Practices and 30% on the state's value added data of FSA scores for the students in the district as a whole. When three years of data is not available for each teacher, the proportions will alter to 80% on Instructional Practices and 20% value added data.

- D. During pre-school planning, or within the first ten days of reporting to the work site for active employment, each teacher shall be given a copy of the GCTEM Manual. This distribution shall be followed by an explanation, demonstration and discussion of the assessment process. A copy of all current teacher assessment forms shall be available upon request or on the district's website.
- E. For the purposes of teacher assessment, the principal will make at least one (1) scheduled observational visit to the teacher's classroom. The principal may make as many unscheduled visits or as many additional scheduled visits as he/she sees fit, and his/her assessment may be based on any information which may be available to him/her at the time the assessment is made.
- F. Within ten (10) school days after each such scheduled visit, the principal shall have a conference with the teacher, at which time the teacher shall receive a copy of the completed assessment form. Upon approval by the Superintendent the 10-school day time limit may be extended for extenuating circumstances or by mutual consent of the parties.
- G. Each completed assessment form for the teacher and all copies of it shall be dated and signed by the principal and the teacher, with the teacher receiving one copy. The teacher's signature indicates only that he/she has read the completed form, and not necessarily that he/she agrees with the assessment.
- H. In the event that the teacher disagrees with the written assessment of her/his performance, she/he may write her/his objections on the assessment report or attach them to the report to be placed in her/his personnel file. A teacher shall not be requested nor required to sign a blank or incomplete evaluation form.
- I. In order to assure quality teaching and learning and a fair, equitable and impartial evaluation of teacher performance the parties agree to form an appeals committee comprised of two members of the GCCTA appointed by the GCCTA president and two from the administration appointed by the Superintendent, neither party shall have any influence on the appointment of the members of the other party. The following procedures shall be followed:

1. It is the intent of the parties that the procedures listed below in the appeals process shall serve as the alternative to Steps I and II of the grievance procedure.
  2. If the employee desires, he/she has the right to request representation or represent himself/herself, but under no circumstances will GCCTA be required to represent a non-member.
  3. An employee may not be represented by an attorney or a rival union in an appeal.
  4. The site administrator or the Superintendent's designee and the union president will make every effort to obtain informal resolution of the dispute within 30 (thirty) days of the employee's evaluation. If unresolved the alleged dispute shall move to the formal appeals process.
  5. Issues appealed to the committee shall be addressed expeditiously by the committee keeping in mind the statutory time frames and shall meet and render a decision within 10 school days.
  6. The representatives of the committee shall communicate their findings in writing to the Superintendent and the union president as well as the affected employee(s) and the site administrator.
  7. Disputes not resolved at the committee level will then follow the prescribed procedures in Article III, beginning at Step III.
- J. The teacher, upon written request, shall have the right to review and reproduce the contents of the personnel file, being accompanied by a representative of the GCCTA, if desired, and in the presence of the administrator responsible for the safekeeping of such file.
- K. The personnel file of each teacher shall be open to inspection only by the School Board, the Superintendent, the principal, the teacher, and such other persons as the teacher or the Superintendent may authorize in writing, unless otherwise provided by law.
- L. The School Board shall have the right to reprimand, suspend, demote or discharge its employees for just cause. Just Cause shall be defined to mean:
1. The Board or its designees made an effort to discover if, in fact, the employee did violate or disobey a rule or order of management or did commit any of the acts referred to by Section 1012.33, Florida Statutes, prior to taking official action.
  2. The Board or its designees conducted a fair and objective investigation of the facts.
  3. The Board applied its rule and penalties uniformly and without discrimination to all employees.
  4. The employee was given an opportunity to present his/her side prior to official action being taken.
  5. The Board's rule or order that the employee is alleged to have violated was not arbitrary, capricious or discriminatory.
  6. The Board gave the employee forewarning of the consequences or possible consequences if the employee did not obey the rule or order.
  7. When determining the degree of discipline, consideration will be given to the employee's service record and the nature of the offense.

## **ARTICLE VII - VACANCY AND PROMOTION, TRANSFER AND REASSIGNMENT AND REDUCTION IN FORCE**

A. The provisions of this Article shall not apply in such manner that would prohibit the Board from complying with applicable court orders.

B. Vacancy and Promotion

Notice of all openings for promotion and instructional vacancies shall be posted as necessary by the Superintendent or his designee for five (5) teacher work days during the regular school year or five (5) administrator work days during the summer, as the case may be, prior to the filling of the vacancy, in the district administration building and shall be transmitted to the building principal of each school, who shall post the notice in that school. Such postings shall include the kind of certificate necessary, and information concerning the securing and deadline for filing of the application. A copy of all vacancies shall be sent to the President of GCCTA by the district mail courier at least three days prior to the posting of said positions. A signature will be secured to validate delivery.

C. Transfer and Reassignment

The Board and the GCCTA recognize that the transfer of employees shall be the responsibility of the Board upon recommendation of the Superintendent. Any teacher who desires a change in grade and/or subject assignment in the following year or who desires to transfer to another school in the following year shall file, using a form furnished by the Superintendent, a written request to that effect in duplicate, one copy to be filed with the principal and one copy filed with the Superintendent. Such request shall be considered for the following school year and shall remain active only until the beginning of the school year following the school year in which filed.

Assignment of new teachers to positions in the school district shall be made after active requests for reassignment or transfer to such positions have been reviewed.

In making transfers, the Board will first review requests of volunteers. Lists of available positions in other schools shall be posted in each school.

No assignment of teachers to a specific position in the school district shall be made until all pending requests for reassignment or transfer to that position have been given due consideration. With all other factors being equal, District seniority shall be the deciding factor in assignments for voluntary transfers.

Teachers who have requested transfers or reassignments shall be notified in writing of the administration's action on said transfer or reassignment as soon as possible or immediately following the filling of a requested position.

D. Reduction in Personnel/Layoffs

In the event the School Board determines that the number of teachers must be reduced, written notice shall be provided to the GCCTA. For the purpose of this article, the non-renewal of an annual contract teacher at the end of his/her contract shall not be deemed a reduction in personnel. The following procedures shall be controlling:

1. Pursuant to Florida Statute Section 1012.33(5), within the program areas, subject areas in elementary schools, or other positions in which the reduction shall take place, the order of

layoff of employees within the affected positions shall be as follows: The employee with the lowest performance evaluations shall be the first to be released; the employee with the next lowest performance evaluations shall be the second to be released; and reductions shall continue in like manner until the needed number of reductions has occurred.

2. In the event that two (2) or more employees have equal ratings on performance evaluations, the following additional criteria shall be used to determine the order in which reductions shall proceed:
  - a. Employees not holding certificates in the area in which they are teaching. This provision shall not apply to employees who have been teaching out of field during all or a portion of the two (2) school years prior to layoff.
  - b. Employees having the least amount of service in the Gadsden County School District; however District service prior to a hiatus of more than two (2) years in District employment shall not count as service for this purpose.
  - c. Employees with the lowest level of educational degree.
  - d. Employees with the least amount of service outside the District.

E. Involuntary Transfers

Involuntary transfers may occur due to staff reduction in a department and/or grade level within a school or the closing of an existing facility. The Board shall notify the Union within ten (10) days after the determination that involuntary transfers must occur.

Teachers transferred under this provision (Reduction in Personnel) shall not be again subject to involuntary transfers for a period of one (1) year unless extenuating circumstances exist which shall include, but not be limited to, funding, reduction in student population, and cancellation of programs. Should a position become available at the same school from which a teacher was involuntarily transferred due to a staff reduction, the teacher shall have the opportunity to request to return to such school, subject to all of the following conditions:

- a. The same or similar position needs to be filled no later than the end of the school year following the school year of the transfer.
- b. The position is in the same area of assignment from which the teacher was transferred.
- c. The teacher is certified for the position.
- d. The teacher is qualified for the position in the judgment of the Superintendent.

In cases in which more than one teacher has been involuntarily transferred from the same area of assignment, at the same school, and meet the above conditions, the teacher with the most seniority shall first be given the option to return.

The order of layoff of members of the bargaining unit shall be teachers having the least amount of teaching experience in the Gadsden County School System.

F. Recall

The School Board shall determine the positions in which recall will be made and the number of teachers to be recalled.

Teachers shall be recalled in the inverse order of layoff.

Notification of recall shall be made by certified mail to the address of record. Within ten (10) calendar days of receipt of the letter of recall, the teacher shall notify the District Personnel Office in writing whether he/she will accept reemployment. Failure to respond to the letter of recall within the required time automatically terminates the employee's right of recall.

G. Performance Issues/ Failing Schools

Before recommending an involuntary transfer based upon any performance problems, the Superintendent or his designee shall give notice of the performance problem(s) and time to address and respond to the concerns, and unless extenuating circumstances exist, the instructional bargaining unit member will be offered assistance and time to address and resolve the concerns. In addition, the following procedures shall apply:

- a. Instructional bargaining unit members affected by recommendations for such an involuntary transfer which have been proposed for the upcoming year will be notified on or before May 1, unless extenuating circumstances exist.
- b. A conference will be held, if requested by the instructional bargaining unit members, between the instructional bargaining unit member and the Superintendent and/or his/her designee to discuss the reasons for recommending a transfer, and to allow the instructional bargaining unit members the opportunity to present his/her side of the matter and his/her position regarding being transferred. Any instructional bargaining unit member attending a conference will have the right of Union representation upon the instructional bargaining unit member's request. A written report of the conference with an instructional bargaining unit member concerning a recommended transfer will be given to the instructional bargaining unit member within ten (10) working days of the conference.
- c. The instructional bargaining unit members will receive written notice of the recommendation of the Superintendent of a transfer and will have the opportunity to appear at the School Board meeting at which the transfer will be presented for approval. Instructional bargaining unit members affected by involuntary transfer shall be notified in writing on or before July 1 unless extenuating circumstances exist which shall include, but not be limited to, absence of student performance data, school grades, funding, and reduction in programs.

Instructional bargaining unit members who are involuntarily transferred due to their assigned school being deemed as a failing school shall:

- a. be given written notice of their transfer with reason specific to their teaching or students' performance evaluation.
- b. be notified of their transferred assignment by July 1 unless extenuating circumstances exist which shall include, but not be limited to, absence of student performance data, school grades, funding, and reduction in programs.

## **ARTICLE VIII - TEACHER/STUDENT AUTHORITY AND PROTECTION**

- A. Teachers shall not be required to perform tasks that would endanger their health or safety. In an emergency, teachers shall take necessary action to provide for the safety of themselves and their students and, as soon as possible, advise the site administrator of the situation.
  
- B. Each teacher shall assume such authority for the control of students assigned to him/her by the administrator, and shall keep order in the classroom and in other places in which s/he is assigned to be in charge of students.
  - a. Within the first five duty days of each school year, each teacher shall be provided with an online copy of the Gadsden County Code of Student Conduct and current Student Referral form and any additional disciplinary plan which may have been developed for his/her school.
  - b. Teachers may refer disruptive students to the office from the classroom with a referral slip provided by their administrator describing the behavioral problem when, in the judgment of the teacher, normal corrective measures have been ineffective in bringing about satisfactory improvement in the student's behavior. In emergency situations, the student may be sent to the office immediately with a written report to follow. Information on the disposition of the referral shall be provided to the teacher in a timely manner, and the status of the referral shall be provided upon request.
  - c. If a student is referred to the office because of continuing disruption, the administrator shall advise the teacher of the action taken in accordance with the Code of Student Conduct prior to the student's return to the classroom on that day. If a student demonstrates a pattern of continued disruption, the teacher shall be granted a review of the matter with the administrator and/or a discipline intervention team.
  - d. In Accordance with F.S. 1003.32 (4) a teacher may suspend (remove) a student from class. Under no circumstances shall a teacher suspend a student from school. A teacher may recommend a consequence to the principal when a disruptive student is sent to the principal's office and the principal must consult with that teacher prior to enacting lesser disciplinary action. A Placement Review Committee shall be formed for the purpose of determining placement of a student who has been suspended from a class in accordance with F.S. 1003.32 (4), (5), (6).
  - e. The Placement Review Committee shall include the following: Two teacher members of the committee one elected by the faculty and one appointed by the teacher referring student to the Committee, one member from the school's staff who is selected by the principal.
  - f. A teacher may appeal the decision of the Placement Review Committee to the District Superintendent.
  - g. Upon re-entry to school, an expelled student whose conflict was with a teacher shall not be returned to that teacher's class, except under unusual circumstances.

Any case of assault upon a teacher shall be reported promptly to the site administrator or a designee by that teacher or any other teacher observing or having knowledge of the assault. In cases involving assault by a student upon a teacher, where said teacher is determined by the Administration to be free from fault, and where said teacher has filed civil charges, the Board shall render reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

The foregoing shall not require the Board to provide legal advice or counsel for the teacher or to incur, assume or bear any financial liability.

- C. When a principal provides written notification to a teacher that a written reprimand is to be filed in the personnel file of the teacher as a result of an action by the teacher, the teacher shall have the right to have present, upon verbal or written request, a representative of the GCCTA at a conference between the principal and the teacher prior to the filing of said written reprimand. Notice of GCCTA representation, at a conference between the principal and a teacher for the purpose of filing a written reprimand, must be presented to the principal prior to the conference enabling the principal to secure district representation for the conference, if desired. If either representative is not available for the conference, the conference shall be rescheduled to a time when representation is available. The teacher shall have the opportunity to make a written response to the written reprimand within ten days of receiving a copy. A copy of the response shall be made to the Principal or an appropriate administrator, to district Human Resources, and GCCTA. The Principal shall sign the written response upon reviewing. However, such signing does not indicate agreement but rather that the principal has seen the material.
- D. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment. No such materials may be placed in a teacher's personnel file that the teacher has not had the opportunity to see. A copy of the materials to be added to a teacher's personnel file shall be provided to the teacher either by certified mail return receipt requested or by personal delivery. A teacher shall sign any reviewed material. However, such signing does not indicate agreement but rather that the teacher has seen the material. In the event a teacher does not review and sign such material within two (2) working days after notification of the existence of such material, the material shall be filed in the personnel file. Upon request, a teacher, or any person designated in writing by the teacher, shall be permitted to examine the personnel file of such teacher. The teacher shall be permitted conveniently to reproduce any materials in the file, at a cost no greater than the fees prescribed in F.S. 119.07(1) . When verbal reprimand is deemed necessary, it shall be made out of public view and hearing of employee's, colleagues, students, and others.

Teachers shall have the right to place written materials, such as commendations or summaries of achievements of noteworthy nature, in their personnel files.

- E. The district is committed to a policy of "zero tolerance" on matters of student misbehavior, acts of violence or threatened acts of violence, and assault and battery on school personnel. Students who have committed such acts will be disciplined as prescribed in the Code of Student Conduct. It is recognized that it is the teacher's responsibility to pursue the prosecution of perpetrators of such acts as defined by Board policy.

F. **Student Conduct Committee**

The Superintendent will establish a committee comprised of six (6) teachers appointed by GCCTA, the president of GCCTA, and three (3) administrators appointed by the Superintendent. The committee will be advisory in nature and will devise its own working procedure. The committee will address the following:

1. The Code of Student Conduct
2. Uniform methods for enforcing behavioral expectations
3. Effective methods for supporting administrators and teachers
4. Effective methods for open communication with parents and methods for securing parental buy-in
5. The committee shall make its recommendation to the Superintendent.



## ARTICLE IX - GENERAL EMPLOYMENT PRACTICES

- A. In an effort to assure the safety of all students and employees, the Gadsden County School Board has developed and implemented a Drug-Free Workplace and Drug and Alcohol Testing Program. The Policies and Procedures governing the Drug Free Work place and Drug and Alcohol Testing Program will be strictly adhered to.
- B. For consideration for appointment to a teaching position in summer school, a teacher must file with the Superintendent on or before May 1 immediately preceding the summer session, a written application on a form to be furnished by the Superintendent. In making assignments of applicants to summer school instructional positions, the Board will take into consideration relevant factors including but not limited to the applicant's certification and/or competency in a given subject, or subjects, and current employment by the Board.
- C. In-service activities are designed to improve the professional growth of all teachers. In-service attendance shall be voluntary unless it is:
  - X mandated by the District School Board, or State/Federal Laws
  - X required by the site administrator
  - X mandated as a condition of employment.
- D. Instructional employees shall not solicit support of any political candidate, partisan or non-partisan, during regular work hours.

An instructional employee who offers himself/herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities. Personal leave without pay may be taken during the campaign period. Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.

A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

All teachers shall be entirely free from political domination or coercion, or the pretended necessity of making political contributions of money or other things of value, or engaging in any political work or activity against their wishes under the assumption that failure to do so will in any way affect their status as employees of the school system.

- E. Each instructional employee who resides in the District and is employed at least half-time, or who resides outside the District and is employed full-time shall have the opportunity to enroll his/her child(ren) in the school of choice, subject Gadsden County School Board Policy 5.20 entitled Student Assignment.
- F. The Association and the employer will work collaboratively to comply with any Federal or State law that has adverse impact on any bargaining unit member. A committee consisting of three members appointed by the bargaining unit and three members appointed by the Superintendent shall be established to work collaboratively to develop a district wide plan to develop implementation and guideline procedures relating to any federal or state law. This committee shall convene and shall report its findings to the School Board at a Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Shall the committee not convene and make its recommendations as required, the Board shall proceed as it deems appropriate in contractual matters that are mandatory subjects of bargaining in accordance with Florida Statute 447.

## **ARTICLE X - HOLIDAYS**

The Bargaining Unit shall be granted up to six (6) paid holidays. Said holidays shall be those days designated as holidays by the Board, and shall include all such holidays granted at any time during the school year. Teachers who are under contract for less than 196 days shall be paid for the holidays which occur during their contract period.

## **ARTICLE XI - INSURANCE**

- A. Board shall provide for each employee, without cost to him/her, group term life and dental insurance. The Board will contribute for each employee no less than seventy-five percent (75%) for Capital Health Plan Insurance monthly to be applied toward payment of the single rate premium for Hospital-Medical-Surgical insurance.
- B. The Board during the life of this Agreement may at its sole option increase or decrease any and/or all of the benefits provided under this plan notifying the GCCTA of any such increase(s) or decrease(s) at least thirty (30) days in advance.
- C. An insurance committee consisting of 3 members appointed by each bargaining unit and 3 members appointed by the Superintendent shall be established to investigate insurance alternatives and make recommendations to the Board and their respective members. This committee shall convene in January of each year and shall report its findings to each party prior to the regularly scheduled March Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Should the committee not convene and make recommendations as required, the Board shall proceed, as it deems appropriate in matters relating to its insurance provisions.

## ARTICLE XII - PROFESSIONAL COMPENSATION

The basic salaries of teachers covered by this Agreement shall be set forth in Appendix A of this Agreement. ~~which is based on each completed year of teaching experience. Instructional personnel who are rated needs improvement/developing, effective or highly effective will receive increases each year beginning with the first payroll check of the year as reflected in the currently adopted salary schedule.~~ Supplemental salaries will be set forth in Appendix B and D

### Teaching Experience

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

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

- A. Holds an active professional certificate or temporary certificate issued pursuant to F.S. 1012.56 and rules of the State Board of Education;
- B. Has been recommended by the Superintendent for the annual contract based upon the individual's evaluation under F.S. 1012.34 and approved by the Board;
- C. Has not received two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation rating of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under F.S. 1012.34.

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

- A. For each teacher who enters a written contract in this district who was not employed in this district as of June 30, 2001, for the purpose of pay, the district will recognize and accept each year of full time school teaching service earned in the state of Florida or outside the state and for which the employee received a satisfactory performance evaluation. It shall be the responsibility of the teacher to provide the district personnel office with verification of such experience and proof of satisfactory performance.
- B. In order for credit for any such experience gained in any given school year to be so allowed, the same must be based on employment and efficient service in the same school system or institution of higher education for more than one half ( $\frac{1}{2}$ ) of the duty days in that year.
- C. Each vocational teacher or other teacher qualifying for certification on the basis of nonacademic preparation may substitute for professional educational employment experience as above described, and subject to all applicable conditions hereinbefore set out, duly verified successful full-time paid work experience in the specific vocational

field covered by her/his teaching certificate. In the computation of such work experience, any amount of such work experience totaling more than six (6) months and occurring within the same twelve-month period shall be counted as one year.

D. Reemployment after retirement-

Reemployment after retirement- All retirees who remain unemployed for the appropriate time as defined by law and are reemployed with the school board will be placed on the salary schedule at the beginning years of experience of their appropriate degree level. Retirees will have the ability to move through normal step progressions for each year of service. Retirees who return to service with the school board will remain on annual contract status until their relationship with the district is severed.

## **ARTICLE XIII - MISCELLANEOUS**

- A. This agreement shall constitute the full and complete understandings and commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement; provided, however, that nothing contained in this Agreement shall be construed to obligate either party to negotiate or bargain collectively with respect to any subject or matter whatever.
- B. Should any provision of this Agreement be declared illegal by a court of competent jurisdiction, said provision shall be automatically deleted to the extent that it violated the law but the remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted provision.

## ARTICLE XIV - TERMINAL PAY

- A. All payments made pursuant to this Article shall be subject to law and rules and regulations of the Florida State Board of Education.
  
- B. Terminal pay for accumulated sick leave will, except as hereinafter otherwise indicated, be provided to all full-time teachers at resignation without retirement, at normal retirement, when the teacher elects to participate in the Deferred Retirement Option Program (DROP), or to the beneficiary if such service is terminated by death. The sick leave days used in calculating the amount of such terminal pay shall not include any such days earned otherwise than in full-time service of this School District. Such terminal pay shall not exceed an amount determined as follows:
  - 1. For the individual herself/himself, upon separation from such service by resignation without retirement, PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least twenty (20) years: the daily rate of pay of the individual at that time multiplied by one hundred (100) percent times the number of days of accumulated sick leave.
  - 2. For the individual herself/himself, upon normal retirement, or DROP enrollment PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least ten (10) creditable years, a sum determined by multiplying the individual's then current average daily rate of pay by her/his number of days accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:
    - After the 10<sup>th</sup> year.....50%
    - After the 11<sup>th</sup> year.....50%
    - After the 12<sup>th</sup> year.....50%
    - After the 13<sup>th</sup> year.....65%
    - After the 14<sup>th</sup> year.....70%
    - After the 15<sup>th</sup> year.....75%
    - After the 16<sup>th</sup> year.....80%
    - After the 17<sup>th</sup> year.....85%
    - After the 18<sup>th</sup> year.....90%
    - After the 19<sup>th</sup> year.....95%
    - After the 20<sup>th</sup> year.....100%
  - 3. For the beneficiary, upon the death of the individual in the service of this School District, a sum determined by multiplying the decedent's then current average daily rate of pay by her/his number of days of accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:
    - During the first 3 years.....35%
    - During the next 3 years.....40%
    - During the next 3 years.....45%
    - During the next 3 years.....50%
    - During the 13<sup>th</sup> year.....60%
    - During the 14<sup>th</sup> year.....65%
    - During the 15<sup>th</sup> year.....70%
    - During the 16<sup>th</sup> year.....75%
    - During the 17<sup>th</sup> year.....80%
    - During the 18<sup>th</sup> year.....85%

- During the 19<sup>th</sup> year.....90%
- During the 20<sup>th</sup> year.....95%
- During and after the 21<sup>st</sup> year.....100%

Such terminal pay, when paid upon registration without retirement, or upon normal retirement, shall be paid only where the individual's resignation or retirement is concurrent in time with her/his separation from the full-time service of this School District, unless the teacher is participating in DROP, and then only if he/she is resigning or retiring under favorable circumstances, and not, for example, if the individual is being or has been dismissed by the Board, or if proceedings for such dismissal are pending. Further, such payment shall not be made if, within three (3) calendar years preceding the individual's separation from the full-time service of this School District, the individual has or shall have been convicted, under the laws of the United States of America or any State thereof, of a felony. The plea of guilty in any court, of the decision of guilty by any court, or the forfeiture of a bond in any court of law, or the written acknowledgment of having so committed any such offense, duly witnessed and made to the Superintendent or his duly appointed representative or the School Board, shall, for the purpose of this Article, have the same effect as that of a conviction of the offense.

A teacher who participates in DROP will receive pay for accumulated sick leave as indicated above. The rate of pay for such leave shall be based upon the salary rate of the teacher at the time DROP begins. Such leave shall be paid in annual installments during each of the years of DROP participation. The initial payment will be made during the first month of DROP, with subsequent payments made during the retirement anniversary months. Leave accrued during DROP will be included in the final payment and will be paid at the salary rate of the retiring teacher upon separation from service according to provisions outlined applicable Florida Statutes.

A teacher who begins participation in DROP, but elects to cancel DROP shall, within six (6) months of the DROP cancellation, repay the Gadsden County School Board all sick leave pay previously received as a part of DROP. Such sick leave time when repaid, will be returned to the account of the teacher as if there had been no DROP participation.

- C. "Normal retirement", as used in this Article, shall mean retirement as defined in subsection 231.40(2), Florida Statutes, 1979.
- D. Terminal pay for accumulated sick leave paid to any person pursuant to this Article shall totally replace and be in lieu of any and all payments to which the recipient might otherwise be entitled pursuant to any rule or other provision by the Board relating to terminal pay for accumulated sick leave.



## TERM OF AGREEMENT

Subject to applicable law, rules and regulations, this Agreement shall become effective when approved and ratified by the Board and the Bargaining Unit and signed by the parties, and shall continue in effect through June 30, 2022.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date last aforesaid.

Should any provision of this Agreement be declared illegal by a court of competent jurisdiction or legislative action, said provision shall be automatically deleted to the extent that it violated the law but the remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted provision.

The parties agree:

- All eligible GCPS instructional personnel, excluding GTC, shall receive a salary increase reflected in Appendix A- Placement Schedule of this agreement.

After ratification of this contract, the parties agree that once each calendar year of this Agreement that each party, may, at its sole option, upon written request made to the other party, reopen two (2) articles other than Appendix A, B, and C specifying such other articles so to be reopened.

Gadsden County Classroom Teachers Association

The School Board of Gadsden County, Florida

By: \_\_\_\_\_  
GCCTA President                      Date

By: \_\_\_\_\_  
Chairperson                              Date

By: \_\_\_\_\_  
Regional Specialist                      Date

By: \_\_\_\_\_  
Superintendent of Schools              Date

By: \_\_\_\_\_  
District Negotiator                      Date

# APPENDIX A

## GADSDEN COUNTY SCHOOL BOARD

### 2022-2023 INSTRUCTIONAL SALARY SCHEDULE

Completed Year of Service	Bachelor's Degree		
0-10	\$46,500		
11	\$46,500		
12	\$46,500		
13	\$46,750		
14	\$47,000		
15	\$47,250		
16	\$47,500		
17	\$47,750		
18	\$48,000		
19	\$48,250		
20	\$48,500		
21	\$49,000		
22	\$50,000		
23	\$50,500		
24	\$51,000		
25	\$51,500		
26	\$52,000		
27	\$52,500		
28	\$53,000		
29	\$53,500		
30	\$55,545		

\*This is only for salaries and will not include an increase in supplements.

\*The parties agree that the teacher's workday will change from 7 hours and 20 minutes to 7 hours and 30 minutes (Article IV A. 1). Forty-five days after ratification by both parties, 10 non-instructional minutes shall be added at the end of the school day.

# Gadsden County School District Proposed Performance Salary Schedule

\$ Available for Teacher

Pay Increase

For Performance Pay	
For COLA based on amount below per employee	\$0
TOTAL \$ Available	
Highly Effective Factor	
Enter ratio between Effective and Highly Effective NOTE: Must be between 0.5 and 0.75	
x- High Effective	
y-Effective	

\* Highly Effective teachers who retain their PSC/CC status will receive \$1 less than above amount for Highly Effective teachers.

## **APPENDIX B – SALARY SUPPLEMENTS**

The Superintendent will establish a committee comprised of three (3) teachers appointed by GCCTA, the president of GCCTA, and three (3) administrators appointed by the Superintendent. The committee shall be advisory in nature and devise its own internal working procedure. The committee will address the following:

1. Supplemental salary schedule to determine positions warranting supplemental pay,
2. Supplements to be paid for such positions,
3. And duties/expectations for supplemental positions.
4. The committee shall make a recommendation to the Superintendent.

\*F.S. 1012.22(3) – Advanced Degrees – A district school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual’s area of certification and is only a salary supplement.

## APPENDIX B – SALARY SUPPLEMENTS

Position	Activity	% of B-O	2021-22
Athletic Director	Senior High	5%	\$1,905.75
	Middle School	4%	\$1,524.60
Head Coach	Football - Sr. High	10%	\$3,811.50
	Football - Middle	9%	\$3,430.35
	Basketball - Sr. High	9%	\$3,430.35
	Basketball - Middle	6%	\$2,286.90
	Baseball - Sr. High	6%	\$2,286.90
	Baseball - Middle	4%	\$1,524.60
	Softball - Sr. High	6%	\$2,286.90
	Softball - Middle	4%	\$1,524.60
	Volleyball - Sr. High	6%	\$2,286.90
	Volleyball - Middle	4%	\$1,524.60
	Track & Field - Sr. High	6%	\$2,286.90
	Cross Country	6%	\$2,286.90
	Weightlifting - Sr. High	4%	\$1,524.60
	Wrestling - Sr. High	4%	\$1,524.60
	Track & Field - Middle	4%	\$1,524.60
	Golf	4%	\$1,524.60
	Tennis	4%	\$1,524.60
	Soccer	6%	\$2,286.90
Assistant Coaches	Football - Sr. High	7%	\$2,668.26
	Football - Middle	6%	\$2,286.90
	Basketball - Sr. High	6%	\$2,286.90
	Volleyball - Sr. High	4%	\$1,524.60
	Baseball - Sr. High	4%	\$1,524.60
	Softball - Sr. High	4%	\$1,524.60
	Track - Sr. High	4%	\$1,524.60
Other Positions	Band Director - Sr. High	6%	\$2,286.90
	if Chorus also, add	4%	\$1,524.60
	Choral Director - Sr. High	5%	\$1,905.75
	Band Director - Middle	5%	\$1,905.75
	if Chorus also, add	3%	\$1,143.45
	Choral Director - Middle	4%	\$1,524.60
	Band Director - Middle	3%	\$1,143.54
	Band Assistant	4%	\$1,524.60
	Majorette Sponsor - Sr. High	4%	\$1,524.60
	Varsity Cheerleader Sponsor - Sr. High	5%	\$1,905.75
	Jr. Varsity Cheerleader Sponsor - Sr. High	4%	\$1,524.60
	Cheerleader Sponsor - Middle	4%	\$1,524.60
	Special Olympics Coordinator	4%	\$1,524.60
	Newspaper Sponsor - Sr. High/Middle	3%	\$1,143.45
Yearbook Sponsor - Sr. High/Middle	3%	\$1,143.45	

	Student Council Sponsor - Sr. High	3%	\$1,143.45
	Student Council Sponsor - Middle	3%	\$1,143.45
Advanced Degrees	*Master's Degree		\$1,268.00
	*Specialist Degree		\$1,819.00
	*Doctorate Degree		\$2,481.00

\*F.S. 1012.22(3) - Advanced Degrees - A district school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement.

## APPENDIX C - TEACHER PAY CALENDAR

Teachers on ten (10) months contract will be paid in twelve equal payments. Payments will begin in ~~August~~ September and end in June. Payments will be made in accordance with the schedule below on the ~~30<sup>th</sup> 10<sup>th</sup> day of each month or the last working day before the 10<sup>th</sup> day of each month~~, except that the final two (2) installments will be issued in ~~on~~ June 30. During any remaining years of this agreement, the School Board will determine the uniform pay date, based on the school calendar. No payment will be made for services prior to those services being performed, nor prior to all leave forms being received in the finance office.

### TEACHER PAY CALENDAR FOR 2022-2023

~~September 10, 2021~~ \_\_\_\_\_  
~~October 8, 2021~~  
~~November 10, 2021~~  
~~December 10, 2021~~ \_\_\_\_\_  
~~January 10, 2022~~  
~~February 10, 2022~~ \_\_\_\_\_  
~~March 10, 2022~~  
~~April 8, 2022~~ \_\_\_\_\_  
~~May 10, 2022~~  
~~June 10, 2022~~ \_\_\_\_\_  
~~June 30, 2022~~

8/31/2022  
9/30/2022  
10/31/2022  
11/30/2022  
12/30/2022  
1/31/2023  
2/28/2023  
3/31/2023  
4/28/2023  
5/31/2023  
6/23/2023  
6/29/2023

**APPENDIX D – OFFICIAL GRIEVANCE FORM**  
**GADSDEN COUNTY SCHOOL DISTRICT**  
**FOR BARGAINING UNITS**

Name of Grievant(s):

Date Filed:

Position Assignment:

Worksite:

STEP I \_\_\_\_\_

STEP II \_\_\_\_\_ STEP III \_\_\_\_\_

STEP IV \_\_\_\_\_

---

Contract Citations:

Statement of Grievance:

Relief Sought

\_\_\_\_\_  
Signature of Grievant

FOR OFFICE USE

RECEIPT OF GRIEVANCE FORM

\_\_\_\_\_  
Grievance Number

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Receiving Official

\_\_\_\_\_  
Title

Distribution:  
Grievant: 2 copies  
Immediate Supervisor: 1 copy  
District Office: 1 copy



## **APPENDIX E**

### **Evaluation Committee**

The Superintendent will establish a committee comprised of three (3) teachers appointed by GCCTA, the president of GCCTA, and three (3) administrators appointed by the Superintendent. The committee will be advisory in nature and will devise its own working procedure. The committee will address the following:

1. Review the Gadsden County Teacher Evaluation Model
2. Develop strategies for uniform implementation of the Teacher Evaluation Model
3. Recommend staff development activities deemed appropriate to ensure an effective working knowledge of the Teacher Evaluation Model
4. Recommend changes to the Teacher Evaluation Model aimed at improving uniform implementation
5. The committee shall make its recommendation to the Superintendent.

## **APPENDIX F**

### **Facilities Committee**

The Superintendent will establish a committee comprised of three (3) teachers appointed by GCCTA, the president of GCCTA, and three (3) administrators appointed by the Superintendent. The committee will be advisory in nature and will devise its own working procedure. The committee will address the following:

1. Study the current condition of the facilities of the district
2. Develop concerns and solutions to improve the health and safety of all staff and students
3. Recommend needed facilities improvements with the health and safety of all staff and students as the primary concern
4. The committee shall make its recommendation to the Superintendent.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: May 23, 2023

TITLE OF AGENDA ITEM: Request to Award ITB 2022-0006 Stewart Street

Elementary HVAC Replacement to Kelly Brother Sheet Metal, Inc.

DIVISION: Facilities

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

**PURPOSE AND SUMMARY OF ITEM:**


On January 25, 2022, the Board approved the issuance of a purchase order to Clemons, Rutherford & Associates, Inc. (CRA) for professional architectural and engineering services to replace the HVAC system in 38 classrooms at Stewart Street Elementary. The work would be completed on Building #3(classrooms), Building #4(classrooms), Building #5(classrooms), Building #6(flammable storage) and Building #7(classrooms). This work does not include Building #1(office) and Building #2(cafeteria). This project is in anticipation of the occupancy of these buildings changing from classroom to office once Stewart Street Elementary closes to students. The proposed plan is that the students would attend the new K-8 school and the buildings at Stewart Street Elementary would be used for district level administration offices.

CRA developed and issued an Invitation to Bid (ITB 2022-0006) and one response was received. Kelly Brothers Sheet Metal, Inc. submitted a response in the amount of \$1,999,475.00.

Attached are copies

FUND SOURCE: 1100E 7400 6810 0201 ESSE4 00000 00000

AMOUNT: \$1,990,475.00

PREPARED BY: Johnny Riley 

POSITION: Interim Director of Facilities

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:  5/10/23



November 29, 2021

ESSER II

Mr. Bill Hunter  
Gadsden Co Public Schools  
35 Martin Luther King, Jr. Blvd  
Quincy, FL 32351

**RE: Gadsden County Schools – Stewart Elementary School  
Task Order/Proposal for A/E Services to Replace HVAC Systems**

Dear Mr. Hunter:

Thank you for utilizing Clemons, Rutherford & Associates for your architectural and engineering needs. We are pleased to offer the following proposal for your review and consideration.

**General Project Description:**

- Location – Stewart Street Elementary School, Quincy, FL
- Replace existing HVAC system with new unitary, ductless split, or similar system
- Number of Classrooms to have HVAC replaced. 38
- Change in occupancy use to Business/Office
- Preliminary estimate for Cost of the Work - \$1,121,000

**General Scope of Services:**

- Meet with Client to review scope and schedule
- Prepare construction documents as needed for bidding
  - o Floor plans
  - o Mechanical plans
  - o Electrical plans
  - o Schedules, details, and specifications
- Documents to be review with Client prior to issuing for bidding/pricing
- Assist with bid review
- Provide standard Contract Administrative services
  - o Review shop drawings and product data
  - o Progress site visits
  - o Review Pay Applications
  - o Complete Substantial/final Inspections
- See attached H2 Engineering proposal for additional information on scope and limitations.

**Excluded Scope:**

- Plumbing design, fire protection design, electrical design (accept as required for new HVAC), fire alarm design, telecommunications design, security/access control design, A/V design, architectural design, interior design.
- Life Cycle Cost Analysis
- Asbestos survey

**Fees:**

Basic Services Fee

As a percentage of Cost of the Work: .....9.65%

Estimated Basic Services Fee, (\$1,121,000 x 9.65%): .....\$108,176.50\*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. \_\_\_\_\_

DATE OF SCHOOL BOARD MEETING: January 25, 2022

TITLE OF AGENDA ITEM: Purchase Order Request for Clemons, Rutherford and Associates, Inc.

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 for the 2021-2022 fiscal year to Clemons, Rutherford and Associates in the amount of \$123,026.50. Attached is a copy of the proposal for architectural and engineering services for HVAC replacement for 38 classrooms at Stewart Street Elementary.

**FUND SOURCE:** ESSE4 Project

**AMOUNT:** \$123,026.50

**PREPARED BY:** Bill Hunter

**POSITION:** Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 3

CHAIRMAN'S SIGNATURE: page(s) numbered 3

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

**Additional Services**

Architectural existing base drawings:.....	\$ 5,000.00
Mechanical/Electrical base drawings, (\$7,600.00 x 1.1):.....	\$ 8,360.00
Energy Form. (\$900 x 1.1):.....	\$ 990.00
<u>Expenses:</u> .....	<u>\$ 500.00</u>
Estimated Total:.....	\$123,026.50

\*Actual Cost of the Work to be used to determine fee once known.

**Payment Schedule:**

**Basic Services**

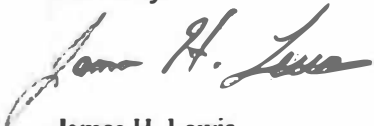
Design Development. ....	20% of fee
50% CD's, .....	30% of fee
Construction Documents, .....	30% of fee
Bidding/Pricing, .....	5% of fee
Construction Administration, .....	15% of fee
Total, .....	100%

**Additional Services**

Billed as accrued and/or completed

If you need any additional information concerning this proposal, please do not hesitate to contact me.

Sincerely,



James H. Lewis  
Production Manager / Architect  
LEED AP

**Authorization By:**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attachment: H2 Exhibit A, dated 11-23-21



## EXHIBIT A – Scope of Services

### A1 PROJECT UNDERSTANDING/BACKGROUND

- .1 The project consists of the conversion of the existing Stewart Street Elementary School classrooms wings into functional open office space. The scope will include the conversion of 38 classrooms into office space, with HVAC replacements and associated electrical upgrades for new equipment and receptacles. No scope of work is included for replacing lighting, plumbing, fire suppression systems or fire alarm system. Proposal is based on a MEP construction cost of \$1,121,000.

### A2 PRE-DESIGN

- .1 Review of existing as-built plans.
- .2 Site investigation to survey existing conditions, locations and type of MEP systems.
- .3 Development of as-built condition drawings depicting surveyed conditions as necessary for demolition drawings; base plans will be provided by the CLIENT.
- .4 Meetings
  - .a Meet with project stakeholders to ascertain project requirements.
  - .b Meet with OWNER's user groups to determine MEP requirements for spaces.
- .5 Assist project team with design considerations associated with MEP facilities.

### A3 DESIGN PHASE

- .1 Coordination
  - .a Coordinate MEP construction drawings and technical specifications with CLIENT.
- .2 HVAC design
  - .a Space cooling/heating provided by unitary air cooled, direct expansion split system, packaged equipment or ductless split system.
  - .b Split system dedicated outside air system to provide code required ventilation and dehumidification. System will be designed for use with 100% outside air inclusive of hot gas reheat for temperature control.
  - .c Demolition/Renovation of existing systems to accommodate space modifications.
  - .d Air distribution modifications to accommodate space modifications.
  - .e Specifications for testing, adjusting and balancing for remodeled area.
- .3 Plumbing design
  - .a Not included.



**.4 Fire protection design**

- .a Not included.

**.5 Electrical design**

- .a Raceway distribution system including conduits, boxes and pull strings for power systems.
- .b Power distribution to new mechanical equipment.
- .c Modifications to existing receptacles for new office space configuration.

**.6 Fire alarm design**

- .a Not included.

**.7 Telecommunications design**

- .a Raceway distribution system including cable tray, conduits, boxes and pull strings.

**.8 Security/access control design**

- .a Raceway distribution system including cable tray, conduits, boxes and pull strings.

**.9 Audio/visual systems design**

- .a Raceway distribution system including cable tray, conduits, boxes and pull strings.

**.10 Permitting**

- .a Response to Reviewing Authority comments.

**.11 Deliverables**

- .a The following submittals are included for the design phase:
  - .1 Design Development
  - .2 50% Construction Documents
  - .3 Construction Documents
- .b An electronic copy of each submittal will be provided. Electronic format will be in portable document format (\*.pdf).

**A4 BIDDING PHASE**

- .1 In-office consultation during bidding period.
- .2 Response to contractor pre-bid RFI's.
- .3 Preparation of addenda (if required).





#### **A5 CONSTRUCTION PHASE**

- .1 Construction phase services to determine, in general, that the work being performed by the Contractor is in accordance with the contract documents.
  - .a ENGINEER shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs, these being the sole responsibility of the Contractor.
- .2 Review of materials associated with design phase scope.
  - .a Electronic shop drawing submittals in PDF format.
- .3 In-office consultation during construction period for work associated with design phase scope.
- .4 Response to contractor RFI's.
- .5 Two site trips to review construction progress. Site trips will be coordinated with monthly construction conferences when possible.
- .6 One site trip for substantial completion inspection.
- .7 One site trip for final Inspection.
- .8 Review of closeout documents.
- .9 Provide an electronic copy of the final documents at substantial. Electronic format will be in portable document format (\*.pdf).

#### **A6 OPTIONAL SERVICES ADDITIONAL TO BASIC SERVICES**

- .1 Commercial energy code compliance evaluation and documentation for building permit.
- .2 Existing Conditions Drawings
  - .a Development of existing condition drawings depicting surveyed conditions as necessary for demolition drawings and connections to existing systems; base plans will be provided by the CLIENT.

#### **A7 CLARIFICATIONS**

- .1 The ENGINEER's final work product does not include an electronic multi-dimensional model (EMM), such as Building Information Model (BIM). If the CLIENT receives a copy of the EMM from either the ENGINEER or from another entity, it is for information purposes only. The ENGINEER will not provide a sealed, signed, and dated version of the EMM, as the ENGINEER does not intend or consider it to be final work product which is required to be sealed, signed, and dated.



**A8 EXCLUSIONS**

- .1 Cost estimates
- .2 Fire sprinkler system design
- .3 Voice/evacuation fire alarm system design
- .4 Security/access control system design
- .5 Television design
- .6 Audio/visual system design
- .7 Two-way radio communication enhancement system design.
- .8 LEED services
- .9 Commissioning services
- .10 Life cycle cost analysis
- .11 Testing, adjusting, & balancing (TAB) services

**END OF EXHIBIT A**



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

DATE OF SCHOOL BOARD MEETING: May 23, 2023

TITLE OF AGENDA ITEM: Request to Approve the 2022-2023 Five (5) Year District

Facilities Work Plan

DIVISION: Facilities

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

**PURPOSE AND SUMMARY OF ITEM:**

The Florida Department of Education (FDOE) through 1013.35 Florida Statutes (see attached) and Chapter 3, Section 3.1 of the State Requirements for Educational Facilities (SREF) (see attached) requires each District to submit prior to October 1<sup>st</sup> an updated, complete, balanced and financially feasible Work Plan. Attached is a copy of the 2021-2022 Work Plan submitted on February 3, 2022.

Per SREF, the work plan is a five-year listing of capital outlay projects in order to properly maintain the educational plants and ancillary facilities and to provide an adequate number of satisfactory student stations for the projected student enrollment in grades kindergarten through 12 programs. This request is for the Board to approve the proposed 2022-2023 Work Plan (see attached). If approved, staff will then electronically submit the approved Work Plan through the Electronic Facilities Information System (EFIS) provided by the FDOE.

FUND SOURCE: not applicable

AMOUNT: not applicable

PREPARED BY: Johnny Riley *JR*

POSITION: Interim Director of Facilities

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: *SMF* 5/11/23

## The 2022 Florida Statutes (including 2022 Special Session A and 2023 Special Session B)

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[Title XLVIII](#)

[Chapter 1013](#)

[View Entire Chapter](#)

EARLY LEARNING-20 EDUCATION CODE    EDUCATIONAL FACILITIES

**1013.35 School district educational facilities plan; definitions; preparation, adoption, and amendment; long-term work programs.—**

(1) DEFINITIONS.—As used in this section, the term:

(a) “Adopted educational facilities plan” means the comprehensive planning document that is adopted annually by the district school board as provided in subsection (2) and that contains the educational plant survey.

(b) “District facilities work program” means the 5-year listing of capital outlay projects adopted by the district school board as provided in subparagraph (2)(a)2. and paragraph (2)(b) as part of the district educational facilities plan, which is required in order to:

1. Properly maintain the educational plant and ancillary facilities of the district.
2. Provide an adequate number of satisfactory student stations for the projected student enrollment of the district in K-12 programs in accordance with the goal in s. [1013.21](#).

(c) “Tentative educational facilities plan” means the comprehensive planning document prepared annually by the district school board and submitted to the Office of Educational Facilities and the affected general-purpose local governments.

(2) PREPARATION OF TENTATIVE DISTRICT EDUCATIONAL FACILITIES PLAN.—

(a) Annually, prior to the adoption of the district school budget, each district school board shall prepare a tentative district educational facilities plan that includes long-range planning for facilities needs over 5-year, 10-year, and 20-year periods. The plan must be developed in coordination with the general-purpose local governments and be consistent with the local government comprehensive plans. The school board’s plan for provision of new schools must meet the needs of all growing communities in the district, ranging from small rural communities to large urban cities. The plan must include:

1. Projected student populations apportioned geographically at the local level. The projections must be based on information produced by the demographic, revenue, and education estimating conferences pursuant to s. [216.136](#), where available, as modified by the district based on development data and agreement with the local governments and the Office of Educational Facilities. The projections must be apportioned geographically with assistance from the local governments using local development trend data and the school district student enrollment data.

2. An inventory of existing school facilities. Any anticipated expansions or closures of existing school sites over the 5-year, 10-year, and 20-year periods must be identified. The inventory must include an assessment of areas proximate to existing schools and identification of the need for improvements to

infrastructure, safety, including safe access routes, and conditions in the community. The plan must also provide a listing of major repairs and renovation projects anticipated over the period of the plan.

3. Projections of facilities space needs, which may not exceed the norm space and occupant design criteria established in the State Requirements for Educational Facilities.

4. Information on leased, loaned, and donated space and relocatables used for conducting the district's instructional programs.

5. The general location of public schools proposed to be constructed over the 5-year, 10-year, and 20-year time periods, including a listing of the proposed schools' site acreage needs and anticipated capacity and maps showing the general locations. The school board's identification of general locations of future school sites must be based on the school siting requirements of s. 163.3177(6)(a) and policies in the comprehensive plan which provide guidance for appropriate locations for school sites.

6. The identification of options deemed reasonable and approved by the school board which reduce the need for additional permanent student stations. Such options may include, but need not be limited to:

- a. Acceptable capacity;
- b. Redistricting;
- c. Busing;
- d. Year-round schools;
- e. Charter schools;
- f. Magnet schools; and
- g. Public-private partnerships.

7. The criteria and method, jointly determined by the local government and the school board, for determining the impact of proposed development to public school capacity.

(b) The plan must also include a financially feasible district facilities work program for a 5-year period. The work program must include:

1. A schedule of major repair and renovation projects necessary to maintain the educational facilities and ancillary facilities of the district.

2. A schedule of capital outlay projects necessary to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs. This schedule shall consider:

a. The locations, capacities, and planned utilization rates of current educational facilities of the district. The capacity of existing satisfactory facilities, as reported in the Florida Inventory of School Houses must be compared to the capital outlay full-time-equivalent student enrollment as determined by the department, including all enrollment used in the calculation of the distribution formula in s. 1013.64.

b. The proposed locations of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. The provisions of ss. 1013.33(6), (7), and (8) and 1013.36 must be addressed for new facilities planned within the first 3 years of the work plan, as appropriate.

c. Plans for the use and location of relocatable facilities, leased facilities, and charter school facilities.

d. Plans for multitrack scheduling, grade level organization, block scheduling, or other alternatives that reduce the need for additional permanent student stations.



e. Information concerning average class size and utilization rate by grade level within the district which will result if the tentative district facilities work program is fully implemented.

f. The number and percentage of district students planned to be educated in relocatable facilities during each year of the tentative district facilities work program. For determining future needs, student capacity may not be assigned to any relocatable classroom that is scheduled for elimination or replacement with a permanent educational facility in the current year of the adopted district educational facilities plan and in the district facilities work program adopted under this section. Those relocatable classrooms clearly identified and scheduled for replacement in a school-board-adopted, financially feasible, 5-year district facilities work program shall be counted at zero capacity at the time the work program is adopted and approved by the school board. However, if the district facilities work program is changed and the relocatable classrooms are not replaced as scheduled in the work program, the classrooms must be reentered into the system and be counted at actual capacity. Relocatable classrooms may not be perpetually added to the work program or continually extended for purposes of circumventing this section. All relocatable classrooms not identified and scheduled for replacement, including those owned, lease-purchased, or leased by the school district, must be counted at actual student capacity. The district educational facilities plan must identify the number of relocatable student stations scheduled for replacement during the 5-year survey period and the total dollar amount needed for that replacement.

g. Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

h. Projects for which capital outlay and debt service funds accruing under s. 9(d), Art. XII of the State Constitution are to be used shall be identified separately in priority order on a project priority list within the district facilities work program.

3. The projected cost for each project identified in the district facilities work program. For proposed projects for new student stations, a schedule shall be prepared comparing the planned cost and square footage for each new student station, by elementary, middle, and high school levels, to the low, average, and high cost of facilities constructed throughout the state during the most recent fiscal year for which data is available from the Department of Education.

4. A schedule of estimated capital outlay revenues from each currently approved source which is estimated to be available for expenditure on the projects included in the district facilities work program.

5. A schedule indicating which projects included in the district facilities work program will be funded from current revenues projected in subparagraph 4.

6. A schedule of options for the generation of additional revenues by the district for expenditure on projects identified in the district facilities work program which are not funded under subparagraph 5. Additional anticipated revenues may include Classrooms First funds.

(c) To the extent available, the tentative district educational facilities plan shall be based on information produced by the demographic, revenue, and education estimating conferences pursuant to s. 216.136.

(d) Provision shall be made for public comment concerning the tentative district educational facilities plan.

(e) The district school board shall coordinate with each affected local government to ensure consistency between the tentative district educational facilities plan and the local government

comprehensive plans of the affected local governments during the development of the tentative district educational facilities plan.

(f) Not less than once every 5 years, the district school board shall have an audit conducted of the district's educational planning and construction activities. An operational audit conducted by the Auditor General pursuant to s. [11.45](#) satisfies this requirement.

(3) **SUBMITTAL OF TENTATIVE DISTRICT EDUCATIONAL FACILITIES PLAN TO LOCAL GOVERNMENT.**—The district school board shall submit a copy of its tentative district educational facilities plan to all affected local governments prior to adoption by the board. The affected local governments shall review the tentative district educational facilities plan and comment to the district school board on the consistency of the plan with the local comprehensive plan, whether a comprehensive plan amendment will be necessary for any proposed educational facility, and whether the local government supports a necessary comprehensive plan amendment. If the local government does not support a comprehensive plan amendment for a proposed educational facility, the matter shall be resolved pursuant to the interlocal agreement when required by ss. [163.3177\(6\)\(h\)](#), [163.31777](#), and [1013.33\(2\)](#). The process for the submittal and review shall be detailed in the interlocal agreement when required pursuant to ss. [163.3177\(6\)\(h\)](#), [163.31777](#), and [1013.33\(2\)](#).

(4) **ADOPTED DISTRICT EDUCATIONAL FACILITIES PLAN.**—Annually, the district school board shall consider and adopt the tentative district educational facilities plan completed pursuant to subsection (2). Upon giving proper notice to the public and local governments and opportunity for public comment, the district school board may amend the plan to revise the priority of projects, to add or delete projects, to reflect the impact of change orders, or to reflect the approval of new revenue sources which may become available. The adopted district educational facilities plan shall:

- (a) Be a complete, balanced, and financially feasible capital outlay financial plan for the district.
- (b) Set forth the proposed commitments and planned expenditures of the district to address the educational facilities needs of its students and to adequately provide for the maintenance of the educational plant and ancillary facilities, including safe access ways from neighborhoods to schools.

(5) **EXECUTION OF ADOPTED DISTRICT EDUCATIONAL FACILITIES PLAN.**—The first year of the adopted district educational facilities plan shall constitute the capital outlay budget required in s. [1013.61](#). The adopted district educational facilities plan shall include the information required in subparagraphs (2)(b)1., 2., and 3., based upon projects actually funded in the plan.

**History.**—s. 17, ch. 2002-296; s. 830, ch. 2002-387; s. 130, ch. 2003-1; s. 16, ch. 2010-70; s. 71, ch. 2011-139; s. 20, ch. 2012-99; s. 19, ch. 2012-133; s. 61, ch. 2013-35; s. 101, ch. 2014-39.



# State Requirements for Educational Facilities

2014



Florida Department of Education  
Office of Educational Facilities

**Educational Plant Survey.** At least once every five years each Board, including those for universities, the university developmental research schools (demonstration lab schools), and the FSDB, shall arrange for an educational plant survey in conformance with section 1013.31(1), F.S. An educational plant survey expires on June 30 of the fifth fiscal year from the survey year. All new construction, remodeling and renovation that is included in the school district's 5-year facilities work program must be adopted by the Board and included in the educational plant survey. Public school districts should re-adopt the educational plant survey annually to ensure that the 5-year district facilities work program and the educational plant survey are balanced and facilities planning is properly coordinated for the five-year span covered by the 5-year district facilities work program. An educational plant survey shall propose a building program for a board for a period of five years. Five-year surveys and amended surveys for districts, Florida colleges, the FSDB, and the developmental research schools shall be electronically transmitted to the Office. University survey reports shall be submitted in written report form.

(1) **Survey Report.** Completed survey reports shall contain recommendations for housing educational programs, services, leased space used for conducting an education agency's instructional programs, projected student population and other information required by section 1013.31, F.S.; and shall be reviewed and approved by the Board, including those for universities, and the FSDB. Depending on the size of the district, Florida college or university, the 5-year survey process may be started at least one year in advance of the date the document is to be submitted to the Office. The early start is important so that appropriate attention may be given to areas such as inventory validation, facility list development and collection of various survey-related data, and decisions may be made about how the document will be completed. A survey shall include, but not be limited to, the following:

(a) **Inventory.** A current inventory of all existing Board owned and long-term leased educational, ancillary and auxiliary facilities and plants, including all satisfactory lease-rented, lease-purchased, owned and rented relocatables.

(b) **Recommendations.** Recommendations for remodeling, renovation, new construction, site acquisition, site development and site improvement for existing and new educational and ancillary plants and auxiliary facilities, shall be coordinated with the local comprehensive plan as required in section 1013.33, F.S. Recommendations shall include the general location, capacity and estimated cost of work for each project.

1. **Capital Outlay Classification 1 - Satisfactory (C-1).** An existing educational plant that is recommended by a survey for continued use or a new educational plant recommendation. Generally: adequate site; satisfactory facilities; or projected membership within desirable size range for the type of school.

2. **Capital Outlay Classification 2 - Satisfactory (C-2).** An educational plant that is in a period of transition with evidence insufficient to recommend replacement. Generally: in need of renovation, repair or maintenance.

3. **Capital Outlay Classification 3 - Unsatisfactory (C-3).** An educational plant that is unsatisfactory in one or more major respects. Generally: inadequate site or declining enrollment where the needs of students may be better and more economically served at other educational plants; and abandoned educational plants not currently housing students. Unsatisfactory educational plants that currently house students should be closed as soon as adequate facilities are available. A school board, by resolution pursuant to section 1013.28, F.S., may elect to dispose of said property when determined by the Board to be unnecessary for educational purposes, as recommended in a survey. A facility with a C-3 classification does not earn PECO maintenance funds.

4. **Capital Outlay Classification 6 - Satisfactory (C-6).** Existing ancillary facilities recommended by the survey for continued use or new ancillary facilities. Generally: adequate site and satisfactory facilities.
  5. **Capital Outlay Classification 7 - Unsatisfactory (C-7).** Ancillary facilities. Generally: inadequate site; unsatisfactory building(s); and/or abandoned facility not currently being used. Such facilities should be closed as soon as adequate facilities are available elsewhere. A school board, by resolution pursuant to section 1013.28, F.S., may elect to dispose of said property when determined by the Board to be unnecessary for educational purposes, as recommended in an educational plant survey. A facility with a C-7 classification does not earn PECO maintenance funds.
  6. **Capital Outlay Classification 9 (C-9).** Any district-owned facility that is leased to an entity for use by the lessee for any purpose, including educational, but is not used by the district during the normal school hours of operation. Facilities assigned a C-9 capital outlay classification will not generate PECO maintenance funds, even when the facility contains satisfactory space. These facilities will be counted in the district's inventory of available space and will be considered in the determination of new construction needs.
- (c) **Student Population.** An analysis using numbers provided by the Department, of the projected capital outlay full-time student population (COFTE) based on the "traditional school year" by school center and based on an extended day or year-round operation for grades kindergarten through 12 and vocational programs. Florida colleges shall use the five-year projections of student population contained in the yearly report of capital outlay full-time equivalent student enrollments (CCFTE 602) prepared by the Department. Universities shall use the five-year projections of capital outlay full-time equivalent student enrollments approved by the Board of Governors, State University System.
- (d) **Facilities Lists.** Statements of proposed types of facilities, grade structure and student capacity for grades kindergarten through 12 vocational schools, and Florida colleges. Districts must use electronic facilities list programs developed by the Office for all facilities where any construction expenditures are derived from any state sources; these lists shall not be modified by districts or agents of the districts for purposes of altering space sizes specified in chapter 6.
- (e) **Capital Outlay Proposed Funding Plan.** An analysis of expenditures and projected capital outlay funds for grades kindergarten through 12 and vocational schools; millage necessary to raise the required local contribution; tax levies on nonexempt property (millage); debt service obligations; anticipated state funds; the amount of unappropriated and unencumbered capital improvement funds available for construction at the time of the survey or other financial data as may be relevant, such as trends in assessed valuation.
- (f) **Campus Master Plan.** Florida college surveys shall also include an updated campus master plan and detail.
- (2) **Comprehensive Planning and Adequate School Facilities.** District school boards must have an interlocal agreement for the coordination of comprehensive planning land development, and educational facilities planning. The county and municipalities located within the geographic area of a school district must enter into an interlocal agreement with the district school board that jointly establishes the specific ways in which the plans and processes of the district school board and the local governments are to be coordinated. The agreement and the local government comprehensive plan must specify the means for basing the plans on consistent projections of population, student growth, and the geographic distribution of growth. The agreement must address the integration of the

educational facilities plan of a Board with the local comprehensive plan of each affected local government.

- (3) **Precedence.** A new 5-year educational plant survey shall supersede all previous surveys. Previous recommendations that have not been implemented shall not be eligible for the expenditure of state capital outlay funds unless recommended in the new survey. A supplementary survey may be provided at any time and the supplementary survey supersedes all previous surveys for the recommended facility or site.
- (4) **The 5-Year District Facilities Work Program.** Districts are required to update annually their facilities work program by October 1 of each year. The work plan constitutes the five-year listing of capital outlay projects adopted by the district school board referenced in section 1013.35, F.S., in order to properly maintain the educational plants and ancillary facilities of the district and to provide an adequate number of satisfactory student stations for the projected student enrollment of the district in grades kindergarten through K-12 programs. The detailed plans for providing student stations in the district's 5-year facilities work program are based on recommendations made in the educational plant survey referenced in section 1013.31, F.S. This section also requires that the 5-year district facilities work program must be submitted electronically through EFIS.

See rule 6A-2.0010, FAC; Article IX, section 1, and Article XII, section 9(d), Constitution of the State of Florida; and sections 163.31777, 1013.02, 1013.03, 1013.31, 1013.33, 1013.35, 1013.37, 1013.40, 1013.64(1) and (4)(a), 1013.74(1), F.S.

**INTRODUCTION**

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.  
 If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.  
 If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

**Summary of revenue/expenditures available for new construction and remodeling projects only.**

	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Five Year Total
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$0	\$0	\$0	\$0	\$0	\$0
Difference (Remaining Funds)	\$0	\$0	\$0	\$0	\$0	\$0

**District** GADSDEN COUNTY SCHOOL DISTRICT

**Fiscal Year Range**

**CERTIFICATION**

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

**Date of School Board Adoption** 11/16/2021  
**Work Plan Submittal Date** 2/3/2022  
**DISTRICT SUPERINTENDENT** Elijah Key  
**CHIEF FINANCIAL OFFICER** LaClarence Mays  
**DISTRICT POINT-OF-CONTACT PERSON** William (Bill) Hunter  
**JOB TITLE** Director of Facilities  
**PHONE NUMBER** (850) 627-9888  
**E-MAIL ADDRESS** hunterw@gcpsmail.com

# Expenditures

## Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
HVAC	\$273,930	\$300,000	\$300,000	\$300,000	\$300,000	\$1,473,930
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Flooring	\$60,000	\$70,000	\$70,000	\$70,000	\$70,000	\$340,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Roofing	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Safety to Life	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Fencing	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000	\$35,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Parking	\$11,000	\$150,000	\$250,000	\$250,000	\$50,000	\$711,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Electrical	\$12,000	\$25,000	\$25,000	\$25,000	\$25,000	\$112,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Fire Alarm	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$60,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Telephone/Intercom System	\$1,000	\$10,000	\$10,000	\$10,000	\$10,000	\$41,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					

Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$5,000	\$5,000	\$20,000	\$20,000	\$20,000	\$70,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Maintenance/Repair	\$1,151,000	\$1,292,656	\$1,296,728	\$1,407,988	\$1,723,897	\$6,872,269
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
<b>Sub Total:</b>	<b>\$1,638,930</b>	<b>\$1,977,656</b>	<b>\$2,086,728</b>	<b>\$2,197,988</b>	<b>\$2,313,897</b>	<b>\$10,215,199</b>

PECO Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<b>1.50 Mill Sub Total:</b>	<b>\$1,638,930</b>	<b>\$1,977,656</b>	<b>\$2,086,728</b>	<b>\$2,197,988</b>	<b>\$2,313,897</b>	<b>\$10,215,199</b>

No items have been specified.

<b>Total:</b>	<b>\$1,638,930</b>	<b>\$1,977,656</b>	<b>\$2,086,728</b>	<b>\$2,197,988</b>	<b>\$2,313,897</b>	<b>\$10,215,199</b>
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### Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$1,638,930	\$1,977,656	\$2,086,728	\$2,197,988	\$2,313,897	\$10,215,199
Maintenance/Repair Salaries	\$617,000	\$720,530	\$720,530	\$720,530	\$720,530	\$3,499,120
School Bus Purchases	\$473,000	\$125,000	\$125,000	\$125,000	\$125,000	\$973,000
Other Vehicle Purchases	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Capital Outlay Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Relocatables	\$0	\$0	\$0	\$0	\$0	\$0
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$203,000	\$203,000	\$203,000	\$203,000	\$203,000	\$1,015,000
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$697,786	\$700,000	\$700,000	\$700,000	\$700,000	\$3,497,786
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0

Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Skyward	\$146,235	\$146,235	\$146,235	\$146,235	\$146,235	\$731,175
<b>Local Expenditure Totals:</b>	<b>\$3,810,951</b>	<b>\$3,907,421</b>	<b>\$4,016,493</b>	<b>\$4,127,753</b>	<b>\$4,243,662</b>	<b>\$20,106,280</b>

## Revenue

### 1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2021 - 2022 Actual Value	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
(1) Non-exempt property assessed valuation		\$1,888,462,454	\$1,955,455,893	\$2,031,199,922	\$2,108,464,230	\$2,188,956,160	\$10,172,538,659
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$3,172,617	\$3,285,166	\$3,412,416	\$3,542,220	\$3,677,446	\$17,089,865
(4) Value of the portion of the 1.50-Mill ACTUALLY levied	370	\$2,719,386	\$2,815,856	\$2,924,928	\$3,036,188	\$3,152,097	\$14,648,455
(5) Difference of lines (3) and (4)		\$453,231	\$469,310	\$487,488	\$506,032	\$525,349	\$2,441,410

### PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$287,049	\$287,049	\$287,049	\$287,049	\$287,049	\$1,435,245
CO & DS Interest on Undistributed CO	360	\$4,516	\$4,516	\$4,516	\$4,516	\$4,516	\$22,580
		<b>\$291,565</b>	<b>\$291,565</b>	<b>\$291,565</b>	<b>\$291,565</b>	<b>\$291,565</b>	<b>\$1,457,825</b>



**Fair Share Revenue Source**

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.  
Nothing reported for this section.

**Sales Surtax Referendum**

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2020 - 2021? No

**Additional Revenue Source**

Any additional revenue sources

Item	2021 - 2022 Actual Value	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$0	\$0	\$0	\$0	\$0	\$0
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$0	\$0	\$0	\$0	\$0	\$0

Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
General Fund	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$4,000,000
<b>Subtotal</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$4,000,000</b>

## Total Revenue Summary

Item Name	2021 - 2022 Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$2,719,386	\$2,815,856	\$2,924,928	\$3,036,188	\$3,152,097	\$14,648,455
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$3,810,951)	(\$3,907,421)	(\$4,016,493)	(\$4,127,753)	(\$4,243,662)	(\$20,106,280)
PECO Maintenance Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Available 1.50 Mill for New Construction</b>	<b>(\$1,091,565)</b>	<b>(\$1,091,565)</b>	<b>(\$1,091,565)</b>	<b>(\$1,091,565)</b>	<b>(\$1,091,565)</b>	<b>(\$5,457,825)</b>

Item Name	2021 - 2022 Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Five Year Total
CO & DS Revenue	\$291,565	\$291,565	\$291,565	\$291,565	\$291,565	\$1,457,825
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$4,000,000
<b>Total Additional Revenue</b>	<b>\$1,091,565</b>	<b>\$1,091,565</b>	<b>\$1,091,565</b>	<b>\$1,091,565</b>	<b>\$1,091,565</b>	<b>\$5,457,825</b>
<b>Total Available Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Project Schedules

### Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Nothing reported for this section.

Nothing reported for this section.

**Other Project Schedules**

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2021 - 2022 Actual Budget	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	Total	Funded
Project description not specified	Location not specified	\$0	\$0	\$0	\$0	\$0	\$0	No
Replace Chiller #1	WEST GADSDEN MIDDLE SCHOOL	\$0	\$0	\$200,000	\$0	\$0	\$200,000	No
Replace Chiller #2	WEST GADSDEN MIDDLE SCHOOL	\$0	\$0	\$0	\$220,000	\$0	\$220,000	No
Re-surface parking lot	GADSDEN TECHNICAL INSTITUTE	\$0	\$382,650	\$0	\$0	\$0	\$382,650	No
Remodel interior space	M D WALKER ADMINISTRATIVE CENTER	\$0	\$0	\$0	\$0	\$3,761,200	\$3,761,200	No
		<b>\$0</b>	<b>\$382,650</b>	<b>\$200,000</b>	<b>\$220,000</b>	<b>\$3,761,200</b>	<b>\$4,563,850</b>	

**Additional Project Schedules**

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

**Non Funded Growth Management Project Schedules**

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

# Tracking

## Capacity Tracking

Location	2021 - 2022 Satis. Stu. Sta.	Actual 2021 - 2022 FISH Capacity	Actual 2020 - 2021 COFTE	# Class Rooms	Actual Average 2021 - 2022 Class Size	Actual 2021 - 2022 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2025 - 2026 COFTE	Projected 2025 - 2026 Utilization	Projected 2025 - 2026 Class Size
GEORGE W MUNROE ELEMENTARY	663	663	377	36	10	57.00 %	-681	-37	0	0.00 %	0
GREENSBORO ELEMENTARY SCHOOL (NEW)	371	371	234	19	12	63.00 %	-76	0	191	65.00 %	10
GADSDEN ELEMENTARY MAGNET SCHOOL	270	243	143	15	10	59.00 %	-270	-15	0	0.00 %	0
WEST GADSDEN MIDDLE SCHOOL	835	751	337	37	9	45.00 %	0	0	240	32.00 %	6
CARTER-PARRAMORE ALTERNATIVE SCHOOL	973	973	123	43	3	13.00 %	-511	-55	100	22.00 %	-8
HAVANA PK-08 SCHOOL	881	792	573	42	14	72.00 %	0	0	434	55.00 %	10
GADSDEN COUNTY HIGH SCHOOL	1,529	1,452	957	63	15	66.00 %	0	0	917	63.00 %	15
GADSDEN TECHNICAL INSTITUTE	266	266	7	15	0	3.00 %	0	0	14	5.00 %	1
CHATTAHOOCHEE ELEMENTARY	383	383	100	20	5	26.00 %	0	0	100	26.00 %	5
GRETNA ELEMENTARY	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
STEWART STREET ELEMENTARY	665	665	469	35	13	71.00 %	-665	-35	0	0.00 %	0
JAMES A SHANKS MIDDLE SCHOOL	1,092	982	656	47	14	67.00 %	359	0	1,442	108.00 %	31
	<b>7,928</b>	<b>7,541</b>	<b>3,975</b>	<b>372</b>	<b>11</b>	<b>52.72 %</b>	<b>-1,844</b>	<b>-142</b>	<b>3,438</b>	<b>60.35 %</b>	<b>15</b>

The COFTE Projected Total (3,438) for 2025 - 2026 must match the Official Forecasted COFTE Total (3,439 ) for 2025 - 2026 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2025 - 2026	
Elementary (PK-3)	1,299
Middle (4-8)	1,222
High (9-12)	917
	<b>3,439</b>

Grade Level Type	Balanced Projected COFTE for 2025 - 2026
Elementary (PK-3)	0
Middle (4-8)	0

High (9-12)	
	<b>3,438</b>

### Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Year 5 Total
<b>Total Relocatable Replacements:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2025 - 2026
Crossroad Academy Charter School of Business	24	SCHOOL BOARD	1998	444	524	15	500
	<b>24</b>			<b>444</b>	<b>524</b>		<b>500</b>

### Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
GADSDEN ELEMENTARY MAGNET SCHOOL (OLD)	Educational	9	6	0	0	0	15
<b>Total Educational Classrooms:</b>		<b>9</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
<b>Total Co-Teaching Classrooms:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Infrastructure Tracking

**Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).**

Future land use of the 749 Stewart Street property will require major stormwater upgrades and a new entry road being developed coming off of MLK street located between the GTI campus and Stewart Street running south. Turn lanes and stop lights will be added along with Water, Sewer, Gas and Electric infrastructure.

Expansion of the Gadsden Technical College is expected. Relocating the main campus entryway to the west side of campus bringing it off the new road mentioned above. One additional building will tie into new infrastructure.

Re-distribution of main electrical feed for GTI and Warehouse sites is required in near future.

**Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).**

Not Specified

**Consistent with Comp Plan?** No

**Net New Classrooms**

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2020 - 2021 fiscal year.					List the net new classrooms to be added in the 2021 - 2022 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2021 - 2022 should match totals in Section 15A.			
Location	2020 - 2021 # Permanent	2020 - 2021 # Modular	2020 - 2021 # Relocatable	2020 - 2021 Total	2021 - 2022 # Permanent	2021 - 2022 # Modular	2021 - 2022 # Relocatable	2021 - 2022 Total
Elementary (PK-3)	0	0	5	5	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Relocatable Student Stations**

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	5 Year Average
STEWART STREET ELEMENTARY	0	0	0	0	0	0
JAMES A SHANKS MIDDLE SCHOOL	0	0	0	0	0	0
CARTER-PARRAMORE ALTERNATIVE SCHOOL	0	0	0	0	0	0
HAVANA PK-08 SCHOOL	0	0	0	0	0	0
GADSDEN ELEMENTARY MAGNET SCHOOL	0	0	0	0	0	0
CHATTAHOOCHEE ELEMENTARY	0	0	0	0	0	0
GRETNA ELEMENTARY	0	0	0	0	0	0
GADSDEN TECHNICAL INSTITUTE	19	0	0	0	0	4
WEST GADSDEN MIDDLE SCHOOL	0	0	0	0	0	0
GADSDEN COUNTY HIGH SCHOOL	0	0	0	0	0	0
GEORGE W MUNROE ELEMENTARY	0	0	0	0	0	0
GREENSBORO ELEMENTARY SCHOOL (NEW)	0	0	0	0	0	0

<b>Totals for GADSDEN COUNTY SCHOOL DISTRICT</b>						
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Total students in relocatables by year.	19	0	0	0	0	4
Total number of COFTE students projected by year.	3,893	3,778	3,676	3,552	3,439	3,668
Percent in relocatables by year.	0 %	0 %	0 %	0 %	0 %	0 %

### Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2021 - 2022	FISH Student Stations	Owner	# of Leased Classrooms 2025 - 2026	FISH Student Stations
GEORGE W MUNROE ELEMENTARY	0	0		0	0
GADSDEN ELEMENTARY MAGNET SCHOOL	0	0		0	0
WEST GADSDEN MIDDLE SCHOOL	0	0		0	0
CARTER-PARRAMORE ALTERNATIVE SCHOOL	0	0		0	0
HAVANA PK-08 SCHOOL	0	0		0	0
GADSDEN COUNTY HIGH SCHOOL	0	0		0	0
GADSDEN TECHNICAL INSTITUTE	0	0		0	0
GRETNA ELEMENTARY	0	0		0	0
STEWART STREET ELEMENTARY	0	0		0	0
JAMES A SHANKS MIDDLE SCHOOL	0	0		0	0
CHATTAHOOCHEE ELEMENTARY	0	0		0	0
GREENSBORO ELEMENTARY SCHOOL (NEW)	0	0		0	0
	0	0		0	0

### Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

# Planning

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## Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

The School Board of Gadsden County anticipates constructing a new PreK-8 school which will be designed to accommodate appropriate number of student stations consolidating at minimum 4 schools eliminating surplus stations.

## School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

The Gadsden County School Board has sold and the Gretna Elementary Schools. The School Board has reevaluating its new school site and determined the Shanks site to be the best location. The old school will be razed and the new one built there. The School Board will keep the old Stewart St site for a storage facility and remodel for ancillary administration offices. The School Board will raze the Gadsden Elementary Magnet site. The George Monroe school will be repurposed to the Head Start classes and offices with the majority of buildings being razed.

# Long Range Planning

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## Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Project	2025 - 2026 / 2030 - 2031 Projected Cost
Renovation of bldgs. 1 - 8, 11 & 12, Remodel bldgs. 9 & 10. New ABS	\$15,373,500
Renovate and Remodel bldgs. 8 - 14.	\$6,909,300
Add new administration/cafeteria/library	\$5,400,000
	<b>\$27,682,800</b>

## Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

## Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.



Grade Level Projections	FISH Student Stations	Actual 2020 - 2021 FISH Capacity	Actual 2020 - 2021 COFTE	Actual 2020 - 2021 Utilization	Actual 2021 - 2022 / 2030 - 2031 new Student Capacity to be added/removed	Projected 2030 - 2031 COFTE	Projected 2030 - 2031 Utilization
Elementary - District Totals	2,082	2,082	1,179.94	56.68 %	0	1,180	56.68 %
Middle - District Totals	3,078	2,770	1,708.95	61.70 %	0	1,709	61.70 %
High - District Totals	1,529	1,452	956.70	65.91 %	0	957	65.91 %
Other - ESE, etc	1,244	1,239	129.83	10.49 %	0	130	10.49 %
	<b>7,933</b>	<b>7,543</b>	<b>3,975.42</b>	<b>52.70 %</b>	<b>0</b>	<b>3,976</b>	<b>52.71 %</b>

**Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.**

No comments to report.

### Ten-Year Infrastructure Planning

#### Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 06 thru 10 out years (Section 28).

Future land use of the 749 Stewart Street property will require major stormwater upgrades and a new entry road being developed coming off of MLK street located between the GTI campus and Stewart Street running south. Turn lanes and stop lights will be added along with Water, Sewer, Gas and Electric infrastructure.

Expansion of the Gadsden Technical College is expected. Relocating the main campus entryway to the west side of campus bringing it off the new road mentioned above. One additional building will tie into new infrastructure.

Re-distribution of main electrical feed for GTI and Warehouse sites is required in near future.

#### Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 06 thru 10 out years (Section 29).

Nothing reported for this section.

### Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

### Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

## Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2020 - 2021 FISH Capacity	Actual 2020 - 2021 COFTE	Actual 2020 - 2021 Utilization	Actual 2021 - 2022 / 2040 - 2041 new Student Capacity to be added/removed	Projected 2040 - 2041 COFTE	Projected 2040 - 2041 Utilization
Elementary - District Totals	2,082	2,082	1,179.94	56.68 %	-263	1,677	92.19 %
Middle - District Totals	3,078	2,770	1,708.95	61.70 %	-2,100	535	79.85 %
High - District Totals	1,529	1,452	956.70	65.91 %	-486	892	92.34 %
Other - ESE, etc	1,244	1,239	129.83	10.49 %	-916	265	82.04 %
	<b>7,933</b>	<b>7,543</b>	<b>3,975.42</b>	<b>52.70 %</b>	<b>-3,765</b>	<b>3,369</b>	<b>89.17 %</b>

**Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.**

No comments to report.

## Twenty-Year Infrastructure Planning

**Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 11 thru 20 out years (Section 28).**

Long range plans for moving the High School within Quincy City limits

**Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 thru 20 out years (Section 29).**

Nothing reported for this section.

**INTRODUCTION**

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

- If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.
- If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.
- If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

**Summary of revenue/expenditures available for new construction and remodeling projects only.**

	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	Five Year Total
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$0	\$0	\$0	\$0	\$0	\$0
Difference (Remaining Funds)	\$0	\$0	\$0	\$0	\$0	\$0

**District** GADSDEN COUNTY SCHOOL DISTRICT

**Fiscal Year Range**

**CERTIFICATION**

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

**Date of School Board Adoption**

**Work Plan Submittal Date**

**DISTRICT SUPERINTENDENT**

**CHIEF FINANCIAL OFFICER**

**DISTRICT POINT-OF-CONTACT PERSON**

**JOB TITLE**

**PHONE NUMBER**

**E-MAIL ADDRESS**

# Expenditures

## Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
HVAC	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Flooring	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Roofing	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Safety to Life	\$50,000	\$50,000	\$50,000	\$50,000	\$100,000	\$300,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Fencing	\$20,000	\$15,000	\$15,000	\$15,000	\$60,000	\$125,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Parking	\$150,000	\$250,000	\$250,000	\$150,000	\$250,000	\$1,050,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Electrical	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Fire Alarm	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$80,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Telephone/Intercom System	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					

Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$200,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
Maintenance/Repair	\$1,292,656	\$1,296,728	\$1,407,988	\$1,723,897	\$1,292,600	\$7,013,869
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN COUNTY HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL (OLD), GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA PK-08 SCHOOL, JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN MIDDLE SCHOOL					
<b>Sub Total:</b>	<b>\$2,127,656</b>	<b>\$2,221,728</b>	<b>\$2,332,988</b>	<b>\$2,548,897</b>	<b>\$2,412,600</b>	<b>\$11,643,869</b>

PECO Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<b>1.50 Mill Sub Total:</b>	<b>\$2,127,656</b>	<b>\$2,221,728</b>	<b>\$2,332,988</b>	<b>\$2,548,897</b>	<b>\$2,412,600</b>	<b>\$11,643,869</b>

No items have been specified.

<b>Total:</b>	<b>\$2,127,656</b>	<b>\$2,221,728</b>	<b>\$2,332,988</b>	<b>\$2,548,897</b>	<b>\$2,412,600</b>	<b>\$11,643,869</b>
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**Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation**

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$2,127,656	\$2,221,728	\$2,332,988	\$2,548,897	\$2,412,600	\$11,643,869
Maintenance/Repair Salaries	\$754,350	\$754,350	\$754,350	\$754,350	\$754,350	\$3,771,750
School Bus Purchases	\$425,000	\$425,000	\$425,000	\$425,000	\$465,000	\$2,165,000
Other Vehicle Purchases	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$275,000
Capital Outlay Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Relocatables	\$0	\$0	\$0	\$0	\$0	\$0
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,500,000
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0

Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Skyward	\$160,000	\$160,000	\$165,000	\$165,000	\$165,000	\$815,000
<b>Local Expenditure Totals:</b>	<b>\$4,222,006</b>	<b>\$4,316,078</b>	<b>\$4,432,338</b>	<b>\$4,648,247</b>	<b>\$4,551,950</b>	<b>\$22,170,619</b>

## Revenue

### 1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2022 - 2023 Actual Value	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
(1) Non-exempt property assessed valuation		\$2,086,324,185	\$2,202,147,296	\$2,307,049,510	\$2,406,776,657	\$2,513,845,568	\$11,516,143,216
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$3,505,025	\$3,699,607	\$3,875,843	\$4,043,385	\$4,223,261	\$19,347,121
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	\$3,004,307	\$3,171,092	\$3,322,151	\$3,465,758	\$3,619,938	\$16,583,246
(5) Difference of lines (3) and (4)		\$500,718	\$528,515	\$553,692	\$577,627	\$603,323	\$2,763,875

### PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$287,049	\$287,049	\$287,049	\$287,049	\$287,049	\$1,435,245
CO & DS Interest on Undistributed CO	360	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$8,855
		<b>\$288,820</b>	<b>\$288,820</b>	<b>\$288,820</b>	<b>\$288,820</b>	<b>\$288,820</b>	<b>\$1,444,100</b>

**Fair Share Revenue Source**

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.  
Nothing reported for this section.

**Sales Surtax Referendum**

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2021 - 2022? No

**Additional Revenue Source**

Any additional revenue sources

Item	2022 - 2023 Actual Value	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total
General Fund	\$928,879	\$856,166	\$821,367	\$893,669	\$643,192	\$4,143,273
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$0	\$0	\$0	\$0	\$0	\$0
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0

Interest, Including Profit On Investment	\$0	\$0	\$0	\$0	\$0	\$0
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$928,879</b>	<b>\$856,166</b>	<b>\$821,367</b>	<b>\$893,669</b>	<b>\$643,192</b>	<b>\$4,143,273</b>

**Total Revenue Summary**

Item Name	2022 - 2023 Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$3,004,307	\$3,171,092	\$3,322,151	\$3,465,758	\$3,619,938	\$16,583,246
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$4,222,006)	(\$4,316,078)	(\$4,432,338)	(\$4,648,247)	(\$4,551,950)	(\$22,170,619)
PECO Maintenance Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Available 1.50 Mill for New Construction</b>	<b>(\$1,217,699)</b>	<b>(\$1,144,986)</b>	<b>(\$1,110,187)</b>	<b>(\$1,182,489)</b>	<b>(\$932,012)</b>	<b>(\$5,587,373)</b>

Item Name	2022 - 2023 Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Five Year Total
CO & DS Revenue	\$288,820	\$288,820	\$288,820	\$288,820	\$288,820	\$1,444,100
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$928,879	\$856,166	\$821,367	\$893,669	\$643,192	\$4,143,273
<b>Total Additional Revenue</b>	<b>\$1,217,699</b>	<b>\$1,144,986</b>	<b>\$1,110,187</b>	<b>\$1,182,489</b>	<b>\$932,012</b>	<b>\$5,587,373</b>
<b>Total Available Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Project Schedules**

**Capacity Project Schedules**

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.



Nothing reported for this section.

Nothing reported for this section.

**Other Project Schedules**

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2022 - 2023 Actual Budget	2023 - 2024 Projected	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	Total	Funded
Re-surface parking lot	GADSDEN TECHNICAL INSTITUTE	\$0	\$112,000	\$0	\$0	\$0	\$112,000	No
Replace Chiller #1 and 2	WEST GADSDEN MIDDLE SCHOOL	\$375,387	\$0	\$0	\$0	\$0	\$375,387	No
Remodel interior space	M D WALKER ADMINISTRATIVE CENTER	\$0	\$0	\$0	\$3,761,200	\$0	\$3,761,200	No
		<b>\$375,387</b>	<b>\$112,000</b>	<b>\$0</b>	<b>\$3,761,200</b>	<b>\$0</b>	<b>\$4,248,587</b>	

**Additional Project Schedules**

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

**Non Funded Growth Management Project Schedules**

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

# Tracking

## Capacity Tracking

Location	2022 - 2023 Satis. Stu. Sta.	Actual 2022 - 2023 FISH Capacity	Actual 2021 - 2022 COFTE	# Class Rooms	Actual Average 2022 - 2023 Class Size	Actual 2022 - 2023 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2026 - 2027 COFTE	Projected 2026 - 2027 Utilization	Projected 2026 - 2027 Class Size
GREENSBORO ELEMENTARY SCHOOL (NEW)	371	371	241	19	13	65.00 %	-371	0	0	0.00 %	0
GADSDEN ELEMENTARY MAGNET SCHOOL (OLD)	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
CHATTAHOOCHEE ELEMENTARY	383	383	120	20	6	31.00 %	0	0	383	100.00 %	19
JAMES A SHANKS MIDDLE SCHOOL	1,092	982	591	47	13	60.00 %	0	0	0	0.00 %	0
CARTER-PARRAMORE ALTERNATIVE SCHOOL	659	659	94	30	3	14.00 %	-659	-55	0	0.00 %	0
HAVANA PK-08 SCHOOL	881	792	553	42	13	70.00 %	0	0	881	111.00 %	21
GADSDEN COUNTY HIGH SCHOOL	1,529	1,452	944	63	15	65.00 %	-168	0	1,361	106.00 %	22
GADSDEN TECHNICAL INSTITUTE	266	266	15	15	1	5.00 %	-266	0	0	0.00 %	0
WEST GADSDEN MIDDLE SCHOOL	799	719	446	37	12	62.00 %	241	0	687	72.00 %	19
	<b>5,980</b>	<b>5,624</b>	<b>3,003</b>	<b>273</b>	<b>11</b>	<b>53.40 %</b>	<b>-1,223</b>	<b>-55</b>	<b>3,312</b>	<b>75.26 %</b>	<b>15</b>

The COFTE Projected Total (3,312) for 2026 - 2027 must match the Official Forecasted COFTE Total (3,509 ) for 2026 - 2027 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2026 - 2027	
Elementary (PK-3)	1,182
Middle (4-8)	1,275
High (9-12)	1,052
	<b>3,509</b>

Grade Level Type	Balanced Projected COFTE for 2026 - 2027
Elementary (PK-3)	75
Middle (4-8)	80
High (9-12)	42
	<b>3,509</b>

## Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	Year 5 Total
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<b>Total Relocatable Replacements:</b>	0	0	0	0	0	0
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**Charter Schools Tracking**

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2026 - 2027
Crossroad Academy Charter School of Business	24	SCHOOL BOARD	1998	444	524	15	500
	<b>24</b>			<b>444</b>	<b>524</b>		<b>500</b>

**Special Purpose Classrooms Tracking**

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
GADSDEN ELEMENTARY MAGNET SCHOOL (OLD)	Educational	9	6	0	0	0	15
<b>Total Educational Classrooms:</b>		<b>9</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
<b>Total Co-Teaching Classrooms:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Infrastructure Tracking**

**Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).**

Not Specified

**Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).**

Not Specified

**Consistent with Comp Plan?** No

**Net New Classrooms**

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2021 - 2022 fiscal year.					List the net new classrooms to be added in the 2022 - 2023 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2022 - 2023 should match totals in Section 15A.			
Location	2021 - 2022 # Permanent	2021 - 2022 # Modular	2021 - 2022 # Relocatable	2021 - 2022 Total	2022 - 2023 # Permanent	2022 - 2023 # Modular	2022 - 2023 # Relocatable	2022 - 2023 Total
Elementary (PK-3)	0	0	0	0	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Relocatable Student Stations**

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	5 Year Average
JAMES A SHANKS MIDDLE SCHOOL	0	0	0	0	0	0
CARTER-PARRAMORE ALTERNATIVE SCHOOL	0	0	0	0	0	0
HAVANA PK-08 SCHOOL	0	0	0	0	0	0
GADSDEN ELEMENTARY MAGNET SCHOOL (OLD)	0	0	0	0	0	0
CHATTAHOOCHEE ELEMENTARY	0	0	0	0	0	0
GADSDEN TECHNICAL INSTITUTE	19	0	0	0	0	4
WEST GADSDEN MIDDLE SCHOOL	77	0	0	0	0	15
GADSDEN COUNTY HIGH SCHOOL	0	0	0	0	0	0
GREENSBORO ELEMENTARY SCHOOL (NEW)	0	0	0	0	0	0

Totals for GADSDEN COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	<b>96</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>
Total number of COFTE students projected by year.	<b>3,771</b>	<b>3,715</b>	<b>3,670</b>	<b>3,601</b>	<b>3,509</b>	<b>3,653</b>
Percent in relocatables by year.	<b>3 %</b>	<b>0 %</b>	<b>0 %</b>	<b>0 %</b>	<b>0 %</b>	<b>1 %</b>

**Leased Facilities Tracking**

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2022 - 2023	FISH Student Stations	Owner	# of Leased Classrooms 2026 - 2027	FISH Student Stations
GADSDEN ELEMENTARY MAGNET SCHOOL (OLD)	0	0		0	0
WEST GADSDEN MIDDLE SCHOOL	0	0		0	0
CARTER-PARRAMORE ALTERNATIVE SCHOOL	0	0		0	0

HAVANA PK-08 SCHOOL	0	0		0	0
GADSDEN COUNTY HIGH SCHOOL	0	0		0	0
GADSDEN TECHNICAL INSTITUTE	0	0		0	0
JAMES A SHANKS MIDDLE SCHOOL	0	0		0	0
CHATTAHOOCHEE ELEMENTARY	0	0		0	0
GREENSBORO ELEMENTARY SCHOOL (NEW)	0	0		0	0
	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

**Failed Standard Relocatable Tracking**

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

## Planning

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**Class Size Reduction Planning**

**Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.**

The School Board of Gadsden County anticipates constructing a new PreK-8 school which will be designed to accommodate appropriate number of student stations consolidating at minimum 4 schools eliminating surplus stations.  
 West wing of bldg. 400 at GCHS will be remodeled for grades 6-8 full-time ESE students.

**School Closure Planning**

**Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.**

The School Board has reevaluating its new school site and determined the Shanks site to be the best location. The old school will be razed and the new one built there. The School Board will keep the old Stewart St site for a storage facility and remodel for ancillary administration offices.  
 The School Board will raze the Gadsden Elementary Magnet site. The School Board will raze the George Monroe school Site.  
 The School Board will raze the Carter Parramore site.  
 The School Board will relocate students from the Greensboro Elem. School to the West Gadsden Middle school making it a Pre-K thru 8.

## Long Range Planning

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**Ten-Year Maintenance**

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Project	2026 - 2027 / 2031 - 2032 Projected Cost
Bldg. 7, room 50 - 61, remodel for Head Start program moving from old Quincy HS.	\$955,300
Bldg. 5, rooms 30 - 41, remodel for ESE office space.	\$1,093,800
Bldg. 4, rooms 8 - 10, Remodel for Family & Community Engagement. Rooms 11 - 13, remodel for Professional Development. Rooms 14 - 34, remodel for Panhandle Area Educational Consortium.	\$1,031,100
Bldg. 3, rooms 20 - 23, Archive records and misc. program storage. Rooms 24 & 25, grounds storage. Rooms 26 & 27, Misc. district storage	\$800,800
Bldg. 2, remodel for district conditioned bulk storage	\$695,800
Bldg. 1, remodel for Head Start	\$440,975
Site stormwater management	\$523,940
Bldg. 400, remodel rooms 419 - 454 for full-time ESE students grades 6-12	\$3,362,600
Bldgs. 8, Add restrooms to classrooms to support K-3 classes.	\$3,020,000
	<b>\$11,924,315</b>

**Ten-Year Capacity**

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

**Ten-Year Planned Utilization**

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2021 - 2022 FISH Capacity	Actual 2021 - 2022 COFTE	Actual 2021 - 2022 Utilization	Actual 2022 - 2023 / 2031 - 2032 new Student Capacity to be added/removed	Projected 2031 - 2032 COFTE	Projected 2031 - 2032 Utilization
Elementary - District Totals	754	754	361.11	47.88 %	-375	379	100.00 %
Middle - District Totals	2,772	2,493	1,590.12	63.78 %	-850	1,643	100.00 %
High - District Totals	1,529	1,452	943.69	65.01 %	-485	967	100.00 %
Other - ESE, etc	2,204	1,058	924.18	87.33 %	-130	928	100.00 %
	<b>7,259</b>	<b>5,757</b>	<b>3,819.10</b>	<b>66.34 %</b>	<b>-1,840</b>	<b>3,917</b>	<b>100.00 %</b>

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

**Ten-Year Infrastructure Planning**

**Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 06 thru 10 out years (Section 28).**

Remodel the district server space within the Walker Administration Bldg.

**Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 06 thru 10 out years (Section 29).**

Nothing reported for this section.

**Twenty-Year Maintenance**

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

**Twenty-Year Capacity**

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

**Twenty-Year Planned Utilization**

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2021 - 2022 FISH Capacity	Actual 2021 - 2022 COFTE	Actual 2021 - 2022 Utilization	Actual 2022 - 2023 / 2041 - 2042 new Student Capacity to be added/removed	Projected 2041 - 2042 COFTE	Projected 2041 - 2042 Utilization
Elementary - District Totals	754	754	361.11	47.88 %	-375	379	100.00 %

Middle - District Totals	2,772	2,493	1,590.12	63.78 %	-850	1,643	100.00 %
High - District Totals	1,529	1,452	943.69	65.01 %	-485	967	100.00 %
Other - ESE, etc	2,204	1,058	924.18	87.33 %	-130	928	100.00 %
	<b>7,259</b>	<b>5,757</b>	<b>3,819.10</b>	<b>66.34 %</b>	<b>-1,840</b>	<b>3,917</b>	<b>100.00 %</b>

**Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.**

No comments to report.

**Twenty-Year Infrastructure Planning**

**Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 11 thru 20 out years (Section 28).**

Nothing reported for this section.

**Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 thru 20 out years (Section 29).**

Nothing reported for this section.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: May 23, 2023

TITLE OF AGENDA ITEM: Request to Advertise Notice of Intent to Adopt/Amend  
Policies

**DIVISION:**

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

**PURPOSE AND SUMMARY OF ITEM:**

This is to request approval to advertise a Notice of Intent to Adopt/Amend Policies.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Dr. Sylvia R. Jackson

**POSITION:** Assistant Superintendent of Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

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

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA  
NOTICE OF INTENT TO AMEND/ADOPT POLICIES**

DATE OF THIS NOTICE: May 23, 2023

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend/adopt Gadsden County School Board Policies.

**PURPOSE AND EFFECT:** The purpose and effect of this policy amendment is to establish rules that govern processes while conducting business on behalf of the Board.

**RULEMAKING AUTHORITY:** Subsection 1001.41(2), Florida Statutes

**LAWS IMPLEMENTED:** 1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, F.S.

**SUMMARY OF THE ESTIMATED ECONOMIC IMPACT:** NONE

**FACTS AND CIRCUMSTANCES JUSTIFYING RULE:** It is necessary to amend/adopt School Board Policies for the effective operation of the Gadsden County School District consistent with requirements of Florida Statutes and Federal Regulations.

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M.**

**ON:** Tuesday, June 27, 2023

**PLACE:** Max D. Walker School Administration Building  
35 Martin Luther King, Jr., Blvd.  
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

**NAME OF THE PERSON ORIGINATING THIS RULE:**

**Dr. Sylvia R. Jackson**  
Assistant Superintendent  
for Support Services

**NAME OF THE PERSON WHO APPROVED THIS RULE:**

Elijah Key  
Superintendent of Schools

**DATE OF SUCH APPROVAL:** May 23, 2023

A COPY OF THE POLICIES PROPOSED FOR ADOPTION MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Elijah Key, Superintendent of Schools  
For Gadsden County, Florida, and Secretary and  
Chief Executive Officer of the School Board of  
Gadsden County, Florida.

## CHAPTER 5.00 - STUDENTS

### ATTENDANCE REQUIREMENTS FOR MINOR DRIVERS 5.361

Permission for a student to drive to school shall be granted as a privilege not a right contingent on whether or not the student has met requirements established in BP 5.36 and eligibility requirements of Section 322.091, Florida Statutes.

Pursuant to Section 322.091, Florida Statutes, a minor is not eligible for driving privileges unless that minor meets one of the following criteria:

- a) Is enrolled in public school, non-public school, or home education program and satisfies relevant attendance requirements;
- b) Has received a high school diploma, high school equivalency diploma, special diploma, or certificate of high school completion;
- c) Is enrolled in a study course in preparation for the General Educational Development Test (GED® Test) and satisfies relevant attendance requirements;
- d) Is enrolled in other educational activities approved by the district school board and satisfies relevant attendance requirements;
- e) Has been issued a certificate of exemption according to Section 1003.21(3), Florida statutes;
- f) Has received a hardship waiver pursuant to section 322.091, Florida Statutes.

The attendance records of students between the ages of 14 and 18 who accumulate 15 unexcused absences in a period of 90 calendar days shall be electronically reported to the Department of Highway Safety and Motor Vehicles (DHSMV). This data shall include the name of the student, date of birth, gender, and social security number (if available). In addition, the Superintendent (or designee) shall notify DHSMV of all students who withdraw from school with a withdrawal code counted in the dropout rate (DNE, W05, W13, W15, W18, W21, and W23). The school Principal (or designee) shall also notify the parent/guardian of students identified for nonattendance and the risk of revocation of the student driver's license. Students reported to DHSMV due to failure to meet school attendance and/or enrollment requirements for driving privileges shall not be allowed to drive to school until such time that the student has met requirements to have their license reinstated.

#### **Reinstatement of Driving Privilege Procedures:**

Parents/guardians must contact the school Principal (or designee) to assist in the reinstatement of the driving privilege within 10 days of receipt of the notice to report non-compliant attendance to DHSMV. If it is determined by the school that the student has satisfied attendance requirements or should not have been reported, the Superintendent (or designee) will notify DHSMV within 20 days via electronic transmission of the student driver's compliant status. Otherwise, the Reinstatement of Driving Privilege for Licensure form must be completed and submitted to

DHSMV to have licensure privileges reinstated. Any reinstatement fees are the responsibility of the parent/guardian and must be paid directly to the DHSMV.

**Requirements for Reinstatement of Student Driver's License**

Students who receive a Notice of Intent to Suspend/Withhold Eligibility for Licensure must meet the following requirements before receiving District authorization for reinstatement of driving privileges and/or eligibility for licensure:

- a) Attend school for 30 consecutive days without unexcused absences.
  - The count begins the first day after the last unexcused absence.
  - If an unexcused absence occurs during the 30-day accumulation period, the count starts over.
- b) Adult education students (16-18 years old) must satisfy Florida Department of Adult Education recommendation of six consecutive weeks of attendance without unexcused absences.
- c) Minor students (ages 14-18) whose license has been revoked may not drive themselves to school until they can present to the Principal (or school designee) official proof of their licensure reinstatement.

**Hardship Waivers**

Parent/guardians may request a hearing for a hardship waiver with the school Principal for family employment or medical care.

- a) The parent/guardian must provide proof that the student provides a substantial financial contribution to the student's or the family's livelihood.
- b) A hardship of medical care shall be based on the need for the student to transport the student or immediate family members living in the same household to medical treatment (provided there are no other licensed drivers residing in the household).

**STATUTORY AUTHORITY:**

**322.091, F. S.**

**LAWS IMPLEMENTED**

**1001.43, 1001.51, F.S.**

**HISTORY:**

**ADOPTED: NEW 00/00/0000**



## CHAPTER 6.00 – HUMAN RESOURCES

### SUSPENSION AND DISMISSAL

6.37

- I. No employee may be suspended from duty except by the Superintendent or the School Board. The Superintendent may suspend a member of the staff during an emergency for a period extending to and including the next meeting of the School Board.
- II. In the case of a suspension without pay by the School Board, an affected employee shall be entitled to a hearing on the charges as to why he/she should be suspended without pay. Said hearing shall be upon reasonable notice by the School Board.
- III. If any dismissal proceeding in which the substantial interest of the employee is affected, or in which the employee has a property interest, the employee shall be entitled to a hearing on the merits of the case in accordance with the provisions of Chapter 120, Administrative Procedure Act.
- IV. In the event an employee is entitled to a hearing, the Superintendent shall notify the affected employee in writing of his/her right to a hearing at the time a petition for suspension or dismissal is filed. The petition for suspension or dismissal must set forth the charges against the employee and shall further notify the employee that in the event a written request for a hearing is not received by the Superintendent within fifteen (15) ~~ten (10)~~ days after receipt of said notice, that the employee waives his/her right to a hearing. In the event no such notice is sent by the Superintendent, the employee shall be deemed to have requested a hearing.
- V. In the event a hearing is required as prescribed by law, pursuant to this policy, a written notice of hearing shall be furnished to the employee in a timely manner according to law stating the date, place and time of the hearing.
- VI. No member of the staff may be dismissed except by action of the School Board.
- VII. Any suspension or dismissal shall be as prescribed by law.
- VIII. Non-renewal of employees during their probationary period or upon expiration of a time-limited contract shall not be considered dismissal and shall not be subject to this policy.
- IX. Any provision in the Collective Bargaining Agreement to the contrary shall supersede this policy.

#### STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 120, 790.15, 1001.43, 1012.22, 1012.27, 1012.33, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6B-4.009

**HISTORY:** **ADOPTED:**  
**REVISION DATE(S):** 9/15/02, 2/23/05, 6/27/23  
**FORMERLY:** 4.114, 5.112

DRAFT

## CHAPTER 6.00 – HUMAN RESOURCES

### SCHOOL GUARDIANS

6.919\*

#### I. PURPOSE:

To establish the roles, responsibilities and expectations of the Gadsden County School District Guardians.

#### II. This policy consists of the following sections:

- Introduction
- Goal
- Requirements
- General responsibilities

#### A. INTRODUCTION

The School Guardian positions satisfy Senate Bill (SB) 7026 (2018) which mandates that an armed person be assigned to each school campus to assist in ensuring the safety of students and faculty while school is in session. A School Guardian will be assigned to a school designated by the School Safety Specialist and can change each year. Campuses will have a School Guardian, as deemed necessary by the Gadsden County School District, as an enhancement to the current school security plan.

#### B. GOAL

The goal of the School Guardian is to provide security and safety services by protecting life and property while working in conjunction with school staff, Gadsden County School District personnel, and local police/sheriff jurisdictions while providing a visible presence on school campuses.

#### C. REQUIREMENTS

A School Guardian must possess a standard high school diploma, or a GED. Must possess and maintain a valid Florida Driver's License. Must possess a Concealed Weapons Permit, complete the mandated Guardian Training class and show proficiency in handling, maintaining and utilizing a firearm. The School Guardian must pass a background check which includes but is not limited to the following: an initial interview, fingerprinting, psychological exam, diversity training, drug screen and polygraph examination.

#### D. GENERAL RESPONSIBILITIES

1. School Guardians will abide by the Rules and Regulations of the Gadsden County School District policies and directives.
2. School Guardians shall be familiar with Gadsden County School Board District policies and the Code of Student Conduct.

3. School Guardians will serve to protect the schools through ongoing surveillance, the reporting of suspicious activity, and the tactical engagement of any active assailant.
4. School Guardians can only take action as a guardian on campuses of the Gadsden County School District.
5. School Guardians have the authority to activate all protocols to secure a school and protect students and staff and they shall be involved in all emergency drills on campus.
6. School Guardians are not granted authority to take any law enforcement action other than against active assailants.
7. School Guardians shall cooperate with law enforcement officers when law enforcement officers are conducting official investigations on campus.
8. School Guardians shall wear the official School Guardian uniform while on campus including assigned protective vest while on active duty.
9. Portable radios will be assigned to each Guardian to ensure immediate communications with school administrators, School Resource Officers, and first responders. School Guardians will maintain radio communications and will be familiar with radio communication channels.
10. School Guardians shall have clean hair that presents a neat, tidy appearance.
11. School Guardians facial hair shall be clean, neatly trimmed, and will present a professional appearance. Permission to wear beards, moustaches, and goatees may be withdrawn by the Superintendent at any time.
12. School Guardians with visible tattoos will be reviewed on a case-by-case basis. The School Guardians may be required to cover any tattoo deemed inappropriate for school settings at all times at the cost of the School Guardian. Covering may involve wearing long sleeves to cover the tattoo irrespective of the season. These long sleeves shall match the color of the assigned uniform. Failure to comply can result in corrective action up to and including dismissal.
13. School Guardians will check in and out of school each day per a process established by the school principal.
14. School Guardians are to refrain from patrolling their campus in a predictable manner.
15. School Guardians shall report out any student safety concerns to the school's principal, the school's Resource Officer and the Gadsden County School District Safety Specialist.
16. The management of student conduct is a school function. School Guardians are expected to report student misconduct to school personnel and allow school administrators to manage student conduct and administer appropriate consequences. In those instances when there is a need for intervention to protect individuals from injury (i.e., student fight), the School Guardian may intervene and shall summon a member of the school staff, and/or the School Resource Officer. The School Guardian shall report all such incidents to the school principal and to the Gadsden County School District Safety Specialist.
17. School Guardians shall not engage in physical force against any student or other person unless the safety of the occupants of the school, students or staff are threatened.
18. If there is a need to use deadly force, the School Guardian shall immediately respond to the location of concern with the goal of the protection and preservation of life. The School Guardian shall immediately contact the School Resource Officer, law



enforcement, and the Gadsden County School Safety Specialist using their radio and relay any information pertinent for responding officers and rescue personnel.

19. School Guardian shall not leave their school without proper permission as established by the school principal or and the Gadsden County School District Safety Specialist.

20. A School Guardian may be requested to attend after school events and graduations, and they may provide disaster relief as needed.

**STATUTORY AUTHORITY:** 1006.12(3) F.S.

**LAW(S) IMPLEMENTED:** 1006.12(3) F.S.

**HISTORY:** ADOPTED:00/00/0000  
REVISION DATE(S):

DRAFT