

AGENDA

REGULAR SCHOOL BOARD MEETING

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

March 26, 2013

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. February 19, 2013, 2:00 p.m. – School Board Workshop
 - b. March 5, 2013, 1:00 p.m. – School Board Workshop
 - c. March 5, 2013, 4:30 p.m. – School Board Workshop
 - d. March 5, 2013, 6:00 p.m. – Regular School Board Meeting
 - e. March 11, 2013, 5:00 p.m. – Student Hearing
 - f. March 11, 2013, 6:00 p.m. – Student Hearing

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 2012 – 2013

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Seventeen – **SEE PAGE #7**

Fund Source: 420 Federal Funds
Amount: \$286,395.23

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Purchase Orders for Federal Projects - **SEE PAGE #21**

Fund Source: Title I Part A and Title I School Improvement
Amount: \$216,660.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Orders for Federal Projects- **SEE PAGE #24**

Fund Source: Title I School Improvement
Amount: \$50,765.40

ACTION REQUESTED: The Superintendent recommends approval.

- c. Purchase Orders for Federal Projects – **SEE PAGE #26**

Fund Source: Title I Part A
Amount: \$17,537.38

ACTION REQUESTED: The Superintendent recommends approval.

- d. Purchase Orders for Federal Projects – **SEE PAGE #28**

Fund Source: Title I Part A Parent Involvement
Amount: \$16,710.00

ACTION REQUESTED: The Superintendent recommends approval.

- e. Purchase Orders for Federal Projects – **SEE PAGE #31**

Fund Source: Title I Part A
Amount: \$23,414.00

ACTION REQUESTED: The Superintendent recommends approval.

- f. Purchase Orders for Capital Improvements – **SEE PAGE #34**

Fund Source: Capital Improvements Fund 379
Amount: \$14,950.00

ACTION REQUESTED: The Superintendent recommends approval.

- g. Memorandum of Understanding – CIS of Florida - **SEE PAGE #36**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- h. GASB 45 OPEB Contract – **SEE PAGE #44**
 Fund Source: General Fund
 Amount: \$9,493.00
 ACTION REQUESTED: The Superintendent recommends approval.
- i. School Food Service Membership in POWER Buying Group
SEE PAGE #56
 Fund Source: School Food Service
 Amount: Estimated \$3,400.00 in dues payable by August 31, 2013
 ACTION REQUESTED: The Superintendent recommends approval.
- j. Insurance Committee Recommendations for Health Insurance Vendor
 Beginning October 1, 2013 – **SEE PAGE #63**
 Fund Source: All Funds and employees participating in health insurance
 benefits
 Amount: Based on individual employee’s selections for health insurance
 ACTION REQUESTED: The Superintendent recommends approval.
- k. Insurance Committee Recommendations for Life and Dental Insurance
 Vendor for Insurance Year Beginning October 1, 2013 – **SEE PAGE #66**
 Fund Source: All Funds and employees participating in life and dental
 insurance plans
 Amount: Reduction in life insurance and no change in dental insurance
 premiums
 ACTION REQUESTED: The Superintendent recommends approval.
- l. Insurance Committee Recommendations for Pay Card – **SEE PAGE #68**
 Fund Source: No Cost
 Amount: N/A
 ACTION REQUESTED: The Superintendent recommends approval.
- 9. **STUDENT MATTERS – SEE ATTACHMENT**
 - a. Student Expulsion – See back-up material
 Case #49-1213-9102
 ACTION REQUESTED: The Superintendent recommends approval.
 - b. Student Expulsion – See back-up material
 Case #50-1213-0231
 ACTION REQUESTED: The Superintendent recommends approval.
 - c. Student Expulsion – See back-up material
 Case #52-1213-0211
 ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material
Case #54-1213-0211
ACTION REQUESTED: The Superintendent recommends approval.
- e. Student Expulsion – See back-up material
Case #56-1213-0061
ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Board Approval of Bid #1213-14 – Gas Piping at East Gadsden High School
SEE PAGE #75

Fund Source: Capital Outlay
Amount: \$23,884.00

ACTION REQUESTED: The Superintendent recommends approval.
- b. Board Approval of Bid #1213-15 – Chiller Repair at James A. Shanks Middle School - **SEE PAGE #87**

Fund Source: Capital Outlay
Amount: \$26,722.00

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

- 11. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS
 - a. Discussion and Request to Advertise the Board’s Intent to Amend School Board Rule 8.40 (General Food Service Requirements) – **SEE PAGE #113**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.
- 12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
- 13. SCHOOL BOARD REQUESTS AND CONCERNS
- 14. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

6a

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

March 26, 2013

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

Dear School Board Members:

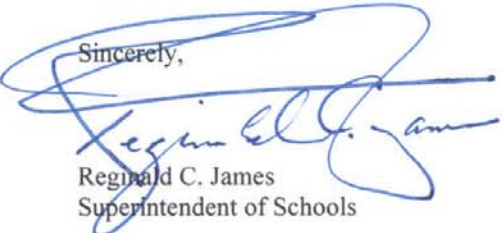
I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A Instructional and Non-Instructional Personnel 2012/2013

The following reflects the total number of full-time employees in this school district for the 2012/2013 school term, as of March 26, 2013

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees March 2013</u>
Classroom Teachers and Other Certified Administrators	120 & 130 110	484.65 50.75
Non-Instructional	150, 160, & 170	<u>417.00</u> 952.40

Sincerely,


Reginald C. James
Superintendent of Schools

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

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

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

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

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

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL PERSONNEL 2012/2013**INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Conyers, Andrika	WGHS	Teacher	02/20/2013
Helle, April	CES	Lib/Media Specialist	02/11/2013
Holt, Shirley	HES	Teacher	02/05/2013
Washington, Yashica	SSES	Teacher	02/06/2013

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Cobb, Michael	WGHS	Ed Paraprofessional	03/14/2016
Daniels, Anitra	ESE	Staff Assistant	02/25/2013

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Helle, April	CES	Lib/Media Specialist	02/27/2013
Myers, Irene	ETO	ETO Program Specialist	02/27/2013
Taylor, Ayonna	CES	Ed Paraprofessional	03/03/2013

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Bradwell, Antonio	WGHS/Teacher	CPA/Teacher	03/25/2013
Howard, Darrell	CPA/Teacher	EGHS/Teacher	03/25/2013
Pratt, Michael	HOPE/Teacher	CPA/Teacher	03/25/2013
Striplin, Joseph	EGHS/Teacher	WGHS/Teacher	03/25/2013

LEAVE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending</u>
Harris, NeKeshia	EGHS/Teacher	02/27/2013	04/25/2013
McKinney, Crystal	JASMS/Teacher	02/12/2013	03/15/2013

Substitutes

<u>Teacher</u>	<u>Transportation</u>
Gaymon, Cynthia	Gaines, David
Graham, Shanetha	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Budget Amendment Number Seventeen

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This budget amendment increases the following by the 2012 roll forward amount:

ESE 94-142 IDEA Part B	\$ 224,201.30
ESE Pre-K IDEA Part B	<u>\$ 62,193.93</u>
	\$ 286,395.23

FUND SOURCE: 420 Federal Funds

AMOUNT: \$ 286,395.23

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Gadsden County School Board
 420 (Federal) Fund Estimated Revenue
 Budget Amendment Number
 Seventeen

FUND 420 REVENUE OBJECT	BEGINNING ESTIMATED REVENUE 2/1/2013	BUDGET AMENDMENT NUMBER THIRTEEN	ENDING ESTIMATED REVENUE 2/6/2013
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,452,457.33	\$ -	\$ 2,452,457.33
201	\$ 183,207.73	\$ -	\$ 183,207.73
226	\$ 554,215.56	\$ -	\$ 554,215.56
227	\$ -	\$ -	\$ -
230	\$ 2,141,536.12	\$ 286,395.23	\$ 2,427,931.35
240	\$ 6,396,783.54	\$ -	\$ 6,396,783.54
251	\$ 4,032.82	\$ -	\$ 4,032.82
270	\$ -	\$ -	\$ -
290	\$ 525,164.14	\$ -	\$ 525,164.14
299	\$ -	\$ -	\$ -
TOTALS	\$ 12,257,397.24	\$ 286,395.23	\$ 12,543,792.47

**Gadsden County School Board
420 (Federal) Fund Appropriations
Seventeen**

420 FUND					
FUNCTION/ OBJECT	BUDGET BALANCE		BUDGET	BUDGET BALANCE	
	2/1/2013		AMENDMENT NUMBER THIRTEEN	2/6/2013	
5100	100	\$ 901,286.03	\$ -	\$	901,286.03
	200	\$ 156,798.20	\$ -	\$	156,798.20
	300	\$ 379,333.44	\$ -	\$	379,333.44
	500	\$ 340,949.60	\$ -	\$	340,949.60
	600	\$ 261,134.02	\$ -	\$	261,134.02
	700	\$ -	\$ -	\$	-
FUNCTOTAL		\$ 2,039,501.29	\$ -	\$	2,039,501.29
5200	100	\$ 618,209.06	\$ 500.00	\$	618,709.06
	200	\$ 197,066.07	\$ -	\$	197,066.07
	300	\$ 172,000.00	\$ -	\$	172,000.00
	500	\$ 12,927.00	\$ 149,309.93	\$	162,236.93
	600	\$ 13,875.00	\$ 70,000.00	\$	83,875.00
	700	\$ 1,000.00	\$ -	\$	1,000.00
FUNCTOTAL		\$ 1,015,077.13	\$ 219,809.93	\$	1,234,887.06
5300	100	\$ -	\$ -	\$	-
	200	\$ -	\$ -	\$	-
	300	\$ 8,696.28	\$ -	\$	8,696.28
	500	\$ 32,520.61	\$ -	\$	32,520.61
	600	\$ 32,080.00	\$ -	\$	32,080.00
	700	\$ 20,480.08	\$ -	\$	20,480.08
FUNCTOTAL		\$ 93,776.97	\$ -	\$	93,776.97
5400	100	\$ -	\$ -	\$	-
	200	\$ 4,032.82	\$ -	\$	4,032.82
	300	\$ -	\$ -	\$	-
	500	\$ -	\$ -	\$	-
	600	\$ -	\$ -	\$	-
	700	\$ -	\$ -	\$	-
FUNCTOTAL		\$ 4,032.82	\$ -	\$	4,032.82
5500	100	\$ 1,093,195.03	\$ -	\$	1,093,195.03
	200	\$ 301,188.93	\$ -	\$	301,188.93
	300	\$ 56,660.09	\$ -	\$	56,660.09
	500	\$ 27,458.52	\$ -	\$	27,458.52
	600	\$ 15,000.00	\$ -	\$	15,000.00
	700	\$ -	\$ -	\$	-
FUNCTOTAL		\$ 1,493,502.57	\$ -	\$	1,493,502.57

**Gadsden County School Board
420 (Federal) Fund Appropriations
Seventeen**

5900	100	\$	206,456.76	\$	-	\$	206,456.76
	200	\$	37,518.04	\$	-	\$	37,518.04
	300	\$	35,394.96	\$	-	\$	35,394.96
	500	\$	6,516.77	\$	-	\$	6,516.77
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	285,886.53	\$	-	\$	285,886.53
6100	100	\$	701,060.32	\$	14,003.30	\$	715,063.62
	200	\$	170,940.51	\$	5,000.00	\$	175,940.51
	300	\$	212,197.36	\$	-	\$	212,197.36
	500	\$	89,887.13	\$	-	\$	89,887.13
	600	\$	4,240.44	\$	-	\$	4,240.44
	700	\$	1,500.00	\$	-	\$	1,500.00
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,179,825.76	\$	19,003.30	\$	1,198,829.06
6200	100	\$	32,000.00	\$	-	\$	32,000.00
	200	\$	9,319.00	\$	-	\$	9,319.00
	300	\$	2,580.00	\$	-	\$	2,580.00
	500	\$	1,000.00	\$	-	\$	1,000.00
	600	\$	225,951.08	\$	-	\$	225,951.08
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	270,850.08	\$	-	\$	270,850.08
6300	100	\$	1,011,426.51	\$	-	\$	1,011,426.51
	200	\$	273,557.91	\$	-	\$	273,557.91
	300	\$	166,668.52	\$	-	\$	166,668.52
	500	\$	119,677.77	\$	-	\$	119,677.77
	600	\$	15,021.57	\$	-	\$	15,021.57
	700	\$	13,250.00	\$	-	\$	13,250.00
FUNCTOTAL		\$	1,599,602.28	\$	-	\$	1,599,602.28
6400	100	\$	1,428,461.65	\$	-	\$	1,428,461.65
	200	\$	270,367.97	\$	-	\$	270,367.97
	300	\$	345,789.47	\$	5,000.00	\$	350,789.47
	400	\$	-	\$	-	\$	-
	500	\$	45,362.74	\$	-	\$	45,362.74
	600	\$	2,302.94	\$	-	\$	2,302.94
	700	\$	69,918.15	\$	-	\$	69,918.15
FUNCTOTAL		\$	2,162,202.92	\$	5,000.00	\$	2,167,202.92

**Gadsden County School Board
420 (Federal) Fund Appropriations
Seventeen**

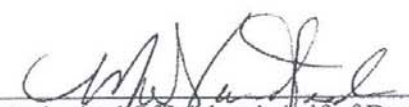
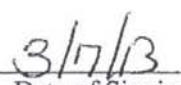

6500	100	\$	35,000.00	\$	-	\$	35,000.00
	200	\$	9,757.00	\$	-	\$	9,757.00
	300	\$	54,040.00	\$	-	\$	54,040.00
	500	\$	-	\$	-	\$	-
	600	\$	129,570.00	\$	-	\$	129,570.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	228,367.00	\$	-	\$	228,367.00
7200	100	\$	35,804.23	\$	-	\$	35,804.23
	200	\$	25,846.60	\$	-	\$	25,846.60
	300	\$	1,239.50	\$	-	\$	1,239.50
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	694,048.00	\$	4,733.00	\$	698,781.00
FUNCTOTAL		\$	756,938.33	\$	4,733.00	\$	761,671.33
7300	100	\$	95,000.00	\$	-	\$	95,000.00
	200	\$	13,736.76	\$	-	\$	13,736.76
	300	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	108,736.76	\$	-	\$	108,736.76
7400	300	\$	20,000.00	\$	-	\$	20,000.00
	600	\$	41,534.21	\$	-	\$	41,534.21
FUNCTOTAL 7400		\$	61,534.21	\$	-	\$	61,534.21
7600	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	83,378.05	\$	-	\$	83,378.05
	200	\$	20,386.56	\$	-	\$	20,386.56
	300	\$	8,419.50	\$	-	\$	8,419.50
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	1,000.00	\$	-	\$	1,000.00
FUNCTOTAL		\$	113,184.11	\$	-	\$	113,184.11
7800	100	\$	146,639.48	\$	-	\$	146,639.48
	200	\$	35,694.39	\$	-	\$	35,694.39
	300	\$	376,034.69	\$	-	\$	376,034.69
	400	\$	11,137.25	\$	-	\$	11,137.25
	500	\$	1,262.17	\$	-	\$	1,262.17
	600	\$	-	\$	37,849.00	\$	37,849.00
FUNCTOTAL		\$	570,767.98	\$	37,849.00	\$	608,616.98

**Gadsden County School Board
420 (Federal) Fund Appropriations
Seventeen**

7900	100	\$	16,875.39	\$	-	\$	16,875.39
	200	\$	6,385.96	\$	-	\$	6,385.96
	300	\$	69,824.33	\$	-	\$	69,824.33
	400	\$	11,836.91	\$	-	\$	11,836.91
	500	\$	12,096.40	\$	-	\$	12,096.40
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	117,018.99	\$	-	\$	117,018.99
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	8,000.00	\$	-	\$	8,000.00
	500	\$	935.12	\$	-	\$	935.12
	600	\$	2,286.00	\$	-	\$	2,286.00
FUNCTOTAL		\$	11,221.12	\$	-	\$	11,221.12
8200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	500	\$	49,000.00	\$	-	\$	49,000.00
	600	\$	38,500.00	\$	-	\$	38,500.00
FUNCTOTAL		\$	87,500.00	\$	-	\$	87,500.00
9100	100	\$	45,576.16	\$	-	\$	45,576.16
	200	\$	12,294.23	\$	-	\$	12,294.23
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	57,870.39	\$	-	\$	57,870.39
GRANDTOTAL		\$	12,257,397.24	\$	286,395.23	\$	12,543,792.47

**Florida Department of Education
Project Award Notification**

Proj. 4226330

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-2633A-3CB01
3 PROJECT/PROGRAM TITLE IDEA Part B Entitlement	4 AUTHORITY 84.027A IDEA Part B K-12 Entitlement
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Roll Forward Increase Effective Date: 02/20/2013	6 PROJECT PERIODS Budget Period: 07/01/2012 - 06/30/2013 Program Period: 07/01/2012 - 06/30/2013
7 AUTHORIZED FUNDING Current Approved Budget: \$ 1,633,243.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: \$ 324,201.30 Total Project Amount: \$ 1,957,444.30	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>06/30/2013</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2013</u> Last date for receipt of proposed budget and program amendments: <u>06/30/2013</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: 	
10 DOE CONTACTS BEESS: Virginia Sasser Phone: (850) 245-0475 Email: Virginia.Sasser@fldoe.org Grants Management: Unit C (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 40 EO: ED Object: 720035
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <i>Project Application and Amendment Procedures for Federal and State Programs</i> (Green Book) and the <i>General Assurances for Participation in Federal and State Programs</i>. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. FY 2012 roll forward funds must be satisfied in full by the end of FY 2013. To ensure all roll funds have been expended, the total amount of expenditures reported on the DOE 399 must be equal to or exceed the Approved Accumulated 2012 Roll Forward amount authorized by the Comptroller. IDEA does not restrict the amount of funds a recipient may roll forward at the end of the project. However, it is recommended that recipients roll no more than 20% of their allocation each year to ensure that roll forward funds are satisfied in the subsequent year for which funds must be used. <p>Terms and Special Conditions continued on page 2</p>	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <hr/> Authorized Official on behalf of Dr. Tony Bennett Commissioner of Education </div> <div style="text-align: center;">  <hr/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST

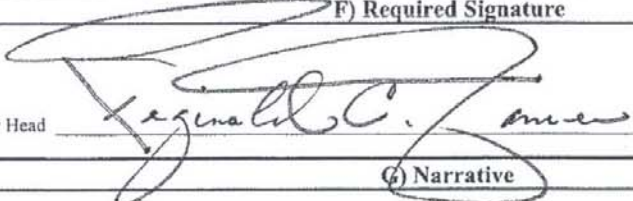
RECEIVED
2013 FEB 20 PM 5:04
DOE USE ONLY

<p>Please return to:</p> <p>Florida Department of Education Office of Grants Management Room 332, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) 245-0496</p>	<p>Date Received:</p> <p style="text-align: center;">BUREAU OF GRANTS MANAGEMENT</p>
PROGRAM NAME	
IDEA Part B Entitlement	
<p>A) Agency Name</p> <p>Gadsden County School District</p>	<p>B) Amendment Number</p> <p style="text-align: center;">1</p>
<p>C) Amendment Type</p> <p><input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> Budget</p>	<p>D) Project Number TAPS Number</p> <p>200-2633A-3CBO1 13C001</p>

E) Amendment Request Contact Information

<p>Name:</p> <p>Sharon B. Thomas, ESE Director</p>	<p>Address:</p> <p>35 Martin Luther King, Jr. Blvd., Quincy (32351)</p>
<p>Telephone: 850-627-9651</p>	<p>SunCom:</p>
<p>Fax: 850-627-5327</p>	<p>E-mail: thomass@gcpsmail.com</p>

F) Required Signature

<p>Superintendent/Agency Head</p>	
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G) Narrative

The project amendment is a request to add in roll forward funds. Based on the Comptroller's Memorandum of 12/5/12, the amendment adjusts the existing budget. Also, the amendment:

1. Establishes the position of staff assistant for parent involvement, which reclassifies the position from 6150-130 to 6150-160. The position is increased to 100% time, to provide parent training and consultations, and increase IEP attendance.
2. Establishes a budget of 7800-652 to purchase a van to provide community-based instruction (CBI) and transport SWDs to job sites (transition training). The van will only be used to transport SWDs.



FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

REC'D DEC 06 2012

Pam Stewart
Commissioner of Education

- GARY CHARTRAND, *Chair*
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Members
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 AKSHAY DESAI, M.D.
 BARBARA S. FEINGOLD
 JOHN R. PADGET
 KATHLEEN SHANAHAN



December 5, 2012

TO: Ms. Bonnie Wood
Gadsden County School Board

FROM: Matt Kirkland, Chief Comptroller *Matt Kirkland*

SUBJECT: Individuals with Disabilities Education Act, Fiscal Year 2012 Roll Forward Funds

FOR YOUR INFORMATION, below are the 2012 certified roll forward funds for the Individuals with Disabilities Education Act, Part B.

Accumulated 2011 Roll Forward	240,839.40
IDEA 2012 Allocation	1,671,659.00
Adjustment	0.00
Total 2012 Funds Available	1,912,498.40
Less: Final 2012 Expenditures	1,613,997.14
Supplemental Distribution	25,700.04
Approved Accumulated 2012 Roll Forward	324,201.30 ✓
IDEA 2013 Allocation	1,633,243.00
Adjustment	0.00
Total Fiscal Year 2013 Funds Available	1,957,444.30

If the total FY 2013 funds available (above) are less than the project amount indicated in the project approval letter, no amendment is necessary; the project amount should be reduced to agree with the FY 2013 funds available. (The project amount cannot exceed the total FY 2013 funds available.) **If the total FY 2013 funds available are greater than the project amount and you wish to utilize those additional funds, a budget amendment must be requested to increase the project to the total FY 2013 funds available. Budget amendments are requested using form DOE150.** If the total FY 2013 funds available are equal to the project amount, the authority to encumber and/or expend the total project amount is now effective by receipt of this letter. If there are any questions regarding this roll forward, please contact Laura Levine at (850) 245-9217.

cc: Superintendent
cc: Virginia Sasser

MATT KIRKLAND
CHIEF COMPTROLLER, BUREAU OF THE COMPTROLLER

325 W. GAINES STREET • SUITE 914 • TALLAHASSEE, FLORIDA 32399-0400 • (850) 245-0401 • FAX (850) 245-9220
www.fldoe.org

A) Gadsden County School District
District/Agency Name

B) 200-2633A-3CB01
Project Number

13C001
TAPS Number

C) 1
Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved <u>\$ 1,733,243.00</u> ✓	E) Total Project Amount resulting from this Budget Amendment <u>\$ 1,957,444.30</u> ✓
--	--

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5200	510	Purchase materials and supplies to improve SWD's achievement. This also includes curriculum materials.	NA	99,000.00	
5200	643	Purchase capitalized hardware to improve instruction of SWDs.	NA	60,000.00	
6150	160	Pay salary of staff assistant for parent involvement to promote IDEA.	1.00	14,003.30	
6150	200	Pay benefits (Retirement, SS, Workers Comp. and Insurance) % or \$	NA	5,000.00	
6400	330	Pay travel of Specialists for training to promote IDEA compliance.	NA	5,000.00	
7200	790	Pay indirect cost.	NA	3,349.00	
7800	652	Other Motor vehicles. Purchase one van to provide CBI and transport SWDs (for transition training).	NA	37,849.00	
				224,201.30	✓

Total Total

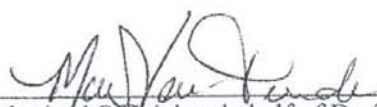
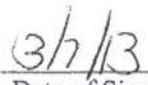

DOE 151
Revised 01/13

Rev 2/26/13 See email
w/descriptions from Gadsden
Dr. Tony Bennett, Commissioner



**Florida Department of Education
Project Award Notification**

Proj. 4226730

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-2673A-3CP01
3 PROJECT/PROGRAM TITLE IDEA Part B Entitlement	4 AUTHORITY 84.173A IDEA Part B - Preschool
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Roll Forward Increase Effective Date: 02/20/2013	6 PROJECT PERIODS Budget Period: 07/01/2012 - 06/30/2013 Program Period: 07/01/2012 - 06/30/2013
7 AUTHORIZED FUNDING Current Approved Budget: \$ 81,949.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: \$ 82,193.93 Total Project Amount: \$ 164,142.93	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>06/30/2013</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2013</u> Last date for receipt of proposed budget and program amendments: <u>06/30/2013</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400; Date(s) for program reports: 	
10 DOE CONTACTS BEESS: Virginia Sasser Phone: (850) 245-0475 Email: Virginia.Sasser@fldoe.org Grants Management: Unit C (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 40 EO: 73 Object: 720035
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <i>Project Application and Amendment Procedures for Federal and State Programs</i> (Green Book) and the <i>General Assurances for Participation in Federal and State Programs</i>. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. FY 2012 roll forward funds must be satisfied in full by the end of FY 2013. To ensure all roll funds have been expended, the total amount of expenditures reported on the DOE 399 must be equal to or exceed the Approved Accumulated 2012 Roll Forward amount authorized by the Comptroller. IDEA does not restrict the amount of funds a recipient may roll forward at the end of the project. However, it is recommended that recipients roll no more than 20% of their allocation each year to ensure that roll forward funds are satisfied in the subsequent year for which funds must be used. <p>Terms and Special Conditions continued on page 2</p>	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr/> Authorized Official on behalf of Dr. Tony Bennett Commissioner of Education </div> <div style="text-align: center;">  <hr/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

GARY CHARTRAND, *Chair*

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SALLY BRADSHAW

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JOHN R. PADGET

KATHLEEN SHANAHAN

Pam Stewart
Commissioner of Education

REC'D DEC 06 2012

COUNTDOWN
TO COMMON CORE



December 5, 2012

TO: Ms. Bonnie Wood
Gadsden County School Board

FROM: Matt Kirkland, Chief Comptroller *Matt Kirkland*

SUBJECT: Individuals with Disabilities Education Act, Fiscal Year 2012 Roll Forward Funds

FOR YOUR INFORMATION, below are the 2012 certified roll forward funds for the Individuals with Disabilities Education Act, Part B Preschool.

Accumulated 2011 Roll Forward	43,502.69
Adjustment	0.00
IDEA 2012 Allocation	81,241.00
Total 2012 Funds Available	124,743.69
Less: Final 2012 Expenditures	42,549.76
Approved Accumulated 2012 Roll Forward	82,193.93 ✓
IDEA 2013 Allocation	81,949.00 ✓
Adjustment	0.00
Total Fiscal Year 2013 Funds Available	164,142.93 ✓

If the total FY 2013 funds available (above) are less than the project amount indicated in the project approval letter, no amendment is necessary, the project amount should be reduced to agree with the FY 2013 funds available. (The project amount cannot exceed the total FY 2013 funds available.) **If the total FY 2013 funds available are greater than the project amount and you wish to utilize those additional funds, a budget amendment must be requested to increase the project to the total FY 2013 funds available. Budget amendments are requested using form DOE150.** If the total FY 2013 funds available are equal to the project amount, the authority to encumber and/or expend the total project amount is now effective by receipt of this letter. If there are any questions regarding this roll forward, please contact Laura Levine at (850) 245-9217.

cc: Superintendent
cc: Virginia Sasser

MATT KIRKLAND
CHIEF COMPTROLLER, BUREAU OF THE COMPTROLLER

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www.fdoe.org

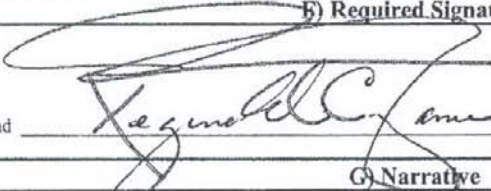
FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST

Please return to: Florida Department of Education Office of Grants Management Room 332, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) 245-0496	DOE USE ONLY Date Received: _____ PROGRAM NAME IDEA, Preschool Disabilities
A) Agency Name <u>Gadsden County School District</u>	B) Amendment Number <u>1</u>
C) Amendment Type <input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> Budget	D) Project Number TAPS Number <u>200-2673A-3CP01</u> <u>13C002</u>

E) Amendment Request Contact Information

Name: Sharon B. Thomas, ESE Director	Address: 35 Martin Luther King, Jr. Blvd., Quincy (32351)
Telephone: 850-627-9651	SunCom: _____
Fax: 850-627-5327	E-mail: thomass@gcpsmail.com

F) Required Signature



Superintendent/Agency Head _____

G) Narrative

This project amendment is a request to add in roll forward funds. Based on the Comptroller's Memorandum of 12/5/12, the amendment adjusts the existing budget. Also the amendment adds in a budget for substitute teachers to allow for subs when a Pre-Kindergarten teacher is out, so that instruction may continue without interruption.



A) Gadsden County School District
 District/Agency Name

B) 200-2673A-3CP01
 Project Number

13COO2
 TAPS Number

C) 1
 Amendment Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved \$ <u>101,949.00</u> ✓	E) Total Project Amount resulting from this Budget Amendment \$ <u>164,142.93</u> ✓
--	--

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5200	140	Salary- Pay for substitute teachers	.10	500.00	
		when the Pre-k teacher is out			
5200	510	Purchase materials and supplies to	NA	50,309.93	?
		improve instruction of Pre-K SWDs			
5200	643	Purchase capitalized hardware (e.g.	NA	10,000.00	
		Smart Boards to improve instruction)			
7200	790	Indirect Cost	NA	1384.00	
				62,193.93	✓

Total Total



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Federal Projects

DIVISION: Federal Programs

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders from federal projects.

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Catapult Learning, LLC	184634	\$108,330.00	420
Catapult Learning, LLC	184635	\$108,330.00	420

FUND SOURCE: Title I Part A and Title I School Improvement

AMOUNT: \$216,660.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Purchase Order for Federal Projects

DIVISION: Federal Programs

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order from federal projects.

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Booksource	184621	\$50,765.40	420

FUND SOURCE: Title I School Improvement

AMOUNT: \$50,765.40

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Purchase Order for Federal Projects

DIVISION: Federal Programs

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order from federal projects.

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
ASCD	184575	\$17,537.38	420

FUND SOURCE: Title I Part A

AMOUNT: \$17,537.38

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
02/28/13

PURCHASE ORDER NO.
184575

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VAI1730000		SHIP TO THIS ADDRESS	
ASCD P O BOX 79760 BALTIMORE	MD 212790760	FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY	FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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Bd. Approval:

ATTN: ROSE RAYNAK/DM

	WHAT:	PROFESSIONAL DEVELOPMENT MATERIALS FOR ALL GADSDEN COUNTY SCHOOLS		
1	COST:	TOTAL COST W/ MEMBER DISCOUNT	16544.70	16544.70
1		SHIPPING AND HANDLING	992.68	992.68

PAY TERMS: NET 30 TOTAL 17,537.38

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

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	17,537.38	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
420	5100	510	0151	4221235	100	1461.44		
420	5100	510	0231	4221235	100	1461.44		
420	5100	510	0071	4221235	100	1461.45		
420	5100	510	0041	4221235	100	1461.45		
420	5100	510	0141	4221235	100	1461.45		
420	5100	510	0171	4221235	100	1461.45		
420	5100	510	0091	4221235	100	1461.45		
420	5100	510	0061	4221235	102	1461.45		
420	5100	510	0211	4221235	102	1461.45		
420	5100	510	0191	4221235	100	1461.45		
420	5100	510	0201	4221235	100	1461.45		
420	5100	510	0051	4221235	100	1461.45		

VENDOR

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Federal Projects

DIVISION: Federal Programs

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders from federal projects.

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
First Book	184610	\$15,210.00	420
Juan V. Sierra	184543	1,500.00	420

FUND SOURCE: Title I Part A Parent Involvement

AMOUNT: \$16,710.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
03/06/13

PURCHASE ORDER NO.
184610

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VF02830000 FIRST BOOK 1319 F. STREET, N.W. SUITE 1000 WASHINGTON DC 20004	SHIP TO THIS ADDRESS FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
---	---

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

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
		ATTN: ROSE RAYNAK/DM		
		WHAT: FREE READING BOOKS FOR ALL STUDENTS IN GADSDEN COUNTY SCHOOLS		
1		SHIPPING AND HANDLING	15210.00	15210.00

PAY TERMS: NET 30

TOTAL 15,210.00

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

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	15,210.00 AMOUNT	
420	6150	510	0151	4221232		1002.60	
420	6150	510	0041	4221232		1002.60	
420	6150	510	0141	4221232		1002.60	
420	6150	510	0171	4221232		1002.60	
420	6150	510	0091	4221232		1002.60	
420	6150	510	0191	4221232		1002.60	
420	6150	510	0201	4221232		1002.60	
420	6150	510	0061	4221232		1540.35	
420	6150	510	0211	4221232		1540.35	
420	6150	510	0051	4221232		2555.55	
420	6150	510	0071	4221232		2555.55	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Federal Projects

DIVISION: Federal Programs

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders from federal projects.

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Tallahassee Community College	184608	\$11,707.00	420
Tallahassee Community College	184609	\$11,707.00	420

FUND SOURCE: Title I Part A

AMOUNT: \$23,414.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8f

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Purchase Order for Capital Improvements

DIVISION: Maintenance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order for architectural services

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Clemons, Rutherford & Associates	184588	\$14,950.00	379

FUND SOURCE: Capital Improvements Fund 379

AMOUNT: \$14,950.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8g

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEM: Memorandum of Understanding – CIS of Florida

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Renewal of annual Memorandum of Understanding with Communities in Schools of Florida to provide the establishment and operation of a local project under the AmeriCorps VISTA program pursuant to Title I, Part A of the Domestic Volunteer Service Act. The primary purpose of this MOU is for the Gadsden County Schools to provide the site with up to (20) AmeriCorps VISTA members (serving as Parent Liaisons) to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems as specified in the Project Application. The Project Application is incorporated in this MOU by reference.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rose Raynak

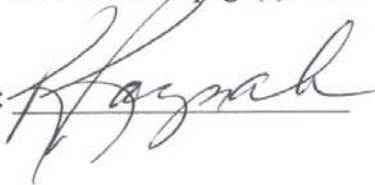
POSITION: Director of Federal Programs

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: 

MEMORANDUM OF UNDERSTANDING

Communities In Schools of Florida
444 Appleyard Drive
Tallahassee, FL 32304
(850) 201-9756

Project Director: Lois Gracey
Project Number: (850) 201-9750

&

Gadsden County School District
35 Martin Luther King Jr Boulevard
Quincy, FL 32351
(850) 627-9651

Director: Rose Raynak
AmeriCorps*VISTA Supervisor: Rose Raynak

This Memorandum of Understanding, hereinafter referred to as “the MOU”, between the two above-captioned parties: 1) **Communities In Schools of Florida**; hereafter referred to as “Sponsor” and 2) **Gadsden County School District**, hereafter referred to as “Site,” sets forth the parties’ understanding concerning the establishment and operation of a local project under the AmeriCorps*VISTA program, pursuant to Title I, Part A of the Domestic Volunteer Service Act, as amended, (42 U.S.C. 4951 *et seq.*), hereinafter referred to as “the Act”. The primary purpose of this MOU is for the Sponsor to provide the Site with up to twenty (20) AmeriCorps*VISTA members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems as specified in the Project Application. The Project Application is incorporated in this MOU by reference.

The MOU provides for the assignment of up to twenty (20) AmeriCorps*VISTA members supported by the Sponsor.

This MOU is not intended to be a formal contract between the agencies/parties, but rather an expression of understanding to facilitate cooperation on matters as outlined herein.

I. GENERAL PROVISIONS

1. Duration of This MOU

This MOU is for one year, and shall become effective on the date after execution of this MOU. The date of execution of this MOU is the date that the final signatory for either party signs and dates this MOU. This MOU is subject to performance of the terms as set forth in this MOU, below in Part II. Activity on the project shall be deemed to have begun on **05/19/2013** and shall end thereafter on **05/17/2014**, unless terminated sooner by either or both of the parties. It is the intent that this MOU will be renewed in May 2014 and continues for another year; this is pending available resources from the CNCS VISTA State Office and not Communities In Schools of Florida.

2. Status of VISTA Members During Service

- a. AmeriCorps*VISTA members are eligible for all benefits and coverage's provided to them under the Domestic Volunteer Service Act of 1973 (the Act), including the "income disregard" provisions as set forth at 42 U.S.C. § 5044 of the Act; the Federal Employees Compensation Act (FECA); and the Federal Tort Claims Act (FTCA).
- b. AmeriCorps*VISTA members shall not be considered employees of the Sponsor or the Site. AmeriCorps*VISTA members are deemed employees of the federal government
- c. AmeriCorps*VISTA members are non-sworn individuals with no rights or authority to take any law enforcement action or effect arrest.

II. RESPONSIBILITIES OF THE PARTIES

1. Sponsor Responsibilities. The Sponsor will:

- a. Assign AmeriCorps*VISTA members to the Site and assign replacements for any AmeriCorps*VISTA members who resign, or transfer to other projects, or are terminated.
- b. Provide technical assistance to the Site in planning, development, and implementation of the project.
- c. Periodically review and assist the Site's use of AmeriCorps*VISTA members to achieve the objectives and perform the task(s) specified in the Project Narrative.
- d. Promptly respond to written requests by the Site to remove any AmeriCorps*VISTA member from the project.

2. Site Obligations. The Site will:

- a. Assist in the recruitment of applicants to become AmeriCorps*VISTA members-
- b. Accept an assigned AmeriCorps*VISTA member as a volunteer, subsequent to a successful law enforcement background investigation.
- c. Arrange and be responsible for providing in-depth on-site orientation and training for all incoming AmeriCorps*VISTA members at the beginning of their service.

- d. Assist in the provision of pre-service, early service, and in-service training, as specified in the Project Narrative.
- e. Operate the project in accordance with the provisions of the Act, applicable program policies and regulations, and other Federal laws, regulations, and policies which are, or become, applicable to the program.
- f. Operate the project in accordance with the project application, including the budget that states the Site's reimbursement to the Sponsor for the subsistence allowances of all AmeriCorps*VISTA members assigned to the Site who are subject to cost-share. The current cost-share (administrative fee) is \$5000 annually and is subject to increase not more than \$6000 with the addition of new members throughout the fiscal year. The site will make every reasonable effort to provide the Sponsor the annual cost prior to any members attending the required Pre-Service Orientation for AmeriCorps VISTA. All cost-share amounts are final and not pro-rated if a member terminates early for any reason.
- g. Engage in best efforts to accomplish the goals and objectives set out for the AmeriCorps*VISTA members in the Project Narrative, and comply with the Assurances included within the Project Application (Narrative).
- h. Provide on-the-job transportation and other project support as specified in the Project Narrative and paragraph 4 ("Joint Responsibilities") of this Part of the MOU.
- i. Supervise the AmeriCorps*VISTA members as described in the Project Narrative and paragraph 4 ("Joint Responsibilities" of this Part of the MOU).
- j. Abide by the appropriate task set forth by the Sponsor and avoid assigning VISTA Members Direct Service assignments or inappropriate tasks. (A list of inappropriate tasks can be found in the Supervisors manual on pages 71-72.
- k. Maintain such records and accounts, and make such reports and investigations concerning matters involving AmeriCorps*VISTA members and the project as the Sponsor may request. The Site agrees to retain such records as the Sponsor may request for a period of three years after completion or termination of the project, or longer if requested for administrative proceedings and/or litigation purposes, and to provide access to such records to the Sponsor for the purpose of litigation, audit or examination.
- l. Notify the Sponsor of any changes in writing to the VISTA Member's Assignment Description, supervisor, site.

- m. To the maximum extent practicable, consult with and use the people of the community to be served by AmeriCorps*VISTA members in planning, developing, and implementing the project.
- n. Report to the Sponsor, within 24 hours, the unscheduled departure of AmeriCorps*VISTA members, and otherwise keep the Sponsor timely informed of unscheduled changes of status and conditions of AmeriCorps*VISTA members, such as arrests, hospitalization, and absence without leave.
- o. Submit Project Progress Reports within the required time frame. Currently The Sponsor operates on a monthly progress report schedule that is to be completed by the VISTA member and turned in by the Site Supervisor no later than the 5th business day of every month.
- p. Submit on-site training (OST) plans to the Sponsor prior to the starting date of such training. On-site training must occur and be completed within the first two to four weeks of an AmeriCorps*VISTA member's assignment to the Site.
- q. Make every reasonable effort to ensure that the health and safety of AmeriCorps*VISTA members are protected during the performance of their assigned duties. The Site shall not assign or require AmeriCorps*VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- r. In the event of a locally- and/or nationally- declared disaster, and with direction from the Sponsor be responsible for providing AmeriCorps*VISTA members opportunities to participate in local and/or national emergency disaster relief efforts if needed. All AmeriCorps*VISTA Program policies, terms and conditions remain in effect and benefits and protections afforded and provided to AmeriCorps*VISTA members and Sponsors and Sites shall continue while on special disaster relief assignment as if the AmeriCorps*VISTA members are in traditional service at the originally assigned site.
- s. Allow AmeriCorps*VISTA members to participate in Days of Service, e.g., Martin Luther King, Jr. Holiday, National Volunteer Week, should activities be organized in the communities where the members are in service.

3. Joint Responsibilities

- a. Site has primary responsibility for recruiting AmeriCorps*VISTA members with support from the Sponsor.
- b. The Sponsor and Site will cooperate together in all in-service trainings.

- c. The Sponsor nor the site do not have authority to terminate a VISTA member and will request removal of a member should a situation arise that deems it necessary.

4 Nondiscrimination

a. General Prohibition

No person with responsibilities in the operation of the project shall discriminate against any AmeriCorps*VISTA member, or member of the staff of, or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.

b. Sexual Harassment

Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As the recipient of federal financial assistance from the Corporation, the Site is responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:

- (1) Acts of “quid pro quo” sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Site, its agents or supervisory employees should have known of the acts.
- (2) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive service environment.
- (3) Acts of sexual harassment toward fellow AmeriCorps*VISTA members or non-employees, where the Site, its agent or its supervisory employees knew or should have known of the conduct, unless it took immediate and appropriate corrective action.

5. Delegation and Subcontracting

The Site is prohibited from delegating or assigning any of its obligations or duties contained in this MOU.

6. Supplemental Payments Prohibited

Monetary subsistence allowances provided to AmeriCorps*VISTA members are designed to permit AmeriCorps*VISTA members to live at or below the economic level of the persons served, as required by law. The Site is strictly prohibited from supplementing these allowances.

7. Prohibitions of Use of Corporation Assistance By Site

The Site agrees that no AmeriCorps*VISTA member assigned to the Site, under this MOU, shall be used to assist, provide or participate in:

- a. Partisan and non-partisan political activities associated with a candidate, including voter registration.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

8. The Sponsor further agrees not to:

- a. Carry out projects resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities, or providing voter transportation to the polls.
- b. Assign AmeriCorps*VISTA members to activities that would result in the hiring of or result in the displacement of employed workers, or impair existing contracts for service.
- c. Accept or permit the acceptance of compensation from AmeriCorps*VISTA members or from beneficiaries for the services of AmeriCorps*VISTA members.
- d. Approve the involvement of any AmeriCorps*VISTA members assigned to it in planning, initiating, participating in, or otherwise aiding or assisting in any demonstration whatsoever.

III. LIABILITY

1. To the extent permitted by Section 768.28, Florida Statutes, and the Florida Constitution, the parties agree to indemnify and hold harmless each other from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to any act or occurrence of omission or commission of either party, including but not limited to costs and a reasonable attorney's fee. Neither party shall be deemed to assume any liability for the acts, omissions to act and negligence of servants and employees.
2. The Site does not waive its sovereign immunity by entering into this MOU, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

3. The Sponsor and the Site agree that the AmeriCorps*VISTA member that has been assigned to the Site for participation in the local project as defined in the opening paragraph of this MOU, is not an employee of the Site, but rather an employee of the federal government as defined in Section I.2.a., herein, and therefore, the Site shall not be deemed to assume responsibility for the acts, omissions, or conduct of the AmeriCorps*VISTA member while engaged in rendering services pursuant to this MOU.

IV. TERMINATION

1. This MOU may be terminated without cause by either party upon 30 days written notice provided to the non-terminating party by the terminating party.

In witness whereof, the parties whose signatures appear below attest to having the authority to enter into this MOU and agree that this MOU will become effective on the aforementioned date.

COMMUNITIES IN SCHOOLS OF FLORIDA

Gadsden County School District

BY: _____
(Sponsor Signature)

BY: _____
(Responsible Party)

Name: Lois L. Gracey
(Print)

Name: Rose Raynak
(Print)

Title: CISFL State Director

Title: _____

Date: _____

Date: _____

Address: 444 Appleyard Drive
Tallahassee, FL 32304

Address: 35 Martin Luther King Jr Boulevard
Quincy, FL 32351

Phone: (850) 201-9750

Phone: (850) 627-9651

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8h

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: GASB 45 OPEB Contract

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the attached contract for actuarial services for compliance with Governmental Accounting Standards Board (GASB) Statement No. 45 which requires local governmental employers to include postemployment benefits as part of financial reporting.

This contract would join the other members of PAEC in procuring the services of Gabriel, Roeder, Smith & Company to perform the actuarial calculations necessary to comply with GASB 45 OPEB. The portion for the Gadsden County School District is \$9,493.00 that would be paid in two installments.

FUND SOURCE: General Fund

AMOUNT: \$ 9,493.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Panhandle Area Educational Consortium Contract Agreement

THIS CONTRACT is entered into by and between the Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Boulevard Chipley Florida 32428 hereinafter called "contractee", and Gabriel, Roeder, Smith & Company (GRS), One East Broward Blvd., Suite 505, Ft. Lauderdale Florida 33301 hereinafter called "contractor," entitled RM/PC/Surplus.

The contract will commence October 1, 2012 and will continue until September 30, 2014. Tony Ganstine will direct the activities of the contract.

The Contractee agrees to compensate contractor for the amount of \$142,400 in accordance with the chart in the attached GRS engagement letter for 16 participating districts including PAEC. PAEC will pay GRS in two installments upon completion of the following for each participating district and PAEC: \$71,200 once all engagement letters are fully executed and \$71,200 upon transmittal of the final report. This payment will be made in accordance with Marion County RFP #3033JD awarded to GRS on October 10, 2006.

The 11 participating PAEC Risk Management Consortium member districts (Calhoun, Franklin, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Wakulla, Walton, and Washington) will each be billed \$8,900 by PAEC in two installments as follows for reimbursement of funds paid to GRS: \$4,450 once all engagement letters are fully executed and \$4,450 upon transmittal of each participating district's final report.

The 4 participating districts who are non-members of the PAEC Risk Management Consortium (Gadsden, Nassau, Suwannee, and Taylor) will each be billed a total \$9,493 by PAEC (\$8900 for GRS services plus \$593 for consortium services as outlined in the GRS engagement letter) in two installments as follows for reimbursement of funds paid to GRS: \$4,746.50 once all engagement letters are fully executed and \$4746.50 upon transmittal of each participating district's final report.

The PAEC Risk Management Advisory Council approved on January 10, 2013, for the cost of PAEC's report (\$8,900) to be paid from RM/PC/Surplus funds in exchange for the services PAEC will provide as outlined in the GRS engagement letter.

The invoice should be signed by the contractor, reference the PAEC contract number, as shown above, include appropriate supporting documentation, and should be forwarded to the Finance Office, PAEC, 753 West Boulevard, Chipley, FL 32428. Lele Brock shall approve submitted material and invoices before payment is made.

PAEC will not be responsible for payment of any Worker's Compensation claims to the contractor or any employee of the contractor. The contractor understands that he/she is an independent contractor.

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

The services provided through this contract are stipulated as follows:

The contractor, Gabriel, Roeder, Smith & Company (GRS) will:

1. Provide services according to the attached GRS engagement letter.

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

1. Provide services according to the attached GRS engagement letter.

This contract is subject to the requirements of EDGAR Subpart 80 C Financial Administration – Sec. 80.35 Subawards to debarred and suspended parties.

a. No award will be made to parties that have been suspended or debarred from participation in federal assistance programs. A review of the official site for debarred and suspended parties or otherwise ineligible parties will be made prior to approval of this contract. Evidence of parties of this contract being included in such listings will deem the contractor ineligible making this contract null and void. By Executive Order 12549 and 12689, "Debarment and Suspension."

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

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

287.058 -

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

287.0582 -

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

216.347 -

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

215.422 -

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

1012.465-

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

This Contract is also subject to the Laws of the United States of America, in particular those provisions for procurement - Contract Administration described in Title 34, Section 80.36(i), Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

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

OMB Circular A-133 Audit Requirements

- A. If the contractor is a non-Federal entity that, during the effective period of this contract, expends \$500,000 or more in a year in Federal awards, the contractor shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133 (the Circular). Guidance on determining Federal awards expended is provided in § 205 of the Circular.
- B. When the schedule of findings and questioned costs disclose audit findings relating to this contract or when the summary schedule of prior audit findings reports the status of any audit findings relating to this contract, a copy of the Reporting Package (as defined in the circular) must be submitted to PAEC within 30 days after the contractor's receipt of the auditor's report but no later than nine months after the end of the audit period, unless a longer period is agreed to by the contractor's cognizant audit agency.
- C. When the contractor is not required to submit the Reporting Package pursuant to the Paragraph B above, the contractor shall submit to PAEC written notification that:
 1. An audit of the contractor was conducted in accordance with OMB Circular A-133, including timely filing;
 2. The schedule of findings and questioned costs disclosed no audit findings relating to any Federal award that PAEC provided;
 3. The summary schedule of prior audit findings did not report on the status of any audit findings relating to any Federal award that PAEC provided;
 4. No material issues of non-compliance were reported; and
 5. No reportable conditions related to internal controls were reported.

The contractor must identify the period covered by the audit and the name, amount, and CFDA number of the Federal award provided by PAEC. The contractor may submit to PAEC a copy of the Reporting Package described in Paragraph B above to comply with the notification requirements of this Paragraph C.

The address to which the foregoing shall be submitted is

PAEC
ATTN: Lele Brock
753 West Blvd.
Chipley, FL 32428

Non-discrimination

The contractor agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEOP) must meet the requirements of 28 CFR 42.301.

Force Majeure

Neither party shall be in breach of this contract if there is a total or partial failure by it in its duties and obligations occasioned by any act of God, fire, act of foreign, federal, state or local government, or any other reason beyond its reasonable control. In the event of delay in performance due to any such cause, the date of the delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay.

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

Contractee

Contractor

Herbert J. Taylor, Superintendent
Washington County School Board

Theora P. Braccialarghe, FSA, MAAA
Gabriel, Roeder, Smith, & Company (GRS)

Date

Date

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

38-1691268
Social Security # or Federal ID #

59-6000898
Social Security # or Federal ID#

WCSB Date:

Superintendent of Participating District



October 8, 2012

Mr. Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium
753 West Boulevard
Chipley, Florida 32428

Re: Actuarial Services Required under GASB Statement No. 45 OPEB (Other Post-Employment Benefits) for Districts Participating in Gateway

Dear Mr. McDaniel:

Gabriel, Roeder, Smith & Company (GRS) is pleased to provide actuarial services to each Participating District, including PAEC itself, in the Gateway program sponsored by the Panhandle Area Educational Consortium. By signing at the end of this Engagement Letter, all three parties (GRS, the District and the Consortium) agree to the terms set forth below. With respect to the actuarial services described herein for each District, the principal client of GRS is each respective District.

GRS

1. GRS agrees to provide telephone assistance and training, as needed, to Consortium staff regarding the OPEB Data Request and the Summary of OPEB Plan Provisions and any other related matters.
2. GRS agrees to perform an actuarial valuation of each participating District's OPEB as of October 1, 2012, pursuant to GASB Statement No. 45 and to prepare a separate formal report for each participating District. This report will constitute the deliverable under this agreement for each participating District. The report will present all actuarial numbers needed for the respective participating District to comply with GASB Statement No. 45 with respect to its financial statements for the fiscal year ending June 30, 2013. This report will be prepared assuming the participating District continues its OPEB plan on an unfunded (no OPEB Trust) basis for such fiscal year.
3. GRS will perform each District's actuarial valuation in accordance with the relevant Actuarial Standards of Practice and Code of Professional Conduct, as adopted by the Actuarial Standards Board. In addition, the results of each such actuarial valuation may be used in the preparation of the respective District's financial statement and in accordance with GASB Statement No. 45 and the related Comprehensive Implementation Guide.
4. The report will include results for two years' reporting requirements: fiscal years ending June 30, 2013 and 2014. This is similar to the prior engagement. No additional work or fees are necessary in the off-year unless there are "significant changes" as described by GASB.
5. The contents of each separate actuarial valuation report (for each participating District) will include:
 - a. An inside cover letter signed by the lead actuary,
 - b. An Executive Summary

- c. A section with charts and tables presenting a summary of valuation results and actuarial numbers which can be used in preparing the financial statement for the fiscal year ending June 30, 2013. These charts and tables will include, at a minimum:
 - i. The Annual Required Contributions (ARC) and the Annual OPEB Cost (AOC). These are the actual numbers which can be used in preparation of such financial statement.
 - ii. The report will include the *expected* employer contribution. This number will be the actual number used for employer contributions in such financial statement for fully insured benefits. However, it is merely an estimate of what is expected to be the employer contribution in such financial statement for self-insured benefits. The actual employer contribution (for self-insured benefit plans) to be reflected in the financial statements will be determined by the participating District based on instructions provided by GRS in the report or other communications and based on actual claims and other information provided by the claims payer.
 - iii. The report will include the *expected* Net OPEB Obligation (NOO) for the year. Again, this will be the actual number used for the NOO in such financial statement for fully insured benefits, but only an estimate for self-insured benefits included.
 - iv. The report will include the Actuarial Accrued Liability (AAL) as of October 1, 2012.
- d. A section presenting information on the Development of Per Capita Costs employed in the report.
- e. A section presenting all relevant Actuarial Assumptions and Methods employed in the Report.
- f. A section presenting the Summary of OPEB Plan Provisions.
- g. An appendix containing various disclosures necessary for reporting costs and liabilities pursuant to GASB Statement No. 45 for the two fiscal years ending June 30, 2013 and 2014.
6. A final version of the report for each District will be forwarded to the designated representative at each such District.
7. For the year ending June 30, 2014, GRS will review any plan changes communicated by the Consortium and provide the District with advice concerning whether they qualify as "significant changes" according to GASB, in which case a new or updated actuarial valuation would be required for the year ending June 30, 2014.
8. GRS will be available to any participating District which requests additional actuarial and consulting services directly from GRS relating to this engagement and its employee benefit plans. The actuarial and consulting services covered under this cooperative Engagement Letter (and included in the Base Fee) are limited to those services described in items 1 through 7, above, with

respect to the actuarial valuation as of October 1, 2012 with results applicable to the fiscal years ending June 30, 2013 and 2014. The participating District may request additional actuarial and consulting services directly from GRS related to this engagement and its employee benefit plans in general for additional fees. These services may include:

- a. While this actuarial valuation report will provide results for two fiscal years' reporting requirements, June 30, 2013 and 2014, GASB requires a new or updated actuarial valuation in the event of any "significant changes". GRS will provide additional valuation services if requested by the District in order to perform a new or updated actuarial valuation in the event that "significant changes" have occurred.
- b. Additional actuarial calculations or consulting services regarding the establishment of an OPEB Trust.
- c. Additional actuarial calculations or consulting services regarding alternative OPEB plan designs, such as changing the level of subsidies, eligibilities, Medicare incentives and alternatives, etc.
- d. On-site meetings at the District's own location for presentations or educational workshops for District staff, Committees or Board.
- e. Other benefits consulting.

These would not be part of this Engagement Letter or otherwise under the umbrella of the Consortium, but would be engagements by the participating District directly with GRS. Fees and terms for such additional services shall be agreed upon in advance between GRS and the participating District and shall be paid directly to GRS by such participating District.

9. GRS will bill the Consortium for the Base Fee (described at the end of this Engagement Letter) for the initial actuarial valuation report described in items 1 through 7, above.

Participating District

10. The participating District's management will appoint a primary representative responsible for this GASB Statement No. 45 project, at the District level. For example, for many Districts, this might be the Finance Director. While there may be other individuals at the District with whom Consortium and GRS staff may have contact and while the Consortium staff has numerous responsibilities and duties to conduct themselves, this individual should be considered the primary District contact responsible for the project, at the District level.
11. The participating District agrees to provide the Consortium with the authorization necessary for it to receive all requested data, documents or reports from Florida Retirement System and from each relevant insurance company, health maintenance organization, prescriptions benefit manager, or third party administrator.

12. The participating District agrees to provide the Consortium with a signed representation letter attesting to the reasonable steps it has taken to ensure that all member census, data, documents, reports, and other information it provides to the Consortium are complete and accurate, and that the Consortium and GRS may rely upon such data, documents, reports and other information with no duty to inquire or audit.
13. The participating District may request additional actuarial and consulting services directly from GRS relating to this engagement and its employee benefit plans. The actuarial and consulting services covered under this cooperative Engagement Letter (and included in the Base Fee) are limited to those services described in items 1 through 7, above, with respect to the actuarial valuation as of October 1, 2012 with results applicable to the fiscal years ending June 30, 2013 and 2014. The participating District may request additional actuarial and consulting services directly from GRS related to this engagement and its employee benefit plans in general for additional fees. These services may include:
 - a. While this actuarial valuation report will provide results for two fiscal years' reporting requirements, June 30, 2013 and 2014, GASB requires a new or updated actuarial valuation in the event of any "significant changes". GRS will provide additional valuation services if requested by the District in order to perform a new or updated actuarial valuation in the event that "significant changes" have occurred.
 - b. Additional actuarial calculations or consulting services regarding the establishment of an OPEB Trust.
 - c. Additional actuarial calculations or consulting services regarding alternative OPEB plan designs, such as changing the level of subsidies, eligibilities, Medicare incentives and alternatives, etc.
 - d. On-site meetings at the District's own location for presentations or educational workshops for District staff, Committees or Board.
 - e. Other benefits consulting.

These would not part of this Engagement Letter or otherwise under the umbrella of the Consortium, but would be engagements by the participating District directly with GRS. Fees and terms for such additional services shall be agreed upon in advance between GRS and the participating District and shall be paid directly to GRS by such participating District.

14. Any participating District with self-insured benefits is responsible for determining its own "employer contributions" for offsetting against its Annual OPEB Cost for each fiscal year, FY13 and later. Any participating District with fully insured benefits will be able to use the "employer contributions" provided by GRS for FY13 and later.
15. The participating District is responsible for drafting any narrative portions of its own Notes to Financial Statements relating to GASB Statement No. 45 OPEB, subject to templates or other guidance provided by the Florida Department of Education.

16. The participating District may release copies of the deliverable (the Actuarial Report) to other parties, but only in its entirety.

Consortium

17. The Consortium will collect all member census data requested by GRS, reformat and consolidate such data to conform to the specifications provided by GRS in the OPEB Data Request and forward such data to GRS.
18. The Consortium agrees to (a) gather and review benefits documents and information from each participating District, (b) forward the previous year's Summary of OPEB Plan Provisions provided by GRS to each participating District, (c) interview staff at each participating District concerning any changes or updates to the Summary, (d) obtain and forward to GRS a signed copy of the Summary with any changes or updates from each District, and (e) obtain from each District and forward to GRS the representation letter(s) using the template language GRS provides.
19. With respect to each relevant fully insured health-related benefit plan, the Consortium agrees to obtain documents and reports from each participating District or, as necessary, from each insurance company or health maintenance organization, as are necessary for GRS to assess the respective loss ratios associated with each such benefit plan.
20. With respect to each self-insured benefit plan, the Consortium agrees to obtain documents and reports from each participating District or, as necessary, from each claims payor (insurance company, health maintenance organization, prescription manager, third party administrator, etc.), as necessary, for GRS to develop total expected benefit costs (for claims, capitation and otherwise) incurred for each such benefit plan.
21. The Consortium agrees to provide GRS with a signed representation letter on its own letterhead attesting to the reasonable steps it has taken to ensure that all member census data, documents, reports and other information it provides to GRS are complete and accurate, and that GRS may rely upon such data, documents, reports and other information with no duty to inquire or audit.

Fees Payable to GRS

22. In the previous engagement for these actuarial services, GRS charged \$9,600 for the two years of services (down significantly from the prior engagement).

In this updated engagement, GRS agrees to charge \$8,900 for each participating District (including the Consortium itself) for the two years of services provided all 15 such Districts participate. This is a fee reduction of over 7%. Like in the previous valuation, we will incorporate an Appendix in our Report that includes results for the off-year. Therefore, no additional letter report or fee is required for the off-year, unless the District requests additional assistance in the preparation of its financial statement or because "significant changes" have occurred. For the actuarial valuation reports prepared as of October 1, 2012 and which provide

results applicable to the fiscal year July 1, 2013 and 2014, the Consortium will pay to GRS the Base Fee, as determined according to the following chart.

Number of Participating Districts (including PAEC)	Base Fee per District Accepting (2-yr Fee)	Total Base Fee (2-yr Fee)
15	\$8,900	\$133,500
14	8,900	124,600
13	9,400	122,200
12	9,400	112,800
11	9,800	107,800
10 or less	9,800	NA

Once it is known how many Districts will be participating and once Engagement Letters are fully executed for each such District, one-half of the Total Base Fee will be billed, due and payable from the Consortium. This is the same procedure as in the previous engagement. The balance will be billed, due and payable from the Consortium upon the transmittal of each participating District's draft Report.

Additional actuarial and consulting services may be engaged from GRS by each participating District individually and directly, as needed.

All Parties

To reduce litigation fees for all parties and in keeping with good business practices and, all parties agree to arbitration in the event of a dispute over performance, and waiver of jury in the event of trial.

This Engagement Letter may be renewed with the agreement of all parties for the purposes of each additional bi-annual actuarial valuation. The next such actuarial valuation would be scheduled as of October 1, 2014, and would produce results applicable to the fiscal years ending June 30, 2015 and 2016. Changes in the procedure might need to be implemented. But the same general concept may be renewed upon agreement by all parties.

We look forward to working with the Consortium and each individual District. Thank you for the confidence you place in Gabriel, Roeder, Smith & Company. We will make every effort to provide prompt, accurate, understandable and useful results in this engagement. I am authorized to sign on behalf of GRS, subject to the approval of Theora Braccialarghe, the Southeast Regional Director for GRS.

Mr. Patrick L. McDaniel
October 8, 2012
Page 7

Sincerely,



James J. Rizzo, ASA, MAAA, FCA
Senior Consultant & Actuary

**FOR PANHANDLE AREA
EDUCATIONAL CONSORTIUM**

Print Authorized Signer's Name

Authorized Signature

Date

PARTICIPATING DISTRICT

Print Name of District

Print Authorized Signer's Name

Authorized Signature

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8i

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: School Food Service Membership in POWER Buying Group

DIVISION: School Food Service

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested to approve membership by the School Food Service Program in the POWER Buying Group. The mission of the POWER Buying Group is to cooperatively procure high quality, reasonably priced products and services for child nutrition programs to enhance learning in member school district. This membership request is applicable for the 2013-2014 fiscal year.

FUND SOURCE: School Food Service

AMOUNT Estimated \$3,400.00 in dues payable by August 31, 2013

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services



*Working Together to
Feed Florida's
Children*

Executive Director
Linda Wiley

Member Districts

Broward
Calhoun
Charlotte
Citrus
Collier
DeSoto
Flagler
Franklin
Gadsden
Glades
Hardee
Hendry
Hernando
Highlands
Indian River
Lake
Lee
Leon
Levy
Marion
Martin
Miami-Dade
Monroe
Nassau
Okeechobee
Orange
Osceola
Pasco
St. Johns
St. Lucie
Sarasota
Sumter
The Villages
Volusia
Walton

The **P.O.W.E.R.** Buying Group

March 5, 2013

To: P.O.W.E.R. Buying Group Member

Each year, all PBG Members are required to sign a Letter of Agreement to participate and piggyback on related bids approved for use by the POWER Buying Group.

It is the intention of the Leadership Team of the PBG to allow the school meal program administrators to express their intent to participate in various bid categories. This will allow each Member the opportunity to tailor participation by bid category based upon each member's individual needs.

We all understand the importance and value of pooling volume by product and category which allows much greater cost savings to be realized. Previous assumption of volume was based upon actual product purchases. This coming school year, however, there are several new bid opportunities, such as smallwares and cleaning supplies, which, with sufficient participation, will result in even greater cost savings to our Members.

Members must complete return both the Letter of Agreement and the Bid Category Participation Member Determination (Appendix A) with all applicable signatures, to Linda Wiley, PBG Executive Director, powerbuyinggroup@gmail.com by no later than Friday, April 12, 2013. District Invoices for payment of dues will be transmitted in May, 2013 for the 2013-2014 school year.

Thank you for your participation as a Member of the POWER Buying Group. Your continued support of the PBG Mission assures our Group's success.

Sincerely,

Michelle Perkins
Chairman,
The P.O.W.E.R. Buying Group

Roy Pistone
Chairman-Elect,
The P.O.W.E.R. Buying Group

Purchasing Organization With Educational Results

Chair – Michelle Perkins; Chair-Elect – Roy Pistone;
Treasurer—Allyn Graves, US Foodservice – Distributor – Eddie Hart, Dan Cooper
Port Orange Division Chair – Angela Torres; South Florida Division Chair – Darren Frymoyer;
Tampa Division Chair – Lori Drenth; Lakeland Division Chair – Nancy Blackwelder;
Montgomery Division Chair – Leslie Snedeker; RFP Administration – Martin County School District



2013 - 2014 SY LETTER OF AGREEMENT

To participate in the P.O.W.E.R. Buying Group (PBG)

For the term of: July 1, 2013 – June 30, 2014

Name of Member's School Nutrition Program

PBG's purpose is to facilitate the members' processes for purchasing high quality food and supply products at competitive prices in compliance with all applicable guidance and regulations for their child nutrition programs.

Bids in effect for the 2013-2014 school year are:

- Martin County Schools Food and Supply Distribution Services for the P.O.W.E.R. Buying Group MCSD RFP 5001-0-2006/JK
- St. Lucie County Public Schools ITB 12-21, USDA Commodity Processing
- Pasco County Schools 11-085-DR Tomato USDA Commodity Processing
- Pasco County Schools RFP 13-005-VJ Long-Term Categorical Food Processing with USDA Contracted Vendors

Approval of PBG's participation in the above bids has been provided by a majority vote of the members applicable to each bid.

Termination of this Agreement by a member is permitted with written notice received by the Executive Director a minimum of ninety (90) days prior to the start of the next bid cycle.

Special conditions directly impacting the member's continued participation in the PBG bids are to be presented to the Executive Director as soon as possible for review.

Due date for this Letter of Agreement with category participation completed (Appendix A) and required signatures is **Friday, April 12, 2013** to be electronically mailed to the Executive Director at the e-mail address on the cover letter and end of the second page.

For the term of this Agreement, each member shall:

- Issue blanket purchase orders to the distributor (US Foods) to cover purchases of the food and supply items effective July 1, 2013 through June 30, 2014.
- Purchase bid items from the distributor in strict adherence with the terms, conditions, and unit prices of the Martin County School District RFP 5001-0-2006/JK, Food and Supply Distribution Service Bid and all related addenda and other current bids included above; as well as all applicable federal, state and local statutes, regulations, and ordinances and member purchasing policies and procedures.
- Differentiate bid and market items on orders or invoices in a manner that aids identification of the market items for audit purposes.

2013–2014 PBG Letter of Agreement, Continued

- Pay all distributor invoices per the contract terms for food and supplies received. Distributor and member will work to resolve disputed invoices to facilitate timely payments.
- Cooperatively contribute time and expertise (of one or more staff members as appropriate) to bid development, product testing and evaluation to improve the bids for the benefit of all members.
- Provide the distributor with multi-week menu cycles for Breakfast, Lunch and Afterschool Snacks programs, as applicable, and provide advance forecasts of food and supply items for future orders as requested by the distributor.
- Purchase food and supplies using PBG bids and Market Items based on the member-selected categories in Appendix A.
- Provide accurate and complete bid-related information (including surveys, votes, required forms and website profiles, etc.) requested by the Executive Board and/or Committee Chair(s) by the stated deadline or according to established procedures.
- Review their administrative procurement policies and procedures to ensure compliance with PBG stated guidance.
- Attend a minimum of two (2) quarterly PBG meetings, at least one (1) of the Division meetings and participate in a majority of the Division conference calls.
- Determine current commodity allocations, if applicable, based on PBG commodity processing bids and piggyback other existing bids only when needed to deplete previous allocations of USDA foods.
- Adhere to the Mission Statement, Code of Ethics, Bylaws, and Policies and Procedures as presented on the PBG website at: <http://thepowerbuyinggroup.com/>
- Communicate distributor concerns and requests accurately and in a timely manner to the distributor's Division office with copies to PBG Division Chair and Executive Director.
- Communicate PBG concerns, questions and ideas to Division Chair with a copy to PBG Executive Director.
- Remit the annual fee (invoice to be sent May 1, 2013) prior to the August 31, 2013 due date. Payments made during September 2013 will require an additional 5% late fee.

NOTE: Failure to pay the annual fee invoice by September 30, 2013 will result in notification of initiation of the termination process.

Failure to adhere to all elements of this Letter of Agreement may qualify as grounds for termination of member's access to PBG bids and services for a period of time up to 36 months. Noncompliant members will receive notification of the initiation of the termination process which includes an opportunity for resolution of the noncompliant issue(s).

The termination will be effective one hundred and twenty (120) calendar days after the PBG Executive Board decision is issued.

2013–2014 PBG Letter of Agreement, Continued

The member acknowledges that as in any successful partnership, it is imperative that all participants work cooperatively to achieve maximum benefit both individually and collectively. Members providing accurate, complete information as requested directly contribute to the effectiveness of the bids for all. The PBG is committed to provide quality products, which are competitively priced, in compliance with all guidance and regulations in an effective, efficient manner to all members.

_____	_____	_____
Administrative Authority Signature	Title	Date
_____	_____	_____
Purchasing Authority Signature	Title	Date
_____	_____	_____
PBG Chair Signature	Title	Date

Note: Please electronically mail signed Letter of Agreement and completed Appendix A to the PBG Executive Director no later than **Friday, April 12, 2013** at: powerbuyinggroup@gmail.com

Special Conditions: Occasional purchases of PBG bid items by members not participating in a certain bid category is permitted with notification emailed to the Division Chair.

Changes to PBG Bid Category Participation

Members are expected to participate in their selected categories for the **duration** of the agreement. However, members are permitted to change category participation during the agreement when approvals of the PBG Executive Board and the distributor are obtained. The required procedures follow.

- To **ADD** one or more categories during the school year:
 - Member shall provide **written (e-mail) request** and estimated **usage** of selected items in each added category to the PBG Executive Director a minimum of **thirty (30) calendar days prior** to the requested start date.
 - The Executive Director shall review each request with the Executive Board and the distributor and advise the member of the effective date of PBG bid pricing availability.

- To **DISCONTINUE** participation in one or more previously selected categories during the school year:
 - Member shall provide **written (e-mail) request** to end participation in the category(s) to the PBG Executive Director a minimum of **sixty (60) calendar days prior** to the requested effective date.
 - The Executive Director shall review each request with the Executive Board and the distributor and advise member of the effective date of PBG bid pricing discontinuation.

Administrative Authority Signature Title Date

Purchasing Authority Signature Title Date

PBG Chair Signature Title Date

Please contact the PBG Executive Director at: powerbuyinggroup@gmail.com with comments and questions on the 2013 – 2014 SY PBG Letter of Agreement and Appendix A.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8j

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Insurance Committee Recommendation for Health Insurance Vendor Beginning October 1, 2013

DIVISION: Insurance Committee

PURPOSE AND SUMMARY OF ITEMS:

Pursuant to Article XI(C) of both the GCCTA and GESPA Collective Bargaining Agreements, the Insurance Committee has been meeting and has prepared the following recommendation:

After careful deliberations over approximately three years, the Insurance Committee recommends that the Gadsden County School District offer Capital Health Plan (HMO) only for active employees and a combination of Capital Health Plan and Blue Medicare for retirees. The attached data describe participation and premiums over the past several years.

FUND SOURCE: All Funds and employees participating in health insurance benefits

AMOUNT: Based on individual employees' selections for health insurance

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

12/20/12

Gadsden School Board Premium and Participation History

Tier	2009-2010				2010-2011				2011-2012				2012-2013			
	BC/BS	CHP		CHP	BC/BS	CHP		CHP	BC/BS	CHP		CHP	BC/BS	CHP		CHP
Emp	461.95	8.7%	401.70	8.7%	493.49	6.8%	429.12	6.8%	519.40	5.3%	451.65	5.3%	544.62	4.9%	473.58	4.9%
Emp+Sp	877.72	8.7%	763.24	8.7%	937.64	6.8%	815.34	6.8%	986.88	5.3%	858.15	5.3%	1,034.80	4.9%	899.82	4.9%
Emp+Ch	785.34	8.7%	682.90	8.7%	828.96	5.6%	729.53	6.8%	883.01	6.5%	767.83	5.2%	925.88	4.9%	805.11	4.9%
Emp+Fam	1,293.48	8.7%	1,124.76	8.7%	1,381.79	6.8%	1,201.56	6.8%	1,454.35	5.3%	1,264.65	5.3%	1,524.96	4.9%	1,326.06	4.9%

	CHP Only		CHP Only		CHP Only		CHP Only	
Emp	372.20	4.5%	390.21	4.8%	405.82	4.0%	426.11	5.0%
Emp+Sp	744.70	4.5%	780.73	4.8%	811.97	4.0%	852.56	5.0%
Emp+Ch	632.80	4.5%	663.42	4.8%	689.96	4.0%	724.45	5.0%
Emp+Fam	1,079.50	4.5%	1,131.73	4.8%	1,177.01	4.0%	1,235.85	5.0%

	BC/BS	CHP	BC/BS	CHP	BC/BS	CHP	BC/BS	CHP
Emp	112	755	88	645	62	652	53	662
Emp+Sp	7	40	7	47	8	47	1	44
Emp+Ch	8	66	8	65	4	54	3	57
Emp+Fam	0	11	1	6	0	9	0	11
Totals	127	872	104	763	74	762	57	774

CHP and Blue Cross Blue Shield Participation History

	2009-2010		2010-2011		2011-2012		2012-2013	
	BC/BS	CHP	BC/BS	CHP	BC/BS	CHP	BC/BS	CHP
Active								
Emp	112	755	88	645	62	652	23	640
Emp+Sp	7	40	7	47	8	47	1	33
Emp+Ch	8	66	8	65	4	54	3	52
Emp+Fam	0	11	1	6	0	9	0	8
Totals	127	872	104	763	74	762	27	733
Retirees on Active Plan	14	56	14	60	17	59	13	70
Retirees on Medicare Plans	99	141	94	155	91	170	81	185

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8k

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Insurance Committee Recommendations for Life and Dental Insurance Vendor for Insurance Year Beginning October 1, 2013

DIVISION: Insurance Committee

PURPOSE AND SUMMARY OF ITEMS:

Pursuant to Article XI(C) of both the GCCTA and GESPA Collective Bargaining Agreements, the Insurance Committee has been meeting and has prepared the following recommendation:

The Insurance Committee recommends that the Gadsden County School District accepts the quote prepared by Florida Combined Life (FCL) for life insurance and dental insurance for the insurance year beginning October 1, 2013. The vendor is proposing a 15% reduction in Board-paid life and supplemental life insurance with a two-year guarantee. In addition, the vendor is proposing a continuation of the current dental insurance rate for one year. These savings are achieved through packaging the insurance plans as a group. See attached summary.

FUND SOURCE: All Funds and employees participating in life and dental insurance plans

AMOUNT: Reduction in life insurance and no change in dental insurance premiums

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

Life and Dental History

Year	Company	Life Rates	Company	Dental Rates
2009-2010	Assurant	\$0.60	FCL	\$18.62
2010-2011	FCL	\$0.30	FCL	\$17.69
2011-2012	FCL	\$0.30	FCL	\$17.69
2012-2013	FCL	\$0.27	FCL	\$17.69
2013-2014	FCL	0.23*	FCL	\$17.69

****FCL is proposing an additional 15% reduction in Board paid life and supplemental life with a 2 year guarantee. The dental would have a continuation of current rates for one year or an option of 5% increase guaranteed for 2 years. Also, Florida Blue will honor the continuation of the BlueMedicare if CHP only is the plan offered next year.**

*****Approximate Rate**

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 81

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEMS: Insurance Committee Recommendation for Pay Card

DIVISION: Insurance Committee

PURPOSE AND SUMMARY OF ITEMS:

Pursuant to Article XI(C) of both the GCCTA and GESPA Collective Bargaining Agreements, the Insurance Committee has been meeting and has prepared the following recommendation:

After exploring various options over several years, the Insurance Committee recommends that the Gadsden County School District implements payroll payment options of direct deposit and pay card only. Since 2009, provisions in Florida statutes have mandated that employees hired after that year be direct deposit only. This recommendation would provide employees who do not have a bank account to be paid by a pay card that could be cashed for no cost. See attached documentation.

FUND SOURCE: No Cost

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

FSV Payment Systems & Market Strength

Company Overview

- Established, profitable, 13-year old industry leader

Performance

- **\$4.5 billion** in loads 2011
- Over **441 million** transactions per year
 - **102.7 million** ATM and POS
- **2.5 million** active cards
- Over **3.1 million** live agent calls 2011
- Over **47.1 million** IVR calls 2011

Experience

- Over 500 program implementations
- 12 Issuer Integrations
- 95% average electronic payroll conversion rate

Key Partners



How does paying to the card work?

- No need to change payroll processor or system.
- Paying to the card works just like direct deposit.
- Pay directly to each individual card account.
- Bottom 1/3 of carrier has Direct Deposit enrollment form:
 - Employee Information: Name, SSN, Address, etc.
 - Account Information preprinted: Routing Transit Number and ACH Account Number
 - Consent language
 - Employee completes and turns in form to Manager
 - O/O uses form to enter into payroll system and pays via Direct Deposit

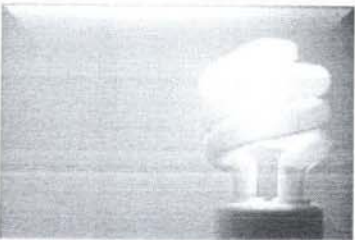
Other options may be available, let us know if you are interested.

Why ePayroll?



Save Money

Eliminate costs associated with the production and delivery of paper checks and wage statements



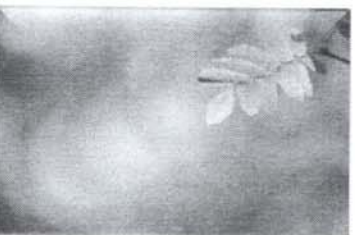
Improve Efficiency

- Reduce/eliminate escheatment
- Eliminate manual check handling
- Reduce payroll exception processing



Drive Employee Satisfaction

- Improve payroll process for payroll personnel, managers and cardholders
- Offer paycards as an innovative benefit that provides convenience, ease of use and valuable features



Realize Environmental Gains

Eliminate environmental impacts of the production and distribution of paper checks and wage statements

A Better Employee Experience

Free, Convenient Access

- Pay “in pocket” on payday
- Online account management
- 24x7x365 customer service
- Account alerts
- Disaster pay
- Faster lost/stolen process

Employees Save Money

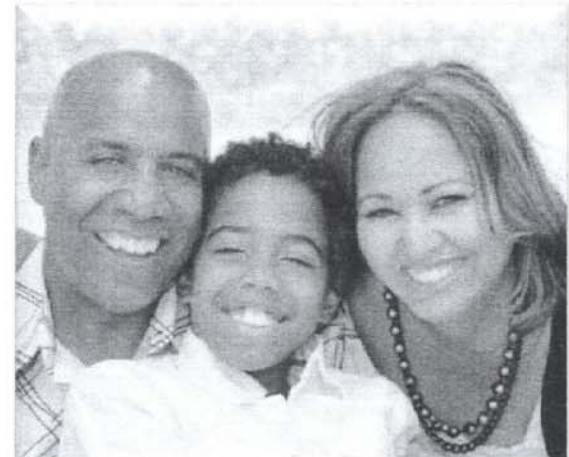
- Eliminate check cashing fees
- Spend less on transportation
- **No overdraft fees!**
- FREE access to pay
- No special trip to get paid
- Earn cash back rewards

Safety and Security

- FDIC insured
- Cash protected if card lost/stolen
- Zero liability fraud protection

Purchase Power

- Millions of merchants accept Visa and MasterCard
- Shop online, in person, by phone
- Pay bills online or by phone





Free, Convenient Access to Pay

FSV offers MORE ways for employees to access their pay for FREE

Always FREE

- POS signature “credit” purchases
- In-Network ATM Withdrawal
- Over-the-counter bank branch cash withdrawal
- ACH transfer to bank account
- Convenience check authorization* * May be cashed for FREE at Walmart



One (1) Transaction FREE Each Pay Load

- POS PIN “debit” purchases - (with or without cash back)

One (1) Transaction FREE Each Pay Load

- USPS money order



Convenient Card Features



Free Text and Email Alerts*

- Load Alert
- Low Balance Alert (Cardholder defined)
- Purchase Alert
- Decline Alert
- Information Alerts
- Two Way Balance Alert
- Sign up via Web, IVR, or Mobile App



Savings Account

- Interest Bearing
- Transfers on demand or recurring via the Web
- No Fees



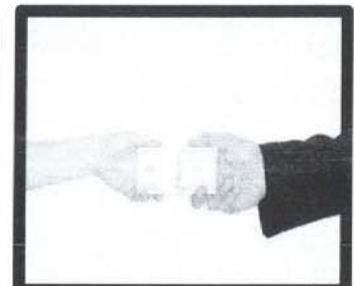
Bill Pay

- FSV Bill Pay Service (fees apply to this service)
- IVR
- Web
- Frequent Billers list
- Track payment history
- Biller direct via web or phone



Cash Back Rewards

- Online card account access
- No promo codes or coupons needed
- Offers based on purchase history
- Cash Back Rewards earned are deposited in card account each month



Money Transfers

- Western Union world wide
 - Web or Phone
- Card to Companion Card
 - IVR
 - Web
- ACH to any US bank account in cardholder's name via website for 100% of balance

*Standard text messaging rates apply.

Revised
3/5/13

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEM: Board approval of BID # 1213-14. Gas piping at East Gadsden High School.

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For Board approval of lowest and best base bid of \$23, 884.00 received from Keith Lawson Company for gas piping at East Gadsden High School. Liquid propane conversion to natural gas.

FUND SOURCE: Capital outlay

AMOUNT: \$23,884.00

PREPARED BY: Wayne Shepard

POSITION: 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

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

Gadsden County Schools
 Gas Piping at East Gadsden High School
 Bid Opening Date February 28, 2013, 2:00 p.m. EST



Company	Bid Sheet	Total	Liability Insurance	Sworn Stmt	Minority Form	W-9	Signature
Watts Mechanical, Inc.		39,093.28	✓	✓	✓	✓	Carrie A. Welsh
Keith Lawson Company, Inc.		23,884.00			✓	✓	
Vause Mechanical Contracting, Inc.		45,440.00	✓	✓	✓	✓	Keith Vause
TWC Services, Inc.		No Bid					
Keith McNeil Plumbing		No Bid					
Lance Maxwell Plumbing		No Bid					
Mike Feeders Plumbing Seeders		23,539.00	✓	✓	✓	✓	J. Marshall

Wagner Shepard
Signature

2-28-2013
Date

Mary Butler
Signature

2/28/13
Date

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

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

Specifications for Gas Piping—East Gadsden High School Bid# 1213-14

The School Board of Gadsden County Florida is requesting sealed bids on the following project at East Gadsden High School:

Project Name: Gas Piping—East Gadsden High School

We are looking for an all inclusive sealed bid for furnishing the following; labor and materials (conversion kits, piping, regulators, fittings, etc.) to convert appliances and equipment in five different buildings from liquid propane (L.P.) to natural gas—as per attached sheets.

Any questions should be directed to Wayne Shepard (Director of Facilities) or Lynn Tyus (Plumber) at (850) 627-9888.

The envelope containing a bid must be sealed and addressed to Wayne Shepard, Director of Facilities. Sealed bid must be submitted by 2:00 p.m. on February, 28, 2013 to the Max D. Walker Administration Building at 35 Martin Luther King Jr., Blvd, Quincy, Florida and must be labeled as follows:

**BID FOR GAS PIPING
BID #1213-14
EAST GADSDEN HIGH SCHOOL
2:00 P.M. FEBRUARY 28, 2013**

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333

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

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GREENSBORO, FL 32330
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH

BID FORM

BID FOR LUMP SUM CONTRACTS

Owner: GADSDEN COUNTY SCHOOL BOARD

Date: February 28, 2013

Project: **BID NO. 1213-14**
GAS PIPING AT EAST GADSDEN HIGH SCHOOL

Proposal of Keith Lawson Company (hereinafter called "Bidder")
a Corporation (corporation/a partnership/an individual)

doing business as (strike out inapplicable terms):

Keith Lawson Company

To the Gadsden County School Board (hereinafter called "Owner")

The Bidder, in compliance with your Invitation to Bid and Instruction to Bidders for the construction of:

GAS PIPING AT EAST GADSDEN HIGH SCHOOL

Having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project including, but not limited to, the availability of materials and labor and all matters referred to in the Contract Documents and Bid Package, hereby proposes to furnish all labor, materials, and supplies; and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These process are to cover all expenses incurred in performing the Work required under the Contract Documents, of which this bid is a part.

Bidder hereby agrees to commence Work under the Contract Documents following the Owner's written "Notice to Proceed" and substantially complete the project.

BASE BID: Bidder agrees to perform all of the work described in the Specifications and shown on the Drawings for the sum of

twenty-three thousand, eight hundred, eighty-eight 23,884.⁰⁰

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

***UNIT PRICES:**

Bidder understands that the Owner reserved the right to reject any or all bids and to waive any technical irregularities in the bidding or bidding process.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of twenty (20) calendar days after the opening of the bids.

Upon receiving written notice of the acceptance of this bid, Bidder will execute the Contract Documents and provide all Certificates of Insurance within ten (10) days thereof.

*The bid guarantee attached in the sum of N/A (\$ -0-)
Shall become property of the Owner in the event the Contract Documents are not executed, or the required Certificates of Insurance are not provided to the Owner, within the time requirements set forth above as liquidated damages for the delay and additional expense to the Owner caused thereby.

Florida construction Industries Licensing Board Certification

Keith O Lawson
(Name of Holder)

CFL-033793
(Certificate Number)

In witness thereof, the Bidder has hereunto set his signature and affixed his seal this 28th day of February, 2013.

_____ (SEAL)

By: Kenny Strickland

Title: Plumbing Service Supervisor

* ALT. Deduct *

If all work can be performed during normal business hours deduct \$ 2,150.00 from Base bid

*If not applicable, please write N/A and disregard.

MINORITY-OWNED FIRM OR COMPANY

I (we) do hereby certify that my (our) business qualifies as a minority-owned firm or company. Please check one of the following applicable:

- BLACK
- HISPANIC
- AMERICAN INDIAN-ALASKAN NATIVE
- FEMALE
- PHYSICALLY OR MENTALLY DISABLED
- ASIAN-PACIFIC ISLANDER

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ *W / W*

NAME OF BUSINESS: _____

ADDRESS: _____

Non-Minority Firm or Company

I (we) do hereby certify that my (our) business does not qualify as a minority-owned firm or company.

SIGNATURE: _____ *Kenny Strickland*

PRINT NAME: _____ *Kenny Strickland*

NAMES OF BUSINESS: _____ *Ketch Lawson company*

ADDRESS: _____ *P.O. Box 37309 Tallahassee, Florida 32315*

NOTE: Pursuant to Section 289.094, Florida Statutes, it is unlawful for any individual to falsely represent any entity as a minority-owned firm or company for purpose of qualifying for certification as such an enterprise under any program, which, in compliance with federal law, is designed to assist minority-owned firms or companies in receipt of contracts for the provision of goods and services.

***NOTE: THIS CERTIFICATION MUST BE SIGNED AND RETURNED WITH YOUR BID IN ORDER FOR YOUR BID TO BE VALID.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/19/2013

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

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

PRODUCER Parrish & Gwinn Insurance Group LLC 1401 Main Street Suite 601 Columbia SC 29201		CONTACT NAME: Kelly Hilliard PHONE (A/C, No, Ext): (803) 799-1160 FAX (A/C, No): (803) 799-1159 E-MAIL ADDRESS: khilliard@pginsgroup.com PRODUCER CUSTOMER ID #: 00000648	
INSURED Keith Lawson Company, Inc. 4557 Capital Circle NW Tallahassee FL 32303		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Zurich, NA	NAIC # 16535
		INSURER B: St. Paul Fire & Marine	NAIC # *24767
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 13-14 REG **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			GLO 4378787 02	3/1/2013	3/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Broad Form CGL						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> X, C, U Coverage						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			BAP 4378788 02	3/1/2013	3/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						Underinsured Motorist \$ State Min
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						Uninsured Motorist \$ State Min
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			ZUP-12T81363-13-NF	3/1/2013	3/1/2014	EACH OCCURRENCE \$ 9,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 9,000,000
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC 4378786 02	3/1/2013	3/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER SAMPLE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mark Parrish/KSH

ACORD 25 (2009/09)
INS025 (200909)

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CRIMINAL BACKGROUND CLEARANCE: Pursuant to Gadsden County School Board Policy 3.68, *Criminal Background and Employment and the Florida Legislated Jessica Lunsford Act;* any personnel deployed to school sites as a result of contract award must have received a Level II criminal background screening and clearance. These will be done through the School Board Human Resource Department, 35 MLK Jr., Blvd.Quincy, FL for each employee.

Call (850) 627-9651 Ext. 1244 to schedule an appointment. VISA or postal money order accepted.

Initial received

K.S.

What is a Level 2 background check?

A Level 2 background check includes fingerprinting the individual and submitting the prints to the Florida Department of Law Enforcement (FDLE) to compare those records against the statewide criminal and juvenile records maintained by the FDLE and federal criminal records maintained through the Federal Bureau of Investigation. It may also include a local criminal records check through local law enforcement agencies.

The person "must meet Level 2 screening requirements as described in s. 1012.32 (Florida Statutes)." That section states that "persons subject to this subsection found through fingerprint processing to have been convicted of a crime involving moral turpitude shall not be employed, engaged to provide services, or serve in any position requiring direct contact with students." Thus districts must look to the language in s. 1012.32 Florida Statutes, to determine the scope of disqualifying offenses, using the "crimes of moral turpitude" standard. Rule 6B-4.009(6), used by many school districts for their own employees, and defines moral turpitude as:

"Moral turpitude is a crime that is evidenced by an act of baseness, vileness, or depravity in the private and social duties, which, according to the accepted standards of the time a man owes to his or her fellow man or to society in general, and the doing of the act itself and not its prohibition by statute fixes the moral turpitude."

SWORN STATEMENT PURSUANT TO

SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES

This sworn statement is submitted to The School Board of Gadsden County, Florida

By Keith O. Lawson, II PRESIDENT
(print individual's name and title)

For Keith Lawson Co., INC.
(print name of entity submitting sworn statement)

whose business address is:

P.O. Box 37309
Tallahassee, FL 32315

and (if applicable) its Federal Employer Identification number (FEIN) is: 59 2421595

If the entity has no FEIN, include the Social Security number of the Individual signing this sworn Statement _____

1. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
 - C. I understand that a "person" as defined in Paragraph 287.133.(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

4. The statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDER YEAR IN WHICH IT IS FILED.

I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Keith Lawson
Signature

Keith Lawson Co., Inc. For

STATE OF Florida
COUNTY OF Leon

Sworn to or affirmed and signed before me on this 28 day of February, 2013



Kelly Goodman
NOTARY PUBLIC - STATE OF FLORIDA

Print, type, or stamp commissioned name of notary

personally known
 produced identification
Type of identification produced _____

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) KEITH LAWSON COMPANY INC	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see Instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) PO BOX 37309		Requester's name and address (optional)
City, state, and ZIP code TALLAHASSEE, FL 32315		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
Employer identification number	
5 9 - 2 4 2 1 5 9 5	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <i>Linda Richardson</i>	Date ▶ <i>February 28, 2013</i>
------------------	--	---------------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEM: Board approval of BID # 1213-15. Chiller Repair at James A. Shanks Middle School.

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For Board approval of lowest and best base bid of \$26, 722.00 received from Engineered Cooling Systems, Inc. for repairs to the chiller at James A. Shanks Middle School.

FUND SOURCE: Capital outlay

AMOUNT: \$26, 722.00

PREPARED BY: Wayne Shepard

POSITION: 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

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

Gadsden County Schools
 James A Shanks Middle School Chiller Repair Bid # 1213-15
 Bid Opening Date March 14, 2013, 2:00 p.m. EST



Company	Bid Sheet	Total	Liability Insurance	Sworn Stmt	Minority Form	W-9	Signature
Brooks Air Systems	✓	44,540.00	✓	✓	✓	✓	Tom J. Smith
Johnson Controls	✓	30,378.00	✓	✓	✓	✓	William Maxwell
Trane U.S. Inc	✓	85,548.00	✓	✓	✓	✓	
Engineered Cooling Services	✓	26,722.00	✓	✓	✓	✓	Jan S. S. S.
Honeywell	NO BID						

Wayne Shepard
 Signature

MARCH 14, 2013
 Date

Mary Zutter
 Signature

3/14/13
 Date

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

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

James A. Shanks Middle School—Chiller Repair
Bid # 1213-15

Bids will be received through 2:00 p.m. EST, March 14, 2013 at the Max D. Walker Administration Building, 35 Martin Luther King Jr., Blvd, Quincy, FL. The School Board of Gadsden County Florida is requesting sealed bids for the following:

Provide a complete break down, repair, and overhaul of a Trane Centrifugal Chiller—
Model Number CVHE050FA3H03UM2405-RAE5N1C0000000T000000-KS10002C0
Serial Number L01F09192

This will consist of, but not be limited to;

- 1-Perform Lockout-Tagout procedures
- 2-Refrigerant Removal as per EPA Guidelines
- 3-Drain oil
- 4-Set up rigging
- 5-Disassembly of compressor assembly
- 6-Install new inboard and outboard bearings
- 7-Rebuild 1st and 3rd stage vanes
- 8-Solvent clean oil sump
- 9-Reassemble compressor assembly with all new o-rings and gaskets
- 10-Replace oil filter and purge drier
- 11-Pressurize and leak check chiller
- 12-Evacuate chiller to O.E.M. specifications
- 13-Recharge chiller with refrigerant removed from system
- 14-Repair insulation damaged during overhaul
- 15-Start up and verify operation
- 16-Clean work area

If your company is interested and certified in this type of work, you can pick up a bid package from the Gadsden County School Board Maintenance Department, located at 805 S. Stewart Street, Quincy, Florida 32351 (850) 627-9888.

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333

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

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHIEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GREENSBORO, FL 32330
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH

The School Board of Gadsden County



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SUPERINTENDENT
OF SCHOOLS

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QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
www.gcps.k12.fl.us

TO: Reginald C. James – Superintendent of Schools

W.S. FROM: Wayne Shepard – Director of Facilities

RE: Bid # 1213-15 – chiller repair at James A. Shanks

Date: March 15, 2013

Mr. James,

On March 14, 2013 at 2:00 pm EST we opened bids for Bid#1213-15, **Chiller Repair at James A. Shanks Middle School.**

We sent out 5 bid packages and received 4 bids. The lowest and best bid was from Engineered Cooling Systems, Inc. Their bid price was \$26,722.00.

I am recommending that we award the bid for chiller repair work at James A. Shanks Middle School to Engineered Cooling Systems, Inc.

If you have any questions please feel free to contact me at (850) 627-9888 or (850) 545-7918 or shepardw@gcpsmail.com.

c.c. Mrs. Rosalyn Smith
Mrs. Bonnie Wood
Mr. Lamar Kirkland

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

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

ISAAC SIMMONS, JR.
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QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

Gadsden County Schools
 James A Shanks Middle School Chiller Repair Bid # 1213-15
 Bid Opening Date March 14, 2013, 2:00 p.m. EST



Company	Bid Sheet	Total	Liability Insurance	Sworn Stmt	Minority Form	W-9	Signature
Brooks Air Systems	✓	44,540.00	✓	✓	✓	✓	<i>Tom J. Smith</i> <i>William Maxwell</i>
Johnson Controls	✓	30,378.00	✓	✓	✓	✓	
Trane U.S. Inc	✓	85,548.00	✓	✓	✓	✓	<i>Jan S. S. S.</i>
Engineered Cooling Services	✓	26,722.00	✓	✓	✓	✓	
Honeywell	NO BID						

Wayne Shanks MARCH 14, 2013 *Mary Zutter* 3/14/13
 Signature Date Signature Date

The School Board of Gadsden County



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OF SCHOOLS

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James A. Shanks Middle School—Chiller Repair
Bid # 1213-15

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Model Number CVHE050FA3H03UM2405-RAE5N1C0000000T000000-KS10002C0
Serial Number L01F09192

This will consist of, but not be limited to;

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- 2-Refrigerant Removal as per EPA Guidelines
- 3-Drain oil
- 4-Set up rigging
- 5-Disassembly of compressor assembly
- 6-Install new inboard and outboard bearings
- 7-Rebuild 1st and 3rd stage vanes
- 8-Solvent clean oil sump
- 9-Reassemble compressor assembly with all new o-rings and gaskets
- 10-Replace oil filter and purge drier
- 11-Pressurize and leak check chiller
- 12-Evacuate chiller to O.E.M. specifications
- 13-Recharge chiller with refrigerant removed from system
- 14-Repair insulation damaged during overhaul
- 15-Start up and verify operation
- 16-Clean work area

If your company is interested and certified in this type of work, you can pick up a bid package from the Gadsden County School Board Maintenance Department, located at 805 S. Stewart Street, Quincy, Florida 32351 (850) 627-9888.

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HAVANA, FL 32333

Judge B. Helms, Jr.
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www.gcps.k12.fl.us

James A. Shanks Middle School—Chiller Repair
Bid # 1213-15

Bids must be delivered by 2:00 p.m. EST, March 14, 2013 to the following:

Attn: Wayne Shepard
Gadsden County School Board
Max D. Walker Administration Building,
35 Martin Luther King Jr., Blvd, Quincy, FL 32351

Envelope should be marked with the following:

James A. Shanks Middle School Chiller Repair
Bid # 1213-15
Date: March 14, 2013
Time: 2:00 PM, EST

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333

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

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHIEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GREENSBORO, FL 32330
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH

BID FORM

BID FOR LUMP SUM CONTRACTS

Owner: GADSDEN COUNTY SCHOOL BOARD

Date: February 28, 2013

Project: **BID NO. 1213-15**
JAMES A. SHANKS MIDDLE SCHOOL CHILLER REPAIR

Proposal of Engineered Cooling Services, Inc. (hereinafter called "Bidder")

a Corporation (corporation/a partnership/an individual) doing

business as (strike out inapplicable terms):

Engineered Cooling Services, Inc.

To the Gadsden County School Board (hereinafter called "Owner")

The Bidder, in compliance with your Invitation to Bid and Instruction to Bidders for the construction of:

JAMES A. SHANKS MIDDLE SCHOOL CHILLER REPAIR—BID # 1213-15

Having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project including, but not limited to, the availability of materials and labor and all matters referred to in the Contract Documents and Bid Package, hereby proposes to furnish all labor, materials, and supplies; and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These process are to cover all expenses incurred in performing the Work required under the Contract Documents, of which this bid is a part.

Bidder hereby agrees to commence Work under the Contract Documents following the Owner's written "Notice to Proceed" and substantially complete the project.

BASE BID: Bidder agrees to perform all of the work described in the Specifications and shown on the Drawings for the sum of

Twenty Six Thousand Seven Hundred Twenty Two (\$ 26,722.⁰⁰)

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

UNIT PRICES:

Bidder understands that the Owner reserved the right to reject any or all bids and to waive any technical irregularities in the bidding or bidding process.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of twenty (20) calendar days after the opening of the bids.

Upon receiving written notice of the acceptance of this bid, Bidder will execute the Contract Documents and provide all Certificates of Insurance within ten (10) days thereof.

*The bid guarantee attached in the sum of N/A (\$ _____) Shall become property of the Owner in the event the Contract Documents are not executed, or the required Certificates of Insurance are not provided to the Owner, within the time requirements set forth above as liquidated damages for the delay and additional expense to the Owner caused thereby.

Florida construction Industries Licensing Board Certification

Peter W. Doyle
(Name of Holder)

CMC39591
(Certificate Number)

In witness thereof, the Bidder has hereunto set his signature and affixed his seal this 11th day of March, 2013.

Laura J. Redd (SEAL)



LAURA J. REDD
MY COMMISSION # EE 222834
EXPIRES: September 29, 2016
Bonded Thru Budget Notary Services

By: [Signature]

Title: Chief Financial Officer

*If not applicable, please write N/A and disregard.

INSURANCE REQUIRED AS FOLLOWS:

1. **Worker's Compensation Insurance.**
2. **Public Liability Insurance for bodily and personal injury and property damage**

The Gadsden County School Board shall be named as insured and limits shall be at \$1,000,000 per claimants

3. **Automobile Liability Insurance against bodily injury and property damage in at least the amount of \$1,000,000 per claimants**


The successful bidder MUST FURNISH CERTIFICATE FOR ABOVE COVERAGE BEFORE COMMENCING WORK.

Initial received *JL*

CRIMINAL BACKGROUND CLEARANCE: Pursuant to Gadsden County School Board Policy 3.68, Criminal Background and Employment and the Florida Legislated Jessica Lunsford Act; any personnel deployed to school sites as a result of contract award must have received a Level II criminal background screening and clearance. These will be done through the School Board Human Resource Department, 35 MLK Jr., Blvd. Quincy, FL.

Call (850) 627-9651 Ext. 1244 to schedule an appointment. VISA or postal money order accepted.

Initial received

_____

What is a Level 2 background check?

A Level 2 background check includes fingerprinting the individual and submitting the prints to the Florida Department of Law Enforcement (FDLE) to compare those records against the statewide criminal and juvenile records maintained by the FDLE and federal criminal records maintained through the Federal Bureau of Investigation. It may also include a local criminal records check through local law enforcement agencies.

The person "must meet Level 2 screening requirements as described in s. 1012.32 (Florida Statutes)." That section states that "persons subject to this subsection found through fingerprint processing to have been convicted of a crime involving moral turpitude shall not be employed, engaged to provide services, or serve in any position requiring direct contact with students." Thus districts must look to the language in s. 1012.32 Florida Statutes, to determine the scope of disqualifying offenses, using the "crimes of moral turpitude" standard. Rule 6B-4.009(6), used by many school districts for their own employees, and defines moral turpitude as:

"Moral turpitude is a crime that is evidenced by an act of baseness, vileness, or depravity in the private and social duties, which, according to the accepted standards of the time a man owes to his or her fellow man or to society in general, and the doing of the act itself and not its prohibition by statute fixes the moral turpitude."

SWORN STATEMENT PURSUANT TO

SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES

This sworn statement is submitted to The School Board of Gadsden County, Florida

By Drew Adams, Chief Financial Officer
(print individual's name and title)

For Engineered Cooling Services, Inc.
(print name of entity submitting sworn statement)

whose business address is:

2801 N. Davis Hwy
Pensacola, FL 32503

and (if applicable) its Federal Employer Identification number (FEIN) is: 87-0769487

If the entity has no FEIN, include the Social Security number of the Individual signing this sworn Statement

1. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
 - C. I understand that a "person" as defined in Paragraph 287.133.(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

4. The statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDER YEAR IN WHICH IT IS FILED.

I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Drew Adams, CFO
Engineered Cooling Services, Inc.

For

STATE OF Florida
COUNTY OF Escambia

Sworn to or affirmed and signed before me on this 11th day of March 2013.

Laura J. Redd
NOTARY PUBLIC COMMISSION # 22834 FLORIDA
EXPIRES: September 29, 2016
Bonded Thru Budget Notary Services

Print, type, or stamp commissioned name of notary

personally known
 produced identification
Type of identification
produced _____

MINORITY-OWNED FIRM OR COMPANY

I (we) do hereby certify that my (our) business qualifies as a minority-owned firm or company. Please check one of the following applicable:

- BLACK
- HISPANIC
- AMERICAN INDIAN-ALASKAN NATIVE
- FEMALE
- PHYSICALLY OR MENTALLY DISABLED
- ASIAN-PACIFIC ISLANDER

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

NAME OF BUSINESS: _____

ADDRESS: _____

Non-Minority Firm or Company

I (we) do hereby certify that my (our) business does not qualify as a minority-owned firm or company.

SIGNATURE: Jennifer S. Carter

PRINT NAME: Jennifer S. Carter

NAMES OF BUSINESS: Engineered Cooling Services

ADDRESS: 2801 N. Davis Hwy
Pensacola, FL 32503

NOTE: Pursuant to Section 289.094, Florida Statutes, it is unlawful for any individual to falsely represent any entity as a minority-owned firm or company for purpose of qualifying for certification as such an enterprise under any program, which, in compliance with federal law, is designed to assist minority-owned firms or companies in receipt of contracts for the provision of goods and services.

***NOTE: THIS CERTIFICATION MUST BE SIGNED AND RETURNED WITH YOUR BID IN ORDER FOR YOUR BID TO BE VALID.**

Engineered Cooling Services

Building Efficiency and Sustainability

A Service Logic Company

Service Proposal

TO: **Gadsden Co. School District**
805 South Stewart St.
Quincy, FL. 32351

PROJECT: **Chiller Overhaul**

ATTN: **Wayne Shepard**

Location: **Shanks High School**

PHONE: **(850) 875-8795**

PROPOSAL NO.: **Q-02-2013-58873**

DATE: **March 11, 2013**

FAX: **shepardw@gcpsmail.com**

JOB NO:

THANK YOU FOR THE OPPORTUNITY OF PROVIDING YOU WITH THIS PROPOSAL
Engineered Cooling Services is pleased to propose the following:

Scope of Service:

- Advise customer upon arrival
- Review Scope of Service
- Perform lockout / tagout procedures
- Remove refrigerant in accordance with the EPA Clean Air Act of 1990
- Drain oil
- Set up rigging
- Disassemble compressor assembly
- Install new inboard and outboard bearings
- Rebuild 1st & 3rd stage vanes
- Solvent clean oil sump
- Reassemble compressor assembly with all new O-rings and gaskets
- Replace oil filter and purge drier
- Pressurize and leak check chiller
- Evacuate chiller to O.E.M specifications
- Recharge chiller with refrigerant removed from system
- Repair insulation damaged during overhaul
- Start up and verify operation
- Clean work area

Labor: \$13,027.00
Materials: \$13,695.00
Total: \$26,722.00

Terms:

1. Work to be performed during normal hours of operation Monday thru Friday, overtime premiums excluded.
2. Proposal is subject to progress billings.
3. Proposal is for specified work only.
4. Proposal is subject to revision if not accepted within 30 days of receipt.
5. Proposal is subject to the attached Terms and Conditions.
6. Payment terms are Net 30.

SUBMITTED BY: **JESSE SELPH**

BY: *Jesse Selph*

TITLE: **SALES ENGINEER**

PHONE: **850 - 728-9038**

ACCEPTED: _____

BY: _____

TITLE: _____

PENSACOLA, FL • TALLAHASSEE, FL • ORLANDO, FL • MOBILE, AL • MONTGOMERY, AL

Terms and Conditions

1. **OFFER AND ACCEPTANCE:** Company offers to sell the materials, equipment and services indicated in strict accordance with the terms and conditions stated herein. Submittal of a Purchase Order or execution of this offer by Client, or allowing Company to commence work shall be deemed an acceptance of this offer, which offer and acceptance shall constitute a legally enforceable contract between Client and Company. Any additional or differing terms and conditions contained on Client's Purchase Order (whether or not such terms materially alter this offer) are hereby rejected by Company and shall not become part of the contract between Client and Company unless expressly consented to in writing by Company. This offer is subject to acceptance within 30 days after date and is based on all work being performed during regular working hours.
2. **TERMS:** Terms of Payment for goods shipped and/or services rendered hereunder shall be NET or RECEIPT of INVOICE. Company reserves the right to add to any account outstanding more than thirty (30) days a change of one and one-half (1-1/2%) percent of the principal amount due at the end of each thirty (30) day period.
3. **INVOICING:** Company reserves the right to issue partial or complete INVOICES as material is furnished and as services are rendered.
4. **PERFORMANCE:** Company shall not be liable for failure to ship or delays in delivery of equipment or performance of services hereunder where such failure or delay is due to the disapproval of the Company's Credit Department, or due to strikes, fires, accidents, national emergency, failure to secure materials from the usual sources of supply, or any other circumstance beyond the control of the Company, whether of the class of causes enumerated above or not, which shall prevent Company from making deliveries or performing services in the usual course of business. In the event of the disapproval of the Company's Credit Department or the occurrence of any of the above, Company may, at its sole option, cancel Client's Purchase Order without the liability on the part of the Company. Alternatively, Company may extend the time for its performance by a period equal to the duration of the cause underlying Company's failure or delay. Receipt of the equipment or services by Client upon its delivery shall constitute a waiver of all claims for delay.
5. **WARRANTY:** Company guarantees service work and all materials of Company manufacture against defects in workmanship and material for 90 days from date of completion of the work and will repair or replace F.O.B. point of manufacture or shipment such products or components as Company finds defective. This warranty does not include the cost of labor to remove or reinstall any defective components, nor does this warranty include cost of handling, shipping or transportation involved in supplying replacements for defective components. This warranty does not include the replacement of refrigerant lost from the system after completion of the work. On machinery and materials furnished by Company, but manufactured by others, Company will extend the same guarantee it receives from the manufacturer.

THIS WARRANTY AND LIABILITY SET FORTH ABOVE ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, EXPRESS OR IMPLIED, IN LAW OR IN ACT, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE WARRANTIES CONTAINED HEREIN SET FORTH CLIENT'S SOLE AND EXCLUSIVE REMEDY IN THE EVENT OF A DEFECT IN WORKMANSHIP OR MATERIALS.
6. **PATENTS:** If there is bought against the Client any suit or proceeding based on a claim that an apparatus, or any part thereof, furnished under this contract constitutes an infringement of any patent of the United States, Company, if notified promptly in writing and given authority, information and assistance by the Client for the defense of same, will defend same and pay all expenses and costs which may be

awarded therein against the Client. In the event that the Client has complied with the conditions just stated and the apparatus, or any part thereof, is held to constitute infringements and its use is enjoined. Company, in lieu of all other liability except as above stated, will, at its own expense, either procure for the Client the right to continue using said apparatus, or replace same with non-infringing apparatus, or modify it so it becomes non-infringing, or remove said apparatus and refund the purchase price thereof, but Company's liability shall in no case exceed the purchase price of said infringing apparatus.

7. **LIMITATION OF LIABILITY:** All claims, causes of action or legal proceedings against Company arising from Company's performance under this contract must be commenced by Client within the express warranty period specified under Paragraph 6 hereof. Failure to commence any such claim, cause of action or legal proceeding within such period shall constitute a voluntary and knowing waiver thereof by Client. IN NO EVENT SHALL COMPANY'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENTS RECEIVED BY COMPANY FROM CLIENT UNDER THE INSTANT CONTRACT, NOR SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THESE LIMITATIONS ON DAMAGES SHALL APPLY UNDER ALL THEORIES OF LIABILITY OR CAUSES OF ACTION, INCLUDING BUT NOT LIMITED TO CONTRACT, WARRANTY, TORT OR STRICT LIABILITY.
8. **DELIVERY:** Shipping dates are approximate only. No shipping date requested or specified by Client will be binding on Company unless such request or specification is specifically agreed to in writing by an officer of Company. Shipment shall be F.O.B. factory, with title passing to Client upon delivery to the carrier by Company.
9. **CANCELLATION:** Company reserves the right to collect cancellation charges (including but not limited to all costs and expenses incurred, plus reasonable overhead and profit against any canceled order).
10. **DISPUTES AND CHOICES OF LAWS:** This contract shall be deemed to have been entered into and shall be governed by the laws of the State of Florida. All claims, disputes and controversies arising out of or relating to this contract, or the breach thereof, shall, in lieu of court action, be submitted to arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and any judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The site of the arbitration shall be Pensacola, FL, unless another site is mutually agreed between the parties. The parties agree that any part of the arbitration shall be entitled to discovery of the other party as provided by the Federal Rule of Civil Procedure; provided, however, that any such discovery shall be completed within four (4) months from the date the Demand for Arbitration is filed with the American Arbitration Association.
11. **COST TO COMPANY:** In the event it becomes necessary for Company to incur any costs or expenses in the collection of monies due Company from Client, or to enforce any of its rights or privileges hereunder, Client, upon demand shall reimburse Company for all such costs and expenses (including, but not limited to, reasonable attorney's fees).
12. **ENTIRE AGREEMENT:** These terms and conditions, and the matter set forth on the face of Company's offer to sell, constitute the entire agreement between Company and Client. No course of dealings or performance, or prior, concurrent or subsequent understandings, agreements of representations become part of this contract unless expressly agreed to in writing by an authorized representative of Company.
13. **ASSIGNMENT:** Client shall not assign this contract or any interest therein without the prior written consent of Company. Any actual or attempted assignment without Company's consent shall entitle Company, at its sole option, to cancel this contract and, in such event; Company shall be entitled to payment for all work performed and materials furnished to the date of cancellation, as well as reasonable compensation for lost income and profits.

By signing the below line, you are confirming that you have read and understand this paragraph and that you agree to the Terms and Conditions listed above.

Signature: _____ Date: _____

AC# 6349424

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

SEQ# L12090800677

DATE	BATCH NUMBER	LICENSE NBR
09/08/2012	128069723	CMC39591

The MECHANICAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2014

DOYLE, PETER W
ENGINEERED COOLING SERVICES INC
2801 NORTH DAVIS HWY.
PENSACOLA FL 32503

RICK SCOTT
GOVERNOR

KEN LAWSON
SECRETARY

DISPLAY AS REQUIRED BY LAW



CERTIFICATE OF LIABILITY INSURANCE

4/1/2013

DATE (MM/DD/YYYY)
3/29/2012

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

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

PRODUCER LOCKTON COMPANIES, LLC-1 KANSAS CITY CA CA License #0554167 444 W. 47th Street, Suite 900 Kansas City 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Zurich American Insurance Company		16535
INSURER B : Great American Insurance Company		16691
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
1304803 ENGINEERED COOLING SERVICES, INC.
2801 N DAVIS HWY
PENSACOLA FL 32503

COVERAGES MECSE01 XP CERTIFICATE NUMBER: 3676595

REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	N	N	GLO4886497-02	4/1/2012	4/1/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Comp Ded \$1,000 <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> COLL Ded \$1,000	N	N	BAP4886499-02	4/1/2012	4/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	TUU018926702	4/1/2012	4/1/2013	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 4886501-02	4/1/2012	4/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

3676595

EVIDENCE OF INSURANCE

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

AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Engineered Cooling Services Inc

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

Other (see instructions) ▶ _____

Address (number, street, and apt. or suite no.)
2801 North Davis Hwy

City, state, and ZIP code
Pensacola, FL 32503

List account number(s) here (optional)

Requester's name and address (optional)

Exempt payee

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

Employer identification number

8	7	-	0	7	6	9	4	8	7
---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ *Jennifer Carter* Date ▶ *1/27/13*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:



- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Entech Sales and Service, Inc.

Certifies that

Micah Stevens

Has completed
40 Hours of Continuing Education

Microprocessor Panel Training



Bryan Strode
Service Manager
January 14TH 2011



TRANE

This document verifies that

Micah Stephens

has attended

CenTraVac Electronic Controls

June 20 to June 24, 2011



Trane is authorized by IACET to offer
3.5 CEU's for this program

87725438



Danfoss Turbocor Compressors Inc.

Certificate of Completion

is hereby granted to

Roy Jenkins

to certify that he/she has completed to satisfaction

Course 10: COMPRESSOR OPERATION, SERVICE & REPAIR 1

Attended: September 20-21, 2011

A handwritten signature in black ink, appearing to read "Heath Whiddon", written over a faint, illegible background.

No.56

Heath Whiddon, Training Instructor & Compressor Technical Specialist

Page 1
JENKINS
10/14 0:02 AM



Be it known that

Roy Jenkins

has successfully completed

Pneumatic Controls

studies and has been awarded this Energy Management Certificate.

On this Fifteenth Day of September, Nineteen Hundred and Eighty-nine

CEUs Awarded: 3.2

Authorized by



Bruce R. Chamberlain
Senior Training Engineer



LITHO IN U.S.A.

F-13254-3

Be it known that

Roy Jenkins

has successfully completed

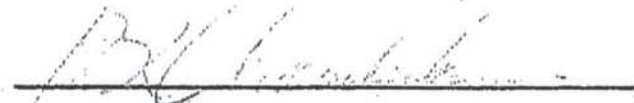
Pneumatic Controls

studies and has been awarded this Energy Management Certificate.

On this Fifteenth Day of September, Nineteen Hundred and Eighty-nine

CEUs Awarded: 3.2

Authorized by



Bruce R. Chamberlain
Senior Training Engineer



LITHO IN U.S.A.

F-13254-3

TRAINING
CENTER



Natkin Service Company

TRAINING CENTER
Oklahoma City, Okla.

This Certificate Is Awarded To

ROY F. JENKINS

As Evidence Of Satisfactory Completion Of The Technical Training Program

GENTRIFUGAL OVERHAUL

In Witness Whereof This Certificate Is Hereby Granted

this 21st day of JUNE 19 91



Eugene Blankenship
Eugene Blankenship,
Training Director

George D. Jenkins
George D. Jenkins,
President

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: March 26, 2013

TITLE OF AGENDA ITEM: Discussion and Request to Advertise the Board's Intent to Amend School Board Rule 8.40 (General Food Service Requirements).

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request amendment to School Board Rule 8.40 (General Food Service Requirements) and to request approval to advertise the Notice of Intent to Amend a Rule.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Bonnie Wood *BW*

POSITION: Assistant Superintendent for Business and Finance

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA
NOTICE OF INTENT TO AMEND A POLICY**

DATE OF THIS NOTICE: March 26, 2013

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend Gadsden County School Board Policy Numbered 8.40 (General Food Service Requirements)

PURPOSE AND EFFECT: The purpose and effect of this policy revision is to comply with Florida Administrative Code No. 6A-7.0411.

RULEMAKING AUTHORITY: Subsection 1000.41, and 1000.43, Florida Statutes

LAWS IMPLEMENTED: 1000.40, 1000.42, and 1000.43, 1003.31 Florida Statutes

SUMMARY OF THE ESTIMATED ECONOMIC IMPACT: NONE

FACTS AND CIRCUMSTANCES JUSTIFYING RULE: It is necessary to amend Policy 8.40 (General Food Service Requirements) to comply with Florida Administrative Code No. 6A-7.0411.

A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M. ON: Tuesday, April 23, 2013

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

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

NAME OF THE PERSON ORIGINATING THIS RULE: Rosalyn W. Smith
Deputy Superintendent

NAME OF THE PERSON WHO APPROVED THIS RULE: Reginald C. James
Superintendent of Schools

DATE OF SUCH APPROVAL: March 26, 2013

A COPY OF THE POLICY PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Reginald C. James, Superintendent of Schools
For Gadsden County, Florida, and Secretary and
Chief Executive Officer of the School Board of
Gadsden County, Florida.

CHAPTER 8.00 - AUXILIARY SERVICES

GENERAL FOOD SERVICE REQUIREMENTS

8.40*+

- (1) The school food service program shall operate according to requirements set forth in Florida Statutes and State Board of Education rules. The school food service program shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered by School Food services through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program.
- (2) The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- (3) Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Board of Education rules and approved by the Superintendent.
- (4) The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Education.
- (5) School food and nutrition service funds shall not be considered or treated as internal funds of the local school, but shall be a part of the district school funds. School food and nutrition service funds shall be subject to all the requirements applicable to the district fund such as budgeting, accounting, reporting, and purchasing and such additional requirements is set forth in the written procedures manual authorized in this policy.
- (6) USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related State Board of Education rules.
- (7) The Superintendent or designee shall develop a written procedures manual to govern school food and nutritional services programs.
- (8) Purchases of perishable produce are exempt from formal bid procedures. The Food Service Management Team, under the direction of the Superintendent and the Assistant Superintendent for Business Services, has authority to accept informal quotes from available providers, make purchases, expend budgeted funds and accept perishable produce without School Board Approval of the bid quotes.

CHAPTER 8.00 - AUXILIARY SERVICES

STATUTORY AUTHORITY:

1001.41, 1001.42, F. S.

LAWS IMPLEMENTED:

1001.43, 1006.06, 1006.0605, F. S.

STATE BOARD OF EDUCATION RULE:

6A-7.040; 6A-7.041; 6A-7.042; 6A-7.045

HISTORY:

ADOPTED:

REVISION DATE(S): 9/15/02, 7/15/03, 6/22/04

FORMERLY: 6.401